

# HOW TO: TAKE SCREEN SHOTS

## KEYBOARD SHORTCUTS FOR TAKING PICTURES OF THE SCREEN

You can use keyboard shortcuts to take pictures of the screen in Mac OS X



To take a picture of the **whole screen**, press **Command-Shift-3**



To take a picture of **part of the screen**, press **Command-Shift-4**, then drag to select the area you want in the picture.



To take a picture of a **Window**, the **Menu Bar**, the **Dock**, or other area, press **Command-Shift-4**, then **press the Space Bar**. Move the pointer over the area you want so it is highlighted, then click. (If you decide you want to drag to select the area, press the Space bar again.)



**Cool!** If you press **Command-Shift-4** and decide you don't want to take the screen shot, press the **Escape Key**

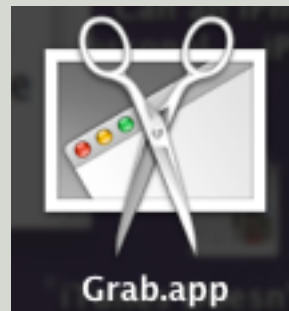


**Way Cool!** Screen shots are saved as PDF files on the desktop in Tiger, as PNG in Leopard & Snow Leopard. If you want to put the screen shot in the Clipboard, rather than create a file, hold down the **Control Key** when you press the other keys.

You can then **paste** the picture into a document

# TAKING PICTURES OF YOUR SCREEN WITH 'GRAB'

You can also use 'Grab' in Applications -> Utilities -> Grab



You can use the Grab Application to take a picture of all or part of your computer screen. These pictures are often called “**Screen Shots**” or “**Screen Captures**”

## 1. Open Grab (located in **Applications / Utilities**

And choose a command from the **Capture** menu

**Selection:** Takes a picture of a part of the screen that you select.

**Window:** Takes a picture of a window you select

**Screen:** Takes a picture of the entire screen.

**Timed Screen:** Lets you start a timer and activate part of the screen (such as a menu), and then takes a picture of the screen.

## 2. Follow the onscreen instructions

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