

Turning a Screen Image into an Image File

By Dick Evans

If it is on the screen, you can capture it. And once you have captured it, saving it as an image file is a simple matter.

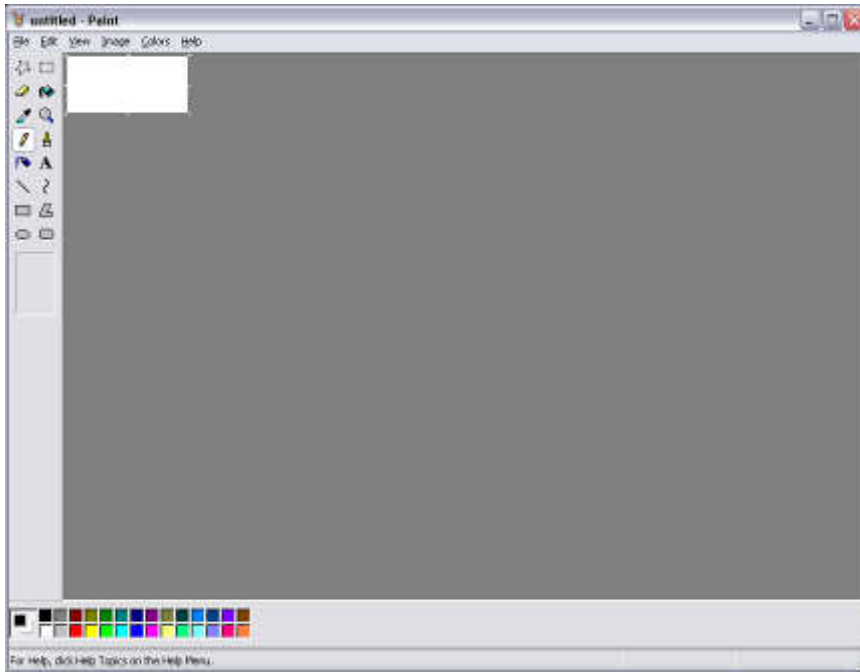
1. Open the following site: www.ric.edu/revans/cis351/pictures

Copying Pictures and Text From a Web Site

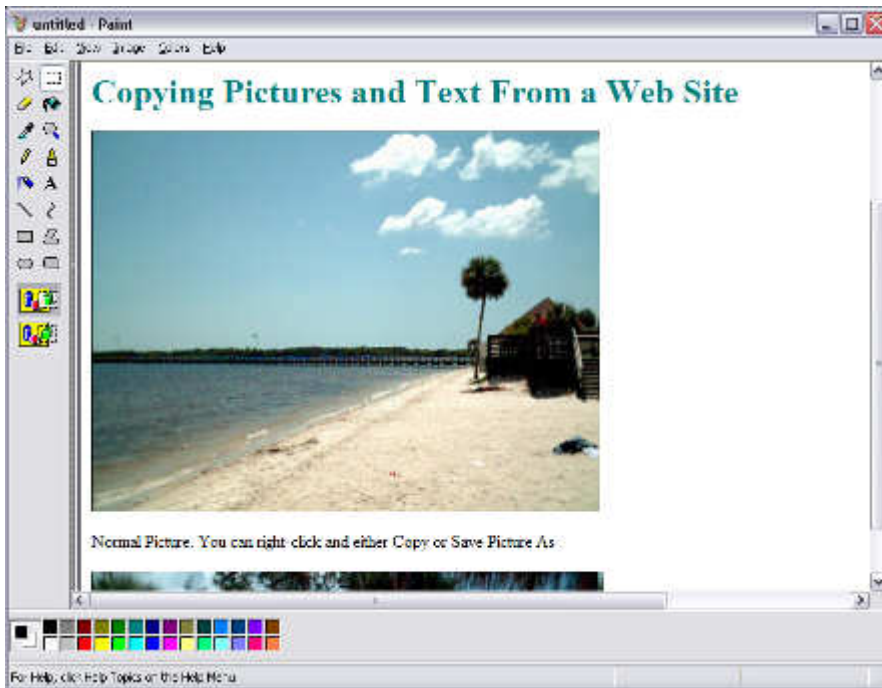


Normal Picture. You can right-click and either Copy or Save Picture As

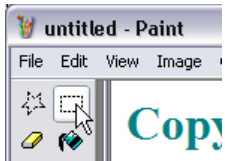
2. No matter what the image on the screen, on the keyboard press Print Screen to place a screenshot in the Windows clipboard. (Alt+Print Screen to copy the active window instead of the entire screen)
3. Open Microsoft Paint (Win+R, type mspaint, and then press enter)



4. Edit > Paste (or Ctrl+V)



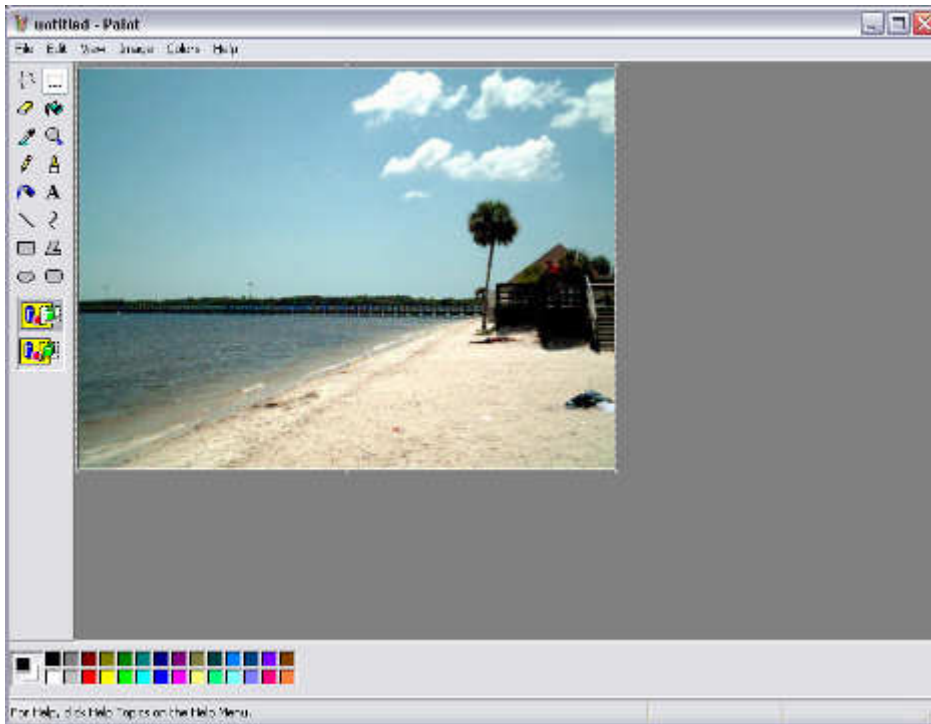
5. Scroll to expose the picture you want an image file of.



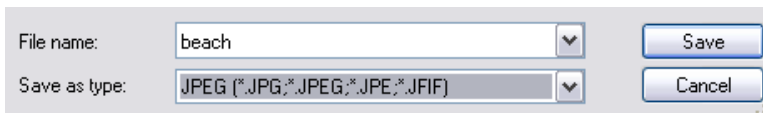
6. Click the selection tool, and then draw a box around the image



7. Edit > Cut (or Ctrl+X) to save the selected piece to the clipboard.
8. File > New, No followed with Edit > Paste (or Ctrl+V)



9. File > Save As



10. Locate the folder to save the image in, then enter the file name, set the type to JPEG, and then click Save.

The image file, beach.jpg, is now located in the selected folder.