

## Screen Shots—without special software (using Print Screen Key)

**SCREEN SHOTS**—also called “screen capture”—allows you to copy or “capture” what is visible on a computer monitor and import the image into another program. This works with MS Office programs (Word, PowerPoint, Excel), Adobe Photoshop, Paint Shop Pro—just about any program that accepts images.

### Examples:

- Use screen shots of web pages in a PowerPoint presentation (for when there’s no web access)
- Use screen shots of web pages for a handout done in Word or WordPerfect
- Use screen shots of a program window (Word, etc) for a handout

The beauty of this method is that it **does not require any special image editing software** such as Photoshop or Paint Shop Pro! For more specific screen captures (such as capturing a specific area of the screen or a small dialog box) use Paint Shop Pro, available at the InfoCommons. See handout **Paint Shop Pro Screen Capture**. Or make a screen shot, then edit in Photoshop or Paint Shop Pro (for example, for a picture of a toolbar or icon).

Images captured in this manner may be edited in MS Office programs just like any other inserted picture or clip art. See handout **Inserting Pictures Into Word/PowerPoint/Excel** for information on formatting a picture in MS Office 97 programs. Images can also be edited in an image editing program. **NOTE:** For anything other than very basic editing it is best to use image editing software (Photoshop, Paint Shop Pro, etc). Screen shots using this method **does not** capture the cursor; to include the cursor in the shot, use Paint Shop Pro screen capture. To save a captured image as a **gif** or **jpeg** (an image file) use image editing software—this cannot be done in Office.

### Taking Screen Shots:

**NOTE:** Screen capture is—WYSIWYG: What You See Is What You Get.

#### 1. Set up window/s as desired:

- **To capture a web page:** Open browser (Netscape, etc) and go to desired web page. Size the browser window as desired (it can be maximized to fill the whole screen). Scroll down to the part of the page desired, if necessary—turn off toolbars if desired to save space. If you want the **url** to show make sure the Location Toolbar is open.
- **To capture a window:** Set up the screen so you see what you want to capture. Dialog boxes can be captured.

#### 2. Capture:

- **Whole screen (desktop):** This method literally copies the **whole** screen area so if the window isn’t maximized you’ll also capture everything on the desktop (wallpaper, icons, other open windows, minimized programs showing on the bottom menu bar, etc).  
Press the **Print Screen** or **Print Screen/SysRq** key—located to the right of the F12 key on the top row of the keyboard. This “captures” the screen image and places it on the computer’s clipboard.
- **Current window only:**  
Press **Alt + Print Screen** or **Print Screen/SysRq** keys together. This “captures” the current window image and places it on the computer’s clipboard.

### Pasting Image Into Program:

#### MS Office (Word, PowerPoint, Excel):

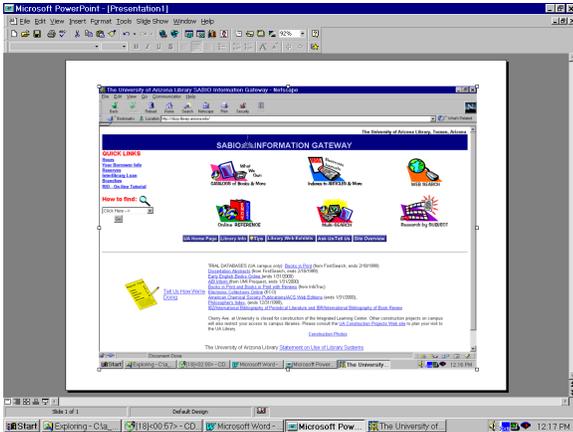
1. Open document/slide/workbook. Place cursor where you want the image (it can be moved later).
2. Click the **Paste** icon on the Standard Toolbar   
or  
From the **Menu** bar choose **Edit>Paste**  
or  
Press **Ctrl + V** keys (keyboard shortcut)  
or  
Right click on the mouse and select **Paste**

It takes a few seconds for the image to appear and may be larger than the page/slide.

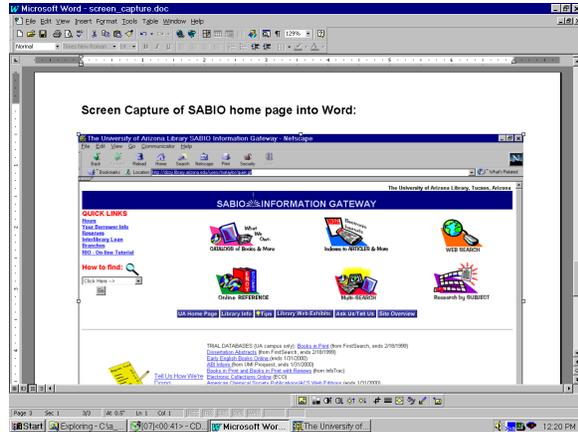
**3. Resize the image proportionately:**

- a. If not already selected, select the image by clicking on it once.
- b. “Handles”—little boxes—appear around the sides and at the corners. You may have to move the image to see the handles—click in the picture area and drag the image until you see a corner of it.
- c. Grab any **corner handle** with the cursor and drag to the new size (“click and drag” while holding the mouse button down). If you grab the side handles, you will stretch out your image either horizontally or vertically! You can edit the image in Office programs as desired. See handout **Inserting Pictures Into Word/PowerPoint/Excel**

**Example, screen shot/capture of SABIO web page inserted into—  
Word document:**



**PowerPoint slide:**



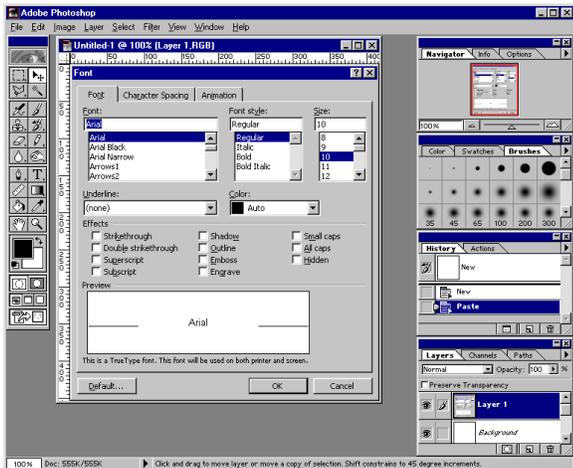
**Photoshop:**

- 1. Open new document; the size will automatically be the size of the screen shot image
  - 2. From the **Menu** choose **Edit>Paste** or Press **Ctrl + V** keys (keyboard shortcut)
- NOTE:** paste only works once in Photoshop

**Paint Shop Pro:**

- Click on the **Paste** icon on the toolbar 
  - or From the **Menu** choose **Edit>Paste As New Image**
  - or Press **Ctrl + V** keys (keyboard shortcut)
- The image will open in a new window
- NOTE:** paste only works once in Paint Shop Pro

**Example, screen shot/capture of Windows dialog box inserted into—  
Photoshop (at 100% size):**



**Paint Shop Pro (at 50% size):**

