

USING THE WINDOWS SNIPPING TOOL AND WORD

TO CREATE AND ADD SCREENSHOTS

TO YOUR DOCUMENTS/TUTORIALS

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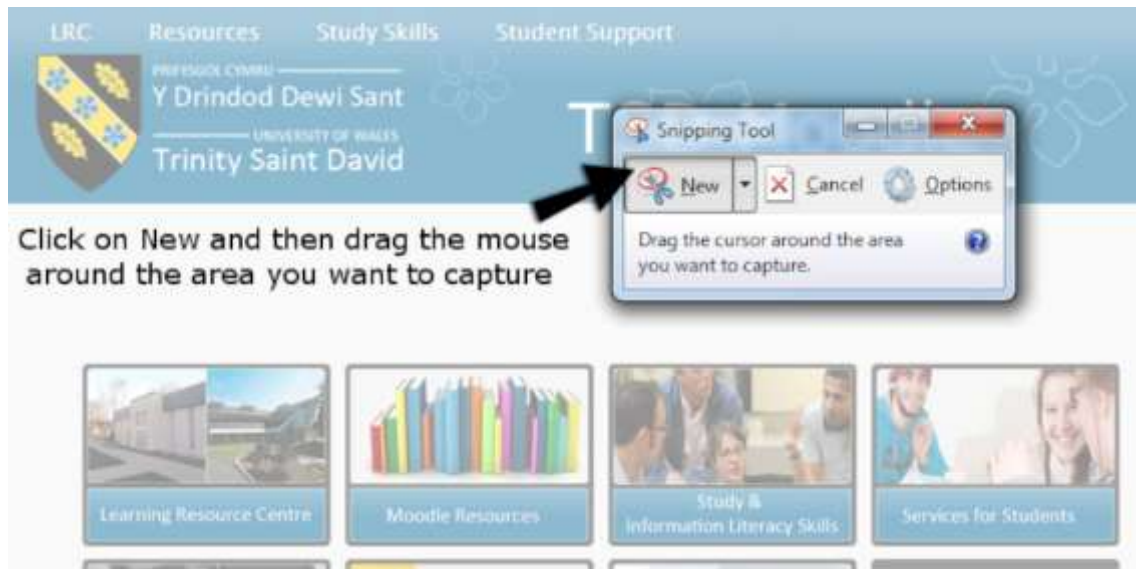
Creating a screenshot

Look in All Programs: Accessories on your computer to find the Windows Snipping Tool and then pin it to the desktop/taskbar to find it again easily.

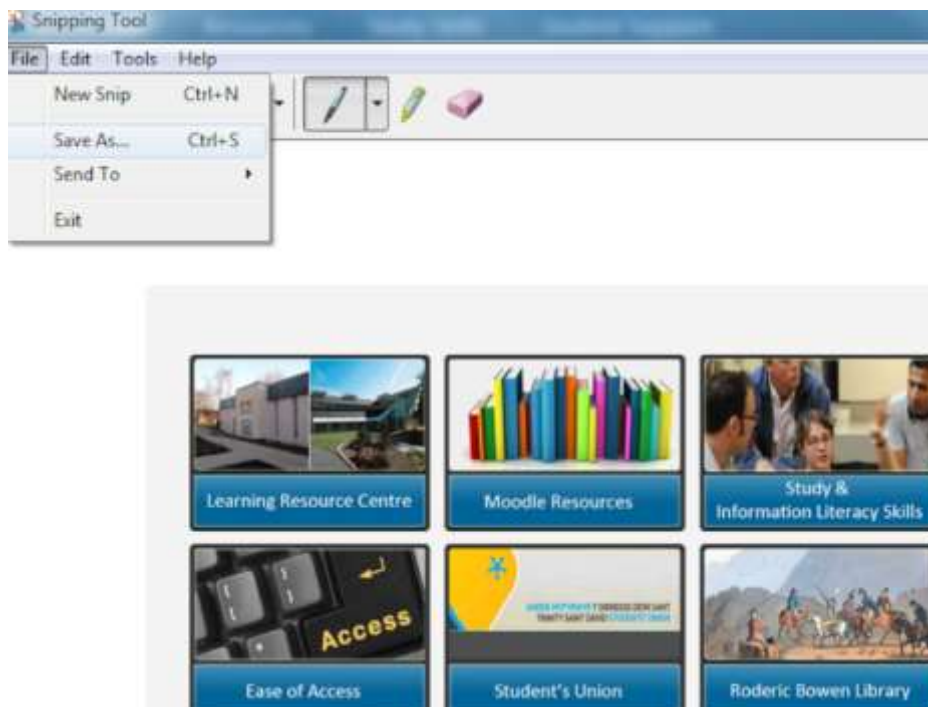
Have the webpage open where you want to take the screenshot.

