



Creating and Sending a Screen Image

Important: You **must** remove or mask all personally identifiable information (PII) from images you send by email. Sending PII by email constitutes a security breach as described in the Memorandum of Understanding (MOU) and Rules of Behavior (ROB) documents, and may result in your EvaluationWeb account being deactivated.

Click a link below for instructions on creating and sending a screenshot image.

- [Creating a Screen Image in Windows with MS Paint](#)
- [Creating a Screen Image in Windows with Snipping Tool](#)
- [Creating a Screen Image on a Mac with Preview](#)
- [Sending Your Image by Email](#)

Creating a Screen Image in Windows with MS Paint

1. Open the window you would like to take a screenshot of.



2. Press the Print Screen key on your keyboard to copy your screen to your clipboard.

Note: The Print Screen key is generally located in the upper right portion of your keyboard. It may be labeled as:

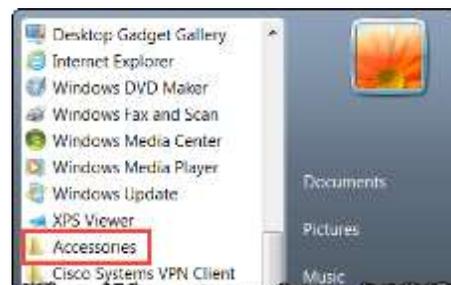
- Print Screen
- Prt Sc
- PrtScn

3. Press the **Windows** key  on your keyboard to open your Start menu.

4. Click **All Programs** in the Start menu.



5. Click the **Accessories** folder.



6. Click **Paint** under the Accessories folder.



Result: MS Paints opens in a new window.

7. Click the **Paste** icon in the ribbon.



Result: Your screenshot displays as an image in the Paint window.

8. Locate all Personally Identifiable Information (PII) in your image. If there is no PII, skip to [Step 13](#).



Note: PII includes any information that could be used to identify a client, such as:

- Names
- Dates of birth
- Social Security numbers

However, PII is not limited to just this information.

9. Click the rectangle shape in the Paint ribbon.



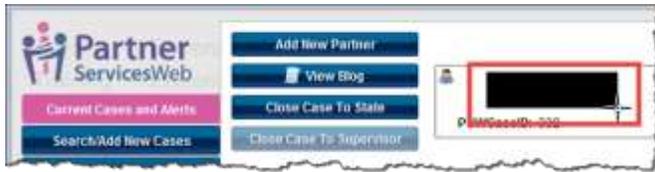
10. Click the **Fill** arrow, and then select **Solid color** in the menu.



11. Click **Color 2** in the Paint ribbon, and then click the black color icon next to it.



- Locate the first instance of PII in the image, and then click and drag your mouse to draw a box over it. Repeat this step for all instances of PII in the image.



Note: You are not required to mask names of HIV agency staff (indicated by red rectangles below).



- Click the Paint arrow, then hover your mouse over **Save As**, and then select **PNG Picture**.



- Save the image on your computer as an image file (PNG, GIF, JPEG, etc.).
- Attach or paste this image in an e-mail message and send it to Luther Consulting. (See [Sending Your Image by Email](#) for instructions.)

Creating a Screen Image in Windows with Snipping Tool

- Open the window you would like to take a screenshot of.



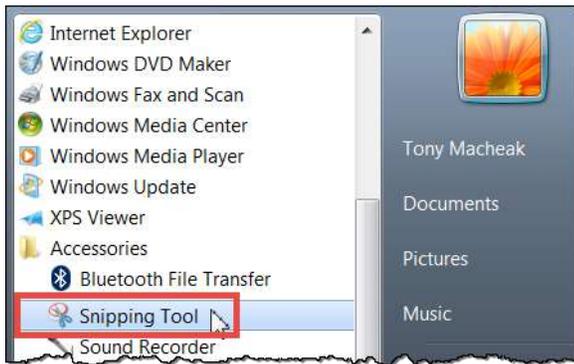
- Press the **Windows** key  on your keyboard to open your Start menu.
- Click **All Programs** in the Start menu.



- Click the **Accessories** folder.



- Click **Snipping Tool** under the Accessories folder.



Result: The Snipping Tool opens in a new window.

- Click and drag your mouse to select the area of your screen you want to make an image of.
Result: The selected area displays as an image in the Snipping Tool window.



- Locate all Personally Identifiable Information (PII) in your image. If there is no PII, skip to [Step 12](#).

