NAPLES COMPUTERS
239-513-1960

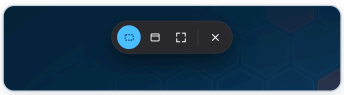
Take a Screenshot
Windows 11 and Mac

The fastest way to capture, mark up and find your screenshot, on Windows 11 or a Mac.

We Make I.T. Happen!™

1 Windows: Win+Shift+S

Press the **Windows key**, **Shift**, and **S** together to open the snipping toolbar.

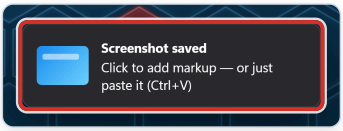


2 Drag to Select

Drag across the part of the screen you want, then let go.

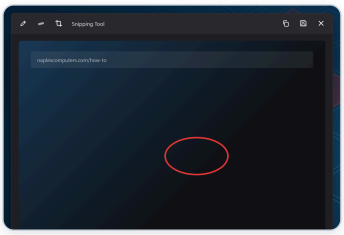
3 Click the Notification

A notification appears bottom-right. **Click** it to add markup.



4 Mark It Up, Then Save

Use the **Pen** or **Highlighter**, then **Save** or **Copy**.



5 Mac: Shift-Command-4

Press **Shift**, **Command**, and **4** together. Your pointer becomes a crosshair.

6 Drag to Select

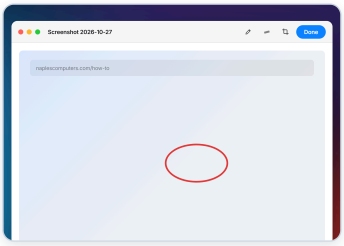
Drag across the area you want, then let go.

7 Click the Thumbnail

A thumbnail appears in the corner. **Click** it before it fades.

8 Mark It Up, Then Save

Draw on it if you like, then click **Done**. It's saved to your desktop.



Good to Know

- Every Windows screenshot saves automatically to **Pictures > Screenshots** — even Win+Shift+S.
- On a Mac, screenshots save to your **Desktop**, named "Screen Shot" with the date and time.
- Need help with something on your screen? Send us the screenshot: **239-513-1960**.

Need Help?

Contact Naples Computers

239-513-1960

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