

Tuesday TechTip:

Windows PrntScn (Print Screen) Key:

Have you ever wondered what the PrntScn (or Print Screen) key on your keyboard is for? The PrntScn key (located towards the top right side of your keyboard) captures an image of your entire screen. Similar to copying text, the screen shot is stored on the Windows clipboard and may be pasted into a desired application such as Microsoft Outlook or Word.

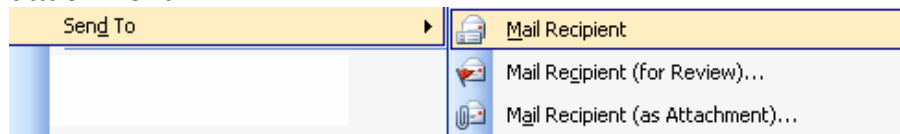
Examples of when to use PrntScn to capture a screen:

- Capture a series of windows to show how to perform a certain task
- Send an error message to TechServices
- Use in a presentation as an example

Advanced Screen Capture:

Another neat trick is to use the ALT + PrntScn (PrintScreen) key combo. Use the ALT + PrntScn to capture only an active window, such as an error message.

1. Click on the window you would like to take a screen capture of.
2. Hold the **ALT** key down and push the **PrntScn** (Print Screen) key.
 - a. Note: Upon entering this key combination you will not notice that anything happens. However, in actuality, the active window has been copied to your clipboard.
3. Open Microsoft Word.
4. Paste the screen capture into a new document by either
 - a. clicking **Edit** → **Paste**
 - b. right clicking and selecting Paste
 - c. using the shortcut key combo CTRL+V
5. Click **File** → **Send to** → **Mail Recipient (as Attachment)**. Select the *Mail Recipient* option as appropriate:
 - a. Mail Recipient: Includes the screen capture in the body of the email. Any additional text should be typed in the *Introduction* field.
 - b. Mail Recipient (for Review): Includes the screen capture as an attachment and marks the email *for Review*. Use this option sparingly.
 - c. Mail Recipient (as Attachment): Includes the screen capture as an attachment.



6. An email window will open. Enter an email address in the *To* field, a *Subject*, and any additional information in the *Body* of the message.
7. Click **Send**.