

Alternate ways to Perform Screen Prints

Please do NOT use the Right Mouse click button to capture prints in the application.

Depending on your keyboard you should be using Alt Print, or the Print button. I strongly suggest using Snipping Tool or Microsoft One Note. These give you more control over the image. Below are instructions for both of these options. Please refrain from using the Right mouse print function inside an application. The headers distort the pages on your prints.

Using one of the below means to capture screen prints eliminates the extra space when capturing a screen print. Below are two options.

Snipping Tool

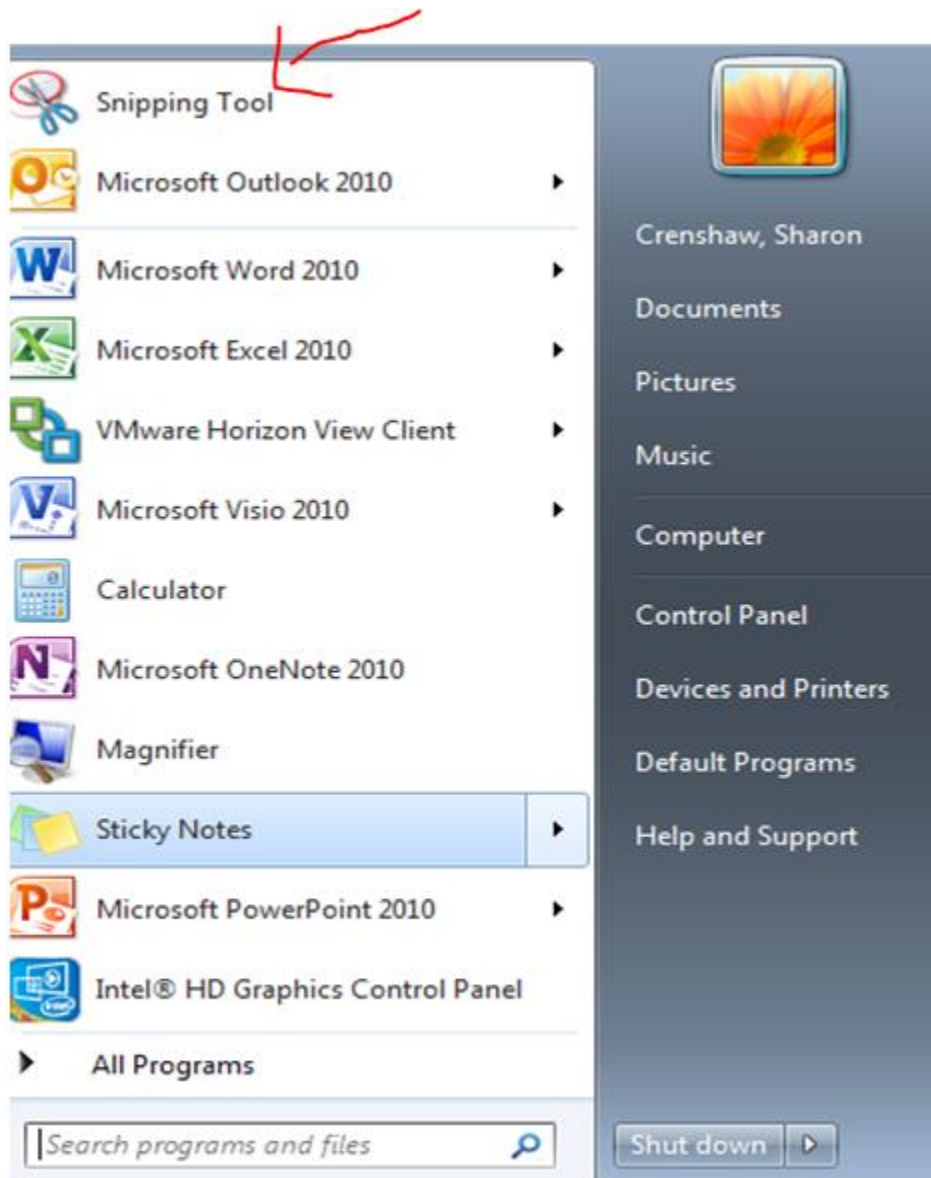
Select the Start Icon



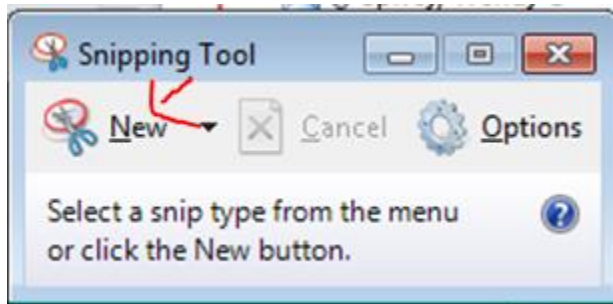
Locate the Snipping tool icon: (this may be in a different place in your start menu)

Alternate ways to Perform Screen Prints

Snipping Tool cont.



