

## **On Becoming an e-Agent— A Picture is Worth a Thousand Words**

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*By Jo Becker, BA*

Despite the title, this isn't another digital camera article. With this article I want to introduce those of you who aren't familiar with it already to the world of screen shots. This trick may be a tad vexing at first, but you'll love this trick so keep practicing!

Most keyboards have a button labeled "Prt Scr" which stands for Print Screen. If you hit that button once, it will seem as if nothing has happened, but in reality, striking that one button will cause your computer to take a "picture" (called a screen shot) of what's presently showing on your monitor. This image is temporarily stored in your computer's short-term memory, which can only hold one image at a time.

Now, open a word processing program or an image manipulation program, create a new document and paste (edit/paste or Ctrl+V) the image into it. Save the document where you'll know where to find it on your computer later (File/Save As... (Your desktop or My Documents are good choices)). Now, you can print and/or email this image to share with others.

This technique is used quite often for tech support reasons—by creating a screen shot of an error message or other abnormality the computer's throwing at you, you can quickly show your tech support exactly what you saw.

Here's an added bonus for you: If you hold down the Alt key and then the Prt Scr key (simultaneously), you'll copy a more specific image to your computer's temporary memory. If you have a program open, you'll get a copy of just that program (not any extraneous information shown on your computer screen such as the time shown at the bottom right-hand corner, etc.). If you have an error message or dialog box up on your screen, Alt+Prt Scr will capture only that message or box. This makes for a tidier image when you paste it into a word processing or image manipulation program.

One limitation I want to emphasize about the Prt Scr button is that it functions on your computer's "temporary memory." This memory can remember only *one thing at a time*. If you copy anything else from any computer program (a word, an image, a paragraph, an email address,...) to your computer's memory (usually by choosing Edit/Copy) the image you captured with the Prt Scr button will be lost, so be sure to paste your Prt Scr image quickly!

If all of this seems too overwhelming, ask for help, but keep trying! Before long you will get the hang of it. In the meantime, *hang it there!*

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Jo Becker has eight years of licensed real estate experience. As a former broker, she knows how important, and sometimes scary, technology and self-promotion can be. Jo has provided personalized one-on-one marketing consultation and computer software training to the industry since 2002.

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