**How to Take a Screenshot**

You will be asked to take a screenshot of several items during this training. Screenshots are taken differently on different devices. Please familiarize yourself on how to take a screenshot using your device. If you need help, don’t hesitate to ask.

**In Windows:**

1. In Windows 8, pressing ⊞ Win + fn + ⎙ PrtScr (+fn on a Revolve) will save a full-screen screenshot directly to a file without having to paste it into another program first.
2. The file is saved to the Screenshots folder in your Pictures folder. If the Screenshots folder does not exist, Windows will create one.
3. If you do not have Windows 8 you will need to paste the PrtScr into a Word Document and save that file.

**On a Chromebook:**

1. Click Ctrl + window switcher key to take a screenshot of your current page.
2. Click Ctrl + Shift + window switcher key to take a partial screenshot.
3. This file will be saved into your My Drive folder.

**On a Mac:**

1. Press Command (⌘)+Shift+4 on your keyboard and you'll see that your cursor changes to a crosshair pointer.
2. Move the crosshair pointer to where you want to start the screenshot.
3. Drag to select an area. To adjust the area, hold Shift, Option, or the Space bar while you drag.
4. When you've selected the area you want, release your mouse or trackpad button. Or to cancel, press Escape (esc).
5. Find the screenshot saved as a .png file on your desktop.

