

Full Screen Capture Guide

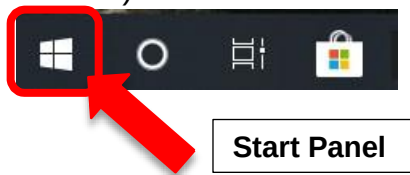
Windows “Snip & Sketch” & Microsoft Word

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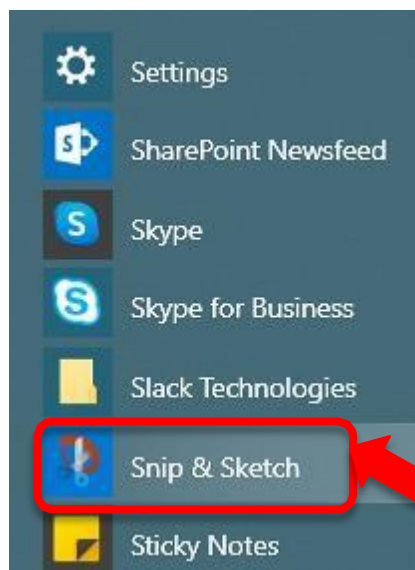
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Finding Snip & Sketch - the Windows Snipping Tool

Click to open the Start Panel on your Windows computer or laptop (bottom left at end of taskbar).

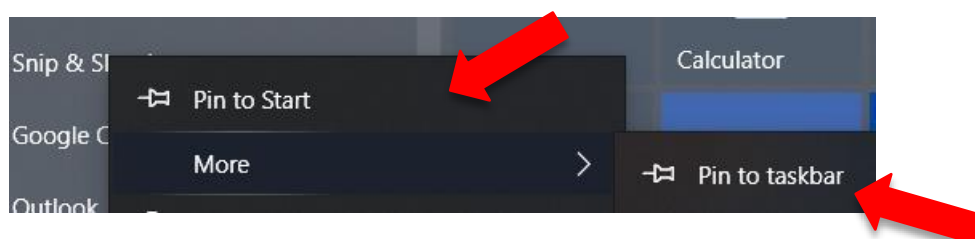


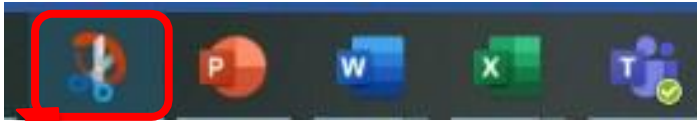
Grab the scroll bar that appears on the right of the menu at the top when you hover your mouse over it and drag it down to S where you will see Snip & Sketch



Right click on Snip & Sketch and click on Pin to Start and then click on More and Pin to taskbar.

You will then be able to find it more easily whenever you want to use it.





The Snip & Sketch Icon is now pinned to the taskbar so you can click on it whenever you want to take a screenshot

Advantages of Screen Capture

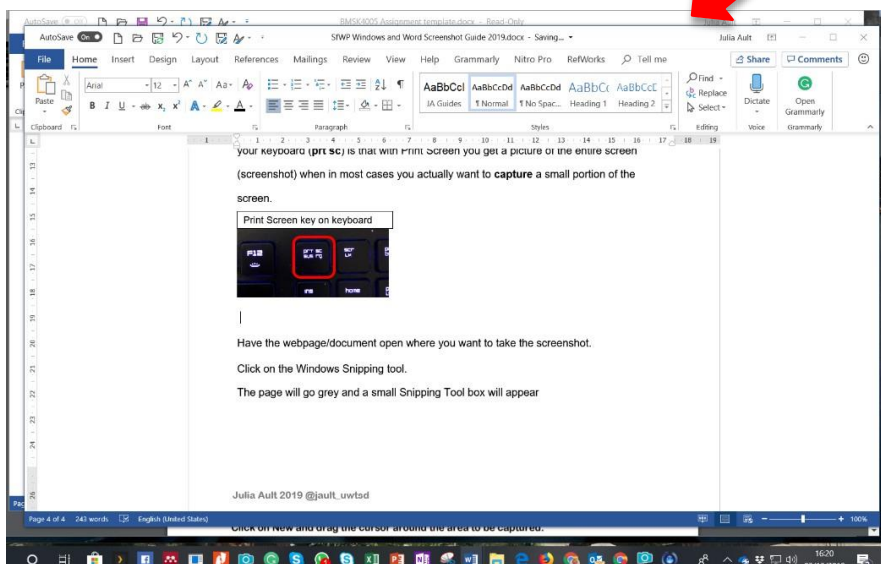
The advantage of using a Snipping Tool such as **Snip & Sketch** instead of just pressing the Print Screen key on your keyboard (**prt sc**) is that with Print Screen you get a picture of the entire screen (screenshot) when in most cases you only actually want to **capture** a small portion of the screen.



