

FAMILIARISE YOURSELF WITH ... Print Screen / Snip & Sketch

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Being able to create images to insert in documents and emails can be a useful skill to have for evidence and record purposes.



Print Screen

Depending on your hardware, you may use the **Windows Logo Key** (Start button)



+ **Print Screen**



(sometimes

shortened to PrtScrn) button as a shortcut for print screen.

If your device does not have the PrtScrn button, you may use **Fn + Windows logo key** (Start button) + **Space Bar** to take a screenshot, which can then be printed.



Screenshots on a Laptop/PC device

If your device does not have the PrtScrn button, you may use Function (Fn) + Windows logo key/ Start button + Space Bar to take a screenshot, which can then be printed.

To locate your screenshots, open File Explorer from the taskbar. On the side navigation pane, select the Pictures folder, and select Screenshots.

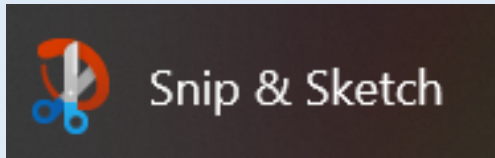


Snipping Tool

On Windows machines, the Snipping tool (available from Microsoft Store [here](#) if not already installed), can be used to select portions of information on a screen to insert or save as a separate image file.

In Snipping tool, you can **save** the image as a file by clicking the floppy disc, **copy** to insert into your document by clicking the two identical papers icon or **add as an attachment** in an email via Outlook. There are also annotation tools to edit the image before exporting or to open in Paint 3D to edit further.





Snip & Sketch

Snip & Sketch is very similar to Snipping Tool with a larger range of annotation tools if needed and cropping tool to cut down the image after it has been taken.

The **Save** and **Copy** functions are available as well as the **Share** icon with is the page corner with the arrow pointing to the right.

The three dots (...) open other options such as opening in other software, printing or other setting options.

Snip & Sketch



New

