Performing Screen Captures with Windows
Keyboard Shortcuts

There are times when you are using the HUB that you may find the need to perform a screen capture on your PC. These times might include when you are presenting information or even reporting an error that HUB has given you.

1) Press PRINT SCREEN or CTRL+PRINT SCREEN to copy the entire screen. If you are using two monitors, it will capture the screens of both monitors

2) If you are using two monitors and want to capture only 1 screen, press Alt+PRINT SCREEN to capture the active window you are working in.

After you’ve captured the screen you can paste it in another software program such as Word or Outlook