Although any view on the screen can be captured and imported into WORD, this guide will use the topographic maps from the Map Library website as the example.

**Capture the image from the Computer Screen:**
- Push the Print Screen button on the keyboard (above the numbers key pad).

**Adding the Image to a Word Document:**
- Open the Microsoft Word document and navigate to the section where the image is to be placed.
- Right click and select the Paste button. The entire screen image is inserted.

**Cropping the Image:**
1. Double click on the image to access the Picture Tools and Format tool bar.
   - Select the Crop button from the tool bar, and adjust the image by clicking on the crop handle, holding, and dragging. Click off the image to stop cropping.

**Resizing and Aligning the Image:**
- Resize by grabbing the navy squares (at the corners) and moving them.
- Align by selecting the image and using the Home tab align options.

**Adding Graphics and Text:**
Arrows, text boxes, and shapes can be added to the image.
1. Select the Insert tab; and select the Shapes button or Text Box.
   - Select the shape desired and draw the graphic on the image.
The graphic can be edited using the tools on the **Drawing Tools Format** bar (i.e. Shape Fill, Shape Outline, etc). Click on the graphic to select it and re-edit if desired.

The appearance of text in text boxes can be adjusted using options in the Home tab.

*Example of enhancements:*

![Map Image]