

St Michael's Lutheran Primary School

7D - ICT Skills Session

Screenshots and Screencasts

When you are using your tablet, or any other computer, you may sometimes like to take a **screenshot** (picture) or a **screencast** (video) of what is happening on the screen. Examples of when you might do this include

- When you want to take a picture of a message on the screen.
- When you are part way through something and want to take a picture of your work so far.
- When you are preparing instructions about how to do something on your computer and would like to include some pictures.
- When you are using some software or a website to demonstrate your knowledge about a topic or concept.
- When you are preparing a demonstration or training video about how to do something on your computer.

There are several pieces of software around that will take screenshots and screencasts, but I will talk about a few simple ones.

PrintScreen

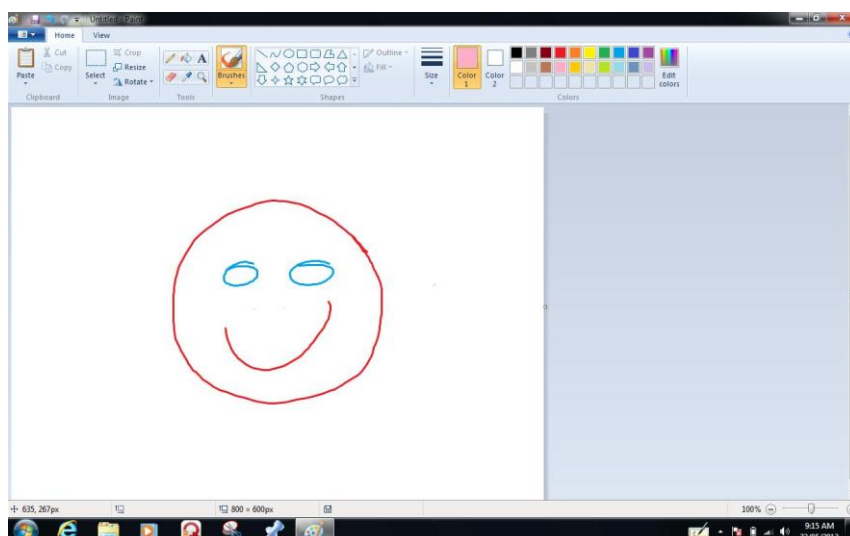


On your computer's keyboard (or on-screen keyboard) you will find a Print Screen button. It may be labelled **PrtScr**, **PrtSc**, **PrtScn**, **PrtScrn** or something similar.

You can press this button at any time and will take a screenshot of the entire screen and place it in the computer's **clipboard**. It won't look like anything has happened, but the contents of the clipboard will be ready to paste into any application you like.

So if you open an application such as Paint, Microsoft Word, Publisher or PowerPoint you can click the **Paste** button or press **Ctrl-V** and the screenshot will be pasted into your document. You can then edit it, print it etc.

Here is an example of a screenshot that was taken while I was drawing a picture in Paint.



