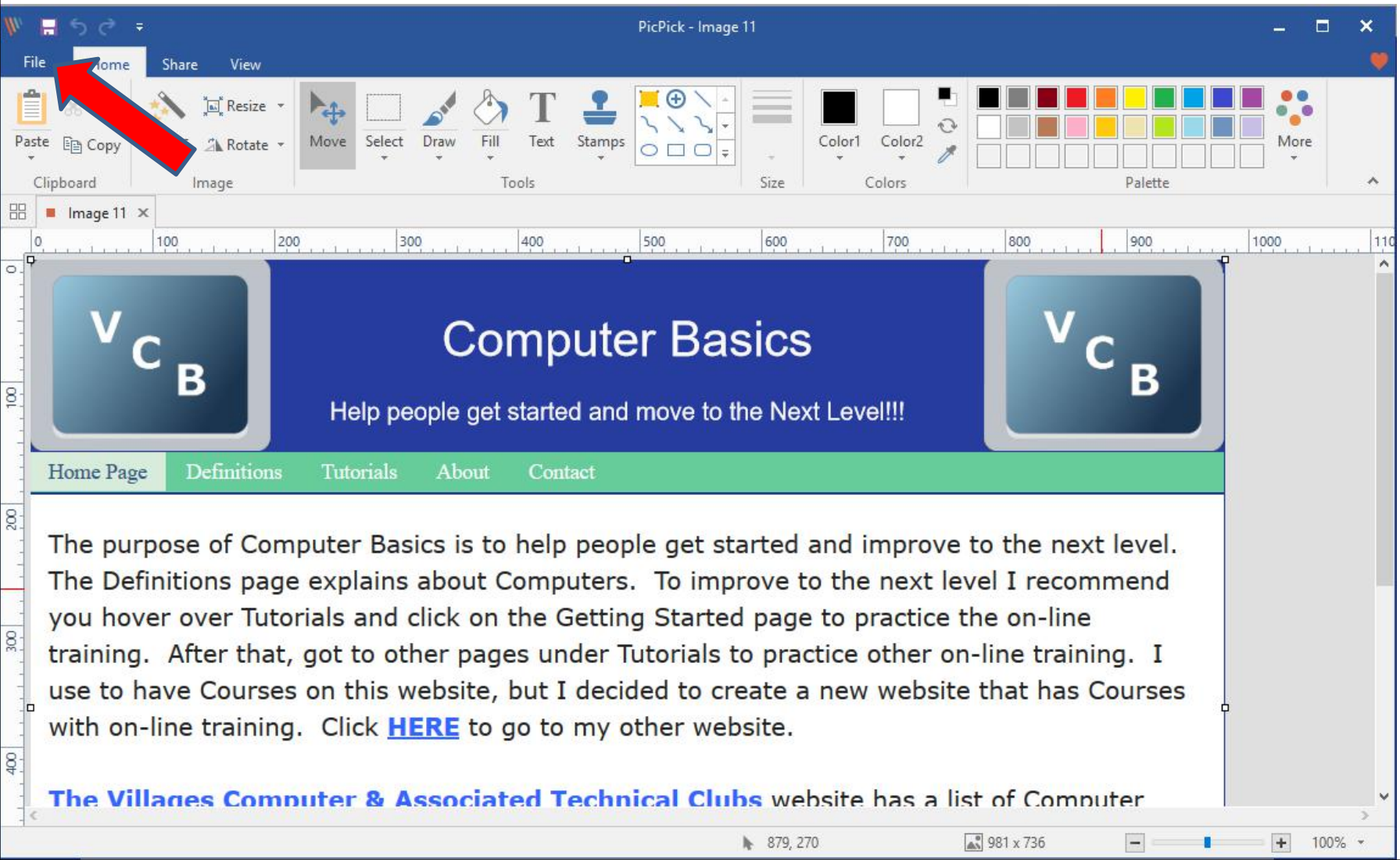


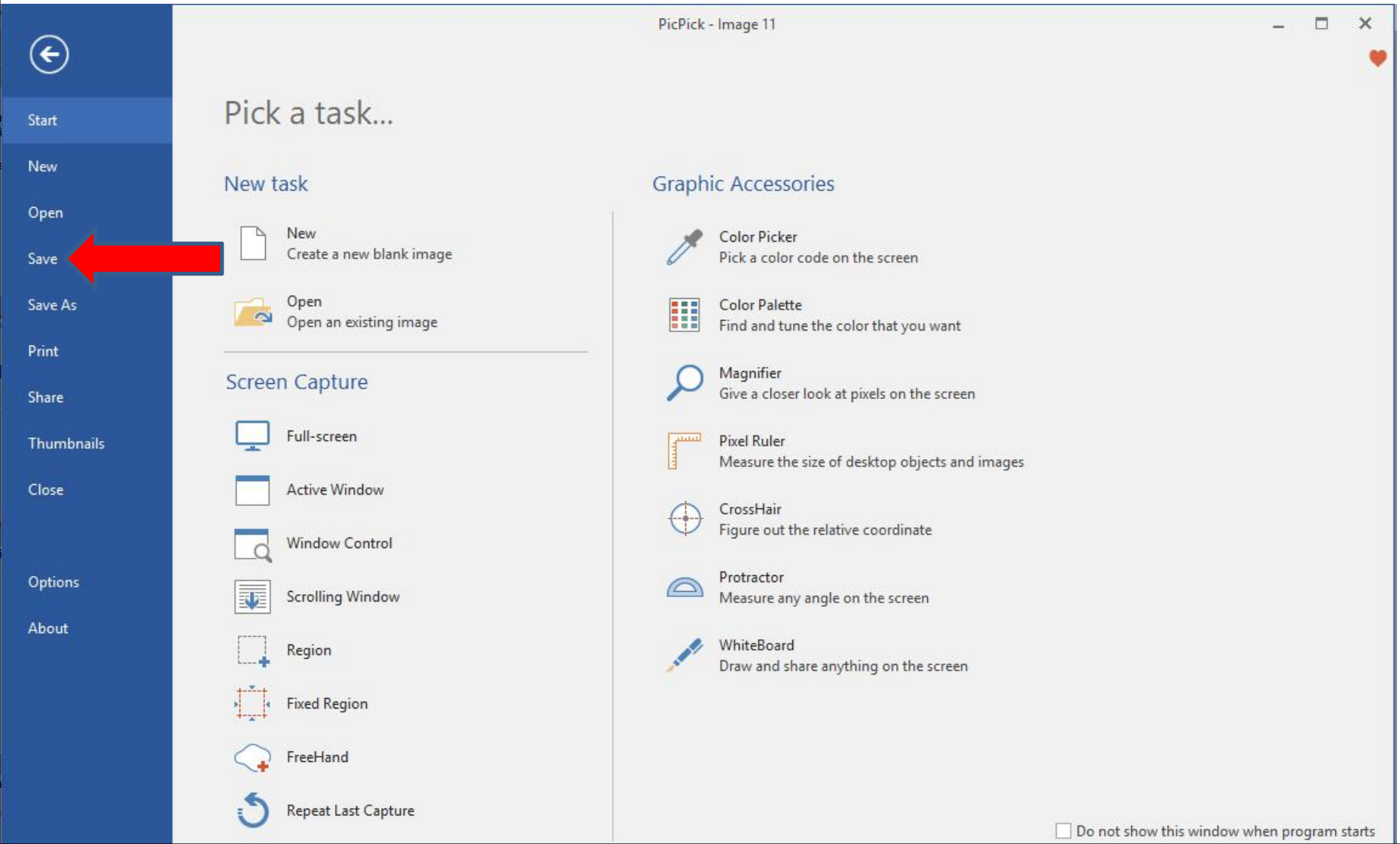
Step 10 - Save Image or Copy and Paste or Print

- If you Screen Capture with PicPick, like I showed you in the other Steps and you want to Save it to your computer, you can save it on PicPick.**
- Or, if you want to send it on your e-mail to friends or family, you can Copy it and Paste it on your e-mail. The other option is to Copy it and Paste it to another program, like PowerPoint or Word, like I do for my on-line training. After Same Image, I will show you how to Copy and Paste on e-mail.**
- Or, if you have a Printer and want to Print the Screen Capture, I will show you how to do that after Copy and Paste.**
- Next is a sample of a Screen Capture with my Website that I did with most of the Steps with Videos.**

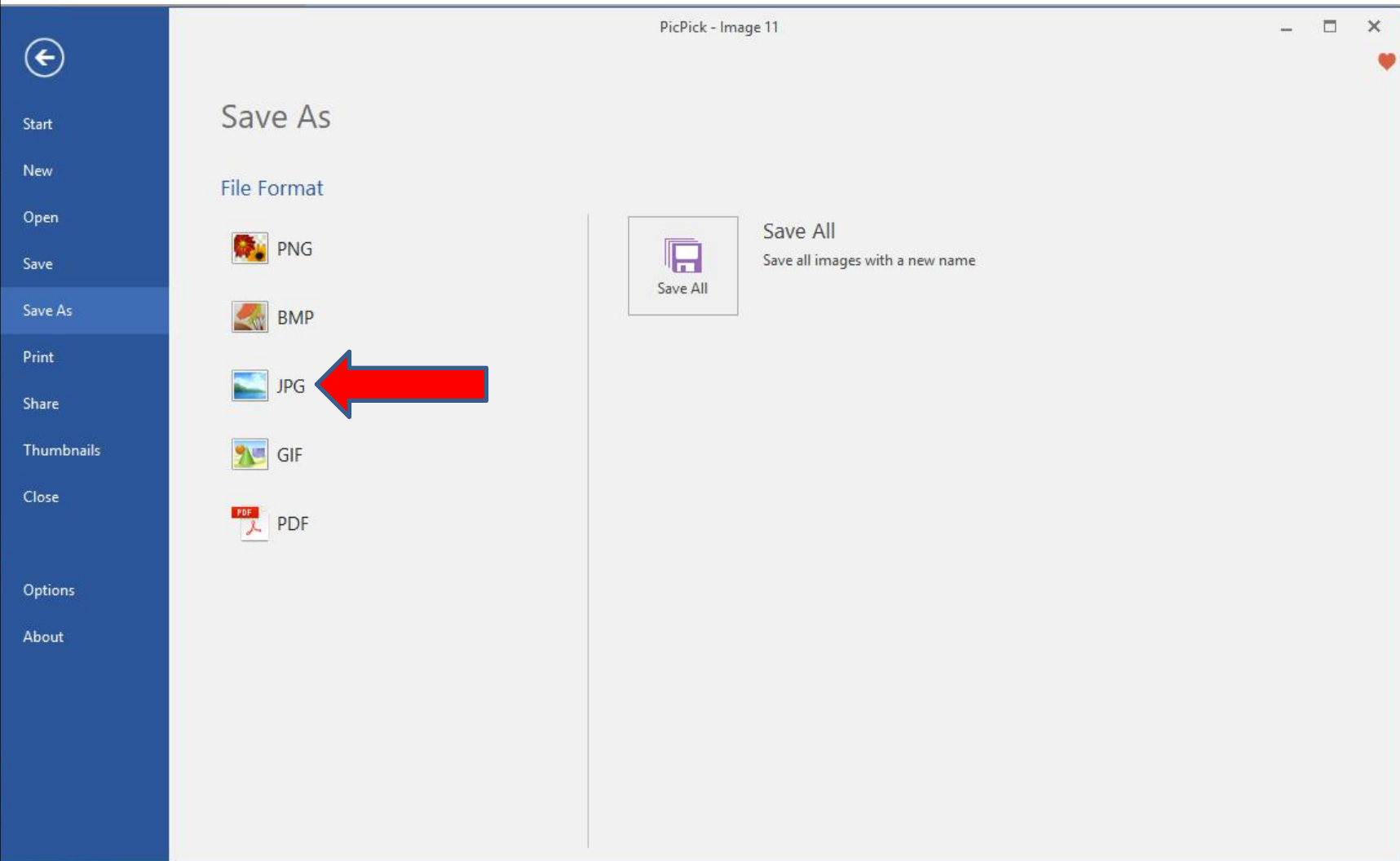
- Here is a sample of Screen Capture with PicPick. To Save, click on File in the upper left and next is what happens.



- Page changes and on the left you see Save. You can then click on Save and next is what happens.

