

Screenshots

A screenshot is an instant capture of what is visible on your computer screen at any given time. The files generated can be large, so it is important to reduce the size of the files where possible – especially if you plan to import the image files into any web-based applications, such as ePortfolio or Wiki. This guide will take you through the process of taking a screenshot and ensuring that it is suitable for uploading.

Taking the screenshot:

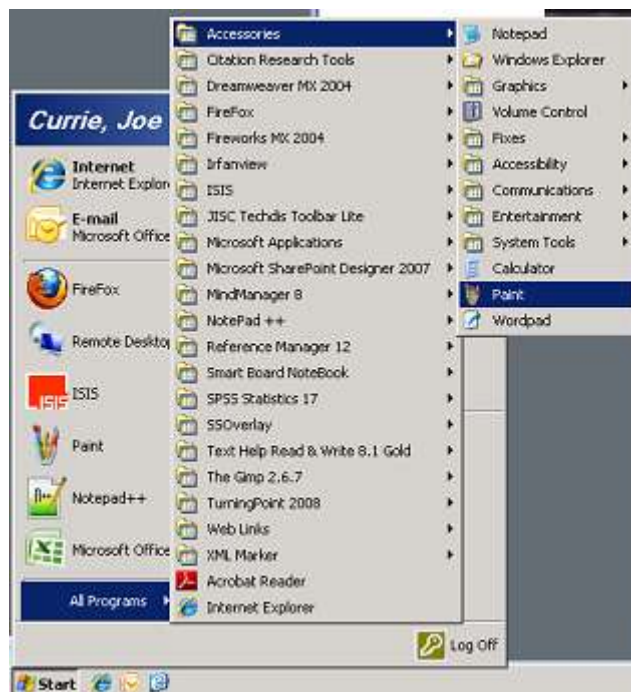
- When you have the item on screen you wish to capture press the **PRINT SCREEN** – **SysRq** key, typically just above the *Backspace* key.
- You now have the screen ‘captured’



Editing the screenshot:

Often you do not need everything that the screenshot has captured and so cropping may be required. To do this:

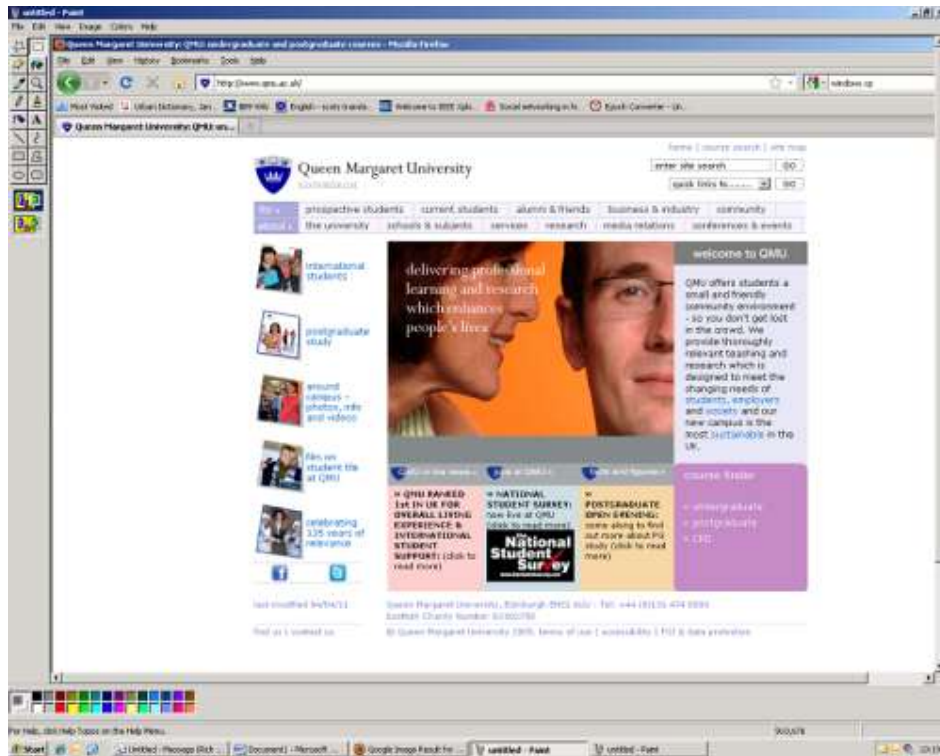
- Open up **Paint** from the **Start** menu:



