

Four Ways To Take Screenshots in Windows 8.1 & 10, Using Built-in Tools

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Some of our readers asked us to talk about all the Windows tools you can use to take quick screenshots of your screen. We've done a bit of testing and experimentation and we've found six different ways for taking all kinds of screenshots, without using third-party programs. Here's how to take screenshots in Windows 8.1 and Windows 10:

1. Use The Keyboard Shortcut - **PrtScn (Print Screen)**

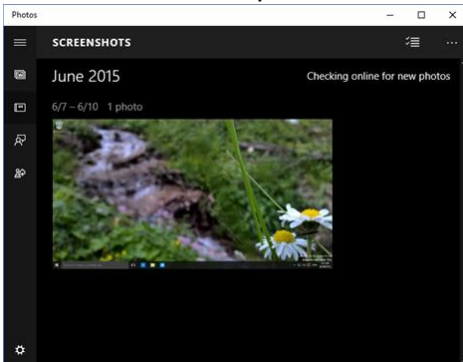
The first method is also the best known. It works in all versions of Windows, including Windows 8.1 and Windows 10. On your keyboard, press the *PrtScn* (Print Screen) key. This creates a screenshot of the whole screen and saves it to the [clipboard](#). The screenshot is not stored as a file on your hard drive.

Then, open an image editing program like [Paint](#) and paste the image from the clipboard. Then, you can save it as a file and even do some basic editing.

2. Use The Keyboard Shortcut - **Windows + PrtScn**

If you want to take a screenshot of the whole screen and save it as a file on the hard drive, without using any other tools, then press *Windows + PrtScn* on your keyboard. Windows 8.1 and Windows 10 will store the screenshot in the *Pictures* library, under *Screenshots*.

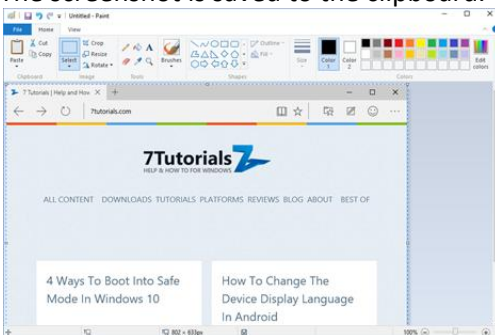
You can also will find your screenshots if you use the *Pictures* app, by going to *Pictures -> Screenshots*.



3. Use The Keyboard Shortcut - **Alt + PrtScn**

In Windows 8.1 and Windows 10, you can also take screenshots of the active window. Open the window you want to capture and press *Alt + PrtScn* on your keyboard.

The screenshot is saved to the clipboard.



Open *Paint* or any other photo editing software and paste the image so that you can edit and save it to your Windows device.

4. Use The Snipping Tool

The *Snipping Tool* is a great desktop app for taking screenshots. It can create all kinds of screenshots and do some light editing.