

Tip – How to Screen Capture a page and Print it

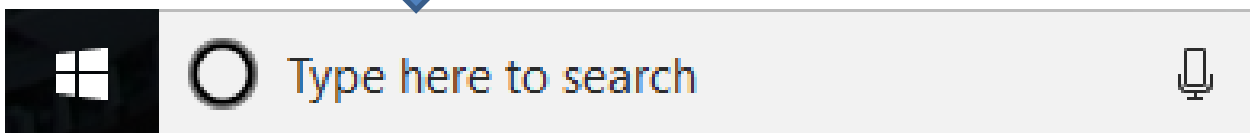
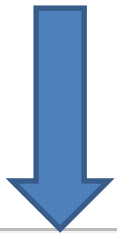
- As I mentioned in the Step 4 Introduction, the best way to print a page with the full layout is use the Snipping Tool or PicPick to Screen Capture the page and print it from the Snipping Tool or PicPick to your Printer or a PDF file. I recommend you use PicPick vs. Snipping Tool. The reason is when you Print in PicPick the layout is much better then Snipping Tool.**
- Snipping Tool comes with Windows 7, 8, and 10 and some of the others. If you don't have PicPick, you have to download it for free. Next explains more about PicPick.**

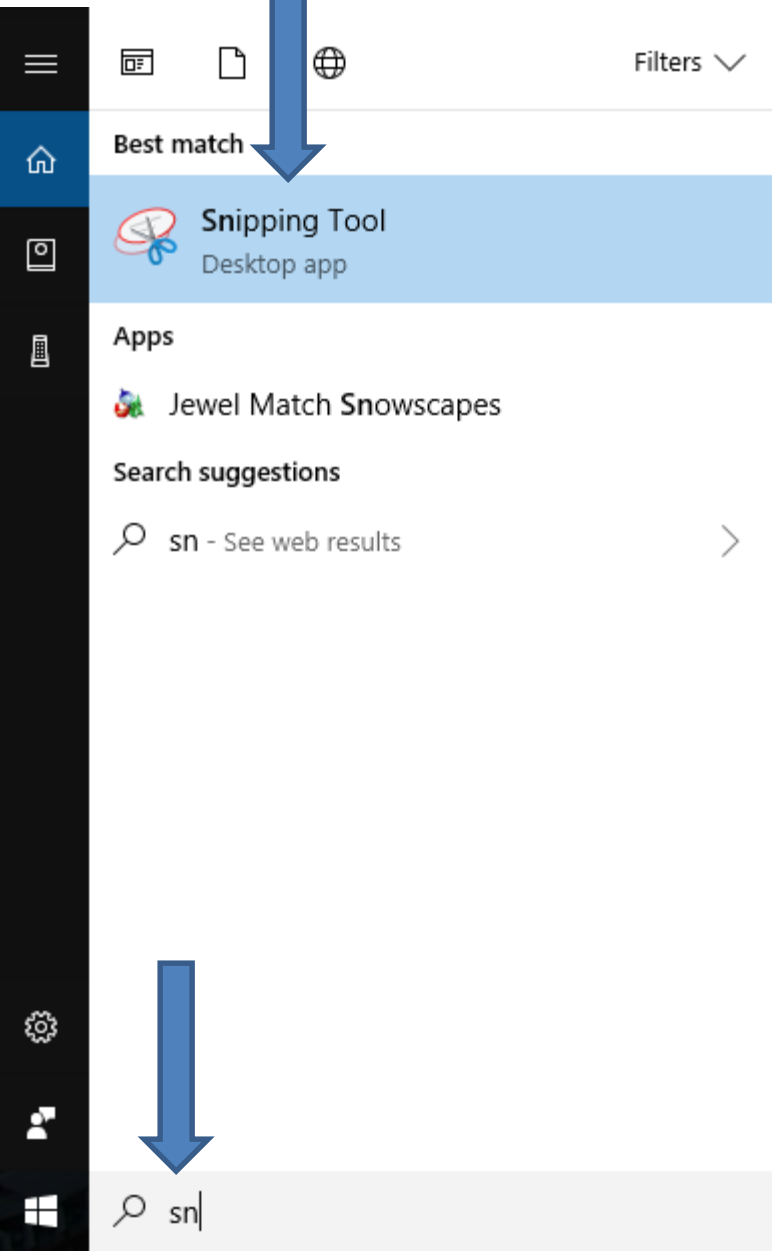
- **I have on-line training on my website for PicPick. When you hover over Courses in the Navigation bar in my website, you see Screen Capture page at the bottom. The Screen Capture page has Step 1 with a link to a PDF file that shows you how to download PicPick. The other Steps are Videos that show how to Screen Capture with PicPick. At the end of this PDF file, I will show you how to Print with PicPick with a Screen Capture. Note – PicPick has a lot of other features. For example, you can edit the Screen Capture Picture or add a Picture to edit it. You also can add a new one. Next is another on-line training pages for PicPick.**

- **When you hover over Courses in the Navigation bar in my website again, you see Photo Editing Introduction. When you hover over Photo Editing Introduction, there is another page called Free Photo Editing Introductions. The Photo Editing Introduction page has Videos that shows you how to Edit. The Free Photo Editing Introductions page has Steps with links to PDF files that shows more Edit features.**
- **Next I will explain what I will show you.**

- **If you have PicPick, you may want to forward on this PDF file to Page 33 that shows you a sample of Screen Capture with PicPick and after that how to Print it.**
- **Next I will show you how to find Snipping Tool in Windows 10. After that I will show you how to Screen Capture a website page with Snipping Tool and then how to Print it with Snipping Tool.**

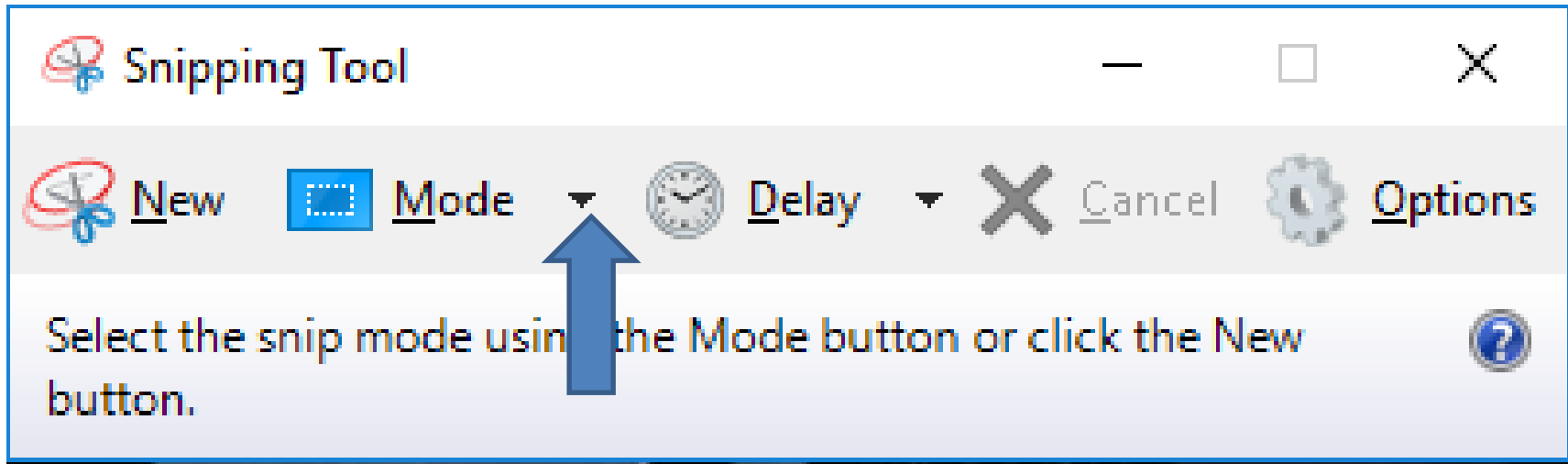
- In the Taskbar on Windows 10, there is a search next to the Start Menu. You start to Type in Snipping Tool on the search and next is a sample.



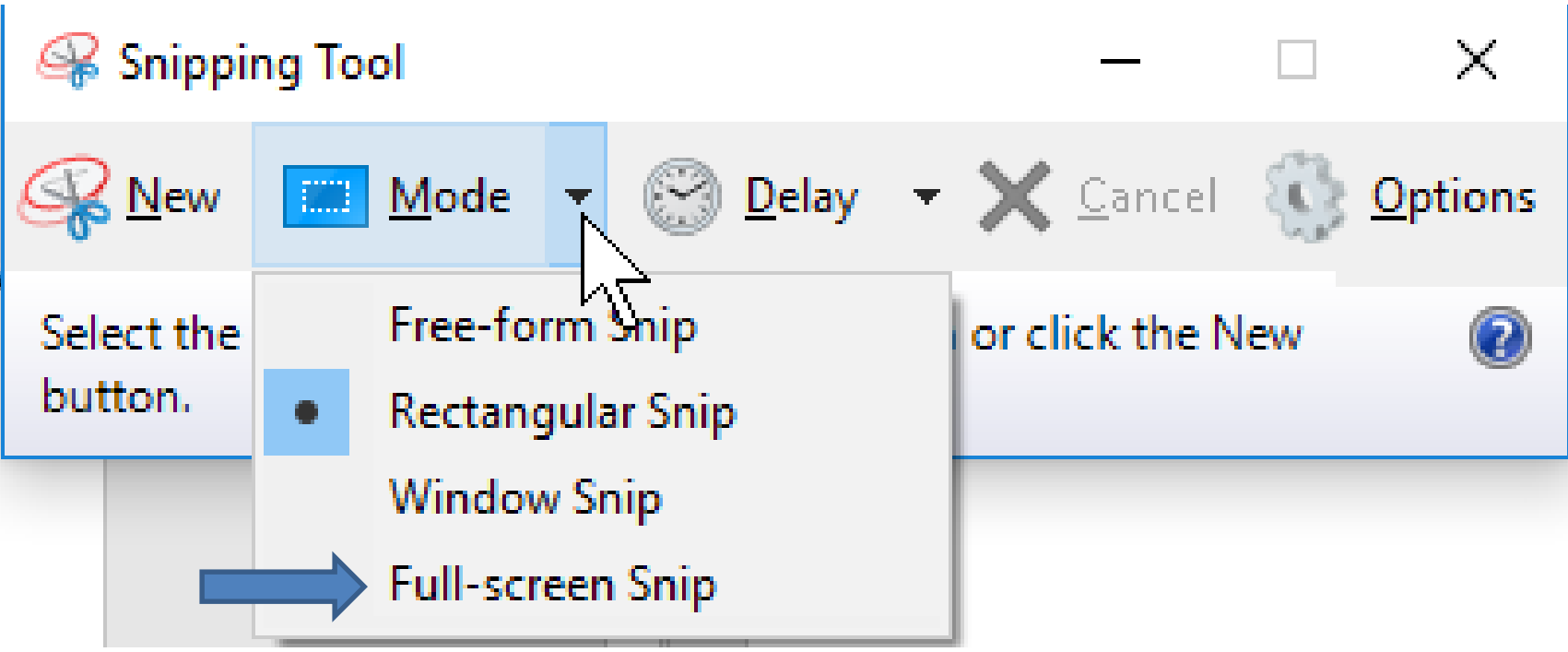


- Here is a sample of typing sn and a new window opens and you see Snipping Tool at the Top. Next is what happens when you click on it.

- Snipping Tool opens in a new window. I recommend you click on the dropdown icon next to Mode and next is what happens.



- You see a list. The Rectangular Snip is typically the Default. If there is another default, I recommend you click on Rectangular Snip. If you want the Full Window Screen, click on Full-screen Snip. Next is a sample of a Website page with the Snipping Tool.



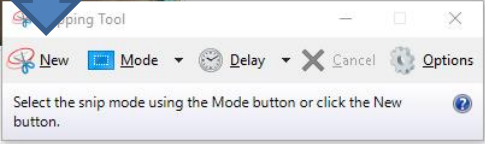

- Here is a sample of a my Website About page with the Snipping Tool. You click on New on the left of Snipping Tool and next is what happens.

MY COMPUTER COURSES

[HOME PAGE](#) [COURSES](#) [SECOND COURSES](#) [ABOUT](#) [CONTACT](#) [LINKS](#) [VIDEO](#)

My name is Fred Benson. I moved to The Villages in 2007. I have been involved in the Computer Industry for over 35 years.

I started Computer Basics (VCB) in 2010 as a result of the needs that were identified in [The Villages Computer Club](#). My goal is to help people get started with computers and help them improve to the next level. I have another Website that is [Computer Basics](#) as I mentioned in my Home Page. I use to teach courses at The Lifelong Learning College. The Lifelong Learning College was closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They now call it Enrichment Academy. As I mentioned in other pages, I decided not to teach anymore. But, I have on-line training for the courses that I use to teach. I also decided to create other on-line training. As i mentioned in the Home Page, you hover over [COURSES](#) and [SECOND COURSES](#) in the Navigation Bar and there is a list of pages. Most of the pages have on-line training.



[Home](#) | [Courses](#) | [Second Courses](#) | [About](#) | [Contact](#) | [Links](#)
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- The curser has changed to +. You move your curser to the place to start. Next is a sample of moving it to the upper.




MY COMPUTER COURSES

HOME PAGE COURSES SECOND COURSES ABOUT CONTACT LINKS VIDEO

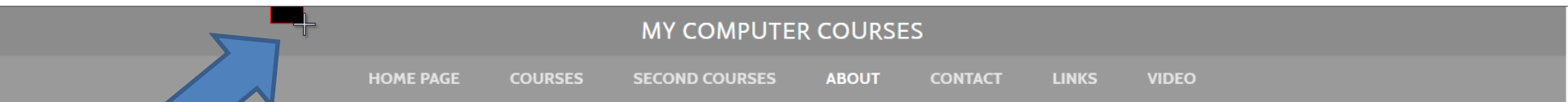
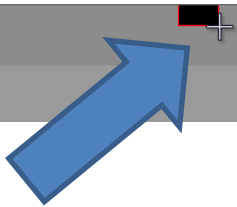
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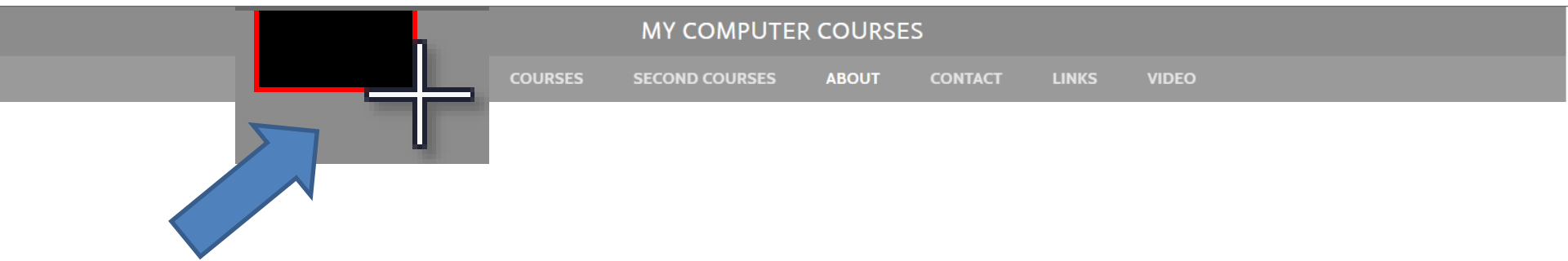


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- Here is a sample of move it to the upper and you left click on it and hold it down and start to drag it to the place you want to Screen caption. I started to do that a little and you see it highlighted.
- Next I will zoom in so you can see it better.



- You see it better. Next is a sample of dragging it down more.



- Here is a sample of dragging more and you see lines highlighted. Next is a sample of dragging it down to the place that I want to Screen Capture.




- Here is a sample of of dragging to the place that I want to Screen Capture. Once you find it, let it go and next is what happens.

