

Inserting Screen Shots into a Document

If you are writing documentation which includes *step-by-step* instructions on how to perform a certain task, you may want to include **screen shots** to make the instructions a little easier for the end user to follow. **Screen shots** can either be an image of your whole screen, or an image of just the active window, i.e. a dialog box etc. This document will show you how to insert screen shots into your documents.

The keyboard keys you will need to be familiar with

- **Print-Screen.** This key is in the top row of your keyboard, on the right-hand side, next to the **F12** function key.
- **Alt+Print-Screen.** When you see this it means that you hold down the **ALT** key (bottom left of your keyboard), then hit the **Print-Screen** key, and then release both keys.
- **Ctrl+V.** When you see this it means that you hold down the **CTRL** key (leftmost key on the bottom row of your keyboard), then go and hit the **V** key, and then release both keys.

Inserting a screen shot of the whole screen

- When you hit the Print-Screen key, Windows stores an image of your whole screen to the Windows Clipboard (the Windows Clipboard is a non-visible area of memory which Windows uses to enable you to copy text or images from one program to another). Therefore, before you do this, make sure the screen looks exactly how you want it to.

When you store something to the Windows Clipboard, it replaces what was previously stored there. For example, if you hit the Print-Screen key twice, it will only store to the Windows Clipboard the image that was on screen at the time you hit the Print-Screen key the second time around.

- Hit the **Print-Screen** key.
- Switch to your wordprocessor (Microsoft Word, Lotus WordPro, Corel WordPerfect etc.), and position the cursor at the point in your document where you want to insert the image that you have just stored to the Windows Clipboard.
- Press **Ctrl+V**.

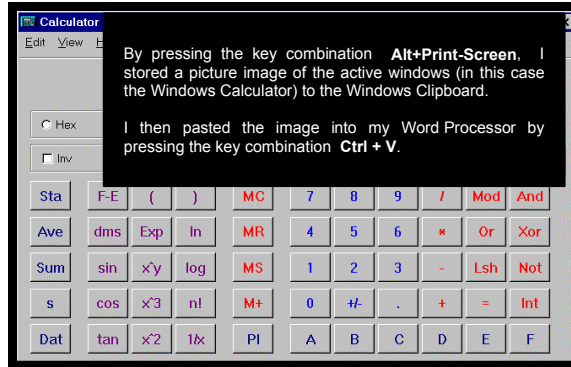


- That's it. You're done.

Inserting a screen shot of the active window only

- When you press the key combination **Alt+Print-Screen**, Windows will store to the Windows Clipboard an image of only the active window.
- Press **Alt+Print-Screen**.
- Switch to your wordprocessor (Microsoft Word, Lotus WordPro, Corel WordPerfect etc.), and position the cursor at the point in your document where you want to insert the image that you have just stored to the Windows Clipboard.

- ☐ Press **Ctrl+V**.



- ☐ That's it. You're done.

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