

# "HOW TO DO A SCREENSHOT REPORT"

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## WHY SCREENSHOT HOW TO REPORTS?

It is our duty to create blueprints and step-by-step reports to signpost the way for newbies, people wanting to learn new approaches and ultimately anyone who is, or wants to make money from the net, or even just use the Internet in it's full glory.

Think about this:

*People don't want to learn how to do stuff like setting up their first website, creating their own products or creating multiple income streams six months down the line after they have just finished a course on it*

*They want it NOW in an easily accessible format. The best way to provide the type of information is in a simple step-by-step report, with screenshots identifying every step of the way.*

I mean when you first started on the Internet what carefully thought out information could you have done with?

- How to FTP a file
- Free Advertising Methods
- Traffic tactics step by step
- How to Set up a Blog
- How to use RSS feeds
- Creating a simple header for your website without Photoshop
- Listing an item on eBay

Yes all this information is available for free somewhere on the net, but how many people take the time (or have the time) to look, locate it and learn from it?

And when they do find it, it's not very likely to be in a really easy step-by-step screenshot format that they can just use and get on with it, right there and then!

The reality of it is there will always be people new, intermediate and advanced, who would appreciate guidance, or want to learn a new aspect of the Internet, which they have not yet explored.

The thing to remember with this method, is that - nothing is too simple. Processes that we do everyday, and take for granted, are mind boggling to people who have never tried them before. And advanced techniques can be made simple using the same premise.

## **LET ME SHOW YOU JUST HOW GREAT SCREENSHOTS ARE!**

Okay so how about an example – well what better than showing you step by step how to create a screenshot yourself?

I'm sure a lot of you know, some of you have never thought about it and some don't have a clue! I confess until about a year ago, I didn't even know that my keyboard had a *print screen* button!

Anyway I am going to do this in two stages. For the first stage, I am going to just write a step by step how to insert a Screenshot into your Word Document, then you'll see how bland and boring it is!

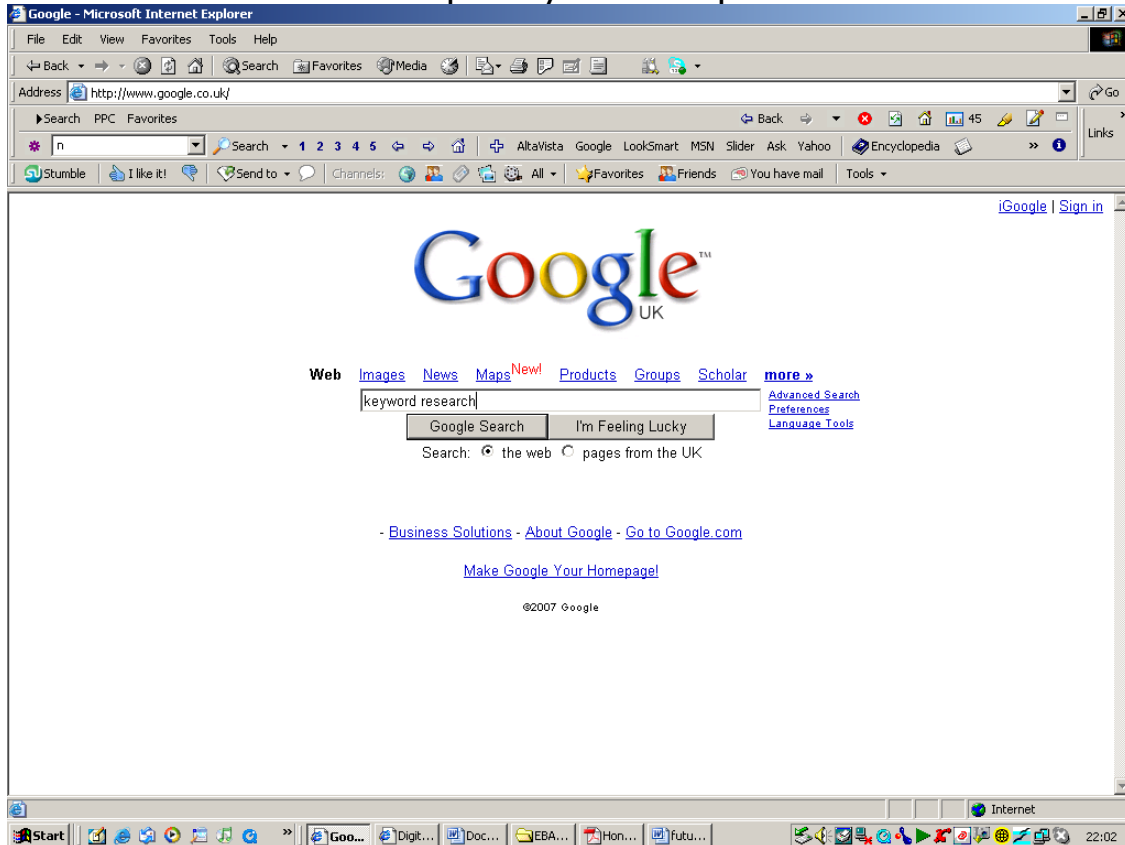
And in the second stage I am going to include screenshots, then you will see just how much easier and simpler the same task becomes. You can get on with it, without any complications and questions, on what to do next! And it is so much more colorful and pleasing to the eye!

