
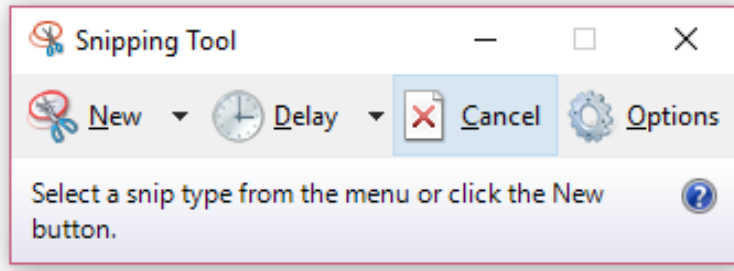


How to use the Snipping Tool feature to capture a screen in Windows:

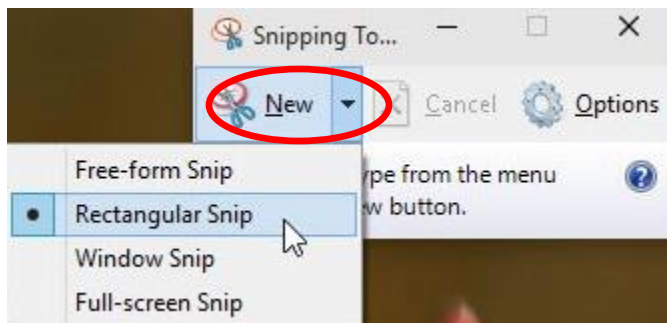
To open Snipping Tool:

1. Select the **Start**  Button in Windows
2. Type **Snipping Tool** (there is no short cut)
3. Press **Enter**

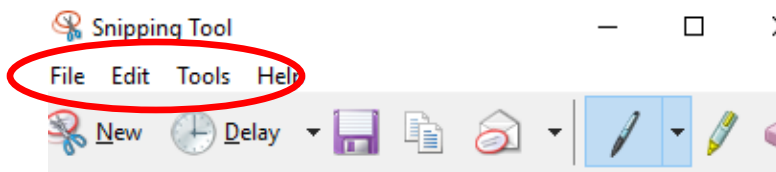
A Snipping Tool window will appear.



4. Click the down arrow beside New and you will see the following drop down.



5. Make your selection for what type of screen shot you are wanting to capture. Choose from Free-form, Snip, Rectangular Snip, Window Snip, or Full-screen snip.
6. Follow instructions on how to select your screen, based on your selection.



7. From the File menu you can save it, send, or print it. From the Edit menu you can copy it. From the Tools menu, you can draw on it with a colored pencil.