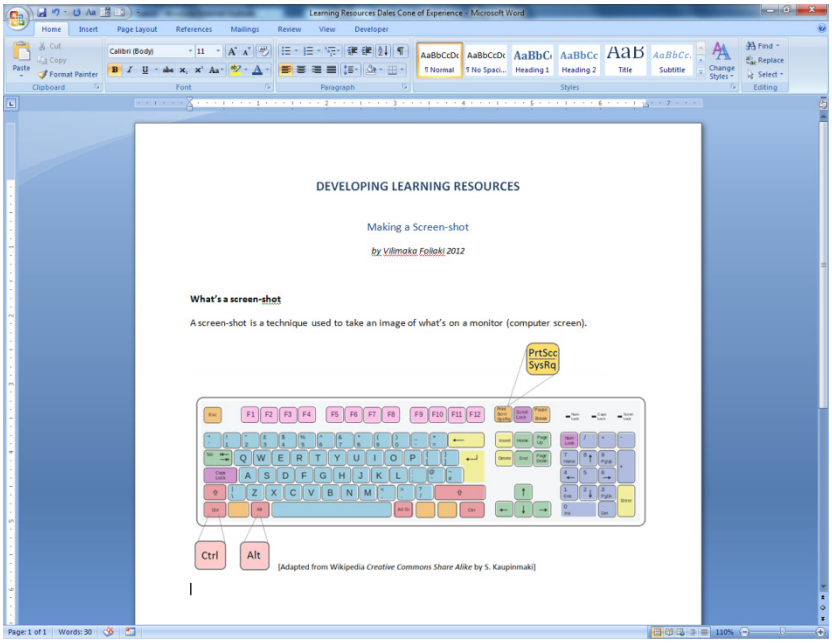
EDG14 DEVELOPING LEARNING RESOURCES II

Making a Screen-shot

by Vilimaka Foliaki 2012

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.

