



## How to Capture A Screen Shot on a Mac

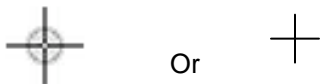
You can capture a picture of anything that displays on your computer screen and save this image as a jpg file for documentation, etc.

Use the following keystroke combination on any Apple computer:

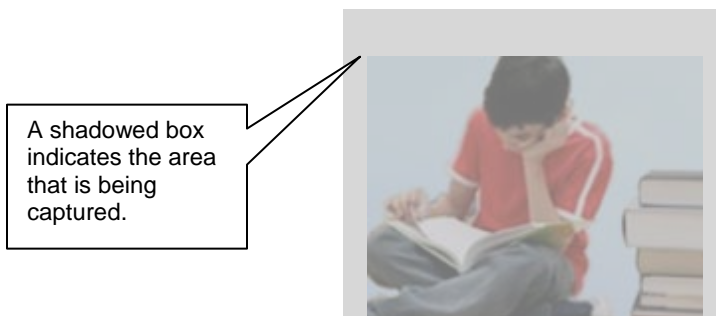
Apple  + Shift + 4



The “crosshairs” tool appears.



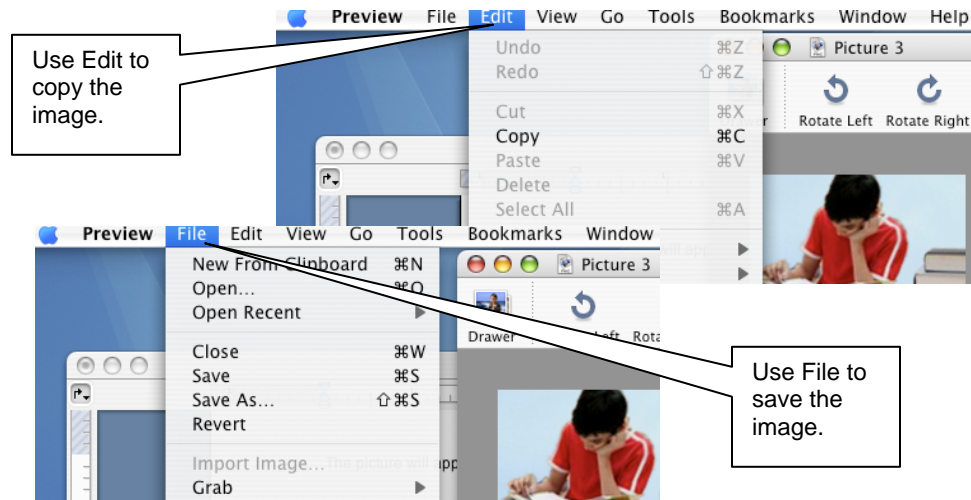
Click and drag the cursor over the area that you want to capture, and then let go of the mouse.



When you release the mouse the picture will appear on your desktop or in your Documents folder as Picture 1.



Double click the picture and it will open in the application called Preview. You can go to Edit and copy/paste the image into your document. You can also go to File and save the image in your Documents folder.



If you take more screenshots they will appear as Picture 2, Picture 3, etc.

**Note:** be sure to delete .jpg files from your Desktop or Documents folder if you don't need to save them.