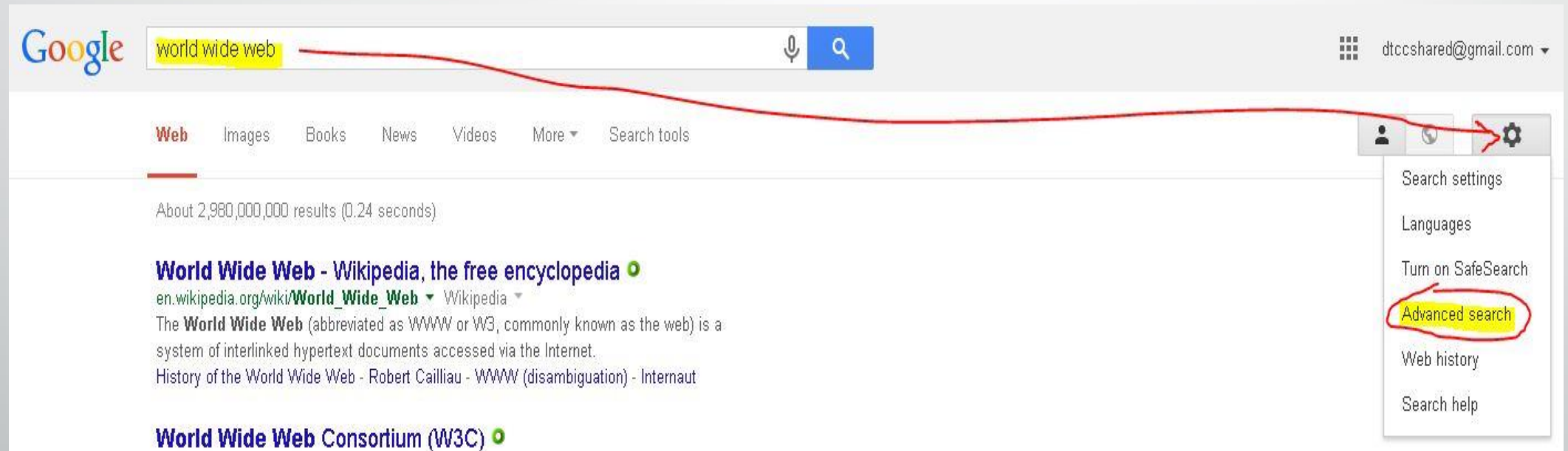
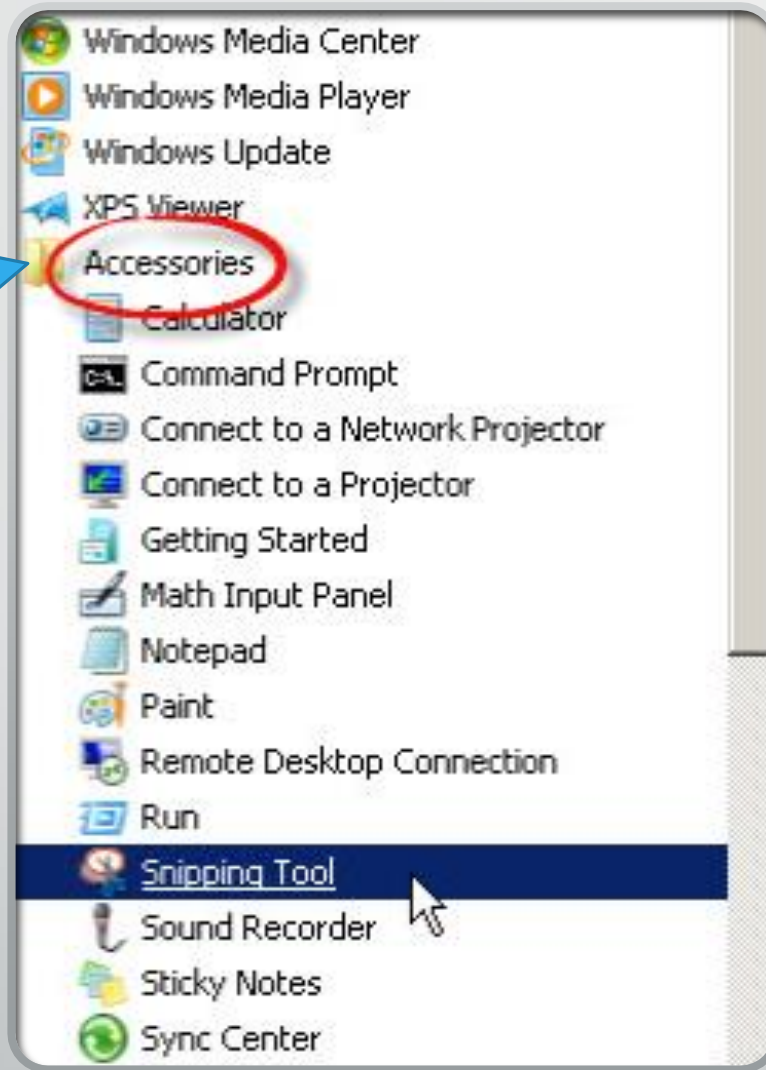


