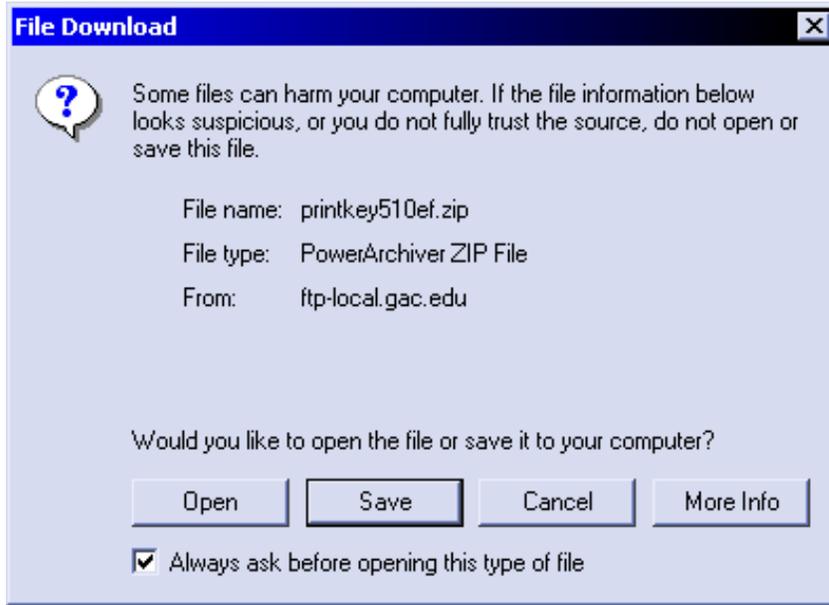


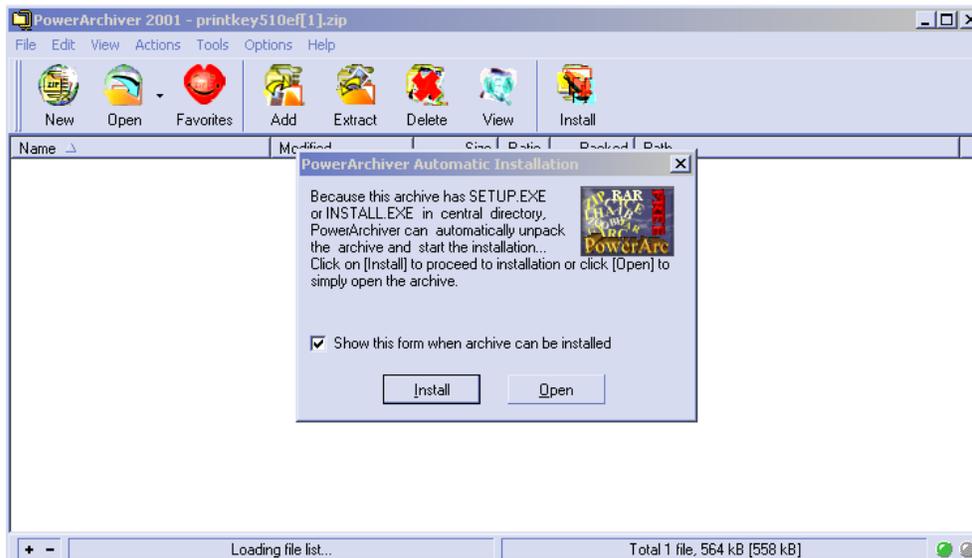
## PrintKey 2000

Go to the Administrative Information System web page at <http://www.gustavus.edu/oncampus/computing/admincomputing/index.cfm>

