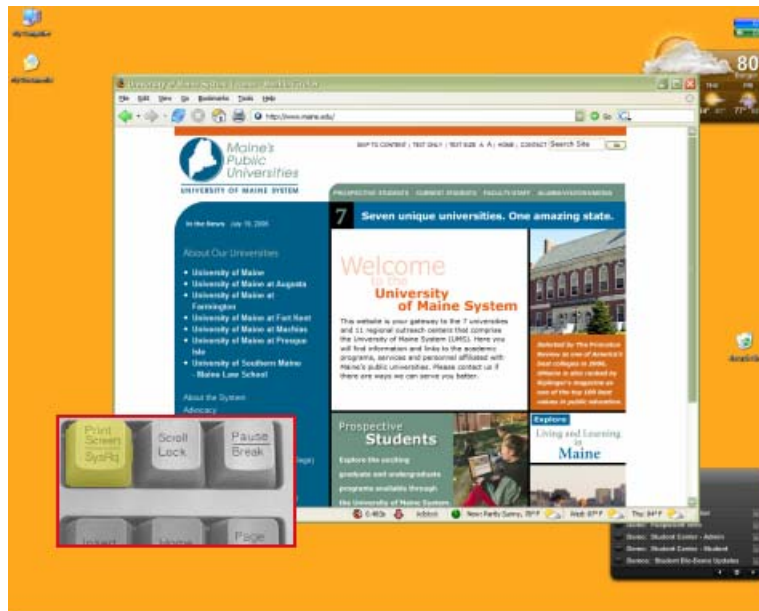


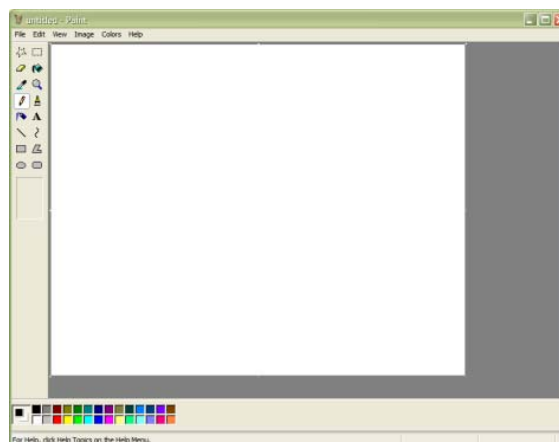
Taking a Screenshot in Windows

If you lack a dedicated screen-capture program – such as TechSmith’s excellent *SnagIt* utility – you still have the ability to take screenshots in Windows. Follow the steps listed below to produce a useful screenshot. The end result is a screen capture suitable for documenting software issues which is still small enough to send via email.

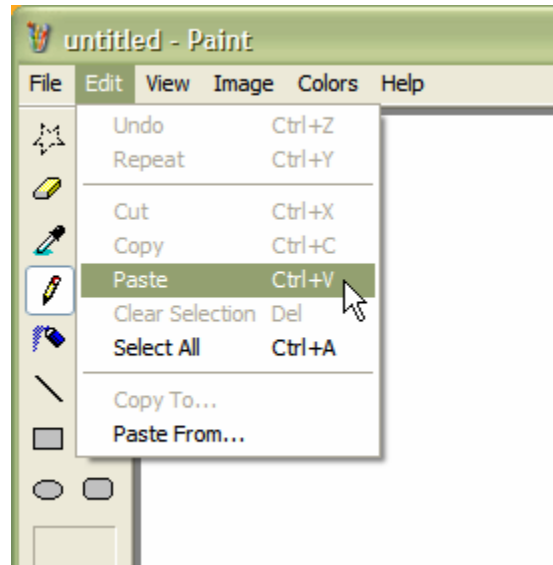
- 1) Hit the **Print Screen** key. This copies the entire screen image – windows, desktop, icons, etc. – to the Windows clipboard. The size of the image on the clipboard is equal to the resolution of your monitor. For instance, if your monitor’s resolution is 1024 x 768 pixels, the size of the image will be 1024 x 768.



