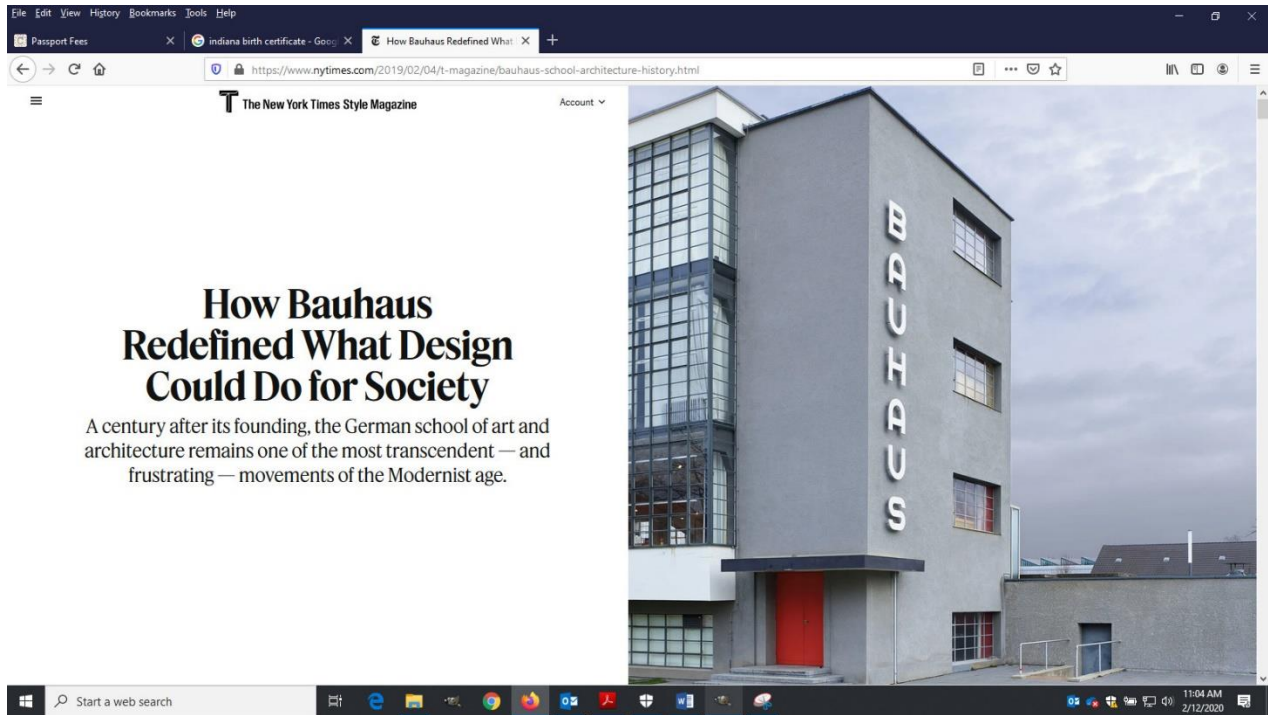
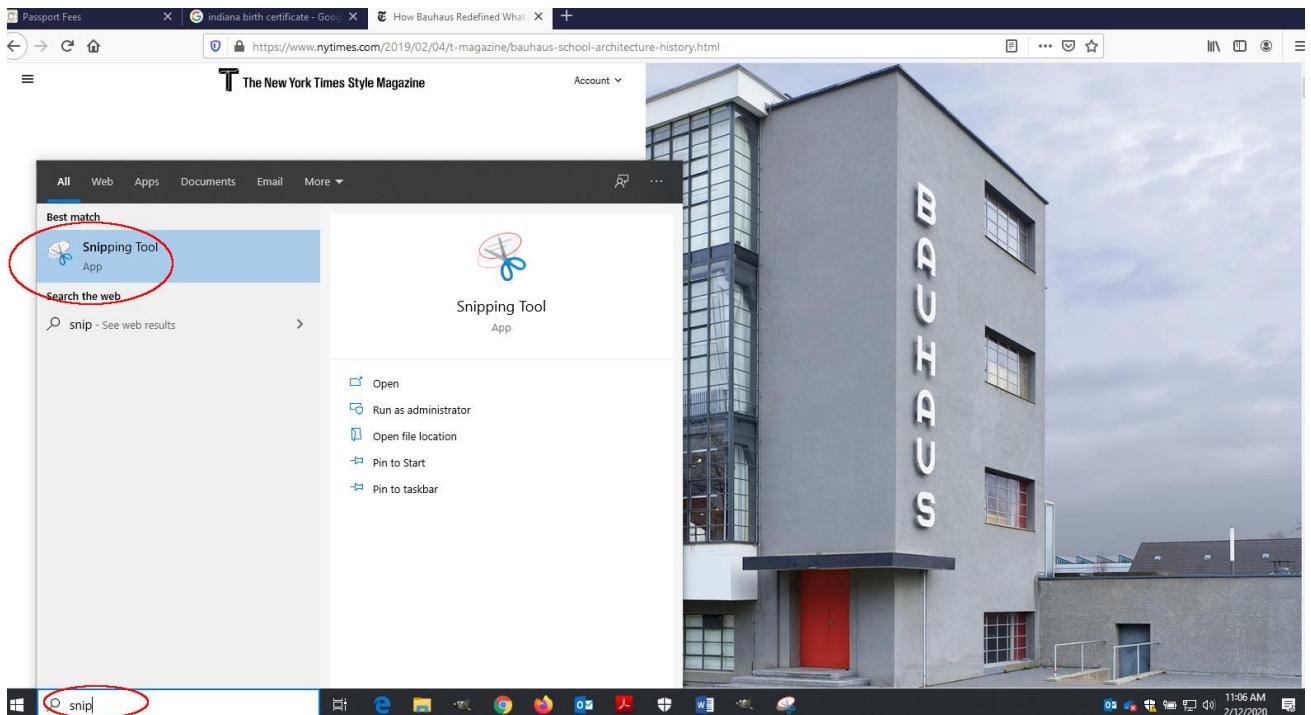