## STAGE 1: JUST TEXT

- 1 Get the screen that you would like to take a screenshot of up on your computer.
- 2 Press **Print Screen** on your keyboard.
- 3 Open up the **Paint** application on your computer.
- 4 Make sure the 'select' button is highlighted.
- 5 Paste the screenshot onto this application. (By right clicking on the white area to bring up menu and selecting paste).
- 6 Say 'yes' to enlarging Bitmap if asked.
- 7 If you want to make any changes like adding text, underscore, or rectangle to highlight something do this now.
- 8 Use the 'select' option to highlight the information you want to insert into your Word document.
- 9 Paste Screenshot into your Word Document.
- 10 Go back to Paint and Select new, without saving so that you are ready to insert the next screenshot. (Remember to save your Word Doc though).

## STAGE 2: WITH SCREENSHOTS

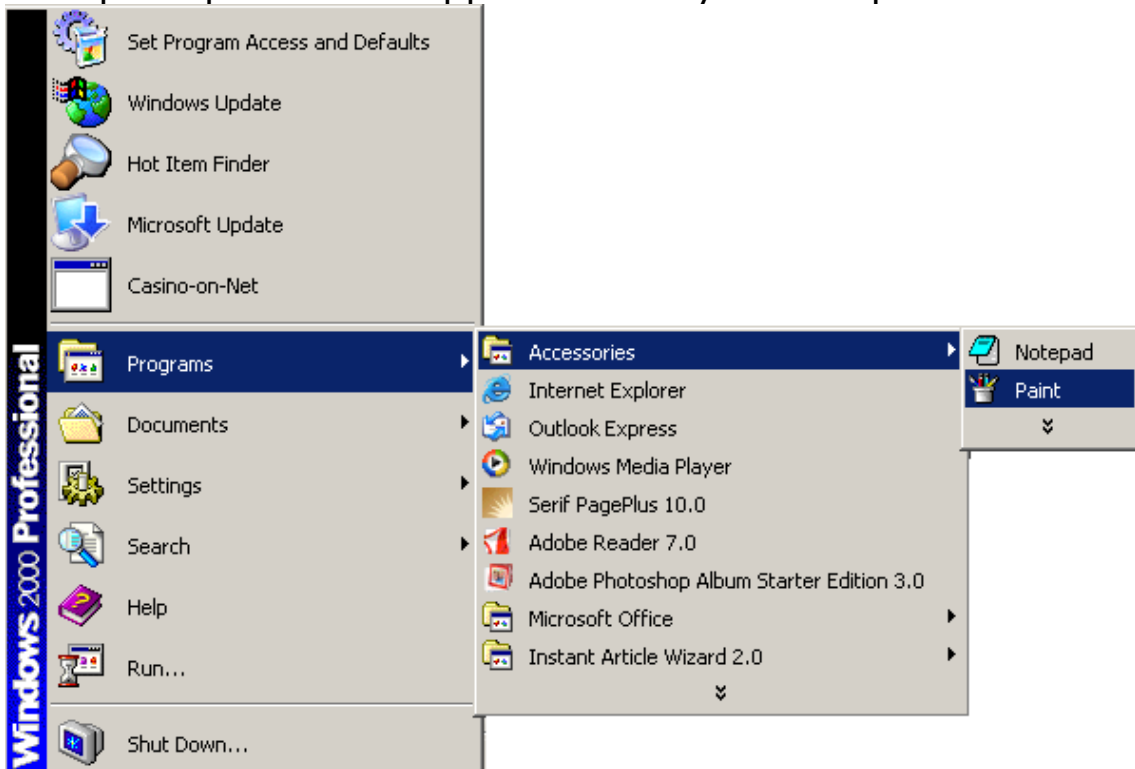
1. Get the screen that you would like to take a screenshot of up on your computer.



