THE UNIVERSITY
of ADELAIDE

Screen Capture

This guide provides some details and information on capturing pictures of your computer/mobile device screen.
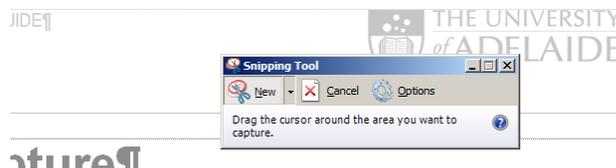
Windows

Keyboard

Print Screen (Prt Scrn)	copies the entire screen to the 'Clipboard'
Alt + Print Screen	copies the active window to the 'Clipboard'
Control + V	pastes the contents of the Clipboard into your chosen program

Snipping Tool (Windows Vista)

1. Search for the Snipping Tool from the Start button, and select it to activate the tool. (Right click and select 'Add to Quick Launch' to have it readily available at all times.)
2. The screen will fade and the Snipping Tool dialog box will appear - drag over the area you want to capture and then let go of the mouse. You can use the arrow button ▾ to select the type of snip you wish to capture.
3. The selection will then be displayed in a new window and you have the option to copy the capture to the 'Clipboard' or save it to an image file format.

Microsoft Office OneNote

To start a screen capture, press the Windows and S keys. The screen will fade, drag the cursor over the area you want to capture and let go, the clip will be saved in a OneNote page from where you can copy and paste it into other documents. OneNote can also be opened by searching for it under the Start button - select 'Clip' to start screen capture.

Adobe Reader

To capture an image or section from a PDF document you can use Adobe Reader's "Snapshot" tool. Simply select the tool from the Edit menu then drag a capture box around the part of the PDF you want to copy to the clipboard.

Mac OS

Keyboard

Command–Shift–3	saves a copy of the entire screen, onto the desktop, as a PNG file
Command–Control–Shift–3	copies the entire screen to the 'Clipboard'
Command–Shift–4	saves a copy of the selection you define, onto the desktop, as a PNG file
Command–Control–Shift–4	copies the selection you define to the 'Clipboard'

Command–Shift–4 *then* Spacebar	the cursor changes to a camera saves a copy of the 'window' you select, onto the desktop, as a PNG file
Command–Control–Shift–4 *then* Spacebar	the cursor changes to a camera copies the 'window' you select to the 'Clipboard'

Grab (OS X)

1. Grab can be found in: Applications > Utilities > Grab.app. (Click and drag the application icon to add it to the Dock to have it readily available at all times.)
2. Select the 'Capture' mode you want to use and the appropriate dialog box will appear (*e.g. Selection Grab*).
3. Follow the instructions and then the selection will be displayed in a new window, where you have the option to copy the capture to the 'Clipboard' or save it to TIFF format.

Mobile Devices

iPad, iPhone & iPod

Hold down the **Home** button and the **Power** (sleep/wake) button at the same time to capture an image of the screen.
The image is saved as a PNG file in your Photos app in the 'saved photos' or 'camera roll' album.
You can email yourself the screenshot if you need to have access to it on your computer.

Android

How-To: Take screenshots on Android devices
http://www.intomobile.com/2011/06/01/howto-take-screenshots-android-devices/

Screencasting - beyond static screen captures

There are various tools available that can create video from what is captured on your screen, called "screencasts".
Screenr   http://www.screenr.com/
Screenr is a free online tool that allows you to add a voice narration to what is being captured on screen. It's great for video guides and tutorials, and software installation is not required.
GoView   http://goview.com
This is free desktop software for Windows that captures your screen and audio to video and provides tools for editing the result. It's great for making video presentations or guided tutorials.

Copyright

The capture (copying) and inclusion of third party content in teaching materials may be subject to copyright legislation and licensing restrictions. If you are unsure of your obligations please consult the University of Adelaide's copyright website at http://www.adelaide.edu.au/copyright.

Selected Links

How To Capture a Screen Shot of your Desktop or the Active Window in Windows
http://graphicssoft.about.com/cs/general/ht/winscreenshot.htm

How To Capture a Screen Shot with the Snipping Tool in Windows Vista / Windows 7
http://graphicssoft.about.com/od/microsoft/ht/snippingtool.htm

How To Capture a Screen Shot with Mac OS X
http://graphicssoft.about.com/od/screencapturemac/ht/macscreenshot.htm

See also...

Other Doc Design Guides include:
- Image Editors
- Cropping & Resizing Images