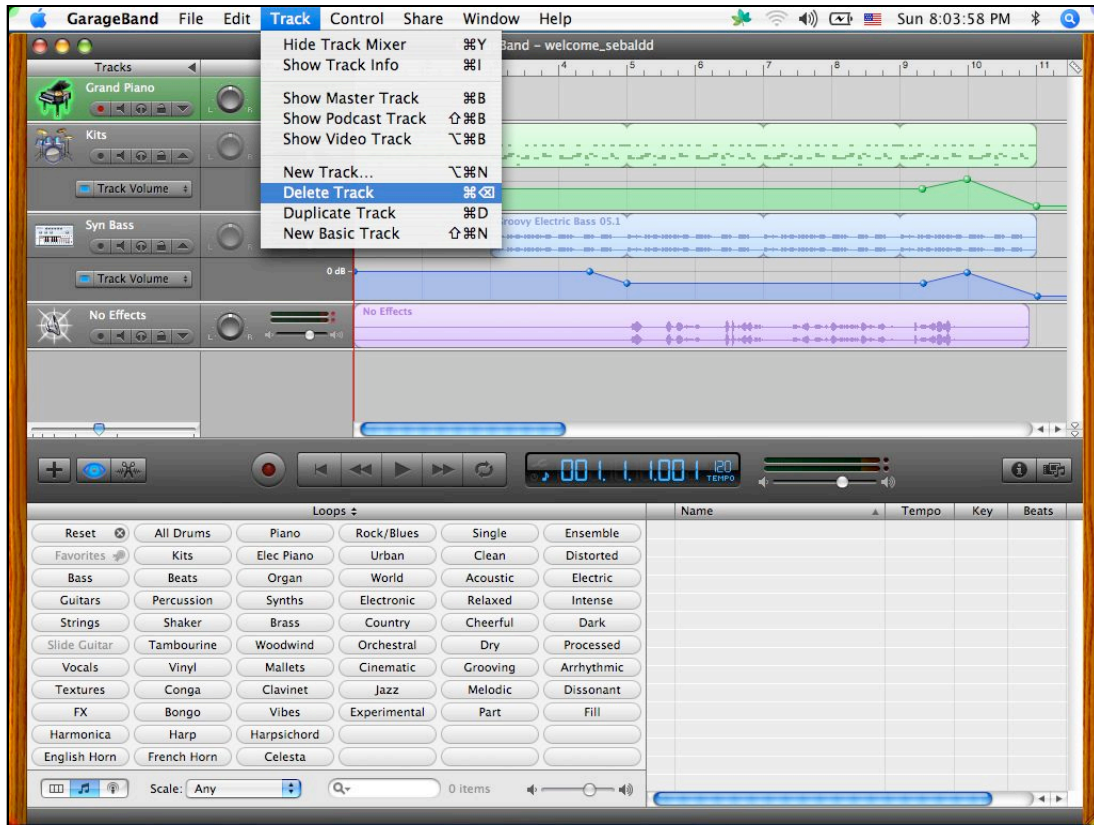


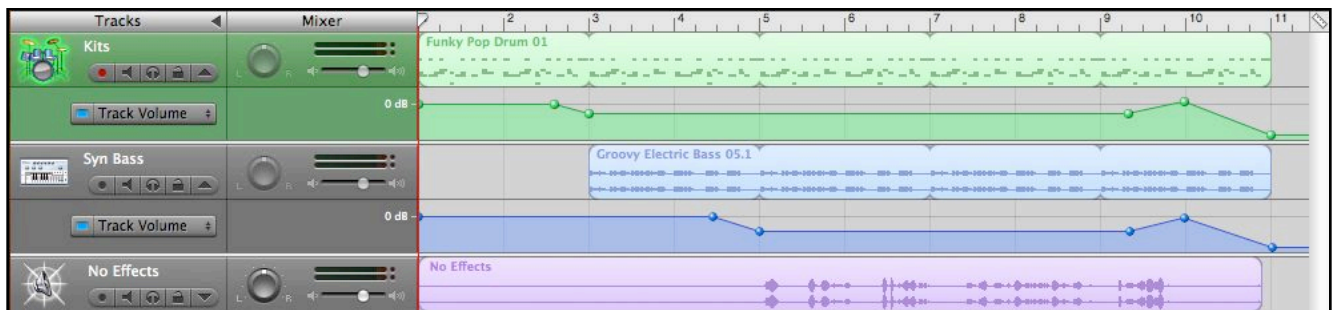
## Step by Step Guide to How to Take a Screenshot of your Project

This tutorial will show you how to capture a rectangular area of your computer screen and prepare it for display on the web. You'll be using this technique throughout the semester, but right now we'll show you using the GarageBand project you've just finished. Here goes:

1. You will probably need to clean up your GarageBand Timeline first. If you have any empty tracks (like the Grand Piano track you started with), click on its header and then choose **Delete Track** from the Track menu.



