


How to take a "Screen Shot" on a Mac

1. Hold down, at the same time these 3 keys: **Shift + ⌘ + 4**
2. A cursor appears: 
3. Position that cursor in a corner, and then move it to surround the area you want to take a screen shot of.
4. When you are happy with the area, let go.
5. You will hear a "camera shutter sound." That's it!

Where does the image go?

On a laptop: to your desktop or Documents folder. It will say "Picture 1"

On our emacs: to your Documents folder.

To use the picture:

- in any Word-Processing document or Powerpoint, just insert it.
- On a web page: Use Appleworks, Graphic Converter or PhotoElements to convert it to a .gif or a .jpg.