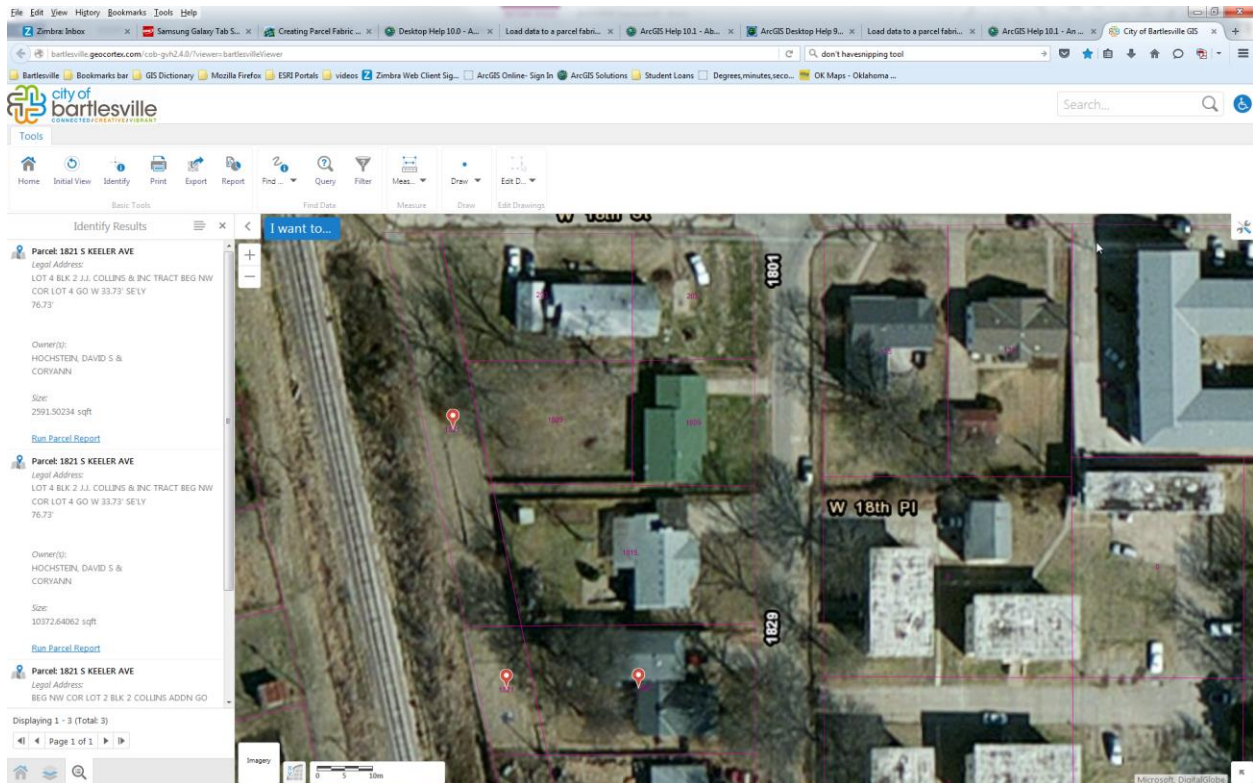


How to select image on the comp monitor to print:

Any system with WIN 7 or better, use the snipping tool located in the accessories folder and its icon can be drag-and-dropped onto your tool bar at the bottom of the monitor. Click on icon the drag a box around the part of screen image you want, then just right click the selected image and select copy. (For detailed instructions for locating and using the snipping tool, go to page five of this document.

Snipping tool is easier to use, but, for older computers, Print Screen will work: see example below:



PrtScn key (Print Screen--next to your F12 key) which automatically copies everything displayed on your monitor to your clipboard so you can paste it in a document like MS Word. However, on newer computers the PrtScn button will bring up a selector box like Snipping Tool does, and you just have to choose from a pop-up list to 'copy to clipboard'.

