

# How to take a Screenshot

## Using a "Word Document" OR "Paint Program"



Written by..... *Tara Dipalma*

This report was written to help my fellow students of Alex Jeffreys' Coaching Program, due to feedback that I had received on my blog, it is also available for anyone who wants it. You are allowed to give this report away "**AS IS**" for **Free**. If you feel that you have benefited from this tutorial would you please make a comment on my blog @ <http://www.taradipalma.com> Thank you in advance.

☺ Ok let's get started

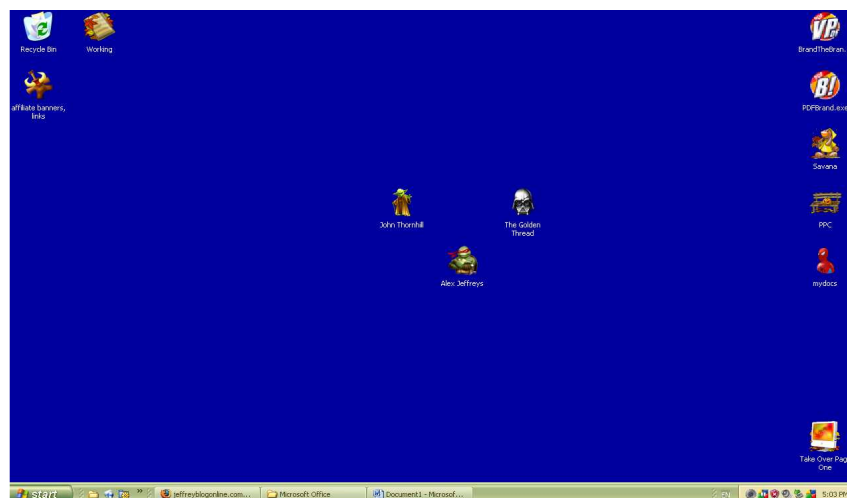
## This is a short tutorial on how to take a screen shot.

For this example I will take a screen shot of my desktop.

There are a few ways we can do this with a word document, using Microsoft power point, these programs are included with your office program; you could also use paint which you will find under Start, all programs, Accessories then Paint.

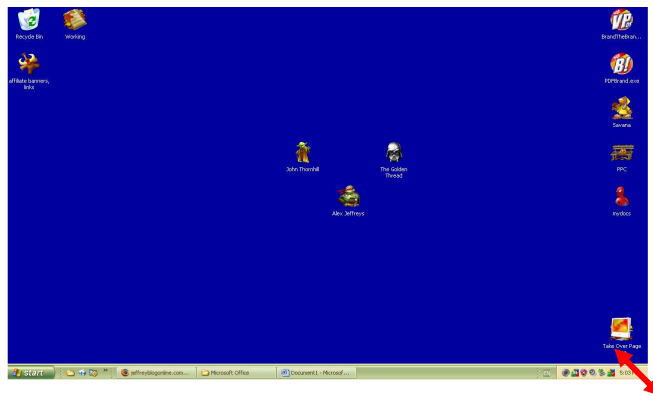
For this example we will use a word document ☺

- 🖱️ Open a word document, then minimise it.
- 🖱️ First let's find the keys you will be using.....the **"Ctrl key"** it is at the far left of your spacebar.
- 🖱️ Navigate across the top keys and you will see **"Print Screen SysRq"**
- 🖱️ Open the document of which you want to capture a screen shot.
- 🖱️ **Ok** now hold down the **ctrl key** and press the **print screen key**
- 🖱️ maximize your word doc left click on the word doc
- 🖱️ hold down the **"ctrl key"** and the letter **"V"** on the bottom row of the keyboard



