Using Printkey

If you want a screenshot of something on your desktop :

Press the PrntScrn key on your keyboard
Printkey will open with a screenshot of your desktop
Click on Print to print the whole thing
Click on **Save** to save the whole thing
Choose where you want to save it and give it a name

If you only want part of the desktop, click on the **Rectangle** tool, then click and drag to select the area you want a "picture" of
When you have that area selected, click on **Print** to print it
Click on **Save** to save it
Choose where you want to save it to and give it a name

When you're done, click in the **X** in the upper right corner

** Do not go to File, Exit as this closes the whole program and it will no longer be available via the PrntScrn key

***If you would like to print directly to the default printer when you press Print Screen, right click on the Print Screen icon in the lower right corner of your screen and choose Direct Print (No Dialog).