# How to take a screen shot

First set up the screen shot you would like to take – open the file, or make sure the error message or dialogue box can be seen, and that things you don't want seen are not visible.

To make a copy of the image press the **Print Screen** key on your keyboard. This key is usually located somewhere in the top right-hand side of your keyboard, either above or beside the number pad.

On a laptop or notebook computer, the **Print Screen** key (**Prt Sc**) is often a second function key (on the very top row of keys), and you will need to press **Fn** and **Prt Sc** at the same time.

Taking a screen shot is just the first step. It now has to be put somewhere – generally, we would paste the screen shot into a Word document or a document from another word processing software package.

With a document open, place the cursor where you want the image pasted onto the page, then click **Edit – Paste.**
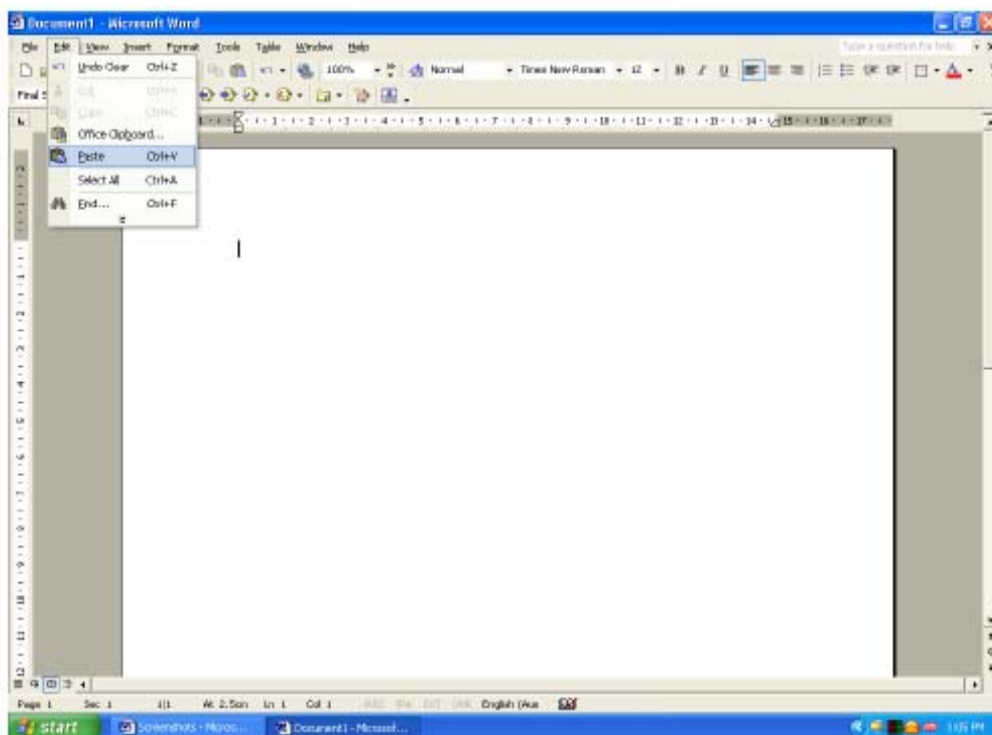
Your copied image will be pasted into the document.