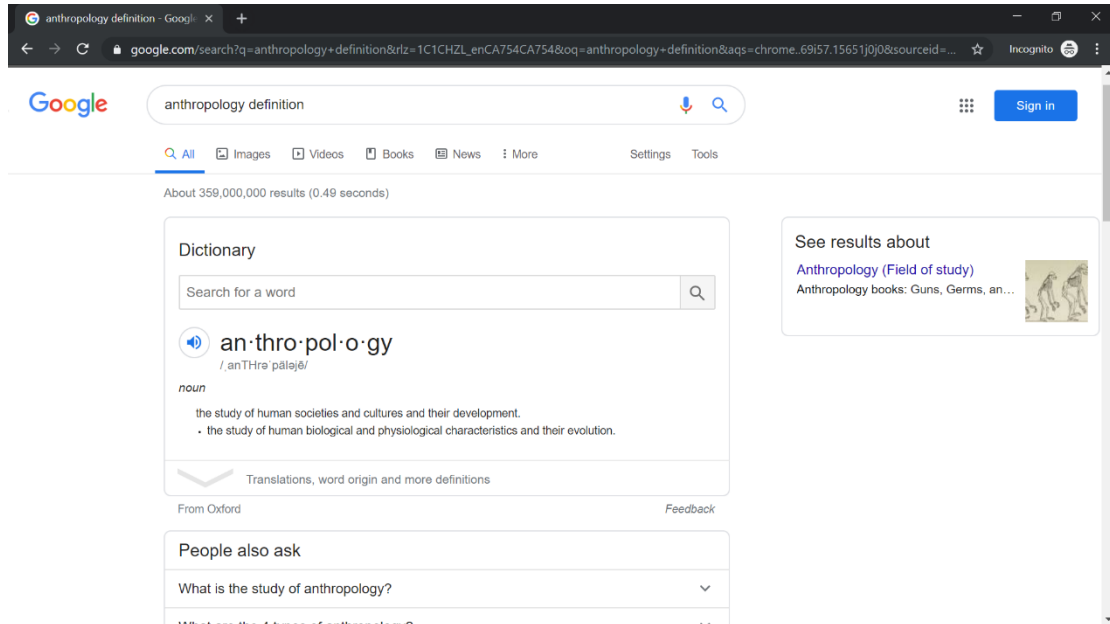


# How to SCREENSHOT USING SNIPPING TOOL (Windows)

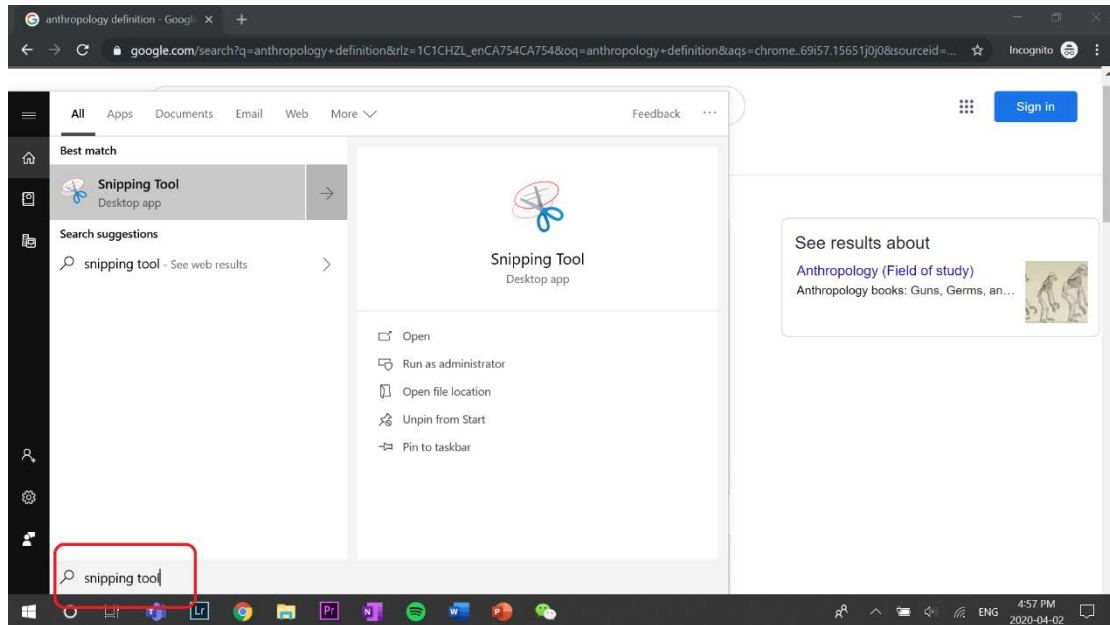
## Step 1.