MY COMPUTER COURSES


[HOME PAGE](#) [COURSES](#) [SECOND COURSES](#) [ABOUT](#) [CONTACT](#) [LINKS](#) [VIDEO](#)

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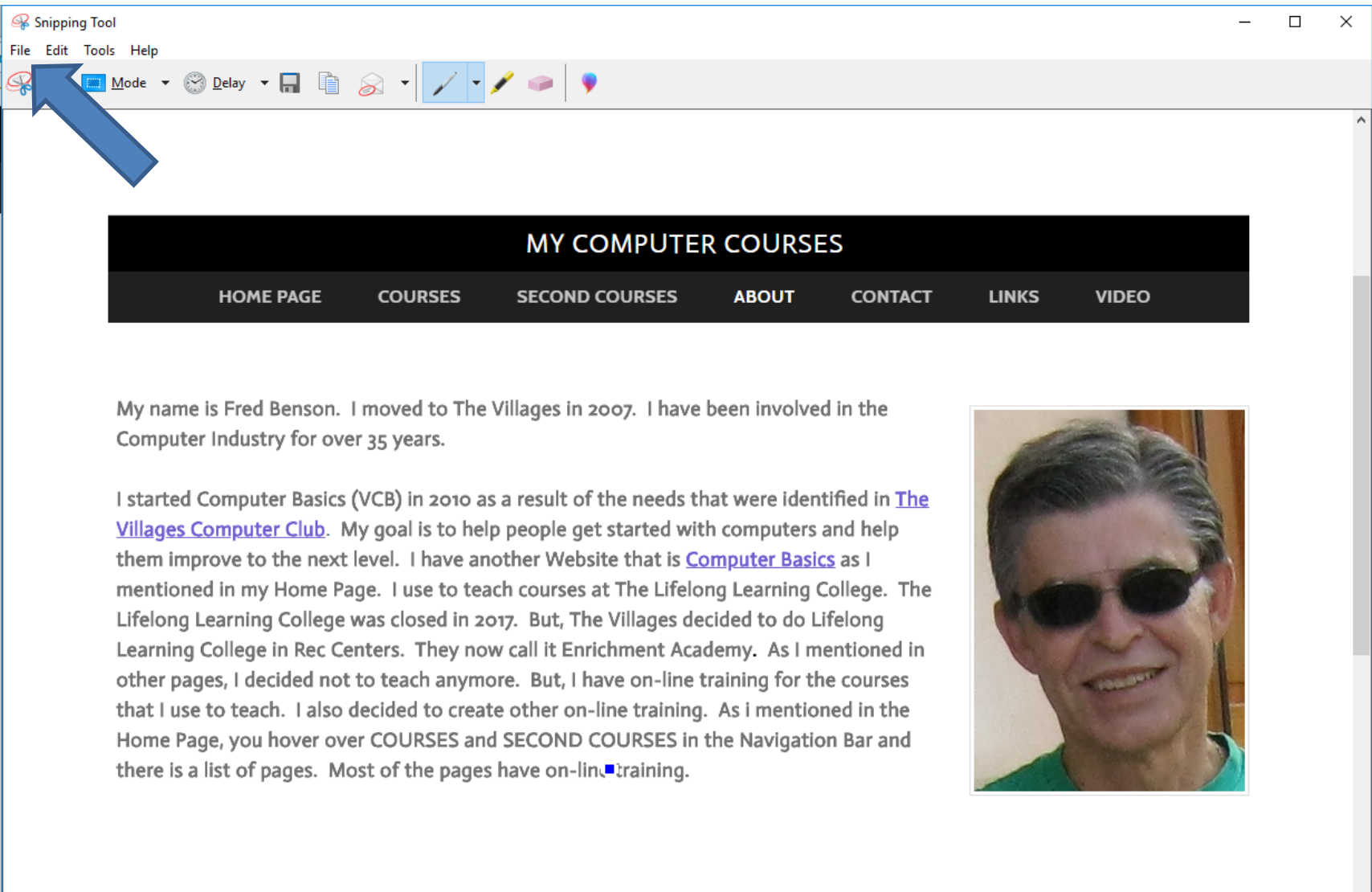
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- When you let it go, the Screen Capture is on the Snipping Tool. To Print it, click on File in the upper left and next is what happens.




The screenshot shows the Snipping Tool application window. The title bar reads "Snipping Tool" with standard window controls. The menu bar includes "File", "Edit", "Tools", and "Help". The toolbar contains various icons for snipping, including a selection tool, a delay timer, a save icon, a print icon, and a redaction tool. A blue arrow points to the Snipping Tool icon in the top-left corner of the toolbar. The main content area displays a website with a dark navigation bar containing the text "MY COMPUTER COURSES" and a secondary bar with links: "HOME PAGE", "COURSES", "SECOND COURSES", "ABOUT", "CONTACT", "LINKS", and "VIDEO". Below the navigation bar, there is a paragraph of text and a portrait photo of a man wearing sunglasses.

MY COMPUTER COURSES

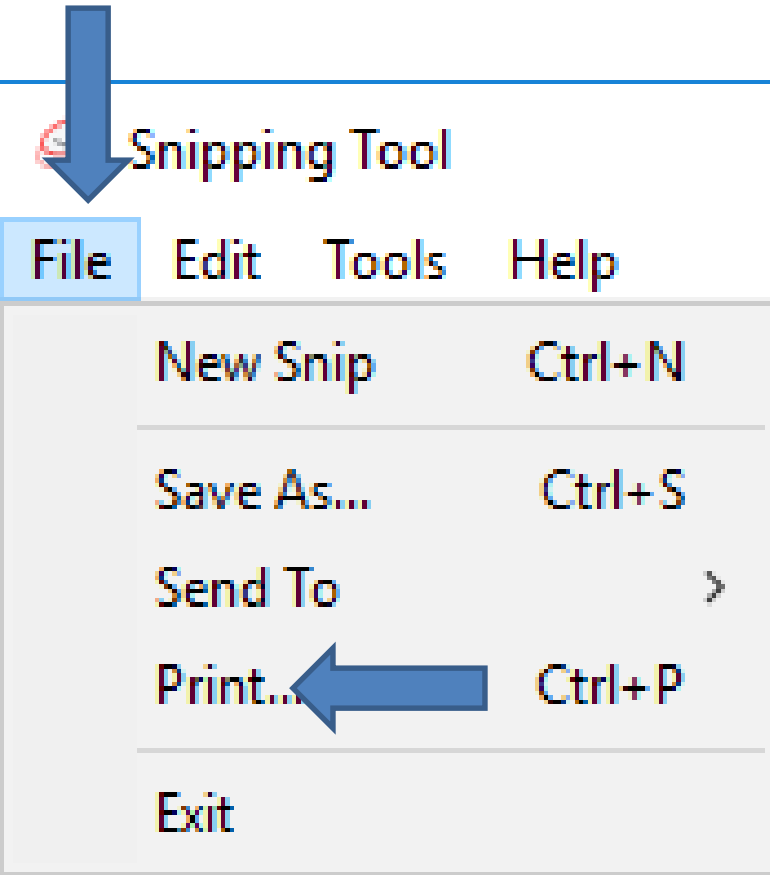
HOME PAGE COURSES SECOND COURSES ABOUT CONTACT LINKS VIDEO

My name is Fred Benson. I moved to The Villages in 2007. I have been involved in the Computer Industry for over 35 years.

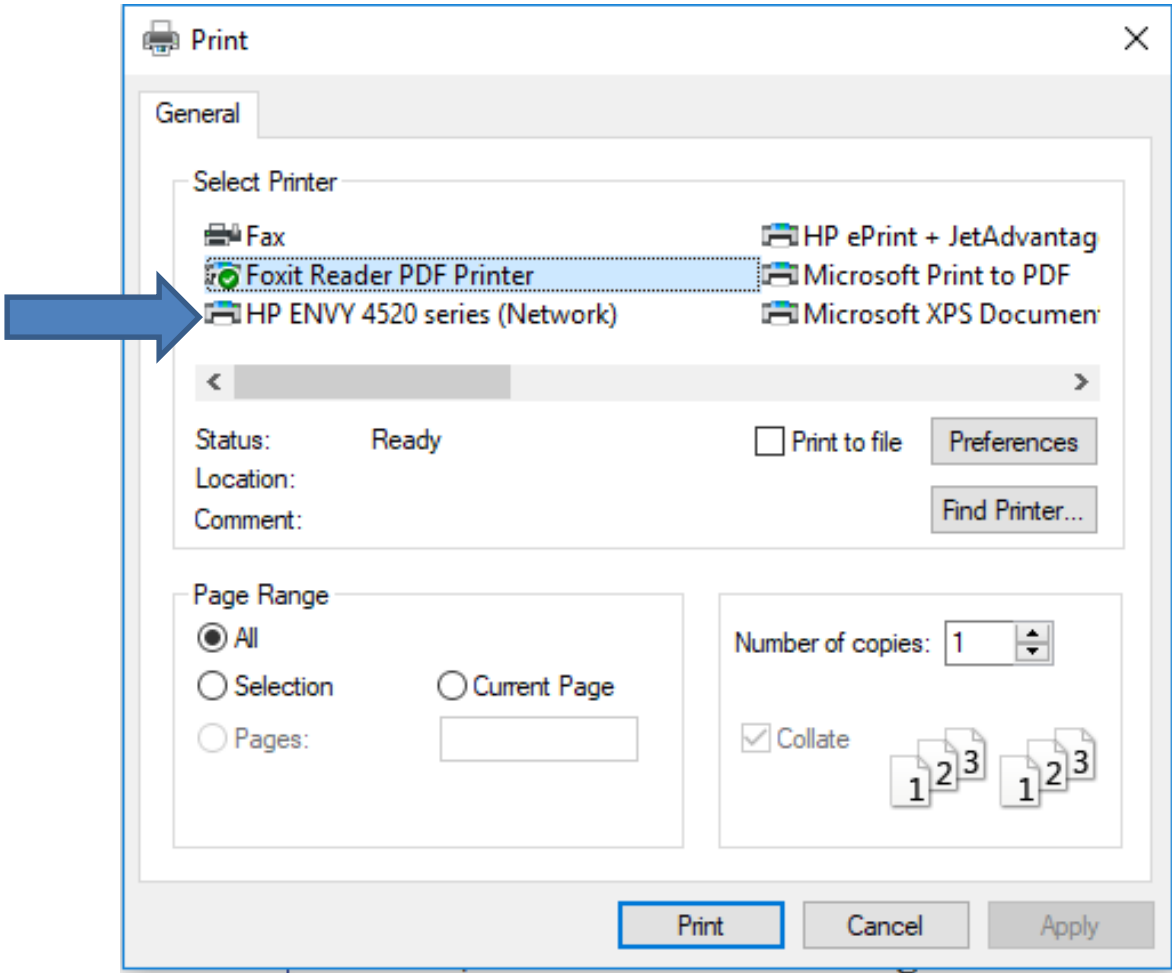
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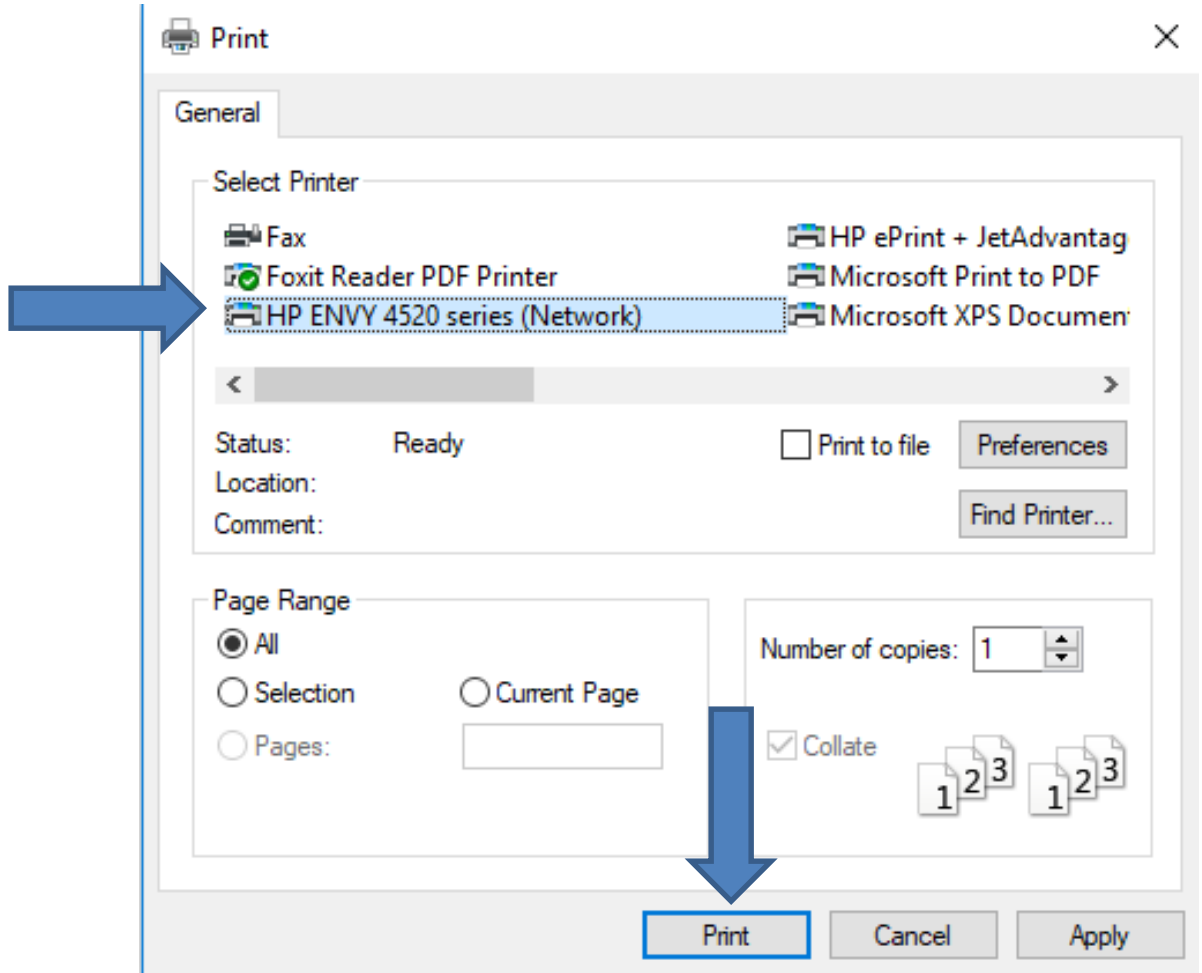
- When you click on File, you see a list and then click on Print and next is what happens.



