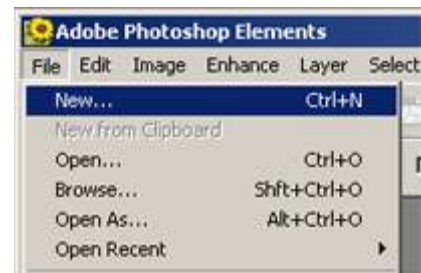# Make IT Happen 2008

How2 take screen shots

This guide shows you how to take shots of the image that appears on your screen and save them so that you can use them.

① You will need the image that you want to capture on screen. This can be a full screen image or in a pop-up window.

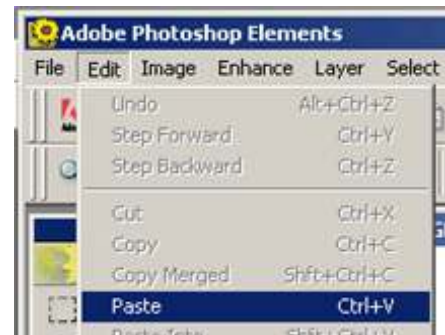② To take a screen shot just hit the **Print Screen** button in the top right hand corner of your keyboard.

③ Open your image editor (such as Photo-shop Elements). Go to the file menu and select **New.**

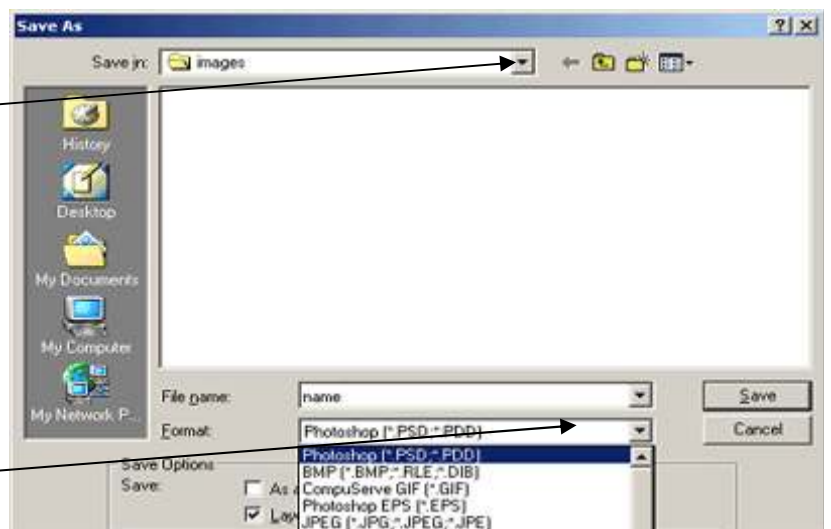④ Give your image a name.

⑤ Click on the **Edit** menu and go to paste.

⑥ You can then crop your image and modify it using the tools in your image editor.

⑦ Click on the file menu and go to **Save As** to select where you would like to save your image.

Select the location that you want to save your image in…

⑧

And format that you would like to save your image as (you will probably want to save your image as a gif) from the format drop down list.