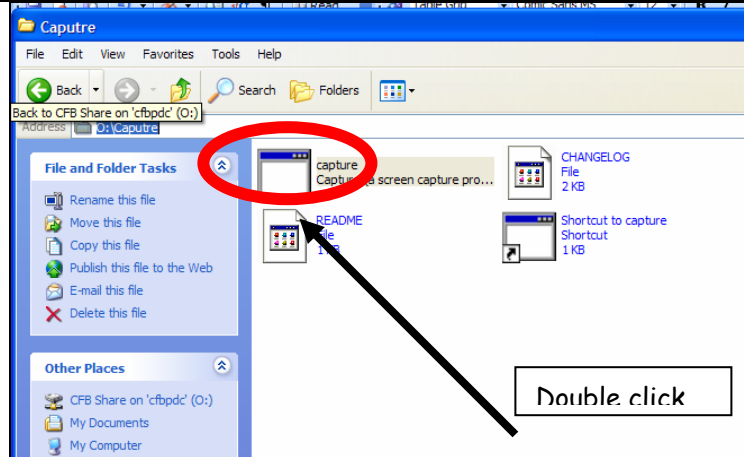


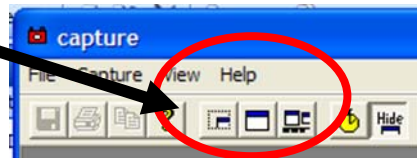
Capture Instructions

1. Navigate to the O drive. Drive→Capture folder
2. double click Capture

You can use Capture from this location or copy the program and paste it in the C drive of your computer.

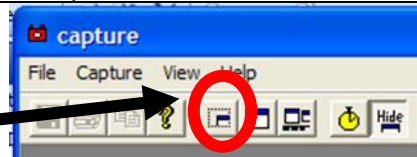


Click on 1 of these 3 icons for your "captures."



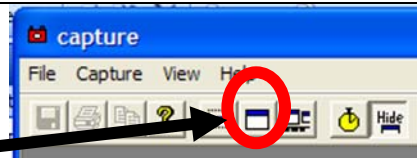
Let your mouse *hover* over each one to see what it does.

The icon on the left lets you **drag a box around the image you want to capture.**



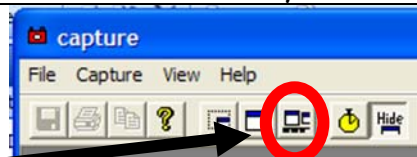
Cursor becomes a crosshair or plus sign (+)

The icon in the center captures an entire window by just



Cursor shows a tiny window with arrow

The right icon captures the entire desktop



Cursor is an arrow

Drag around or click on your image (depending on the icon you selected). It will appear in the Capture window.

File→Save As and name the image whatever you choose. You can type **.jpg** at the end of the file name if you want to reduce the size of the file. (The drop down box only gives BMP as a choice.)

HINT: Be sure to save it in a folder where you will be able to find it later.