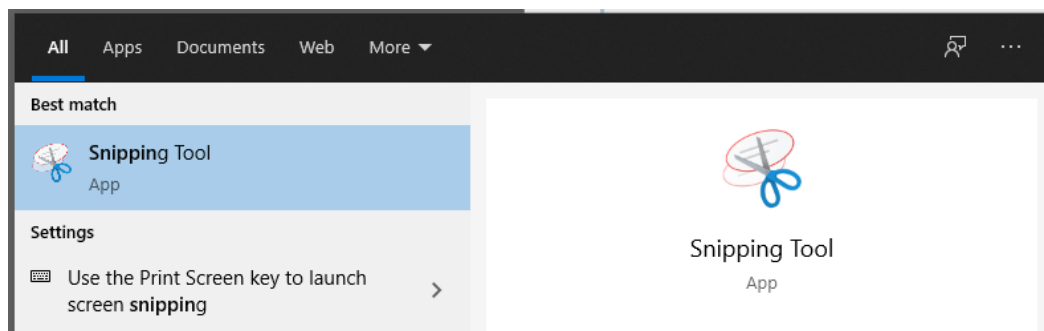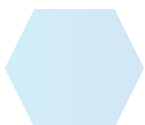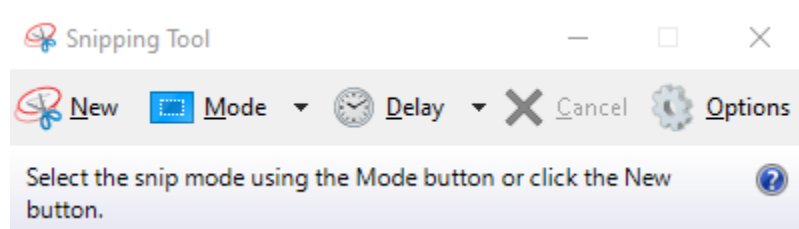# *Taking a Screenshot*

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 10, so your process may vary slightly.
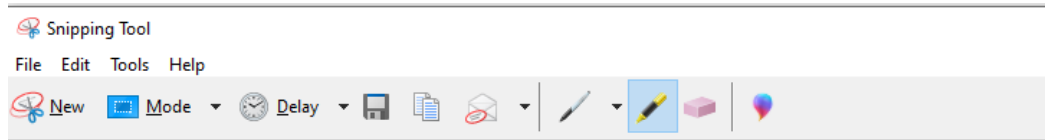
Method One – Snipping Tool

1. To capture a specific area of the screen and utilize some basic editing tool, we will use Snipping Tool. Click Start and type 'Snipping Tool' and open the app
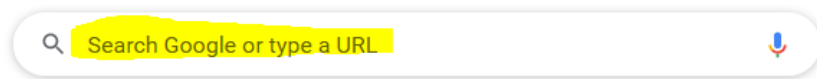

2. Use the 'New' button to start the process. The screen will turn gray and the mouse cursor will turn into a crosshair. Click, hold, and drag the rectangle around the area you want to capture, and release the cursor when finished. The 'Delay' button can be used if you need a moment after clicking New to do something, such as click a menu or hover over a link

3. Once you have your image captured, you can use the pen and highlighter tools if needed to markup the image

4. When you have the image desired, use either the save icon (left) to save the image, or the copy icon (right) to copy the image to paste into another program, such as an email

Method Two – PrintScreen

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 similar, depending on the keyboard manufacturer. It will appear as if nothing has happened, but pressing these keys copies an image to your clipboard

2. With you image copied, you can paste (CTRL + V) the image into another program, such as email or Paint to save, modify, or send it as needed

3. Scroll through the list, locate the app you wish to control, and click Manage

Reach out to SmartPath Technologies if you experience any issues.