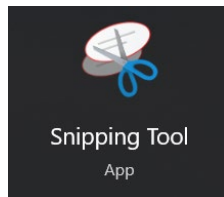
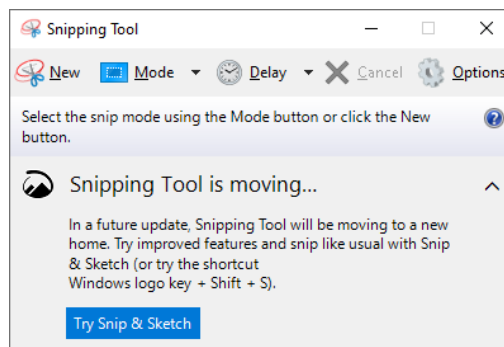


## USING SNIPPING TOOL TO TAKE A SCREENSHOT



### To locate and open the Snipping Tool:

1. To open the Snipping Tool, select **Start**, enter **snipping tool**, then select it from the results.
  - We recommend pinning the app to your Start Menu and/or Taskbar to easily access the app



### To use the Snipping Tool with only a mouse:

1. Select **New** to take a screenshot.
2. Rectangular mode is selected by default. You can change the shape of your snip by choosing one of the following options in the toolbar: Rectangular mode, Window mode, Full-screen mode, and Free-form mode.
3. **Click and hold** the mouse button (or keypad) and drag the crosshair mouse icon over the area you want to take a screenshot, **then let go** of the mouse button.
4. The screenshot is automatically copied to your clipboard as soon as you let go of button, therefore you can simply paste (CTRL+V) into Word Document or Email if no editing is required.
5. A preview will appear where you can edit or highlight areas as you wish.
6. To quickly use screenshot - Click Edit at top-left of preview window and select Copy. Paste (CTRL+V) into a Word Document or email – resize if you must.
7. To save screenshot as .png – Click File at top-left of preview window and select Save As. Choose your location, rename, and click Save to use later as an attachment.

<https://support.microsoft.com/en-us/windows/open-snipping-tool-and-take-a-screenshot-a35ac9ff-4a58-24c9-3253-f12bac9f9d44>