

## Snipping Programs

The need might arise from time to time to snip (it's actually just a copy of the snipped section because it leaves the original intact) of a file for various reasons. Although this list is not exhaustive, here are a few programs that you might want to give a try at some point.

**Snipping Tool:** Built into most Windows programs is a free utility called "Snipping Tool." To activate, click Start, type into the search box Snipping Tool. The program is then activated with a small scissors icon. It is very easy to use for snipping text. Just click New, use your mouse to outline the text that you want to snip (makes a quick copy of it) and release the mouse button. Snippets are instantly created and can be saved as HTML, PNG, GIF, or JPEG files.

**Audacity:** This is a 100% free downloadable software that does many things, including snipping out sections of audio.

**WavePad:** This is a paid downloadable software that does many things, including snipping out sections of audio.

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