
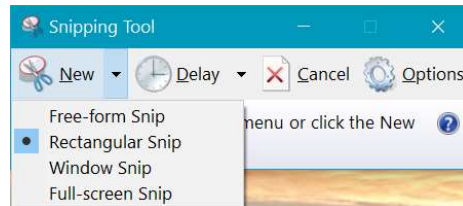



## Using The Snipping Tool in Win 10

The Snipping Tool  has been available for some time. It is used to capture a screen or part of a screen so it can be saved to print, document or email.

To launch the tool, click the Windows icon in the lower left of your screen then, type snip (even though there is no input box) and press enter.



The very first time you use the tool, click the down arrow next to the *New* menu and be sure it is set to Rectangular Snip. It will then switch to capture mode where the screen gets hazy. Use the  cursor dragging it across and down the area to capture. If you did not get what was wanted just repeat the process by clicking *New* again.

The three options on the right side of the Snipping Tool allow you to draw a line, highlight or erase the captured image.



Once a capture is complete you will have several options for saving it. **Do not** choose the send option as it most likely not work.

Choose Save or Copy. If you choose Save, remember where it gets saved in order to attach it to an email. If you choose Copy it will need to be pasted into something that understands that it is a picture, like a Word document. Your web based email (Gmail, Yahoo, etc.) probably will not work for this.