Once in word, you can click on the image and in the pull down menus at the top of MS Word, 'Picture Tools' will appear (appears only after you click on the image you pasted) see the last page of this doc for more explanation on Picture Tools

1821 S Keeler Ave

The screenshot shows a web application interface. On the left, there is a sidebar titled "Identify Results" containing three entries for "Parcel: 1821 S KEELER AVE". Each entry lists the legal address, owner(s) (HOCHSTEIN, DAVID S & CORYANN), and size. The first two parcels are 2591.50234 sqft, and the third is 10372.64062 sqft. Below the list, it says "Displaying 1 - 3 (Total: 3)" and "Page 1 of 1". On the right, an aerial map shows several parcels outlined in pink. Red location pins are placed on parcels 1821, 1815, and 1809. Street names 1801 and 1829 are visible on the right side of the map.

If you click on the image you have pasted into MS Word,



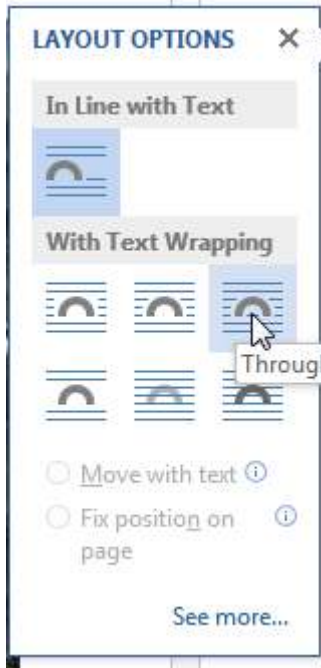
this icon will appear in top right

Click on it. And this will appear

This screenshot shows the MS Word interface. The same parcel information screenshot from the previous image is pasted into the document. A small icon, identical to the one in the previous block, is visible in the top right corner of the pasted image.

Then click on the through icon, see the next page-→

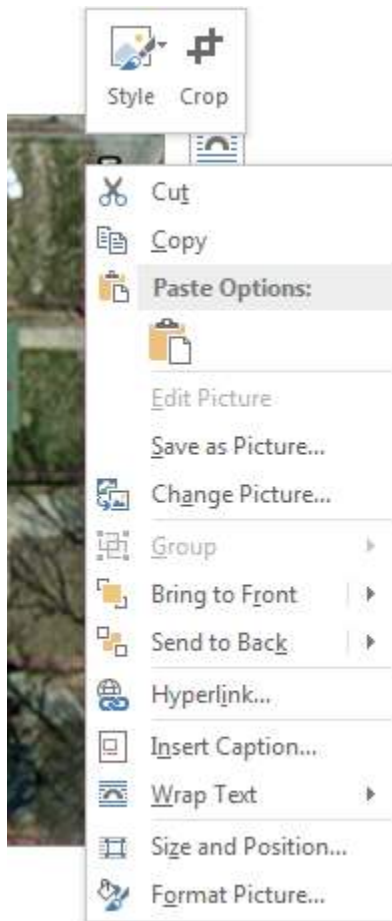
The screenshot shows the "LAYOUT OPTIONS" menu in MS Word. It has a title bar with "LAYOUT OPTIONS" and a close button. There are two main sections: "In Line with Text" and "With Text Wrapping". The "In Line with Text" section has a blue icon selected. The "With Text Wrapping" section has three icons. Below these are two radio button options: "Move with text" (selected) and "Fix position on page". A "See more..." link is at the bottom right.



The 'through' icon will allow you to then click on the image and drag it anywhere on the page you want, and it will move text around to accommodate the image as you move it. Also, if you click on the image in the corners of the image borders are tiny boxes that you can click and drag to resize the image. Just be careful if you place the image at the end of a document and you want to type words after the image, just enter a couple of words before you click 'through', otherwise it can be hard to just click and place words after the image after you click 'through'. You can do it, but you will just have to re place the image where you want it after you type the text.



If you right click an image you will get this pop up menu for more image tools. Which allows for cut and paste and other functions for image modification.



