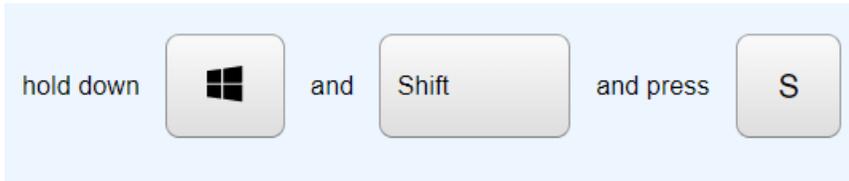


How do I take a screenshot and save it?

If your computer is Windows (if you see this symbol on the bottom left of your screen )

Step 1:

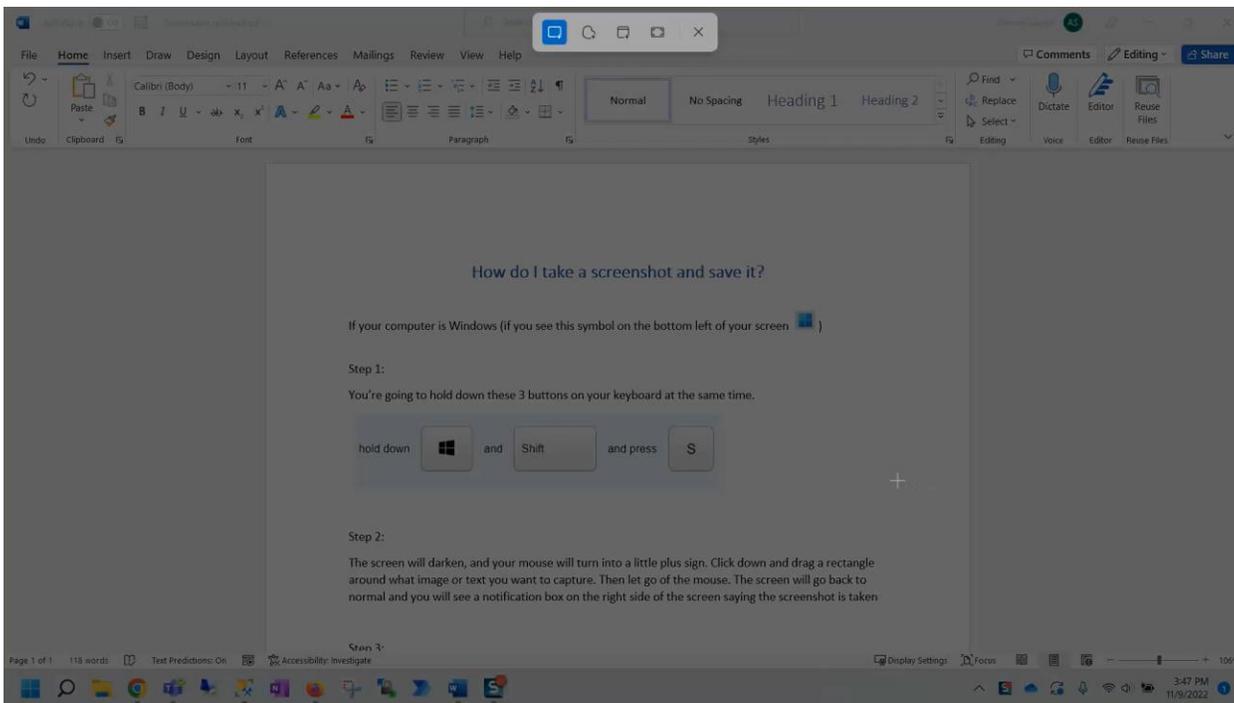
You're going to hold down these 3 buttons on your keyboard at the same time.

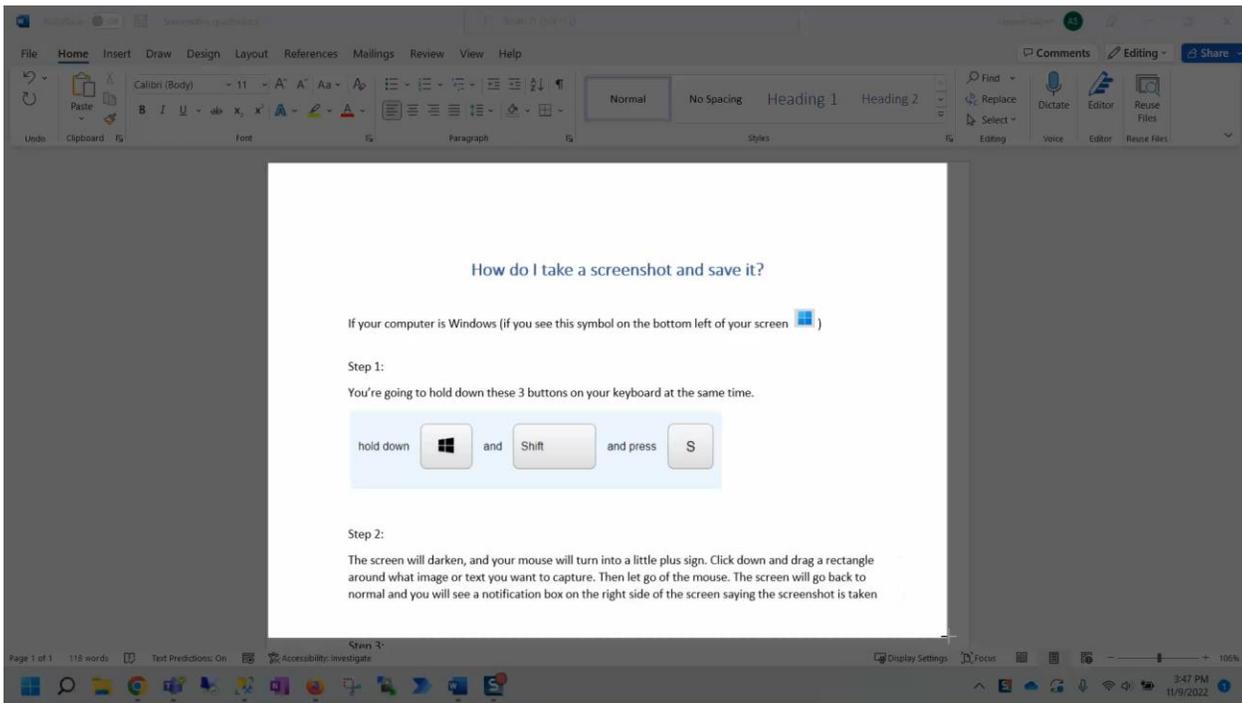


Step 2:

The screen will darken, and your mouse will turn into a little plus sign.

