

Quick Start - Snipping Tool



Click on the Windows Start button and type 'snipping tool' in the search bar.

Click on the 'Snipping Tool' icon to open the program.





Drag the cursor around the area that you want to capture.





The screen will fade and the cursor will change into a cross.

The Snipping Tool toolbar will be displayed.





The Snipping Tool will open the captured image in a built-in editor. You are now able to Save, Copy or Email the image.

A pen or highlighter can also be used to edit the image.

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