**Using the Snipping tool to take a snapshot of an area on your computer screen**

1. Click the Snipping tool icon in your taskbar



a) if you cannot see the Snipping tool in your taskbar; click the Start icon  and select **All Programs**



b) From the list of folders click Accessories



c) Click Snipping Tool



2. The Snipping tool panel will appear



3. To use the Snipping tool – left click on the computer screen, hold down the mouse button, and drag the cursor to draw a red square/rectangle around the area that you want to take a picture of



4. When you release the mouse button a picture will be taken of the area that you selected, and will displayed in the Snipping tool panel



5. You can save a copy of your picture to your computer via the File/Save menu in the Snipping tool



6. To create a new snip, click the **New** tab in the Snipping Tool panel

