How to use Snapshot:

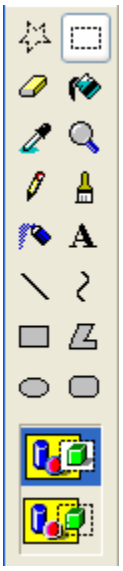
Go to the screen that you want to snapshot.

Print Screen [PrtSc]

Go to Start – All Programs – Accessories - Paint

On blank Paint screen hit Ctrl V to paste

Choose Select [upper right icon] from the following menu:



Click and drag over portion of the page that you want to snapshot

Ctrl C to Copy

Go to the document you want your snapshot in and Ctrl V to Paste.