

TAKING SCREENSHOTS

DIGITAL CONTENT CREATION > 3.2 INTEGRATING AND RE-ELABORATING DIGITAL CONTENT

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Facilitators	N/A	Level 2	Background information	Protected by United States and international copyright and trademark laws	English

This resource explains how to take screenshots on a computer screen or mobile device.

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General Objective Skillset building

Preparation time for facilitator less than 1 hour

Competence area 3 - Digital content creation

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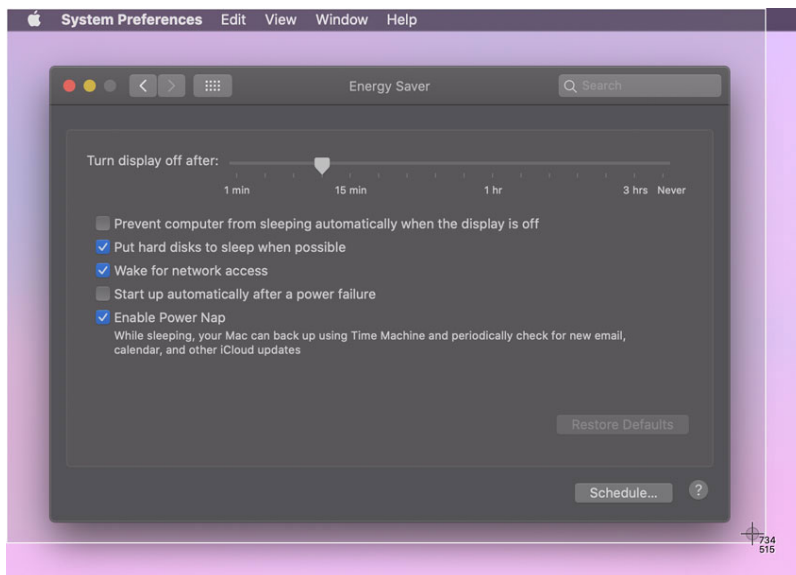
Resource originally created in English

WORKSHOP DIRECTIONS

1 Introduction

There may be times when you want to explain or show something that's happening on your **computer screen** or **mobile device**. Knowing how to take a **screenshot**—or a **picture** of the screen—can be handy in a variety of ways, like:

- When you'd like to capture an error message to show tech support
- If you're on the phone with someone who needs help finding something on his or her computer, you can send a screenshot of your computer to show that person what to look for
- If you'd like to save the confirmation number of a purchase rather than printing it or writing it down



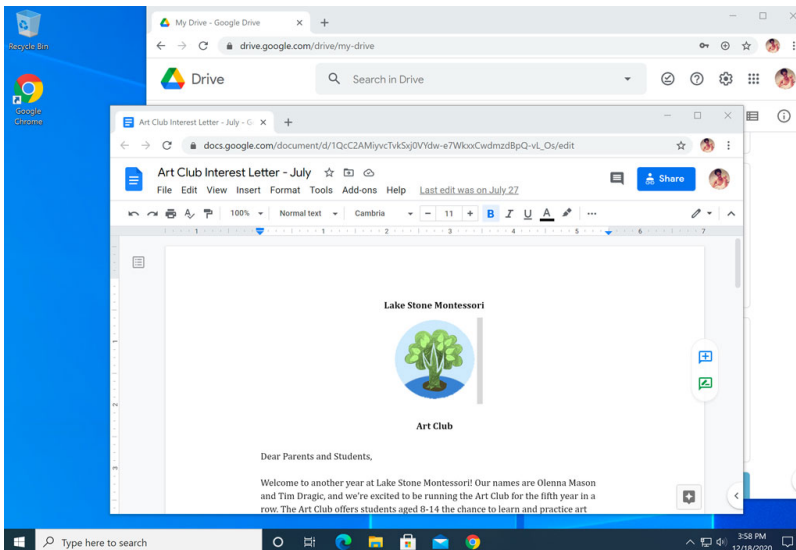
Screenshots are captured by using **keyboard shortcuts** or a **screenshot application**. There are a few screenshot options available, depending on how much of the screen you want to capture. You can choose to take a screenshot of the **entire screen**, the **active window**, or **part of the screen**. In this lesson, we'll share how to take screenshots for **Windows** and **macOS** computers, as well as for **mobile devices**.

