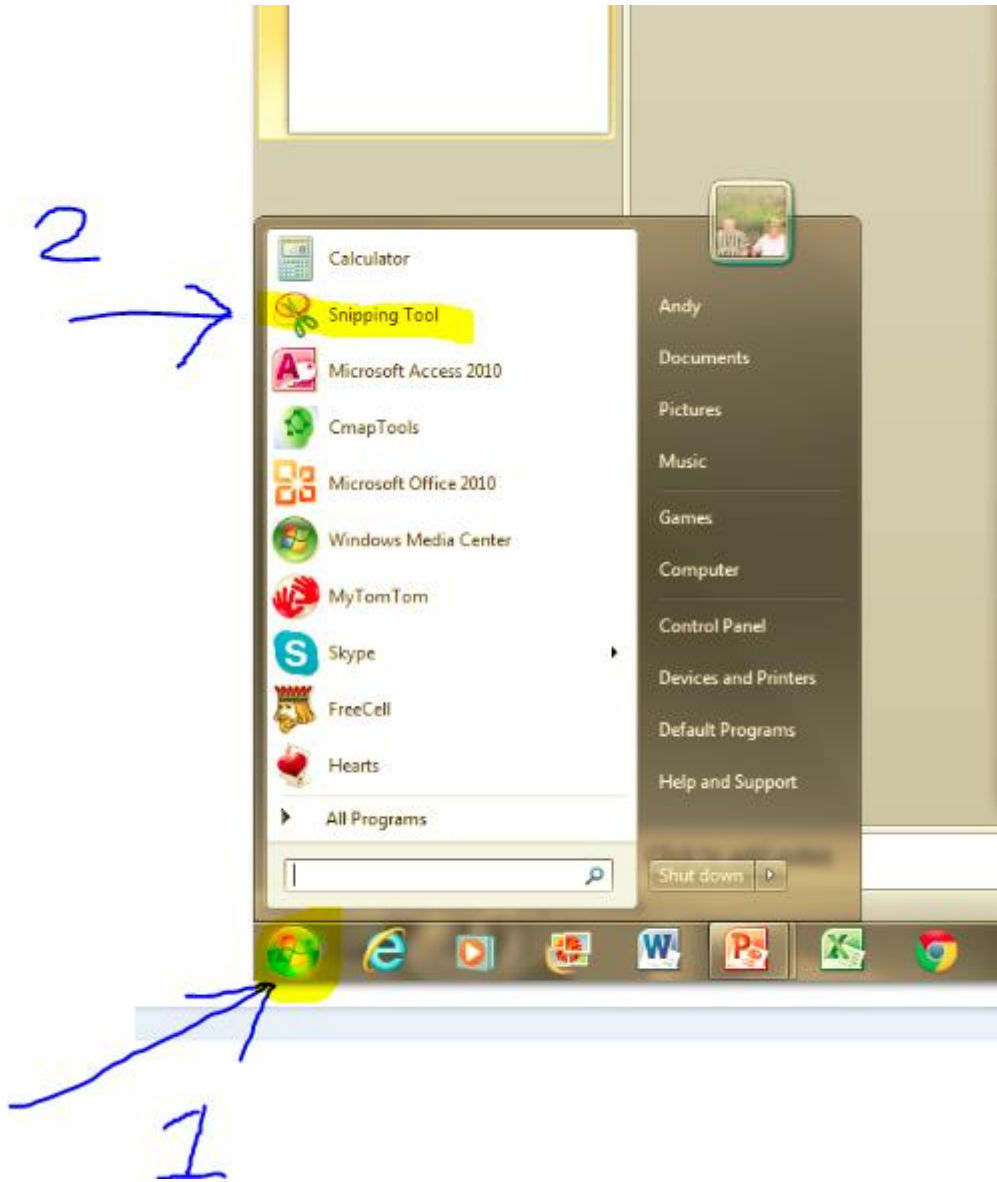


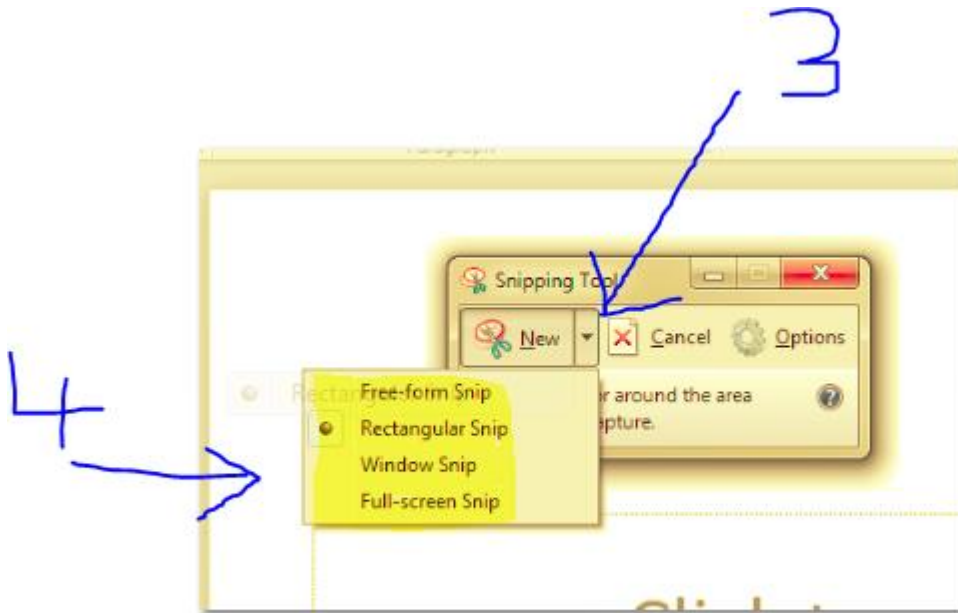
How to Use the Snipping Tool

1. Click on the **Windows icon** at the bottom left hand corner of your screen



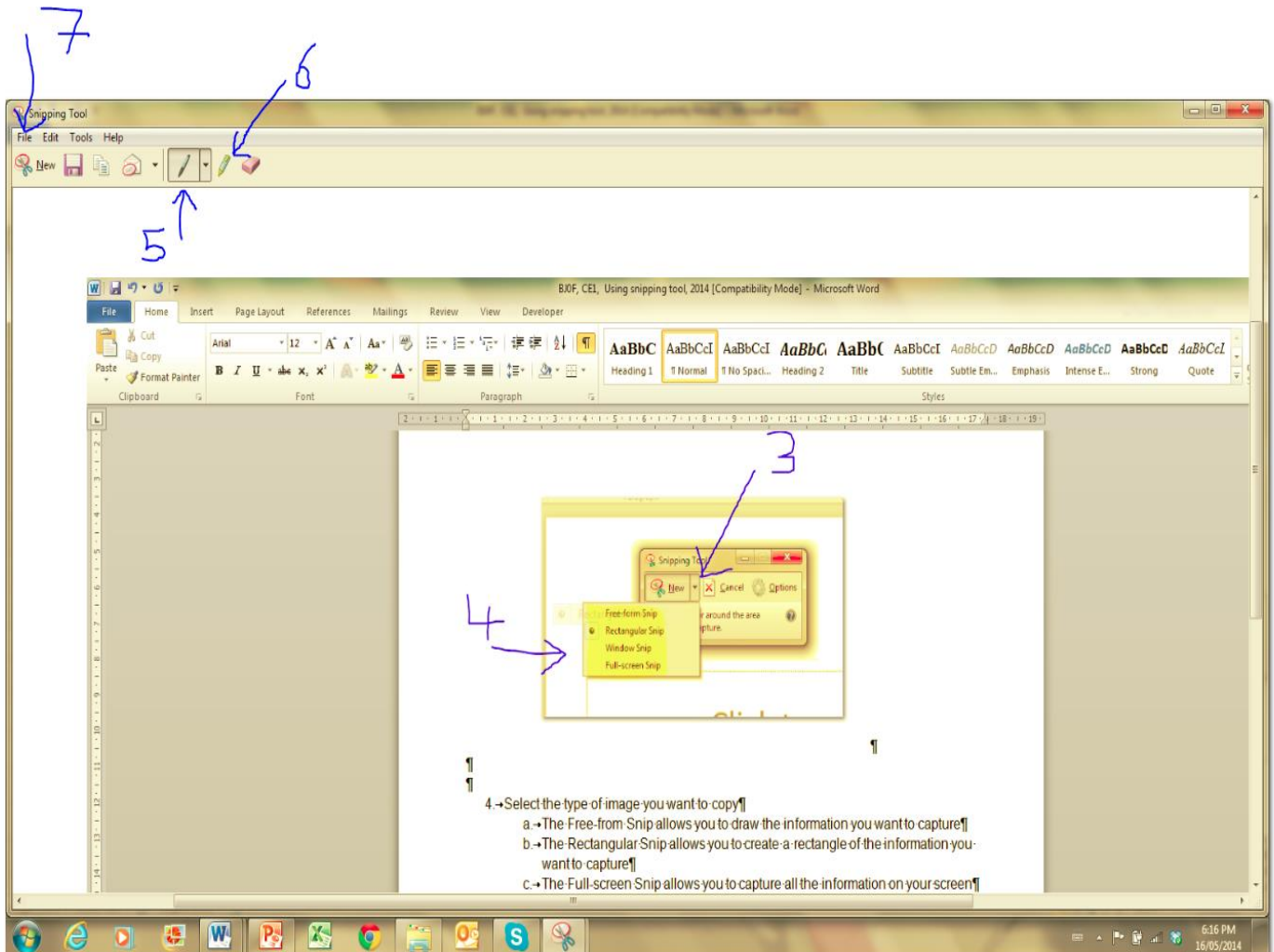
2. Click on the **Snipping Tool** icon

3. Click on the small **black triangle** to the right of the word **New** to access the dropdown menu



4. Select the type of image you want to copy
 - a. The **Free-form Snip** allows you to draw the information you want to capture using your mouse
 - b. The **Rectangular Snip** allows you to create a rectangle of the information you want to capture using your mouse
 - c. The **Full-screen Snip** allows you to capture all the information on your screen

5. This **icon** allows you to **draw labels** on your image using your mouse or touch pad before you save your image
6. This **icon** allows you to **add highlights** to your image using your mouse or touch pad before you save your image
7. When you are happy with your image, click on **file** and save your image



8. Click on the **file** you want to insert into another document
9. Click on **copy**
10. Open the document you want to add image to
11. Right click on your mouse or touchpad
12. Click on **Paste** to add the image to your document
13. If needed, resize your image so that it fits your page

