



Screen Shots

- **What are Screen Shots?** Screen shots allow you to take a picture of whatever is on the computer screen (i.e. the desktop, windows, software, etc.)
- **What can you use them for?** Use them to provide exact picture representations for computer activities or communication boards. They are also useful in making instructions for running a particular software program.
- **Macintosh users:** press **[Shift + ⌘] + 3** to take a picture of the screen. You will hear a shutter-click sound. The file will appear as Pic1 on the desktop. Open the file and crop the sections you want to the overlay software program, scrapbook. Pressing **[Shift + ⌘] + 4** will allow you to crop the photo before it is saved to the hard drive.
- **Windows users:** press **[Alt + Print Screen]**; there will not be any sound- the picture goes to the clipboard. Paste the picture in any graphics/drawing program (i.e. Paint program in the Accessories folder), or into MS Word. Crop the sections you want and copy the screen shot to the overlay software program, or save it for later use.

Example: Below is a full screen shot of a page from the American Heritage Dictionary and an enlargement of the "Word Finder" area for use on an overlay.

