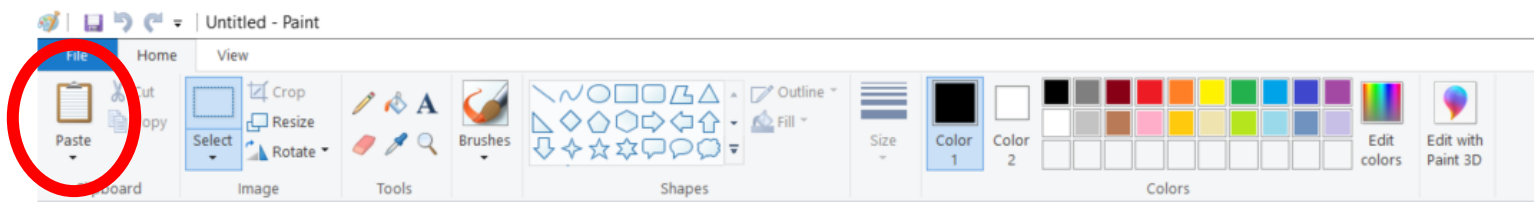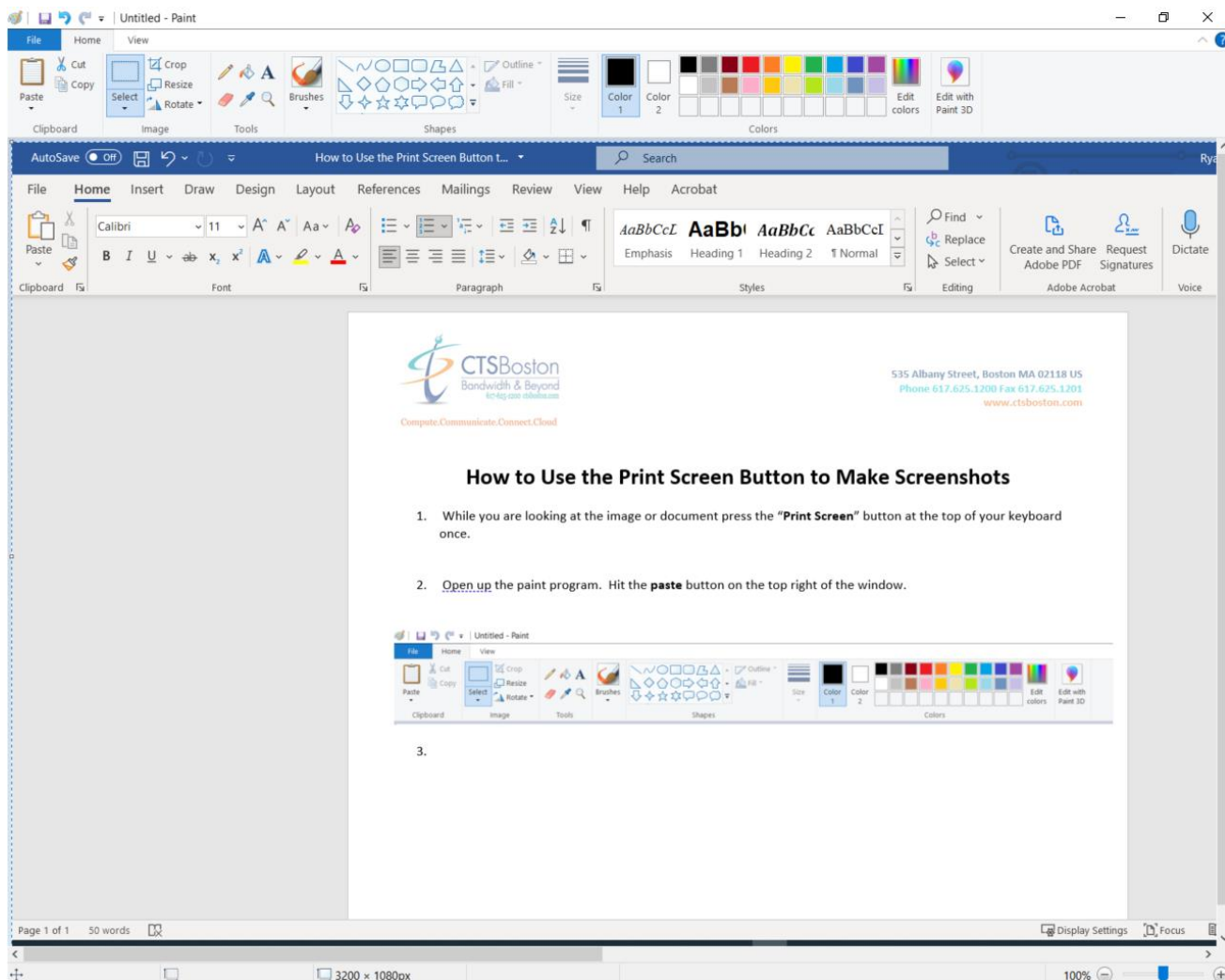# How to Use the Print Screen Button to Make Screenshots

