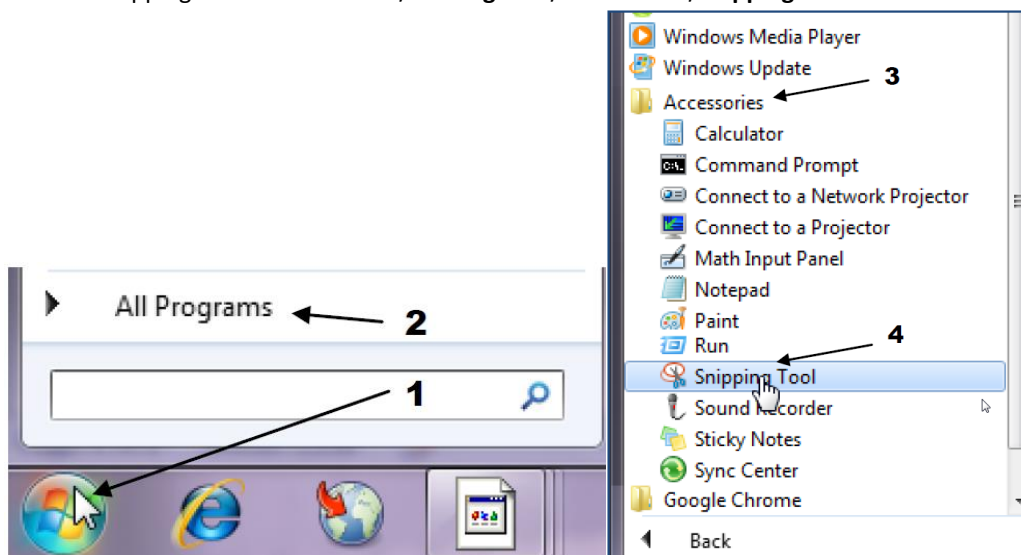


USING THE SNIPPING TOOL

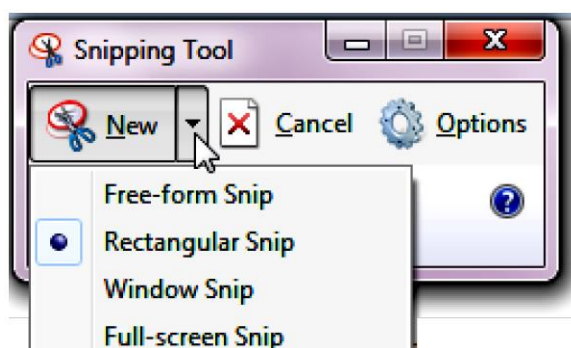
Have you ever been asked to send a screenshot of something? With Windows 7, you can use the Snipping Tool to capture screen images and paste them into your documents, email or presentations. Here's how to use a free tool on your machine to grab screenshots.

1. Find the Snipping Tool in **Start** menu/**All Programs/Accessories/Snipping Tool**



NOTE: If you like it, drag it to the taskbar, or Right-click and choose Pin to Start Menu.

2. Open the tool
3. Make sure that what you want to capture is onscreen.
4. Click the down-arrow beside the **New** button and choose the type of capture you want.



- a. For **Free-form Snip** or **Rectangular Snip**, hold down the left mouse button and drag around the area you want: a red line marks your progress.
 - b. To snip a Window, just click on the screen.
 - c. If you choose **Full-screen Snip**, an image of the screen immediately appears.
5. The Snipping Tool Window appears. It displays your image for saving or marking up. But you don't have to do anything else: your image is already saved in the Windows clipboard. You can paste the image into your document (Use Edit/Paste or Ctrl +V).