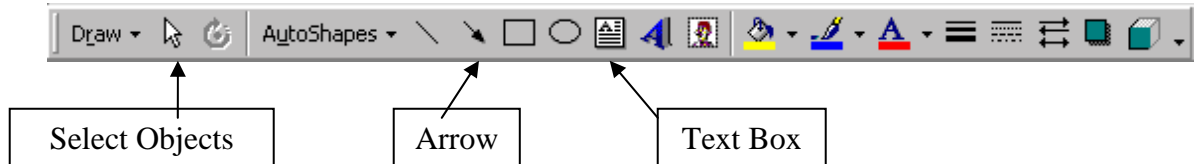


## Using Screenshots and Word's Drawing Features to Create QuickGuides

1. Bring up the Drawing Toolbar in Word by right clicking anywhere on any toolbar and choose **Drawing**. (If there is already a ✓ next to Drawing your toolbar is already showing.). The Drawing Toolbar will appear at the bottom of your screen.



2. To copy a computer screen (also called a “screenshot”) or a portion of a screen (like the one of the Drawing toolbar above) into your Word document:
  - a. Have the program you want the screenshot of open.
  - b. To copy the screen, click the <Print Screen> button on your keyboard. (The key is to the right of the row of “F” keys at the top of the keyboard.)
  - c. Go to the Word document. Right-click where you want the screenshot in your document and choose **Paste** from the pop-up menu. (You can paste using keystrokes, the standard toolbar or the edit menu, as well.)
  - d. If you want a screenshot of a smaller window (which will often be necessary for creating cheat sheets) you can resize the window before you take the “screenshot.” You must then hold down the <Alt> key while pressing <Print Screen> so you do not capture the entire computer screen but just the active window.



If you only want a portion of a window, you can paste the screenshot into the Paint program that comes with all Windows computers. While in Paint:

- i. Click the **Select** tool from the toolbar
  - ii. Drag over the portion of your image you want to copy
  - iii. Right-click on the selection
  - iv. Choose **Copy** from the pop-up menu. Return to Word to paste the desired portion.
3. To draw an arrow:
    - a. Click on the arrow icon on the Drawing toolbar.
    - b. Click in the document where you would like the shape to begin and while holding down the mouse button, drag to where it should end. Then release the mouse button.
  4. To change the length of the arrow:
    - a. Click on the arrow and drag one of the “handles” on either end of the arrow to lengthen or shorten. Your cursor will change to a two-headed arrow when you are directly over a handle. That’s when you click and drag. (The four-headed arrow drags the entire object around.)

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5. To change the position of the arrow:
  - a. Place your cursor over the arrow. When your cursor changes to a four-headed arrow, you can drag the arrow around.
6. To change the size, color or way the arrow lays out in relation to text on the page:
  - a. Left-click the arrow to highlight it and then *right*-click and select **Format AutoShape**. Play with the different settings here to see what they do.

**Note:** the steps above describing how to manipulate arrows (i.e., draw, change length, position, size, thickness, color, line style, or layout) are the same for all drawing objects, whether you are working with auto shapes, lines, circles or squares.

7. To create a text box for arranging text with graphics:
  - a. Click on the Text Box icon on the Drawing toolbar. 
  - b. Click in your document where you want the text box to appear.
  - c. Type your desired text.
  - d. To make the text box larger, click and drag one of the handles around the box.
8. To change the font or size of the text in a text box:
  - a. Highlight the text and choose another font and size from the Formatting Toolbar just like you would with any other text in the document.
9. To format a text box to show or not show borders:
  - a. Right click on the text box border (not inside the text box.)
  - b. Choose **Format Text Box** from the menu.
  - c. Click on the **Colors and Lines** tab.
  - d. Under **Line**, click on the downward pointing arrow next to **Color**, and click **No Line** to remove the border around the box.
  - e. To change the border, choose the **Color, Dashed, Style and Weight** options.
10. To group drawing objects so they move together:
  - a. Click on the Select Objects tool. 
  - b. Click and drag a box around all the drawing objects you want to select.
  - c. Right-click on the selection and choose **Grouping** from the pop-up menu, then choose **Group**.

Another way to select drawing objects is to select one object then hold down the SHIFT as you click additional objects. Then right click anywhere on the selected objects, click **Grouping**, and then **Group**.

11. To bring text in front of (or to send text behind) a graphic:
  - a. Select the image or text box border (not the text inside.)
  - b. Right click on the selected object.
  - c. Choose **Order** from the pop-up menu and then make your selection.