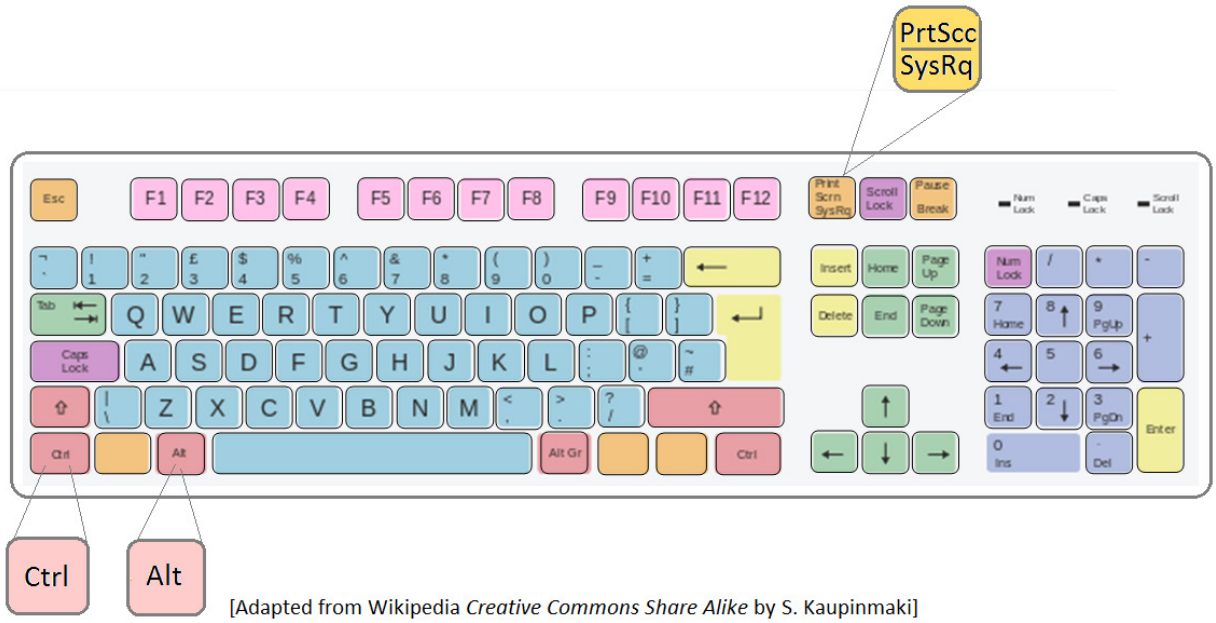


Uses of screen-shots

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

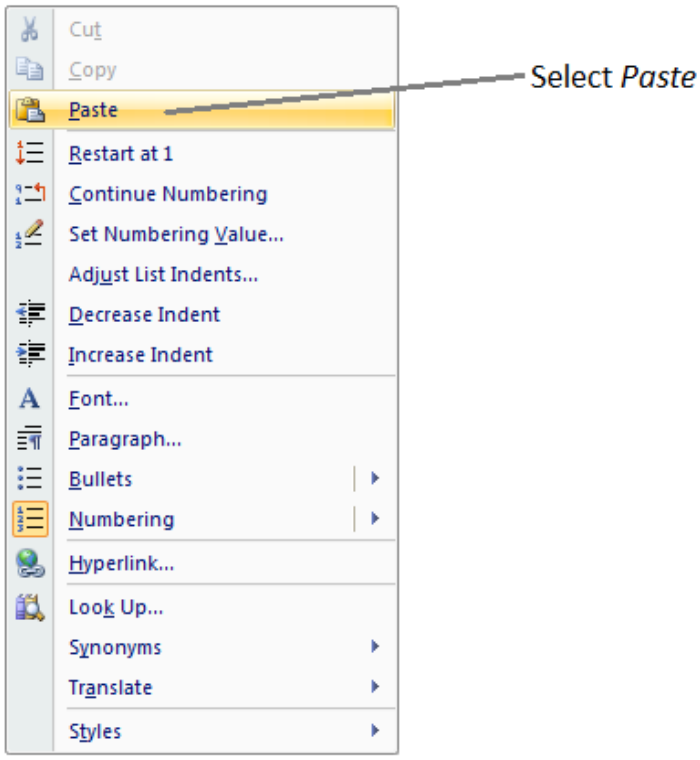
To know how to make a screen-shot, you first need to know a few important keys on your keyboard. Refer to the diagram below. These keys are: Print-screen key (*PrtScn*), and the *Alt* and *Ctrl* keys



[Adapted from Wikipedia *Creative Commons Share Alike* by S. Kaupinmaki]

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.