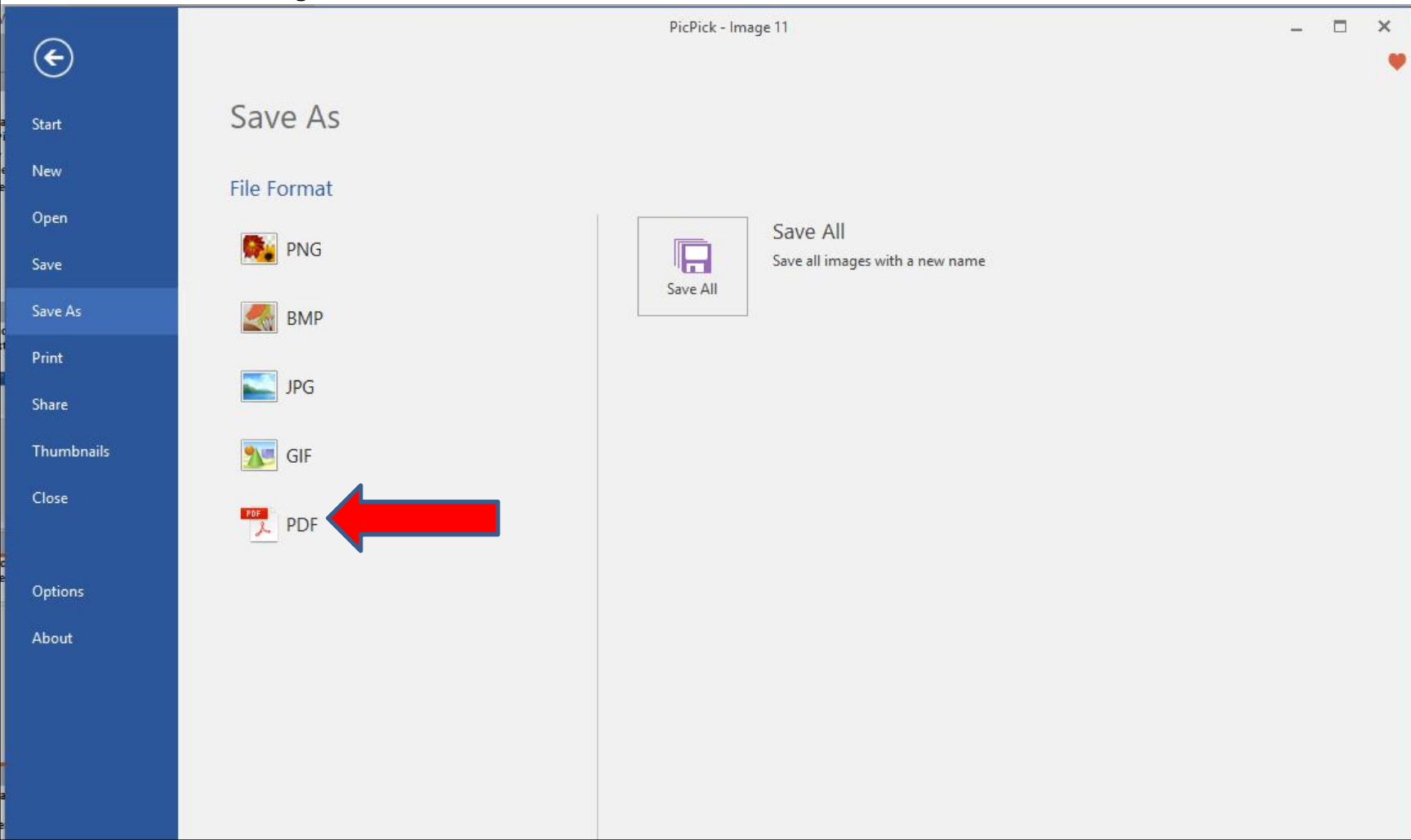


- **Page changes to Save As. I recommend you click on JPG, except if it is a Capture Scrolling Window. Next explains about Capture Scrolling Window.**



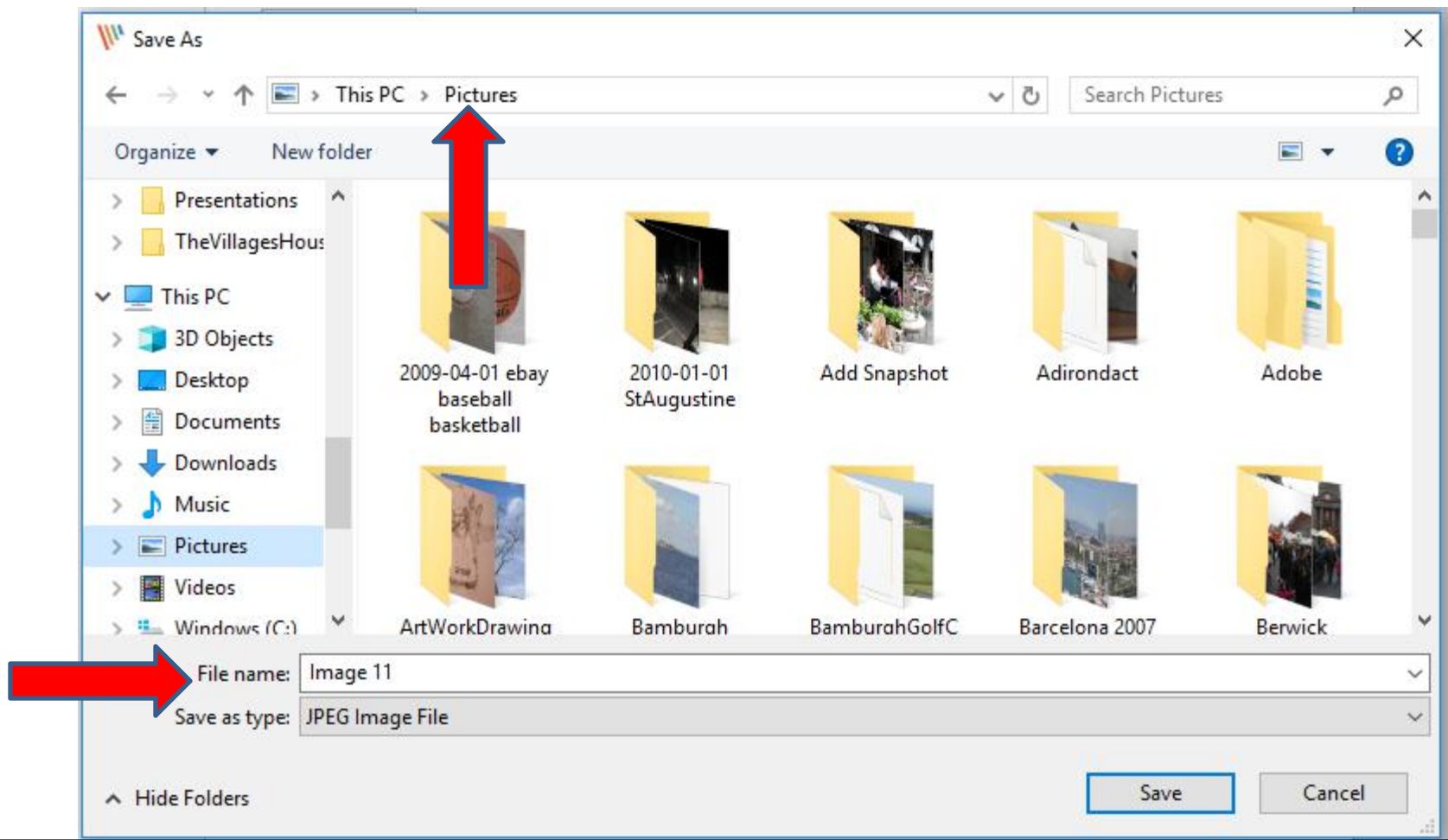
- **Capture Scrolling Window is large. I will show you how to Capture Scrolling Window in Step 6. Next is what to save when you do Capture Scrolling Window.**

- **When you do Capture Scrolling Window, you click on File again and I recommend you click on PDF, because it is easier to view it with PDF file Reader. Next explains more about it.**

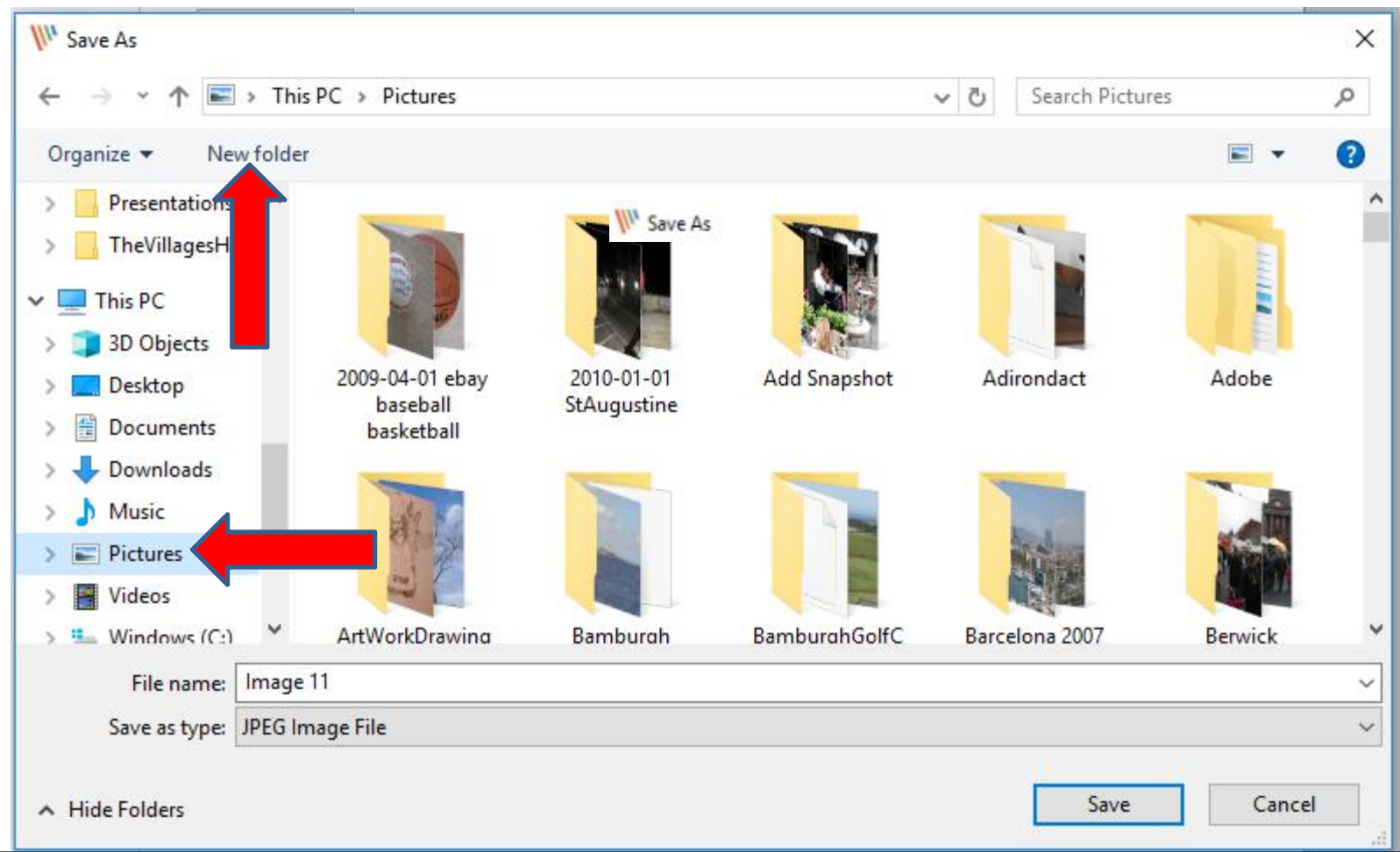


- **If you don't have a PDF file Reader, I recommend you download Foxit Reader with ninite.com. When you hover over Courses in my website again, there is a Ninite Page that has a Video that shows how to download Foxit Reader and other programs on ninite.com.**
- **Next is what happens when you click on JPG vs. PDF.**

