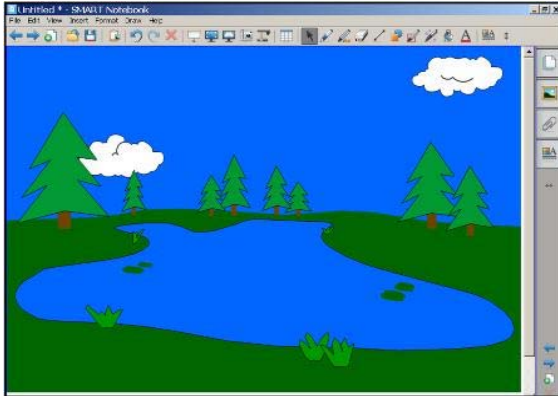


## Screen Capture Tool

1. Choose a background.

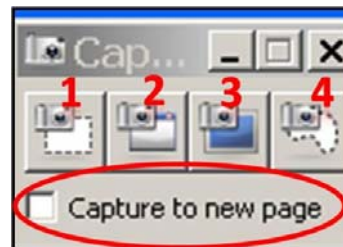


A background is different from a picture because a background cannot be manipulated. This tool will allow you to convert the background to a picture.


2. Choose the screen capture tool (camera) from the toolbar.

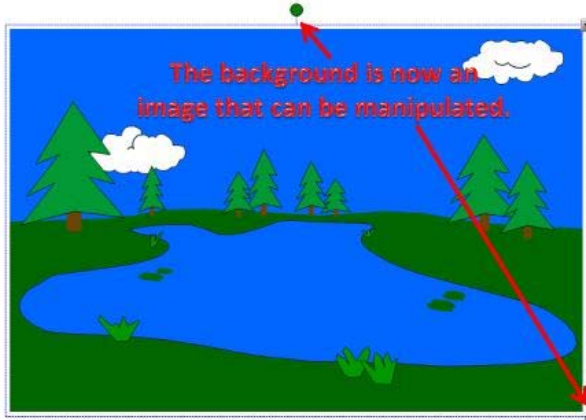


3. Choose from one of the four options.

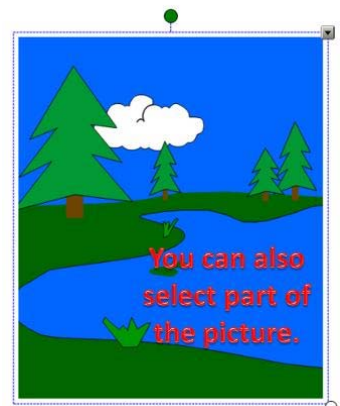


### Option 1: Screen Capture of an Area


- a. Press **Area Capture**  in the Screen Capture toolbar. The pointer changes to cross hairs.
- b. Press and drag the cross hairs on the screen to define the area you want to capture.

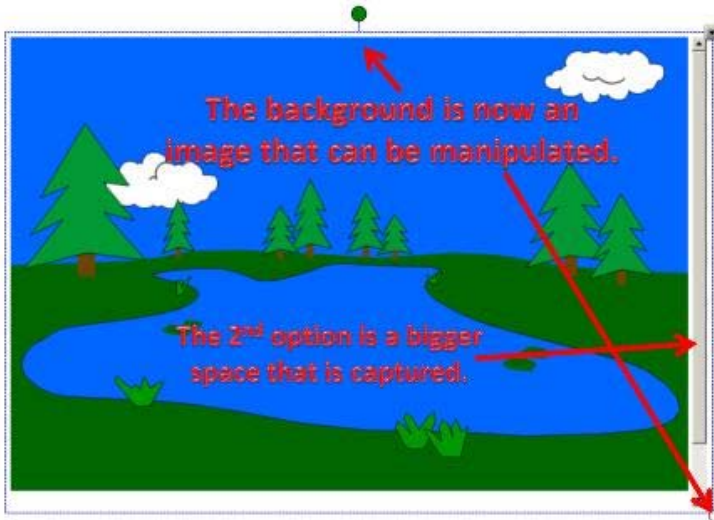


An image of this area appears on a page.



## Option 2: Screen Capture of a Window

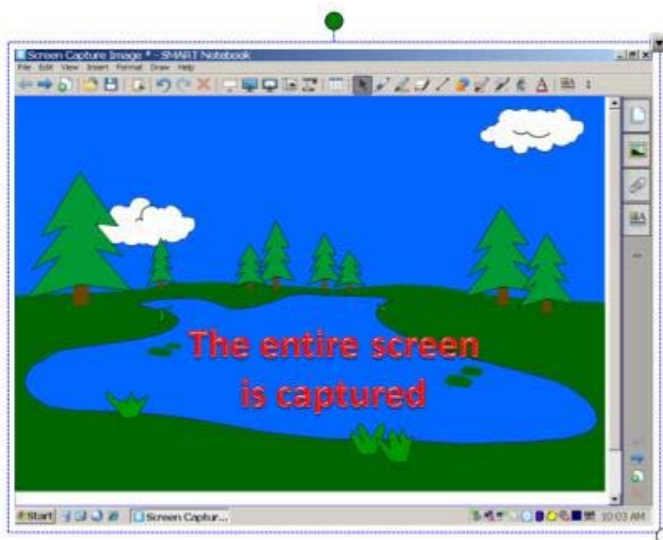
- Press **Window Capture**  in the Screen Capture toolbar.
- Select the window that you want to appear in the screen capture.



An image of this window appears on a page.

## Option 3: Full Screen Capture

- Press **Full Screen Capture**  in the Screen Capture toolbar.
- See below for an example.



An image of this screen appears on a page.

## Option 4: Freehand Capture



- a. Press **Freehand Capture** in the Screen Capture toolbar.  
The pointer changes to cross hairs.
- b. Press and drag the cross hairs on the screen to define the area you want to capture.



An image of this area appears on a page.

4. Check the box for "Capture to new page" if you would like your new image to appear on a different Notebook page. Uncheck the box for "Capture to new page" if you would like it to appear on the same Notebook page.



5. Close the Screen Capture Tool (Press **Close** in the Screen Capture toolbar.)

