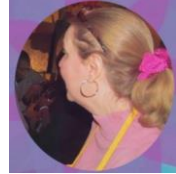


**From:** dopmannouncement  
**Sent:** Friday, February 10, 2017 6:47 PM  
**To:** DOPM All Users  
**Subject:** Computer Tip of the Week -- 3 easy ways to do Screen Shots

## 3 easy ways to do Screen Shots

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk Triage  
and Computer Tech in MT-  
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### SITUATION:

I want to do a “Screen Shot”, i.e., take a picture of my computer screen.  
The reason for that is I want to email it to someone, or include it in a document, or have it as the base image for a graphic I’m creating.

### SOLUTION:

Here some ways to capture images off your screen:

- To copy the **WHOLE** screen: Press [[Print Screen](#)] button which may be abbreviated [[PrtScn](#)].
  - (When you do this, it doesn’t appear that anything is happening.)
- A variation of the above is: [[Alt](#)]+[[Print Screen](#)]
  - That will copy only the **ACTIVE** Window
- To copy **ANY PART** of the screen: Use the Snipping Tool.
  - Here is a quick 2-minute [tutorial](#).



Then of course you can paste it any way you prefer, such as by [Ctrl]+[V] into an email message or Word document or Paint, for example.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>