Making and Editing Screenshots in PowerPoint

Using screenshots in PowerPoint is an excellent way to illustrate an important point about an application or Website. PowerPoint has versatile tools built in that can help make and apply screenshots to your presentation.

When you start PowerPoint your screen will resemble the illustration below.

Make sure the Home tab on the ribbon is selected, then click the Layout button in the Slides zone.
Select the Blank layout from the panel. This layout will be easiest to work with right now.

You will now have a blank slide.

Click the Insert tab on the ribbon. The ribbon will change to show you insert options.

In the Images section of the ribbon you will find four options. You can insert a picture, clip art, screenshot, or an image from the photo album.

Before you click the Screenshot button it is important to understand what it does.

- The Screenshot button allows you to take a screenshot from any screen that is not minimized
- You can select a screenshot of an entire window by clicking on a thumbnail image
- You can capture a screenshot of a screen’s area by clicking Screen Clipping
- You can’t take a screenshot of a PowerPoint screen; you can only take screenshots of other screens

**To select a window** click the Screenshot button. The Available Windows panel appears. Note that the actual window thumbnails that you will see depends on which programs you have open. In this example only two screenshots are available, but on your computer it could be more or less.
To add one of the screens in the panel simply click the appropriate thumbnail. The image will be added to your slide. An example is shown below.

You can now edit or customize the inserted image in the usual manner.

To select an area of a screen click the Screenshot button. The Available Windows panel appears. Click Screen Clipping at the bottom of the panel.

If you have more than one window open it can be a little bit tricky to select the one you want to take the screenshot from. You have to open the “target” window first. Once the target window is open you must immediately switch right back to PowerPoint. The steps follow here:

Your monitor will switch to the screen that you will make a selection from. This is the last active/selected screen before displayed PowerPoint [the first available window listed in Screenshot]. After an instant the screen will turn hazy white. The mouse pointer will
turn to a cross. Click and hold the button down. Drag a box around the area you want to select, then release the mouse button. That area will now be placed in your slide.

Using Traditional Keyboard Shortcuts to Make Screenshots

For PowerPoint users (and users of many other Office programs, too) the PrintScreen button is an excellent feature to know about because it can make the creation of tutorials and demonstrations easier. In this next section we will explore the use of the PrintScreen command. These commands are for Windows users.

Note that the PrintScreen button can be labeled several different ways. Among those ways are:

- PrintScreen
- PrtScrn
- PrtScreen

The PrintScreen feature is often shared with the SysRq option on the same key, so be sure to look closely at your keyboard to find the location. After you make a PrintScreen screenshot capture, click Control + V to paste the screenshot into PowerPoint.

Try these steps:

- With a screen open in a program other than PowerPoint, click PrintScreen to take a screenshot of everything on your screen including the taskbar.
  - Switch to PowerPoint and press Control [Ctrl] + V
- With a screen open in a program other than PowerPoint, click Alternate [Alt] + PrintScreen to take a screenshot of the application’s screen only.
  - Switch to PowerPoint and press Control + V
- With a screen open in a program other than PowerPoint press Shift + PrintScreen. The entire monitor screen is captured.
  - Switch to PowerPoint and press Control + V
If you have a secondary panel or window open, as shown on the right, and press Control + PrintScreen you will capture the entire screen, including the panel.

Pressing Shift + PrintScreen will do the same thing.

However, if you press Alt + PrintScreen you will capture only the panel. If you have more than one panel or window open you will capture the “topmost” one.

When you have more than one window open, pressing PrintScreen will capture everything on your monitor.

If you click Alt + PrintScreen you will capture only the active screen.

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