

VISTA LESSON 17

ASSIGN SHORTCUT KEY TO VISTA SNIPPING TOOL

Windows Vista includes a screen capture/screenshot tool it calls the Snipping tool. With it you can take partial or full screenshots and easily save them.

The only problem is that there's no hotkey to bring up the window. You have to click on Start, All Programs, accessories, and then open the Snipping Tool. What a pain. Here's how to fix that.

Click on Start, and then click on All Programs. Click on Accessories and you'll see the Snipping Tool. (If you don't see it, it's probably because it's not installed or didn't come with the version of Vista that you have.

Right click the Snipping Tool and then click on Properties. You'll see a Shortcut key text box: on the General tab. It contains the word None. Click on None, press and hold your Ctrl key and tap the F12 key.

Now click OK. You have just set Ctrl + F12 as the keyboard shortcut to bring up the Snipping tool. You may be asked to make a couple of extra keyboard clicks to "continue" if you don't have Administrator rights.

Click OK to finish, and now pressing Ctrl + F12 brings up the Vista Snipping Tool, a tool that is truly a winner.