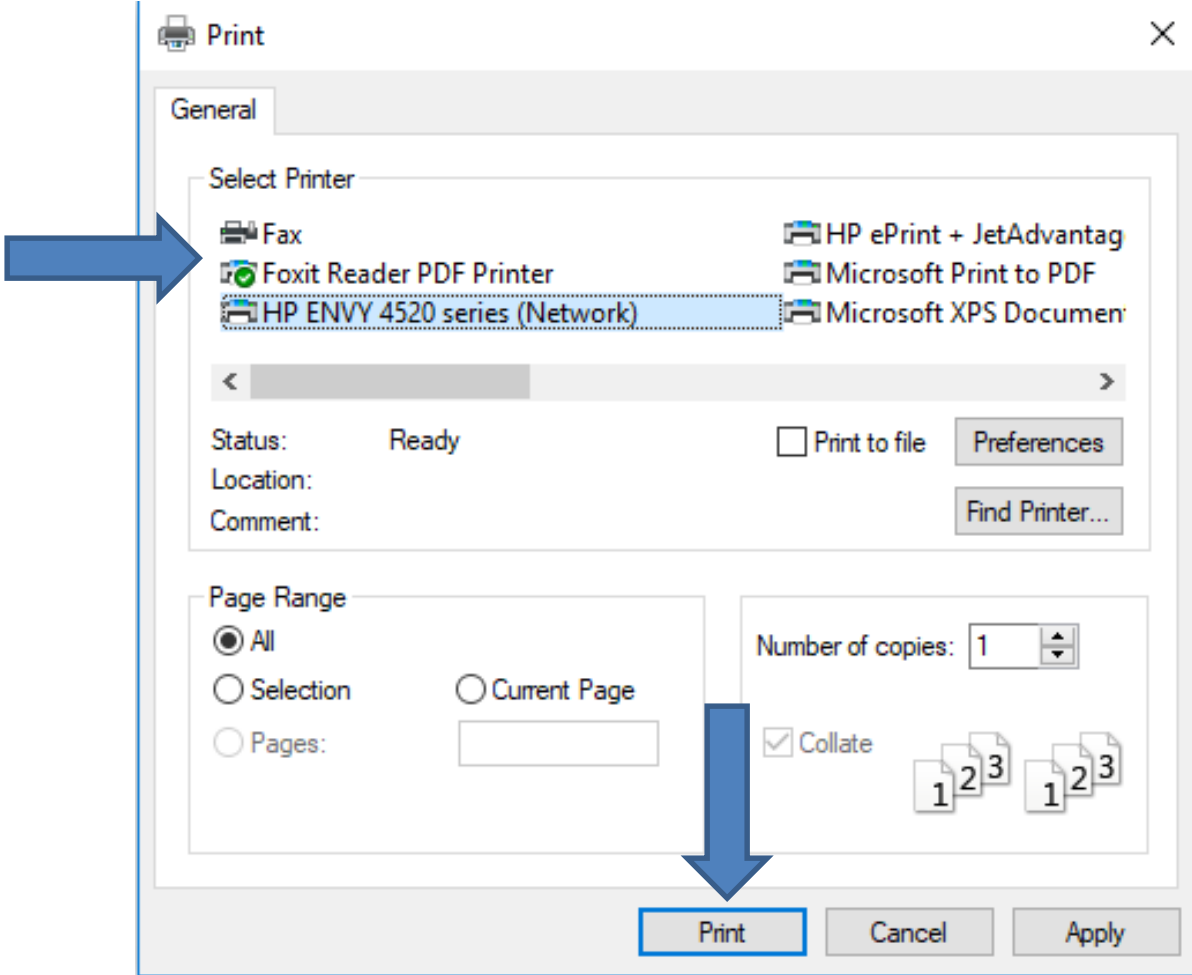
- List closes and a new window opens called Print. There is a default printer depending on your Computer. My default is Foxit Reader. I decided to click on my Printer, which is next.



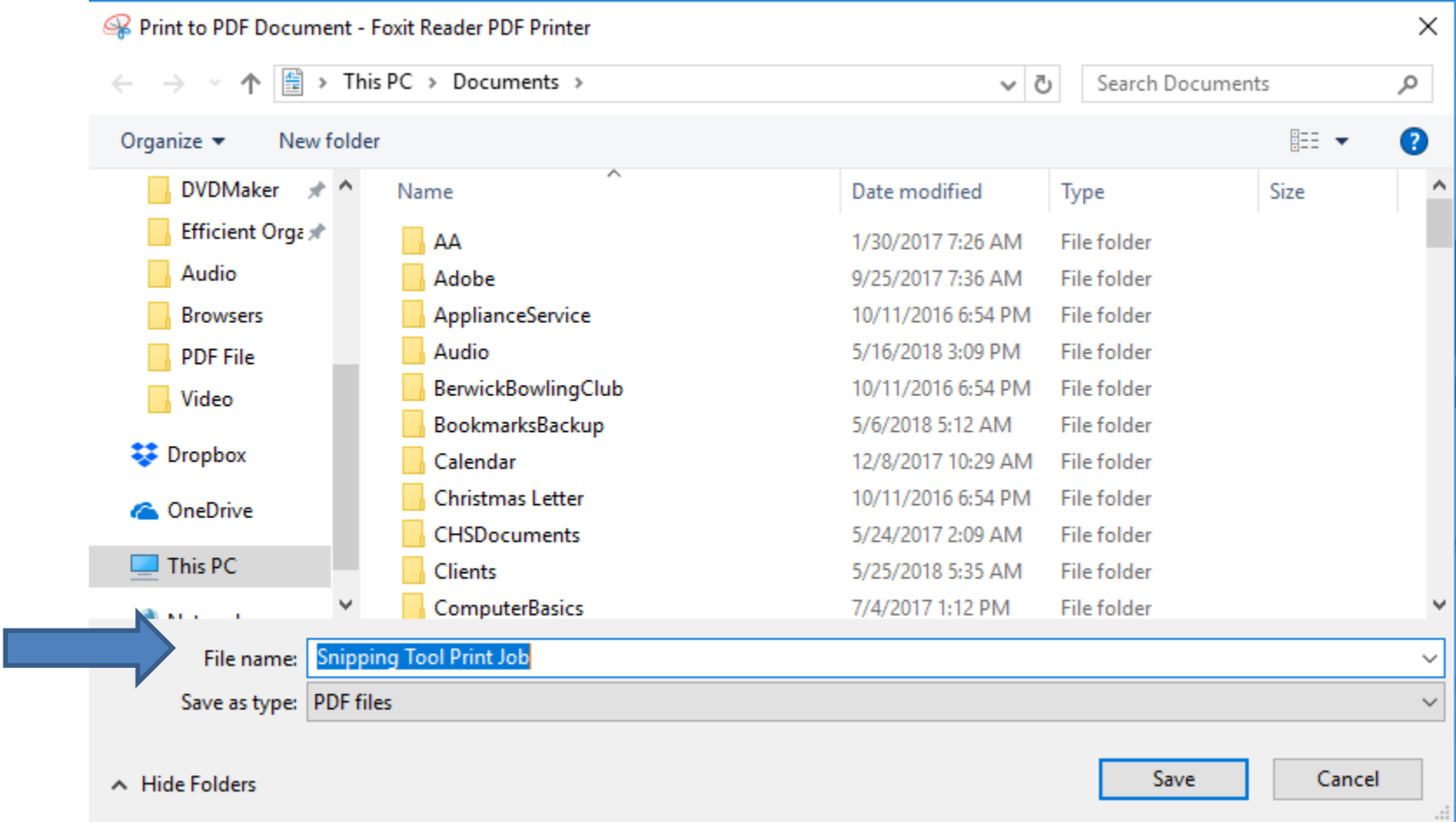
- You see my Printer highlighted. Once complete, click on Print at the bottom and next explains what happens.



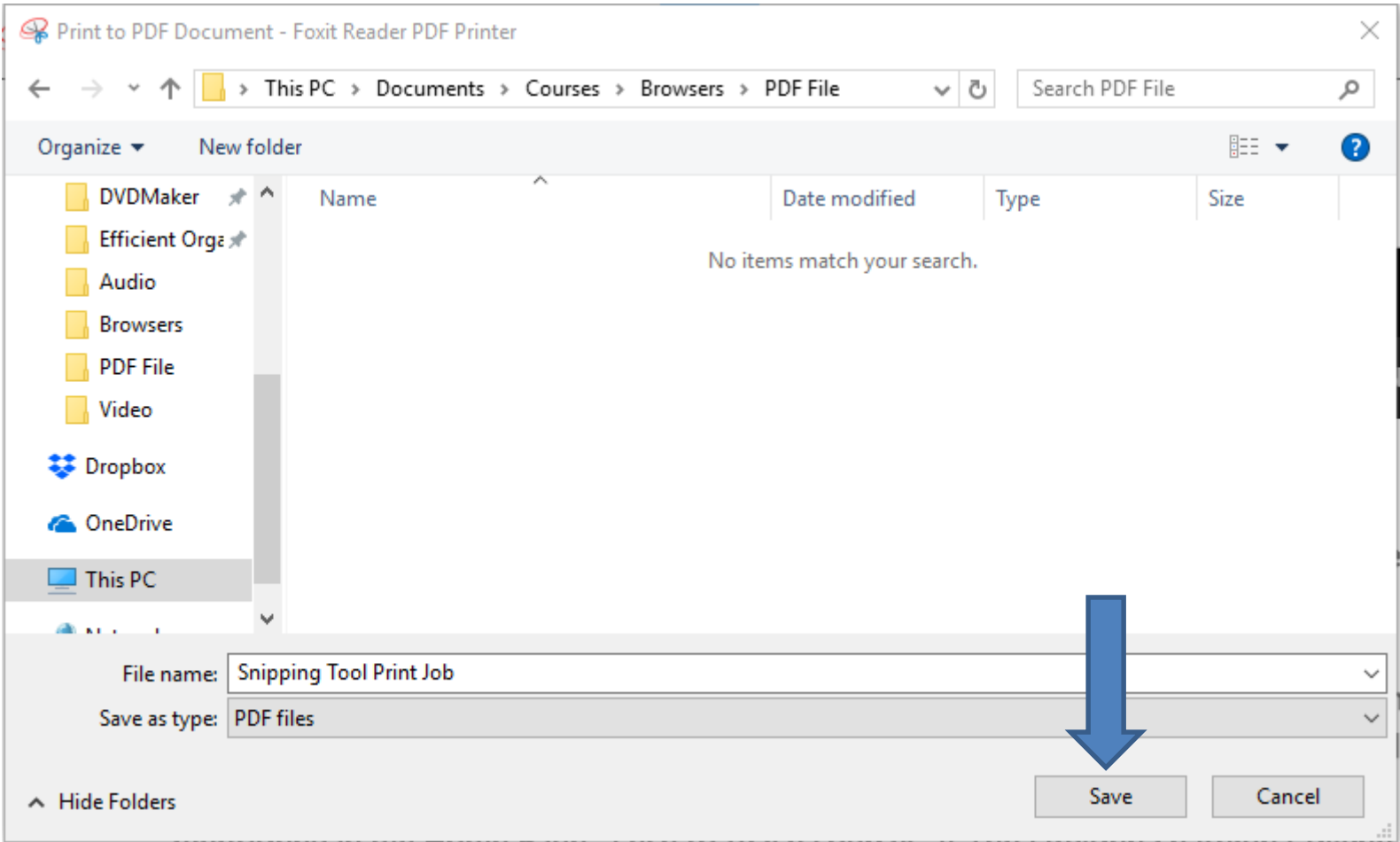
- I tried it and the layout in my Printer was not good. Next is what happens when you Print it to PDF Reader.



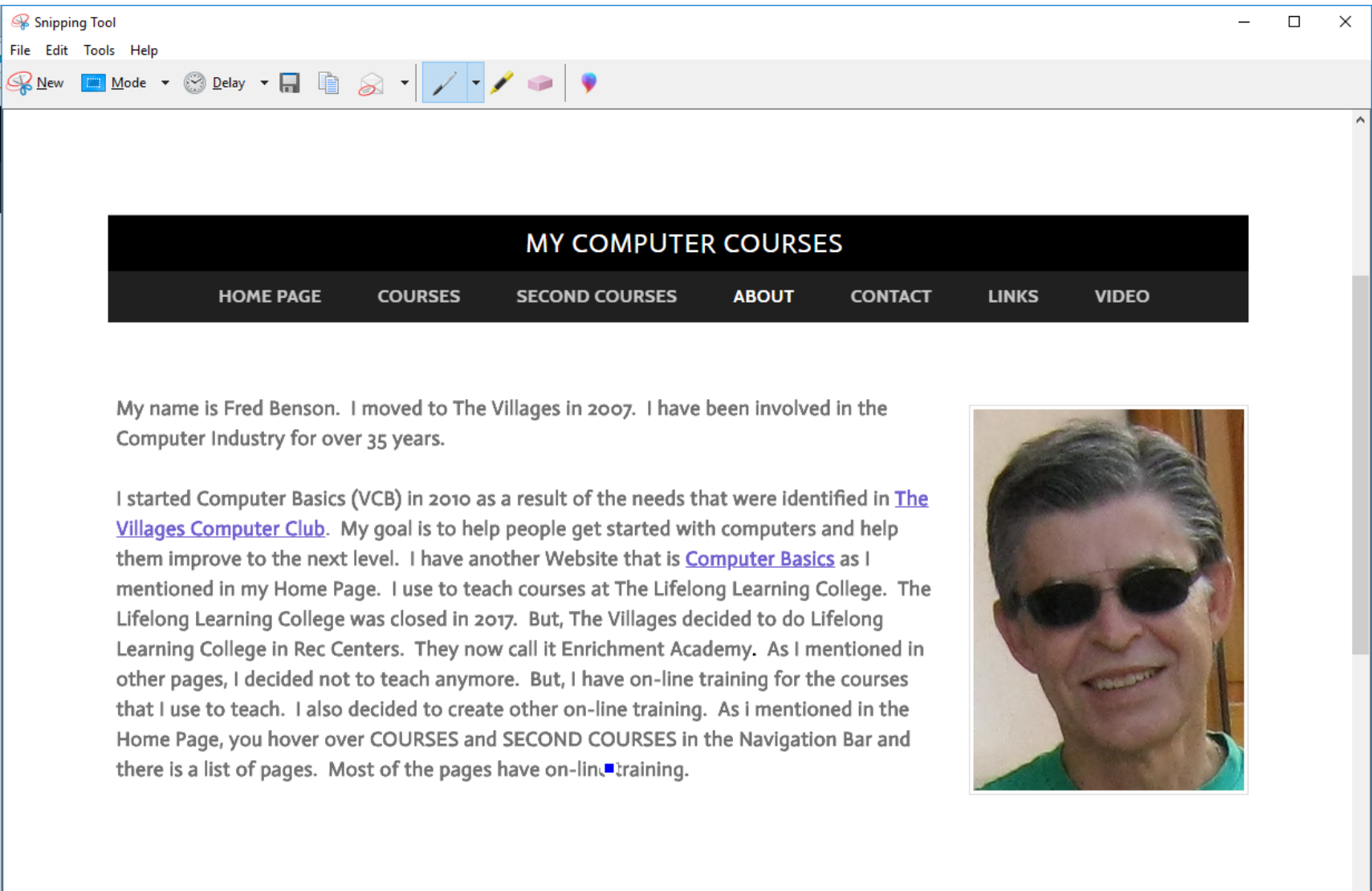
- A new window opens, like File Explorer and you can change the File name and find the Folder to save it. Next is a sample of a different Folder.



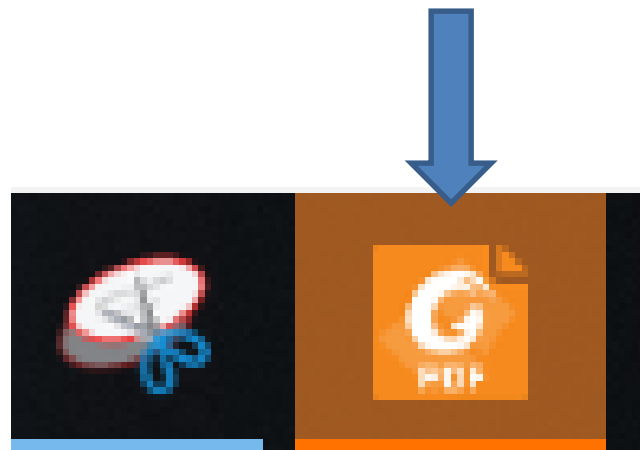
- Here is a sample of a different Folder and I decided not to change the File name. Once complete, click on Save at the bottom and next is what happens.



