

How to Use Print Screen

To copy the entire screen:

1. Open the window or dialog box you want to copy.
2. Hit the Print Screen Key to copy the entire window, the taskbar, and the desktop.
3. Open Microsoft Word.
4. From the Edit menu choose paste.

To copy just a window or dialog box:

1. Open the window or dialog box you want to copy.
2. While holding the ALT key down tap the Print Screen Key to copy just the window or dialog box.
3. Open Microsoft Word.
4. From the Edit menu choose paste.