

## Tip 1 The ALT + Print Screen Tip

Let's say that you are viewing something on your screen that you would like to have a permanent image of.

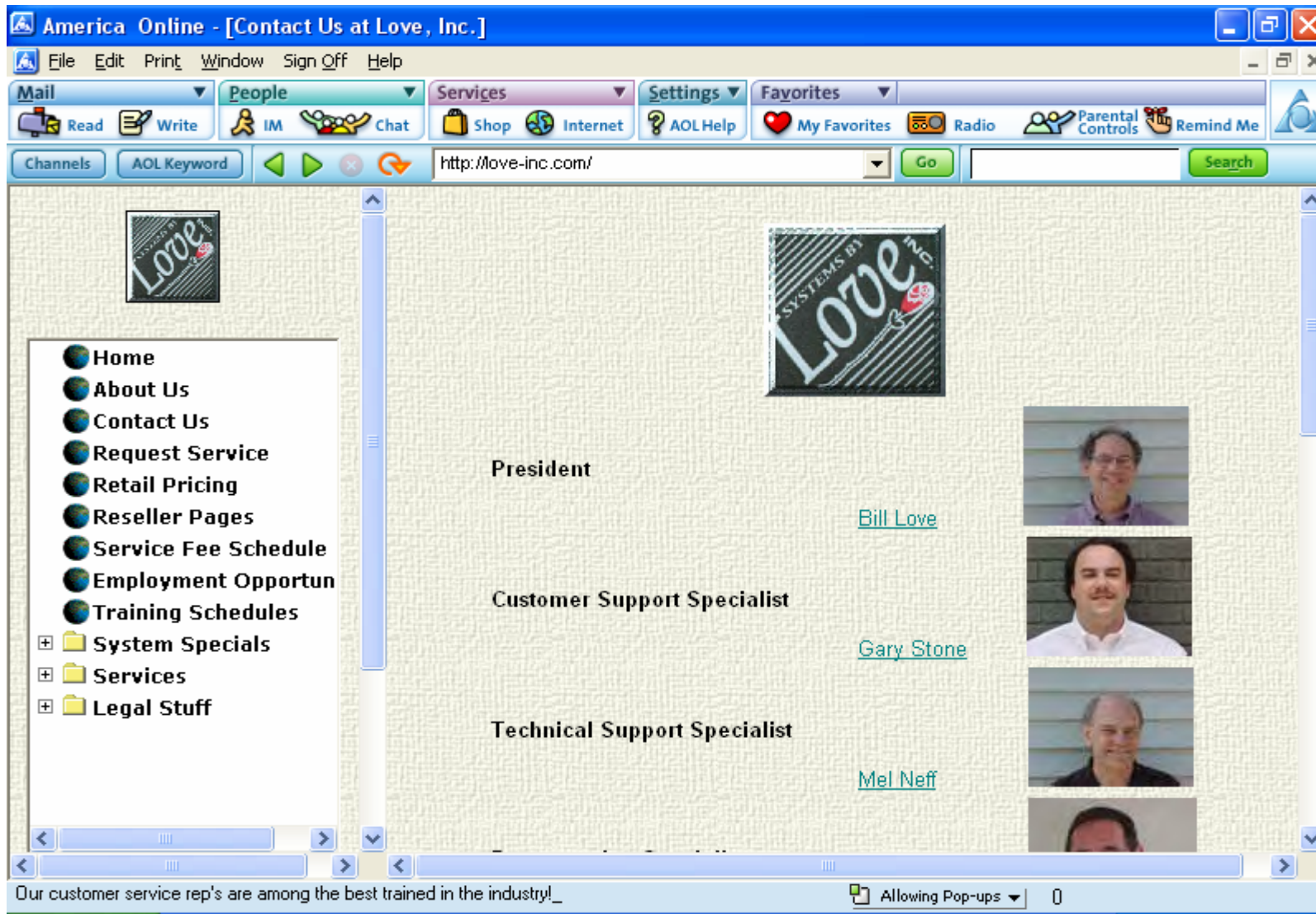
Another way to say it is that you want a "Screen Shot".

If you simultaneously hit both the Alt and the Print Scrn buttons, this will capture the image [in the active window] and copy [save] it to Windows XP Clipboard. This works for all types of Windows [9x, NT, 2000, etc].