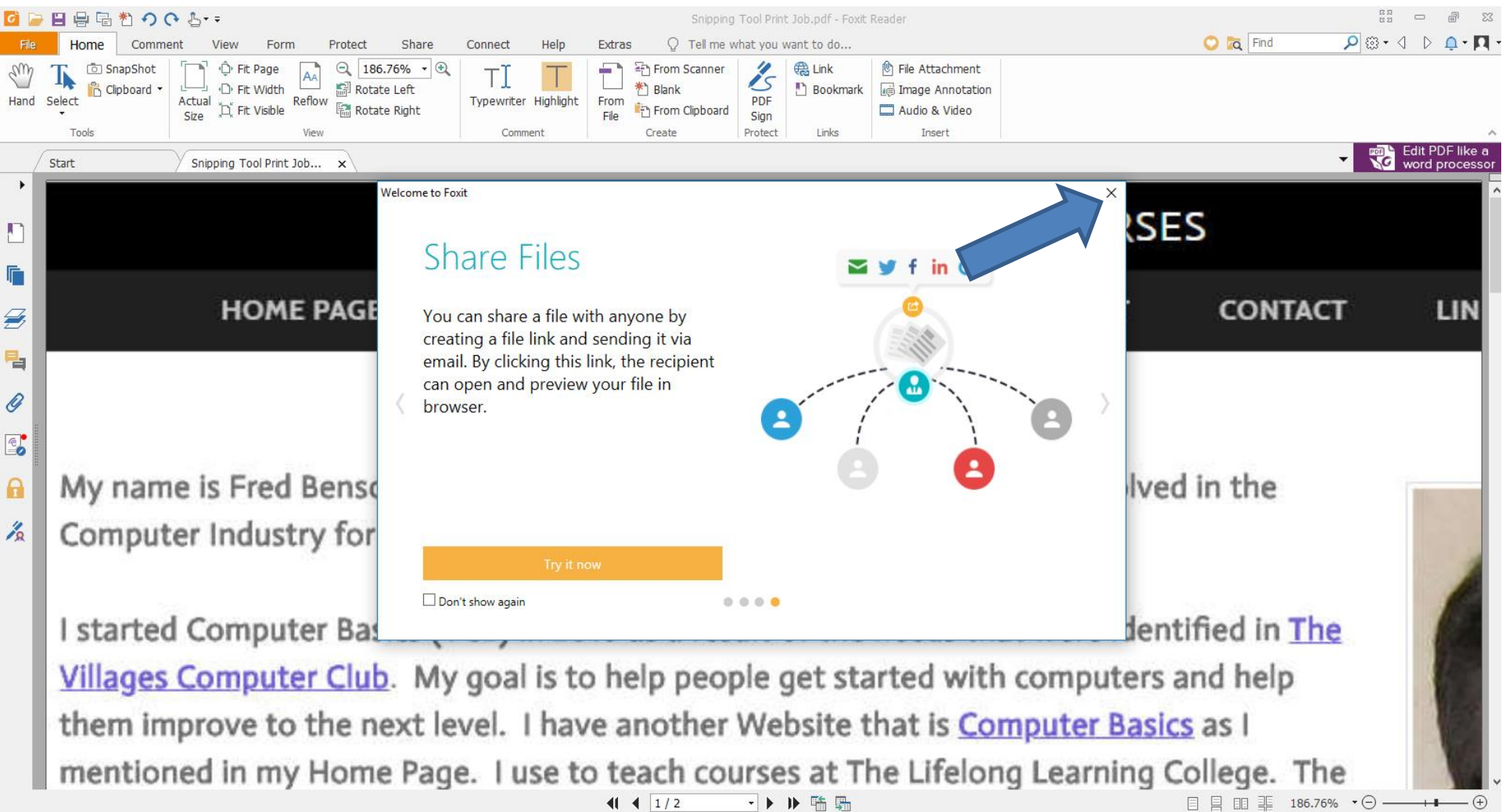
- **Window closes and the PDF Reader is highlighted on your Taskbar, which is next.**



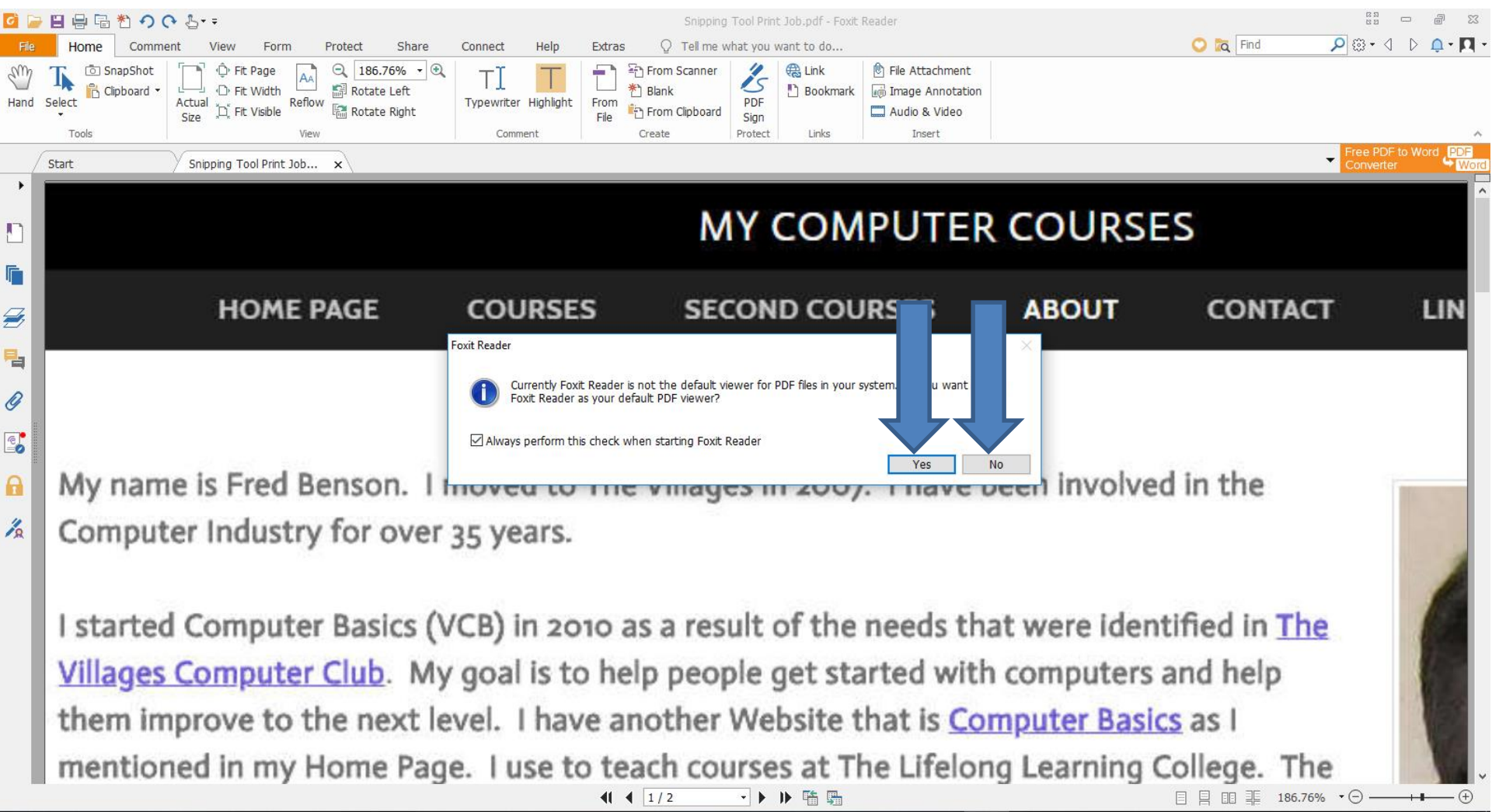
- I zoomed in so you can see my PDF Reader highlighted on my Taskbar.
- You click on it to open it and next is a sample.



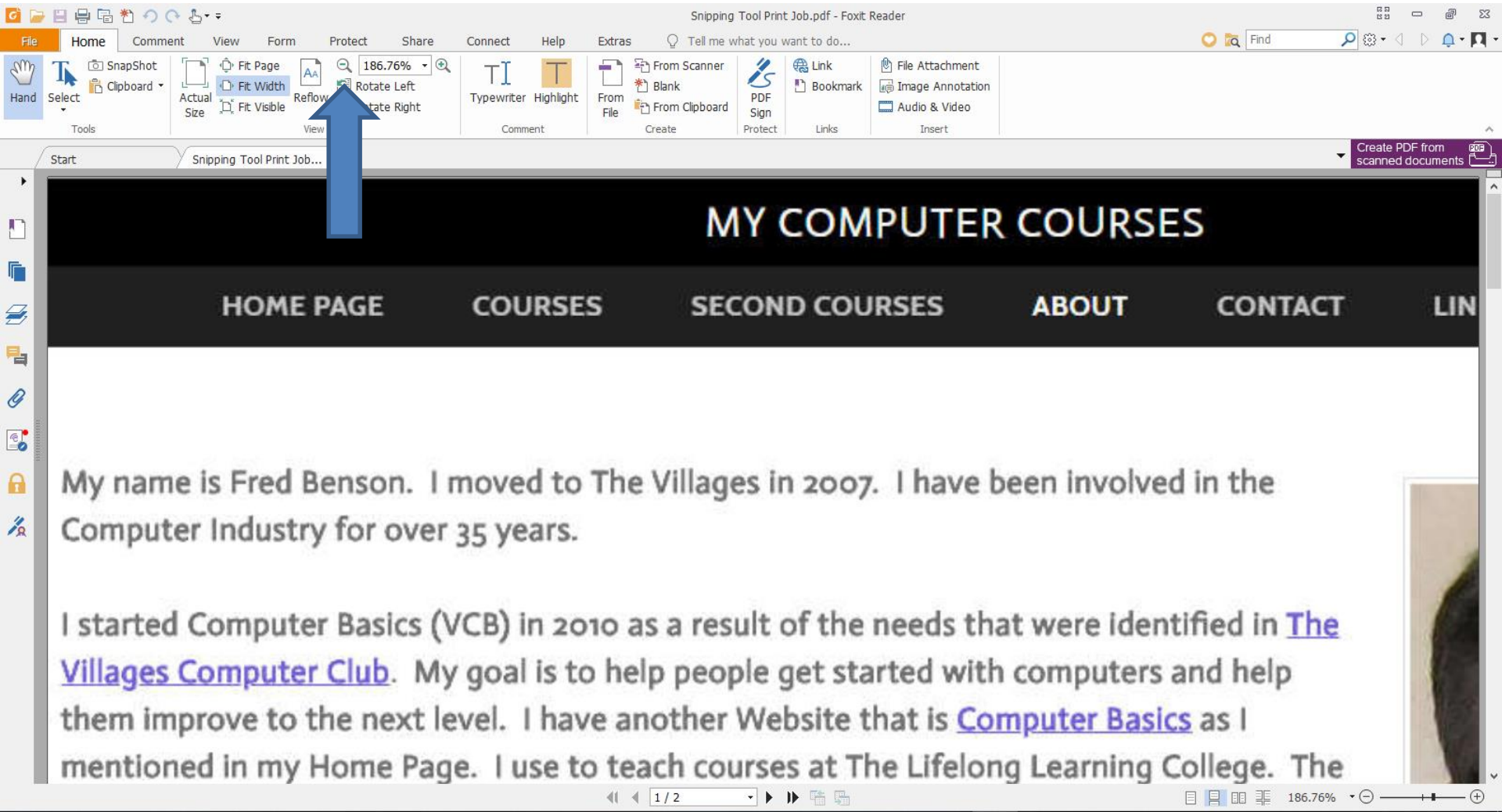
- **Foxtit Reader opens with a large page and a window in the middle. You can click on X in the upper right in the window close it, which is next.**



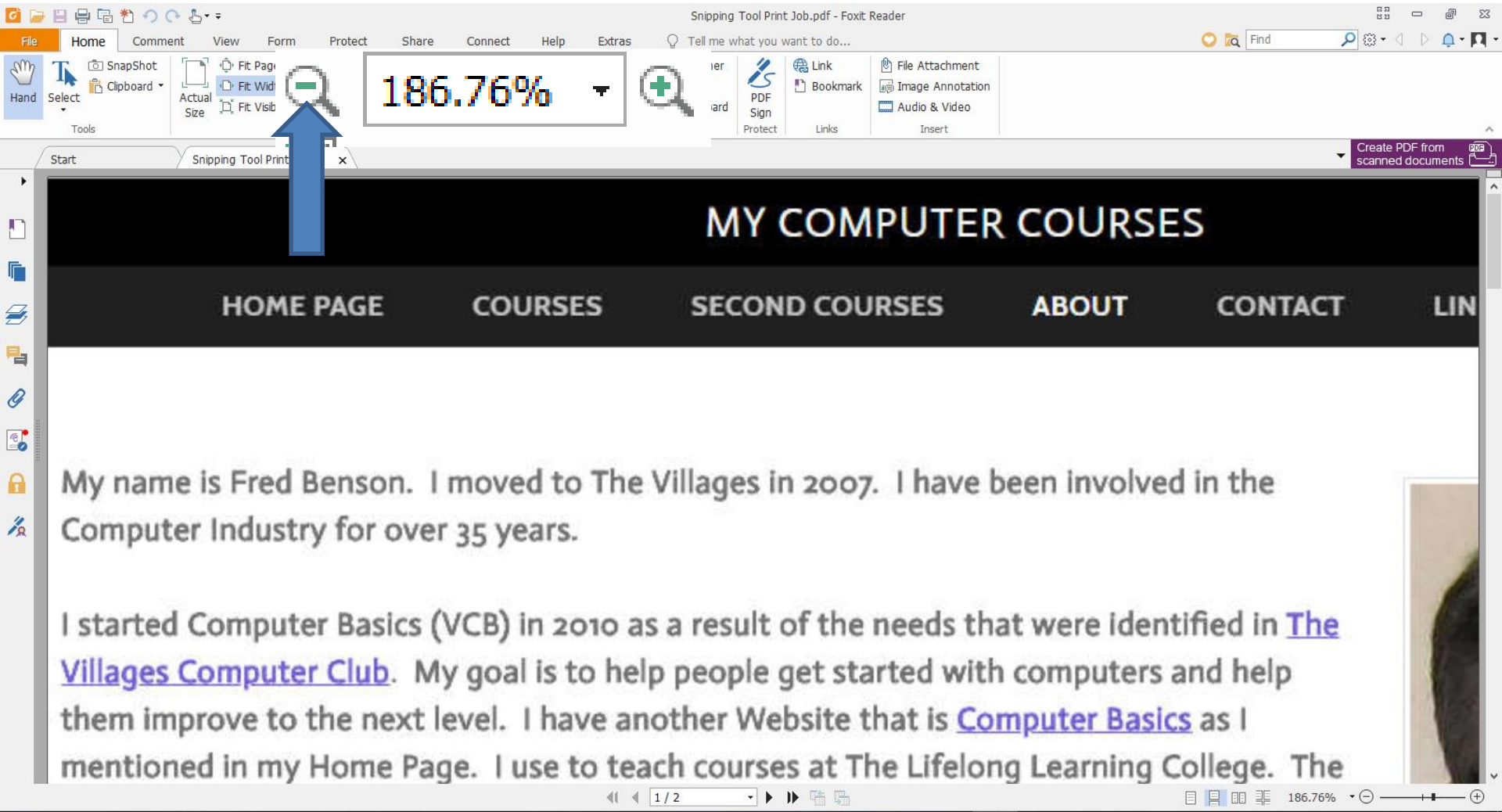
- **Window closes and a new window opens and asks if you want it default. You can click on Yes or No. Next is sample of clicking on No.**



