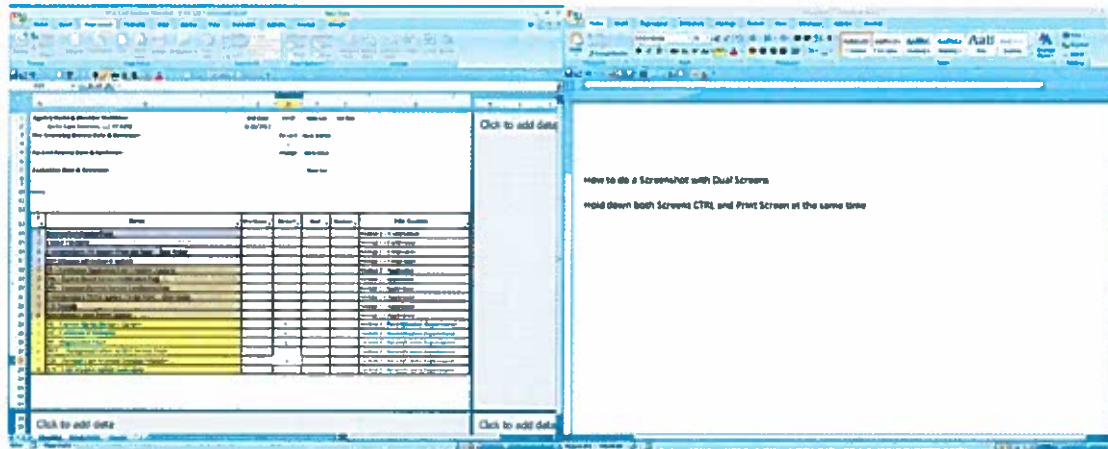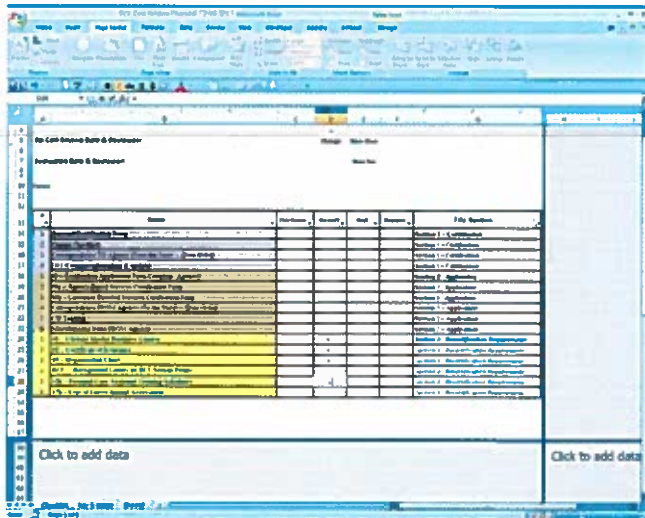## How to do a Screenshot with Dual Screens

Hold down both Screens CTRL and Print Screen at the same time

Paste into Word or Outlook E-mail using CTRL-V

Active Window ONLY

Hold down CTRL-ALT and Print Screen

Paste into Word or Outlook E-mail using CTRL-V

Editing or cropping pictures & screenshots

Focusing on a ToolBar or smaller detail requires a little bit of editing both Word and Outlook can do this and do it the same way.

Click the picture to get the Handles around the outside.