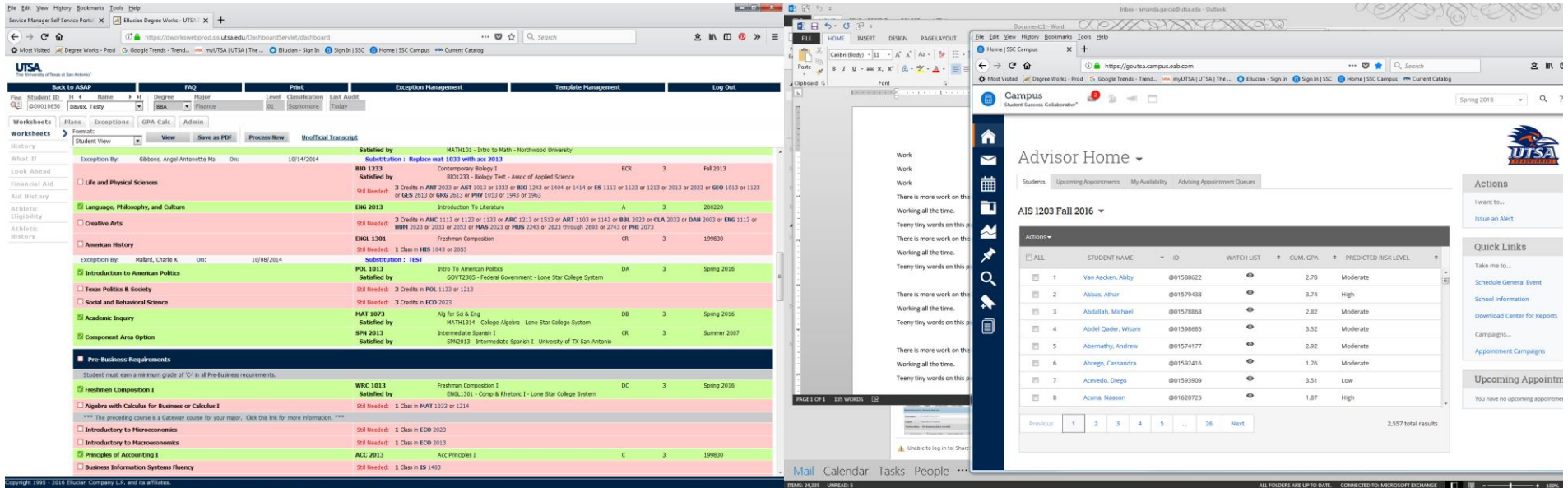


Screenshots for Email

A few words about **screenshots** (or screen shots).

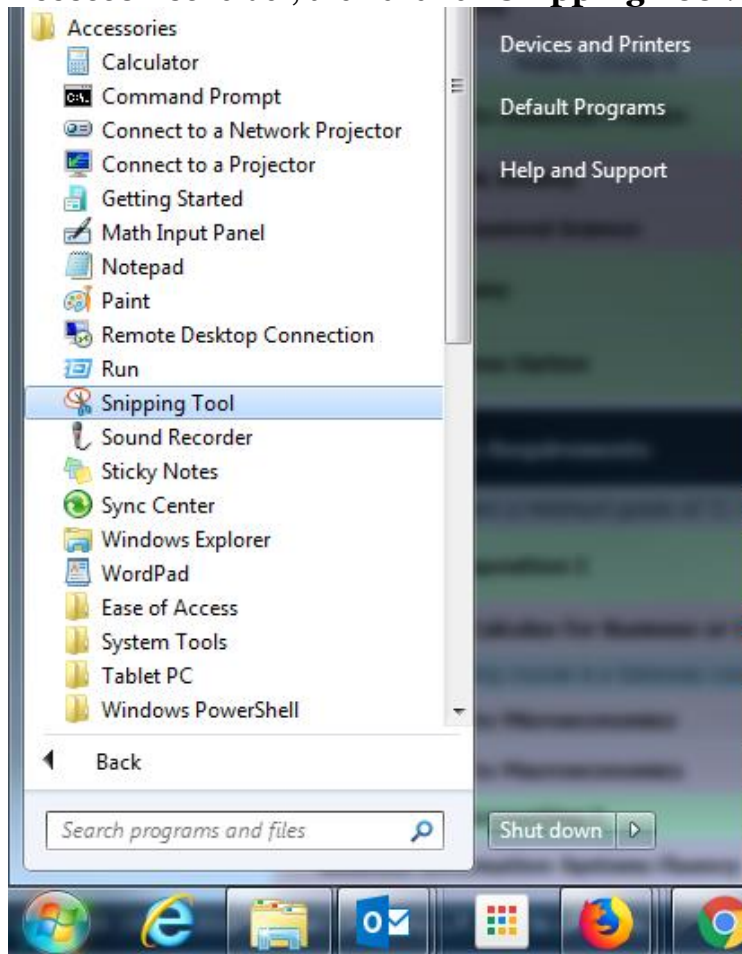
With our double screens, when we send screenshots that have not been cropped, this is what they look like with both screens visible. Usually, we only want to send a piece of the screen or only one and not both.



