# How to Take a Screenshot for Windows OS

# Methods

There are several different ways to take a screenshot. We recommend one of the following:
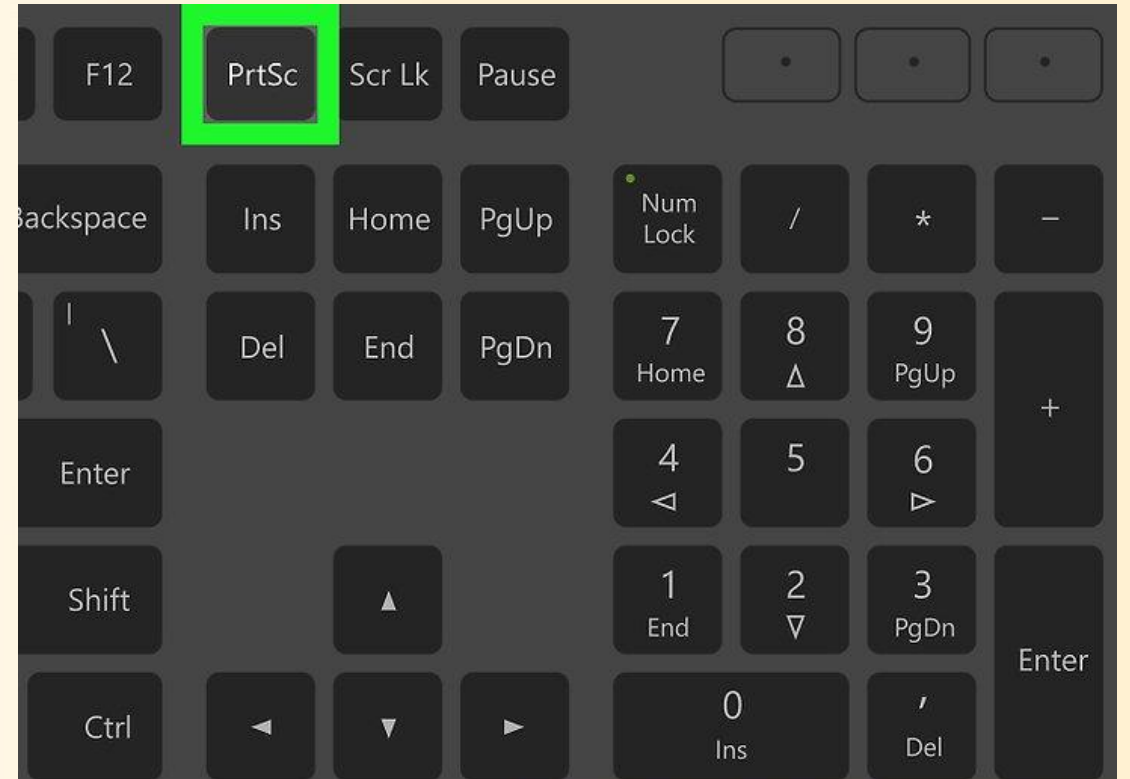
1. Print Screen and paste into a program
2. Snipping Tool/Snip and Sketch Tool

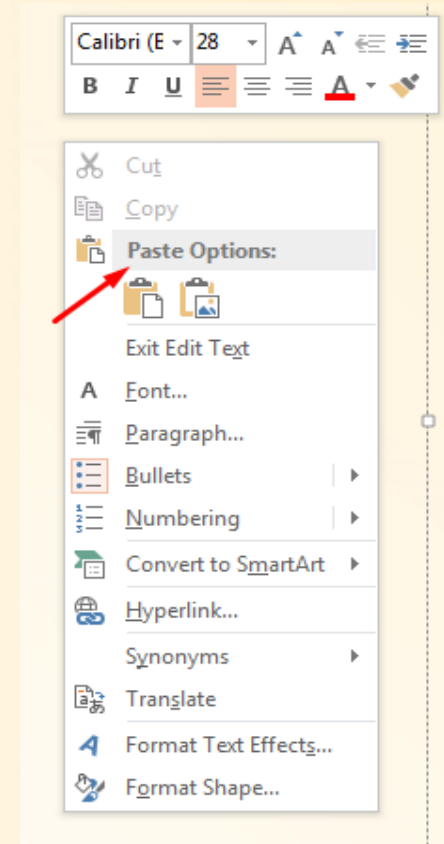The following tutorial will introduce you to all of these methods.

