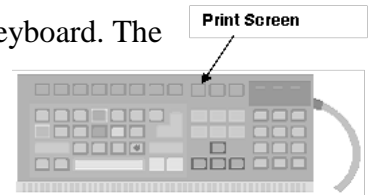


## Intro

Screen Capture creates an image of your screen. Using this tool allows you to capture a part or your entire screen. Screen capture can be useful if you have to capture an important error message or you want to print something and there is no print button available. This help document will show you how to screen capture on both a PC and MAC.

## Screen Capture – Windows Keyboard Shortcut

The most common way to screen capture is to use the print screen on your keyboard. The Print Screen key is found on most keyboards as shown here. (On laptops you may need to also hold down the function key. The following steps show you how.



- Tap the Print Screen key once. Nothing seems to happen but you just captured an image of your screen. The image is now in the “Clipboard” which is invisible memory.
  - **Tip:** Hold down the ALT key while you tap the Print Screen key once to capture the active window only.
- Open a page in Word (or other application) and paste the image.
- You may now adjust it as you would any image. Click on it to select it:
  - Change its size by dragging a corner handle
  - Hold the mouse down to drag it to a new position
  - If using Word, use tools from the Picture Special Tab to crop it, adjust its colour, rotate, etc.
- Save your document and submit as instructed in the assignment.

## Screen Capture – MAC Keyboard Shortcut

You can quickly access some Grab options (located in Applications/Utilities) without opening it...just using the following keyboard combinations:

Screen	Command-Shift-3	Takes a picture of the entire screen
Selection	Command-Shift-4	Your cursor turns to cross hairs. Drag to select the area you want in the picture.

The screen capture has been saved on your desktop in PNG or TIFF format. You are now able to insert the picture into a Word document or other application as discussed above in the PC screen capture section.

### ***Converting Grab screen shots to other formats***

Grab saves screen shots as files in PNG or TIFF format. If you want to ensure they can be viewed in a Windows environment, use the Preview application to convert the TIFF files to other formats, such as JPEG or GIF.

- Open Preview (located in Applications) and choose File > Open.
- Locate the file you want to convert and click Open.

- Choose File > Save As.
- Choose a file format from the Format pop-up menu and click Save.

You can also use third-party applications to open and convert TIFF files created in Grab.

## Graphics Applications – Windows and MAC

Most graphic editors (PhotoShop, PaintShop Pro, etc.) allow you to select the area you want to capture. Typically the command will be in the **File** menu > **Acquire** > **Capture**. You can edit the capture in that application and either paste it into Word or save it as an image.

## Screen Capture Software

There are inexpensive specialty applications that make it particularly easy to do frequent screen captures of selected areas. Two popular ones with free trials are:

**Kleptomania!** from <http://www.structured.com>

**SnagIt** from <http://www.techsmith.com/>