

# How to Create Screen Shots & Use Them with Handouts

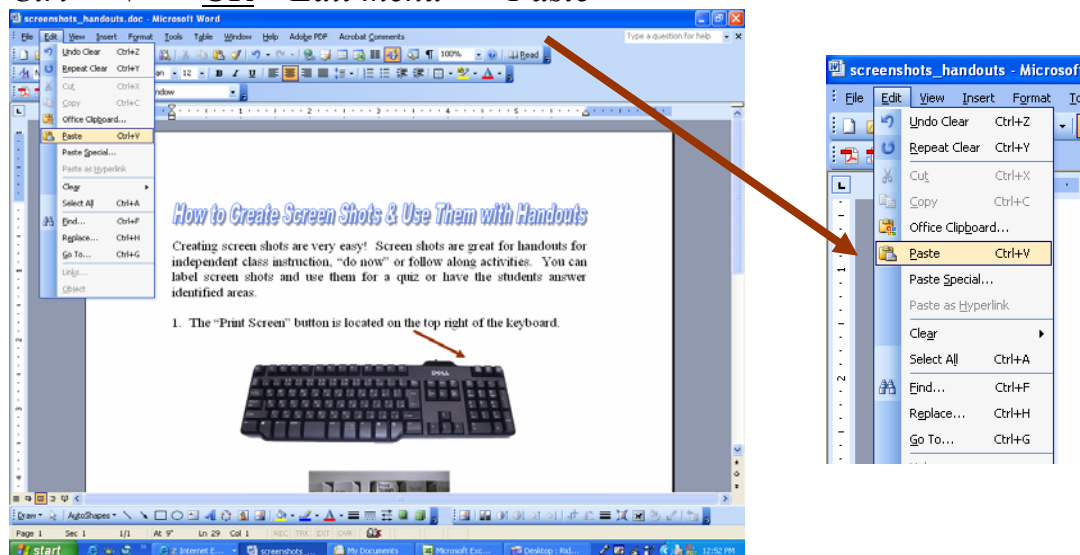
Creating screen shots are very easy! Screen shots are great for handouts for independent class instruction, “do now” or follow along activities. You can label screen shots and use them for a quiz or have the students answer identified areas.

1. The “Print Screen” button is located on the top right of the keyboard.



2. Open Microsoft Word, PowerPoint or software of your choice.
3. There are TWO ways to insert your screen shot: (The choice is yours--either one will work)

*Ctrl + V* OR *Edit menu → Paste*



The above pictures are examples of “Screen Shots”