

# Print Screen

## ***Overview of job:***

Using the **Print Scrn** key, show how to save, print, open etc.

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## ***To do this:***

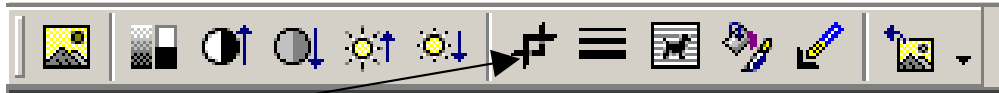
1. Go into Word/Excel/Access and select SAVE / PRINT / OPEN etc.
2. When the SAVE / PRINT / OPEN etc dialogue box appears, press PRINT SCRNR, just once.
3. In Word, start a new document.
4. Press CTRL+V to paste.
5. The screen shot should now appear.

## ***To alter size of image:***

1. When the screen print is in a Word document, click once on image.
2. You will see the HANDLES.
3. Click and drag on these to alter size.

## ***To show portions of screen print i.e. crop:***

1. When the screen print is in a Word document, click once on image.
2. You will see the HANDLES.
3. An extra toolbar should always appear, see below



4. Use this tool.
5. Click and drag on the HANDLES, until the desired result is obtained.
6. Click once more on the crop tool to disable.
7. Click outside of the image and press ENTER.
8. Here you can type in extra text for more detail about what image shows.