How to do a Screen Shot

What is a screen Shot?

A screen shot is a way to capture the exact image from a webpage or any other document on your computer screen. You can capture the entire page or just a section of it. This tool will show you how to capture a section of a page.

STEPS:

1. Open up the page you want to capture the screen shot
2. Open up Microsoft word
3. Click the "insert" tab on upper left hand corner
4. Find the screen shot tab and click on the little arrow (see below)
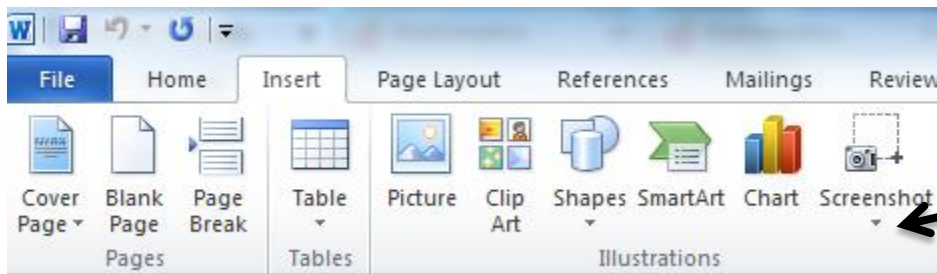
5. The arrow will open up a drop down click on "screen clipping"
6. As soon as you click on "screen clipping" it will take you the last opened webpage/document (which is why step #1 was to open up the page you wanted to screen clip).
7. The page will fade and a + sign will be on the page. Using your mouse and left mouse click highlight the area you want to copy (screen clip). When you release the left hand mouse click the image you highlighted will show up on your word document.
8. From your word document you can right hand mouse click to copy the image to put in and email or other document. Another option is to save the word document and send it as an attachment in an email.