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# Print Screen

- On your keyboard, locate the "Print Screen" or "Prt Sc" button.

- When you press this button, your computer takes a screenshot of what is on your screen at that moment.

- Depending on your keyboard, you may have to push another button in addition to the print Screen button.

  -For example, Function+PrtSc

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# Print Screen Continued

- Once you have copied the screen, you must paste it into a different program

- You can use several programs, including PowerPoint, Word, or Paint

- To paste, either right click with your mouse and select "Paste", or type Ctrl+V
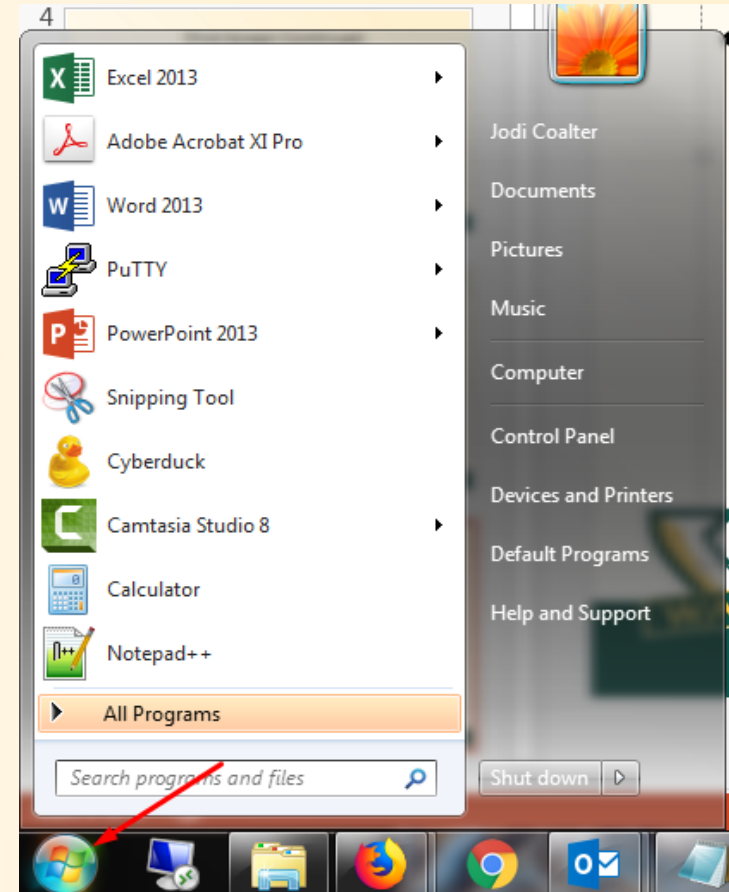
# Print Screen Continued

- Print Screen is a valuable tool if you need to capture a whole screen

- Also helpful if you want to capture a pop up screen that may disappear if you switch between programs.

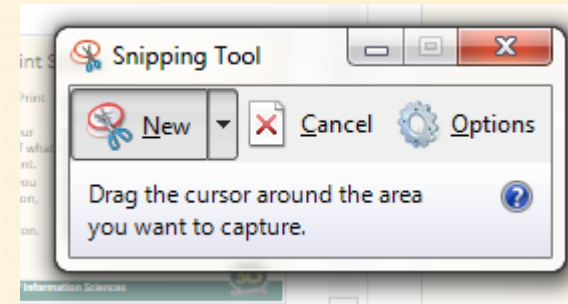WAYNE STATE
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# Snipping Tool

- Snipping Tool is the built in Windows tool that allows you to capture a portion of the screen.

