
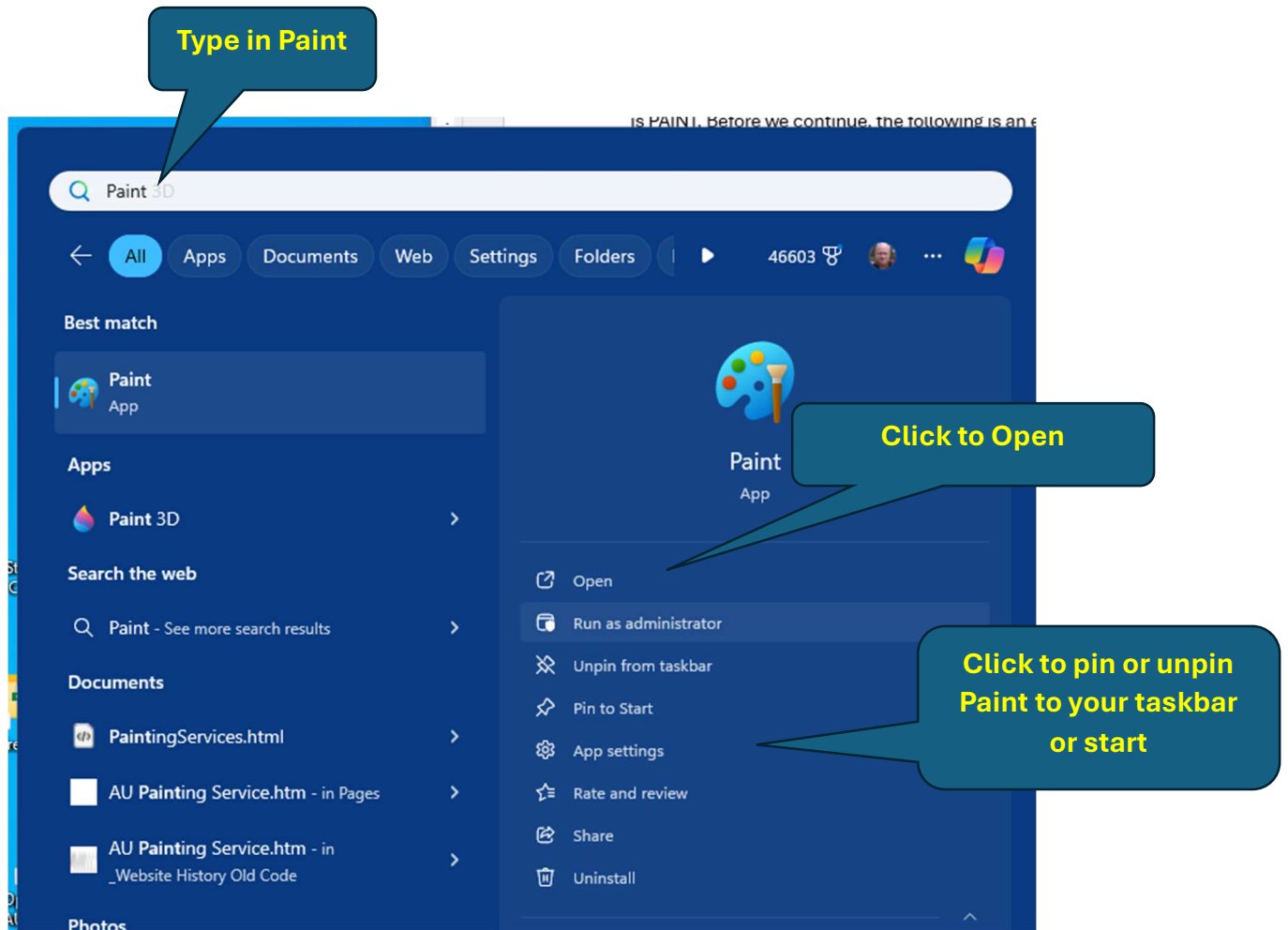


## Free Useful Windows Tools

To find, place on your taskbar and use these tools you can start with a search. A very useful MS tool is PAINT. Before we continue, the following is an example of searching for PAINT.

Click or Tap the window icon  on your taskbar.