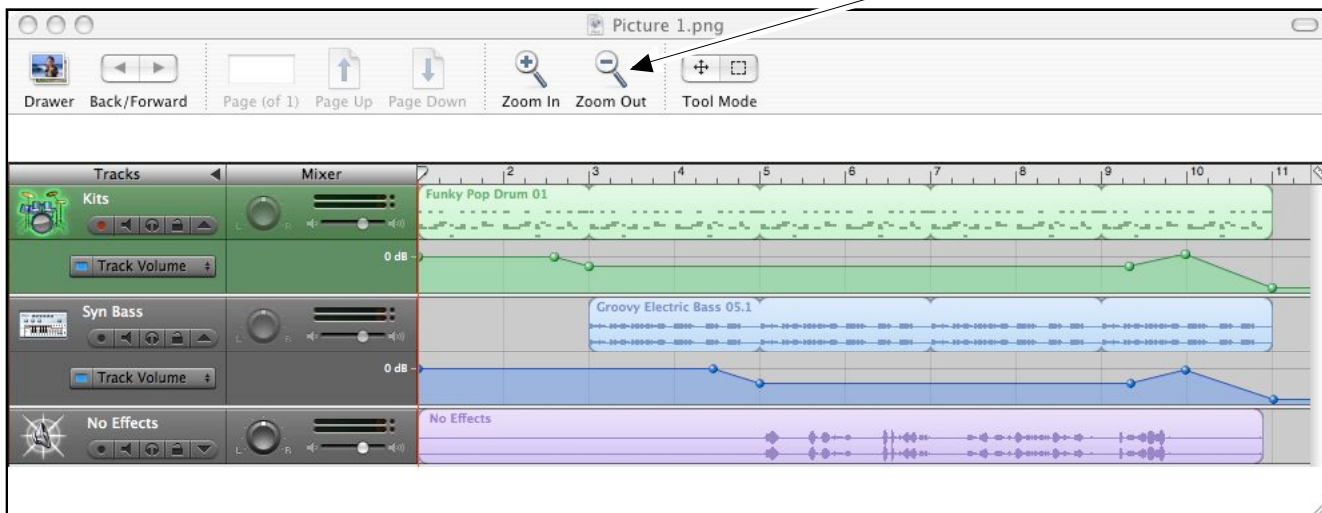
2. If any of the music extends beyond the right edge of the window, use the Zoom Slider to bring it all into the window. Press the RETURN key to move your Playhead back to the beginning of the tracks.
3. When you think that the timeline looks clean and well-organized, press Command-Shift-4 to start the capture process. Your cursor will turn into a crosshair. Use this crosshair to draw a diagonal line from the upper left corner of the timeline headers to the lower right corner of the timeline. This will select a rectangular area defined by the diagonal. Release the mouse button. the Mac Finder will take the snapshot and place it on your Desktop as an icon named Picture 1. (or Picture 2, etc.) If you double-click on this icon, the snapshot will open up in Apple's Preview program. The image you see below is a good example of what your capture should look like.



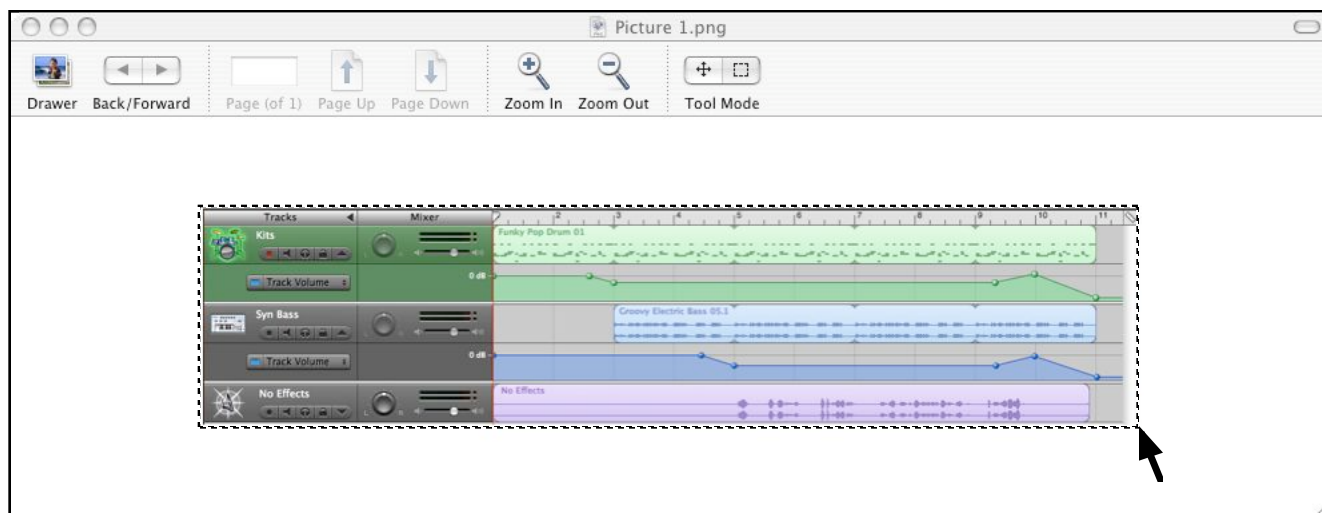
Don't capture anything extraneous and don't clip out any needed part of the image. You may have to try this several times to get it right. Be a perfectionist.

There are two things wrong with the image you just captured: 1) it's too big to fit on your web page-- both in file size and in dimensions, and 2) it's in the wrong image format to work on the web. We'll fix these problems one at a time.

- Open the correct picture in Preview if it isn't already open and click on the Zoom Out icon.



- Press Command-Shift-4 to turn the cursor into a crosshair. Now hold the Control key down, and carefully drag a diagonal from top-left to lower right of this new size as shown below. This captures the rectangular area to your computer's clipboard.



- Press Command-n to create a new Preview document. Your captured area in the computer's clipboard should automatically go into this document. If it doesn't, press Command-V to paste it in. Your document is now the correct physical size for inserting into your web page, but you still have to save it in a web-compatible graphics format.

- Go to the File menu and choose **Export**. The Export Dialogue box will open as shown here. Name your image **welcome\_lastnamefirstinitial.jpg**. Choose jpeg as the Format. Save your image to the Desktop. Find the image icon on the desktop, click once on it to select it, and then press Command-i to get info. Check to be sure the image is under 50K. If it isn't, go back to Preview's Export dialog box and open **Options**. Choose a lower quality or simply limit the Target size to 50000 bytes. Click on the OK button and then click the Save button to save the new version.

