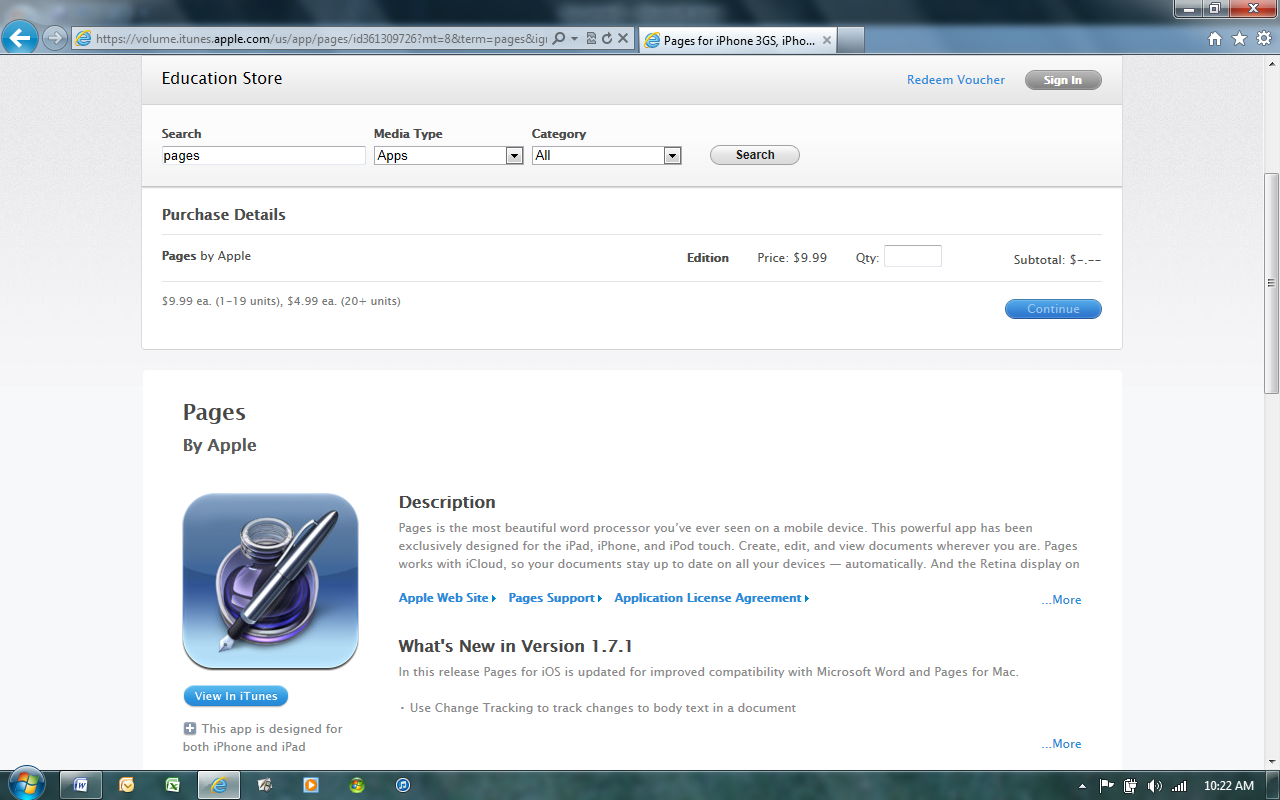
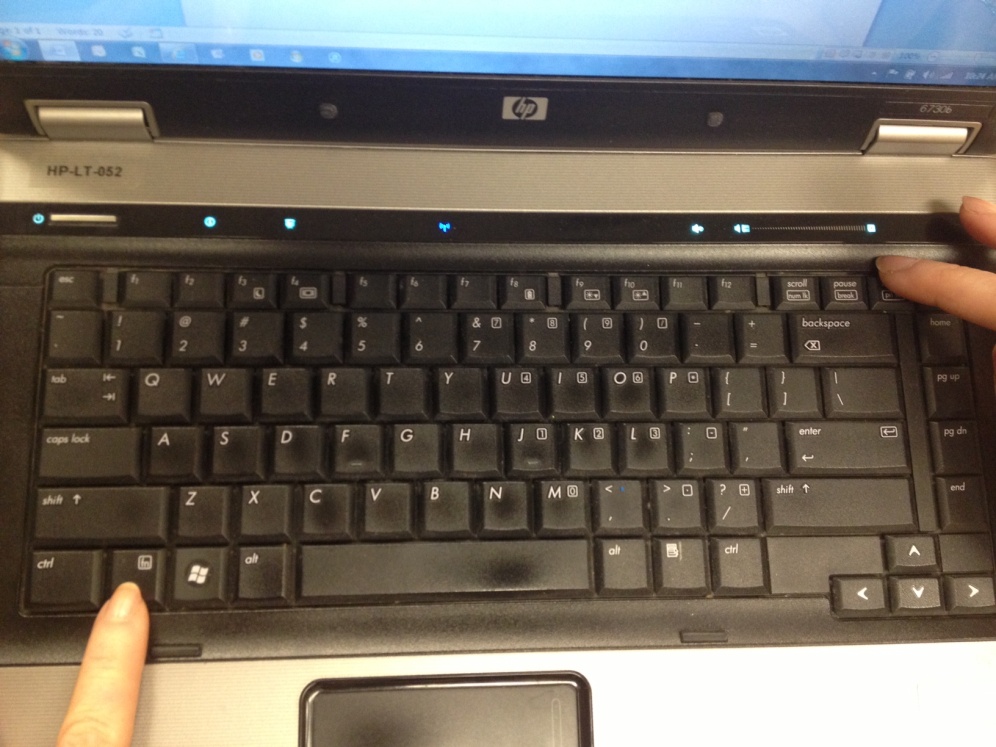
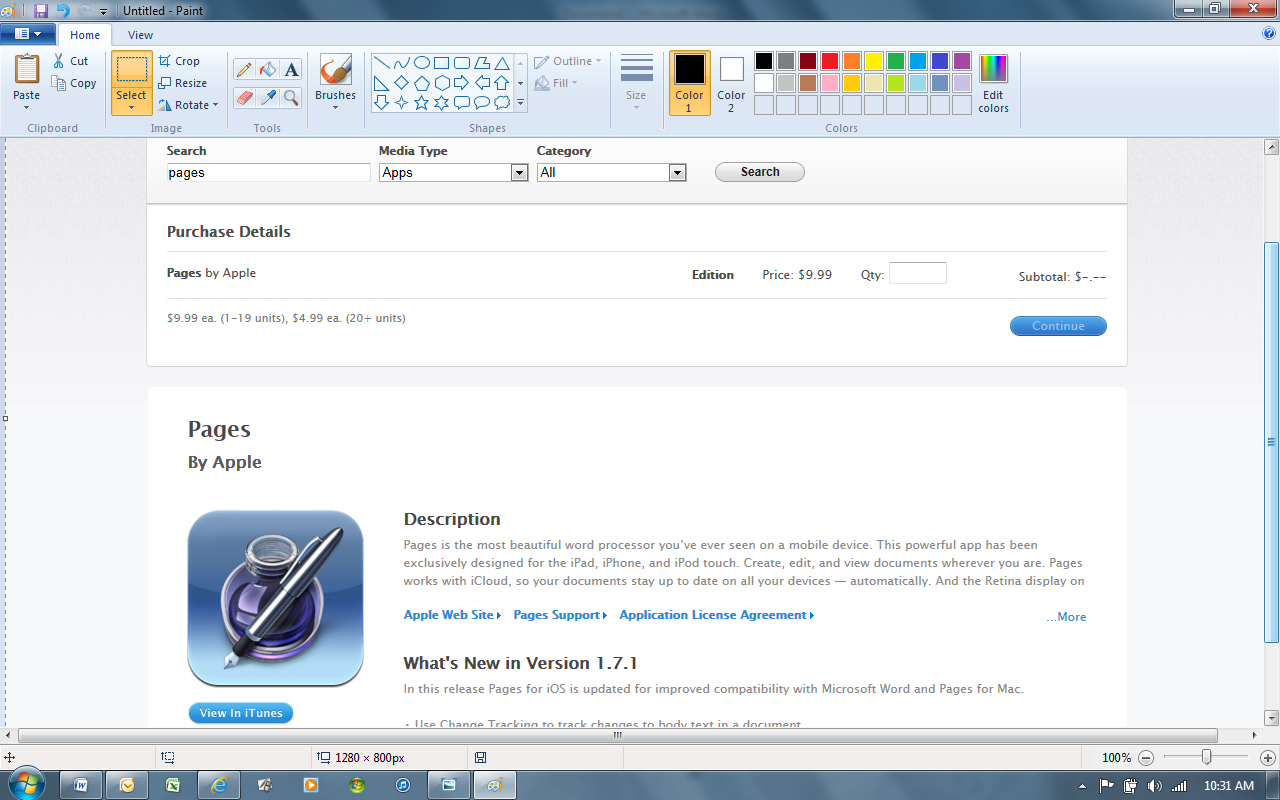
1. Find the app you are requesting in the Volume Purchase Program site. We will use Pages as an example:



1. Push the *function* button (fn) and the *insert* (prt sc) button at the same time on your keyboard:



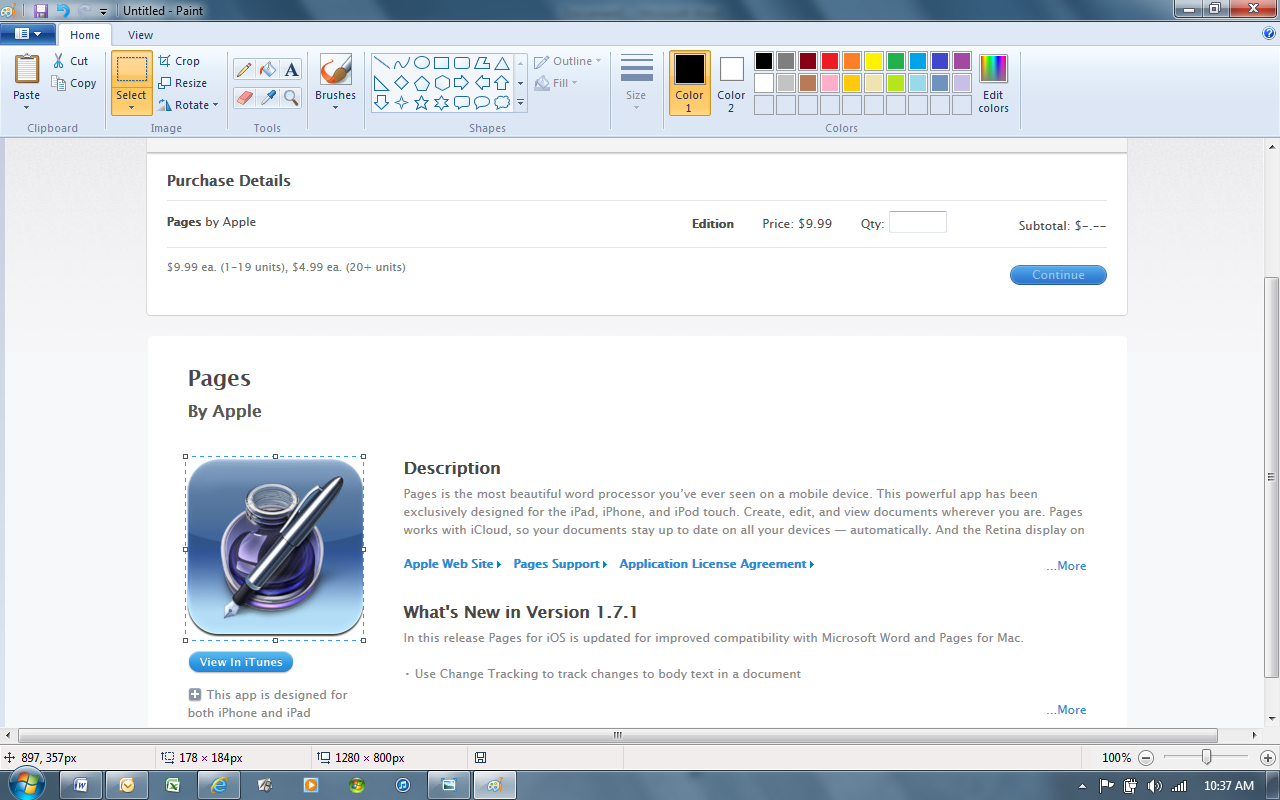
1. Open the *Paint*  program. (Found under *Start, All Programs,* in the *Accessories* folder.)
2. Paste the image into the program.