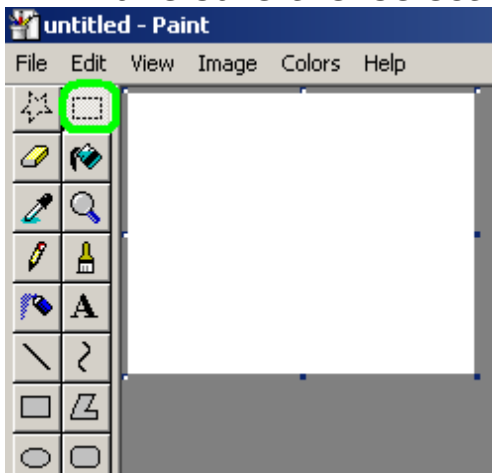
2. Press Print Screen on your keyboard.



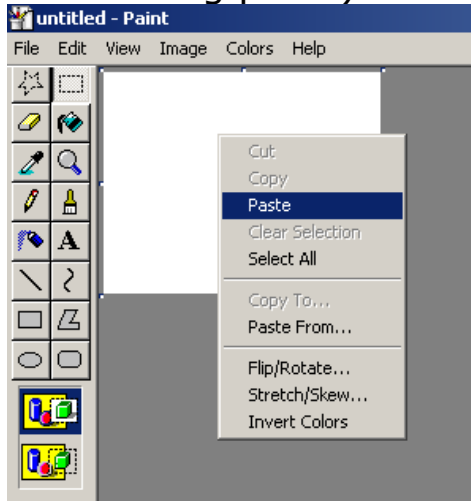
3. Open up the Paint application on your computer.



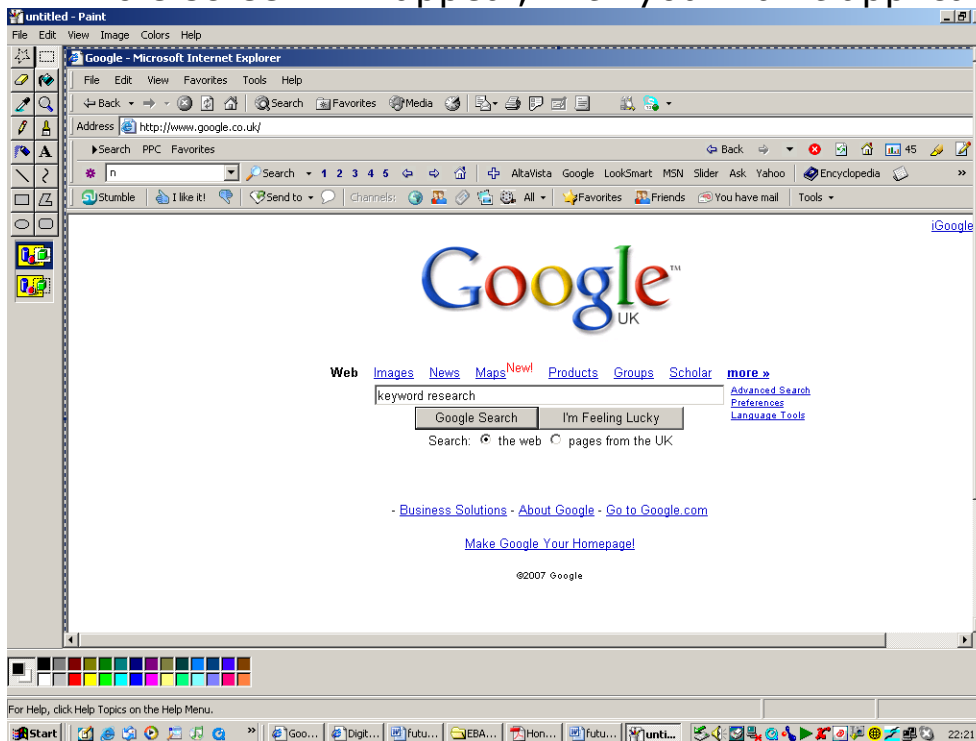
4. Make sure the 'select' button is highlighted.



