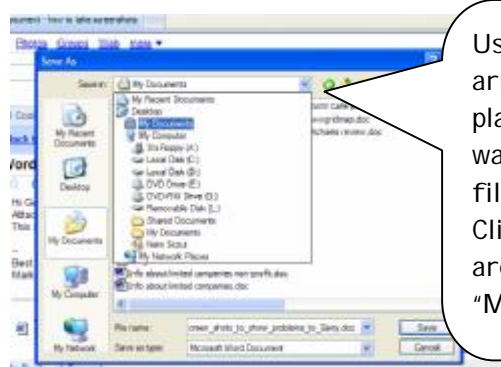
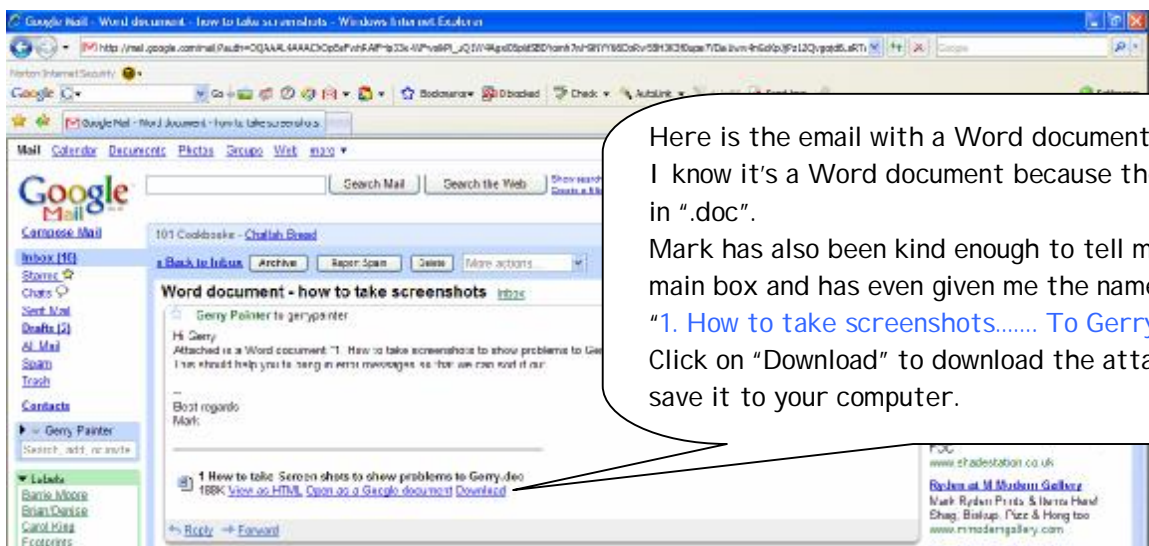
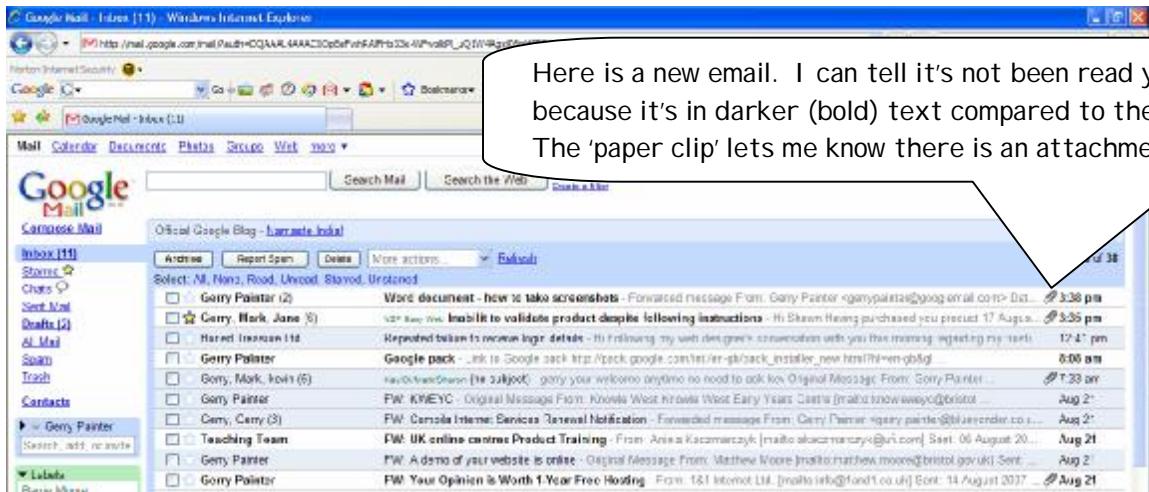


You might want to save an attachment to your computer if you want to print it out or look at it later. The following example is for a Word document but the method is the same for images etc. The only difference is where you probably choose to store it e.g. Word document in “My Documents”, an image in “My Pictures” etc. (Don’t forget you can use folders to make it easier to find later.)