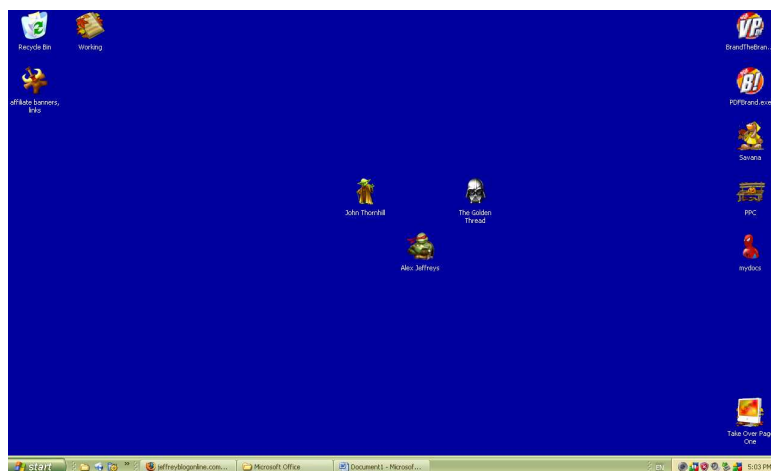
Your picture will appear in the word doc as above, you can resize the picture by clicking on it.

Once the picture is selected you will see a border round it with little squares on each corner and half way through each of the sides.

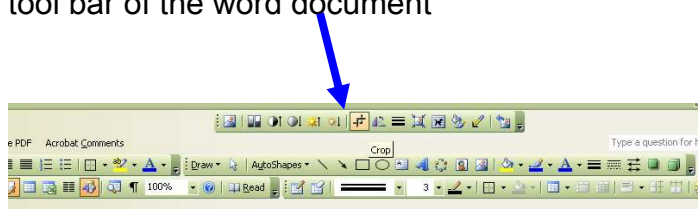


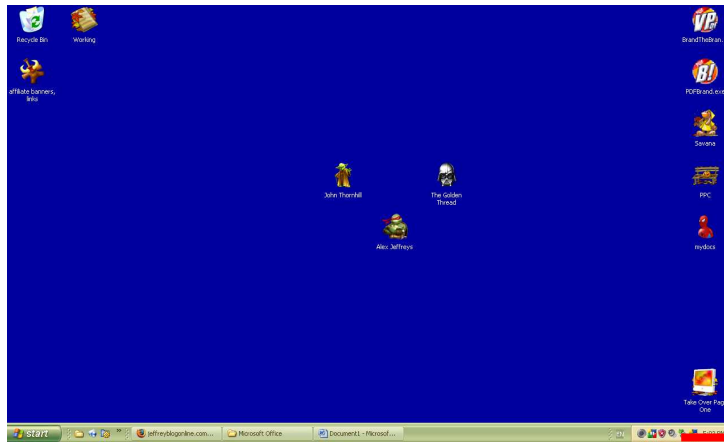
Then move your mouse to the far right corner, it will turn into a double headed arrow left click the arrow and slowly drag in or out so you don't distort the image 😊


To change the position of the picture you can click on the picture and then click on centre at the top of the toolbar.



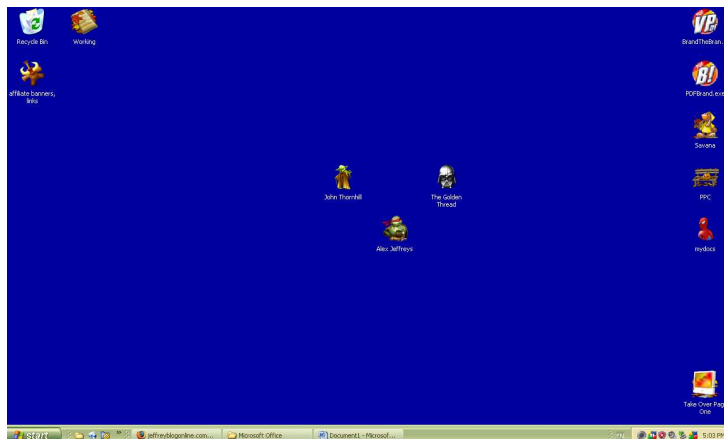
To Crop your image Click on the picture and select the crop button on the top tool bar of the word document



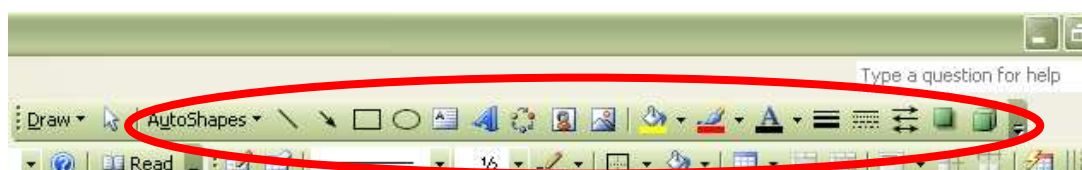


As you put your cursor to the corner of your picture you will see this image appear .....drag in the picture from the corners to make it the correct size. Cut off any excess, e.g. tool bar.

