Using Word and SnagIt to Put Screen Shots in Documents

Microsoft Word can be used to make nice text documents. Often a document can be clarified by including one or more screen images. A lab report can be enhanced by including the actual screen data from a simulation or the actual screen view of a schematic. A tutorial can be improved by including screen shots from various stages of operation. This tutorial will cover ways to add screen shots to a Microsoft document.

First, it is important to be able to control how a picture (or an equation or any other object) is located in a Word document. For that reason, whenever you add a picture (or equation …) to a Word document, it is best to add it within a text box. That way you can control how text wraps around your picture (or other object) and what the borders look like. To add a text box: first put a lot of blank lines in the document by continuously pressing *Enter*. Put a few more lines than you think you want your picture to take up – it is easier to delete the excess than to add more. After you have finished putting in blank lines your document may look similar to:

Then add a text box inside your blank lines. Click on the Text Box icon as shown.

Then use the mouse to add the text box. First position the mouse where you want the top, left corner of the text box. Press and hold the left mouse button. Drag the mouse to where you want the bottom right corner of the text box. Release the mouse button. You will have a text box as shown below.

Notice the border and the heavy cursor in the top left corner. The heavy cursor shows the current insertion point in this text box and should be visible whenever you want to paste an object inside this text box. If it is not, left click once inside the box to make it visible. Now to paste inside the text box, you can choose *Edit->Paste* from the top menu bar or type **Ctl-v** (press and hold the Ctrl key and type "v" then release the Ctrl key).
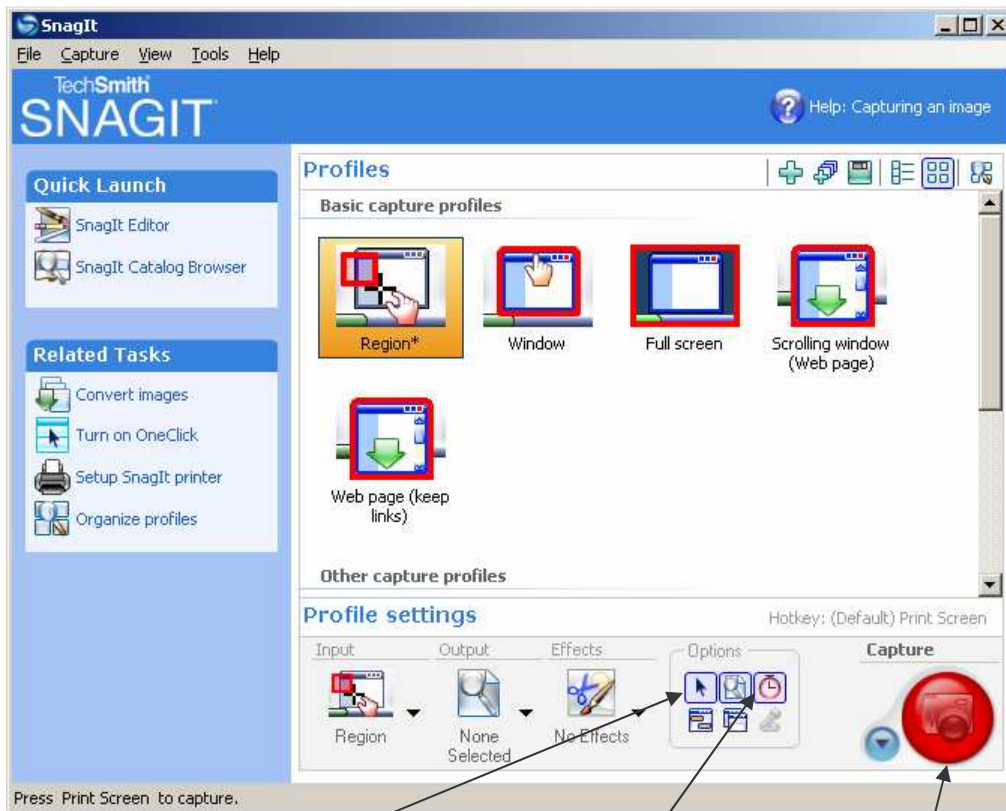
So much for getting the screen shot from the clipboard into a Word document. There are at least two easy ways to get the screen shot on the clipboard. The first method is built into Windows. Simply highlight the window you want to put on the clipboard by

left clicking anywhere on it with the mouse. Then press and hold the **Alt** key. Then press and release the **PrintScreen** key. Then release the **Alt** key. Windows will then make an image of the highlighted window and put it on the clipboard. The only drawback with this method is you must take an image of the entire window.

