

## **Using PrintScreen and MS Paint to make a jpg file**

Press the PrintScreen key to capture your screen. This copies a picture of the screen to the clipboard.

Open Paint (Start Menu>Programs>Accessories>Paint)

Edit>Paste You should see your previous screen image.

Use the rectangle selection tool to select the part of image you want to keep. Edit>Copy.

Edit>Select All. Press the delete key.

Edit>Paste. Now you should have just the selected part of the screen.

Save As > name your file and choose file type as jpg.

Now you can upload this as a photo.