

3 ways to create screenshots on the laptop

In this guide you will be introduced to three very simple ways of capturing your current laptop screen in a digital photo - in other words, how to make a screenshot.

1. The first option would be to use the **print screen** button on the laptop. Depending on your laptop, this key is usually located next to the F12 key on the top row of keys on your laptop. It is labelled *Print* or *Print Screen* (on a QWERTZ keyboard it might be called *Druck*. Sometimes it is abbreviated as *PrtSc*). Perhaps its keys have a double function, and the Print function is under a different function. Just take a closer look at the key row.

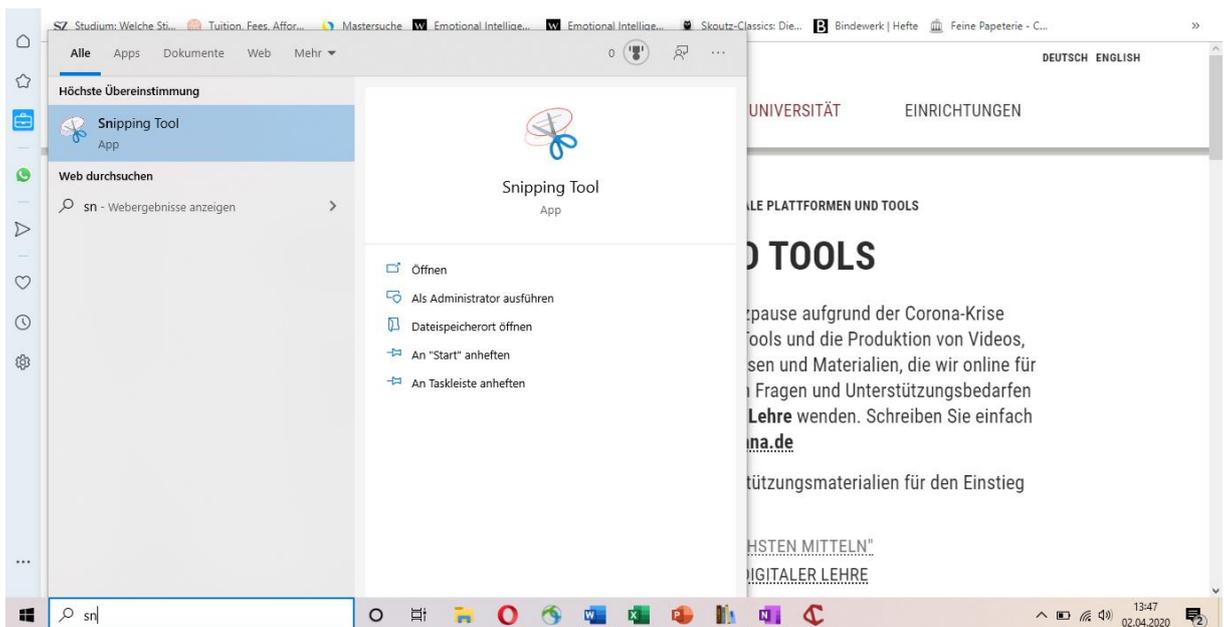
By pressing this button once, you create an image of your current screen, which is stored in your clipboard. This means that you can paste this image into your Word document, PowerPoint, or other program by pressing CTRL and the letter V key.

If your pushbutton has two functions (just like other function keys such as F1, F2, and so on), you must press *Fn* and *Print* to take a picture.

If you are using a laptop with a *Windows* key, the key combination *Windows* key and *Print* allows you to take a picture of your current screen.

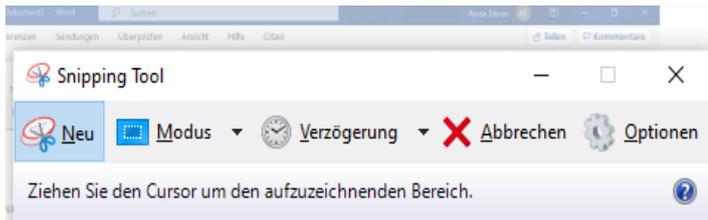
2. The second option is to use the **snipping tool**, which is automatically installed on most laptops. The snipping tool can also take a picture of your entire screen, but additionally there is the possibility to capture only certain areas digitally or to edit the screenshots.