Click on the Windows Snipping tool.

The page will go grey and a small Snipping Tool box will appear



Click on New and drag the cursor around the area to be captured.

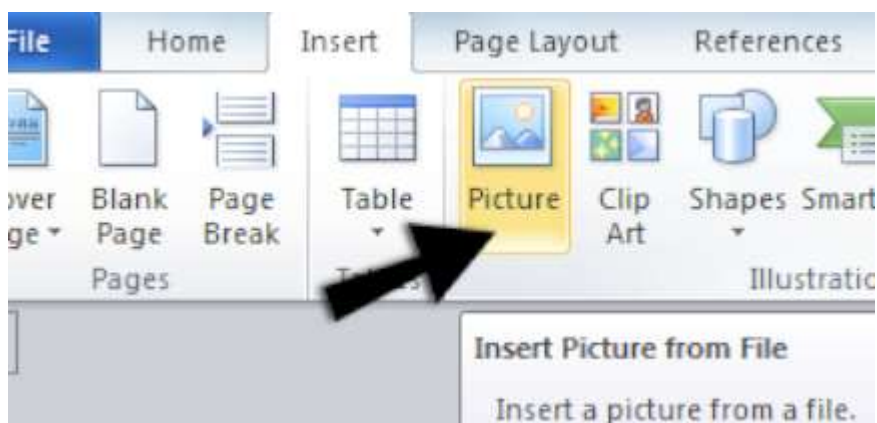


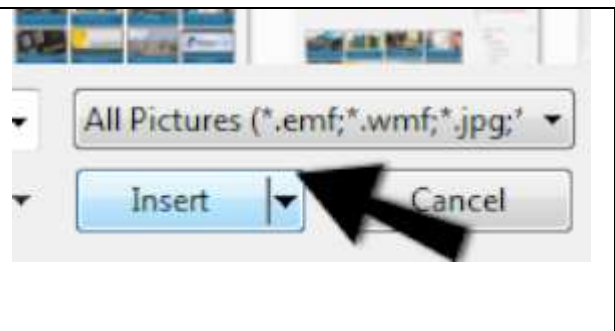
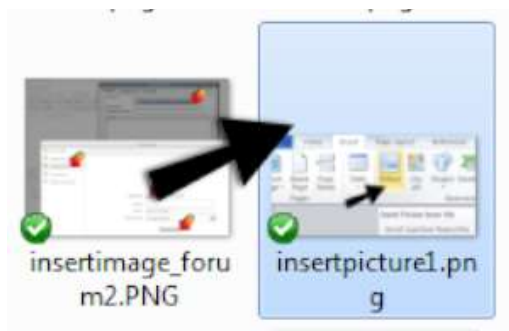
Save the capture with a meaningful name to your computer so you can easily find it again.



