



How to create a screen shot

There are two ways you can create a screen shot (a picture of what's on your screen); you can take a snapshot of your entire screen or of just the active window. The button that you will be using is the print screen button that is usually located above the insert key, and/or next to the scroll lock button.

To take a screen shot of your entire screen simply arrange the screen as you would like it to appear and then press the print screen button. Then to put that into an email you can open up a new, blank email and then from the pull down menu select edit, paste to put the screen shot in the email. Alternately you can just press control + V to paste the image into the email.

To take a screen shot of just the active window you can follow the same procedure as above except for pressing alt+print screen instead. That is, hold down the alt button and then press the print screen button which will take a picture of only the window that you have active when you press that. You can then paste the image into an email or a word document using the same edit, paste or control + V procedure.

If you have any problems with this feel free to contact Convergence Networks at support@cnwi.net or you can call us at 503.906.1515