

Capturing screen images

On a Windows operating system machine

- With your browser open to the inundation gauge you wish to save, press the Print Screen key on your keyboard. You may have to press Shift in addition to the Print Screen key. It may be abbreviated as Prt Scr, Print Scrn, Prt Scn, Prt Sc, Prt Scrn, or Prnt Scrn. This will temporarily save an image to your Clipboard.
- Open a graphics editing program, such as Microsoft Paint, Gimp or Adobe Photoshop. Select Edit, then Paste from the menu. If prompted to enlarge the canvas or image, select Yes. You may crop out extraneous information or sections of the screen image.
- Select File, Save As from the menu bar. Select the folder in which you want to save the image. Name it, and select a file type.
- Click on Save.

On a Mac operating system machine

- With your browser open to the inundation page you wish to save, hold down the Command (⌘), Shift and numeral 3 keys. This will save a new image to your Desktop with the name "Screen Shot [date and time]".
 - If you have more than one monitor on your system, this method will create an image for each monitor present.
- To save only a selected area as an image, hold down Command (⌘), Shift and the numeral 4 keys. Your cursor will turn into a crosshair.
- Click and drag the crosshair diagonally to draw a square around the area you wish to capture, and release your mouse when done. A new image will save to your Desktop with the name "Screen Shot [date and time]".

*Additionally, if your machine is running on OS X or later, you may use the utility application **Grab**. It is located at **Applications/Utilities/Grab**.*

- From the menu, select Capture, and choose which capture option you want to use.
- When you have finished, select File, Save As from the menu.
- Select the folder where you want to save your image.
- Name the file, and click on Save.