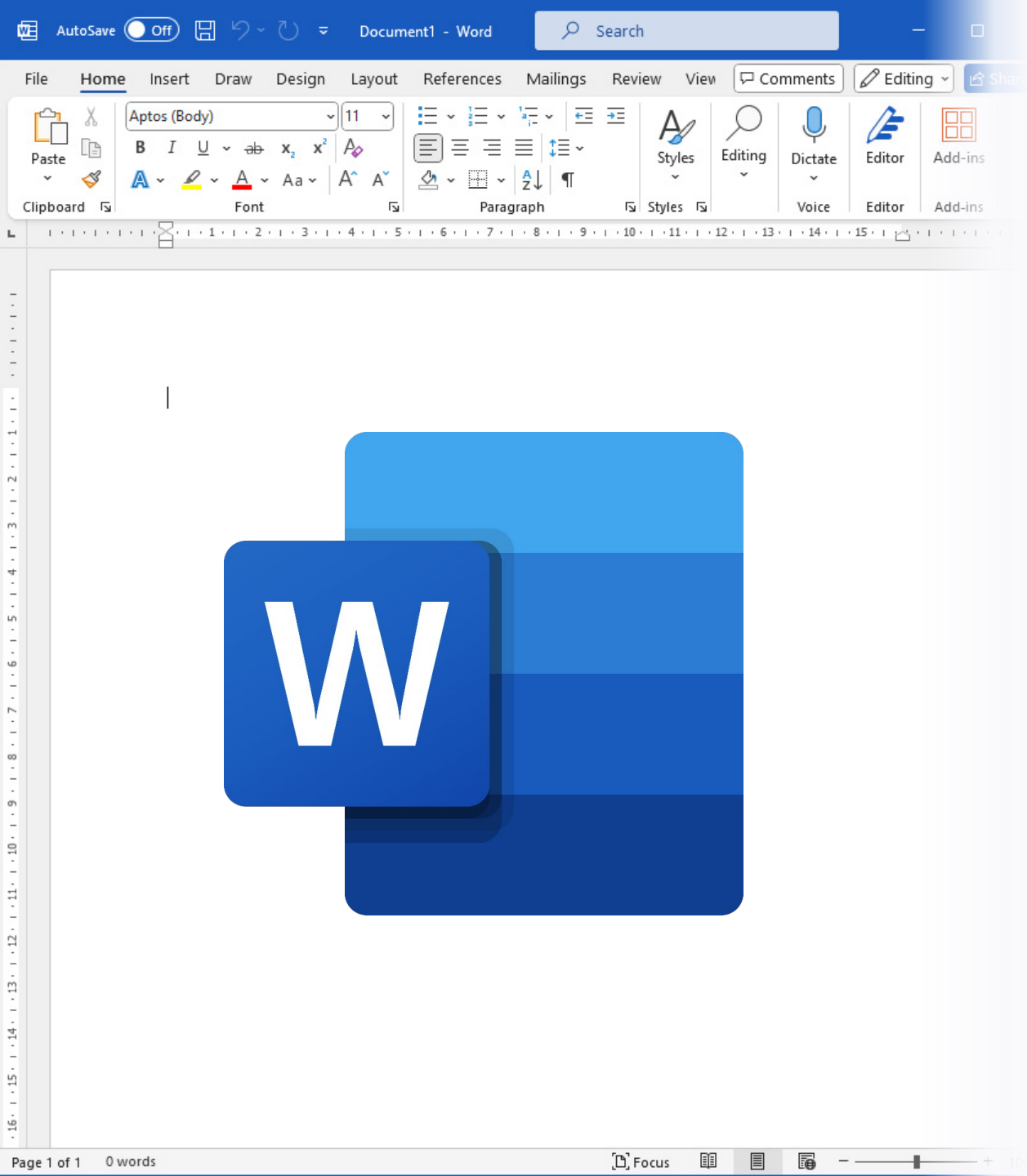




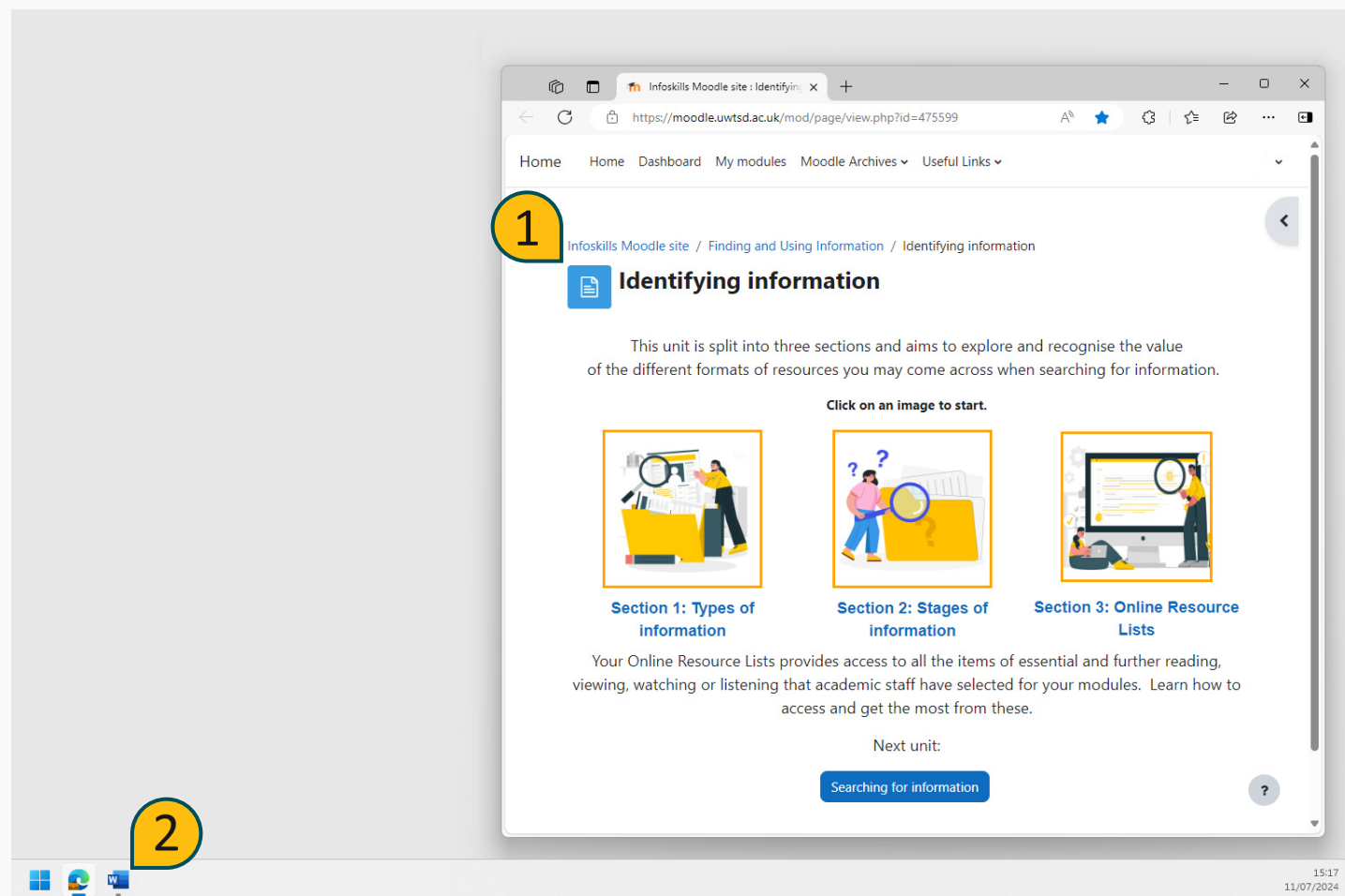
Microsoft Word

Inserting Screenshots

Preparing to take a screenshot - 1

1. Make sure the image you want to capture is **open on your screen**.
2. Open or navigate to your **Word document**.

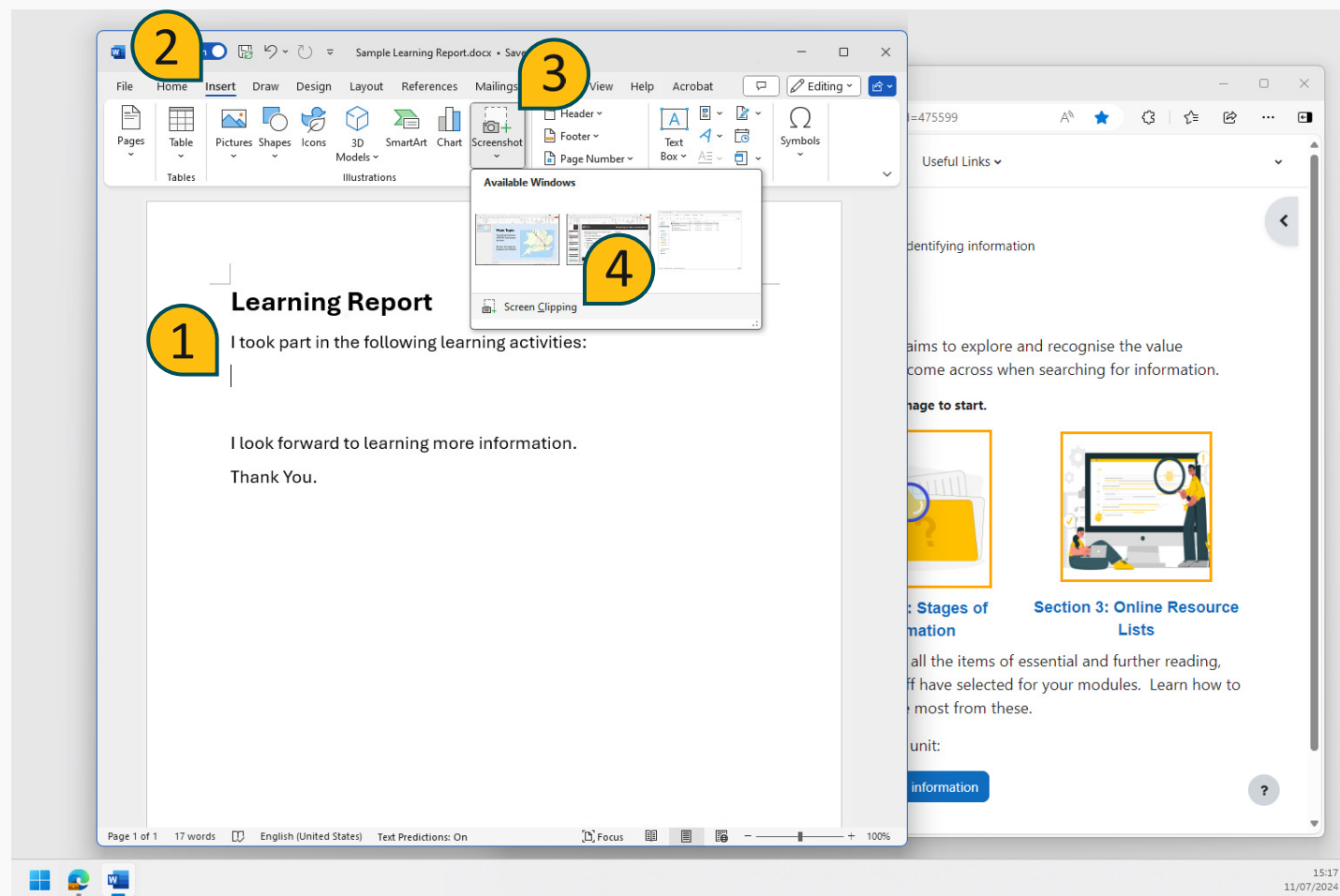
Note: This guide demonstrates taking a screenshot of an image from a web browser (Microsoft Edge). If you want to take screenshot from another application, the process would be the same.



