

How to take a Screenshot

For PCs (Dells, HP's, etc.):

1. Press button PrtScn.
2. Open the program "Paint" or "Microsoft Word".
3. Press Ctrl + V (hold both down simultaneously). This pastes image into Word Doc or Paint.
4. Save file, and then e-mail the file to your CaSE Coordinator.



For Mac computers (Apple):

Take a screenshot of your whole screen

1. Press Command (⌘)-Shift-3.
2. Find the screenshot as a .png file on your desktop.

