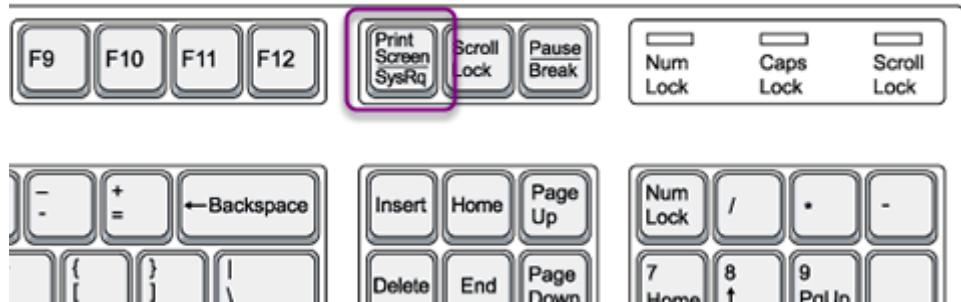


# How to use screenshot using Microsoft Windows

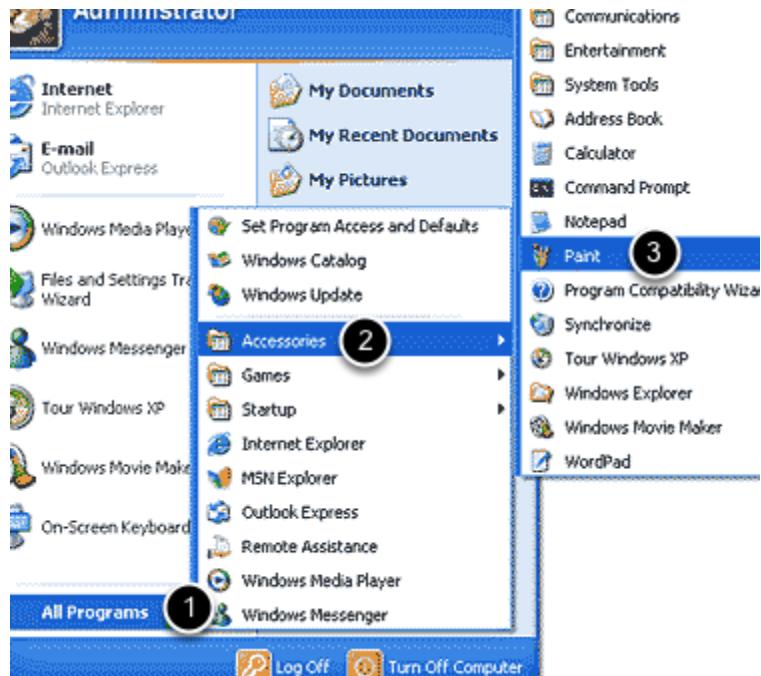
This details the use of screenshot to capture an image. Screenshots are very helpful in describing problems or errors encountered sent to the helpdesk.

## Step 1: Using print screen on your keyboard



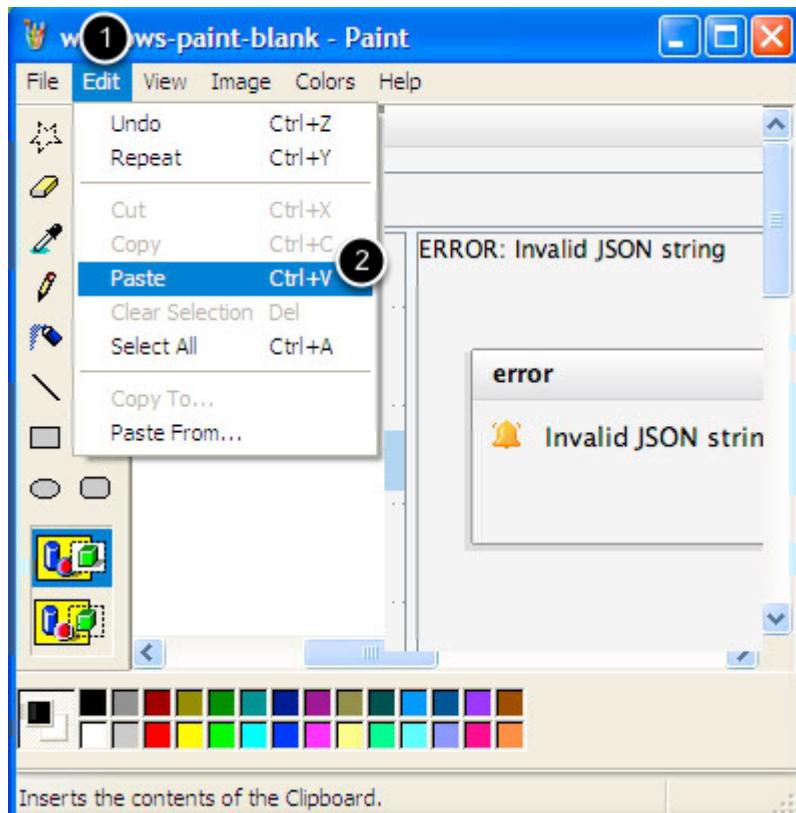
If you are using standard microsoft windows keyboard, press Print screen, this will capture your entire screen.

