

What is a Screenshot?

A screenshot, also known as a screen capture or screen grab, is simply a picture of what is displayed on your computer's screen at a given time.

Why Take a Screenshot?

Maybe you are having a problem with your computer and tech support has asked you to send a screenshot. In some of your classes, you will be required to take screenshots and submit them for a grade.

How to Take a Screenshot

Windows (General)

On all Windows computers, do the following:

1. Press the Print Screen button on your keyboard (sometimes labeled PrtScn). This will take what is on your screen and place a copy on the clipboard. You will not actually see the screenshot until you paste it into a Word document in the two next steps.
2. Open a new Word document.
3. Click Paste (or Ctrl+V). This will paste the image from the clipboard into the Word document.
4. Save the document.

Windows 7

1. Click the Start button
 2. Click on the Snipping Tool
 3. Drag a box around the area you want to capture
 4. Click Save (the disk icon)
 5. Name your file and choose where you want to save it
- You can watch a video of this process [here](#).

On a Mac system, the steps are:

1. Command + Shift +3. This will take a screenshot and save it as a file on the desktop.

Links

Below are some links for further reference.

[Lifehacker: How to take a screenshot](#)

[Microsoft: Take a screen capture \(video\)](#)

[Microsoft: Snipping Tool \(video\)](#)

[How to Take a Screenshot on Mac OS X](#)