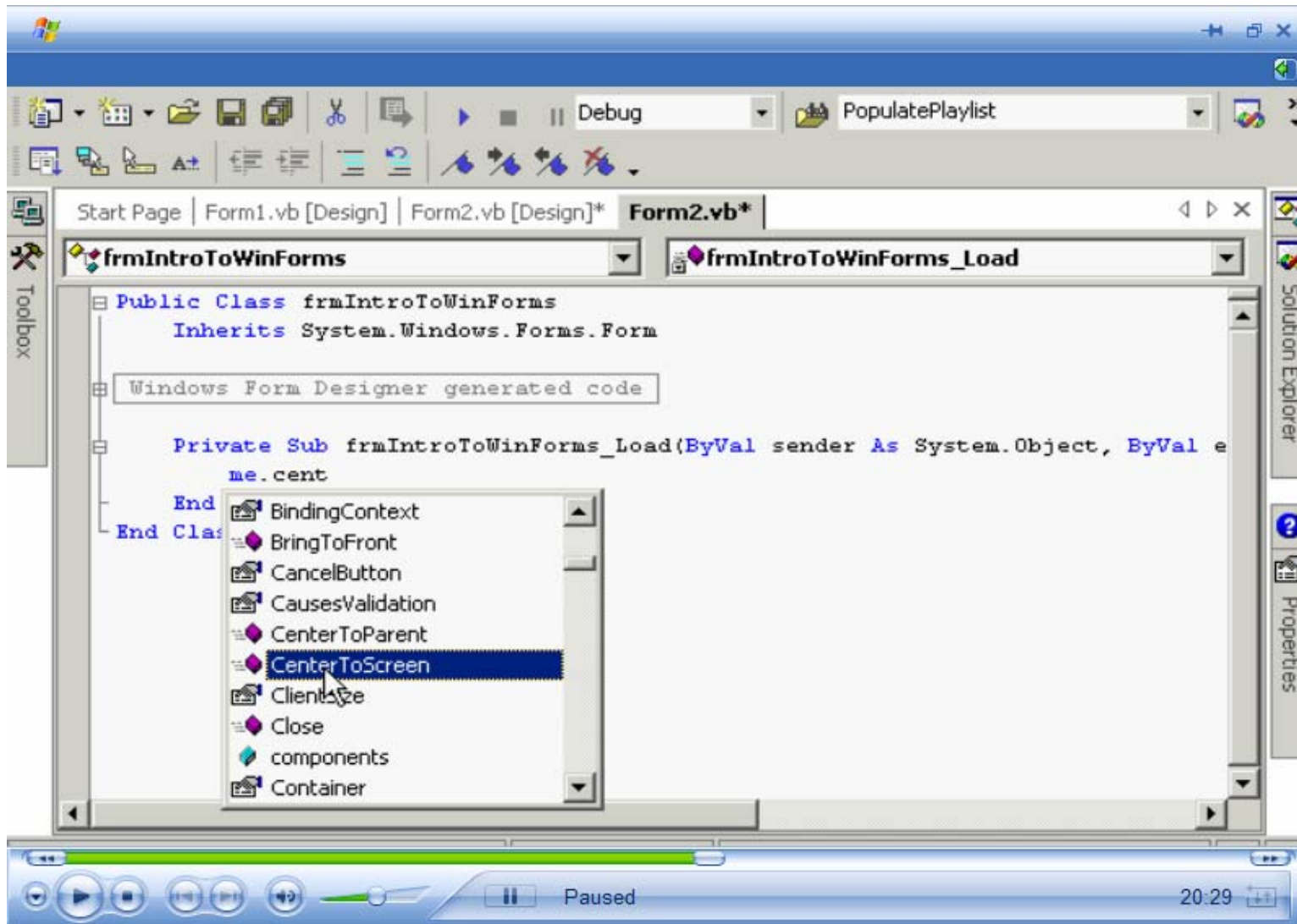
Next you could then paste that Screen Print image into a number of applications.

You could paste it into

- \* a Word document,
- \* an Outlook e-mail,
- \* Wordpad,
- \* or others



Here's an example where we hit Alt and the Print Scrn buttons, then opened a blank Word doc and pasted the image of this Webpage onto That blank Word page. You can paste by hitting Ctrl + V, or you can in Word select "Edit" then choose "Paste"



Here's an example where we "Screen Shot" part of a training video on VB [Visual Basic].Net.



