

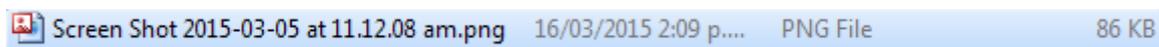
Mac Guide: Microsoft Word 2016

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.



To capture a window (not the entire screen)

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

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



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.



Want more information?
974 8000 ext 6045
twist@eit.ac.nz

