

Technology Tips

Basic Print Screen Function

- When you push **Prnt Scrn** (on keyboard), it saves a copy of your computer screen to the clipboard.
- You can paste the copy of the screen to other programs.
- For example, open MS Word and a new document.
- Paste (using **Ctrl+P** or right click+paste or the icon on the toolbar—or Edit-paste) and a copy of your screen will appear as a picture.
- It can be pasted into docs, emails, cards, wherever you'd like.
- You can also save the document to review it later.