Making Screen Shots
How to Make and Use Screen Shots

HENRY FORD COLLEGE
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Screen shots or screen captures, are useful when wanting to share what is happening on your computer's desktop. There are a variety of methods. Let's learn how.

PC Users

Step One:

Navigate to the screen you wish to capture. Click the PRT SCR key. This automatically captures the entire active window into your computer's Clipboard. You will need to tell your computer where to Paste this capture.

Step Two:

Open any new program (Word, Paint or Power-Point for example), and create a new document. Right Click and select Paste, (Ctrl V) to paste what you've captured in the last step. Use may use Paint if you need to edit your capture. Save your document.
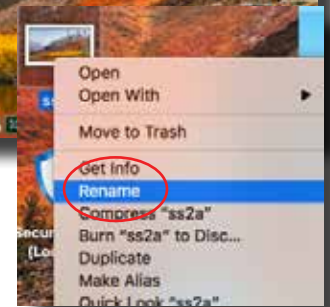
Mac Users

Step One:

Simultaneously press Command, Shift, 3. This will make a screen shot of the entire active window and save it to your desktop as Screen Shot.
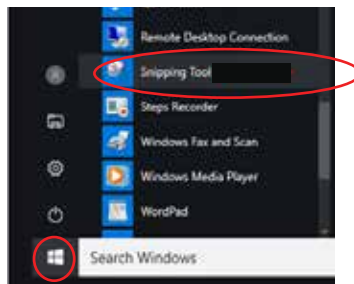
You may change the name of the file by Control clicking and selecting to Rename.
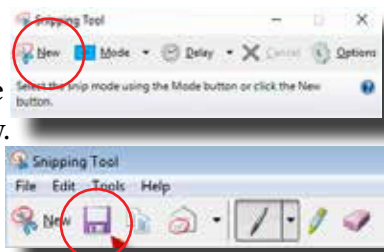
Method 2

Step One:

From the START Menu in the lower left corner, type in Snipping Tool and select it.

Step Two:

The Snipping Tool will open and provide a small menu window. Click New, and using your curser, drag and click on the area you wish to capture. Click the SAVE icon to save your capture.
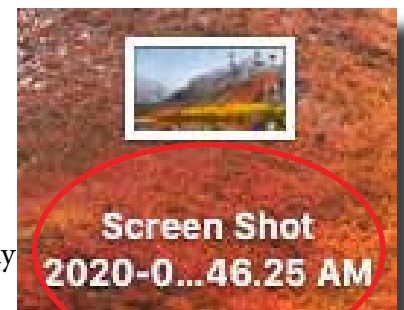
Step One:

Simultaneously press Command, Shift, 4. This will turn your curser into a crosshatch for capturing a specified area.
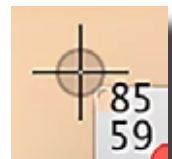
Step Two:

Click and Drag the crosshatch to select the area you wish to capture. Unclick to save the capture to the desktop. You may change the name of the file by using the above method.

Note that the final captures in Method 2 may be immediately imported to documents or sent as attachments.