Using the Print Screen button

Pressing the **Print Screen** button on a modern Windows computer will capture an image of your entire screen and place it on the clip board.

The Print Screen button is usually located along the top row on your keyboard. It is sometimes directly above the Insert, Home, and Delete keys as indicated in this image. It can also be located directly above the 0-9 number pad.

![Print Screen button](http://www.umbc.edu/oit/images/printscreen-keyboard.jpg)

After pressing Print Screen you can go immediately into Microsoft Word (or most other Office programs) and paste the image into a document. From the **Edit** menu click **Paste**.

If you would like to edit the image you can do so in **Paint**. Paint is located on your **Start Menu** under **Accessories**. **Note**: If you do not see it here you can also access Paint on your **Start Menu** by clicking on **Run** and typing **mspaint**.
Once in Paint you can Paste your image from the clipboard into this program for simple editing.

This dashed blue and white line running around the image means that this entire canvas is selected (highlighted). You can click the canvas with your mouse and drag it on the screen to adjust what you would like to appear in your final image.

*Note:* If you lose your selection you can get it back at any time by going to the **Edit** menu and choosing **Select All**.

Now that I have moved my canvas the blue dashed line has moved with it. At this point, everything to the left of the dashed line is selected (highlighted).

Click the white area to the right of the line to deselect it (nothing is highlighted).
I have emphasized the color of the dots in this image. The true color of the dots is a much darker blue like this. You really have to look for them.

You can go to the file menu and save your image to insert into documents later.

Or you can go to the Edit menu and choose Select All. You’ll see your dashed blue line completely surrounding the canvas again. Go back to the Edit menu and choose Copy.

Now go into Word and Paste the image into your document. You can resize the image further from here by clicking the image once to select it and dragging any of the outer dots.

You can move your picture anywhere you like by right clicking on the image and choosing Format Picture…
In the dialog box click the Layout tab.

Choose **Square** for the Wrapping Style.

Choose **Other** for Horizontal Alignment.

And click **OK**.

Your image will now appear with circles around it. **Click** the middle of the image and **drag** the image anywhere in the document. The text will move around it.

It can be resized by dragging any of the white circles.

The green circle can be dragged to rotate the image to almost any angle.