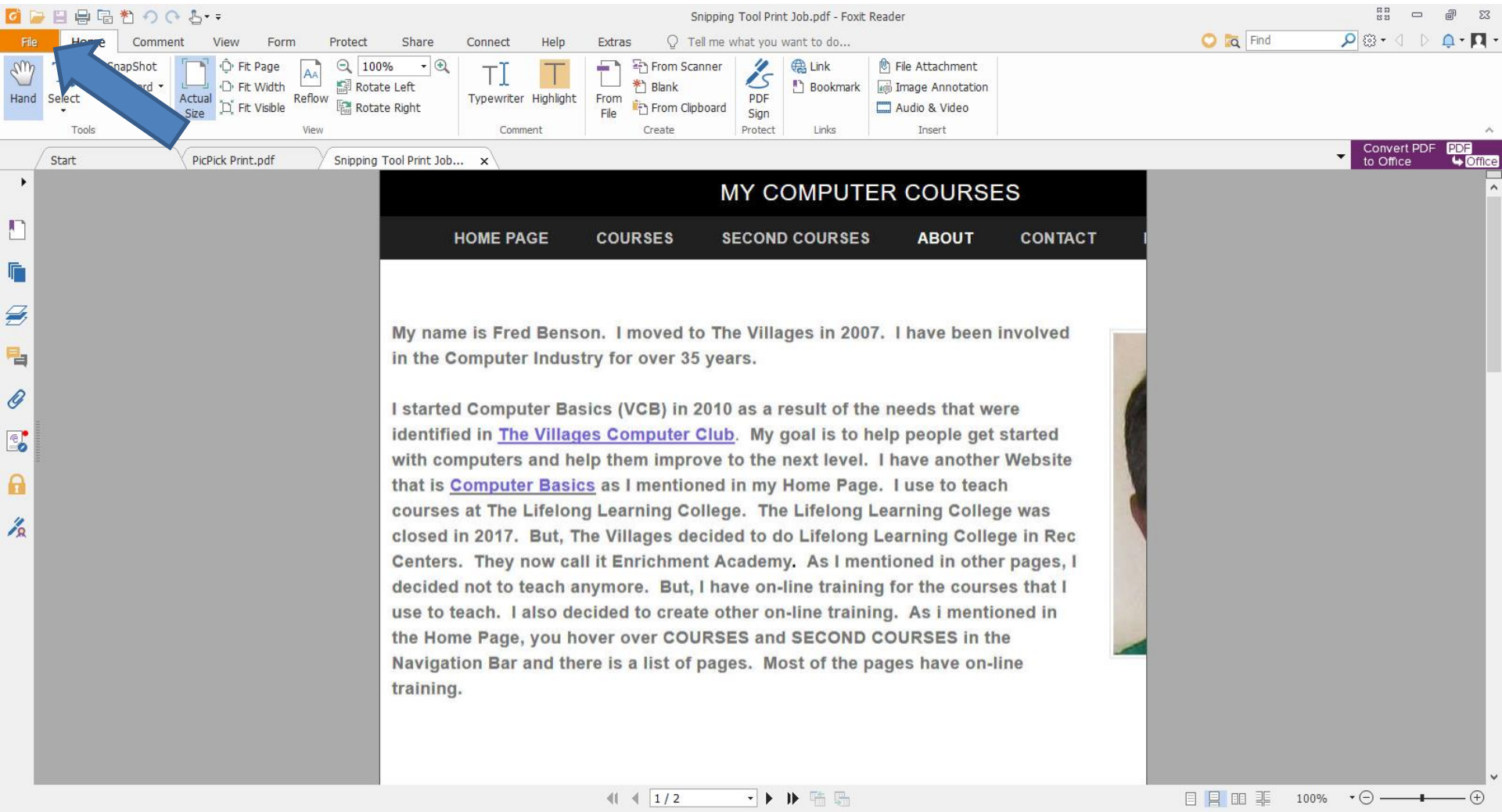
- Window closes and you can make the page smaller by clicking on the Icon in the Top. Next I will zoom in, so you can see it.



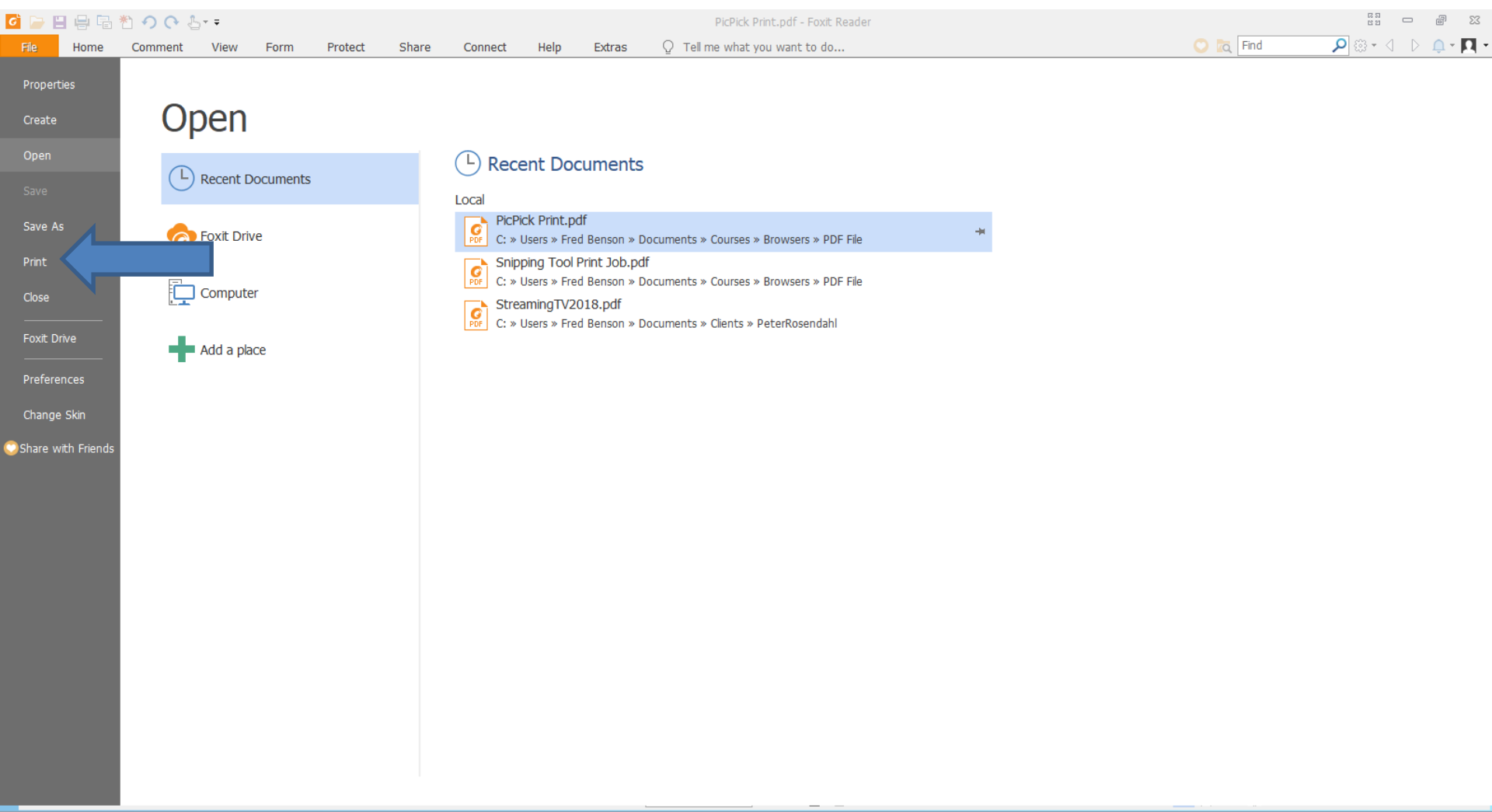
- You click on the Icon 3 times and next is a sample.



- You see it smaller, but the layout is not good. If you want to Print it, click on File in the upper left and next is what happens.



- Page changes and click on Print on the left and next is what happens.



- Page changes and a new window opens. You click on the Default Name and you see a list, next explains it.

The image shows a print dialog box with a dropdown menu open. A blue arrow points to the 'Name' field, which contains 'Foxit Reader PDF Printer'. The dropdown menu lists several printer options: 'Fax', 'Foxit Reader PDF Printer', 'HP ENVY 4520 series (Network)', 'HP ePrint + JetAdvantage', 'Microsoft Print to PDF', 'Microsoft XPS Document Writer', 'Send To OneNote 2016', and 'Soda PDF Desktop 10'. The 'Foxit Reader PDF Printer' option is highlighted in blue. The dialog box has a title bar with a close button (X) in the top right corner. Below the printer selection, there are sections for 'Print Range', 'Print Handling', 'Print What', 'Output', and 'Preview'. The 'Print Range' section has radio buttons for 'Current page', 'Current pages', and 'All pages', with 'All pages' selected. The 'Print Handling' section has buttons for 'Scale', 'Tile Large Pages', 'Multiple Pages Per Sheet', and 'Booklet', with 'Scale' selected. The 'Print What' section has a dropdown menu set to 'Document and markups' and a 'Summarize Comments' button. The 'Output' section has a checkbox for 'Simulate Overprinting'. The 'Preview' section shows a zoom of 99.57% and a document size of 8.5 x 11.0 inch. At the bottom, there are 'OK' and 'Cancel' buttons.

- As I mentioned before, it depends on your computer. Click on one and then click on OK and next explains it.

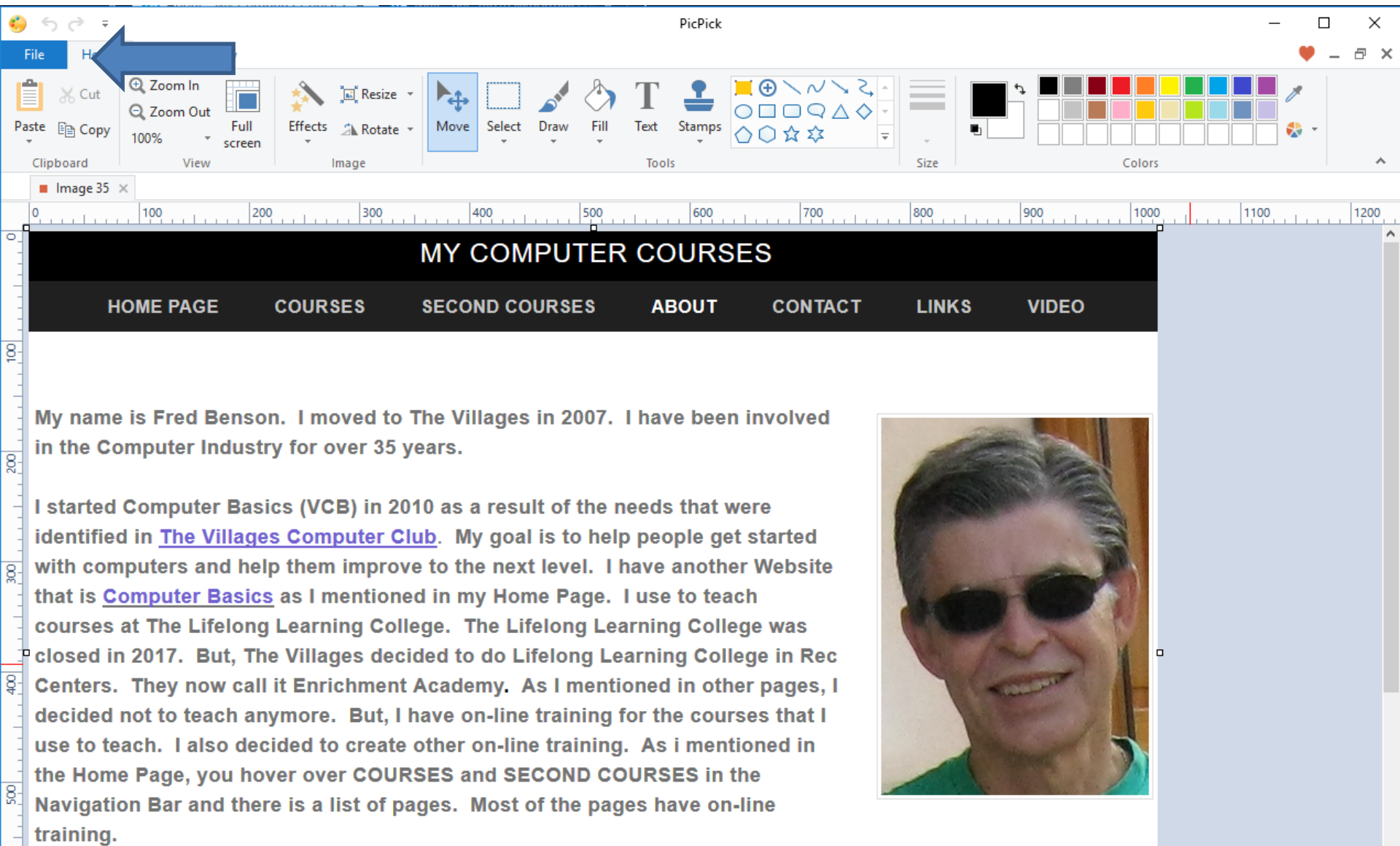
The screenshot shows a print dialog box with the following sections and options:

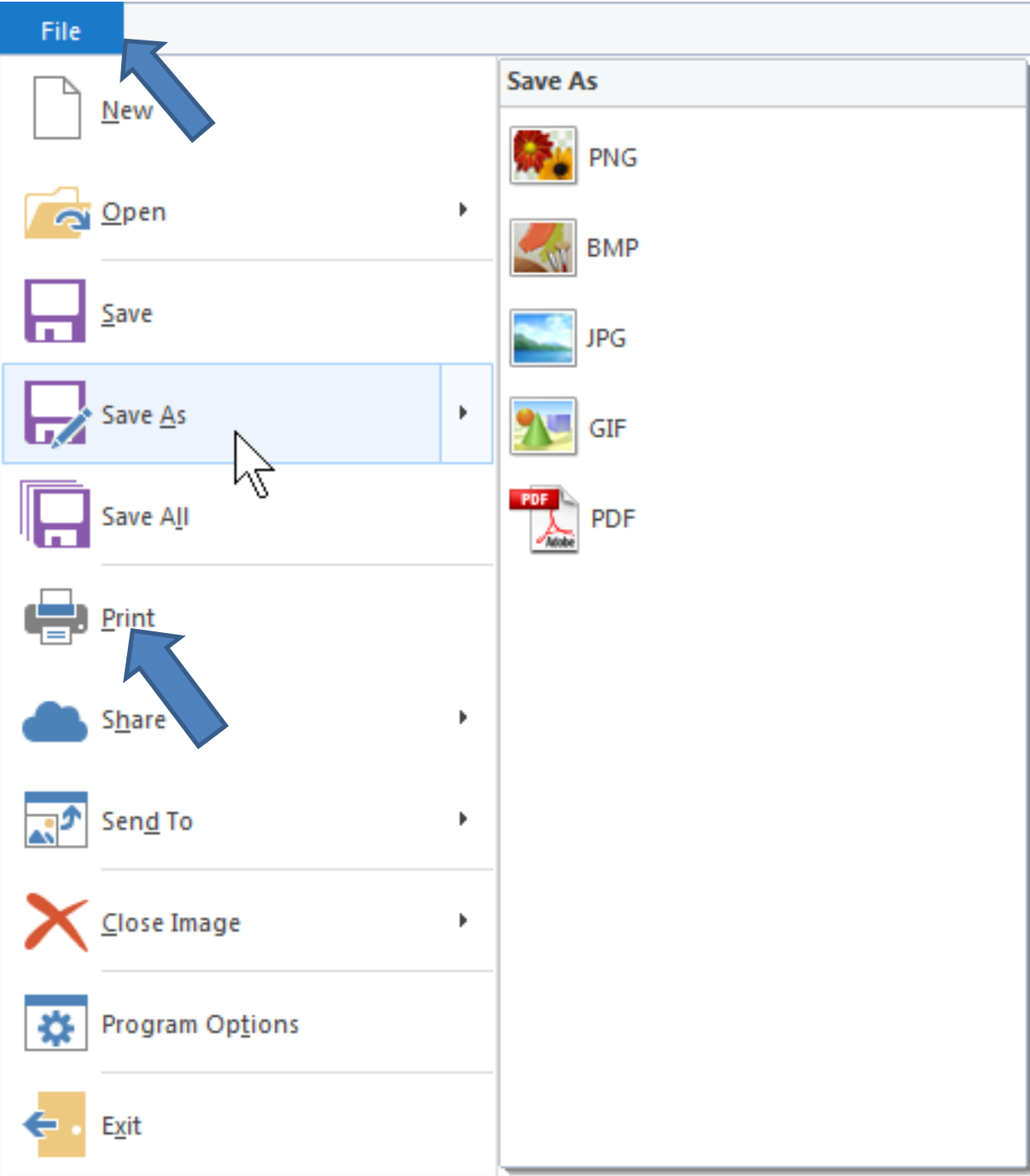
- Name:** Foxit Reader PDF Printer
- Copies:** 1
- Print as:** Print as PDF
- Print Range:** Current view, Current page, All pages, Pages: 1-2, Subset: All pages in range, Reverse pages
- Print Handling:** Scale, Tile Large Pages, Multiple Pages Per Sheet, Booklet
- Orientation:** Portrait, Landscape
- Print on both sides of paper:** Print on both sides of paper, Flip on long edge, Flip on short edge
- Other options:** Auto-Rotate, Auto-Center
- Print What:** Document and markups, Summarize Comments
- Output:** Simulate Overprinting
- Preview:** Zoom: 99.57%, Document: 8.5 x 11.0 inch, Paper: 8.5 x 11.0 inch
- Page indicator:** Page 1 of 2
- Buttons:** OK, Cancel

Annotations in the image include blue arrows pointing to the printer selection list, the 'OK' button, and the 'Print Range' section.