5. Paste the screenshot onto this application (by right clicking on white area, to bring up this menu and selecting paste).



6. Say yes to enlarging Bitmap if asked. Can't get a screenshot of this stage, but just say 'yes'! And the whole screen will appear, with your Paint application.



7. If you want to make any changes like adding text, underscore, or rectangle to highlight something do this now.

To add text select this button:

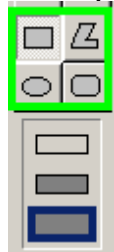


If you want to add a rectangle, oval or the like, make sure you pick a good line thickness by selecting this option here



To choose rectangles, ovals etc. select one of these options and whether you want the rectangle to be filled in, or just be an outline etc.

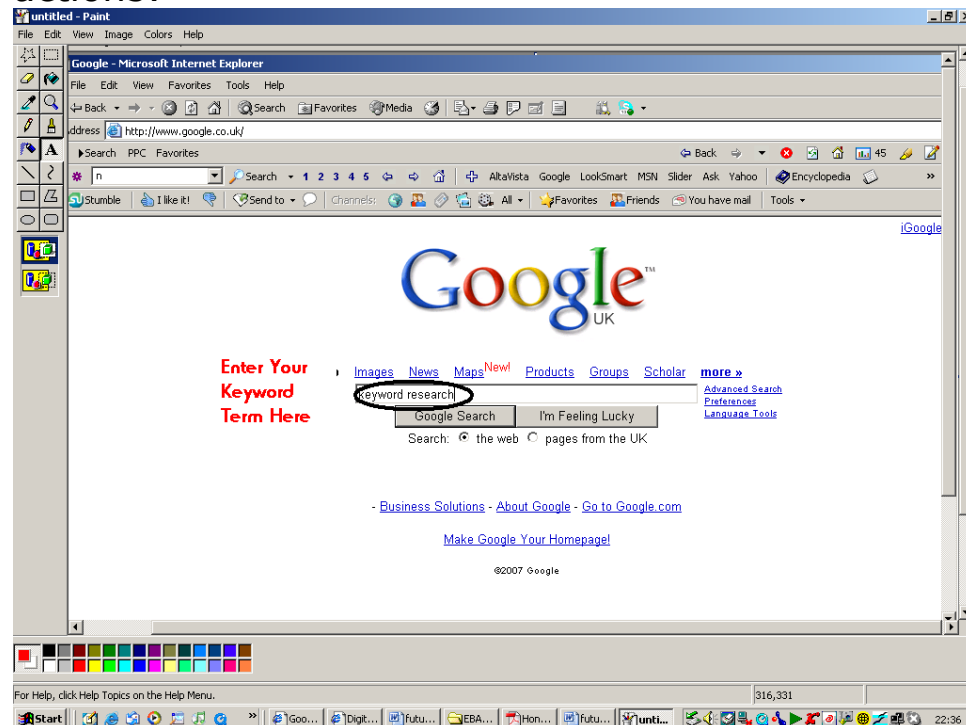
(This is your chance to explore and experiment 😊)



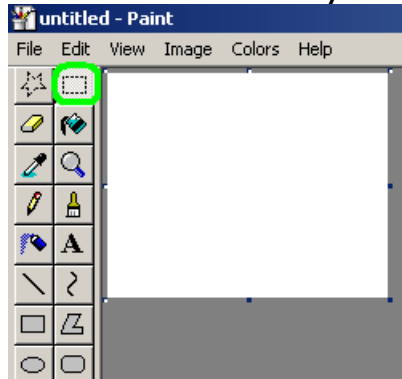
At the bottom of the page you will see you can select the color you require.



