

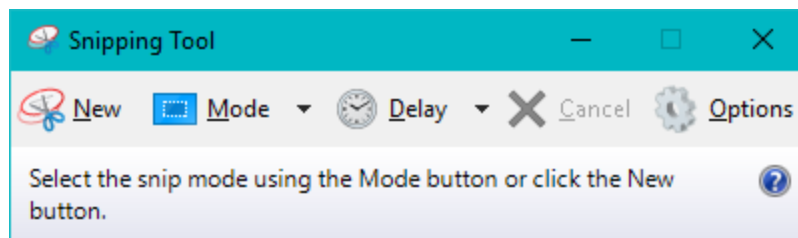
Make a Screenshot (.jpg) to Replace an Attached PDF using Snipping Tool

The city and county PDFs that are often used to create vicinity maps on title sheets have been getting increasingly larger. They contain more data than ever before and because of that, they become difficult to manage with MicroStation. The MicroStation graphics take longer and longer to refresh; turning PDF layers on/off is very slow; and **printing takes up to 30 times longer** with a displayed PDF. In one timed test a title sheet with two PDFs attached took 226 seconds (3:46); the same title sheet with a .jpg replacement took only 7 seconds!

These are all good reasons to replace the attached PDFs with a clipped image that is much smaller and vastly more responsive. With Windows 7, a screenshot was as easy as pressing the Print Screen button <PrtScn> on the keyboard and pasting <Ctrl>+v into Microsoft Office Picture Manager, where editing tools allowed for cropping. Picture Manager is not available in Windows 10 and Photos does not allow for pasting content. For Windows 10, it is fastest to use the **Snipping Tool in Rectangular mode**. More trimming can be performed using Paint or Paint 3D.

Open the Snipping Tool to capture the image

1. Left click on the **Windows 10** Start menu and type **sn**. The menu should pop open with a best match to **Snipping Tool (Desktop App)**.



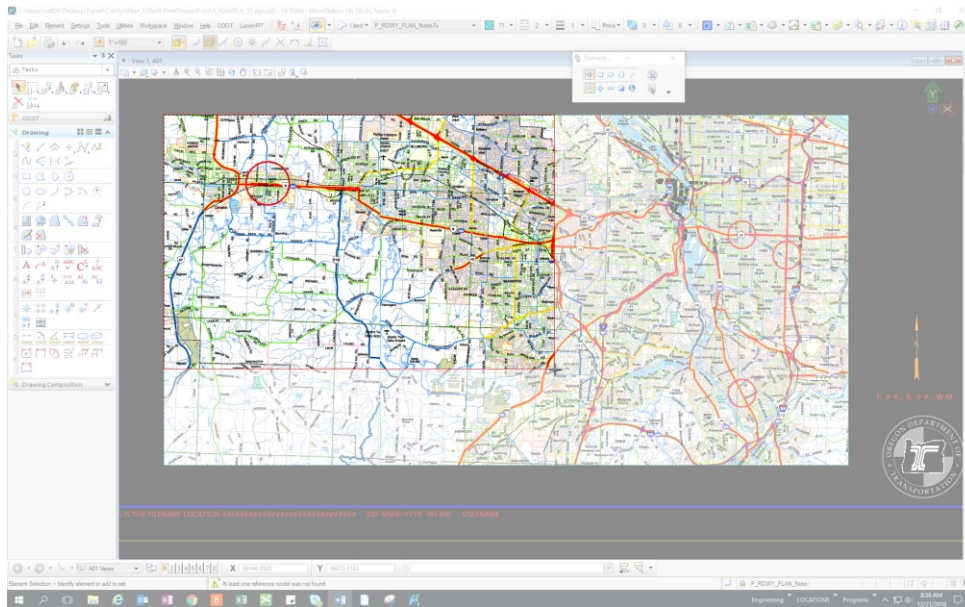
Tips: Right-click on the **Snipping Tool** shortcut and pin it to the taskbar or Start for later use. **Mode of Rectangular Snip** is best for this purpose. Set a **Delay** of up to **5 seconds** if you need time to bring **MicroStation** or **Adobe** to the front of your screen. (Delay was not available in Windows 7.)

Arrange the image for capture and click [New]

2. Zoom into the attached PDFs in **MicroStation** so that it fills your screen. If you are working in **Adobe**, zoom into the area of interest so that it is as large as possible on your screen. Adjust the PDF layers that are displayed, to your liking.

Drag the cursor around the area you wish to capture

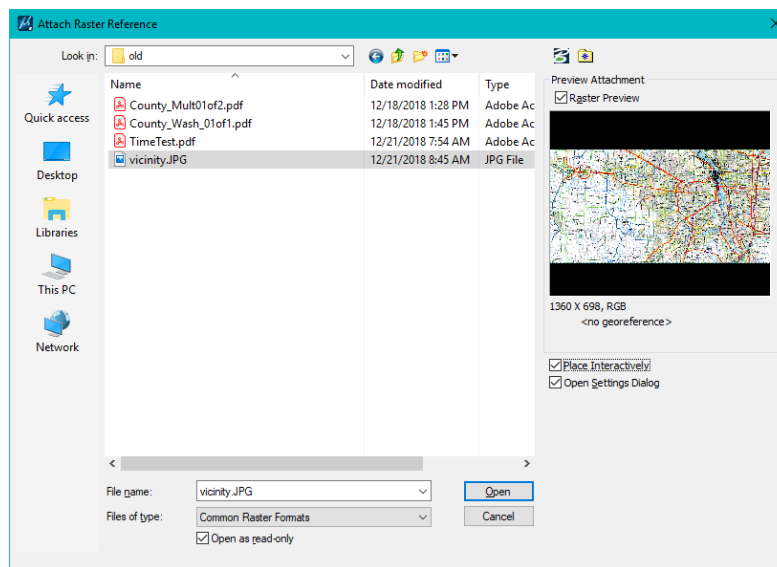
3. When you click **New**, the screen grays out. Drag your mouse from one corner to the opposite corner of the displayed vicinity map, then release the mouse. The area you have identified will be displayed in the **Snipping Tool** and has already been copied to the clipboard – so it is ready for saving.



Tips: If you wish to do more editing, you can **Paste** into **Paint** or **Paint 3D**. If you want to get used to newer interfaces, use **Paint 3D**. If you want the familiarity of Windows 7 (or XP), use **Paint**.

Save the image, then attach the .jpg to MicroStation

- Use **File>Save As...** on the **Snipping Tool** to save the image capture as a JPEG file (*.jpg). In **MicroStation**, attach the JPEG file using the **Raster Manager**. Check the **“Place Interactively”** box on the **Attach Raster Reference** dialog, then select the same corners to place the new image directly over the top of the PDFs.



Turn off the display of the PDFs and print faster

- You may simply turn off the display of the attached PDFs in MicroStation, or detach them. Either way, you will enjoy much speedier printing and screen refreshing.