WHONET

Screen capture instructions

Capturing a computer screen or screen area

There are several convenient ways to capture the complete computer screen or sections of the screen.
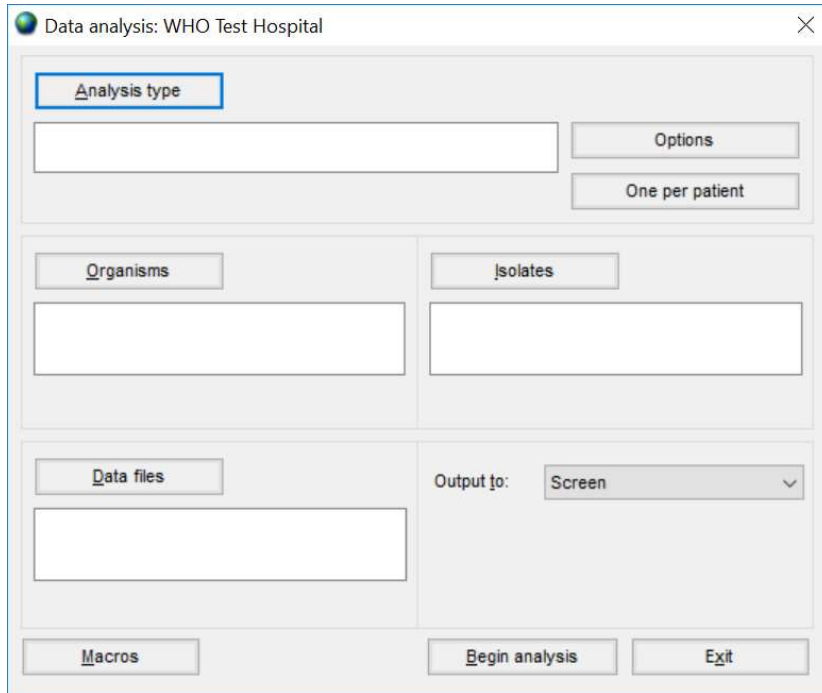
1. **PrintScreen key**.

You can use the PrintScreen key on your keyboard is to copy the complete computer screen into memory. And then you can paste the complete screen it into an email or Word document or PowerPoint presentation. Here is an example.
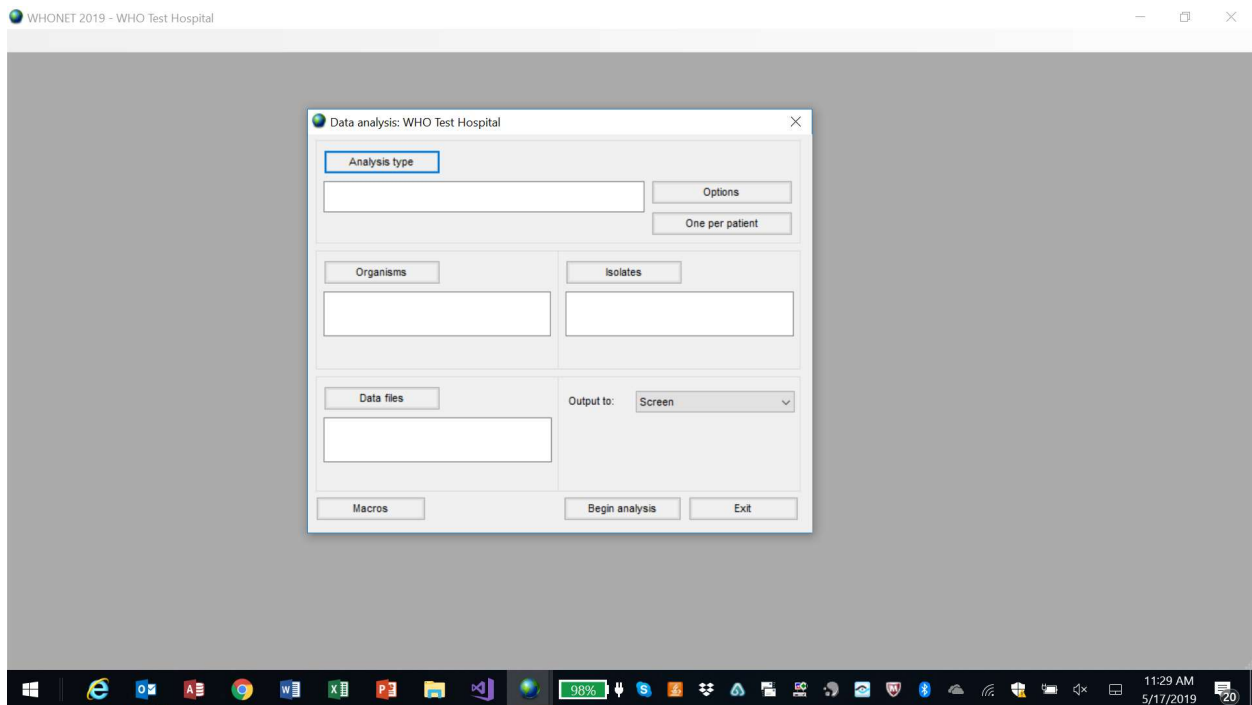
2. Alt-PrintScreen

