

How to save images from your computer screen to print or use later

For PC users, when you have what you want a copy of on your computer screen:

1. Push the Print Screen (Print Scr) key on the keyboard. It is usually on the upper row of keys, just right of the Function keys (F1 – F12).
2. Then click the Start key on the bottom left of the screen.
3. If Paint is on your Start-up Menu, click on it.

If Paint is NOT on your Start-up Menu, click on Programs, and then Accessories. Paint should be listed under Accessories. Click on it.
4. When the Paint Screen comes up, it will say “Untitled – Paint.” Click on Edit, then click on Paste in the Edit list. You should see most of your selected image on the Paint Screen. Note that not all of your selected image will be visible at this point.
5. Now you need to save this image.
 - (A) Click on File and then on Save As.
 - (B) You can save your image to My Pictures or Desktop (or other places) by choosing the location to save your image where it says Save In:
 - (C) You should also give your image a File Name and select how to save it by selecting one of the options listed under Save as type. I suggest that you use JPG to save the image to My Pictures.
 - (D) Then click the Save on the right. Your image has been saved.
6. Note that instead of saving your image or in addition to saving it, you can also email it to yourself or someone else. You can do that after you have pasted your selected image into Paint, by clicking on File and then on Send to.

For Mac users, when you have what you want a copy on your computer screen (either the entire screen or a portion of it):

1. Hold down Shift and Command, and while holding them down, hold down “3” briefly. Then release all of them. This method captures the entire screen.
2. Or to capture a portion of the screen is to hold down Shift and Command, and while holding them down, hold down “4” briefly. This method turns the cursor into crosshairs. Use the mouse (click and drag) to “crop” or outline the portion you want to capture. When you release the mouse, the desired portion will be saved.
3. For both 1 and 2 above, the image will be on your Desktop. It will be labeled Picture 1, 2, etc. These images can also be pasted into other applications, or emailed.