Creating Documentation with Word

Copy screen image

- Press the [Print Screen] key to capture (copy) the entire Desktop
- Press [Alt]-[Print Screen] to capture (copy) just the active window

Paste screen capture

1. Open the application/document in which you want to paste.
2. Press [Ctrl]-[V] to paste the copied screen image.

Size screen image

1. Select the image by clicking once on it. “Handles” (black dots) will appear in the corners and mid-sections of the image’s perimeter.
2. Drag one of the corner handles toward (or away from) the center of the image to reduce (or increase) the size proportionally.

Wrap text around screen image

2. From the short-cut menu, point at Wrap Text Wrapping, and then select the desired wrapping option. (Example: Select “Tight” to freely move the image and have text wrap around the image.)

For extensive formatting options:

1. Select the image by clicking once on it.
2. Select the Picture Tools, Format tab.
3. Select the desired formatting option(s).
Move screen image

If the image layout is formatted “In line with text”:
1. Select the image by clicking once on it.
   “Handles” (black dots) will appear in the corners and mid-sections of the image’s perimeter.
2. Press [Ctrl]-[X] to cut the selected image.
3. Position the insertion point where you which to place the image.
4. Press [Ctrl]-[V] to past the selected image.

If the image layout is not formatted “In line with text” (i.e., “Square”, “Tight”, etc.):
1. Position the pointer on the image.
   The pointer will appear as a four-headed arrow.
2. Click and drag the image to a new location.

Add pointers to screen image

1. On the Ribbon’s Insert tab, click Shapes, and then click the Line Arrow tool (under the category, “Lines”).
2. Click and drag to draw an arrow.
   Don’t worry if it’s off slightly.
3. Position the arrow.
   • Move the entire arrow by dragging it from the middle.
   • Move one end of the arrow by holding down the [Alt] key and dragging the handle at that end.
4. Change the appearance of the arrow (color, thickness, dash style, etc.)
   a. Right-click the arrow.
      A shortcut menu will appear.
   b. Select Format AutoShape…
      The Format dialog will appear.
   c. Select the desired tab and options.
   d. When done, click OK.
Add explanation text (text boxes)

1. On the Ribbon’s Insert tab, click Text Box, and then select the type of text box (Simple, Banded Quote, etc.)
2. Type (or paste) text. The text will appear in the text box.
3. Fine tune the text box and its contents.
   • Position the box by dragging the edge of the box to a new location.
   • Format the text in the box by selecting the text and changing the formatting.
   • Change the size of the text box by dragging a corner handle in the desired direction.
   • Format the text box by right-mouse clicking on the edge of the text box and selecting Format AutoShape from the shortcut menu.
   • Select the text box by clicking on the edge of the box.
   • Delete the text box by selecting the text box and pressing the [Delete] key.

Headers / Footers

1. On the Ribbon’s Insert tab, click Header or Footer, and then select the type of header or footer. The Header/Footer areas will appear, and the document text will appear grayed.
2. Use the Ribbon (Header & Footer Tools, Design tab) to change from header to footer (or vice versa).
3. Type desired text.
4. Use the Ribbon (Header & Footer Tools, Design tab) to add page numbers, date/time, etc.
5. When done, click the Close Header and Footer button on the Ribbon.

Bullets / Numbering

- Use numbering to denote sequential steps.
- Use bullets to denote points that have no sequence.