

# A Picture's Worth a Thousand Words: Creating and Saving Screen Shots on a PC

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## WHY A TECHTORIAL?

### What will I learn today?

You will learn how to save and create screen shots on a PC.

### What hardware and/or software does the techtorial apply to?

Directions are written for Windows XP, but many of the tips also can be used, with a little modification, on earlier versions of Windows.

### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIIc in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#), click Standards in the menu bar on the left, and then click the arrow to the right of Standards and Performance Indicators for Teachers.

## SCREEN SHOTS?

A screen shot is simply a picture of everything that is displayed on your computer screen when the screen shot is created.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Education World website. The address bar shows the URL <http://www.educationworld.com/>. The website header includes the Education World logo, navigation links (Help, Contact Us, Advanced Search, Browse Topics), a search box, and a "Click here to submit your site for a COOL SCHOOL AWARD!" button. The main content area is dated "Wednesday February 04, 2004" and features several categorized sections: "New Today!" with links to "Today's Lesson", "Snow Days", "How I Handled...", "Principal Profile", "Grants", "Conventions", and "Join the Conversation"; "Lesson Planning" with links to "Election 2004", "5-Minute Fillers", and "Teacher-Submitted Lesson"; "Professional Development" with links to "Controlling lunchroom chaos", "Writing Bur", and "Work Sheet Library"; "Administrator's Desk" with links to "Making inclusion work" and "Free newsletters"; "Technology Integration" with links to "Great online tools" and "February Coloring Calendar"; "School Issues" with links to "Rural schools" and "February Fun"; and "More Resources" with links to "Free newsletters" and "February Fun". The right sidebar contains advertisements for American Fidelity Assurance Company, cross-curricular activities, The History Channel, Walden University, and the National Education Association (NEA). The Windows taskbar at the bottom shows the Start button, the active browser window, and the system tray with the time 8:47 AM.

Notice that the screen shot above captures not only the Education World home page, but also the Start menu, and the part of the desktop that shows above the home page.

Screen shots are an excellent teaching tool. The graphic images not only help your visual learners, they greatly reduce the instructions and directions you need to provide all your learners.

### **STEP ONE: CREATE A SCREEN SHOT**

To create a screen shot:

- Open Internet Explorer or another browser (such as Netscape Navigator).
- Go to [Education World](#) -- or any other Web page of your choice.
- Press the PrtSc (Print Screen) key. (Nothing will appear to happen; no clicks, flashes, windows opening, etc. will let you know you've created a screen shot. Don't worry!)