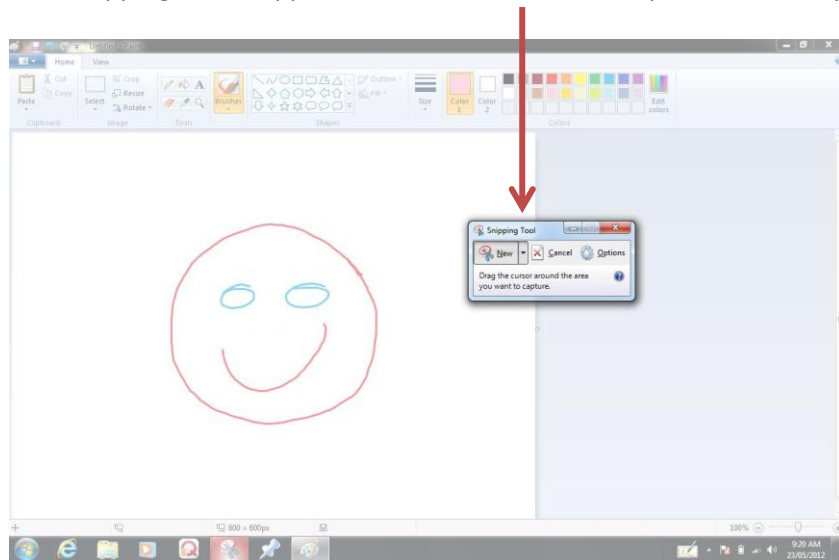
Snipping Tool



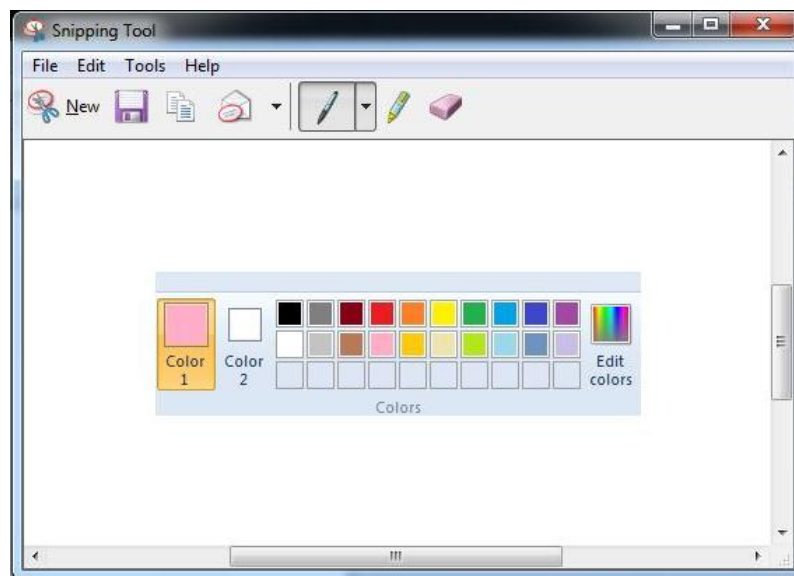
The Snipping Tool is a Microsoft Windows accessory and it allows you to take a screenshot of any area of your screen.

To access it go to the **Start Menu** then select **All Programs**, then **Accessories** and then find the **Snipping Tool**. You may like to drag it to your task bar to make it easier to find in the future.

When you open the Snipping Tool it appears as a small window on top of the rest of your windows.



You then draw a box around the area of the screen that you would like to capture. Let's say that I want to take a picture of the colour palette. I draw a box around this area and then it is displayed in the Snipping Tool window.



You can then use the Snipping Tools to draw on and highlight your screenshot. You can then Save your screenshot, copy it to the clipboard or e-mail it to someone. If you want to print it then you will need to save it first and then print the saved image file.

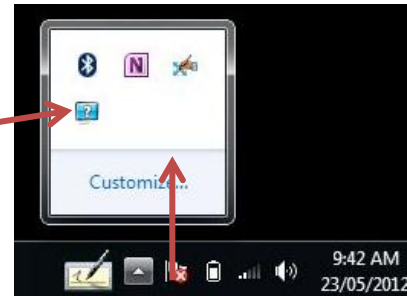
Community Clips



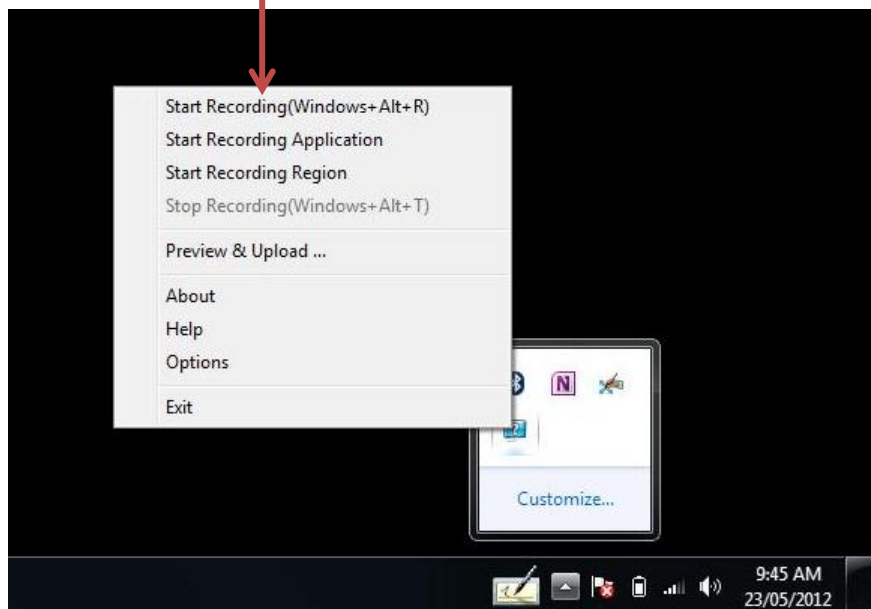
Community Clips is a Microsoft program that allows you to make screencasts (videos) of what is happening on the screen.

To access it go to the **Start Menu** then select **All Programs**, then **Microsoft Office Labs** and then **Community Clips**. You may like to drag it to your task bar to make it easier to find in the future.

Once you have started the program it may look like nothing has happened, but the Community Clips icon will appear on the right hand side of your taskbar, as this picture shows.



When you are ready to start recording, press the Community Clips icon. The following options will appear.



- Press **Start Recording**. A message may appear informing you that you are about to start a new video capture session. Once you press OK, the recording will begin.
- While the recording is taking place, simply use your computer as normal. You may speak as you are going, explaining what is going on. This will be recorded as part of the screencast.
- When you have finished, press the Community Clips icon again and press **Stop Recording**. A new window will then open, allowing you to **Play** and then **Save** your screencast.

Note: You may prefer to use *shortcut keys to start and stop recording*. They are as follows:

Start Recording
Stop Recording

Windows+Alt+R
Windows+Alt+T