

# **JANUARY 11, 2011 COMPUTER CLUB**

## **HOW TO DOWNLOAD AND PRINT PICTURES**

- Open desired photo album
- Left Click (LC) on small image of photo you wish to download
- Right Click (RC) on large image and LC “Save as”
- While in the “Save as” dialogue box, rename the picture with appropriate description
- Locate and open the directory you want to save the picture in, and LC “Save”
- To print a picture, hassle free, locate saved picture in your directory, RC on picture title and LC “Preview” - Select desired Tab option at top of page and you are in business
- To “quick print” a picture directly from album, RC on larger view, then LC “View image”
- LC “File” in top left area and LC “Print” – Make sure you have the correct paper in printer.
- 

## **HOW TO PRINT DIRECTLY FROM SCREEN**

- Scroll up or down to position screen then Depress the “Prt Scr” key upper right of keyboard
- You may need to Depress and Hold the “Function” key to activate the “Prt Scr” key
- Open Word Processor, or Paint in the Accessories folder, if you don’t have a Word Processor program
- Once you opened a program, and viewing a blank page, Depress, and hold the “Ctrl” key, Depress, and release the “V” key, then release the “Ctrl” key and selected picture should be open.