**Windows Hints Computer and Technology 10 3 2023**

**Screenshots**

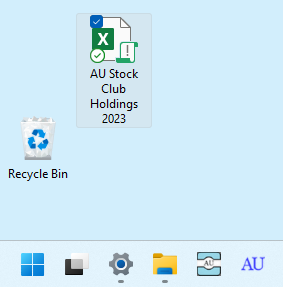
Press the  key to copy the screen into the clipboard.

Or

Press the  key and the  key to save the screen to a file.

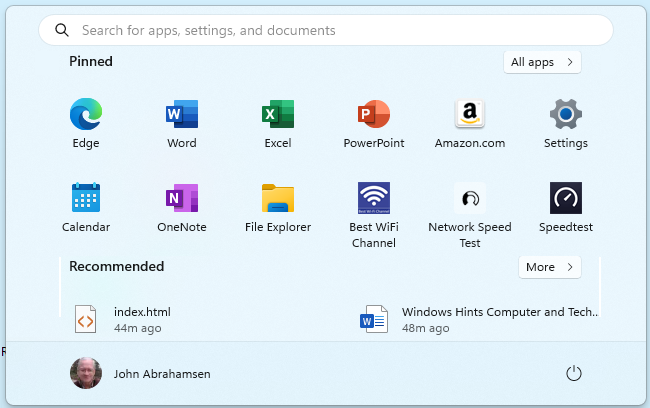
More control over portions of the screen to copy can be done using the Windows Snipping Tool. The result of both methods is to put the screen image into the clipboard.

**Icons and Shortcuts**



**ICONS on the TASKBAR**

**Shortcut**



**ICONS on START**

**Create a Shortcut**

Open **File Explorer**

**A screenshot of a computer

Description automatically generated**

**3. Click Shortcut**

1. **Highlight file**

**2. Click New menu**

**A screenshot of a computer

Description automatically generated**

**Click and find file to shortcut**

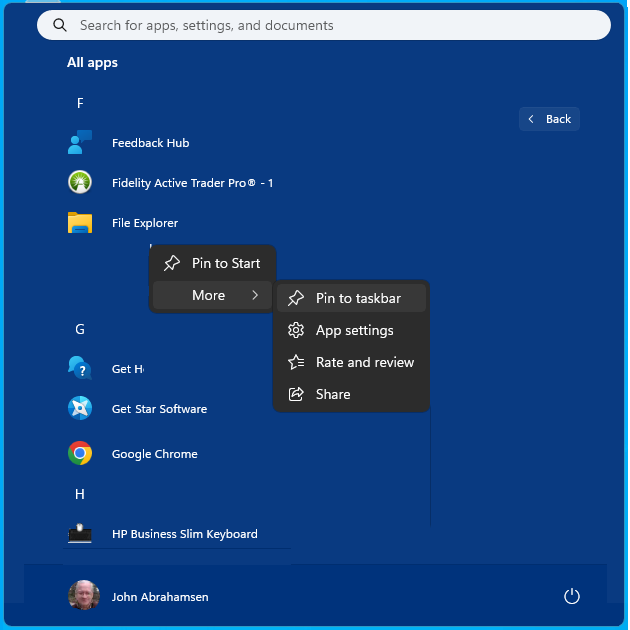
After identifying the file CLICK next. Once the shortcut has been created drag it to the desktop.

**Add on Icon to Desktop**

In “All apps” click on the Icon of interest (in this case the File Explorer Icon)

Then **Right Click** that Icon to see the drop-down menu. Note that if you want “Pin to taskbar” you must click **More >**

**“Pin to Start”** adds that Icon to your start (Pressing  key shows the start window)

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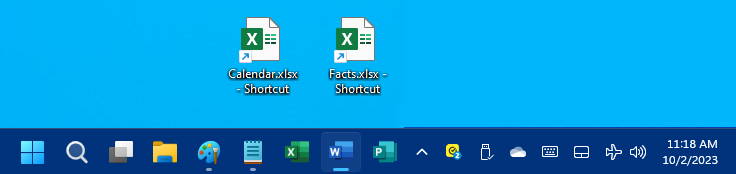
**And or Click**

**Then Click**

**Click**

**Desktop**

**“Pin to taskbar”** adds that Icon to your taskbar

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**taskbar**

**Clipboard**

Highlighting text or images then using either CUT or COPY will put that into the clipboard. The PASTE will take the **LAST IN** copied item and paste that. Or if you open the clipboard and CLICK a specific item that will be pasted.

Go to the System settings and turn on the clipboard history.

A screenshot of a clipboard

Description automatically generated

To open your clipboard to see what’s in it or make changes press key and  key

This window should appear:

