

How to take a screen shot of an image on your COMPUTER.

On a PC...

1. Click the window you want to capture. Press **Alt+Print Screen** by holding down the Alt key and then pressing the Print Screen key. The Print Screen key is near the upper-right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)
2. Click **Start**, click **Accessories**, and then click **Paint**.
3. In the **Paint** window, click **Edit**, and then click **Paste**.
4. When the image appears in the **Paint** window, click **File**, and then click **Save As**.
5. In the **Save As** dialog box, in the **File name** box, type a name for the screen shot, and then click **Save**.
6. You can now upload your image to the app.

On a MAC...

1. To capture a selected portion of the screen: **Shift+Command+4** turns your mouse cursor into a cross hair.
2. Drag a rectangle around the portion of the screen you want to capture.
3. The image will automatically save to your desktop, then you can upload it to the app.