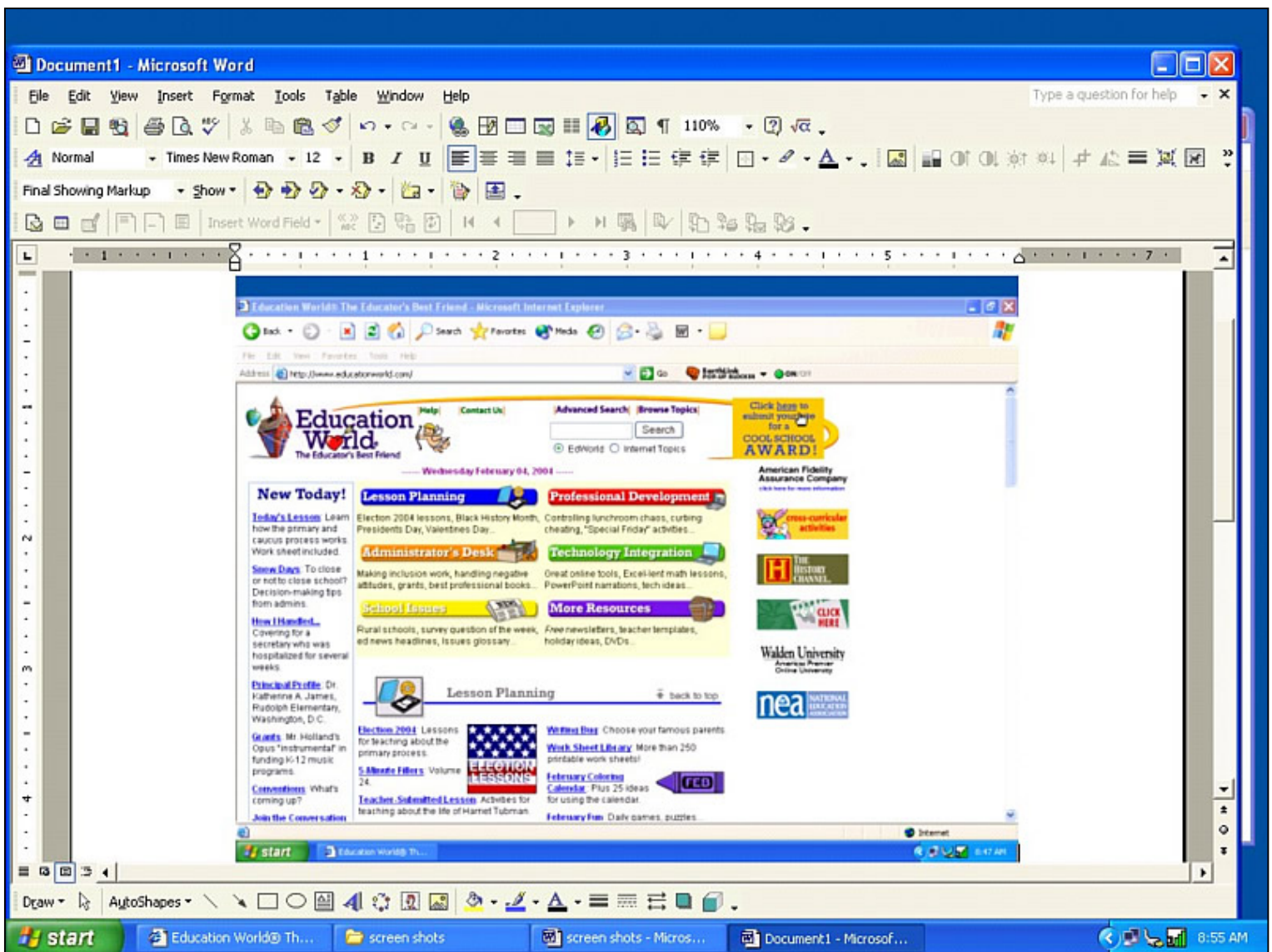
The PrtSc (Print Screen) key is on your keyboard, either above the function keys (F9, F10, etc.) or above and to the right of the alphanumeric keyboard.

- Close your browser (Internet Explorer, Netscape Navigator...)

### **STEP TWO: INSERT A SCREEN SHOT**

To insert a screen shot into a Word document:

- Open Microsoft Word and then open a new Word document or open the document you want to insert the screen shot into.
- Click Edit>Paste (or simultaneously press the keys CTRL and V). The screen shot is now visible and pasted into a Word document. Easy!

