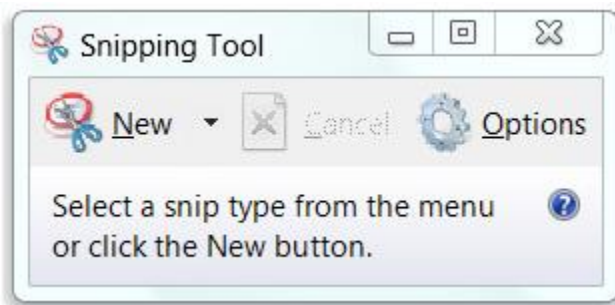


## Snipping Tool

Many times as teachers, we see a fantastic graphic on our computer and would love to use it in a handout or test. The problem is how to we get it into a document from the computer screen. Windows 7 provides a great Snipping Tool which allows you to capture a picture of anything on your desktop, like a picture or a section of webpage. Snip a whole window, a rectangular section of the screen, or draw a freehand outline with your mouse or tablet pen (or your finger, if you're using a PC with a touchscreen). Then you can annotate, save, or e-mail the image using buttons right in the Snipping Tool window.

To use the snipping tool, just follow these steps:

1. Find something on your screen that you would like to save for use.
2. Click START, ALL PROGRAMS, ACCESSORIES, and then Snipping Tool
3. The Snipping Tool software will appear on your screen.



4. At this point you are able to draw a box around the item to be captured. This can be changed to other types of selectors. To change the selector type, click the Arrow next to new and choose appropriate choice.
  - a. Free-form Snip - Draw a free-form shape around an object.
  - b. Rectangular Snip - Drag the cursor around an object to form a rectangle.
  - c. Window Snip - Select a window, such as a browser window or dialog box, which you want to capture.
  - d. Full-screen Snip - Capture the entire screen.
5. Once the object is snipped, you can print it, save it, copy it or annotate the picture.
6. Once you have made the changes to the object, you can also paste it into a document.