



Quick Tip

An informational newsletter from **RKS Business Services**

Need to print a copy of the screen?

Remember back in the DOS days, if you wanted a printed copy of the screen on your monitor, all you had to do was push the **Print Scrn** button. A copy of the screen you are viewing would print. It doesn't work with Windows though. But there is a way to get a copy of the screen printed.

What you need:

- You will need a word processing program on your computer. Many computers come with Microsoft Word or WordPerfect. Windows also comes with WordPad* that you can use. This technique does not work in the NotePad application. You will also need a printer attached to your computer.

How to print a screen

- Press and hold the **ALT** key and also press the **Print Scrn** key. You won't see anything happen, but the computer has taken a snapshot of your screen and placed it on the computer clipboard.
- Next open the word processor. Click on the **Paste** button (or use Edit and Paste). This will place the snapshot you took into the document as a picture.
- You can then print out a copy of the screen as you would any other document.

You can use this to:

- Create a reference copy of how to complete a form
- Copy any error message you receive while using a program and fax us a copy. This helps us diagnose and correct the problem for you.
- Document any program serial numbers and the way you entered your name. This is often needed when contacting support.
- Use as documentation of any on-line screen you completed, such as on-line product ordering, account set up, etc.
- Forward an e-mail without forwarding all of the addresses. Copy the part of the screen you want to send and paste into a new message and send.

** To open WordPad, left click on the Start button, left click on All Programs and then left click on Accessories. Move the highlight down to WordPad and double left click on it to start the application.*

Not listed there, use Explorer to search for WordPad.exe. Call us if you need help finding WordPad.

There are many situations you will want to save a reference of what you see on your monitor. This is a handy way to do it.

**Have any questions?
Call us, we would be happy to help.**



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