

Step-by-Step

Screen Shots: Taking a Picture of Your Screen

Screen shots are pictures of your computer screen. Students can use screen shots to capture images they'd like to include as part of their multimedia presentations. You can take a picture of anything on your computer screen and either save it as a PICT file or copy it to the Clipboard. This step-by-step card describes various ways to capture screenshots.

Saving pictures as PICT files

To save a picture of the whole screen as a PICT file press **⌘-Shift-3**. A file named Picture 1 is created on the hard disk. Additional pictures you take are named Picture 2, Picture 3, and so on. You can rename the pictures.

To save a picture of part of the screen as a PICT file press **⌘-Shift-4**. When the crosshair appears, highlight the part of the screen you want to include in your picture. When you release the mouse button, a file named Picture 1 is created on your hard disk. Additional pictures you take are named Picture 2, Picture 3, and so on. You can rename the pictures.

To save a picture of an open window as a PICT file first set the Caps Lock key. Then, press **⌘-Shift-4**. A small bull's-eye replaces the pointer. Move the bull's-eye to the window you'd like to capture and click. A file named Picture 1 is created on your hard disk. Additional pictures you take are named Picture 2, Picture 3, and so on. You can rename the pictures.

Copying pictures to the Clipboard

To copy a picture of the whole screen onto the Clipboard press **⌘-Shift-Ctrl-3**. You can then paste the picture into the Scrapbook or any document that accepts pictures.

To copy a picture of part of your screen onto the Clipboard press **⌘-Shift-Ctrl-4**. When the crosshair appears, highlight the part of the screen you want to include in your picture. You can then paste the picture into the Scrapbook or any document that accepts pictures.

To copy a picture or part of a window onto the Clipboard first set the Caps Lock key. Then, press **⌘-Shift-Control-4**. A small bull's-eye replaces the pointer. Move the bull's-eye to the window you'd like to capture and click. A file named Picture 1 is created on your hard disk. Additional pictures you take are named Picture 2, Picture 3, and so on. You can rename the pictures. You can then paste the picture into the Scrapbook or any document that accepts pictures.