Screen Capturing

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 $\longrightarrow$ select *Paste*.

  The screen capture will appear in the document.

How Entire-screen capture looks
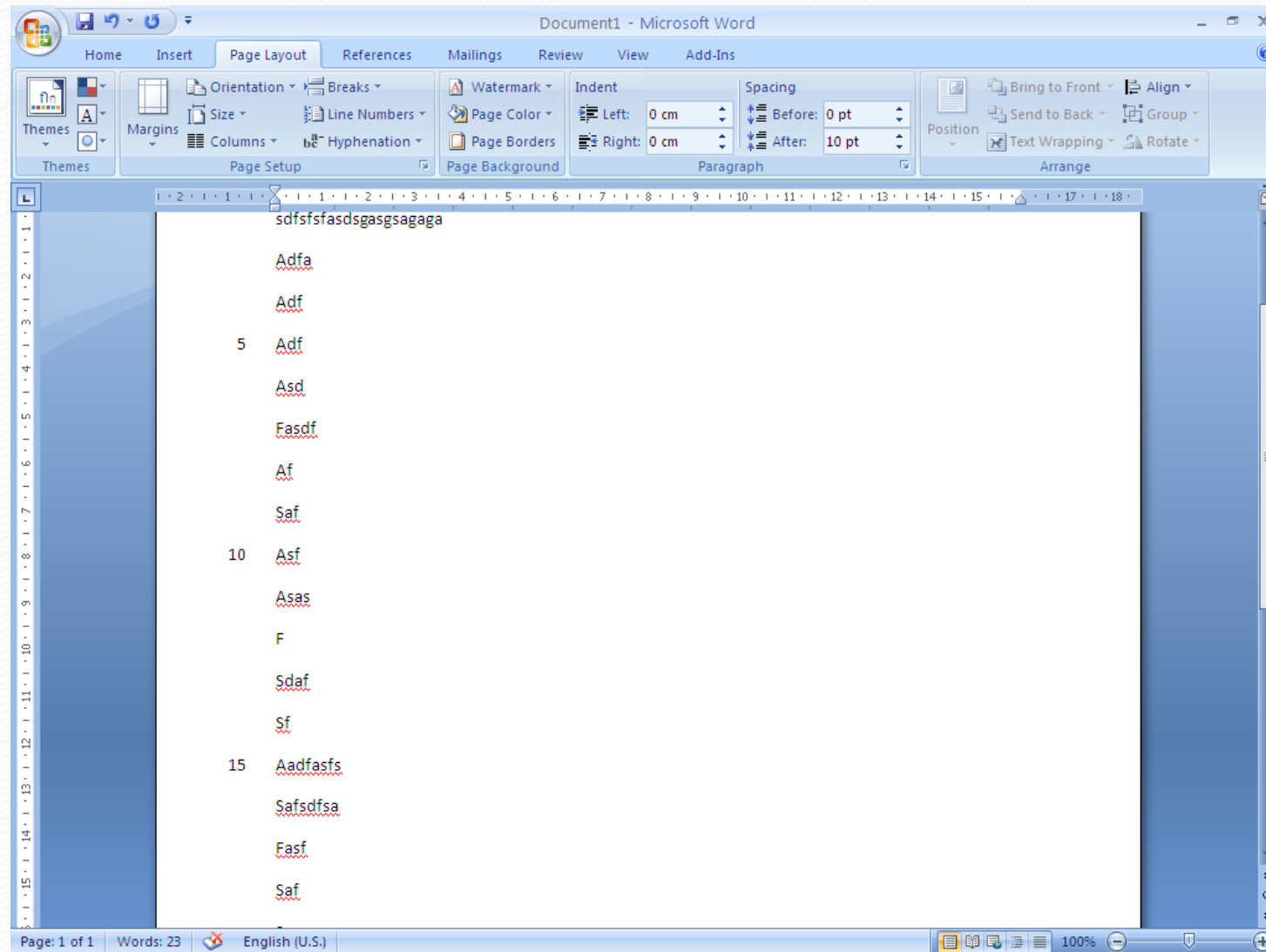
Capturing only Active Window

- **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 $\longrightarrow$ select *Paste*.

  The screen capture will appear in the document.

Example of Active Window Screen Capture