

Here are quick directions on how to do a screenshot of your computer screen.

The PC directions are first and the Mac directions 2nd.

Step 1

Look for **the Prt Sc** button on your keyboard (usually in the top row on the right)

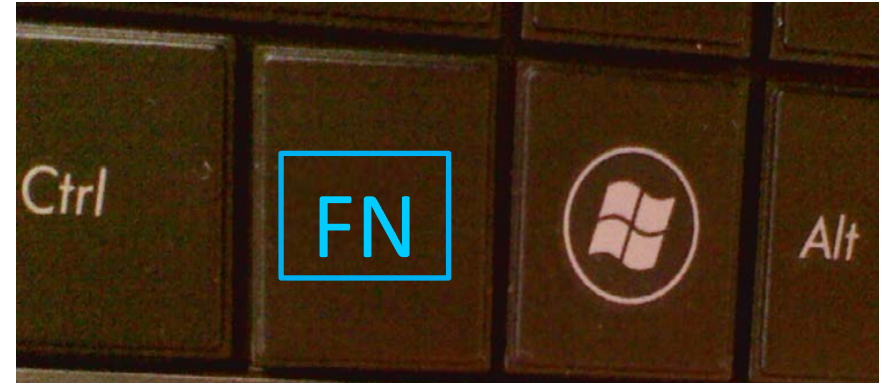


Step 2

Look at the color of the lettering on the Prt Sc key. If it is the same as your regular keys, then you don't have to do anything extra in the following directions.



If the lettering on the key is a different color than your main letter keys, as shown on the top right, then you will need to be using the Function (Fn) or Control key (Ctrl) that is the same color as the Prt Sc button.



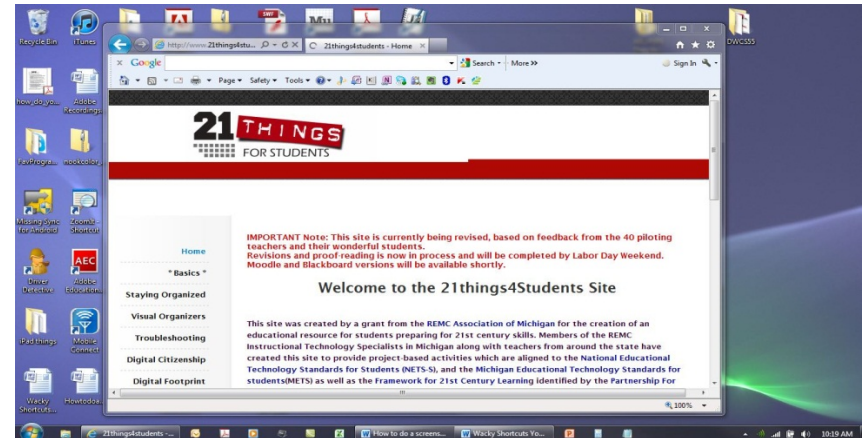
These are located on the bottom near the spacebar. When you want to use activate the **Prt Sc**, **press down on down both keys together and then let them go.**

In this example, you would press down both the FN key and the Prt Sc keys (Fn + Prt Sc) once and let go.

Nothing happens??? – Just wait!

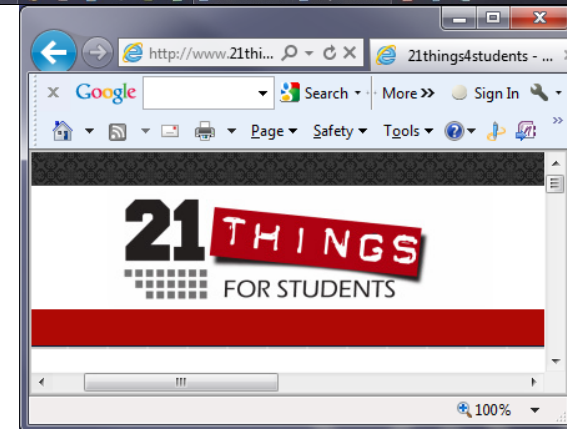
Ready set Go!

