



ISSUE 6: FALL 2012

Welcome to The Weekly Geek

This is a new e-newsletter from the Information & Instructional Technology Departments at Dakota County Technical College. Each week will have a different technology related topic.

Get Sticky!

Perhaps you have noticed it is not always as easy as it once was to remember things. Your computer monitor or bulletin board is now decorated with Post-It notes with phone numbers, lists and other reminders.

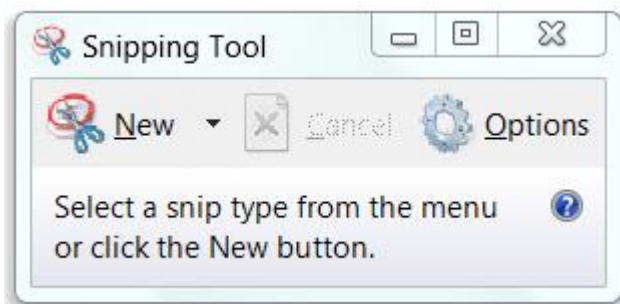
You can use “virtual” sticky notes.

The **Sticky Notes** tool will let you type quick notes right on your computer desktop and then when you are done with them, hit delete and they are gone. A quick instruction page is attached for the **Sticky Notes** tool.

Get Snippy!

Windows has a built in screen capture utility for taking images from either part or all of your computer screen.

The **Snipping Tool** is easy to use. It is very handy for taking a snapshot of error messages that pop-up on your computer, showing someone what you are seeing on your screen, taking only the part of a web page to print it rather than the whole article or even making instructions for using a computer program.



Draw a box around what you want a capture of and paste it in a document or email, or save it as an image file. A quick instruction page for the **Snipping Tool** is attached.