

How to take a screenshot



Print

A screenshot (also sometimes called a 'screen grab', 'screen dump' or 'capture') is a bit like taking a photograph of whatever is currently on your screen, which could be a website, a window or just the desktop. The image can then be pasted into a word-processed document.

This guide is for Word 2010 but any similar program can be used.

You'll need:

- a computer with Microsoft Word installed.

Follow these step-by-step instructions to take a screenshot and place it in a Word document

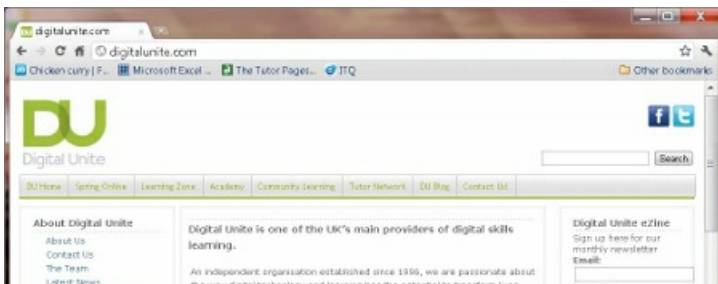
Step 1: Unless you're taking a screenshot of just your desktop, make sure that the window you want to include in your screenshot is open.

Step 2: Press the 'Print screen' key: **Prt Sc** or **PrtScn**. This is usually on the top row of the keyboard. When you press this, you'll be taking a screenshot of the desktop. On some laptop keyboards, if the Prt Sc text is on the top line of a button, you will need to press and hold the **Shift** key and then press **Prt Sc**.

Step 3: Immediately open a new Word document and click the 'Paste' icon, or hold down **Ctrl** on the keyboard and press **V**. Your screenshot will now appear as an image in your document.



Step 4: You can also take a screenshot of just the active window. To do this, hold down **Alt** while you press **Prt Sc** or **PrtScn**.



We use cookies on this site to enhance your user experience

By clicking any link on this page you are giving your consent for us to set cookies. [More info](#)

OK, I agree

No, thanks

Step 5: You can resize your screenshot. Click on it and a frame will appear around the outside with small 'handles' on the corners and sides. You can change the size of the image by dragging on one or more of these handles with your mouse, making sure that the left mouse button is pressed down.



Step 6: Your screenshot can be treated the same as any other inserted image. When you click on it, two new 'picture tools' tabs will appear in the 'ribbon'. These give you a number of formatting options, such as cropping and special effects.



Fiona Syrett is a Digital Unite tutor.

Next steps

[How to copy and paste text](#)

[How to print a document](#)

[How to save a document](#)

[10 top tips for computer beginners](#)

Search guides

Search

Remote Digital Championing!

Guides covering some tips and techniques for providing remote support to learners, an increasingly important service in times of social isolation.

Find out more

Free how-to guides for your website

Why not add our award-winning and extensive range of digital skills guides to your website?

[Find out more](#)

Start a Digital Champion movement!

Could your workplace do with developing its digital skills? With funded membership opportunities currently available, now is the perfect time for organisations to join our Digital Champions Network.

[Find out more](#)

Subscribe to our newsletter

Join our mailing list to receive the latest news, offers and expert insights from our team.

First name

Last name

Email address

[Submit](#)