Print Screen key on keyboard

The entire screen has been captured

Example of Print Screen



Example of Screen Capture using **Snip & Sketch**

The advantage of using the Snipping Tool instead of just pressing the Print Screen key on your keyboard (**prt sc**) is that with Print Screen you get a picture of the entire screen (screenshot) when in most cases you only actually want to **capture** a small portion of the screen.

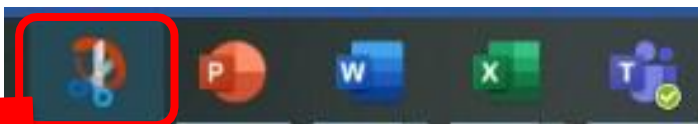
Print Screen key on keyboard



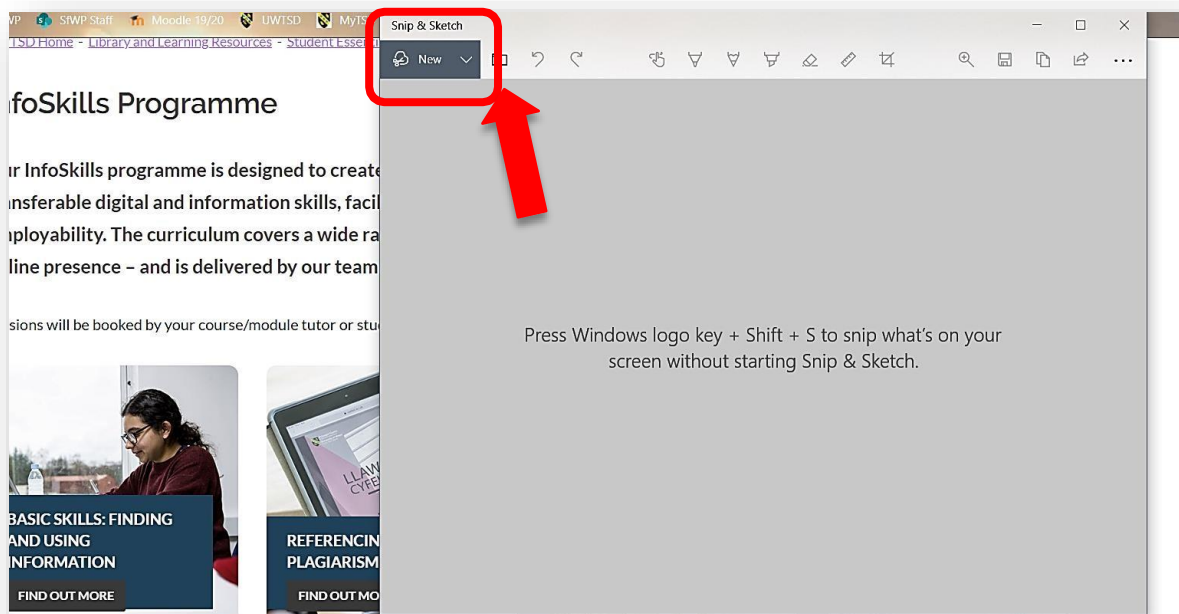
This example has just captured a small part of the screen and has eliminated the need to crop the screenshot to remove all unwanted areas.

