

GC LSDA Project

How to use screenshots in ICT guidance sheets

If you are preparing a step-by-step guide in a particular aspect of ICT for students or other teachers, you will need to know how to insert **screenshots** into text documents. There are three basic ways:

- Copying and inserting an image of the whole screen
- Copying and inserting just the active window among several windows on screen
- Copying and inserting a small part of a window/image.

Copying and inserting an image of the whole screen

Any screen on your computer monitor can be “grabbed” temporarily and copied into memory by pressing the **Print Screen** key on the keyboard (sometimes this key appears as PRTSCN or other variations). You then return to your Word document, go to the place for the image to be inserted, and choose **Paste** from the Edit menu. The result will be an image like the following:

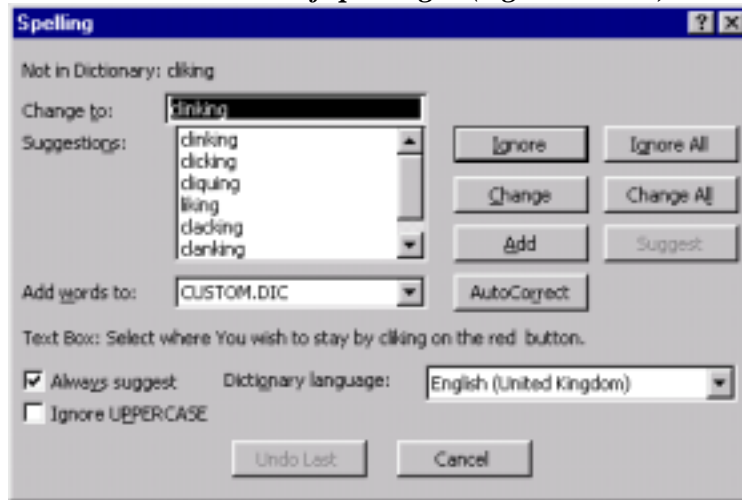


This image can be re-sized in Word (as this one has been) by keeping the left mouse button down in the bottom right hand corner when the double arrows appear, and then moving the mouse diagonally up to the left.

Copying and inserting just the active window among several windows on screen


Sometimes on screen a smaller window (such as an error message or a dialogue box) appears that you would like to copy but without the background of the whole screen as well. This can be done again using the **Print Screen** key, but using it with the **Alt** key at the same time. The result would be similar to the image on the next page.

Note: on some Microsoft packages (e.g. in Access) this may not always work.



Copying and inserting a small part of a window/image

In some cases only a small portion of an image, rather than a whole screen or dialogue box, is required. To do this follow these steps:

1. **Print screen** the whole screen as normal
2. Start up the Windows accessory package Paint (can be found on the main **Start** menu, **Programs, Accessories, Paint**)
3. **Paste** the contents of the screen shot from Word (Paint may ask if you want the picture size enlarged – say yes)
4. Choose the **crop** tool from the toolbox on the left hand side 
5. Draw out the area you want to copy
6. Choose **Copy**
7. Return to your Word document
8. **Paste** the small segment you copied from Paint.

The result will look similar to the small crop picture in Step 4 above. It is important to note that small images like this will distort the height of any lines they are pasted onto (as in line 4 above). You may also find that some of these images are hard to move around the page. The secret is to get the cursor to the far right of left of the image at the bottom (to move it along a line), or the far right of an image (to be able to press the Return key and get the cursor below the image to be able to move further down the page).

