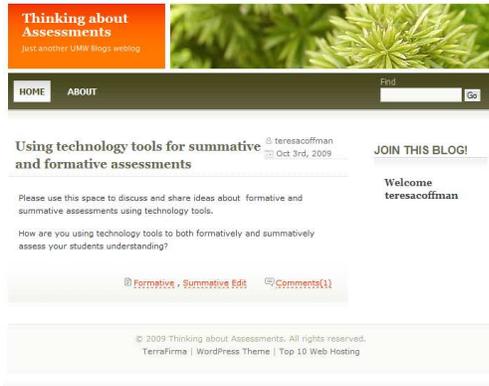


Screen Shot

A screen shot is a picture of your screen. Screen captures can be used to demonstrate a program, a particular problem a user might be having, or simply to show off what you do on your computer to others.

Example of a Screenshot



Windows

On Microsoft Windows, pressing the Print Screen key captures a screenshot of the entire desktop area, and places it in the clipboard.

Here's How:

1. Press the Print Screen key on your keyboard. It may be labeled [PrtScrn].
2. Open an image editing program, such as Microsoft Paint.
3. Go to the Edit menu and choose Paste.
4. If prompted to enlarge the image, choose Yes.
5. Optional: Use your image editor's crop tool to crop out unnecessary portions of the screen shot.
6. Go to the File Menu and choose Save As.
7. Navigate to the folder where you want to save the image.
8. Type a file name for the image.

Here is a video tutorial:

<http://video.about.com/graphicssoft/WinXPSScreenshot-mov.--8z.htm>

Macintosh

Pressing Command-Shift-3 takes a screenshot of the entire screen, and Command-Shift-4 takes a screenshot of a chosen area of the screen or if you press

Here's How:

1. To capture the entire desktop, press **Command-Shift-3**. The screen shot will be automatically saved as a PNG file on your desktop.
2. To copy the entire desktop, press **Command-Control-Shift-3**. The screen shot will be placed on your clipboard for you to paste into another program.
3. To capture a portion of the desktop, press **Command-Shift-4**. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture. When you release the mouse button, the screen shot will be automatically saved as a PNG file on your desktop. (The file is saved as PDF in Mac OS 10.3 and earlier.)