2014-202 - Email a Screen Shot via MS Paint

While the screen and / or messages are displayed on your screen, **press** the <Print Screen> key on your keyboard. **Click** on the **Start** icon of your Windows Desktop and select 'Paint' from the list.



If 'Paint' is not displayed in this list - **click** on 'All Programs' on the Start menu and then **dbl-click** on the "Windows Accessories" folder and then select 'Paint' from the list.



The Paint window open – Click on the Paste icon and select 'Paste' from the list.



To send the screen shot, **click** "Send in e-mail" option from the list.

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An email opens with the screen shot as an attachment. Address the email to <u>support@itmsystems.com.au</u> and send.

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