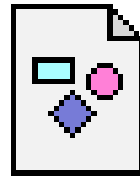


How to take a picture of what your Mac's screen shows

Have you ever wanted to record the way your Mac's screen looks? It's easy to do and is built into every Mac. We call this a "screen shot."

For Mac OS 7, 8 and 9, here's how:

- 1) On your keyboard, hold down the Command key (the one with the Apple logo or four-leaf clover thingie) and Shift key.
- 2) With your other hand, type the number 3 key (use the 3 that is above the W key). Listen closely, you will hear a crackly sound.
- 3) Open your hard drive icon and look for an icon named Picture 1. Double click on it and there's your screen shot.
- 4) You can do up to 10 screen shots. They will be named Picture 1, 2, 3 and so on.



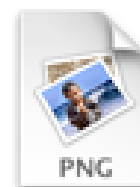
Picture 1

For Mac OS X, the procedure is the same with three differences:

- 1) The screen shot will appear on the desktop instead of on in your hard drive window.
- 2) The screen shot will be an Adobe .pdf file (Mac OS X 10.0-10.3) or a .png file (Mac OS X 10.4).
- 3) You can make as many screen shots as you like.



Picture 1



Picture 1