Screen Capturing

204100 Microsoft Word 2007

Screen Capture

Sometimes, you need to included 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 want 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 \rightarrow select *Paste*.

The screen capture will appear in the document.

How Entire-screen capture looks

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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 \rightarrow select *Paste*.

The screen capture will appear in the document.

Example of Active Window Screen Capture

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