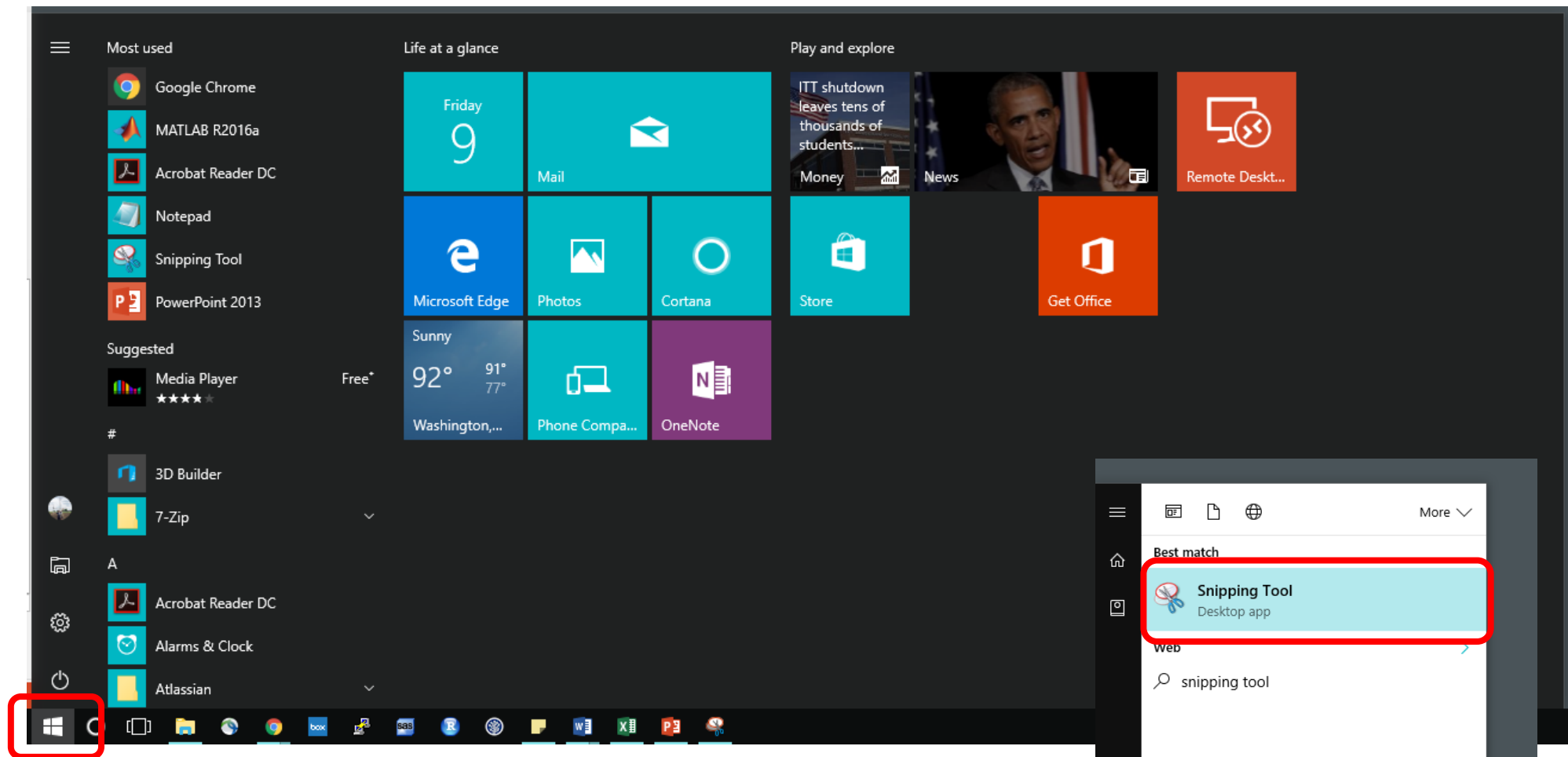


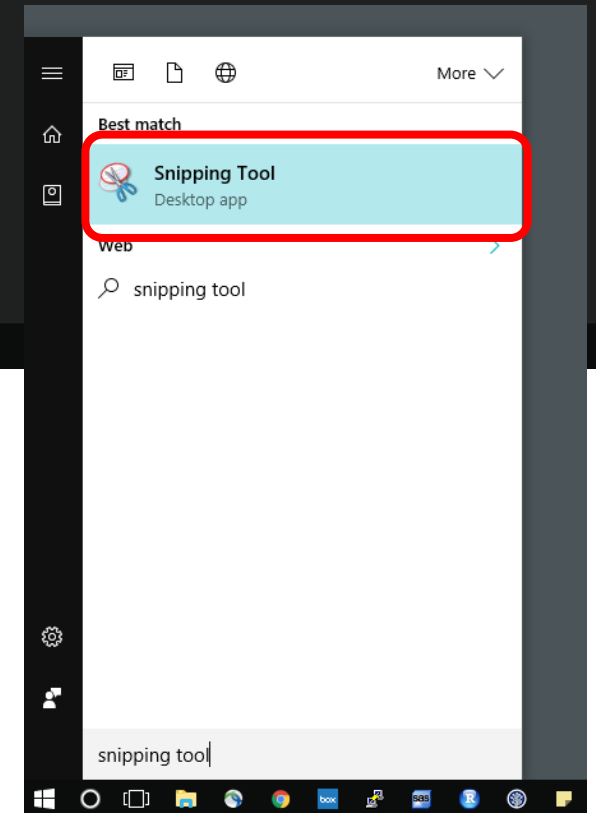
# Using “Snipping Tool” on Windows

Kelsie Ferin, September 2016

1. Open your search menu by selecting the Windows logo on the bottom left corner of your screen (red box).



2. Start typing “snipping tool” and then click on the application that appears (red box).



3. Once you open the program, a window like this should appear. Select “New” (red box) and draw a box over what you would like to screen shot.

