

## ***e-snaps* Resource Document – How to Capture a Screen Shot**

If you ever encounter an error in *e-snaps*, or if you have questions about how to complete a particular form in *e-snaps*, you can take a screen shot of the exact image on your monitor and send it to the *HUD HRE Virtual Help Desk*. This document provides instructions on how to capture that screen shot, save it, and then send it to the *Virtual Help Desk*.

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Below are step-by-step instructions on how to capture a screen shot and save it as a picture.

### Step 1 - Step up the shot

- Just like in photography, you need to prepare your screen to be snapped. If you want to take a screenshot of a specific webpage, navigate to that page and allow it to load completely. You may need to scroll down on the page to find the information that needs to be capped. Make sure whatever it is you need a picture of, is clearly visible on your screen.

### Step 2 - Taking the shot

- Using Microsoft Windows, press **ALT+'Print Screen'** at the same time. This 'Print Screen' key is usually located somewhere in the upper right-hand corner of your keyboard. It may also be a secondary function of another key, if you are using a laptop. If it is a secondary function, you may need to hit the "Function" or "Fn" key before you hit the "Print Screen" key. Once you hit "Print Screen," the screenshot is saved and ready to be used.
- Using a Macintosh operating system, press **Command+Shift+3** at the same time. These keystrokes will only capture the active window on your desktop (to capture your entire desktop use Control+Command+Shift+3).

### Step 3 - Paste the shot into any program

- Immediately after taking the screenshot, paste the screen shot into an image friendly program. We recommend Microsoft Paint, which comes bundled with every version of Windows. If you do not have a paint program, you can use WordPad, MS PowerPoint, etc. **Note:** MS Word can be used, but the pasted image may require additional editing.
- To find and open MS Paint, click **Start Menu→Programs→Accessories**.
- With Paint (or your preferred program) now open, go the "**Edit**" menu and then choose "**Paste**". Your screenshot should pop up on the screen. If you do not like how the image appears, you may need to try another program or use the Image Editing feature of the program chosen.

### Step 4 - Save the Screen shot

- You can save the image to any place on your computer. But be cognizant of where you save the file containing your screen shot, so that you can access it when uploading the document into the *HRE Virtual Help Desk* form.