2 Taking screenshots in Windows

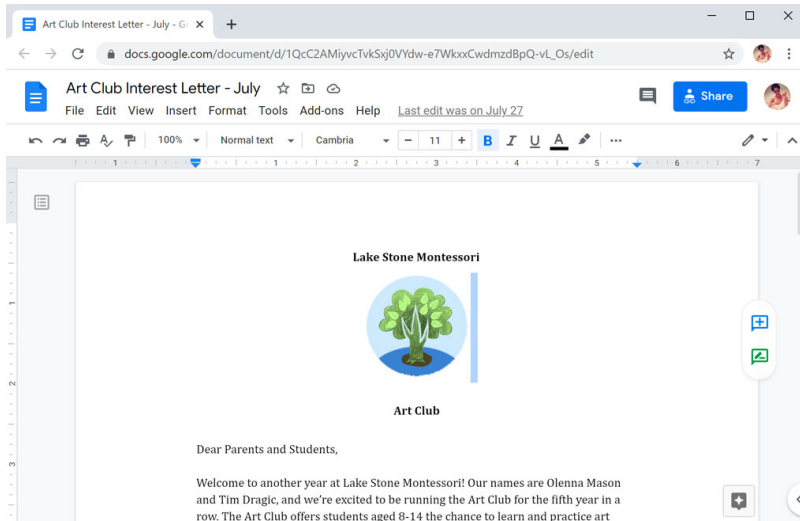
When taking a screenshot in Windows, you'll use the **Print Scrn** key in your keyboard shortcuts. The image will **copy** to the **clipboard**. It's important to note that only **one image at a time** can be copied to the clipboard.



- **Print Scrn:** This copies the entire screen.



- **Alt+Print Scrn:** This copies the active window or dialog box.



Once you've taken a screenshot, you can use the keyboard shortcut **Ctrl+V** to **paste** it into applications like Microsoft Word, Google Docs, Paint, and Photoshop. You can then **edit** and **save** the image.

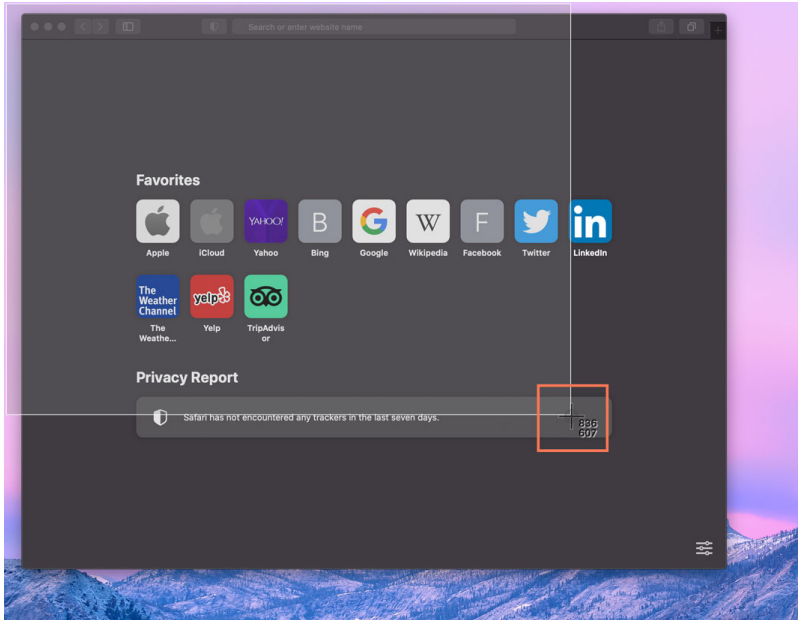
3 Taking screenshots in macOS

When taking screenshots in macOS, these keyboard shortcuts will automatically **save** the picture to your **desktop** as an image file.

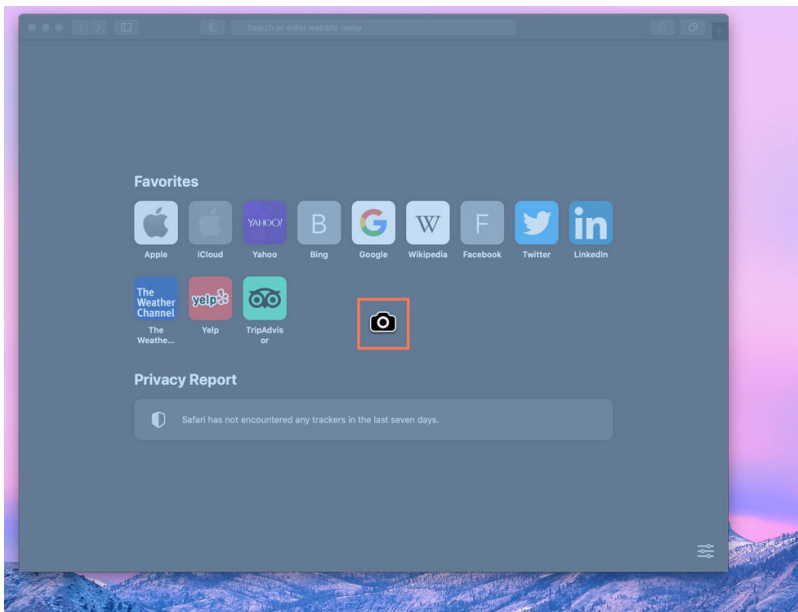
- **Shift+Command+3**: This takes a screenshot of the entire screen.
- **Shift+Command+4**: The mouse changes into a **crosshair** icon.

