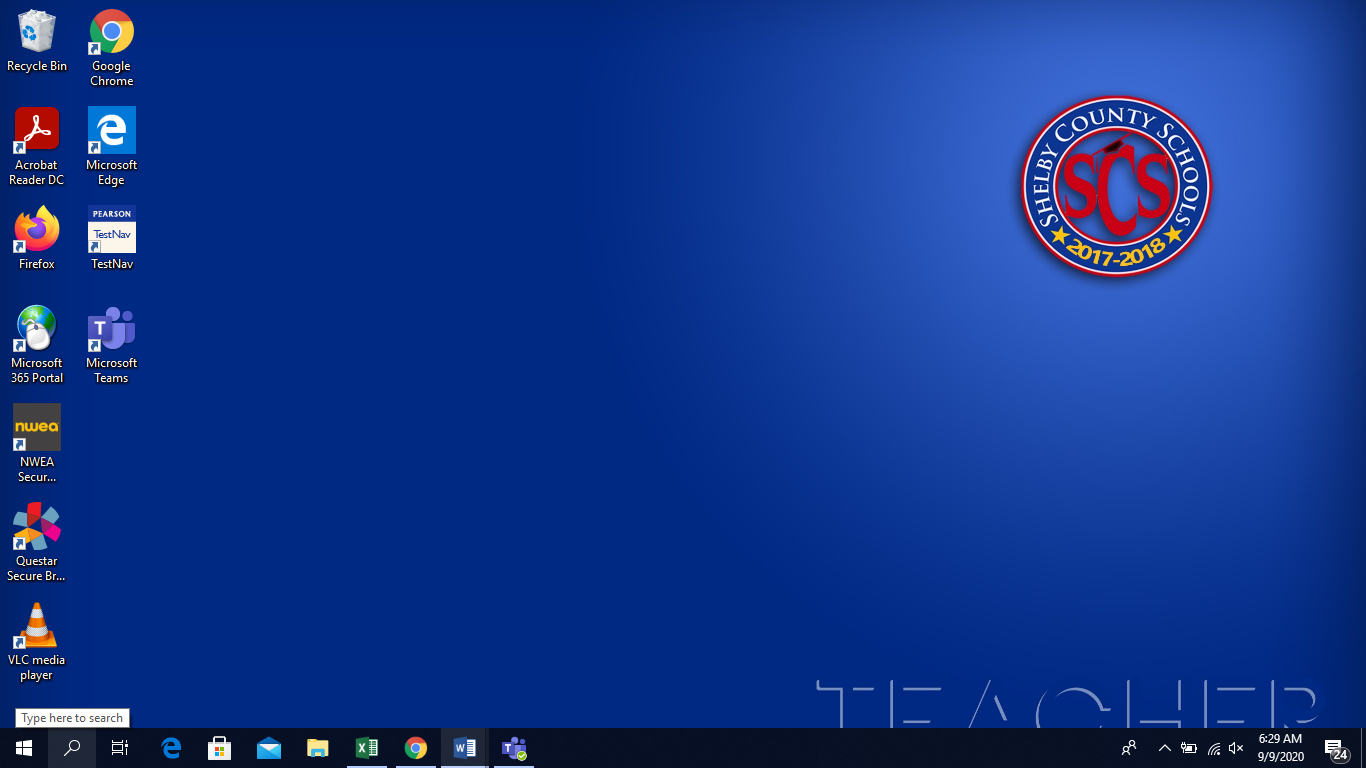
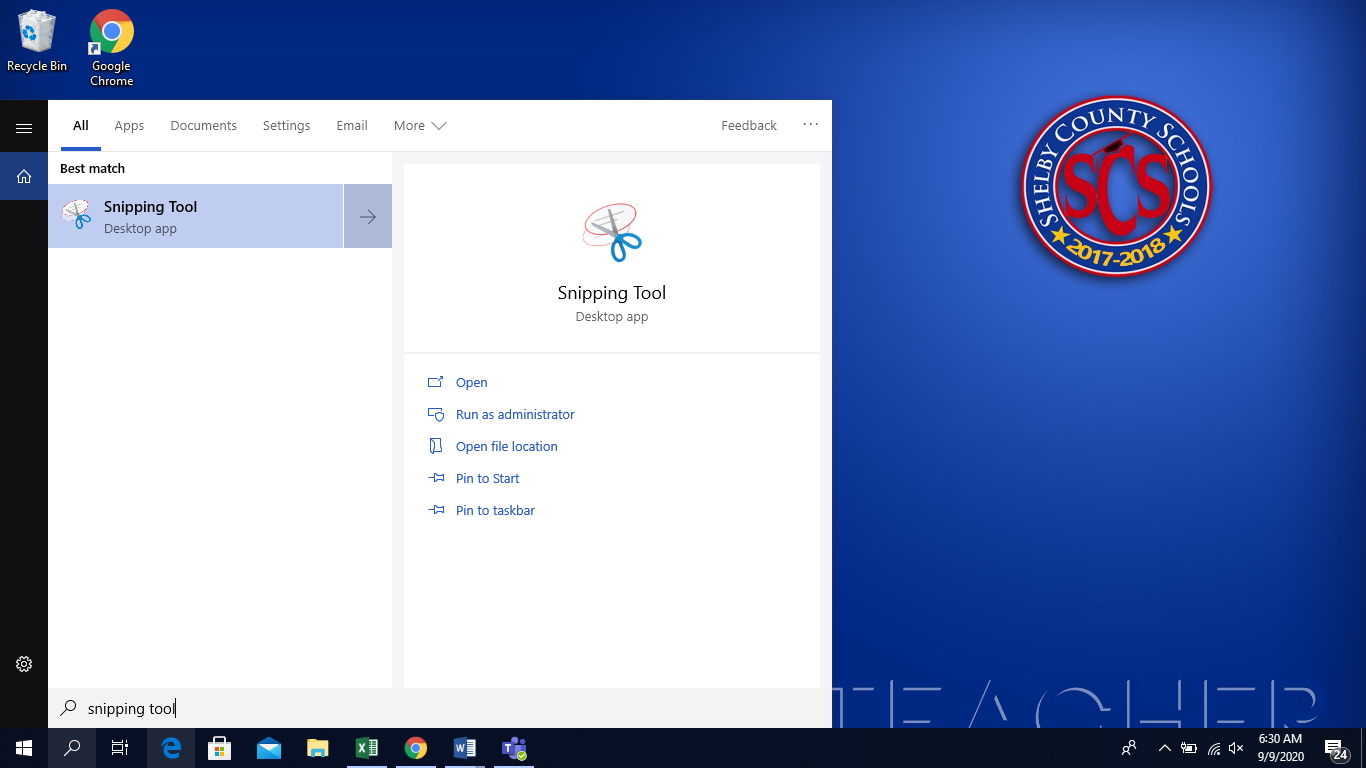