Taking a Screen Capture

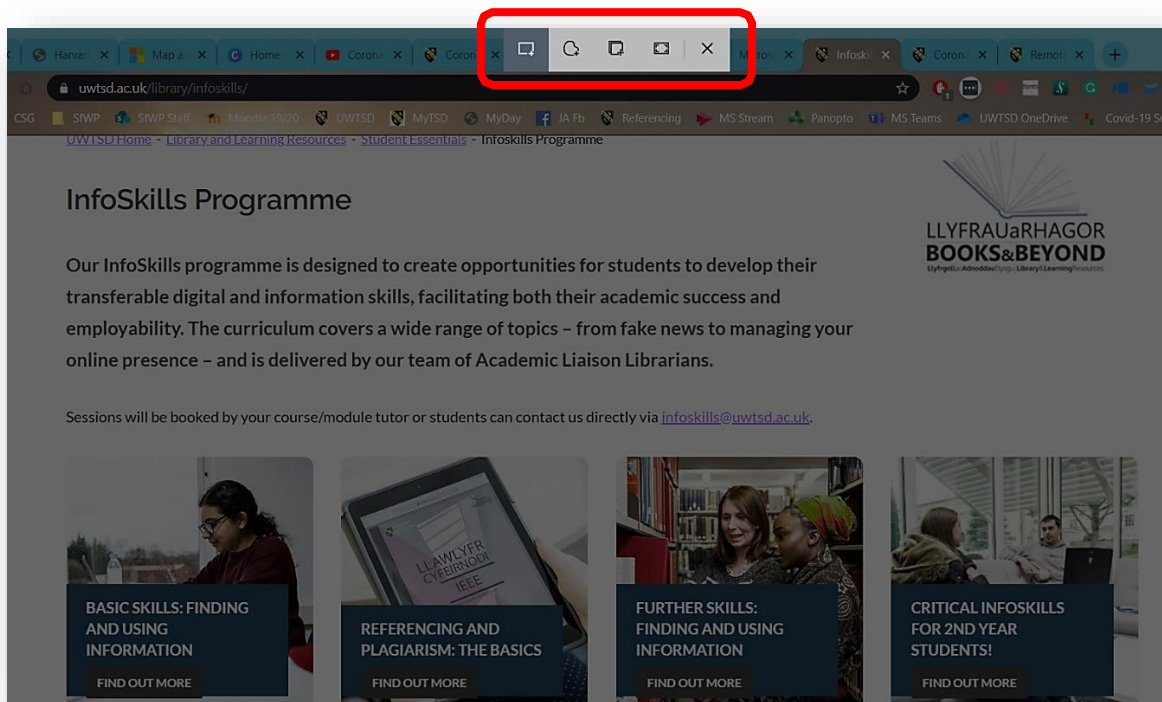
Have the webpage/document/screen open to where you want to take the screen capture. Click on the Snip & Sketch icon on your taskbar.



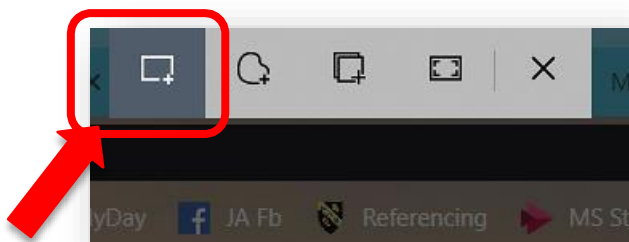
A large grey dialog box will appear on the screen, but this will disappear when you click on **New** in the top left of the box.



The main screen will darken while a small box appears at the top.

