

## How to take a picture of your computer screen...

There will be times throughout the semester (and later in life) when you will want to be able to take a picture of what is on your computer screen to share with someone or to keep for later. To do this, follow the directions below. It's easy, trust me!

**Note:** The following directions are for the school laptops – if you have a full keyboard you would simply press the Print Screen key instead of Fn + F11.

1. First, have open on your screen whatever it is you would like to take a picture of.
2. Then you will press Fn + F11 (press the Fn key at the same time you press the F11 key).



3. Third you will open a word document (you could also use paint if you just wanted to save it as an image file). In your blank word document you will paste what you just copied – do this by either pressing Ctrl + V (pressing the Ctrl key at the same time as the V key) or by right clicking the document and selecting Paste.
4. Voila! There's your picture. If you're taking this screenshot to turn in for an assignment make sure to use the picture tools toolbar that will show up in Microsoft word to crop your picture to show only what is needed to see, and also enlarge the picture so it's easy to tell what your teacher should be looking for.