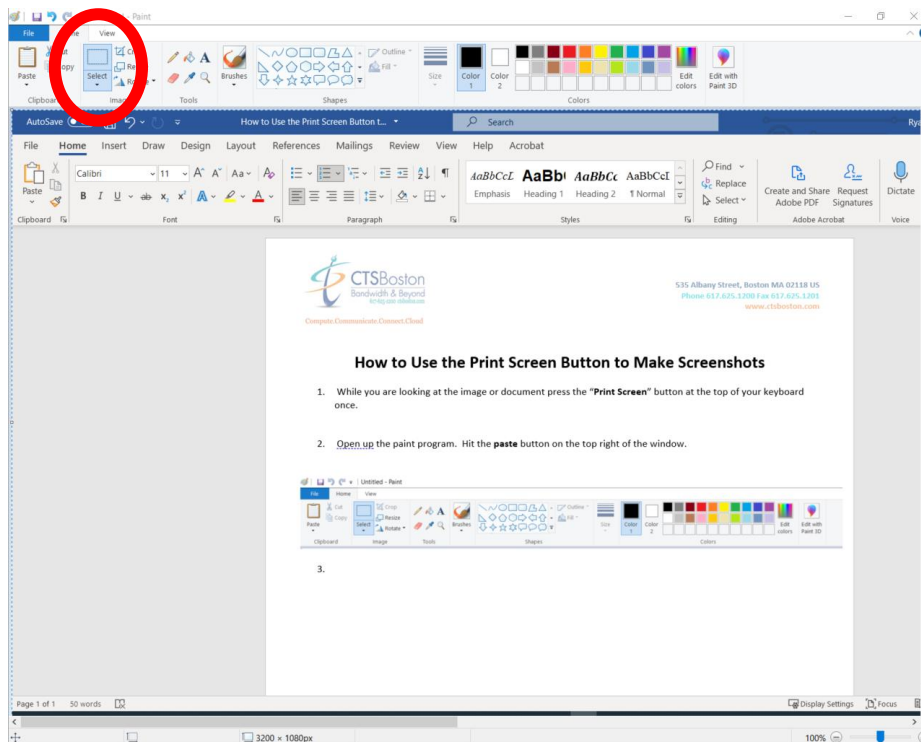1. While looking at the image or document press the "**Print Screen**" button at the top of your keyboard (once).

