

This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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Taking Screenshots on Windows

How to Take a Screenshot on a Windows PC

A screenshot is a picture of your computer screen. You can use it to show someone what's on your screen, save information, or help solve problems.

Here are easy ways to take a screenshot:

1. Screenshot of the Whole Screen

Press PrtScn (Print Screen).

- This copies the whole screen.
- Open Paint or Word, then **press** Ctrl + V to paste.

If you have two screens, it captures both.

2. Screenshot of the Current Window

Press Alt + PrtScn.

- This copies just the window you are using.
- Paste it in Paint or Word with Ctrl + V.

3. Screenshot of Part of the Screen

Press Windows + Shift + S.

- The screen will go dark.
- Use your mouse to draw a box around what you want.
- It's copied to the clipboard. Paste with Ctrl + V.

4. Save a Screenshot Automatically

Press Windows + PrtScn.

- The screen will flash.
 - The screenshot is saved in your **Pictures > Screenshots** folder.
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5. Capture Just One Monitor (if you have two)

Windows doesn't have a shortcut for this, but you can:

- Move the window you want to the monitor you want.
- Press Alt + PrtScn to copy that window only.

Or use apps like **Greenshot** or **Lightshot**.

6. Use Snipping Tool or Snip & Sketch

- Click Start and search for **Snipping Tool** or **Snip & Sketch**.
 - Or press Windows + Shift + S.
 - Pick the shape or area you want. You can edit and save the image.
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7. Extra Tips

- Save as **PNG** for best quality or **JPEG** for smaller file size.
- Edit using **Paint**, **Paint 3D**, or free apps like **GIMP**.
- Use **OneDrive** or **Google Drive** to save your screenshots online.
- Learn shortcuts – they make it faster!

Made with the help and support of [Inclusive Bytes CIC](#)

