

From: dopmannouncement

Sent: Thursday, February 01, 2018 9:27 AM

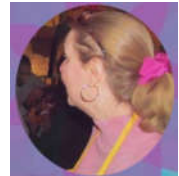
To: DOPM All Users <DOPMAllUsers@uabmc.edu>

Subject: Computer Tip of the Week -- 3 easy ways to do Screen Shots

3 easy ways to do Screen Shots

(This is an **encore** Tip of the Week. Re-sending it because it's potentially so useful to so many people.)

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and
Computer Tech in MT-403



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 are 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

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