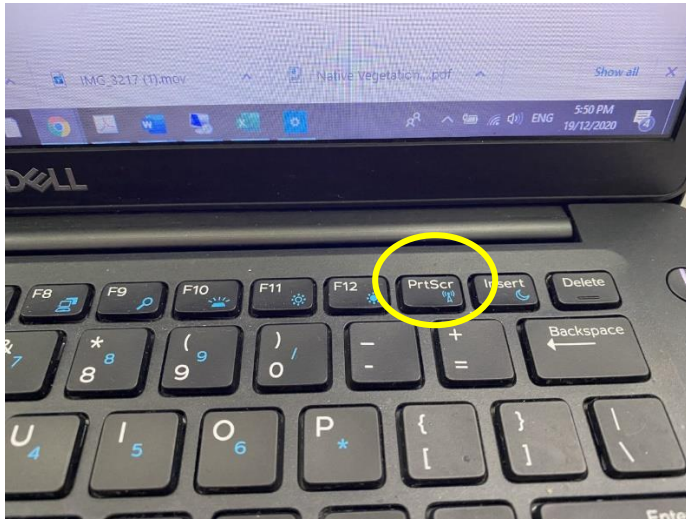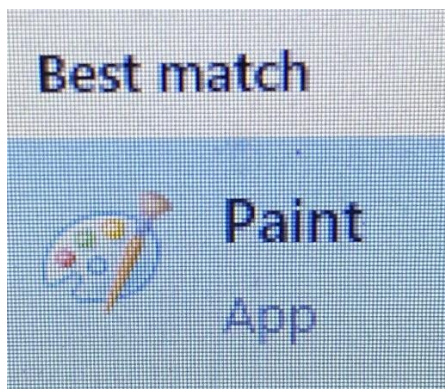**PRINTING A SCREEN SHOT – in Microsoft Office on a PC**

Once the image you want to capture is on your screen press the PrtScr button – circled below, usually on the top right of the key board

Open the Paint app

Press Paste in the Paint app. Your image can then be cropped and resized to create the image required

This file can then be saved and attached to email or inserted into another document eg. word