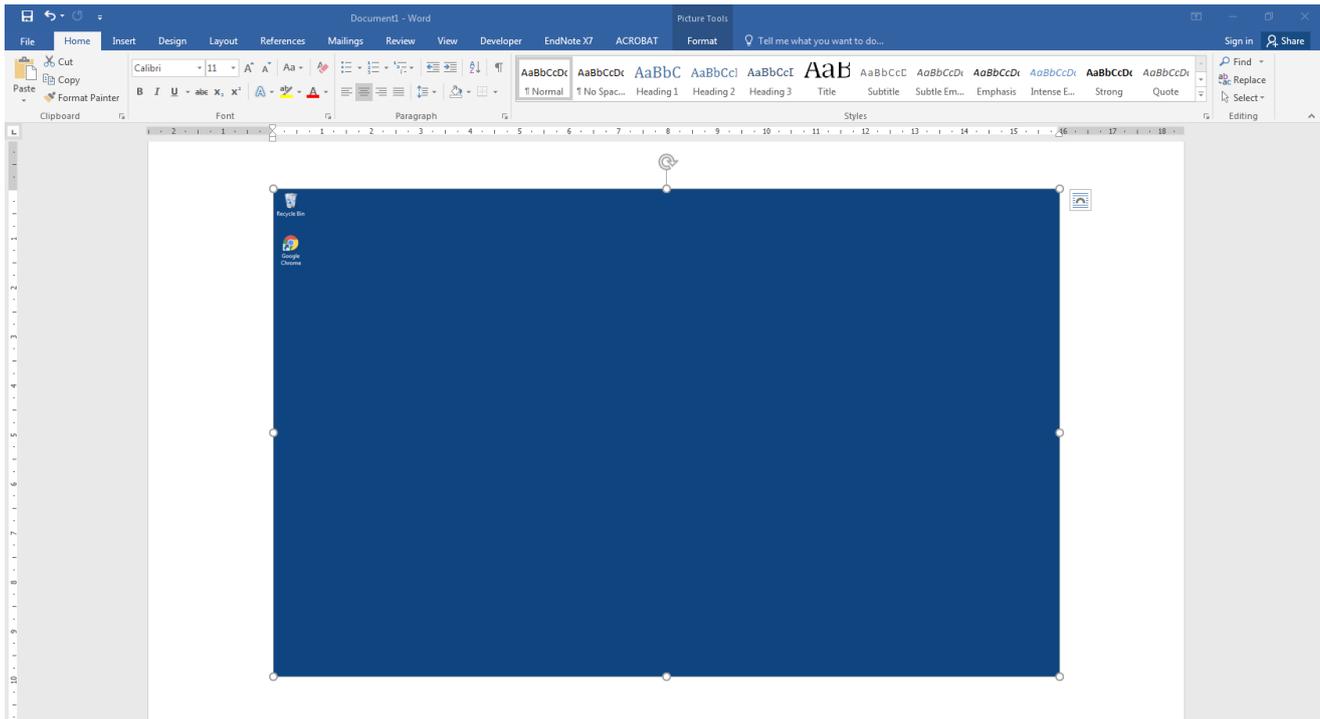


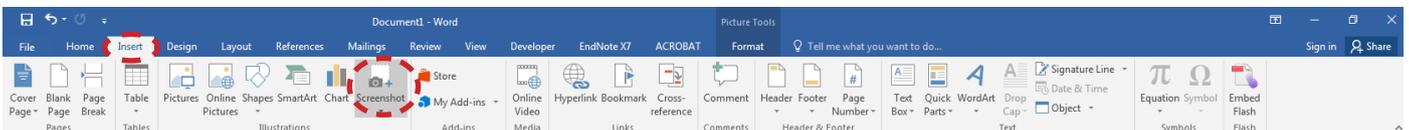
Microsoft Word 2016

Capturing Screen Snapshots

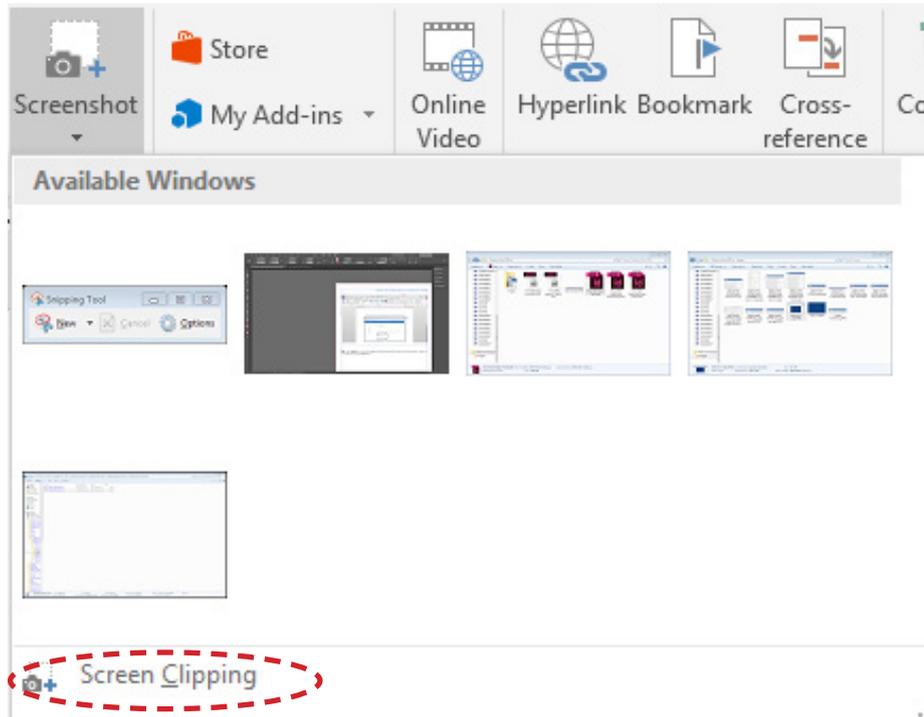
1. To capture the entire screen click anywhere at once
2. Press the **Print Screen** (PrntScn) key << **Paste** (**Ctrl + V**) into your document



1. To capture a window (not the entire screen), e.g. an error message or dialogue box
2. Choose **Insert** << **Screenshot**



Want more information?
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3. Using the screen clipping option you can drag your cursor over what you want to capture (anything on the desktop) and it will be put into your document for you

NB: The **PrtScn** key can be in different places depending on the type of keyboard, usually it is located above the **Insert** key



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