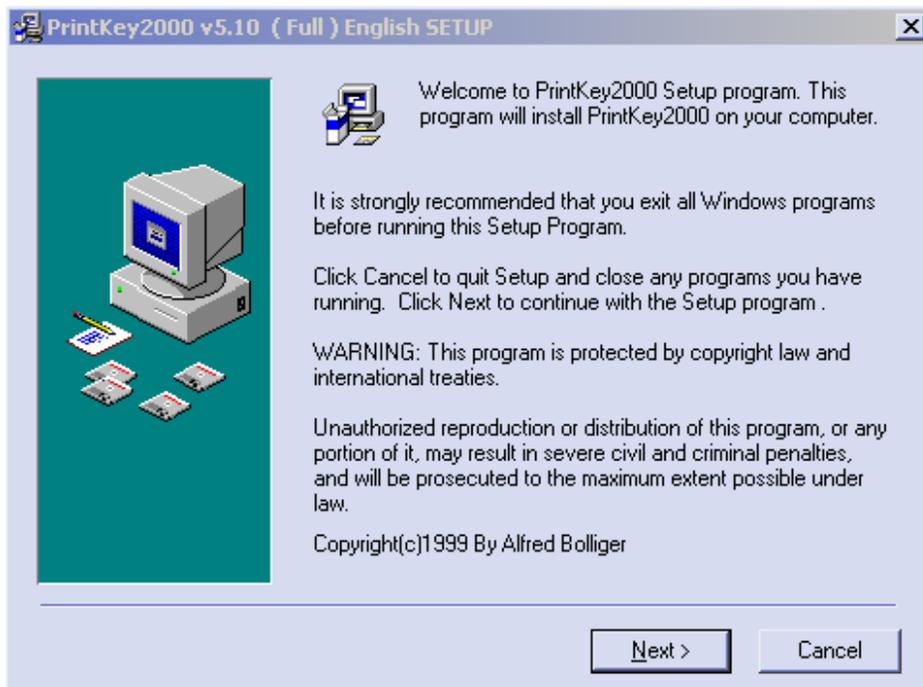
Double click on PrintKey 2000. A series of windows will come up. For each, just leave the defaults. You don't need to change or enter anything on these screens.