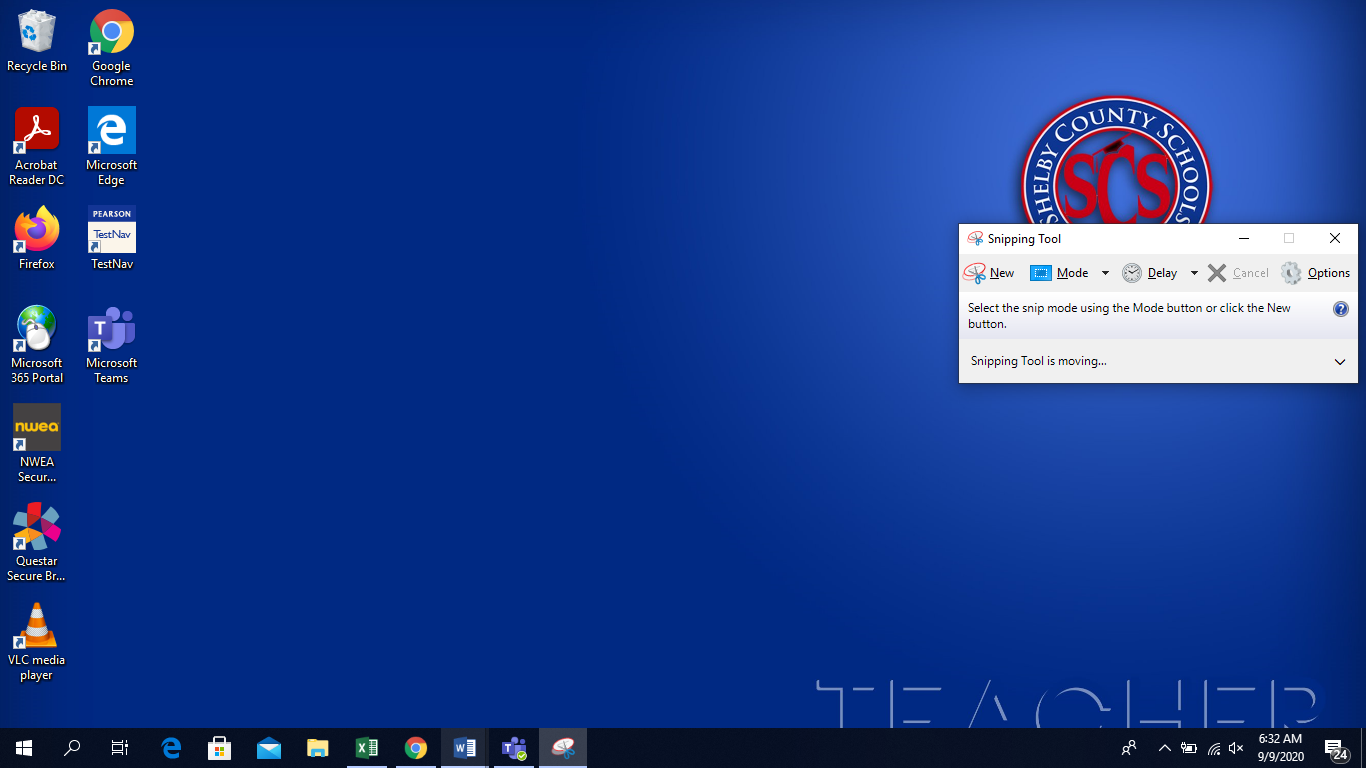
*How to Utilize the “Snipping Tool”*

