**Print Screen Directions For a Mac**

**Source**: Taking screenshots in Mac OS X: MacRumors:Guides. Retrieved from [**http://guides.macrumors.com/Taking\_Screenshots\_in\_Mac\_OS\_X**](http://guides.macrumors.com/Taking_Screenshots_in_Mac_OS_X)

Shortcuts

• Command-Shift-3: Take a screenshot of the screen, and save it as a file on the desktop

• Command-Shift-4, then select an area: Take a screenshot of an area and save it as a file on the desktop

• Command-Shift-4, then space, then click a window: Take a screenshot of a window and save it as a file on the desktop

• Command-Control-Shift-3: Take a screenshot of the screen, and save it to the clipboard

• Command-Control-Shift-4, then select an area: Take a screenshot of an area and save it to the clipboard

• Command-Control-Shift-4, then space, then click a window: Take a screenshot of a window and save it to the clipboard

In Leopard and later, the following keys can be held down while selecting an area (via Command-Shift-4 or Command-Control-Shift-4):

• Space, to lock the size of the selected region and instead move it when the mouse moves

• Shift, to resize only one edge of the selected region

• Option, to resize the selected region with its center as the anchor point

**Print Screens for a PC**

1) Open a new Microsoft Word Document.

2) Right click anywhere on the web page that you want to copy.

3) Press PRT SC or Print Screen in the upper right hand corner of the keyboard.

4) Right click anywhere in the new Microsoft Word Document that you just opened.

5) Press CTRL and v at the same time. This should elicit an exact copy of the screen that you are viewing and want to include as part of the assignment.