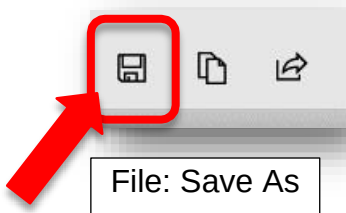


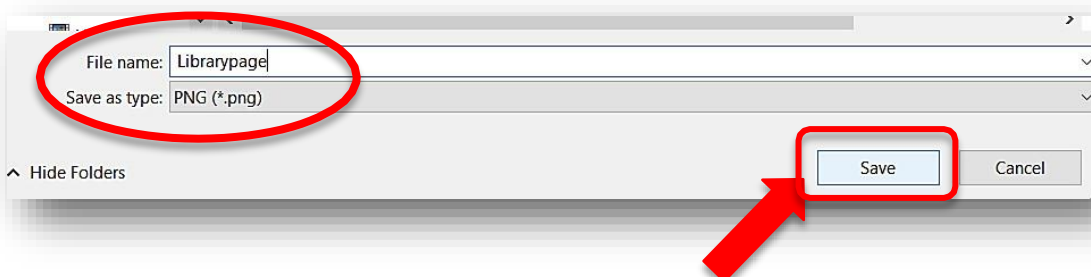
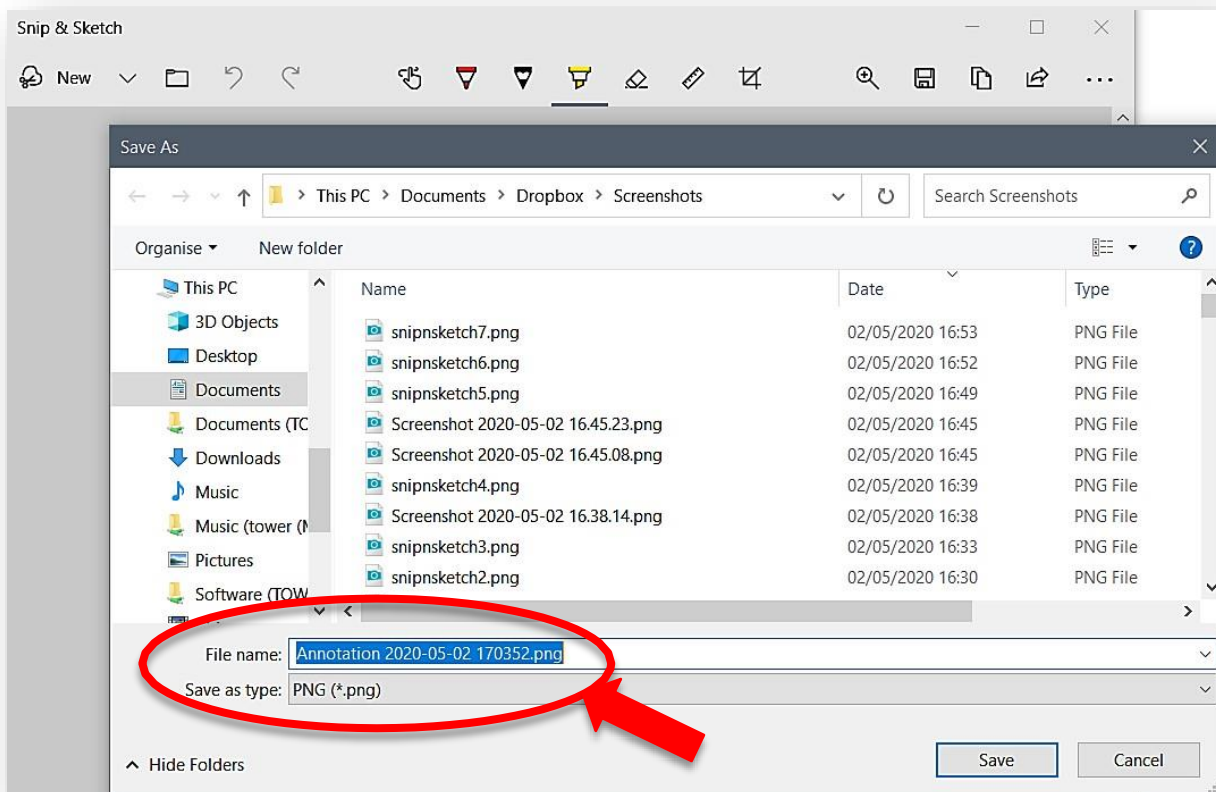
A number of capture options are available but the first one on the left (rectangular snip) is usually fine.



