How to Do a Screen Shot

Screen shots, also known as screen captures, are used a lot in technical writing, especially to augment instructions. Basically, a screen shot is just a picture of whatever is showing in a particular window on your computer screen at a given moment.

Doing a screen shot isn’t too hard. It consists of the following 8 steps:

1. **Open** the window you want to capture.
2. **Press** the “print screen” button on your computer keyboard (it’s often labeled “PrtSc,” and is usually located on the upper right of your keyboard).
3. **Open** the document into which you want to insert your screen shot.
4. **Point** your cursor to the spot in your page where you want to insert the screen shot.
5. **Right click** to open your pop-up tools window.
6. **Click** on “paste.” A shot of an empty Word document would look like this.

7. In most windows programs (Word, Publisher, FrontPage, PowerPoint, etc.), you can then **size** your inserted screen shot by clicking once inside it, then **using** the sizing dots on the borders of the picture to **drag the borders to** whatever **size** you desire.
**Conclusion and Note:** You should now see an appropriately sized, informative graphic next to its relevant instructional step. If you want to insert arrows, as I did in the step above, you just need to click on “View” in your menu bar, then on “toolbars,” then on “drawing.” Your drawing toolbar has an arrow-drawing tool.