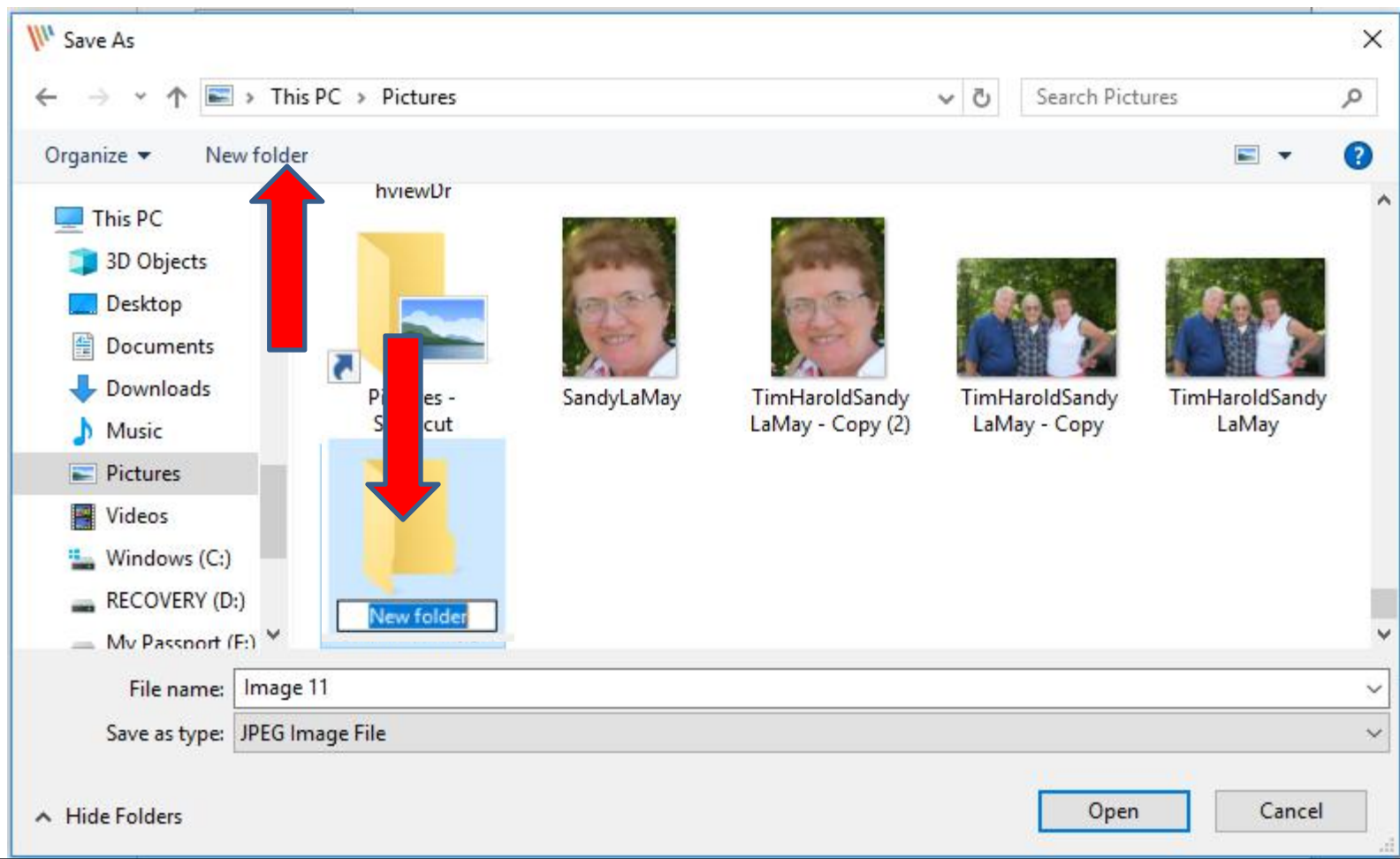
- A new window opens, like File Explorer with a Folder. The Folder may be different on your Computer. Also, the File name may be different. Next explains what to do.



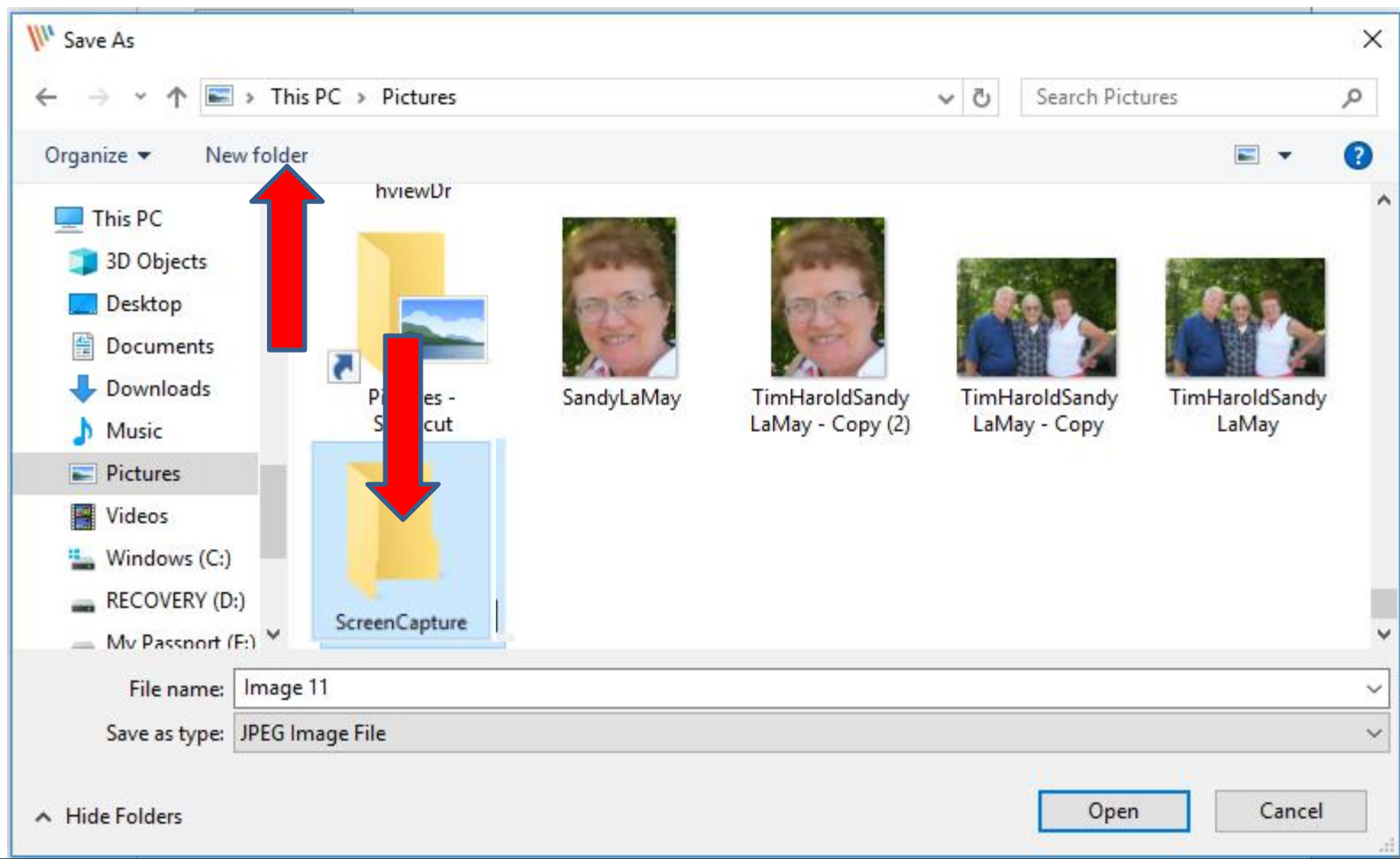
- If the Folder is not Pictures, I recommend you click on Pictures on the left under This PC. If the Folder is Pictures, like I have, I recommend you click on New folder in the upper left, which is next.



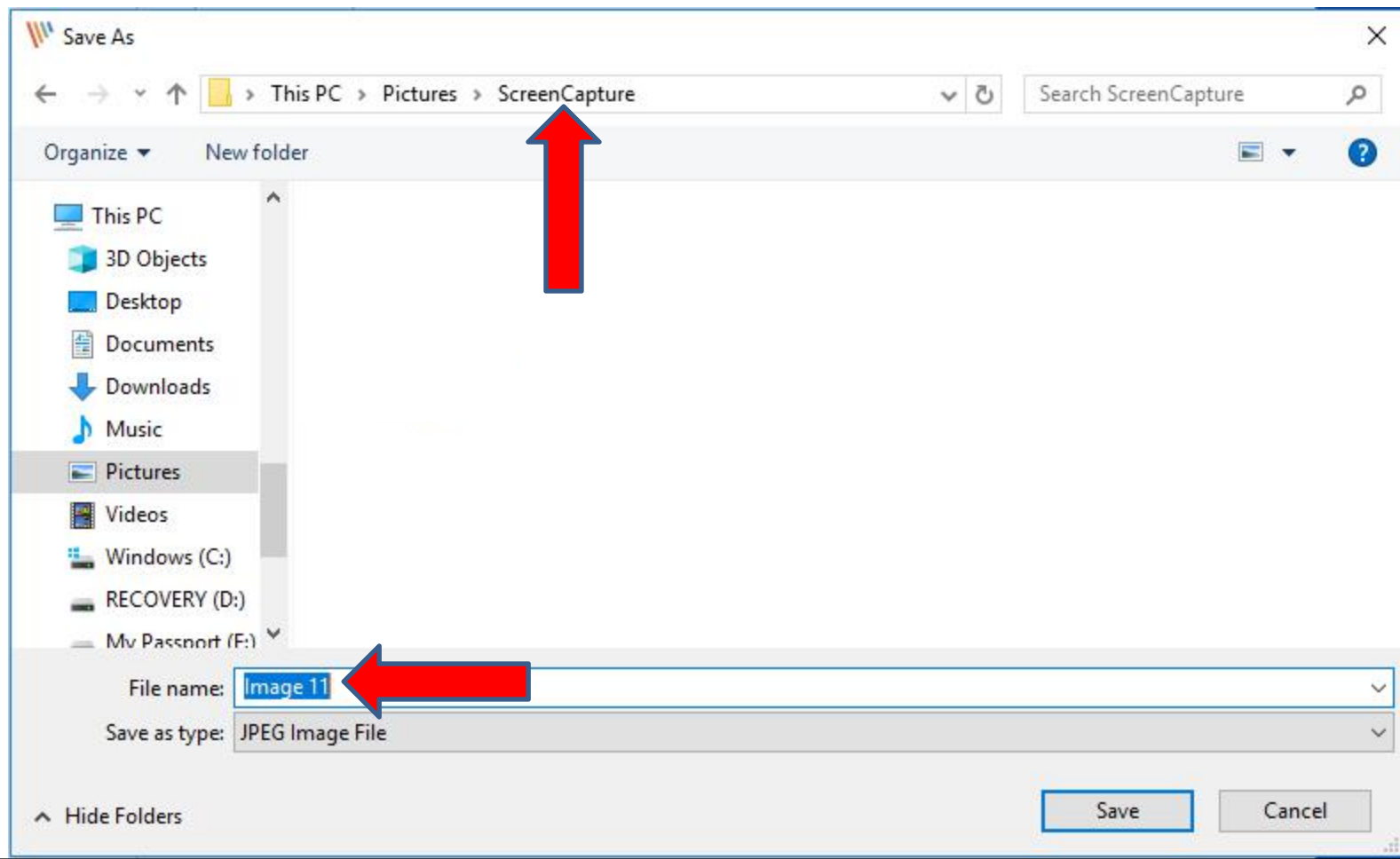
- When you click on New folder, you see a New Folder and the name is highlighted. You can change the name by typing it what you want. Next is a sample of changing the name.