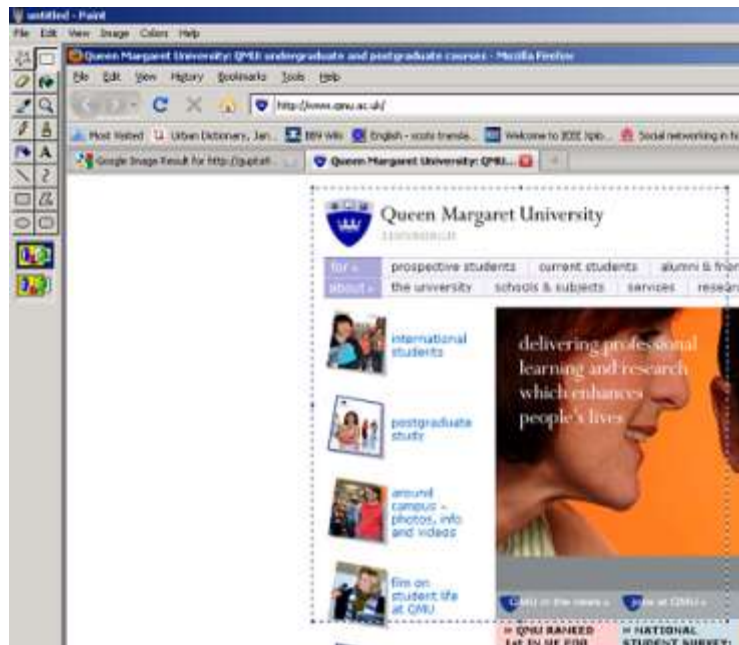
- Paste the screenshot into paint by pressing **Ctrl+V**



- You will now have the full screen showing in your paint window similar to below:



- To select a specific part of the window, press the **Esc** key and then drag your mouse, while holding the left mouse button, across the area you want to select. The area will be highlighted with a broken line as shown below:



- Copy the selected area to your clipboard by pressing **Ctrl+C**

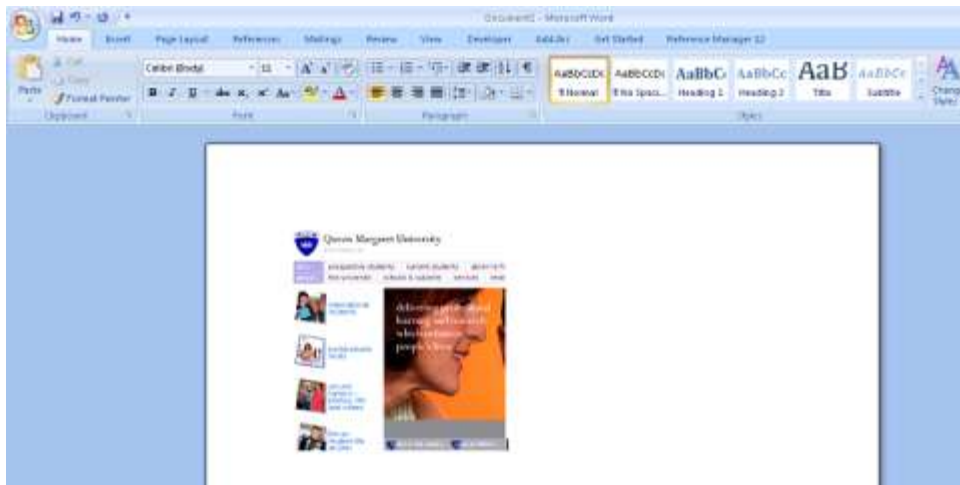


Place into a word document:

