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Writing, Research, and Technology, Fall 2006
Screen Shots on Mac and PC

Taking a Screen Shot of your computer screen is a helpful tool when you need to incorporate what you see on web pages into essays and other documents you are creating. As with most things, Macs and PCs do this in slightly different ways.

Screen Shots on a Mac

To take a screen shot of a Mac, hold down at the same time:

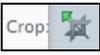
SHIFT + Command Key + 4.



This will bring up a cursor that looks like a large + sign. Move the cursor to the top left of the area of the screen you want to capture. Click, hold, and drag the cursor over the entire area. Release the click. You may hear a sound that sounds like a camera shutter.

An image will be saved to your desktop, called Picture #.png.

To add the picture to a Word document, go to Insert → Picture → From File, and select the picture.

To crop the picture, click on the picture, which will bring up Image toolbar in the Formatting Palette. Click on crop. . Now bring the cursor to the corners or sides of the picture, click, hold and slide until you want to crop. To undo what you have done, click the undo button: . To wrap text around the image, click double click on the picture, select the Layout button and select accordingly.

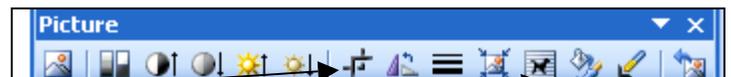
Screen Shots on a PC

To take a screen shot on a PC, hold down at the same time: ALT + PRINT SCREEN.

This will save a copy of the image to your desktop.

To add the picture to a Word document, open a Word document, right click and select Paste. The image will appear.

To crop the image, double click on the image, which will bring up the Picture toolbar:



Click the Crop button and crop as instructed above.

To wrap text, click the Format Picture button and select accordingly.