

# Using PrintKey 2000

## *For a Full Screen Shot:*

Press the **PRINT SCREEN** key on your keyboard. That will bring up a window with the full screen. If that's what you want, click **COPY** or **SAVE** (depending on what you want to do with the picture.) Use **COPY** to paste onto a document or email. Use **SAVE** to insert into a webpage, blog, wiki, etc.

## *For Only Part of the Screen:*

Press the **PRINT SCREEN** key on your keyboard. That will bring up a window with the full screen. Click the **RECTANGLE** icon at the top and then draw a rectangle around the part of the screen you want. Then click **COPY** or **SAVE** (depending on what you want to do with the picture.) Use **COPY** to paste onto a document or email. Use **SAVE** to insert into a webpage, blog, wiki, etc.

## *To Draw on the Picture:*

Instead of clicking **COPY** or **SAVE**, click the **EDIT** icon at the top. That will open the "Windows Picture and Fax Viewer". Then click the next to last icon on the bottom (it says "Closes this program and opens the image for editing"). This will open the picture in Paint. Then use the tools to draw on it and click **FILE** and **SAVE** when finished.

**Note:** If the Windows Picture and Fax Viewer does not open when you click the **EDIT** icon, click **OPTIONS** and **DEFINE THE BMP EDITOR**. Navigate to **MY COMPUTER, C:, WINDOWS, SYSTEM 32, MSPAINT**.