Another use for capturing a “Screen Shot” is when we get an error pop-up dialog box.

Rather than manually writing down the error message we can keep it this way.

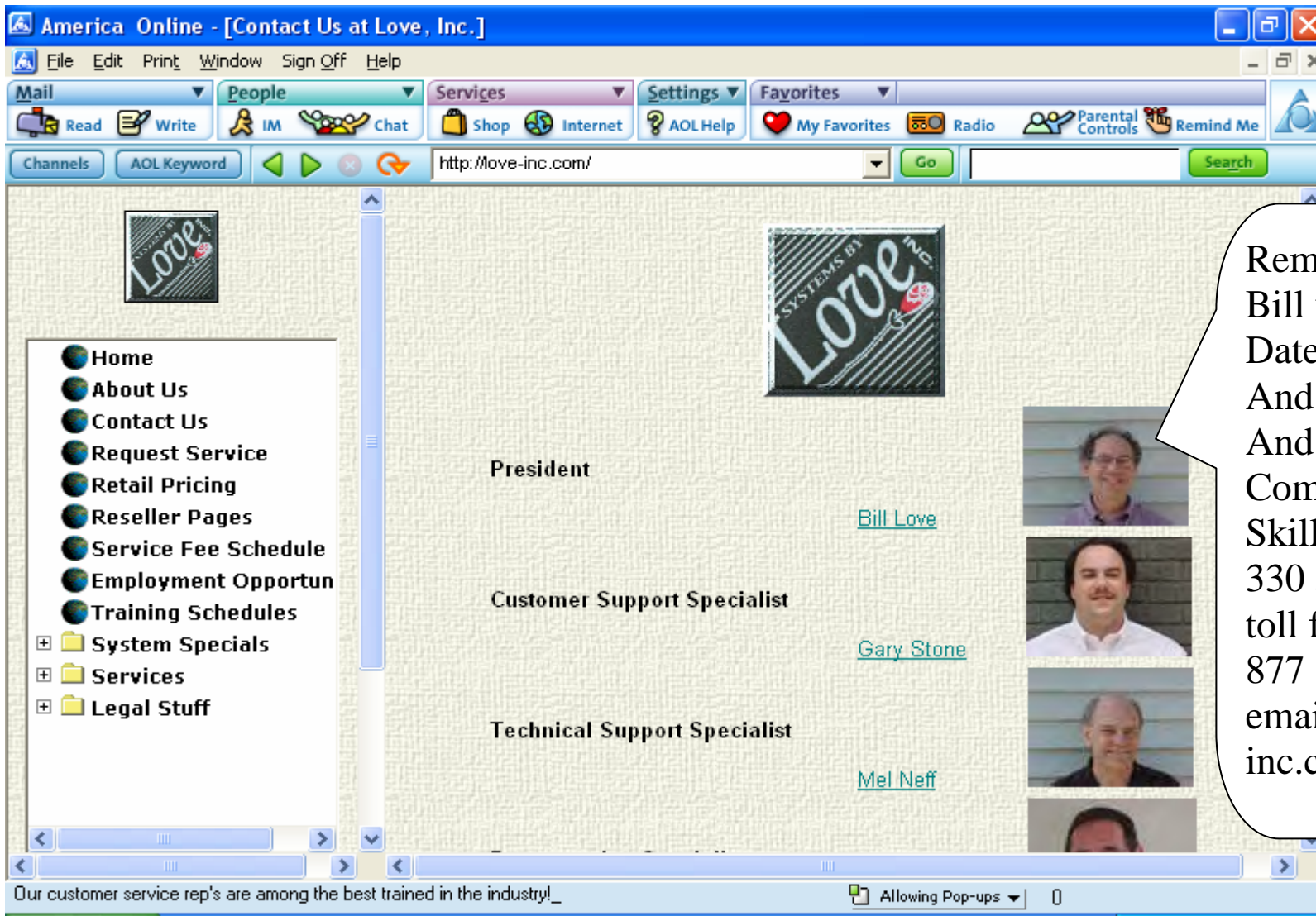
## Tip 2 Adding notes [“Callouts” ] to a “Screen Shot”

Let's say that you have a few Screen Shots

in a Word doc and you want to add some text

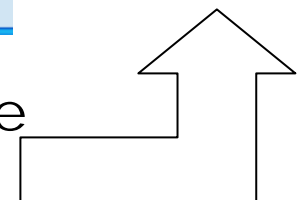
on top to remind you to do something or to expand on a point.