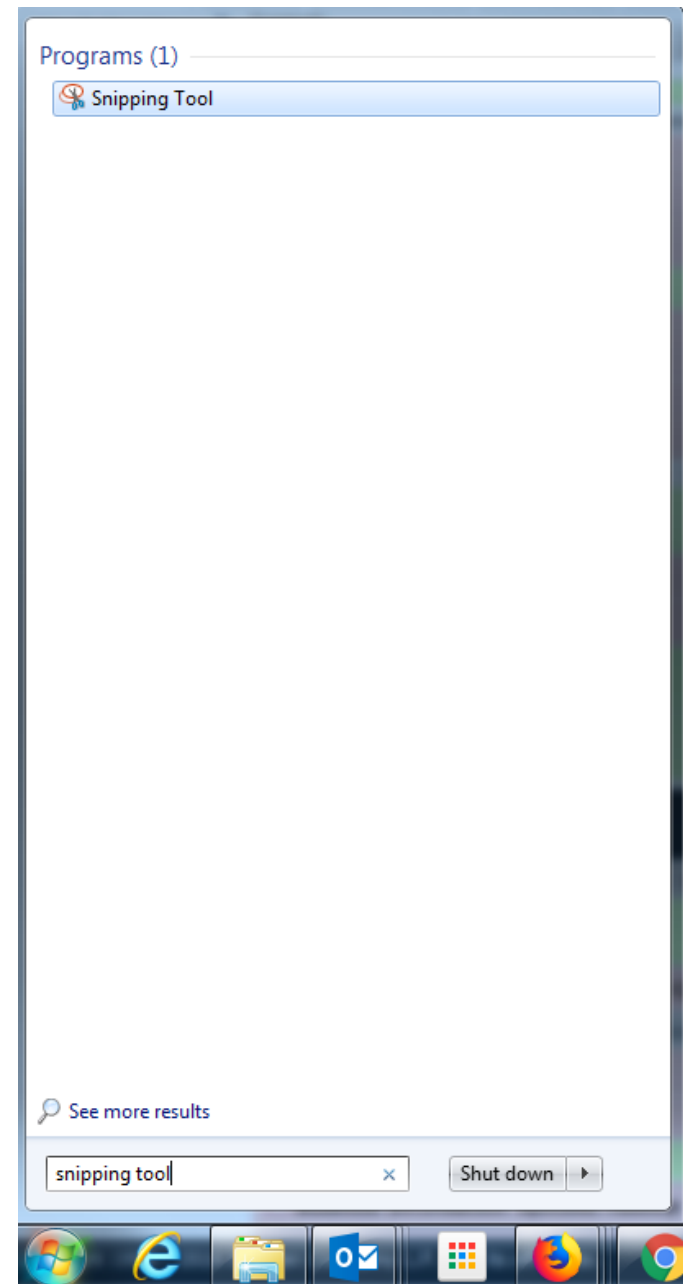
It can be hard to read for the recipient. Below are a couple of options to make your screenshots easier to see/read.