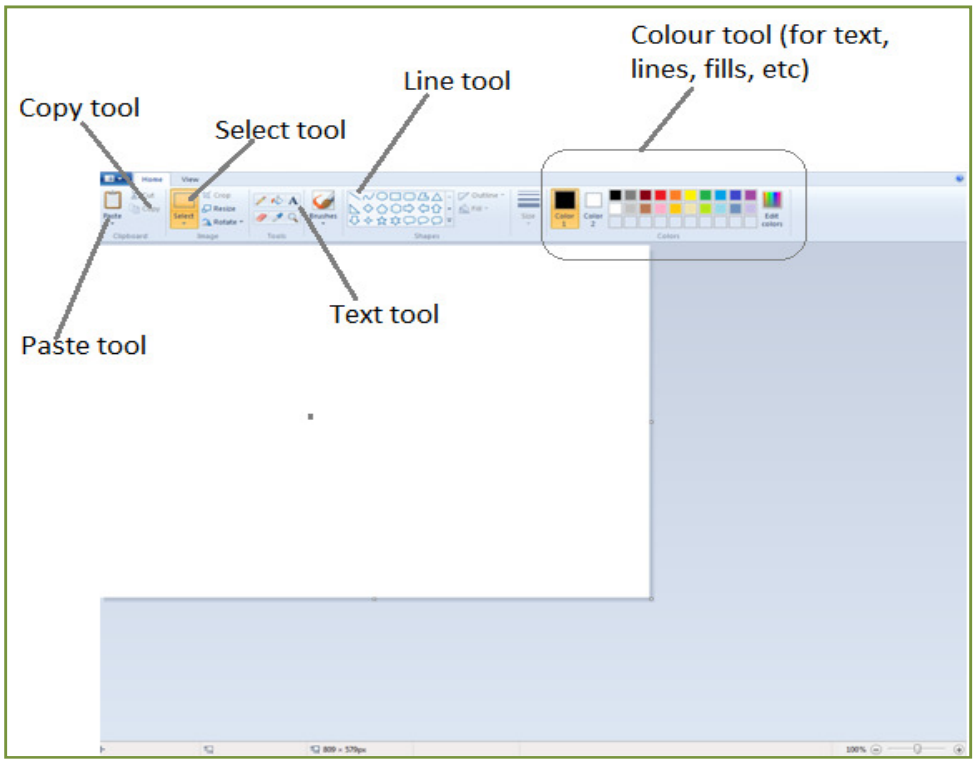


Labeling images

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

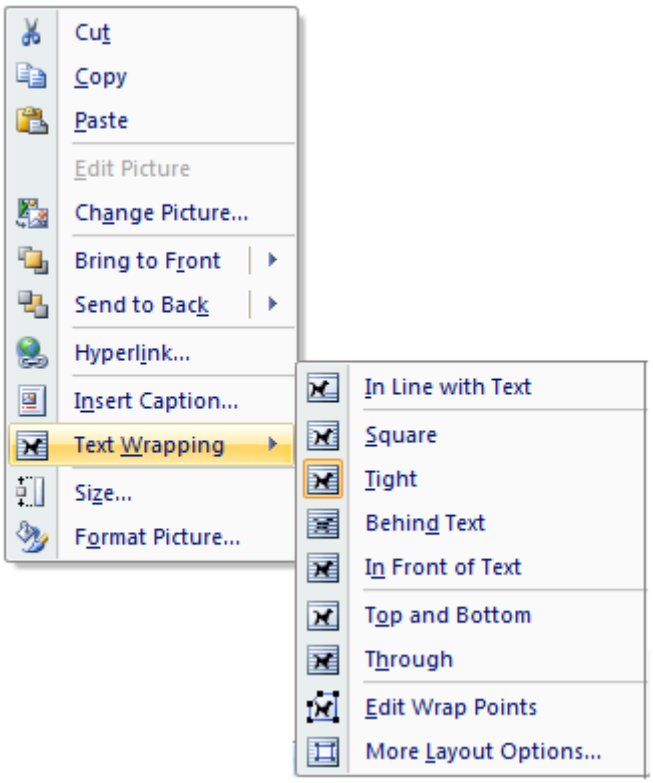
Sometimes you find it difficult to move an image/screen-shot after you had pasted it on a Word document. Set the text-wrapping of the image by doing these:

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.

