

# Steps for Creating a Screenshot

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## Using the PrntScr Key

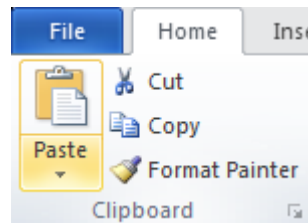
This is the quickest way to take a single or multiple screenshots and put them in one Word document file.

The steps are as follows:

1. Ensure that your application or file is open on your computer.
2. Press the PrntScr button on your keyboard.



3. Open Word, and do the following:
  - a. Click on "blank document" to open a fresh document.
  - b. Go to the Ribbon (which contains all of your tabs), click on the Home Tab if it is not already selected. Then, look for the Clipboard Group (the first group on the left), and Click the Paste Icon.

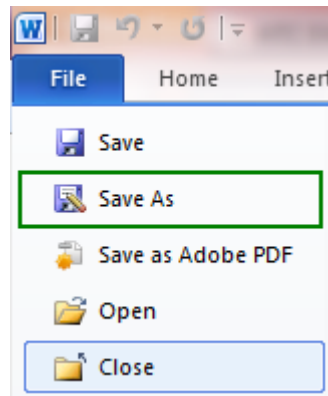


- c. Your captured image should insert into the blank page. You can do this for multiple screen shots that you would like to save in one document. Just repeat these steps for each screenshot that you would like to put into the document using the print screen function from your keyboard.
    - d. At this point, follow the directions for the assignment.
4. Save your document
  - a. Click on the File tab, and then click Save As. In the Save As dialog box, enter the name of the document, and choose a location to save the document. Then, click Save. For this

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example, the file is labeled Screen\_Print\_for\_assignment. Close your document. Your document is now ready to submit.




### Note

1. If the above directions do not copy an image into your Word document, try holding down the Alt key (typically located to the left of the space bar on your keyboard) and clicking the PrntScrn key.
2. Some keyboards have Print Screen spelled out on the key, and some have PrntScrn on the key.

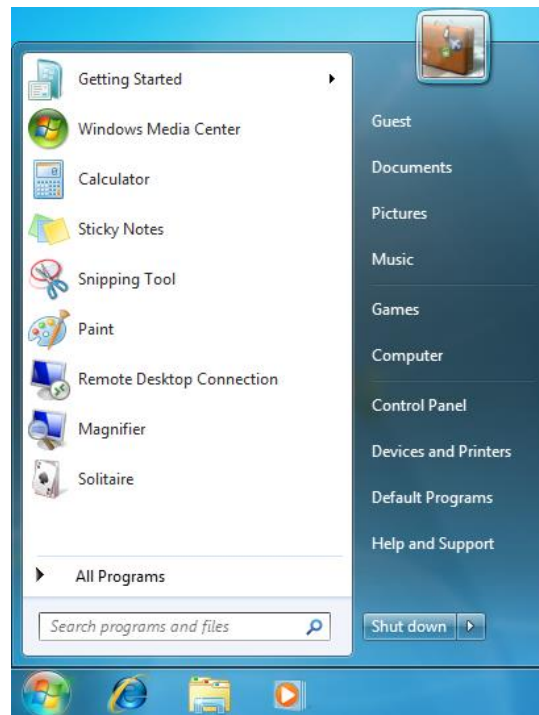
### Using the Snipping Tool

If your print screen does not work from the keyboard, try the following tool:

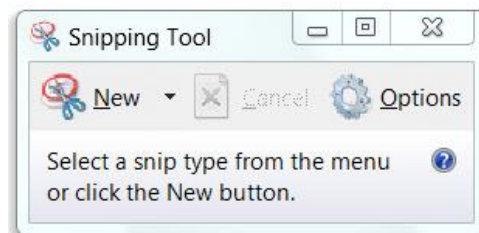
1. Ensure that your application or file is open on your computer.
2. To locate the Snipping Tool, go to your Start Menu , and see if it is listed there. If it is not, use the search box, which is located at the bottom of the Start Menu to search for Snipping Tool. (Please see below.) Click to open the Snipping Tool application. **Note:** If you still cannot find the Snipping Tool, it may mean that you do not have it installed on your computer.

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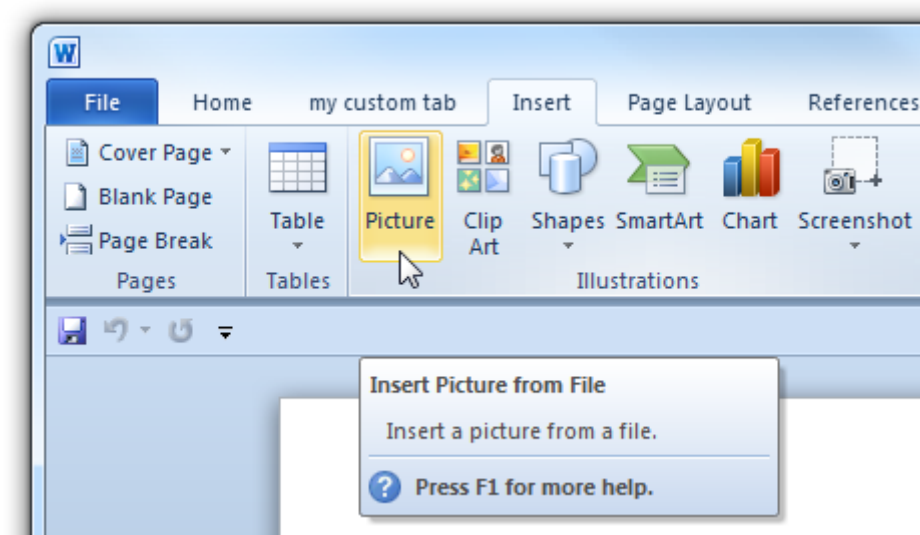
3. Click the arrow next to the New button, and select Full-Screen Snip from the list. The Snip with the image will automatically pop up in a window.



4. In the open Snip window, click the Save Snip button in the markup window. In the Save As dialog box, enter the name of the snip, and choose a location to save the snip. Then, click save. For this example, the file is labeled Screen\_Print\_for\_assignment. Close the Snip window.
5. Go back to your open Word document. Click on the Insert tab on the Ribbon. Go to the Illustrations group, and click on the Picture icon.

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6. From the browser window, search for your file. For this example, the file was labeled Screen\_Print\_for\_assignment. Next, click on the file, and then click Open. Your image should appear on the page. If not, go back and retry these steps.

### Note

You can do this for multiple screen shots that you would like to save in one document. Just repeat the process for each screenshot that you would like to put into one document using the snipping tool.