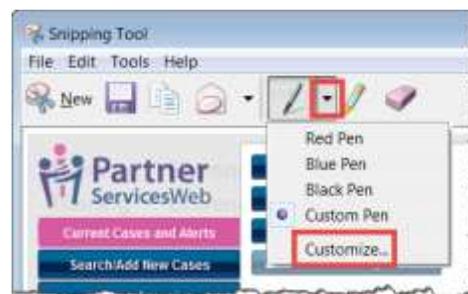
Note: PII includes any information that could be used to identify a client, such as:

- Names
- Dates of birth
- Social Security numbers

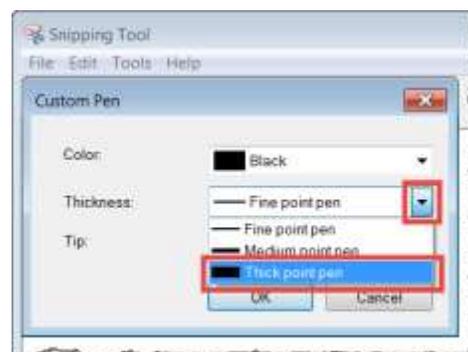
However, PII is **not** limited to just this information.



- Click the arrow for the pen icon, and then select **Customize**.



- In the Custom Pen window, click the **Thickness** arrow, and then select **Thick point pen**.



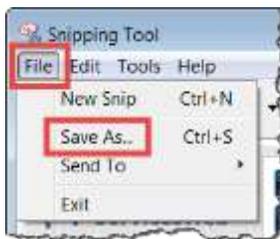
- Click the **OK** button.
- Locate the first instance of PII in your image, and then click and drag your mouse to mask the PII. Repeat this step for all instances of PII in the image.



Note: You are not required to mask names of HIV agency staff (indicated by red rectangles below).



- Click **File** in the Snipping Tool menu, and then click **Save As**.



- Save the image on your computer as an image file (PNG, GIF, JPEG, etc.).
- Attach or paste this image in an e-mail message and send it to Luther Consulting. (See [Sending Your Image by Email](#) for instructions.)

Creating a Screen Image on a Mac with Preview

- Open your browser and go to the window you want to take a screenshot of.

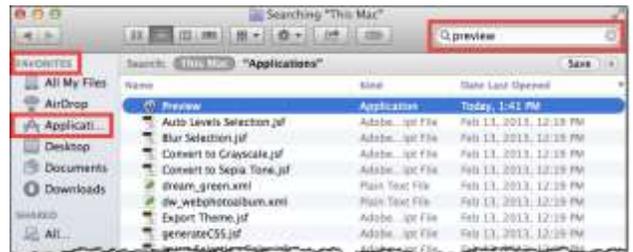


- Click the **Finder** icon on your application menu bar.

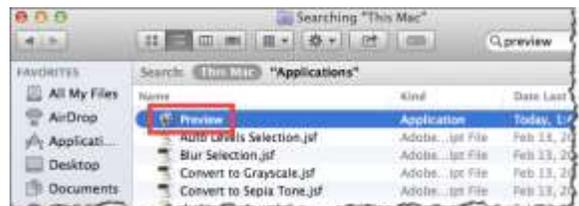


Result: The Finder search window opens.

- Click **Applications** in the Favorites menu, and then type "preview" in the search field.



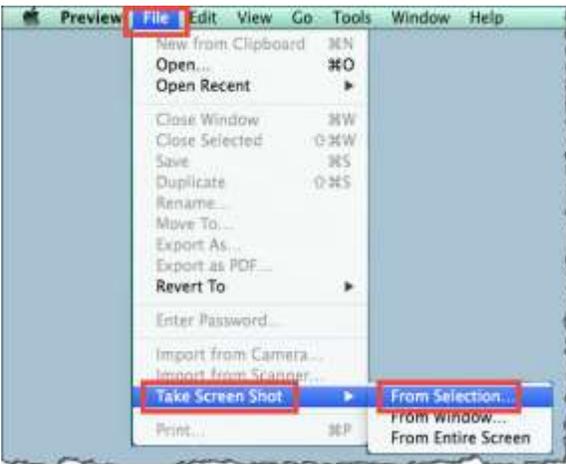
- Double-click **Preview** in the Search results to open the Preview application.



- Click the yellow minimize button to minimize the Preview search window.



- Click **File** in the Preview menu bar, hover over **Take Screen Shot**, and select **From Selection**.



- Click and drag your mouse to select the area of your screen you want to take a screenshot of.

Result: The selected area opens as an image in Preview.



- Locate all Personally Identifiable Information (PII) in your image. If there is no PII, skip to Step 13.

