

Creating Screen Shots

To copy a screen shot to the Clipboard

Make a screen shot of a window:

1. Press **Apple + Ctrl + Shift + 3**
2. Select the desired window to copy
3. Use **Edit > Paste** or **Ctrl + V** to copy image to application.

Make a screen shot of an area:

1. Press **Apple + Ctrl + Shift + 4**
2. Drag cursor to select desired area
3. Use **Edit > Paste** or **Ctrl + V** to copy image to application.

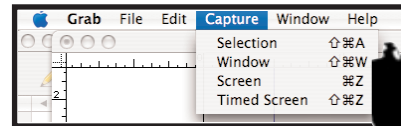
*Note: The usual keystroke combination for creating a screen shot (**Apple + Shift + 3** or **Apple + Shift + 4**) will not work in the labs.*

Using Grab to create screen shots

Grab is located under **Applications > Utilities > Grab**.

To take a screen shot, select a capture method from the Capture menu.

- a. Selection: Take a picture of a selection.
- b. Window: Take a picture of an entire window.
- c. Screen: Take a picture of the entire screen.
- d. Timed Screen: Take a picture of the entire screen.
Use for interactive items such as menus.



Follow the onscreen instructions. The Grab window will not show up in your screen shot.

Capturing Pointers

Each capture option except “Selection” will include the mouse pointer with the screen shot. The pointer will appear in the same place it was when the screen shot was taken.

Changing Pointer Preferences

1. Select from the menu **Grab > Preferences (Apple + ,)**.
2. Select the desired pointer type.

Taking a picture of a Menu

1. Choose **Capture > Timed Screen**.
2. When the “Timed Screen Grab” dialog opens, click **Start Timer**.
3. Click the menu you want to capture and keep the mouse button pressed until the Timed Screen Grab dialog closes and the picture appears.

Saving the Screen Shot

1. Select **File > Save (Apple + S)** from the menu.
2. Select the desired save locate.
3. Click **Save** when finished.