

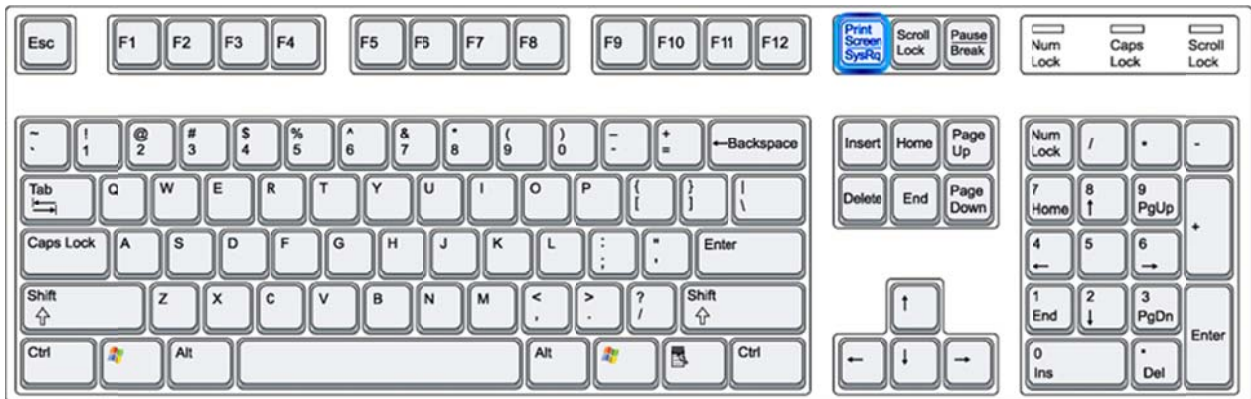
NYC GEEKS GUIDE

Creating Screenshots in Windows

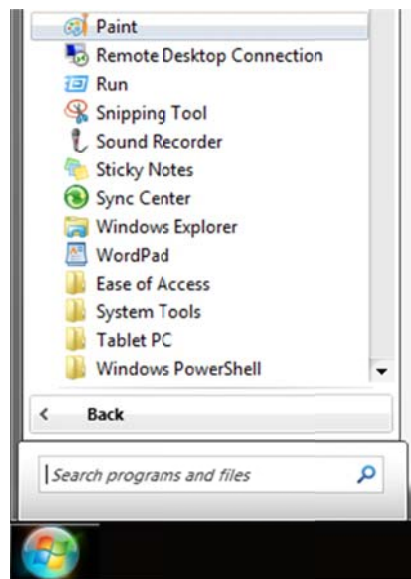
Rev. 072011-A

**Note* - This process utilizes the clipboard; be sure any information you have Cut or Copy is saved.*

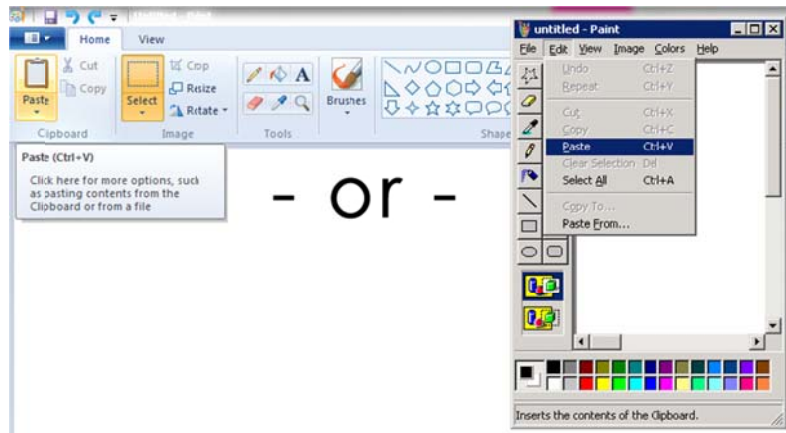
Step 1 – Locate and press the Print Screen (or PrtScn) button on your keyboard.



Step 2 – Open up Microsoft Paint, Typically found under **Start** → **All Programs** (or Programs on Windows XP) → **Accessories**



Step 3 – Use the Paste function.



Step 4 – Save the image.

