

Tuesday TechTip:

Fun with Screen Clippings in OneNote

OneNote offers many features to quickly capture and organize information. One such tool is the screen clippings feature. A screen clipping takes a picture of any part of your computer screen and inserts it into your notes. This can be useful for capturing snapshots of parts of web pages or error messages on your computer. Here is how it works.

Capture an image from a web page with screen clippings.

For a quick capture using screen clipping in OneNote, do the following.

1. Display the information you want to capture. For example, open a web page that you would like to capture as an image. Our example will use the Columbia College faculty and staff webpage.
2. Activate OneNote's screen clipping tool by pressing the windows +S key combination on your keyboard.

Keyboard Shortcut=  +S

3. Notice your screen will dim, indicating that the tool is active
4. Hold down the left mouse button and drag the pointer in any direction to create a rectangular selection over the area you would like to capture. Release the mouse button.



5. OneNote captures your selection and inserts it into a new section called "unfiled notes". This section opens as soon as you make your selection. Your image should look something like this:



Columbia College: Adult education, distance learning and traditional education at more than 30 campuses across the country
<http://www.ccis.edu/>
Screen clipping taken: 5/5/2009, 9:51 AM

6. OneNote also saves your clipping on the *Office clipboard* so that it is available to paste into other programs like Word or PowerPoint.

Additional Bonus.

When you copy an image off of a web page, OneNote adds a hyperlink to indicate the address of the page where you copied the image. OneNote even indicates the time, date, and description of the site where you copied the image. You can click on the link at any time to launch your web browser and revisit the page. Alternatively, you can easily delete this extra information so that the image alone can be inserted into a presentation or document.

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