

Taking Screenshots:

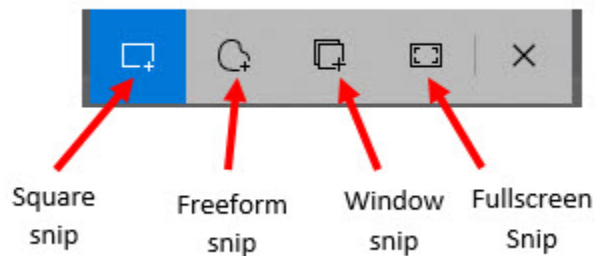
Note on keyboards: Layouts may differ slightly. Images below are standard layouts.

Windows 10:

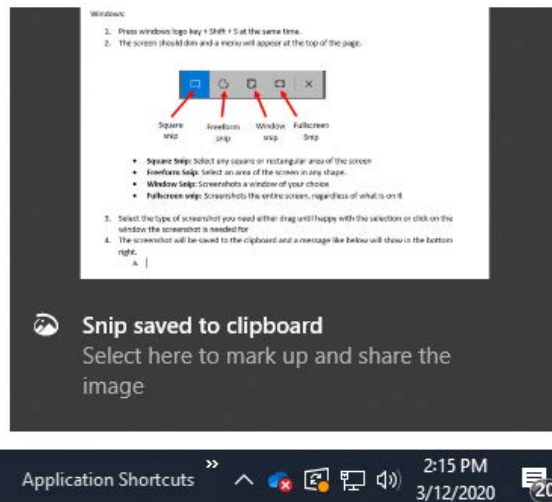
1. Press Windows logo key + Shift + S on the keyboard simultaneously.



2. The screen should dim and a menu will appear at the top of the page.




- **Square Snip:** Select any square or rectangular area of the screen
 - **Freeform Snip:** Select an area of the screen in any shape.
 - **Window Snip:** Screenshots a window of your choice
 - **Fullscreen snip:** Screenshots the entire screen, regardless of what is on it
3. Select the type of screenshot you need either drag until happy with the selection or click on the window the screenshot is needed for
 4. The screenshot will be saved to the clipboard and a message like below will show in the bottom right.



- To edit the screenshot, click the pop up. If the popup goes away too quickly, the image can be pasted into Windows's paint program (or any other image editing software) by opening the program and pressing **Ctrl + V** on the keyboard.

Images can also be pasted into Word using **Ctrl + V** on the keyboard.

Tips:

- Snip and Sketch can also be accessed by from the Start menu by clicking  (Windows icon) and typing in Snip and Sketch. The previous snipping tool is still accessible but will be going away in a future Windows update.

Mac:

- Press command() + Shift + 3 keys simultaneously to take a screenshot of the whole screen.



- Press command() + Shift + 4, and then drag the mouse to select the area for a screenshot.



3. Screenshots are saved to the Mac's desktop