I worked in a team on this instruction guide, which was designed with future technical writing students in mind. My ability to use screen captures and add text to images improved while working on this document. This was also the first document I used separate columns, which turned out well whenever I was sizing graphics. The greatest challenge was combining each team member’s different sections. Even though we decided on a specific format for graphics, font style, and layout, there were still small inconsistencies that had to be corrected when the sections were combined.
Screen Capture

One method of getting graphics into your document is to use the screen capture function. A screen capture is a snapshot of either your full screen (Figure 1a) or your active screen (Figure 1b). The full screen capture copies everything displayed on the computer screen to the clipboard as an image. The active screen capture only copies the window you’re working on to the clipboard as an image. The screen capture will stay on the clipboard until something else is copied.

Taking a Full Screen Capture
Press the Print Screen key (Figure 2) on the keyboard.

Taking an Active Screen Capture
While holding the Alt key, press the Print Screen key on the keyboard.

Getting the Screen Capture into your document
Either press Ctrl + V or go to the Edit menu and select Paste.

Inserting Graphics

In the Technical Description Assignment, that you will have to do, you will be asked to place a graphic within the text. There are two ways of inserting graphics into MS Word depending on if the graphic in question is in a saved file. If the graphic is saved follow the instructions for “Inserting a Saved Graphic,” if the graphic is simply on screen, use the instructions for “Inserting an Unsaved Graphic.”
Inserting a Saved Graphic
1. Click on the MS Word screen where you want the graphic to be placed.

2. Go to the **Insert** menu and highlight the **Picture** option. Select **From File** from the new menu that is opened up (Figure 3).
3. Select the drive and folder that the saved graphic is in.
4. Highlight the name of the graphic that you want to insert (Figure 4).
5. Click the **Insert** button at the bottom right corner of the window (Figure 2).

Inserting an Unsaved Graphic
1. Right click on the desired graphic and select **Copy** (Figure 5).
2. Go to your MS Word document and click where you want the graphic to go.
3. Go to the **Edit** menu and select **Paste**. The last picture copied will be placed in the document.

Cropping

If the borders of your graphic need to be adjusted, you can use the cropping tool. There are two ways to crop your graphic.

Cropping from the Format Picture Menu

1. With your mouse, right-click on the graphic and select **Format Picture**.
2. Select the **Picture** tab.
You should now see the menu in Figure 6.

3. Enter the amount (in inches) you want your graphic cropped from each side (Left, Right, Top, or Bottom) and click **OK**.

4. If you’re unhappy with the newly cropped graphic, use your mouse and right-click on the graphic. Select **Format Picture** and go to the Picture tab.

5. Click the Reset button to restore the graphic to its previous state.

6. Repeat steps 1-5 until your graphic has been cropped the way you wanted.

### Cropping from the Picture Toolbar

1. Select the graphic by Left-clicking it with the mouse. If the **Picture Toolbar** doesn’t automatically appear, Right-click the graphic and select **Show Picture Toolbar**.

2. From the **Picture Toolbar** (Figure 7) select the **Crop Tool**.

3. With the mouse, click and drag one of the **Handles** (see Figure 8) with the **Crop Tool** and move the **Handle**.

   You should now be able to see the dashed lines indicating where the new edge of the graphic will be.

4. Once the edge is where you want it, let go of the mouse.

5. If there is a mistake, from the **Picture Toolbar**, select the **Reset Picture** (Figure 7) button to undo all changes made to the graphic.
Size of Graphic

Sizing from the Format Picture Menu

1. With your mouse, right-click on the graphic and select **Format Picture**.
2. Select the **Size** tab.

You should now see the menu in Figure 9.

3. Enter the desired height or width of the graphic in the appropriate field or adjust the scale of the graphic’s height or width and click on the **OK** button.
4. If you want to set the graphic back to its original size, click the **Reset** button and then the **OK** button.

