Taking screenshots

PC users

There are a few easy ways to take screenshots of your work.

If you are using a PC running a modern version of Windows (Vista, 7, 8 or 10) the easiest thing is to access the Snipping Tool in your program files. This allows you to select the part of the page you want and save it as a .jpg file.

Alternatively if you press the Print Screen button on your keyboard, that will save whatever you have on your screen at that moment onto your clipboard. You can then paste this into a graphics editing program such as Microsoft Paint (which is available in program files) and save that as a .jpg file.

If your keyboard doesn't have a Print Screen button, you can use the on-screen keyboard (OSK), which is available on all modern Windows operating systems.

1   Navigate to: Start > All Programs > Accessories > Accessibility > On-screen Keyboard.
2   Select Start > Run (or Windows key + R).
3   Type OSK and click OK.
4   Once the on-screen keyboard opens, press the PrintScreen button and follow Steps 3-5 of the instructions above. The on-screen keyboard will be part of the screenshot as well, although you can click and drag the keyboard anywhere on the screen to move it out of the way.

Apple Mac OS X users

If you are using Apple's OS X (Snow Leopard and Lion) you can use the following options to create a screenshot:

1   Open the 'Preview' application.
2   Go to the File menu and then select Take Screenshot.
3   You have three options to choose from:
     (a)   Selection
     (b)   Window
     (c)   Entire Screen.

If you prefer, you can use keyboard shortcuts to take the screenshots and skip 'Preview' altogether. Here are the keyboard shortcuts to take screenshots:

- Command + Shift + 3 lets you take a screenshot of the entire desktop.
- Command + Shift + 4 lets you select an area of the screen to capture.
- Command + Shift + 4, Spacebar: lets you capture a window.
- Command + Control + Shift + 3 lets you take a screenshot of the entire screen and save it to your clipboard to be pasted in elsewhere.
- Command + Control + Shift + 4 lets you can take a screenshot of an area of the screen and save it to the clipboard.
- Command + Control + Shift + 4, Spacebar lets you take a screenshot of a window and save it to the clipboard.

Your screen captures automatically open in 'Preview', where they can be edited and saved.