Emailing a screenshot   01/06/20

Step 1

If you want to email a picture of your screen [a screenshot] find and press on the **Print Screen** / **Prt Scr** button on your keyboard.
This will save a screenshot to the clipboard.

Note: on some keyboards you may need to press and hold the **Fn** key while pressing on **Prt Scr**

Step 2

Write your email outlining the problem. Leave a blank line at the end, put the cursor on a newline and press **Ctrl**-**V** i.e hold down the **Ctrl** key and press **V**
Your screen shot will appear - here is an example using Gmail (it may take a short time to appear)

Now **Send** the email