Use the search function of your device (Windows has the search bar in the lower left corner of the screen, Apple users can simply use the Finder) and search for "Snipping Tool". Often the first few letters are sufficient and the app will be suggested to you.

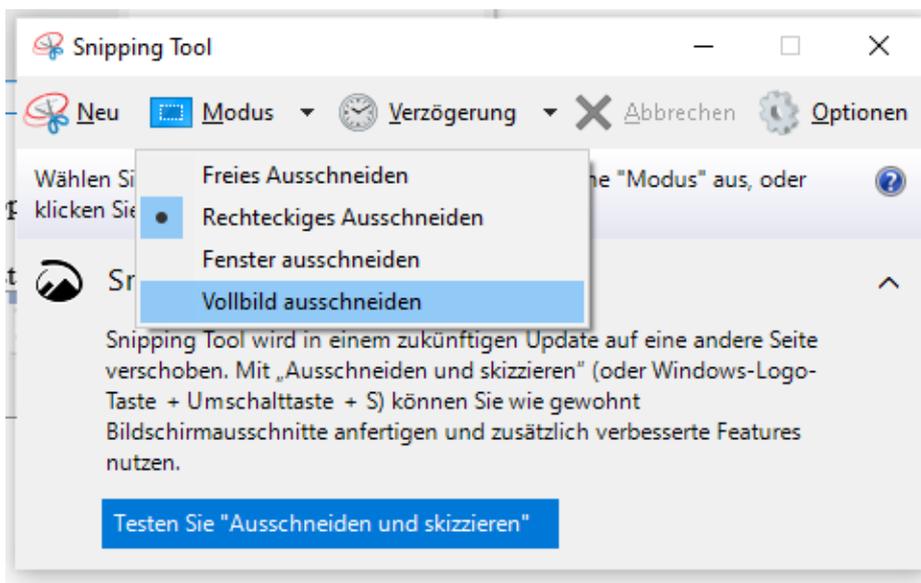


Open the app.

In the upper bar you will find the functions *New*, *Mode*, *Delay*, *Cancel* and *Options*.



You are welcome to experiment with *Delay* or *Options*, but only the first two functions will be introduced here. In the *Mode* section, you can decide what type of screenshot you would like to take: You can capture the entire image (full screen) or just a window, work with a movable rectangle or create a freehand screenshot. Then use the *New* section to create it. If you only want to capture a specific area of your screen, we recommend that you keep the *Rectangular Crop* setting.



You can then select a specific area of the open page using the Rectangle tool:



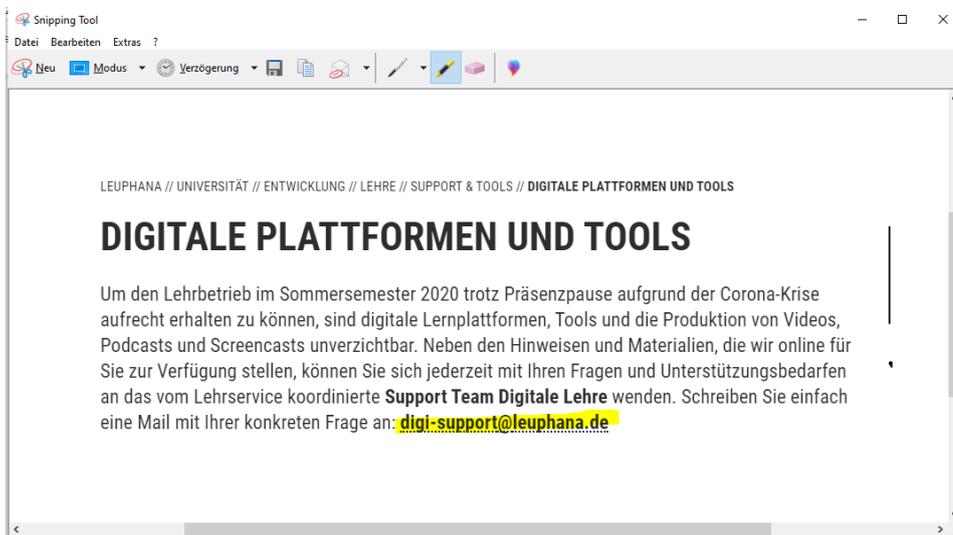
As soon as you release the mouse button you just used to define the area to be copied, your screenshot will be created. Sample screenshot:

