

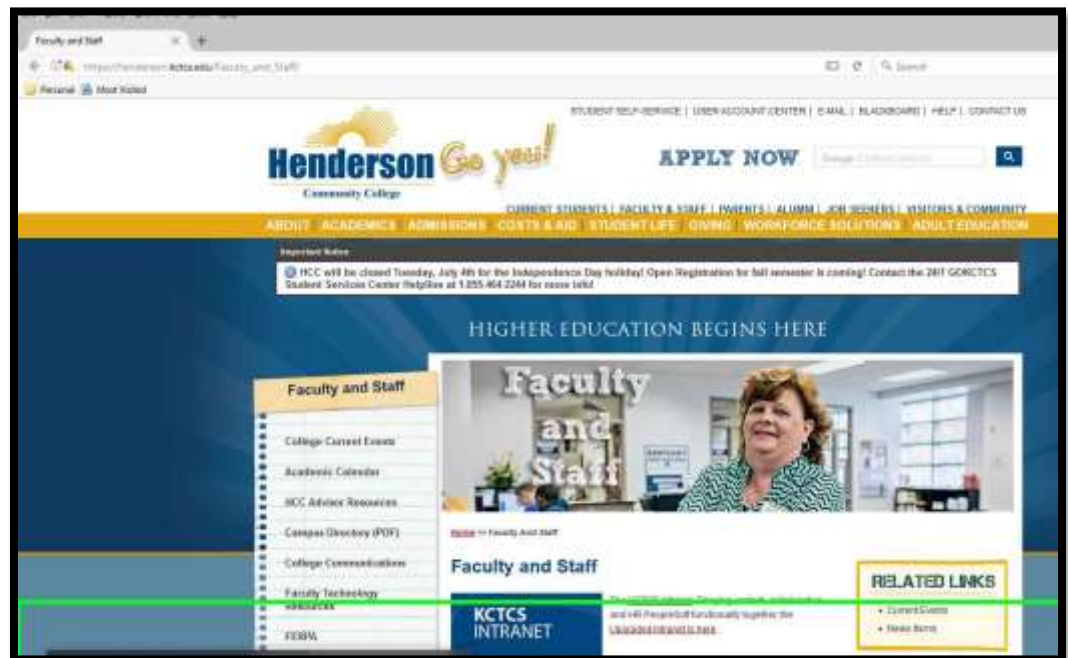


Inserting Screenshots into Documents

Creating an email that needs to include a screenshot? How about a PowerPoint?
Let me show you the “Insert Screenshot” option included in most Microsoft Office products

Here is how:

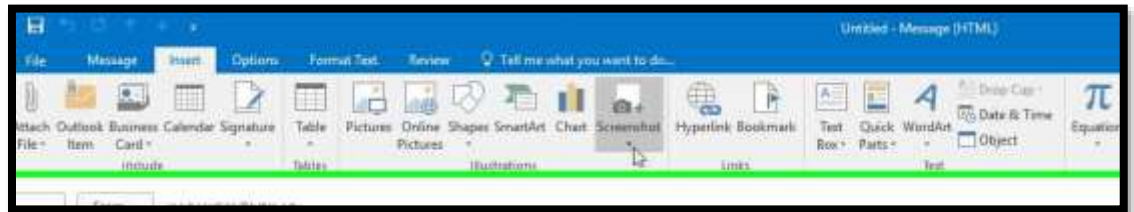
1. Make sure whatever item you would like to screenshot is open.



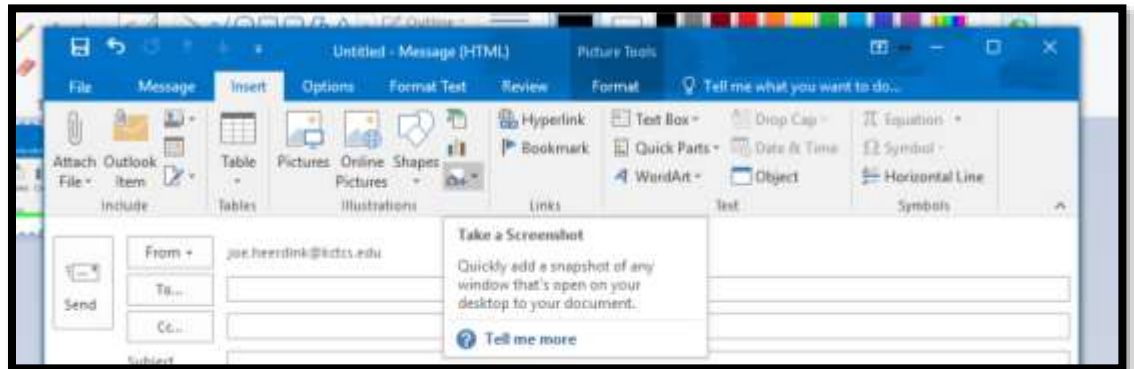
a.

