

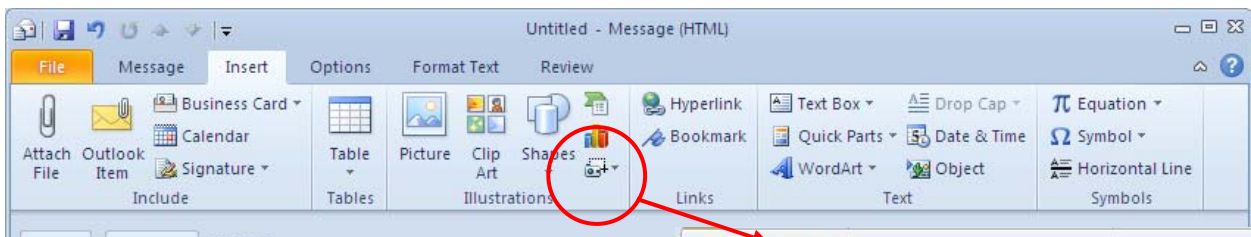
Inserting Screenshots

You may find one of the most useful features in Outlook 2010 is the ability to add almost any kind of illustration to an e-mail message.

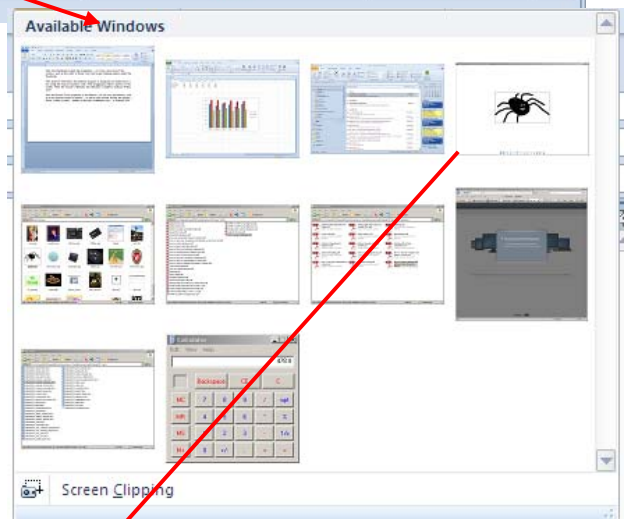
Along the Insert ribbon are options to insert a picture or clipart ... and other common Office objects such as Shapes, SmartArt, Charts, and a Screenshot.

How many times have you needed to send a screenshot of something on your computer, such as error message, dialog box or map?

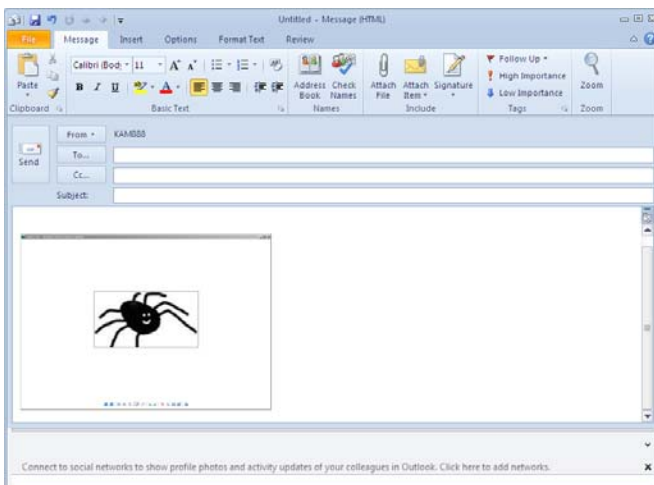
Forget about print screen, as the Screenshot tool is found here in Outlook and other Office 2010 programs.



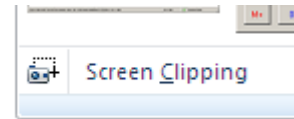
Clicking the button shows thumbnails of open windows or programs on the desktop.