With the PrintScreen by itself, you can copy the complete computer screen, as above. But with Alt-PrintScreen, you can copy just the "Active Window", as below. This is very convenient for making PowerPoint or Word tutorials.
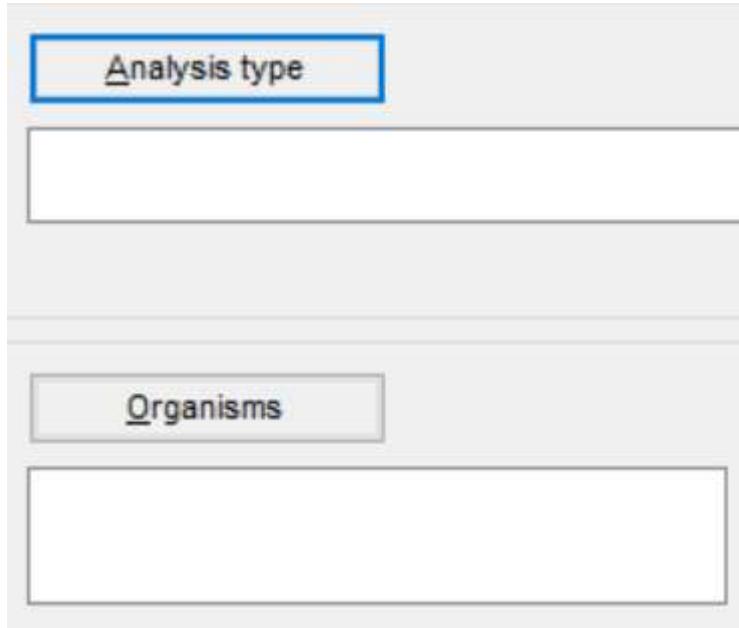
3. Windows Snipping Tool

You can use the standard Windows "Snipping Tool" for copying a small area of the screen that you select, as in the below example. This can be very useful for making teaching tutorials or PowerPoint presentations.

