## Mac Guide: Microsoft Word 2016 Capturing Screen Snapshots

## **Capturing Screen Snapshots**

To take a screenshot of the entire screen, press Cmd + Shift + 3

Your screenshot will automatically be saved to the Desktop as "Screen Shot" labelled with the date and time.

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## To capture a window (not the entire screen)

This is to take a screenshot of an error message or dialogue box.

Press Cmd + Shift + 4, your cursor will change to a crosshair pointer.

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Screen Shot

Move the crosshair pointer to where you want to start the screenshot and drag to select the area of the window you require.

Your screenshot will automatically be saved to the Desktop as "Screen Shot" labelled with the date and time.



