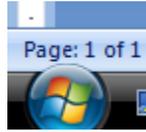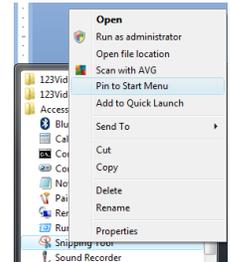# Snipping Tool

The snipping tool allows you to capture images from your computer screen (document, webpage, etc.) and paste them into a Word document or PowerPoint presentation.
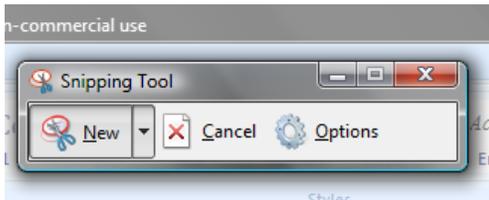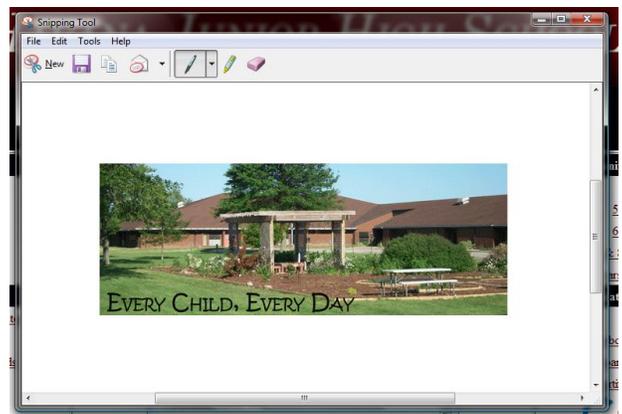
1 – Click the Start menu button.

2 – Click ALL PROGRAMS, scroll to the ACCESSORIES folder, and then click on SNIPPING TOOL.
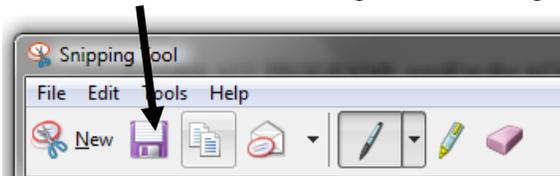
NOTE: If you want to make this tool easier to find, right-click on it and choose PIN TO START MENU.

3 - When the tool first appears, your screen will lighten. Click and drag on the image or section you want to "snip". It will appear in the snipping tool window.
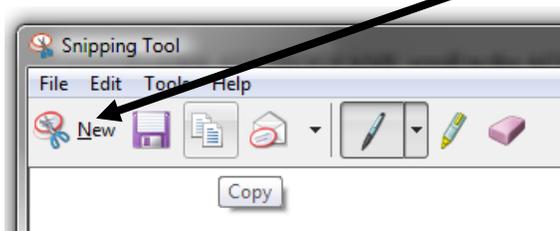
4 – Click the DISC to save the image/section as a graphics file.

5 – Click the COPY button to copy the image/section and then go to your Word document or PowerPoint presentation. Right-click and choose PASTE to add your image/section.
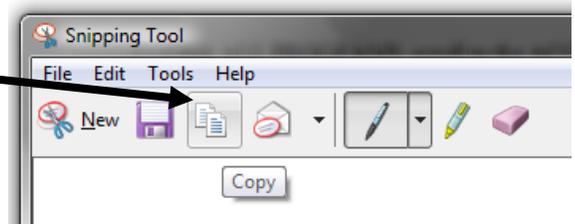
6 – To create a new clip, click the NEW SNIP button (scissors) and repeat step 3.

Other options:
Pen – Allows you to write on your snip
Highlighter – Allows you to highlight portions of the snip
Eraser – Will remove any pen or highlighter marks.

T. Tomm 2014   http://sciencespot.net/