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How to take a screenshot?

Here are step-by-step instructions for taking a screenshot on Windows and macOS

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There are 3 ways to take a screenshot in Windows:

|| Using Print Screen (PrtScn)

|| Using Snipping Tool

|| Using Snip & Sketch (Windows 10 and later)

Windows –
Using Print Screen (PrtScn)

// To capture the entire screen, press the "PrtScn" key.

// To capture only the active window, press "Alt + PrtScn".

// The screenshot is copied to the clipboard. You can paste it into an image editing program like Paint and save it.

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Windows –
Using Snipping Tool

|| Search for "Snipping Tool" in the Start menu and open it.

|| Click "New" and select the area of the screen you want to capture.

|| Once captured, you can annotate or save the screenshot.

Windows –
Using Snip & Sketch
(Windows 10 and later)

// Press "Win + Shift + S" to open Snip & Sketch.

// Select the area you want to capture.

// The screenshot is copied to the clipboard. You can paste it into an image editing program and save it.

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There are 3 ways to take a screenshot in macOS:

|| Using Keyboard Shortcuts

|| Using Grab Utility

|| Using Preview App

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macOS –
Using Keyboard Shortcuts

|| To capture the entire screen, press "Command + Shift + 3".

|| To capture a selected portion of the screen, press "Command + Shift + 4", then drag to select the area.

|| By default, the screenshot is saved to the desktop.

macOS –
Using Grab Utility

// Open "Finder" > "Applications" > "Utilities" > "Grab".

// In the Grab menu, select "Capture" and choose the type of screenshot you want.

// You can choose to capture the whole screen, a selected window, or a portion of the screen.

macOS –
Using Preview App

//   Open the "Preview" app.

//   In the 'Viewer' app, open the PDF file or image you want to take a snapshot of.

//   "Take Screenshot" and choose the type of screenshot you want.

       You can capture the entire screen, a window, or a selected portion of the screen.