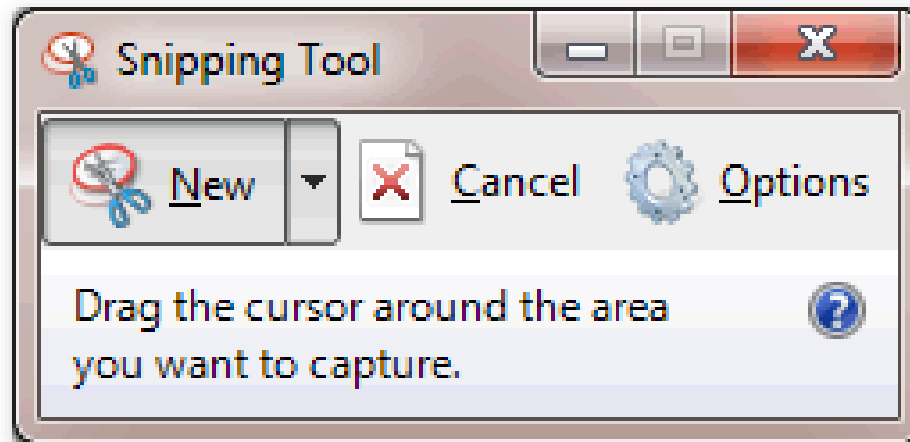
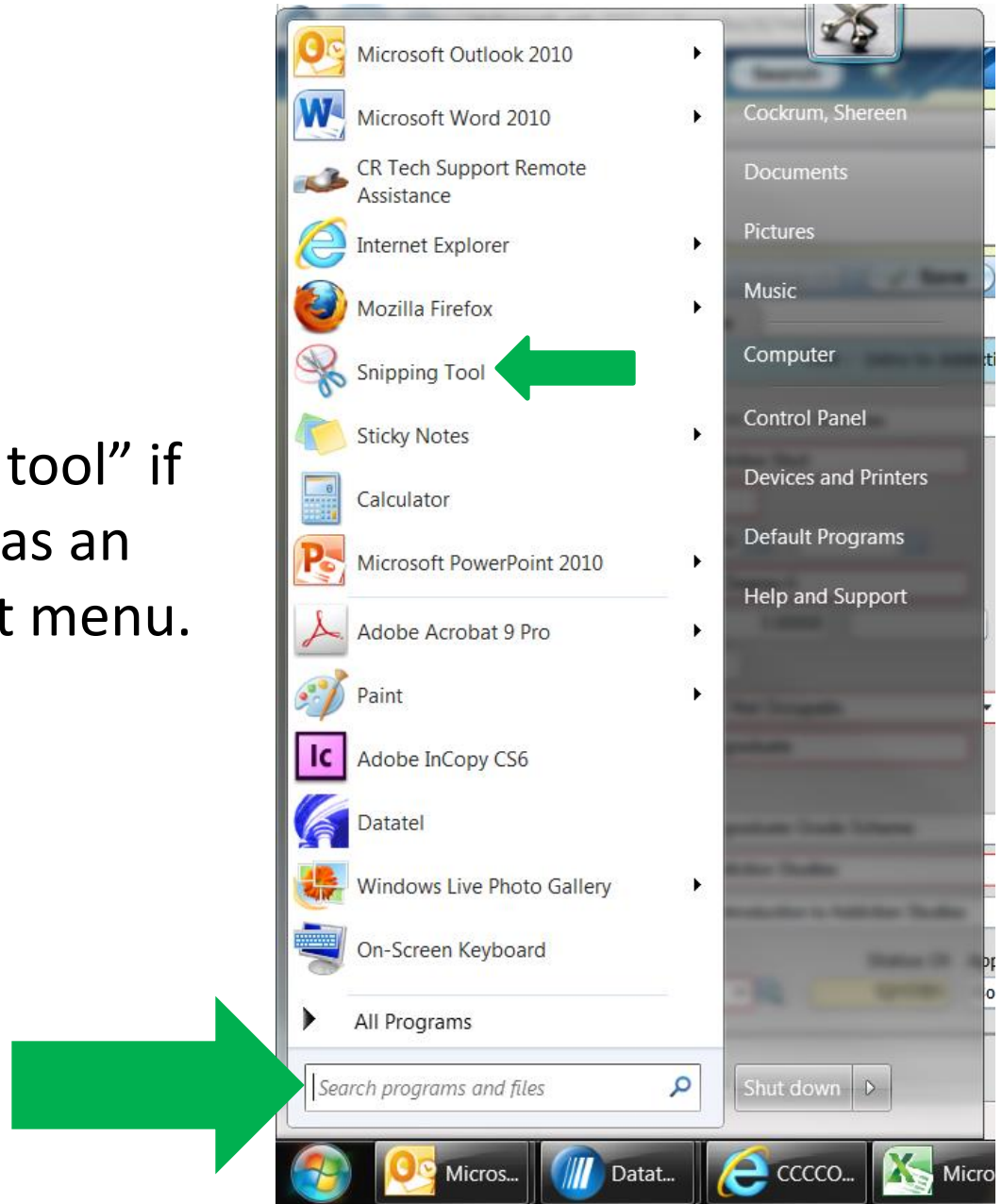


Microsoft Windows Snipping Tool



1. Type “Snipping tool” if it doesn’t appear as an option in the Start menu.



2. When the snipping tool opens it will “grey out” the screen.

The screenshot shows a web browser window displaying the College of the Redwoods website. The page title is "College of the Redwoods" and the subtitle is "Del Norte - Eureka - Klamath-Trinity - Mendocino Coast". The main content area is titled "Budget Planning" and "Agendas & Supporting Documents 2012-2013". A table with four columns (DATE, AGENDAS, SUMMARY NOTES, SUPPORTING DOCUMENTS) is visible. A "Snipping Tool" window is open over the table, displaying the instruction "Drag the cursor around the area you want to capture." The browser's address bar shows "http://inside.redwoods.edu/BudgetPlanning/".

