

Screenshot evidence tutorial

If screenshots are required as evidence for an exercise or assessment, follow this short tutorial for each and every operation, marking each piece of evidence in accordance with instructions.

1. **Run** Microsoft Office **Word**
2. Type the name of the exercise or assessment at the top of the document
3. **Minimise** the window using the windows control: (left hand button)



4. Proceed with your exercise / assessment provided by your lecturer
5. To gain a screenshot, **press the 'Print Screen' button** on your keyboard:



6. Click on the previously minimised Microsoft Office **Word** document to bring it back to the screen
7. **Edit > Paste** within Microsoft Office Word – the screenshot should appear within the document
8. Type in the evidence number / details
9. **Save** the Microsoft Office Word document on a regular basis and continue to gather evidence as required (**repeat steps 3 to 9**)

Summary:

- Run Word
- Minimise Word
- Exercise / Assessment task
- Gather evidence: Print Screen key
- Maximise Word
- Edit > Paste
- Number / describe evidence
- Save Word document