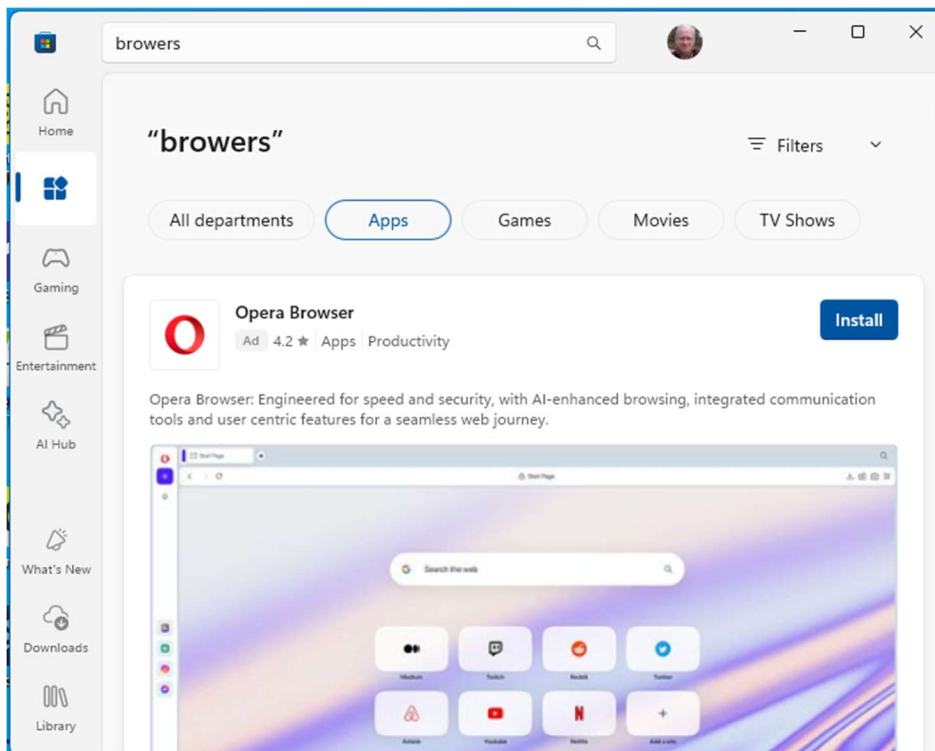


Some of these Tools (apps) can be opened (launched) by using shortcut keys. The following is a list of some tools you should consider using. The list will include shortcuts where available. Otherwise use the search tool shown above when a shortcut is not available.

- Paint
- Notepad
- Photos
- 3D Viewer
- Fresh Paint
- Command Prompt
- File Explorer **Win + E**
- Clipboard **Win + V**
- Magnifier **Win + +** or **Win + -**
- Snipping Tool **Win + Shift + S**
- Voice typing tool **Win + H**
- Whiteboard **Win + Shift + W**
- Xbox Game Bar **Win + G**

## Microsoft Store App

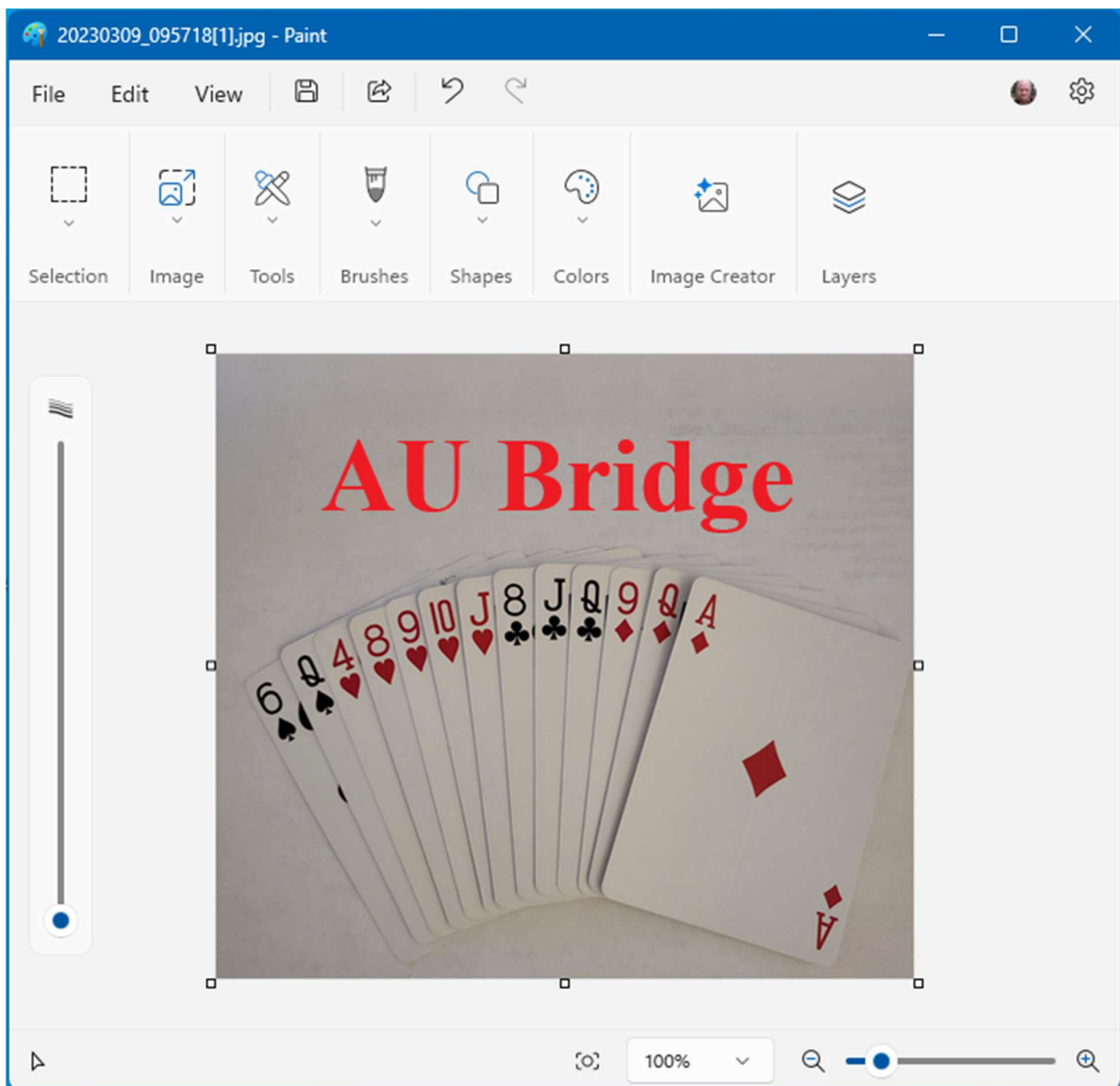
And using the Windows Store App you can search for many other free apps either from Microsoft or other vendors. In the search box enter an application type.



