

Task 7: Create some screen shots using Jing

As you may have seen from these tasks, having screen shots and images in your documents can not only make them more attractive but also easier to follow. If you have a PC then it's quite easy to grab a screen shot, just press the **'Alt'** key and then press **'PrtSc'**. This will capture the image of the main window on your screen. You then just press **'Ctrl'** and **'V'** and this image will appear in your Word document.

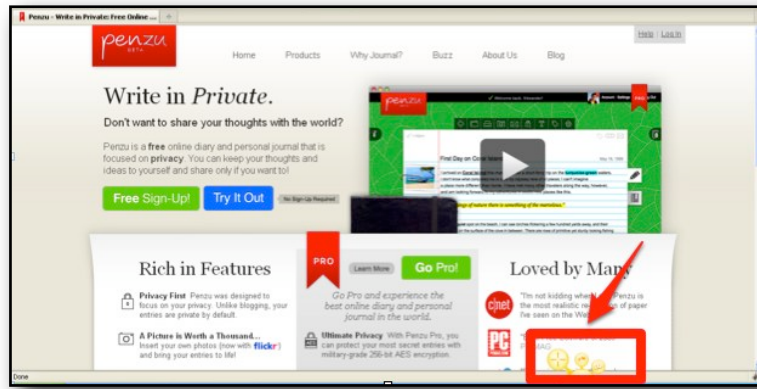
That's fine for most purposes, but if you want to annotate those images with text and arrows like the ones I have, or if you want to add them to web based documents, then you need a slightly more sophisticated tool.

A good tool which works on both PC and MAC is Jing, which you can download for free from <http://www.jingproject.com/> . Just go to the page and download and install the program for your computer.

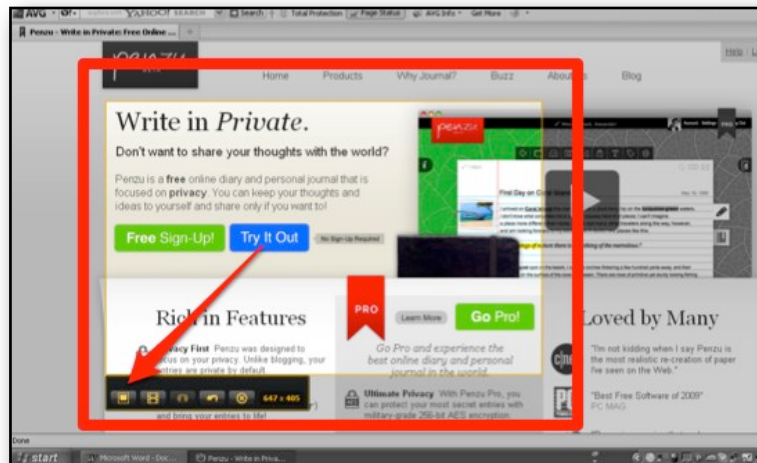


Once you have installed the program, open it and you are ready to start taking screen shots. Make a sequence of screen shots showing how to use Penzu.com. (Look back at task 1 for more information about Penzu).

The first step once you launch the program is to click on the small cross icon.



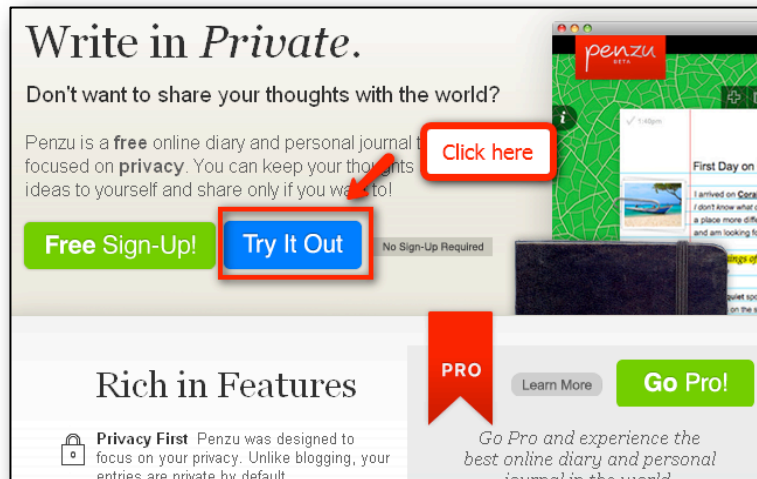
You will see the screen go dark and some lines appear click on the screen and drag the mouse to make a square. This lighter square is the area of the screen that will be captured. Click on the small icon at the beginning of the tool bar to capture the screen as an image.



You will then be able to add labels, arrows and text annotation to the image by using the tools along the left side of the image.



When you have finished adding your annotation click either the save button at the bottom of the tool bar, or the copy button. In this case click the copy button and then wait while your image is saved. You will then get a message and you'll be able to paste the image into document as below.



Now try creating a document that gives the instructions for using Penzu.com. It may help to go back to task one and look at the images I created for you in that task.

Follow up

- Try saving an image and uploading it to your Penzu journal.
- Create some more instruction sheets to show your students how to use some other tools or websites.
- Teach your students how to use Jing and ask them to write and illustrate reviews of the favourite websites.
- Write a short journal entry with ideas for other ways you might use screen capture images with students.