

Screenshots and Snipping Tools

Screenshots let you grab a quick copy of whatever you can see on your computer screen. This can be particularly useful if you are looking at a record or family tree and need a simple way of recording the information as it is shown at a particular point in time (eg, the number of matches you have when you first get your DNA results) – or if you think that the information might soon be deleted.

With so many different devices available, the way in which you take a screenshot will vary. Some devices (phones and tablets) require you to press a combination of buttons and then whatever is on your screen will be saved as a photo – you can find out the specifics for your model by searching online. Computers/laptops have a slightly more long-winded process, but most also offer some form of Snipping Tool – both methods are described below.



Screenshots

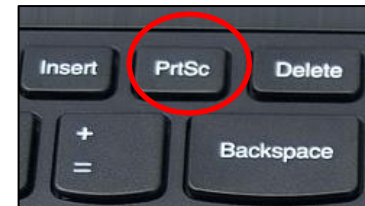
Capturing a screen shot on a computer is a three-step process: ***Screenshot it, Paste it and Save it***

1 ***SCREENSHOT IT***

To take a screenshot, find the ***Print Screen key on your keyboard*** – it is usually a row or two above the Enter Key and may be labelled "Prt Scrn" or a similar abbreviation.

When you have something of interest on your screen, press this key.

At this point absolutely nothing seems to happen, so just believe in yourself and trust that a copy of whatever is on your screen has been added to the computer's memory banks!

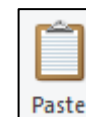
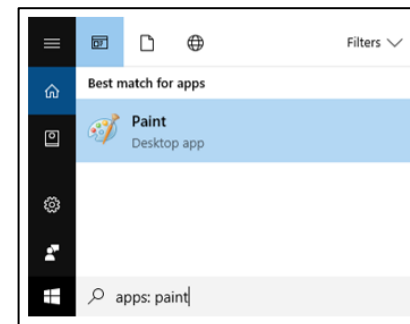


2 ***PASTE IT***

Having this image in the computer's temporary memory bank is no good to you – you want to be able to refer to it later.

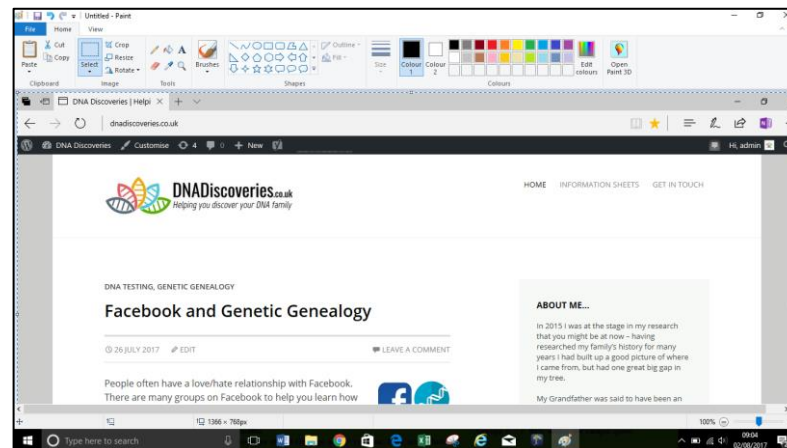
You need a blank canvas of some sort to put this image on. You might choose to put the screenshot in a word-processed document, email or save it as a picture. Decide which would be more useful to you, then start the appropriate program – this example uses Paint. Make sure you maximise the Paint window to fill the whole screen so it is easier to work with – (click the □ before the X in the top right-hand corner of the screen).

Once you have a blank piece of paper on screen, click the ***Paste button***. Your screenshot should appear.



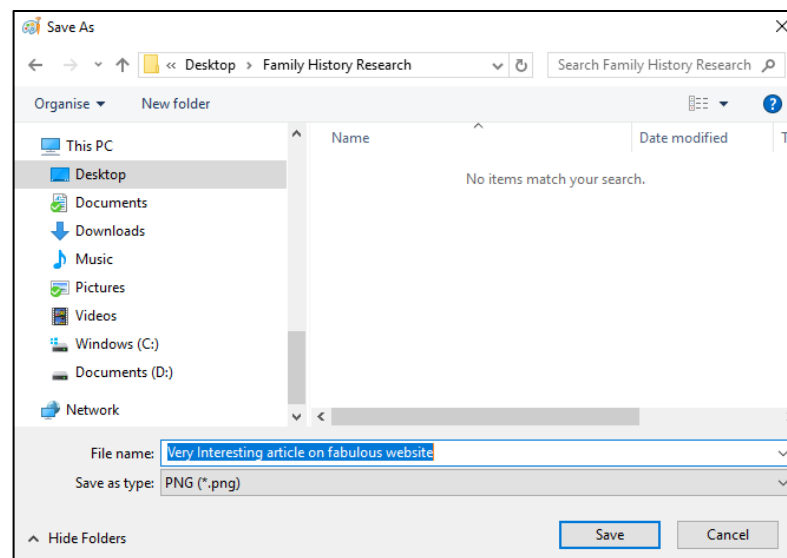
3 **SAVE IT**

This example shows a screenshot of the DNA Discoveries website that has been pasted into Paint. There are a range of buttons on the toolbar at the top of the screen that enable you to add text boxes or shapes to the screenshot.