LEUPHANA // UNIVERSITÄT // ENTWICKLUNG // LEHRE // SUPPORT & TOOLS // DIGITALE PLATTFORMEN UND TOOLS

DIGITALE PLATTFORMEN UND TOOLS

Um den Lehrbetrieb im Sommersemester 2020 trotz Präsenzpause aufgrund der Corona-Krise aufrecht erhalten zu können, sind digitale Lernplattformen, Tools und die Produktion von Videos, Podcasts und Screencasts unverzichtbar. Neben den Hinweisen und Materialien, die wir online für Sie zur Verfügung stellen, können Sie sich jederzeit mit Ihren Fragen und Unterstützungsbedarfen an das vom Lehrservice koordinierte **Support Team Digitale Lehre** wenden. Schreiben Sie einfach eine Mail mit Ihrer konkreten Frage an: digi-support@leuphana.de

However, you have the option to edit it further. You can use the *pencil* function and take notes or annotations freehand. You can use the *marker* function next to it to highlight text passages. The exclamation mark and the marker on the mail address in this example were created this way. You can delete errors with the *eraser*. If you are satisfied with your screenshot, you can *save* it (the icon to the right of the Delay icon), *copy* it (to the right of Save) or *send* it directly via your mail program (to the right of Copy).

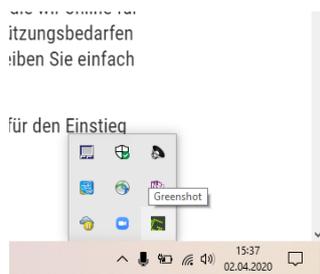


If you want to organize your screenshots on your laptop, the *Save* option is recommendable. However, if you want to paste them into other files, it is sufficient to copy the screenshot and then paste it into your document using CTRL and V.

3. The third option is to use an external tool: You can download a suitable screenshot program from the following Internet address: <https://getgreenshot.org>

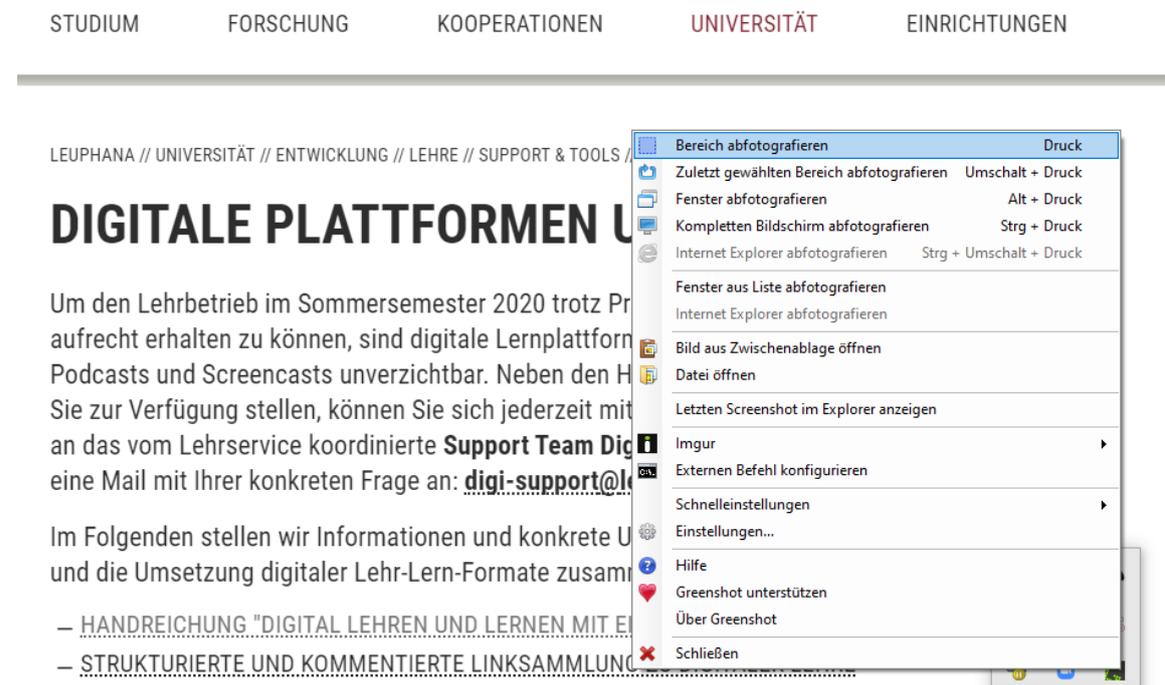
Install the program by following the instructions on your laptop.

