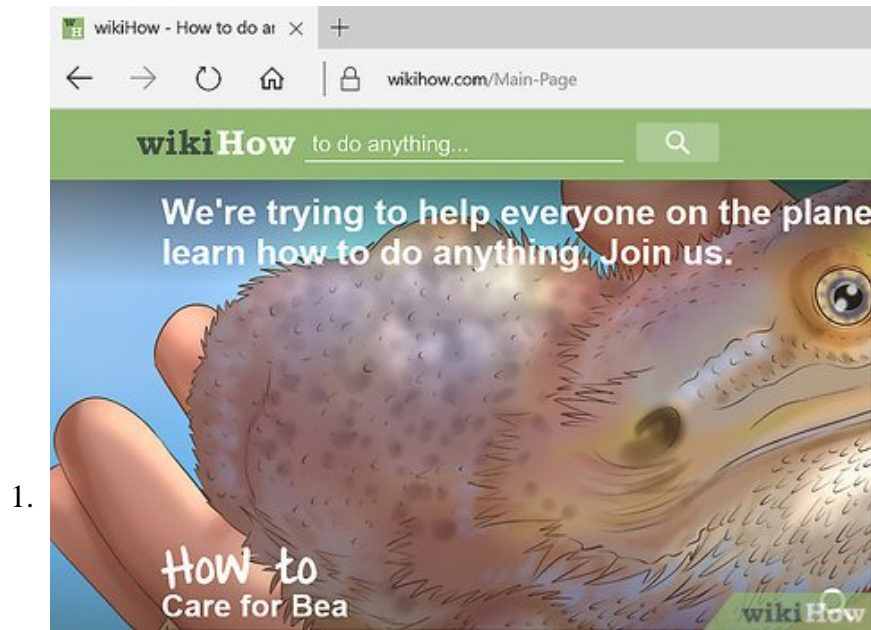


# How to Take a Screenshot on a Dell

This wikiHow teaches you how to take and save a photo of your screen on a Dell computer. Navigate to a page on which you wish to take a screenshot. Anything that's on your screen (other than your mouse cursor) will be captured when you...

Method 1 of 3:

## Using Windows 8 and 10



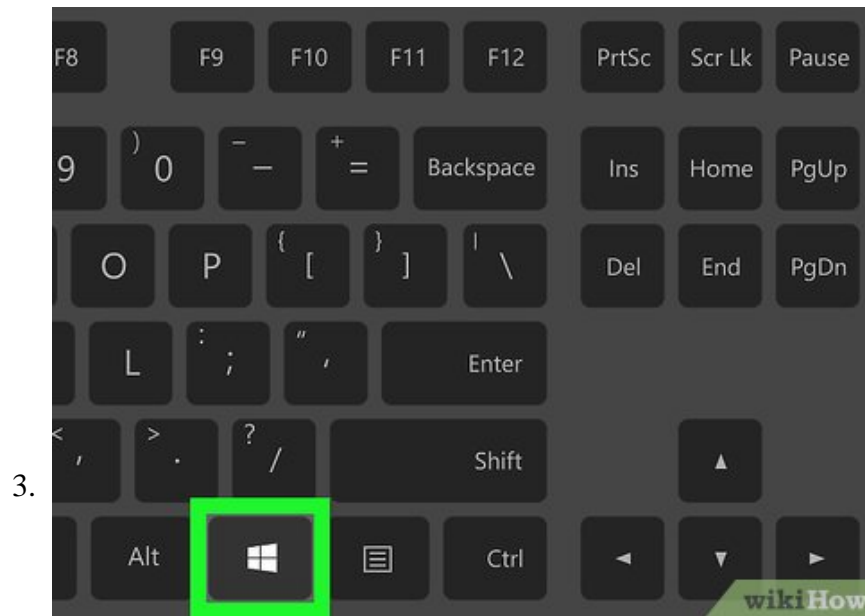
**Navigate to a page on which you wish to take a screenshot.** Anything that's on your screen (other than your mouse cursor) will be captured when you take your screenshot, taskbar included.

1. For example, you might open a Facebook conversation you had with a friend.?

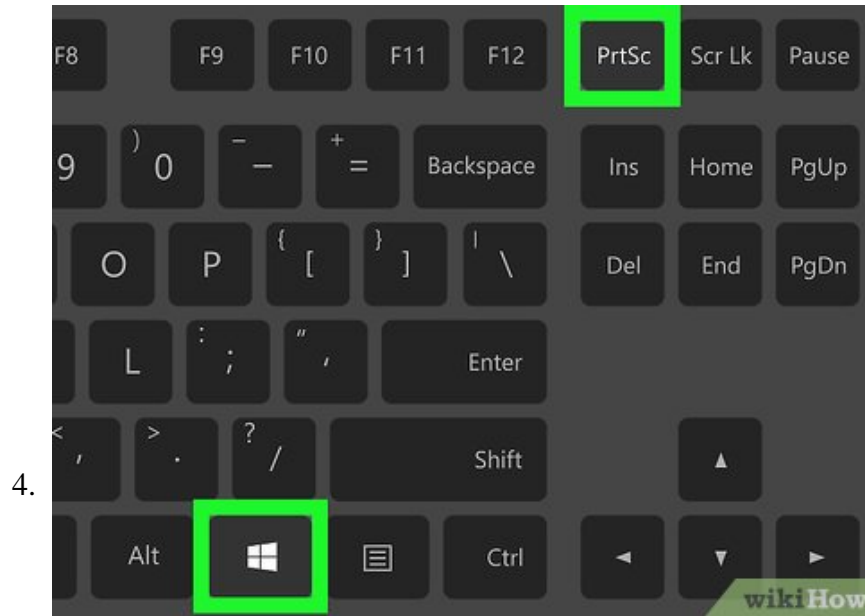


**Locate the ? PrtScr key.** The "Print Screen" key is typically found in the upper-right side of Dell keyboards. Unlike other computer manufacturers' keyboards, the "Print Screen" key usually doesn't have anything else written on it.

1. The "Print Screen" key may be written a number of different ways, but "PrtSc" and "Prnt Scr" are the two most common variations.

