

Screen Capture: How to put a picture of part of your computer screen into a Word document.

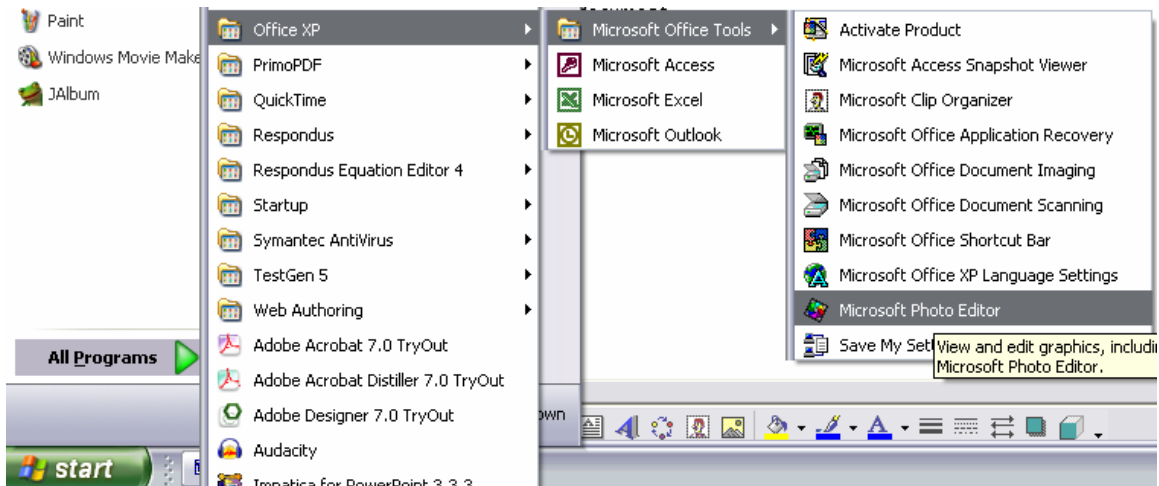
PrtScn button on keyboard - takes a picture of your entire screen and puts it into the clipboard



Alt-PrtScn takes a picture of the active window and puts it into the clipboard.
(Note: only 1 item can be in the clipboard at a time)

Open MS Photo Editor

Start / All Programs / Office XP / Microsoft Office Tools



Pull down Edit to Paste as New Image
Use selection rectangle to choose the piece you want,
Pull down Image to Crop
Select All, Copy

Open MS word document
Paste
Right-click, pull down to Format Object
Set size, text wrapping options.

