

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
Name of author	GCFGlobal.org
Resource originally created in	English



WORKSHOP DIRECTIONS

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**.



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.





Screenshot apps

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

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If you're interested in creating screen recordings (screencasts), you can download one of these apps: <u>ActivePresenter</u> (Windows) or <u>TechSmith Capture</u> (macOS).

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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.