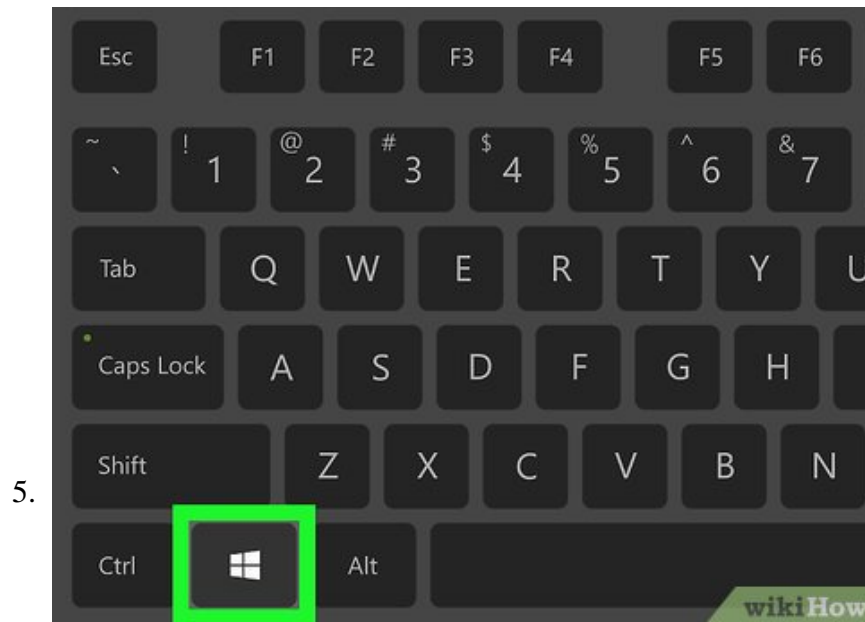


**Locate the ? Win key.** This key, which has the Windows logo on it, is typically in the bottom-left corner of any Windows computer.

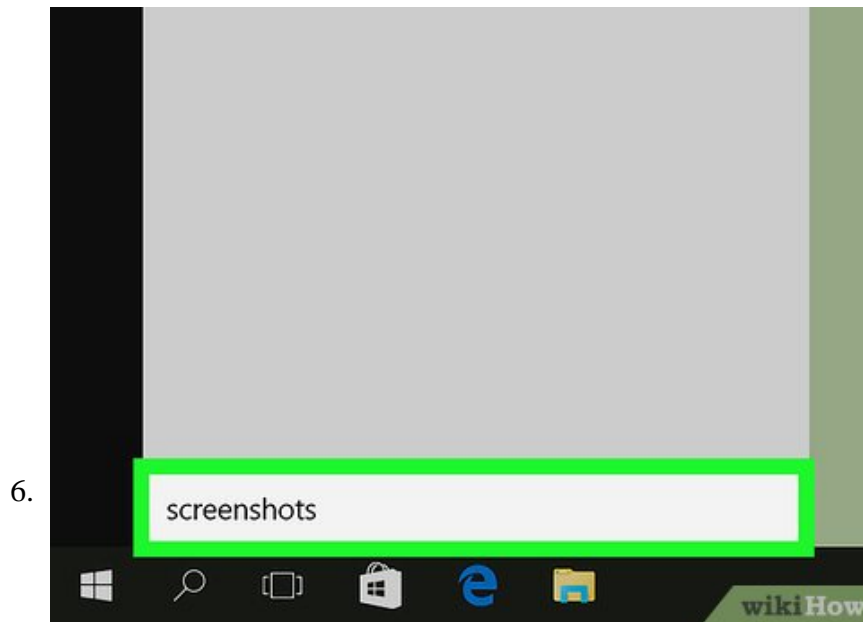


**Press ? Win and ? PrtScr simultaneously.** Your screen should dim briefly, indicating that your screenshot was taken.

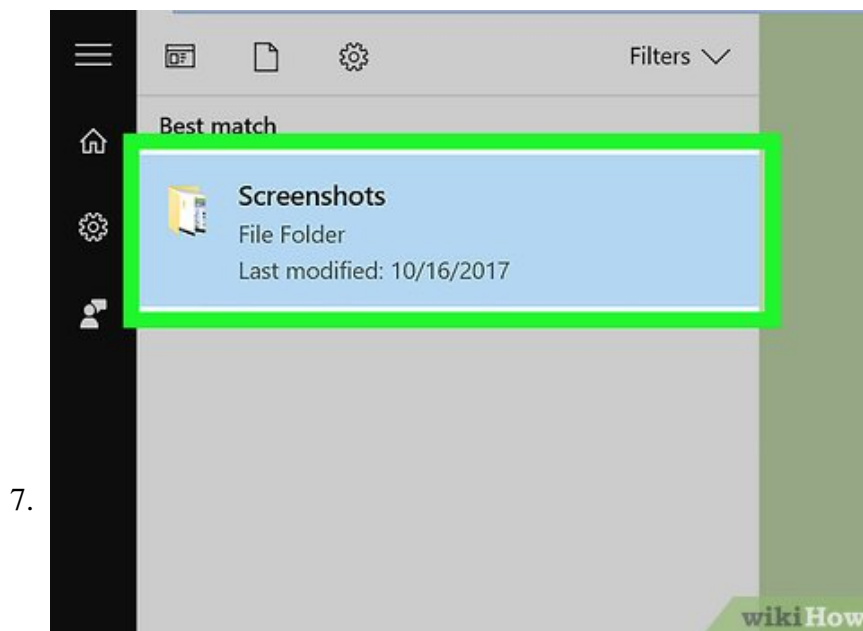
1. If the screen doesn't dim, try holding down ? Win and firmly pressing down on the ? PrtScr key.



**Open the Start menu.** To do so, either press the ? Win key or click the Windows logo in the bottom-left corner of the screen. The Start menu will open with your mouse cursor in the "Search" field.



Type **screenshots** into Start. You'll see a folder entitled "Screenshots" appear at the top of the Start window.

