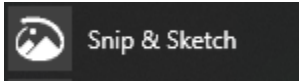



Screen Capture


Windows 10

1. Locate the Snip & Sketch App.



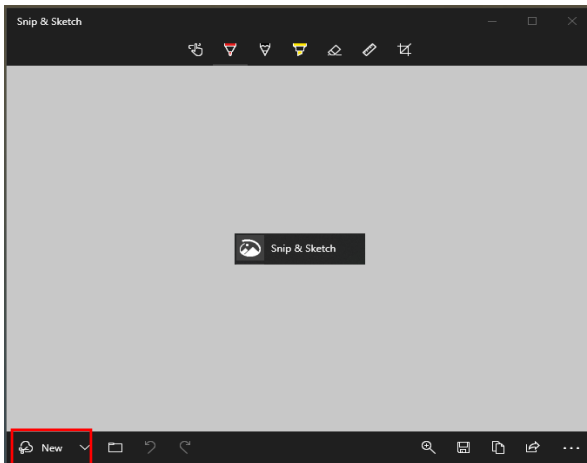
- i. Click  to open the start menu. Scroll down the list of available programs until you get to S and select Snip & Sketch.


[or]

- ii. Click  in your taskbar and search for "Snip & Sketch". It should be the first result.


Note: The Snipping Tool is another screen capture application available in Windows 10. This application will be phased out and replaced with Snip & Sketch.

2. Click the New button in the lower left-hand corner of the application.



- i. The screen will fade out slightly and your cursor will become a targeting reticle.
 - ii. Click and drag a box around the area of the screen that you want to capture.
 - iii. Snip & Sketch will now display the image you have captured.
3. Save or copy.
 - i. Click the save () button in the lower right hand corner to save your image as a file.

[or]

- ii. Click the copy () button in the lower right-hand corner to save your image to the clipboard.

Note: By using the copy button you can access any other program and paste the captured image using ctrl + v.