

Saving an Image of Your Ratings

USA Demographics for Schools cannot print the image that is on your screen, so you need to capture it and paste it into a Microsoft Word document to save it and/or print it.

If you are using a Macintosh computer:

- a. Center your image and hold down the **Shift – Ctrl** and **4** keys simultaneously. Beginning in the upper left hand corner of the map window and including the entire map, drag a box around your map.
- b. Minimize your document in the Classroom window. Open a blank Microsoft Word document. Type your name(s) in the upper left hand corner of the document. Insert two blank lines and then paste your map image into your document by pulling down the Edit menu and selecting **Paste** or by clicking **Ctrl-V**.
- c. Save your file using the file name protocol and location indicated by your teacher and/or print, as your teacher directs.

If you are using a PC computer:

- a. Center your image and hold down the **Alt** and **Prt Scr** keys simultaneously.
- b. Minimize your document in the Classroom window. Open a blank Microsoft Paint document. Make sure the scroll bars are pushed to the left and top of the window.
- c. Paste your map image into your document by pulling down the **Edit** menu and selecting paste or by clicking **Ctrl-V**.
- d. Click and drag the lower right hand corner of the white background box to trim the image if necessary.
- e. Select **File, Save As** and type your file name using the file name protocol indicated by your teacher into the File box. Change **Save As** type to **JPEG**. Select the location indicated by your teacher in the **Save In** box. Click **Save**.
- f. Open a blank Microsoft Word document. Type your name(s) and PLSS Section number in the upper left hand corner of the document. Insert two blank lines, then pull down the Insert menu and select **Picture, From** file. Navigate to the location where you saved your JPEG, select it and click **Insert**.

Save your file using the file name protocol and location indicated by your teacher and/or print, as your teacher directs.