

Create a Screen Capture

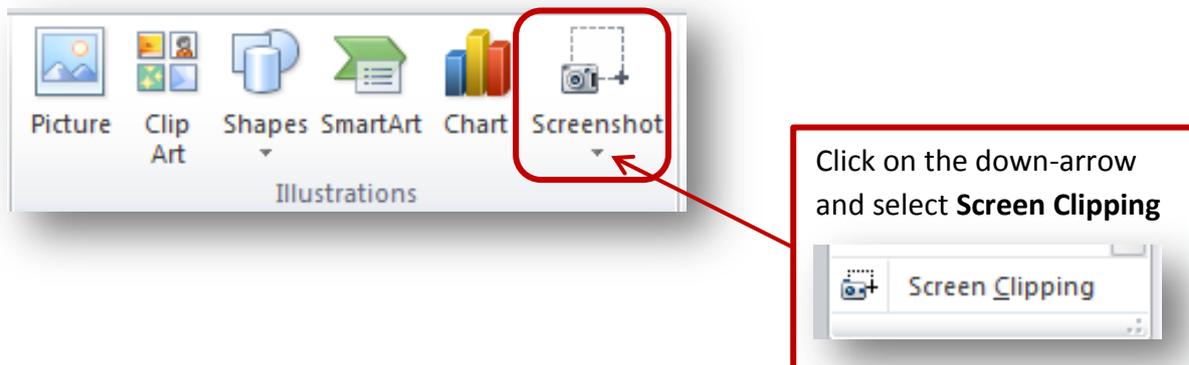
Using the Screen clipping command is a convenient way of inserting images, diagrams, figures and flowcharts into a Word document from other sources. The clipping inserts as an image in the Word document and you will easily be able to resize and caption them.

Open the two documents you require; in this instance we are using a **Word** document and a **PowerPoint** document.

- Go to the PowerPoint slide that needs to be captured and ensure that you can see all that you need on the screen.
- Switch to the Word Document and place your cursor in the position where you want the image to appear.

NOTE: Make sure that as you switch between the two applications (Word & PowerPoint) you do NOT navigate to any other area such as the desktop. It must be a direct switch from PowerPoint to Word using the taskbar.

- Go to the **Insert** tab and find the **Screenshot** command located in the **Illustrations** group.



- The screen should automatically switch to the PowerPoint slide (if it doesn't, it means that you have navigated to another location whilst switching applications).

Wait for a moment, your screen will turn blurry and the cursor should turn into a plus sign. Once you see the 'plus' sign you are ready to 'grab' the screen you require.

- Hold down the left-mouse button and drag to draw a rectangle around the area you require. Release the mouse when completed.
- The image should now appear in the Word document. If you get this wrong, you can delete the image and start again.

The screen clipping in the Word document is now an image – it can be resized, wrapped to text and formatted accordingly. You can also add a caption (Figure/Diagram/Table) to it.

NOTE: If you are using this method to insert an image in your dissertation, ensure the **Wrap Text** command is set to: **In Line with Text**.

- This method is the best way to bring over diagrams, drawings, organisational charts into Word from other applications, pdf files or the Internet. It's also what I used to make this guide!