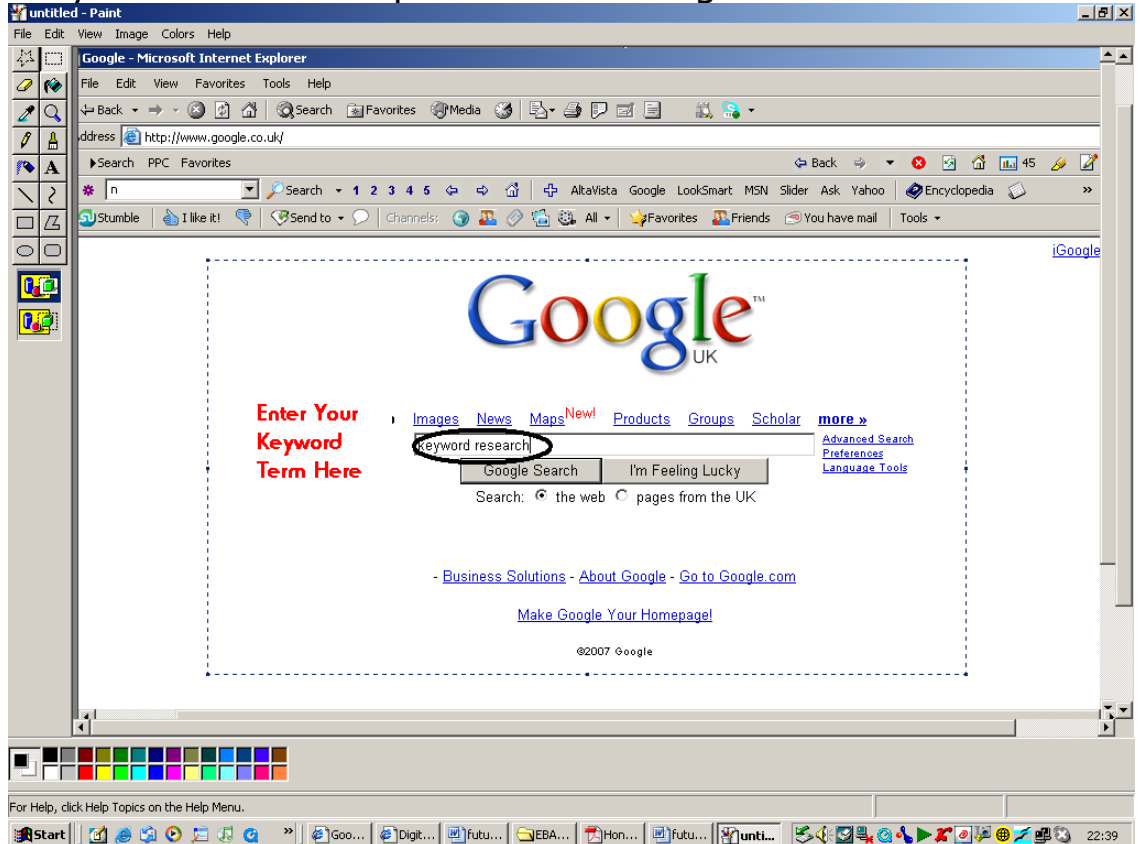
These are changes I have made, by doing these actions:



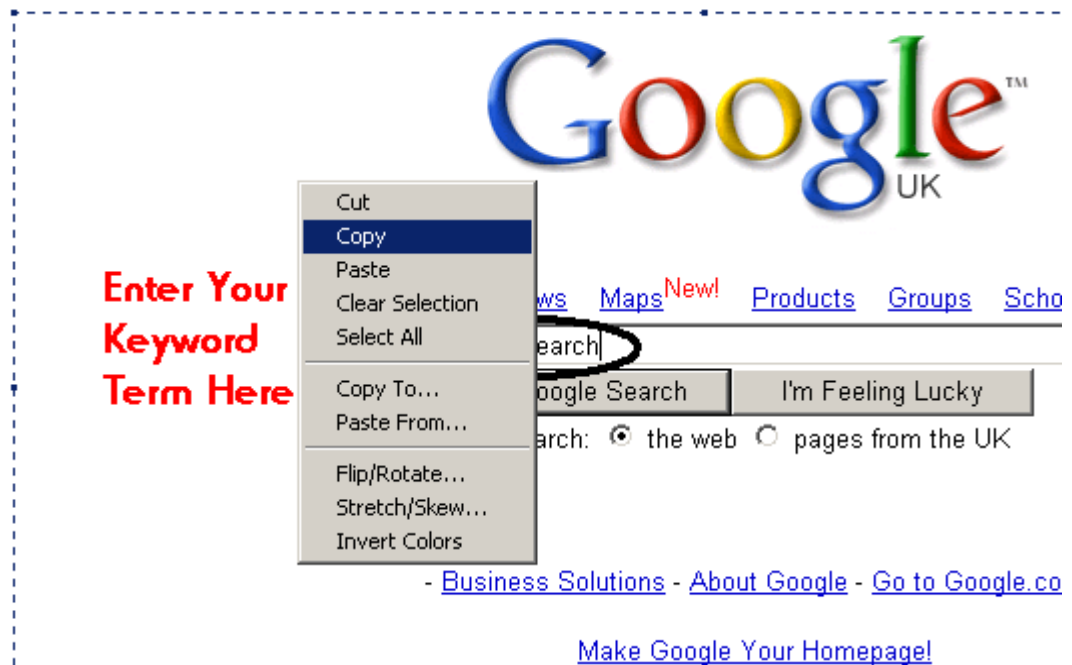
8. Use the 'select' option to highlight the information you want to insert into your Word document (Remember?!)



