
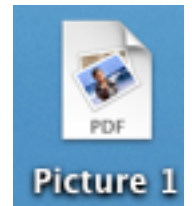


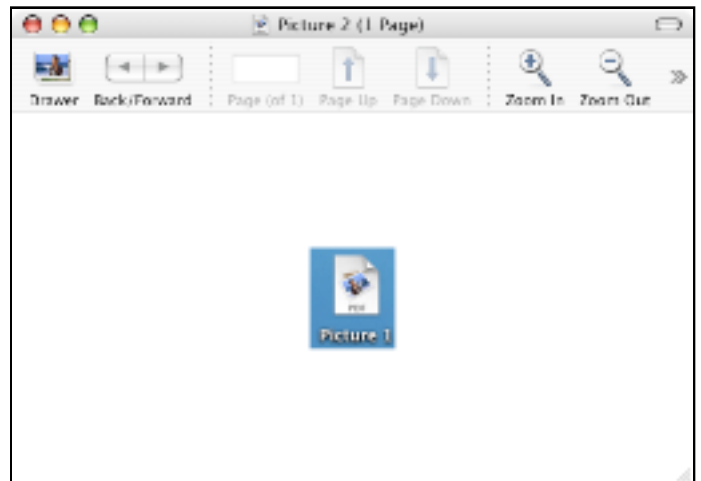
## Saving a Screen Shot in Appleworks 6

Screen Shots are simply a picture of all or part of the Macintosh computer screen. They are very useful in creating directions in using the computer. The images below are screen shots.

- To take a picture of the whole screen, press **Apple-Shift-3** all at the same time.
- To take a picture of part of the screen, press **Apple-Shift-4**, then drag the pointer  to select the area you want in the picture.
- To take a picture of a window, the menu bar, the Dock, or other area, press **Apple-Shift-4**, then press the Space bar. Move the pointer over the area you want so that it's highlighted, then click. (If you decide you want to drag to select the area, press the Space bar again.)
- If you press **Apple-Shift-4** and decide you don't want to take the screen shot, press the Escape key.
- Screen shots are saved as PDF files on the desktop. They will always be name picture 1, picture 2, etc.



- Double click the picture icon to see the actual photo. You can copy the image (**Apple-C**) and then paste it into a document. You can also crop part of the picture and copy only that part to use.



- If you want to put the screen shot in the Clipboard, rather than create a file, hold down the Control key when you press the other keys. You can then paste the picture into a document.
- To delete the screen shots from your desktop, select it and press **Apple-delete**, or drag it to the trash.