John Matthews
JohnMatthews.us
jwmatt@yahoo.com

翻訳

Certified by
ATA in
Japanese > English
Translation
since 1989

Microsoft Windows

Tip of the Day

by John Mathews, MBA & CT
2013

Snipping Tool

A picture is worth a thousand words. The Snipping Tool lets you take a picture of part of anything on your screen.

Where to Find It:

Windows 7: Start Button → All Programs → Accessories → Snipping Tool

Windows 8: Start Screen → right click towards the bottom right, and click on the All Apps button → Scroll over to Windows Accessories: Snipping Tool. Double click on it to open it.

If you want to be able to access it at any time, right click on the little Snipping Tool program and pin it to the taskbar. Then it will always be available at the bottom of your screen. To get rid of the easy access to the program at a later date, right click on its icon in the taskbar and unpin the program from the taskbar.

In the Snipping Tool program, at the "New" dropdown arrow, you can choose a free-form snip, a rectangular snip, Window snip, or full-screen snip. Then you can either just copy/paste it to the location where you want it, or give the jpeg a name and save it (the

default is to My Pictures), and you can then use it many times by copy/paste into any program. You can also write on the snip or highlight portions of it.