How to Take a Screenshot

Windows & Mac

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How to Screenshot – Windows

Take screenshot.

HOLD DOWN + PRESS

Using your mouse, draw a rectangle around what you want to capture.

Now it's copied to your clipboard.

Paste screenshot into your document.

HOLD DOWN + PRESS

The screenshot is now pasted to the document from your clipboard.
How to Screenshot – Mac

Take screenshot of entire screen.

HOLD DOWN

shift + command

PRESS

# 3

Screenshot is saved to your desktop; can drag and drop into document

Screenshot a portion of the screen.

HOLD DOWN

shift + command

PRESS

$ 4

see GEP YouTube Channel for a demonstration