

How to Take a Screenshot



How to Take a screenshot on a PC:

1. Press the Windows Key+Shift+S at the same time, or open your preferred screenshot application.



2. Use the drawing tool that appears on your screen to draw a box around the area you wish to capture.
3. Locate the clipboard by pressing Windows Key + V at the same time. The image will be copied there.

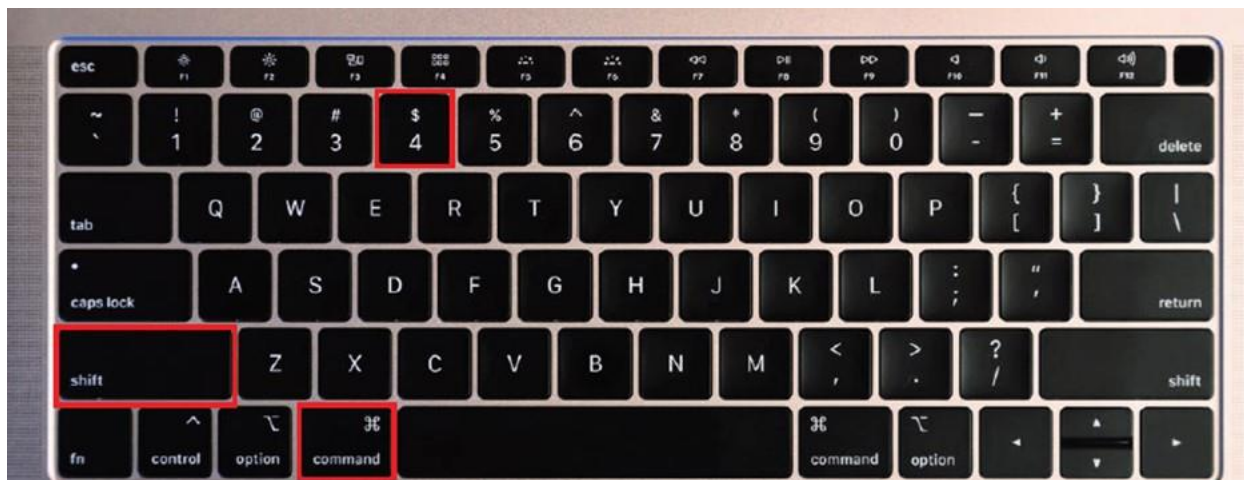
Note: If using a screenshot application, select the save icon.

4. Save the image as a .jpeg, .jpg, .pdf, .png, or .txt file on your computer.

Note: Only include characters in the file name taking care. Do **not** include spaces, as that will prevent the file from properly loading into the lab manual image panels.

How to Take a Screenshot on a Mac:

1. Press Command+Shift+4 at the same time, or open your preferred screenshot application.



2. Use the drawing tool that appears on your screen to draw a box around the area you wish to capture.
3. Open the clipboard by pressing Command+Shift+V. The image will be copied there.

Note: If using a screenshot application, select the save icon.

4. Save the image as a .jpeg, .jpg, .pdf, .png, or .txt file on your computer.

Note: Only include characters in the file name taking care. Do **not** include spaces, as that will prevent the file from properly loading into the lab manual image panels.