

## Tutorial: How To Take A Screenshot

### ***What is a screenshot you may ask?***

According to Wikipedia a screenshot, screen capture, or screen dump is an image taken by the computer to record the visible items displayed on the monitor or another visual output device.

Basically, its a picture of what is on your computer screen at that precise moment in time.

There are many, many ways to take a screenshot. Here are some of the most popular ones:

### ***PC Users:***

#### ***Without Any Outside Software Assistance:***

1. Press Print Screen button key (may look like this: “prt scr” and is usually in the upper right hand side). This copies the image to your computer’s memory.



2. Open up the “Paint” program (Typically can be found here: Start > All Programs > Accessories > Paint)
3. Go to the Edit menu and click Paste or you can press and hold “Ctrl” and tap V. Then you may crop if you like.
4. Click File > Save As. In the box that pops up, change the “Save As Type” to PNG or JPG. Type in a filename for your image. Choose a place to save, like the Desktop, and click save.



***With Outside Software Assistance:***

Snagit - It's the best (but is not free) <http://www.techsmith.com/screen-capture.asp>

Gadwin Print Screen (free) <http://www.gadwin.com/printscreens/>

ScreenGrab (free firefox browser plugin) <https://addons.mozilla.org/en-US/firefox/addon/1146/>

## ***Mac Users:***

***Without Outside Software Assistance:***

Option+Command+3(full screen shot) Photo goes to your desktop automatically

**OR**

Option+Command+4 (select area of screen you want – drag a square on the area of the screen you want) Photo goes to your desktop automatically

***With Outside Software Assistance:***

Snapz Pro (Great but not free) <http://www.ambrosiasw.com/utilities/snapzprox/>

SnapnDrag (free) <http://www.yellowmug.com/snapndrag/>

Screenshot Plus (free)

<http://www.apple.com/downloads/dashboard/business/screenshotplus.html>

## ***Further Reading/Resources:***

Learn How To Make A Screenshot at [take-a-screenshot.org](http://take-a-screenshot.org)

<http://take-a-screenshot.org/>

Taking Screenshots in Windows and Mac OSX

<http://homepage.mac.com/sarafro/tutorials/screenshot/index.htm>

How To Take a Screenshot in Microsoft Windows

<http://www.wikihow.com/Take-a-Screenshot-in-Microsoft-Windows>

YouTube Search for “How To Take A Screenshot”

[http://www.youtube.com/results?search\\_query=how+to+take+a+screenshot](http://www.youtube.com/results?search_query=how+to+take+a+screenshot)