Adding a Screen Shot to your Microsoft® Word® Document

Step 1: Go to the start menu on the bottom left of your computer screen and select the “Snipping Tool”. It appears as a picture of a scissors icon.

Step 2: Once the tool opens up, select new. The rectangular shape is probably the most widely used.

Step 3: Then place your cursor on the upper left side of the object you want to take a screen shot of, drag the cursor right to the upper right edge, then the lower boundaries of the snap shot of what you want to copy.

Step 4: Save it to your computer in a place you will remember (rename it so you can recognize it).

That’s all there is to it!