

Print Screen Instructions

To copy an image of your screen to place in a document, you will have to press and hold the Ctrl key first and then hit the Print Screen key. You will not see a menu or pop up but this will copy your whole desktop to what is called a clipboard. If you only want a window that is on top of several other images or windows you will press and hold the Alt key and then hit the Print Screen key.

On most laptops this will be different. You will need to hold the FN key (Function key) that is usually blue or purple. Then you hold the Ctrl or Alt key and then find the PrntScrn (letters in blue or Purple too) key on the top row of the keyboard. This key is usually on the right side. Press all 3 to get the image copied to the clipboard.

After a successful copy of your screen or image you can start up any Microsoft Program like paint or word and "paste" (you can hit CTRL + V to paste or right-click the open area and left-click the paste option). Then you can edit the "picture" by cropping it to the area you need. When you double click on the pasted picture an editing menu will pop up with all the editing options.

This knowledge is very useful when you need to copy an error message that pops up and you want to send it to one of us here at Technology for assistance. This saves a lot of time!

Keyboard commands to remember:

PrintScreen: "Captures the entire screen"
Alt + PrintScreen: "Captures only one window and what you can see"
CTRL + C: "Copys to your clipboard"
CTRL + V: "Pastes from your clipboard"
CTRL + S: "Saves your document or file"
CTRL + P: "Prints your document or file"