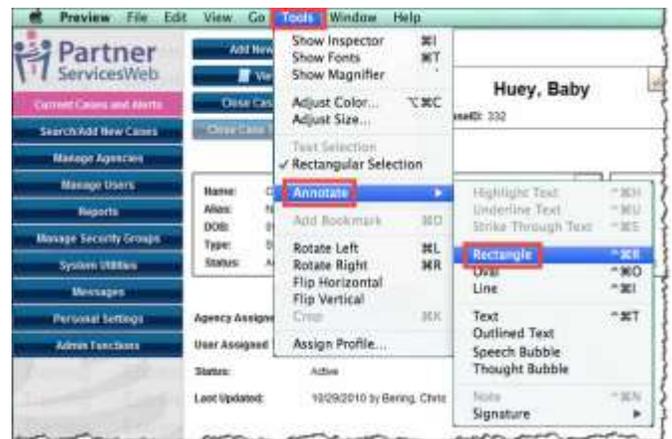
Note: PII includes any information that could be used to identify a client, such as:

- Names
- Dates of birth
- Social Security numbers

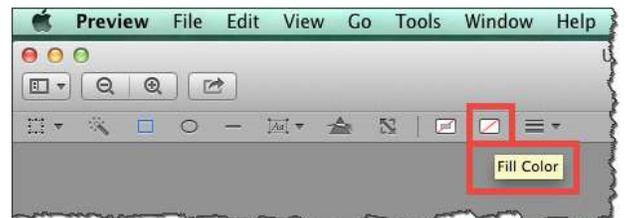
However, PII is **not** limited to just this information.



- Click **Tools** in the Preview menu, then hover your mouse over **Annotate**, and then select **Rectangle**.

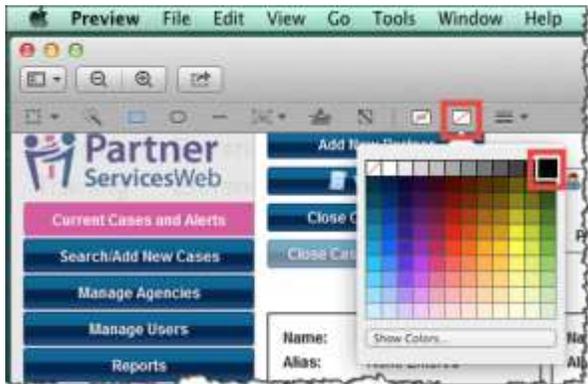


- Check the Fill Color icon to see whether a fill color is set. If a color is set, skip to Step 12.



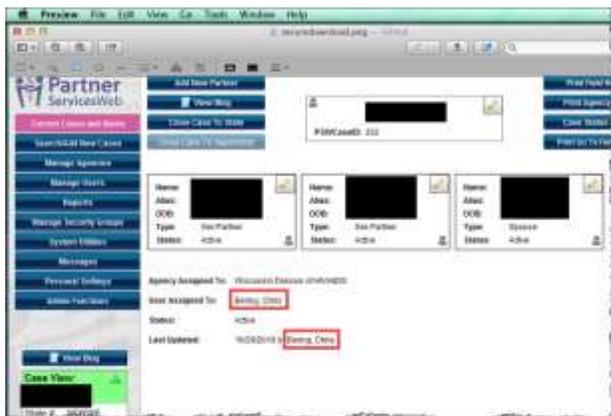
11. Click the **Fill Color** icon, and select a color in the color selection tool.

Note: Black is chosen in the example below.

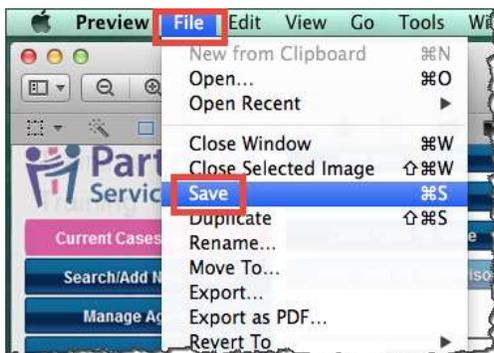


12. In your image, click and drag your mouse over the first instance of PII to draw a box over the PII. Repeat this step for each instance of PII in the image.

Note: You are not required to mask names of HIV agency staff (indicated by red rectangles below).



13. Click **File** in the Preview menu bar, and then select **Save**.



Result: A window with save options opens.

14. Click in the **Save As** box, and then type a name.



15. Click in the **Where** box, and then select a location.



16. Click the **Format** box and select **PNG** or **JPEG**.

17. Click the **Save** button.



Result: The image is saved to the location you specified.

Sending Your Image by Email

After you have created and saved your image on your computer, send it to Luther Consulting Supportive Services in an email, following these guidelines:

- Verify that all PII in your image has been masked.
- Attach the image to your email, or paste it directly into the email.
- Send the email to help@lutherconsulting.com.
- Please do not paste images into an MS Word document.