

PRICE MATCH

IT'S EASY AS 1, 2, 3

STEP-BY-STEP SCREENSHOT PROCESS FOR PRICE MATCH!

WHAT IS A SCREENSHOT?

A screenshot is an image of the data displayed on the screen of a computer.

HOW DO I OBTAIN A SCREENSHOT FROM MY COMPUTER?

1. Go to the screen you want to retrieve a copy of the information from.

FOR PC USERS:

2. To take a **screenshot of the entire screen**, press the Print Screen (often shortened to "PrtScn") key, typically located in the upper-right corner of your keyboard. If it is not in the upper right corner, look for it on the right side of your space bar.
3. Open a new document in Word, right click on the blank white paper and scroll down to Paste Options. Click on "Paste" and your screenshot will appear.

Alternatively, print directly from your browser. Locate the print button or click on the Tools icon (gear icon) on your preferred browser and do a page set-up, ensuring the page is set up to include the date/time stamp. Select "Print to PDF" and save to a location on your computer. Then simply send an email with the PDF as an attachment.

FOR MAC USERS:

2. To take a **screenshot of the entire screen** press Command-Shift-3. The screenshot is taken, and it is saved as a file on the Desktop.
3. To take a **screenshot of a part of the screen** press Command-Shift-4, then drag the cross-hair pointer to select the area to capture.
4. Continue to press the mouse button, release the keys.
5. When you are ready to take a screenshot, release the mouse button.
6. The screen shot is taken and it is saved as a file on the Desktop.

QUESTIONS?

Visit www.travimp.com/PriceMatch for more information or email us at pricematch@travimp.com.



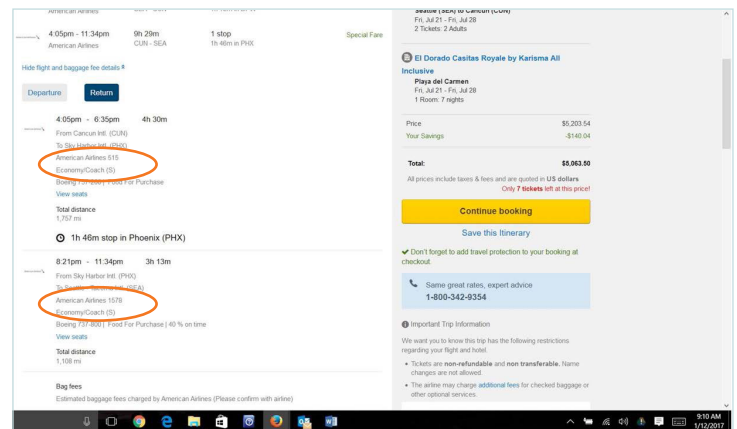
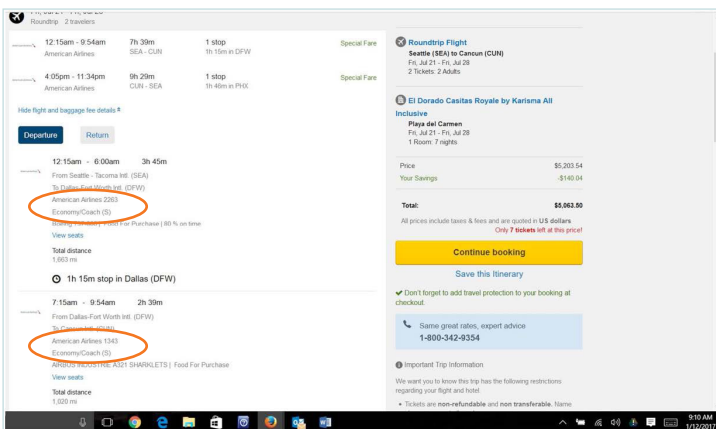
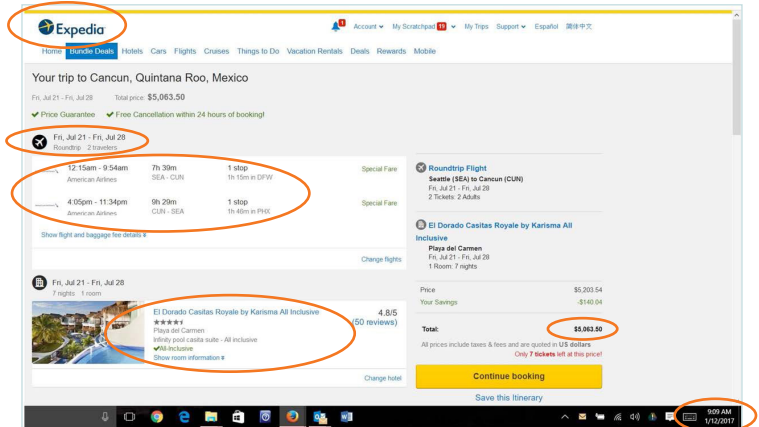
HOURS OF OPERATION:
Monday: 9:00 am – 7:00 pm EST
Tuesday – Friday: 10:00 am – 7:00 pm EST

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EXAMPLES OF ACCEPTABLE SCREENSHOTS INCLUDE THE FOLLOWING:

- Hotel name, room category, travel dates, number of passengers including children's age if possible, flight information, a competitor's name, and total package price together on one screen shot
- Current date/time stamp
- Flight details showing class of service
- Any inclusion such as meal plan or special amenities
- Taxes & fees
- Terms & conditions



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