

# Capturing screen snapshots

## Microsoft Word

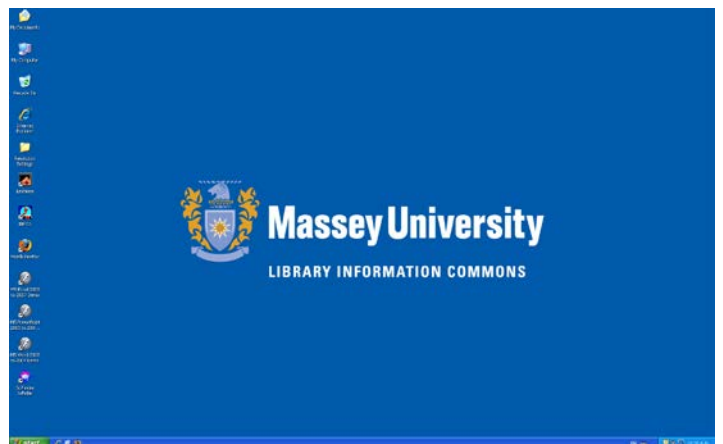
Print Screen key (**PrtSc SysRq** or **PrintScrn-SysRq**) might be in a slightly different position, depending on the keyboard model. However, it should be close to the **Backspace** key on the keyboard.)



There are two different types of screen shots.

- Capturing the entire screen (Using **PrintScreen** key only)

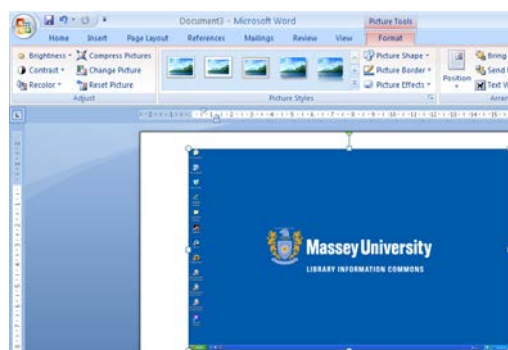
1. Click anywhere on the window screen once
2. Press the **PrintScreen** key.
3. Paste it into Microsoft Word.



- Capturing the particular window screen (Using **ALT** and **PrintScreen** keys.)



1. Click on a particular window only, for example, an error message or dialogue box
2. Press both **ALT** and **PrintScreen** keys.
3. Paste it into Microsoft Word.

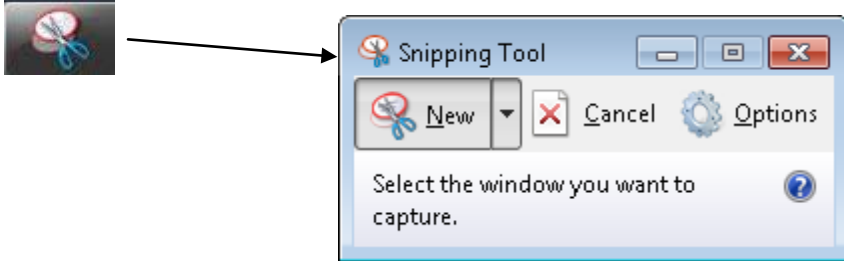


# Snipping Tool

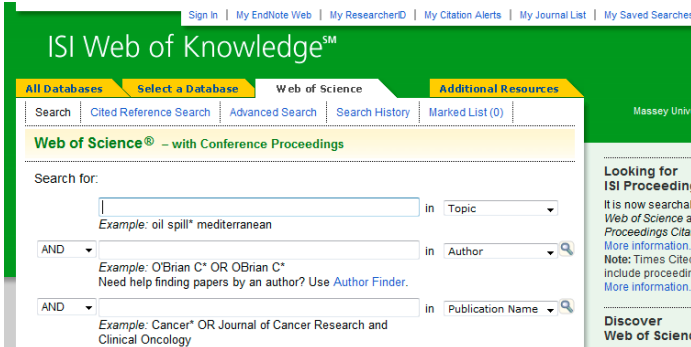
The Snipping tool is a useful tool for creating screenshots and snipping images off the internet, off computer programmes, anywhere! Snip is particularly useful for creating teaching resources.