Budget Planning Committee
BPC Home
[Charge & Membership](#)
[2012-2013 Agendas and Minutes](#)
[2011-12 Archive](#)
[2010-11 Archive](#)
[2009-10 Archive](#)
[2008-09 Archive](#)
[2007-08 Archive](#)
[2006-07 Archive](#)

Budget Planning
Agendas & Supporting Documents
2012-2013

DATE	AGENDAS	SUMMARY NOTES	SUPPORTING DOCUMENTS
October 17, 2012			
October 10, 2012			
September 19, 2012	Agenda Packet		<ul style="list-style-type: none">2012-13 Final Bgt BOT 9-10-2012 REVISED 2
September 6, 2012	Agenda	Summary Notes	<ul style="list-style-type: none">Open Forum 9 6 2012 Handout
August 29, 2012	Agenda packet	Summary Notes	<ul style="list-style-type: none">2012-13 Legislative bgt cut - BPC Final Rankings 8-29-20122013-14 Legislative bgt cut - BPC Final Rankings 8-29-20122012-13 CR Bgt Cut Options 1Bad Debt Write Off
July 26, 2012	Agenda packet	Summary Notes- REVISED	<ul style="list-style-type: none">August 2012 Bond Project Report FULL RPT12012-13 Legislative bgt cut - BPC Final Rankings 7-25-2012
July 2, 2012	Agenda packet	Summary Notes	

2:34 PM
9/28/2012

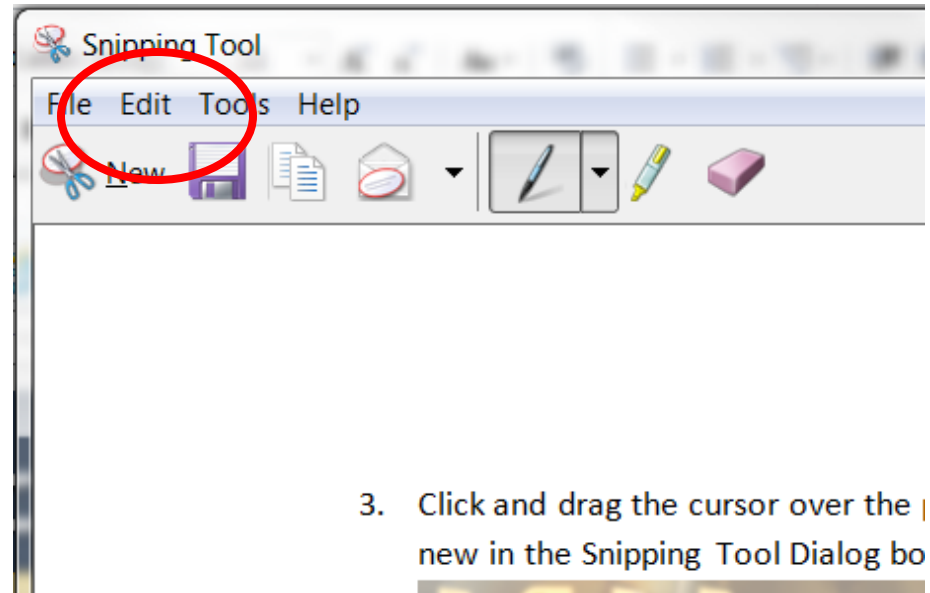
4. Click and drag the cursor over the part of the page you want to copy.

The screenshot shows the website for the College of the Redwoods Budget Planning Committee. The page features a navigation menu with tabs for 'College Communications', 'Institutional Documents', 'Other Resources', 'Department Websites', and 'Calendar'. The 'Institutional Documents' tab is selected. Below the navigation, there is a table with columns for 'DATE', 'AGENDAS', 'SUMMARY NOTES', and 'SUPPORTING DOCUMENTS'. A red box highlights the 'Institutional Documents' tab and the table below it.

DATE	AGENDAS	SUMMARY NOTES	SUPPORTING DOCUMENTS
October 17, 2012			
October 10, 2012			
September 19, 2012	Agenda Packet		<ul style="list-style-type: none">2012-13 Final Bgt BOT 9-10-2012 REVISED 2
September 6, 2012	Agenda	Summary Notes	<ul style="list-style-type: none">Open Forum 9 6 2012 Handout
August 29, 2012	Agenda packet	Summary Notes	<ul style="list-style-type: none">2012-13 Legislative bgt cut - BPC Final Rankings 8-29-20122013-14 Legislative bgt cut - BPC Final Rankings 8-29-20122012-13 CR Bgt Cut Options 1Bad Debt Write Off
July 26, 2012	Agenda packet	Summary Notes- REVISED	<ul style="list-style-type: none">August 2012 Bond Project Report FULL RPT12012-13 Legislative bgt cut - BPC Final Rankings 7-25-2012
July 2, 2012	Agenda packet	Summary Notes	

5. If you make a mistake, just click new in the Snipping Tool Dialog box.

What you've snipped can be saved, emailed or pasted into documents.



There is a highlighting and pen feature.

Grade Scheme	UG Undergraduate Grade Scheme	Description
Short Title	Introd to Addiction Studies	
Long Title	1 Introduction to Addiction Studies	
Status Dt	12/17/01	Appr Agency
		College of the