This tool is used to insert an image of a portion of a desktop, an application, or Web site. The image will then be loaded into the Whiteboard. It is not possible to take an image of the ClassLive application windows.

- Click the **Insert Screen Capture** button on the **Tools Palette** (see illustration).
- A transparent frame will appear with four buttons in the middle.
- Click inside the frame and drag it into position on the screen to enclose the desired area.
  - To resize the frame, move to the corners of the frame until the cursor turns to a two-header arrow and drag to the desired position.
  - Switching between programs or performing other tasks on the computer may cause the frame to stop updating.
  - Click **Refresh** to manually update the frame if this should occur.
- Do one of the following:
  - Select **OK** to capture exactly what is enclosed in the frame at that moment.
  - Select **With Delay** to add ten seconds before the frame is captured.
    - This provides time to position the cursor or other features that must be maintained with the mouse in order to be captured.
  - Click the **Cancel** button to close the frame without capturing an image.
- Once the image is captured, it will appear in the Whiteboard.
  - The image can be positioned on the board by dragging it to a new location.
  - Click the Whiteboard region to anchor the image in position.