

## Creating a Screen Shot

Windows Users:

- If you have one monitor - pressing the ctrl and print screen key, you may then paste the image into your email or a Word document.
- If you have two monitors – make sure your cursor is on the monitor that you want to capture the image, press the alt and print screen key, now you may paste the image into your email or Word document.

Apple users:

- Switch to the desktop you want to capture Hold down the Apple key + Shift + 3 and release; the screen capture will be placed on your desktop