

Adding Screenshots to Microsoft Answers Forums Using a Macintosh Computer

- 1) Macintosh Computers have two options to insert graphics/pictures
 - a) One is use the command within Answers Forum to insert Graphic/Picture



- b)
 - c) The other is to save Graphic to OneDrive.
- 2) On Mac there are several Good Screen Shot applications:
 - a) Ember
 - b) Share Bucket
 - c) SnapNDrag
 - d) Skitch
 - e) SnagIt
 - f) Snapz Pro X
 - g) Grab
 - h) Image Capture
- 3) It is always a good idea to have several. My favorites are:
 - a) SnagIt
 - b) Skitch
 - c) SnapNDrag
 - d) Snapz Pro
- 4) Advantages of having multiple screen grab utilities, is that some allow timed capture of:
- 5) Screen
 - a) Menu
 - b) Annotations such as :
 - i) Comment boxes or balloons
 - ii) Arrows
 - iii) Stamps

So features in one may be an advantage over another.

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- 6) Create your Screen Shot.
- 7) Use **Save As** to name and save to desired location.
- 8) Next switch back to Answers forum:
 - a) Click the Insert Picture icon.
 - b) Browse to screenshot just created.
 - c) Click on Open.
 - d) Picture will be inserted.

The graphic is not resizable if this method is used.

Method # 2:

- 1) Follow all Steps as above until Step 7
- 2) At this point:
 - a) Locate the screenshot created.
 - b) Open OneDrive either by going to OneDrive website, or opening the OneDrive application.
 - c) Drag File to OneDrive Public Directory
- 3) Now Open OneDrive website in another page, and leaving Answers page open
- 4) Resize both page that one drive page is on top and moved to side.
- 5) Now switch to the graphic created.
- 6) Click on Graphic and Drag from the OneDrive Page to the answers page and drop

Graphic is resizable when placed through One Drive, while its not when placed directly through insert Graphic command in Answers.