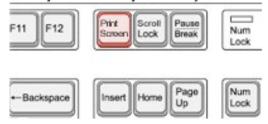
# How to Screen Capture for PC Users and MAC Users

#### For PC Users

### Instruction for Windows Users

- Please make sure that the image that you wish to print is visible on the screen.
- Hit the "Print Screen" key on your keyboard. (This copies an image of your screen onto your computer's clipboard)



- Open a writing or drawing program (such as Microsoft Word or "Paint")
  - Paint can be found at: All Programs · Accessories · Paint
- "Paste" the image from the clipboard into the application (Edit · Paste).
- 5. If you're using "Paint": you can use the "crop" tool to keep only the part of the image you wish. To use the crop tool: select the part of the image you wish to keep, then select the "Cut" option from the file menu and open up a new window and select the "Paste" option.
- Now you may print the file using File · Print.

# How to Screen Capture for PC Users and MAC Users

#### For MAC Users

### Instruction for Mac OS Users

- 1. Press the following keys at the same time.
- 2. Command (aka. the flower/Apple key) · Shift · 4
- You will notice that your mouse cursor becomes a cross-hair. Using the cross-hair, create a rectangular box around the image you wish to caputure, then release the mouse. If you make a mistake, while still pressing down on the mouse key, hit the ESC key.
- A file will be created on your desktop called "Picture Y", where "Y" represents a number.
- You can open this file in Preview and print from this program as normal.