A screenshot of a computer

Description automatically generated

**Use scroll to see everything**

**Click PIN makes it permanent**

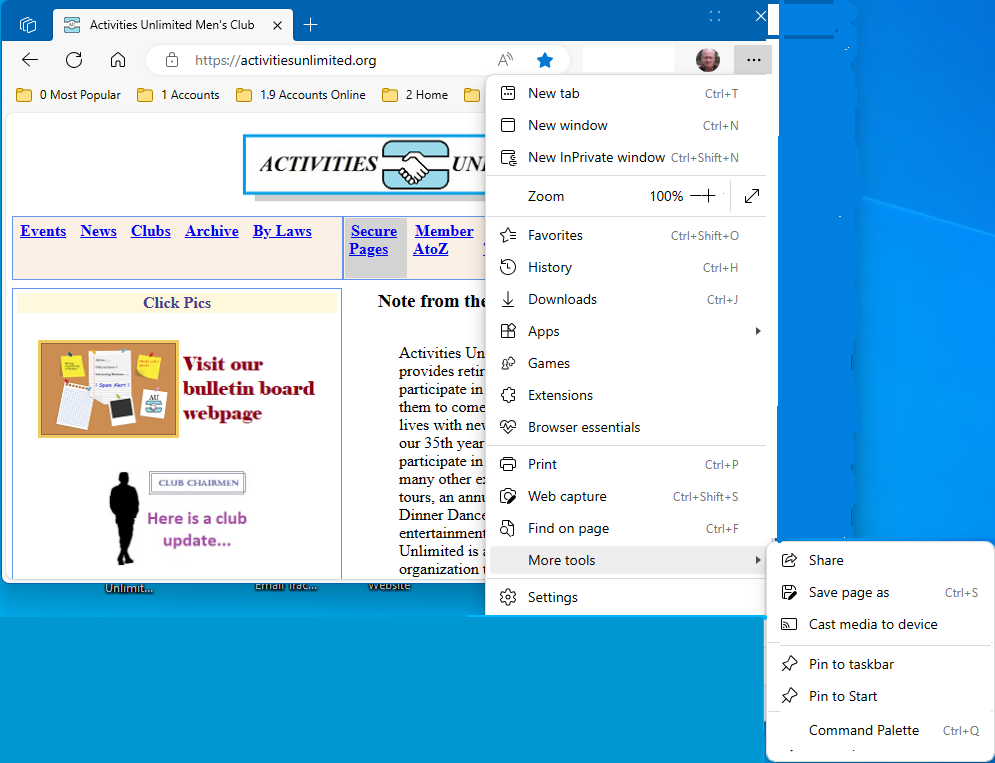
**Click to paste**

**Click icon**

Click the BUTTON “Clear all” to empty the clipboard. However, PINNED boxes will not be erased.

**Edge**

Open the internet webpage of interest. You can **PIN** pages to start and taskbar.

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**Click desired PIN**

**Click More tools**

**Click . . .**

The result will be the same as if an APP Icon was pinned.

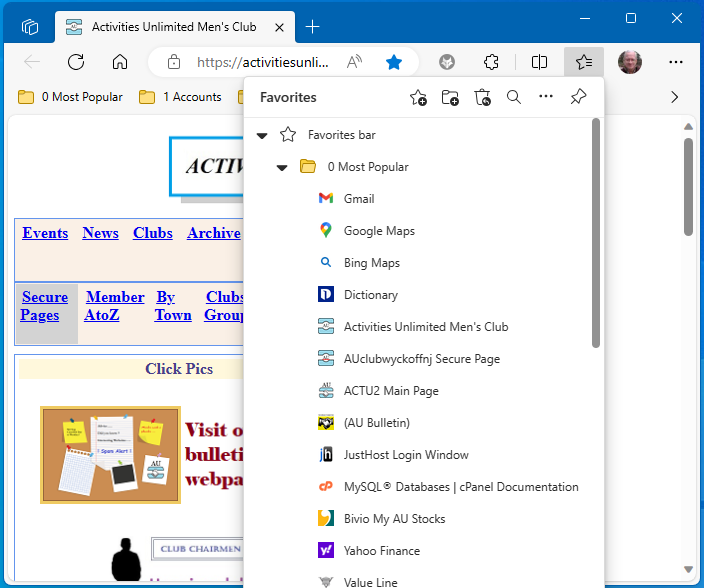


**Appears at the rightmost spot on the taskbar**

**Drag and drop the** taskbar **Icons** to organize them as per your interests.

Open the internet webpage of interest. You can create Favorite pages.

**Click the STAR to create**



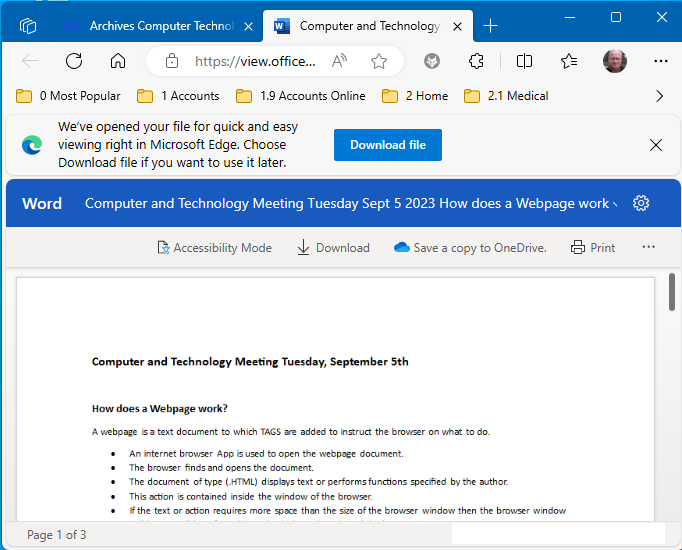
**Click here to show the MENU**

Click a link on a webpage referring to a Word document.

A screenshot of a computer

Description automatically generated

**Click on a Word DOC link**



**Open and Print on PCs without MS Office**