

“Print Screen” feature

This feature – available in Windows 98, 2000 & XP, allows you to print the either “active window” or the entire screen just as you see it. Look for the PRINT SCREEN (or Prnt Scrn) button near the top right side of the keyboard. This feature “captures” an image and places it on your clipboard (temporary memory). From the clipboard you can paste the image into a folder or document.

To copy the window or screen contents:

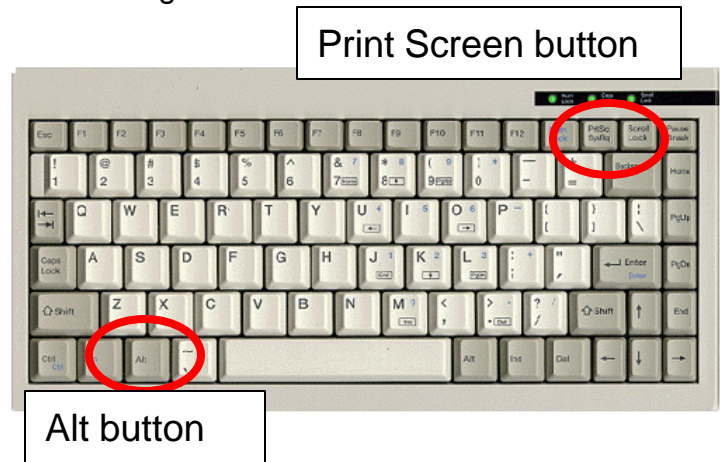
To make a copy of the active window, press ALT+PRINT SCREEN.

To copy the entire screen as it appears on your monitor:

Press PRINT SCREEN.

Note:

To paste the image into a document, click the Edit menu in the document window, and then click Paste.

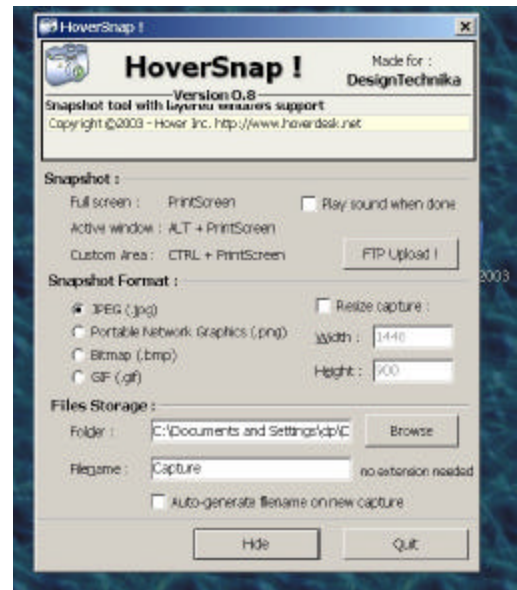


For those of you who want more flexibility, the option to capture only a part of the screen or window, there are many small tools available, some for free.

HoverSnap is a small screen capture utility that can capture the entire desktop, the active window or custom areas on the screen and save the image to JPEG, GIF, BMP or PNG format. The program runs in the system tray and screen captures can be triggered via keyboard shortcuts. The photo at the right is a captured image of the **Hoversnap** screen – taken, by the way with **Hoversnap**. The **Hoversnap** program is freeware, works on Windows 98, ME, 2000 & and XP. It can be downloaded from:

<http://www.snapfiles.com/get/hoversnap.html>

Many other freeware screen capture utilities exist. Type “screen capture utility free” or “screen capture software free” into your favorite search engine. Be sure to read the license agreement completely to be sure there isn’t language to suggest malware or adware is included.



Snagit - One of the better know screen capture utilities for purchase is **Snagit**. This software offers many benefits & features beyond PRINTSCREEN or even the freeware utilities available. Read more about **Snagit** at <http://www.techsmith.com/products/snagit/default.asp>