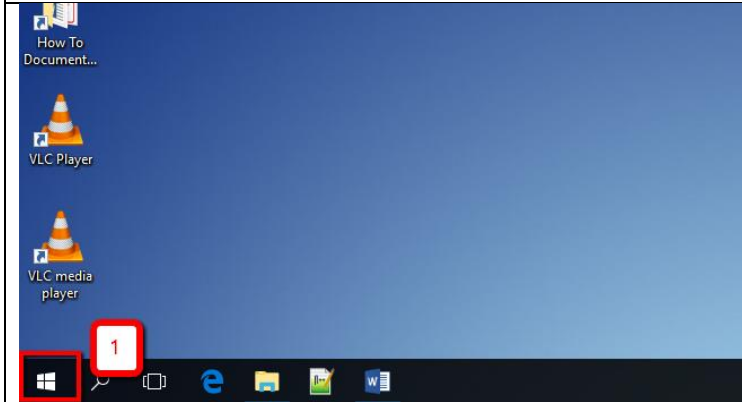
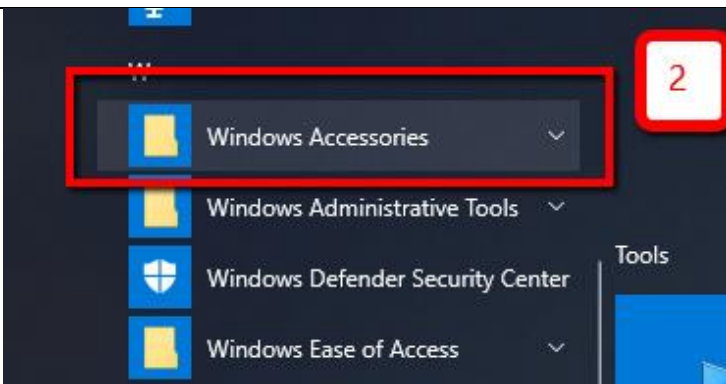


How to Use the Snipping Tool



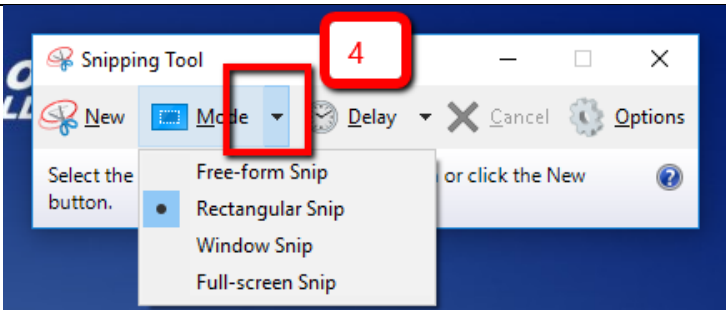
1. Click the **Start** button.



2. Scroll down to the **Windows Accessories** then click it.

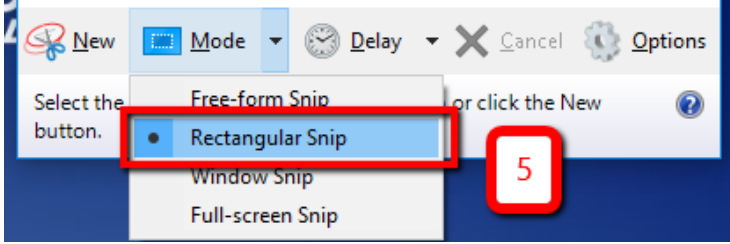

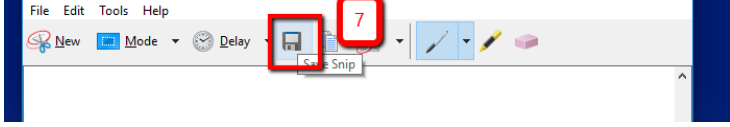


3. Click **Snipping Tool**



4. Click the **Drop Down** arrow.

Quick Sheets

 <p>A screenshot of the snip tool's mode selection menu. The menu is open, showing options: Free-form Snip, Rectangular Snip (selected and highlighted with a red box), Window Snip, and Full-screen Snip. A red box with the number 5 is positioned to the right of the menu.</p>	<p>5. Click Rectangular Snip.</p>
 <p>A screenshot of a blue rectangular area containing the LTC Lakeshore Technical College logo. The area is outlined with a red border, and a red box with the number 6 is located in the top right corner of the area.</p>	<p>6. Left click, hold and drag the + to select the desired area.</p>
 <p>A screenshot of the snip tool's toolbar. The 'Save Snip' icon, which is a floppy disk, is highlighted with a red box and a red box with the number 7 is placed above it.</p>	<p>7. Click the Icon to save the snip in the desired location.</p>