



HOW TO TAKE A SCREENSHOT ON A PC USING WINDOWS 10

Taking a screenshot of your computer can be very useful. For example, you may need to save a transaction that you have made online, an image that you want to share with a friend, or perhaps capture what happens on your computer in case you need technical support.

Taking screenshot of your whole screen.

There are a few ways to do this, depending on your device, by simultaneously clicking:

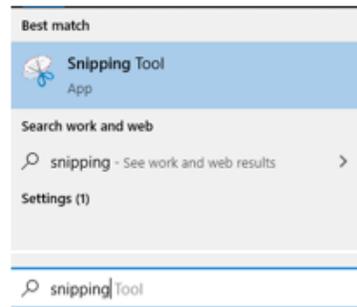
- Print Screen Key (**PrtScr**)
- **Windows** key  and **PrtScr**
- **Shift** key and **PrtScr**
- **Alt** and **PrtScr**
- **Windows** key , **Shift**, and **S**

To access these images, go to “File Explorer” and then select “Pictures”. You can move the saved image to your preferred location on your device and rename it accordingly.

Taking a screenshot of a specific part of the screen

Go to the Windows Search Bar and type “snipping tool” or simultaneously click “**Windows key** , **Shift**, and **S**”. This app will allow you to take a screenshot of a selected part on your screen.

The following instructions apply if you are using the snipping tool:



Next, click on “New”.



Then, select the portion of the screen you want to take a screenshot of using your mouse and a new window will pop up with the selected part. Right click on the image and select copy and you can paste it anywhere you like.

Additionally, clicking “Mode” in the Snipping Tool will allow you to choose what you select to copy. The options are: Free Form Snip (a unique shape), Rectangular Snip (a set box), Window Snip (open window), and Full-screen Snip.

HOW TO TAKE A SCREENSHOT ON AN APPLE DESKTOP/LAPTOP

To screenshot the entire screen, simultaneously press and hold:

- **Shift, Command, 3**



To capture a portion of the screen, simultaneously press and hold:

- **Shift, Command, 4**
- Then drag the cursor around the area you would like to capture, when you have captured your image, release the mouse/trackpad.
- To cancel taking the screenshot press the Escape key (**Esc**)



In either way, the screenshot will save to your desktop with the title “**Screen Shot [Date] at [Time].png**”

