How to Screenshot on Computer – Windows

Windows Devices:

Depending on your computer, on your keyboard find and press the Print Screen "Print Scrn" key. Alternatively, it may be located at the top right hand side of the keyboard.

A screen shot of your computer will now be in the clipboard. Open a blank Word document and paste the screen shot.
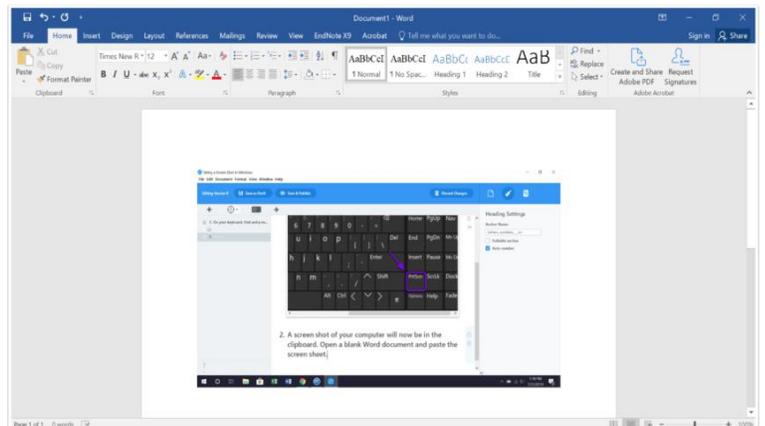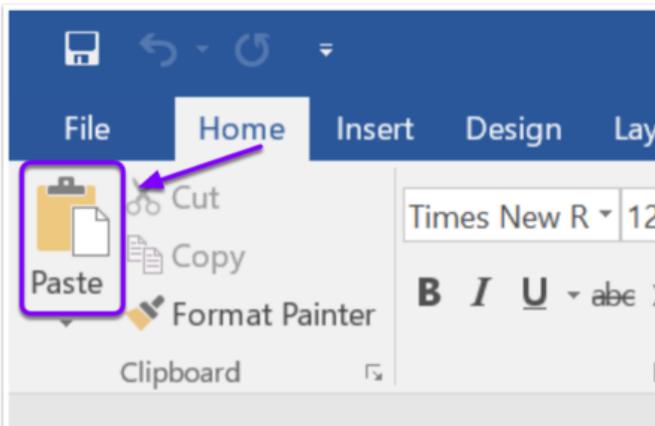
Save your word document.

BE SURE TO ATTACH THE FILE TO THE EMAIL PRIOR TO SENDING!

How to Screenshot on Computer – Mac

Mac Devices:

On your Mac, hold the following three buttons down at the same time:

<u>Entire screen</u> - Shift, Command, and the number 3

<u>Select portion of screen</u> - Shift, Command, and the number 4.
Click on the dotted outline and drag to select an area of the screen to capture.
Release your mouse or trackpad button to capture the area.

Find the screenshot as a .png file on your desktop.

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