

Windows OS

How do I perform a screen capture on a Windows computer?

To capture and active window:

1. Press "Alt+PrtScn."
2. Open the Paint program by clicking the Start button, choose "All Programs," the "Accessories" folder, and choose the "Paint" program.
3. In Paint, click the "Paste" icon or press "Ctrl+P" on the keyboard.

To capture an entire screen:

1. Press "PrntScn."
2. Open the Paint program by clicking the Start button, choose "All Programs," the "Accessories" folder, and choose the "Paint" program.
3. In Paint, click the "Paste" icon or press "Ctrl+P" on the keyboard.

You can also capture any portion of your screen and save or paste it using the built-in Windows 7/Windows 8 utility – the Snipping Tool. This is useful if you want to capture the contents of an error message or other unexpected contents and send them via e-mail. It can also be used to capture screen shots to include in how-to documents like this one.

Using the Snipping Tool

Once you have the item you want on the screen, do the following to copy it for pasting elsewhere:

1. Click the "Start" button at the lower left.
2. In the text box, start typing "snip."
3. The Snipping Tool should appear as an item on the list. Click on it.
4. Click the arrow next to the "New" button. Choose from the options in the list (Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip. Use your cursor to select (drag from upper left to lower right) the area of the screen you want to capture.
5. A new, larger Snipping Tool Window will appear with your captured bit in it. From this screen you can edit, copy, or save the snip. Click the "Copy" button (looks like two pages).
6. Go to the other application (e-mail, Word, etc.) and use "Edit-Paste" or press "Ctrl-V" to paste it in.

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You can also put the Snipping Tool on your Taskbar for easier access. This needs only be done once. Here's how:

1. Click the "Start" button at the lower left.
2. In the text box, start typing "snip."
3. The Snipping Tool should appear as an item on the list. "RIGHT-click" on it.
4. Click "Pin to taskbar."
5. You can drag the item left or right on the taskbar to put it in the most convenient/noticeable location.

After doing this, you can access the Snipping Tool by clicking its icon on the taskbar instead of using steps 1-3 in the instructions above.

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