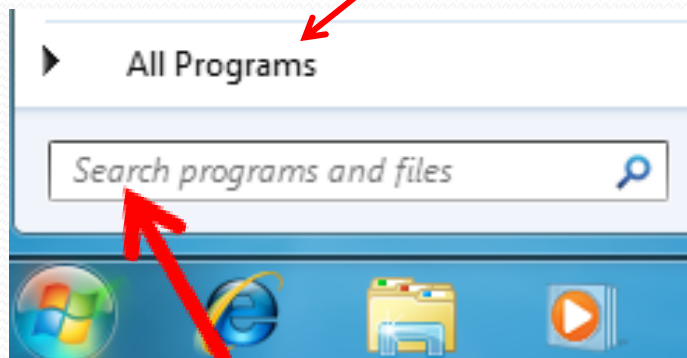# Directions for using the Snipping Tool
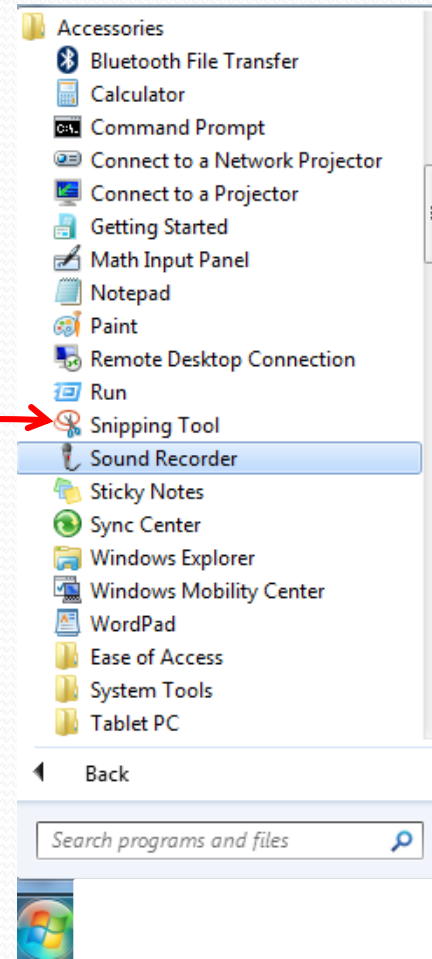
1. Click on your start menu(yours might be different depending on your background)

2. Click on All Programs

All Programs

Search programs and files

You can also just type snipping tool in the search bar.

Accessories
- Bluetooth File Transfer
- Calculator
- Command Prompt
- Connect to a Network Projector
- Connect to a Projector
- Getting Started
- Math Input Panel
- Notepad
- Paint
- Remote Desktop Connection
- Run
- Snipping Tool
- Sound Recorder
- Sticky Notes
- Sync Center
- Windows Explorer
- Windows Mobility Center
- WordPad
- Ease of Access
- System Tools
- Tablet PC

Back

Search programs and files

3. Click on the "Accessories" tab then click on Snipping Tool

Snipping Tool

New | Cancel | Options

- Free-form Snip
- Rectangular Snip
- Window Snip
- Full-screen Snip

4. This box will pop up click on the arrow, then click on "Rectangular Snip", then click new and select your problems

5. Right click on the box that pops up and click copy then click back onto this class and right click again and click paste.