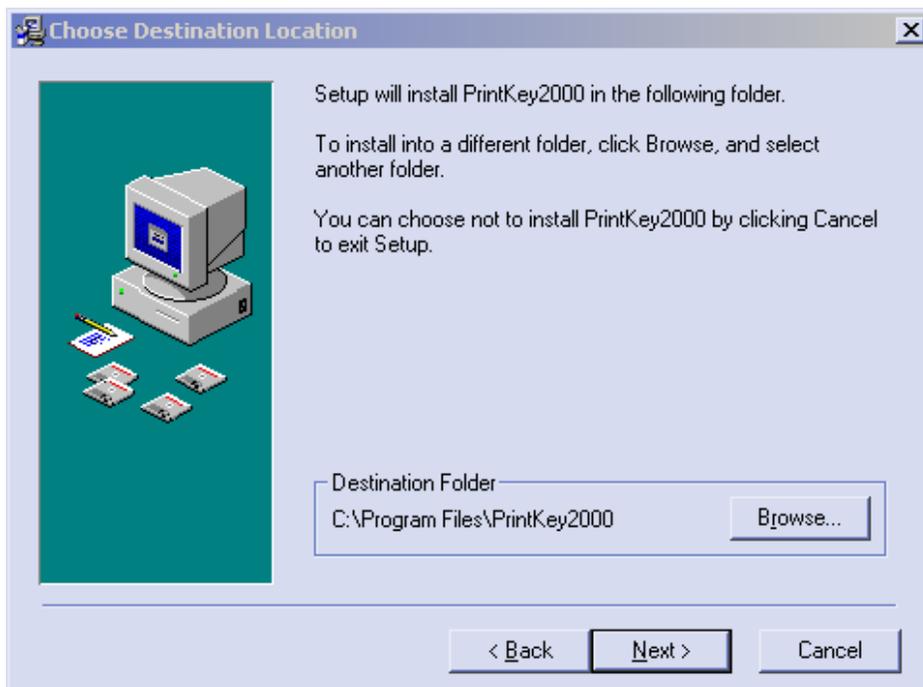
Click OPEN



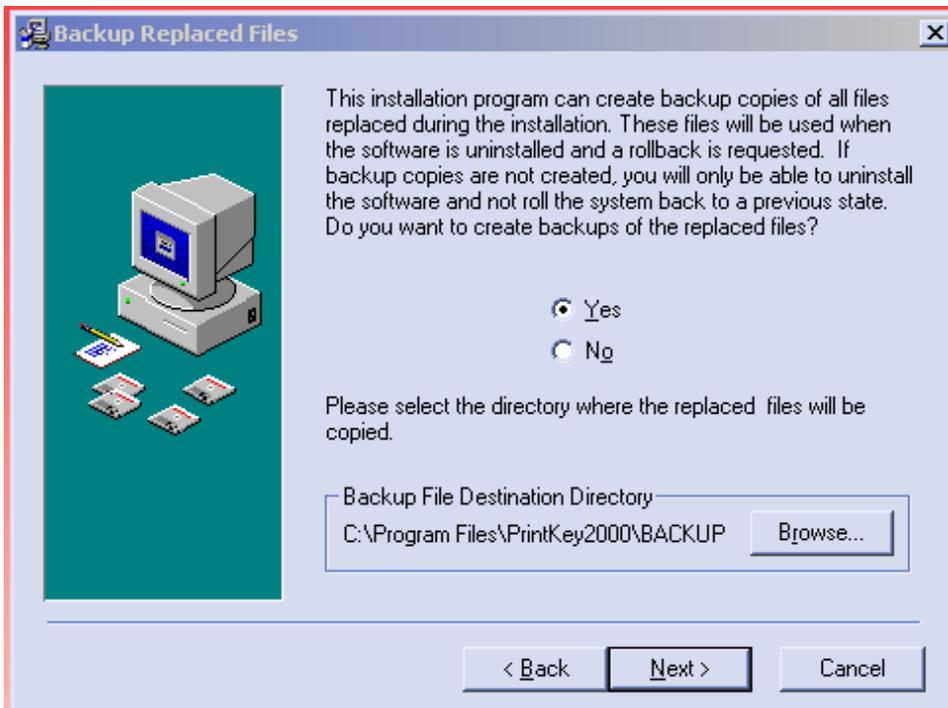
Click Install



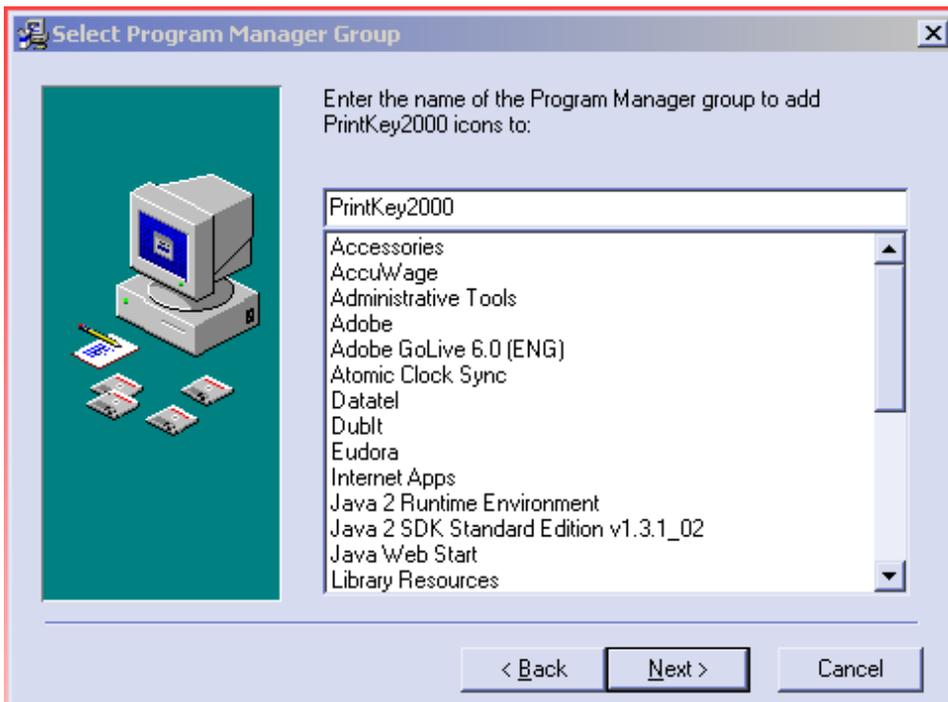
Click Next



