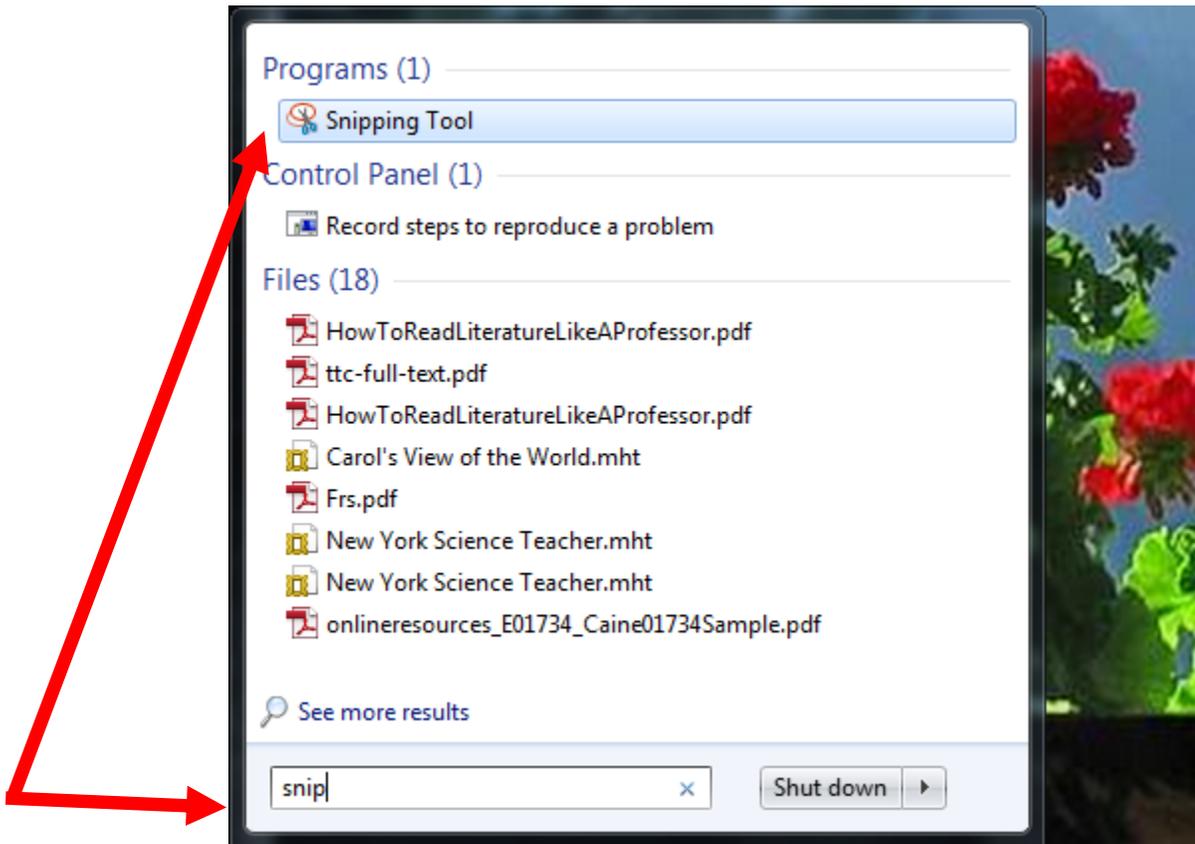
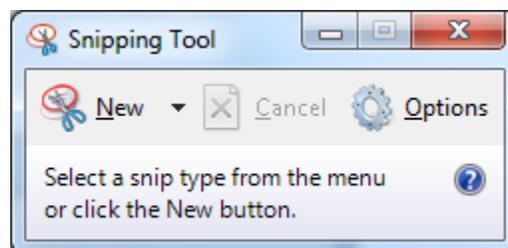


Snipping Tool

Go to the Start Menu . When you click on it, a search pane pops up. Type “snipping tool” in the search box and the program’s name pops up at the top. Use your mouse to right-click on the name of the program and move your cursor until you click on “Pin to Task Bar.” Voilà! You have one of the greatest inventions known to man at your fingertips!

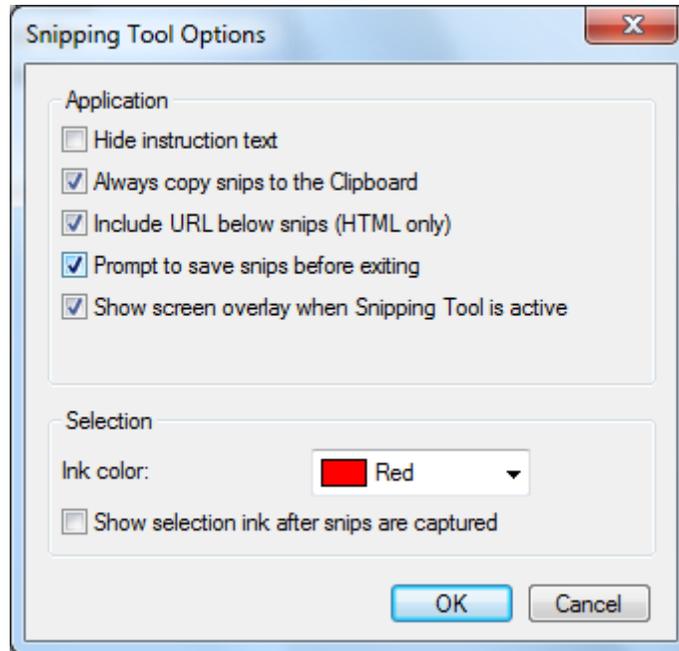


When you click on the scissors icon on your taskbar, the screen goes a little gray and this menu pops up:



