

- Snipping Tool



- Shortcut to Cycle Through Programs

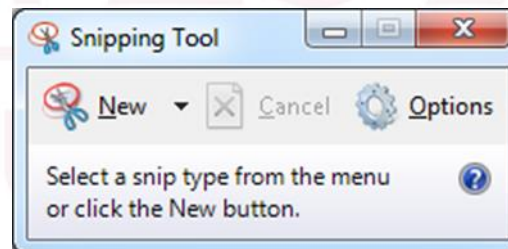
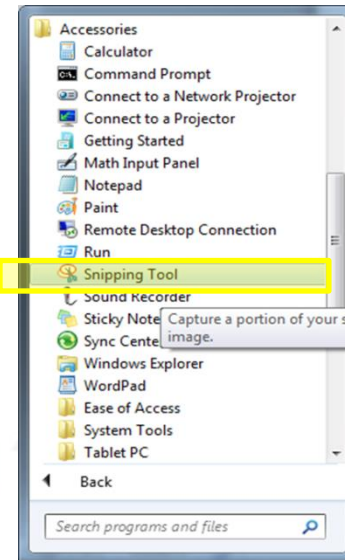
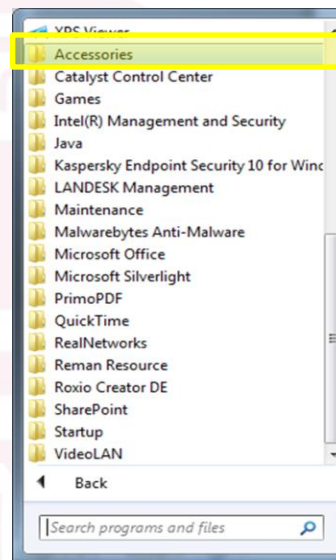
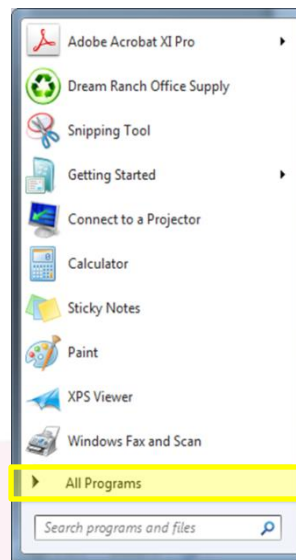


Snipping Tool

- A snipping tool is a function offered by Windows that will capture and customize the image visible on your screen.
- You can use the “Print Screen” option to capture a screen shot using the print screen procedure “Ctrl-Alt-PrtScn”, but this function captures a picture of the entire screen.
- The snipping tool allows you to customize the captured image so that you can choose any area on your screen you wish to use. You can edit the area, copy it and then save and/or even mail the image.

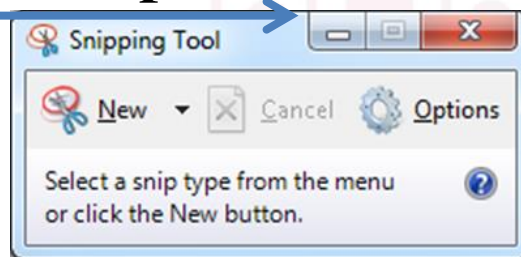
Snipping Tool

- Choose Start→All Programs→Accessories→Snipping Tool.

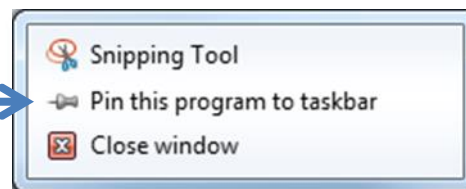


Snipping Tool

- The snipping tool is now on your desktop. You will then click the minimize button of the snipping tool. This will move the snipping tool to your taskbar located at the bottom of your computer screen.

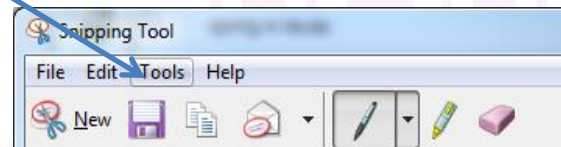


- Right click the snipping tool icon and click “pin this program to the taskbar”. You can now use the tool without going through the set-up procedures.



Snipping Tool

- Left click on the icon to use the tool. The screen will fade out a little. You select new and then crop the area on the screen you want to capture.
- You can edit the captured image through penning (writing on the captured image), high-lighting, erase, save and/or email the image.



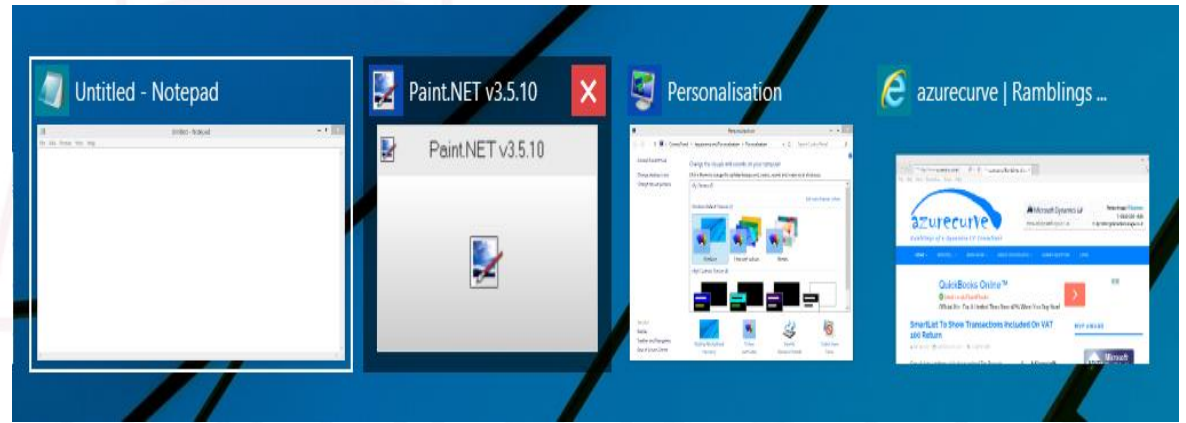
Shortcut to Cycle Through Programs using Alt key-tab, alt-shift-tab

<https://www.youtube.com/watch?v=T2qaPWMG6Nc>

- Hold down the Alt key and then press the **Tab** key repeatedly until the **application window** you want is selected. This is called **Windows Flip** and cycles through thumbnails of all open windows.
- Note: You can also hold down the Alt and shift key then press tab for the same results.

Shortcut to Cycle Through Programs using Alt key-tab, alt-shift-tab

<https://www.youtube.com/watch?v=T2qaPWMG6Nc>



Shortcut to cycle through programs using Windows button

<https://www.youtube.com/watch?v=xnVOPH-9SNw>