Click down and drag a rectangle around what image or text you want to capture. Then let go of the mouse.

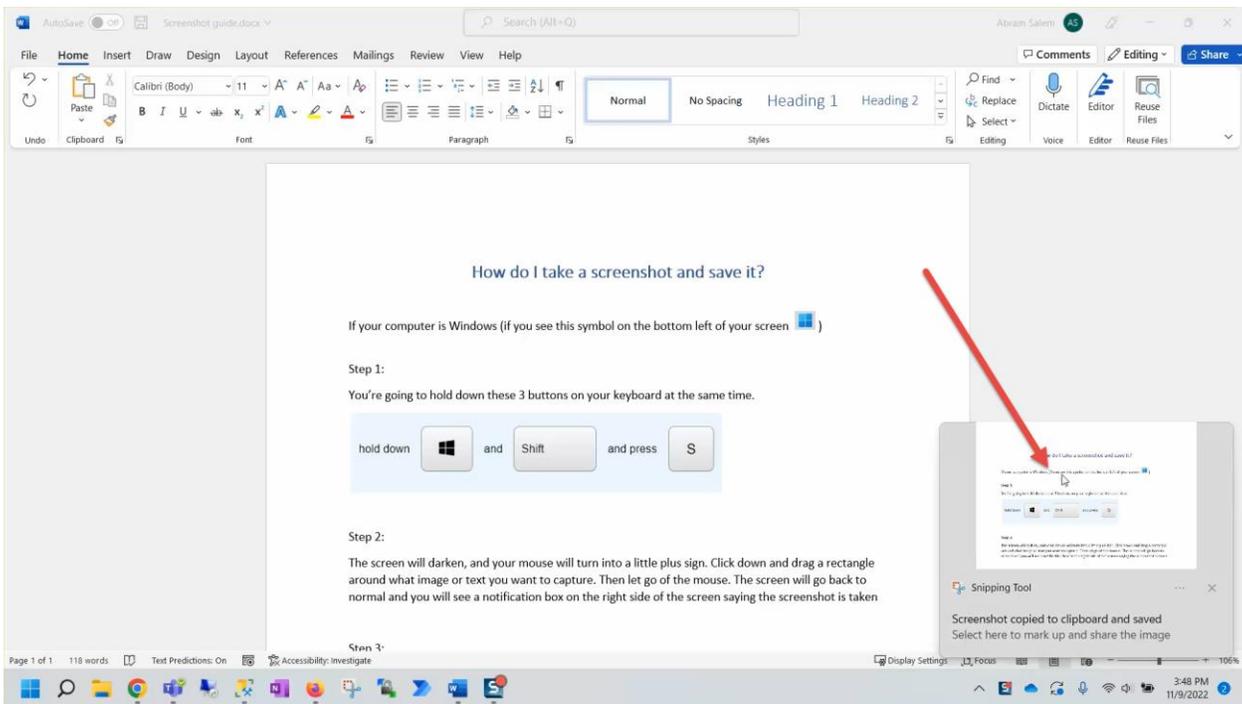




Step 3:

The screen will go back to normal, and you will see a notification box on the right side of the screen saying the screenshot is taken.

Click on that notification.

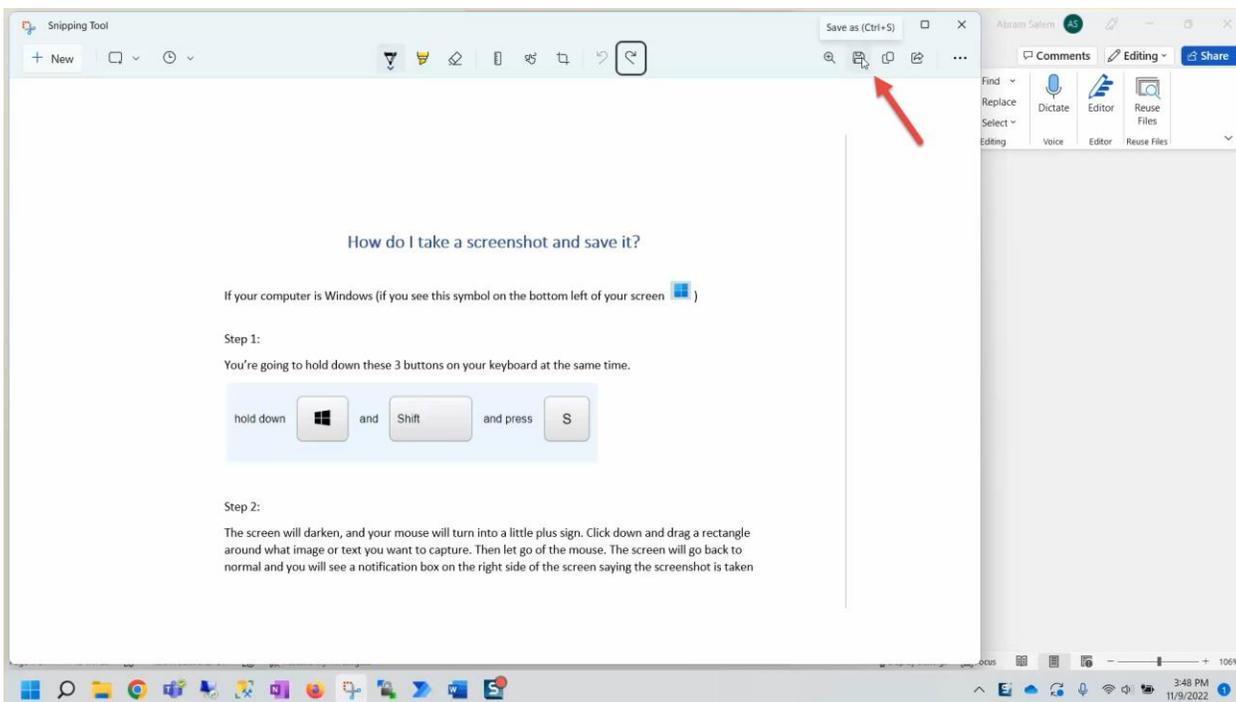


Step 4:

The “snipping tool” will open on your screen.

