# My practice video script

**Preparation**

1. Close all windows.
2. Only open a blank web browser on the Google website.

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| Action | Narration | Notes |
| Title Slide | Taking a screenshot on a desktop computer. |  |
|  | There are many different ways to take a screenshot on a Windows-based computer. |  |
| Show cursor on Google search engine in Mozilla Firefox. | In the course of doing research, paying bills, or even purchasing an airplane ticket on the internet, you may need to take a quick screenshot for future reference. |  |
| Type “Boston to London flights” in the search bar and hit Enter. | Let’s say you want to travel to London from Boston. In your browser search bar, type “Boston to London flights”. |  |
| Move your cursor to the date fields in the *Flights to London section* and update the departure date to November 1 and the return date to November 8. Click Done to show the results. | Google typically provides helpful search results for purchasing flight tickets. Let’s say you wanted to leave on November 1, and return on November 8. |  |
| Click the Delta option in the search results. | Google displays the different flights available for those dates. You review the prices and decide you want to fly on Delta because you have an existing Delta account. Click the Delta option to see what flights they offer. |  |
|  | Wow! Quite a few options, right? Let’s say you’re traveling with a friend. She needs to know, too, right, how much a Delta ticket may cost? So you want to take a quick screenshot to show her the options. |  |
| Open Snagit 2023 from your desktop. | To take a screenshot, let’s access your SnagIt. |  |
| Click the Capture button. | When SnagIt is open, click the Capture button. |  |
| Select the Firefox screen and click the downward arrow. SnagIt scrolls down the screen and then launches the SnagIt editor with the screenshot. | SnagIt returns you to the different windows you might want to take a screenshot – in this case, your browser. It’ll also give you an option to scroll down to capture all of the flight information on the screen. |  |
| In the SnagIt Editor, move the cursor to File > Save As. Replace the file name with boston-london-flights.png and click Save. | After you take the screenshot, SnagIt opens the editor to display the image you obtained. Let’s save this image to send to your friend. You can do so by clicking File > Save As and then giving it a name that is easy to reference – in this case, boston dash london dash flights dot png. Click Save. |  |
| Close the SnagIt application and access the Windows Explorer folder where you saved your file. | Now that you’ve saved the screenshot, you can access the file in Windows Explorer and email it to your friend. Prices change quickly so hopefully you can confirm your travel dates soon. Happy travels! |  |
| Closing slide |  | Fade to black |