



**MAC TIP
OF THE WEEK**

SCREEN SHOTS

To Capture a Screen Shot:

- ❖ Press Shift + Command + 4
- ❖ Drag your mouse over the area you want to take a picture of

Or:

- ❖ Shift + Command + 3
- ❖ This will capture a picture of your entire desktop

The Screen Shot will be saved on your Desktop