(If it doesn't, you can hit that  button on your keyboard and type “snipping tool” to find it.)

Click on the “save” button shown below.



Step 5:

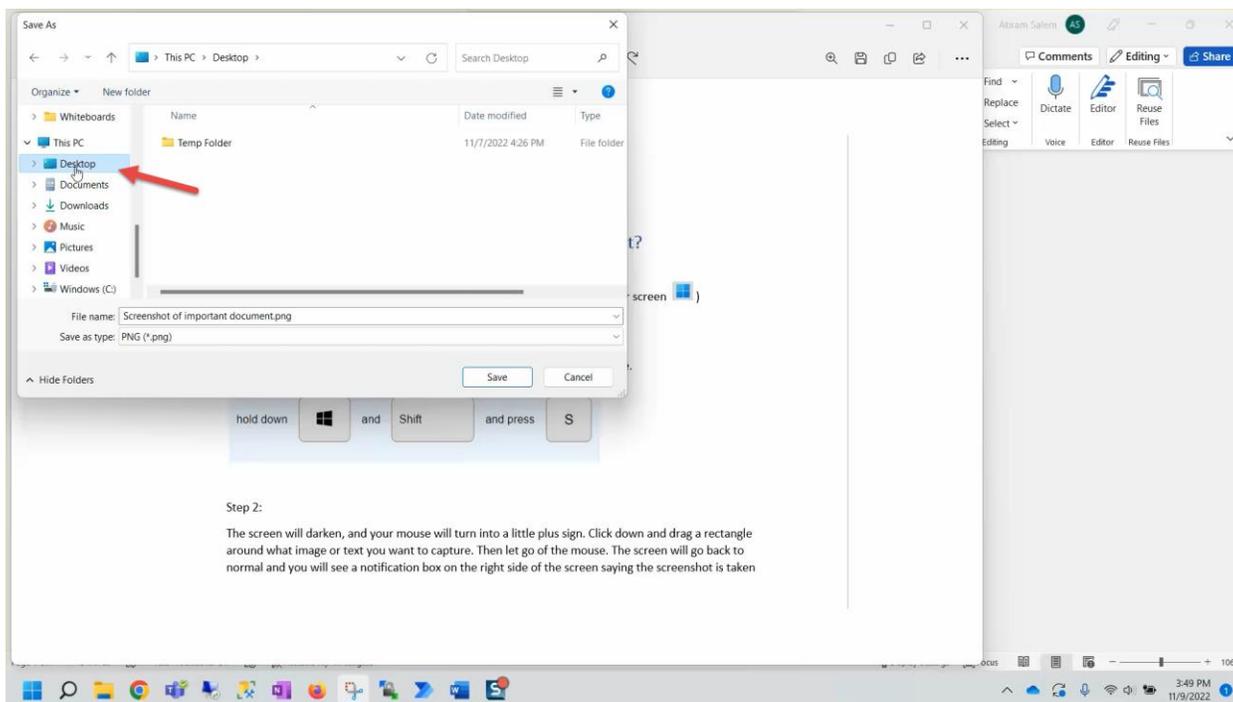
Name your document something you'll recognize.

(Notice that it automatically saves as a PNG picture file.)

Pictures will default to being saved in the picture folder.

