

Screen Captures

Another Handy Handout from TK Tech

Capturing and notating portions of your screen and then embedding that information into a document is a GREAT way to improve your instructional handouts. The best part is that it's easy to do.

My favorite solution to this problem involves free software called Jing (there is a pro version as well, but that will cost you \$15.) It can be downloaded from <http://www.jingproject.com>.

This includes a free Screencast account for sharing your screen captures. Before we go further, I should tell you that Jing also allows you to do screencasts (screen movies), but that will be the subject of a later handout.

Once you install Jing, it will sit on the top of your desktop and look like a dull yellow sun.



If you place your mouse on the sun, three "rays" will appear. The left hand ray shows a plus sign and is the one we will focus on. Select the plus sign.

A grid will appear. Place the cross hatch at one corner of what you wish to capture. Hold your left mouse button down and drag the cross hatch to the opposite corner of what you wish to capture. Release the button.

What you captured will now be in the Jing Box. There are a series of buttons along the bottom of the Jing Box. The right hand button (with the X) cancels the Jing operation. The second to right hand button, looks like the Undo button in Word and that's exactly what it does. You use it when you want to redo your selection. The left hand button is used when you are happy with your selection. It captures it.

You now have your screen capture. There are still buttons at the bottom of the capture, the X button still allows you to cancel out. The button that looks like a floppy disk allows you to save the capture to a disk and the button just to the right of the floppy disk allows you to copy the screen capture to your clipboard so you can paste it into a document. (Right click on your document and select paste.)

But don't do that just yet. First we want to focus on the buttons on the left of your screen capture. They allow us to do some pretty cool things.



The topmost button looks like an arrow. When you select it, it allows you to place an arrow on your screen capture, enabling you to draw attention to a particular part of the capture.

The second button (T) allows you to insert a text box on the capture. Select the T and then click on your capture to place your text box. You can grab the corners to make it larger or smaller. You can also change the font type, size and color.

The third button down looks like a box. It's actually a frame. It allows you to draw a "picture frame" around an object. Note the TK (see below.) It is now framed.

The fourth button down allows you to highlight a portion of your capture (look at Kellogg.)

The fifth button down allows you to change the color of your arrows, frames or highlights.

At the bottom are undo and redo. These affect the changes you make in your capture.

One more thing, the box above the bottom button titled Name, allows you to change the name of your capture (useful when storing the capture for further use.)



Once you have your capture notated the way you want it, copy and paste it into your document, save it to your F: drive or both.

Oops, you copied and pasted it and now it's gone? Oh noo. Not to worry. Put your mouse back on the Jing sun, but this time select the middle "ray," history. It will bring up the captures you have been working on and you can simply double click on the one you want.