

### **Tip Sheet: Taking screenshots and converting them to \*.PNG files**

Sometimes you will want to capture an image from your screen to be included in your blog or lab report.

This is a two-step process. You will first take a screenshot that will be saved as a PDF file, then convert the PDF file into a PNG file that can be inserted into other applications.

To take the screenshot, press the three-key combination Command-Shift-4. This will allow you to capture a selection of your screen using a cross-hair mouse pointer. Drag the cursor to select the region of the screen you want to capture. To cancel the capture, press the Esc key.

The screenshot will be saved on your desktop as a PDF file. Open the PDF file in Preview by double-clicking the file. On the menu, select File | Export, then save the file as a PNG file. The PNG file format is the best format we have found for inserting graphics into your blog entries and lab reports.