## Paint

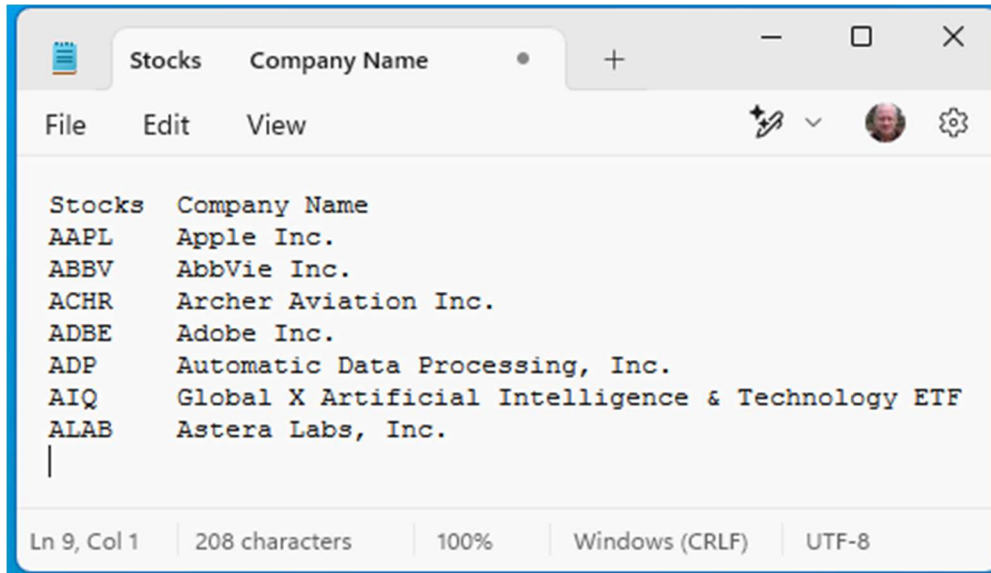
Some uses:

- Copy some or all or part of the screen and paste into Paint, then print or cut and paste segments for documentation or to illustrate a question or point.
- Import an image or photo then crop, then either print or save as another photo.
- Overlay some text like “Thank You for the flowers” on a photo of flowers then email or print.
- Resize an image or photo. You can reduce the size of a photo for emailing when the email size limit would otherwise stop you.
- 



## NotePad

- Text editor or for composes some text to copy and paste into a text message
- Use to transform complex text into simple text IE linked text becomes just text
- Opens for viewing or printing TXT files.



