Reference Number: ORG.1611.PR.012	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014 Review Date: Revision Date:	Subject: Capture a Screen Shot Image

SUBJECT:

Capture a Screen Shot Image

PURPOSE:

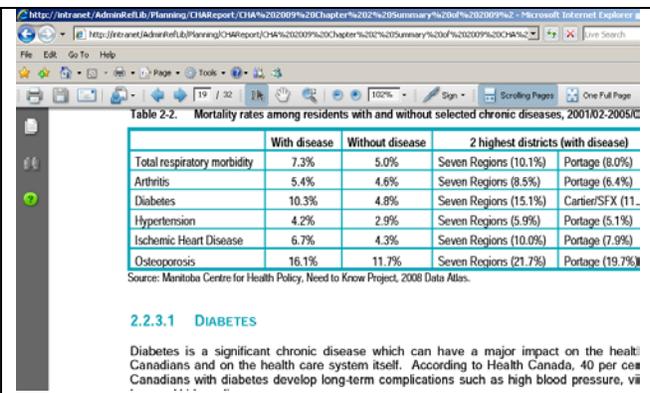Procedure to capture a screen shot Image

PROCEDURE:

For purposes of this procedure, the example referred to is a table from the Community Health Assessment. Copying an image has been separated from capturing a screenshot of an image or one of a table or figure because you would want to capture table or figure information that identifies the heading label and source of information. See ORG.1611.PR.014 Copy an Image, if required.

The procedure is the same when capturing a table from any document.

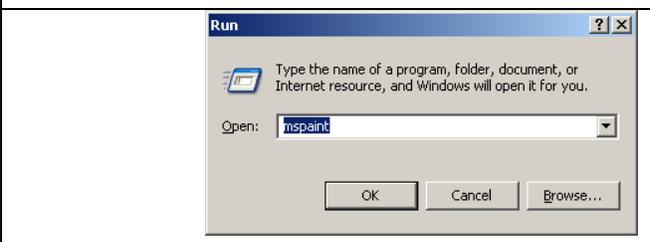|	
1. From the Navigation Row, Select the appropriate site from the dropdown menu.	
2. Open the file you want to copy the table from. 3. Click **OK.** The file will open. 4. Scroll through the document to the table you require.	

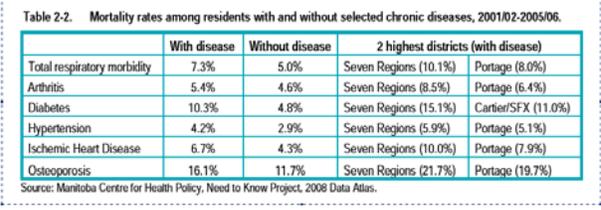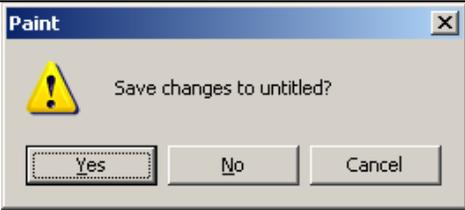|		
5.	Place your mouse anywhere on the screen. Using your keyboard, enter "Ctrl + PrtScn".	
6.	Click **Start**, then Select **Run.**	
7.	A dialogue box will appear. Enter **mspaint**. Click **OK.**	
8.	The MSPaint program will launch. In the whitespace Enter "Ctrl + V". The screenshot will appear in the whitespace.	
9.	From the tool options on the left hand side of the screen, click the dashed rectangle or "Select" option.	
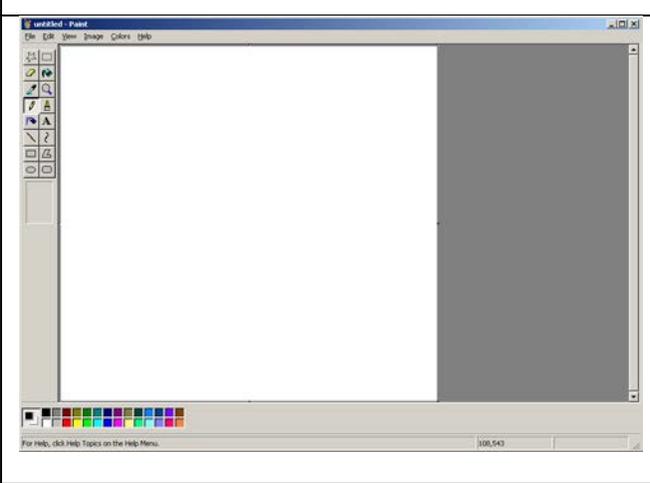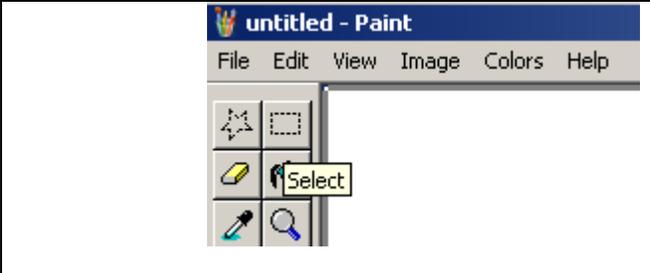
10. Using the mouse **Left Click** and drag your mouse over the Table Label, Table and Source you require.	Table 2-2. Mortality rates among residents with and without selected chronic diseases, 2001/02-2005/06.

	With disease	Without disease	2 highest districts (with disease)	
Total respiratory morbidity	7.3%	5.0%	Seven Regions (10.1%)	Portage (8.0%)
Arthritis	5.4%	4.6%	Seven Regions (8.5%)	Portage (6.4%)
Diabetes	10.3%	4.8%	Seven Regions (15.1%)	Cartier/SFX (11.0%)
Hypertension	4.2%	2.9%	Seven Regions (5.9%)	Portage (5.1%)
Ischemic Heart Disease	6.7%	4.3%	Seven Regions (10.0%)	Portage (7.9%)
Osteoporosis	16.1%	11.7%	Seven Regions (21.7%)	Portage (19.7%)

Source: Manitoba Centre for Health Policy, Need to Know Project, 2008 Data Atlas.

11. Right Click. From the menu that appears, Select **Cut**.	Cut Copy Paste Clear Selection Select All Copy To… Paste From… Flip/Rotate… Stretch/Skew… Invert Colors

12. Close MSPaint. A dialogue box will appear prompting you to **Save changes to untitled?**, click **No**.	Paint ⚠ Save changes to untitled? [Yes] [No] [Cancel]

13. Open or maximize the file you need to paste the image into. Navigate to the correct location in your file. Using your mouse, **Right Click** your mouse and select **Paste** or using your keyboard enter "**Ctrl + V**".	