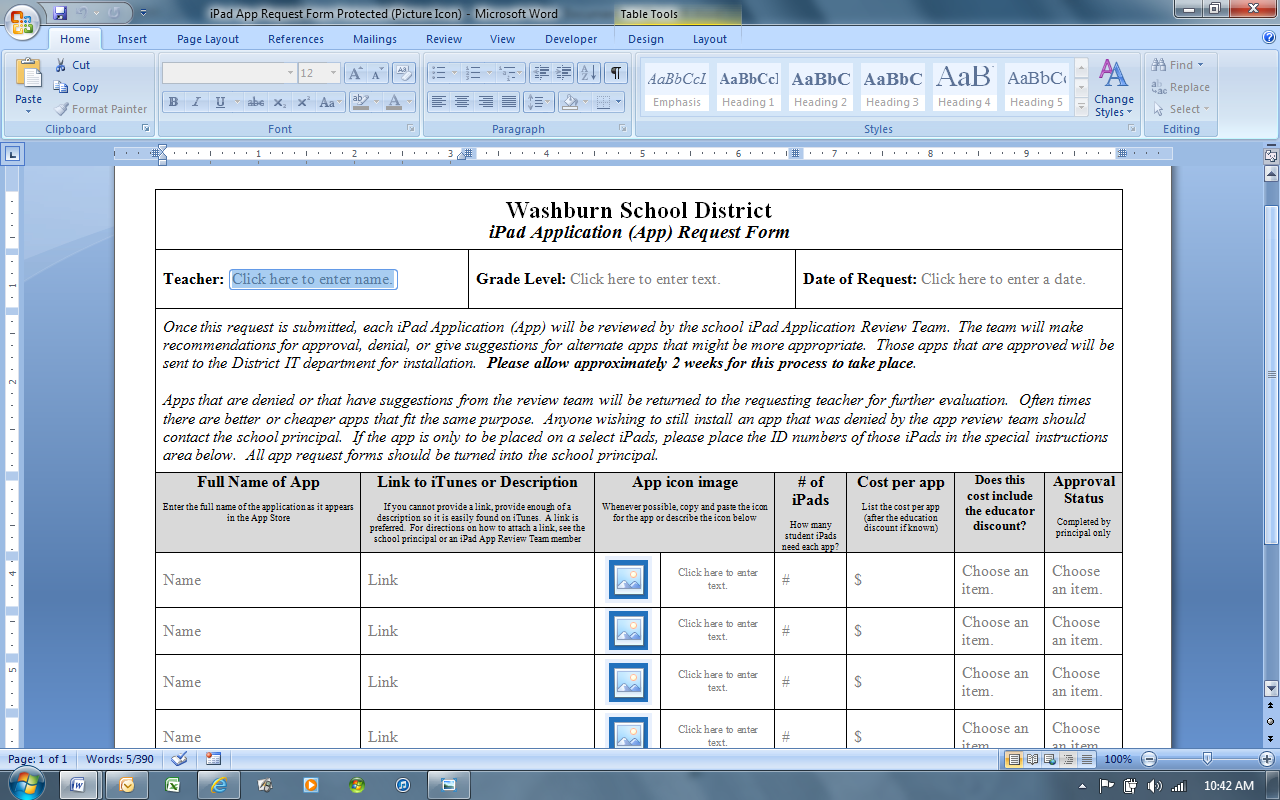
paste

crop

1. Using the *crop* tool, make a box around the icon image by holding the left mouse button and dragging the mouse over the icon. See below for example:



1. Hit the crop button again once you are done making the box around the icon.
2. Save the image to a location you are familiar with (your desktop or a folder).
3. In the iPad Request form, click on the App icon image button.



1. Find your file that you saved and click *insert*.
2. That’s it!