2. Under the “Insert” tab there will be a Screenshot button.

a.



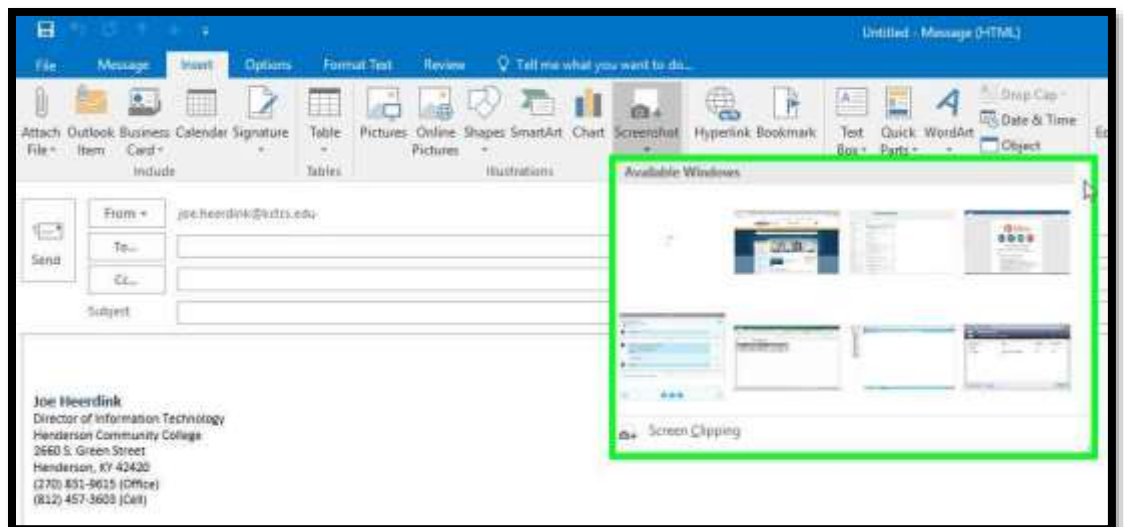
b. Sometimes it is just a picture of a camera on paper.



c.