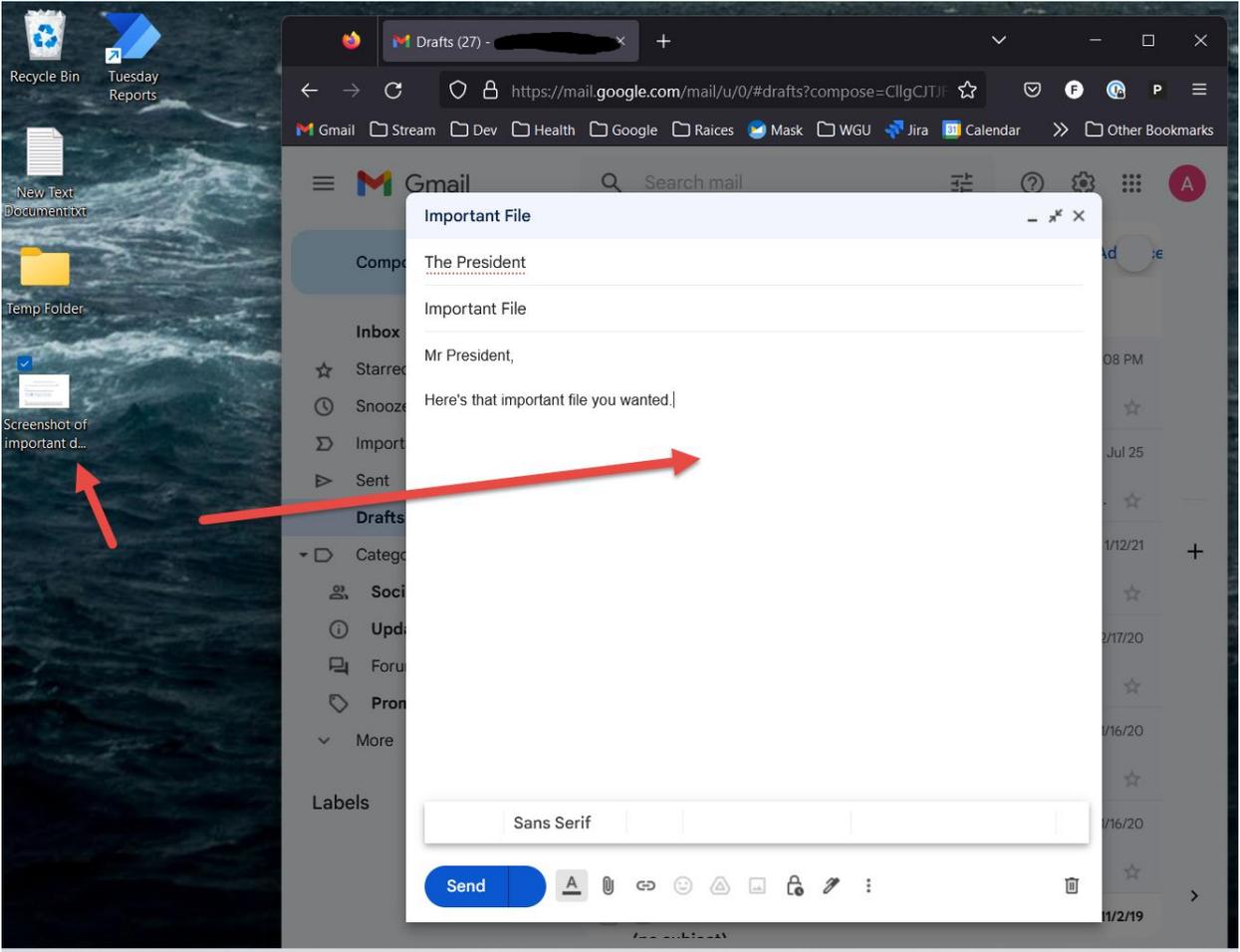
But I find saving it to the Desktop makes it easier to find.

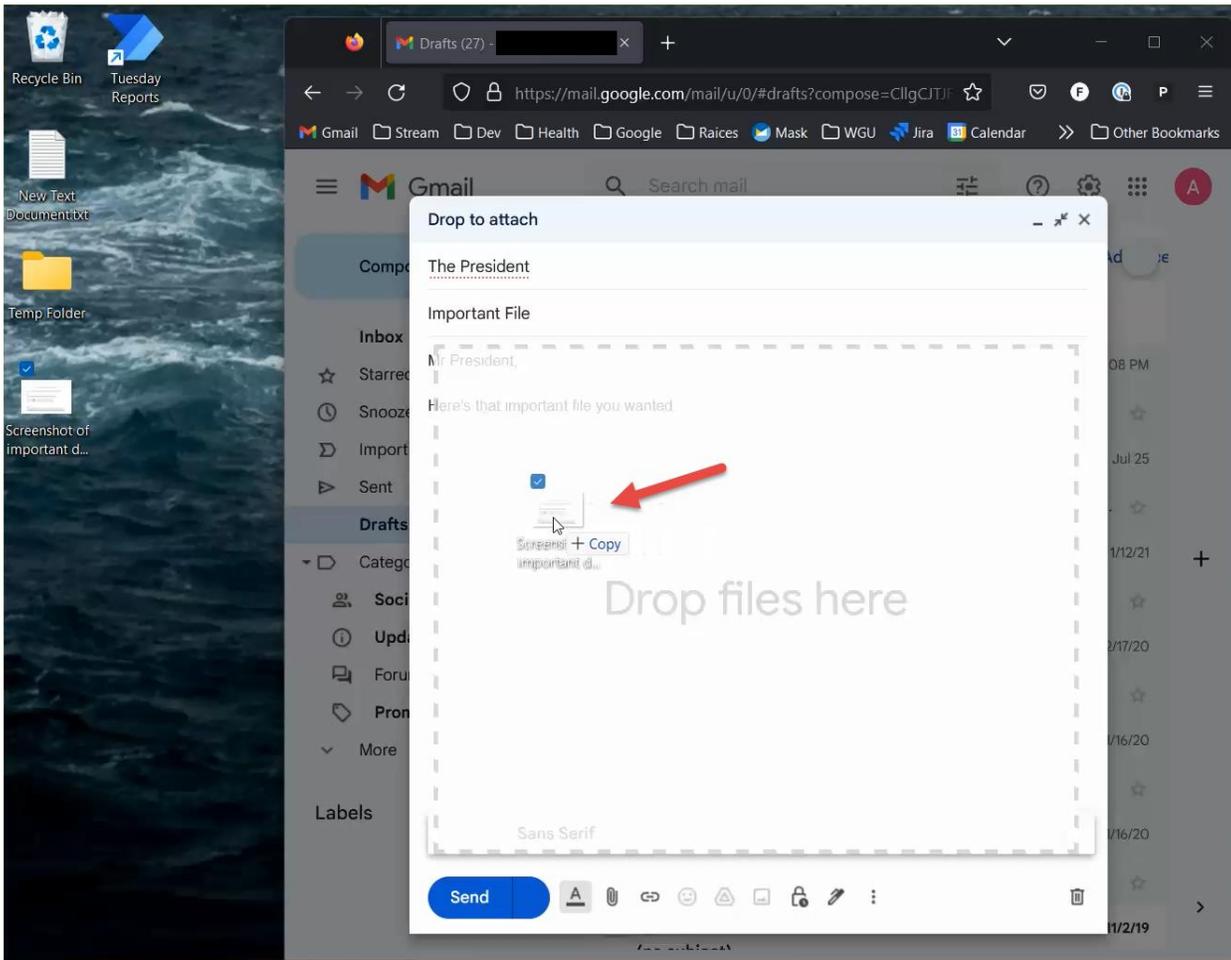
To do that, just click on "Desktop" before you click on save.



