

## Resource

## Making a Screenshot

A screenshot is a digital photo of your computer screen, or something on it, taken using software instead of a camera. A screenshot can be used to get an image of an error message or other information that is needed to be passed on for troubleshooting or other purposes. There are two methods to making a screenshot. These instructions were created from a computer running Windows 7, so your process may vary slightly.

## Method One

- 1. If you need to quickly take a screenshot of your entire screen, press and hold the SHIFT and PRINT SCREEN buttons on your keyboard. PRINT SCREEN is usually located at the top right of the keyboard, and may be abbreviated PRNT SCRN or otherwise, depending on the keyboard manufacturer. It will appear as if nothing has happened, but pressing these keys copies an image to your clipboard.
- 2. Open Paint on your computer from the Start menu. Press CONTROL (CTRL) and V on your keyboard at the same time to paste your image. You can crop or otherwise modify the image as needed, then save it. You can then email, print, or do whatever you need to with the image.

		_		
Home View				
Ante Copy Select Resize		✓ ○ □ □ 凸 · [] <sup>P</sup> Outline · △ ○ ○ ○ ○ · △ ○ ○ ○ ○ · △ ○ ○ ○ ○ · △ ○ □ □ □ · ○ ○ □ □ □ · ○ ○ □ □ □ □ · ○ ○ □ □ □ □ · ○ ○ ○ □ □ □ · ○ ○ ○ □ □ □ · ○ ○ ○ ○ □ □ · ○ ○ ○ ○ □ · ○ ○ ○ ○ ○ ○ · ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	Sille	Edit
Clipboard Image	Tools	Shapes lating child hinter more		Colors
	$\begin{array}{c} -    -    +    +    =    = 1,     = 1 \\    =    =    -    +    -    +    +    +$	an, Hudig) Hudig) 189 Salite Solution,	Autorial Aut	CO Admini AMECA (c. passeds, Rattin (c. passeds, Rattin (c. passed), Rattin (c. passed
		Making a Screenshot		
	6	Save As		23
		G S Fic	ctures > • 49	Search Pictures
		Organize - New folder		z. 0
	A screenbild is a digital phot instead of a camera. A screen that is needed to be passed a screenbild. These instructs may vary slightly. Method One 1. If you need to quick PRUT SCREEN hustro newfoard, and may t manofasturer. It will to your clipband. 2. Open Paint on your keyboard, at the sam needed, then save to	Desktop Inc Downloads Dropbox Recent Places	ctures library Judes: 2 locations No items match y	Arrange by: Folder •
	to your clipboard. 2. Open Paint on your c keyboard at the same	Documents Music  Pictures Videos		
	to your clipboard. 2. Open Paint on your c keyboard at the same	Music		
1973 - 13 Sameth - 15	to your clipboard. 2. Open Paint on your c keyboard at the same	Music Pictures Videos *		
197 - 41 1993 - 57	te your clipboard. 2. Open Paint on your ( keyboard at the sam needed, then save it I If you have any questions or (	Music Fictures File name: Untitled		



## Method Two

 This method simplifies capturing just a selected portion of the screen instead of the entire screen. With the item you wish to capture visible, click Start and search for Snipping Tool. When Snipping Tool is open, it will give you a crosshair (looks like a + symbol) that can be dragged to select an area to capture.



2. Once you have selected your image, release the mouse, and you will be given a preview of your image. There are drawing tools to allow you to mark and/or highlight the image if needed. Otherwise, simply save the image and proceed to email it or otherwise use as needed.

Snipping Tool	_ <b>D</b> X
File Edit Tools Help	
<u> N</u> ew 📊 🗎 🍙 🔻	
िSave	
Meth	od Two
1.	This method simplifies capturing just a se screen. With the item you wish to captur Snipping Tool is open, it will give you a ci
	select an area to capture.
	Snipping Tool
*	W

If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.