DID YOU KNOW?

How to Use Snipping Tool

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen—this is what Snipping Tool does. Use it to save and share news stories, movie reviews, or recipes. Capture part or all of your PC screen, add notes, save the snip, or email it right from the Snipping Tool window

1) **Open Snipping Tool**

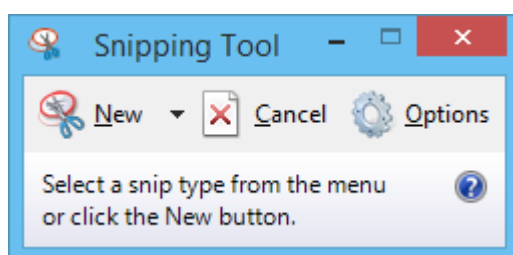|	
For Windows 10	Type Snipping Tool in the search box on the taskbar, and then select Snipping Tool.
For Windows 8.1 / Windows RT 8.1	Swipe in from the right edge of the screen, tap Search (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click Search), enter Snipping Tool in the search box, and then tap or click Snipping Tool.
For Windows 7	Click the Start button. In the search box, type Snipping Tool, and then, in the list of results, click Snipping Tool.

2) Select the arrow next to the New button, choose the kind of snip you want, and then pick the area of your screen that you want to capture

3) After you open Snipping Tool, open the menu that you want a picture of. (For Windows 7, press Esc before opening the menu.)
4) Press Ctrl + PrtScn.
5) Select the arrow next to the "New" button, choose the kind of snip you want, and then pick the area of the screen that you want to capture.
6) After you capture a snip, select the Save Snip button.

THANK YOU