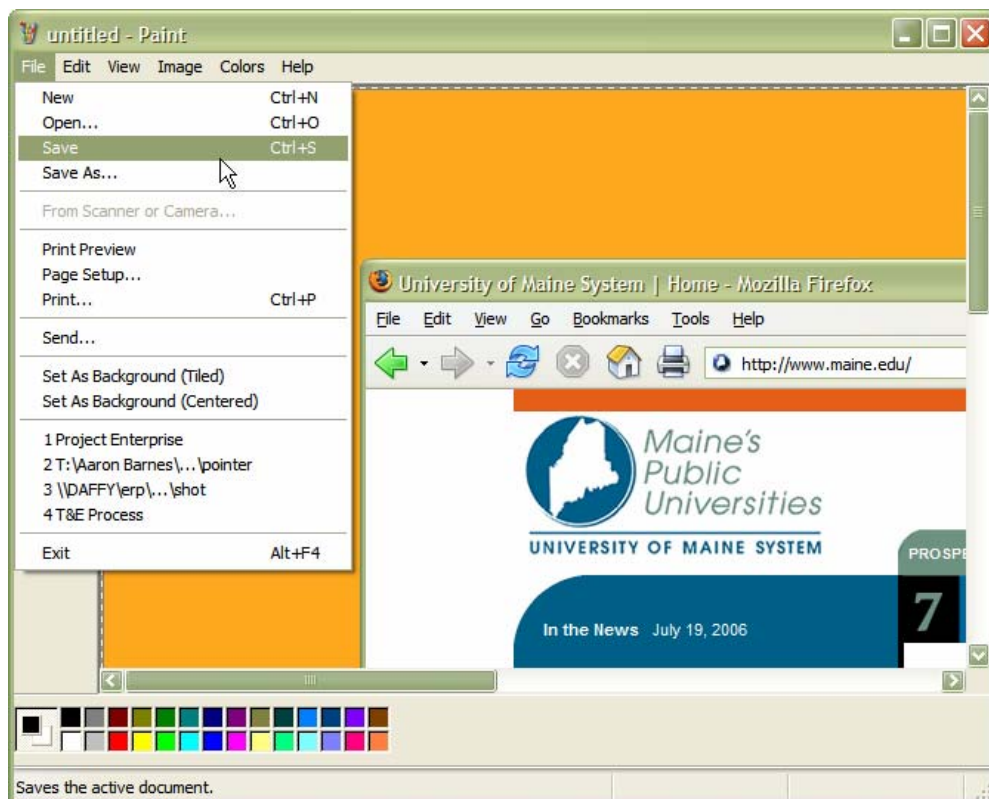
- 2) **Open MS Paint** (or your favorite bitmap image editor; we’ll use Paint because it ships with Windows).



