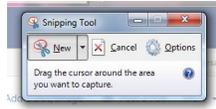


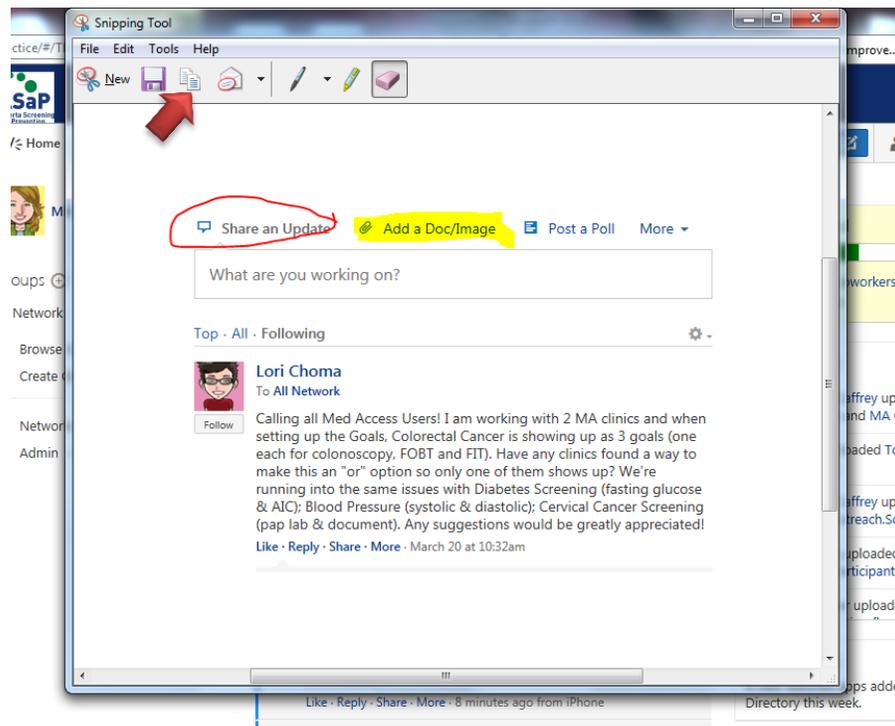
Using the “Snipping Tool” in Windows 7 for Screenshots



1. Click on the Windows button to reveal the menu.
2. If “Snipping Tool” doesn’t appear in the options, type it into the search bar at the bottom.
3. Select and click on the “Snipping Tool”.
4. The page will dim, and a Snipping Tool box will appear.

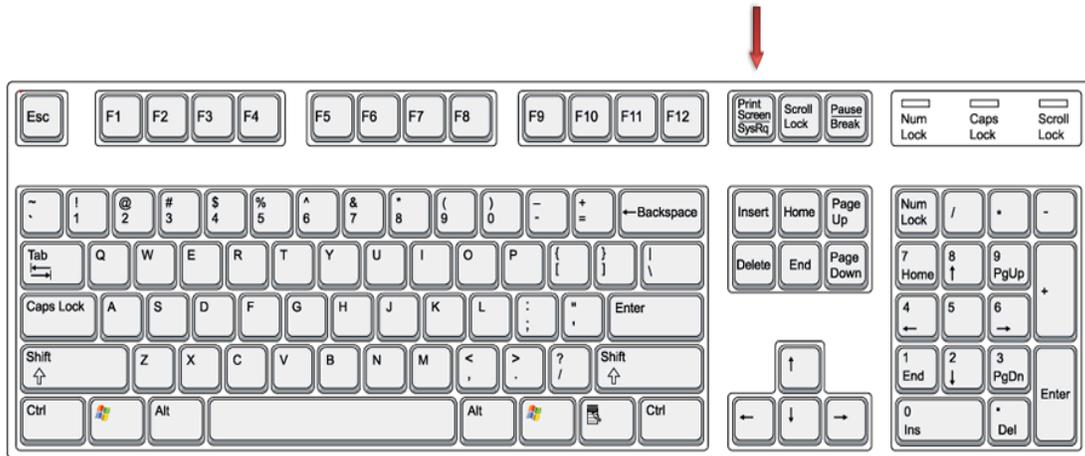


5. Hold down the left mouse button and drag the “+” over the area to be snipped. (NOTE: The Snipping Tool box will disappear from the snipped area, if included accidentally.)
6. The snipped area will appear in a new box with options at the top for: starting a new snip, saving, copying or e-mailing the snip, a pen or highlighter to mark on the snip, and an eraser for the former two options.
7. To add the snipped area to a new document, click the copy button, then click paste in the new document.



Using “Print Screen” in Windows 7 for Screenshots

1. Press the “Print Screen” ( **PrtScr**) key on your keyboard.



2. This will capture an image of your entire screen and copy it to the clipboard. The dimensions of the image will be the same as your desktop resolution.
3. The “ **PrtScr**” button may be labeled “PrtScr”, PrntScr”, PrintScr”, or something similar. On most keyboards, the button is usually found between  and . On laptop keyboards, you may have to press the  or “Function” key to access “Print Screen”.
4. You will not receive any confirmation that the screenshot has been taken.
5. You can also paste the screenshot into other programs, such as Word or into the body of an email. Simply open the program that you want to paste the image into and press  + .