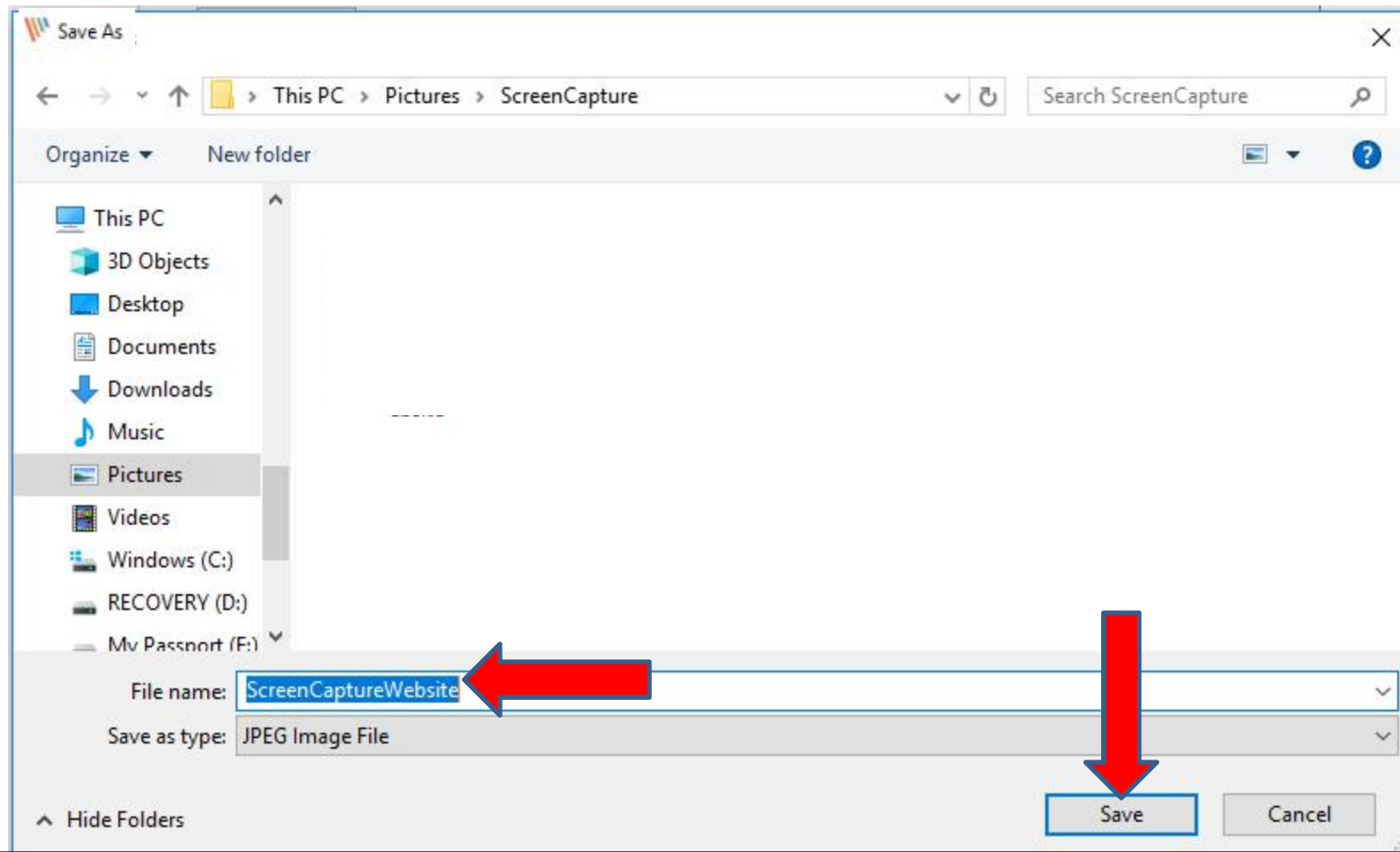
- Here is a sample of changing the name to ScreenCapture. You then have to click on it or sometimes double click on it to open that Folder, which is next.



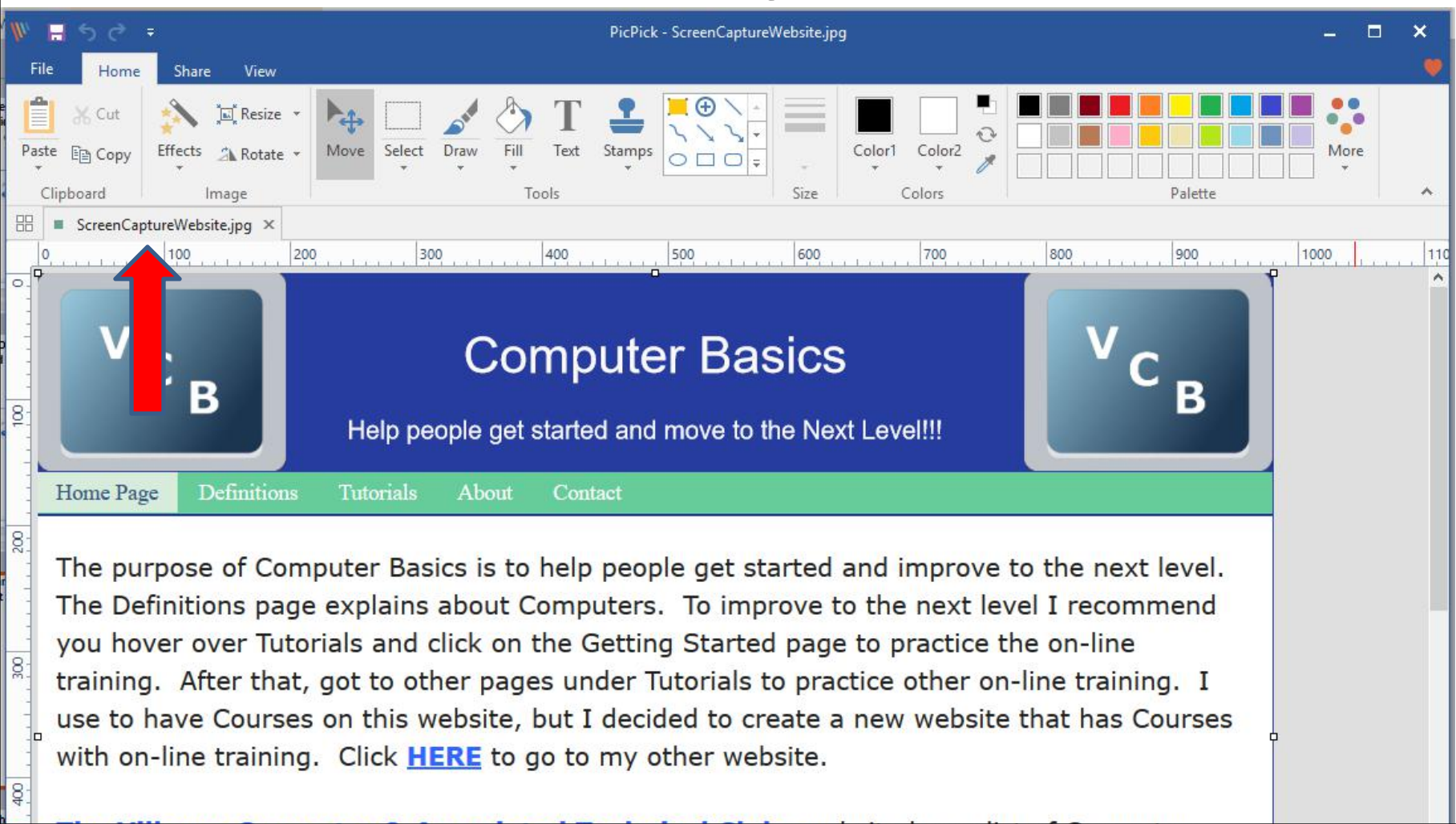
- It changes to that Folder. You can also change the File name. You have to Highlight it, which I did and type in the name you want. Next is a sample of changing the File name.



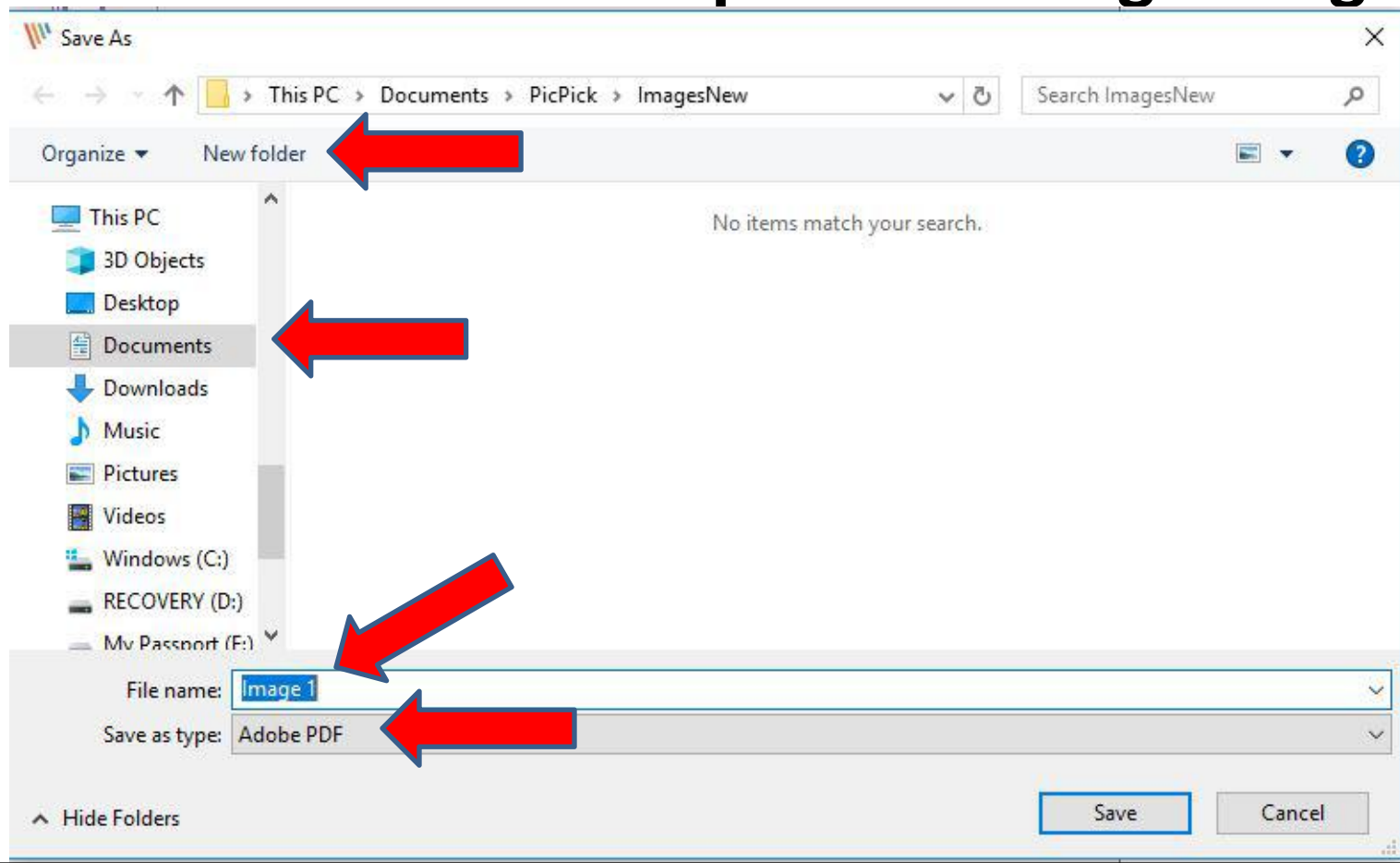
- Here is a sample of changing the File name. Once complete, click on Save in the lower right and next is what happens.