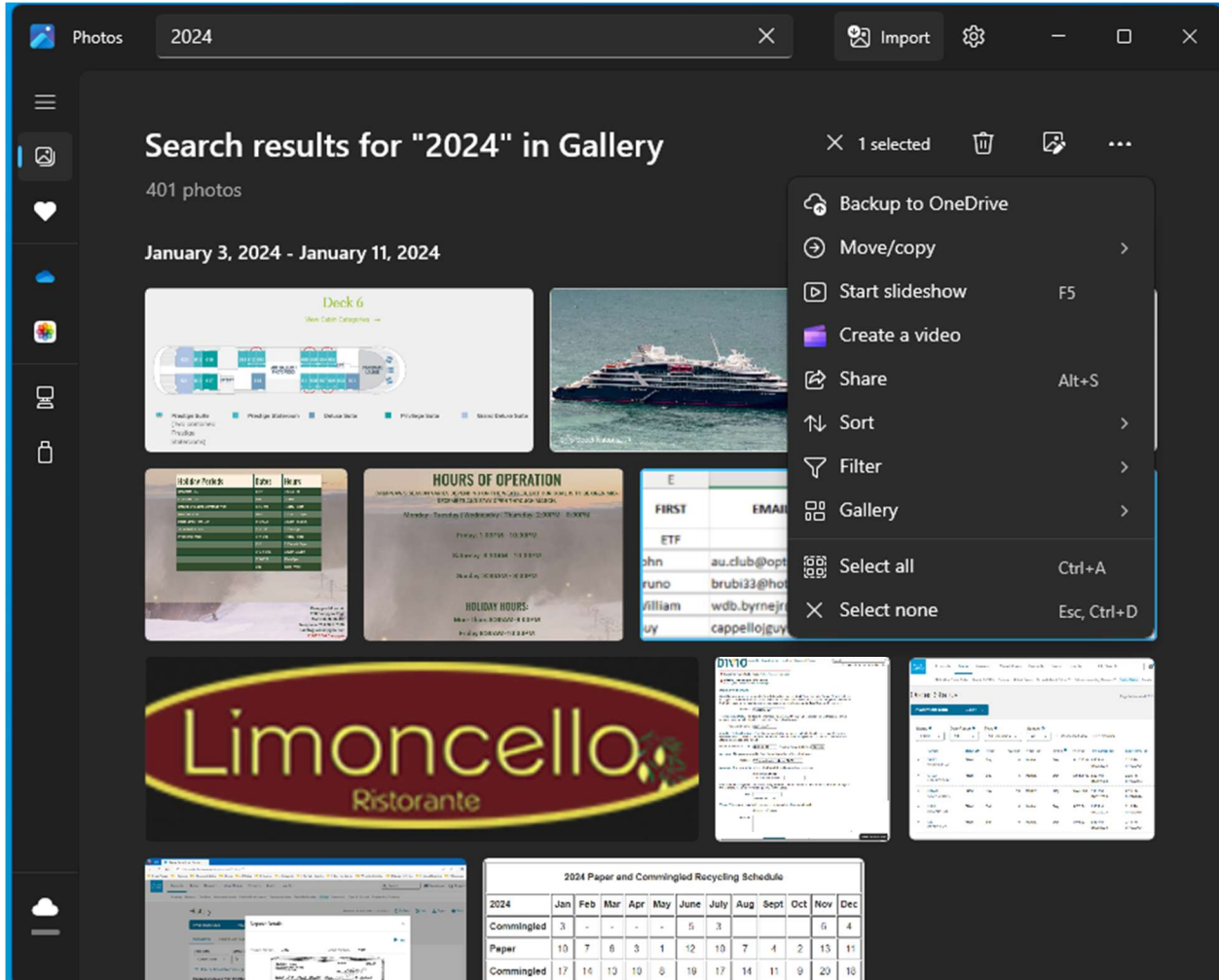
The image shows a Notepad window with a title bar that reads "Stocks Company Name". The window contains a table of stock tickers and company names. The status bar at the bottom indicates the cursor is at line 9, column 1, with 208 characters, 100% zoom, Windows (CRLF) line endings, and UTF-8 encoding.

```
Stocks Company Name
AAPL Apple Inc.
ABBV AbbVie Inc.
ACHR Archer Aviation Inc.
ADBE Adobe Inc.
ADP Automatic Data Processing, Inc.
AIQ Global X Artificial Intelligence & Technology ETF
ALAB Astera Labs, Inc.
```

