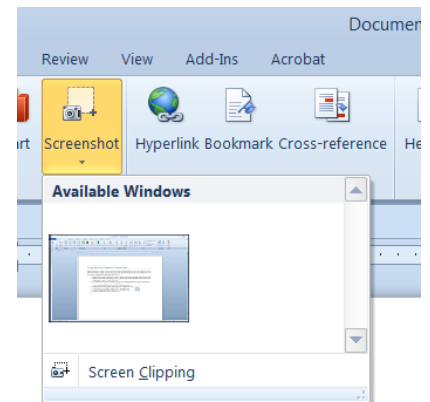
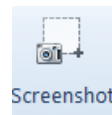


# Using Word to Capture a Screen Shot

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When the need to capture a screen shot arises, the easiest process that allows for the most control is to use the Screenshot tool contained in MS Word.

1. When you are ready to capture a screen, leaving the screen with the content open in the background window, launch MS Word
2. You should now have two windows open, one in the background with the content you want to capture and the window with Word open on top.
3. In MS Word, click the Insert Tab (right next to the home tab)
4. In the Illustrations Gallery, look for the Screenshot icon
5. Click the small down arrow on the icon
6. You will see an option that says Screen Clipping
7. Click that...
8. The word doc you are working in will minimize to the task bar and the screen will now show the window in the background.
9. Your mouse point is dark cross position it at the top of the area you want to capture in your screen shot, hold down the left mouse button and drag it down until you have the entire area you wish to capture within the frame.
10. When you let go of the mouse, the clipped section will now appear on the Word document.
11. Save the Word document where you can find it.
12. Upload the Word document to the correct assignment.



***Both images in this demo were snipped out using the Screenshot tool in Word***