Open the window which you are trying to screenshot. For example:



## Step 2.

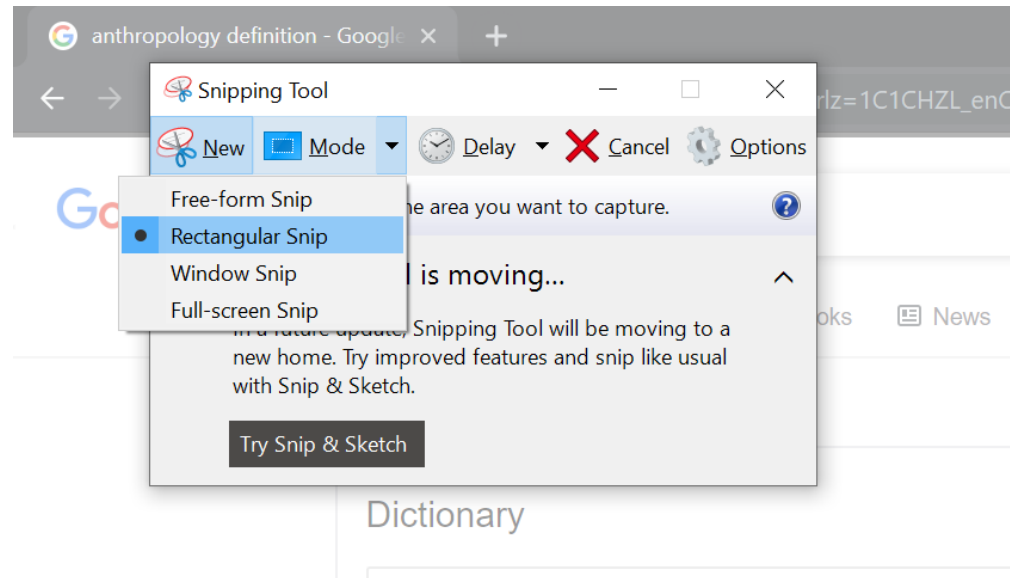
Insert "Snipping Tool" Into the search bar and left click to open the Snipping Tool application.



### Step 3.

Left click the drop down arrow beside “Mode” and left click the type of snipping you wish to apply.

