

Windows laptops & PCs | Easy | 2 min read

Windows shortcuts, screenshots and screen recording

A few keyboard shortcuts can save you a lot of clicking. They also let you capture what is on your screen to show someone else, which is helpful when asking for support.

Everyday shortcuts

- **Ctrl and C** copies, **Ctrl and V** pastes, and **Ctrl and X** cuts.
- **Ctrl and Z** undoes your last action.
- **Windows key and E** opens File Explorer.
- **Windows key and D** shows the desktop.
- **Windows key and L** locks the laptop. Handy when you step away.
- **Alt and Tab** switches between open programs.
- **Ctrl, Shift and Esc** opens Task Manager.
- **Windows key and V** shows your clipboard history, if turned on.

Step by step: screenshots

1. Press **Windows key, Shift and S** together.
2. Your screen dims and a small bar appears at the top. Choose a rectangle, window or full screen option.
3. Click and drag over what you want to capture.
4. A notification appears at the bottom right. Click it to open the picture and draw or save it. You can also paste it straight into an email or document with **Ctrl and V**.
5. Pressing **Print Screen (PrtScn)** alone captures the whole screen. Pressing **Windows key and PrtScn** saves it automatically in your **Pictures** folder, in a **Screenshots** folder.

Screen recording

- Windows 11: open the **Snipping Tool** from the Start menu. Newer versions have a record option. If you do not see it, install updates.
- Press **Windows key and G** to open the **Xbox Game Bar**, which can record the app you are using. It does not record the desktop or File Explorer.

If that did not work

Make sure your keyboard shortcuts are not being blocked by an Fn key. Some laptops need **Fn** held for the **PrtScn** key. Features and wording can differ between Windows 10 and 11.

When to get more help

Stop and email us if shortcuts do nothing, the Snipping Tool will not open, or you need to send us a recording and cannot. Be careful not to share screenshots showing passwords or bank details.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.