<u>How to Use Jing</u>

- ✓ 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.