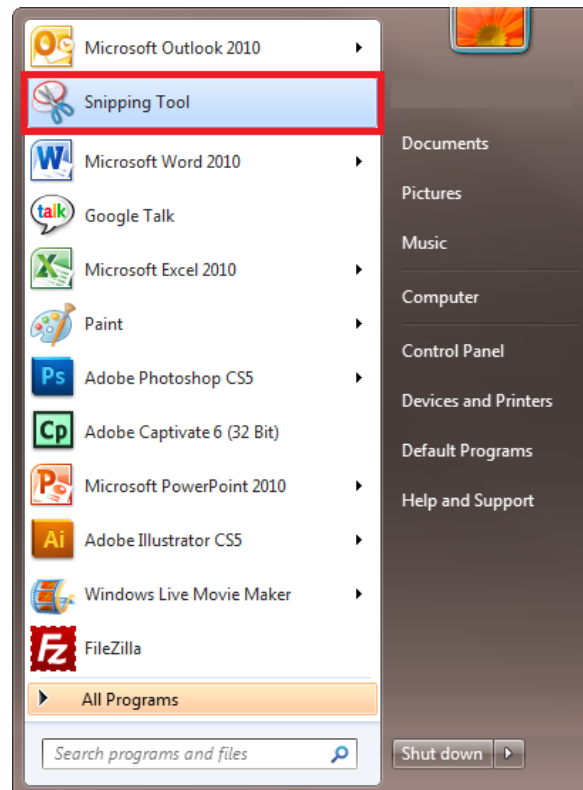# How to Take a Screenshot

On a Windows PC:

1. <u>To Screenshot the entire screen:</u>
   a. Press the "**PrtScn**" key on your keyboard.
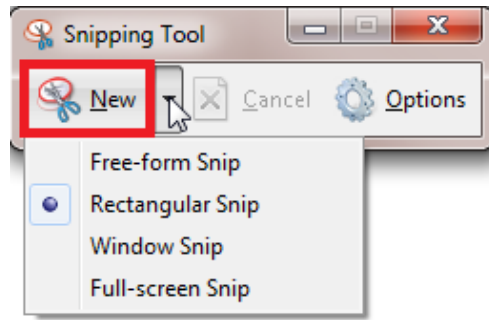   b. Right click and **paste** into any document (MS Word, MS Paint, Email).
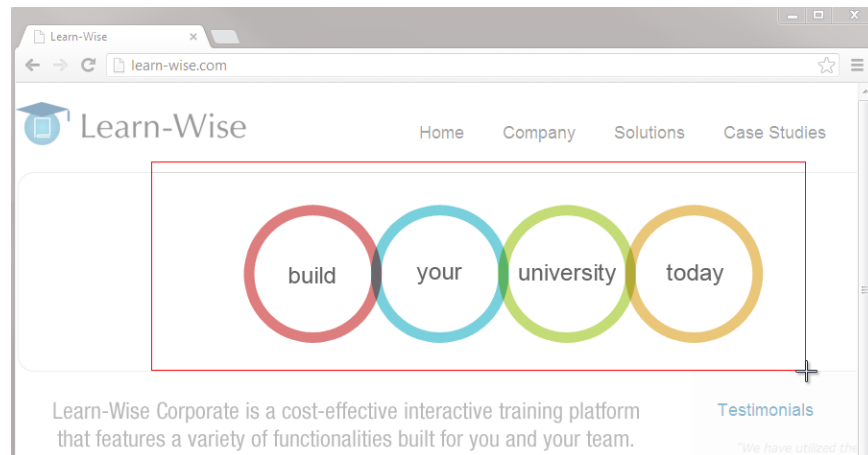

2. <u>To Screenshot a selected area:</u>
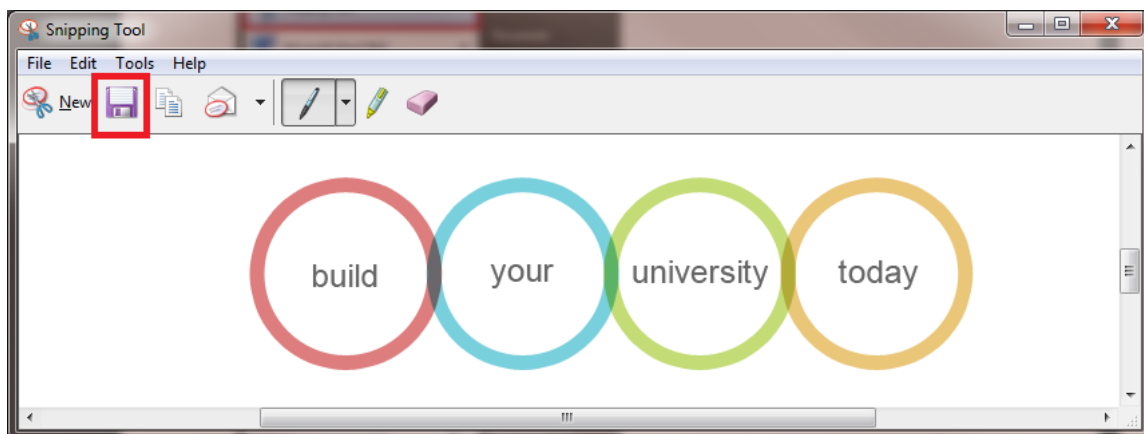   a. Search for "**Snipping Tool**" in your start menu and open the application.

   b. The tool will open. Select Rectangular Snip to select an area to screenshot, Window Snip to select a window to screenshot, or Full-screen Snip to screenshot your entire screen.

c. Select **Rectangular Snip** and click "**New**." Your cursor will turn into a cross hair and drag the red box over the area you want to screen shot.
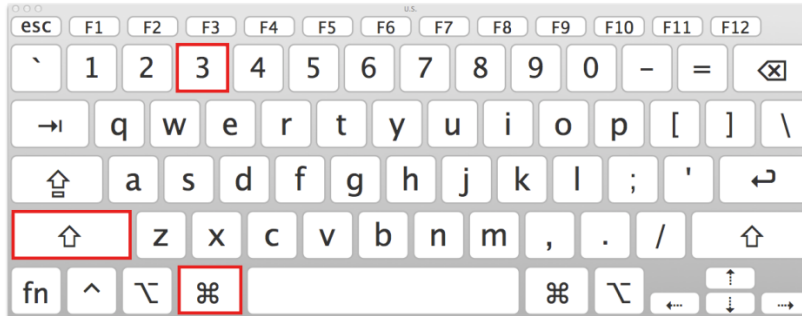

d. Click the Save icon to save your screenshot as an image file.

On an Apple Mac:

1. To Screenshot the entire screen:
    a. Hold down **Command-Shift-3**: this will take a screenshot of the entire screen and will save the file to your desktop

2. To Screenshot a window:
    a. Have the window you want to screenshot open.

    b. Hold down **Command-Shift-4-space bar**, your cursor will turn into a camera like this .

    c. Select the window you want to screenshot and the image file will be saved to your desktop.

3. To Screenshot a selected area:

    a. Hit **Command-Shift-4**, your cursor will turn into a crosshair like this . Proceed to drag the crosshair over the area you want a screenshot of and release. The image file will be saved to your desktop.

Please feel free to contact your Account Manager if you have any questions about this process, and we will be more than happy to help you.