Now you’re ready to snip something—an image from the internet, something from your computer desk top, a paragraph from a Word document or a pdf—just click on the scissors icon and you’re good to go!

You can make a few adjustments to the way the program looks and works. To see what you can adjust, click on the Options gear. The program defaults to “Always copy snips to the Clipboard,” which I love because I can snip something then just open a Word document and paste it using the “CTRL – V” method without having to copy it first. Here are the options available:



Here are a few tips:

- Unless you change the option, anytime you open the tool you'll see that there's a "screen overlay" to indicate you're ready to snip something.
- You can move the location of the menu bar just by clicking on the top of it and moving it. Sometimes I find that it is landing right on top of what I want to copy!
- There's no need to save every image. If you leave the default options, every time you snip something, it will stay on your clipboard until you click on the "New" button to snip something else.
- If you don't like what you've snipped, just click on the "New" button to get a fresh start.

It's fun, and may I just say, without sounding like a crazy person, that discovering this little tool has revolutionized my work life!

Sticky Notes

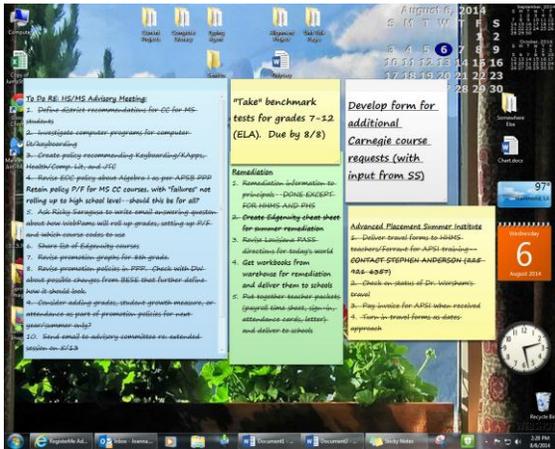
Find the Sticky Notes gadget by doing a search on the program in the Start Menu search box (just like you found Snipping Tool). Pin it to your taskbar, too, for quick access. Click on the note and one will pop up. Here are some tips about using it:

- You can resize the notes. Just use your mouse to hover over the edge or corner, “grab” the note, and expand it. Of course, as you type long lists, the note will automatically expand its length.
- To modify text within the note, you can select either a single line, part of the note, a word, or even the whole note. Follow these directions to select text:
 - For a single line or word (not the whole note), select the text by dragging your cursor over it.
 - To select the **whole** note, make sure your cursor is clicked somewhere inside the sticky note, and hold down the CTRL key while you click the letter “a” (for ALL).
 - Now you’re ready to add formatting. Here are the shortcut keys to apply while the text is still selected (**hold the keys down at the same time**):

Keyboard Shortcut	Description
Ctrl+B	Bold text
Ctrl+I	Italic text
Ctrl+T	Strikethrough
Ctrl+U	Underlined text
Ctrl+Shift+L	Bulleted (press once) or Numbered (press twice) list
Ctrl+Shift+>	Increased text size
Ctrl+Shift+<	Decreased text size
Ctrl+A	Select all
Ctrl+Shift+A	Toggles all caps
Ctrl+L	Left aligns text
Ctrl+R	Right aligns text
Ctrl+E	Centers text
Ctrl+Shift+L	Small Alpha list (3rd), Capital Alpha list (4th), small roman (5th), Capital roman (6th)
Ctrl+Scroll Wheel	Increase/Decrease text size
Ctrl+1	Single-space lines
Ctrl+2	Double-space lines
Ctrl+5	Set 1.5-line spacing
Ctrl+=	Subscript
Ctrl+Shift++	Superscript
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+N	New sticky note

- You can change the color of the note by right-clicking somewhere inside the note (not on the top of the note).

- Add another note by clicking the plus sign.
- Delete a note by clicking the X.
- Hide the notes just by clicking the Notes icon in your taskbar. This doesn't delete them, it only minimizes them. When you're ready to view them again, just click the Sticky Notes button again and they will pop up. MAGIC!



Desktop Gadgets

Now you're ready for fun desktop gadgets! Use the same "search" feature from the Start menu that you used to find Sticky Notes and Snipping Tool. **Just search for "Desktop Gadget Gallery."** Here are gadgets you can explore and select to appear on your desktop:



Poke around to see if you'd like to use any of these. For the ones I've added to my desktop, I can make changes to the way they look or what information they'll display by clicking on the "wrench" to reveal options.

Have fun!!!