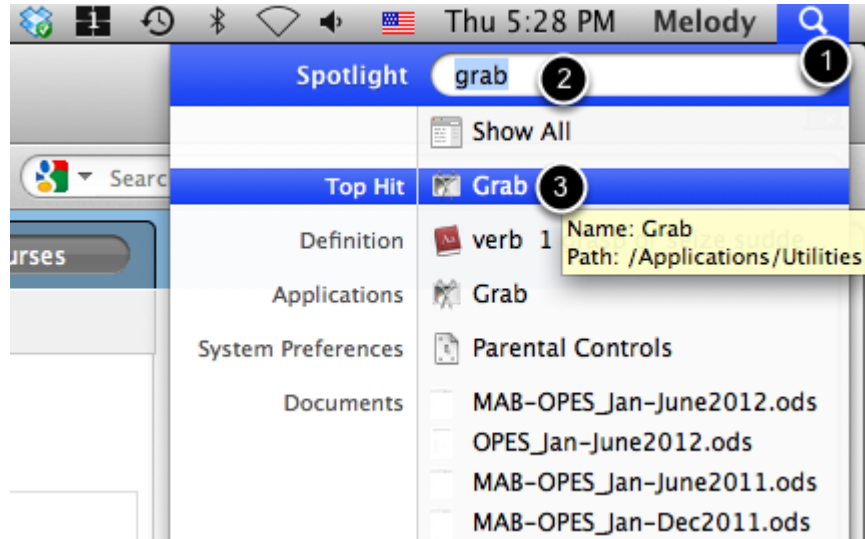


How to use screenshot using Macintosh (Apple)

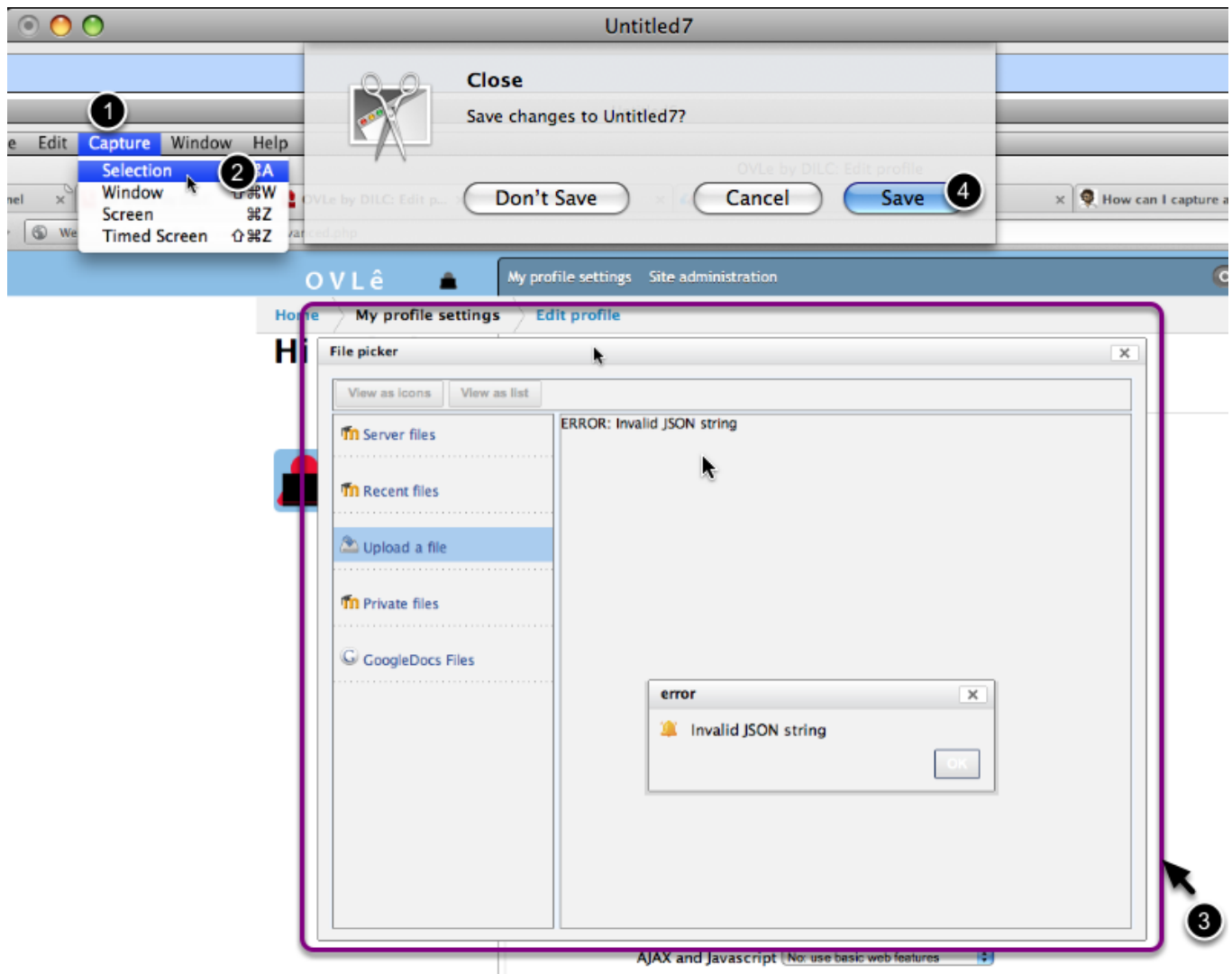
This details the use of screenshot to capture an image. Screenshots are very helpful in describing problems or errors encountered sent to the helpdesk.

