

## How to Take a Screenshot and Email It

### **If you're using an email application that allows HTML format messages**

If you are using Outlook (on-campus for example) or any other email application that allows you to create an email in HTML message format, you should simply be able to press the *Print Screen* button (usually on the upper right area of your keyboard) to capture the **WHOLE** screen (or Command-Shift-3 for a Mac). This copies the entire screen image into your clipboard. Then just click your mouse cursor into your email message window, and from the menu, select *edit>paste* and your image should appear right in the message.

### **If you're using an email application that only allows plain text messages**

If they're using an email application that only creates messages in plain text format, then follow the directions below for your computer's operating system.

#### Windows XP Screenshot to Email

1. Press the **Print Screen** key. Located between the main keyboard and the numeric keys.
2. Click on the **Start menu**, to **All Programs** to **Accessories** to **Paint**.
3. Click on **Edit** and from the drop-down menu **Paste** from the menu in Paint.
4. Now choose **File** and **Save** from the menu.
5. Go to your **Desktop**.
6. Type a **name** for your File.  
Something like "myCommNet error" should do.
7. Under **Save as type:**. select **JPEG**
8. Click **Save**. *Note: Remember the location where you saved the file on your computer.*
9. **Close** Paint.
10. **Open** your email program.
11. **Attach** the newly created picture from the Desktop to a new message or reply.
12. Click **Send**

#### Mac OS X Screenshot to Email

1. Press **Command (open apple) -Shift-3**.
2. To minimize a window, click the middle (-) button in the top-left corner of the window.
3. **Double-click** the newly created "**Picture #,**" the file with the highest number.(If the file does not open in Preview, click on it while holding down Ctrl and select Open with | Preview from the menu.)
4. Now select **File > Save As...**
5. Under Format:. select **JPEG**
6. **Drag** the Quality: slider to a mid-way position, between Least and Best.
7. Under Save As:. Type a **name** for your File.  
Something like "myCommNet error" should do.
8. Click **Save**.
9. **Open** your email program.
10. **Attach** the newly created picture from the Desktop to a new message or reply.
11. Click **Send**

#### Windows Vista Screenshot to Email

1. Click **Start**.
2. Type "**snipping**" under Start Search.
  1. Click **Snipping Tool** under Programs.
2. In Snipping Tool, click the **down arrow** next to New.
3. Select **Window Snip** from the menu.
4. To capture the full screen instead of a window, select **Full-screen Snip**.
5. **Click**.
6. Now click the **Save Snip** button in the snipping tool's toolbar.
7. Under Save as type:. select **GIF**
8. Type a **name** for your File.  
Something like "myCommNet error" should do.
9. Click **Save**. *Note: Remember the location where you saved the file on your computer.*
10. **Open** your email program.
11. **Attach** the newly created screenshot from the Pictures folder to a new message or reply.
12. Click **Send**