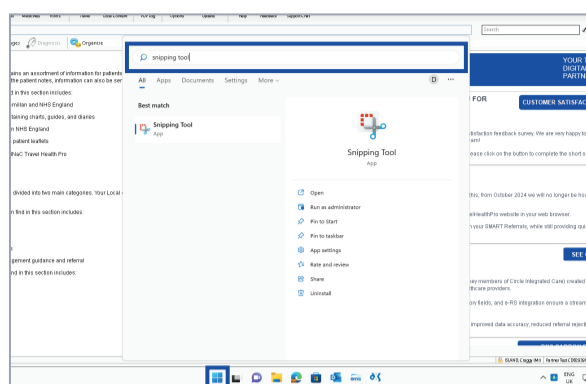


Quick Start Guide Snipping Tool



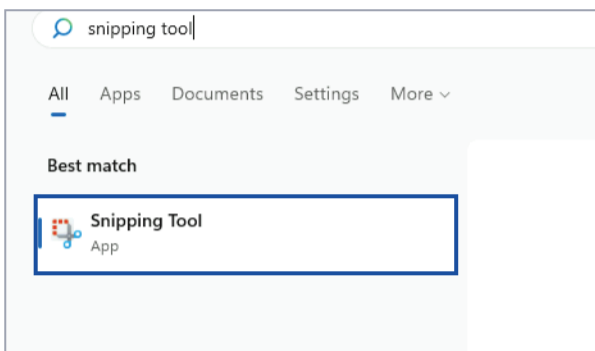
1

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



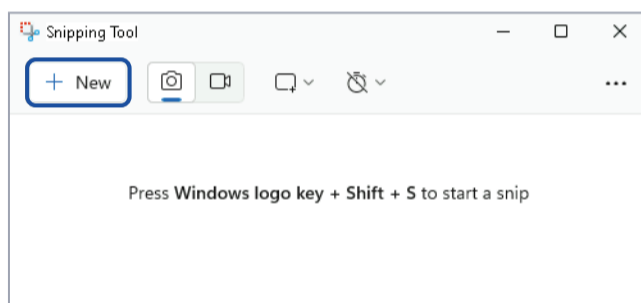
2

Click on 'Snipping Tool' to open the app.



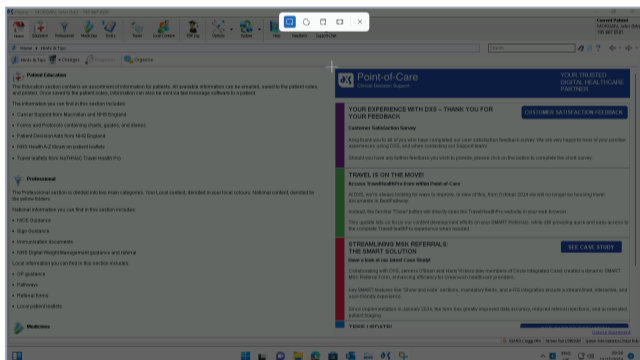
3

Select 'New'.



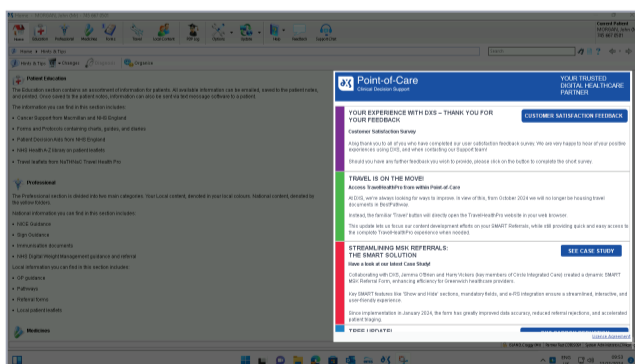
4

The screen will fade, and the cursor will change to a cross.



5

Drag the cursor around the area you wish to capture.



6

The captured image will open in a built-in editor, where you can save, copy, email, or edit the image.