The Cursor will turn into a cross **+** and you can then drag this across the screen to select the area you wish to capture.

When you release the cursor, the image captured will appear in the Snip & Sketch Tool box for you to view. If you are happy with this, click on **File Save As** on the top right of the tool, browse to where you want to save the capture, name it meaningfully (it will default to *Annotation Date and Time* if you don't name it, which could become very confusing if you save a lot of screen captures) and then click Save.





Your image is now available for you to post online, add to a blog, send to others via social media, WhatsApp etc. as desired.

InfoSkills Programme

Our InfoSkills programme is designed to create opportunities for students to develop their transferable digital and information skills, facilitating both their academic success and employability. The curriculum covers a wide range of topics – from fake news to managing your online presence – and is delivered by our team of Academic Liaison Librarians.

Sessions will be booked by your course/module tutor or students can contact us directly via infoskills@uwtsd.ac.uk.

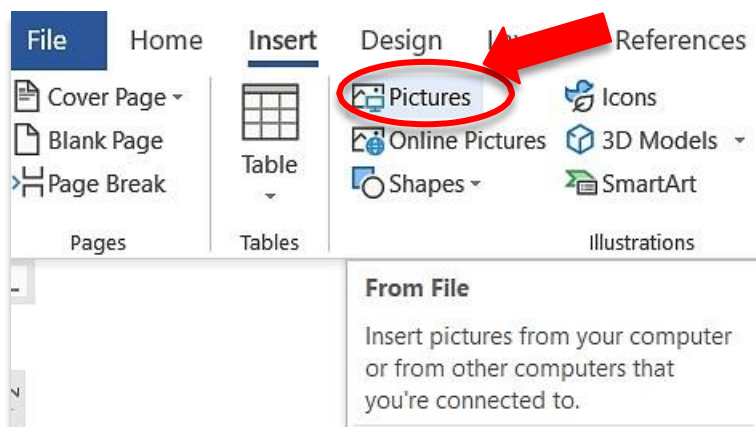


Inserting a Captured Image into Word.

You might also want to add your captured image to an assignment or any other document.

Open Word and open the document you want to add the image to.

Click in the exact spot in your document where you want the image to appear and then go to Insert: Pictures on the Word Toolbar.



Browse for your image, select it and then click Insert.

Changing the Image Size

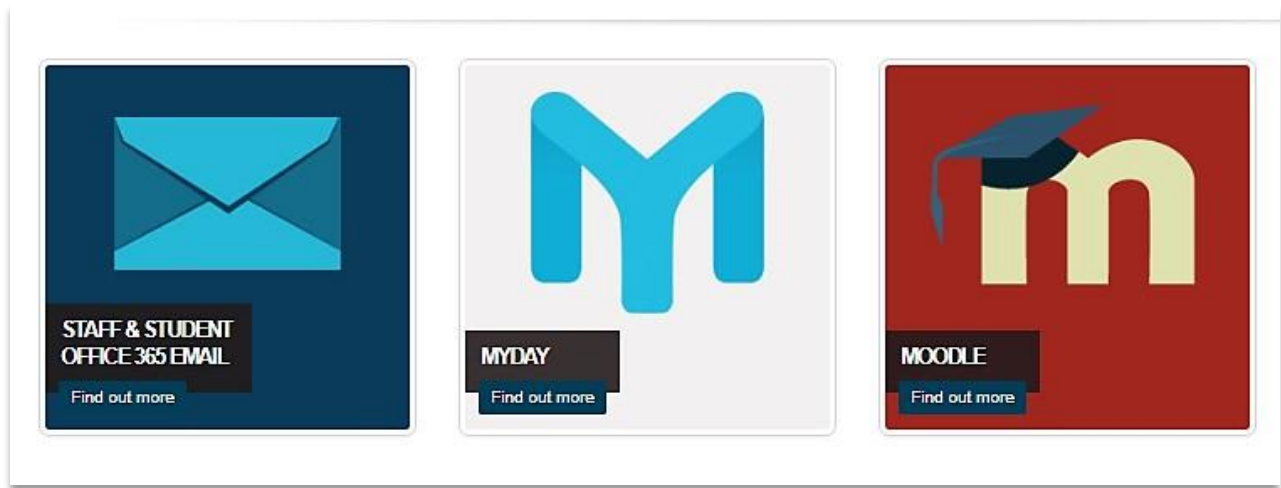
If the image is too large or too small, you can click on it and handles will appear round it.



