

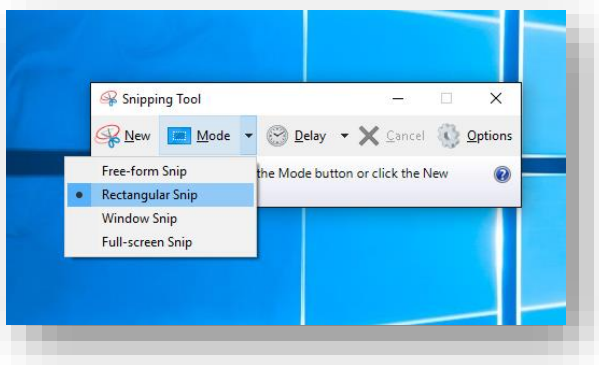
## How to Take a Screen Capture – Windows Snipping Tool

### Open Snipping Tool

Windows 10	Select the <b>Start</b> button, type <b>snipping tool</b> in the search box on the taskbar, and then select <b>Snipping Tool</b> from the list of results.
Windows 8.1	Swipe in from the right edge of the screen, tap <b>Search</b> (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then select <b>Search</b> ), type <b>snipping tool</b> in the search box, and then select <b>Snipping Tool</b> from the list of results.
Windows 7	Select the <b>Start button</b> , then type <b>snipping tool</b> in the search box, and then select <b>Snipping Tool</b> from the list of results.

### Capture a snip

In Snipping Tool, select **Mode** (in older versions, select the arrow next to the New button), choose the kind of snip you want, and then select the area of your screen that you want to capture.



### Annotate a snip

After you capture a snip, you can write or draw on or around it by selecting the **Pen** or **Highlighter** buttons. Select **Eraser** to remove the lines you've drawn.

### Save a snip

1. After you capture a snip, select the Save Snip button
2. In the Save As box, type a file name, location, and type, and then select Save

