# MS Snipping Tool (Screen Capture Program)

### Set-Up

In the tray at bottom of the monitor, click on the Snipping Tool icon

Is not there, click on the Windows icon

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 the cursor around the area 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.

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File Edit Tools

Send To

Ctrl+N

# 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**.

Image Options

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".

Snipping Tool
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- 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 Save

  Save as type: JPG-JPG/JPEG Format

  The last step is to click the Save button Save Save as type: JPG-JPG/JPEG Format

To print the captured image, locate the image file where it was saved. Double click on it, click

on the word File, \*\* fs homepage.PNG - IrfanView

and follow the steps for printing.

