

Quick Start - Snipping Tool

1

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

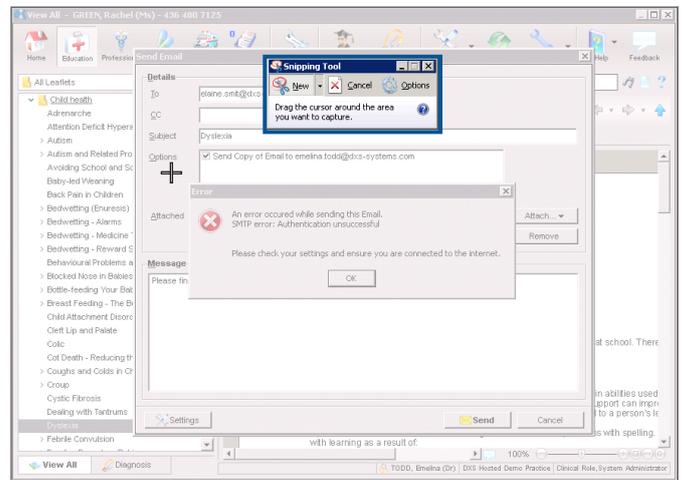
Click on the 'Snipping Tool' icon to open the program.



2

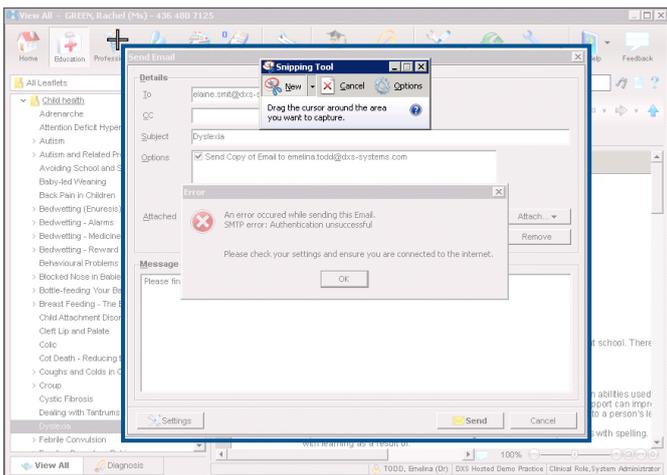
The screen will fade and the cursor will change into a cross.

The Snipping Tool toolbar will be displayed.



3

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



4

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.