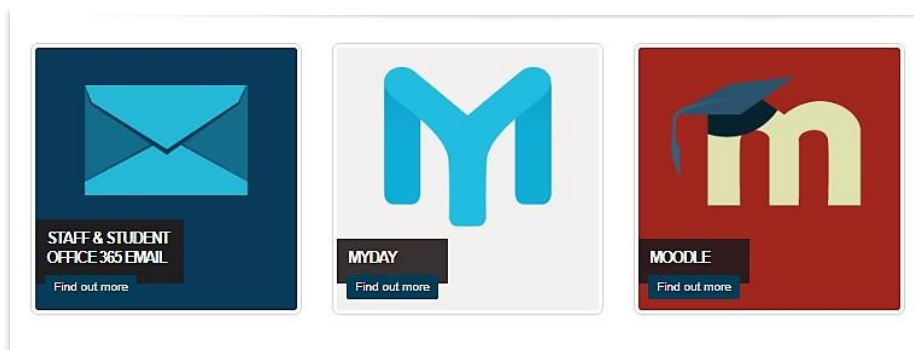
Clicking on the circle in the bottom right corner will turn the circle into a two headed diagonal arrow. When you begin dragging on this, it will turn into a cross in the same way your screen capture did in Snip & Sketch - and you can then drag your image to the right to increase the size and to the left to decrease it.

Release the cursor when you are happy with the size and position. (Dragging on other handles on the image will change the *aspect ratio* and distort the image)

Original Size



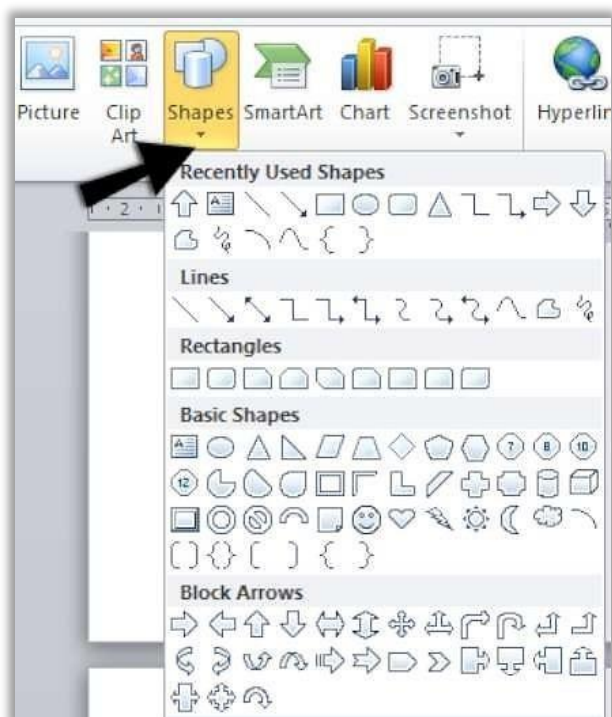
Decreased Size



Adding Arrows and Shapes

Go to Insert: Shapes, click on the down arrow and choose an Arrow shape.