Make Screenshots with the Snipping Tool

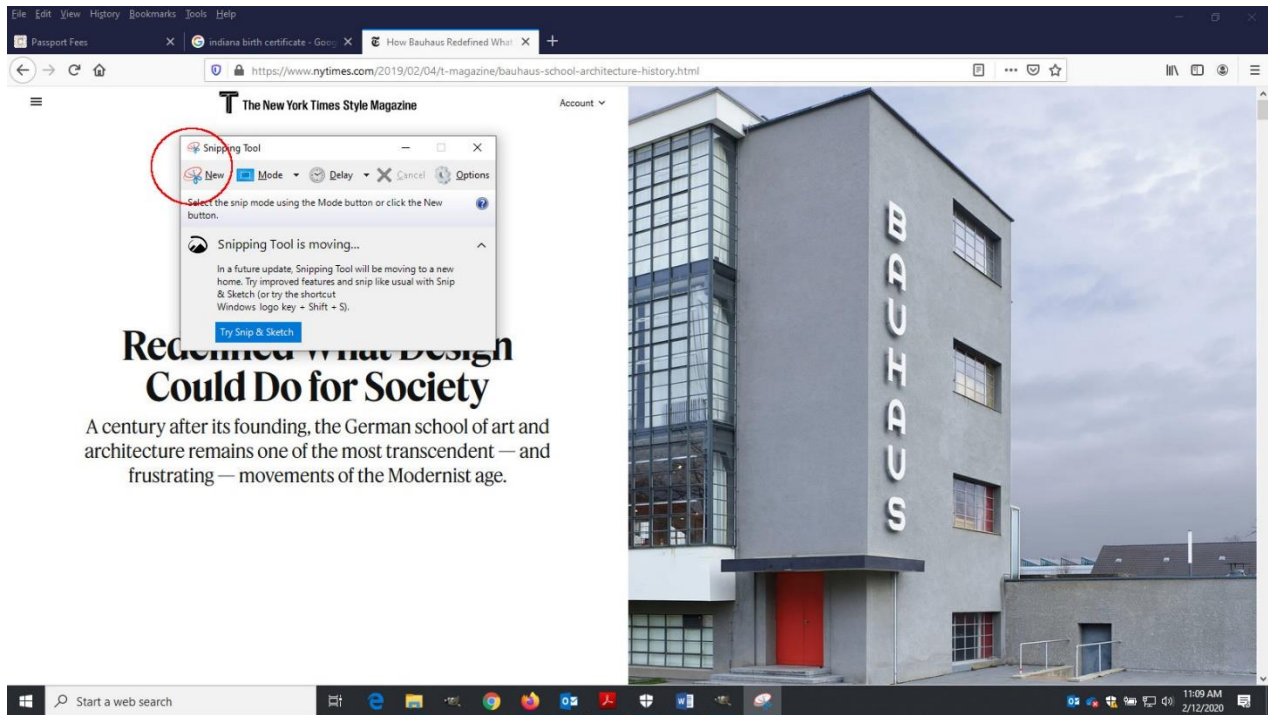
- 1) Go to the screen that you want to screenshot.