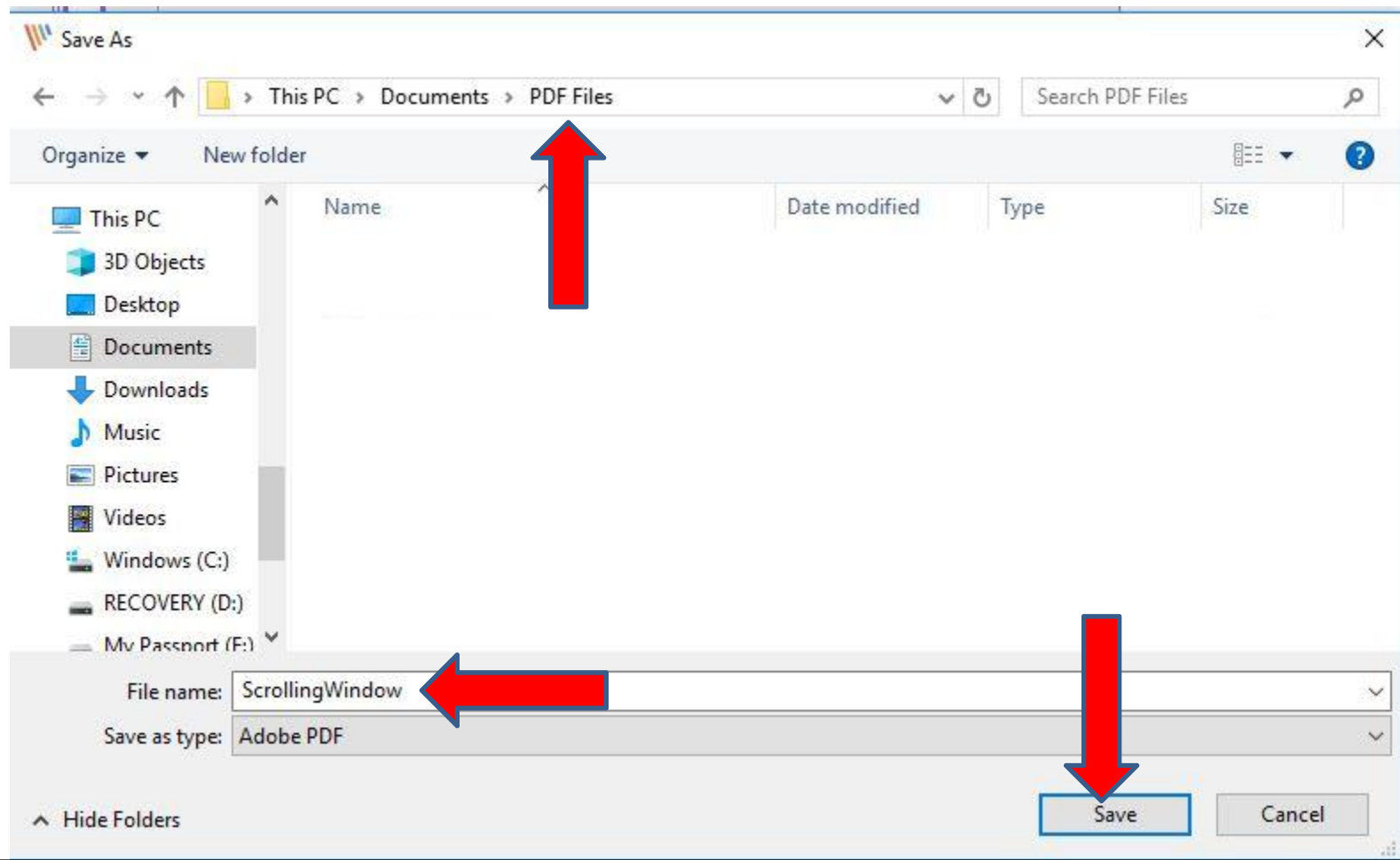
- **Window closes and it saves it to that Folder and you see the name I changed on PicPick. Next explains when you click on File again and click on PDF vs. JPG as I showed you before.**



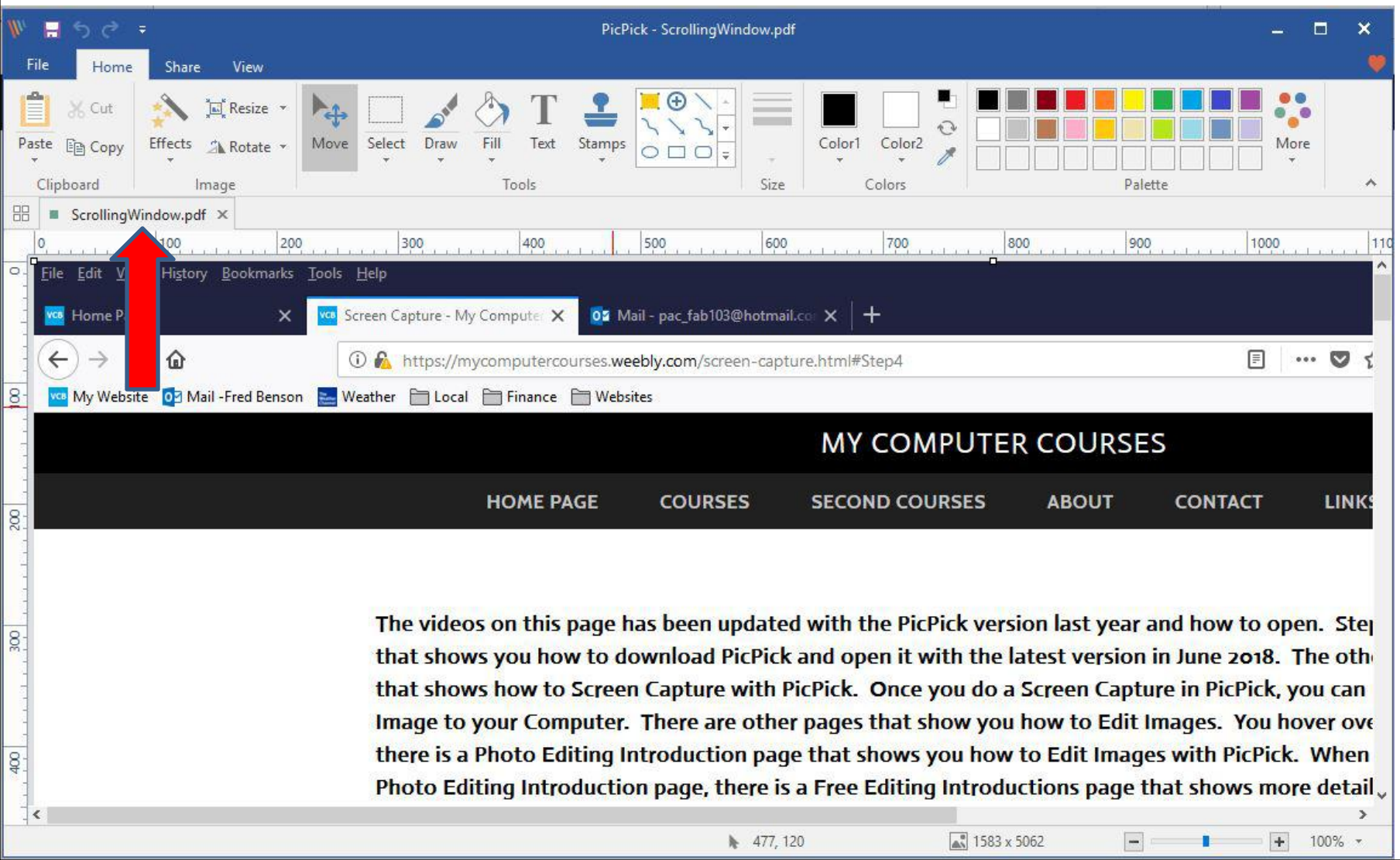
When you click on PDF vs. JPG, a new window opens again and you see Adobe PDF vs. JPEG Image File. It depends on your PDF Reader. You follow the same process as I showed you before, but Documents vs. Pictures and next is a sample of making changes.



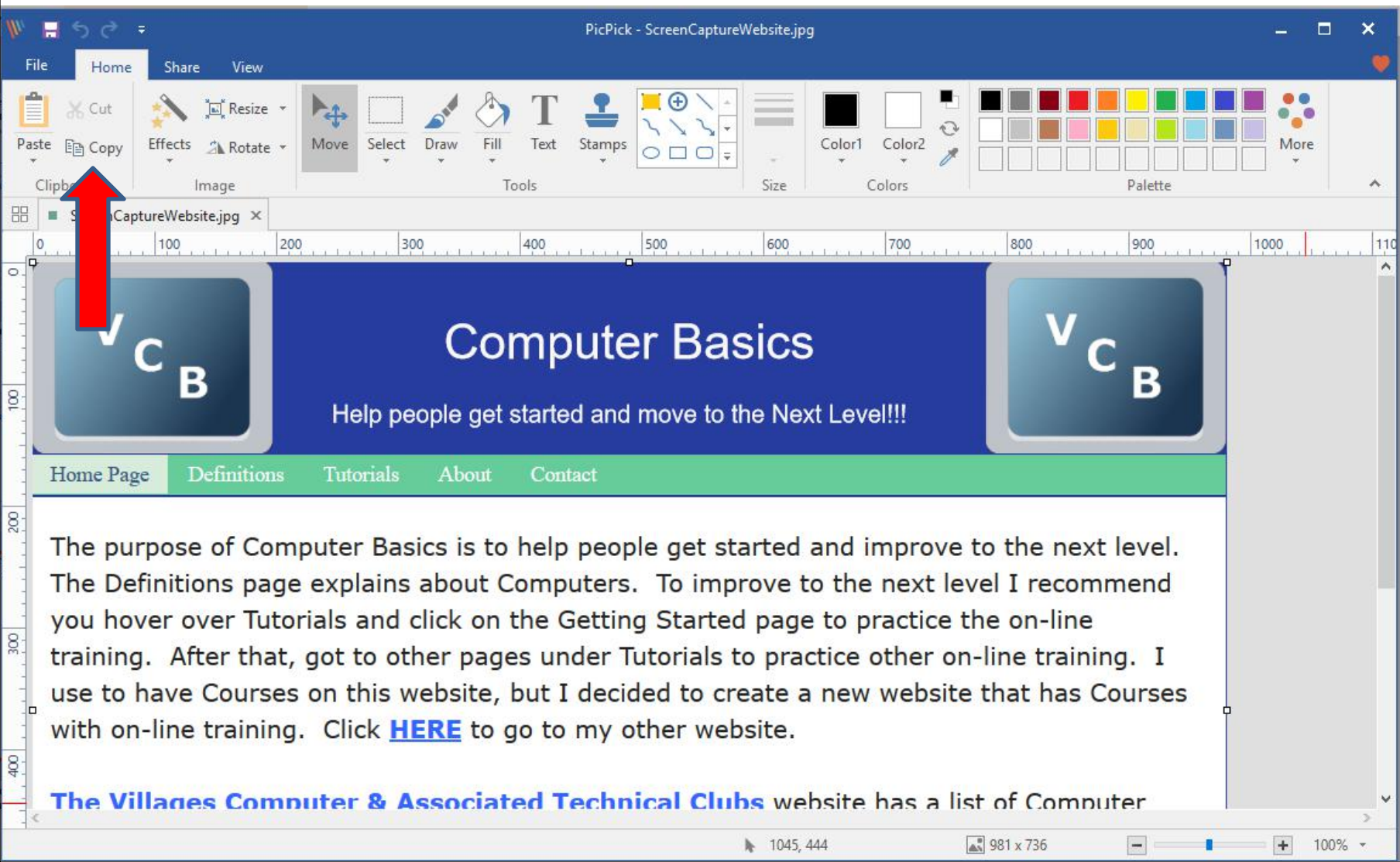
- Here is a sample of doing a New Folder under Documents and go to it and also I changed the File name. Once complete, click on Save again and next is what happens again.








- **Window closes again and it saves it to that Folder and you see the name I changed on PicPick with the Capture Scrolling Window. Next is Copy.**



- To Copy on the other one that I showed you before, you click on Copy in the upper right. Next is how to Paste on e-mail.



- Here is a sample of my email to send to someone. You then right click on the bottom and next is what happens.

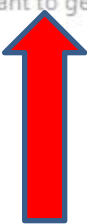
 Send  Attach  Protect  Discard 


To

Cc Bcc

Add a subject






Want to get someone's attention? Try typing an '@' and their name to mention them.






