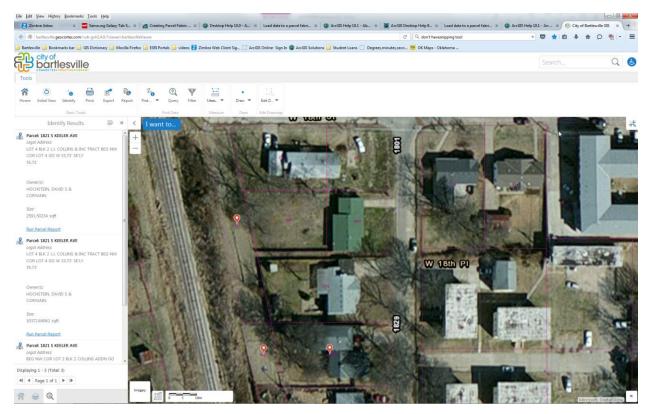
How to select image on the comp monitor to print:

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.

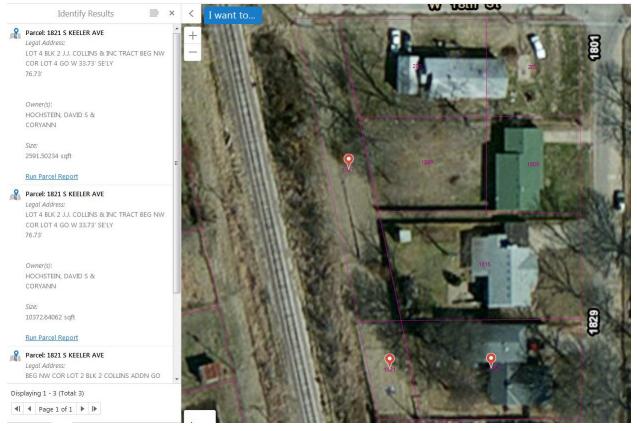
Snipping tool is easier to use, but, for older computers, Print Screen will work: see example below:



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

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

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this icon will appear in top right Click on it. And this will appear

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

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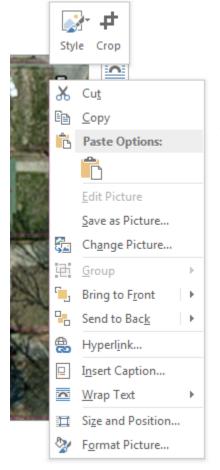


The 'through' icon will allow you to then click on the image and drag it anywhere on the page you want, and it will move text around to accommodate the image as you move it. Also, if you click on the image in the corners of the image borders are tiny boxes that you can click and drag to resize the image. 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'.

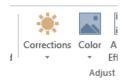
Once in word, you can click on the image and in the pull down menues at the top of MS Word, 'Picture Tools' will appear (appears only after you click on the image you pasted)--click on that pull down menu, and then on the top left side you can select 'crop' and then select the edges and place the borders 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.

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This is an added suggestion and if you do not have it then you will want

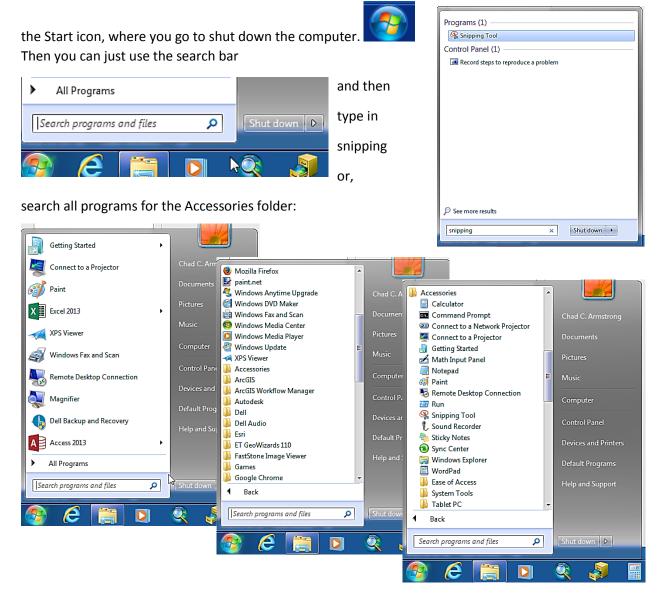
this tool on your computers toolbar. For Windows Computers, I am sure Mac has a similar feature, and I know there are apps that can be downloaded, but all windows computers should have this snipping tool in the Accessories folder. This tool allows you to take any image, and any part of any image or text 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.

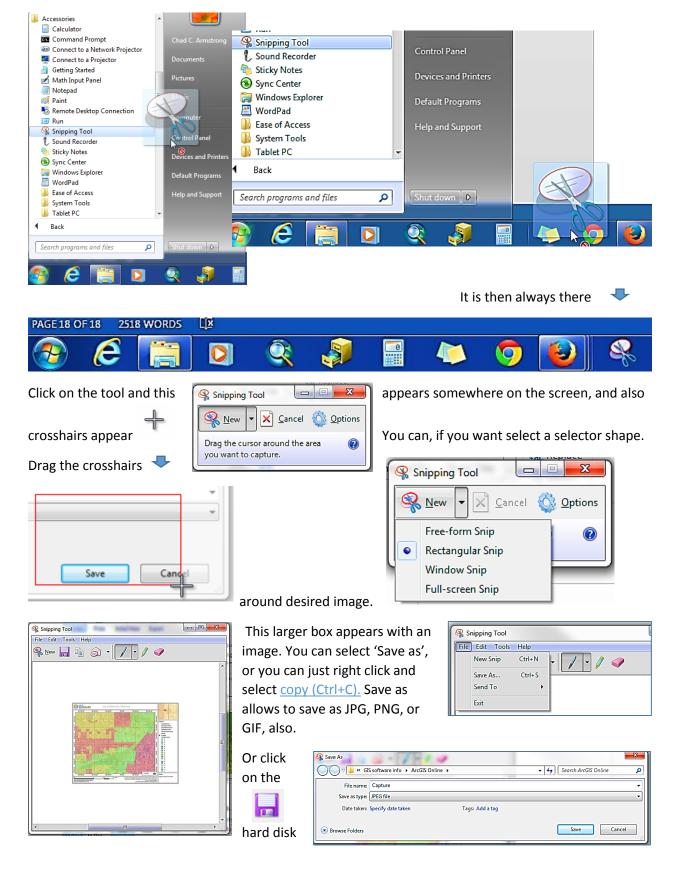
Also, on newer Windows computers the <u>PrtScn button</u> on the keyboard, above the backspace and insert buttons, will do similar activities. Giving crosshairs and exporting to clipboard, and other formats.

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

To find the **SNIPPING TOOL**

: Cick in the bottom right corner of the computer screen on





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

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Red Pen Blue Pen

Black Pen

Custom Pen

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File name:	Capture
Save as type:	JPEG file
Date taken:	Portable Network Graphic file (PNG) GIF file
	JPEG file
	Single file HTML (MHT)

The snipping tool can also draw on the image:

Snipping Tool	Customize						
File Edit Tools Help							
New Pen Highlighter							
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Open a word document,	File Edit Tools Help						
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And <u>paste (Ctrl+V)</u> or right click-paste.	E-mail Recipient						
Click on the image in word, Left-click and	E-mail Recipient (as attachment)						
select to the right of image, then							
Text Wra							
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 not						
show up in the tool bar unless you click on the ir	mage).						
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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.