

How to use PrintKey

Every work station that has had XP loaded will have PrintKey on its desktop. This software will allow you to select, crop & print any sections of windows you have displayed on your screen.



The PrintKey icon looks like this and it is on your desktop.

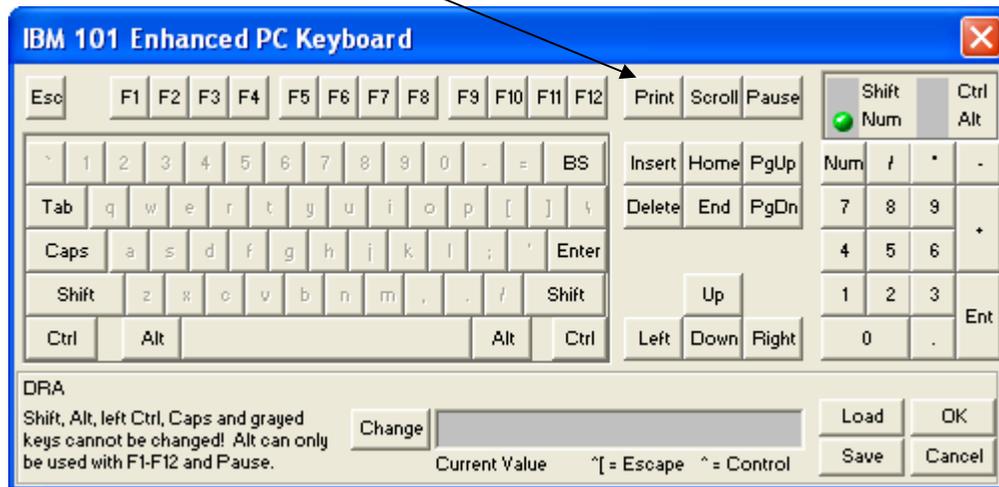
Follow these instructions to use PrintKey:

- click on PrintKey icon and it will appear in your systems tray in the bottom right of your screen.



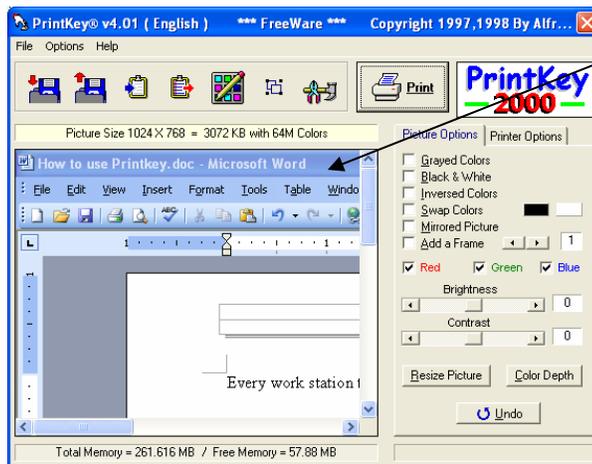
When you want to print a (Voyager) screen

- double click on PrintKey icon in your systems' tray, or
- click once on the "Print Screen / Sys Rq" button on your keyboard (to the right of your F12 key).



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The PrintKey screen will pop up, and your entire screen will be shown in display window:



◦ click on **Get Rectangular Area** button  , this will allow you to “crop” the area you want to print.

Your screen will return to the one you wanted to print from, and your pointer will change to an +

◦ click & drag the + from the top left of the area you want printed, to the bottom right
- a staggered line will appear around the area you selected ...



and when you let go of the mouse button the PrintKey screen will pop up again and the area that you selected will display in the main window.

- if this area is what you wanted to print:



◦ click the **Print** key

- if this is the area you wanted to cut & paste to another document:

- click **File > Copy Picture to Clipboard** on the top menu of the PrintKey screen
- go to other document and Paste (right click on mouse, or File > Paste, or )

Important note: To use PrintKey again, it must be closed, then clicked on again from system’s tray.