Using the **Shift+Command+4** shortcut, you can then choose from two options:

- Click and drag the **crosshair** to take a screenshot of part of the screen.

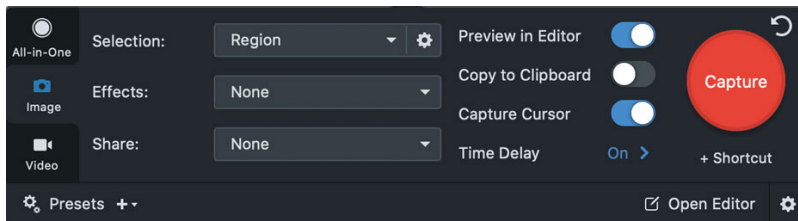


- Press the space bar. The mouse changes into a **camera** icon. Then click on a window to take a screenshot of that window.



4 Screenshot apps

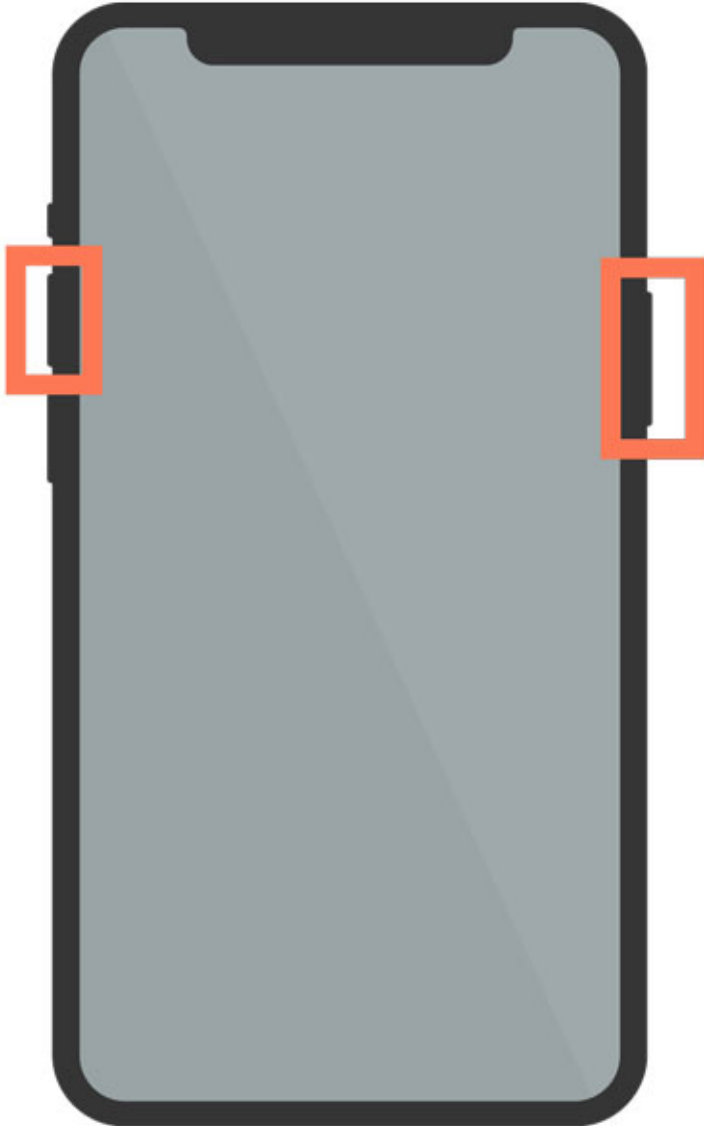
An alternative to using keyboard shortcuts is to use a built-in screenshot app, such as the [Snipping Tool](#) in Windows or the [Screenshot](#) app in macOS (previous versions use the [Grab](#) app instead). If you'd like additional options like the ability to **edit** your images or **add callouts**, you can download an app like [Snagit](#) or [Skitch](#). Snagit and Skitch also feature a **time delay** setting for capturing an action, like opening a menu.



If you're interested in creating screen recordings (screencasts), you can download one of these apps: [ActivePresenter](#) (Windows) or [TechSmith Capture](#) (macOS).

5 Taking screenshots on mobile devices

- To take a screenshot on newer Apple mobile devices, all you have to do is press the **Volume up** button and the **Sleep/wake** button at the same time. This will take a photo of what's on your screen, and the image will save to your camera roll (in the Photos app). If you have an older iPhone, you will hold the **Home** button and the **Sleep/wake** button at the same time.



- To take a screenshot on most Android mobile devices, just press the **Volume Down** button and the **Power** button at the same time. This will take a picture of your screen, and the image will save

to your gallery.