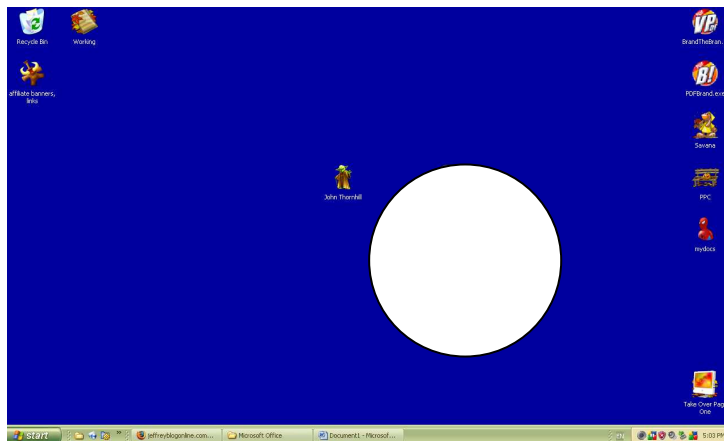
## *How to add shapes to your pictures.*



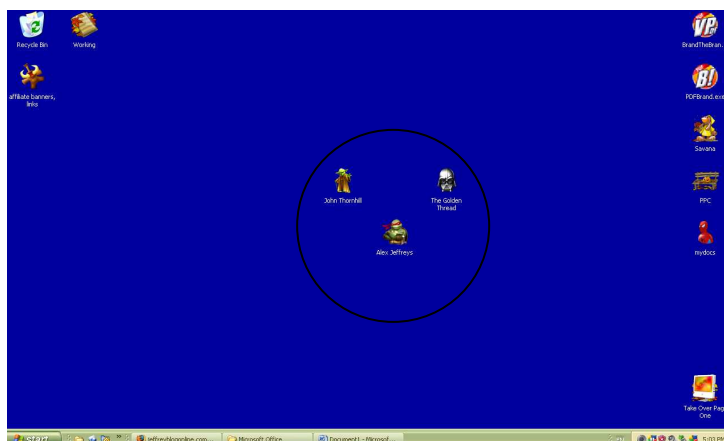
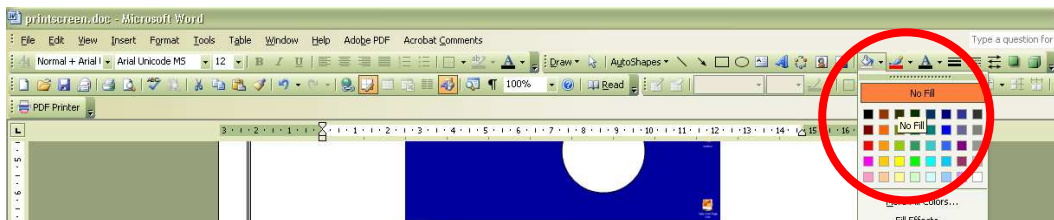
Click on the actual picture itself, you will see a frame around it once it is selected.



You can select one of the above, arrows, lines, square etc, we will select the circle for this example then left click on the picture.



