

## Developmental Module

### How to take a Screenshot and Paste it into a Word Processing Program

The steps for taking a screenshot vary depending on whether you are running Windows® or the Apple® operating system.

#### Windows® Operating System

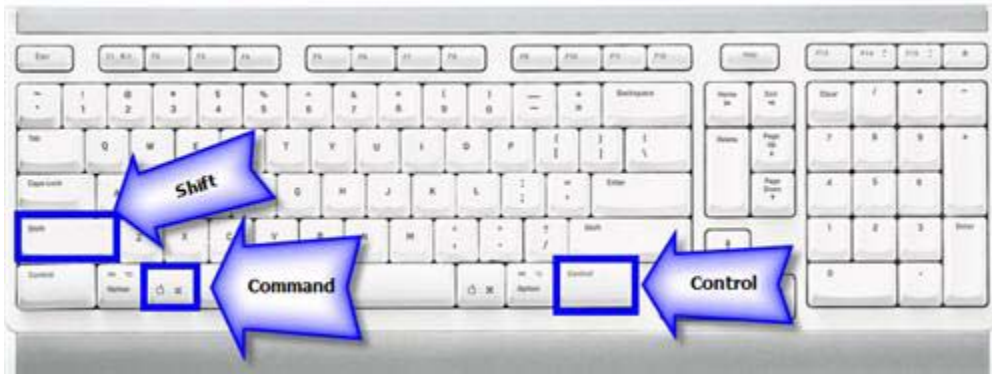
1. To make a copy of the active window, press **ALT+PRINT SCREEN**.
2. To copy the entire screen as it appears on your monitor, press **PRINT SCREEN**.
3. Open a word processing program and paste (Ctrl + V) the screenshot into the document.



#### Apple® Operating System

There are several keyboard combinations that can be used to take screenshots on the Apple® OS.

1. Perform one of the following keyboard shortcuts depending on what you want to capture for printing.
  - **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



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