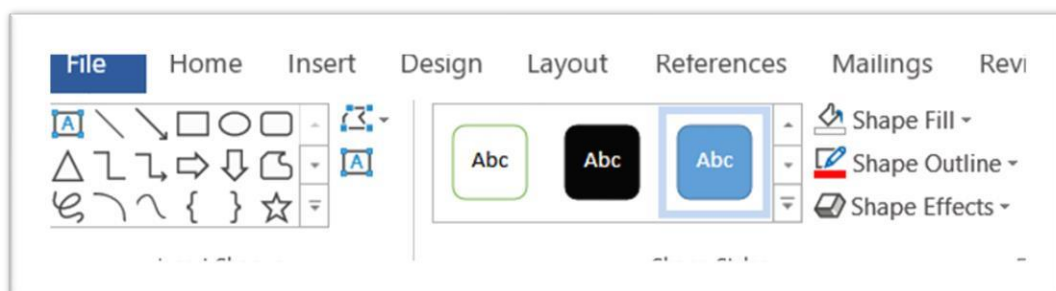
Draw this onto the page and then position it onto your screenshot. You can change the angle as well as the colour of the shape once it appears on the page.



Click on the arrow (or any shape) and the formatting toolbar will appear.



The little box next to the shape gives you layout options for it.



Adding Text Boxes

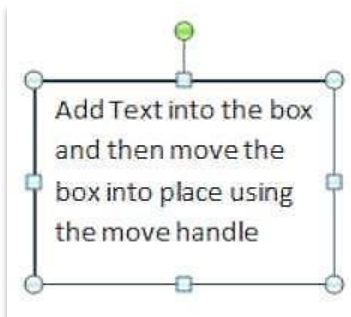
To add a Text Box with information/instructions, click on Insert: Text Box and then click on the small down arrow.



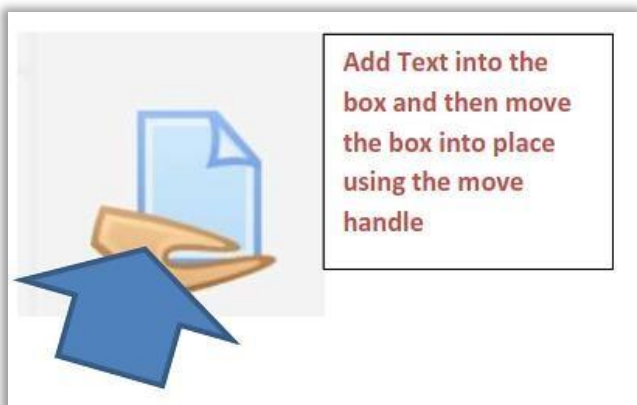
Scroll down to Draw Text Box (under all the built in templates)



Draw your box to the size you want (you can change this later) and then type your text into the box.



Move the box into place on or next to your screen captured image. The small image below has had an arrow and a text box positioned over it.



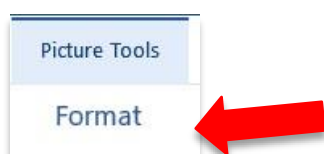
You can choose any arrows or shapes you like and change the font size and colour of the text in the boxes.



Formatting an Image

You can Format your image to make other changes if you wish.

Click on the image to highlight it as shown above and then click on Format which appears under Picture Tools when the image is clicked on.

