



How to Take Screenshots on Windows 11 While Impediment Download Functionality is Being Developed

Windows 11 makes capturing your screen easier than ever. Get to know these screenshot taking methods and save important information to your PC in a moment's notice.

How to screen snip on Windows 11

Using the Snipping Tool is one of the easiest ways to take a screenshot. If you've taken screenshots using Windows before, you're probably familiar with the Snipping Tool. This version of the tool combines the original Snipping Tool with the Snip & Sketch Tool. Follow these instructions to open the Snipping Tool and get started:

1. Press **Windows logo key+Shift+S** to open the Snipping Tool directly.
2. After entering the keyboard shortcut, you'll see a box at the top of your computer.
3. Choose between the following screenshot options: (from left to right) rectangular selection, freehand selection, window, or full-screen capture.
4. Pick the rectangular selection or use freehand selection to highlight a designated screenshot area for an active window or your full screen.
5. Look for a thumbnail image of your selection at the lower-right-hand corner of your screen after capturing your screenshot.
6. The Snipping Tool copies your screenshot directly to your clipboard, so you can paste (**CTRL+V**) your image into another app if needed.

It will produce this:

Date	Hours	Status	Activity	Shift Type
Wednesday 1/22/2025	0 Hrs	✓	Attending Simulation Stage Training	Not In Cru
Thursday 1/23/2025	0 Hrs	✓	Attending Simulation Stage Training	Not In Cru
Friday 1/24/2025	0 Hrs	✓	Attending Simulation Stage Training	Not In Cru
Saturday 1/25/2025	0 Hrs	✓	Attending Simulation Stage Training	Not In Cru



How to take a screenshot using the Print Screen key

Take a screenshot the old-fashioned way with the Print Screen key. The Print Screen key is at the top-right corner of most keyboards, and usually says **Print Screen**, **PrtSc**, **PrtScn**, or **PrntScrn**.

How to capture your working screen

Capture a screenshot from an active window, or the window you're currently working in, by following these steps:

1. Select the window you want to screenshot.
2. Press **ALT+Print Screen**.
3. Paste (**CTRL+V**) into an Office program or app of your choice.

How to capture your entire screen

Follow these steps to copy the entire image on your screen:

1. Position everything you want to copy to your liking.
2. Press **Print Screen**.
3. Paste (**CTRL+V**) into an Office program or app of your choice.

How to save your screenshot as an image file

Take these steps to save your screenshot directly to your desktop as an image file in Windows 11:

1. Press **Windows+Print Screen**.
2. Find your screenshot in a PNG format by navigating to **Pictures > Screenshots** in your directory.