To find the Windows "Snipping Tool", you can use your Windows "Search" feature, as below.
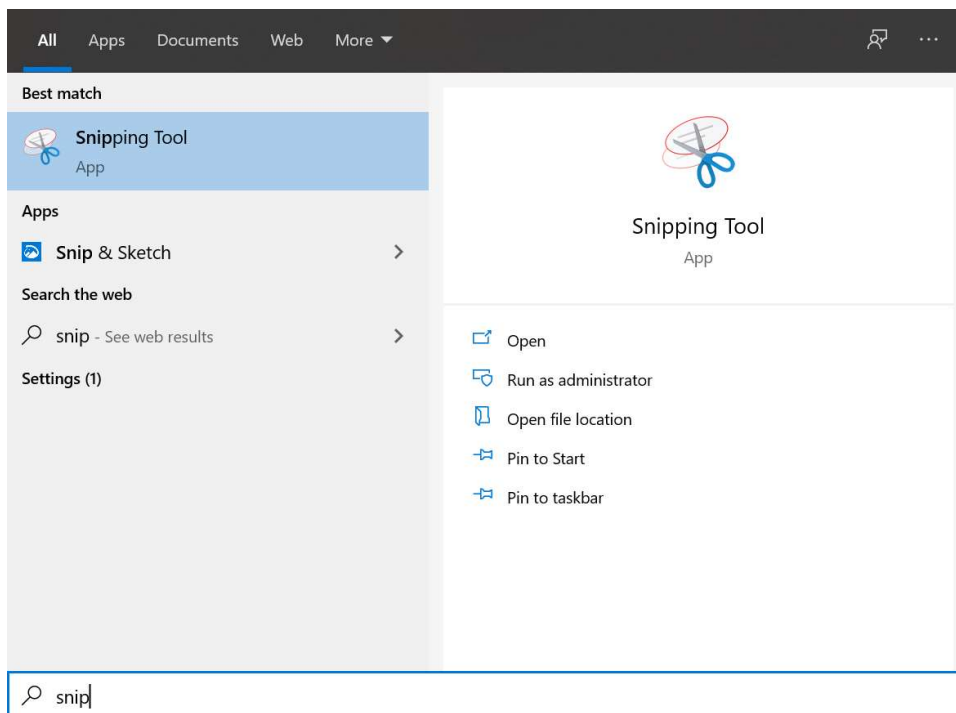
The Snipping Tool is seen below. Click on "New", and then use your mouse to select the area of the screen that you want to copy. Then you can paste this area to an email, Word, or PowerPoint document.
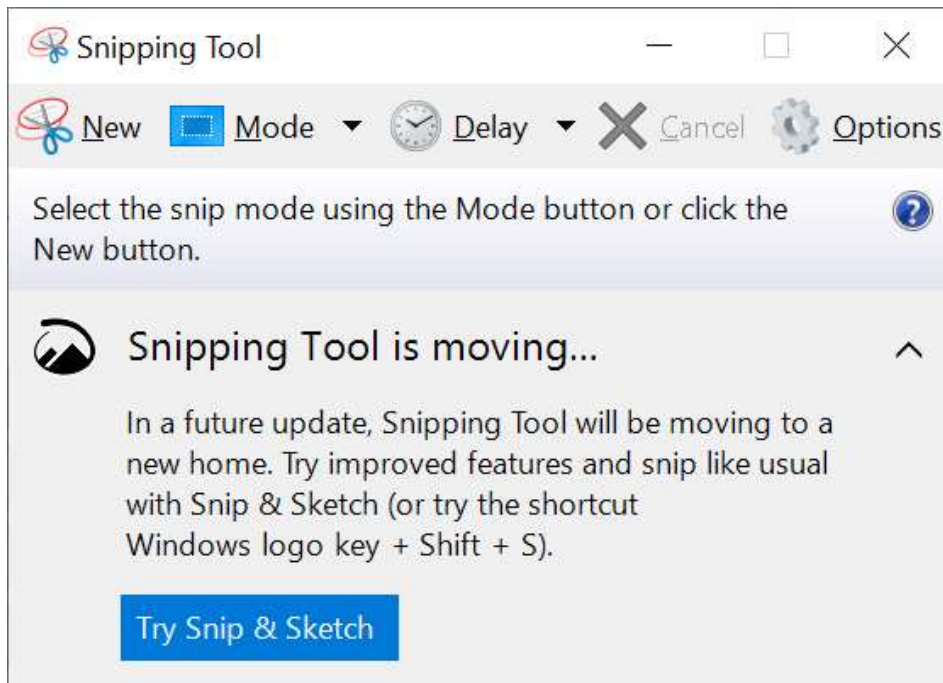
4. Windows "Snip & Sketch"

