



## Word/Excel/Outlook/PowerPoint: Take Your Best Shot

You know you've been hitting the PRINTSCREEN button for years – then dealing with that sad little Paint program just so you could get a screenshot into a document or email? Well, have no fear – Screenshot and Screen Clipping is here!

First of all: you cannot take a snapshot of the screen that you are IN. So, if you want a snapshot of Word (while you're IN Word)...you have to start up a second occurrence of the program. No problem – that's as easy as simply starting another new document. So we won't get all mixed up – let's say you're in Word and want a snapshot of an Excel screen.

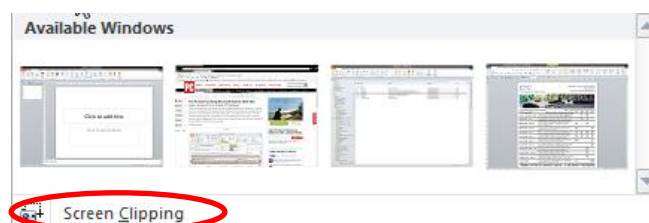
### SCREENSHOT

1. While in Word, click the INSERT tab – then click the SCREENSHOT button.
2. You will see a thumbnail of each program that is currently running on your computer.
3. Simply click on the (Excel) thumbnail that you want a shot of – and voilà (there's that French again) – you've got yourself a full screenshot.



### SCREEN CLIPPING

But what if you only want a piece of that Excel screen? Then you need a Screen Clipping instead of a Screen Shot. And there's one more important "first of all" rule – you must be IN the program where you want the screen clipping to appear (Word) and (here's the biggie) the program that you want to capture (Excel) must be the LAST PROGRAM on the screen before the current (Word) program. In other words, if you're in Excel then "switch" over to Word – you'll be fine.



1. Click the INSERT tab – then click the SCREENSHOT button.
2. Do NOT click one of the thumbnails – click the SCREEN CLIPPING option.
3. The screen will automatically flip back to the last program running (Excel) – and will go opaque (white).
4. Take your mouse and point to the top-left corner of the section of the (Excel) program that you want to capture.
5. Hold down the mouse button.
6. Drag to the bottom-right corner of the area you want to capture (You'll see it come alive (colourful) as you do) – then release the mouse button.
7. You will be whisked (seriously, whisked) back to the original (Word) program – and...you got it...voilà. Those French were on to something!