

How to Use Jing

- ✓ Download Jing. Yellow Sun with three rays will appear at top of screen. One for Capture; one for History and one for More.
- ✓ Click on "Capture" and a cross hair will appear
- ✓ Bring that cross hair near the picture you wish to copy and left click.
- ✓ Four way arrow and a tool bar appears.
- ✓ Drag and capture the picture you want.
- ✓ The image you want should be highlighted and rest of screen should be gray
- ✓ The arrows allow you shrink the screen to copy only what you want. The image you want should be highlight and the rest of the screen should be gray.



- ✓ Once you have exactly what you want go to the tool bar and hit capture (first icon on the left hand side of the tool bar).
 - ✓ Another screen will appear with 2 toolbars.
 - ✓ The one tool bar will allow you to:
 - add an arrow (which you can lengthen and move)
 - add text
 - create a frame for you text
 - highlight part of the picture
 - change the colour of your frame, text, arrows
- When done editing, click on Save icon (2nd icon on the left hand side of the toolbar)
- ✓ Save to Desktop and remember to fill in the name of your picture before you save to desktop.

Screen Capture showing features that can be added.

The screenshot displays a map application interface. At the top left, a vertical toolbar contains several icons: a yellow arrow, a yellow 'T' for text, a yellow square, a yellow pencil, a yellow eraser, and a yellow magnifying glass. The main map area shows a map of Canada in 2010, with provinces and territories color-coded: Yukon (orange), Northwest Territories (pink), Nunavut (yellow), British Columbia (green), Alberta (red), Saskatchewan (light green), Manitoba (orange), Ontario (red), Quebec (green), and Atlantic provinces (purple). Major cities like Vancouver, Edmonton, Calgary, Winnipeg, Toronto, and Ottawa are marked. A blue box labeled "Canada 2010" is positioned in the upper left of the map. A yellow arrow points to a purple box labeled "Kingsville" in the southern part of Ontario. A legend in the bottom left corner defines symbols for national and provincial capitals, other populated places, international and provincial boundaries, and the Exclusive Economic Zone (EEZ). The map also shows the Arctic Circle, the North Pole, and surrounding bodies of water like the Arctic Ocean and Atlantic Ocean. At the bottom, a search bar contains the text "Map of Canada with Jing Toolbar Features" and a "Go Pro!" button. A secondary toolbar at the very bottom includes icons for zooming, panning, and other navigation functions.