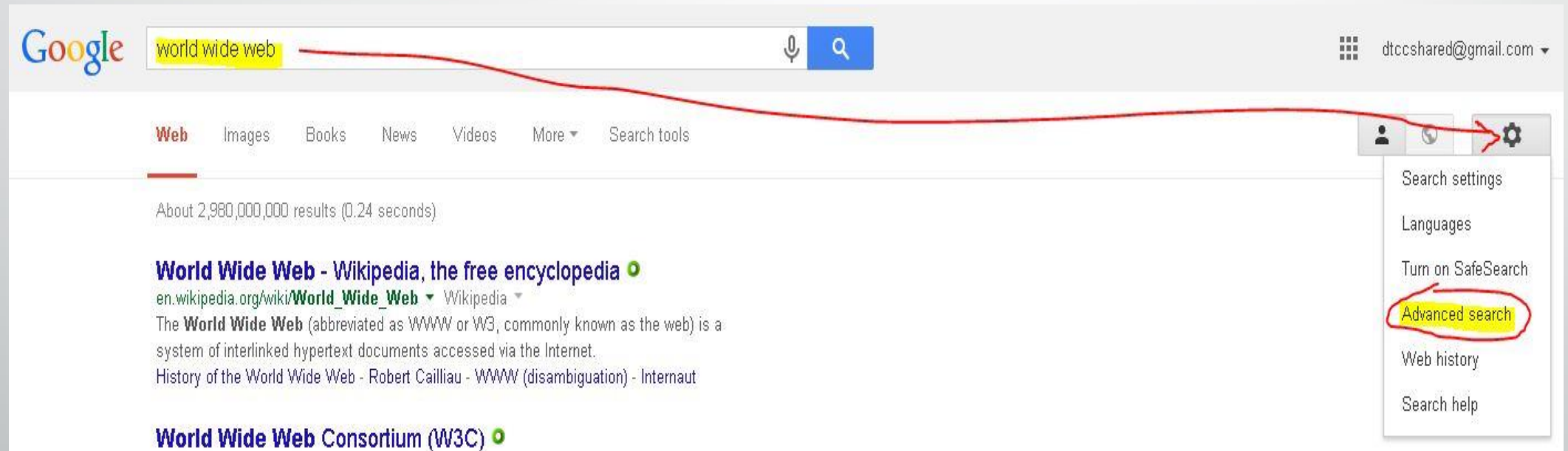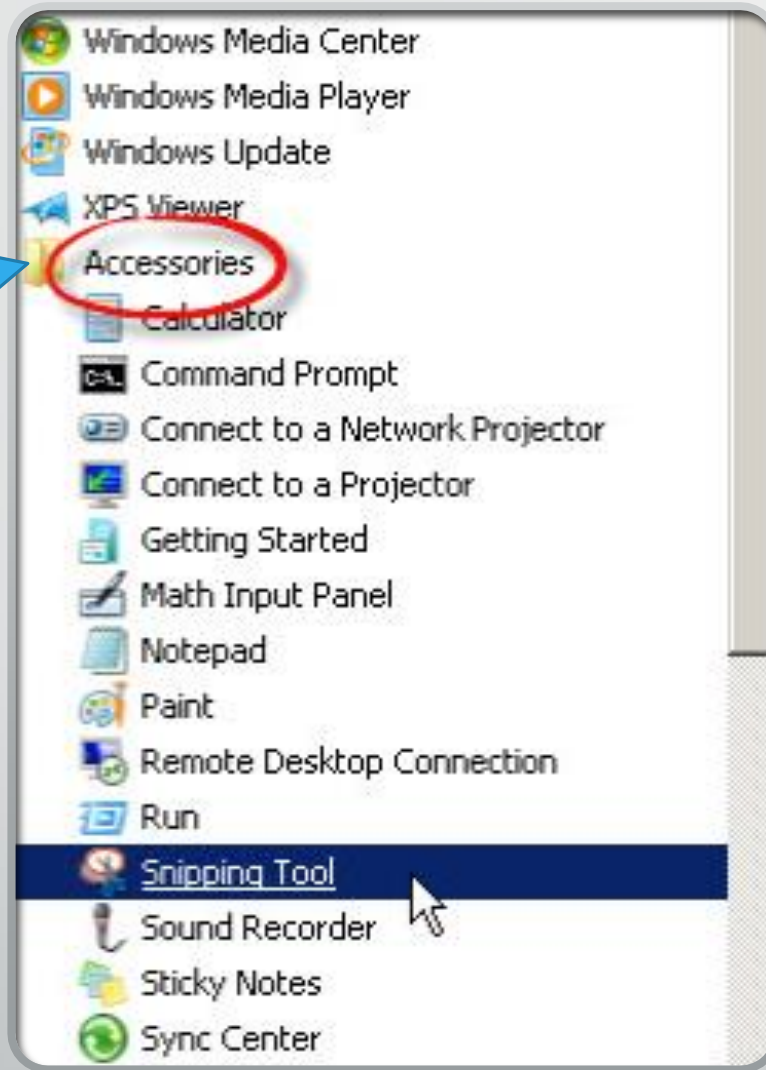# What's free and easy?
Windows Snipping Tool Sample