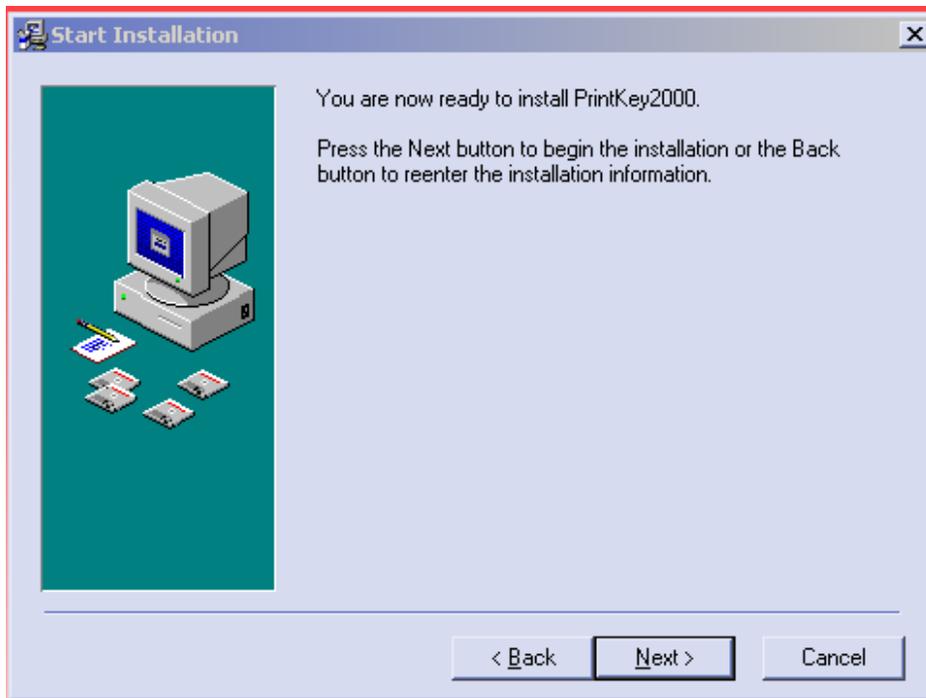
Click Next



Click Next

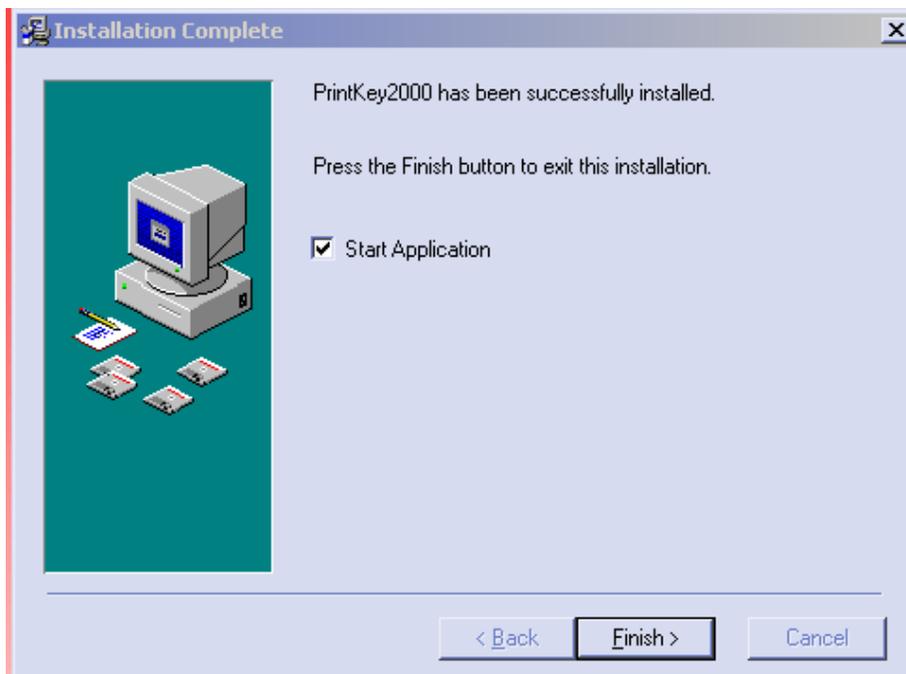


Click Next



Click Next to start the installation.

