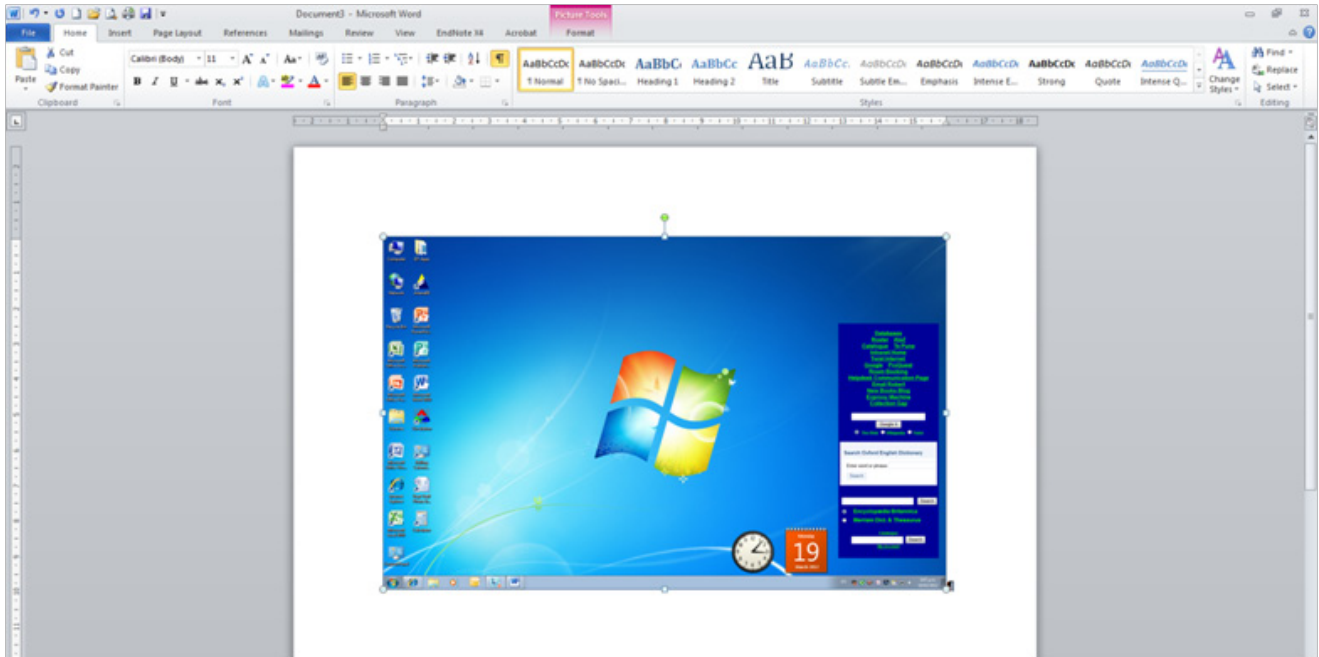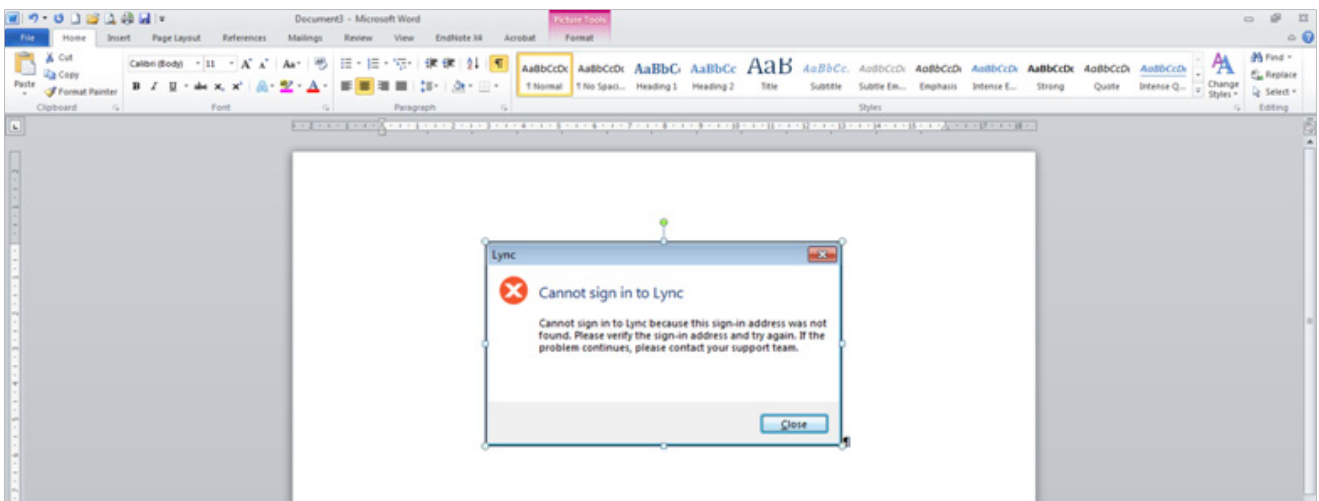# Working with Images
Capturing Screen Snapshots

1. To capture the entire screen click anywhere once

2. Press the Print Screen (PrtScn) key << Paste (Ctrl + V) into your document

1. To capture a window (not the entire screen), e.g. an error message or dialogue box

2. Press both the Alt and PrtScn keys << Paste (Ctrl + V) into your document

NB: The PrtScn key can be in different places depending on the type of keyboard, usually it is located above the Insert key.

Want more information?

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