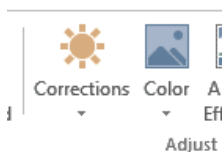
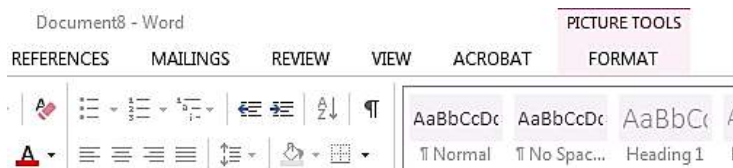
PrtScn key (Print Screen--next to your F12 key) which automatically copies everything displayed on your monitor to your clipboard so you can paste it in a document like MS Word. However, on newer computers the PrtScn button willbring up a selector box like Snipping Tool does, and you just have to choose from a pop-up list to 'copy to clipboard'.

Once in word, you can click on the image and in the pull down menus at the top of MS Word, 'Picture Tools' will appear (appears only after you click on the image you pasted)--click on that pull down menu, and then on the top left side you can select 'crop' and then select the edges and place the borders of the image around the part of the image from the print screen, thus cutting out any unneeded image from the print screen.

Also, under 'Picture Tools' in MS Word, on the right side is 'Corrections' menu/tab, click on and examples of the image with corrections appear, you can then select a sharper image quality--if needed.

Next to 'Corrections' is the 'color' menu/tab, which can control the saturation of color and such, also examples of the image with color

adjustments appear for your selection. If you make changes you don't think improves the quality then just click the undo arrow at the very top left of the MS Word program to undo the last change made, keep clicking undo arrow and any changes made to the MS Word document will revert back in the order you made the changes. If you hit it enough times the copy paste of the image will disappear leaving a blank document, then just hit the redo arrow or just right click and paste the image again.




SNIPPING TOOL



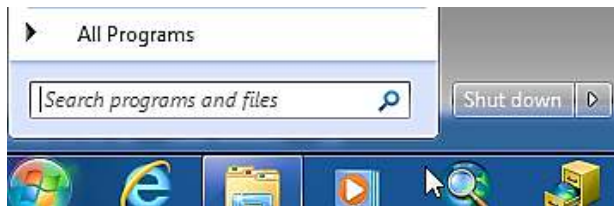
This is an added suggestion and if you do not have it then you will want this tool on your computers toolbar. For Windows Computers, I am sure Mac has a similar feature, and I know there are apps that can be downloaded, but all windows computers should have this snipping tool in the Accessories folder. This tool allows you to take any image, and any part of any image or text on your computer and place it in a document like MS word. Or, you can export by clicking file then save as, or clicking on the hard disk icon (what a dated icon) to PNG, Jpg, or GIF. You can email it.

Also, on newer Windows computers the [PrtScn button](#) on the keyboard, above the backspace and insert buttons, will do similar activities. Giving crosshairs and exporting to clipboard, and other formats.

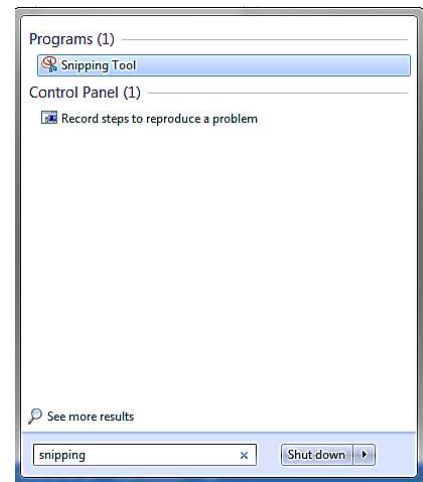
When working with map images and screen data these tools can be invaluable to the process.

