

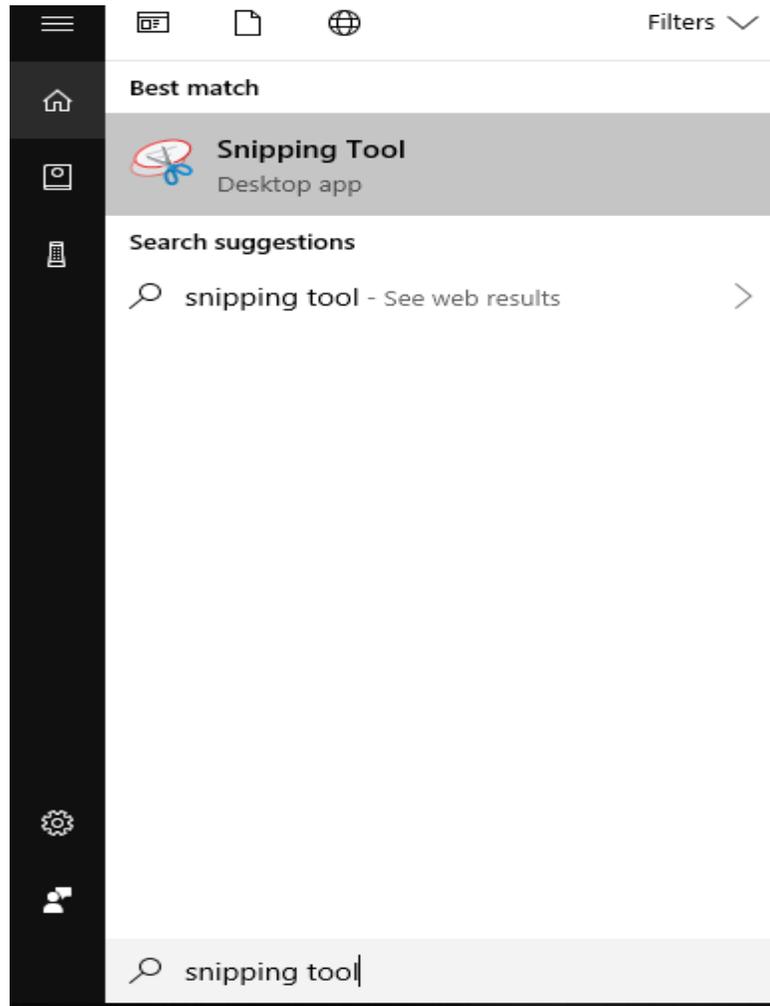
Resource

Making screenshot in windows 10

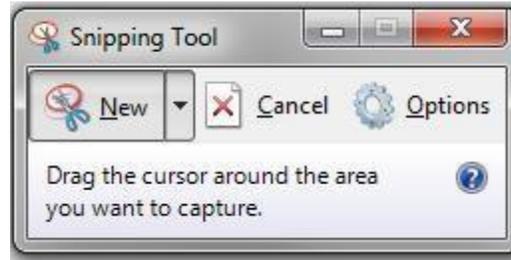
1. Go to the search bar at the left bottom of the screen.



2. Type "Snipping Tool"



3. This method simplifies capturing just a selected portion of the screen instead of the entire screen. With the item you wish to capture visible, click Start and search for Snipping Tool. When Snipping Tool is open, it will give you a crosshair (looks like a + symbol) that can be dragged to select an area to capture.



4. Once you have selected your image, release the mouse, and you will be given a preview of your image. There are drawing tools to allow you to mark and/or highlight the image if needed. Otherwise, simply save the image and proceed to email it or otherwise use as needed.

