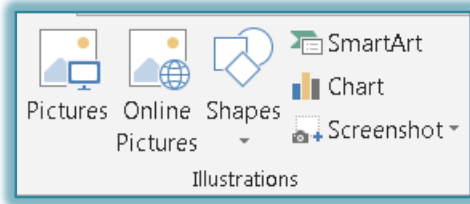


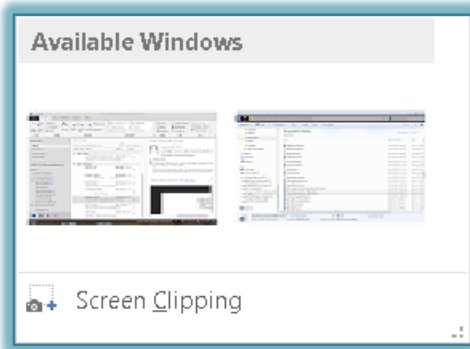
Screen Clipping Tool-Word

If screenshots need to be added to a presentation, this tool can save quite a few mouse clicks. A screenshot can be made of a whole window or of a portion of a window. Once a screenshot is dropped into a document, it behaves like any other image that is inserted into Word. The image can be cropped, affects can be applied to it, and it can be saved as a separate image file.

- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Screenshot** button.



- ✦ Do one of the following:
 - ✦ To add the whole window, click the appropriate thumbnail in the **Available Windows Gallery**.



- ✦ To add part of the window, click **Screen Clipping**.
 - ✦ When the pointer becomes a cross press and hold the left mouse button.
 - ✦ Click and drag to select the area of the screen that is to be captured.
- ✦ If multiple windows are open:
 - ✦ Click the window that is to be clipped before clicking **Screen Clipping**.
 - ✦ When **Screen Clipping** is clicked the program in which you are working is minimized.
 - ✦ Only the window behind it is available for clipping.

TIP: After the **Screenshot** has been added to the slide, the **Picture Tools Format Tab** can be used to edit and enhance the **Screenshot**.