



How to take screenshots in Windows XP



A screenshot is nothing but capturing an image on your desktop and saving it on the computer. You can use it for many things, like capturing an error message that you receive, which you can then mail it to the support centre to help them solve your problem. You can also mail it to someone to help them look at a Web page if you want to avoid sending them a link. Solving someone's computer issues by sending the screenshots of your desktop of the process that they need to follow on their computer, can also be done. Or it can be saved for your future use, if needed.

The Procedure

Steps are following:-

1. It is very easy to take a screenshot in Windows XP. Click on the window or desktop you want to capture, then press ALT+PRINT SCREEN key on your keyboard. You can locate the PRINT SCREEN key on the upper-right corner. If you are taking a shot of your entire desktop, you can just press PRINT SCREEN without holding the ALT key.
2. After taking a screenshot of the desktop, you need to click on Start and then Accessories. Here, locate Paint and open the program. When you open the Paint window, you need to click on Edit tab. Locate the Paste tab and you will find your image pasted in Paint.
3. Now that the image appears, you need to click the File tab and select Save As option.
4. You can rename and save the file in the folder, if you wish to keep it.
5. Follow these instructions properly, and you will have your screenshot saved and ready to be used as and when you want it.

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