2. Start the Microsoft Paint program. Hit the **Paste** button on the top right of the window.
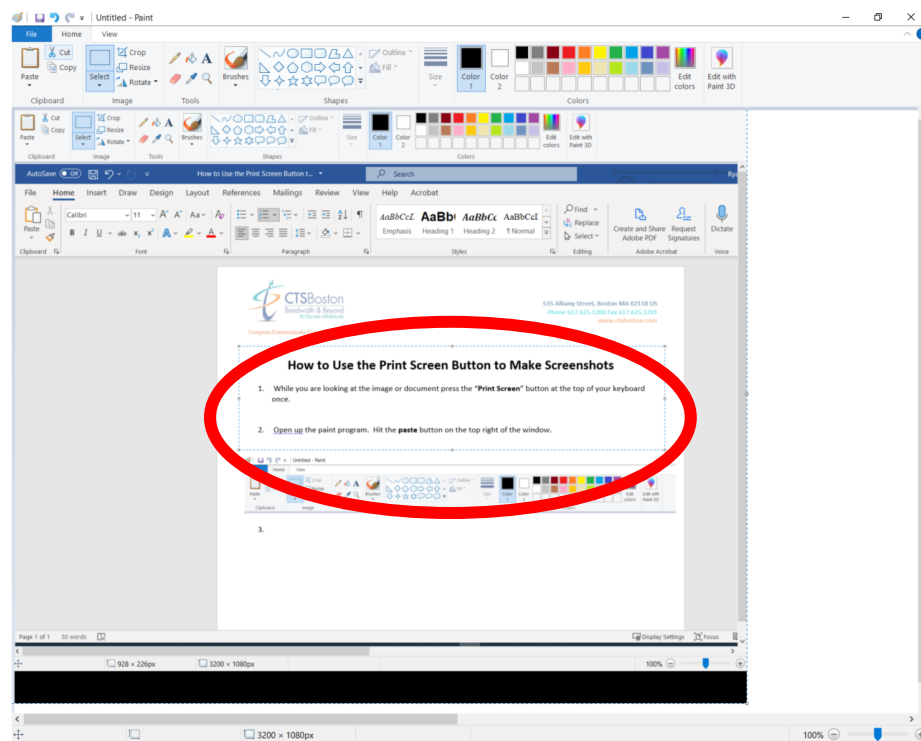

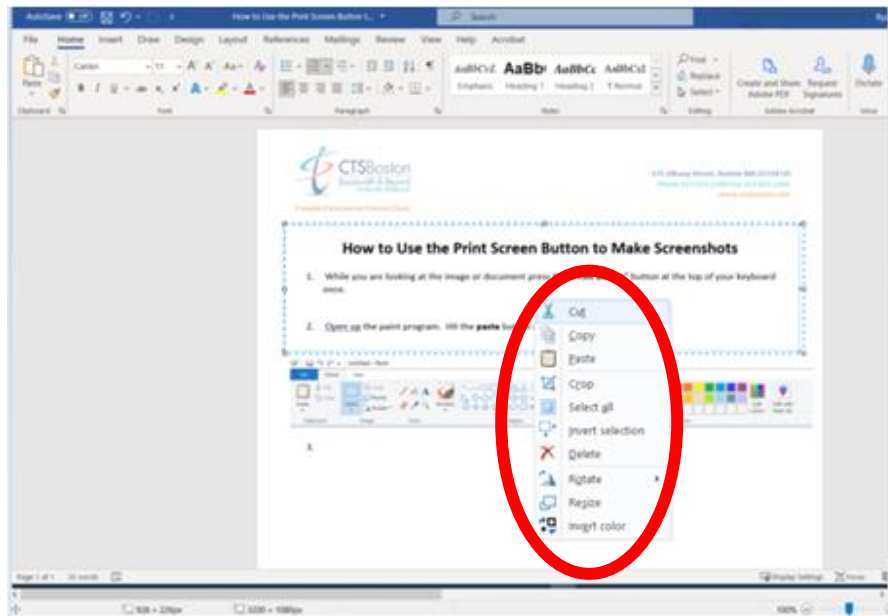
3. The entire screen copies to the program.

4. Choose the **Select Box** on the top left of the paint window to use the cutting tool.

5. Use your mouse and select the portion of the image you would like. The image selected will be highlighted.

6. **Right Click** to Cut the selected image or drag and move the image on your screen

7. Start a second Paint, hit **Paste**. Click **File**, name the new file and **Save.** You may copy to another program and resize to 1920x1080.