Preparing to take a screenshot - 2

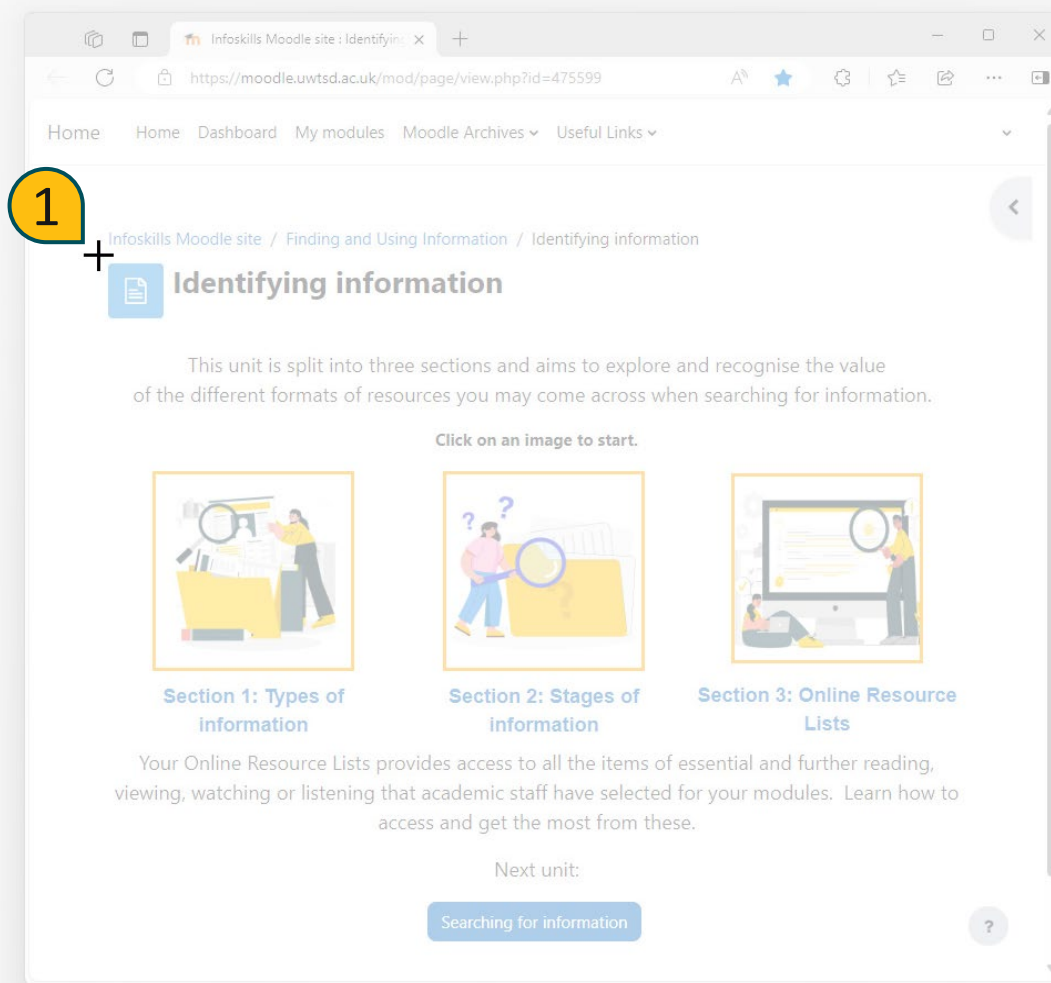
In your Word document:

1. Click or use the arrow keys to **place the cursor** where you want the screenshot inserted.
2. Select the **Insert Menu**.
3. Select **Screenshot**.
4. Select **Screen Clipping**.

