


## Fact Sheet 35

### Capturing the Image(s) on your Screen – Obtaining Screen Shots

The purpose of this document is to show you one simple method of taking and saving screen captures. Screen captures are also referred to as ‘screen dumps’ or ‘screen shots’ and are simply snap-shots of the screen image that you see at that particular moment.

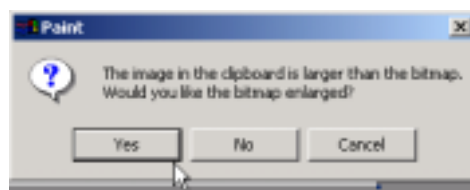
1. To capture the image that you see on your computer screen, press the “Print Screen” key on your keyboard.

This is usually located next to the ‘Scroll Lock’ and ‘Pause / Break’ keys. This captures what is being displayed on your computer screen at the time that you press the key.

2. Press the **Start** button () , then select **Programs** then **Accessories** and then **Paint**. This will run the program called Paint that comes with your Windows® Operating System. If you don’t see the Paint program ask your PC or network administrator to install it or to give you permission to use it. Paint is a standard program that comes with your Operating System.
3. Once the Paint program has started, go to the Menu option and select **Edit** then **Paste**.




4. You may then be asked if you want the bitmap enlarged. Answer Yes to this.



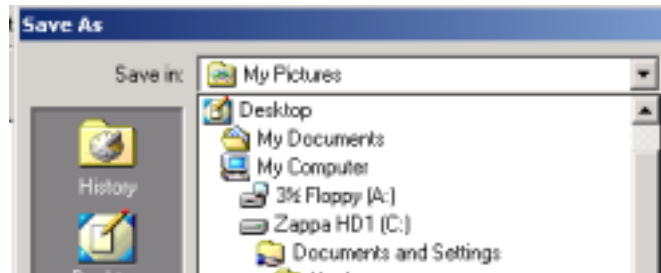
5. You will then see the screen image that you captured.
6. The next thing to do is to save the image, and you do this by selecting the **File** then the **Save As...** option.



7. Press the pull down button, i.e. , from the **Save in:** option and select the location where you want to save it to.

For convenience you may want to save the image to your Desktop – if so simply click on the Desktop icon. But remember that your desktop may be unique to you, i.e. your login, so others that use a different log in may not see the image that you saved.

(If your PC or network administrator has not given you permission to save the files to your desktop then you will have to find an alternative location to save the image.)



8. Once you have chosen where you will save the image file, you should give it a sensible name. Enter your chosen name in the **File name:** option (field). In the case below we have named the image file “RT error 45 screen”. There is no need to alter the file type. The file type options are shown in the “Save as type:” option (field).



9. Once you have confirmed that the file name and the location, press the **Save** button to actually save the image file i.e. the screen shot that you have taken.
10. Repeat this process as necessary. If you wish to email these screen shots then simply attach them to your email in the normal way.

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Please note that the information contained in this document is correct at time of going to press.