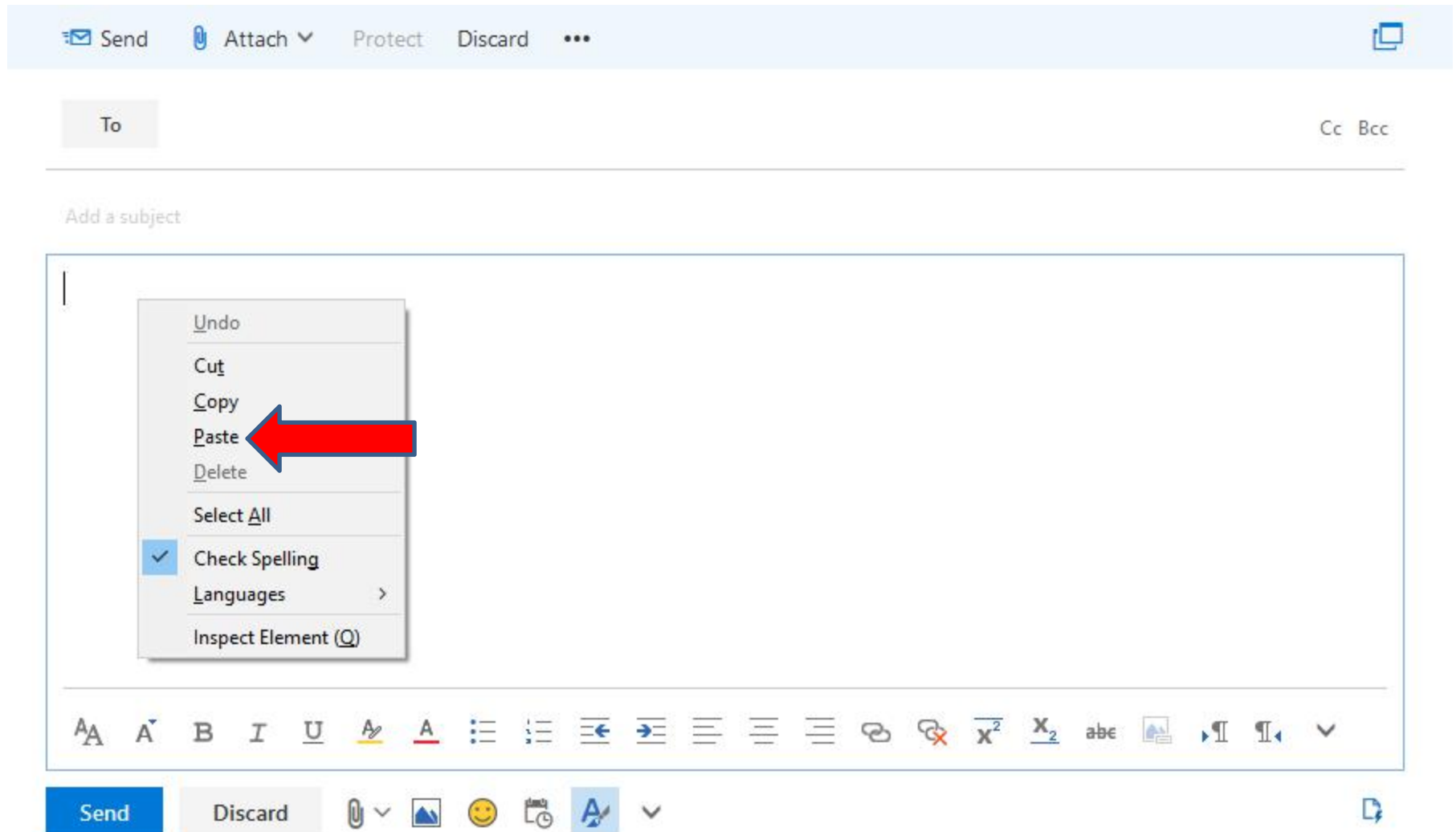
Send

Discard

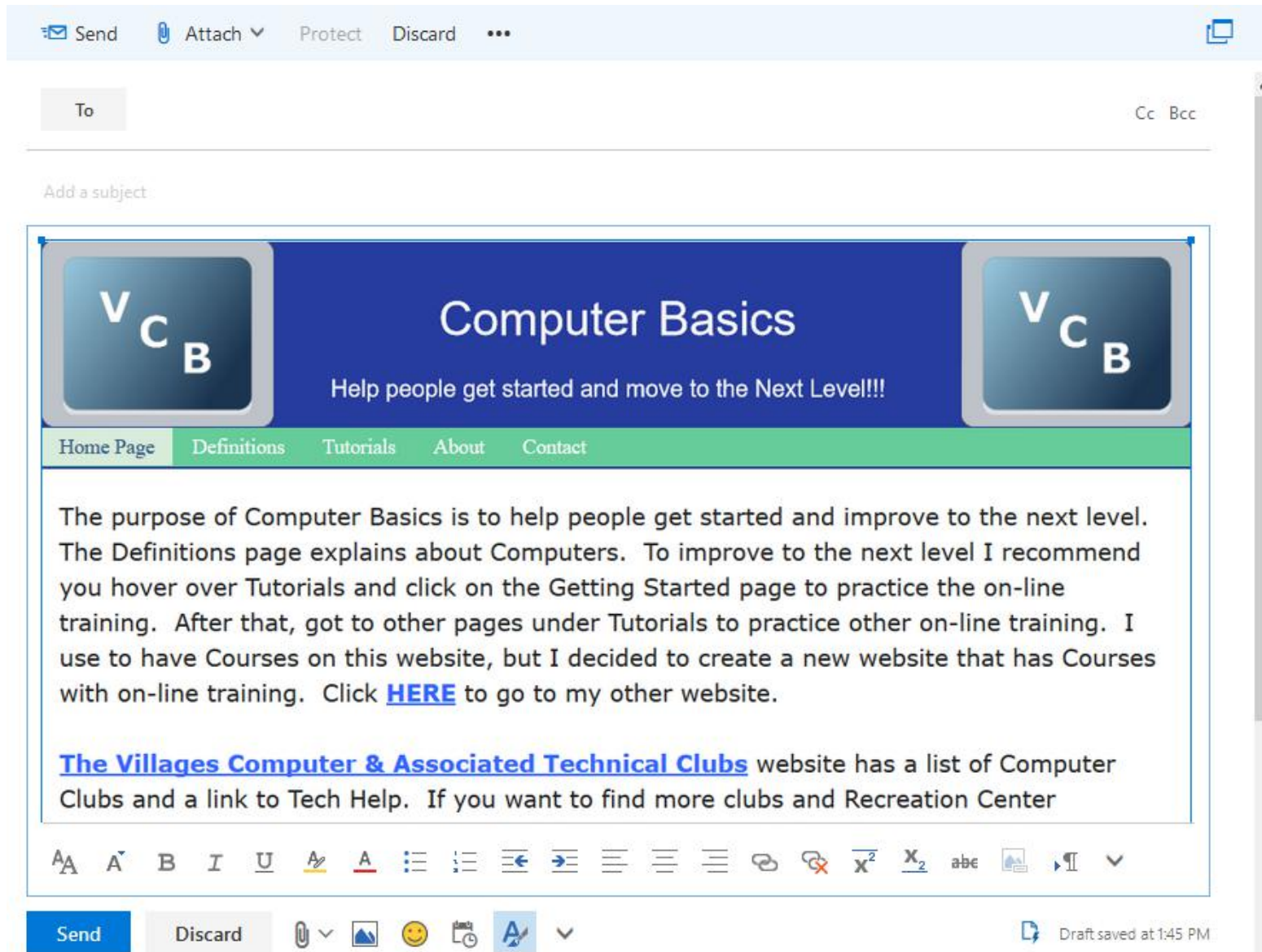
    



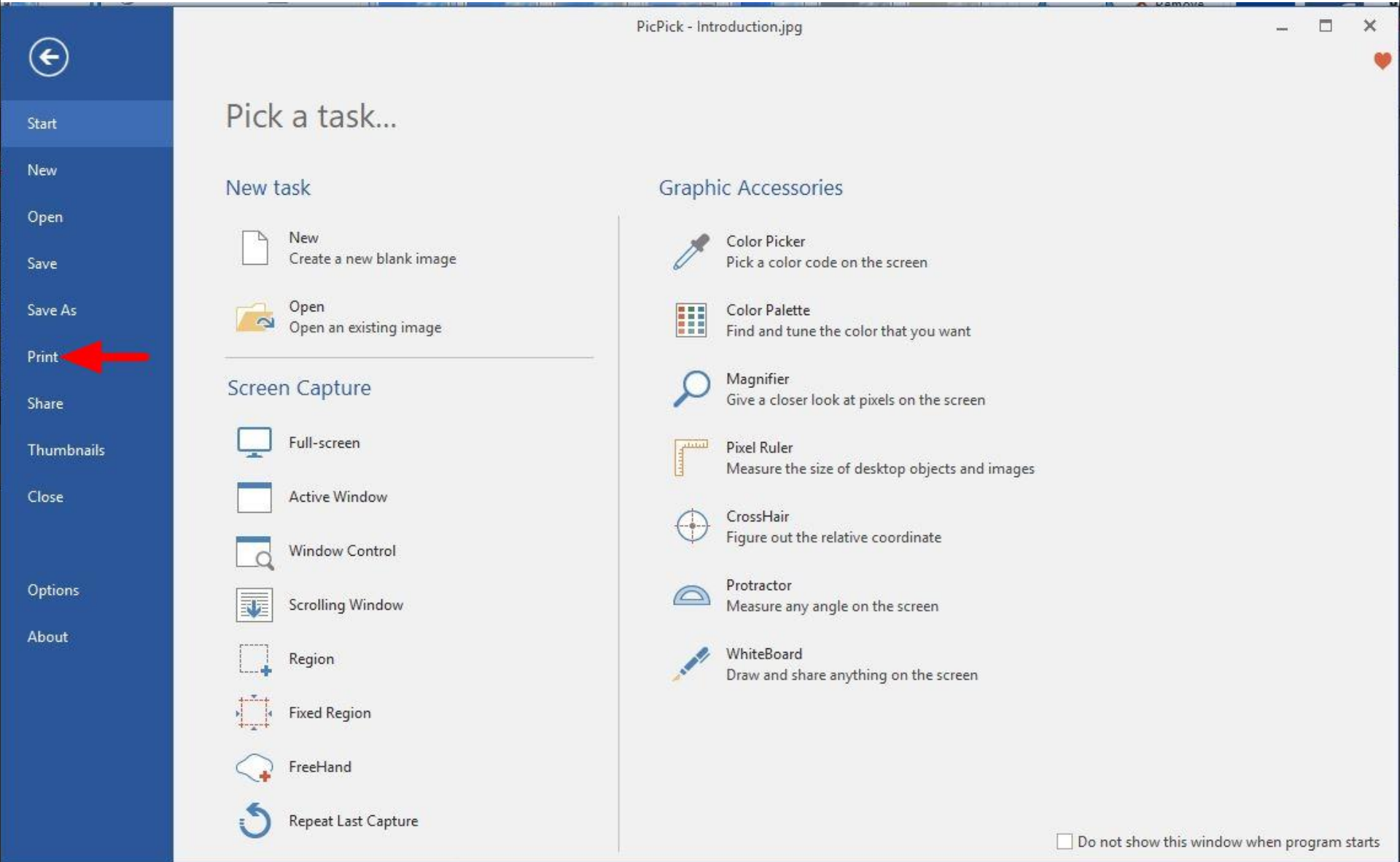
- A new window opens with a list and click on Paste and next is what happens.



