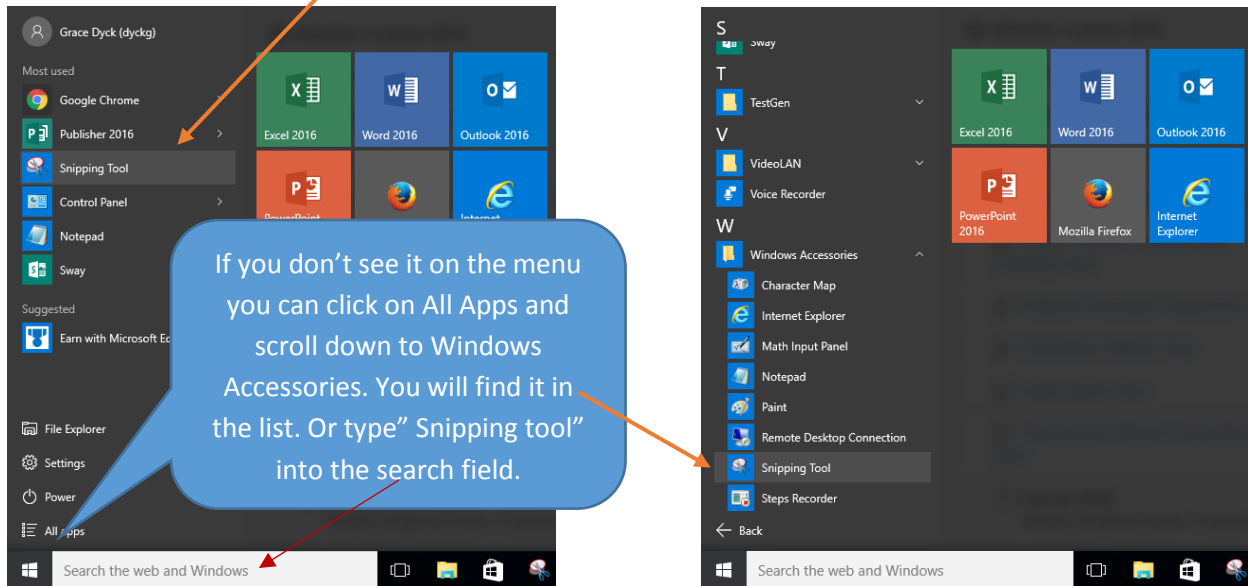


How To....

There is a tool called the Snipping Tool included with Windows. You can use it to snip out a picture of anything you can see on your screen

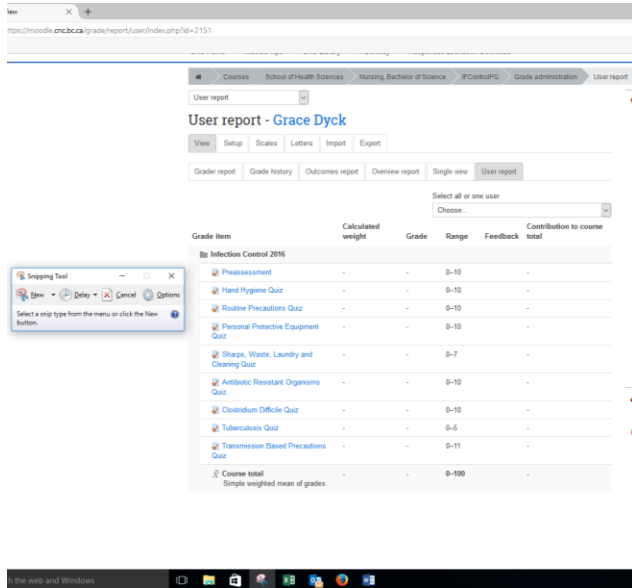


To use the tool, open the page or screen you want to "snip" an image from. In this case we've opened the grades page in Infection Control. It can be anything on your screen.

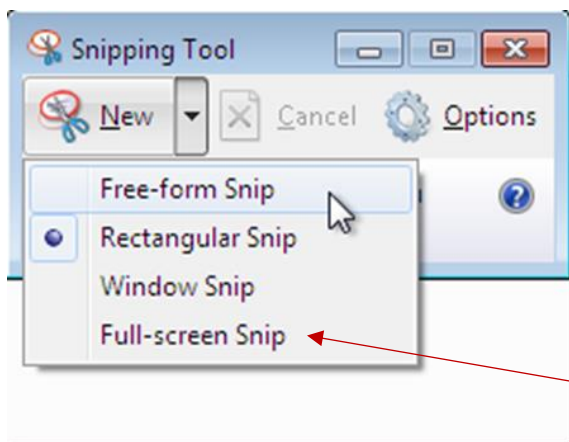
Grade item	Calculated weight	Grade	Range	Feedback	Contribution to course total
Infection Control 2016					
Preassessment	-	-	0-10	-	-
Hand Hygiene Quiz	-	-	0-10	-	-
Routine Precautions Quiz	-	-	0-10	-	-
Personal Protective Equipment Quiz	-	-	0-10	-	-
Sharps, Waste, Laundry and Cleaning Quiz	-	-	0-7	-	-
Antibiotic Resistant Organisms Quiz	-	-	0-10	-	-
Clostridium Difficile Quiz	-	-	0-10	-	-
Tuberculosis Quiz	-	-	0-5	-	-
Transmission Based Precautions Quiz	-	-	0-11	-	-
Course total Simple weighted mean of grades.	-	-	0-100	-	-

How To....