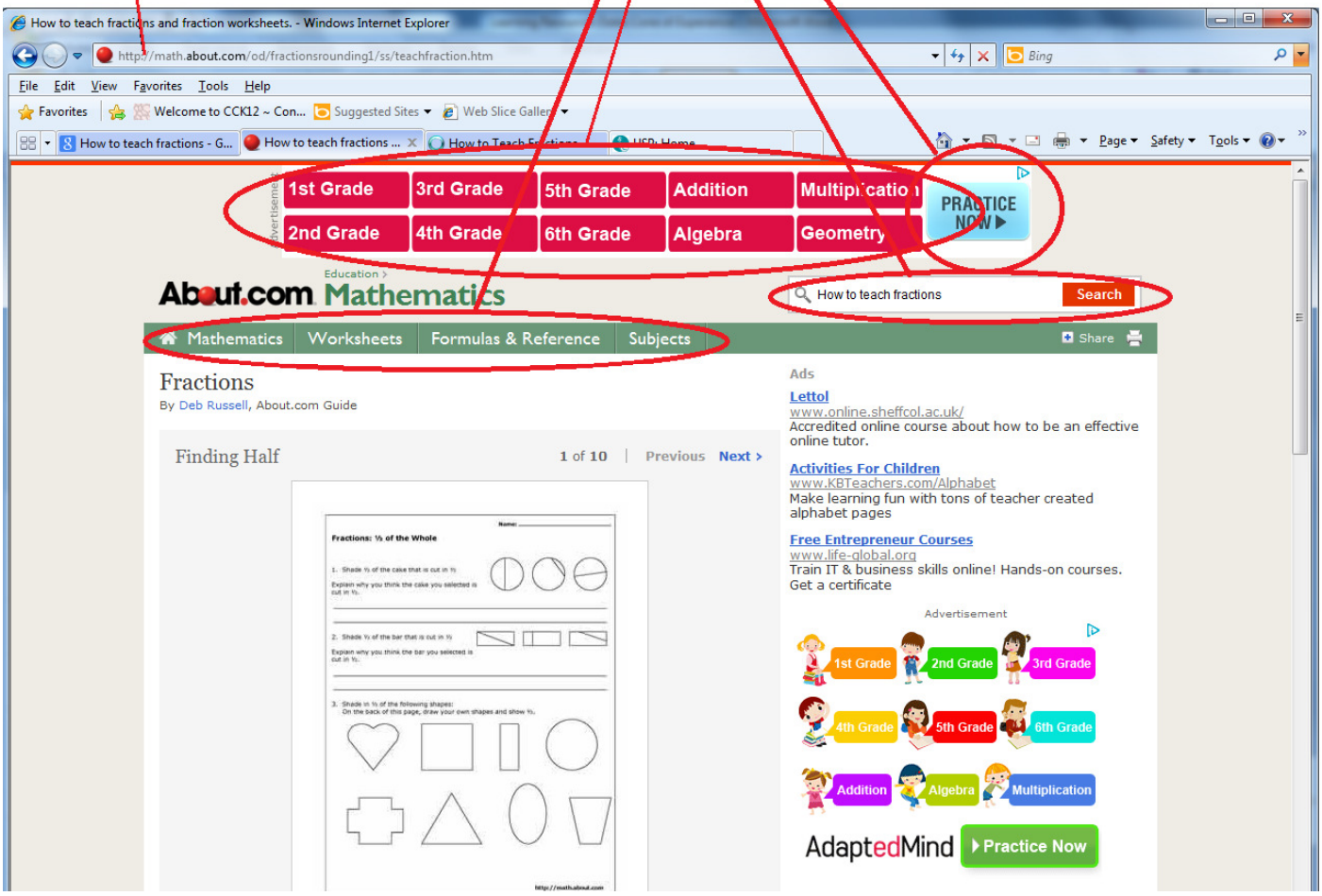
4. You can now move the image around – by taking your mouse cursor to it, hold down the Left-click and drag the image around.



Your Teaching/Learning Website

This the URL: To copy, click once, right-click at select Copy. Paste onto your Word document

Some special features



Check out these websites:

1. Teaching Mechanical Engineering: http://www.solidworks.com/sw/education/teaching-resources-mechanical-engineering.htm
2. How to teach fractions: http://www.mathtutordvd.com/public/How_to_Teach_Fractions.cfm
3. How to teach essay writing: http://www1.aucegypt.edu/academic/writers/
4. Teaching Economics: http://www.teachingeconomics.org/
5. Teaching Economics: http://www.unc.edu/depts/econ/byrns_web/GreatIdeas/00-GenClass/GI-00.htm
6. Teaching science: http://www.interactivescienceteacher.com/