1. Snippet Tool

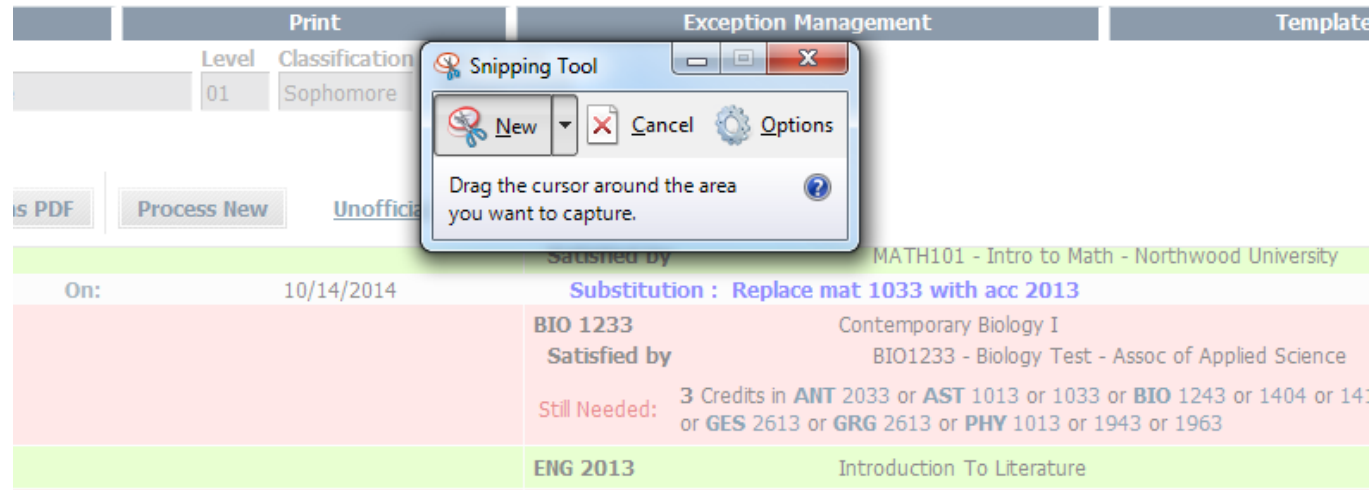
- a. Go to your **Start button** and look for your **Accessories** folder, then click on **Snipping Tool**.



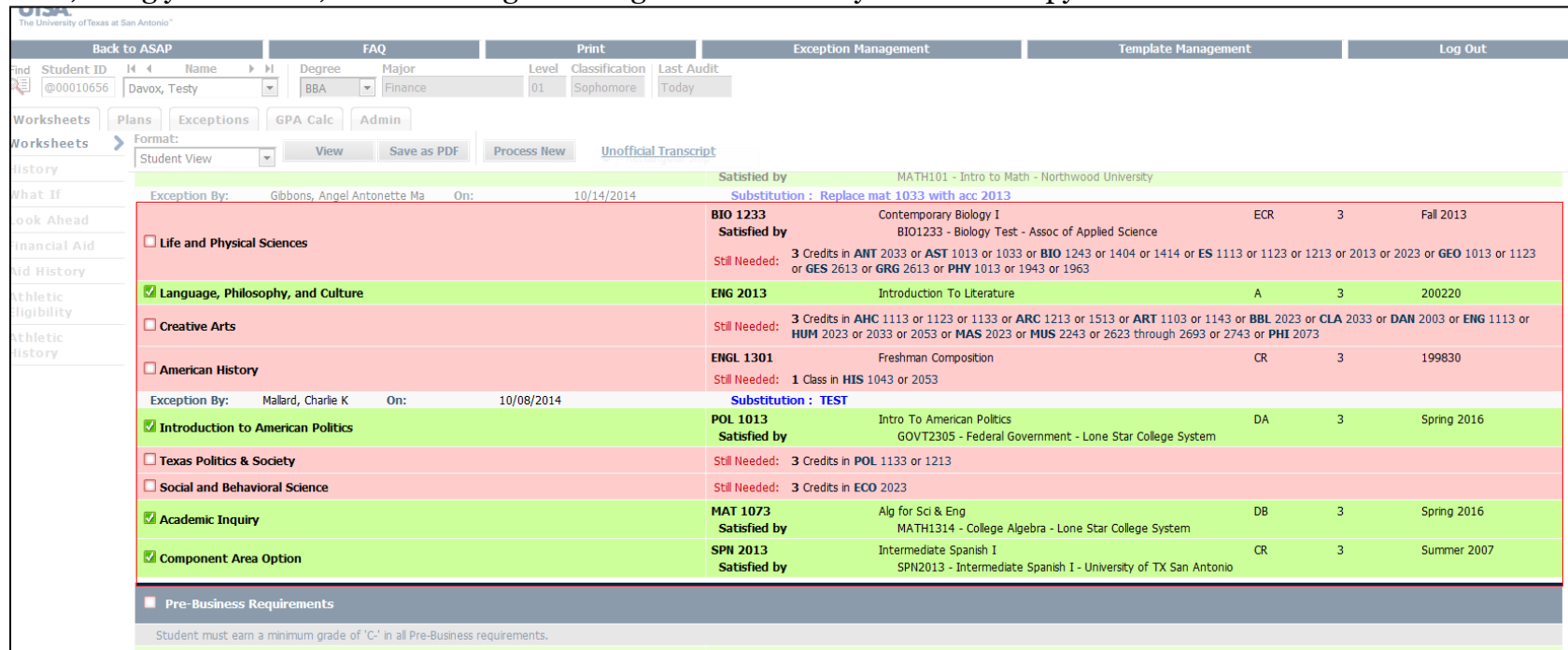
You can also find the tool by typing “Snipping Tool” in the search box.



