

# HOW TO CAPTURE SCREENSHOTS IN WINDOWS 10

09 September 2019

## 1. To Take a Screenshot of Only One Window

- Click on the title bar of the window that you want to capture.
- Press “Alt + PrtScn”.
  - A screenshot of your currently active window will be copied to the clipboard.
- Press “Ctrl + V” to paste the window in your document/email etc.

## 2. To Take a Screenshot of your entire Screen

*This will also capture your second screen if you have one.*

- Press “Ctrl + PrtScn” or “Win Key + PrtScn”
- Open any editing program such as Paint, Paint.Net etc,
- Paste (“Ctrl + V”) your capture.
- You can now use your editing software to obtain parts of the capture by selecting the area you need to capture.

## 3. To Take a Snipshot from a part of your screen

- Press “Windows Key + Shift + S”
- Your screen will turn faded
- With your mouse select (click and draw) the part of your screen you need to snip.
  - If a window pop-up, click on Copy to Clipboard.
- You can now Paste (“Ctrl + V”) you snip in any program you want to use it.