

## How to take screen captures of your computer desktop

Source : <https://www.pcmag.com/how-to/how-to-take-screenshots-in-windows-10>  
<https://support.microsoft.com/en-us/topic/copy-the-window-or-screen-contents-98c41969-51e5-45e1-be36-fb9381b32bb7>

Here are three ways you can take a quick screen shot to help explain a concern you have and want to report to the AOA Helpdesk



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### 1. Use the Alt- Print Screen Key

Alt Key + PRTSCN Key

The PRTSCN key may also be displayed on your keyboard in the following key formats PrtSc, PrtScn, or PrntScrn

This option will 'only copy' the image of the active window. The active window is the window that you are currently working in. Only one window can be active at a time.

1. Click the window that you want to copy.
2. Press ALT+PRINT SCREEN.
3. Paste (CTRL+V) the image into an Office program or other application.



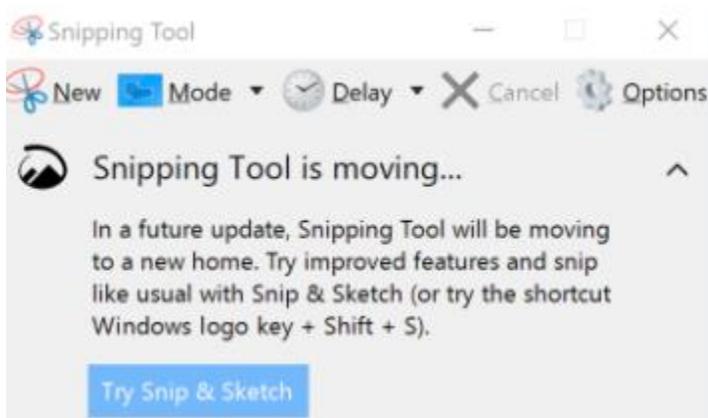
### 2. Use the Snipping Tool

Snipping Tool remains in Windows 10, though Snip & Sketch have superseded it. To use this, you can access it two ways :

1. You will need to start the app; typing, "snipping" in the Windows search box at lower left and tapping **Snipping Tool** gets you started.
2. Click on the Windows Icons in the lower left corner of your screen , from the applications , scroll down to Windows Accessories and expand the folder to see Snipping Tool

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Snipping Tool lets you capture free-form or rectangular selections or the full window or full screen.. It also lets you mark up your image with a pen or highlighter.



### 3. Use the Print Screen Key with Clipboard- to capture both monitors

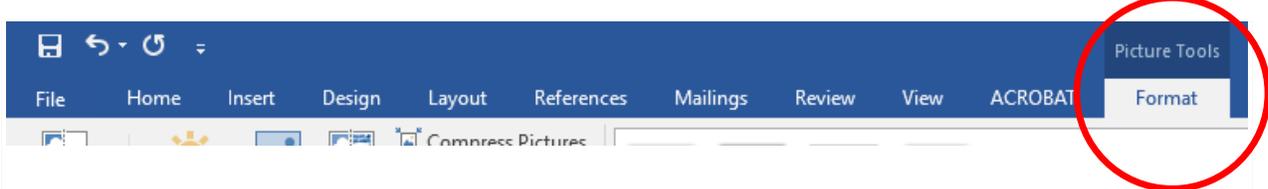
This is a one key simple way to take a screen shot. Hitting the **Print Screen** or **PrtSc** key copies the entire screen to the Clipboard . If you have a dual monitor setup, it will capture the images of both monitors in one single image.

You do need to take extra steps to open and save your image in an app that deals with images, such as Paint, Paint 3D, or Photoshop (unless you take advantage of the next tip). Simply paste with Ctrl-V when you're in a new document in one of those apps, and then you can go to town with editing, and finally, save the image to the folder of your choice.

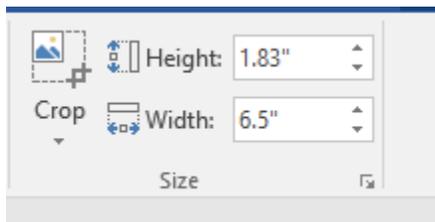
Another option is to paste with Ctrl-V into a Word doc and you can use the Picture Tools format option that will appear when you double click inside of the just pasted image in to the word doc

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To the upper right of the screen, you will see some picture editing tools that will enable you to resize your image and eliminate and portions of the image that are not important



You can use the Crop feature to eliminate areas of the screen capture that are not important. Once you have determined the important area, then you can resize it manually (make it bigger or smaller) by toggling the Height and Width arrows or by resizing with a click and drag with the mouse