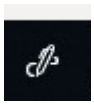
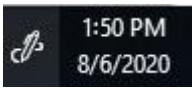
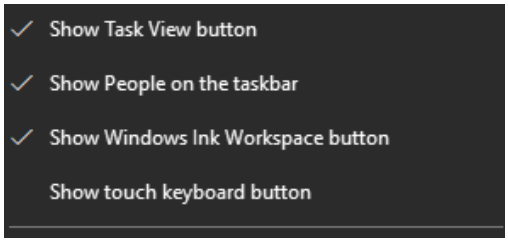
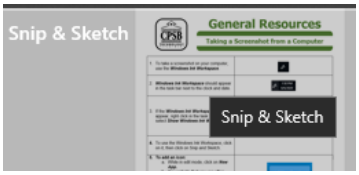
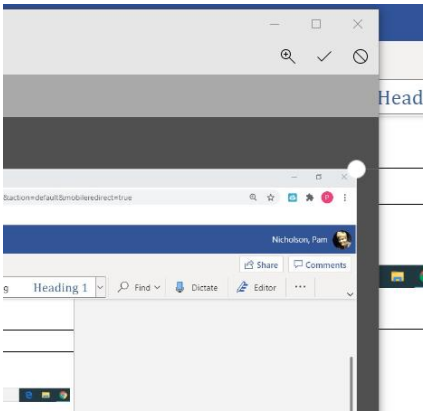
General Resources

Taking a Screenshot Using a Computer

1. To take a screenshot on your computer, use the ***Windows Ink Workspace***.	
2. ***Windows Ink Workspace*** should appear in the task bar next to the clock and date.	
3. If the ***Windows Ink Workspace*** does not appear, right click in the task bar and select ***Show Windows Ink Workspace***.	
4. To use the Windows Ink Workspace, click on it, then click on ***Snip and Sketch***.	
5. a. Click the ***Crop Tool*** to select the part of the image that you wish to use. b. Click on the ***circles*** to adjust the area. c. Click the ***check mark*** when finished.	 
6. Use the Save or Copy buttons at the top to save it to your computer or copy it to the clipboard.	