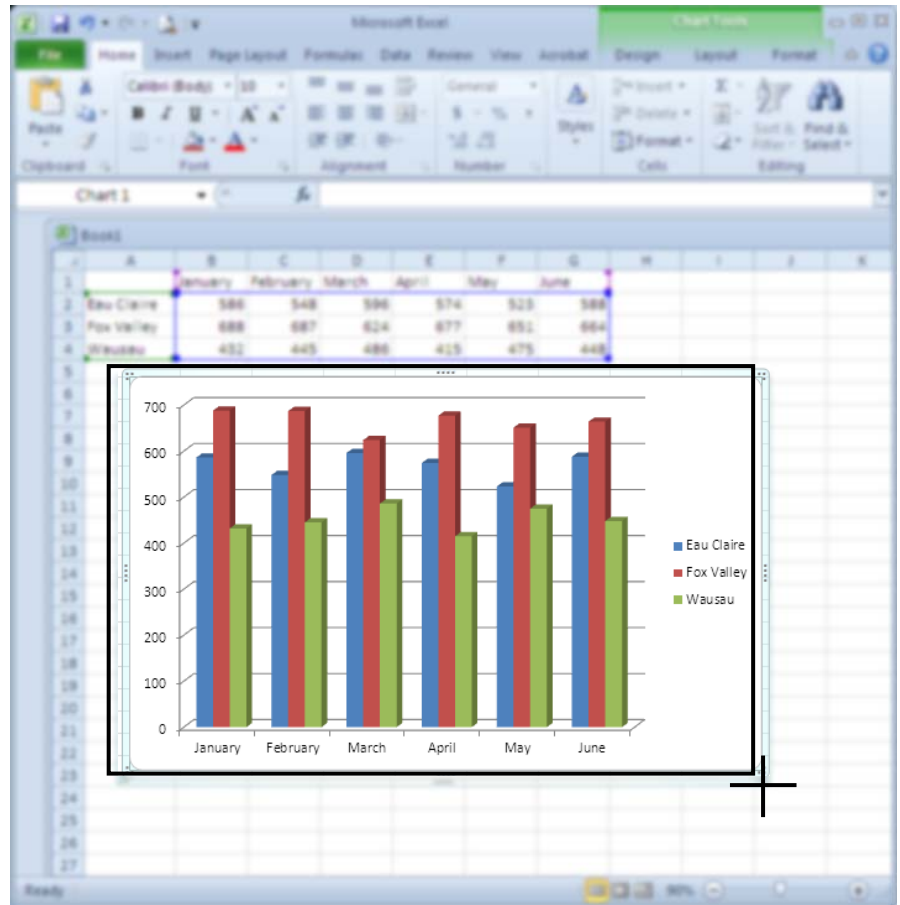
Click the thumbnail to grab the screenshot and it's inserted into your mail message



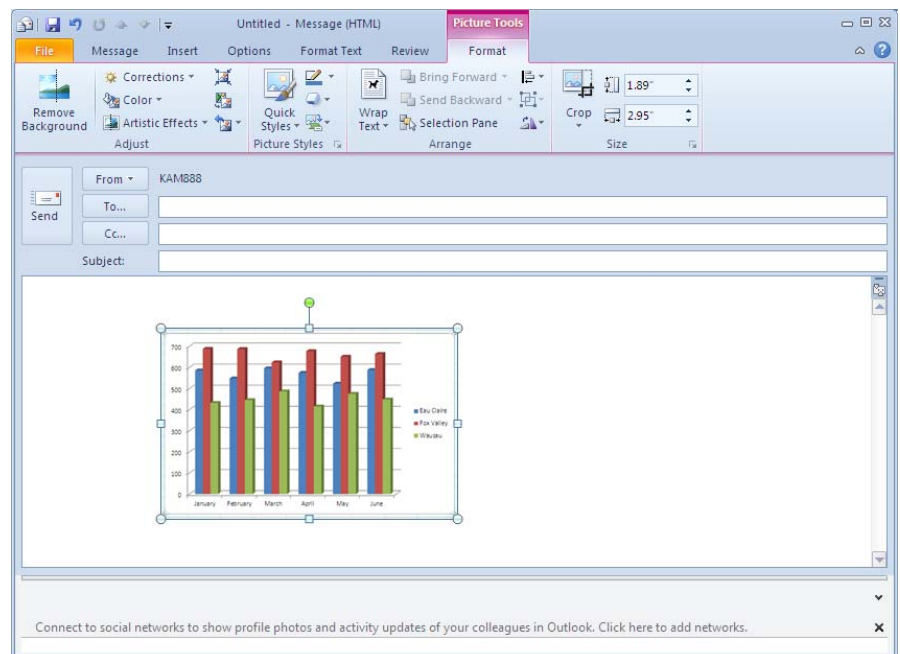
If only want part of the window, such as a chart in Excel, click the Screen Clipping option under the thumbnail.



With Outlook minimized, the selected program is displayed and faded down a bit. Using the mouse crosshairs, click while dragging to select a portion of the screen.



When the mouse is released, the selection is added to your new message.



With the Picture Tools displayed on the Ribbon, you can now add effects, such as a cool picture frame or shadow ... or add a quick border around the picture.