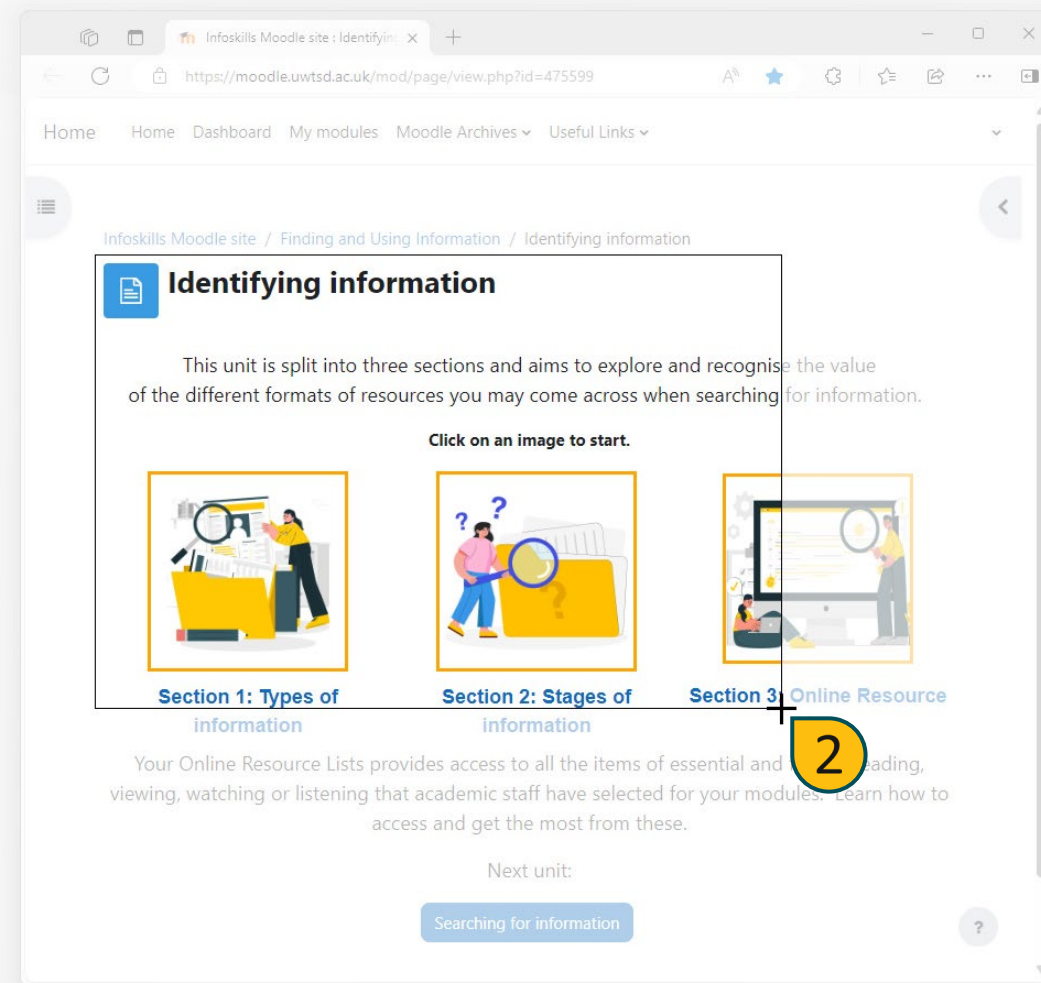


After clicking Screen Clipping, Word will disappear to reveal the window behind it.

