

Redditch U3A Computer Users Group - The Windows 'Print Screen' Function

What does 'Print Screen' do for me?

It makes a full copy of the computer screen as you see it at the instant you request it by pressing the 'PrtScn' key. The image is saved temporarily in the Windows clipboard. The PrtScn key is usually placed next to the Function Keys. The function may not work properly for video files being shown on the screen at the time.

What can I do then?

You can load the saved graphic image for later print-out or incorporation (just as you would a photo) into some other document via your favorite graphics program, Photoshop, Paint, Word etc. Use the paste function to insert the graphic saved on the clipboard into your document.

Why can this be useful?

Although some files and pictures you show on the screen can be saved with the usual file/save options, there are lots of occasions when no 'save document' option is offered. Or you may want to save a message temporarily arising on the screen (e.g. an error message) which was never intended to be saved. Or you may want to produce a document (such as this one) showing what a particular screen looks like at a certain point.

An Example

I'll press the PrntScn key now and save the generate graphic onto the next page of this presentation.

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An Example

I'll press the PrntScn key now