

How to use the “Snipping Tool”

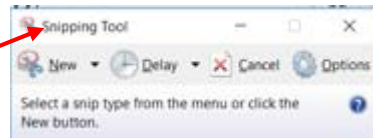
The Windows Snipping Tool (as part of Windows 7 or later) has some nice features. One such feature allows users to “capture a screen shot” of something they wish to share with someone else for example in an eMail message. Here’s how to do this:

1. Look for the snipping tool icon on your computer’s desktop screen, or on the Windows Taskbar. It looks like this.....



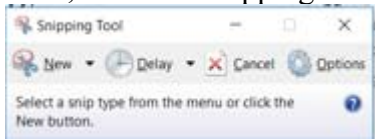
2. With a message displaying on your screen that you would like to capture and send, open the Snipping Tool by clicking on the icon for it.

3. The Snipping Tool Dialog Box appears:



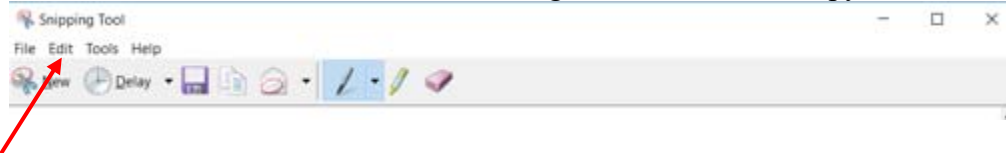
If the Snipping Tool Dialog Box is covering part of or else the whole message you wish to share, point to the “index” shown with the mouse and click and drag the dialog box away from your message you are sharing.

4. Next, once the Snipping Tool Dialog Box is out the way, click “New” (shown below)



5. Position your mouse cursor (shown as a “cross-hair” in the upper-left corner of your screen shot, then to “crop” this area, click and drag the cross-hair *diagonally* over the entire area you are sharing (note the box surrounding your message) Let go of the mouse once the entire screen shot area is selected.

6. Now, click “Edit” in the new dialog box, then, click “Copy” beneath Edit

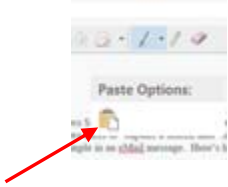


7. Close the Snipping Tool Dialog Box with the X in the upper right corner. You will be asked if you would like to save the changes in the snip, click NO

8. Next, open Microsoft Outlook (or whatever eMail program you use)

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9. Compose an eMail message. When you are ready to insert what you “snipped”, **simply right-click** in the body of your composed eMail, then, left click as shown below on the “Paste” icon



10. That's it! You're now ready to send your eMail with your shared screen shot.