- **When you click on one, like your Printer and then click on OK, it starts to Print and as I mentioned before the layout is not good. Next is a sample of Screen Capture with PicPick, which is better.**

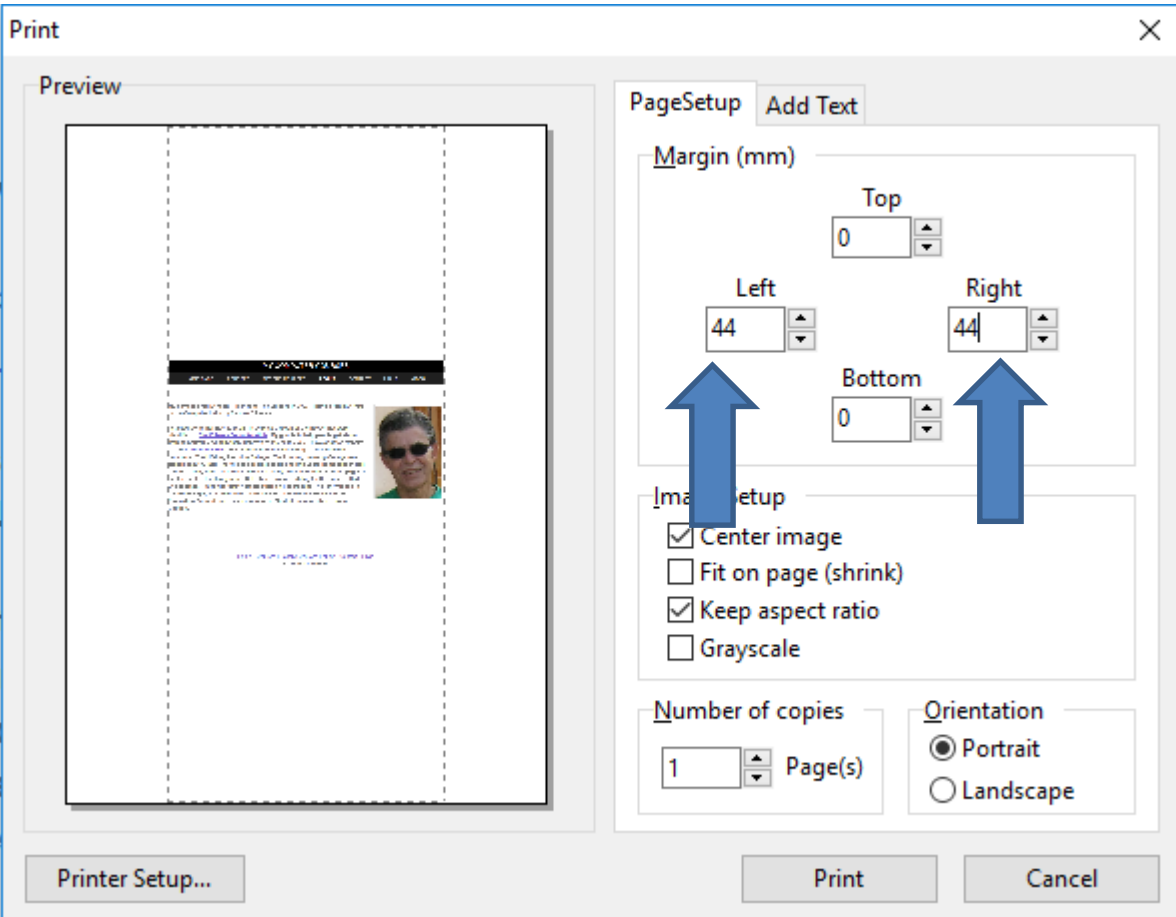
- When you Screen Capture with PicPick, it opens it in PicPick. Click on File and next is what happens.



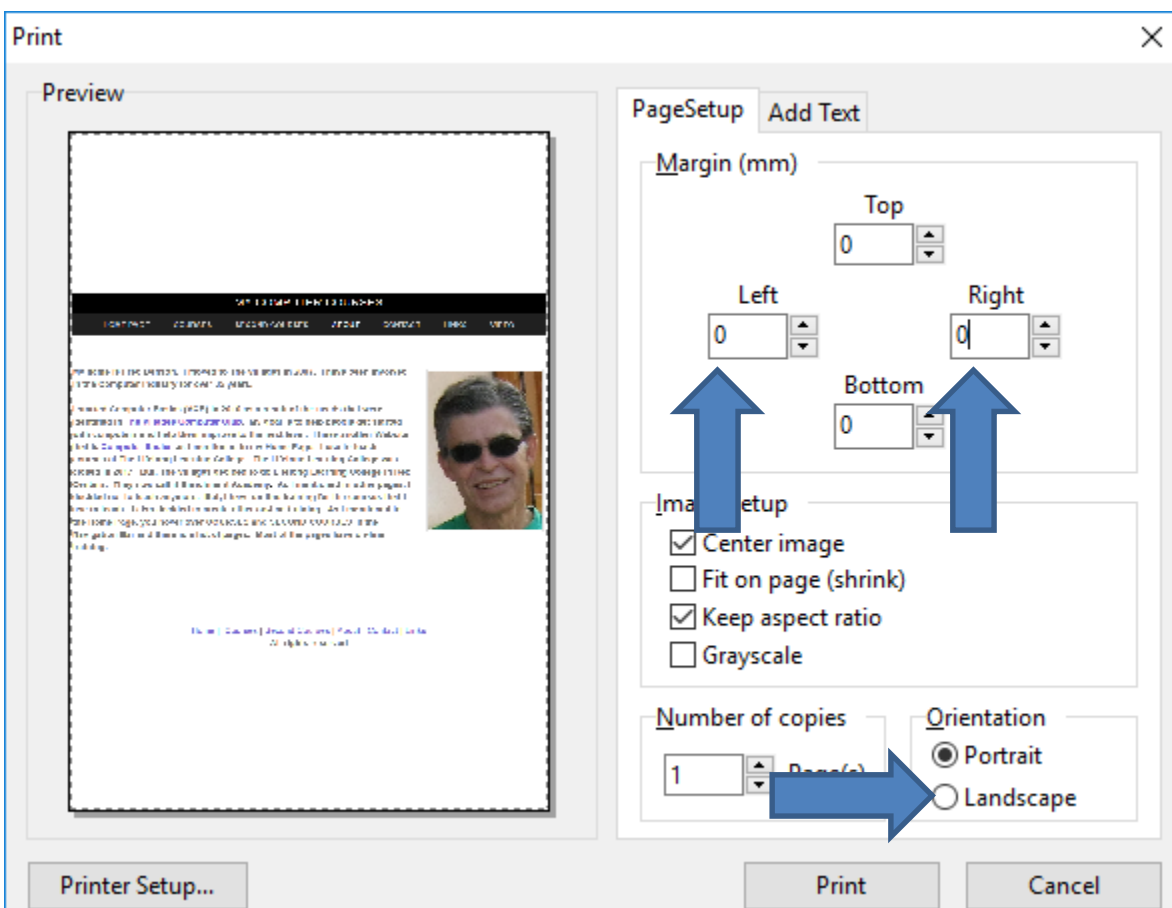


**You see a list
and click on
Print and next is
what happens.**

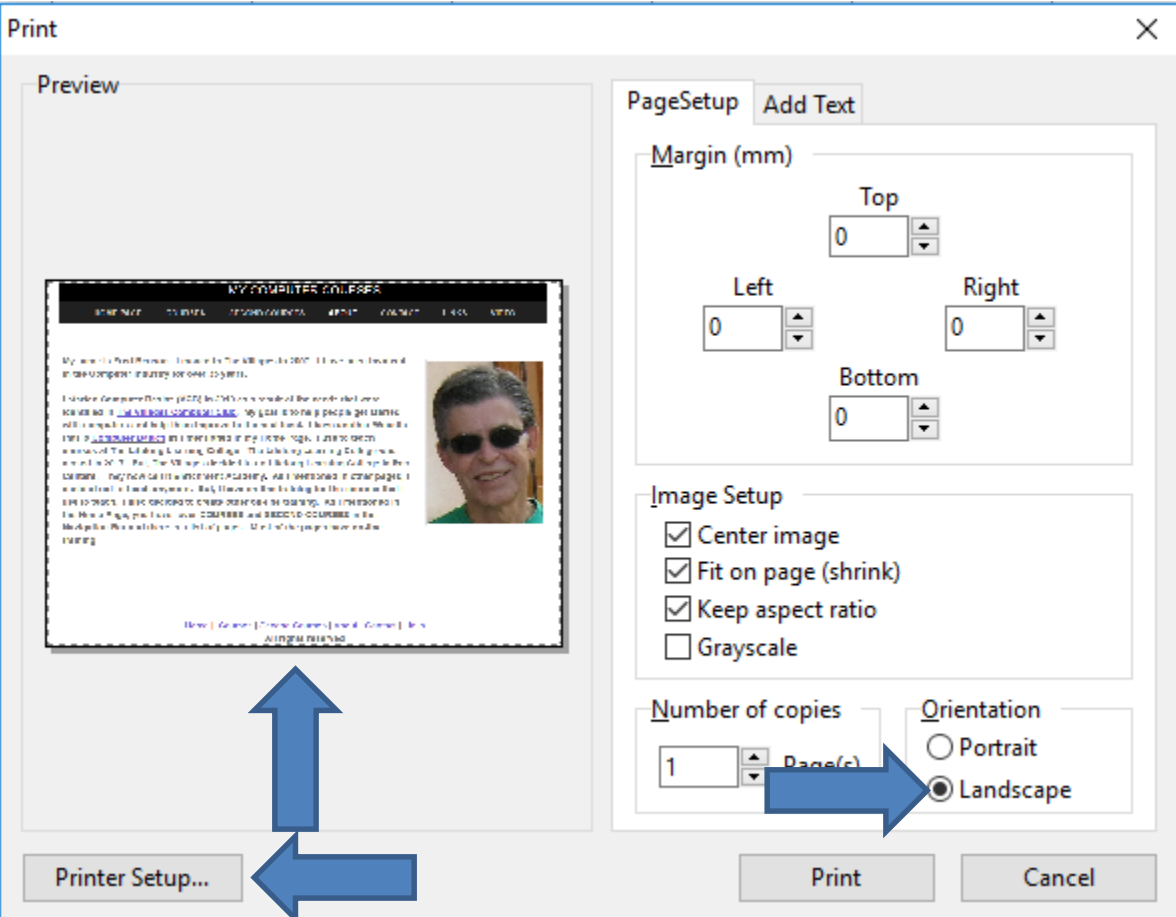
- List closes and a new window opens, like Print. You see the Left and Right are 44. You can highlight them and type in 0. Next is a sample of doing that.



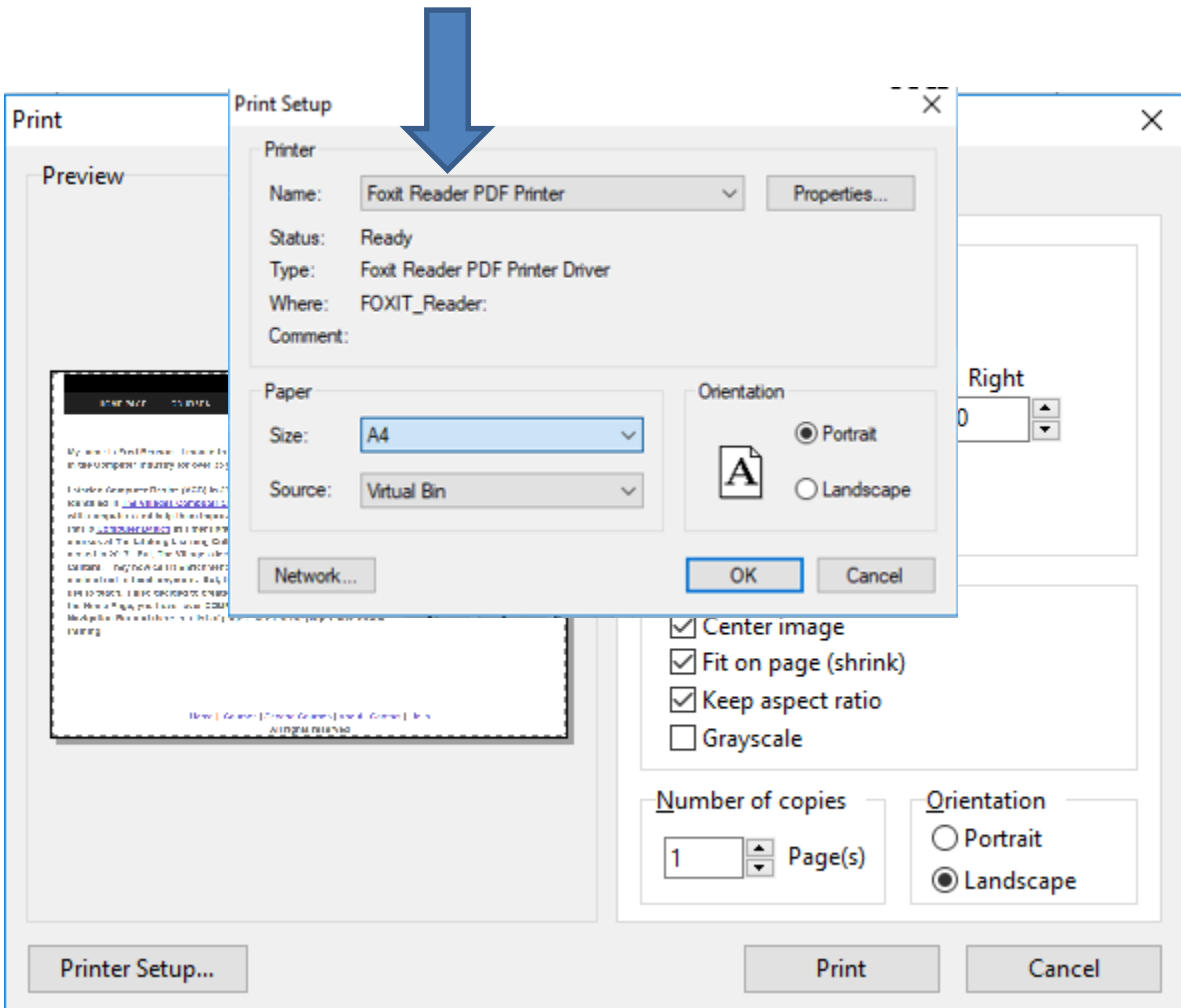
- You see 0 on both of them and you see the Page is larger. I recommend you click on the box left of Landscape and next is a sample.



