

BROCK UNIVERSITY MAP LIBRARY

Instructions for Importing and Customizing Screen Captures Into Word 2007

Although any view on the screen can be captured and imported into WORD, this guide will use the topographic maps from the Map Library website as the example.

Capture the image from the Computer Screen:

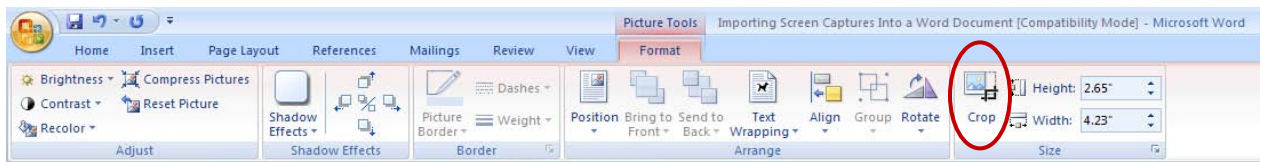
- Push the **Print Screen** button on the keyboard (above the numbers key pad).

Adding the Image to a Word Document:

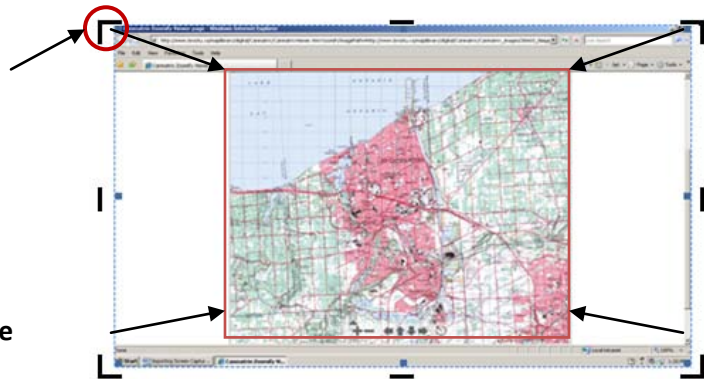
- Open the Microsoft Word document and navigate to the section where the image is to be placed.
- Right click and select the **Paste** button. The entire screen image is inserted.

Cropping the Image:

1. Double click on the image to access the **Picture Tools and Format** tool bar.



2. Select the **Crop** button from the tool bar, and adjust the image by clicking on the crop handle, holding, and dragging. Click off the image to stop cropping.



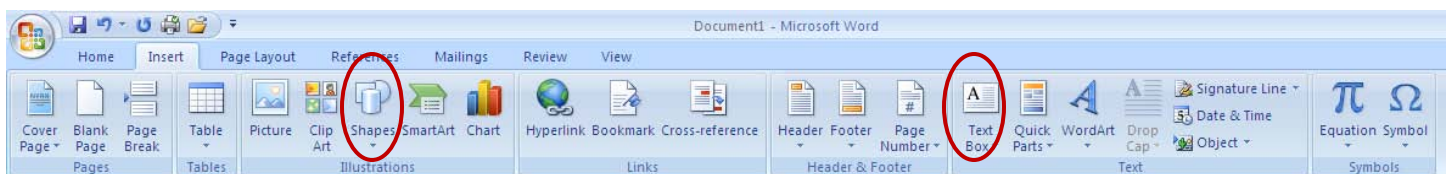
Resizing and Aligning the Image:

- Resize by grabbing the navy squares (at the corners) and moving them.
- Align by selecting the image and using the **Home** tab align options.

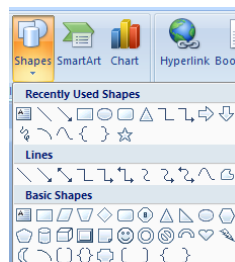
Adding Graphics and Text:

Arrows, text boxes, and shapes can be added to the image.

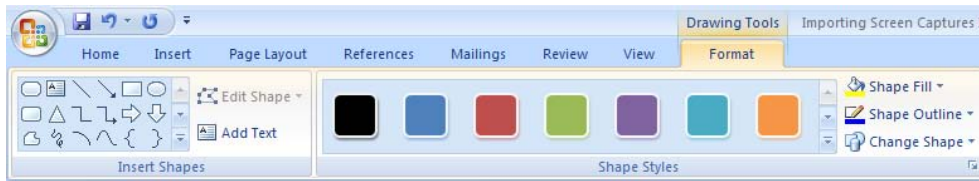
1. Select the **Insert** tab; and select the **Shapes** button or Text Box.



2. Select the shape desired and draw the graphic on the image.



The graphic can be edited using the tools on the **Drawing Tools Format** bar (i.e. Shape Fill, Shape Outline, etc). Click on the graphic to select it and re-edit if desired.



The appearance of text in text boxes can be adjusted using options in the Home tab.

Example of enhancements:

