

# How to use the 'Print Screen' function

For Windows computers



Locate the Print Screen key on your keyboard - there are lots of different ways that the key will look. It is usually towards the top right of the keyboard and comes after the F12 key, here are two examples...



(It is also sometimes located next to the spacebar).

When you press the Print Screen key, your computer will take a snapshot of whatever is on the screen and hold it in its short-term memory.

You then open up a fresh document, eg Microsoft Word or PowerPoint. Hold down the 'Ctrl' key and then press 'v' to paste it in.



## For Apple Mac



For Apple Mac there is no Print Screen button, instead you need to hold down the 'Shift' and 'Command' key and then press the number '3'.



This will take a snapshot of your screen and save it as an image file on your Mac Desktop.

Alternatively, you could hold down the 'Shift' and 'Command' keys and then press the number '4'.



This will bring up a small black cross and you will be able to 'click and hold' your cursor and 'drag' to create a rectangle on your screen. Your Mac will then save an image of whatever is inside that rectangle on your Mac's desktop.