

1	Open web browser	Homepage appears		Download LightShot
2	In search bar type "LightShot"	Results page appears		Download LightShot
3	Click first link "Lightshot - screenshot tool for Mac and Win"	LightShot homepage appears		
4	Select "Download for Windows" if on a Windows	Download dialogue box appears		
5	Select "Download for Mac" if on a Mac	Download dialogue box appears		Screen Shot
6	Follow steps in on-screen instructions	User will complete download		
7	Open document or screen	PDF will open		
8	Press "PrtScr" button on keyboard	Gray overlay will appear		Editing Screen Shot
9	Press in desired area of screen			
10	Drag cursor to desired box size and release	Clear box will appear		
11	If needed, drag and drop box in desired location	Clear box will move		Editing Screen Shot
12	Click Pencil Icon	Pencil line will appear		
13	Click and drag mouse in desired location			
14	Click Diagonal Line Icon	Line will appear		
15	Click and drag mouse in desired location			
16	Click Arrow Icon	Arrow will appear		
17	Click and drag mouse in desired location			
18	Click Circle Icon	circle will appear		
19	Click and drag mouse in desired location			
20	Click Square Icon	square will appear		
21	Click and drag mouse in desired location			
22	Click Highlighter Icon	highlighted area will appear		
23	Click and drag mouse in desired location			
24	Click T Icon	Type box will appear		
25	Click and drag mouse in desired location	letters will appear		
26	In type box, type letters	Color menu will appear		
27	Click Colored Box Icon			
28	Click desired color			
29	Click "OK"	Dialogue box will close		
30	Click Curved Arrow Icon	Last edit will be deleted		Undo work
31	Click Cloud Icon	Download dialogue box will appear		Share Screen Shot
32	Click Open in dialogue box	Image will open online		
33	Right click image	Shortcut menu will open		
34	Click "save image as"			
35	Save image in desired location	Image is saved		
36	Click V Icon	Dropdown menu will appear		
37	Click Facebook Icon	Facebook page will appear online		
38	Click "post" on Facebook	Screenshot has been shared on Facebook		
39	Click V Icon			
40	Click Twitter Icon	Twitter page will appear online		
41	Click "post" on Twitter	Screenshot has been shared on Twitter		
42	Click V Icon			
43	Click Pinterest Icon	Pinterest page will appear online		
44	Click "post" on Pinterest	Screenshot has been shared on Pinterest		
45	Click G Icon	Google images page will appear		Find Similar Images
46	View similar images	Results on Google images will appear		Print Screen Shot
47	Click Printer Icon	Print dialogue box will appear		
48	Select desired printer	Desired printer is chosen		Save Screen Shot
49	Click "Print"	Screenshot has been printed		
50	Click Floppy Disk Icon	Save dialogue box will appear		Exit LightShot
51	Save image in desired location	Image will be saved		
52	Click X Icon	LightShot will close		