

How to Take a Screen Shot with a Windows Computer



Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.



What is a Screen Shot?

It's a way of capturing whatever is currently displayed on your monitor. Screen shots are helpful when you want to demonstrate something that is difficult to explain in words.



Windows and Snipping Tool

1. Click on start menu and type snipping into the search box.
2. When you see Snipping Tool show up, click on it to start the app. ((Note – as the snipping tool opens it makes an assumption that you are ready to begin the screen capture. This is why your screen dims.))



3. If you are ready to begin, take your cursor to top of area to be captured.
 - a. Now press and hold the mouse button to highlight the area you want to capture. This area turns darker and is surrounded by a red border.
 - b. Release the mouse button then the area you want to capture has been highlighted.



4. If you happy with the screen shot press the save icon.
5. Save As screen appears and automatically goes to Picture Library. Here you can choose to open a new folder within Pictures or save it within Picture Library.



6. Make sure you name the file and select the type,
(The defaults are displayed.)

7. You can now click Save.

You've just completed taking a screen shot and saving it to your computer. Now it's available to put into a Word document, an email, etc.



Please use one of the following resources if you should need additional assistance.

- ❖ *Jamestown – AT Computer Lab or Library*
- ❖ *High Point – Library*
- ❖ *Greensboro – Library*
- ❖ *Aviation – see Student Services Representative*
- ❖ *Cameron – Library or see Student Services Representative*

- If seeking help in person, at any of these locations, you must present a photo id and/or your student number
- If seeking help via phone your student ID number is used to verify identity.

Contact the AT Computer Lab @

Telephone: (336) 334-4822 ext
50226, 50387 or 50346

Email: computer_lab@gtcc.edu



Thanks for viewing this tutorial.
We have other videos that may help
your adjustment to GTCC.

Visit us @
supportservices.gtcc.edu/at-lab

