

Grabbing a Screen Shot

A Tutorial by

Paul M. Summitt

The situation came up recently where someone needed to grab a screen shot of a Web page we were working on so that I could see what they were seeing. Unfortunately, they didn't know how.

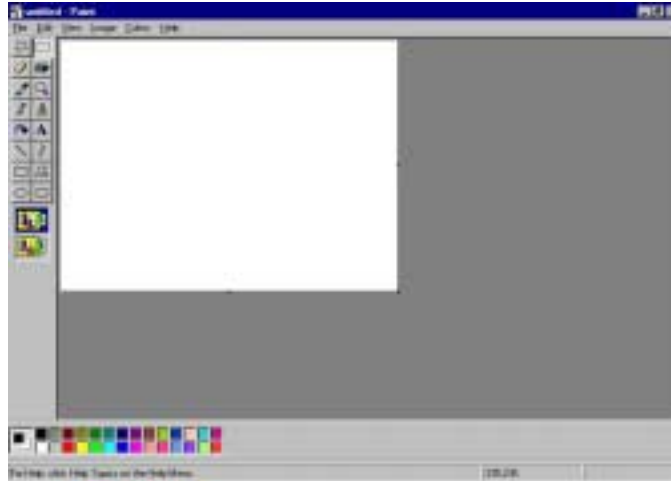
This tutorial will show you how to take basic screen shots using the tools you have. In our example we will say we want to take a screen shot of one of the pages here on this web. How do we do this?



With the page up in your browser, press the **ALT** key and the **Print Screen** key at the same time. You probably won't notice anything at this point but a screen shot of what you screen looks like at this point has been placed in your clipboard.

In the clipboard it's not much use. If you like using a specific graphics program you could load it now and insert the image into it for manipulation and conversion. But if you know that then you probably don't need this tutorial.

This tutorial is for those that don't have a specific graphics program on the computer you're using and want something quick. You now need to open up your Paint program. Windows 95, Windows 98, Windows NT 4, and Windows 2000 all include the Paint program. You can find it by clicking the **Start** button, choosing **Programs**, **Accessories**, and then clicking the **Paint** option. The Paint program will then load.



At this point you have Paint up on you computer but how do you get what's in the clipboard into Paint? The easiest way is pressing the **CTRL** key and the **V** key at the same time.



Choose the Yes button and the screen shot of the Web page will be inserted into the Paint Program work area. Make sure that you click on the image so that it is in the work area or when you get ready t save the image you'll get a blank image saved. This warning comes from much experience.



Click **File**, **Save As**, select what format you want to save the image as in the **Save as Type** drop down combo box, and give the image a title in the **File name** text area.



Click the Save button and you've now got your image saved. Easy and quick, this method allows you to get a screen shot of the Web page so you can send it. All you have to do now is send it to who you need to with the program you normally use for email.