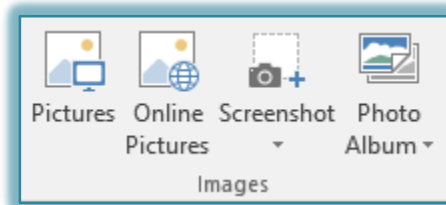


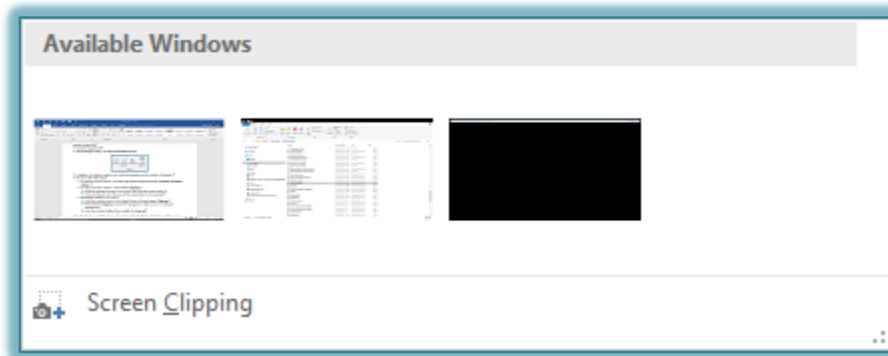
Screenshot Tool-PowerPoint

If screenshots need to be added to a presentation, this tool can save quite a few mouse clicks. Once a screenshot is dropped onto a slide, it behaves like any other image that is inserted into PowerPoint. The image can be cropped, effects can be applied to it, and it can be saved as a separate image file.

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



- ✦ A gallery of available windows for which screenshots can be created will display.



- ✦ 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, 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**. A listing of the Groups and Buttons on the Picture Tools Format Tab is available on the PowerPoint 2016 Web Page.