Here's how.

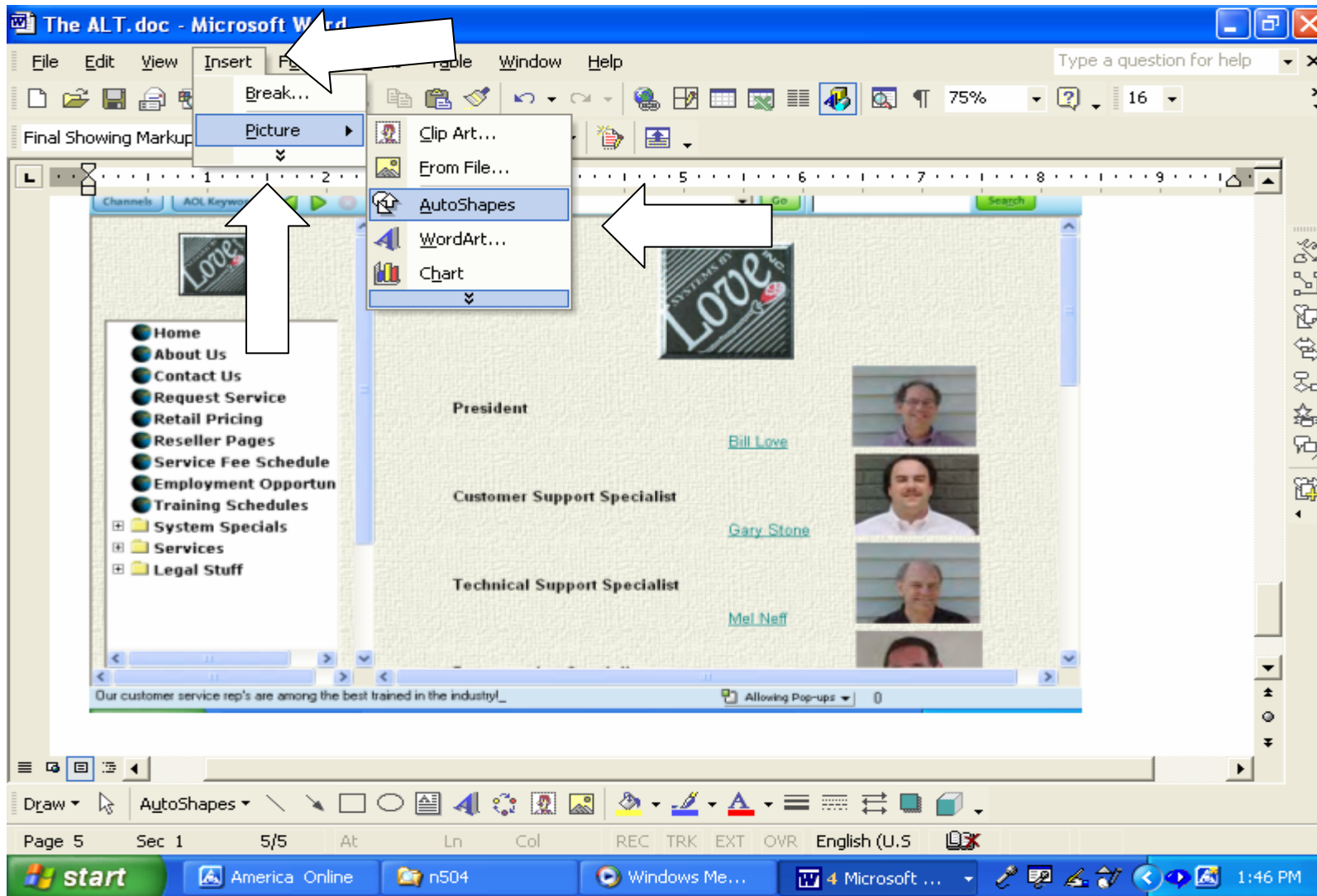


Remember to call  
Bill for Training  
Dates for Excel,  
And Windows XP  
And Basic  
Computer  
Skills at  
330 580 9232 or  
toll free at  
877 865 3294, or  
email: [blove@love-inc.com](mailto:blove@love-inc.com)

