



## Start PrintKey 2000

1. Click **Start**
2. Hover over **PrintKey2000** and select **Printkey2000** from the available menu. See image to the right...
3. In the lower right corner of your desktop (in the system tray) you should now see an icon that looks like a hand touching a button:

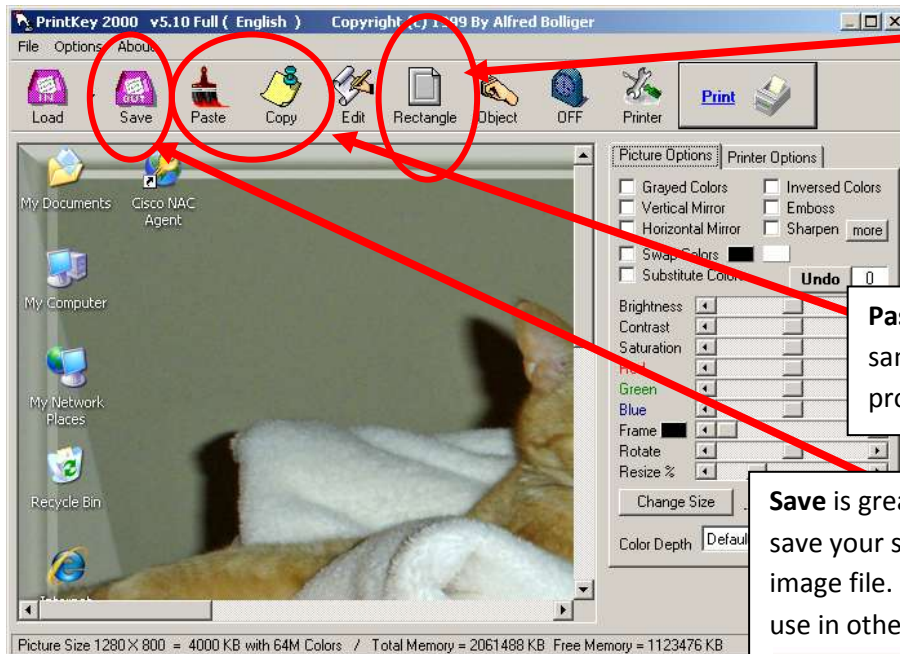


## Using PrintKey 2000

- Double click the **Printkey2000** icon ( ), which is located in the lower right corner of your desktop (in the system tray). This will open the PrintKey 2000 program. The area on the lower left is a picture of your present desktop so it may look different than the picture below.
- You can also press the **Print Scrn** key on your keyboard to open PrintKey 2000.
  - *Important Note:* To use this method you will want to make sure that you verify that the **Direct Print (No Dialog)** option is turned off. Otherwise, your screen print will go directly to your default printer. To verify...
    - Open **PrintKey 2000**
    - Click the **Options** menu at the top of the program
    - Verify that **Direct Print (No Dialog)** does not have a checkmark in front of it.



To capture just the Active window press **Alt + Print Scrn**



The **Rectangle** option is my favorite, because it allows me to select a portion of my screen.



Such as:

**Paste** and **Copy** work the same as in any other program.

**Save** is great, because you can save your screen capture as an image file. This allows you to use in other programs.