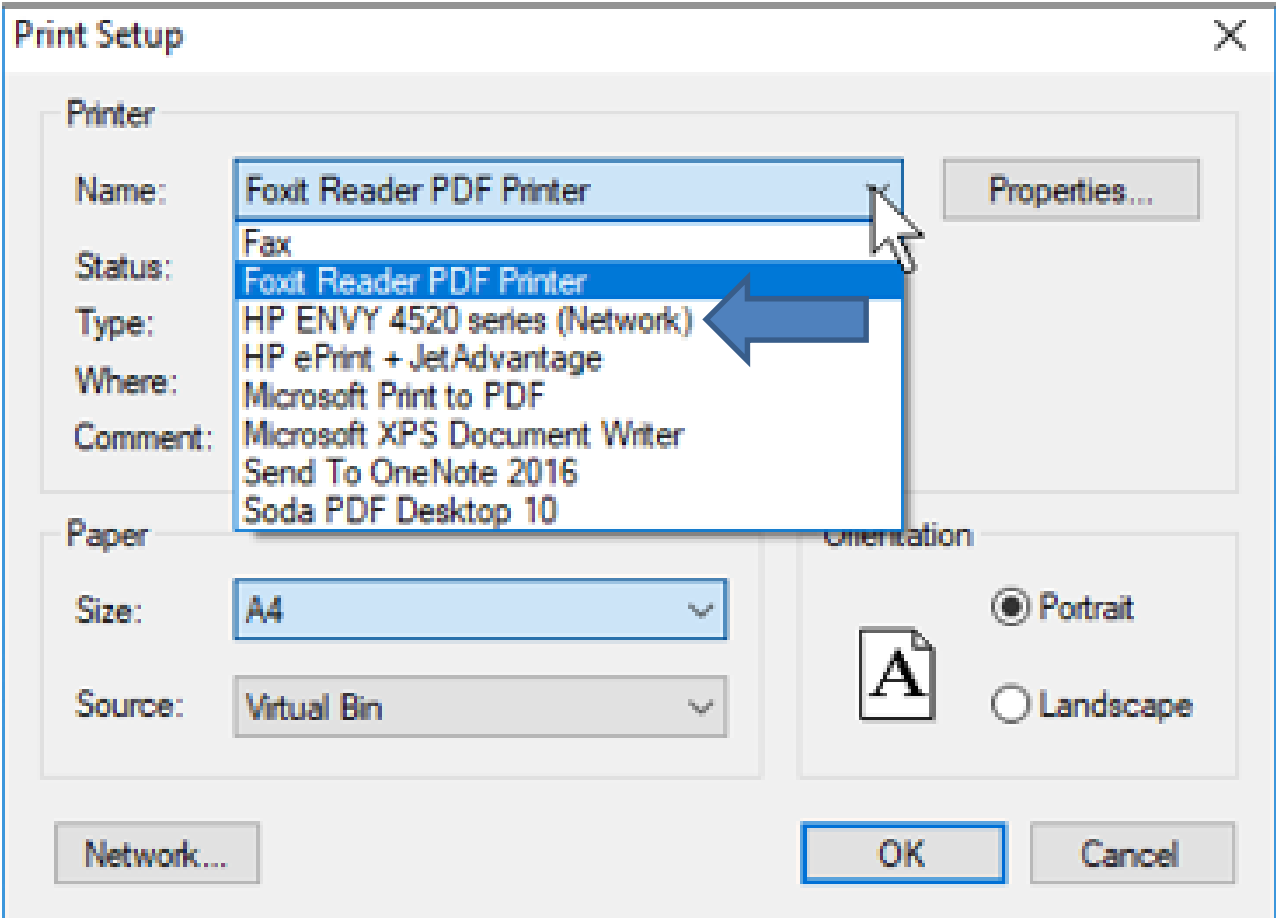
- Here is a sample of checking the box and you see the layout different. Once complete, click on **Printer Setup** at the bottom left and next is what happens.



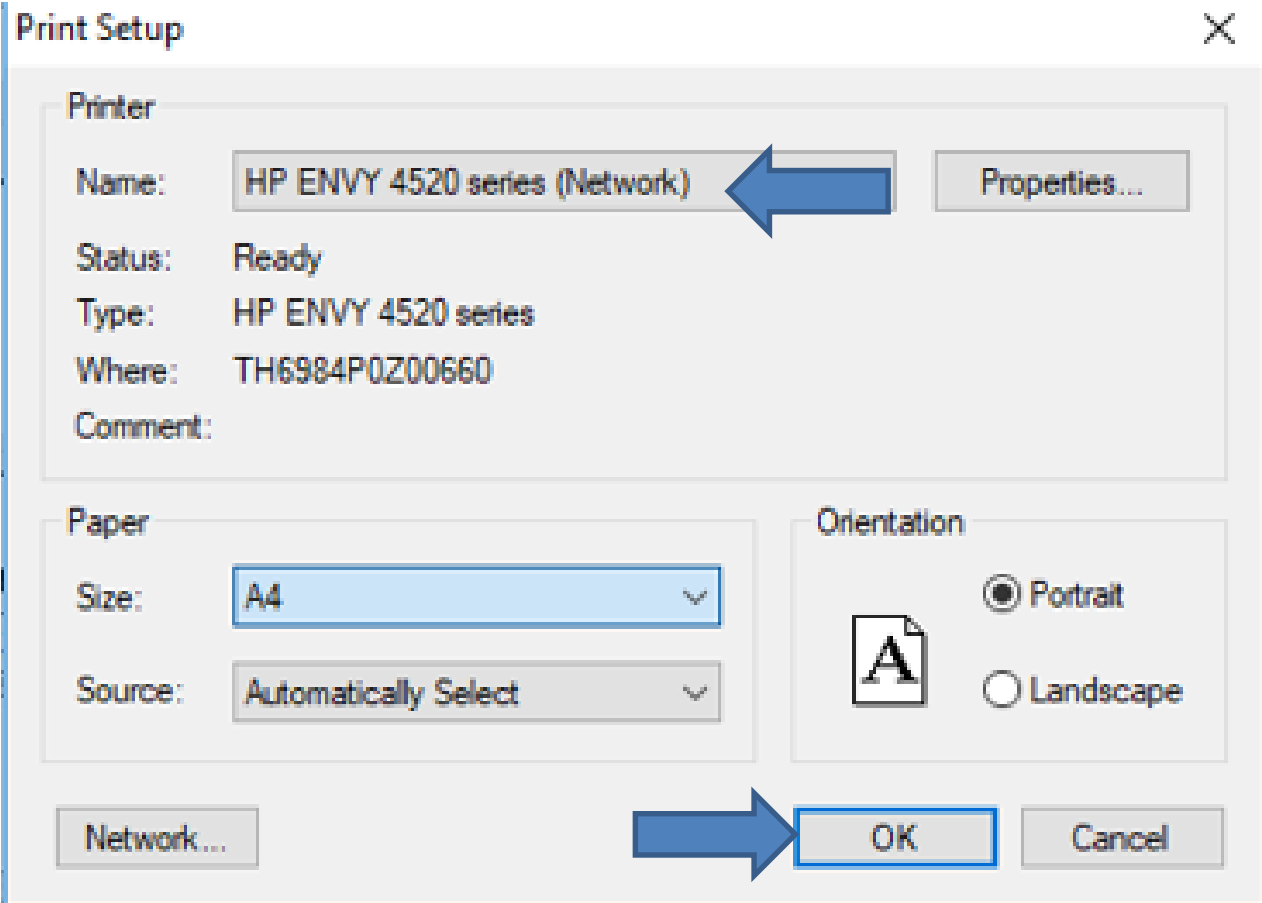
- A new window opens and the default name is different on your Computer. My default is Foxit Reader. You can click on it to change it, which is next and I will zoom in so you can see it better.



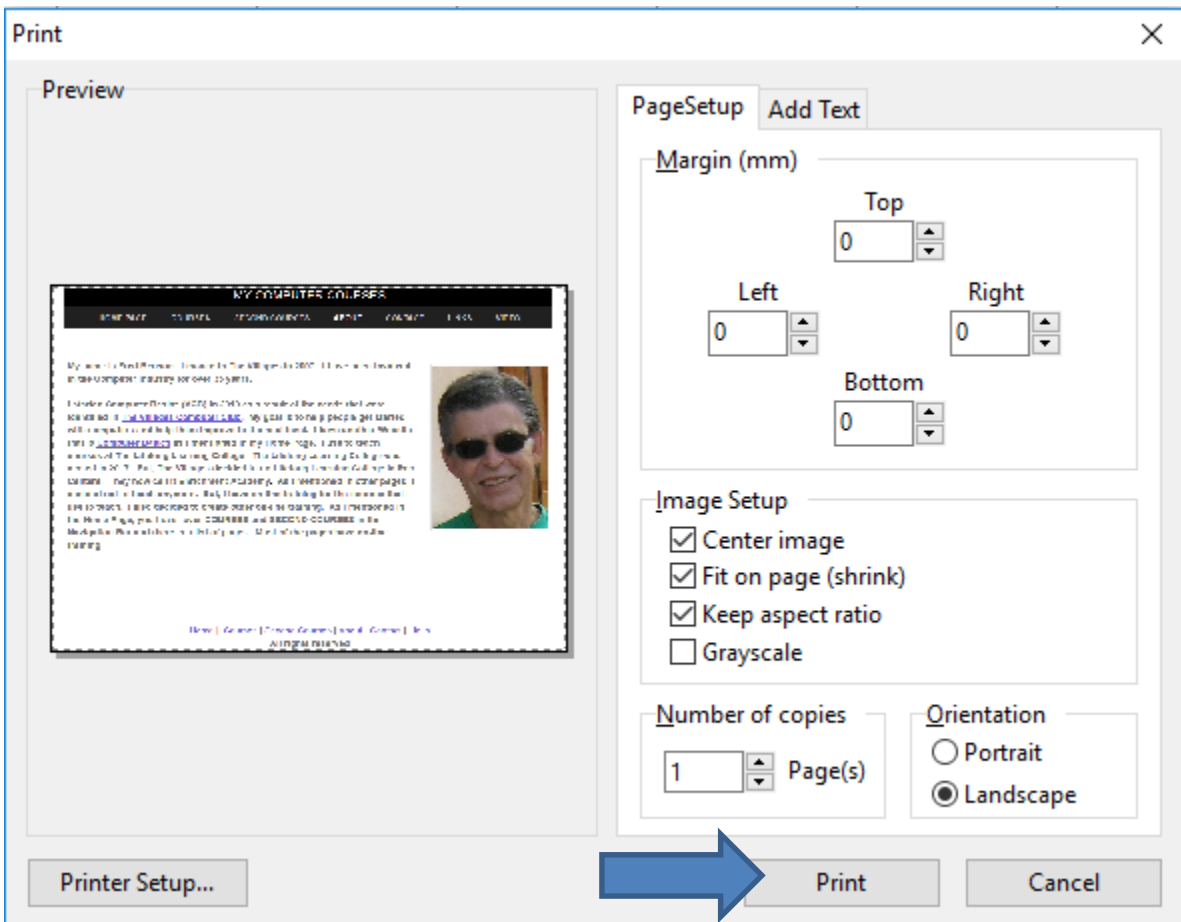
- When you can click on it, you see a list. If you have a Printer, like I do, click on it and next is a sample.



- You see the Name changed. Once complete, click on OK at the bottom and next is what happens.

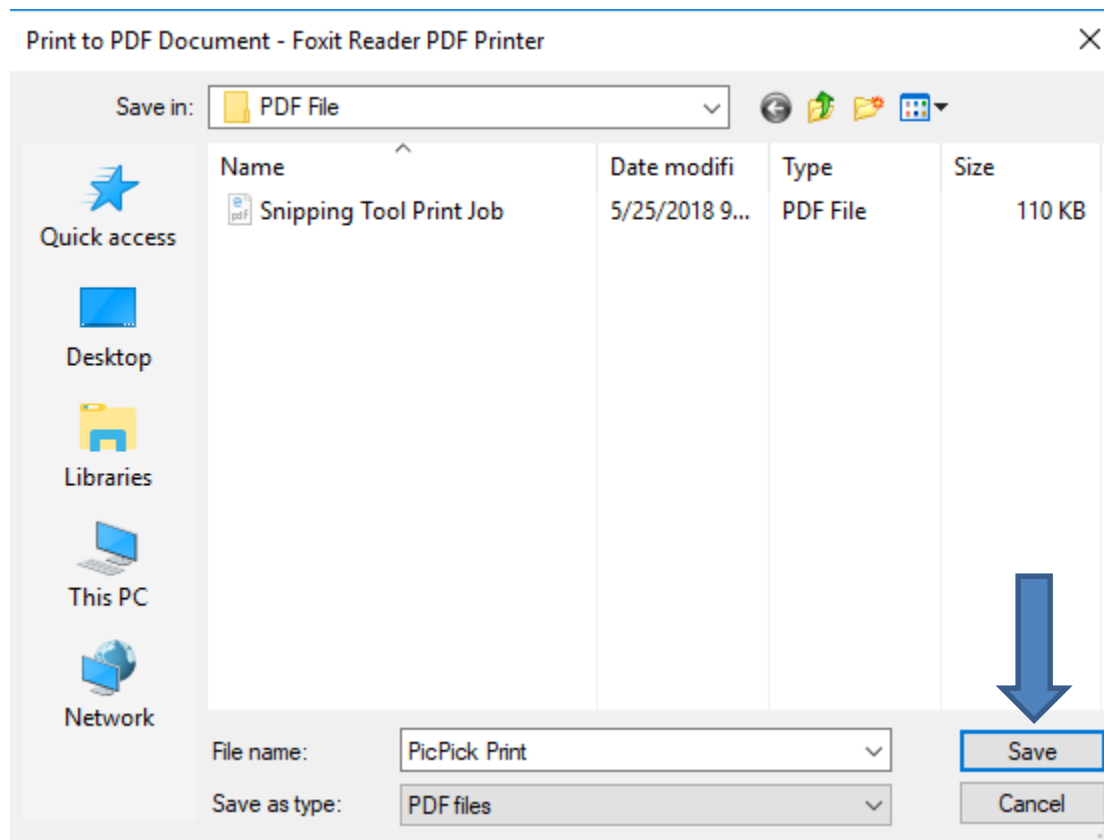


- **Window closes.** You then click on Print in the bottom. Once you click on that, the window closes and it starts to Print it on your Printer and it is better than Snipping Tool. Next is about Print to PDF Reader.



- **If you have a PDF Reader, you can print it to the PDF file with the PDF Reader. You follow the same process and next is a sample when you click on Print with a PDF Reader, like I have with Foxit Reader.**

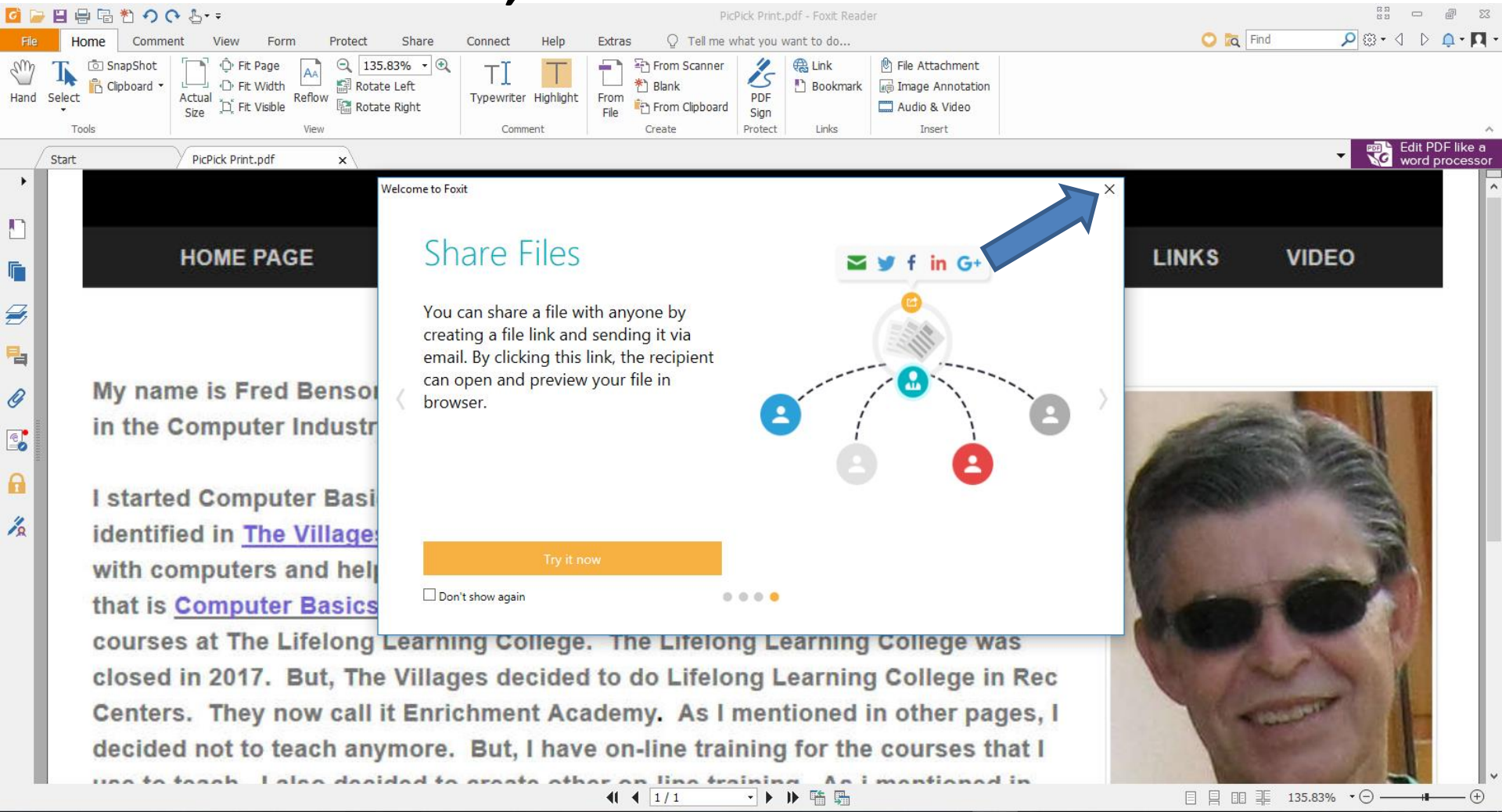
- A new window opens that is similar that I showed you in Snipping Tool. As I mentioned before, you can change the File name and find a Folder. I found the same Folder. Once complete, click on Save and next is what happens again.



