

Creating a Screenshot in Windows 7

You can take **screenshots** to capture all or part of what is currently on your screen. **Screenshots** are useful for extracting images, relaying error messages or particular elements of your screen, and creating graphics. There multiple methods for taking **screenshots**, each with different capabilities. An example screenshot is shown below.



Method One: Snipping Tool

- The Snipping Tool is found within the **Start** menu under **All Programs -> Accessories**.
- Once the Snipping Tool is open, use the drop-down arrow next to the **New** button to select what you would like to capture: the full screen, a select window, a drawn rectangle, or a free-form shape.
 - If you selected the **full screen**, it will automatically capture a picture of your entire screen **except** for the Snipping Tool window.
 - If you select a **window**, you will need to click on the window you want to capture. Once selected, it will take a picture.
 - If you select a **rectangle**, you will be given a crosshair cursor, indicating that you should drag and draw a rectangle around the area you would like to be captured. Once you release the cursor after dragging the rectangle, it will take a picture of your selection.
 - If you select a **free-form shape**, you can then draw a shape on your screen while holding down your cursor (left mouse button). When you release the button, the Snipping Tool will capture everything in that shape.
- You will then be shown a preview of your capture. If you are satisfied with the result, you can save it by pressing the floppy disk image at the top (next to the New button) or by going to **File -> Save**. This will save your screenshot as a self-contained image.
- If you want to insert your screenshot into a document, it will automatically be copied once you have captured it without hitting Save. You can then paste the shot directly into a document (or elsewhere) without having to save a copy first.

Method Two: Print Screen

- To capture the entire screen, press the **Print Screen** button on the top right area of your keyboard (it may also appear as **Prnt Scrn**). To capture only the current window, hold the **Alt** key as you press the **Print Screen** button.
- Open up a program that will allow you to manipulate the image, such as Microsoft Word, Photoshop, or Paint.
- Now, paste your image into a new document. You can do this under **File -> Paste** or **Ctrl+V**. Or, right-click where you would like the image, and select **Paste**. The screenshot is now able to be edited in your program.
- When you are done, save the document.