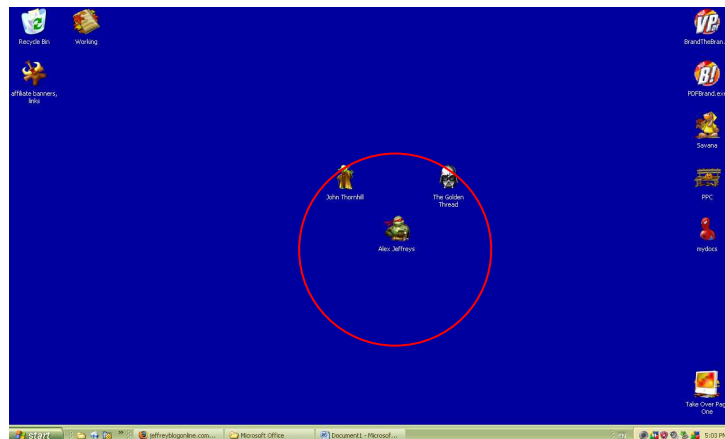
You will see that the circle is white we want to go back to the tool bar and select the drop down arrow next to no fill.



Now we need to change the Line colour and the thickness of the line, make sure the circle is selected, click on the circle then go to the toolbar



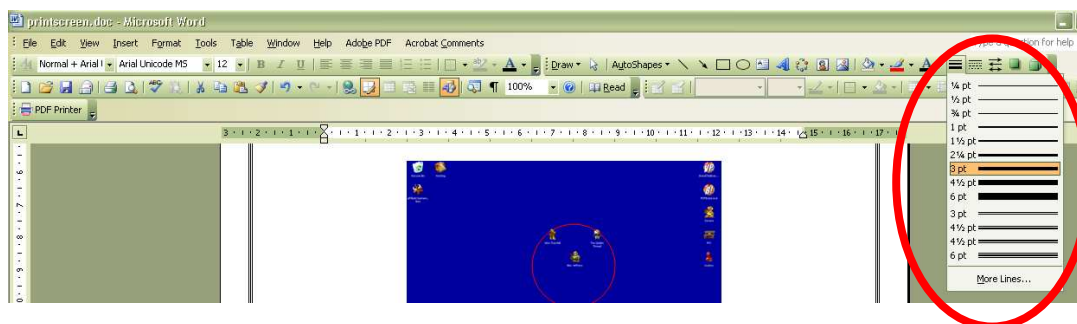
Select Line Colour with the dropdown button it is the paintbrush icon.



We want the line to be thicker so we need to select the line thickness from the toolbar

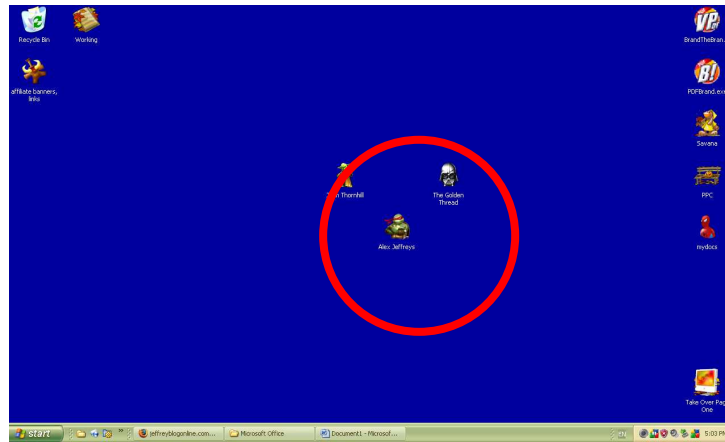


Click on the drop down menu to show the line thickness available.

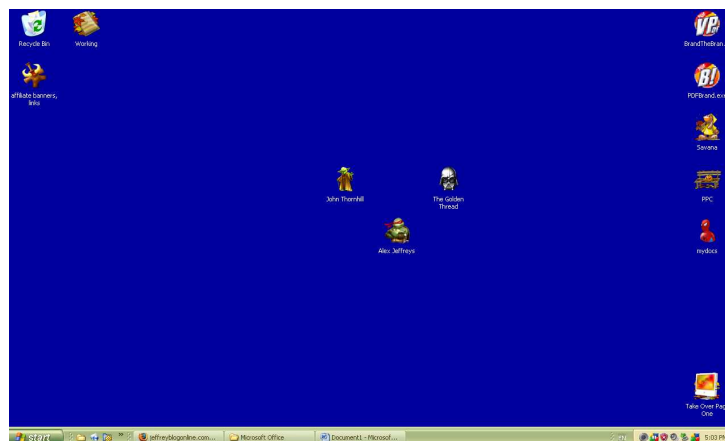


Select the desired thickness and it will show on your picture.