What's free and easy?

Windows Snipping Tool Sample



On your
computer:
Click on the
"Start"
button,
then "All
Programs"

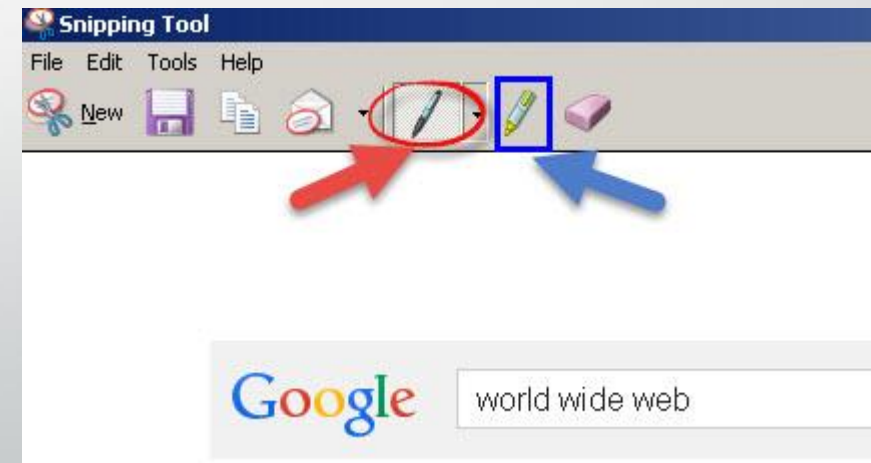


Start with the Basics: Windows 7 Snipping Tool:



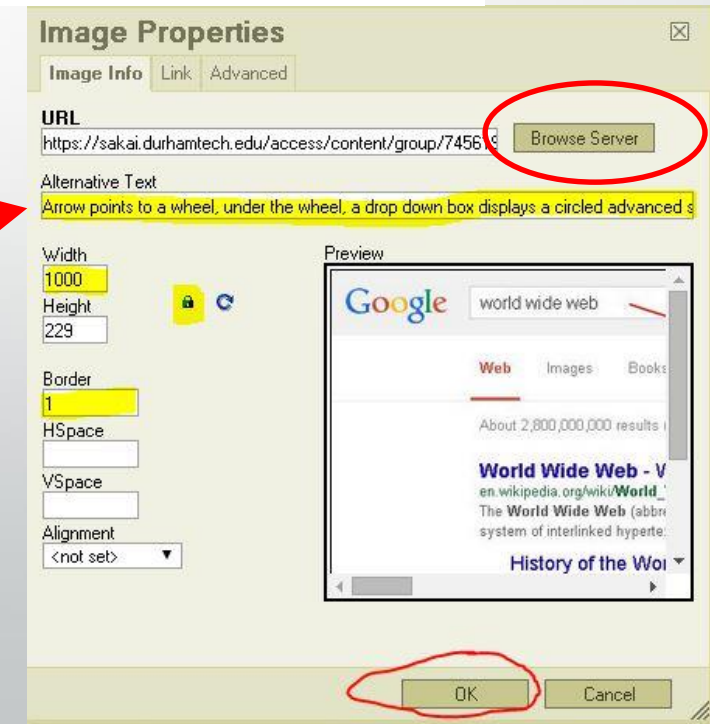
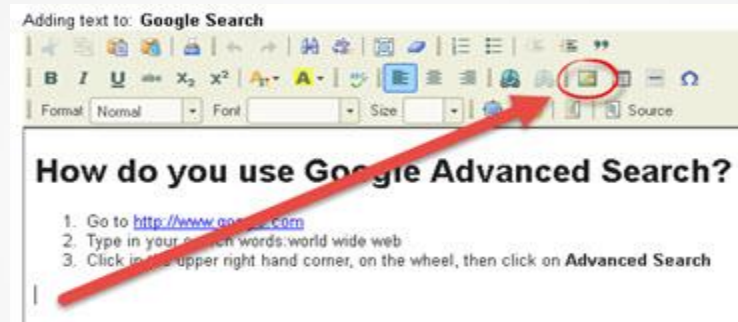
Four steps to create a Screen Shot

