How to Create a Screenshot

A screenshot is essentially a picture of what you see on your monitor. Screenshots are often tools for communicating information or questions. If there is confidential information visible anywhere on your screen at the time of capturing the screenshot, that will appear in the screenshot as well.

> ***Looking for a quick way to create a screenshot?***
>
> *Press the **Print Screen** button on your keyboard to create a paper version of the screenshot and handwrite any comments directly on the printout.*

**Inserting Screenshots in Documents**

Begin by navigating to the image to be captured. If possible, have the image be full-screen.

On your keyboard press these two buttons simultaneously: **Ctrl** and **Print Screen**. This will copy the image to your computer's memory and allow you to paste the image into the appropriate document. You can only have one image in memory at a time.

Open the document – e.g., Microsoft Word or an email message – in which you want to insert the image and place the cursor where your image should go.

Use the toolbar to paste the image into the document by selecting **Edit → Paste** (or use the shortcut **Ctrl+V** on your keyboard).

To make the image easier to size and move, click on it. The Picture toolbar will appear…
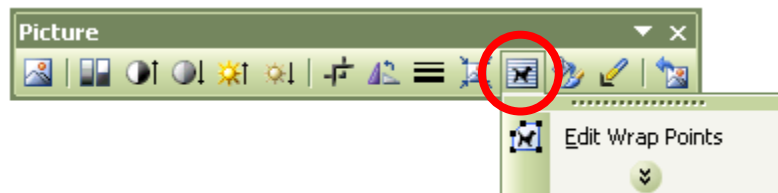
Click the **Text Wrapping** icon and select **Edit Wrap Points** from the menu. (If needed, click the down arrows to display an expanded list of edit options.