

**MSBA PROBATE & TRUST LAW SECTION E-NEWSLETTER**

December 2016

**Hello from the Chair**

Hello All,

It is my privilege to serve as Chair of the MSBA Probate and Trust Law Section Council for the 2016-17 year. Your governing council is committed to continuing our Section's traditional activities and to launching new initiatives to serve the members of our Section. Our goals are to provide affordable, relevant and timely CLE opportunities; conduct the Probate and Trust Law Section Conference; support the Wills for Heroes project; sponsor and react to legislative proposals affecting our practice area; continue implementing our Diversity Plan; and publish this newsletter throughout the year.

Please contact me or any officer or member of the Section Council if you have questions, comments, or recommendations.

Thank you for your membership in and work on behalf of our Section!

Sincerely,

Mavis J. Van Sambeek

**Call for Submissions**

We are always looking for attorneys to write brief articles for this newsletter. Articles can focus on any issues relevant to probate and trust law. This newsletter is distributed to the Probate and Trust Law Section membership, which consists of approximately 1,073 practitioners. Writing for the newsletter is a great way to share your knowledge and expertise with your colleagues.

If you are interested in submitting an article, please contact Jess Geisler ([jess@geislerlaw.com](mailto:jess@geislerlaw.com)) or Emma Maddy ([emma.maddy@stinson.com](mailto:emma.maddy@stinson.com)) with your idea.

Please visit the Section's website for ideas and to see the various articles that have been written in the past.

Best Regards,  
Probate & Trust Newsletter Editors

## Upcoming Events and CLE Programs

- **Greater MN Probate & Trust Study Group Conference Call**
  - Wednesday, June 15, 2016 at 9 a.m. (the 3<sup>rd</sup> Wednesday of every month)
  - Call-in Number: (800) 406-9170 passcode: 1491722
  - Contact JoEllen Doebbert (320-763-7838) with any questions or to join the group.
  
- **MSBA Probate & Trust Law Section Meeting**
  - December 15, 2016 at 3:30pm
  - Location: MSBA Office in City Center, Minneapolis
  
- **Please keep an eye out for additional information on these upcoming CLEs.**
  - MSBA CLEs:
    - December 6 at noon. [Working with Clients from Other Cultures](#)
    - January: Pet Trusts
    - February: Probate & Trust Litigation
    - March: Valuation Discounts and Section 2704
  - CLEs from other sources:
    - Minnesota CLE:
      - December 15: [Probate & Estate Disclaimers](#)
      - December 15: [Your First Probate](#)
      - December 20: [Celebrity Estate Plan Blunders and Successes](#)
      - December 20: [Top 10 \(or so\) Frequently Encountered Income Tax Issues for Estate Planners](#)
      - December 20: [Real Estate Gifting Issues & Titling Problems](#)
      - December 29: [Snowbird Planning](#)
      - December 29: [Life Estates- MA and Tax Issues](#)
      - December 29: [Business Succession & IRC Section 2704](#)
      - February 3: [Drafting and Planning for Small Estates](#)

## Case Law Update

There are no cases to report this month.

## Federal & Minnesota State Tax Update

No report.

### Tech Tip

#### Screenshots 101

By: Richard L. Baum

Ever wonder how images of a computer screen appear in a document? Better yet, why should you care? This month's tip will show you how to do this, and why it might be valuable to you.

**Taking the Screenshot.** A screenshot is literally a photo of your computer screen. Any computer (PC, Mac, laptop, desktop, smartphone, tablet; you get the idea) has the ability to take this type of image without additional software tools. If you are a tool junkie, however, you can purchase a third party application to add other effects to your screenshot or even take a video instead of a picture of your screen. This tip is limited only to the tools that come with a PC or Mac.

## How to capture a screen on a PC

**Step 1a: Capture your entire screen** – *NOTE: this method takes a picture of everything that you see on your screen and saves it to your clipboard.* Press the *Print Screen* (often shortened to “Prt Scr”) key, highlighted in Image 1. This button is typically located in the upper right corner of your keyboard, to capture a screenshot of your entire display.



**Step 1b: Capture just the active window.** *NOTE: this method will take a picture of just the window you have displayed on top, i.e. Word, Excel, Acrobat, etc., and saves it to your clipboard.* Press *Alt + Print Screen* to merely capture a screenshot of the active window (do not use the plus sign).

**Step 2: Paste your image into the destination document.** *NOTE: the screenshot is now on your clipboard.* Go to the document you want to insert the image and use your preferred method for pasting (Ctrl+V, right-click+Paste, Edit+Paste).

NOTE: Some PC laptops may combine key commands onto one key. If the Prt Scr command appears under another command on the same key, you will need to use this key combination: Fn+Prt Scr (again, do not use the plus sign).

## Screenshots on a Mac

There are a couple of ways to do this on a Mac, depending on whether you want to capture the entire displayed screen or just a portion of it. The Image Preview app on your Mac also incorporates these same screenshot tools in case you forget which key combinations to use.

### Entire screen.

1. Display the screen you want captured.
2. Now for the finger gymnastics. Hold down these keys to capture the entire screen you have displayed in the following sequence (do not include the plus sign): Ctrl+Command+Shift+3
3. You will hear a camera shutter (if your volume is turned up), which means the image is captured.

4. Go to the document you want to insert the image and use your preferred method for pasting (Command+V, right-click > Paste, Edit > Paste).
5. Your image will appear in the document.

### **A portion of the screen**

1. To capture a portion of the displayed screen, use this sequence (do not include the plus sign):
2. Ctrl+Command+Shift+4
3. Your cursor will now have crosshairs and display numbers next to it. The numbers correspond to the pixel located on your screen.
4. Click and drag the crosshairs over the portion you want to capture.
5. You will hear a camera shutter (if your volume is turned up), which means the image is captured.
6. Go to the document you want to insert the image and use your preferred method for pasting (Cmd+V, right-click > Paste, Edit > Paste).
7. Your image will appear in the document.

NOTE: Screenshots are saved as .png files on the desktop in Mac OS X v10.6 and later. They're automatically named "Screen Shot *date at time*.png."

### **How to capture a screen on an iPhone or iPad**

1. Press and hold the Sleep/Wake button on the top or side of your device.
2. Immediately press and release the Home button. You should hear the shutter sound if the volume is turned up on your phone speaker, and the screen will briefly dim.
3. To find your screenshot, go to the Photos app > Albums and tap Camera Roll.
4. To forward your image to a Mac, use text, email or AirDrop, or email to your PC.

### **How to capture a screen on an Android device**

Full disclosure: I do not own any Android devices. My advice to you would be to search for "how to screenshot on [insert your device name here]". There were a number of sites that offer instructions on how to do this, and some devices have their own steps to accomplish this.

### **Use Cases**

Why would an attorney want to do this? Here are two use cases.

1. Let's say you get a text that you want to save for posterity. By having a screenshot you are able to capture the image for posterity sake and put it into your client's file by typing up a memo and inserting the image into the memo.

For the naysayers out there—yes, someone could doctor an image to look like something it is not. If the stakes are high enough, however, you will hire a forensics specialist who will review the suspect image to see what was altered and when.

2. You have a property description that you want to place into a deed you are drafting. The good news is that you have it in electronic format, the bad news is that the document is a PDF image. By taking a screenshot of the image, and then pasting that image into the deed you are drafting, you are able to preserve the description (especially if it is a metes and bounds description).

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Newsletter Committee Co-Chairs: Emma Maddy and Jessica Geisler

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