Select New

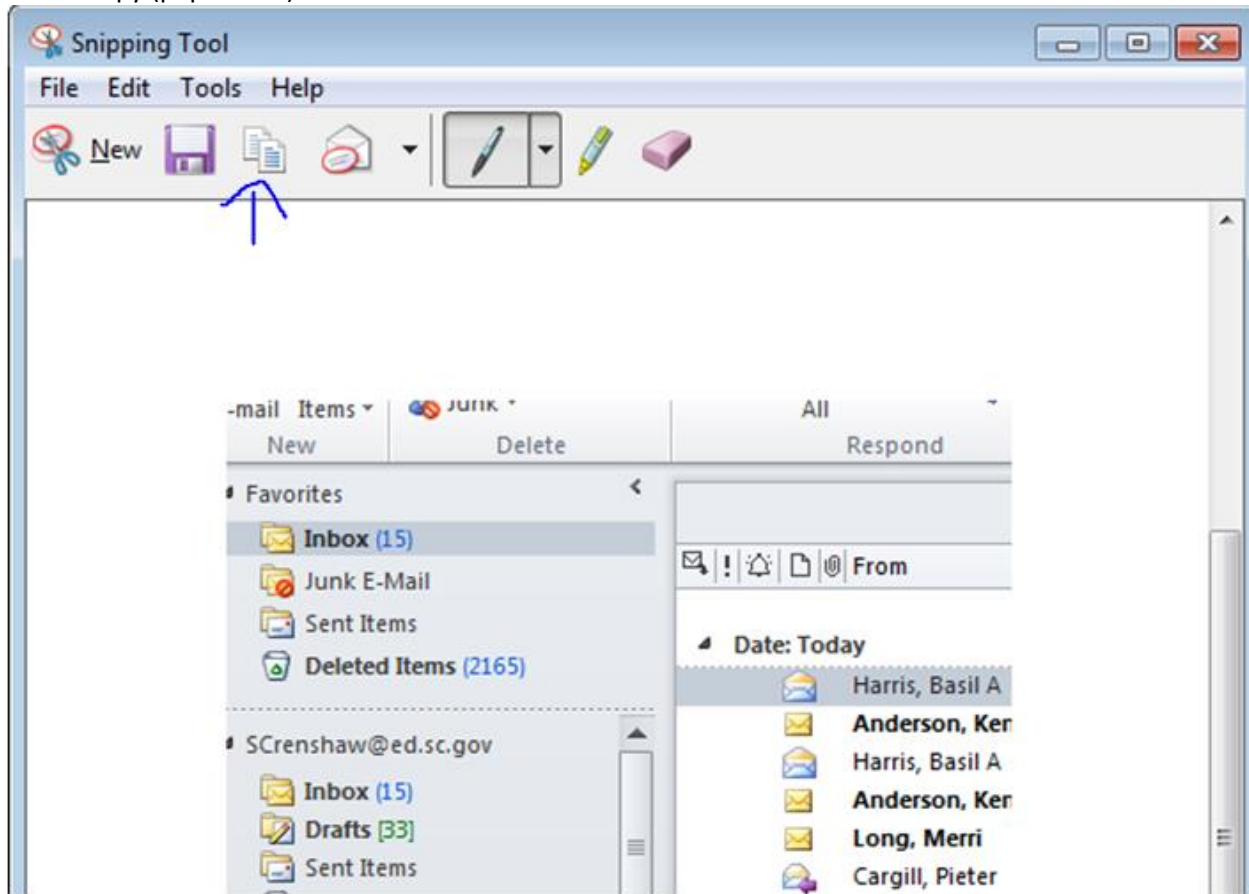


Alternate ways to Perform Screen Prints

Snipping Tool cont.

