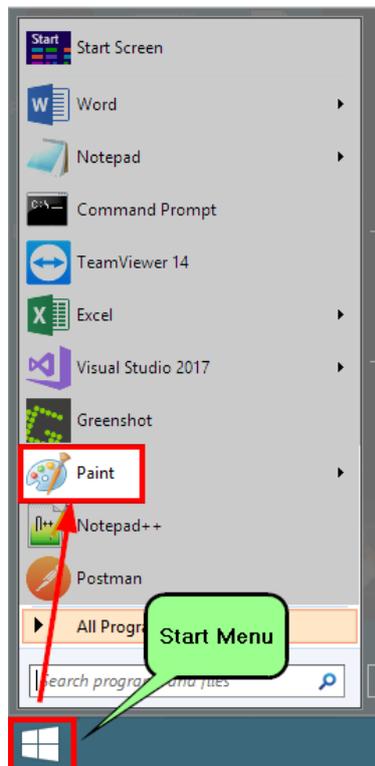
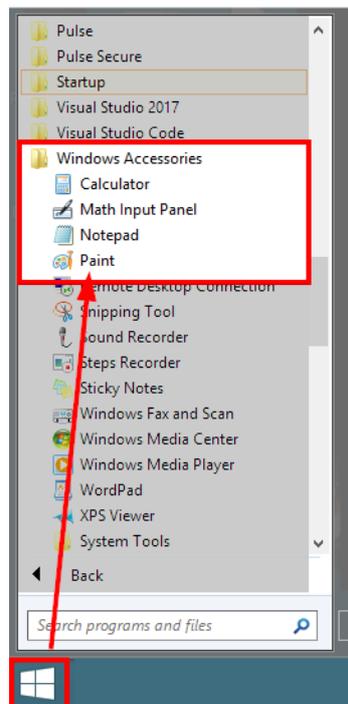


2014-202 - Email a Screen Shot via MS Paint

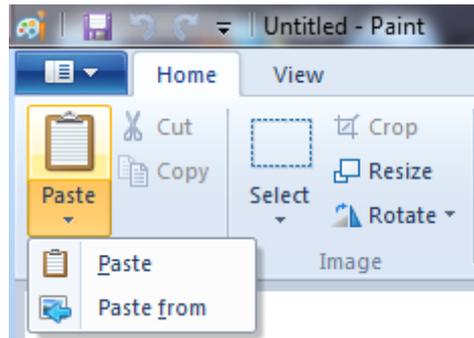
While the screen and / or messages are displayed on your screen, **press** the <Print Screen> key on your keyboard. **Click** on the **Start** icon of your Windows Desktop and select 'Paint' from the list.



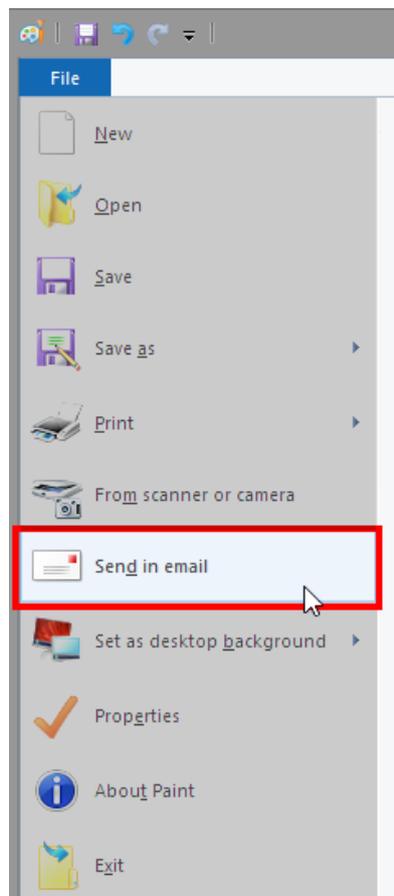
If 'Paint' is not displayed in this list - **click** on 'All Programs' on the Start menu and then **dbl-click** on the "Windows Accessories" folder and then select 'Paint' from the list.



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.



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

