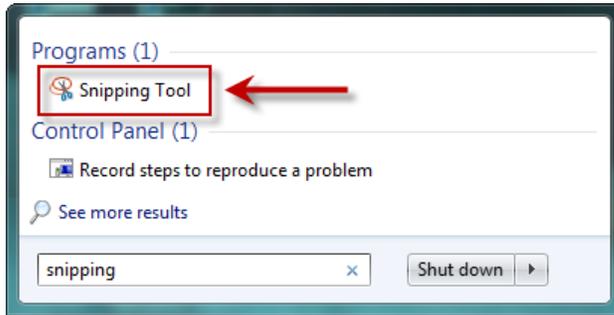




1. Go to the bottom left corner of your start bar.  
Click on the Windows icon.



2. Type *Snipping* in the search bar.

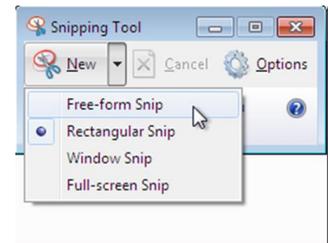


3. This scissors icon will show up. Click on it and drag it over to your



start bar so that you have easy access next time.

4. Click on the *Snipping Tool*. A box such as this one will show up. The screen will become somewhat translucent. You will have four options for screen grabs. The one I have used for this tutorial is *Rectangular Snip*.



5. Click on *Rectangular Snip* and draw a box around whatever text or image of which you want to take a picture.

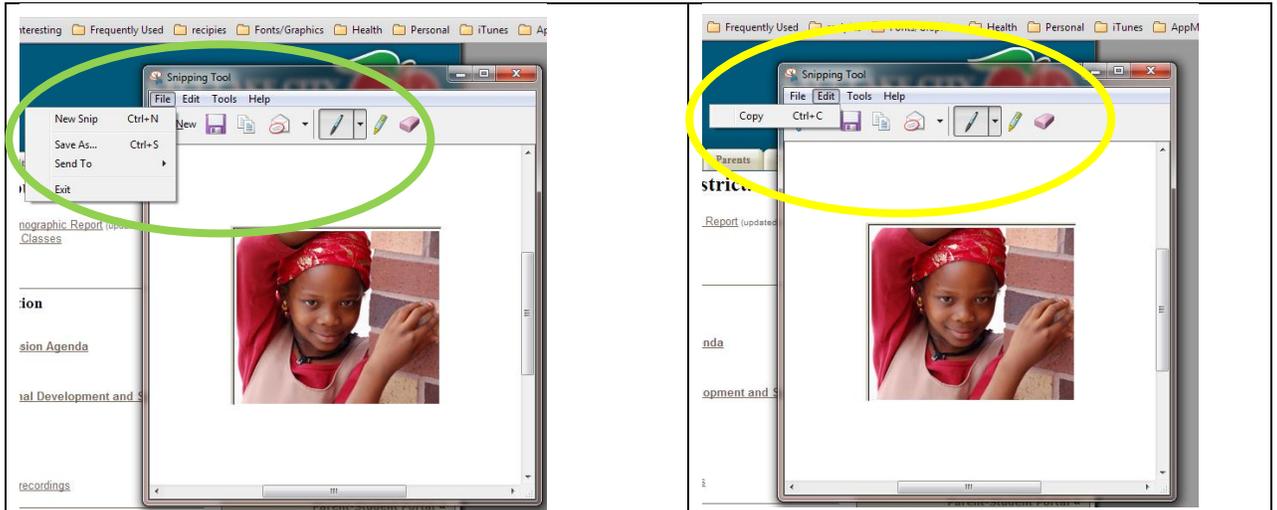
6. A new window will pop up with choices to save or copy or edit your snip. There is a highlighter and a pen, for both of which you can select colors.





7. For some uses you will have to click on *File* and *Save As* then *Insert* where you want it.

8. For other uses you can click on *Edit* and *Copy* then *Paste* where you want it.



9. If you choose to use the highlighter or pen, you will need to do that before you *Save As*