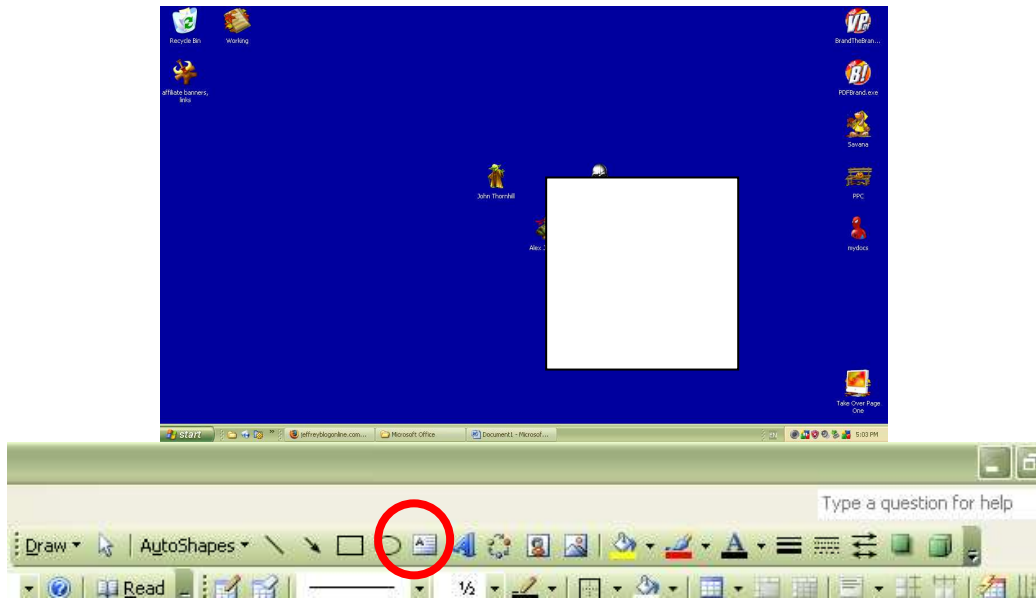
Voila!



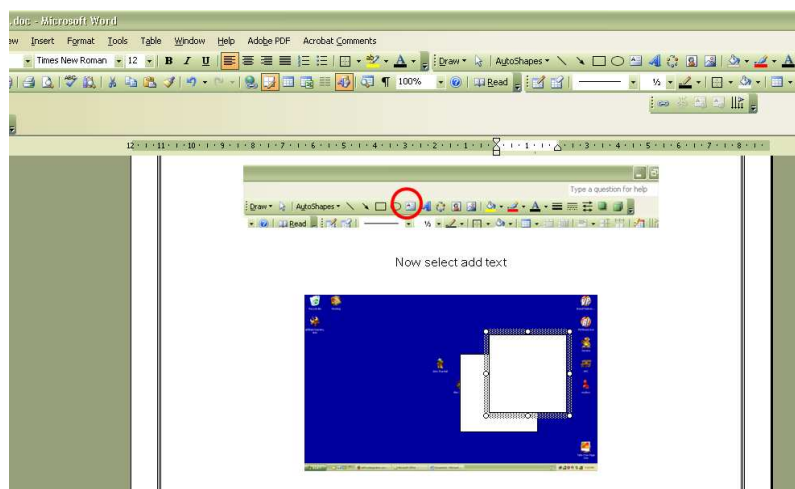
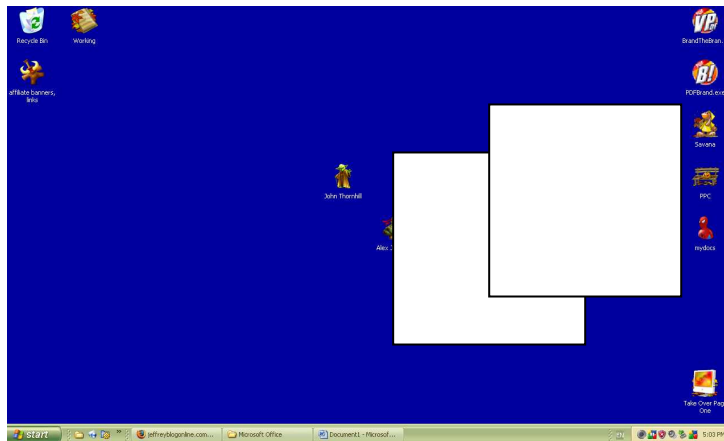
To insert a text box on your picture you need to first select insert a shape




