Screen Shots

Taking and Using Screen Shots with Linux

Revised: Fall 2010
Objectives

- Why Use Screen Shots
- Taking the Screen Shot
- Modifying the Screen Shot
- Cropping the Screen Shot
- Saving a Screen Shot
Why Use Screen Shots

- You will want to use screen shots to show your instructor what happened when you encountered problems.
- Some labs will require that you take a screen shot of your system after performing a certain step as verification that the lab was completed successfully.
Taking the Screen Shot

- To take a screen shot make sure what you want to capture is showing on your monitor
  - If you are using VMWare make sure the mouse cursor is in the host system and not the Virtual Machine
Taking the Screen Shot

- Go to the Computer menu, click More Applications, then click the Take Screenshot button found in the System category
- Click the Take Screenshot button in the Take Screenshot application
Taking the Screen Shot

- In most cases you will want to Crop the screen shot so you will click the button labeled “Copy to Clipboard”
- Do not close the Save Screenshot window
Modifying the Screen Shot

- Open up the GNU Image Manipulation program by going to the Computer menu, clicking More Applications, then clicking the GNU Image Manipulation icon
Modifying the Screen Shot

- Go to the Edit menu and choose Paste
Cropping a Screen Shot

- Cropping an image means that you remove everything but the part of the image that is important
  - This makes the image smaller and less confusing for the viewer
Cropping a Screen Shot

- Click on the Rectangle Select Tool button
  - In the screen shot below there is a red rectangle around this button
- Use your mouse to drag the dashed line around the part of the image you wish to crop
  - In the screen shot below there is an orange rectangle around this
- Go to the Image menu and choose the option labeled Crop to Selection
Saving a Screen Shot

- Go to the File menu and choose Save As
- If necessary expand the Select File Type (By Extension) option by clicking on the small arrow to the left of the label
  - Shown below with a red rectangle around it
Saving a Screen Shot

- Select the option JPEG image in the File Type dialog box
  - You will lose points if your screen shots are submitted in any other format
- Give the screen shot a name
  - You must add the .jpg extension to the file name
- Click the Save button
- Accept all of the default options by clicking the Save button again
Saving a Screen Shot

- A video demonstrating screen shots can be viewed by clicking here.
Summary

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