Screenshots

Mac Users:

1.

Open a document or page that you want for your screenshot. For example, you might have Internet Explorer open with the page that shows your scores of an online quiz you just took which your teacher wants to see.

2.

Press and hold these four keys: **control + shift + Apple + 4**. When you let go of those keys, you will see your cursor turn into a "**+**."

3.

Move your cursor (+) to any corner of the picture/document you want to copy. Click and hold your mouse button and move the cursor across the picture until the dotted box is surrounding the part of the page you want to copy. You will hear a click like the sound of a camera. Your image will be copied to the clipboard.

4.

Open a page in the program where you want your screenshot to appear. You could open an email message, PowerPoint, or Word document.

5. Go to the Edit Menu. Go to paste.

6.

Paste the image into your email message, PowerPoint or Word document and save.

PC Users:

1. Open on your desktop the document or page you want for your screenshot. For example, you might have Internet Explorer open with the page that shows your scores of an online quiz you just took which your teacher wants to see.

2. To take a picture of the entire desktop, press the Print Screen key (Prnt Scrn) to save the screenshot to your clipboard. You won't see the clipboard, but your image will be saved on your computer.

3. Immediately open MS Word. Open (Ctrl + N or File >> New) a new MS Word Document, click your cursor on that page, and paste (Ctrl + V or Edit >> Paste) your screenshot. It should pop right into your Word document. If you don't see the correct image, try again.

4. Save the Word Document (File >> Save as) containing your screenshot image in Student Storage.

5. You will now be able to find your screenshot image in Student Storage and attach your screenshot document to an email message to send to a teacher or classmate.

If you need a refresher on attaching a document to email, click here.

Note:

1. If you want to take a picture of JUST a certain window, be sure the window is active. (Click on it.)
2. Then hold down the following 2 keys at the same time: **Alt** and **Print Screen** (Prnt Scrn).
3. It will be placed on your clipboard (which you won't see, but it's there).
4. Then you can paste it into another program, like Word, PowerPoint or email.