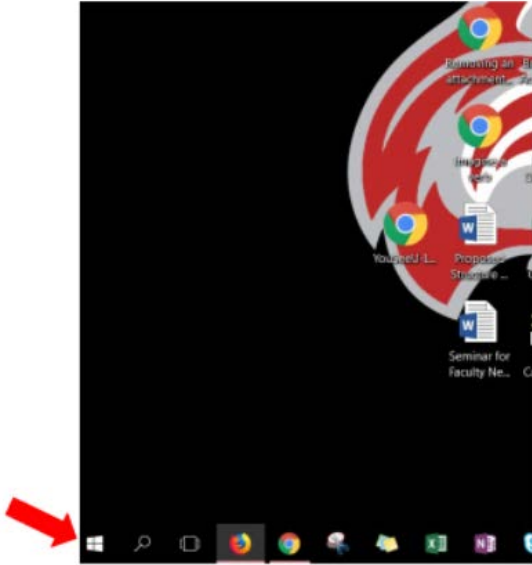


## Easy ways to take a Screenshot (Windows)

\*\* MAC users click [HERE](#)

### ***Taking a Snip (Windows)***

1. Click on “Start” or the windows icon on your computer.



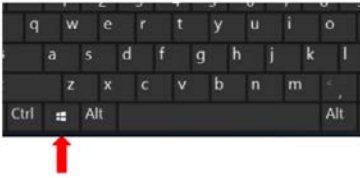
2. Locate “Accessories” from your list. If you have an older version of Windows, your Accessories may be located in a Microsoft Utilities or Microsoft Accessories folder.
3. Select “Snipping Tool” from the list.
4. A pop-up will appear and click “New”.
5. Your screen will fade slightly. This is how you will know that the snipping tool is holding your screen so you may clip the image you want.
6. Your cursor will form a + sign and drag the + sign across the entire image. When done, release your finger from the mouse.
7. A smaller screen will appear with the image you just cut. If it is not perfect, no worries, you can click “New” and start over.

To watch the snipping tool in action click the brief screencast below.

Direct Link: <https://screencast-o-matic.com/watch/cF602AYAPD>

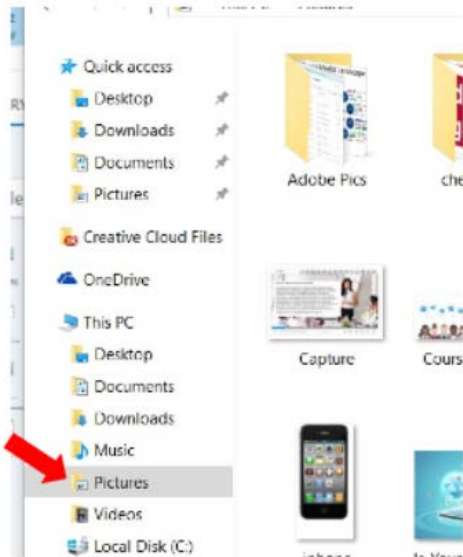
## ***Print Screen (Windows)***

1. Click the Windows Key + PrtScn (for some keyboards, this may be F12) on your keyboard.

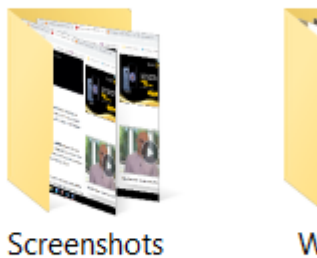


**PrtScn**

2. Your computer screen will flash.
3. Go to your pictures folder.



4. You will see a folder called "Screenshots". Open up that folder and locate your image.



## Capturing your screen with a MAC

- Apple has several easy ways to take snips and print your screen on a MAC. Click the link below for step-by-steps.

[MAC Step-By-Steps](#)