

CS 104 - Screen Capture / Print Screen Overview

Using the print screen key to perform a screen capture in Windows is a simple & often useful skill. For instance, you might use it to copy an error message to help troubleshoot a problem, capture an application screen when designing a tutorial or to visually record something for future reference.

The basics are described on page WIN 40 of the New Perspectives Office 2007 text. The method described in the text is used to capture the entire screen. Pressing **Alt + Print Screen** will modify this technique such that it only captures the active window or dialog box (all the other steps remain the same as those described in the text). This may save you time since you no longer have to crop the image. Unfortunately, the **Alt + Print Screen** method won't always work as pressing Alt can interrupt certain operations.