

Tips and Tricks

Taking Screen Shots



Taking a Screen Shot

If there is something on your screen that you would like to preserve, you can easily take a "screen shot" of it.

Hold down the Apple, Shift and 4 keys.

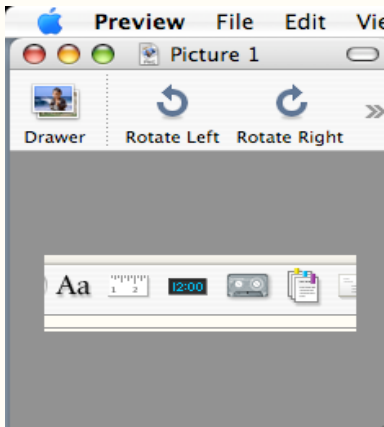
You will see a set of cross hairs.

Drag the cross hairs over the area you wish to save. When you let go, a file is usually placed on your desktop with Picture as part of the name.



Each subsequent screen shot will make another picture. You can, of course, rename this file or not as you choose. It will open in Preview.

Below is a "screen shot" of what I took in the screen shot shown above.



Using screen shots as a copy/paste.

If there is something on your screen that you want to include in a document you area working on but do not necessarily need an actual "file" of it, you can do a modified screen shot that puts a copy onto the clipboard (or memory) and then can be pasted into your document.

Hold down the Apple, Control, Shift and 4 keys.

You will again see cross hairs.

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Drag the cross hairs over the area you wish to use. Let go.

Go to the document you wish to have the screen shot in and go to Edit Paste or do Apple V. All done!