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Take a Screenshot

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A screenshot, or photo capture of your computer screen, can be helpful when getting assistance from IT support staff and useful when writing documentation or user guides.

Macs and newer PCs have built-in tools for screenshots. On a Mac, you can take a screenshot by using a keyboard shortcut. On a PC, you can use keyboard shortcuts as well, but we recommended the included program called Snipping Tool for capturing a smaller area of the screen.

The following site shows you these keyboard shortcuts and programs. It will show you instructions for the computer you're currently using by default, but you can click tabs along the top to see instructions for other platforms:

http://www.take-a-screenshot.org