



Use PrintScreen to Copy Image of Window or Screen¹

(Mac users and HP laptop users: See note on page 2.)

Take a screen capture ([PrintScreen](#))

You can take a picture of what is on your screen by pressing the PRINT SCREEN key (Prt Sc or PRTSCN on some keyboards). This is called a screen capture. You can then paste the screen capture into a document, e-mail message, or other file. There are two types of screen captures you can take: the entire screen, or just the open, active window (the window you are currently working on). There can be only one active window at a time. For example, if you have three programs open at the same time, you might want a screen capture of only the active window (the one 'on top'). I personally find this especially helpful for screen capturing error messages and sending them to the IT staff.

Note:

Some keyboards don't have the PRINT SCREEN button might use other keyboard combinations, such as FN+INSERT, to take a screen capture. Check the information that came with your computer or the manufacturer's website for more information.

To copy the entire screen

- Press PRINT SCREEN. You won't see anything happen, but an image of the screen will go into the clipboard memory on your computer.

To copy only an active window

- Press ALT+PRINT SCREEN. This will screen capture just the active window, the window that is open (on top).

Tip

- You can paste your screen capture into Paint, which is a drawing program used to format picture files such as for cropping, rotating, or resizing pictures. Screen captures may also be pasted into Word documents, Wordpad files, and email (if your email program allows it).

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¹ Microsoft Windows Help Menu

To paste a screen capture into a Paint file

- 1. Open Paint. It is in the Accessories folder (Start button, All Programs button). It's usually the first folder in the All Programs list.**
- 2. With Paint open, click Edit, and then click Paste.**
- 3. Save your screen image as a JPEG (.jpg) file type. Other file types may be saved but might turn out to be very large files. JPEG files are the smallest graphics file type.**

When your PrintScreened image is saved as a file, you are able to save it into your folders for submitting to the teacher for grading. You are also able to attach PrintScreened image files for attaching to email. In your case for class, you will be saving your .jpg PrintScreened images into the appropriate subject folders and turning the folders into me once a week.

NOTE: HP Windows computers use a keyboard combination of keys for PrintScreening.

To PrintScreen entire screen: Click Fn key and PrtSc key at same time.

To PrintScreen just the open, active window: Click Fn key, Alt key, and PrtSc key at same time.

NOTE: Mac Users: Go to <http://www.take-a-screenshot.org/> to learn how to screen shot your desktop and/or an open window.