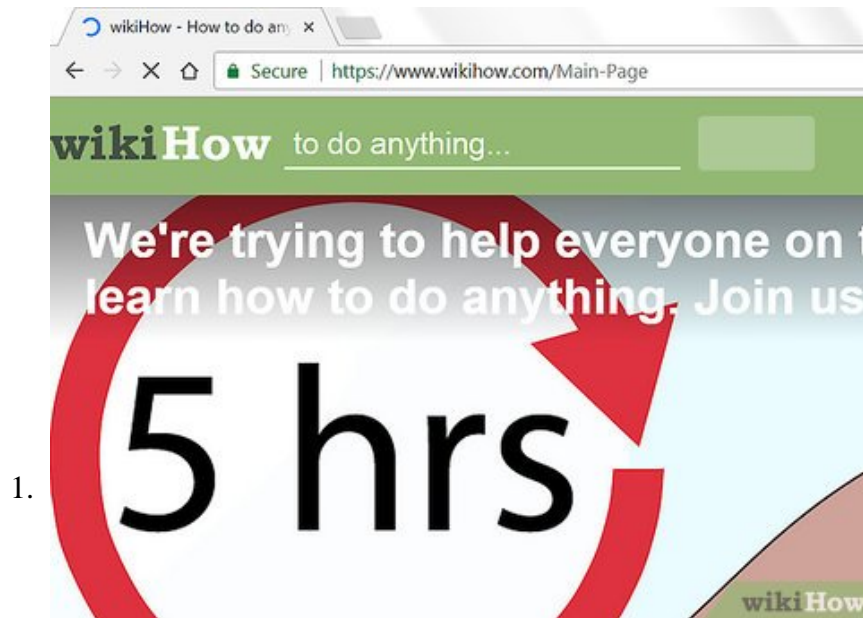


**Click the Screenshots folder.** Doing so will open it; you'll be able to find your screenshot inside.

1. The Screenshots folder is created in your Pictures folder after you take your first screenshot.

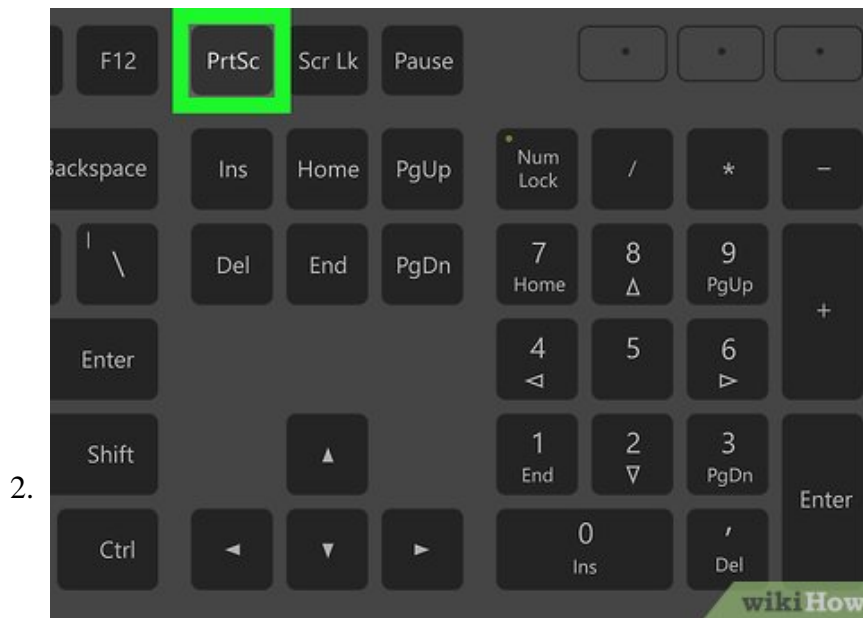
Method 2 of 3:

**Using Windows XP, Vista, and 7**



**Navigate to a page on which you wish to take a screenshot.** Anything that's on your screen (other than your mouse cursor) will be captured when you take your screenshot, taskbar included.

1. For example, you might open a Facebook conversation you had with a friend.?



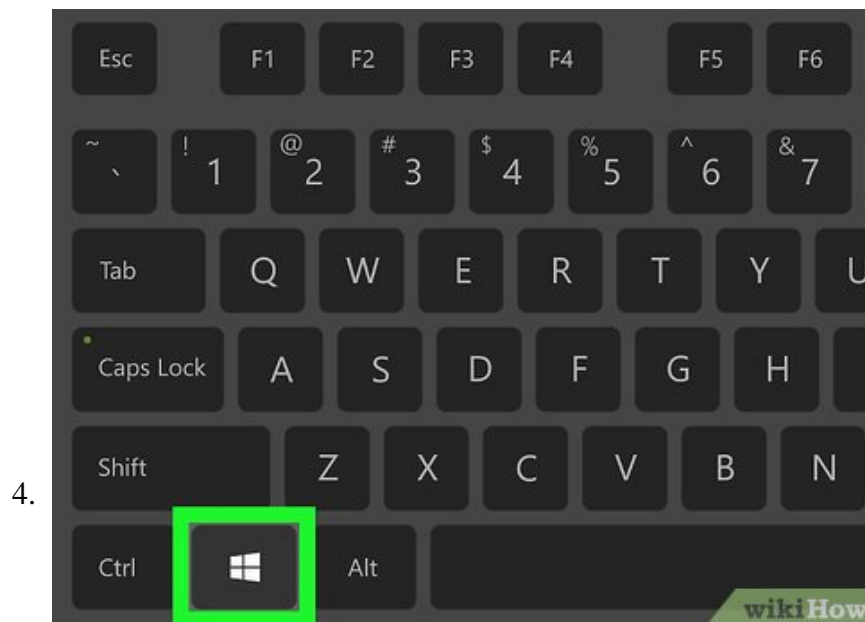
**Locate the ? PrtScr key.** The "Print Screen" key is typically found in the upper-right side of Dell keyboards. Unlike other computer manufacturers' keyboards, the "Print Screen" key usually doesn't have anything else written on it.

1. The "Print Screen" key may be written a number of different ways, but "PrtSc" and "Prnt Scr" are the two most common variations.

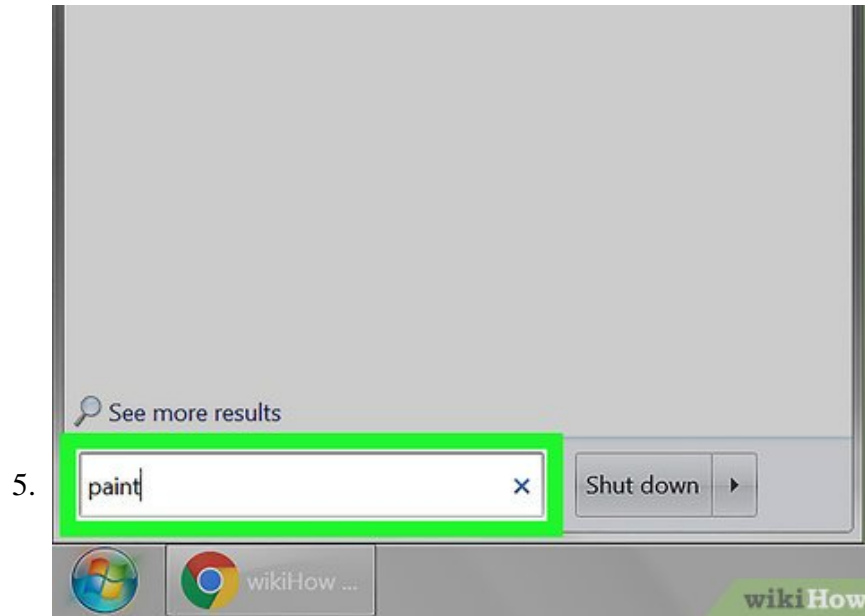


**Press ? PrtScr**. Doing so will copy an image of your screen onto your computer's clipboard, from which you can paste it into an application that will allow you to save it as a picture.