1. Click on the Snipping Tool.
2. Pick your “target” . Drag your cursor around the target area
3. If needed: Annotate the image with pen and/or highlighter
4. File-Save As: Pick location, add name and pick File type: JPG



Add image to Sakai

- Use the Text Editor (such as in Lessons); click on **Add Text**, click where you want the picture to display. Click on the **image tool**.
- Click on **Browse Server**: At bottom: Click on **Browse** button, find and click on your file; click **Open** button.
- On right: Click on **Upload button** and at top, click on your **image name**
- Type in **alternative text**; if needed, change the width and/or add a border; Click **OK**.

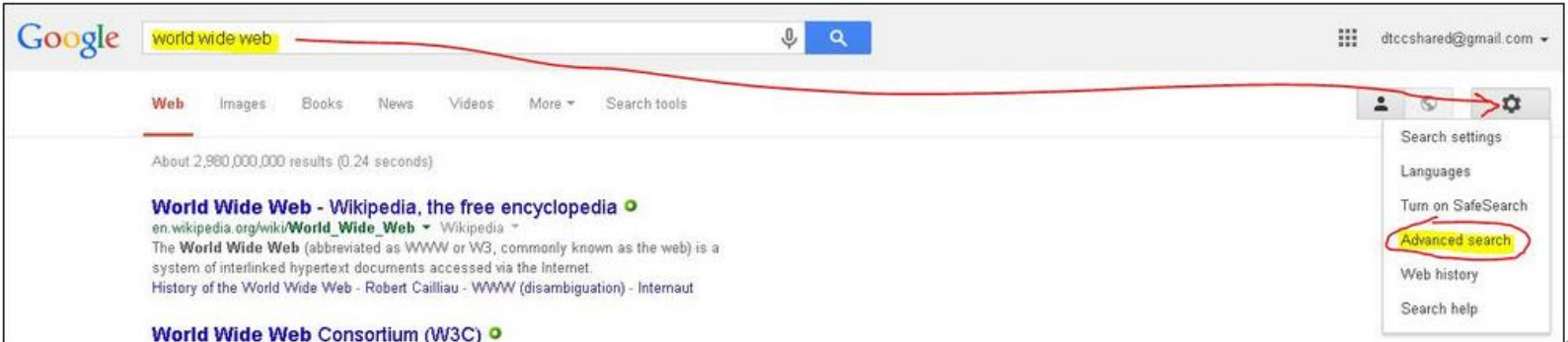


Lessons

Reorder Add Text Add Multimedia Add Resource Add Subpage Add Assignment Add Quiz Help More Tools

How do you use Google Advanced Search?

1. Go to <http://www.google.com>
2. Type in your search words: world wide web
3. Click in the upper right hand corner, on the wheel, then click on **Advanced Search**



The screenshot shows a Google search interface. The search bar contains the text 'world wide web'. Below the search bar, the results are displayed, including a link to 'World Wide Web - Wikipedia, the free encyclopedia'. In the top right corner, there is a settings menu (gear icon) with the following options: Search settings, Languages, Turn on SafeSearch, **Advanced search** (highlighted with a red circle), Web history, and Search help. A red line points from the 'Advanced search' option in the menu to the search bar.

Snipping Tool Screen Shot

Using Lessons-Add Text