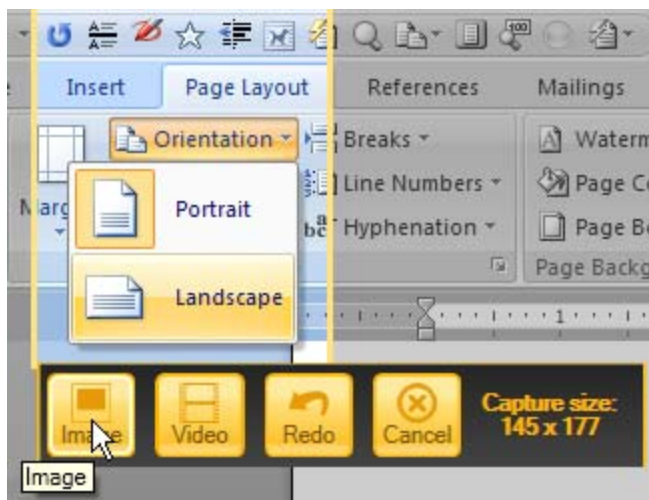


How to Make a Still Capture Jing

Jing enables easy image screen captures with annotation. Simply make your capture but select Image instead of Video. Jing provides easy editing of the capture including, adding an arrow, text box, shapes or highlight area.

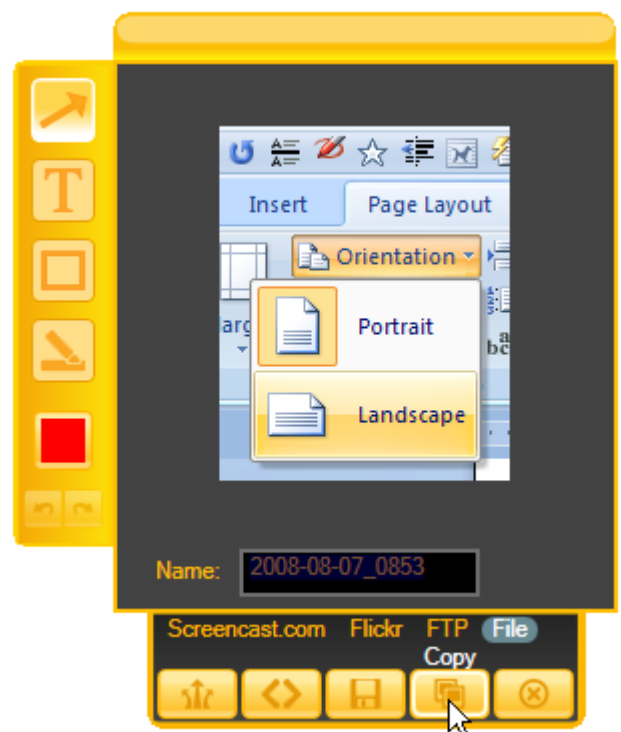
CTRL+J: Using the HotKey

In the Preferences menu, the default keyboard shortcut was CTRL+J. You may change it or use this hotkey whenever what you want to capture “disappears.” For instance, when capturing a dropdown menu.



1. Open the dropdown menu you wish to capture.
2. Press CTRL+J and drag to specify the area.

3. Using the toolbar at the left of the capture, enables optional editing capabilities including adding Text, and graphic boxes.
4. The bottom toolbar includes a Copy button which puts the image on the clipboard for easy insertion in any applicable. This is handy is you only want a quick screen capture without saving it.



Enhancing Image Captures

The image shows a Microsoft Word window with the 'Advanced Layout' dialog box open. The 'Text Wrapping' tab is selected, and the 'Square' wrapping style is chosen. A red box highlights the text: "Text Wrapping is set to Square for the bottom image, but Left Only should be chosen in Advanced Settings to shift the image to the left." Below the dialog, a yellow screen capture tool is shown with a 'Copy' button highlighted.

Text Wrapping is set to Square for the bottom image, but Left Only should be chosen in Advanced Settings to shift the image to the left.

is you only want a quick screen capture without saving it.

A text box is added in the following example.