

Windows Tips and Tricks

Screenshots

Do you ever wish you could copy all or part of your screen? What about that error message that you want to have someone help you with or that cute picture of a funny cat? Here are several ways to do it.

Print Screen method.

The Print screen key was added to the keyboard back in the good old days of DOS. When windows came along it developed additional capabilities. In all Windows versions using the PRTSC key will copy your entire screen to the clipboard. You can then open a program such as Paint, Word or your e-mail and paste it in. Using the ALT key with the PRTSC key will copy just the active Window to the clipboard and you can paste it wherever you want.

The Snipping Tool



Sometimes the PRTSC method gives you more than you want. That's where the Snipping Tool comes in. The Snipping Tool was introduced in Windows 7 and is available in all successive versions.

Start the snipping tool and select New. Your cursor will change to a crosshair. Put the crosshair in the upper left corner of what you want and click and drag to the opposite lower corner. Release the mouse button and your snip will be on the clipboard as above.

Windows 10 Screenshot

Windows 10 added a new feature called screenshot. If you hold down the Windows key and hit PRTSC it will send your entire screen to a picture stored in Documents\ Pictures\ Screenshots. You can then use this picture as you would any other. This removes the need to do a paste command to see your picture.

Windows 10 Movie Screenshot

Sometimes it would be convenient to have a movie of what you are doing to show someone. By using the built in Game Bar you can take a movie of what you want to screenshot. Begin by holding down the windows key and hitting the G key. You will be asked if this is a game. Lie and say yes. Press the red record button and begin working. When you are done press the red record again to stop recording. Your recording will be saved in Videos \ Captures.