## Step 2: Open a graphics program



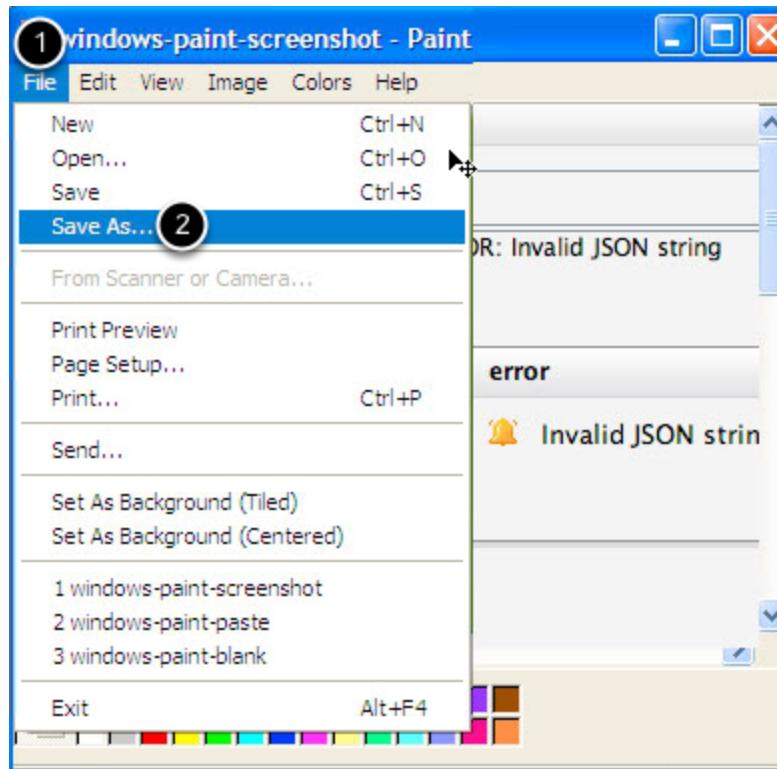
Click the Start button located at the lower left corner of your screen. (1) click All Programs (2) Accessories (3) Paint

### Step 3: Using Paint



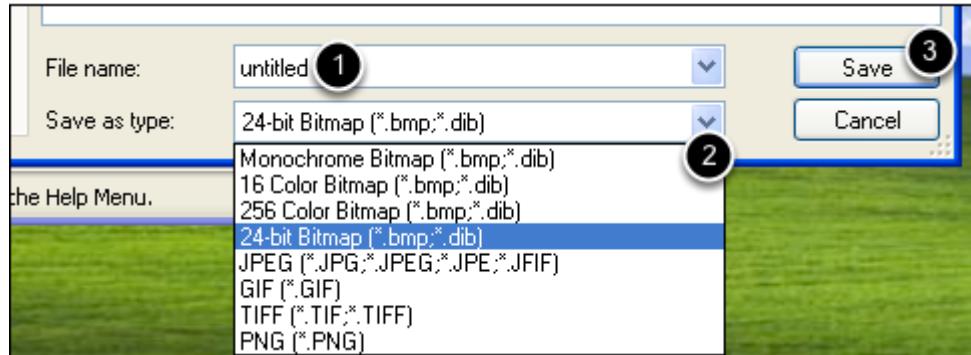
(1) Click on Edit then (2) Paste or Ctrl+v

## Step 4: Save your screenshot



(1) Click File (2) Click Save as.

## Step 5: Choose the file format



(1) enter the name of your file (2) click Save as type and choose either PNG or JPEG (3) click Save and locate which directory or folder you want to save your file.