

# Screen Capture into a Word Document

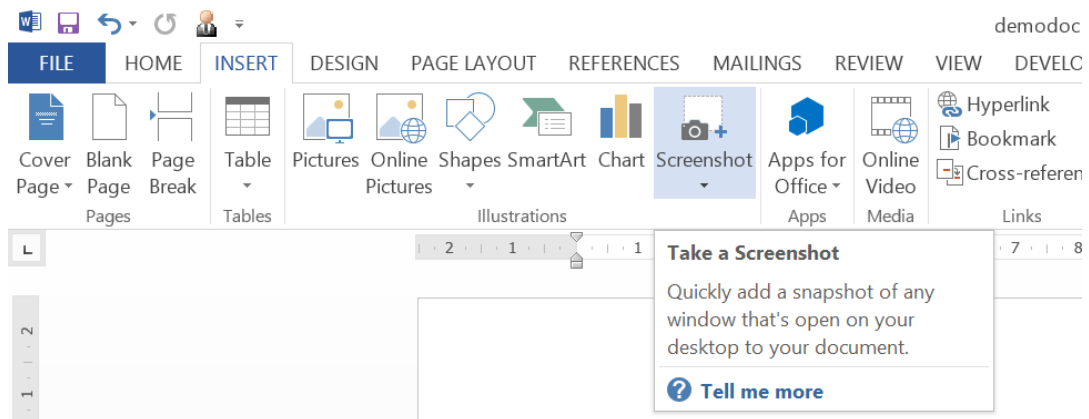
Abbreviated means of screen capture using screen clipping:

1. Insert > Screenshot > Screen Clipping
2. Click and hold left mouse button and drag over the area required
3. Screenshot (using Screen Clipping) automatically cropped and inserted

Full explanation:

1. Click on the file to which a screenshot of an object / item is required.
  2. Return to the file for the screenshot to be inserted, knowing the previous file will be captured within any screenshot.
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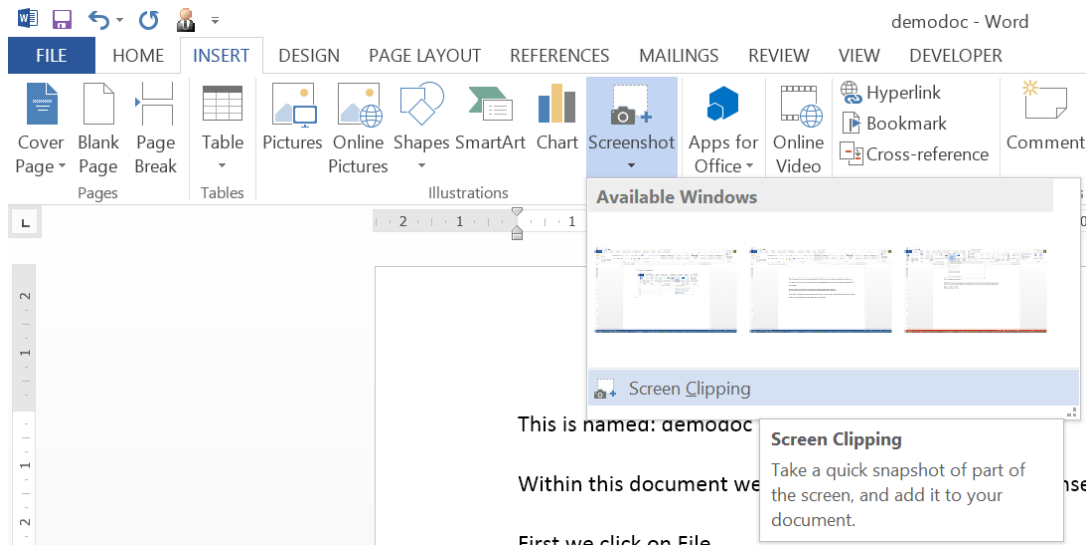
## 3. Insert > Screenshot



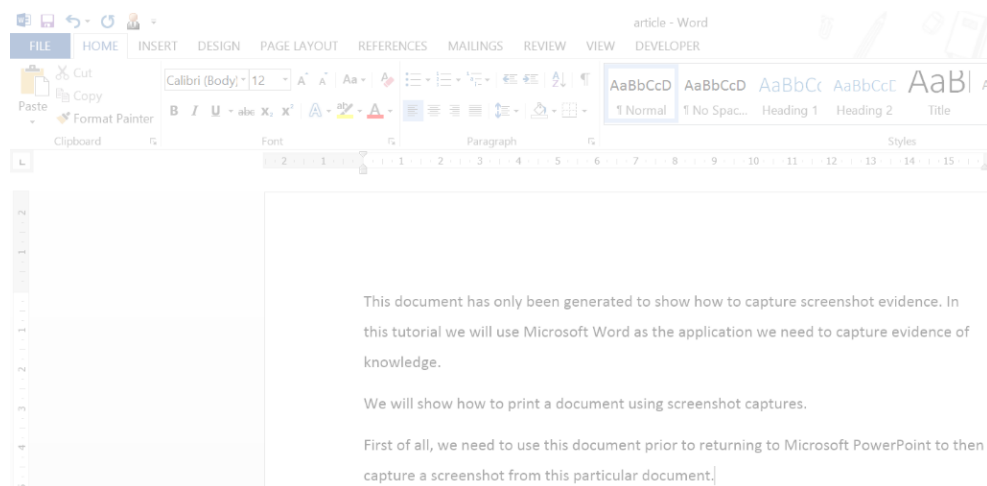
continued ...

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4. Click either the “Available Window” or “Screen Clipping”



5. If using Screen Clipping: The screen reverts to the previous file that had been on screen and it will be greyed out slightly.



6. Click and drag over the area required for the screenshot capture – the screen clipping area. This will allow the collection of the screen area required for the screenshot and will automatically crop to such area.
7. Done. The screenshot of the clipped area is automatically inserted. Now it is possible to type about the screenshot and offer more information.