

How to Save an Excel Graph (or anything else on your screen) as a JPG file in Microsoft Windows

There are at least 2 ways to save a screen shot as a JPG in Microsoft Windows. One is to use Snipping Tool and the other is to use the Print Screen key. With either tool, you will copy 'the picture' on your screen and paste it in Microsoft Paint, and use the tools in Microsoft Paint to save the JPG image.

If you don't already use Snipping Tool or Paint, you may want to pin them to your taskbar so they are readily accessible.

How to Pin Tools to your Taskbar

Snipping Tool. Click the Start button. In the Search field, replace Search programs and files with Snip. Snipping Tool will appear in the Search Results. Right click on Snipping Tool and click Pin to taskbar.

Paint. Click the Start button. In the Search field, replace Search programs and files with Paint. Paint will appear in the Search Results. Right click on Paint and click Pin to taskbar.

Prepare Your Screen

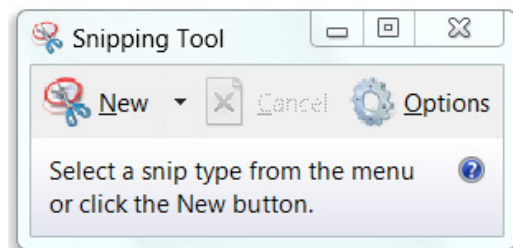
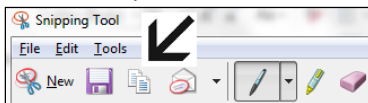
The key is to make sure 'the picture' on your screen is exactly as you would like it to appear. In addition, make sure that it fills your screen so you have the highest resolution possible.

In Word, use View>Read Mode and adjust the zoom so 'the picture' fills the screen.

In Excel or PowerPoint, adjust the zoom so 'the picture' fills the screen.

Use Snipping Tool to capture screen shots

1. With 'the picture' on the screen, open Snipping Tool.
2. Your screen will change to grey, indicating Snipping Tool is active.
3. Drag the cursor around the area you want to capture.
4. On the Snipping Tool toolbar, click the Copy icon.



Use Print Screen to capture screen shots

1. With 'the picture' on the screen, press the Print Screen button on your keyboard. This will copy everything on the screen and will likely need editing.

Use Paint to Save the JPG

1. Open Microsoft Paint.
2. Click Paste.
3. File>Save As
4. Select JPEG for 'Save as type.'
5. Select where you want to save the picture and give it a file name.

Use Paint to Edit the JPG

For more information about using Microsoft Paint, see <http://windows.microsoft.com/en-us/windows/using-paint#1TC=windows-7>.

Selecting and editing objects

In Paint, you might want to make a change to part of a picture or an object. To do this, you need to select the part of the picture that you want to change, and then make the edit. Some changes you can make include the following: resizing an object, moving or copying an object, rotating it, or cropping the picture to only show the selected item.

Select tool

Use the Select tool Picture of the Select tool to select part of the picture that you want to change.

1. On the Home tab, in the Image group, click the down arrow under Select.
2. Do one of the following:
 - To select any square or rectangular part of the picture, click Rectangular selection, and then drag the pointer to select the part of the picture you want to work with.
 - To select any irregularly shaped part of the picture, click Free-form selection, and then drag the pointer to select the part of the picture you want to work with.
 - To select the whole picture, click Select all.
 - To select everything in the picture except for the currently selected area, click Invert selection.
 - To delete the selected object, click Delete.

Crop

Use Crop Picture of the Crop tool to crop a picture so only the part you selected appears in your picture. Cropping lets you change the picture so only the selected object or person is visible.

1. On the Home tab, in the Image group, click the arrow under Select, and then click the kind of selection you want to make.
2. Drag the pointer to select the part of the picture you want to show.
3. In the Image group, click Crop.
4. To save the cropped picture as a new file, click the Paint button Picture of the Paint button, point to Save as, and then click the file type for the current picture.
5. In the File name box, type a new file name, and then click Save.

Saving the cropped image as a new picture file prevents overwriting the original picture file.

Erasing part of a picture

Use the Eraser tool Picture of the Eraser tool to erase areas of your picture.

1. On the Home tab, in the Tools group, click the Eraser Picture of the Eraser tool.
2. Click Size, click an eraser size, and then drag the eraser over the area of the picture that you want to erase. Any areas that you erase will reveal the background color (Color 2).