

Saving the screen image

If your computer has a problem, or if you wish to show someone the image that is on the screen, then it may help for you to take a "snapshot" of the screen; for example, an error message or evidence that a program has installed itself without your permission. You can show the screen image to a technician who might be able to help you.

To save the screen image to a file, on a Windows system:

1. Press the "Print Screen" or "PrtScr" button at the top right corner of the keyboard, third from right. (This saves the image to the Clipboard.)
2. Open Start / Program / Accessories / Paint.
3. Edit / Paste
4. File / SaveAs and type an appropriate file name.

The file you saved has the image of the screen.