Here we added notes to remind us to call Bill Love

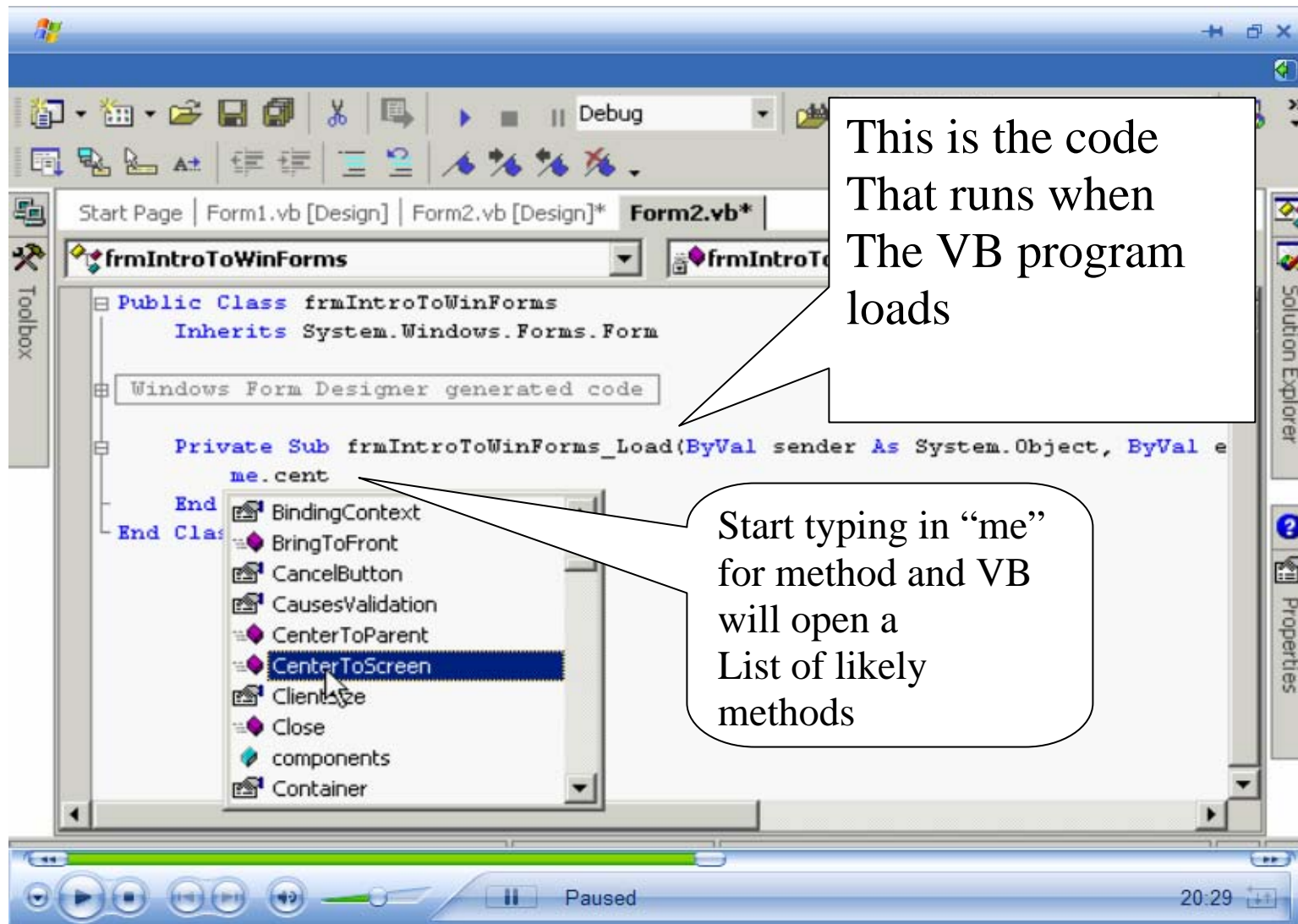






Start by clicking "Insert: from the menu bar on top, then "Pictures", then "AutoShapes" then choose the "Callouts" or some people call them Balloons.





