

## How to do a Screen Capture From a PC and place it in an email

1. Please go to the webpage/window that you wish to capture.
2. Press at the same time, the ALT button (usually located right by the spacebar) and the PRINT SCREEN [sometimes abbrev. PRTSCR] button . It is usually located near the F12 key on your keyboard.
3. Open your email program.
4. Open a new message.
5. In the body of the new message, press CTRL-V on your keyboard.