Step 1: Open Grab



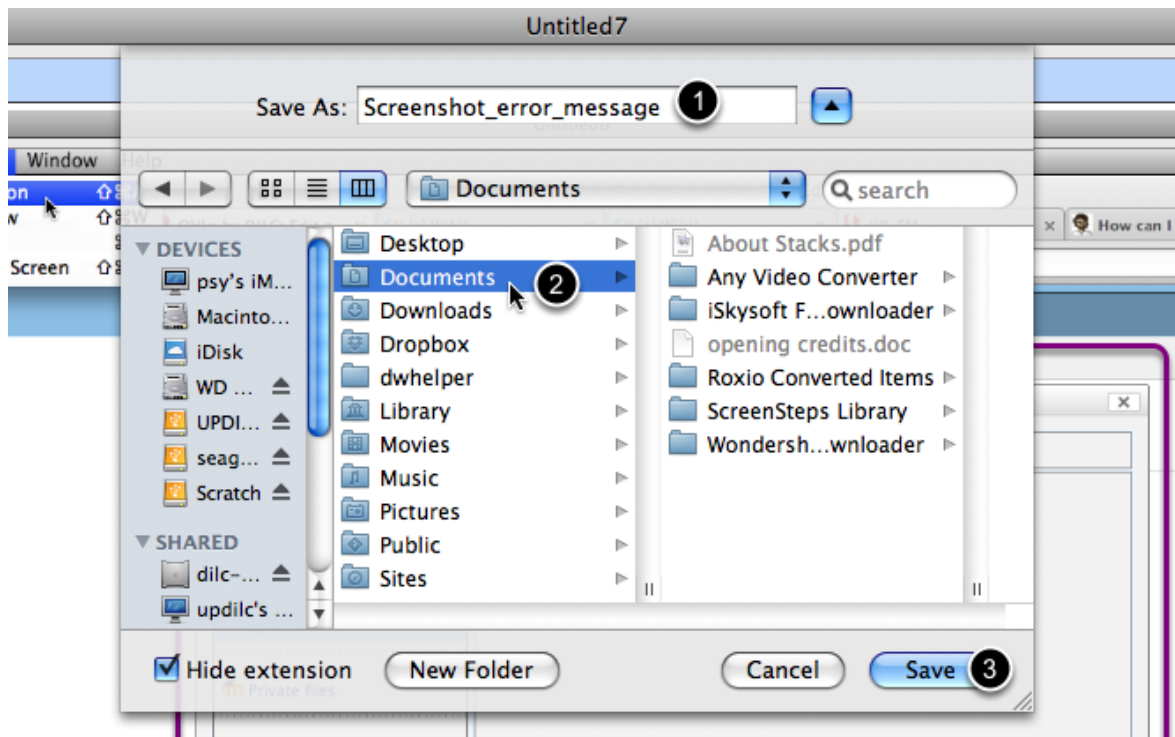
(1) click on Spotlight icon on the upper right corner of your screen, the one that looks like a magnifying lense (2) type in Grab (3) select Grab

Step 2: Use Grab to capture image



From the top menu (1) click Capture (2) click on Select (3) enclose the portion you want to image capture (4) click Save

Step 3: Save your file



(1) type in file name in the text box (2) locate the directory where you want to save your file (3) click Save