

Three Things You Can Do Using the **Windows Key** Screenshots, Magnifying & Emojis

1. **Screenshot** - To take a screenshot on your computer of the full screen use **print screen key** then **paste** where you want it. Or press **Windows + Shift + S** and choose only what you want to copy in Snip & Sketch in Win 10 or Snipping Tool in Win 11.

2. **Magnify everything on your screen Win 10 & Win 11-**

Press the **Windows key + plus sign (+)** to turn on the magnifier. Once it's on, you can use the same command to zoom in or the **Windows key + minus sign (-)** in Win 10 or **Windows key + Esc key** in Win 11 to zoom out.

If you prefer using a mouse-

Win 10 go to **Start > Settings > Ease of Access > Magnifier**. In Win 11 go to **Start > Settings > Accessibility > Magnifier**. There turn on Magnifier and adjust the settings, such as zoom level and zoom increments. Then you can adjust magnification by pressing the ctrl key & Alt key as you roll the mouse wheel.

3. **Emoji** (Win 10 & 11) **Hit the Windows key + period (.) to open the emoji menu.** You can search through the collection and click on the one you want to paste.