1. Open the programme, or web page you want to snip – e.g. Web of Science

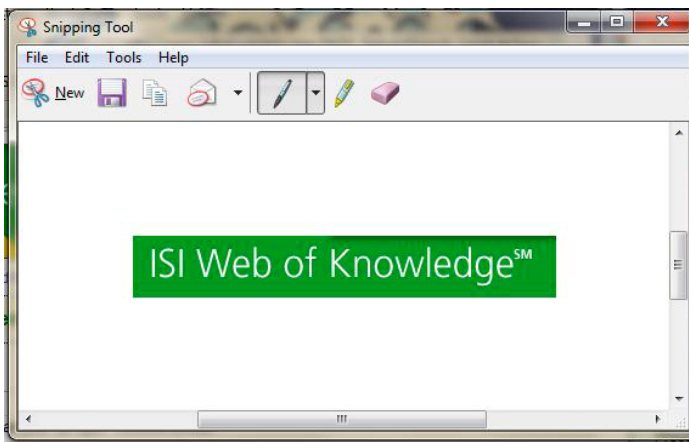
2. Open the snipping tool **Start Menu>All Programs>Snipping tool**



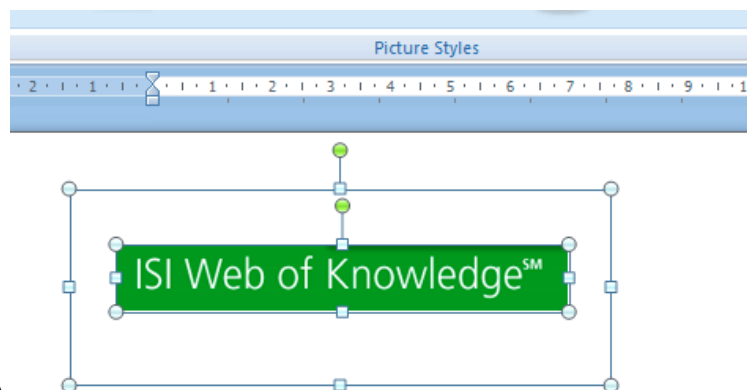
3. Left-click and drag the area you want to snip



4. A snip window will appear



5. Select the programme you want to paste the picture into (e.g. Word, PowerPoint or Outlook)



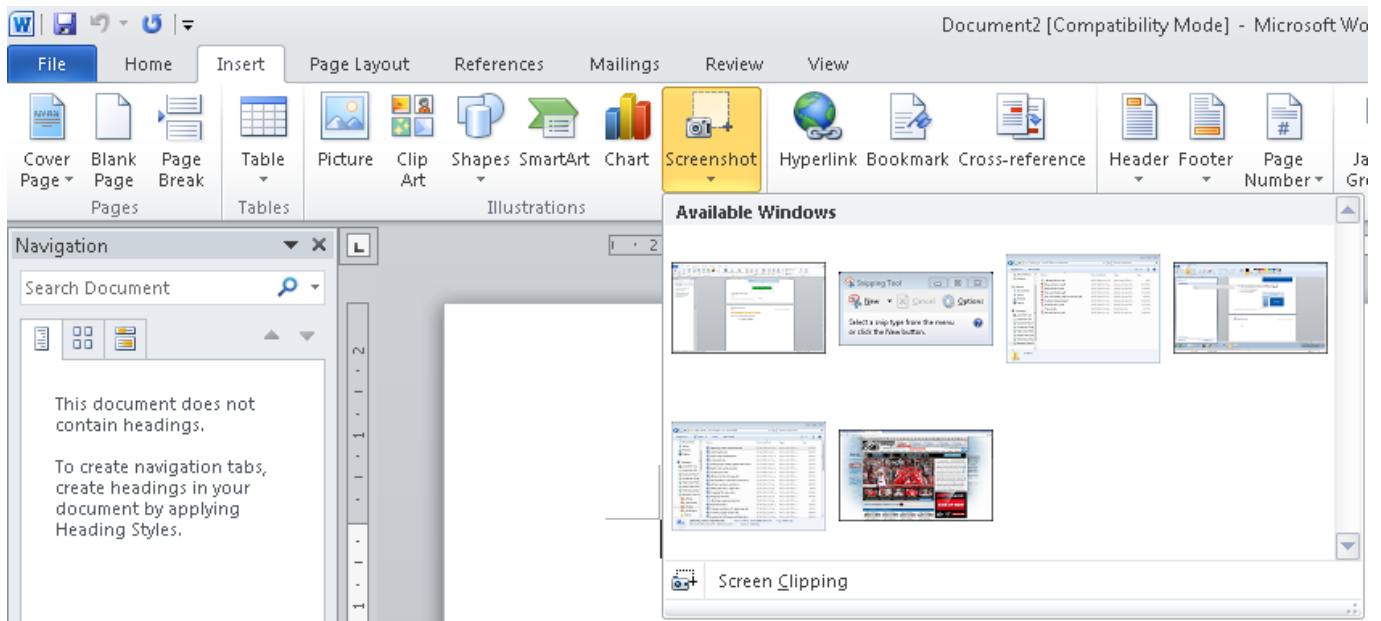
6. Paste (Right-click>paste or Ctrl-V)

7. Done!

# Screenshots in Word 2010

There is a new screenshot feature in Word2010

## 1. Click **Insert > Screenshot**



## 2. Select from the available windows to insert into Word

Or

## 3. Select **Screen Clipping** and the screen will turn white and your cursor will change into a cross enabling you to drag a selection for insertion into Word