Select the square shape then left click onto the picture, if you want to be able to see through the shape you can select No Fill from the toolbar.



Now select add text



You will see a second box appear put your mouse over the text box until you see this shape  drag the text box so it is directly over the top of the shape



You can change the width and height of the text box by dragging it in or out at the sides.

Once you have all your pictures in place you can now save your word document to what ever name you choose. 😊

# Creating a Screen Shot Using Paint

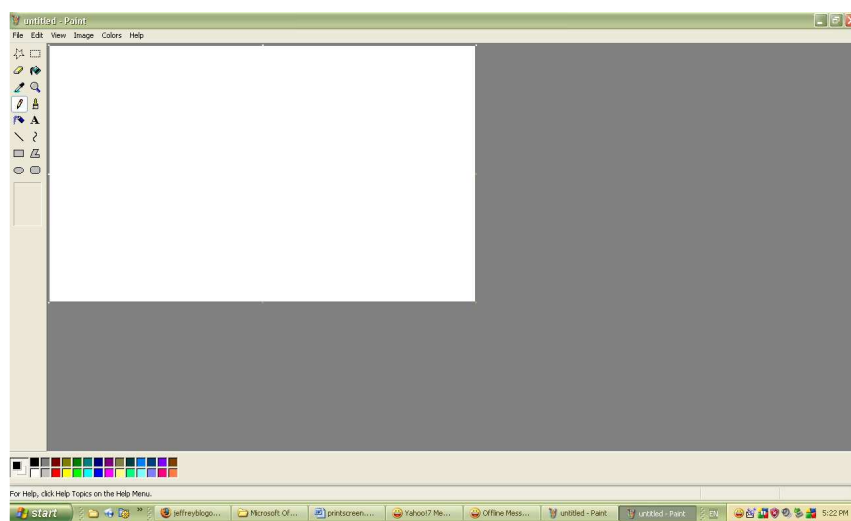
Go to start menu

All programs

Accessories

Click on Paint

The paint program will open.



Minimise the screen

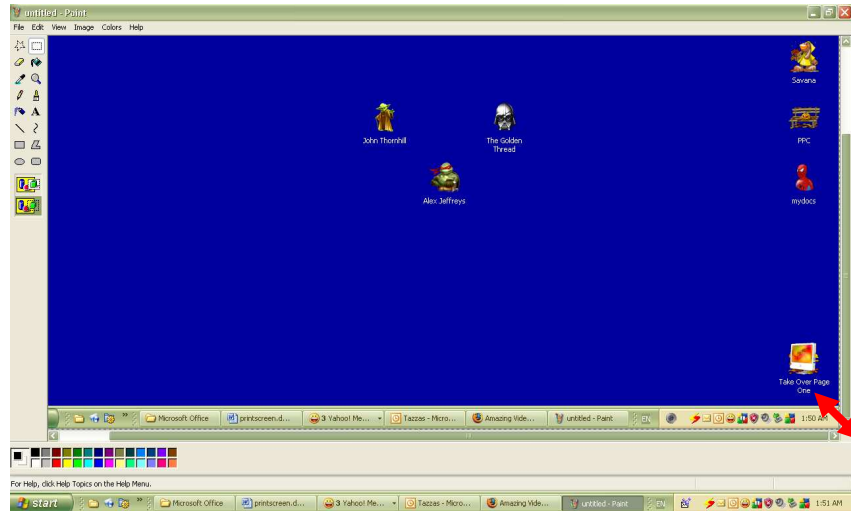
Go to the picture that you want to take a screen shot of