On your computer: Click on the "Start" button, then "All Programs"
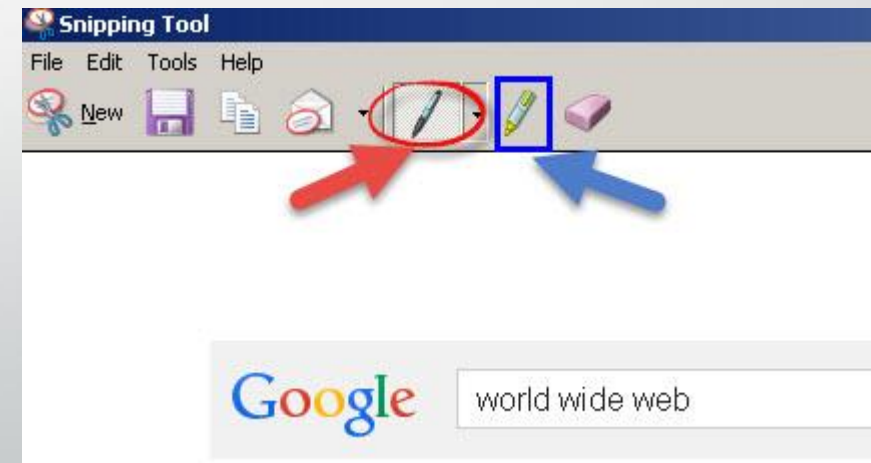
Start with the Basics: Windows 7 Snipping Tool:
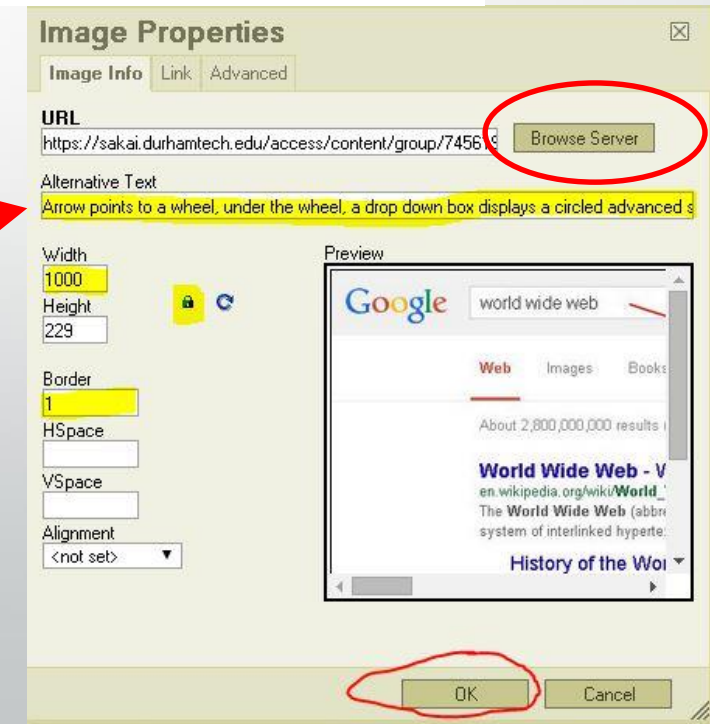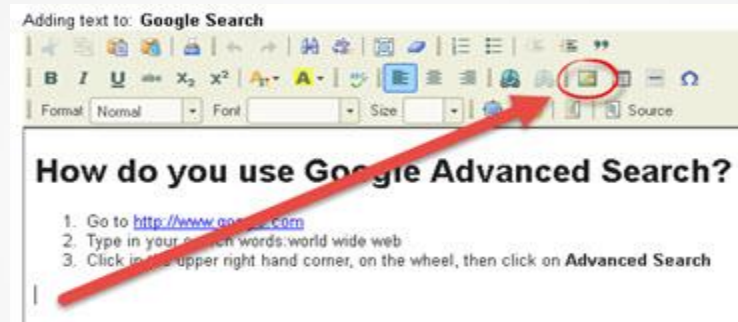
Four steps to create a Screen Shot

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**

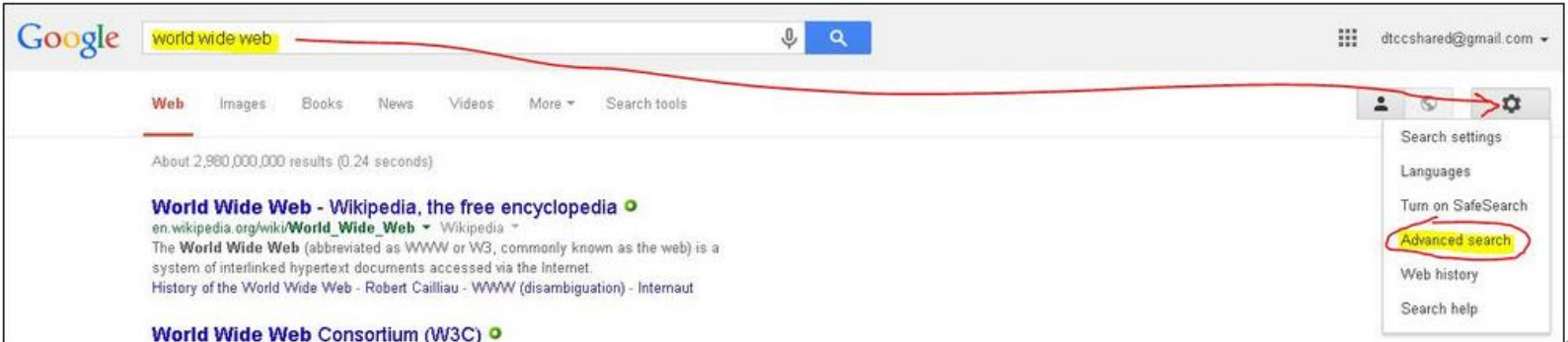- **Type in alternative text; if needed, change the width and/or add a border; Click OK.**

Snipping Tool Screen Shot

Using Lessons-Add Text