General
How to take a screenshot

Windows

Using the Snip & Sketch app

Press the **Start** button and enter **Snip & Sketch** in the search field. Press the **New** button to start snipping with the snipping bar. The snipping bar allows you to capture the following types of snips:

Rectangular snip. Drag the cursor around an object to form a rectangle. **Free-form snip**. Draw a free-form shape around an object.

Full-screen snip. Capture the entire screen. Once you snip an area of your screen — the snipped image is added to your clipboard and you can paste it immediately in another app. A screen prompt will also allow you to annotate, save or share it using the Snip & Sketch app.

Using the Print Screen key

If your keyboard has a **PrtScn** key, you may be able to use that to take a screenshot of the screen.

While the **PrtScn** key already captures your full screen and sends it to your clipboard, opening the snipping bar provides you with more snipping tools you can use for precise snipping. For better control of your screen capturing options, you can opt to have your PrtScn key open the new snipping bar instead of having to type **Windows logo key + Shift + S.**

To turn on the new snipping feature keyboard shortcut Select **Start > Settings > Ease of Access > Keyboard**

Using the Windows+Shift+S shortcut

Pressing the S key + Windows logo + Shift keys down initiates the snipping bar at any time.

Source: https://support.microsoft.com/en-ca/help/4488540/how-to-take-and-annotate-screenshots-on-windows-10

Mac

To take a screenshot of the whole screen, press **Shift+Cmd+3**.

To take a screenshot of only part of the screen, press **Shift+Cmd+4** and select the rectangle of the screen you want to include.

Source: https://support.apple.com/en-ca/HT201361

Linux

General

If your keyboard has a **PrtScn** key, you may be able to use that to take a screenshot of the screen.

If not, there is likely a utility included with your distro that enables taking screenshots. The specific application may vary from distro to distro.

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