Then click on the snipping tool from your menu.



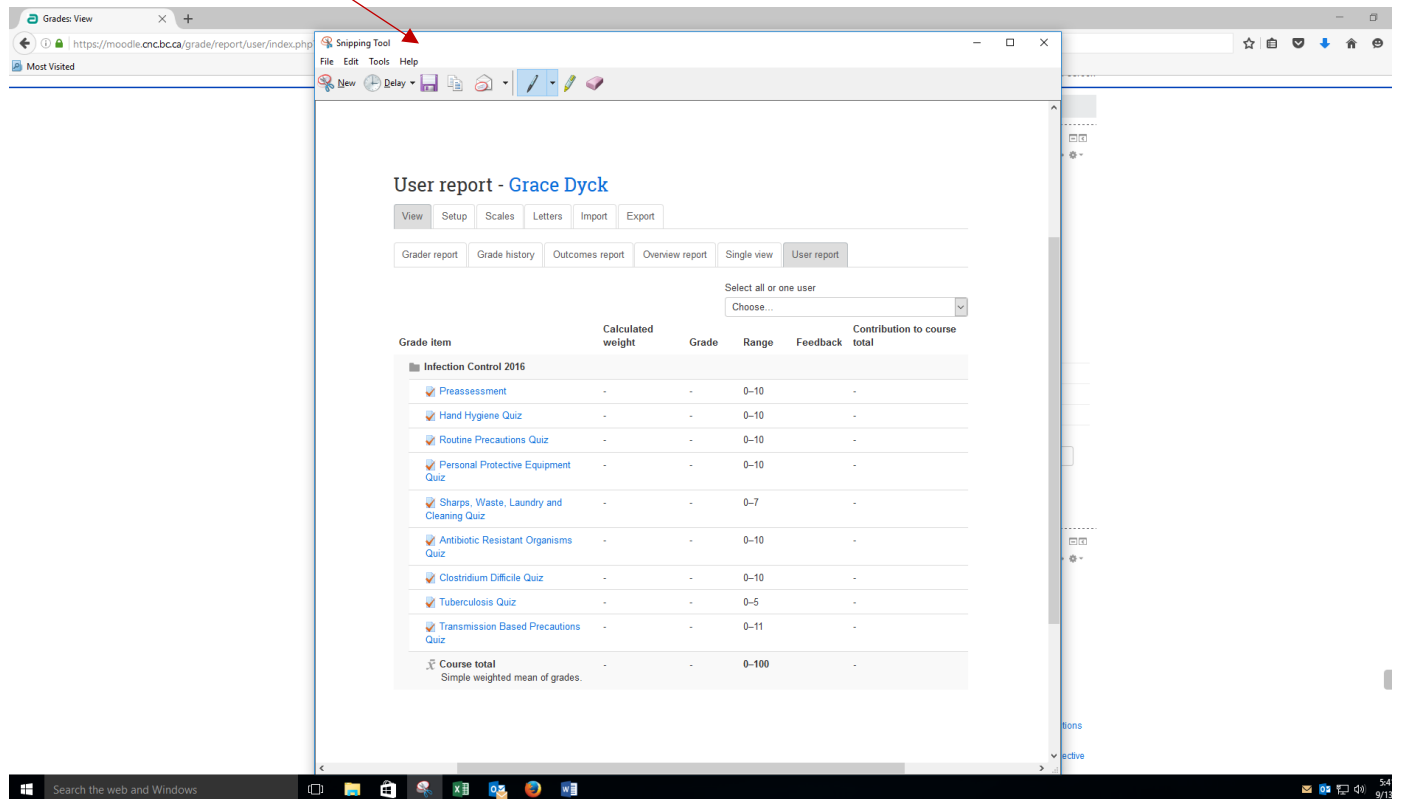
Your screen will look similar to the picture above with the snipping tool overlaying the opened page or screen. The snipping tool will look similar to the picture below.



Click on the triangle next to "New" There are four choices. To select the entire screen click on "Full-screen Snip." Window Snip will capture any "window" open on the screen. Rectangular and Free-form Snip allows you to select what you want to copy. Click and hold the right mouse down to set the area. Release the right mouse button to capture.

How To....

A window similar to the one below will open up. It is a .PNG or .JPG representation of what was on your screen. Save it by clicking on the save icon to the desktop or a folder, remember the folder it's saved in. Consider saving the snip with a descriptive name. The default name is "Capture."



The saved image is a picture file, and can be shared, printed, emailed or uploaded similar to any other picture or document file.