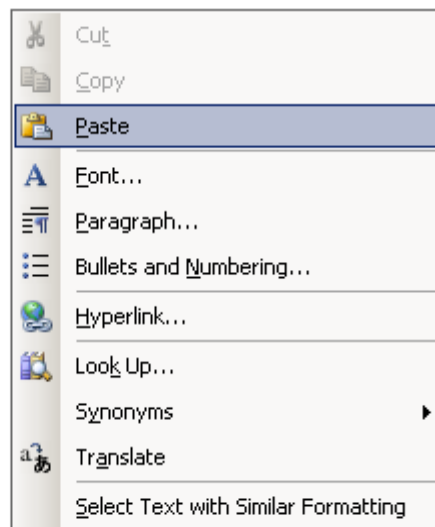
So you should end up with something a little like:



9. (a) Copy (by right clicking on mouse to bring up this screen)



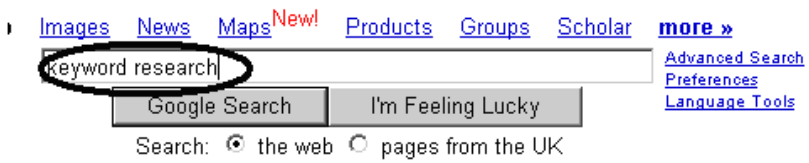
- (b) Paste Screenshot into your Word Document



Like so:



**Enter Your  
Keyword  
Term Here**

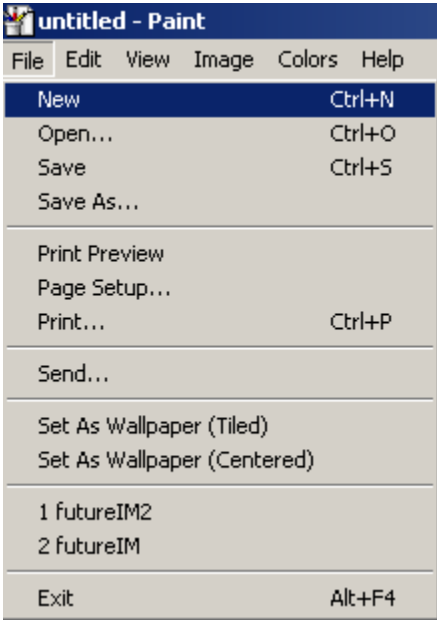


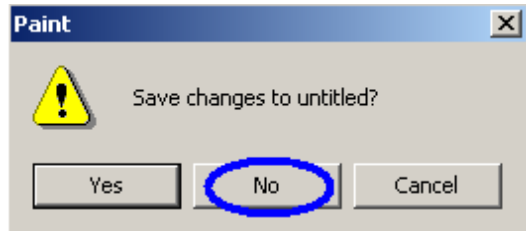
[Business Solutions](#) - [About Google](#) - [Go to Google.com](#)

