

## Screen Shots – Taking a Screen Shot on a Mac Computer.

- Open the item (web page, picture, document, etc.) that you wish to take a screen shot of.
- Position the item on your screen so that the desired area is visible.
- Press in order and hold these keys: Apple\*, Shift, and 4.
- Your cursor will change shape to look like a “target”.
- Click and drag a box over the area you wish to take a screen shot of, then release the mouse button.
- You will hear a “shutter click” –similar to a camera shutter (if your computer sound is on)
- A “Picture” file will be generated - which appears on your desktop. If you have more than one picture file, the pictures are numbered, as in Picture1, Picture2, etc.
- If desired, you can re-name the Picture file to help with organizing your pictures. Click once on the file name, then click once again. On the second click, the file name is highlighted and can be edited.
- These Picture files can be used in virtually any document – PowerPoint Presentation, Word File, iPhoto slide show, etc.

\* The **Apple Key**, also known as the **Command** key, is the key to the left of your space bar on the computer keyboard.

## Save Any Document as a PDF File – Macintosh Computers

- Open any document, web page, image, etc. on your computer
- Go to File Menu > Print (just as you would to print any document)
- In the Printer Dialog box that opens, click the “PDF” button in the lower part of the screen.
- Choose “Save as PDF” in the drop-down menu under the PDF button.
- The computer will prompt you to name the PDF file & specify a location to save it.
- Once saved, the PDF file can now be read by anyone who has Adobe Acrobat Reader or any other PDF reader on his or her computer.