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Using the Print Screen Button

There is a magic button on your keyboard that can help you do many things. It's called the Print Screen Button (Mac users don't fear, you have these options too just but not the button).

What Print Screen does is takes a screen shot of your desktop or a specific open window. So, why is that neat? Because now you can take that image and paste it into any number of programs. You can crop the image to show just one part of it or manipulate it in a graphics editor.

The button appears differently and in various places depending on the keyboard. It may be near the scroll button or near the delete button. Some buttons show it as Print Screen, Prt Sc, or prt sc.

There are two ways Print Screen can be used (see the picture below):

- Hit Print Screen – takes a snapshot of the entire desktop
- Hit Alt - Print Screen – takes a snap shot of the most currently opened window

Once you have hit Print Screen the copy of the screen will remain in the clipboard for pasting until you copy something else.



Print Screen (shows the full desktop)



Alt-Print Screen

For Mac Users you can still use Print Screen in the following way:

- Shift+command+3 - entire desktop.
- Shift+command+4 - select portion of screen to capture. Press space after it to select a window.

Here are some of the ways I use this button:

- Creating a users guide – Using PowerPoint and Print Screen to record screen shots to show clients how to move through menus on the back end of their web sites.
- Take a screen shot of a web site – in order to create an image of my [clients' web sites](#) I use print screen to take a snap shot, then use a graphics editor to crop it and reduce it to a smaller size.
- Copying a slide into another slide set – say you have a slide set that contains background formatting and you want to copy that slide into another set with different formatting, but you want to maintain the current slides format – simply show the slide in Presentation mode, hit Print Screen and then paste into a blank site in the second slide set.
- Recording an error message – a great way to show a technician or someone else how something looks on your screen.

So next time you are stuck and need to show someone what you are seeing on your screen use the Print Screen button. If you have a PowerPoint or other MS Office projects that you need help with – contact us at info@aapk.com for assistance.

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- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Promoting a Local Event Online

Do you have an upcoming event that you need to promote or get volunteers or participants to? Then why not use the web to promote your event.

There are many places on web that are frequented by many people in your local community. So, you no longer need to rely on local, printed, newspapers to promote events.

Some of my favorite places to promote events:

- Milford.Patch.com (or your local .Patch.com) - add an event or just post an announcement
- Facebook – Local Groups – do a search for your town or community – I bet you’ll find out there are a few groups decided to your local.
- Facebook – Events – look under Newsfeed (on the left) click Create an event. Fill out the information and invite everyone on your list.
- Local news stations and papers – generally most news agencies have a place to promote an upcoming date.

As an Elk member, I coordinate charity events through out the year that require help and participation from our community. I always use the above mentioned places to promote the event and I am always happy with the results! If you have questions on how to use social media to promote your business or event, contact us at info@aapk.com for advice.

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You Have To Laugh

Funny Video: Dog says “No” to time in the kennel:

<http://www.cnn.com/video/data/2.0/video/us/2014/01/17/newsnow-vo-husky-says-no-to-kennel.hln.html>

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