You will see a cross hair (similar to a large plus sign (+)). Drag this over the image you want to capture. Once this is done you have options with a pen, highlighter etc...you can make notes on the image.

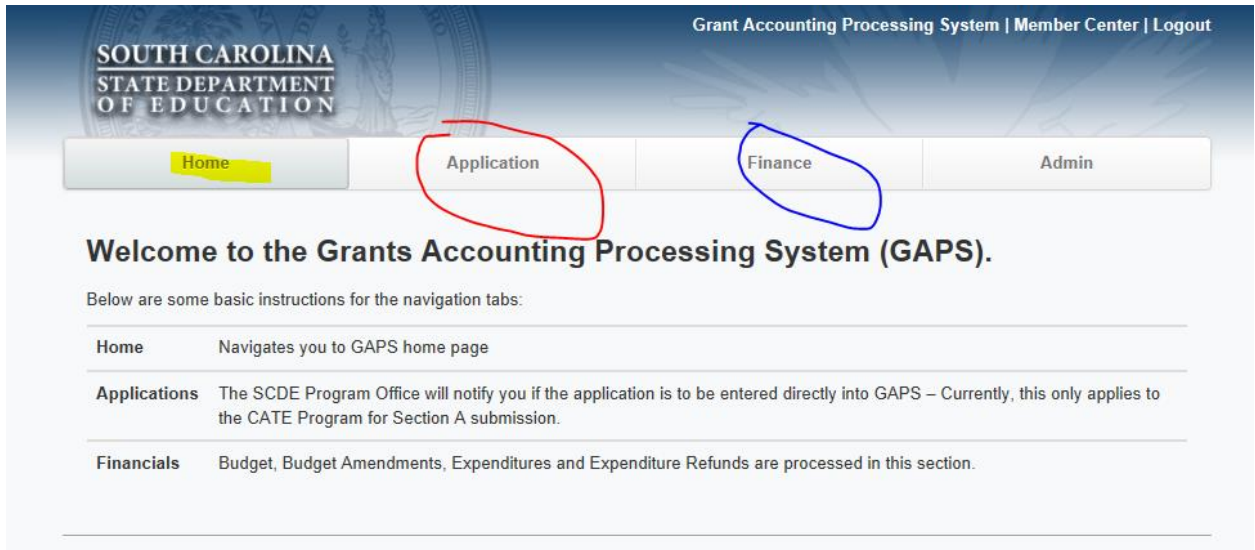
Select Copy (paper icon)



Alternate ways to Perform Screen Prints

Snipping Tool cont.