- Open up a new **Microsoft Word** document
- Paste the screenshot into paint by pressing **Ctrl+V**



- The word document should look similar to below:



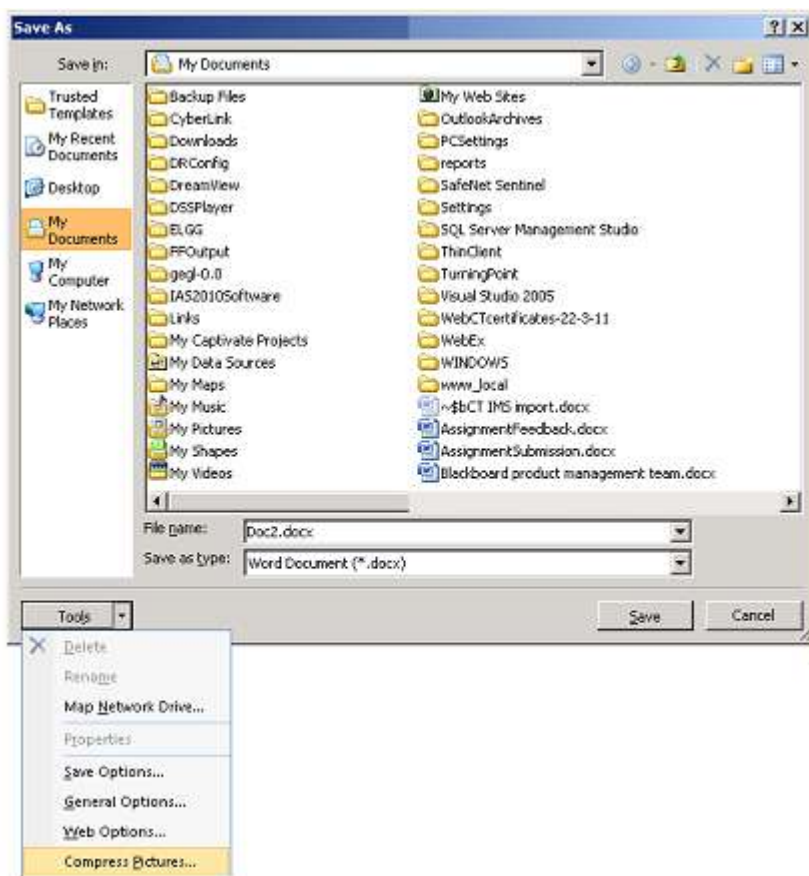
Saving the word document:

It is important to save the document so that it is as small as possible. To do this:

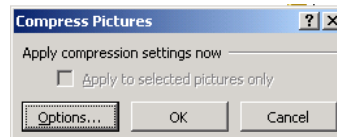
- Click on the **Office** button at the top left corner of the window and select **Save As > Word document**



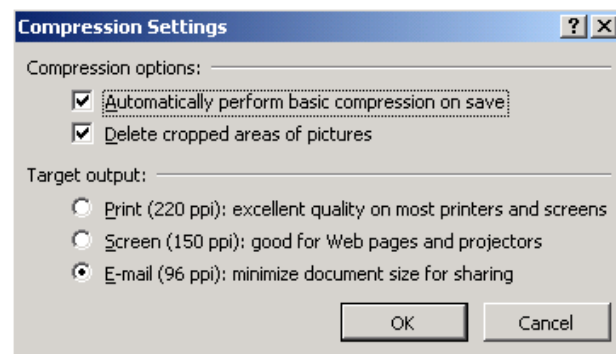
- When the **Save As** window appears click on the **Tools** button and select **Compress Pictures**



- From the box that appears click on **Options**



- Ensure that the options are set as below:



- Click on **OK** for both boxes and then **Save** your document ensuring the **save as type** option is set to **Word document (*.docx)**.