How to Screen Capture
for PC Users and MAC Users

For PC Users

Instruction for Windows Users

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

3. Open a writing or drawing program (such as Microsoft Word or "Paint")
   - Paint can be found at: · All Programs · Accessories · Paint
4. "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.
6. Now you may print the file using File · Print.

How to Screen Capture
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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**
3. 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.
4. A file will be created on your desktop called "Picture Y", where "Y" represents a number.
5. You can open this file in Preview and print from this program as normal.