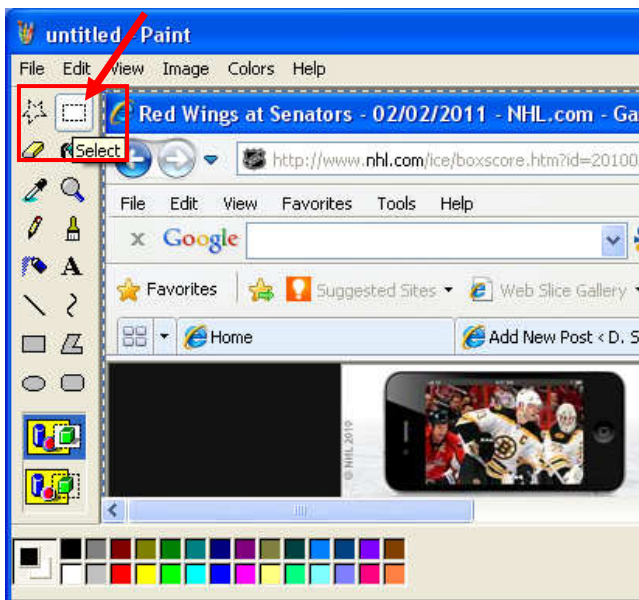


Ways to Capture Images on Your Screen

Using Print Screen



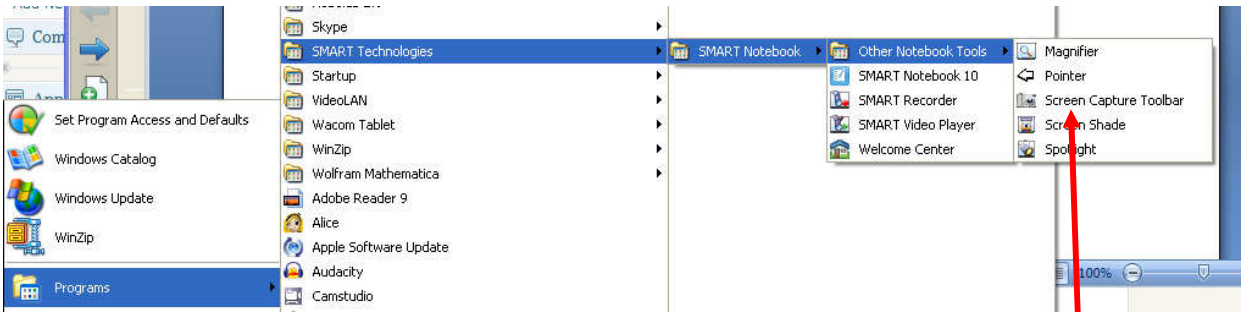
1. Press the Print Screen button on the upper left of the keyboard.
- b. Open Start>Programs>Accessories>MS Paint.
- c. Edit>paste.
- c. Use the **Crop Tool** to select the part you need. Cut and paste into a new Paint file.



4. Save as jpeg.

Using Smart NoteBook Screen Capture Tool

1. Open Programs>Smart Technologies> Smart Notebook 10



2. Choose Screen Capture Tool and make a choice of what you want to capture.
3. Right click and paste in program of choice. (Word/Paint/Pages/ Powerpoint/ etc)



On the Mac

- 1a. **Shift +Command+3** will capture the entire screen
- 1b. **Shift+Command+4** will allow you to make the selection of your choice.