Once the program is installed, it will run in the background. If you have an area that you would like to capture as an image, go to the icon in the bottom bar of your laptop, which allows you to *show hidden icons*. This is a small arrow pointing upwards in Windows. You can also drag the small Greenshot icon from the *Hidden Icons* section and drop it into your list of icons.



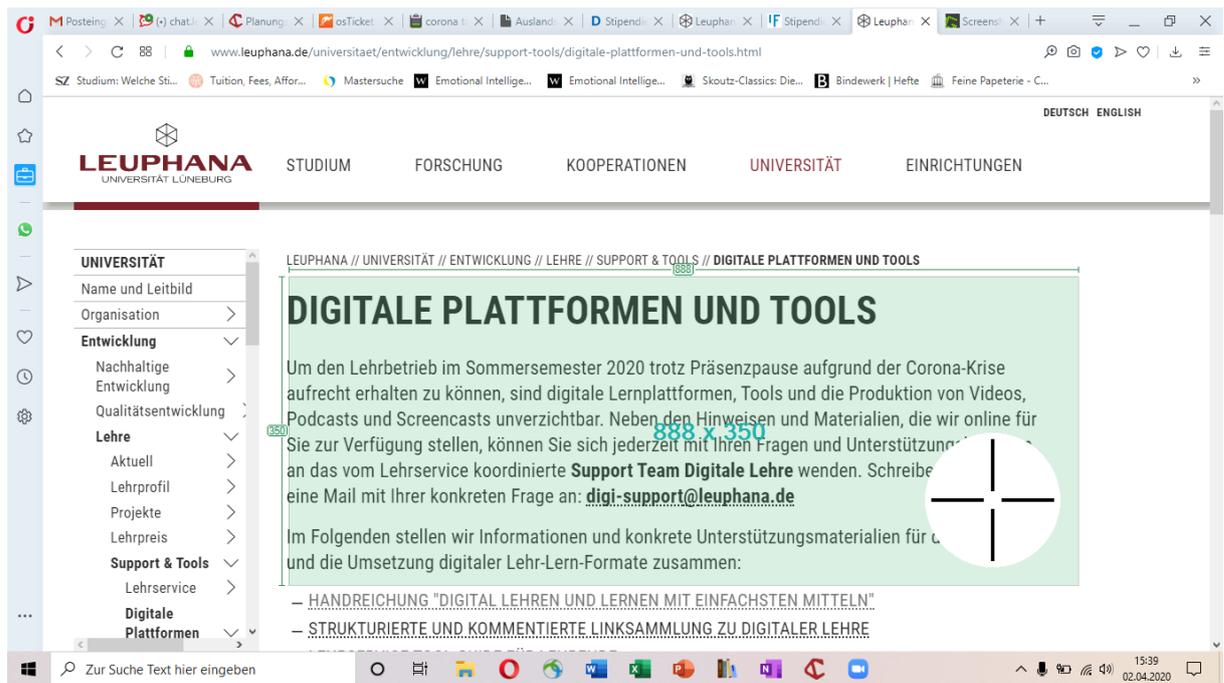
Click once on the Greenshot button.

A pull-down menu will now open, from which you can select your desired action.



You could simply photograph your entire screen or capture a single area. Just click on *take photograph of area* to select the desired area. You can also view your recent screenshots or edit your settings.

By dragging your pressed mouse button, you can configure the area to be copied:



As soon as you release the mouse button, a new menu opens where you can define how you want to proceed with the area you have just selected.

You can now either save the screenshot as a file, copy it to your clipboard and then paste it into your open document or program, edit it and print it.



These were three ways to take, edit and save screenshots. If you have any further questions, please contact our support team at the e-mail address: digi-support@leuphana.de.