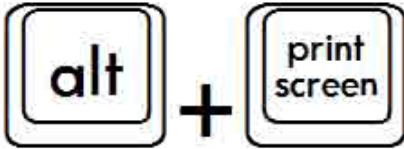# CAPTURING A SCREEN IN WINDOWS XP

Capture a Screen in Windows XP

Copying what is on your monitor display is called a *screen capture*. You can do a screen capture by pressing the print screen key (PrtScn). You can then paste the screen capture into a document or other file. You can capture the entire screen or just the active window.

Step 1	Press the print screen key (PrtScn) to capture the entire screen and put it on your clipboard.	
	Press Alt and Print Screen at the same time to capture only the currently selected window and put it on your clipboard.	
Step 2	Open a program such as Microsoft Word or Microsoft Paint.	
Step 3	Paste the image into the program using Ctrl + V, right click and paste, or File-Paste.	
	Notes: Windows XP and earlier versions do not have the Snipping Tool that is available in Windows Vista and Windows 7.	