To find the [SNIPPING TOOL](#) : Click in the bottom right corner of the computer screen on

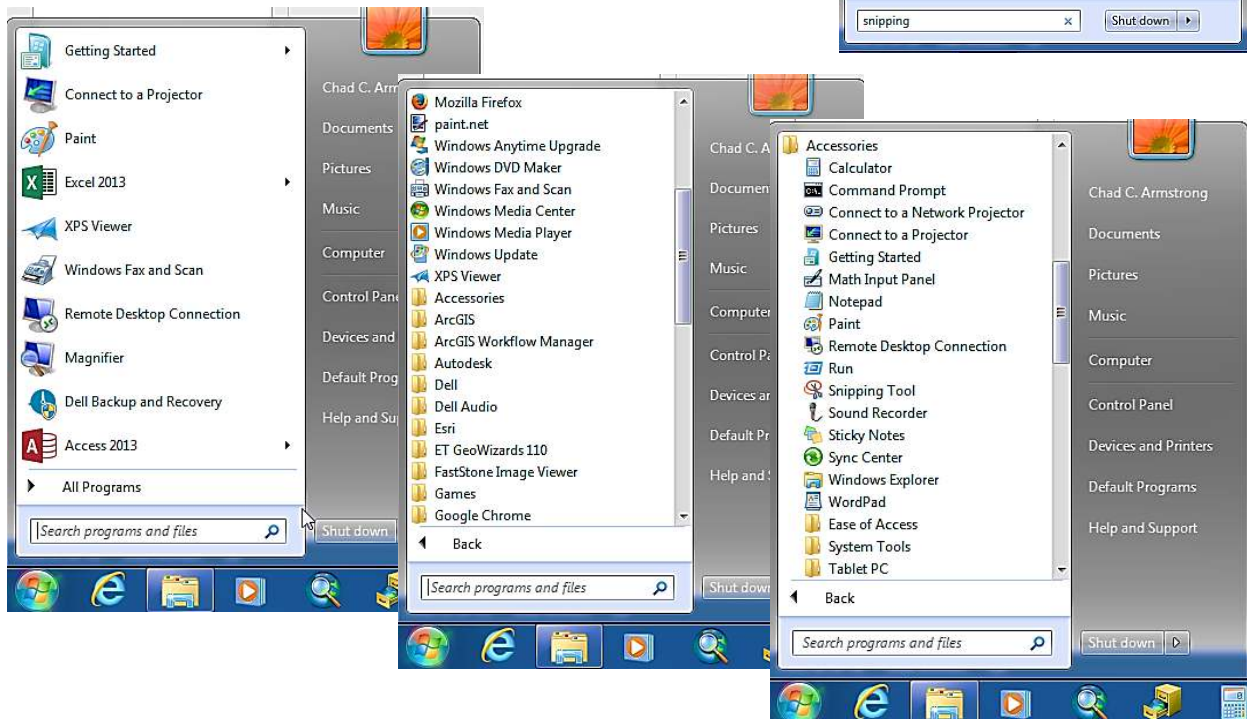
the Start icon, where you go to shut down the computer. Then you can just use the search bar



