

# Lancaster Senior Citizen Center Computer Corner

## Computer Corner Tip No. 12

### Printing Font Samples and Print Screen

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#### **Print Fonts**

Most computers come with preinstalled printer fonts. Some programs like Word, will show you what the font looks like as in Word, but that would mean selecting and changing. Knowing what they will look like would be a time saver. If you want to print out a copy of each font, see the following instructions.

To print out samples of fonts on your computer,  
Go to **Start => Control Panel** and double click on Fonts, or **Start=>Run=>Fonts**

Double click on the font you want to see, and then click on the print button  
You can select more than one by holding down the Control Key and making your selections.

#### **Print Screen**

To capture the whole screen, just hit the **Print Screen** (might say **Prt Sc**) button on your keyboard. Then, open your graphic program or a blank page, and select "Paste" or **Ctrl+V**.

This should paste an image of your full computer screen into the document you're working on. You can also paste the image into a word processing program like MS Word or WordPerfect if you don't have graphic program.

If you would like to capture only the current window, hold down the **ALT** button while you press the **Print Screen** button.