Genomics Education Partnership

thegep.org

How to Take a Screenshot

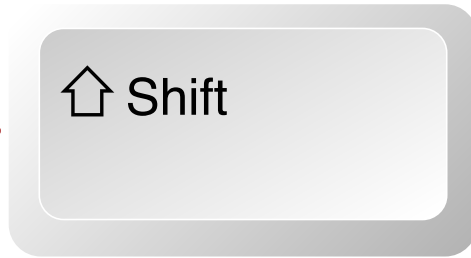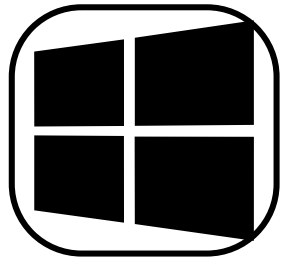## Windows & Mac

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Last Update: 07/26/2022

How to Screenshot – Windows

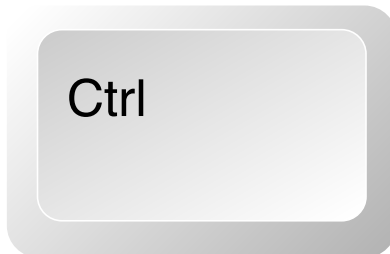**Take screenshot.**

HOLD DOWN　　　　**PRESS**

⬚ + ⇧ Shift　　S　=　**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**

Ctrl　　V　=　**The screenshot is now pasted to the document from your clipboard.**

How to Screenshot – Mac

Take screenshot of entire screen.
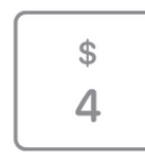
HOLD DOWN   **PRESS**

| shift | **+** | ⌘ command | | # 3 |

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

Screenshot a portion of the screen.

HOLD DOWN   **PRESS**

| shift | **+** | ⌘ command | | $ 4 |

see GEP YouTube Channel for a demonstration