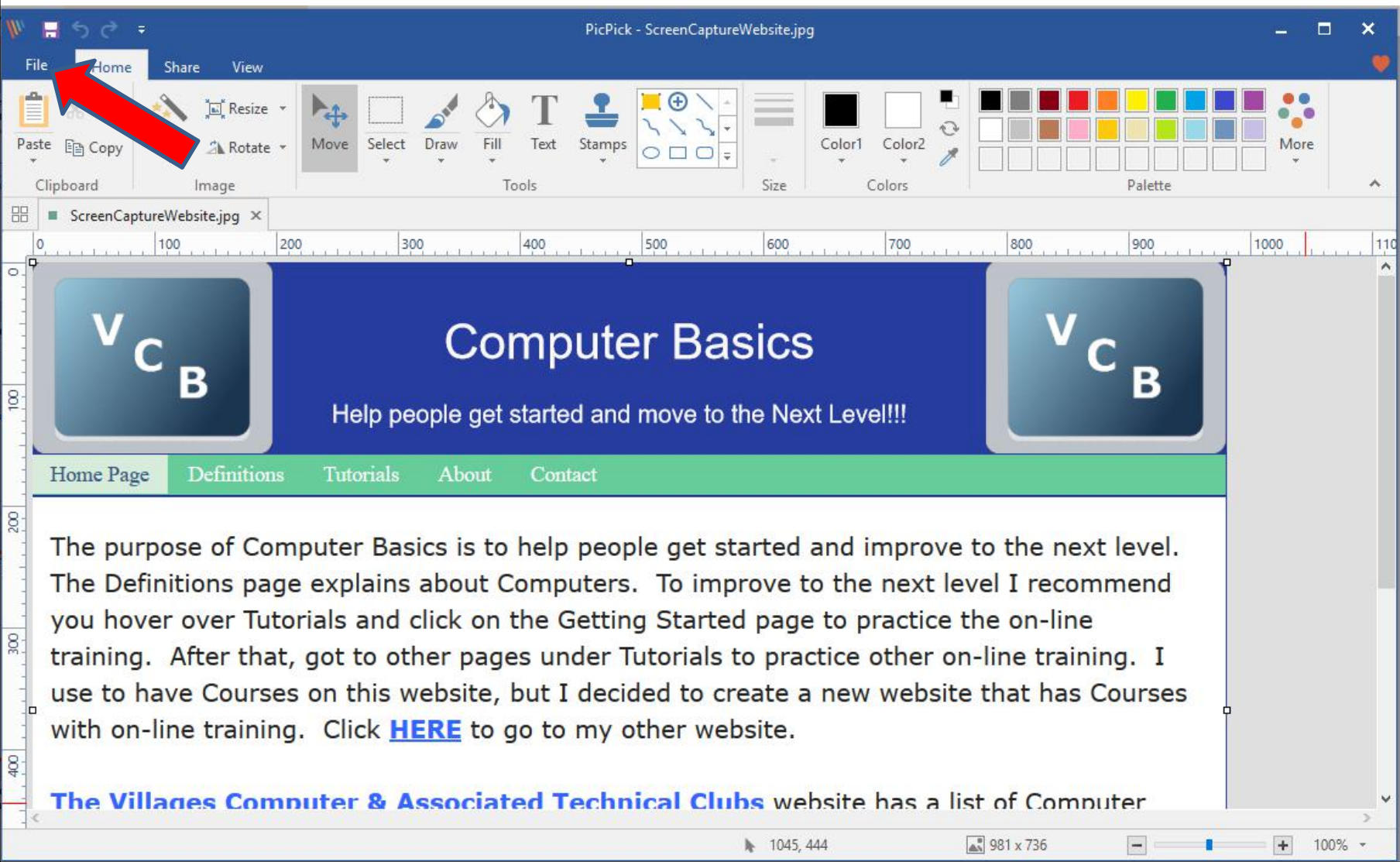
- **You then see the image. Next is how to Print if you have a Printer.**



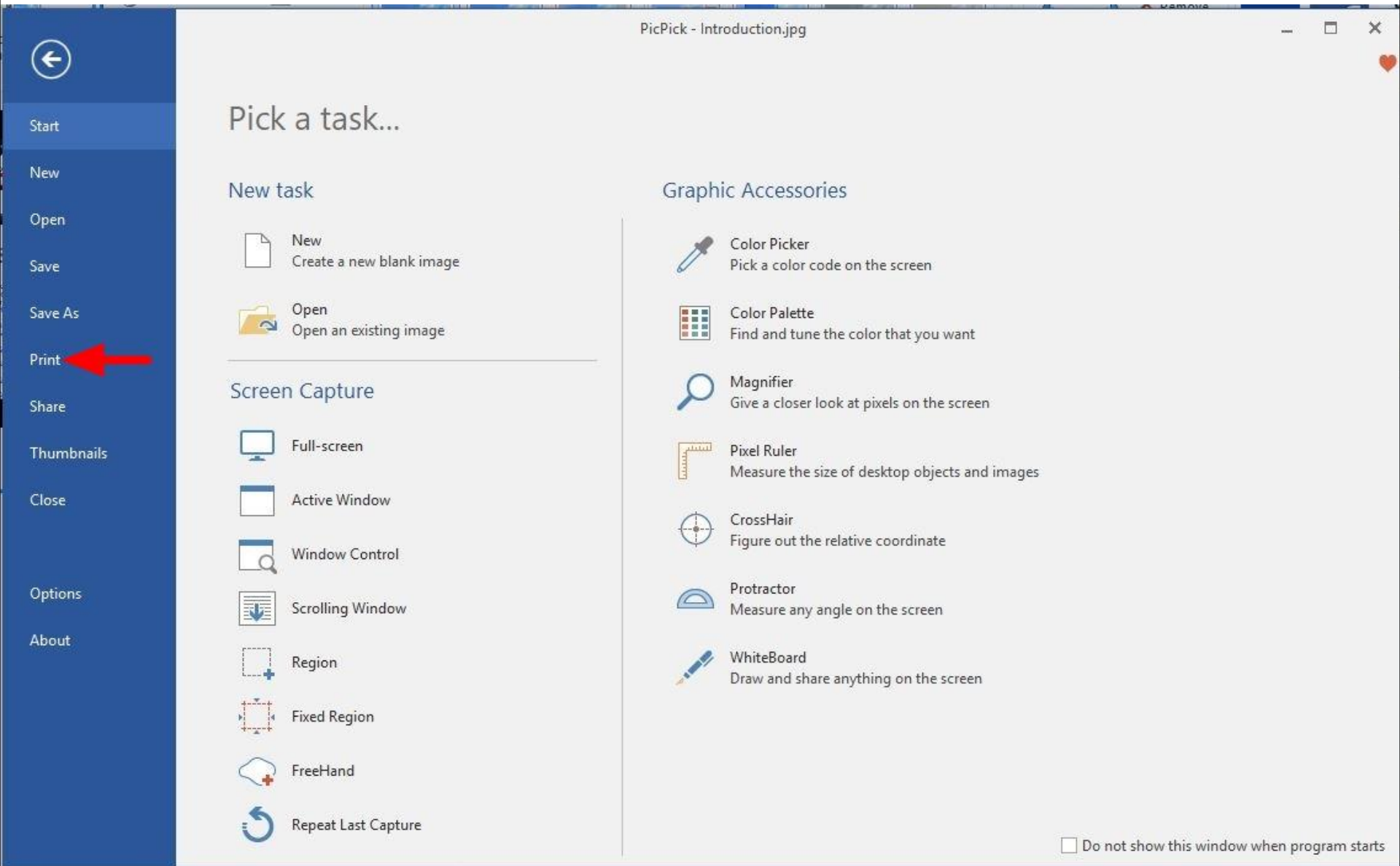
- Page changes again and you click on Print on the left next is what happens.



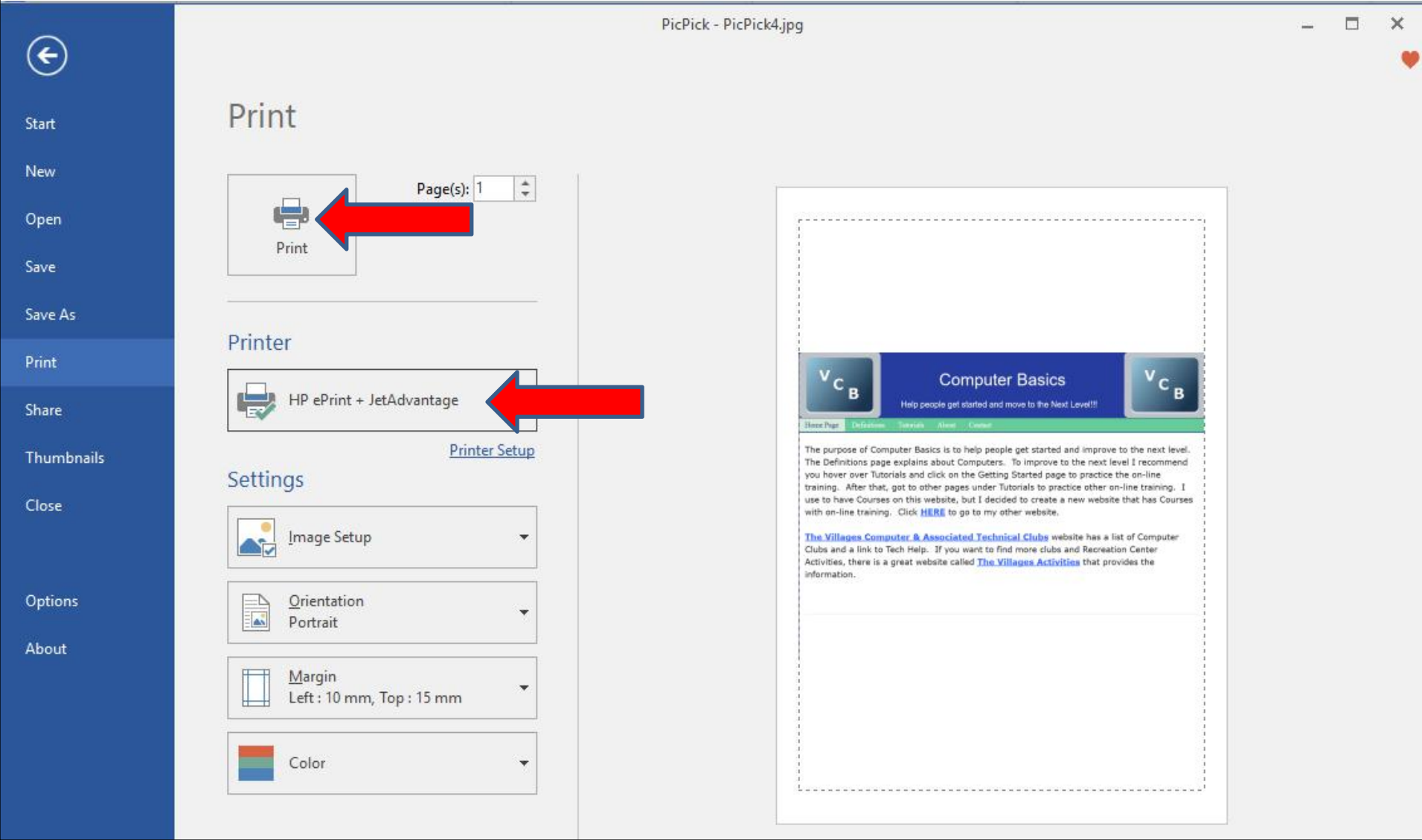
- You can click on File again and next is what happens again.