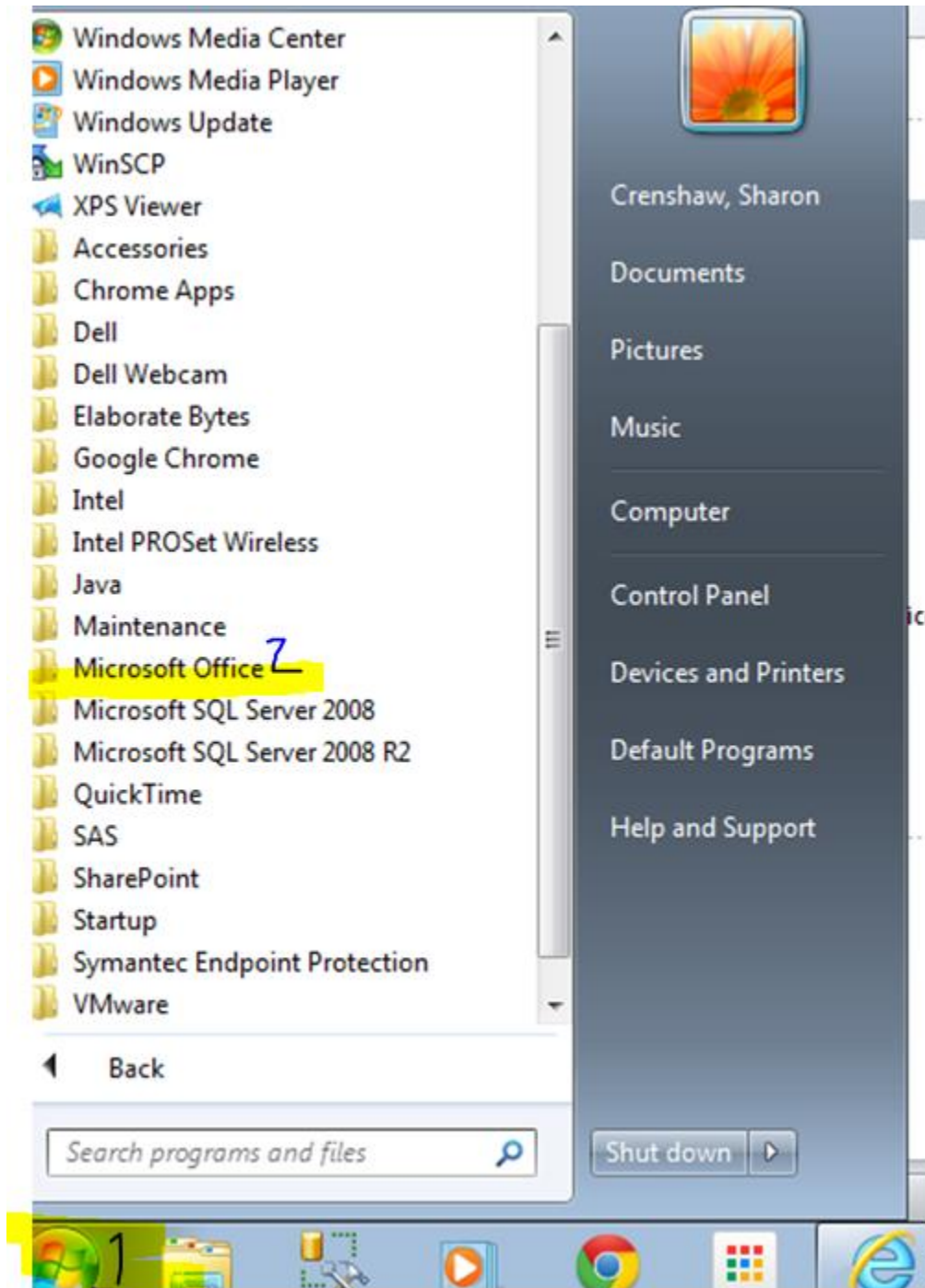
This print shows how you can highlight and write on the image. In addition this lets **you get the exact print without the extra white space from your desktop. This is also better for printing. You don't have to resize the image to get it on the page**



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Microsoft One Note

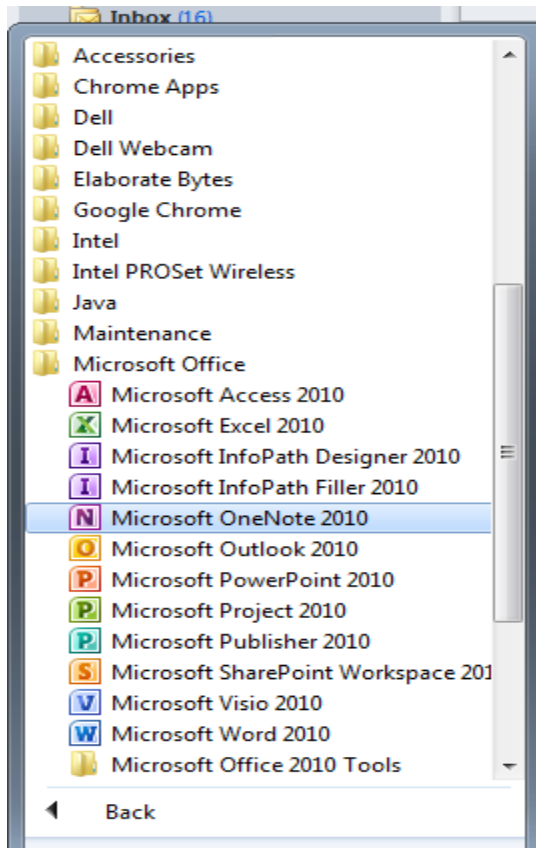
From the Start icon select Microsoft Office



Alternate ways to Perform Screen Prints

Microsoft One Note cont.

You will receive a pop up with a lot of information on the tool.



Once installed you will hold down your Microsoft key and select the S. This will give you the cross hairs to select your image. This option does not offer the drawing that snipping tool does (or if it does I simply have not attempted to locate that function).