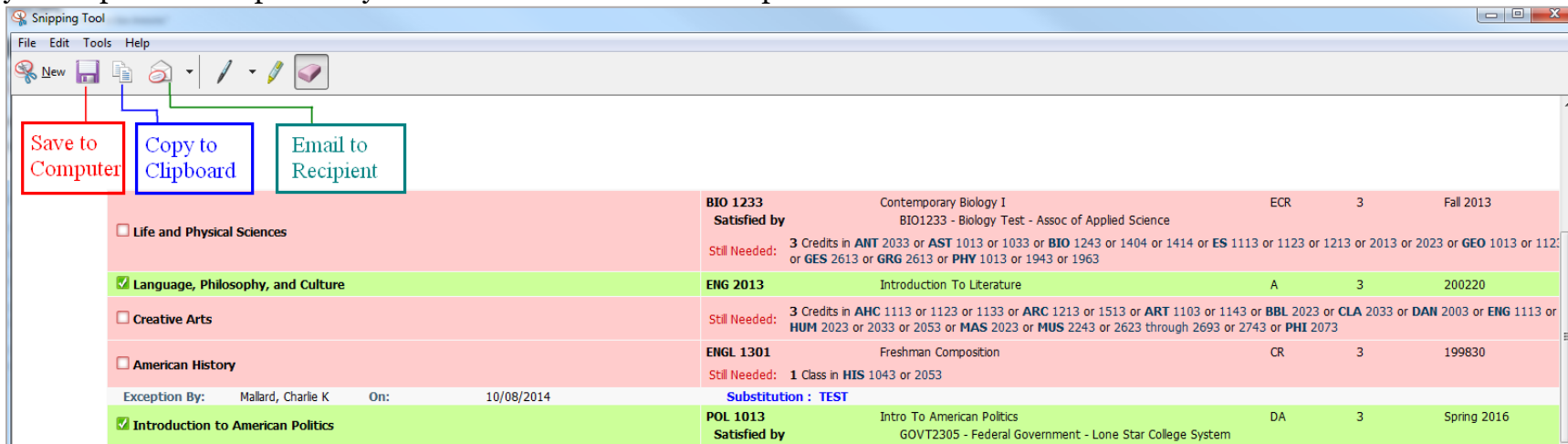
b. Once you click on the Snipping Tool, it will pop up a window and everything behind it will become greyed out.



c. Next, using your mouse, click and drag a rectangle over the area you want to copy.



- d. A new window will pop up with the area you copied. You can save it to your computer, email it or make a few notations on it. If you have not already began typing an email, and it is the only thing you are sending, you can just click on the email icon and Outlook will open with the picture in the body of the email (or attached if you have chosen that option.) Otherwise, copy it to your clipboard and paste in your email. You can resize the picture in the email.



2. Print Screen button/Paste/Crop

- a. Click the Print Screen button on your keyboard. Depending on your keyboard, it might say “Print Screen” or “Prt Scr”. Usually it is above your Insert/Home/Delete buttons. It could also be above your number pad.



