

Adding and Cropping Screenshots in Word

The process of taking screenshots, adding them to Word documents and then cropping them is pretty straight forward.

1. Get the image that you want on the screen for which you would like to grab a screenshot.
2. Press *Prnt Scrn* or *Print Screen*—the button that is the third from the right in the top right corner of your keyboard.
3. You now have a screenshot although you can't see it. But it is on an invisible clipboard on your computer.
4. You can now paste that image into Word. To do so place the cursor in the place where you would like to put this image. Then either select *Edit* → *Paste* or *Right Mouse Click* → *Paste* or *Control+V*. This will paste your selection into your document.

You should see your document now but it is big, big, big. So the trick is to crop this image. When you click on this image, you should now see an extra “Picture” toolbar either on the docked part above, or somewhere on your screen that looks like this:



This toolbar contains a funny pair of interlinked right angles:



This is a cropping tool. It will provide you with a set of handles on your image that you can drag around as needed. Once you have cropped away all of the material on the outside edges of the image that you want, click enter and you will have cropped your image. After having cropped your image, you can now resize it using the handles that show up when you click on your image.