# Taking a Screenshot

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## Methods for Windows

### Method 1: Using PrintScreen (PrtScn / PrtScr / Impr) Buttons

**Step 1-** **Press Print Screen Button.**

This button is located in the top right hand corner of your keyboard. This takes a full screen image of whatever is on your screen and saves it to your “clipboard”. In order to access the image, you need to the paste it somewhere else and save it.

**Step 2-** **Open an email and in the body of the email, right click and paste the image,** or use Ctrl+V to paste the image into the body of the email.

**Step 3-** Email the image to yourself, or to us at communications@unifor.org.

### Method 2: Use Snipping Tool to capture screenshots

Take a snapshot to copy words or images from all or part of your PC screen. Use Snipping Tool to make changes or notes, then save, and share.

Capture any of the following types of snips:

|  |  |
| --- | --- |
| **Free-form snip** | Draw a free-form shape around an object. |
| **Rectangular snip** | Drag the cursor around an object to form a rectangle. |
| **Window snip** | Select a window, such as a dialog box, that you want to capture. |
| **Full-screen snip** | Capture the entire screen. |

When you capture a snip, it's automatically copied to the Snipping Tool window where you make changes, save, and share.

Open Snipping Tool

|  |  |
| --- | --- |
| For Windows 10 | * Select the **Start**, enter **snipping tool**, then select **Snipping Tool** from the results.
* Press **Windows logo key**+ **Shift**+ **S**.
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| For Windows 8.1 or Windows RT 8.1 | Swipe in from the right edge of the screen, select **Search**, enter **snipping tool** in the search box, and then select **Snipping Tool** from the list of results. |
| For Windows 7 | Select **Start**, then enter **snipping tool** in the search box, and then select **Snipping Tool** from the list of results. |

## Methods for Apple Computers

You can capture the entire screen, a window, or just a portion of the screen. Images save to your desktop and can then be emailed to communications@unifor.org.

**How to take a screenshot on your Mac**



1. To take a screenshot, press and hold these three keys together: Shift, Command, and 3.
2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop.



**How to capture a portion of the screen**



1. Press and hold these three keys together: Shift, Command, and 4.
2. Drag the crosshair  to select the area of the screen to capture. To move the selection, press and hold Space bar while dragging. To cancel taking the screenshot, press the Esc (Escape) key.

**Where to find screenshots**

By default, screenshots save to your desktop with the name ”Screen Shot [date] at [time].png.”

## Methods for iPads

**Take a screenshot on your iPad**

1. Press the top button and either volume button at the same time.
2. Quickly release both buttons.
3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

Then, email this photo as an attachment to Erin.Harrison@unifor.org and Sarah.McCue@unifor.org.