This is a newer version of the "Snipping Tool" described above. To open "Snip & Sketch", hit the "Windows" key on your keyboard and Shift-S. You will see a screen similar to the below with the "Snip & Sketch" menu at the top of the screen. You may choose to select a rectangular or non-rectangular area of the screen to copy. Then you can paste the selected area into a new email, Word, or PowerPoint document.
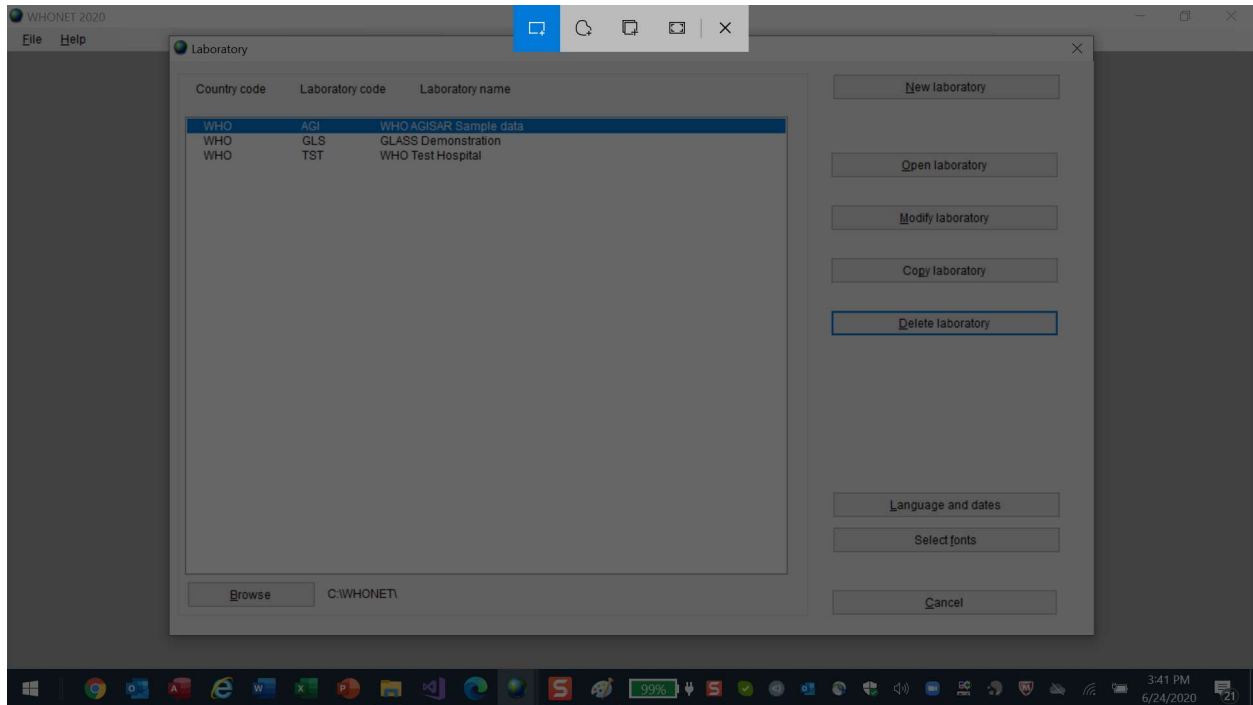
Screen capture sizes

If you create a Word document or PowerPoint presentation with a large number of screen grabs, then the resulting file can get very large. In this case, you may wish to use "Paint" or other image editors to "Resize" the image, to decrease the image resolution, or to choose a more compact file structure (like .JPG) in order to make smaller files.