

Screen Capturing

Screen Capture

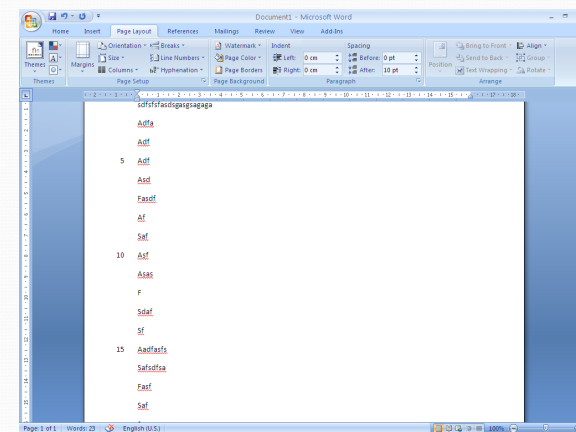
Sometimes, you need to include how your screen/you program looks in your report. There are two types of screen captures:

- Capture the entire screen, as you see it.
- Capture only active windows (can be a dialog box)

Capturing the Entire Screen

- Make sure what you want to show with screen capture actually appear on current screen.
- Press *Prnt Scr* (Print Screen) key once
- Move the cursor to where you want to put the picture of captured screen
- Click *Home* tab. Under *Clipboard* group, select *Paste*.
OR right-click → select *Paste*.
The screen capture will appear in the document.

How Entire-screen capture looks



Capturing only Active Window

- Make sure what you want to show appears on screen, and is the active window.
 - For example, it is the one you click on last.
- Press **Alt + Prnt Scr** (Print Screen) once.
- Move the cursor to where you want to put the picture of captured screen
- Click **Home** tab. Under **Clipboard** group, select **Paste**.
OR right-click → select **Paste**.
The screen capture will appear in the document.

Example of Active Window Screen Capture

