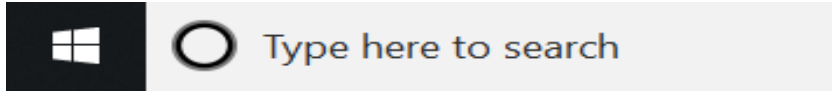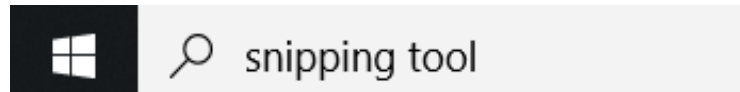# Use the Snipping Tool to Create a Screenshot
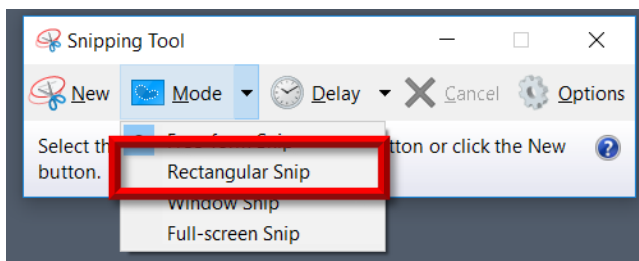
1. In the lower left hand corner click into the "Type her to search" box
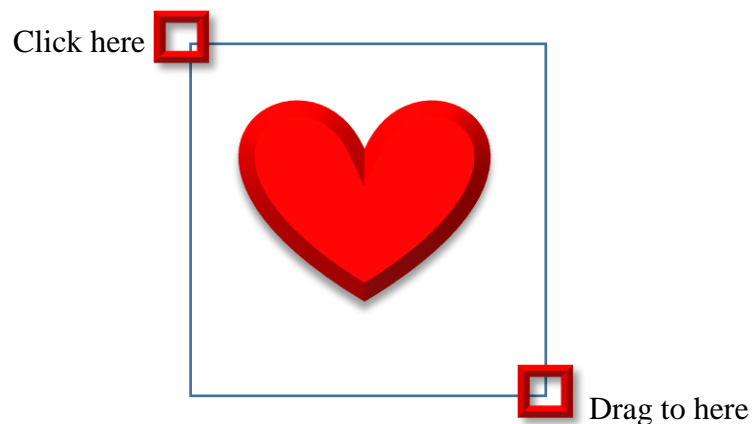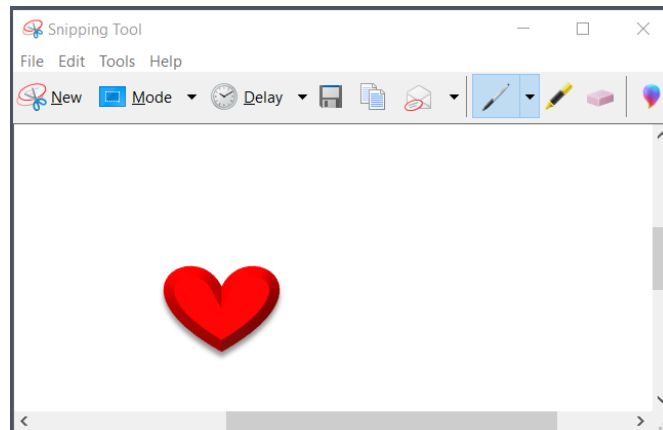


2. Type snipping tool and press the Enter key



3. Click the drop down arrow to the right of the Mode Menu and choose Rectangular Snip
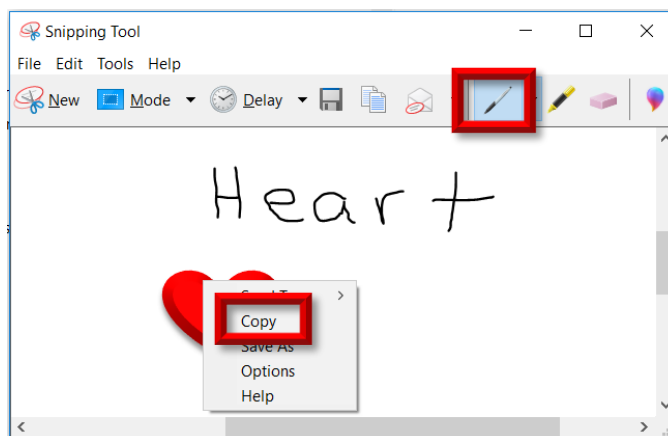


4. The screen will become hazy. Drag the cursor over the area you want to capture. Use the cursor to draw a rectangle around an object or text.

5. Now the Snipping Tool window contains the object you captured.



6. You may draw in the Snipping Tool window before you copy it.  Click the pen.  Draw on the Snipping tool background.  There is an eraser if you need it.  If you want to copy it, right-click on the Snipping Tool background and choose Copy.  Then you can paste it into a document.



7. You may also choose to save it.  Go to File.  Save As.