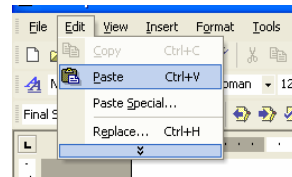# Screenprints from Windows

There are occasions when it would be nice to have a picture of your computer screen in order to document something. There is an easy way to do this.

1. If you want to show the whole computer screen, simply press the "printscreen" key. This might be marked "printscreen" or "scrprnt" or "prntscrn", depending on the brand of computer and/or keyboard. When you press that key it will appear that nothing's happening. The computer is keeping track, though – it has put that picture onto what's called the "clipboard" – actually a spot in its memory.
2. Now open up some sort of software – Word is probably the most commonly used example but it could be almost any type of Windows-based application.
3. Make sure you're on that software and "paste" the picture. This could be done any of four ways –
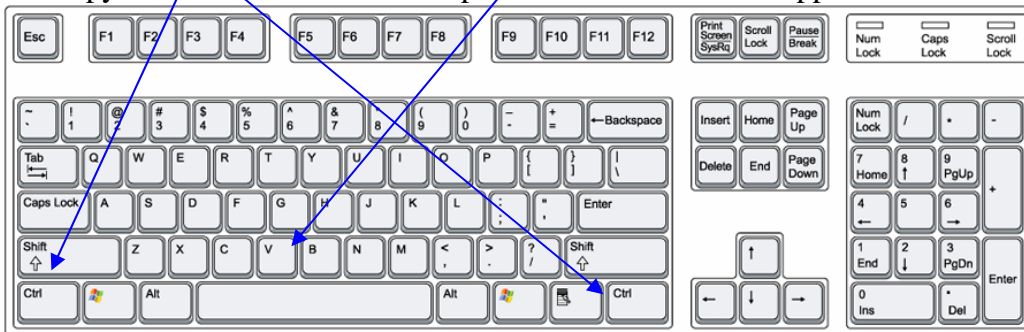
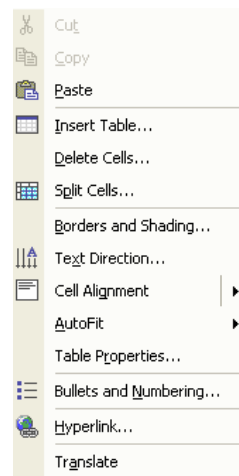   · Press the "paste" button. Depending on the software, the button may look slightly different.

   · Click on "Edit", then "Paste" on the menu line

   · Press the "Ctrl" key (either one), then "V". Note – ctrl-C is a standard "copy" and ctrl-V is a standard "paste" in most Windows applications.
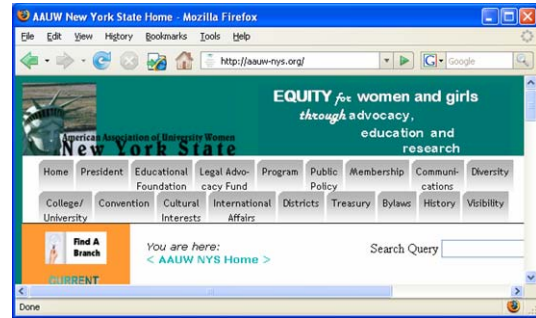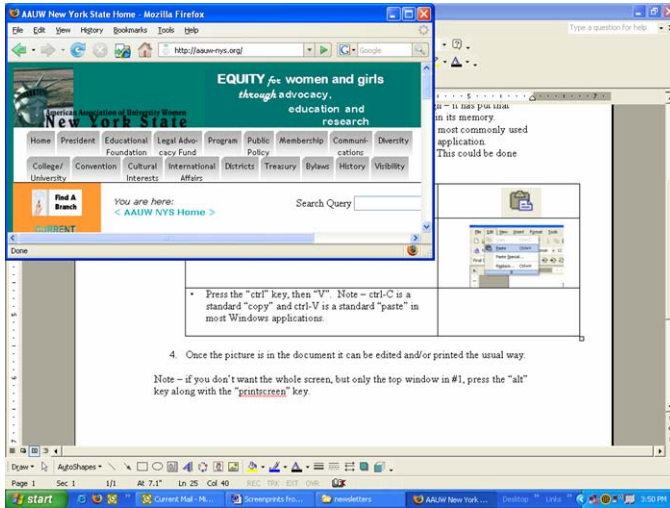
   · RIGHT-click somewhere in the document and choose the "paste option from the dropdown menu. Within most Windows applications, clicking the right button on the mouse (or the left button for you lefties who have switched the mouse buttons) will bring up a menu specific to your location.

4. Once the picture is in the document it can be edited and/or printed the usual way.

** Note – if you don't want the whole screen, but only the top window in #1, press the "alt" key along with the "printscreen" key. Example screens below - "printscreen" will bring in the whole screen (shown left) while "alt-printscreen" will only bring in the top window (shown right). However, this technique will not work if the top window has a special action which an "alt" key along with something else will activate.

One last note – you may wish to crop, resize, or change the layout of the picture. These activities may be done differently depending on the software being used.