


SCREEN CAPTURE

The Screen Capture tool on the **Tools Palette** creates an image of a portion of your desktop, any application, or web site and loads it into the Whiteboard.

Follow the steps below to capture a screen image:

1. Click on the  Insert Screen Capture button. A transparent frame appears with four buttons in the middle.



2. Click inside the frame and drag it into position on the screen so that the desired area is completely enclosed by it. Click and drag the edges of the frame to resize it.

Switching between programs or performing certain other tasks under the frame may cause the frame to stop updating. Click **Refresh** to manually update the frame if this occurs.

3. Do one of the following:
 - o Select the option **OK** to capture exactly what is enclosed in the frame at that moment.

- Select **With Delay** to add a ten second delay before the frame is captured. This gives some time to position the cursor or other feature of the desktop that must be maintained with the mouse in order to be captured.
 - Select **Cancel** to close the frame without capturing an image.
4. The image appears on the Whiteboard. Position the image on the Whiteboard by dragging it to a new location and click on the Whiteboard region to anchor it in position.