How to Take a Screenshot and Save it to a Document
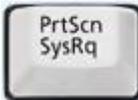
How do I take a screenshot? (PC keyboard)

1. Navigate to the screen you would like to take a screenshot of.

2. Press the PrtScn/SysRq key on the keyboard [image] or [image]
   a. This key is typically located in the upper right corner of the keyboard either above the Backspace key or above the number pad on your computer keyboard.

   [image]

   b. ***You will not see anything happen at this time, but Windows has captured the entire screen and copied it to your computers clipboard.***
3. Open a new word processing document

   [image] [image]
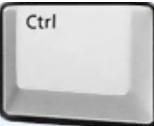
4. Hold down the **CTRL** key [image] and the **V** key [image]. The screenshot should be added to the document.
   a. You can also right click on the new word pressing document and choose paste to insert the screenshot into the document.
5. Add any additional images or text to the document according to the specific directions on each individual assignment, save the new document, and upload to Canvas.

How to take a screenshot? (MAC keyboard)

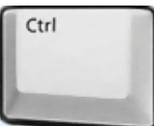1. Navigate to the screen you would like to take a screenshot of.

2. Hold down the **SHIFT** and **COMMAND** keys and press the number **3** key.

    a. If your sound is turned on at the time, you should hear the sound of a camera shutter go off when you press the 3 key.

3. A new image file will be automatically added to your desktop that will be named Screen Shot along with the time and date stamp for when the screenshot was taken. (Example: Screen Shot 2017-07-12 at 3.36.57 PM)
4. Open a new word processing document
5. Click the **Insert** tab.
6. Click the **Pictures** button (may be named images, photos, pictures, etc. depending on the word processing software you are using.
7. Choose the **From File** option and navigate to the new Screen Shot file on the desktop.
8. Click the image and click the **Open** button. The screenshot should then be added to the document.
9. Add any additional images or text to the document according to the specific directions on each individual assignment, save the new document, and upload to Canvas.

How to take a screenshot? (Chromebook keyboard)

1. Navigate to the screen you would like to take a screenshot of.
2. Hold down the **CTRL** key and press the **SWITCH WINDOW** key
    a. The SWITCH WINDOW key is generally found above the number 6 key on the Chromebook keyboard. It is located between the Full screen and Brightness Down buttons and is a square with two vertical lines on the right side.
3. A screenshot taken alert box will be displayed in the lower right corner of the page.
4. Click the Copy to Clipboard option to temporarily save the screenshot to the computers clipboard.
5. Open a new word processing document (Google Doc)
6. Hold down the **CTRL** key and the **V** key . The screenshot should be added to the document.
    a. You can also right click on the new word pressing document and choose paste to insert the screenshot into the document.

7. Add any additional images or text to the document according to the specific directions on each individual assignment, save the new document, and upload to Canvas.