- 2) In the bottom left corner of your desktop, type in Snip into the 'start a web search' search box. A dialog box appears and at the top is the Snipping Tool app. Click on it.



3. A Shipping Tool Dialog Box appears. To create a snip, click on the New area in the corner.

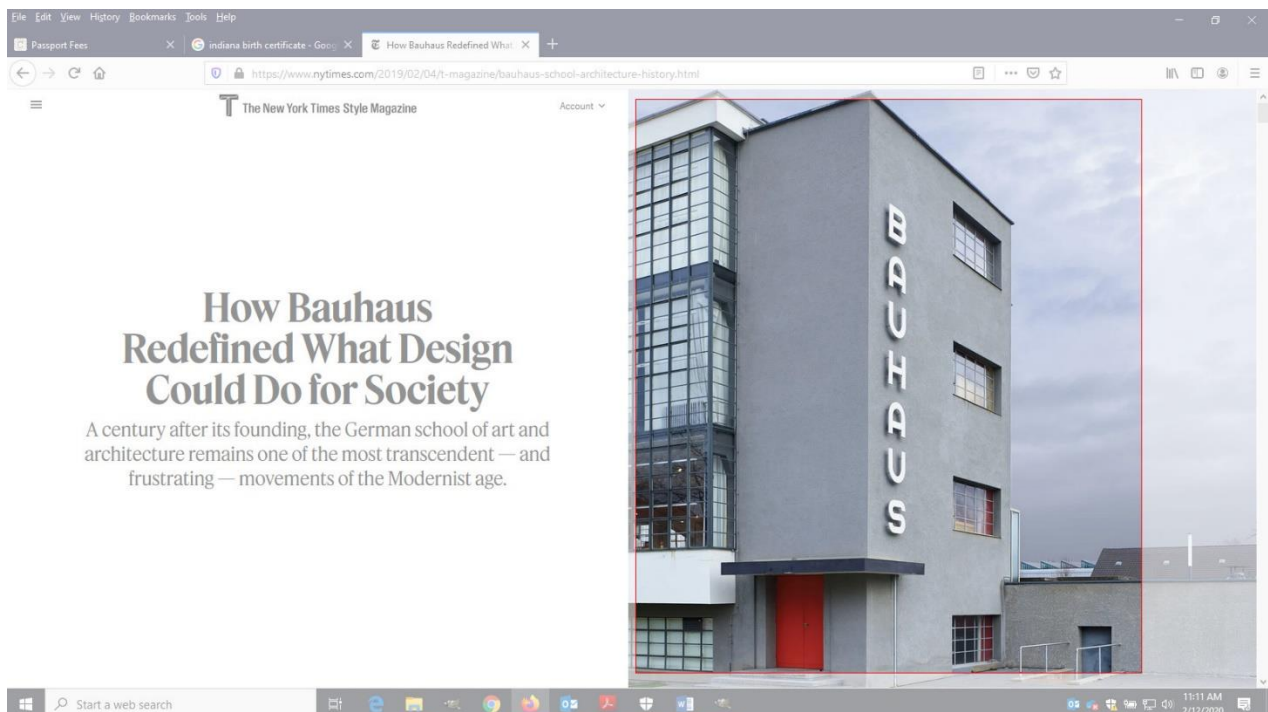


4. When you click on New, you'll notice that the area on the box becomes blue.

At this point, move your mouse off the dialog box and you'll get a cross shaped cursor. Move the cursor to the area you want and begin to left click to activate the screenshot and move your cursor to expand the area that the screenshot will take in.

