

Capture a Screen Shot

Sometimes it is very useful to be able to take screen shots, like for example if there is an issue that is difficult to explain without a picture. Screen shots also come in handy when want to direct people to an area on a website or include a picture of a website in a Word document. You can use screen shots in a PowerPoint presentation about a website or if you want to post a picture of a website.

For Windows

When you are ready to take a snapshot of the screen, hit the Print Screen (Prnt Scrn) button located near the upper-right corner of your keyboard. Hitting the button will take a snapshot of the screen and place it into memory. See the picture below.



- Open a Paint/Photo program.
- Go to the Edit menu, and click Paste. You should see the snapshot you took earlier appear in the Paint window now.
- Click on File -> Save to save the screen shot to disk. Make sure you remember the location where you save the file.

As a side note, you can save the screenshot in JPEG format to make the file size smaller (to do this select JPEG from the Save as type field when you are saving).

For Mac

In all versions of Mac OS before OS X the user simply hits shift-command-3. This puts a PICT file of the screen on the desktop.

- Macs now (since OS X) save screenshots as PDFs.
- Macs can capture a portion of the screen: press the 4 key while holding down the Command and Shift keys.
- Also, Mac OS X has a built in screenshot application (in the utilities folder) called grab that has a few more options (eg. timed capture)