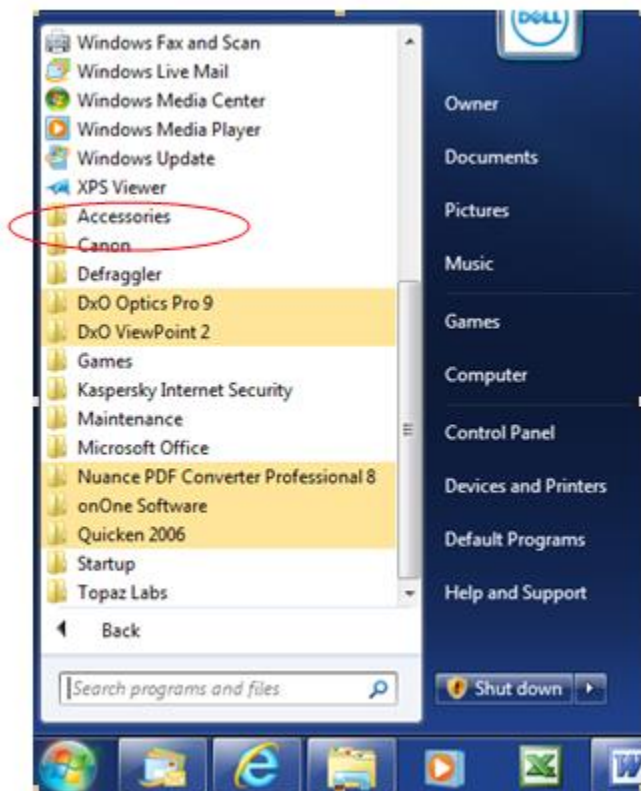


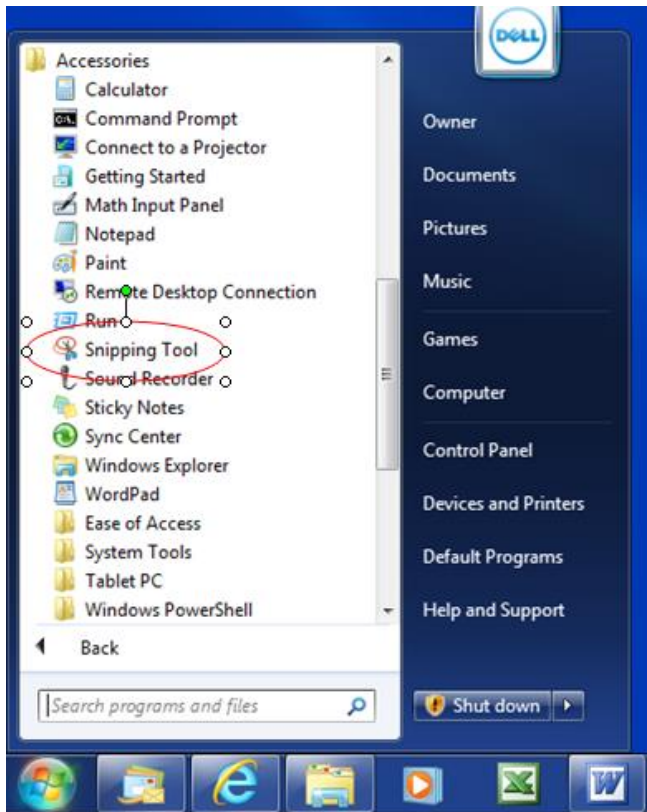
## Windows SNIPPING Tool - A Handy Hidden Aid

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Have you ever wrestled with trying to show someone something from your computer's screen? If you have a Windows based PC the typical way is to press SHIFT-PRT SCR to capture the entire screen and then paste it where you want. This is quick and easy when you want the whole screen, but more often than not you only wanted a small section. Now you have to use the photo tools in the application or edit the screen capture in something to cut it down to what you actually wanted to send to the other person or show in your article. Enter Windows SNIPPING Tool.

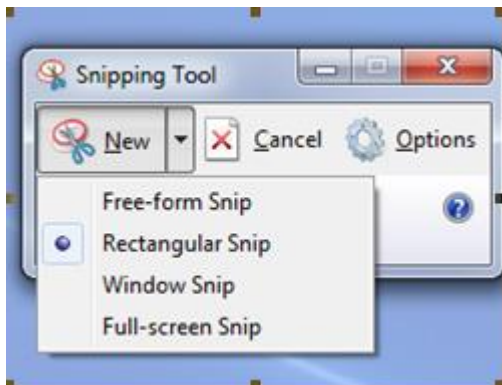
The SNIPPING Tool can be found under the Accessories. Press the START button and select All Programs then click on the Accessories category.

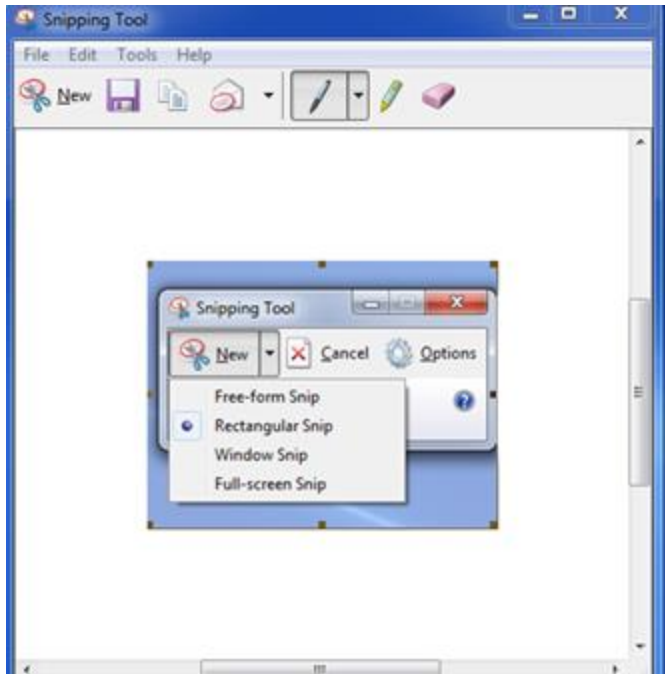




You can use the tool from this menu, but I have found I like it to be handy so I drag a copy over to my desktop.

To use the tool just double click to start it. The screen will turn a milky white showing the tool is active. Use the drop down menu beside the word NEW to select what type of snip you want. Now drag the crosshairs over the area to be captured and the tool will snip just that section.





You can save the snip as a PNG or JPG or just paste it into your document or e-mail directly.

In the spirit of full disclosure I have to say that the SNIPPING Tool does not capture Windows Fly Out menus or itself. I had to do the inserts for this article by doing the old style full screen capture and then take a snip out of that. Still, the SNIPPING Tool has become a handy addition that I use constantly when trying to do articles or illustrate points using sections of Photoshop or web browser screens and the like. Give it a try and I think you will add it to your tool box very quickly.