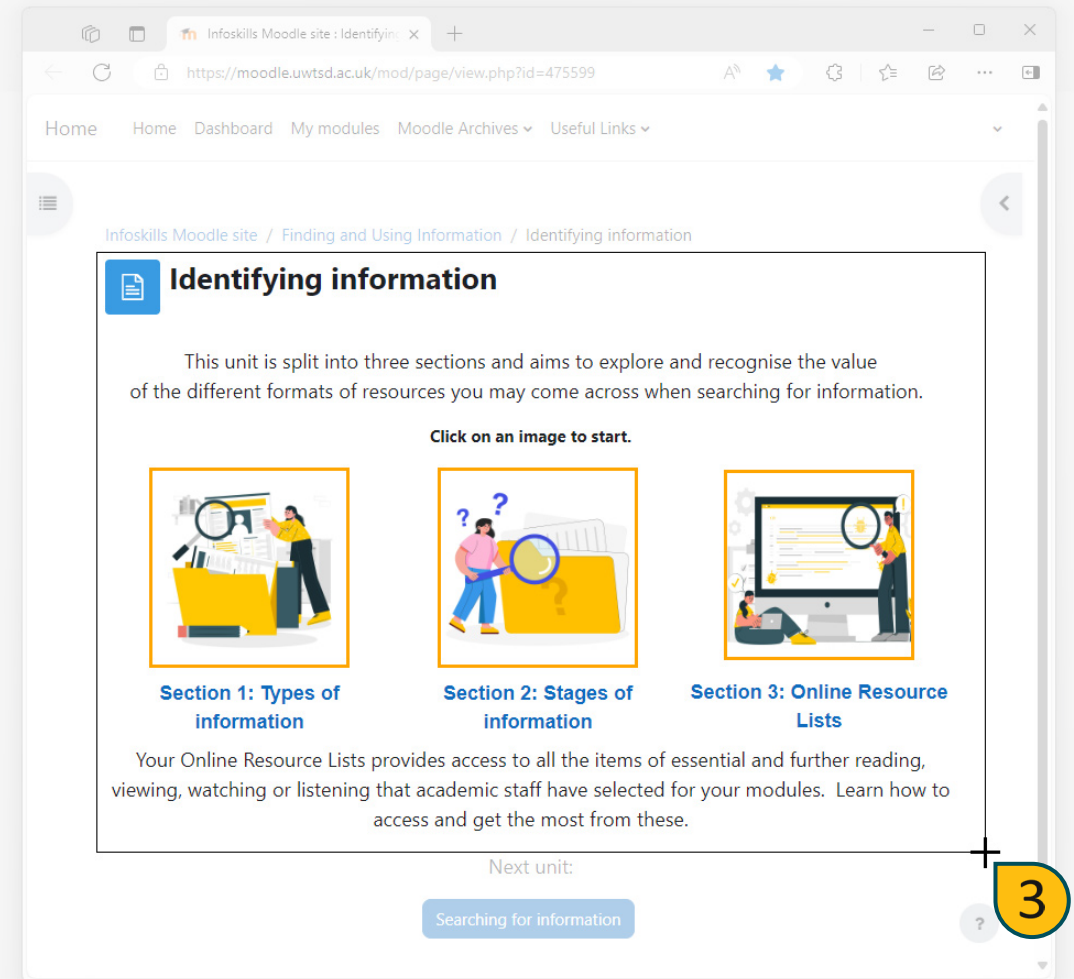
- 1. Move your mouse** to place the cross at the start of the area you want to capture.



2. **Click and hold** down the mouse button while you **move the mouse** to draw a rectangle around the area you want to capture.



