



Screenshots with Brittany anne

Knowing how to make screenshots can be very important when you want to show how something looks in a paper or on the web. This handout will go over how to make screenshots on a PC and on a Mac.

Screenshots on a PC:

There are two ways to capture screen shots on a PC, either by using **SnagIt** program, or with the **Print Screen button**.

SnagIt:

1. SnagIt is located in the Start Menu under SnagIt 8.
2. When the SnagIt window opens choose the type of screenshot from the Profile list and then click the Capture button.
 - a. **Region:** Lets you use the cursor to select the section of the screen that you want to capture. Move the cursor to the starting point, then click and drag to create a box.
 - b. **Window:** Highlight the window that you want to capture and left click to capture it.
 - i. Red box – window within a window
 - ii. Green box – the whole window
 - c. **Full screen:** Takes a shot of the whole screen as soon as you click capture.
3. As soon as a screenshot is taken, it appears in the SnagIt Capture Preview.
 - a. Edit image
 - b. Save As – choose your format
 - c. Done – give you the option of saving or discarding the current capture

There are a lot of different options and settings with SnagIt that you can play with, including setting timers and adjusting the DPI.

Print Screen:

Pressing the **Print Screen** button on the keyboard will take a screenshot of the whole screen.

If you want to take a screenshot of only one window, follow these steps:

1. Make sure the window you want to capture is active by clicking on it.



2. Press **Alt + Print Screen** to take a screen shot of the active window.

When you press the **Print Screen** button, whichever type of capture you do will be placed into the clipboard (as if you had Copied something). To save the screenshot, open your favorite image editing program (ie: Microsoft Paint, Photoshop) or program that supports images (ie: Word, PowerPoint), and selected **Edit, Paste** from the menu.

Screenshots on a Mac:

There are two ways to capture screen shots on a Mac, either by using the **Grab** utility or with **keyboard shortcuts**.

Grab:

1. **Grab** is located in the **Utilities** folder, which can be opened in one of two ways:
 - a. Open the **Applications** folder, and then open the **Utilities** folder.
Finder > New Finder Window > Applications > Utilities
 - b. From the **Finder**, click on **Go** in the menu bar, and select **Utilities**.
2. Open **Grab**. On your screen, it won't look like anything has changed, but you'll see the **Grab** icon open on your dock.
3. Click **Capture** on the **Grab menu bar** and you will see four options in the drop down menu.
 - a. **Selection**: Lets you use the cursor to select the section of the screen that you want to capture. Move the cursor to the starting point, then click and drag to create a box.
 - b. **Window**: Click "Choose Window" from the dialog box, and then click on the window that you want to capture.
 - c. **Screen**: Click anywhere outside the dialog box to capture the whole screen.
 - d. **Timed Screen**: Works like Screen, but with a 10 second delay to allow you to set something up. Very useful when trying to capture a drop down menu.
4. After taking a screenshot, the image of it will appear in the Grab application. You can either save or discard the screenshot at this time.
5. Grab automatically saves the image as a .tiff file. If you want to save the file in another format, then you have to convert it. A quick way to do this is to open the image in **Preview**, go to **File > Save As...**, and then choose the format you want to save it in.



Keyboard Shortcuts:

- Press **Shift + Command + 3** to take a picture of the entire screen – just like when you use the **Screen** option in **Grab**.
- Press **Shift + Command + 4** to take a screenshot of a section of the screen – just like when you use the **Selection** option in **Grab**.

When using this method the image will be saved directly to the desktop as a .png file. To convert image to a different format, open the image in **Preview**, then go to **File > Save As...**, and choose the format you want to save it in.