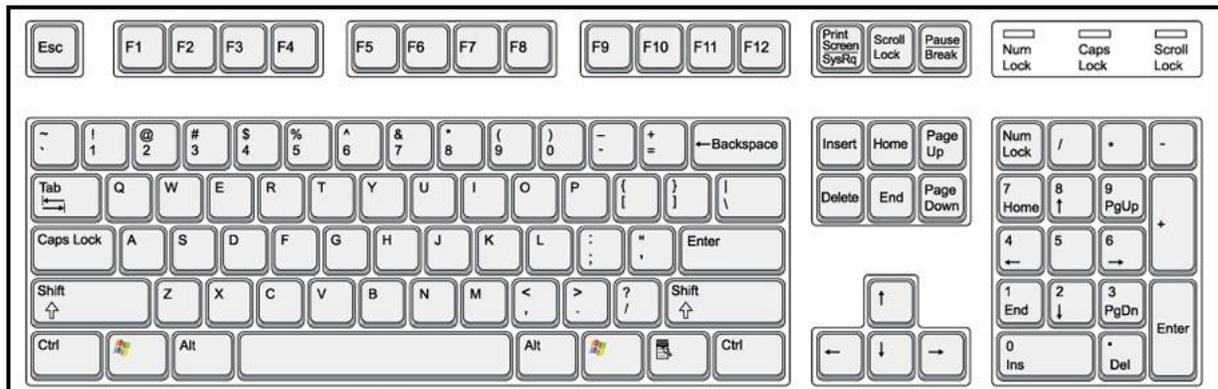**Typical PC Keyboard:**

To take a screen shot on a PC:

1. Open the screen that you want to take a screen shot of. Make sure the date and time appear on the bottom right corner of the screen before you take the screen shot.
2. Click the button at the top of the keyboard which says "Print Screen".
3. Open a new Microsoft Word document *(OR open a new email in your personal email account.)*
4. With your mouse, click "**Edit**" then "**Paste**" *OR* hold down the "**CTRL + V**" keys on the keyboard and then release all keys. The screen shot will appear in the Word document *(OR in the new email).*
5. Save the Microsoft Word document with a name and a date that you will remember *(OR simply send the email to yourself to save the screen shot or to the person with whom you are trying to share the screen shot).* Save it to your computer in a safe file and/or email the document to yourself using your personal email account.

Typical Mac Keyboard:

To take a screen shot on a Mac:

1. Open the screen that you want to take a screen shot of. Make sure the date and time appear on the top right of the screen before you take the screen shot.
1. On your keyboard, hold down the "**Command + Shift + 3" keys on the keyboard** and then release all keys. A "**.png**" file of the screen shot will now appear as a little icon on your **desktop**. The title will contain the word "**screenshot** in the title".
2. You can change the title of the screen shot file or put it into a folder on your computer to save it. You can also attach the screen shot to an email to yourself or and email to whomever you are trying to share the screen shot with using your personal email account.