1. Some Dell keyboards have "PrtSc" written in a different color than the regular key color (e.g., white). If so, you'll need to press **Fn** in the left corner of the keyboard while pressing ? PrtScr.

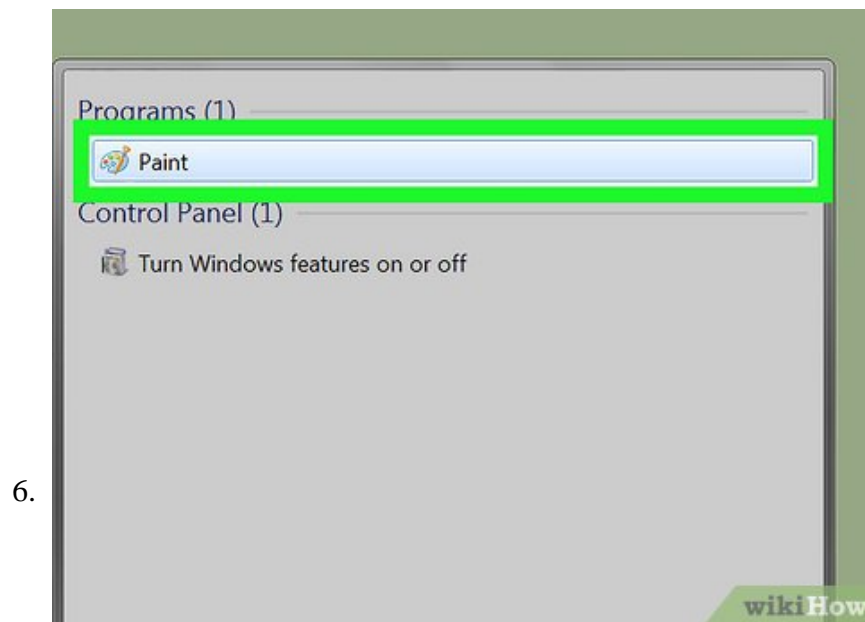


**Open the Start menu.** You can do this by clicking either the Windows icon (Windows Vista and 7) or **Start** (Windows XP) in the bottom-left corner of the screen, or you can press the ? Win key.

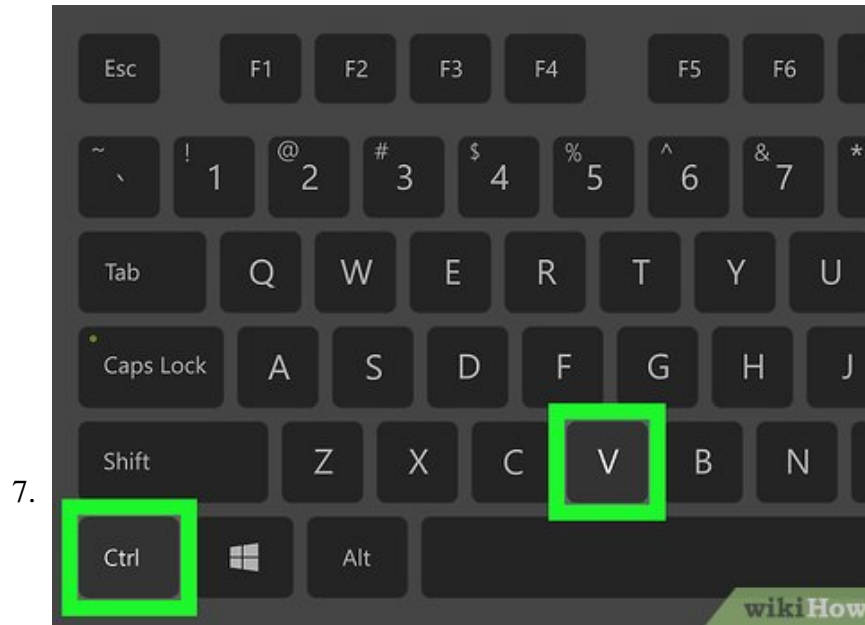


**Type `paint` into the Start menu.** You should see the Paint application pop up at the top of the Start menu's window.

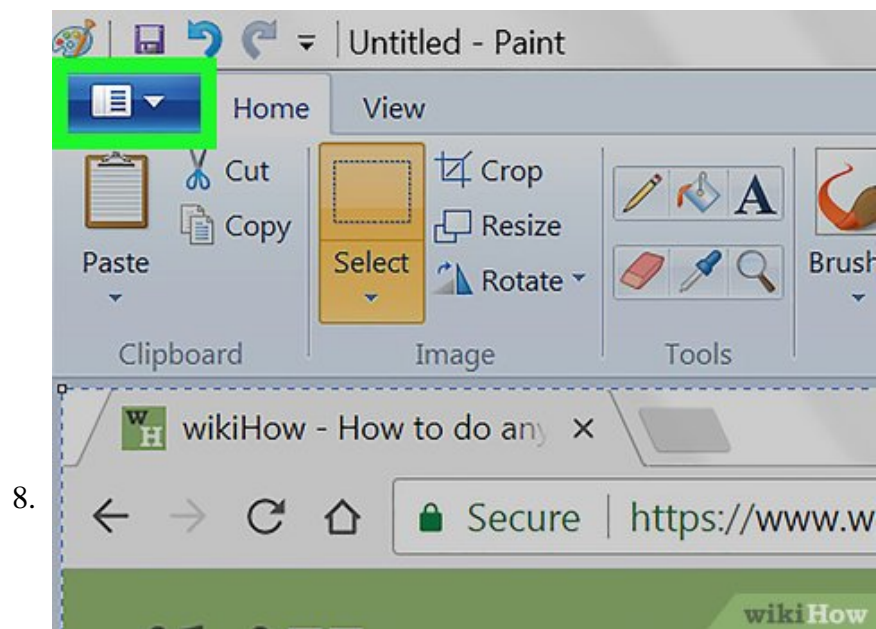
1. For Windows XP, click **All Programs** and then select the **Accessories** tab.



