

How to Insert a Screen Shot into a “How-To” Sheet

It's really easy to insert a screen shot or a piece of a screen shot into your “How-to” sheet!

1. First, be sure that the screen or part of a screen that you want to insert is showing. Click on the **Print Screen** button on your keyboard. It's usually located somewhere in the upper right-hand corner of the keyboard.
2. Next, in the lower left-hand corner of your screen, click on the **Start** button. On the menu that pops up, click on **Programs**, then **Accessories**, then **Paint**.
3. Now you've opened the Paint program on your computer. Click on the **Edit** button in the upper left-hand part of the screen, and then click on **Paste**. If a question pops up regarding the size of the bit-map, click **Yes**.
4. Now, as you can see, the screen shot has been inserted into the Paint program. Your next step is to select the portion of the shot you want to place into your “How-to” sheet.



5. On the tool bar to the left of the Paint screen, click on the 'select' tool. It looks like this:



6. Now your cursor has turned into a little cross with a circle in the center. Put the cross in the upper left-hand corner of the area you want to use, then **click**, **hold**, and **drag** until the entire area is surrounded by a dashed-line square.
7. Go back up and click the **Edit** button, then slide your cursor down and click on **Copy**.
8. Now, you need to get into the Word document where you're typing your “How-to” sheet. You will either open the program by clicking **Start**, **Programs**, and **Microsoft Word**, or you will click on the **Microsoft Word**

rectangle at the bottom of the screen because the program is already open.



9. Place your cursor where you'd like the picture to be, then click on **Edit** and **Paste**. Your picture should pop up into your document! You can slide your cursor over it (the cursor will change to a tiny cross with arrows on the ends) and drag in to another location if you'd like.
10. So that the picture doesn't interfere with your text, put your cursor over the picture and right-click. On the menu that pops up, click on **Format Picture**, then **Wrapping**, then **Tight**, then **OK**.
11. That's it! You have now successfully inserted a screen shot into a "How-to" sheet!