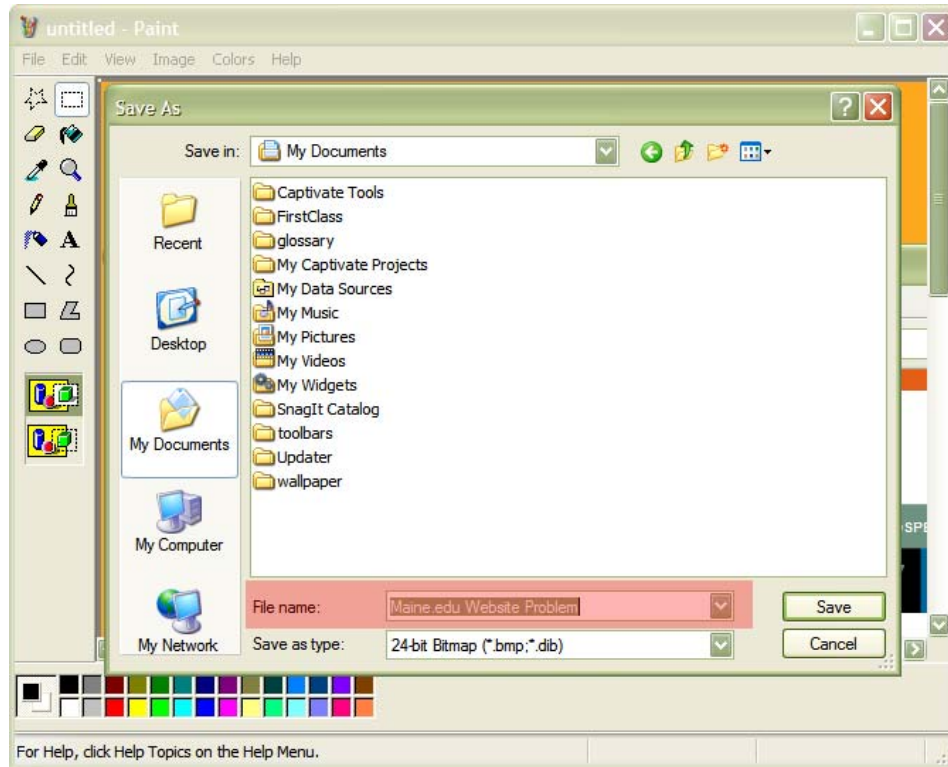
- 3) **Paste** the image into Paint; use either the *Ctrl-V* key combination, or click *Edit > Paste* from the menu. Do not paste the image into MS Word or a similar document-editing program; the image will be scaled and resized, often to the point of being illegible.



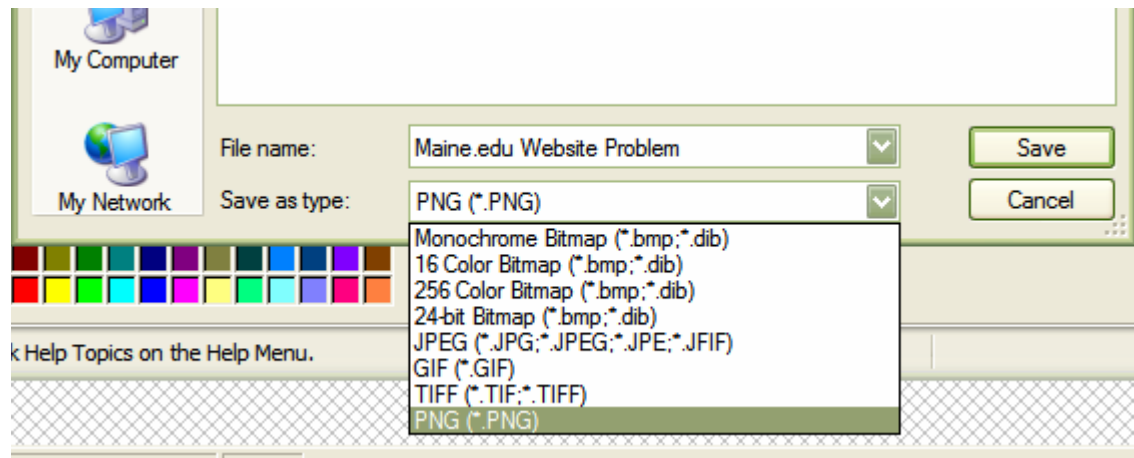
- 4) **Save** the screenshot; use the key combination *Alt-S* or click *File > Save* from the menu.



Give the screenshot a useful, but not unwieldy, name in the *File Name* field. For instance, a screenshot documenting a problem in PeopleSoft might be titled “*Campus Community – 3C Lettergen error*”.



From the *Save As Type* pull-down menu, select “PNG (*.png)”. PNG stands for *Portable Network Graphics*, and produces a lossless compressed image; that is, unlike JPEG, the output will not be blurry.



That’s it! The result is a compressed image file which is ready to be attached to an email or sent via the Web.