Developing Learning resources: Make a screen-shot

What’s a screen-shot

A screen-shot is a technique used to take an image of what’s on a monitor (computer screen). The image below is a screen-shot of my computer screen or desktop. I made this screen-shot while I was preparing this document. So whatever is currently shown on your computer screen can be captured by performing a screen-shot. A screen-shot captures a still-image of your computer screen.

Uses of screen-shots

Knowing how to make a screen-shot can be very useful when you want to give instructions or demonstrate something to your students. I am doing just that in this document!

Know your computer Keyboard

To know how to make a screen-shot, you first need to know a few important keys on your keyboard. Refer to the diagram below. These keys are: Print-screen key (PrtScn), and the Alt and Ctrl keys.
How to make a Screen-shot

1. Make sure that what you want to make a screen-shot of is on your screen.
2. While you are holding down both the Ctrl and Alt keys, hit the print-screen (PrtScn) key once.
   Release all the keys.
   [Note: Once you have done this correctly, the computer has already a still-image of your screen. So you need to paste this on to a document (e.g. MS Word document).]
3. Open the document you want the paste the screen-shot image onto.
   a. Click (normal left-click) where you want to paste the image.
   b. Right-click and select Paste. See the screen-shot on the right!
4. The image should be now you the document.
Labeling images

Our instructions will be clearer if we label our images - like what I have to the images on this document.

Following these steps if you need to label images.

1. Do Steps 1-2 above.
2. Click the Start button, select All Programs, select Accessories, select Paint. [If you do this correctly the Paint program will open up – as shown on the screen-shot below.]

3. Click the Paste tool. The screen-shot should be now on the Paint canvas.

4. To label:
   a. Click Text tool (with the letter A – see picture above). Click where you want to type a label and type in the label.
   b. Click Line tool and draw a line to link the label (word) to the picture.
5. Select image (whole or part) using the Select tool. You do this clicking the Select tool then click on image and drag to cover the image that you want to select.
6. Click the Copy tool.
7. Go back to your Word document and paste the image. (Step 3 How to make a screen-shot)
Text Wrapping

Sometimes you find it difficult to move an image/screen-shot after you had pasted it on a Word document. Set the text-wrapping of the image by doing these:

1. Select the image by clicking it once.

2. Place your mouse-cursor on the selected image and Right-click once.

3. Select Text Wrapping, select one of the text-wrapping features (Square, Tight, Behind Text, etc, etc). See picture on the right.

4. You can now move the image around – by taking your mouse cursor to it, hold down the Left-click and drag the image around.
Your Teaching/Learning Website

Check out these websites:

3. How to teach essay writing: [http://www1.aucegypt.edu/academic/writers/](http://www1.aucegypt.edu/academic/writers/)
5. Teaching Economics: [http://www.unc.edu/depts/econ/byrns_web/GreatIdeas/00-GenClass/GI-00.htm](http://www.unc.edu/depts/econ/byrns_web/GreatIdeas/00-GenClass/GI-00.htm)
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