

How to get a screenshot

Method 1:

Press **Print Screen** button on keyboard, near the top right of the keyboard. After pressing the key, hit CTRL+V or Right click the mouse and select paste to insert the screenshot.



Method 2:

Use this method if you have multiple monitors. This method will capture one screen but if you follow method 1, it will capture both monitors (if you have any)

Press ALT+ Print Screen

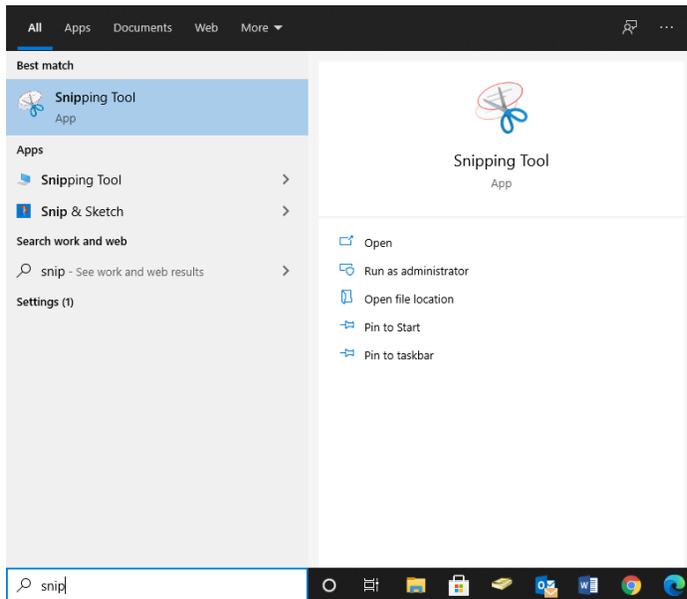
After pressing the key, hit CTRL+V or Right click the mouse and select paste to insert the screenshot.



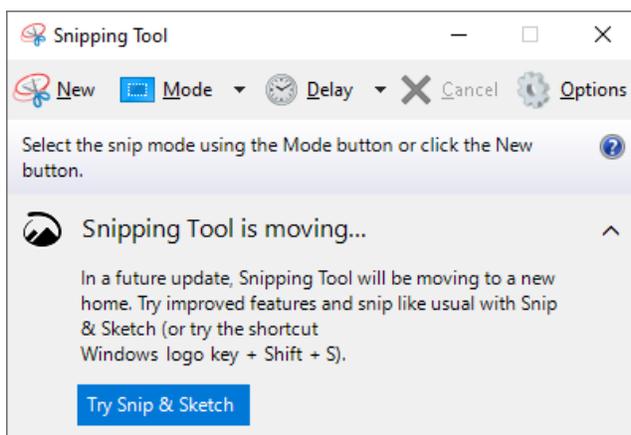
Method 3:

Snipping Tool

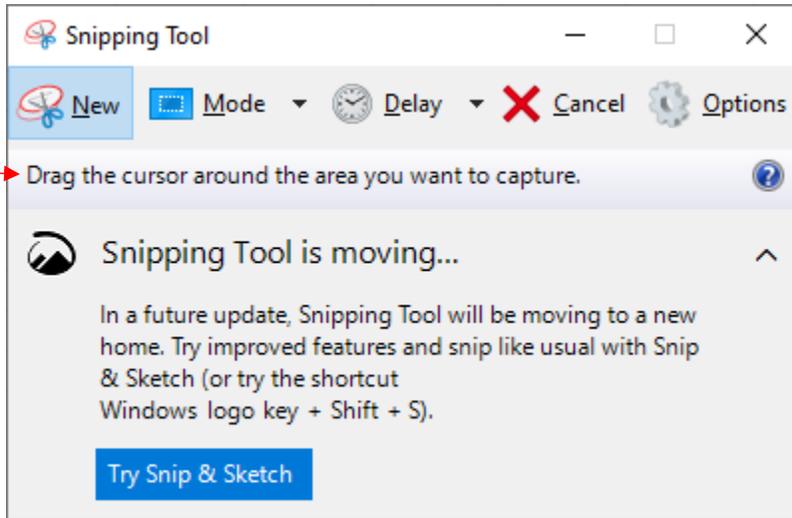
Select the **Start**, enter **snipping tool**, then select **Snipping Tool** from the results.



Select New and then it will allow to snip/screenshot what you're looking to capture.



Drag the marker on what you want to capture and then let go to get the screenshot. The screenshot will open in a new window.



CTRL + C or right click the mouse to copy. hit CTRL+V or Right click the mouse and select paste to insert the screenshot.