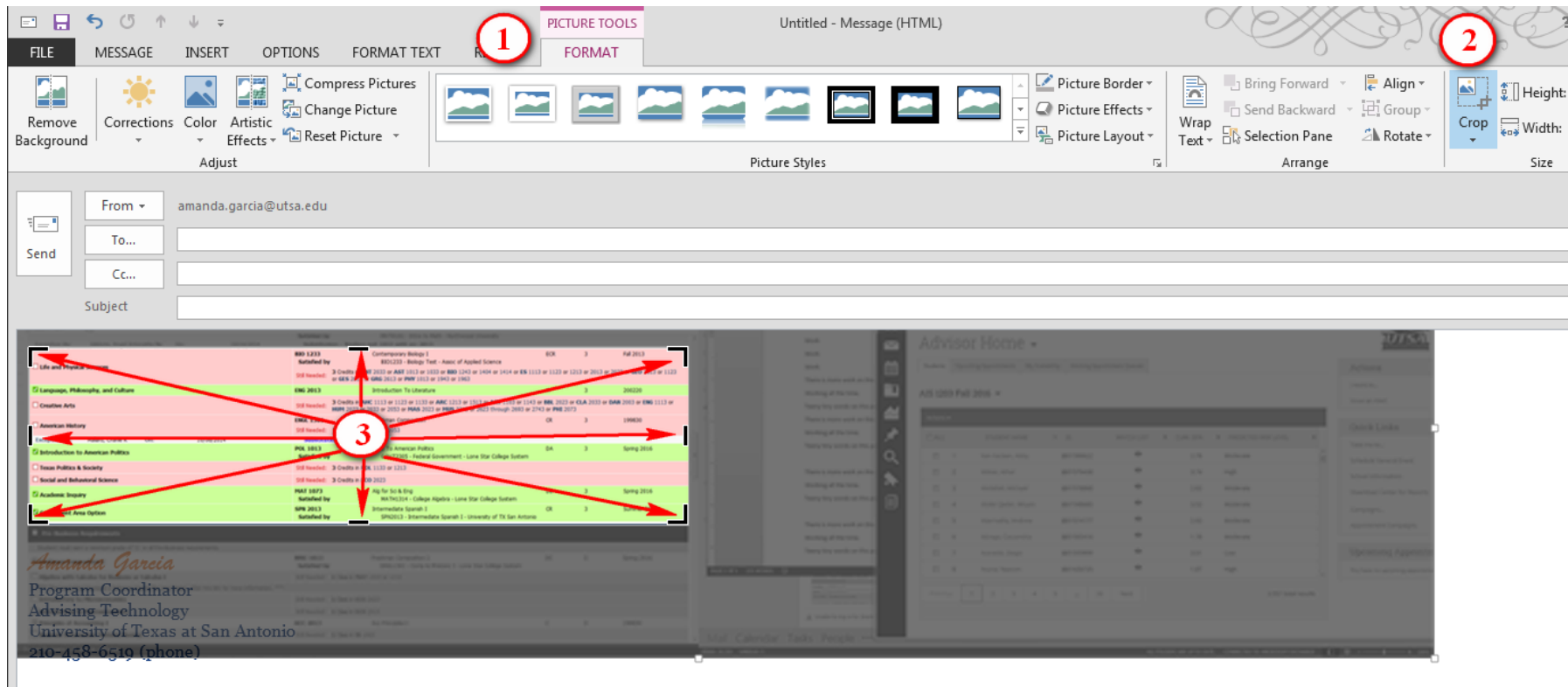
Photos courtesy of Google Image search. Thanks, Google!

OR



- b. Go to your email and paste your screenshot by clicking Ctrl+V or right click your mouse and selecting ‘Paste’ from menu.
 c. You will then see your double-screen picture just like the first one in this email.

- d. Click on your picture. Next, click on the **Picture Format** tab at the top of your email ribbon (1). Next, click on **Crop** (2). Then you will drag the guide markers that have just popped up on your picture to surround the area you want to copy (3).



- e. Click on any space in the email outside the original picture.
- f. Voilà! Your picture is now cropped. You can resize it to make it bigger. If you can't read it, your recipient can't either, so be sure and resize if needed.