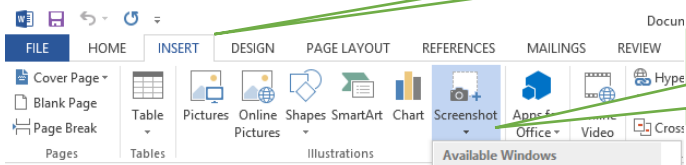# SCREEN CLIPPING WORD 2016

1. Open Google images, or text

INSERT RIBBON
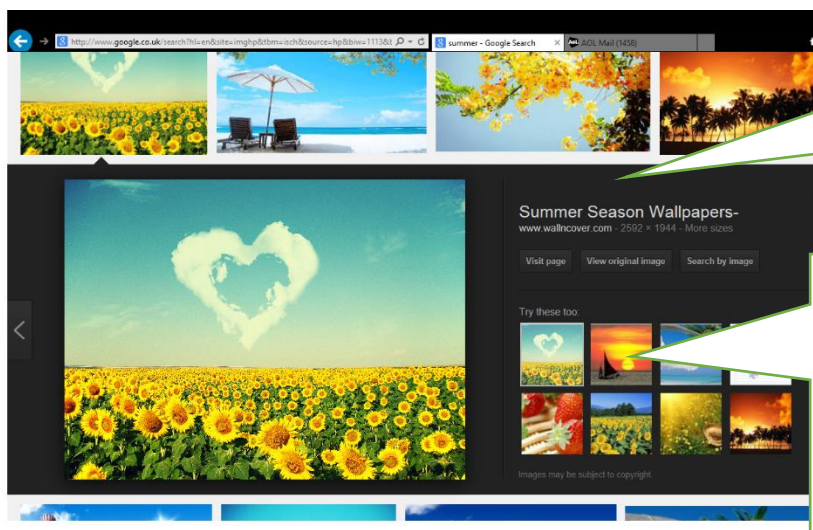
Screenshot

Shows available windows - Inserts complete window into document

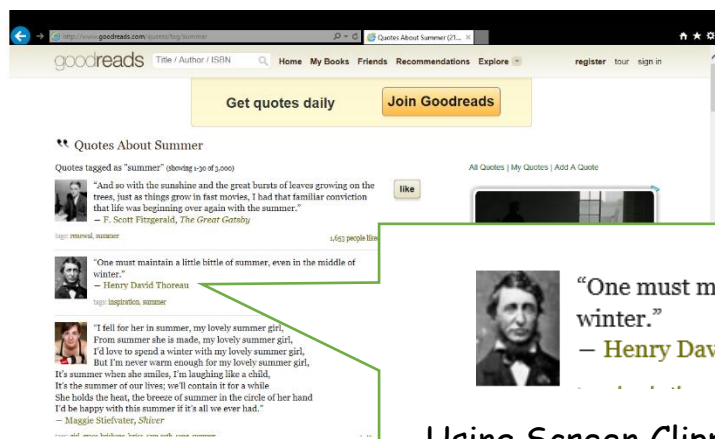Screen Clipping – allows the user to snip a piece out of the window

Example

Drops available window - into document

Using screen Clipping I snipped a little of the window

Useful for - <u>CLIPPING TEXT</u>

"One must maintain a little bittle of summer, even in the middle of winter."
— Henry David Thoreau

Using Screen Clipping – I was able to Clip a small piece of text out of the webpage