

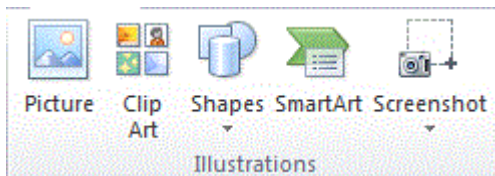
Circuit Training



Insert a Screenshot or Screen Clipping

You can quickly and easily add a screenshot to your Office file to enhance the readability or capture information without leaving the program that you are working in. This feature is available in Microsoft Excel, Outlook, PowerPoint, and Word and can be helpful when submitting Help Desk requests. You can use it to take a picture of all or part of the windows open on your computer. Below are the steps to insert a screenshot or screen clip into an email. They are basically the same for all office files.

1. Click in the body of the e-mail message that you want to add the screenshot to.
2. On the **Insert** tab, in the **Illustrations** group, click **Screenshot**.



3. Do one of the following:
 - To add the whole window, click the thumbnail in the Available Windows gallery.
 - To add part of the window, scroll down and click Screen Clipping. When the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture. If you have multiple windows open, maximize the window you want to clip so that it is in the forefront before clicking Screenshot/Screen Clipping.

Note: After you add the screenshot, you can use the tools on the **Picture Tools** tab to edit and enhance the screenshot.

Please contact the Help Desk @ helpdesk@ntpc.com for more information on this topic or any other questions you may have.