The last step is to click the **Save button** and save the image in a logical place with a name that will help you find it in future.

NB *You are likely to want to save many things during the course of your research. It is worth giving thought to how you want to organise your files and folders before you get too far down the road. Everyone works differently – you might want folders for certain surnames, or maybe for various locations or types of record.*



Some software offers an automated version of this process – for example, if you use Microsoft Edge and Microsoft OneDrive any screenshot you take is automatically saved to a Screenshot folder on your OneDrive, so there is no need for any pasting or saving.

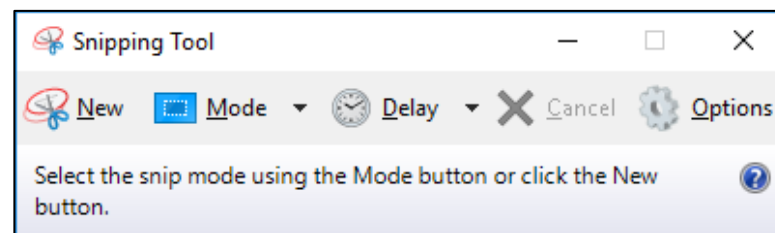
Snipping Tools

One disadvantage of screenshots is that it takes a picture of the entire screen, when you may only be interested in part of what is displayed. Many computers have a Snipping Tool pre-installed so you can indicate which part of the screen you want to capture. To check if your computer has the tool, type "snipping tool" in the search box on the taskbar at the bottom of the screen. Snipping is a three-step process: **See it, Snip it and Save it**

1 **SEE IT**

Once you have something on screen that you'd like to snip, start the **Snipping Tool** – the toolbar will appear on screen.

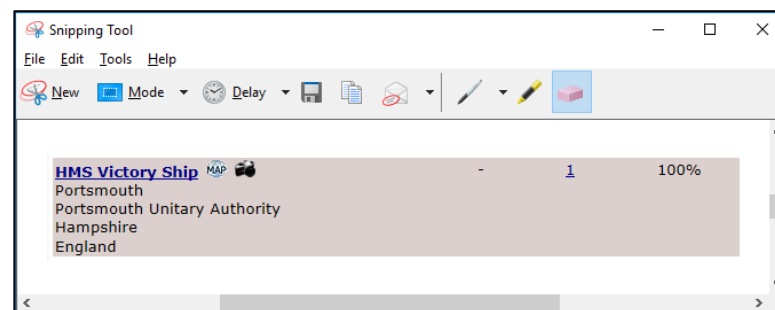
Click the **New button** – the main screen behind the toolbar will appear "faded" and your mouse will show as a cross-hair pointer on screen.



2 **SNIP IT**

Click and drag the mouse to draw a rectangle around the item on the screen that you are interested in. If you want to select a random shape rather than a rectangle, you can click the **Mode button** to switch to **Free-form snip**.

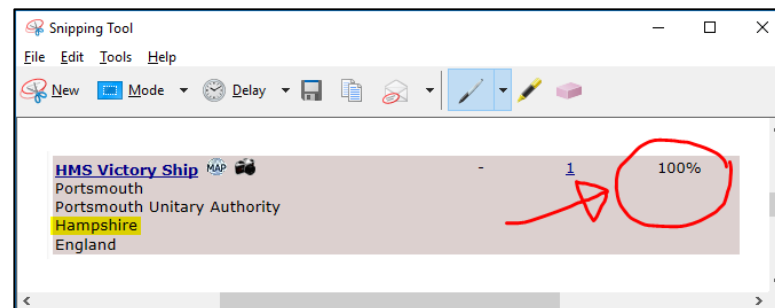
When you release the mouse button the area you selected will appear in the Snipping Tool window – if you have not selected it correctly, you can click the **New button** again and select a different area.



3 **SAVE IT**

Once you are happy with your selection you can use the **Pen** or **Highlighter** buttons on the Snipping Tool toolbar to add notes/arrows etc to the image. If you are looking for help via a Facebook group regarding a DNA match, you can use these buttons to draw lines and block out people's names and identifying information.

When the image is ready, click the **Save button** and save the picture in a logical location with a memorable name. You do not have to save the image, if you do not need to keep a copy you could just use the **Copy button** and then paste it elsewhere (eg, to include it as part of a Facebook post or email).



For further help discovering your DNA family, [visit DNADiscoveries.co.uk](http://visitDNADiscoveries.co.uk)



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