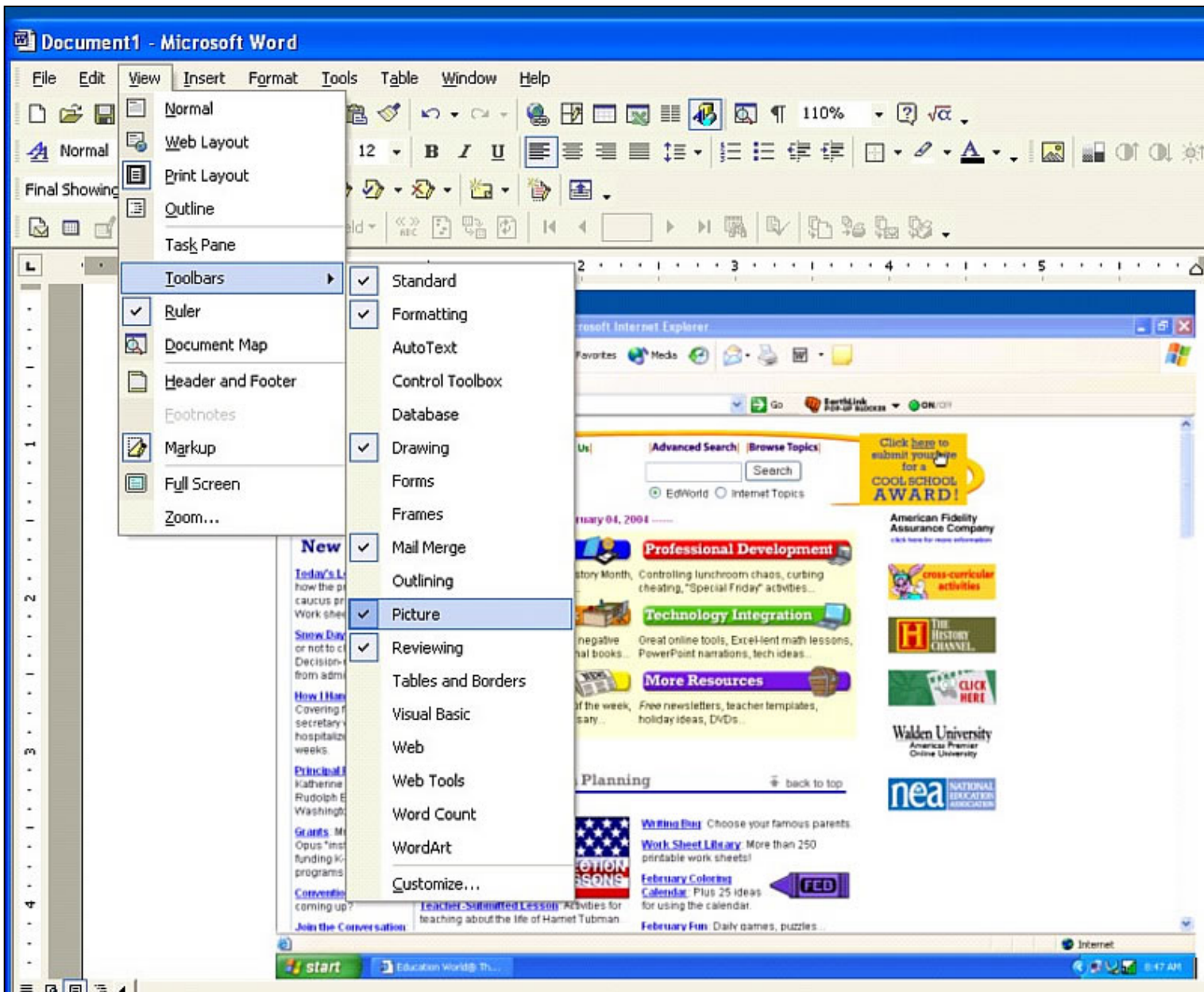


Note: You can use the same steps to insert a screen shot into files created by other programs, such as PowerPoint, Excel, Paint, Photoshop, and so on. In fact, you can insert a screen shot into any program into which you can insert a picture.

### STEP THREE: CROP A SCREEN SHOT

You now have inserted a screen shot of a Web page into a Word document. Often, however, you won't want to include the entire screen shot in the document. In those cases, you can use the Microsoft Office Picture toolbar to "crop" that screen shot:

- Click the screen shot you want to crop.
- Go to View>Toolbars>Picture and make sure that Picture toolbar is checked. If it isn't, click to check it.



- The Picture toolbar will appear, either in a rectangle on top of your document or in your tool bar.



### STEP THREE CONTINUED

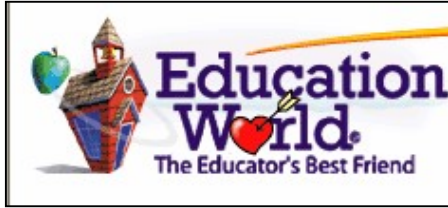
- Click the screen shot in the Word document. Small black squares will appear around the edges of the image.
- Click the cropping tool.