It will now install. When it is finished, the following window will come up:

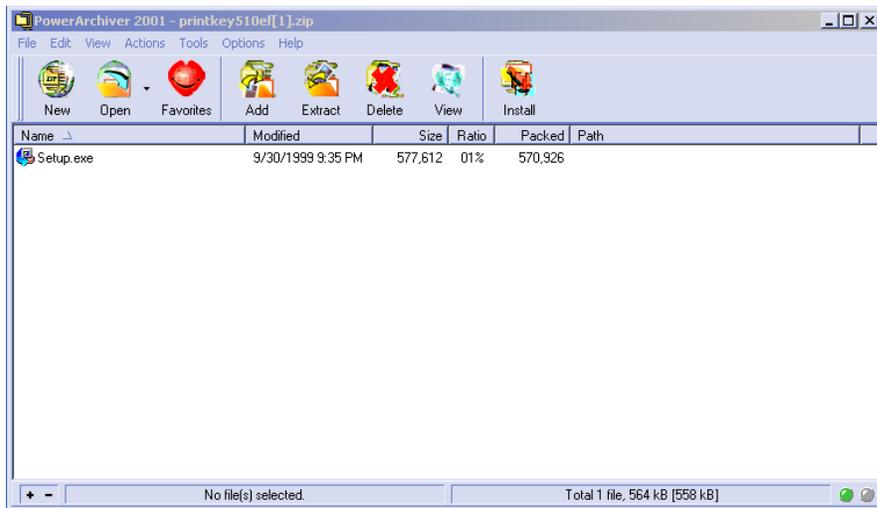


Click Finish



Click Yes

It has now been installed and you can close the following window:



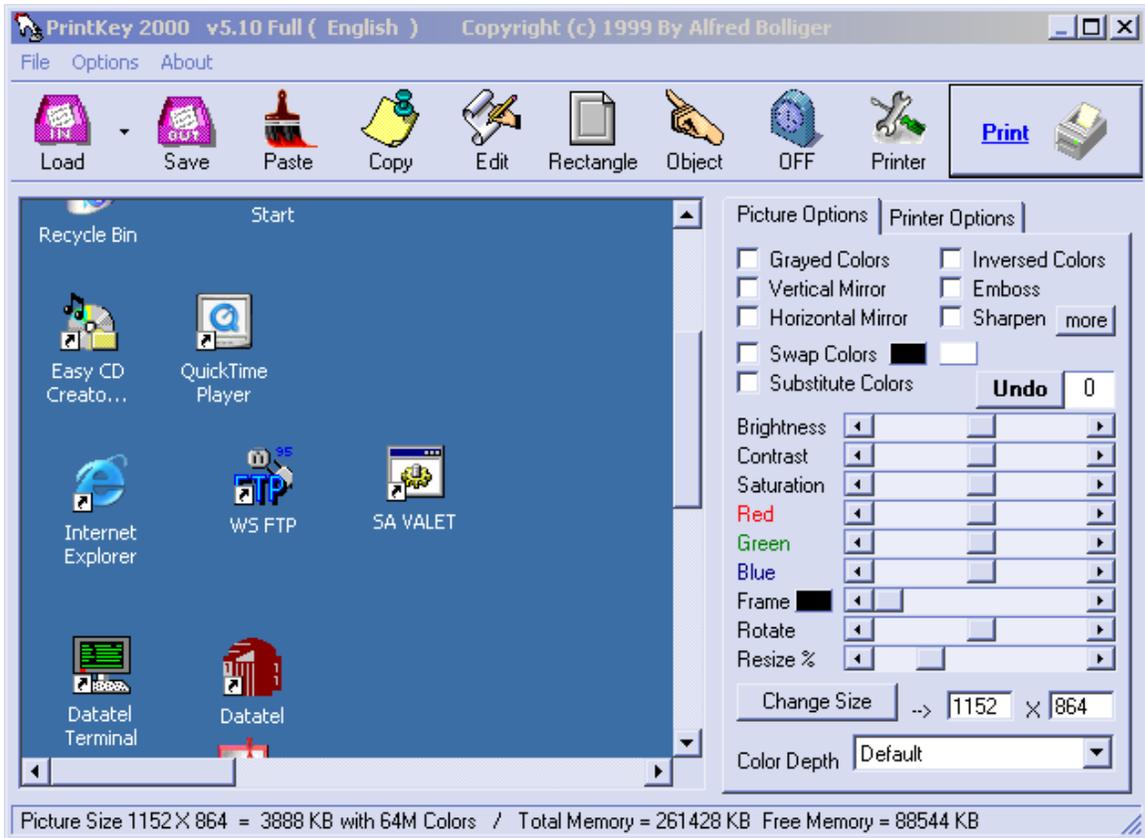
## SETUP

There are two changes in default setup that are recommended.