A red box that delineates what you are snipping into your screenshot. What is not in the shot is grayed out.

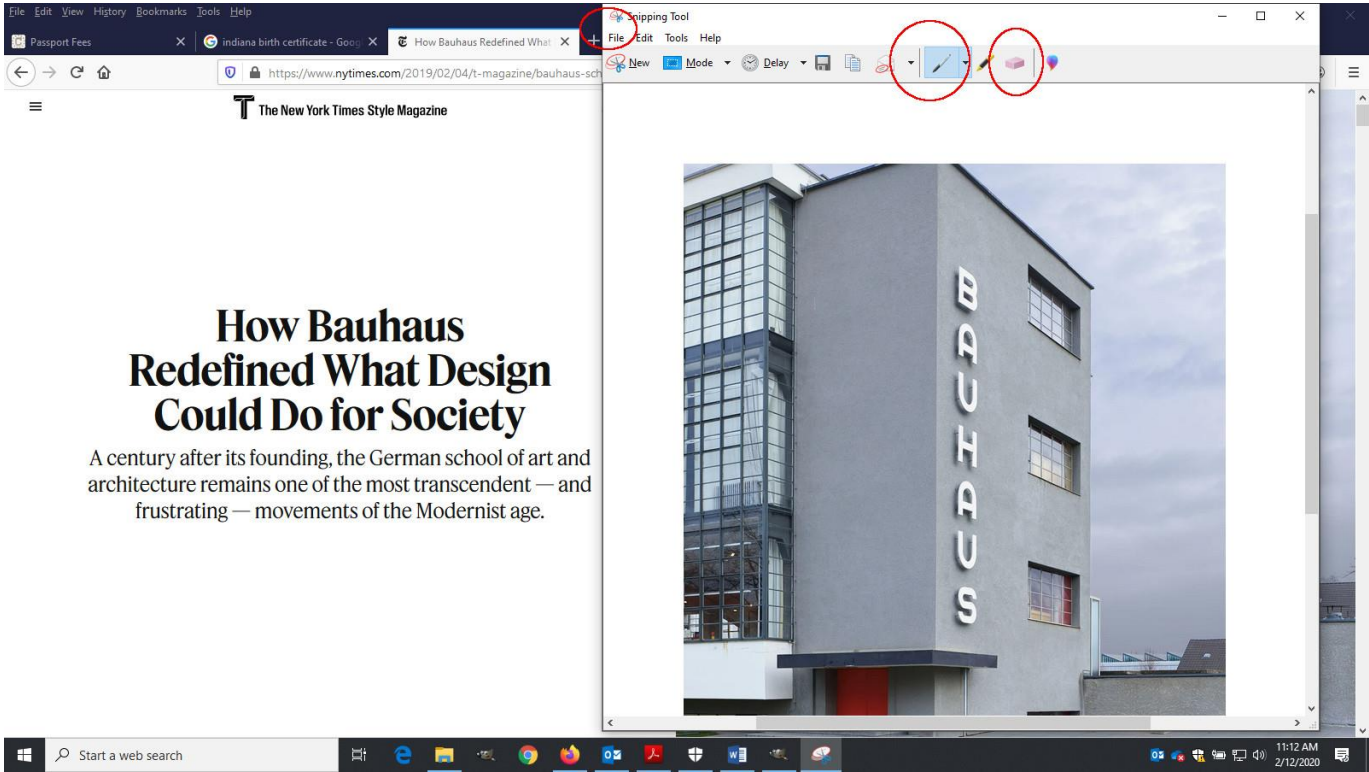
Lift up on your left mouse key to stop the screenshot.



5. What is in your screenshot becomes a separate window. Tools are available to draw on the image or erase the drawing that you've made. This is helpful if you want to circle a statistic or a part of an image.

To save the screenshot, simply click file and save it via Save As, like you would with any document. Name it anything you like, but capture is the default for a snip.

The screenshot is a jpeg image and you can upload it or paste it into other documents.



6. What drawing looks like:

