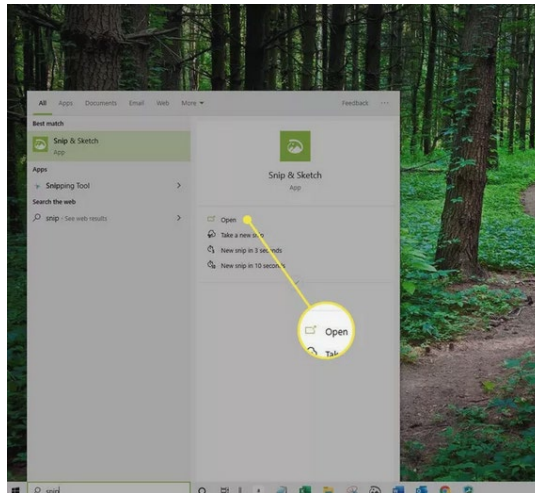


USING SNIP & SKETCH TO TAKE A SCREENSHOT

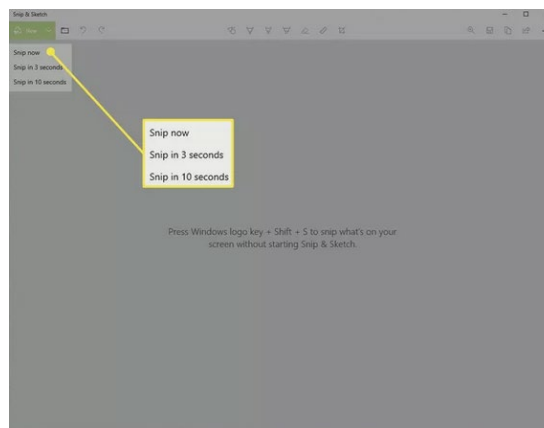
Taking a screenshot with Snip and Sketch is fast and easy. The quickest way to screenshot Windows 10 with Snip & Sketch is by pressing the keyboard shortcut **Windows Key+Shift+S**. This opens the Snipping Bar, allowing you to select a mode and snip without opening the Snip & Sketch app. Once you've copied the snapshot, paste (CTRL+V) into Word Document or Email.

To open Snip & Sketch, take a screenshot, and edit or manage it, follow these steps.

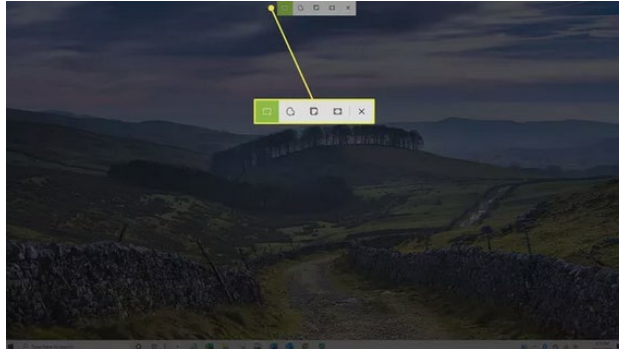
1. Open Snip & Sketch. You can do so by typing **snip** into the Windows Search box near the Start button and selecting **Open** under **Snip & Sketch** in the list of apps that appears. Or press **Windows Key+Shift+S** together – the screen will darken and allow you to draw a box around what you want to snip.



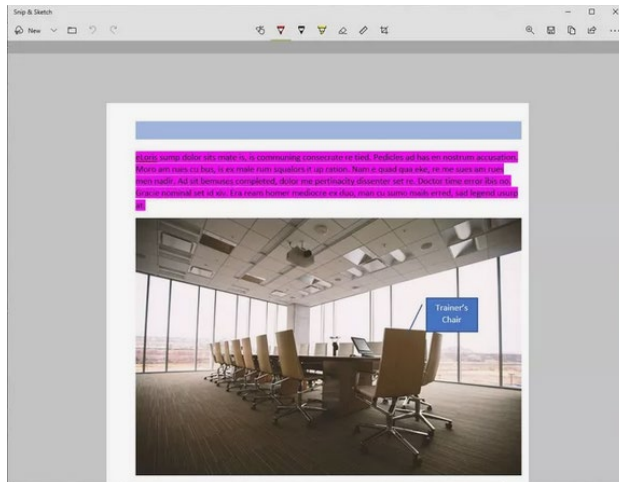
2. Select the arrow next to **New** to open the **Delay** drop-down menu and select a delay time, if desired. Otherwise, choose **New**. The Snipping Bar will open.



3. Select a mode. If you select **Window Snip** or **Fullscreen Snip**, select any area on the screen to take a snip. If you select **Rectangular Snip** or **Freeform Snip**, click and drag the area of the screen you want to snip.



4. Your snip will appear in the Snip & Sketch window.



5. Select the **Copy** icon to create a copy of the snip, which might be helpful if you want to edit the screenshot but also keep the original.

