

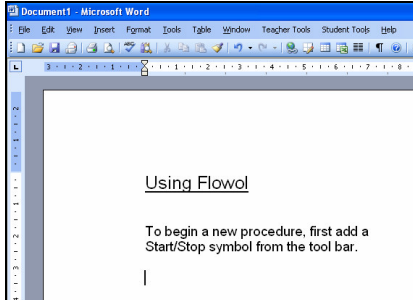
# Using Prt Sc (Print Screen) and Paint to capture images to use in Helpsheets

## Step 1

Open the program you're going to use to create the helpsheet (e.g Word, Publisher).

## Step 2

Begin typing your instructions.

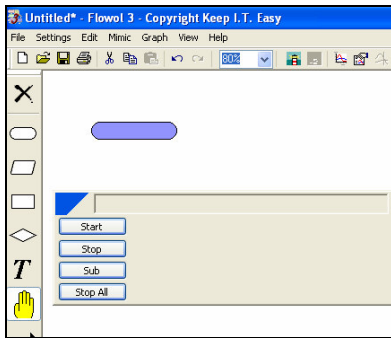


### MS Word and Flowol

In this example I'm using Microsoft Word to type the instructions and Flowol as the program I want to show how to use.

## Step 3

When you need an image, start the program from which you want to get an image. If necessary open the program's menus to that the program is displaying what you want to capture. When the screen is exactly how you want it, press **Prt Sc** (or **Print Scrn**) which is usually at the upper right of the keyboard.

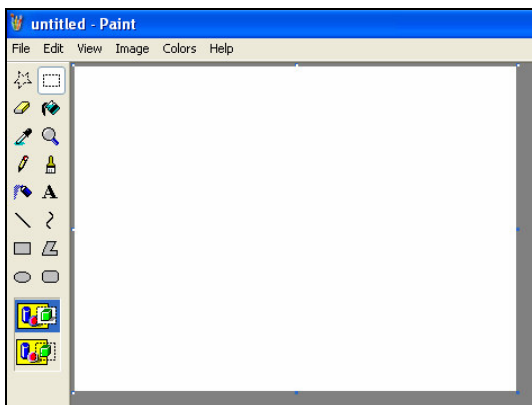


### The Print Screen key

(If you press Alt while pressing Print Screen you'll capture just the active window rather than the whole screen)

## Step 4

Open the basic Windows paint program (go to **Start**, then **All Programs** and then **Accessories**. Click on **Paint**. Alternatively go to **Start, Run...** and type **MSPaint** in the box before clicking OK.)



### Windows Paint

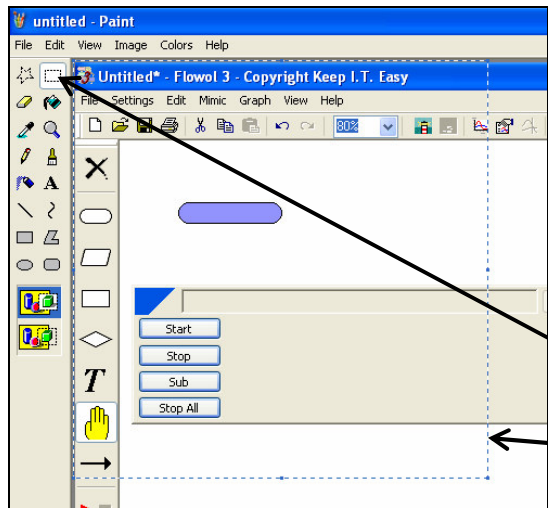
This is the basic paint program that comes supplied with all version of Microsoft Windows. It is a useful image editor program.

## Step 5

Paste the captured screen into **Paint** either by clicking on the **Edit** menu and selecting paste, or pressing **ctrl + v** on the keyboard (a quick way of pasting).

### Step 6

Using the selection rectangle, draw a box around the part of the image you want to use. Press **ctrl + c** (shortcut for copy) Or if you prefer go to the edit menu and select copy.



### Selection Tool

In the paint program you need to use the selection tool to select the part of the copied image you wish to use in your instructions.

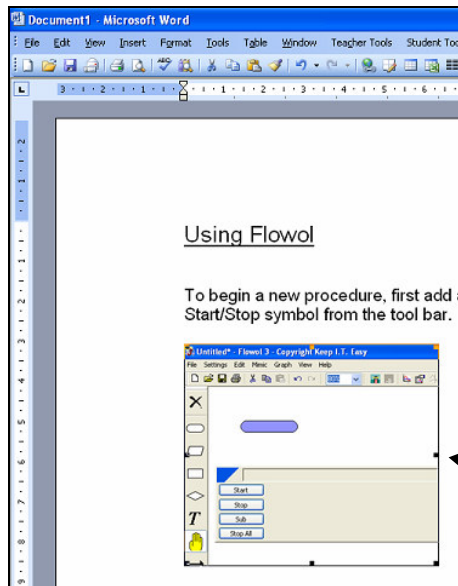
Remember that you are looking at an image of your program contained within another program. It does look like there are two programs running (in the example on the left Paint and Flowol). However it is only Paint that is active, the other is a picture of the program.

Selection Tool

Selected area

### Step 7

Return to the helpsheet document and make sure your cursor is where you want the image to go. Then press **ctrl + v** (shortcut to paste) and your image will be inserted into your document.



### Inserting the image

Make sure the cursor is where you want the image to go before pressing **ctrl + v**. You can resize the image by using the handles on the edge of the selection box.

To have more control over image placement, right click on the image and select Format Picture. Using options under Layout, you can specify how the image interacts with the text and where on the page it appears.

Resize handles

### Step 8

You can then go back to the image in **Paint** to select, copy (**ctrl + V**) and then paste (**ctrl + v**) other areas.