Step 1: Find the magnifying glass in the bottom left of your screen

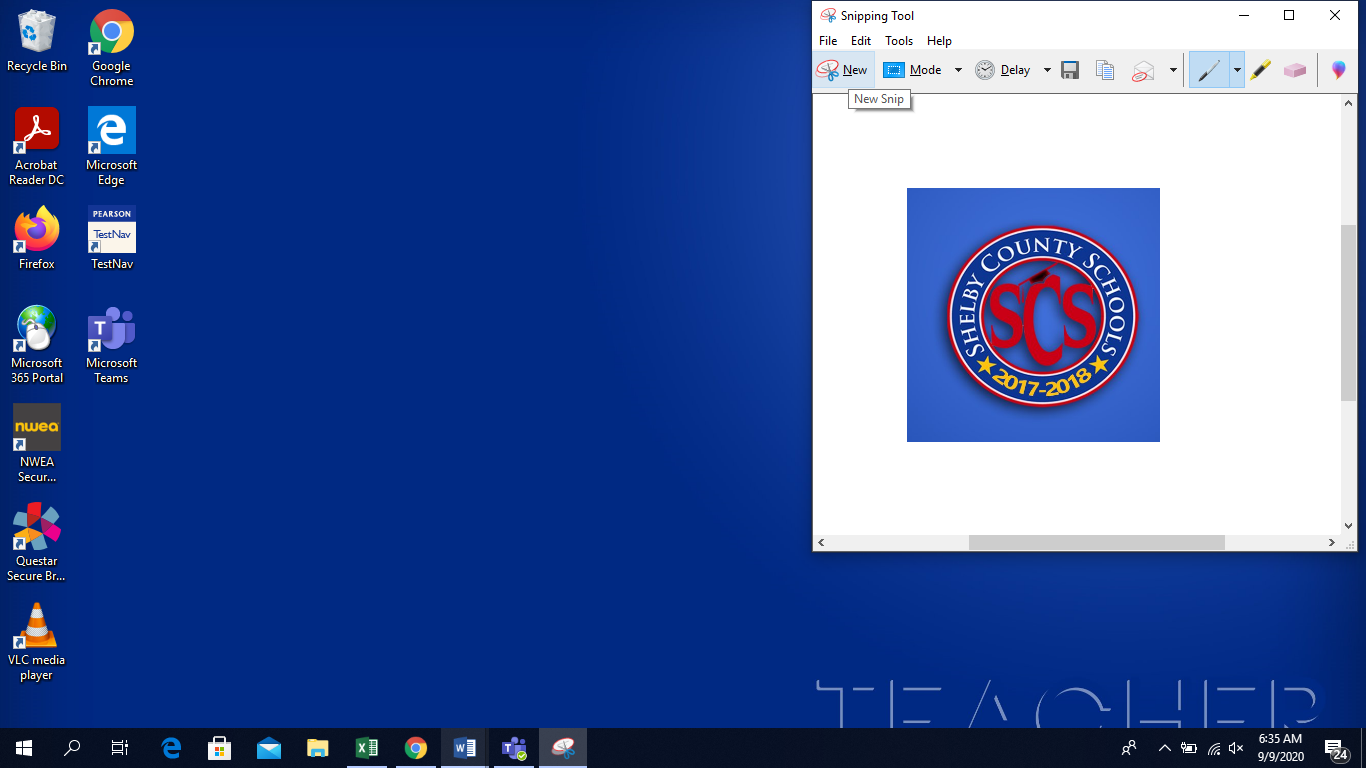
Step 2: Type “snipping tool” and select the application



Step 3: Click New



Step 4: Use the **+** to drag or surround what you want to copy/snip



Step 5: Click the copy or save button to add to your computer or document