- Click and hold a black square on the edge of the screen shot. Drag the edge toward the part of the screen shot you want to use. Release the mouse button.

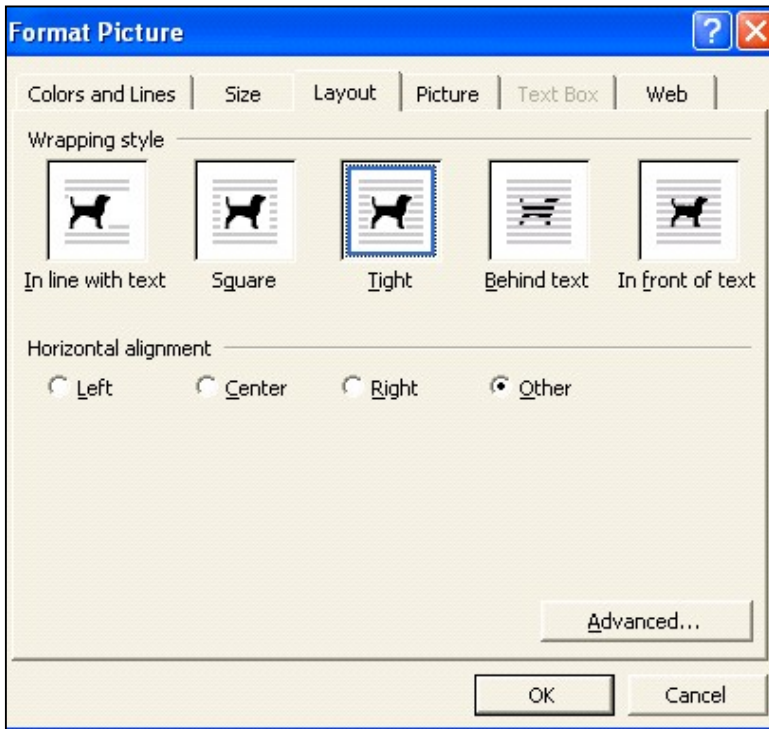
[Insert rightcrop6]

- Click a square along another edge of the screen shot and drag that edge toward the part of the screen shot you want to use.
- Continue cropping the screen shot until you only see the part of the image you want to use.



You did it!

Now that you have the image you want, you can use Word's formatting features (such as centering or indenting) to move your screen shot within the document. (Hint: If the screen shot doesn't move exactly where you want it to, double-click the image to open the Format Picture window. Choose the Layout tab, click Tight, and then click OK. Drag the shot to wherever you want it in the document.)



#### STEP FOUR: SAVE A SCREEN SHOT

By following steps 1-3, you can capture a screen shot and insert it into a program file. But what if you want just a copy of the screen shot itself? For example, you might want to

- e-mail the screen shot to your school's tech staff.
- publish the screen shot in a newsletter or on a Web site.
- send the screen shot to colleague who doesn't use Microsoft Office.

To save a screen shot as a separate image:

- Insert the screen shot into a Word document.
- Click the screen shot in the Word document, and then click Edit>Copy (or press CTRL and C keys)

- Click Start>All Programs>Microsoft Office Tools (or Microsoft Office)>Microsoft Photo Editor to open Photo Editor. (Note: If you don't find Microsoft Office Tools or Photo Editor in your program files, you might need to install it from the Office CD. Sometimes schools don't install all features as part of a normal set-up.)



- Click Edit>Paste as New Image.



- Go to File>Save and name your image. Photo Editor will add .jpg to the end of the file name and save it as an image.

Congratulations! You now know how to create, use, and save screen shots!

Not all screen shots are of Web pages, of course. You can create a screen shot of anything you can show on your desktop. Just look through some of the screen shots in this techtorial for more ideas.