SNIPPING TOOL Capture a portion of your screen to save or print.

1. Pin Snipping tool to the TASBKBAR

➜➜ WINDOWS -10 DIRECTIONS	➜➜ WINDOWS -7 DIRECTIONS
a. RIGHT CLICK the Start Button and click **Cortana** (Search) b. In the Search text box, key the letters **snip**….(for snipping..) c. RIGHT CLICK on the Snipping Tool. d. Click Pin to Taskbar e. Click OUT to close *Search*.	a. Click Start Button b. In Search text box key the letters **snip**… c. At the top of the new window that opens, find the Snipping Tool and RIGHT CLICK. d. Click Pin to Taskbar e. Click OUT to close the list.

2. To use the tool.

   a. With the item to be snipped on the monitor, click on the Snipping Tool icon located on the taskbar. When the tool opens, click New, the Rectangular snip is the default snip. To see other options click the ▼ next to Mode.

   b. When the tool opens---

➜➜ WIN 10--- a dialog box will open; click New and your screen will become opaque and the mouse pointer becomes cross hairs: +.	➜➜ WIN 7: --- your screen will become opaque and the mouse pointer becomes cross hairs: +.

   c. Move the mouse pointer to one corner of the item and drag to the opposite corner and release the mouse. This may take practice to acquire exactly what you want to capture. You may need to start over.

   d. Now do one of 3 options:
   1. Click File > Save as and save it as a Capture (rename it) in your Picture folder.
   2. Open a Word Processor, paste and save it as a document in your Documents folder.
   3. Open Paint, (found in accessories) or a photo editing program where you can resize the snip, and add other editing.

NOTES: 1. With option 2 and 3 you have the option to resize.
   2. Text can NOT be edited. The snip is a picture.