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DATA & TECHNOLOGY SOLUTIONS FOR SMALL BUSINESS

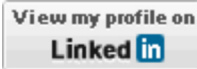**September 9, 2011**

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Tepato Systems offers software consulting services to help small business owners and non-profit groups.

If you want to make better business decisions, software and other technology tools should be key parts of your business strategy.

This newsletter has two nifty tools that could help any computer user, whether they're a novice or an expert.

Need to Show Me Something? Screen Shots with SnagIt

Inexpensive Screen Capture Tool is Tepato Favorite

Sometimes, the best way to explain something is with a picture, right? Ever tried to do a screen print (or screen capture) and it was too big, too small or it included more of your screen than you wanted?

Rather than using Paint, which is fairly crude, invest in SnagIt. It's inexpensive (about $50) and it gives you a lot of options. You can capture just a region of your screen, or the entire window, even if scrolling is needed. You can then crop it or modify it in many other ways before using it.

A free trial version is available. You can even use it on a PC or a Mac. Check out SnagIt if you want to make your life easier!

http://www.techsmith.com/snagit/default.asp

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Once installed, it works just like a printer. Use the print function in your software, then choose "CutePDF" from the list of printers. It will automatically prompt you for a location where you want to save the file, and you're done!

A version is also available which allows you to edit PDF files (for about $50), but if all you need to do is create PDFs, then the free driver is all you need.

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