# Middle School Career Investigations: How to Take a Screenshot

The steps for taking a screenshot vary depending on your operating system. Examples for taking screenshots using Windows® and Apple® operating systems are shown below.

## Windows® Operating System

1. To make a copy of the active window, press **ALT+PRINT SCREEN**.
2. To copy the entire screen as it appears on your monitor, press **PRINT SCREEN**.
3. Open a word processing program and paste (Ctrl + V) the screenshot into the document.

## Apple® Operating System

There are several keyboard combinations that can be used to take screenshots using the Apple® operating system.

1. Perform one of the following keyboard shortcuts depending on the image that you would like to capture.

* **Command-Shift-3**  
  Takes a screenshot of the screen and saves it as a file on the desktop
* **Command-Shift-4, then select the area**Takes a screenshot of an area and saves it as a file on the desktop
* **Command-Shift-4, then space, then click a window**Takes a screenshot of a window and saves it as a file on the desktop
* **Command-Control-Shift-3**Takes a screenshot of the screen and saves it to the clipboard
* **Command-Control-Shift-4, then select an area**Takes a screenshot of an area and saves it to the clipboard
* **Command-Control-Shift-4, then space, then click a window**Takes a screenshot of a window and saves it to the clipboard

1. Open a word processing program and paste (option + v) the screenshot into the document.