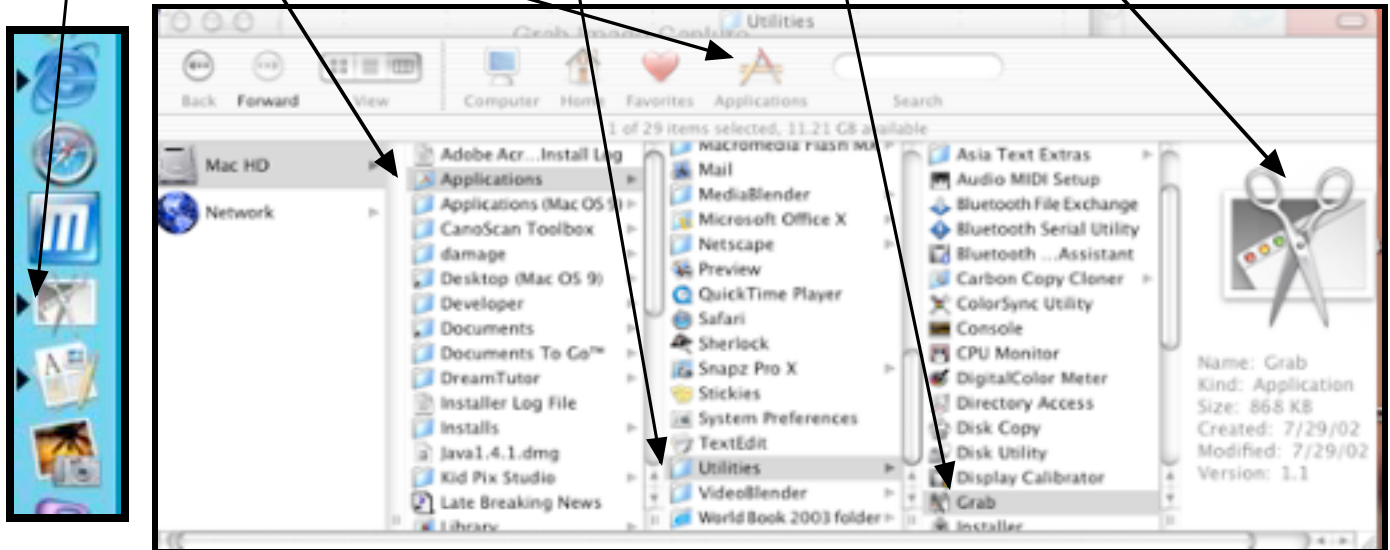


Grab Image Capture

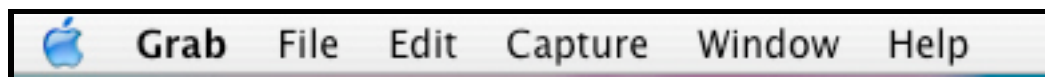


Grab is an image capture program that will take the place of Screen Catch. In order to use this program you must first launch the program. You will find the icon in the **Dock** and in the **Applications-Utilities Folder**.

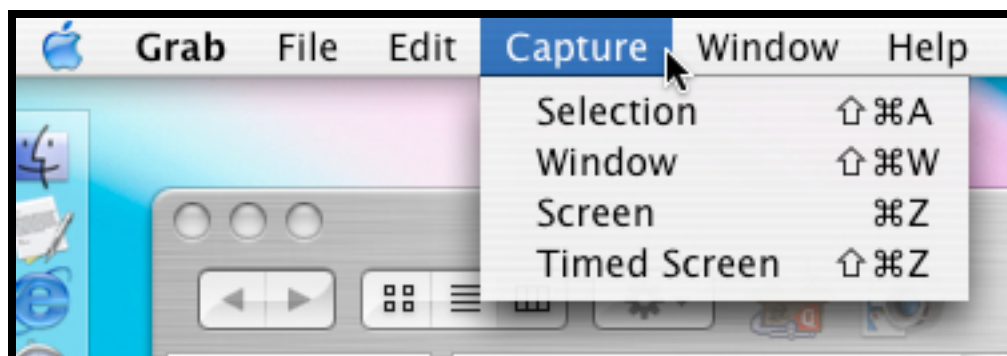
Click on Applications, Go to the Utilities Folder, Click on and Open Grab.




To activate GRAB you first click on the icon. This will open the program and you will see the Menu Bar for GRAB.



Click on the Capture in the Menu you will see the Drop down menu. Choose the option you wish to use from this menu.
Note: Selection allows you to select a specific area on the screen.




Please Note: A Dialog Box will appear with directions specific to the type of capture you have chosen. This box will not appear in your images. Below are the command windows for the types of capture.

 **Selection Grab**


A dialog box will appear with the following instructions; “Drag over the portion of the screen you want to capture”. You can move this dialogue box out of your way.

Cancel

 **Window Grab**


A dialog box will appear with the following instructions; “When the window you want is ready, click Choose Window, then click the window to capture it.

Cancel Choose Window

 **Screen Grab**

A dialog box will appear with the following instructions; “To capture the screen click outside this window. (This window will not be included in the screen capture.) If you selected a pointer in GRAB preferences, the pointer will be superimposed where you click.

Cancel

 **Timed Screen Grab**

Grab will capture the screen ten seconds after you start the timer. (This window will not be included in the screen capture.)

Cancel Start Timer

Once you have captured your image, it will appear on your screen as an “Untitled#”.

Go to File > Save As

Name the picture and direct it to a folder you have set up or create a new folder to save into. The extension .tiff will be added when you save. You can now insert your image into a document.

Please Note: We have found using Graphic Converter to edit and save as a .jpeg allows for clearer images.

If you choose to edit the image, open Graphic Converter and follow the Graphic Converter Guidesheet (Posted in Guidesheets)

