How to Take a Screen Capture – (Print Screen)

PC – Windows

You can take a picture, (screen capture), of what is on your computer screen, then paste the screen capture into a document, email message, or other files. In Windows there are two types of screen captures you can take using the Print Screen key, the entire screen or the active window. A "Snipping Tool" is also available in Windows.

Using the Print Screen key:

To copy the entire screen:

- Press the **Print Screen** Key

To only copy an active window:

- Press **ALT + Print Screen** key

Once a screen capture is taken the image is stored on the Windows "clipboard". Clipboard is a term used to describe the temporary storage space in memory where an item is placed when you copy or cut. When you paste, the item is transferred to the program you're working in. You can't manipulate the clipboard directly. The clipboard is only used for copy and paste operations.
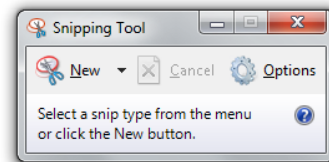
If you need to crop, rotate, or resize the image:

1. Open **Microsoft Paint** and click the **Start** button, click **All Programs**, click **Accessories**, and then click **Paint**.
2. Go to the **Edit** menu and choose **Paste**.
3. Click on the **File Menu** and choose **Save As**.
4. Navigate to the folder where you want to save the image.
5. Type a file name for the image.
6. Select a file type. *Generally the.jpg works best when saving screen shots.*
7. Click the **Save** button.

Windows Snipping Tool

The snipping tool can be used to capture a screen shot, or "snip" any item on your screen, and then annotate and save the image.
To capture a "snip":

1. Open Snipping Tool by clicking the **Start** button, clicking **All Programs**, clicking **Accessories**, and then clicking **Snipping Tool**.
2. Click the arrow next to the **New** button, select a snip type from the menu, and then use your mouse to capture a snip.
3. Click the **Save Snip** button.
4. In the **Save As** box, enter a name for the snip, choose the location where you want the snip saved, and click **Save**
5. To share a snip, click the arrow on the **Send Snip** button, and then select an option from the menu.

Free-form Snip – Draw a free-form shape around an object
Rectangular Snip – Drag the cursor around an object to form a rectangle.
Window Snip – Select a window or dialog box you want to capture.
Full-Screen Snip – Captures the entire screen

Mac - OS X

The basic functionality of taking a screen capture of a window or desktop in Mac OS X takes an image and creates a file. Each screen capture command uses the Command and Shift keys concurrently as the basis for execution, followed by a number.

- **Command+Shift+3:** takes a screenshot of the full screen, (or screens if multiple monitors), and saves it as a file to the desktop
- **Command+Shift+4:** brings up a selection box so you can specify an area to take a screenshot of, then saves it as a file to the desktop
- **Command+Shift+4, then spacebar, and click a window:** takes a screenshot of a window only and saves it as a file to the desktop