Step 6:

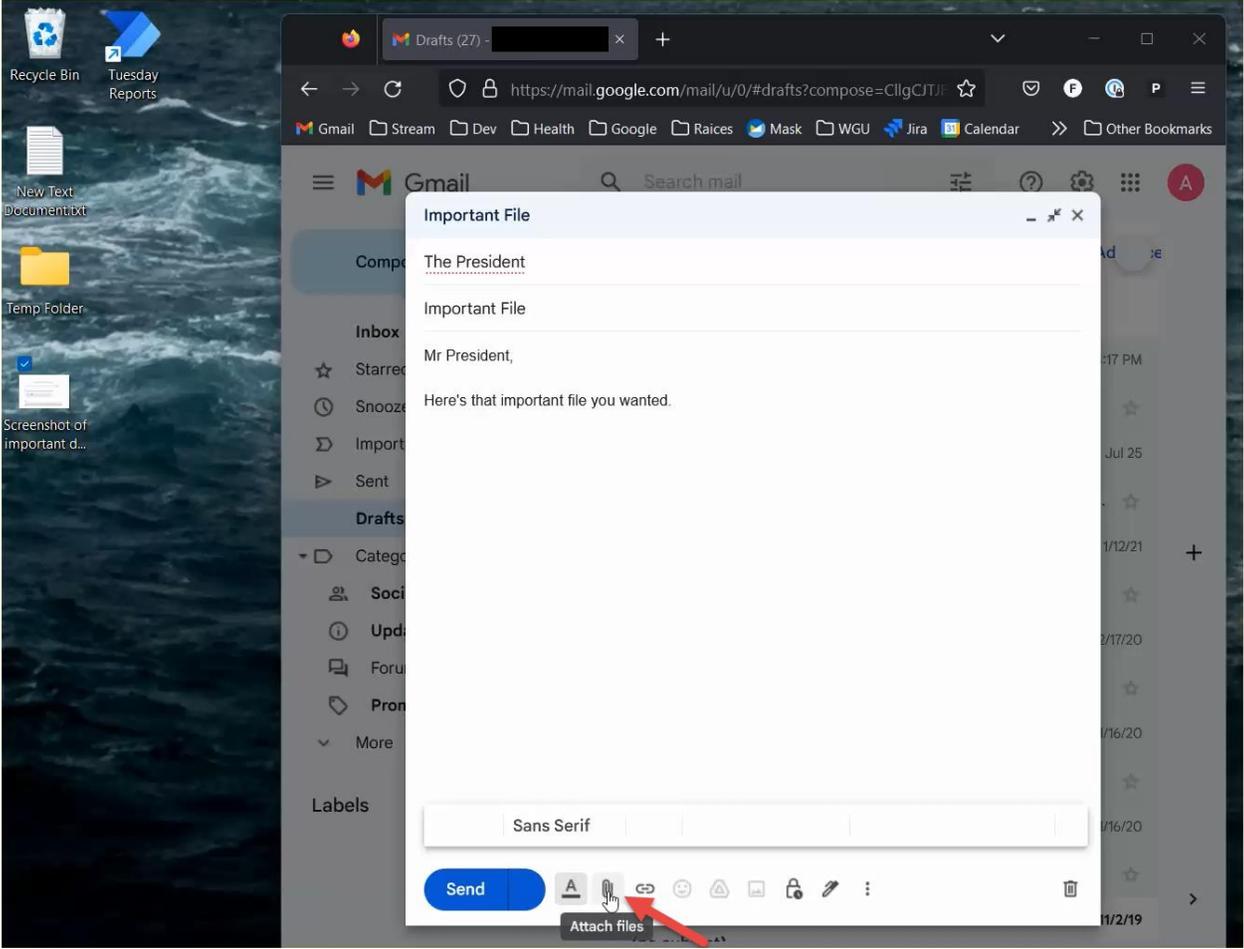
Now find your picture file in either the pictures folder or the desktop, depending on where you saved it. Grab and drag it to wherever you would like it uploaded.

