

TAKE A SCREENSHOT (SCREEN CAPTURE) IN WINDOWS 10

You can still use the old, reliable Print Screen button to take a shot of your current screen in Windows 10 to send to the clipboard. You can also capture just the active window by holding down the **Alt** key and pressing Print Screen. But Windows 10 has another feature so you don't even have to paste your screenshot to a document to save it.

You can automatically store the screenshots you nab by placing them in the Pictures folder. To do this, hold down the Windows key and press Print Screen. (In laptops that have an Fn key, you may have to press it as well.) After that, open the Pictures folder in This PC (Windows + E), and you'll see a subfolder called **Screenshots** with your image saved as a file named "Screenshot.png."

An even better choice is to use the Snipping Tool that was introduced in Windows Vista.

SCREEN CAPTURES VIA THE SNIPPING TOOL

Screenshots, aka screen captures, are images copied straight from your monitor's screen. Screenshots can provide an opportunity for people to better describe computer problems. If you are getting an error message, and would like to be able to explain the error to a tech, that explanation is much more effective when an image is included. It's much better and much faster than writing down the message in long-hand.

In **Windows 10**, there's a feature called the **Snipping Tool**, which will allow you to select just what you want included in your screenshot.

To find the Snipping Tool, type **snipping** while you are on the Search bar. This will cause the Snipping Tool application to appear at the top of the column. By right-clicking on the Snipping Tool app, you can pin it to either the Start Screen or the Taskbar of the Desktop, or both, for easy access.

Click on the Snipping Tool and select an area of the screen you'd like to capture. The Snipping Tool will offer you options about where and how to save the image.