MEGGANET

Megganet, 151 Tattysallagh Road, Drumquin BT78 4RQ
colum@megganet.com 0288283 1111 / 077 88562087
VAT: 806 0439 51 Ofcom RID code: HNL

Email a screenshot.

How to send a screenshot by email without losing the detail of the original.

If you use PrintScreen (Prt/Scr) button to get a screenshot and then directly put it into your email program, the resolution may be lowered to a point where the detail becomes illegible.

When you take a screenshot, paste it into Paint. Save your screenshot to a temporary location with a name which includes the time and date of the screen shot.

You could use the format 'screenshot of document freeze 20-3-21 at 3-30'.

Colons and slashes are not acceptable in filenames so 'screenshot of document freeze 20/3/21 at 3:30' would not work.

The format should be .PNG as this is a lossless format so the detail of the original will be intact. .JPG compresses the image and detail could be lost so for this job, .JPG is not advised.

If necessary, Crop the screenshot so only the relevant part remains. Cropping is especially useful if you have a high-resolution monitor or multiple screens.

You can then insert this (screenshot) picture into your email and send it. Make sure not to downgrade the quality of the picture.

That way, the detail will remain intact.

Colum Maguire
Megganet.