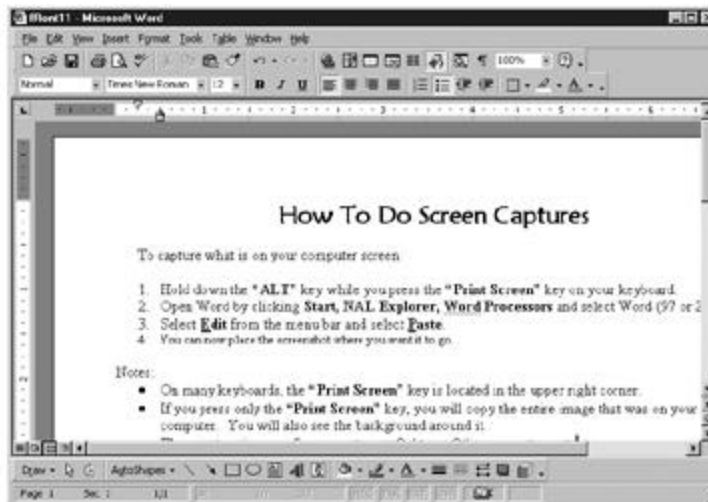


Taste of Tech

How to Do Screen Captures

To capture what is on your computer screen:

1. Hold down the **“ALT”** key while you press the **“Print Screen”** key on your keyboard.
2. Open Word by clicking **Start, NAL Explorer, Word Processors** and select **Word**.
3. Select **E**dit from the menu bar and select **P**aste.
4. You can now place the screenshot where you want it to go.



Notes:

- If you press only the **“Print Screen”** key, you will copy the entire image that was on your computer. You will also see the background around it.
- On many keyboards, the **“Print Screen”** key is located in the upper right corner.
- These instructions are for computers at Oakton. The setup of other computers may vary.

If you have any questions, contact the CPD at X1614 or cpd@oakton.edu