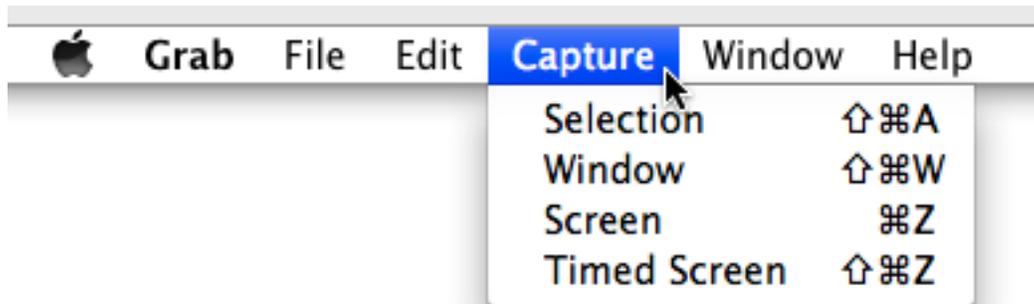


Steps for Creating Screen Capture

With Mac OS X there is a built-in application named **Grab** that you can use to capture the (1) a specific area of your screen, (2) a particular window, (3) your entire screen, or (4) a timed screen (see the image below for these options).



1. Prepare your screen to display the information you want to capture. A general recommendation is to minimize any other windows or information that you don't want to include.
2. From your Applications folder, launch Grab.
3. Choose one of the four options described above.
4. If you choose selection, you'll need to click and drag across the area of your screen. If you choose window, you'll get to select which application window to capture. If you choose screen you'll get a copy of the entire screen. And if you choose timed screen, you'll have 10 seconds to get your screen ready before the capture is taken.
5. Save your captured image. The only file suffix supported by Grab is TIFF, which is fine, but you may need to convert it to JPG for maximum compatibility with web pages. If you plan to insert the captured TIFF image into a DOCX file no conversion is required.

Steps for Converting a TIFF to a JPG

Another application included with Mac OS X is **Preview**. It is an image-editing program and can be used to convert image formats.

1. Launch Preview.
2. Open the TIFF you want to convert.
3. Choose Save As and change the filetype to JPEG and when you name the file use the .JPG suffix.