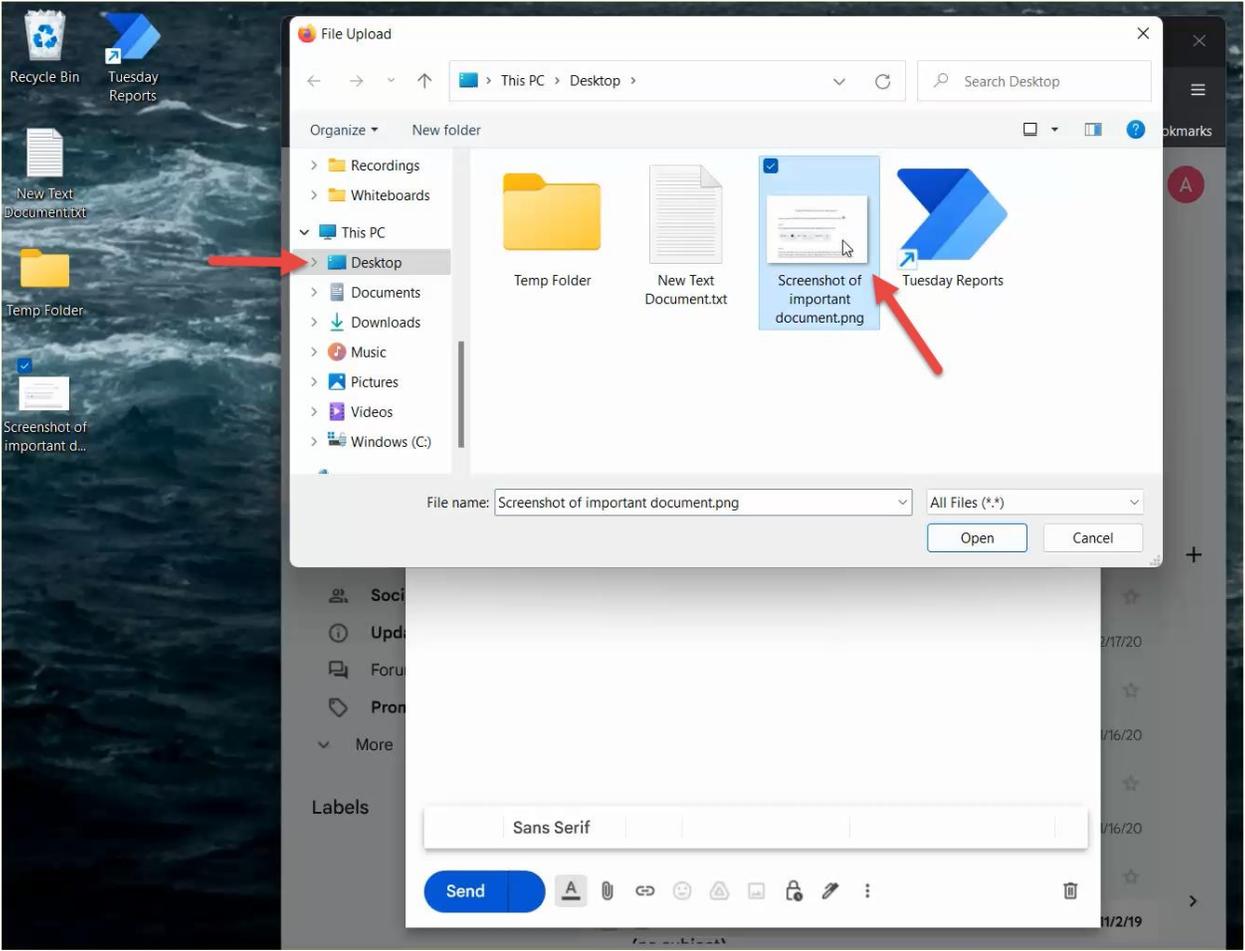


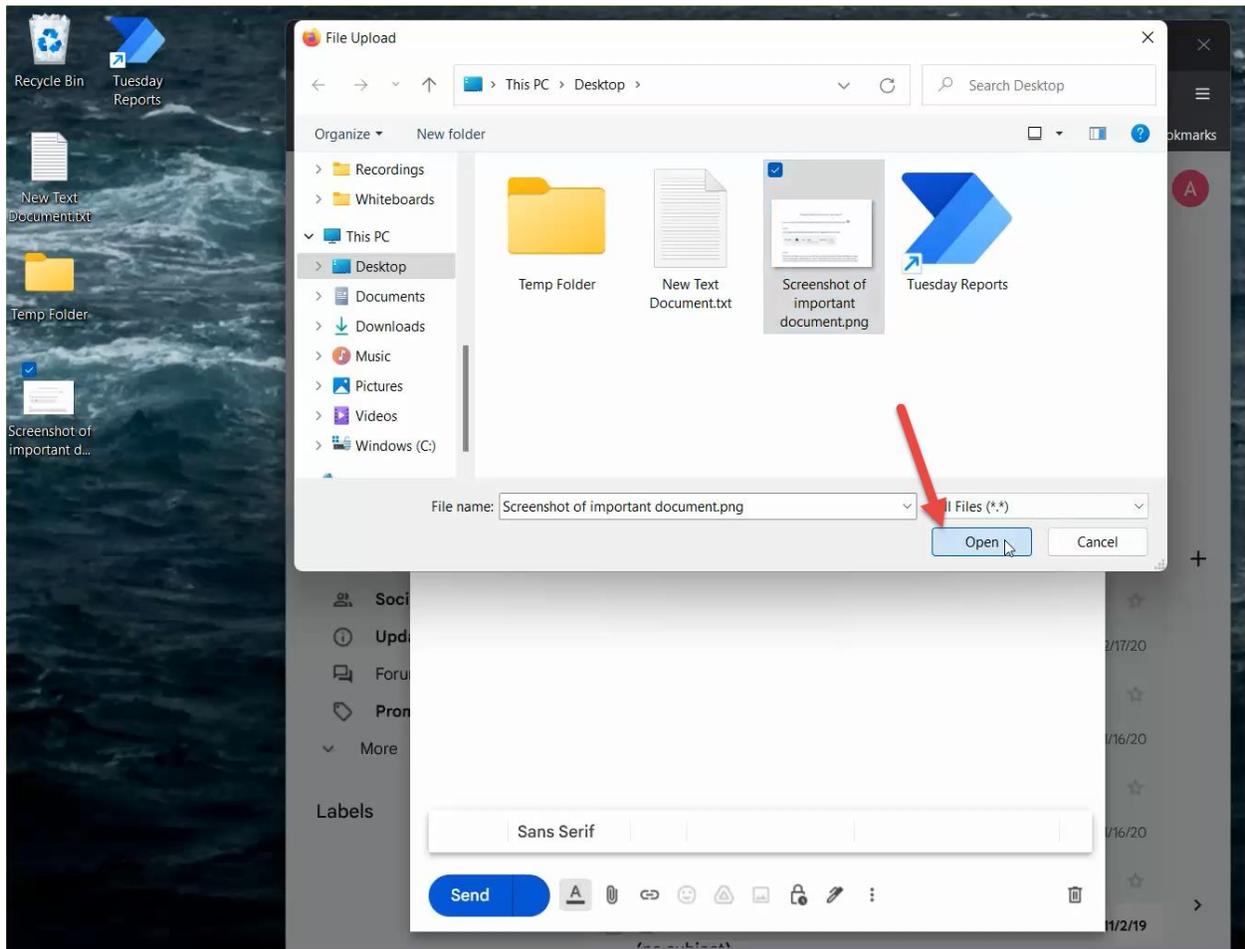


Alternate Step 6:

Alternatively, the website you want to upload your picture to might not let you “drag & drop” like seen above. Don’t worry! There will be a button to “Attach files” which will probably look like a little paper clip . Click on that button and find the file wherever you saved it, like this.







What if I'm trying to turn a PDF into a "png"?

We're going to follow the same steps but will need to prepare our PDF first.

