

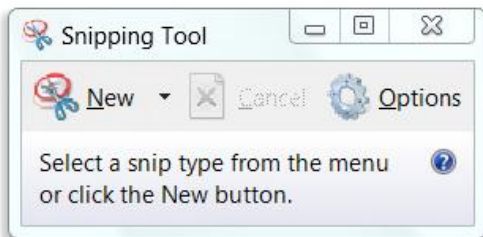


The **Snipping Tool** and **Paint**, in **Windows 7 Accessories**, provide quick, easy ways to capture and edit screen shots (snips) of any object on your screen; edit pictures (add text, change colors, resize); and create original drawings.



Click **Start** icon (lower left corner). Open **All Programs ... Accessories**. Click and drag **Paint** and **Snipping Tool** icons to bottom task bar for easy access.

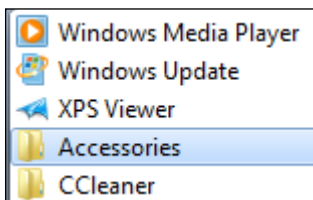
### Use the Snipping Tool to capture screen shots:



Select a snip type (arrow by **New**), then the area on your screen to be captured.

Snips are automatically put in the Clipboard for **pasting directly** into Word docs, PowerPoint slides, etc., or pasting to Paint for editing.

### How to capture a snip of a “disappearing” menu, such as All Programs:



Open Snipping Tool, press ESC, then open the menu you want to capture.

Press **Ctrl+PrtScn**. Select the area to be captured.



### Use Paint to edit images and create drawings:

**Before:**

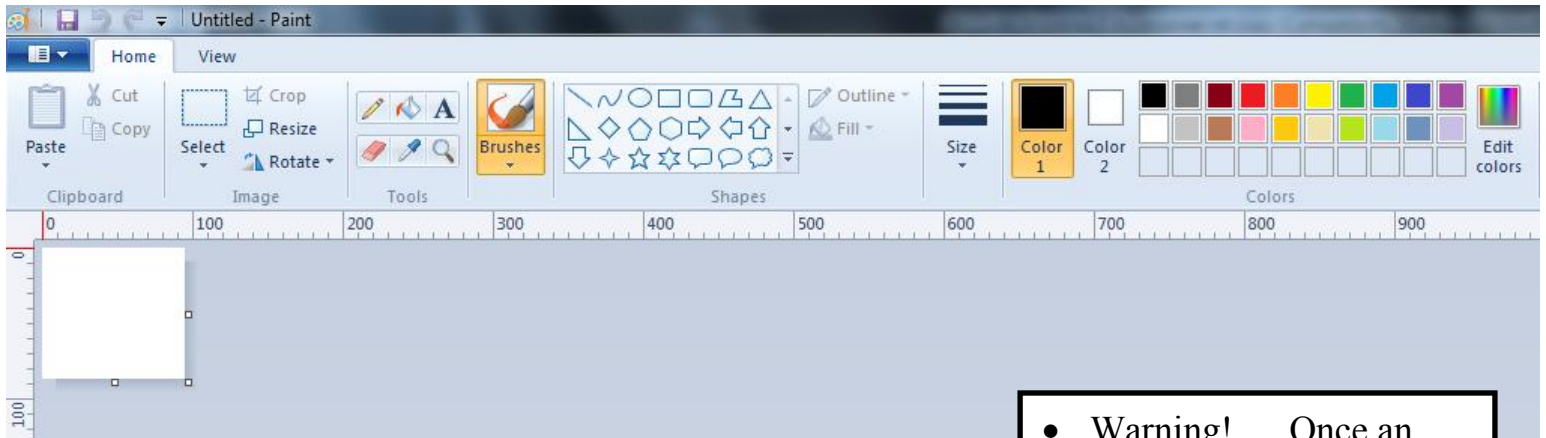


**After:**





## The Paint window:



### How to create the “After” image:

View - Rulers


Paste or Open image

Select – Rectangular – Crop

Text –  – size, color

Background color of textbox – opaque, transparent

Select plane – Free-form – Rotate

Fill in background white space around plane – Tools – Color picker –  – Place color picker in color area you want, hold down right mouse and move slightly (will become Color 2)

Open Brushes – Select Brush – Change size of line

Resize plane: Select – Free-form; Transparent. Select – Resize – Pixels (change to 250)

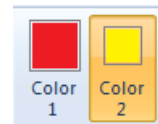
Select plane – Copy – Paste – Resize smaller (120 pixels)


Paste a 3<sup>rd</sup> plane – Resize smaller (90 pixels) – Rotate vertically

Change Color 1 = Red. Change Color 2 = Yellow

Brushes – Airbrush. Draw wavy line. Click and drag left mouse = Color 1 (red).

Click and drag right mouse = Color 2 (yellow).



Shapes =  - Outline - Color 1 = Red. Fill - Color 2 = Yellow

Resize manually – Shift + click and drag arrow on corner of image box around star

Cupcake : Shapes =  - Fill color = blue. Frosting =  - Fill color = white.

Zoom in, select and delete trailing ends of frosting cloud.

Candle = rectangle shape, purple fill color. Flame = circle shape, yellow fill color

Sprinkles = oval shape, red, green fill colors

Lines on blue cupcake. Shapes = . Change Size width.

Resize entire image = 600 pixels

- Warning! ... Once an action is completed, i.e. text, it can't be re-edited. Delete/erase and start over.
- Save often!