**How to take a screenshot (picture of the computer screen)**

Taking a screenshot, or picture, of what is on your computer screen is helpful when you want someone at a distance to see what it is on your computer screen. Here are some examples:

* You are working in Moodle and suddenly see an error message like this (show a cold fusion error page). Instead of trying to copy all those letters and numbers, you can take a screenshot of the error message and send it to the technical assistance contact for Moodle so they can see exactly what went wrong.
* You want your students to go to a certain part of a website you found and want to make sure they are in the right place. You can take a screenshot of the page and send it to them so they can see what you are seeing.
* You are watching a webinar on your computer and the presenter puts up a slide with some really good information on it. Instead of trying to copy it down, you can take a screenshot of the information.

**Where are the keys I need?**

Look for this group of keys at the upper right of your keyboard. Note: The Print Screen might have been abbreviated differently on your keyboard.

 Windows: **PrtScn** **ScrLk** **Pause\_**

 Mac: **Command (⌘**)

**How do I take a screenshot?**

Press  **PrtScn** = Windows captures the entire screen and copies it to a tool in the computer called a clipboard. On some notebooks you need to hold the  **Fn\_**  and then press  **PrtScn** instead,

Mac Keys:  **Shift**  **Command (⌘**) **3**  The capture of the entire screen is saved on your desktop

**How do I take a screenshot of a single window?**

Hold down  **Alt** and press  **PrtScn** = Windows P only the currently active window and copies it to a tool in the computer called a clipboard.

**How do I take a screenshot of a specific area?**

Hold down and  **Shift** and press  **S** = Use your mouse to draw a rectangle in order to specify what to capture. Windows 10 only.

Mac Keys:  **Shift**  **Command (⌘**) **4** The capture of the entire screen is saved on your desktop

Windows Directions:

**The screenshot is on** a tool in the computer called a  **clipboard. How can I paste it into a document on my computer?**

Position your cursor in a document and hold down  **Ctrl** and press  **V** = Windows will paste the last screenshot directly into your document.

You can also use the Menu to paste 

Mac Directions:

Position your cursor in a document and hold down  **Command (⌘**) +  **V** = The last screenshot is pasted directly into your document.

Once you have pasted the screen shot into a document, you can add text if you want and save the document to your computer. When the document is saved, you can print it out, send it to someone as an email attachment, or keep it to refer to in the future.

**What is the Clipboard?**

Just think of the clipboard as an abstraction. It contains the last thing you copied to it. The Clipboard captures are stored in live memory not as files on the hard drive.

For instance, I can highlight a picture on a webpage and click COPY, that picture is now in Clipboard’s memory but not yet stored on my computer until I PASTE it somewhere and then save it as a file.

**Video how to:**

Windows: <https://www.youtube.com/watch?v=EoTpIYLBtKs>

Mac: <https://www.youtube.com/watch?v=NbB3Cm2ejkg>