

How to send your screen shots

To receive community service hours, you must screen shot each post and send them to RadiologyAssist for approval.

1. Open a Microsoft Word Document.
2. Save the document name as your last name followed by and underscore and your first name. (Ex. Smith_John)
3. On your desktop view of your internet browser, pull up the social media platforms and log into the accounts you have posted from.
4. Find your posts and make them visible on your screen. To display the date in which the post was made, roll your mouse over the time/date posted to display when the post was made. Please include this within your screen shot.
5. Use the "print screen" button on your keyboard and then take a screen shot of your screen.
6. Switch back to your Word Document and select the "paste" button in the top left corner of the screen.
7. Please put all posts in one document for submission. You must have a minimum of five posts per document.
8. Attach the document to your email. Use the same format as the document name as the subject line for the email and include the date sent (ex. Smith_John June 1 2019). Send the email to volunteer@radiologyassist.com when completed.

To screen shot your posts with the date, you will need to do so from a desktop rather than a mobile device. If the date is not visible, please follow the steps listed below:

Facebook: roll your mouse over the time – if it says posted Just Now, or 1 hour ago, hold your mouse over that and the date will become visible.

Instagram: Same as Facebook

Twitter: click on the post and it will bring you to another page that has just that one post – the date will be visible.