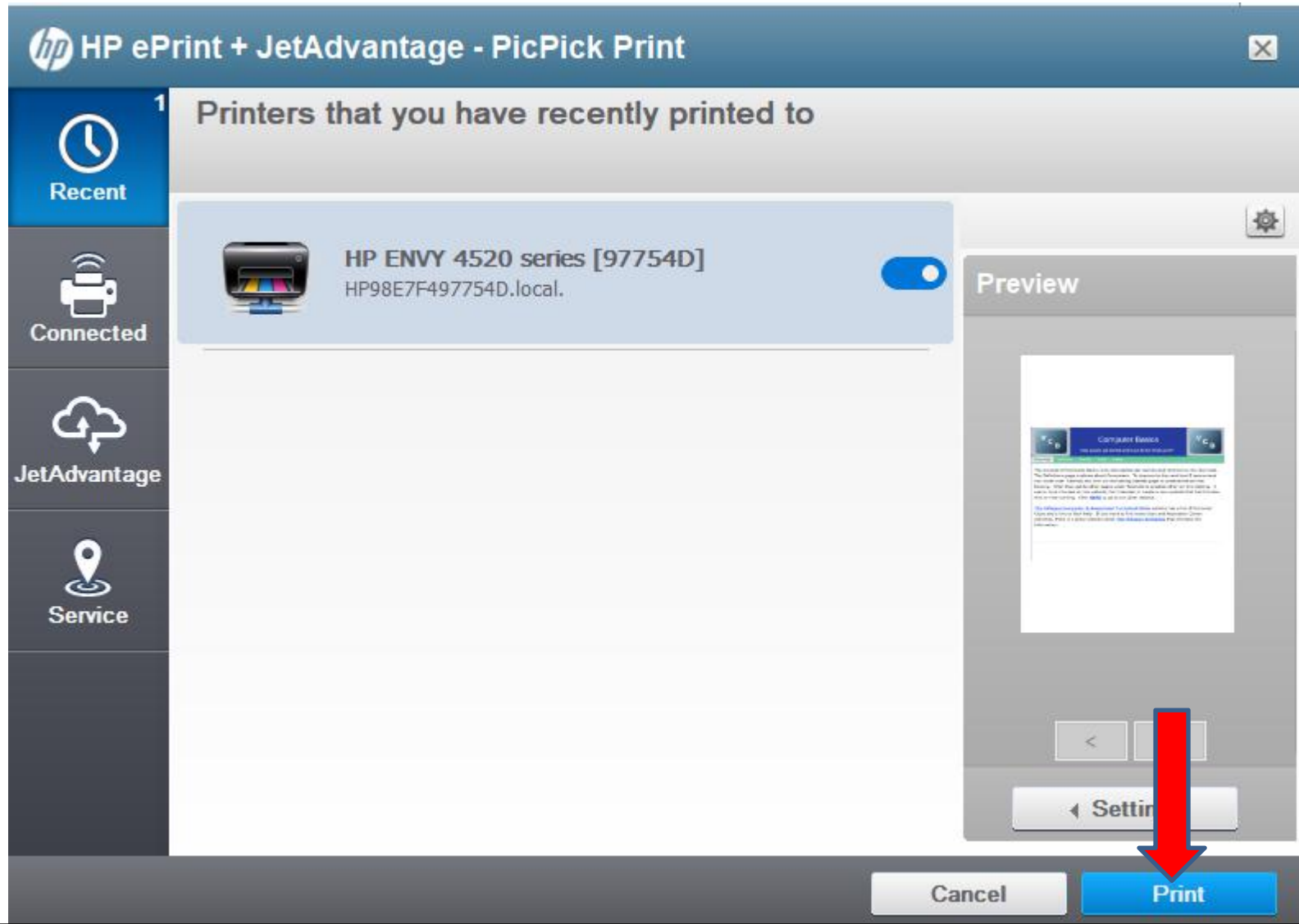
- Page changes again and you click on Print on the left next is what happens.



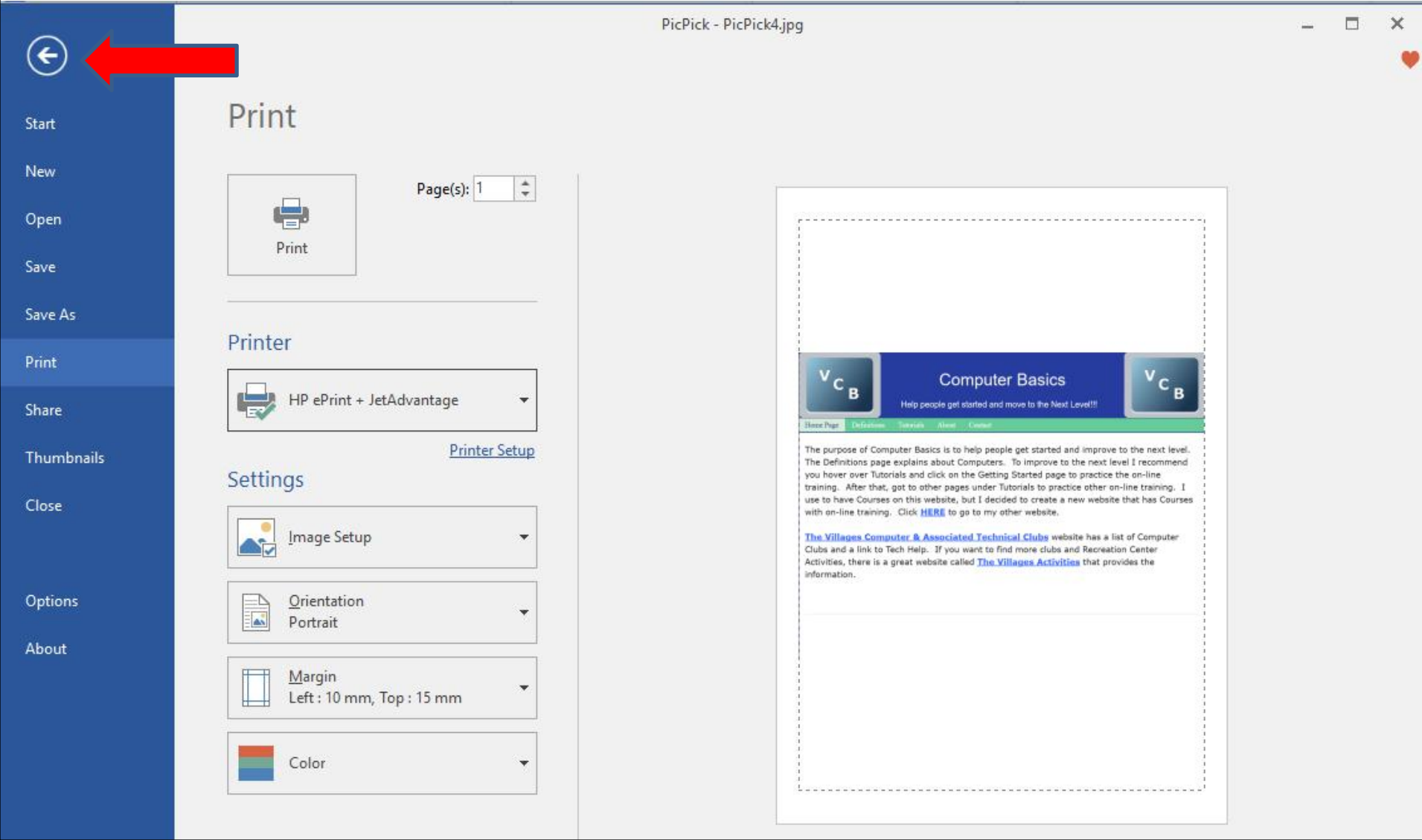
Page changes to Print and it shows my Printer. You then click on Print Icon at the Top and next is what happens.



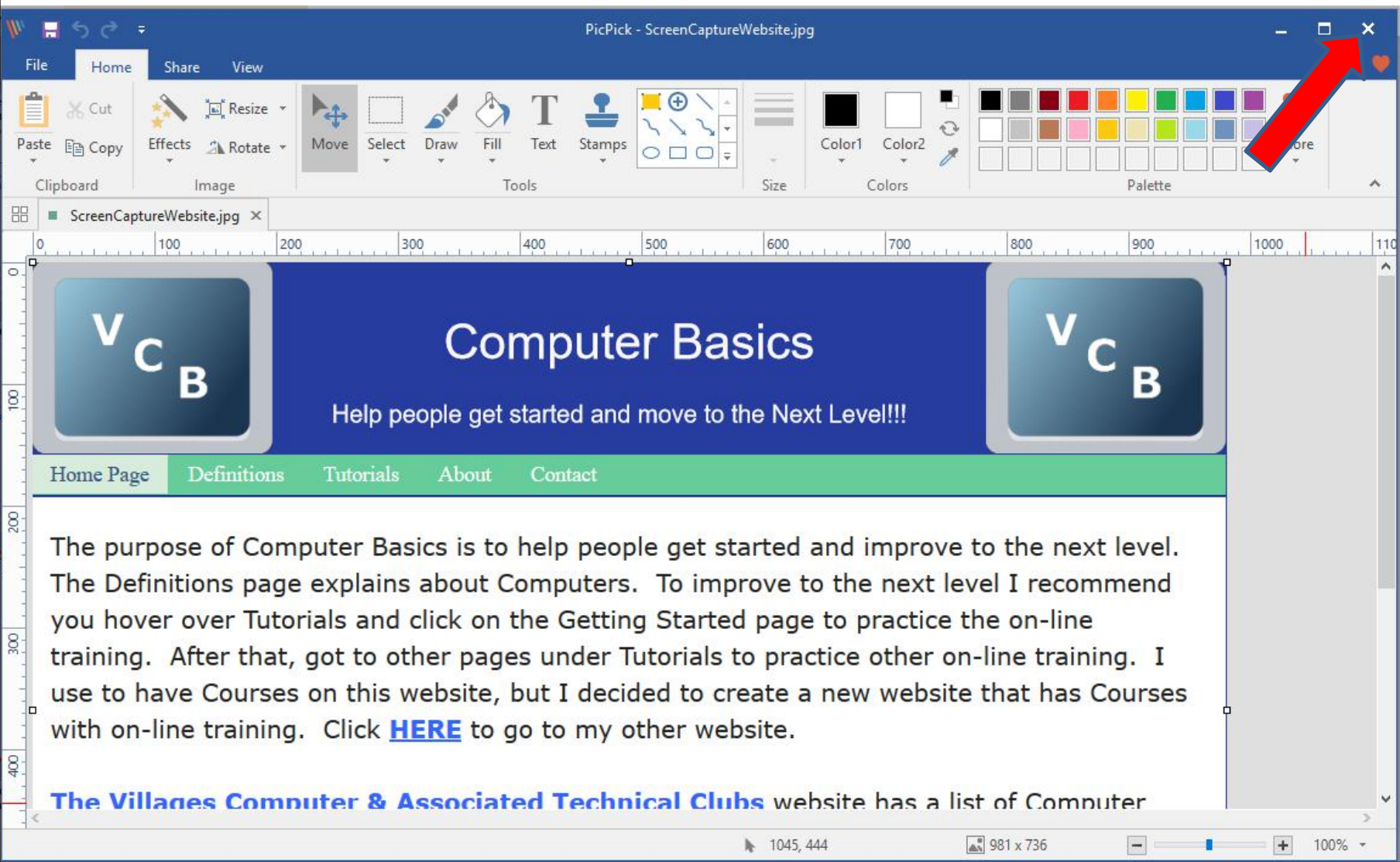
A new window opens with my Printer and then click on Print in the bottom right and next explains what happens.



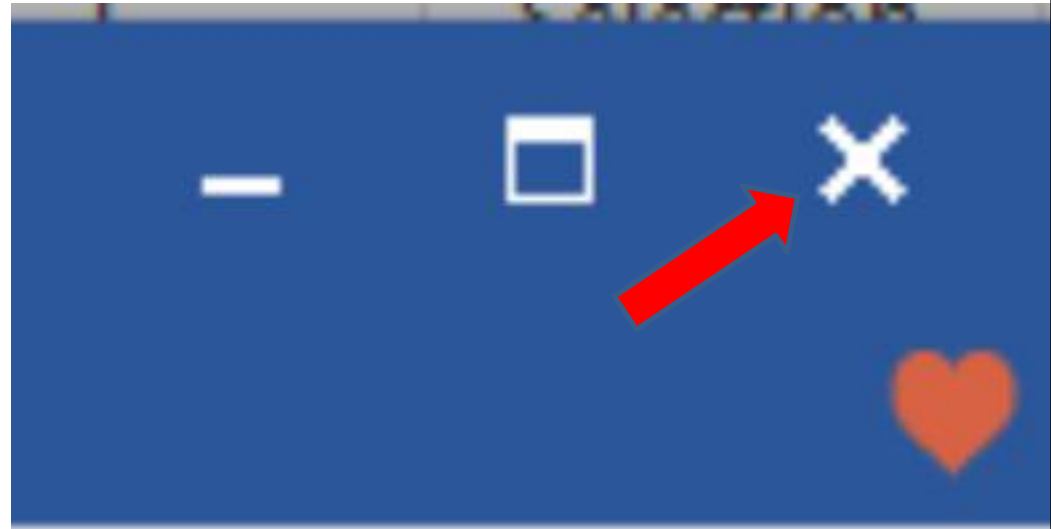
It is in process and then starts to Print it. Once complete, the window closes. You click on the Icon in the upper left to go back, which is next.



- It goes back to the Home page. You can click on X in the upper right again to close PicPick. Next I will zoom in so you can see it better.



- You see X in the upper right. Next explains when you click on X in the upper right to close PicPick.



- **If Save, and click on X, PicPick closes.**
- **If you don't Save the Screen Capture, and click on X, next is what happens.**

- When click on X, PicPick does not close and a new Window opens and asks you Do you want to save changes. If you don't like the Screen Capture, you can click on Don't Save and the window closes and PicPick closes. If you like the Screen Capture, click on Save and the same window opens as I showed you before and follow the same process.
- This is the End of Step 10.

