

## How do I take and upload a screenshot?

[Click here if you are using an Apple Computer](#)

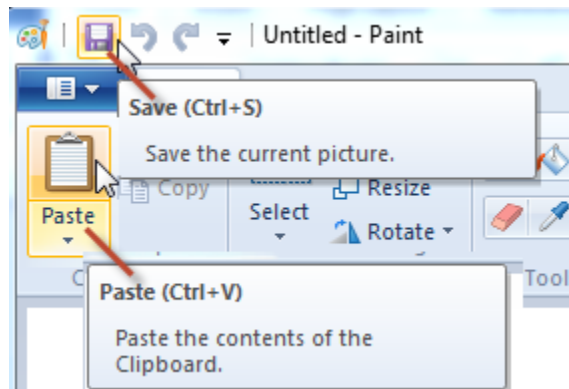
[Click here if you are using a Windows Computer](#)

### On a Windows-based Computer

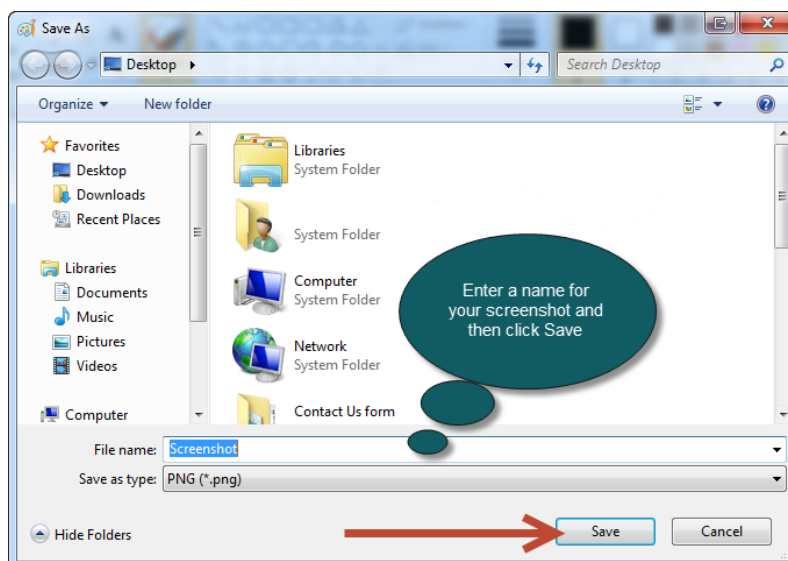
- 1) Press the Print Screen button on your keyboard. This button may be labeled as PrtScn or something similar. On laptops the Function button may need to be held down while pressing the Print Screen button depending upon the type of laptop you are using.
  - a. If you are unable to locate your Print Screen button on your keyboard you may use the on-screen keyboard to complete this task. Click Start-> All Programs-> Accessories -> Ease of Access -> On Screen Keyboard to open the keyboard. Then click PrtScn.



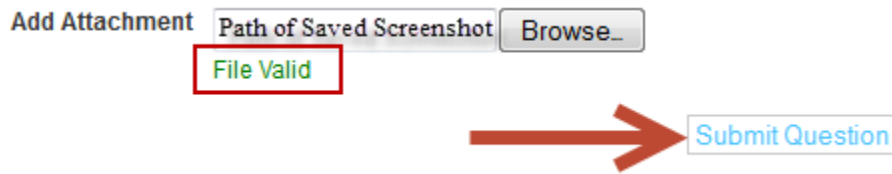
- 2) Open Paint. Click Start-> All Programs-> Accessories -> Paint
- 3) Press the Paste button or press Ctrl + V on your keyboard
- 4) Click the Save icon or press Ctrl + S on your keyboard



- 5) Enter a name for your screenshot and click Save



- 6) On the Contact Us webpage you are filling out click the Browse button next to “Add Attachment”
- 7) Navigate to the proper screenshot and click Open
- 8) Wait for conformation that the file is valid

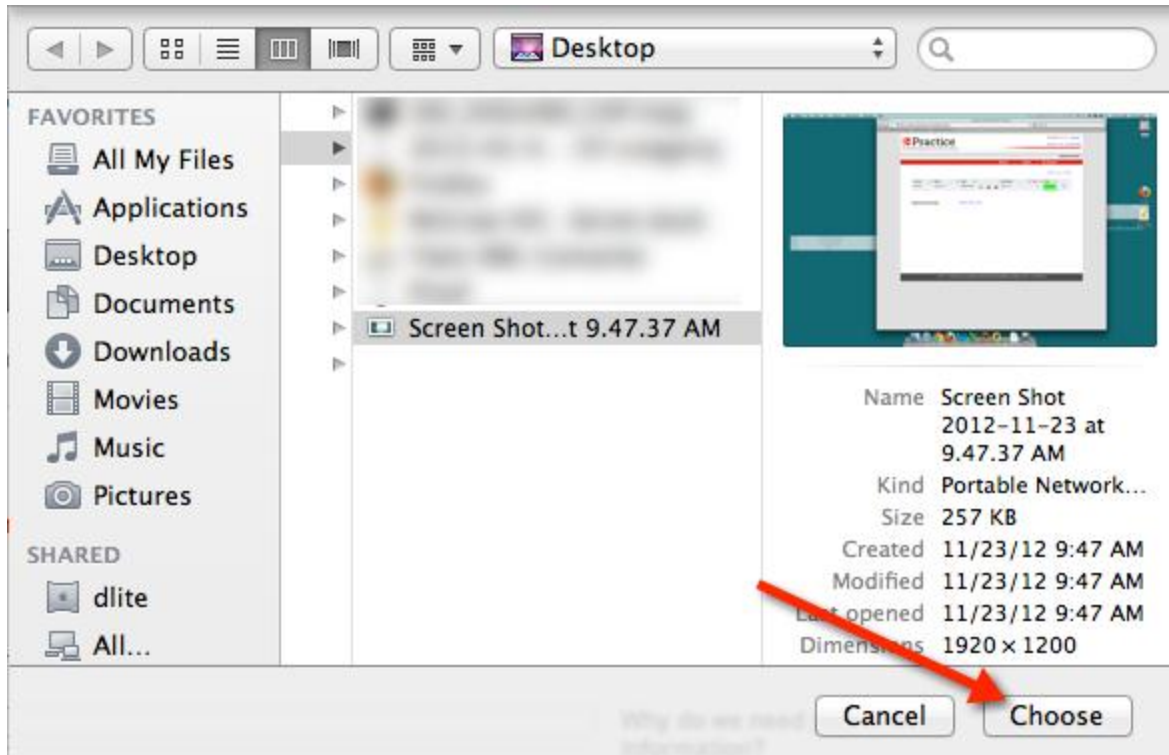


- a. If you receive an error that the file is not supported or that the file size is too large please change the format of the file and/or compress the file before uploading.
- 9) Click Submit Question

## On an Apple-based Computer

- 1) Press Command + Shift + 3 (this will take a screenshot of your screen and save it to your desktop)
- 2) On the Contact Us webpage you are filling out click the Choose File button next to "Add Attachment"
- 3) Navigate to the desktop
- 4) Click on the proper screenshot
- 5) Click Choose

Add Attachment Choose File no file selected



- 6) Wait for confirmation that the file is valid

Add Attachment Path of Saved Screenshot Browse...  
File Valid



- 7) Click Submit Question