How to access and use Snipping Tool

Steps:

1.) First you want to open Snipping Tool – if it is not on your task bar select your start button, type snipping tool in the search programs and files box. Select Snipping tool from the results – it looks like this:
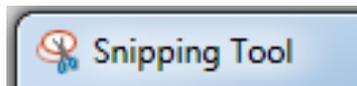
I recommend pinning this program to your taskbar so it is easily accessible you can do that by right clicking and hitting pin to task bar

2.) Once you click on it, it activates the snipping tool and you use your mouse to outline what you want to take a screen shot of by clicking and dragging the box around it. Once you have outlined the portion of your computer screen you want to take screen shot of just unclick your mouse and it will pop up the picture of what you outlined like this:

3.) From here you can highlight, write or draw on the screen shot using the highlighted and pen icons, and the pink square is an eraser to erase anything you want to remove that you added by highlighter/pen.

4.) Once you have the snip it as you want it just go to your email you are putting it in (or other document you want to paste it on) and hit paste (or Ctrl V) and it will paste what is on your snipping tool to the email or document