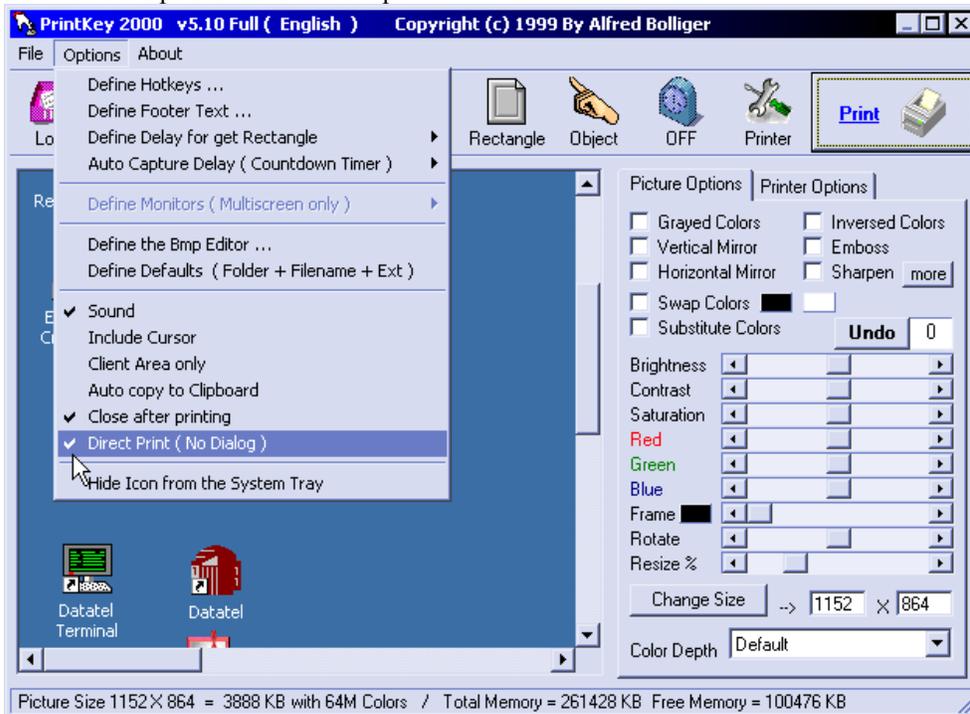
In the lower right corner of your desktop (in the system tray) you should see an icon that looks like a hand

touching a button:  Double click on it.

It will open the PrintKey 2000 program. The area on the left is a picture of your present desktop so it may look different than the picture below.