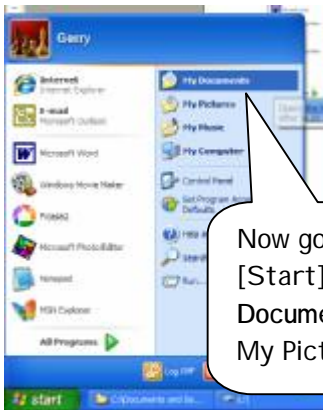
I t may go automatically to the correct place, especially if you've saved files here before. In this case just skip this step.



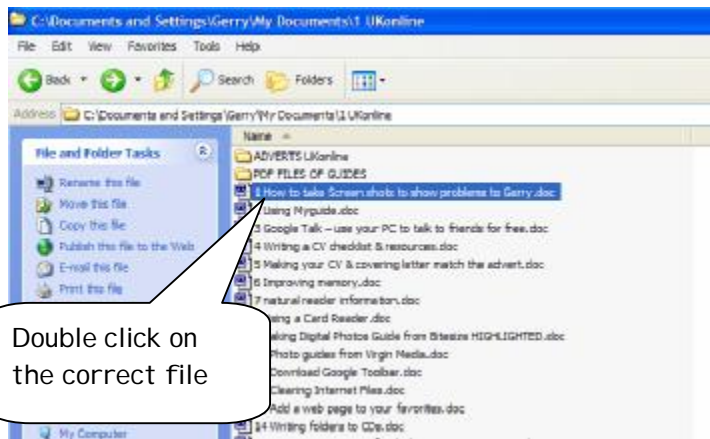
When you're in the right place just click the [Save] button.

Hint: Remember where you saved it. Better still get into the habit of using folders with names you recognise to store similar work e.g.

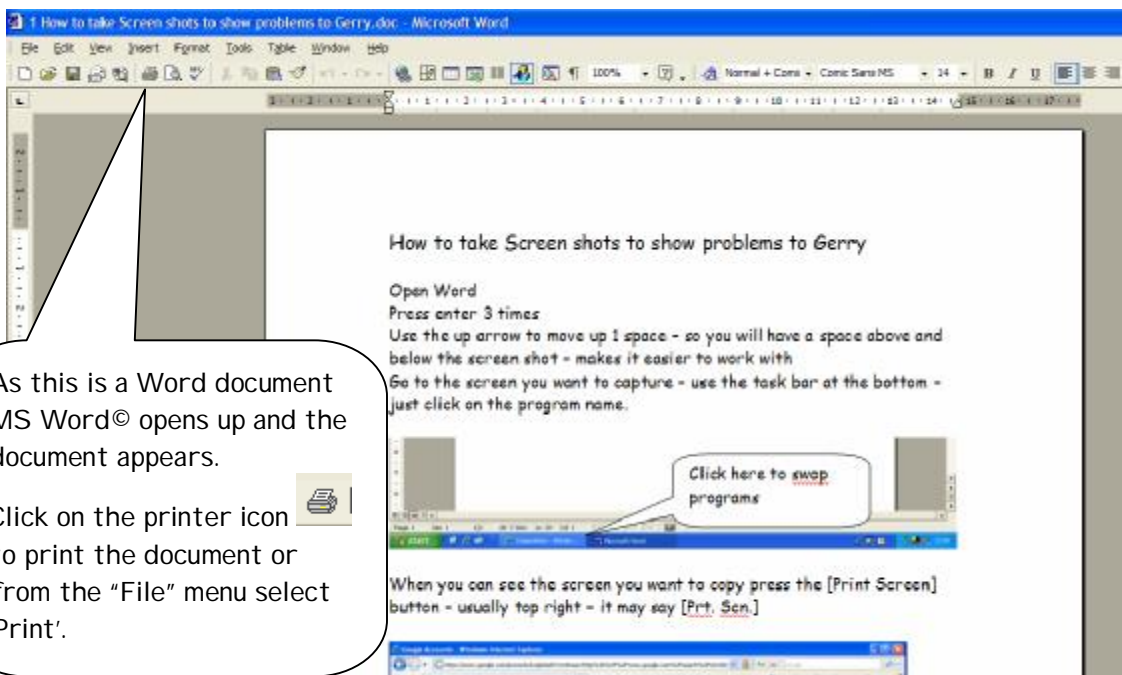
 Leuven Holiday has all the pictures of my holiday in a place called "Leuven"



Now go to [Start] - My Documents or My Pictures etc.



Double click on the correct file



As this is a Word document MS Word© opens up and the document appears.

Click on the printer icon to print the document or from the "File" menu select 'Print'.

Click here to swap programs

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