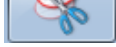

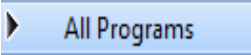




MS Snipping Tool (Screen Capture Program)


Set-Up

In the tray at bottom of the monitor, click on the Snipping Tool icon . If this icon is not there, click on the Windows icon , select **All Programs** , **scroll up** and **click** on the **Accessories** folder. Then click on and drag down the Snipping Tool icon into the tray  for ease in future use.

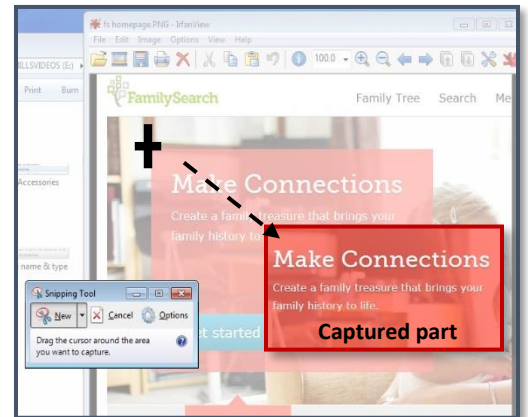
Capturing the Image

Choose the image on your computer monitor that you want to capture. Click on .



A transparent white fog should cover your screen. If it does not appear, click **New** .

Using the mouse, place the plus sign  on a corner of that part of the image you want to capture.

Drag the plus sign to make a frame around this area. When you lift your left finger, the desired portion of the image will be captured and the fog will disappear.



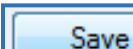
Saving Captured Image

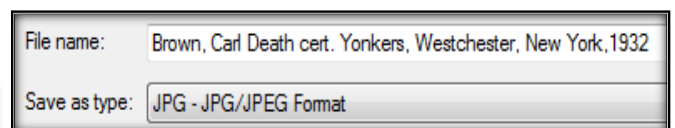
Once the image has been captured, click on **File**  in the upper left corner. In the drop-down menu, click **Save As...** .


Find and **select** the drive/folder where you want to save this image (either on jump drive, computer desktop or other location). Next, you will name the image file and select the type of file format. At the bottom of the window there are two fields: one for **“File Name”** and another for **“Save as type”**.

1- For File Name, enter the **Who, What, Where and When** associated with the image.

2- To Save [the image], select type: **JPEG or PNG**

The last step is to click the **Save** button .



To print the captured image, locate the image file where it was saved. Double click on it, click on the word **File**,  and follow the steps for printing.