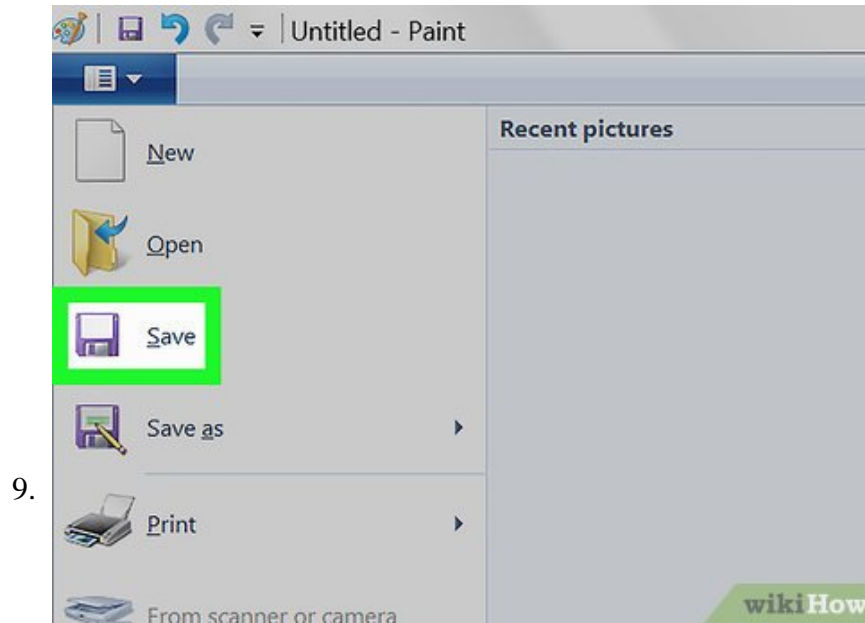
**Click the Paint icon.** It resembles a cup full of brushes (Windows XP and Vista) or a painting palette (Windows 7).



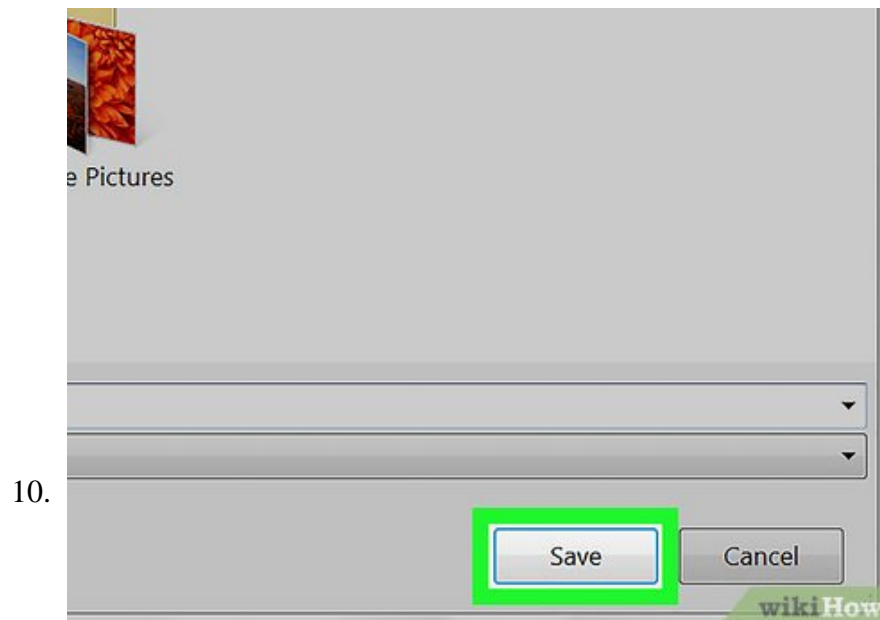
Hold down **Ctrl** and press **V**. This will paste your screenshoted image into Paint.



Click **File**. It's in the top-left corner of the Paint window.



Click **Save**. This will prompt a window wherein you can name your file.

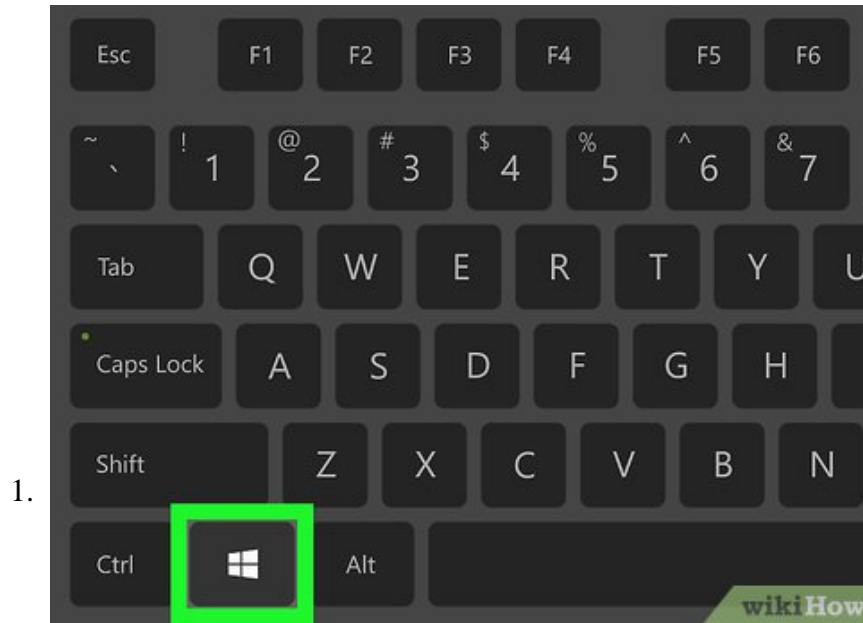


**Type in a name, then click **Save****. Doing so will save your screenshot to your computer's default save location, which is usually the Documents folder.

1. You can change the save location by clicking on a folder in the left-hand sidebar.

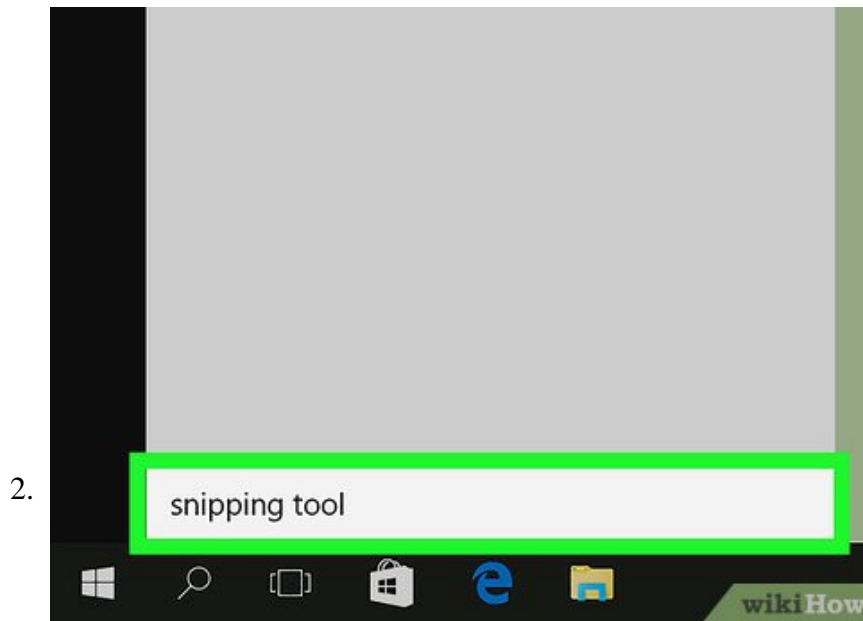
Method 3 of 3:

## Using the Snipping Tool

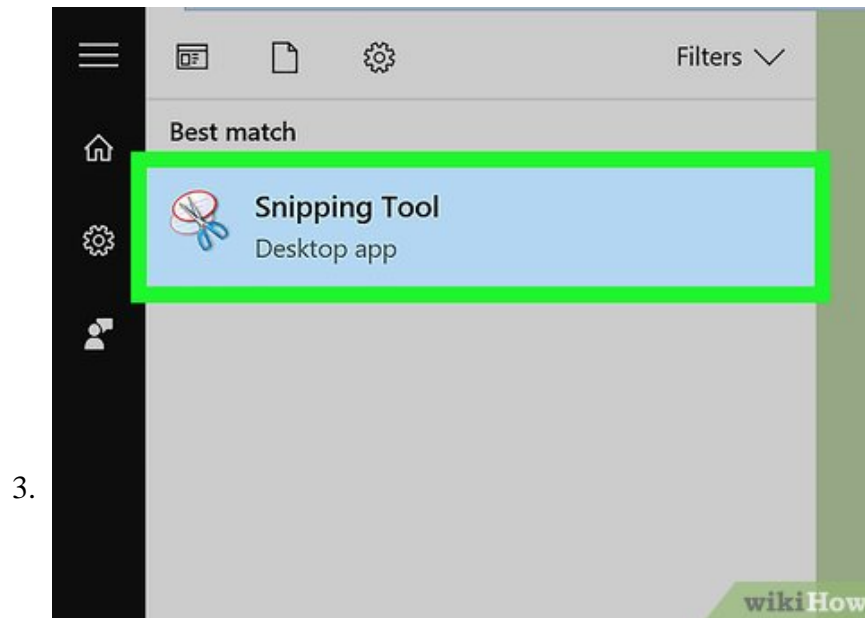


**Open the Start menu.** To do so, either press the `Win` key, or click the Windows logo in the bottom-left corner of the screen.

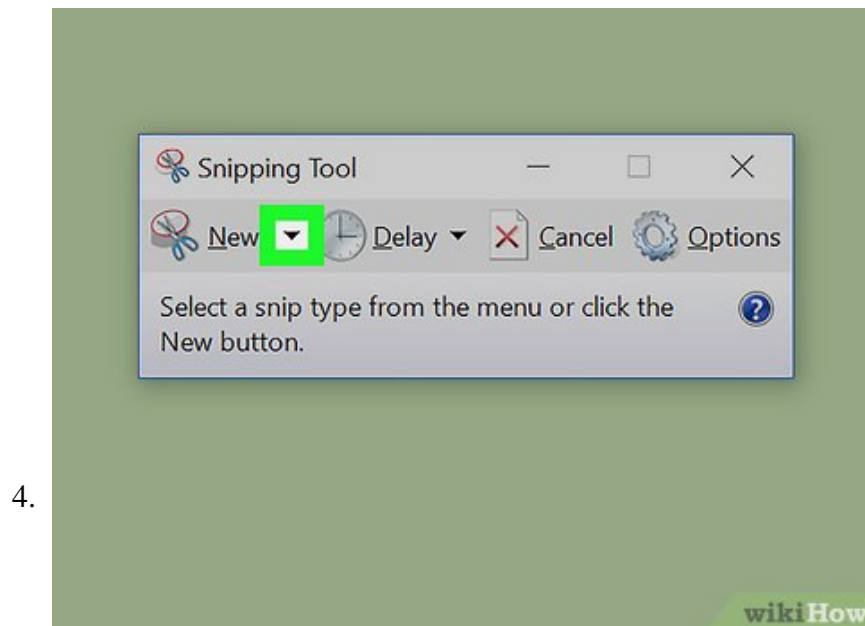
1. The Snipping Tool is not available for Windows XP.