Click Ctrl and Print Screen


Maximise the paint document

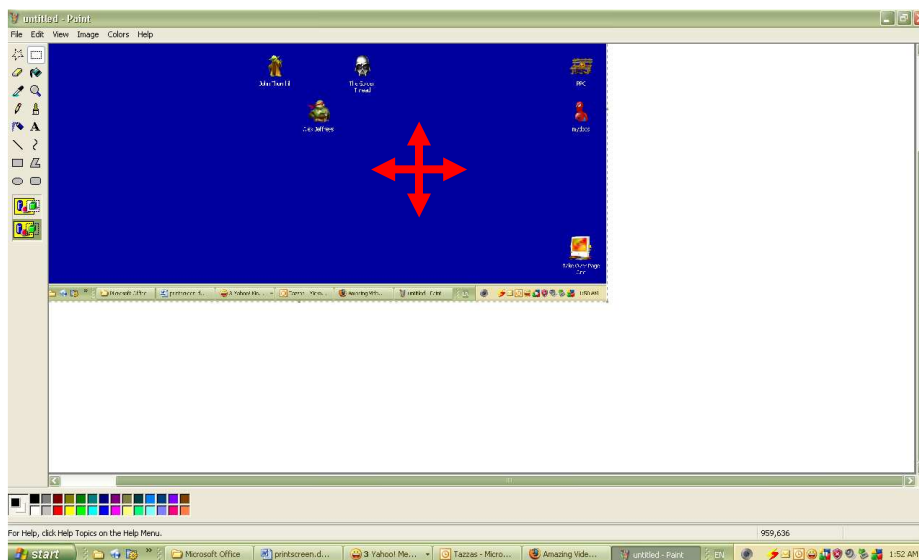
Left click on the screen

Then click **“Ctrl”** and the letter **“V”**

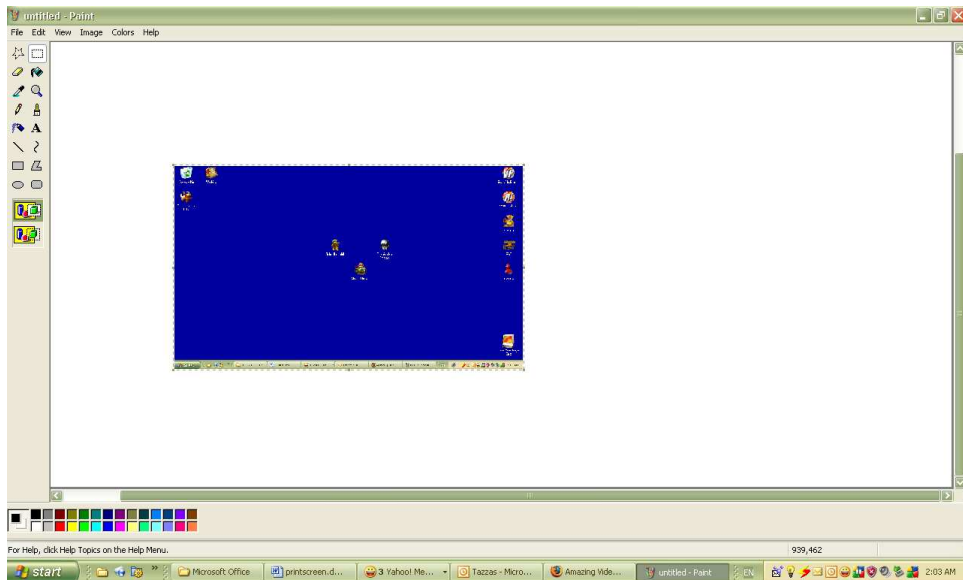


To resize your image scroll to the far right on the toolbar and put your cursor right at the far edge of the right hand corner, the cursor will turn into a double headed arrow, drag the arrow in slowly, once you have resized one side you will need to move the picture around so you can reach the other corners.

