



# Screen Captures

## To execute a screen capture ...

(i.e. To take a picture of the screen and save it as a graphic)

Click on **Start / Run**.

On the command line next to Open: type the following:

**\windows\prtscrn.exe**

-the **-d15** tells the program to delay 15 seconds before taking the picture. This gives you a chance to drop menus and set the screen up the way you want it.

-the **myfile.bmp** is a file name for the picture. The .bmp extension tells the type of graphic it is.

The entire screen will be in the picture. You may use editing programs to cut out the parts you do not want. The picture can then be imported into word processing or publishing programs for instructional purposes.