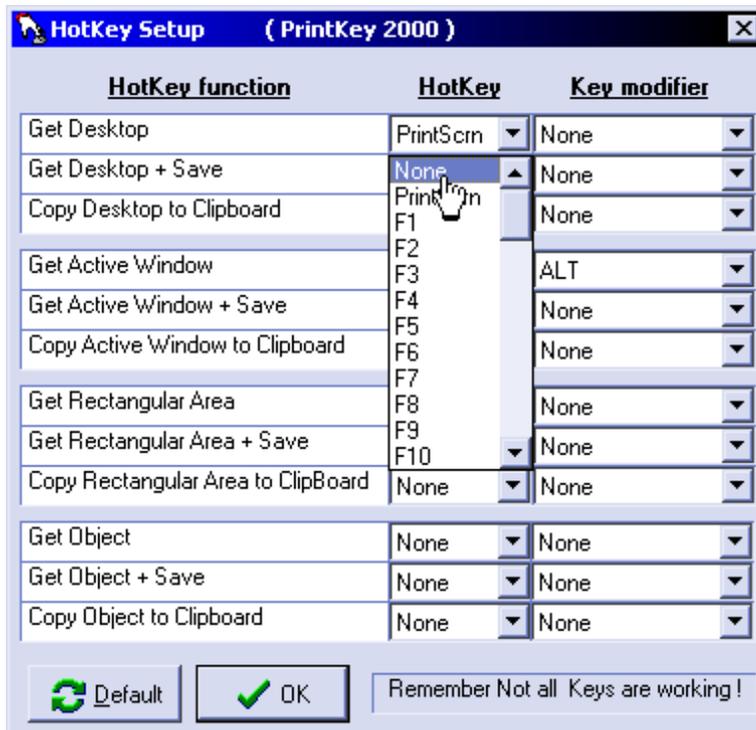
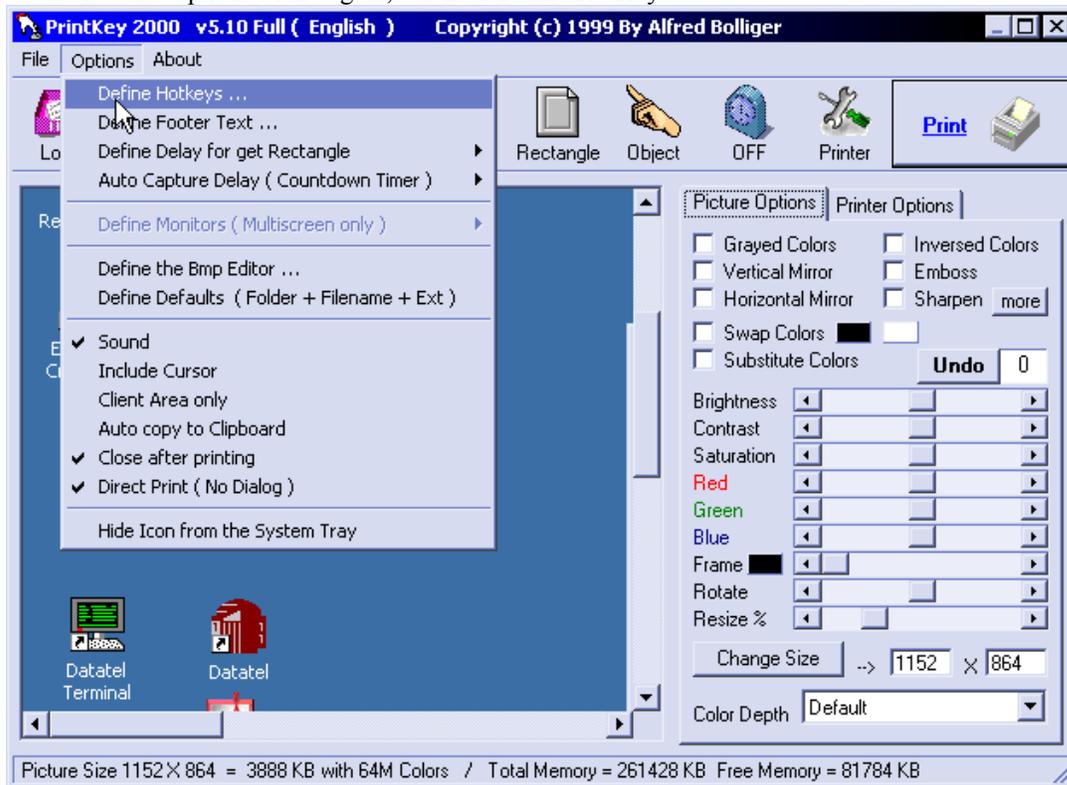


Click on the Options menu at the top.



Check Direct Print (no Dialog). This will prevent a preview screen from coming up, when you print a screen.

Go back to the Options Menu again, Click on Define HotKeys:



Change the first HotKey (Get Desktop) to **NONE**. This will prevent print keys from printing without warning when the PrintScrn key is accidentally hit.

As you can see, there are many other options, which you may want to explore on your own. Unfortunately, there is no help for the program (we get what we pay for!). However, feel free to contact Mary Milbradt in Administrative Information Systems with any questions.

Close the PrintKey 2000 window (click on X in the upper right corner).

### **TO PRINT A SCREEN.**

When you want to print a screen just press the **Alt key** plus the **PrintScreen key** at the same time.

The Alt key is on either side of the space bar. The PrintScreen key (which may also say SysRq) probable is in the middle group of keys—top left. Depending on the keyboard, it may also be along the top row of keys. Remember you must press both at the same time. What will it print? Your ACTIVE window. It can be anything—Datatel, Word, Meetingmaker or whatever. If you open PrintKey 2000 from the hand icon, you could print the whole desktop or just a pick a region of a screen. However, pressing Alt + PrntScreen will print just the active window.