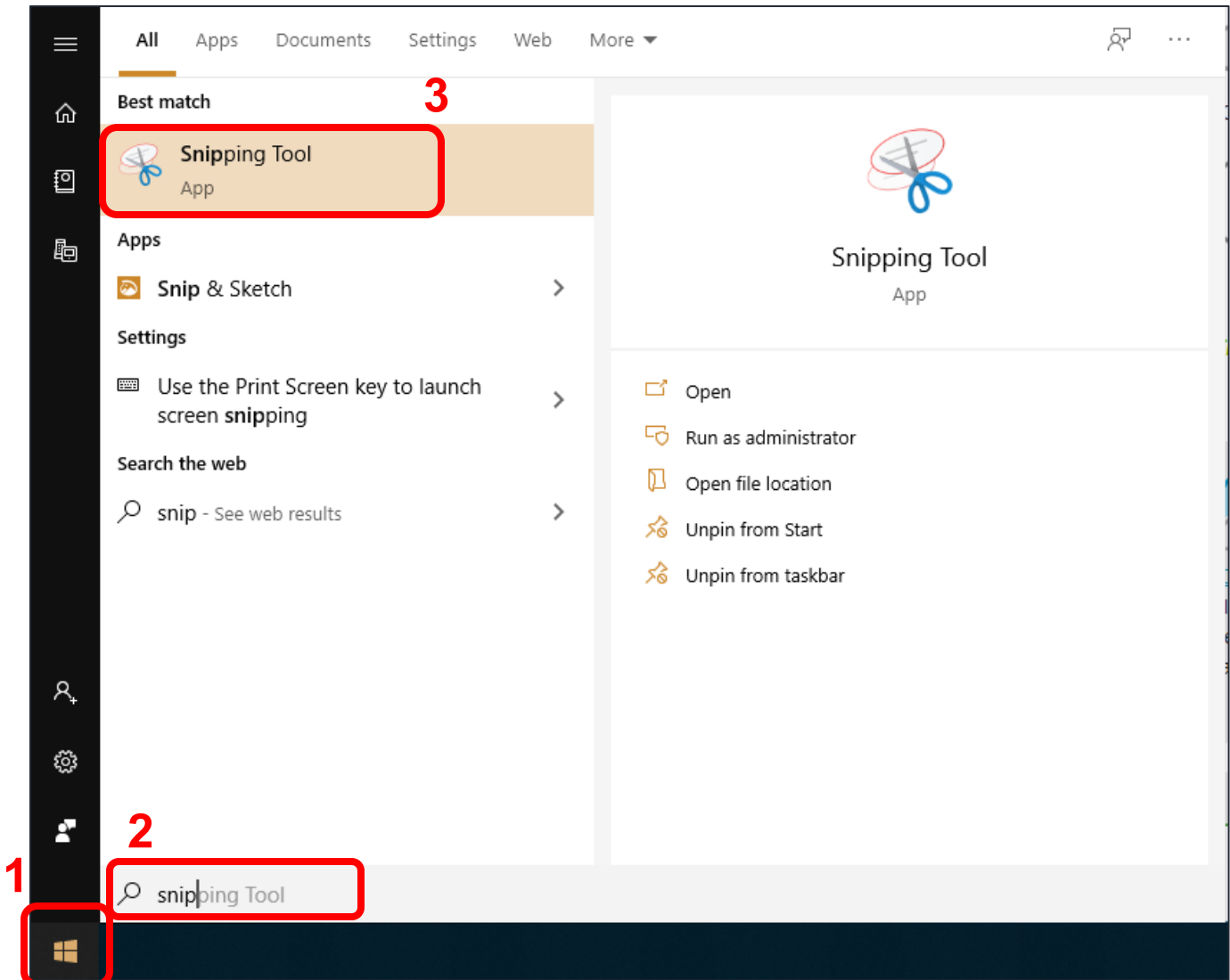
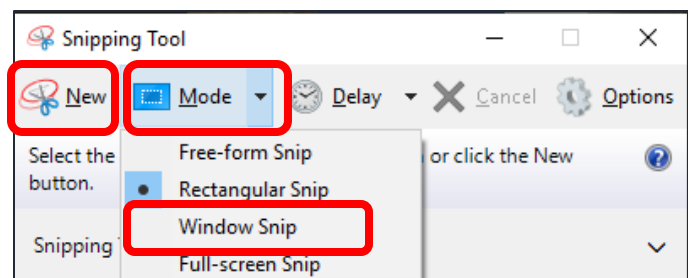


Using Microsoft Windows Snipping Tool

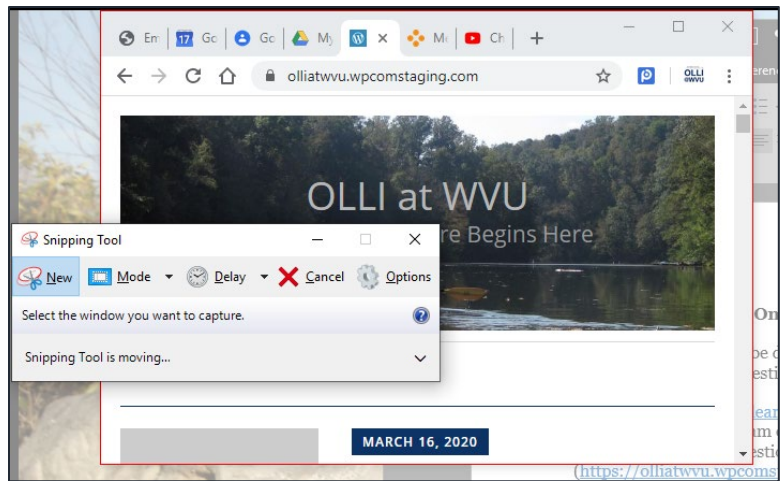
1. Click on the Windows icon on your Taskbar, or click in the Windows key on your keyboard.
2. Start to type **snipping**.



3. The snipping tool should appear for all versions of windows 8 or later. Click on the **Snipping Tool** icon.
4. The Snipping Tool window opens. Click on the **Mode** button.
5. Select **Window Snip**.
6. Click **New**.



7. Your screen becomes cloudy and a red box appears around the open window you are hovering over. Click to select the window or error message you want to capture.



8. The captured window appears. Click **File** and **Save** or the **Save** icon.
9. Note precisely where the picture is being saved, then give the picture a name.
10. You can now attach this screen capture to an email message or put it in a word document.