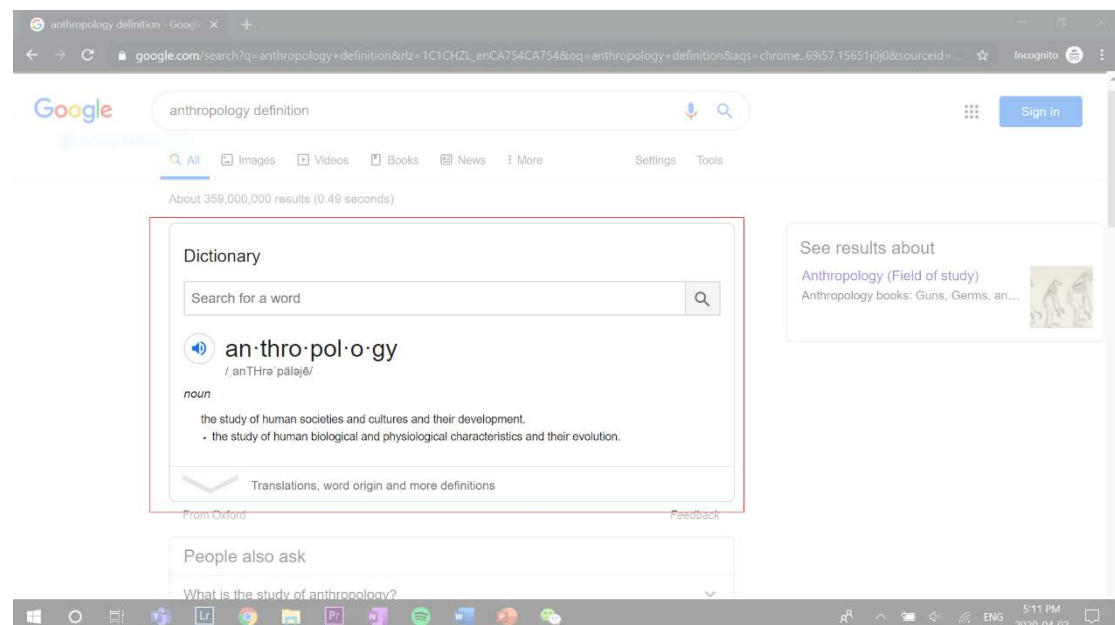
I recommend using “Rectangular Snip” for screenshotting a portion of the screen; or “Full-Screen Snip” for screenshotting the entire screen.



### Step 4.

(Rectangular Snip ONLY)

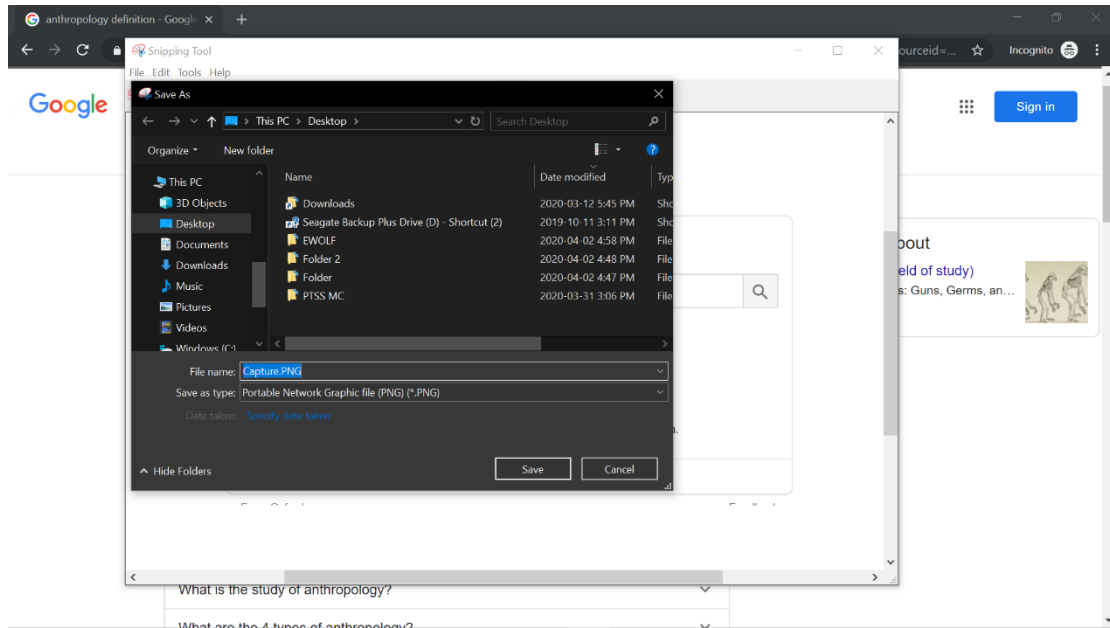
Left click, hold, and drag across the area you wish to screenshot. Release once you have the perfect box.



You also have the option to “Cancel” to go back or “Delay” if you wish to have a count down before Snipping Tool takes the screenshot.

## Step 5.

On your keyboard, press Ctrl + S to save your screenshot to the correct location.



**Congratulations, you can now incorporate screenshots in your future class work! Stay strong, Pinetree!**

Guide by Timothy