

How to make screenshot on PC

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1. Press the "**Print Screen**" - **prtsc key** on your keyboard. This will capture an image of your entire screen and copy it to the clipboard. The dimensions of the image will be the same as your desktop resolution. You will not receive any confirmation that the screenshot has been taken.

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2. **Paste the screenshot.** Once you've made the screenshot, you will need to paste it to a program in order to see it. The most common way to paste it is into a Paint file. This will allow you to save it as an image file that can be transferred to others.

- Click File, then Save to set the name and file type of the image. The most common file types are JPG and PNG. The recommended format for screenshots is PNG, due to the high quality and small file size.

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- You can also paste the screenshot into other programs, such as Word or into the body of an email. Simply open the program that you want to paste the image into and press **Ctrl + V**.

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