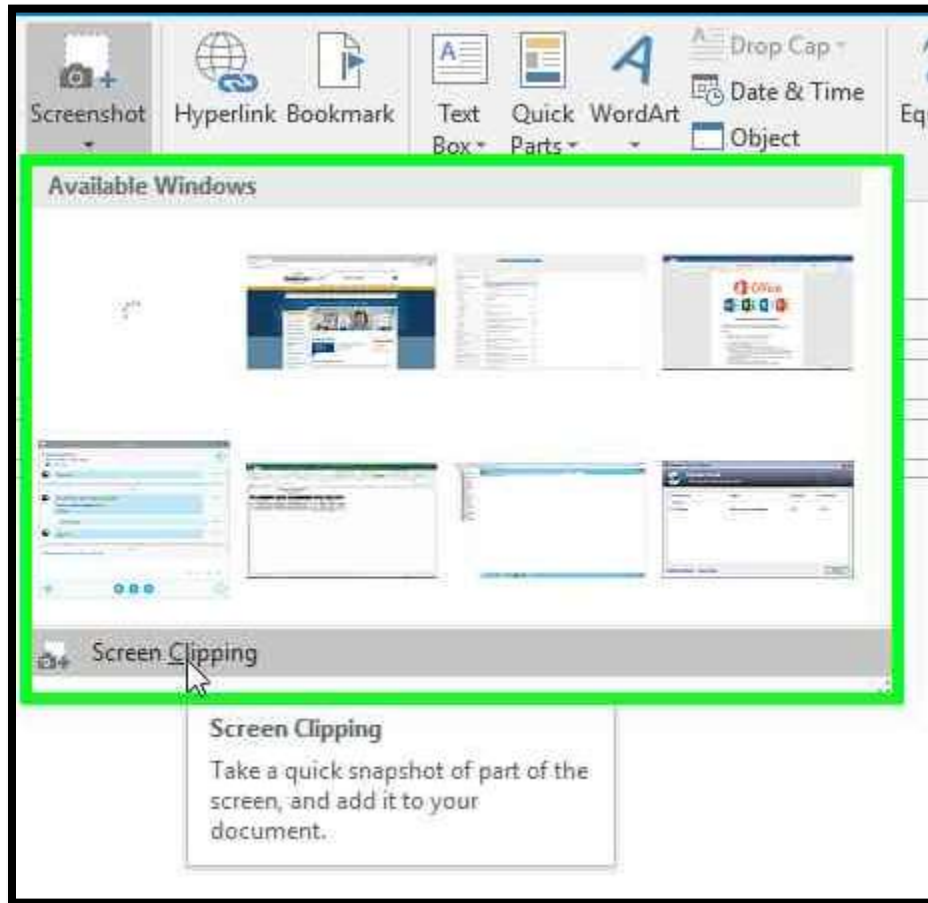
3. Click on the Screenshots button

4. You will be presented with images of all the item you have open.



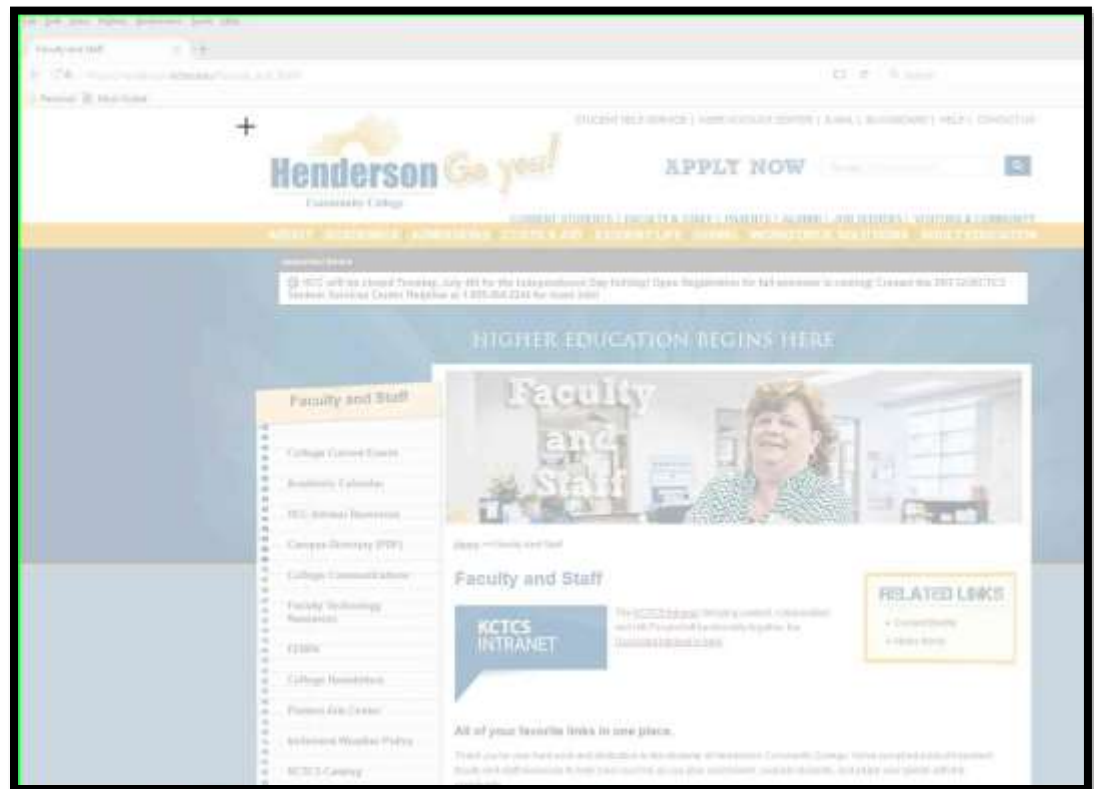
a.

5. Click on one of those OR if you like (and I normally prefer) click on the “Screen Clippings” button. This will allow you to select exactly what you would like to capture.



- a.
- b. NOTE: the item you want to take a clipping from MUST be open directly behind your document or email.

6. Once you click “Screen Clipping” the item directly behind your document will pop up. It should look washed out.



- a.
7. Draw a box around whatever you would like included.



a.

8. It will then automatically insert that clip into the body of your document.



a.