

Create a Screenshot

Audience: Website Administrators, Faculty/Staff, Parents, Students

Many times SchoolFusion Staff will ask you for a screenshot when assisting with a technical issue. This will help SchoolFusion to diagnose the issue quickly.

Take a Screenshot:

Make sure your browser is on the correct screen > on your keyboard, hold Down the "Alt" key > Hit the "Print Screen" key

Note: The "Alt" key is on the lower left of your Keyboard, and the "Print Screen" key is in the upper right.



Paste the image into a Microsoft Word Document

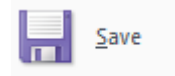
Open a word document, and paste the image into the document.

This can be done using the Ctrl-V command (hold down the Ctrl button and the V button simultaneously, by using the past command, or by right clicking and then selecting paste.



Save your document

Save your document as normal.



Note: You may also paste your image into any photo editing program, such as Microsoft Paint, or Adobe Photoshop. If you use this type of program, please make sure to save the file as a .jpg file.