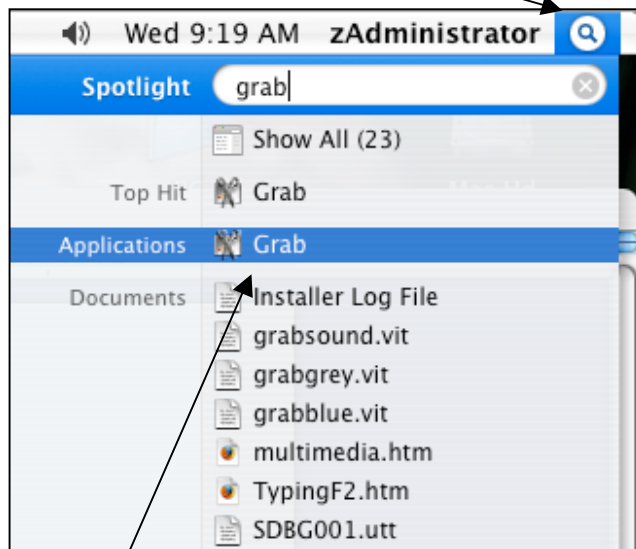
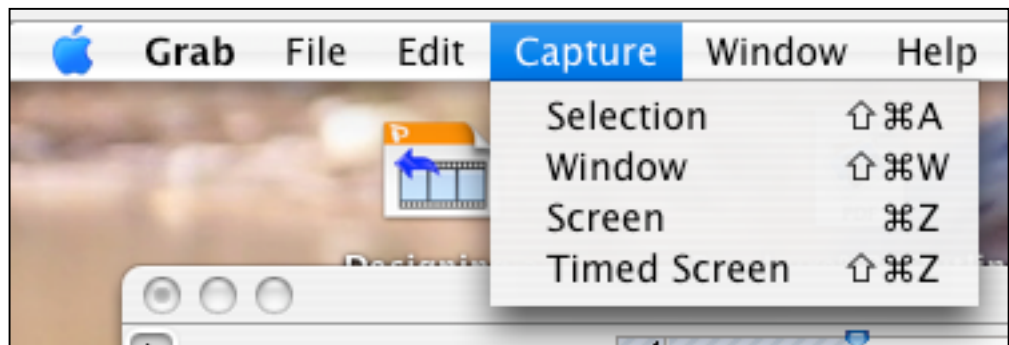


How to Use "Grab" to take screen shots of your computer screen.

1. Open the Spotlight search tool by clicking on the magnifying glass on the top right corner of your screen. Type "grab" in the spotlight.



2. Click on Grab in the Spotlight list. You will know Grab is open when it says Grab on the top left of your screen and it will also appear in your dock.
3. Go to CAPTURE and select the appropriate type of screen capture:



4. Copy your screen capture by going to EDIT, COPY.
5. Go into Word or Power Point and paste the screen capture into your document by going to EDIT, PASTE.