Take a screen shot on a PC, MAC and iPad

On a PC

To capture the whole screen select Print Screen. This is either a separate button or accessible by pressing Function (Fn) and the Prt Sc button. The image can then be copied to a word document by pressing CTRL + V.

On a MAC

There are ways to capture the whole screen, a selectable section, only the top most window or a single menu. All methods involve holding the Command and Shift keys, along with:

Command + Shift + 3 – Captures the entire screen. The image will be saved to the desktop.

Command + Shift + 4 – The cursor will turn into a crosshair allowing you to select a section to capture.

Command + Shift + 4 then Space – Turns the cursor into a camera. You can then capture individual windows, menus and more.

On an iPad

Press the Home button and the On/Off button at the same time to take a screen shot of whatever you see on the device. The screen shots will be saved in the camera roll.

To capture sections of a webpage, press down on the area you would like to copy and then move the shaded area to cover the text/ images you would like to copy and press copy. These can then be pasted to desired location.