Quick Tips: How to Make a Screenshot

What is a screenshot?

A screenshot is an image of the current screen displayed on your computer monitor. For example, this is the screenshot of this particular screen:

![Screenshot Example]

A screenshot can be used to extract images from the screen or to take particular elements and add them to a document. They can be useful in showing the locations of buttons in software programs or particular elements of websites. You can manipulate your screenshot by resizing it to fit your document, to take only parts of it, or to enlarge things you want to draw attention to. Throughout this guide, you will see images which have been created following the screenshot method.

To create a screenshot:

1. Press the *Print Screen* button (it will appear as “Prnt Scrn”) in the top right area of your keyboard.
2. Open up an image manipulation program, such as Microsoft Office.
3. Paste it into the document. The screenshot is now essentially an image which can be resized, cropped, and edited.
• To resize the image:
  o Drag your mouse to a corner of the image.
  o When you see a double arrow, drag it to enlarge or to make it smaller.

• To select only a part of the image:
  o Under the Picture Tools Tab which appears when you are working on an image, in the Format ribbon, click on the Crop button.
  o Click on the corner tabs which appear, and drag them to crop down to the part of the image that you want.
  o Remember, if you make a mistake, you can always use the Undo button to undo your last action.