Click on the picture and an image will appear 



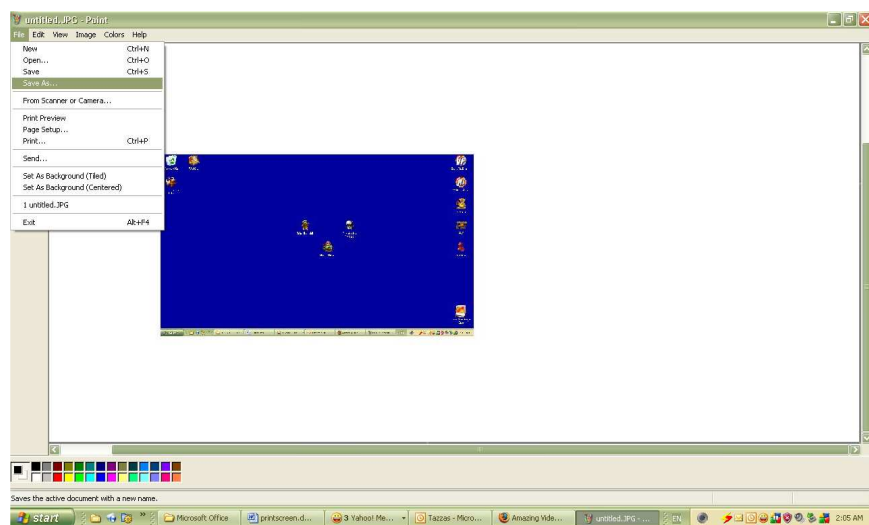
Hold down the left mouse button and drag the picture into full view so you can continue to resize the image.



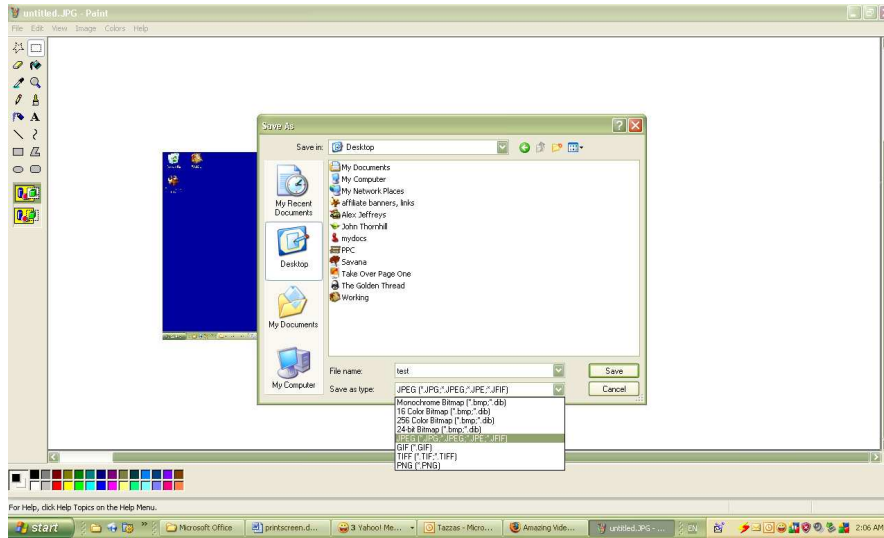
Once you are happy with the size of the image you can then save it as a .jpg file.

Go to file

Save as



Select where you want to save it, name the picture and in the drop down menu select save as JPEG (\*.JPG,\*.JPEG,\*.JPE,\*.JFIF) then click save.



Please note:- You can also save any pictures from your wordpress document by copying them and pasting them into paint then saving them as .jpg format.

After saving your images as a .jpg file you can upload them into your wordpress blog or website 😊

There are many different ways to do a print screen to display a picture step by step; I have only mentioned two processes which I use. You can also use PowerPoint which is very similar to word or you can use Photoshop to resize images, Photoshop is too in-depth for me to write a short easy tutorial.

I hope this information has helped you to get a grasp of how to do it. If you feel that you have benefited from my instructions please leave a comment at my blog <http://www.taradipalma.com>

Again if you need anything don't hesitate to ask

To your Success!

*Tara Dipalma*



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