



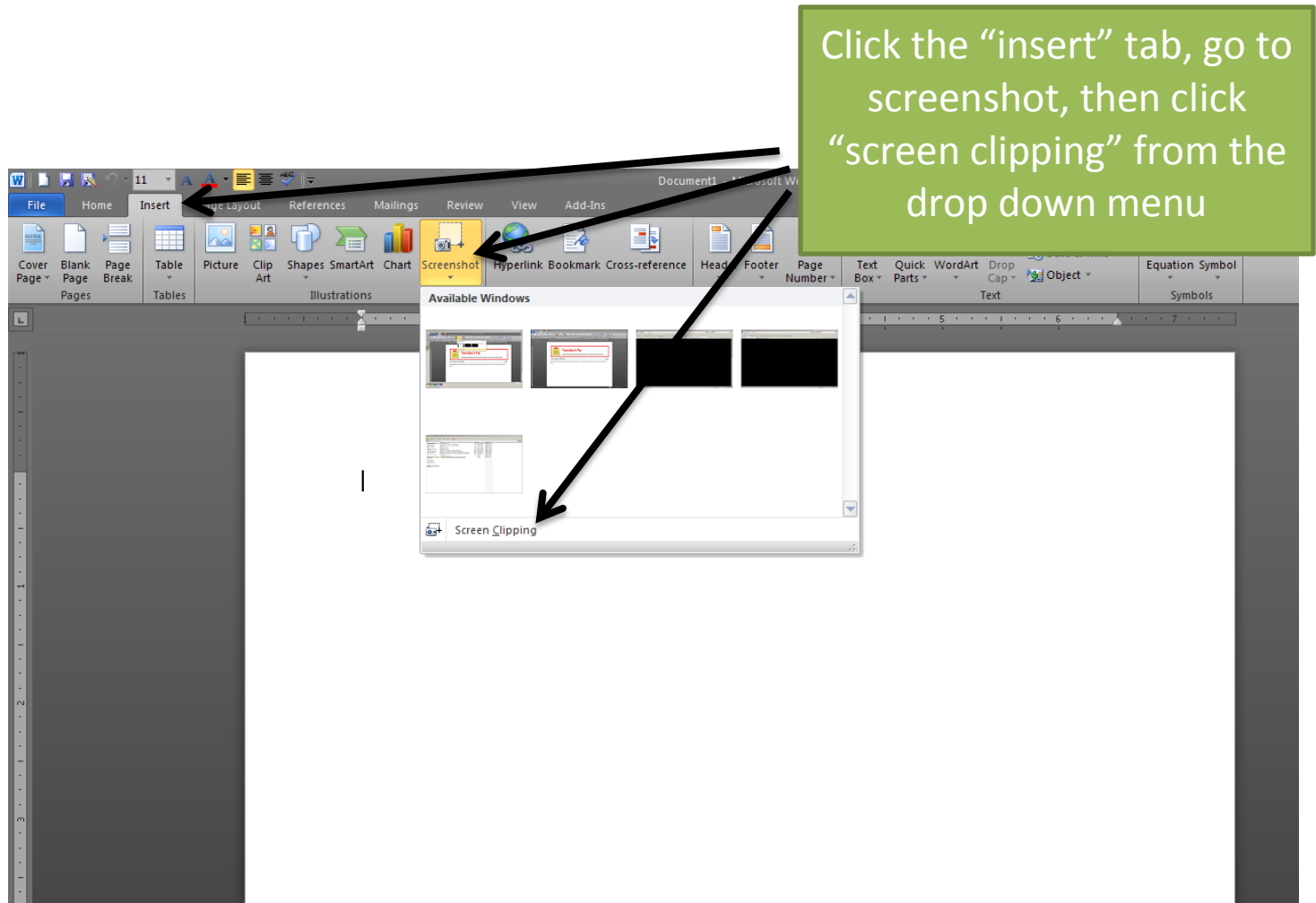
# Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier . . . .

## Screenshots in MS Word

date

Microsoft has made it easier to grab a screenshot and insert it into a word document. Here's how:



After clicking "screen clipping" the window in the background should pop forward and become hazy. Now use your mouse (the arrow should be a thin crosshairs) and press the button and slide it across the page (it will become clear over the area you're dragging across). When you release the button that area will pop into your word document. If you mess up—or get more than you want—just press delete on your keyboard and repeat the process until you get it exact!