

Screen Dump How-to-Sheet

This how-to-sheet will show you how to take a picture or snapshot of the active window, zoom, change the image size, and save the image as a file using Adobe Photoshop.

1. Click on the desired window to make it active.
2. Press <ALT> + <Print Screen>. This will copy the contents of the activated window onto the clipboard.
3. Open Adobe Photoshop from **Start -> All Programs -> Adobe -> Adobe Photoshop**.
4. Click on the **File** menu and select **New**.
5. Accept the default parameters. Click **OK**.
6. Click on the **Edit** menu and select **Paste**.
7. Things may appear blurry because you are not viewing the graphic at 100%. If you wish to view the image at full size, click on the **View** menu and select **Zoom In** until you are at 100%.
8. To change the image size, click on the **Image** menu and select **Image Size...** . Make your changes and click the **OK** button.
9. Click on the **File** menu and select **Save a Copy....**
10. Navigate to where you want to save the file.
11. Give the file a name under **File name:**.
12. Under **Save As**, choose the format for this file. Typically when you insert an image into a Microsoft Word or PowerPoint document, you want a .gif or .jpg format. Use .gif for graphics that contain flat color. Use .jpg for graphics or photographs with color gradations.
13. Click the **Save** button. It is okay to accept all the default parameters.