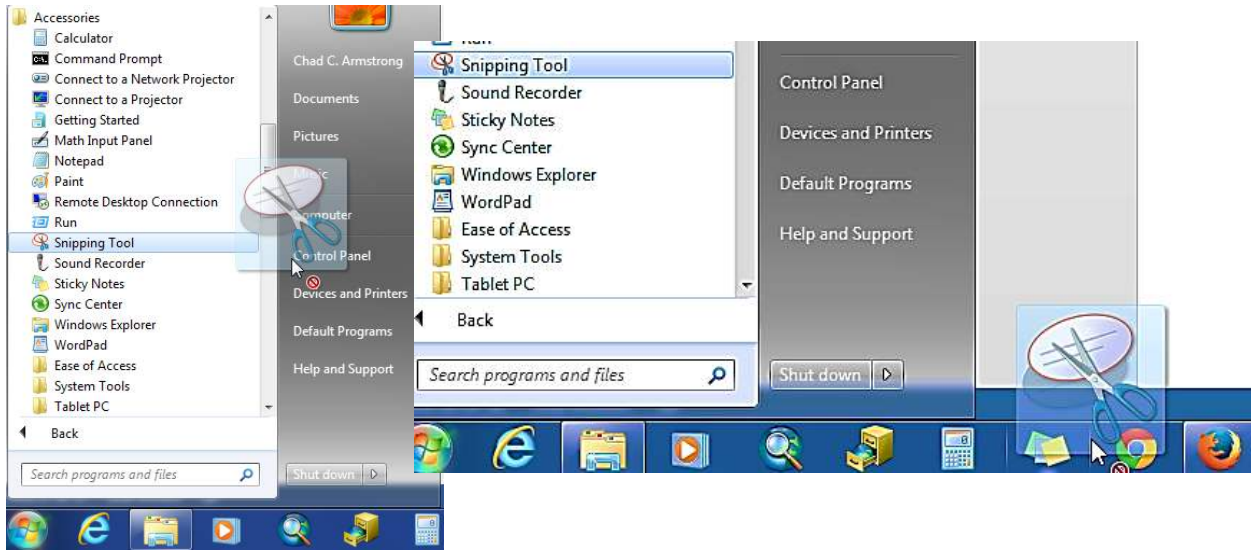
and then
type in
snipping
or,



search all programs for the Accessories folder:



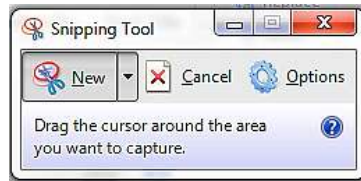
Then right click and hold on the Snipping Tool icon and drag it to your toolbar.



It is then always there



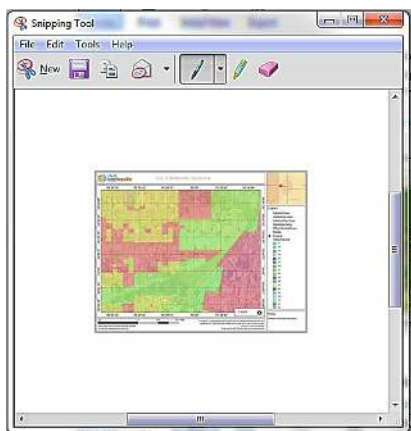
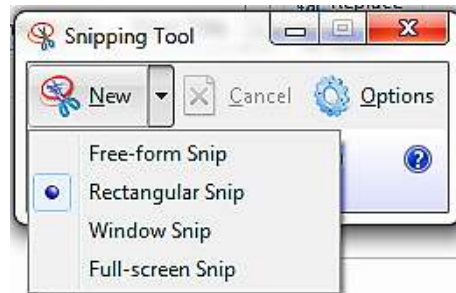
Click on the tool and this crosshairs appear
Drag the crosshairs



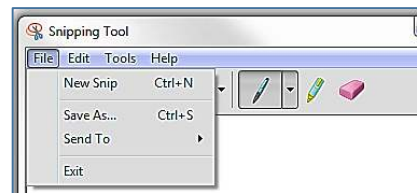
appears somewhere on the screen, and also
You can, if you want select a selector shape.




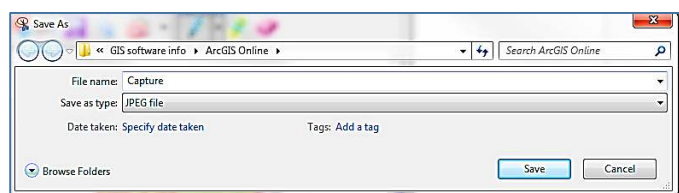
around desired image.

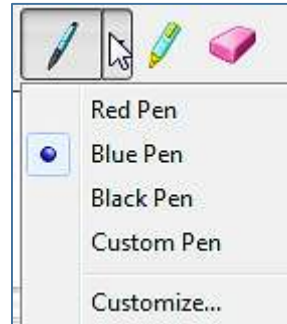
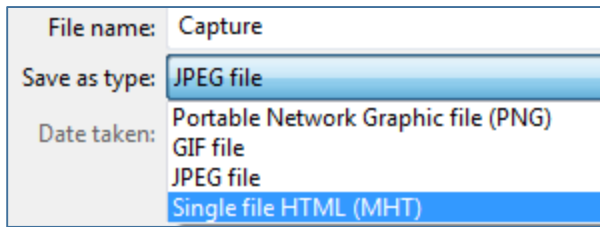


This larger box appears with an image. You can select 'Save as', or you can just right click and select [copy \(Ctrl+C\)](#). Save as allows to save as JPG, PNG, or GIF, also.