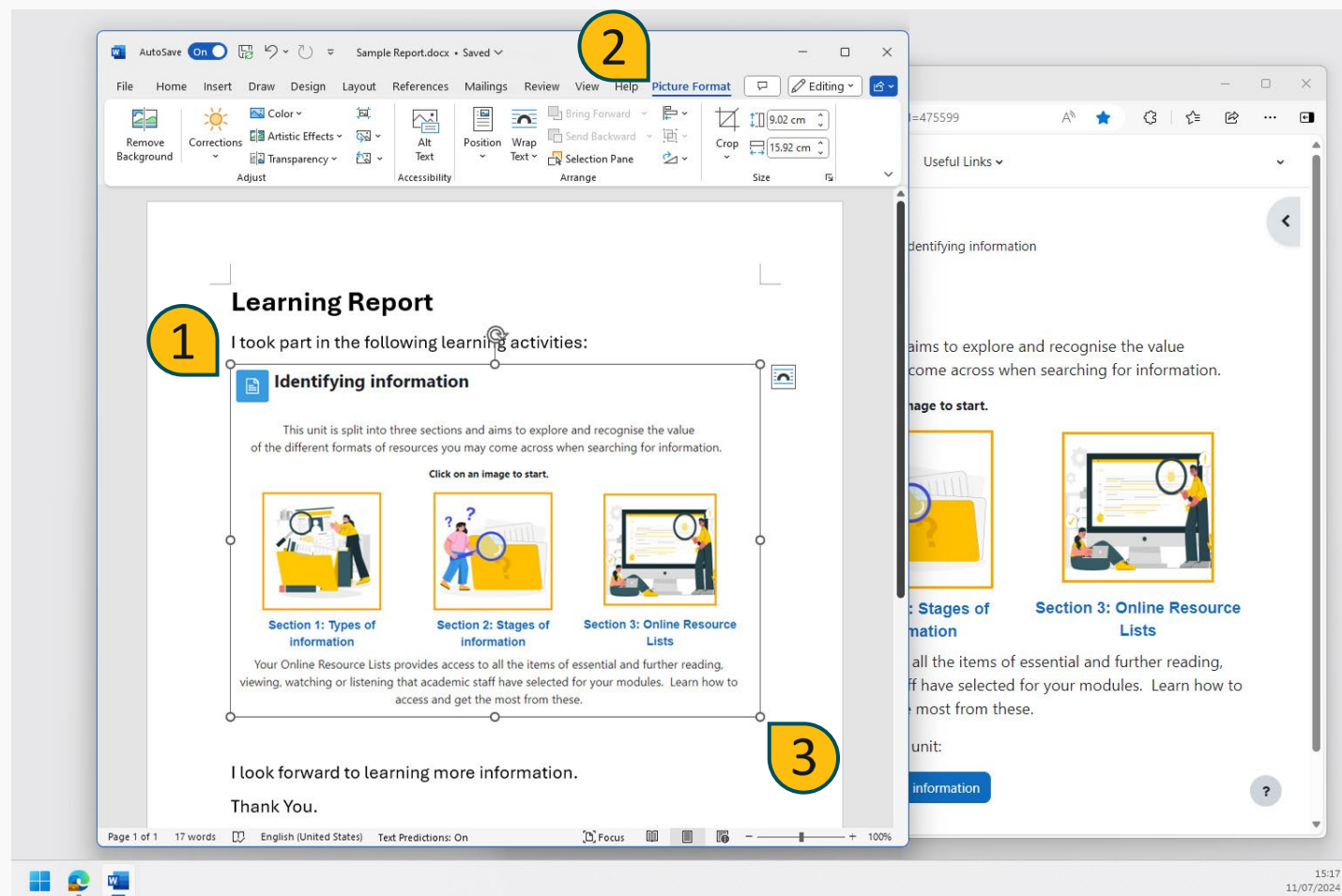
- When you have finished framing the area to capture, **release the mouse button**.



After releasing the mouse button:

1. Word will reappear with the **screenshot inserted**.
2. The Picture Format menu will be open if you need to edit the picture.
You can double-click the picture any time to see the Picture Format menu.
3. You can click and drag any of the picture's corners to resize it if needed.

To **insert another screenshot**, repeat the steps in this guide.



[Resource Finder - The DigiCentre UWTSD](#)

[Insert a screenshot or screen clipping - Microsoft Support](#)

[Edit pictures - Microsoft Support](#)

The Snipping Tool is a Windows app that allows you to take screenshots and save them as picture files on your computer. You can then insert the pictures into your document.

[Use Snipping Tool to capture screenshots - Microsoft Support](#)

[Insert pictures - Microsoft Support](#)