Making Screen Captures in Windows

If you are using a desktop computer, press the print screen button when the screen you want to capture is open. This places a “picture” of the screen on your clipboard. You will not see anything until you put it into a document. Open or select a document, then use the CTRL+V key to paste the capture into the document.

If you want to capture just an open window rather than the whole screen, hold down the alt key when the window is open and then press the Print Screen button. Follow the same procedure to paste the screen capture into the document.

Note:
Many notebook computers have an "Fn" key that performs system level functions. Your notebook may require you to press Fn + Print Screen keys to make a screen capture. The Fn key is generally located next to the Print Screen key and both keys may be a different color than the others on the keyboard.

A Full Screen Capture on the left and a Window Capture on the right: