These procedures for creating graphic images work equally well in Microsoft Word 95 and 97 as they do in PowerPoint 95 and 97.

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Conventions used in this document.

- Buttons and menu selections are printed in **Bold** type.
- Some screens were captured using a program other than the built-in Windows screen capture. Those instances are noted.
- Cautionary or important notes have a rose-colored background.

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Using the built-in screen capture feature in Microsoft Windows

Copying the active window:

1. Have the window you want copied open and active (the bar at the top of the window must be blue, not gray)

2. Hold down the alt key and tap the Print Screen key (it’s on the top row) --you have now made a copy of the window and the system is storing it in its clipboard.

3. Place your cursor in the Word document where you want the top of the screen capture to “land”. Select Edit, then Paste from the menu or use the short-cut keys, by holding down the Ctrl key and tapping the letter v.

You should get something like this.
Copying the entire desktop:

1. Have the windows open that you want copied. You will get exactly what you see on the desktop and ONLY what you see on the desktop.

2. Press the Print Screen key (it’s on the top row) --you have now made a copy of the window and the system is storing it in its clipboard.

3. Place your cursor in the Word document where you want the top of the screen capture to “land”. Select Edit, then Paste from the menu or use the short-cut keys, by holding down the Ctrl key and tapping the letter v.

You should get something like this:

Note: I left my pointer over the RUL logo when I took the screen capture, so I got the little yellow HTML image “alt” tags. Be intentional where you place your pointer.
Capturing open menus in your document window
This process requires two hands.

1. Have your active window open. With one hand click on the menu you want open and KEEP DEPRESSING THE MOUSE BUTTON—don’t let go!

2. With your other hand depress the Alt key and tap the Print Screen button

3. Place your cursor in the Word document where you want the top of the screen capture to “land”. Select Edit, then Paste from the menu or use the short-cut keys, by holding down the Ctrl key and tapping the letter v.

You should get something like this:

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Note: I was able to get two menus open, because I chose the menu selection Edit, that had a small triangle at the end of the line, like this: ►, then selected Send This will not work with all menu boxes because they are not all true menus. Capturing those boxes is beyond the capability of the Windows screen capture.
Capturing multiple windows

By following the same directions for “Copying the Entire Desktop”

You can obtain more than one window like the one below:

Cropping

But, what if you only want the multiple windows, and perhaps not even the entire larger window?

Use the cropping tool. Here are the steps:

1. Select View, then Toolbars, then Picture.
   This will ensure that the toobar you need to crop is available

2. Click once on the screen capture you placed in your Word document—that makes the picture active.

3. Select the cropping tool
4. Center the tool over one of the little squares at the edge of the screen capture.

5. Click once, hold and drag horizontally to the left. When you’ve cut as much as you want from the right side, release the mouse button. You are beginning to shave down your picture from the outside edges.

This graphic was NOT captured using the built-in Windows screen capture tool.
Here is the result of one crop:

If you repeat the procedure with the top, bottom and left side, you will be left with this:
Resizing a picture

To expand the size of the picture:

1. Click once on the picture to make it active
2. Center the tool over one of the little squares at the edge of the screen capture or image until it turns into a double-headed arrow.

(If you position your cursor over a corner, you will get a diagonal double-headed arrow that will change length and width at the same time.)

3. Keeping the cursor steady, click once and hold, then drag slowly away from the picture until it is the size you need, or the picture is more recognizable.

Caution, the screen capture loses resolution if the size is increased too much.

To reduce the size of the picture:

Follow steps 1 and 2 above, then,

3. Keeping the cursor steady click once and hold, then drag slowly toward the center of the picture until it is the size you need.

Adding arrows or labels to a screen capture

You can add arrows, labels or shadow a box or picture so it appears to float on the page.
These choices all come from the drawing toolbar.

If the toolbar, below, does not appear at the bottom of your Word Screen, from the menu, select View, then Toolbars and click on Drawing.

Creating an arrow, changing its color and thickness

1. Click once on the arrow selection.
2. Select the place in your document where you want the tail of the arrow to begin. Click and hold down the mouse button.
3. Drag your mouse to the place you want the point of your arrow to be, and let go of the mouse button.

Don’t like the color of your arrow, or the thickness of the line?

Changing color:

1. Click once on the arrow you drew to make it active.
2. Click on the small triangle next to the line color button.
3. You will see a palette of available color choices like this:

   Click on the color you want (or click on More Line Colors... for additional choices) and your arrow will assume that color.
Changing line thickness

1. Click once on the arrow you drew to make it active.

2. Click on the line style button.

3. You will get several choices from the selection box:

4. Click on the style/thickness you want and your arrow will immediately change.

Creating a label using a Text Box

The text box is a movable box that you can place letters into and move easily to a desired location.

Creating a text box

1. Click on the Text Box tool
2. Click and hold the mouse button where you want one corner of the text box to begin.

3. Drag the mouse diagonally. When you let go of the mouse you have created the opposite corner of the text box.

Making an invisible text box

In the example directly above, the words “Starting corner” and “Ending corner” don’t appear to be in a text box, but they are. The line color of the box was set as No Line.

To make the lines surrounding a text box, invisible:

1. Click on the text box to make it active

2. Click on the small triangle next to the line color button.

3. Select the No Line option in the line color box.

Creating a shadow for a text box

To create a shadow you need to start with a text box.

1. Click on the text box to make it active.
2. Click on the Shadow button on the drawing tool bar.

3. You will see a menu with examples of boxes with shadows cast in different directions.

4. Click on the shadow type you want. If you use shadows throughout your document, be consistent. Have all shadows fall in the same direction and be the same length.

Filling a text box with color

You must first have created a text box before you can fill it with color
Steps:
1. Click on one of your text boxes to make it active.
2. Click on the triangle next to the Fill Color button (on the drawing toolbar)

3. A color chart will open. Select the background color you want and click once.
Ordering your drawings: keeping the background in back

If your screen capture covers over the arrow or label, do the following:
1. Click on the screen capture to make it active.

2. Select **Draw** on the drawing toolbar, then **Order** and finally **Send to Back**.

Your arrow or label should reappear on top of the screen capture where you intended it to be.