

How to take Screen shots to show problems to Gerry

Open Word

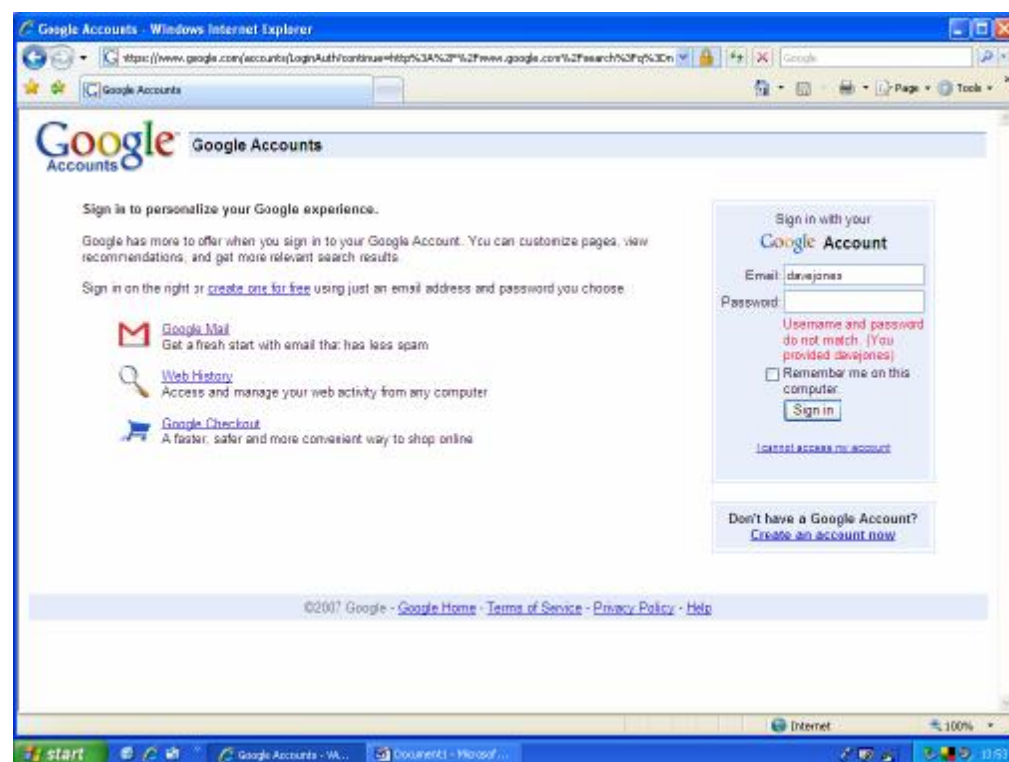
Press enter 3 times

Use the up arrow to move up 1 space – so you will have a space above and below the screen shot – makes it easier to work with

Go to the screen you want to capture – use the task bar at the bottom – just click on the program name.



When you can see the screen you want to copy press the [Print Screen] button – usually top right – it may say [Prt. Scn.]



Switch back to Word like before – now go to the 'Edit' menu and pick 'Paste' – (or use [Ctrl] + [V])

Do this as many time as you like

Now save the word document & email to gerrypainter@googlemail.com