

Snipping Tool

1. Where to find the Snipping tool on your computer.
 - a. Click on your "Start" button
 - b. Click on "all programs"
 - c. Click on "Windows accessories"
 - d. Right click on "Snipping Tool"
 - e. Click on "pin to taskbar"
 - f. It should now be located on the bottom of your screen near your internet icon or the date/time icon. I have it highlighted below.



2. How to use the Snipping tool.
 - a. Click on the snipping tool icon
 - b. Click on "new"
 - c. Drag a box around what you want to have a picture of.
 - d. Click on the "copy" icon (looks like 2 pieces of paper)
 - e. Paste into your email or document.