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## HOW TO PRINT SCREEN/TAKE SCREEN SHOTS

One of the "cool" things you can do with a computer is take a snap shot of your screen. There are times when this tool is very useful.

### ON A PC

Push the Ctrl + "Print Screen" key.

Open any paint or photo editing program program.

Pull down the "Edit" menu and "Paste."

You and alter (trim, crop, resize, etc. ) or save screen shot as is

Select "Save As," "Export," or "Print."

### ON A MAC

Press shift-command-3 at the same time. This will put a picture of your whole screen on your hard drive.

Press shift-command-4 at the same time. This gives you a crop tool so that you can take a picture of just a part of the screen. (This may not work on some older operating systems)

In both cases the pictures save on the hard drive as: Picture 1, Picture 2, etc.

You should rename them and put them in a folder.

All pictures can be placed into any photo or paint program and edited, resized, etc.