Sizing Using the Handles

1. Click and drag the one of the **Handles** on the graphic.
2. Move the **Handle** until it graphic has been adjusted to the proper size.
3. Release the mouse.
4. To reset the size of the graphic, either go to the **Edit** menu and select **Undo Resize Object** or press **Cntl + Z** or follow step 4 from the **Sizing from the Format Picture Menu** section of this document.

Layout

When integrating graphics into Microsoft Word you will often need to change the Layout of your graphics. Changing the Layout will allow you to specify how the text is organized in relation to the graphic.
Changing the Layout

1. Right click on the graphic that needs to be formatted.
2. Scroll down and select **Format Picture**. A menu will appear. (See figure 10.)
3. Select the **Layout** tab located along the top of the menu.
4. Select the desired layout style and horizontal alignment for the graphic. (See figure 11.)
5. Click on **OK** to apply this setting.

Adding Captions

After adding graphics to your Technical Description Assignment you will need to add a caption to it to be able to refer to it in your text. There are two ways to add a caption. One way is to add one that is to use MS Word’s AutoFormat tools. The other way is to add an adjustable text box. You will also have to add labels to identify specific parts of the graphic. To make the identification clear, adding a line or arrow from the label to the specific part on the graphic may also be necessary.

Using AutoFormat to add a Caption

1. Left click on the graphic that you want labeled.
2. Go to the **Caption** option (Figure 12).
3. In the new window (Figure 13), type the caption desired in the Caption box.
4. Select from “Above selected item” and “Below selected item” in the Position box.
5. Click the **OK** button in the lower right hand corner.
6. You can edit text in the caption as desired.

Using a Text Box to Add a Caption
1. Go to the Insert menu and select Text Box.
2. Within the new “Create your drawing here” box click and drag the cursor to create a text box of appropriate size to your graphic (Figure 14).
3. Type the desired caption with this new box and resize to specific text.
4. Drag this text box out of the “Create your drawing here” box and to the desired location.
5. Clicking in the area where the “Create your drawing here” box was will make it reappear. Press Delete to get rid of it.
6. Double click in the white space in the new text box to bring up a Format Text Box window (Figure 15).
7. Under the Fill heading, click the arrow associated with the Color box and select No Fill.
8. Under the Line heading, click the arrow associated with the Color box and select No Line.

Adding Labels
1. Go to the Insert Menu and select Text Box.
2. Within the new “Create your drawing here” box click and drag the cursor to create a text box of appropriate size to your graphic (Figure 14).
3. Type the desired label with this new box and resize to specific text.
4. Double click in the white space in the new text box to bring up a Format Text Box window (Figure 15).
5. Under the Fill heading, click the arrow associated with the Color box and select **No Fill**.

6. Under the Line heading, click the arrow associated with the Color box and select **No Line**.

7. Move the text box to the desired location on the graphic.

8. Clicking in the area where the “Create your drawing here” box was will make it reappear. Press Delete to get rid of it.

### Adding Lines or Arrows to Labels

1. Go to the **View** menu, highlight **Toolbars** and select **Drawing** if there is not a check next to it (Figure 16).

2. From the **Drawing Toolbar** that appears select either the line or arrow buttons (Figure 17).

3. Click near the label where you want the line to start and drag it over to the part of the graphic that you want the line to connect to. This should locate the arrowhead onto the graphic if you selected the arrow button.

### Grouping and Ungrouping

Working with graphics in Microsoft Word often times requires objects within the document to be moved. Grouping objects together allows you to move the objects in unison anywhere within the document. Ungrouping reverses the process of the grouping function.
Grouping

1. Select an object that is to be grouped, so that it is highlighted, and small white boxes appear on its corners.
2. Hold down the Shift key, and select all objects that are to be grouped together.
3. Right click on any of the highlighted objects. A menu will appear.
4. Scroll down the menu to the Grouping function. A second menu will appear. (See figure 18.)
5. Select the Group option.
6. Grouped objects can now be moved in unison by clicking and dragging them together. (See figure 19.)

Ungrouping

1. Right click on the grouped objects.
2. Scroll down the menu to the Grouping function.
3. Select the Ungroup option. (See figure 20.)