

One Note Screen Clipping

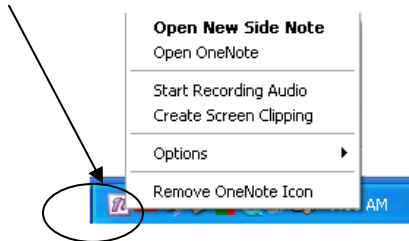


I have often found it handy to be able to capture what is on the computer screen (PrtSc) or capture the active window (Alt+PrtSc). There are useful programs like Snagit that provide many options but what I really want to just to capture a piece of the screen that I select. One Note has a quick and easy way to do this!

1. Have the information you want on the screen
(Maybe I want the crest here)



2. Right click the One Note icon in the system tray



3. Left click Create Screen Clipping

4. Drag over the area on the screen you want to capture
(I set my One Note to “copy to clipboard only” and then after the capture I open the program I want and paste the clipboard information into the document)



Note: you may from the clipping Options set to capture to

1. Just the clipboard
2. Create a side note and put the information on the clipboard
(showing or not showing after the capture)