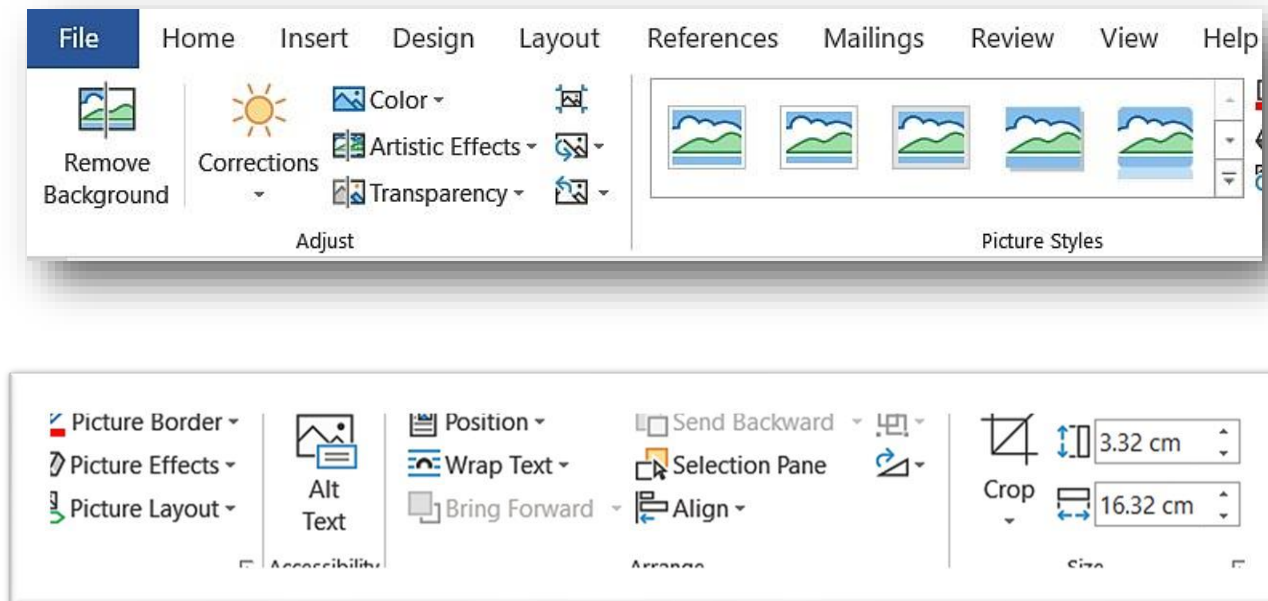


The Format Toolbar

A new **Format** Toolbar will appear for you.



Toolbar split into two images for clarity.



Each part of the toolbar allows you to make different changes. The screen captures of the Formatting Toolbar above were taken with the Snipping Tool and then had Picture Styles added to make them stand out.

Picture Styles

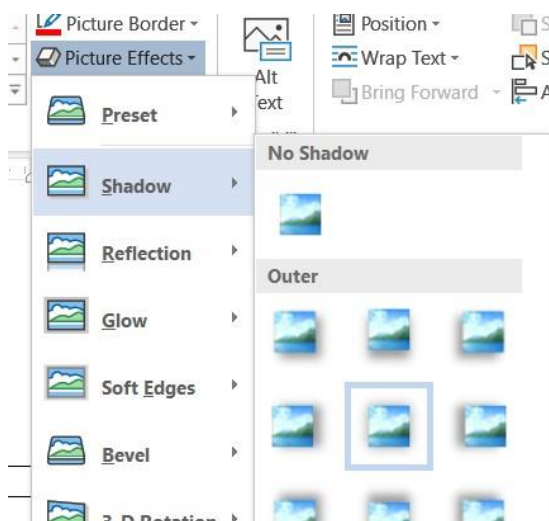
Using an image of a plant as an example.



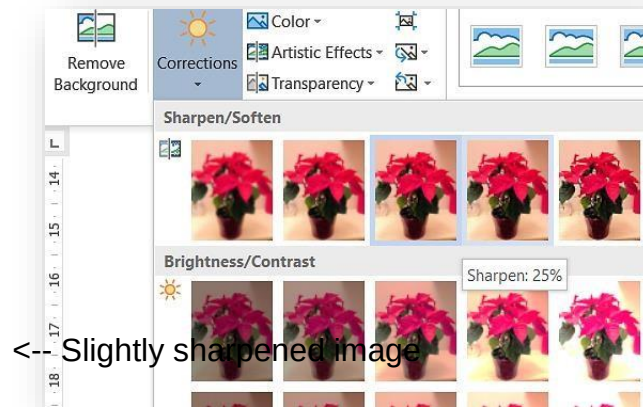
Picture Styles can add frames or shadows to your image.



Picture Effects



Corrections



<--- Colour Saturation