If you only need a small portion of the window, you will need a capture program. Here at UNC Charlotte we have SnagIt to capture images from the screen. You run SnagIt (like all Mosaic controlled software) from the Start button as shown:

SnagIt shows an introductory window when it starts. Just close it. The main window for SnagIt is shown below. On this window you have controls for how you want to capture images from your screen. One of the most straightforward ways is to use a time delay. In this case you set the time delay value (I use 10 seconds) then click on the red Capture button. SnagIt will start a countdown in the lower right of your screen. Switch back to your application and prepare your screen for capture. At the end of the countdown, control will pass from the window you want to capture to the SnagIt program. Now you use the mouse by positioning at the top left corner you want to capture, pressing and holding the left mouse button, moving to the bottom right corner you want to capture and releasing the left mouse button. (For those of you familiar with Unix, this is similar to the capture program "xv"). SnagIt will grab the image and display it along with a top menu bar. Choose "Copy All" from the top menu bar to copy the image to the clipboard. Then choose "Done" to discard the image and prepare for the next capture. Now the image is on the clipboard. Return to your Word document, create a text box and paste the image from the clipboard in your document.
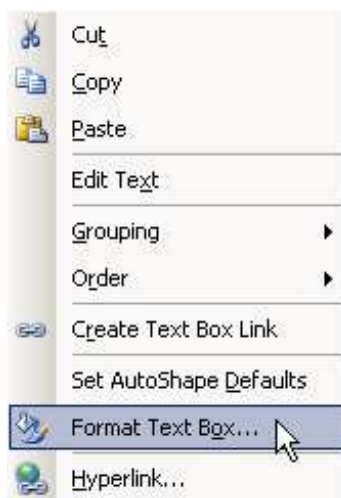
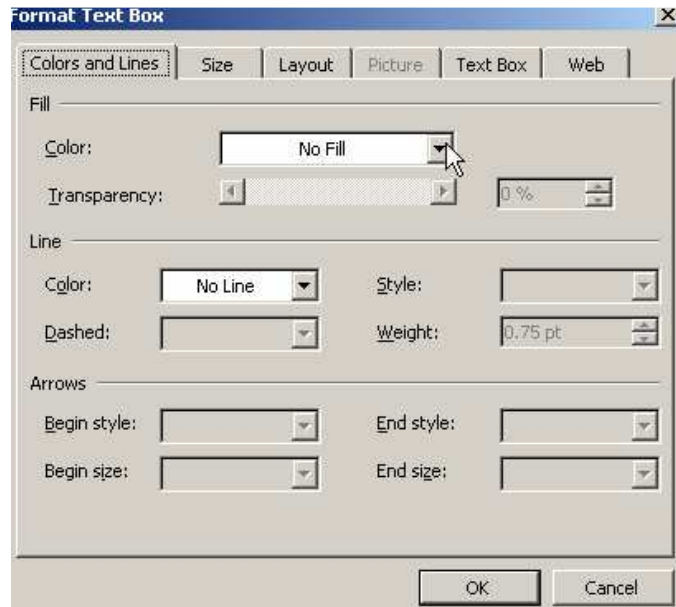Cursor visible   Time delay capture   Capture button

When you have finished using SnagIt, select *File->Exit* to terminate it. Else your system will not be able to shutdown when you finish because SnagIt will still be running.

After you paste a picture into Word, you can control whether the picture is opaque (so that nothing under it is visible) and what type of border is around the picture. To change these, highlight the text box then right click once and choose **Format Text Box…** from the popup list box.

You will get a dialog box as shown below.

Under the Colors and Lines tab, select **No Fill** for *Fill Color* to get a transparent text box. Select **No Line** for *Line Color* to get no border around the picture. Select **OK**.