Screen Shots

- In this tutorial you will learn how to take a screen shot and place it in a Word document.
- A screen shot allows you to take a screen shot of what is on your computer screen and place it your Word document like an image.

Taking a Screen Shot

To take a screen shot, hit **CTRL** and **PRTSCN** on your keyboard. The location of these items may vary by keyboard. Typically, the **PRTSCN** button is at the top of the keyboard near the Function (F1-F12) buttons.

After hitting **CTRL + PRTSCN**, the screen shot will be placed on The Clipboard. You may now paste your image and manipulate it.

Pasting Screen Shots to a Word Document

There are two ways to paste your screen shot image to your document.

1. Select where you want your image pasted by clicking the specific area in your document. Make sure your I-Bar is flashing there. Click on the **PASTE** icon, and your screen shot will be placed within your document.

   ![Paste Icon](image)

   **Shortcut Tip!** You can also paste by clicking **CTRL + V** on your keyboard!
2. Select where you want your image pasted by clicking the specific area in your document. Make sure your I-Bar is flashing there. Right click on your mouse and select PASTE. Your screen shot will be placed within your document.