

Use the Print Screen Key on the Keyboard to open Screen Snipping

1. Open **Settings** by clicking the Start button.
2. Choose **Ease of Access**.
3. Once the page opens, in the left-hand column, scroll down to **Keyboard**, and click on it.
4. On the right-hand side, scroll down to the section labeled: **Print Screen shortcut**.
5. Under that, turn ON **Use the PrtScn button to open screen snipping**.
6. Restart your computer.
7. Now, if you have something on the screen you wish to save, hit the **PrntScrn** button.
8. When you do, the screen will dim and a small box will open at the top.
9. To perform a snipping, drag the box over the area you wish to capture.
10. It is immediately captured and placed in the Clipboard for pasting into any document.
11. The box shown at the right, has four icons and an X.

- The first icon (currently in green) is the rectangle selection tool.
 - Drag a rectangular box around the desired area.
- The second icon is a freehand selection tool.
 - Drag the mouse pointer around the area desired to be captured.
 - A free-form image is captured.
- The third icon captures an entire window.
 - Hover over the window on the desktop you wish to capture.
 - That window undims.
 - Click on that window to capture it.
- The fourth icon captures the entire screen (same as PrintScreen always did).
- The "X" closes the snipping tool.
 - As does hitting the ESC (escape) key.