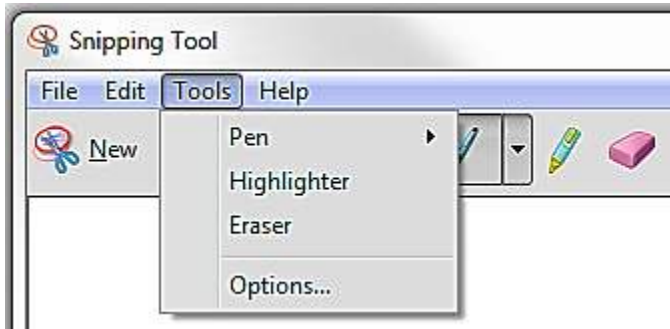


Or click on the  hard disk





The snipping tool can also draw on the image:






Also, the image can be emailed.

Open a word document,

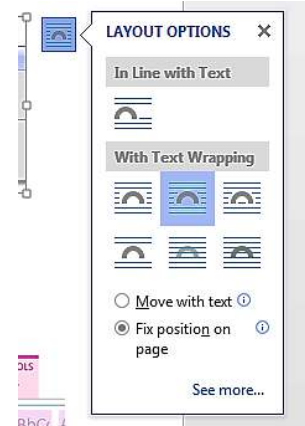
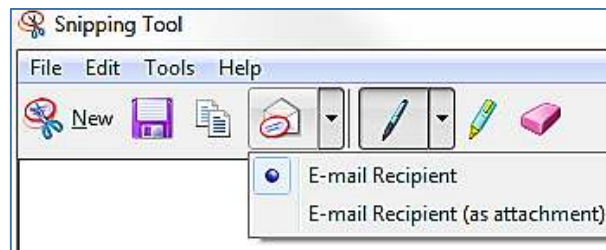
And [paste \(Ctrl+V\)](#) or right click-paste.

Click on the image in word, **Left-click** and

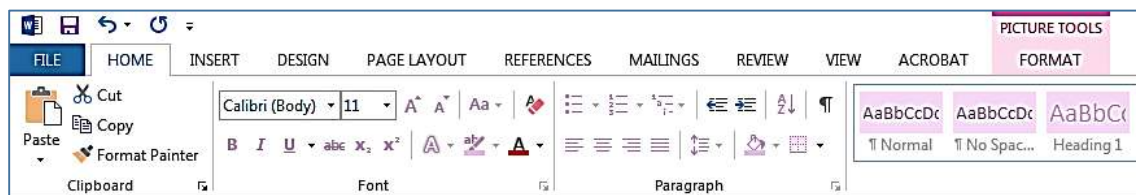
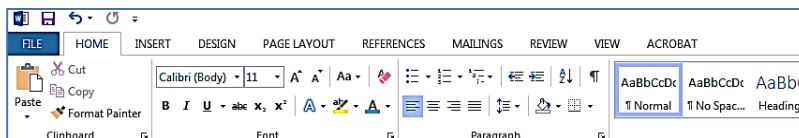
select  to the right of image, then

select  the middle  which allows you to move the image wherever you want in MS Word, then right-click

and then select **FORMAT PICTURE TOOLS** at top of screen (which will show up in the tool bar unless you click on the image).



not





You can make image quality corrections and color corrections and changes, remove background, crop the image, among many image edit functions.

Once you are done in MS Word, you can FILE--'save as', choose save as type pull down menu and save as PDF format, which is better for web and email sharing. PDFs are not editable, and have require less memory to save image heavy documents.

In City Maps, you can use screen image tools to grab sections of maps and table information to quickly create a printable report. These tools are useful for much more than map images.