"Callouts" can be useful to help clarify a point in a lesson



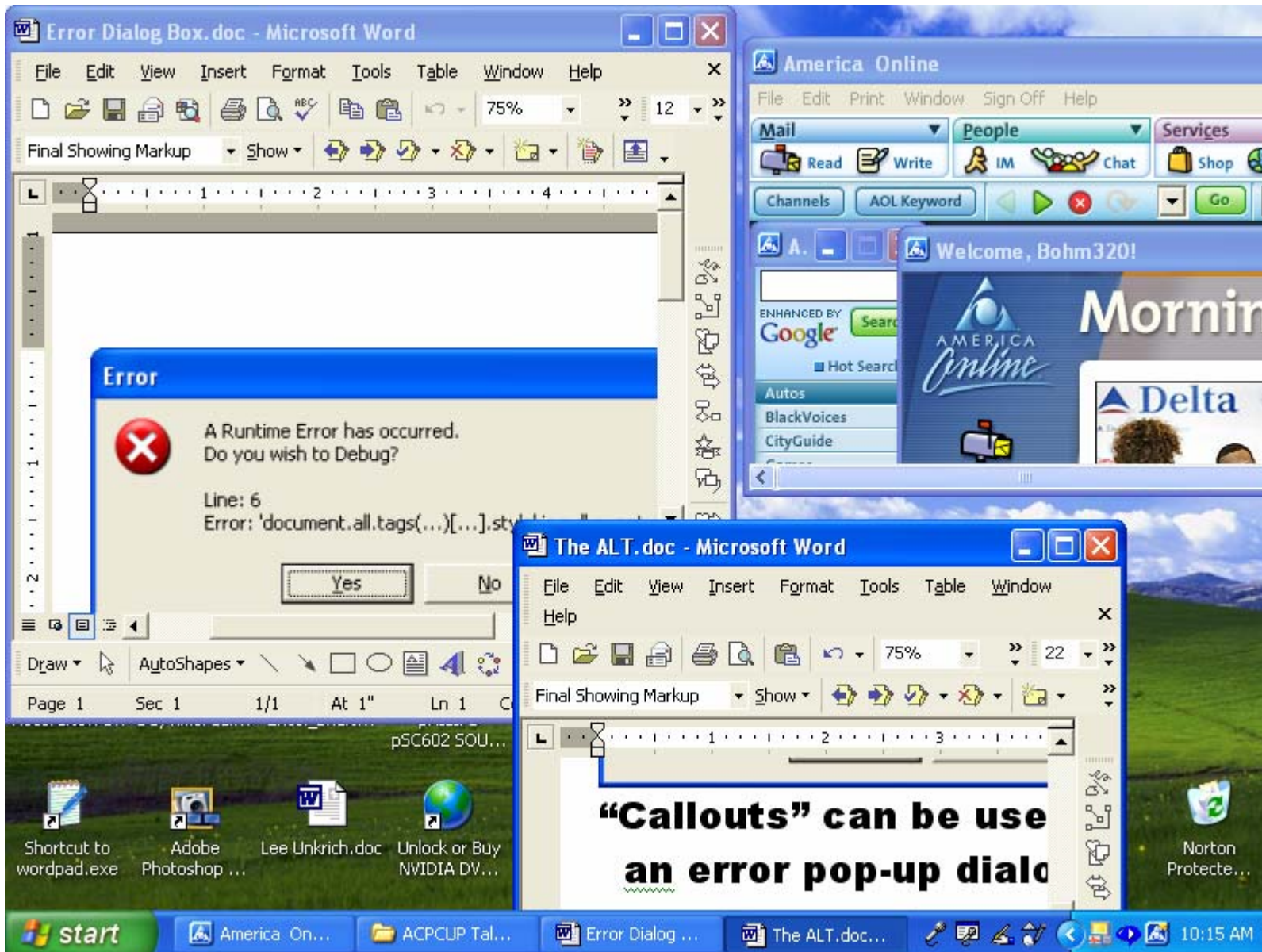
I get error message this when I...

“Callouts” can be useful for an error pop-up dialog box.

### Tip 3 The Print Screen without the ALT Tip

You can hit just the “Print Scrn” key to capture everything seen on our desktop [remember when we did the ALT + Print Scrn it just captured only the one active window on our desktop.]

This is shown below:



everything seen on our desktop

If you would like an e-mail of this presentation just send an e-mail to:

[dbohm@love-inc.com](mailto:dbohm@love-inc.com)

Just note that you'd like the presentation material shown at the ACPCUG January 10th meeting.