


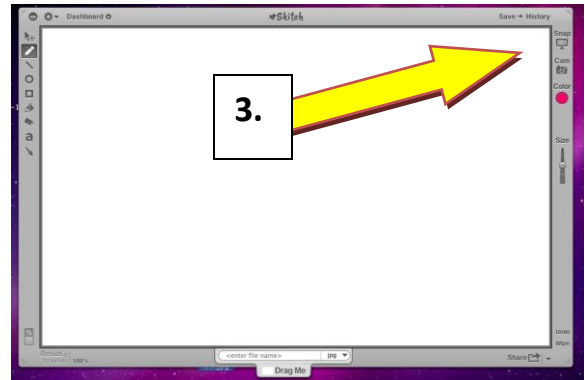
# INSTRUCTIONS ON HOW TO TAKE A SCREEN SHOT WITH SKITCH

When submitting your ITPS D/F/I, you will not be copying and pasting the document on LiveText, but will be uploading the document as an attachment. Then instead of trying to copy and paste your work, you will take screen shots of the document and upload them as a file image into LiveText so your instructor can view a shot of your work.

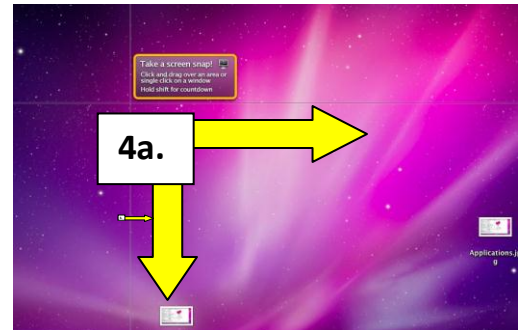
1. Open the document that you wish to take a screen shot of. (i.e. Excel file or database file)

2. Click on the Skitch located  on the Mac toolbar at the bottom of your screen.

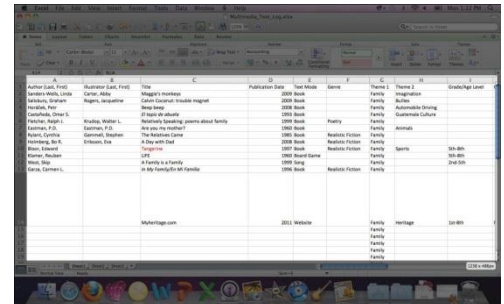
3. To take a screen shot, click on the Snap icon located on the right frame toolbar at the top.



4a. To “Take a screen snap!”, Click and drag over the area of the document by positioning the crosshairs at the top left corner of your document.



4b. Use the crosshairs to start from the top-left corner of your document. As you drag, the brightened area of your screen shows the selection area for the snap shot.



5. Name the image and make sure it is a .jpg file type by clicking in the drop down list and choosing “.jpg”.

6. Click “Drag Me” and drag and drop the image over onto your desktop.