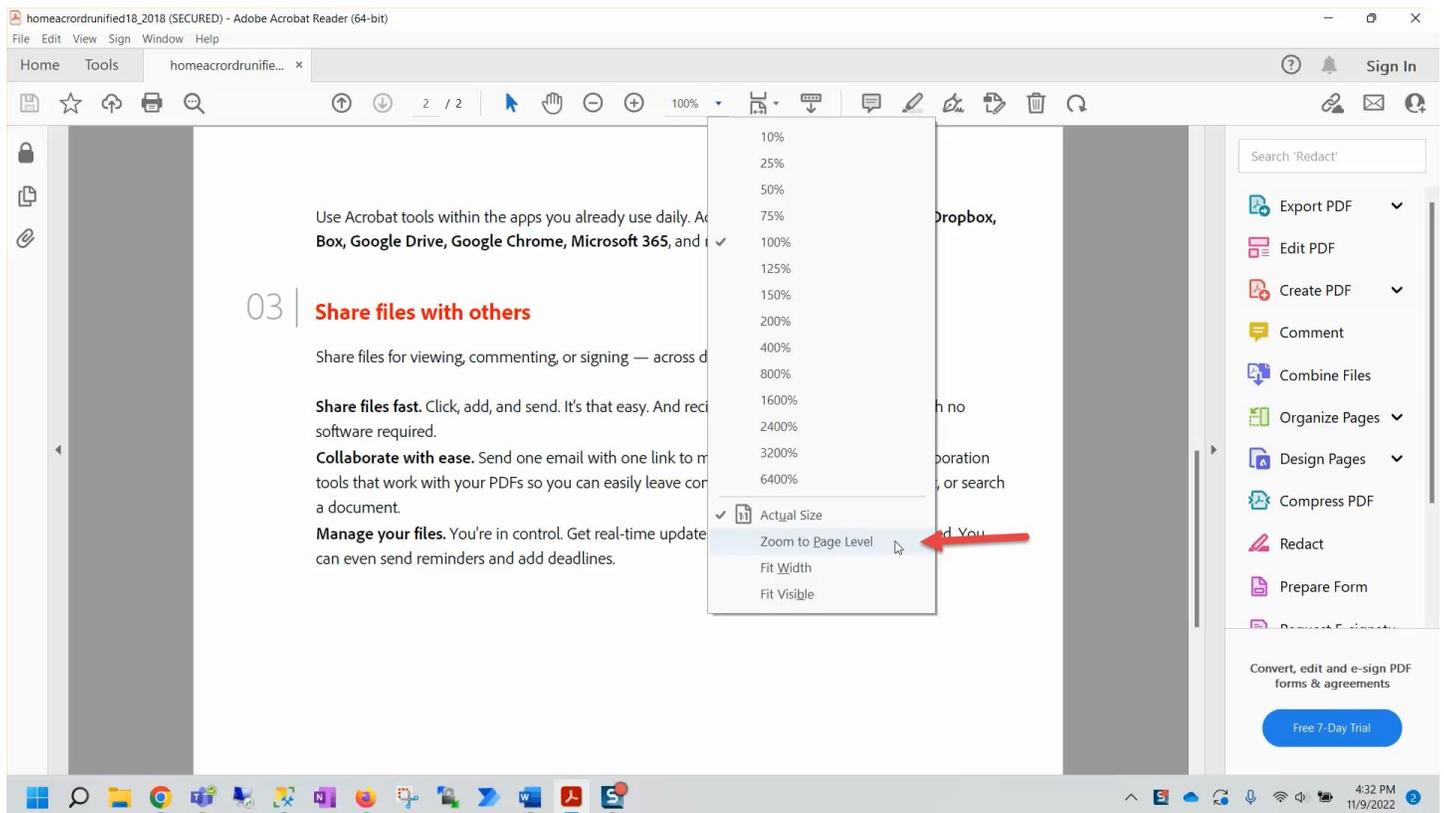
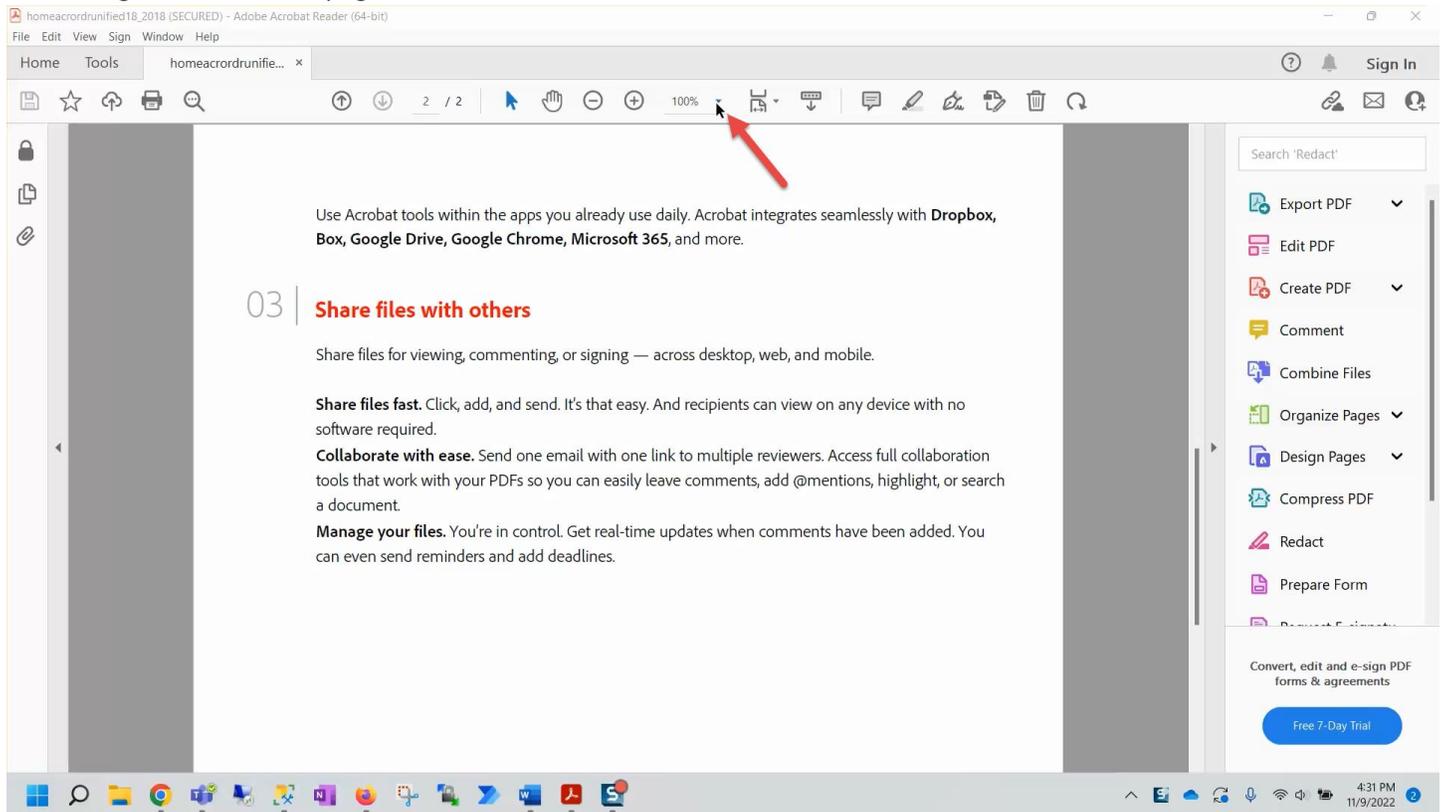
Step 1:

Open the PDF file you'd like to turn into a "png" picture file.

The PDF may be zoomed in where you can't see the whole page at once.

Click on the "zoom percentage" button shown here.

And change it to “Zoom to page level”

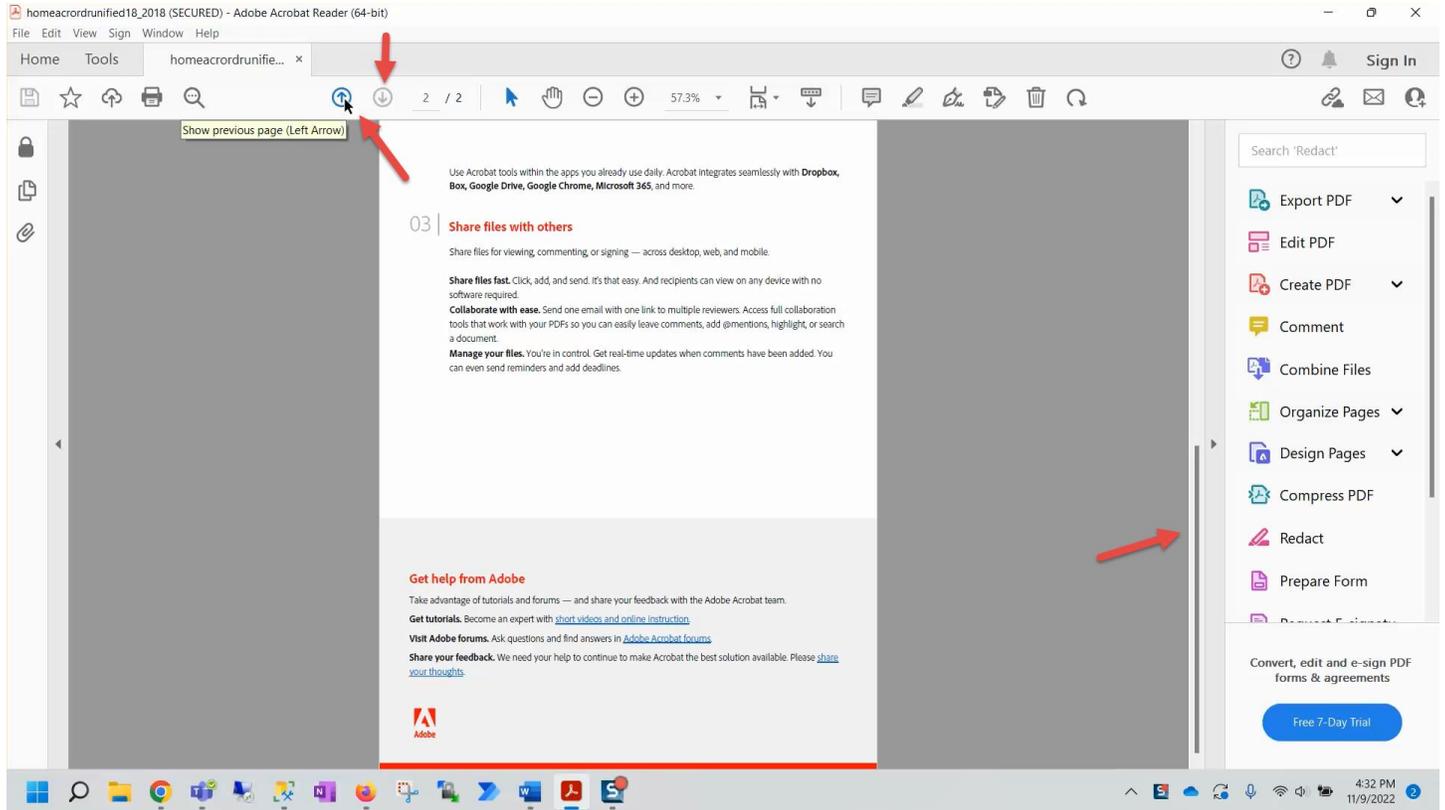


Step 2:

Before you start your screenshot, check how many pages your PDF document has and what page you are on.

Unfortunately, you'll need to screenshot each page individually and save them as separate "png" picture files.

You can click the arrow button here or use the scroll on the right side to switch between pages.



Step 3:

Once you're on the desired page and you can see the full page on your screen, follow the screenshot steps to capture it and save it as a picture.

