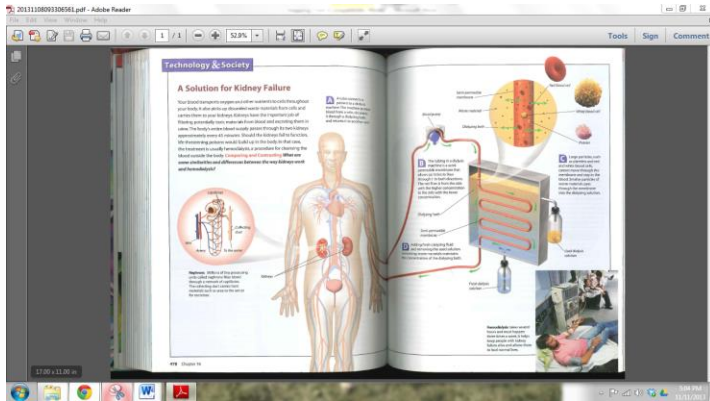
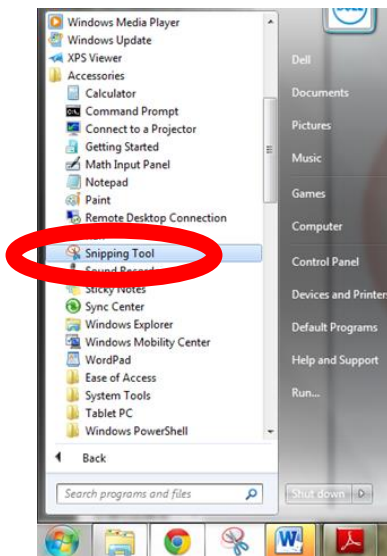


1. Open the resource that you wish to snip. (pdf, doc, etc.)

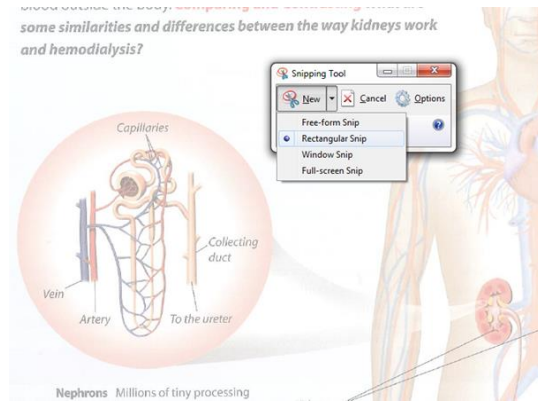


2. Open Snipping Tool by clicking on:

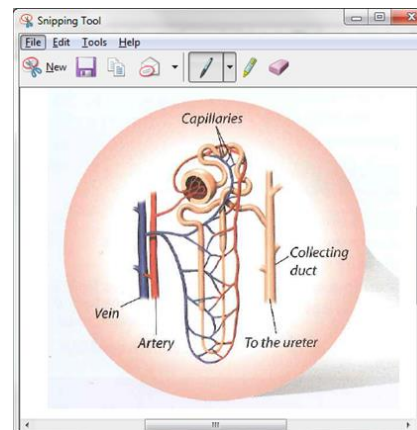
Start → All Programs → Accessories → Snipping Tool



3. Click the arrow next to the “New” button, select a snip type from the menu.



4. Drag the cursor around the area you want to capture. The capture will appear in a new window.



5. Click on File → Save As to save the file to your computer or right-click on the image to copy and paste the image into another application.