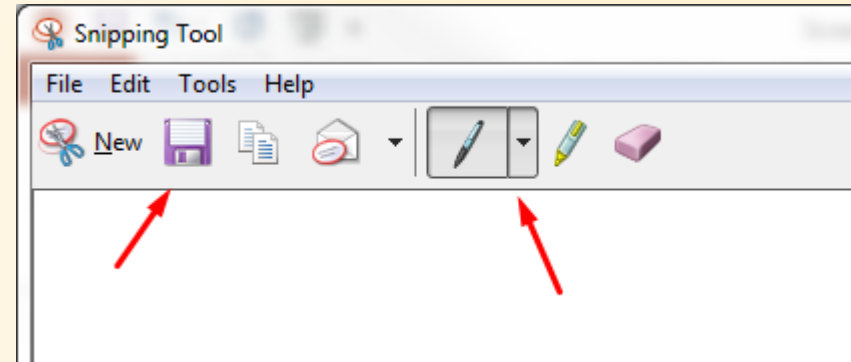- Click on the Start button in the lower left corner of your screen.

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# Snipping Tool Continued

- In the search box, type "Snipping Tool" and click on the program that pops up.

- Your screen will go grey or fade. A pop up box will appear.

- Left click and drag your mouse around the area you wish to capture.

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# Snipping Tool Continued

- Once you have captured the screen, you can save it as a PNG or JPEG, or copy and paste into a different program, such as PowerPoint or Word.

- You can also use the snipping tool to draw lines with your mouse, or highlight a section.

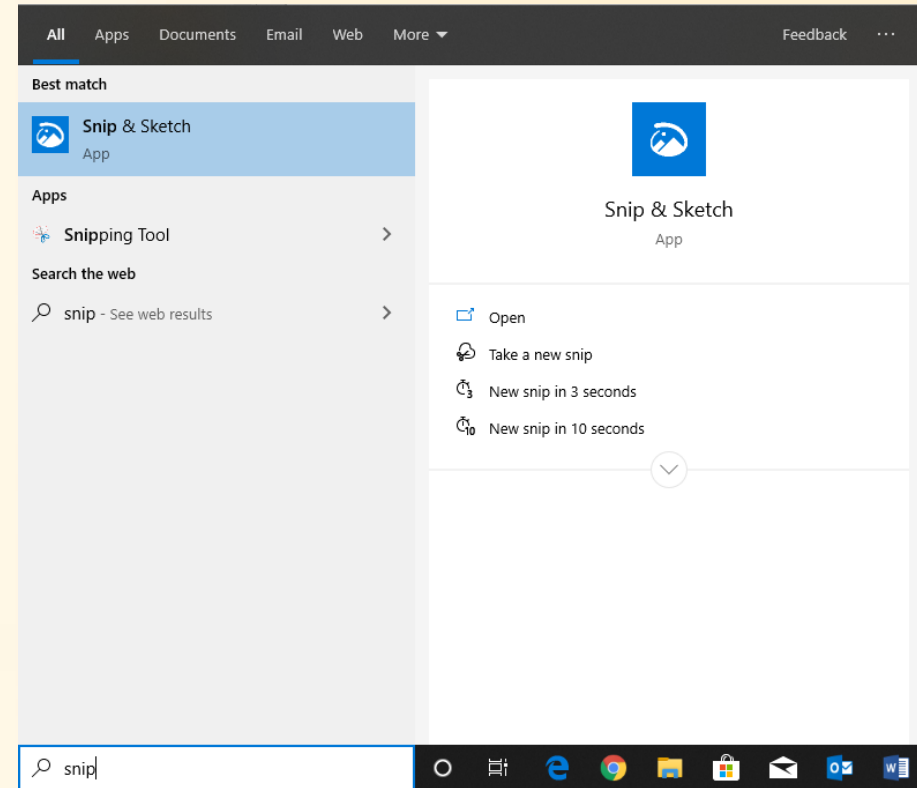WAYNE STATE
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# Snip and Sketch

- Snip and Sketch will soon be replacing the Snipping Tool entirely.
  - Essentially, it is an updated version of the Snipping Tool.

# Snip and Sketch Continued

- Click on the Start button in the lower left corner of your screen.

- In the search box, type "Snipping Tool" and click on the program that pops up.

- Your screen will go grey or fade. A pop up box will appear.

- Left click and drag your mouse around the area you wish to capture.



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# Snip and Sketch Continued

- Once you have captured the screen, you can save it as a PNG or JPEG, or copy and paste into a different program, such as PowerPoint or Word.

- You can also use the snipping tool to draw lines with your mouse, or highlight a section.