**Type `snipping tool` into Start.** This will pull up the Snipping Tool icon at the top of the Start window.

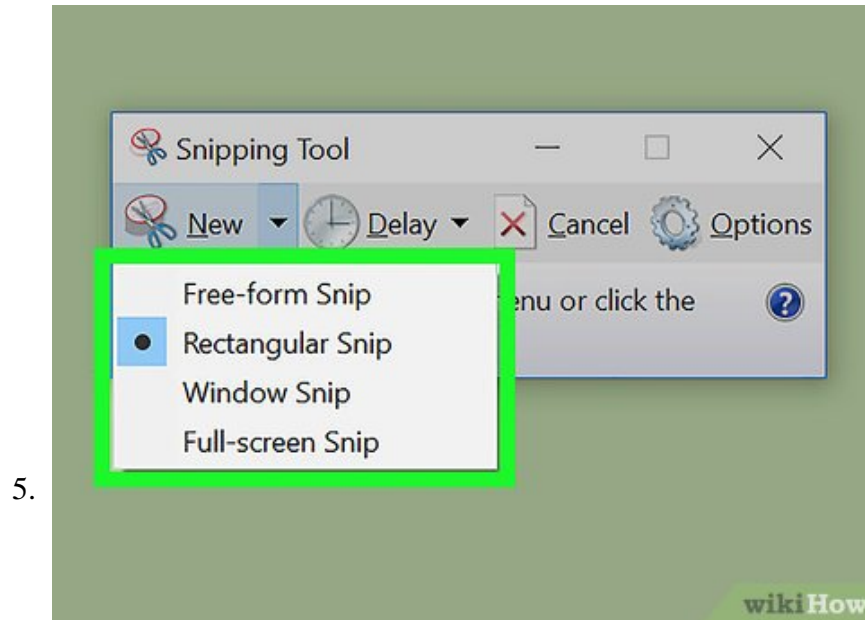


**Click the Snipping Tool's icon.** It resembles a pair of scissors. Doing so will open the Snipping Tool app.

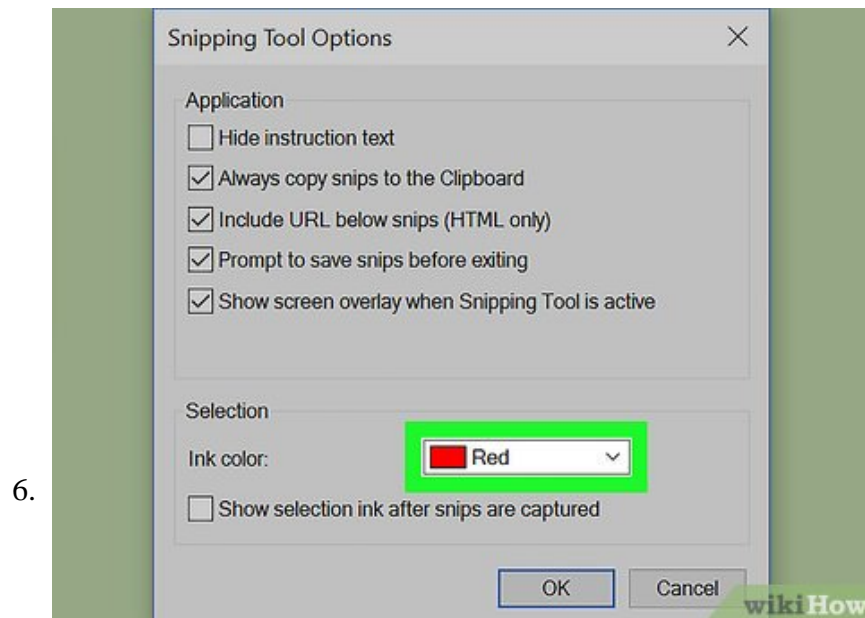


**Click  or .** This will prompt a drop-down menu with the following screenshot shape options:

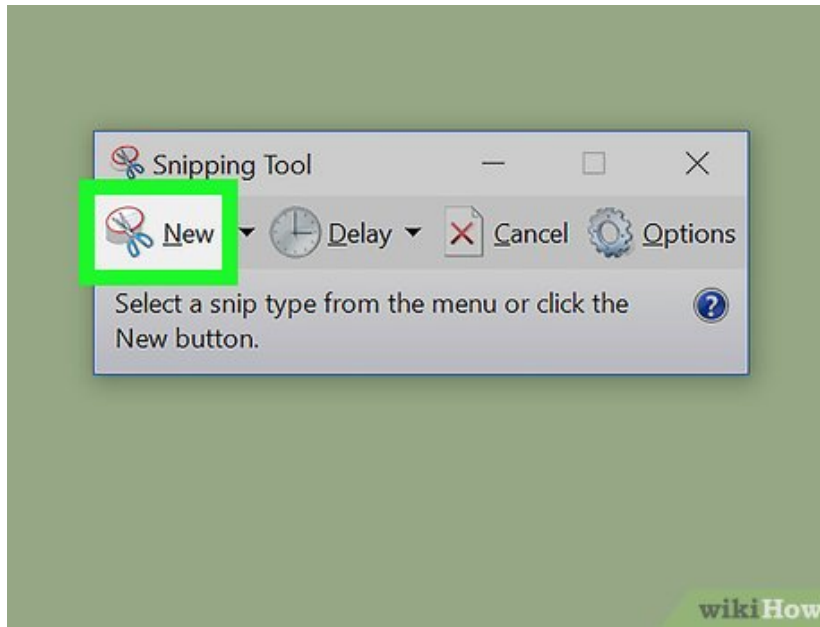
1. Free-form Snip – This lets you draw any shape with your mouse. The inside area of the shape will be captured for the screenshot.
2. Rectangular Snip – This is the default shape, and lets you draw a box of any proportions to use as the screenshot.
3. Window Snip – This takes a screenshot of a specific window, much like holding Alt and pressing Print Screen. You will be able to select which window you want to use.
4. Full-screen Snip – This takes a screenshot of the entire screen, but doesn't show the Snipping Tool window.



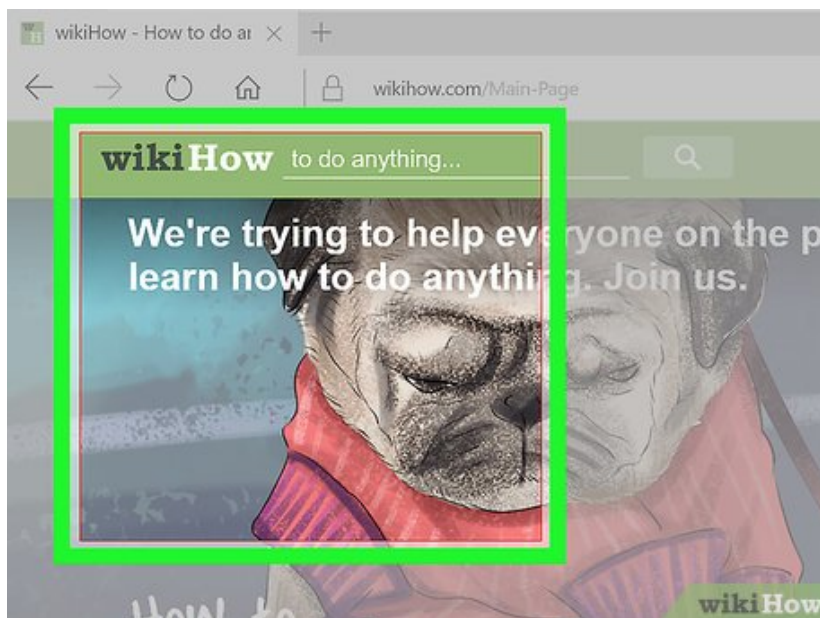
**Click a shape.** It will be applied to your screenshot template.



**Change the border.** By default, all snips will have a red border around them. You can change this by clicking the Options button. This will open a new window, allowing you to disable the border or change the color.



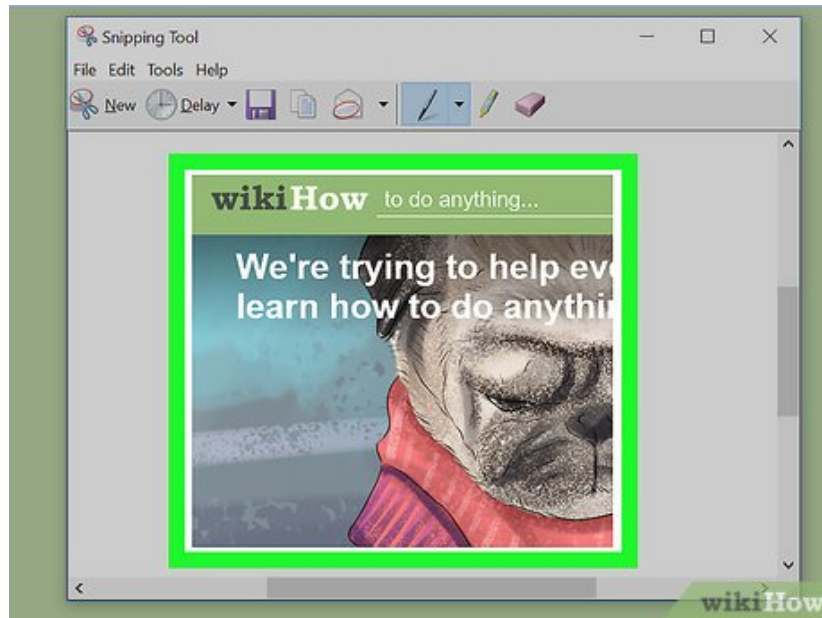
**Click** . It's on the left side of the Snipping Tool bar. Your screen will dim, and your mouse's cursor will turn into a crosshair.



