

| 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            | Subject: Capture a Screen Shot  |
|                                       | Image                           |
| Review Date:                          |                                 |
|                                       |                                 |
| Revision Date:                        |                                 |
|                                       |                                 |

## 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. | Regional Health Authority<br>Central Manitoba Inc.   Office régional de la santé<br>du Centre du Manitoba Inc.     Home   Administrative Library ©   Clinical Library •   Resource Centre Tools •     Disaster Management +<br>Health Information Services +<br>Health Information Services +<br>Human Resources +<br>Library   Policies, Procedures and Guidelines +<br>Policies, Procedures and Guidelines +<br>Infing   Site                           |
|----|--|---|
| 2. | Open the file you want to copy the table from.                               | Windows Internet Explorer     Yes     Yes |
|    |  | the You are opening the following file:   |
| 3. | Click OK. The file will open.  | File name: CHA 2009 Chapter 2 Summary of 2009 CHA Findings and Key Themes pdf<br>From: intranet   |
|    |  | OK Cancel All Docum   |
| 4. | Scroll through the document to the table you require.                        | Critains CHA 2009 Admowledgements Contains CHA 2009 cover page and admowledgements. Page 11/05/2010 9:37 AM   |

| 5. | Place your mouse anywhere on the screen. Using<br>your keyboard, enter "Ctrl + PrtScn".                                  | Integrational data data data data data data data da   |
|----|--|---|
| 6. | Click Start, then Select Run.  | Help and Support<br>Run<br>Log Off cgarnham<br>Start C @ O Calendar - Microsoft   |
| 7. | A dialogue box will appear. Enter <b>mspaint</b> . Click <b>OK</b> .   | Run ? ×   Image: Second  |
| 8. | The MSPaint program will launch. In the<br>whitespace Enter "Ctrl + V". The screenshot will<br>appear in the whitespace. | Image: Series (about the series of the se |
| 9. | From the tool options on the left hand side of the screen, click the dashed rectangle or "Select" option.                | image   image     File   Edit   View   Image   Colors   Help     image   image   image   image   image   image     image   image   image   image   image   image   image     image  |

| 10. | Using the mouse Left Click and drag your mouse  |                             | Table 2-2. Mortality rates among residents with and without selected chronic diseases, 2001/02-2005/06. |                      |                      |                                    |                     |
|-----|---|-----------------------------|---|----------------------|----------------------|------------------------------------|---------------------|
|     | over the Table Label, Table and Source you  |                             |   | With disease         | Without disease      | 2 highest districts (with disease) |                     |
|     | roquiro   | Tot                         | al respiratory morbidity  | 7.3%                 | 5.0%                 | Seven Regions (10.1%)              | Portage (8.0%)      |
|     | require.  | Art                         | hritis  | 5.4%                 | 4.6%                 | Seven Regions (8.5%)               | Portage (6.4%)      |
|     |   | Dia                         | betes   | 10.3%                | 4.8%                 | Seven Regions (15.1%)              | Cartier/SFX (11.0%) |
|     |   | Hyp                         | pertension  | 4.2%                 | 2.9%                 | Seven Regions (5.9%)               | Portage (5.1%)      |
|     |   | Isci                        | hemic Heart Disease   | 6.7%                 | 4.3%                 | Seven Regions (10.0%)              | Portage (7.9%)      |
|     |   | Ost                         | teoporosis  | 16.1%                | 11.7%                | Seven Regions (21.7%)              | Portage (19.7%)     |
|     |   | Source                      | ce: Manitoba Centre for Hea   | alth Policy, Need to | Know Project, 2008 D | lata Atlas.                        |                     |
| 11. | Right Click. From the menu that appears, Select   | Cut                         |   |                      |                      |                                    |                     |
|     | Cut   |                             |   | Cor                  |                      |                                    |                     |
|     | Gui.  | Сору                        |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      | Pas                                | te                  |
|     |   |                             |   |                      |                      | Clea                               | ar Selection        |
|     |   |                             |   |                      |                      | ام⊃                                | oct Oll             |
|     |   |                             |   |                      |                      |                                    |                     |
|     |   | Copy To                     |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    | -                   |
|     |   |                             |   |                      |                      | Pas                                | te From             |
|     |   | Flip/Rotate<br>Stretch/Skew |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      | Invi                               | ert Colors          |
|     |   |                             |   |                      |                      |                                    | 510 0015            |
|     |   |                             |   |                      |                      |                                    |                     |
| 12. | Close MSPaint. A dialogue box will appear prompting you to Save changes to untitled?, click   | Paint 🗵                     |   |                      |                      | ×                                  |                     |
|     | NO.   | Save changes to untitled?   |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    |                     |
| 12  | Open or maximize the file you need to paste the   |                             |   |                      |                      |                                    |                     |
| 13. | image into. Navigate to the correct location in your file. Using your mouse, <b>Right Click</b> your mouse and select <b>Paste</b> or using your keyboard enter "Ctrl + V". |                             |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    |                     |
|     |   |                             |   |                      |                      |                                    |                     |