## **How to Print an image from MapSifter:**

Note: MapSifter does not have an embedded printing functionallity. The best way to print or save an image is to do a PrintScreen operation and then paste it in another document.

## **Directions for PrintScreen:**

1. First, Navigate to the location/parcel you are interested in.

(Optionally) Use the mouse to single left-click on a Parcel in the map. This highlights the boundary in yellow and produces a content window showing the Parcel ID and owner name.

- 2. Next, use the PrintScreen key to capture the image.
  - a. How to use the PrintScreen key:
    - i. Pressing **Alt + PrintScreen** keys simultaneously captures an image of only the active program window on your screen. (Recommended)
    - ii. Pressing only the **PrintScreen** key captures the entire monitor display.
  - b. You may not see anything happen but the image has been captured in memory.
  - c. (Optionally) Some computers have print screen software loaded that immediately displays the captured image.



- 3. Next, open any program that allows you to paste an image (e.g. Word, PowerPoint, etc)
- 4. Right-click in the opened program window and select Paste

OR

Press **Ctrl + V** (this is the shortcut for Paste)

5. You can now resize, edit, crop, print, and/or save the document.