Adding the screenshot to Word

Go to your Word document and click on Insert on the toolbar and then Picture

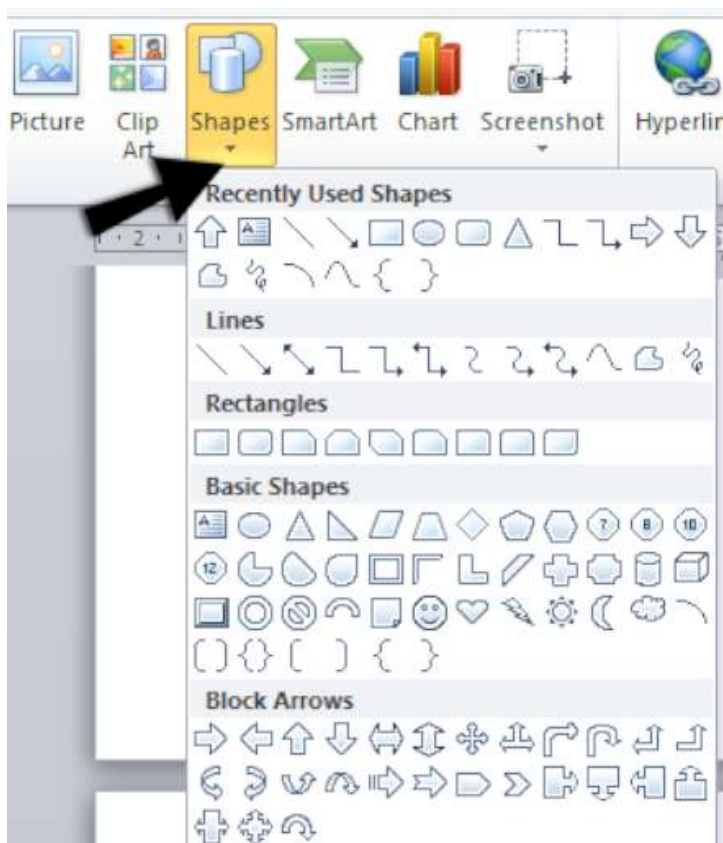




Browse for your file and click on Insert. Your screenshot is now on the page.

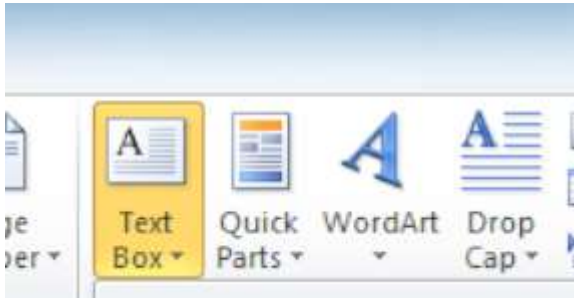
Adding Arrows and Shapes

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.



Adding Text Boxes

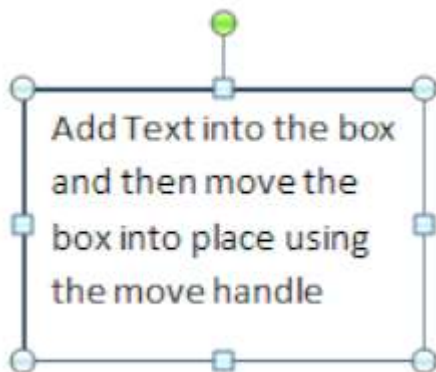
To add a Text Box with information/instructions, click on Insert: Text Box and then click on the small down arrow.



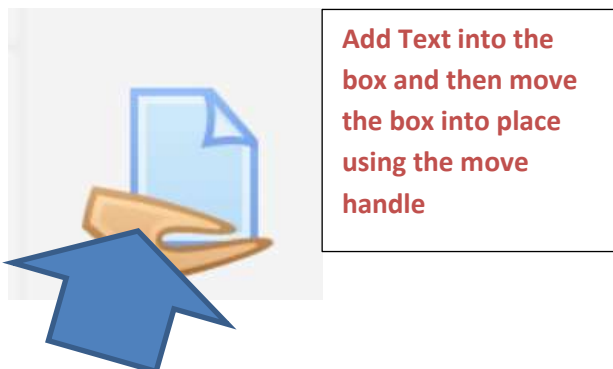
Scroll down to Draw Text Box (under all the built in templates)



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 screenshot. The screenshot below taken from Moodle has 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.

This is a line 	This is a callout 	This is a block arrow 
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Julia Ault Jun 2013