**Click and drag your mouse across the screen.** As you do so, a rectangle will appear and encompass your selected area.

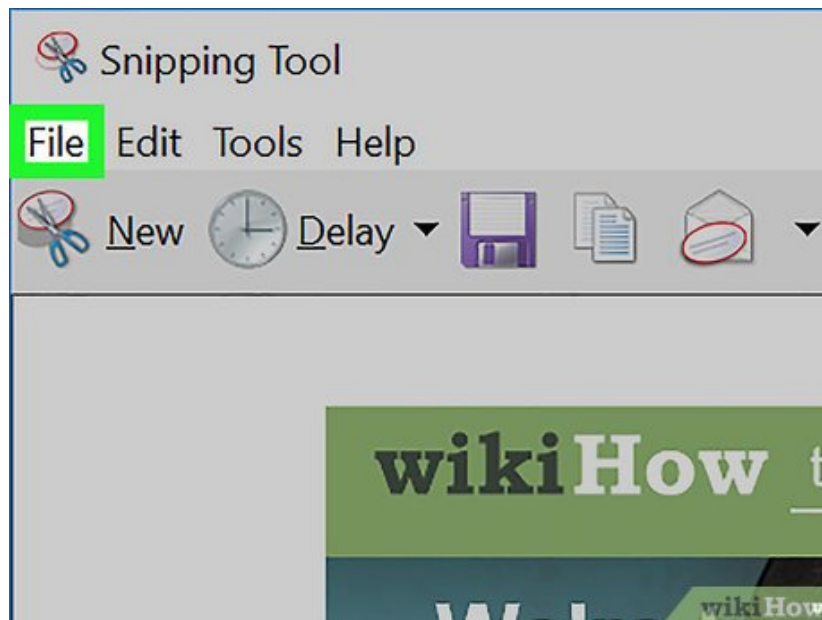
1. If you selected **Full-screen Snip**, clicking **New** will take the screenshot.

9.

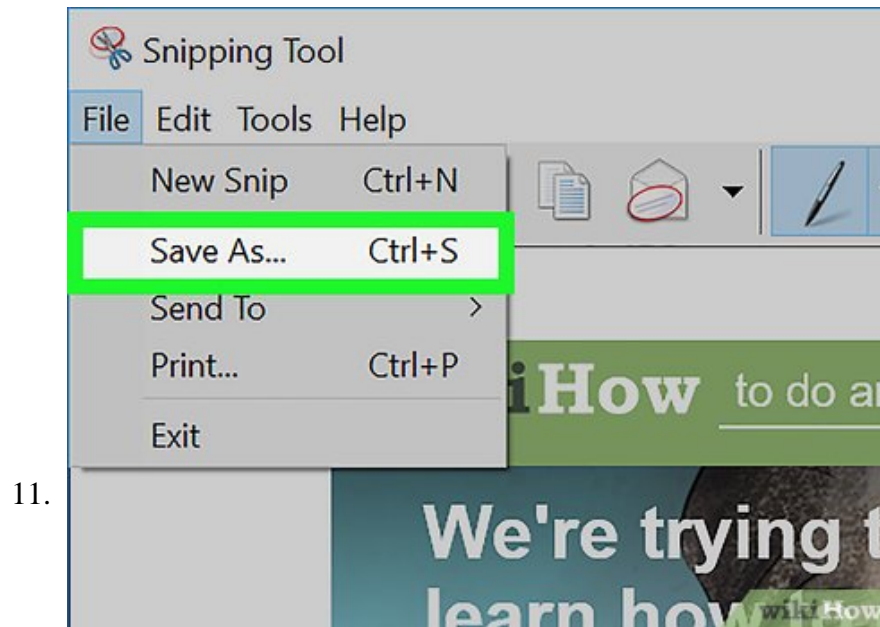


**Release the mouse button.** This will take a screenshot of anything within the rectangular area.

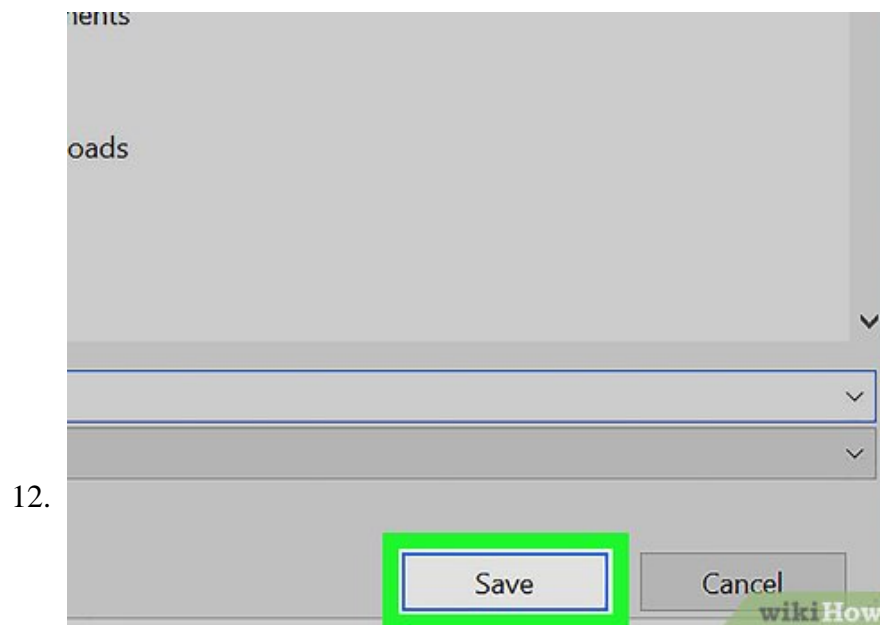
10.



**Click File.** It's in the top-left corner of the screenshot's page.



Click **Save as**. This option is near the middle of the drop-down field.



**Type in a name, then click **Save****. Doing so will save your screenshot to your computer's default visual media save location, which is typically the Pictures folder.

1. You can change the save location by clicking on a folder in the left-hand sidebar.

You finished reading the article "**How to Take a Screenshot on a Dell**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.