- Open a web browser on your computer
- Now activate your Prt Sc key (press it down once, or if you have to use the Fn or Ctrl key with it, do so).
- It “looks like nothing happened” (but it’s in your computer temporary memory)
- Now open a blank word processing document
- Use the action: Edit-Paste (or the shortcut Ctrl + v)
- Result – you should see an image or picture of your entire computer screen!



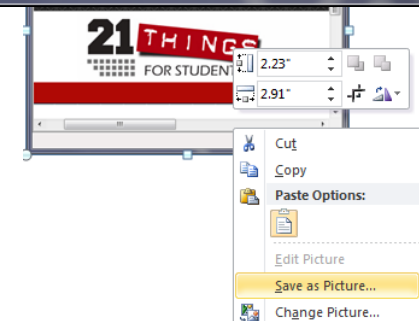
This is even better!

- This time, make your browser window a little smaller so you only see part of the content of the page. (Do you know how to resize the window? If not, watch this very short video.)
- Now use the Alt key with the Prt Sc (or with the additional color key Fn or Ctrl).
- The result is just the selected and resized browser window and not your entire desktop.



Saving your screenshot as an image to upload to a blog

- Once you paste it into your word processing program try using the right mouse click to see an options menu. In Word you can then choose to save the screenshot as a picture to post on a website.
- There are some great free editing tools on the web. No account or login is required. Try these: <http://fotoflexer.com>
<http://www.picnik.com>



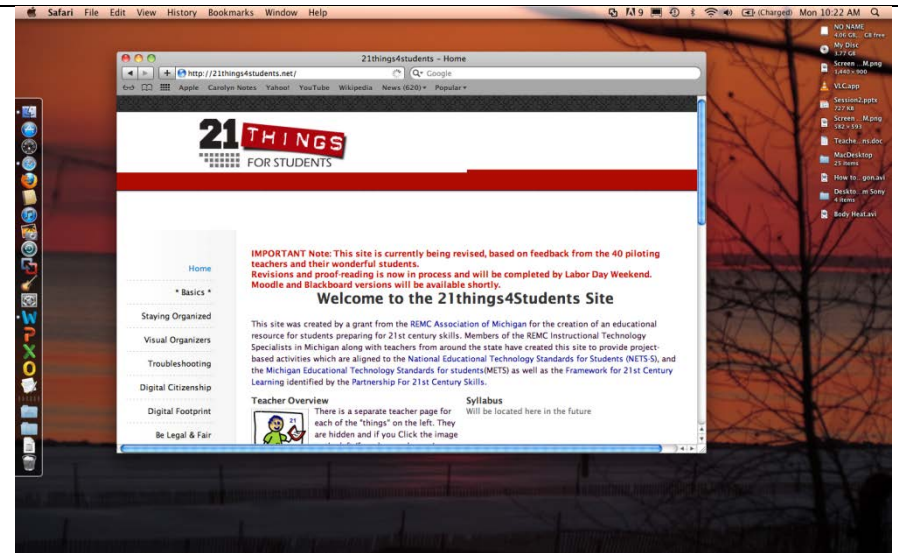
The Mac directions for Screen Capture:

Ready
set Go!

- Open a web browser on your computer
- Now press and hold down the following keys:
Shift + Command + 3

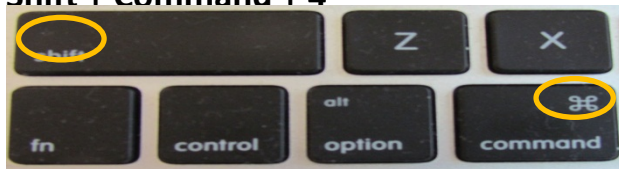


- It “looks like nothing happened” (but you might hear a snapshot sound like a camera).
- Look on your desktop and you will see a file labeled: **Screen shot datetime.png**
- You can view the image by clicking on it, and insert it as a photo into a document (such as Word, Pages, PowerPoint)
- Result – you should see an image or picture of your entire computer desktop!



This is
even
better!

- This time you are going to select only a part of your screen. Open your browser window again.
Shift + Command + 4



- Now press the following 3 keys together and let them go
Shift + Command + 4.
- Your cursor will not be a small cross hair + click (don't let up on the mouse yet) and drag across the area you want to capture, then let go. This will be a new image saved on your desktop.

