How to Take a Screen Shot with a Mac Computer

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Assistive Technology

If you are using assistive technology to access this material and are having difficulties please contact Kent Cowan, GTCC's Assistive Technology Specialist.

It's a way of capturing whatever is currently displayed on your monitor. Screen shots are helpful when you want to demonstrate something that is difficult to explain in words.

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Mac Screen Shot

Keyboard shortcuts are the easiest way to take a screen shot on a Mac computer.

1. Command-Shift-3 (pressing all three keys at same time) will automatically save a screen shot of the entire desktop. The screen shot is placed on the desktop.

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2. Pressing Command-Shift-4 (all at the same time) results in a cross-hair cursor being displayed. You can then click and drag this cursor to select the area you want to capture. When you release the mouse button, the screen shot is saved to your desktop. You can retrieve the screen shot and use it in other applications from the desktop.

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Please use one of the following resources if you should need additional assistance.

❖ *Jamestown –AT Computer Lab or Library*

❖ *High Point – Library*

❖ *Greensboro – Library*

❖ *Aviation – see Student Services Representative*

❖ *Cameron – Library or see Student Services Representative*

➤ If seeking help <u>in person</u>, at any of these locations, you must present a photo id and/or your student number

➤ If seeking help <u>via phone</u> your student ID number is used to verify identity.

Contact the
AT Computer Lab
@
Telephone: (336) 334-4822 ext 50226, 50387 or 50346
Email: computer_lab@gtcc.edu

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