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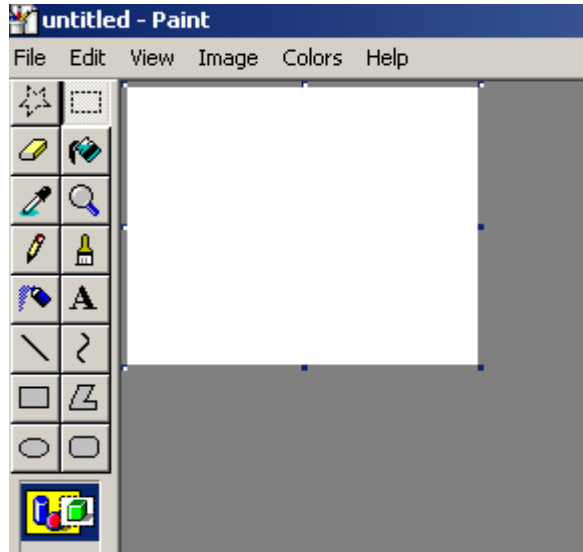
©2007 Google

- 10. Go back to **Paint** and Select *New*, without saving, so that you are ready to insert the next screenshot. (Remember to save your Word Doc though).





And we are back to this page, ready to start again!



## **THE STEP BY STEP VIDEO OPTION**

Of course, creating step-by-step videos are always an option too.

I'm afraid I'm a bit of a stick in the mud and prefer to read than watch a video, especially when it comes to step-by-step products.

Why?

Because I can print a report out, have it next to by the computer and refer to the steps page by page, while I complete the task in hand. Rather than listening, pausing, rewinding (so to speak) a video, which also needs to be open on the computer while you are carrying out the steps.

Some people's voices really aren't suited to video and no matter how good the information is, it is so hard to listen too.

My computer tends to throw a wobbly when I have a video open and playing it, whilst trying to do something else – 'system space running low' or something along those lines.

You could always do both and create a video and How To Screenshot Report, to appeal to a wider market. If you want, create the videos first. After the videos are complete, then transcribe it and add screenshots from the video, as you do each thing step by step.

It's pretty time consuming, but I personally think it is great fun and get a kick out of preparing screenshots! (And yes I do have a life!) But something like adding screenshots to a report – how many of us do a task like that everyday, without a second thought?

## **GIVE A MAN (OR WOMAN) THE RIGHT TOOLS**

The tools being the easy to follow step-by-step screenshot reports of simple (and ADVANCED) Internet processes. This Screenshot How To method can encompass all simple to advanced methods, making them all simple and easy to do.

Let's throw the world of the Internet wide open and help people with this approach to get off the starting grid, overcome the hurdles and achieve their goals, by getting to the finish line.

That's clichéd to the hilt, but it really does describe the real future of Internet success – handing people exactly what they need on a plate.

There is no greater pleasure than being genuinely able to help people on their way to success. By creating How To Screenshot Reports you will be offering a foot up, a solution, not the hard sell, or another get rich scheme.

You will be providing people with an answer to a question, which may well perplex them at this moment in time.

## WHAT NOW?

### BECOME YOUR CUSTOMER!

Think about what information helped you when you started out, what information could you have done with, being handed to you on a plate? Is there anything that you need help with now?

What processes do you complete on a daily basis with your eyes closed?

Any of them of use to a newbie?

Do you know an advanced technique you'd like to share?

Carry on asking yourself questions like these, until your mind is buzzing with ideas on what, How To Screenshot Reports you can create.

What are you waiting for!! Get to it!

Let's start a Screenshot How To Report Revolution, and make sure that, the next generation of Internet users get the information they need handed to them on a plate, that they can take, use and be successful with.

### **The future is here – WE CAN CREATE IT!**

If you wanted a hand to create your very own **How To Screenshot Reports**, then Ghostwriter Anon would be more than happy to help:

<http://www.ghostwriteranon.com/ebook-writer/how-to-screenshot-report/>

And also if you needed the video transcription and screenshot service, you can visit our main page, on <http://www.ghostwriteranon.com/video-audio-transcription-services/>

For any comments, questions, queries or enquiries you can contact Helen or Michael at [ghostwriteranon@gmail.com](mailto:ghostwriteranon@gmail.com).

Or send an enquiry form through <http://www.ghostwriteranon.com/enquiry-form/>

**I hope you enjoyed this report**

Helen & Michael Doherty

**I BLESS THIS EBOOK  
THAT IT BECOMES A MONEY MAGNET TO ALL  
THOSE WHO READ IT AND ACT UPON IT.**

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<http://www.anthony-shepherd.com/pbi/>