Ln 9, Col 1 | 208 characters | 100% | Windows (CRLF) | UTF-8

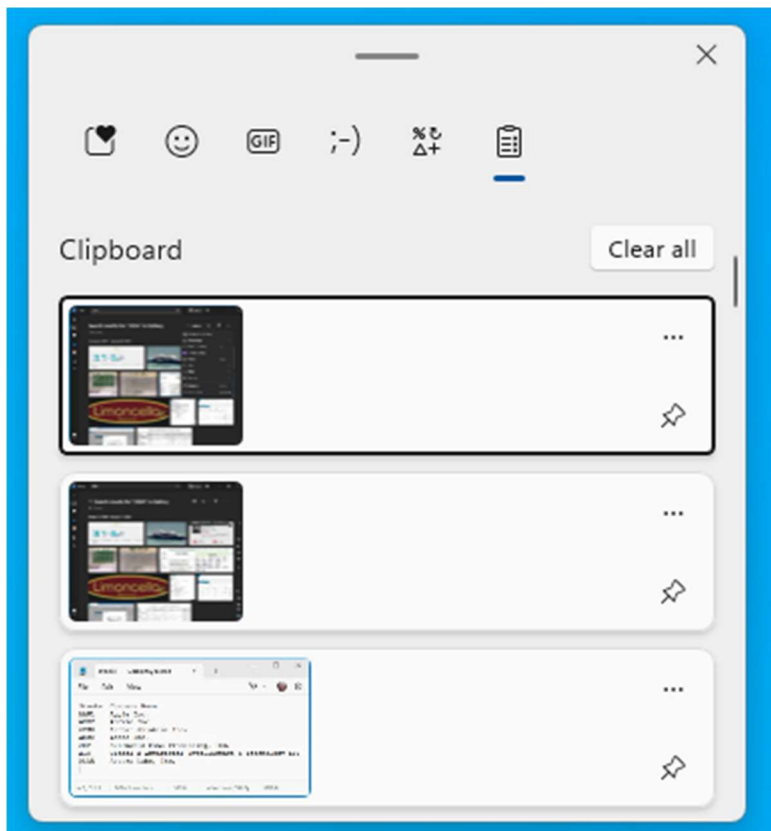
## Photos

- Browse the photos on your device
- Useful timeline bar on the right side
- Manage a gallery of photos on the cloud including MS and Apple Clouds
- Backup, share and save to thumb drive



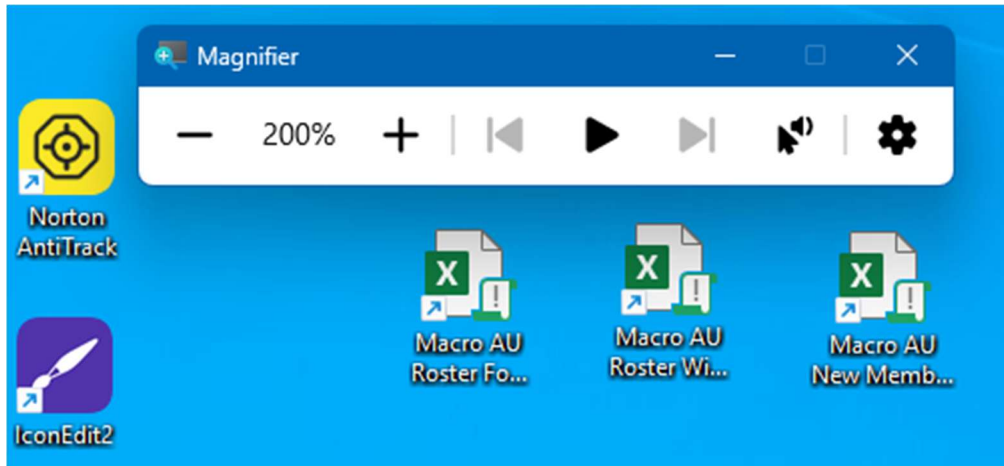
## Clipboard

- Use to scroll back through your copies and paste again
- Save some copies into a “library”
- Browse group of emoji
- Browse group of symbols – like paste the copyright symbol



## Magnifier

- Popup tool controls size of screen
- Voice reads screen icon shortcut label when clicked








## Snipping Tool

Using window shift s triggers a little window on top



Choose what type of screen copy you want. Once you let go of the click then go to PAINT and paste ( ctrl V )

	<b>Freeform</b>	Draw a freeform shape around an object.
	<b>Rectangle</b>	Drag the cursor around an object to form a rectangle.
	<b>Window</b>	Select a window, such as a dialog box, that you want to capture.
	<b>Full screen</b>	Capture the entire screen.
	<b>Video snip</b>	Capture a video clip of a rectangular selection of any part of the screen you like.





