

Adelphi University Faculty Center for Professional Excellence

<http://fcpe.adelphi.edu>

Capturing Screen Images

To capture an image from Windows, activate the window you wish to capture in a screen shot. You know the window is active when the title bar at the top is blue.



After the window is active, use the key combination **ALT - PRINT SCREEN**. Press and hold **ALT** and then press **PRINT SCREEN**. **ALT** is next to the space bar on either side and **PRINT SCREEN** is on the top row of keys between **F12** and **SCROLL LOCK**.

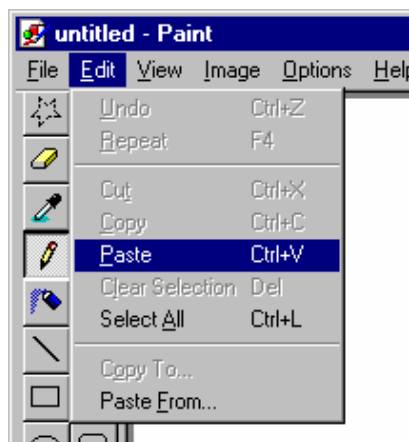
If you want to take a screen shot of just the desktop or the desktop with the Start menu open, press **PRINT SCREEN** only.

The screenshots are placed on the clipboard. To retrieve your image, you must open a program that works with images. Use the Paint program from the Accessories menu.

- Go to **Start** and select **Programs**
- find the **Accessories** menu
- click on **Paint**



Once in Paint you can now bring your screenshot/image into your document. To do this, on the menu bar, click on **EDIT** and then choose **PASTE**.



Paint now contains your screenshot/image. You may edit your graphic using the Crop tool

To crop a picture in Paint:

- Click on the dotted square in the tool bar
- Use the mouse to select the area you wish to use.
- Copy your cleaned up image to another document using the Copy command from the Edit menu.
Use Paste to place the image in the document.



If you would like to use your screenshot in a handout, select the graphic and select **EDIT – COPY**. Open your Word document and select the menu option **EDIT – PASTE**. Once the graphic appears you can position your screen shot anywhere in the document.

To save your image in Paint choose **FILE – SAVE** and choose the drive you wish to save it in.

To insert the saved image into your Word document, select the menu option **INSERT – PICTURE** and choose **FROM FILE**. Find the image and click the **INSERT** button. Now you can position your screen shot anywhere in the document.