- **You can see my PDF Reader highlighted on my Taskbar again.**
- **You click on it to open it and next is a sample.**



• **Foxit Reader opens again with a large page and a window in the middle again as I showed you before. You can click on X in the upper right in the window close it, which is next.**



- **Window closes and a new window opens again as I showed you before. As I mentioned before, You can click on Yes or No. Next is sample of clicking on No.**

The screenshot shows a Windows desktop environment. At the top, the taskbar displays the Start button and several application icons. The active window is titled "PicPick Print.pdf - Foxit Reader". The Foxit Reader interface includes a menu bar (File, Home, Comment, View, Form, Protect, Share, Connect, Help, Extras) and a ribbon with various tools. The main content area shows a PDF document with a dark header "MY COMPUTER COURSES" and navigation links: HOME PAGE, COURSES, SECOND COURSES, ABOUT, CONTACT, LINKS, VIDEO. The text on the page reads: "My name is Fred Benson. I m... in the Computer Industry for o... I started Computer Basics (VCB) in 2010 as a result of the needs that were identified in [The Villages Computer Club](#). My goal is to help people get started with computers and help them improve to the next level. I have another Website that is [Computer Basics](#) as I mentioned in my Home Page. I use to teach courses at The Lifelong Learning College. The Lifelong Learning College was closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They now call it Enrichment Academy. As I mentioned in other pages, I decided not to teach anymore. But, I have on-line training for the courses that I use to teach. I also decided to create other on-line training. As I mentioned in...". A portrait of a man with sunglasses is visible on the right side of the page. A "Foxit Reader" dialog box is overlaid on the text, containing the message: "Currently Foxit Reader is not the default viewer for PDF files in your system. Do you want to set Foxit Reader as your default PDF viewer?" with a checked checkbox for "Always perform this check when starting Foxit Reader" and "Yes" and "No" buttons.

- Window closes and you can make the page smaller by clicking on the Icon in the Top as I showed you before. Next I will zoom in, so you can see it again.

MY COMPUTER COURSES

HOME PAGE COURSES SECOND COURSES ABOUT CONTACT LINKS VIDEO

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Fred Benson

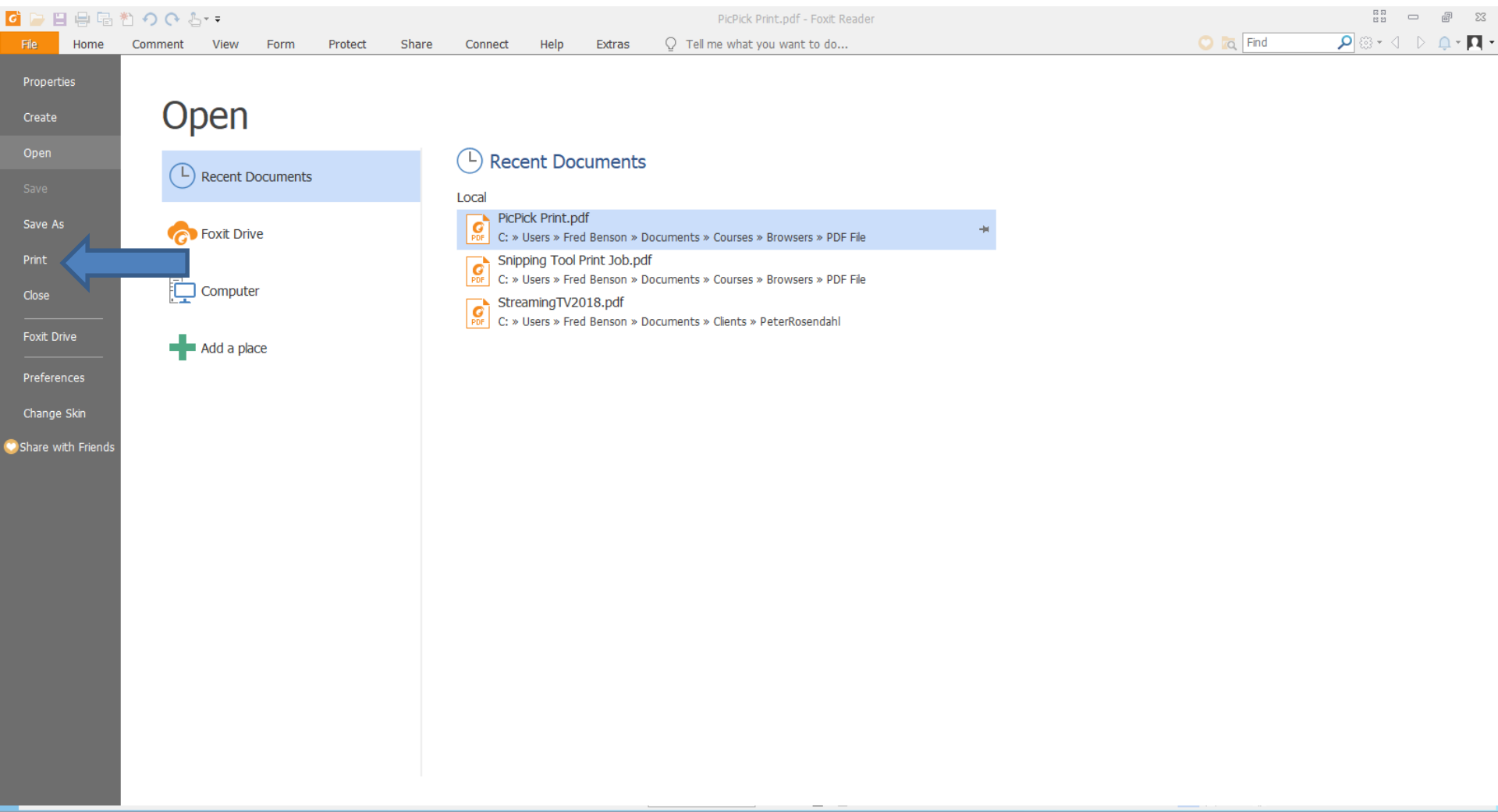
- **Note – the size is different then I showed you before. You click on it 2 times vs. 3 and next is what happens.**

The screenshot shows a Foxit Reader window displaying a PDF document titled "PicPick Print.pdf". The interface includes a top toolbar with various tools like Hand, Select, Snapshot, and Clipboard. A zoom level of 135.83% is displayed in a central box. Below the toolbar, a navigation menu is visible with the following items: HOME PAGE, COURSES, SECOND COURSES, ABOUT, CONTACT, LINKS, and VIDEO. A blue arrow points to the magnifying glass icon in the toolbar, indicating the zoom function. The main content area of the PDF shows a website header with the title "MY COMPUTER COURSES" and a paragraph of text: "My name is Fred Benson. I moved to The Villages in 2007. I have been involved in the Computer Industry for over 35 years." Below this is another paragraph: "I started Computer Basics (VCB) in 2010 as a result of the needs that were identified in [The Villages Computer Club](#). My goal is to help people get started with computers and help them improve to the next level. I have another Website that is [Computer Basics](#) as I mentioned in my Home Page. I use to teach courses at The Lifelong Learning College. The Lifelong Learning College was closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They now call it Enrichment Academy. As I mentioned in other pages, I decided not to teach anymore. But, I have on-line training for the courses that I use to teach. I also decided to create other on-line training. As I mentioned in". To the right of the text is a portrait of a man with grey hair wearing sunglasses. The bottom of the window shows a status bar with page navigation (1/1) and a zoom slider set to 135.83%.

- You see it smaller and the layout is much better then Snipping Tool. If you want to Print it, click on File in the upper left and next is what happens again.

The screenshot shows a PDF viewer window titled "PicPick Print.pdf - Foxit Reader". The interface includes a top menu bar with options like File, Home, Comment, View, Form, Protect, Share, Connect, Help, and Extras. Below the menu is a toolbar with various tools such as Hand, Select, Snapshot, Actual Size, Fit Page, Fit Width, Fit Visible, Reflow, Rotate Left, Rotate Right, Typewriter, Highlight, From File, From Scanner, Blank, From Clipboard, PDF Sign, Link, Bookmark, File Attachment, Image Annotation, and Audio & Video. The main content area displays a website page with a dark navigation bar at the top containing the text "MY COMPUTER COURSES" and a list of links: HOME PAGE, COURSES, SECOND COURSES, ABOUT, CONTACT, LINKS, and VIDEO. Below the navigation bar, the text reads: "My name is Fred Benson. I moved to The Villages in 2007. I have been involved in the Computer Industry for over 35 years." followed by a paragraph: "I started Computer Basics (VCB) in 2010 as a result of the needs that were identified in [The Villages Computer Club](#). My goal is to help people get started with computers and help them improve to the next level. I have another Website that is [Computer Basics](#) as I mentioned in my Home Page. I use to teach courses at The Lifelong Learning College. The Lifelong Learning College was closed in 2017. But, The Villages decided to do Lifelong Learning College in Rec Centers. They now call it Enrichment Academy. As I mentioned in other pages, I decided not to teach anymore. But, I have on-line training for the courses that I use to teach. I also decided to create other on-line training. As i mentioned in the Home Page, you hover over COURSES and SECOND COURSES in the Navigation Bar and there is a list of pages. Most of the pages have on-line training." To the right of the text is a portrait photo of a man with grey hair wearing sunglasses and a green shirt. The bottom of the window shows a status bar with page navigation (1/1) and a zoom level of 100%.

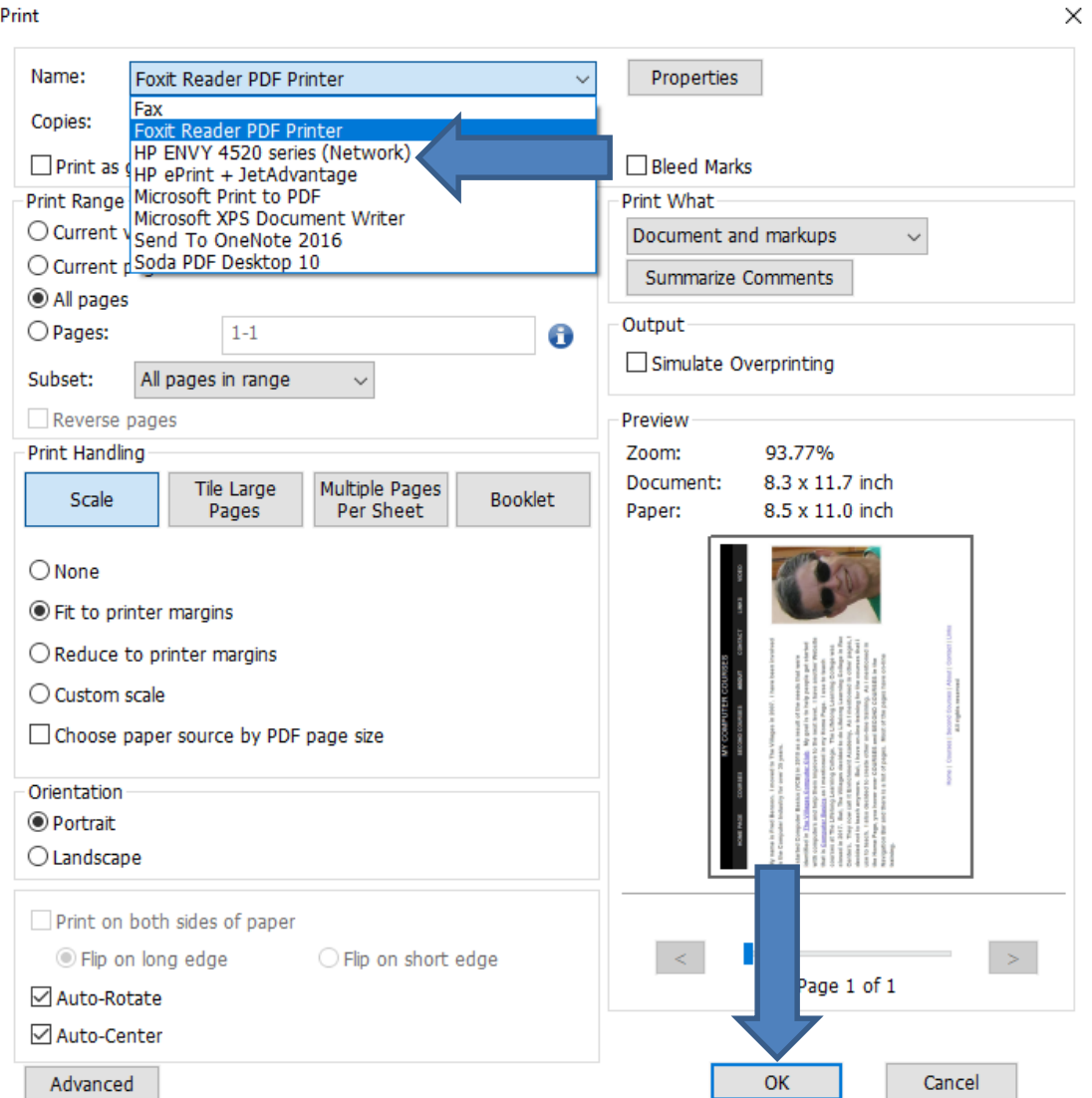
- Page changes again and click on Print again and next is what happens different.



- Page changes again and a new window opens again. You click on the Default Name and you see a list, next explains it.

The screenshot shows a Windows Print dialog box titled "Print" with a close button (X) in the top right corner. The "Name:" field is set to "Foxit Reader PDF Printer". A dropdown menu is open, showing a list of printers: "Fax", "Foxit Reader PDF Printer" (highlighted in blue), "HP ENVY 4520 series (Network)", "HP ePrint + JetAdvantage", "Microsoft Print to PDF", "Microsoft XPS Document Writer", "Send To OneNote 2016", and "Soda PDF Desktop 10". A blue arrow points from the "Properties" button to the "Foxit Reader PDF Printer" option in the list. Other settings include "Copies:" (1), "Print Range:" (All pages), "Print Handling:" (Scale selected), "Orientation:" (Portrait selected), and "Print on both sides of paper" (checked). The "Preview" section shows a document page with a photo of a man and some text. At the bottom, there are "OK" and "Cancel" buttons.

- As I mentioned before, it depends on your computer. Click on one you want and then click on OK again and next explains it again.



- **When you click on one, like your Printer and then click on OK, it starts to Print and layout is good and much better than Snipping Tool. As I mentioned before, I recommend you use PicPick vs. Snipping Tool.**
- **This is the End of the Tip.**