***Taking and Sending a Screenshot Training***

Many of Brian’s Quizzes or Final Exams require you to take a screenshot of the finished assessment. Here are some directions on how to do this:

**Taking a screenshot**

1. Open the web-page you want to take a screenshot of.
2. Find the PrtSc key on your keyboard and press it. It'll look like nothing happened, but an image of your screen will have been stored on your clipboard. If you only want a screenshot of the selected (AKA active) window, press Alt+PrtSc. *Some PCs require holding down the Fn key in addition to the keys above.* **Mac:** Command+Shift+3 (whole screen) / Command+Shift+4 (portion of the screen) - saved directly to desktop.
3. Open up Paint and press Ctrl+V to paste the image onto the current canvas. (you can also do this on Microsoft Word or other publishing software)
4. Save the image somewhere on your computer.