

Screen Captures

Many of the articles and slideshows I create include graphics. Some I download from [clipart.com](https://www.clipart.com), which is a subscription service. But there are many times I need to add an image from my screen, such as part of a webpage or maybe an application menu or dialog box, and these require a “screen capture.”

Fortunately, both Windows and macOS come with screen capture apps. You can copy your entire screen or just a portion, store the image in the computer’s clipboard, and then paste it into a document, email, slideshow, notes, and so on. You can also edit the image, change its size, crop out parts you don’t want, add labels, and even do minor touch-ups. And you can save the image as a file for future use.

Windows Snipping Tool

Windows 10 and 11 provide a Snipping Tool for screen captures that you’ll find in the list of applications that pops up when you click the Start icon.

When you run the application, you can then press **SHIFT + WINDOWS KEY + S**, which changes the cursor to a plus-sign that you drag diagonally to frame out the area on your screen that you want to copy. When you release your mouse, Windows saves the image to your clipboard. You can also crop the image and add text, and then save it to a folder.

macOS Screen Capture

If you have a Mac computer, press **SHIFT + COMMAND + 4**. The cursor changes to a plus sign that you drag to define the area you want to capture. You can then edit the picture before you save it to a file.

Third-Party Screen Capture Apps

There are many third-party screen capture apps. Some are free, but my favorite is Snagit. It’s \$63 and offers a vast array of editing and special effects features. For example, you can remove inner portions of your picture, add shadows and jagged edges to simulate ripped paper (see image at right), and remove the background. Snagit can also edit saved images and change image formats (e.g., convert a .png to a .tiff, etc.).

Copyrights

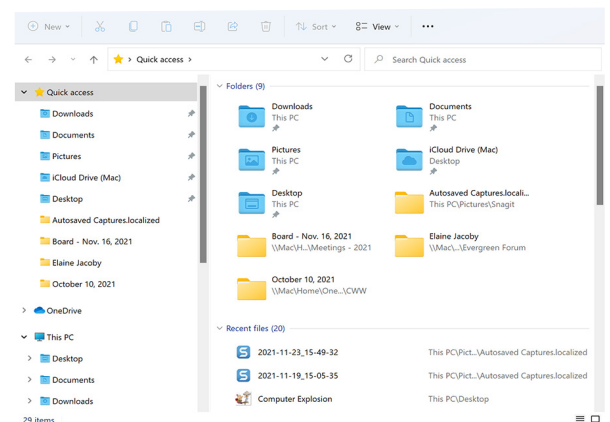
Some images you want to capture from the internet might be copyrighted. Most of the things I capture are Windows or macOS folders and dialog boxes from my computer, diagrams I created on PowerPoint, or clipart that I pay for. If you see a picture on the internet you want to copy, check the website’s copyright policy. And if you’re unsure, then don’t copy it.

Need Help?

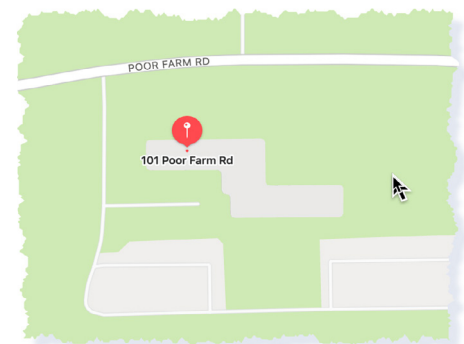
If you need help using screen capture tools, just fill out our handy-dandy online form. Go to the PSRC website, click the Tech Resources webpage and fill out the Tech Request Form at princetonsenior.org/psrc-tech-resources/.



Image from Clipart.com



I used the Windows Snipping Tool to capture this image of Windows Explorer.



I used Snagit to capture a map of our new office building and add an edge effect. ©Apple Maps