# How to Take a Screenshot
## World History and Geography to 1500 A.D. (C.E.)

The steps for taking a screenshot vary depending on your operating system. Examples for taking screen shots 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.
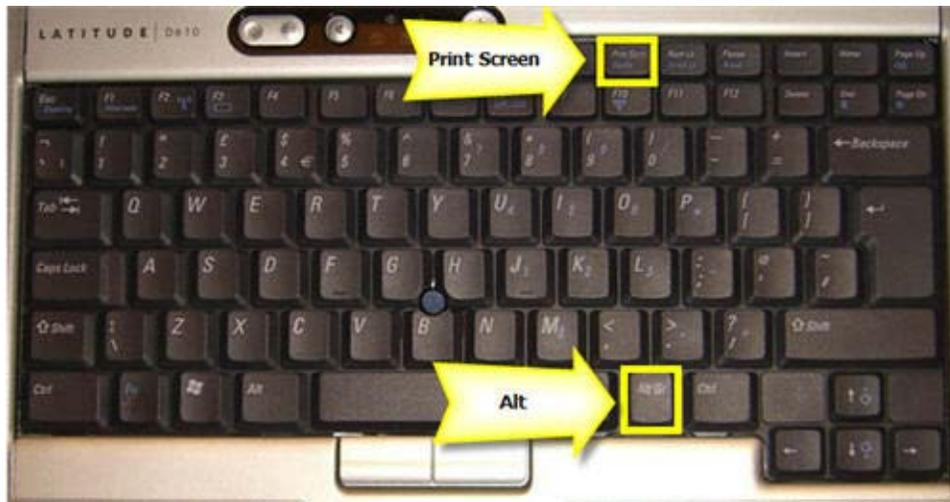


**Apple® Operating System**

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


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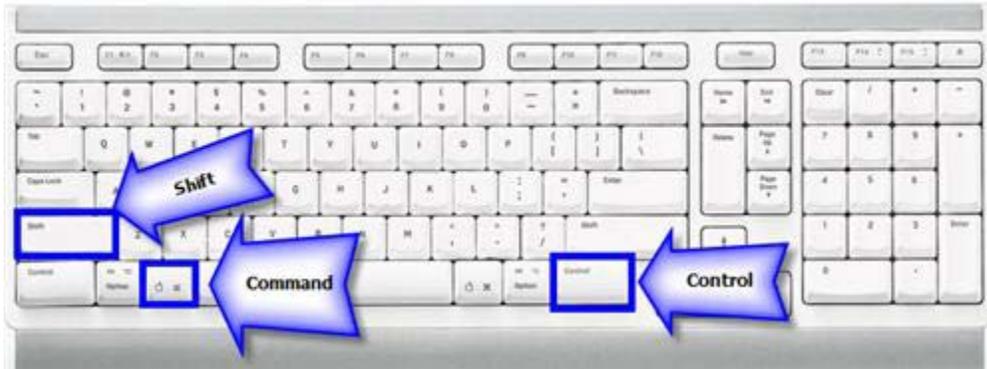


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