Using Print Screen to Print a Quote
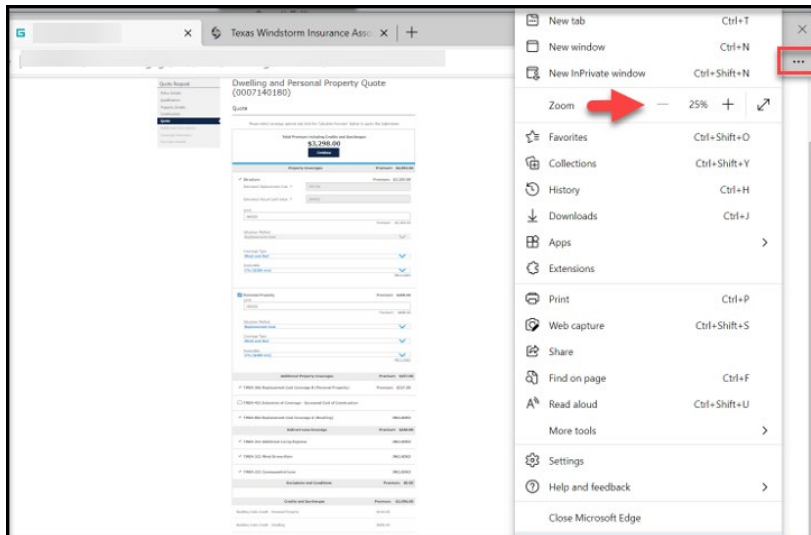
This job aid demonstrates the steps needed to print a quote using Print Screen or equivalent on a Windows or a Mac computer.

On a Windows Device

1. **Take a screenshot**
**There are three ways to activate the print screen functionality:**
A. Click on the "…" at the top right of the screen (or use Alt-F) and then change the Zoom setting until you can fit the entire quote on the screen.


B. Depending on your hardware, you may use either the "PrtScn/ Print Screen" key or the "Windows logo Start button + PrtScn button" as a shortcut to print a screen.

C. If your device does not have the "PrtScn/ Print Screen" button, you may also use "Fn +Windows logo Start button + Space Bar" to take a screenshot.

2. **You may find your screenshots by navigating to the "Windows logo Start button" and then selecting Pictures.**
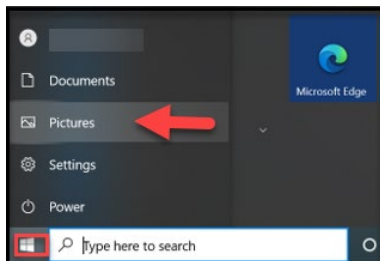
3. Next, select the Screenshots folder. From there, you may print or email the quote to your policyholder.
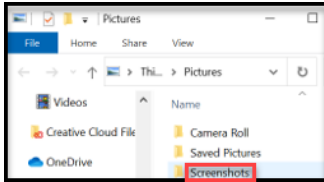
On a Mac Device

1. Take a screenshot. Press and hold these 3 keys together: Shift, Command and 3. The screenshot will be saved to your desktop.

2. To take a screenshot of a select area on a Mac, press and hold: Shift, Command and 4.

Drag the crosshair ⊕ that appears to select the area of the screen to capture. To move the selection, press and hold Space bar while dragging.

1. To take the screenshot, release your mouse or trackpad button.
2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop.