Using Microsoft Windows Snipping Tool
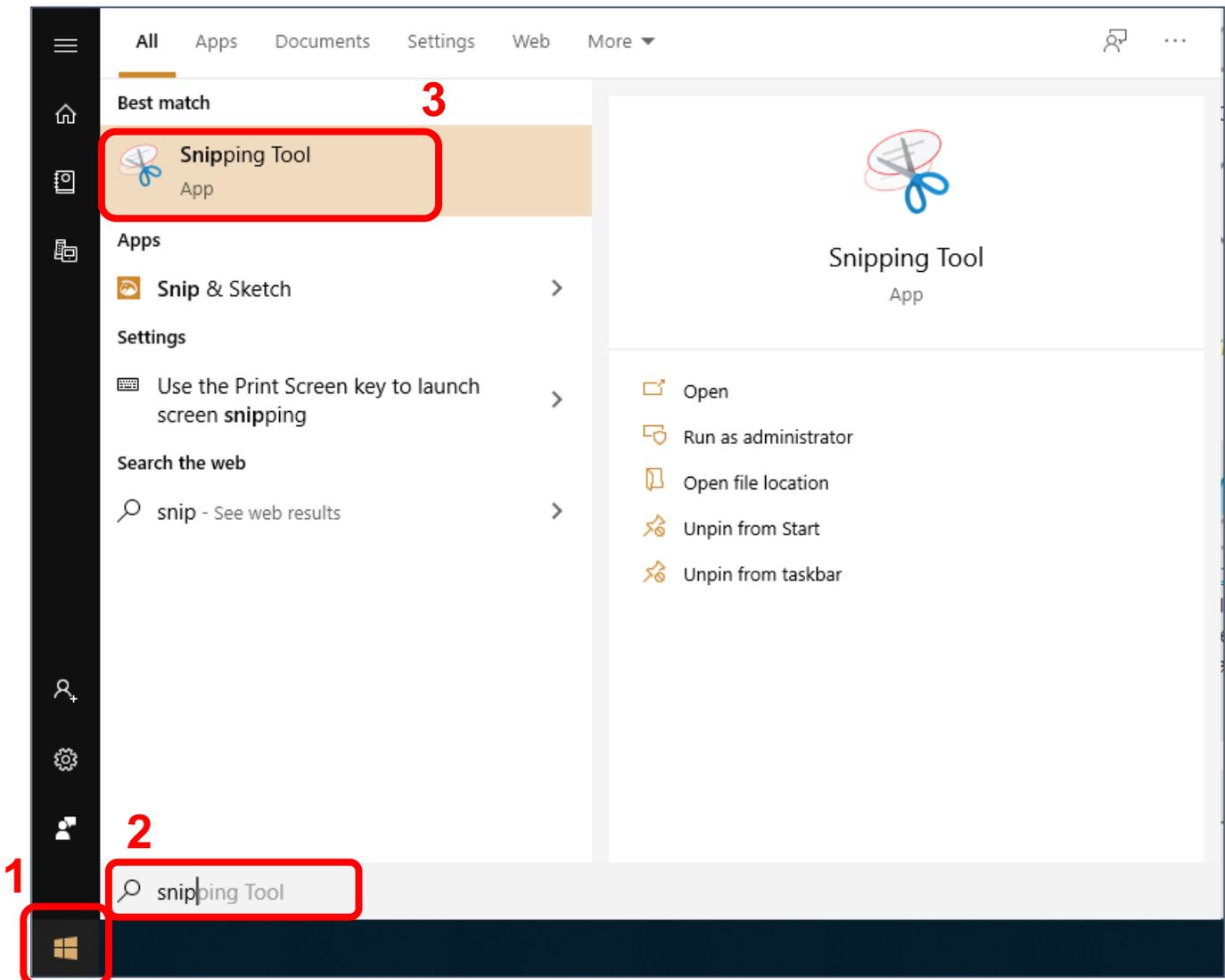1. Click on the Windows icon on your Taskbar, or click in the Windows key on your keyboard.
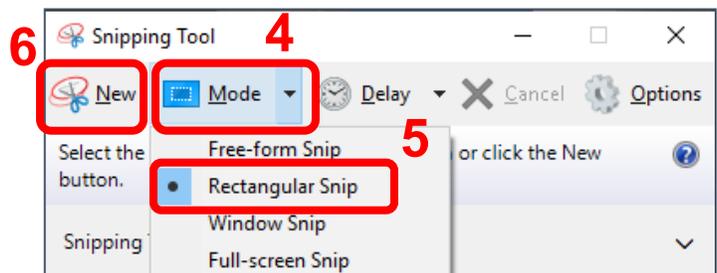

2. Start to type **snipping**.
3. The snipping tool should appear for all versions of windows 8 or later. Click on the **Snipping Tool** icon.
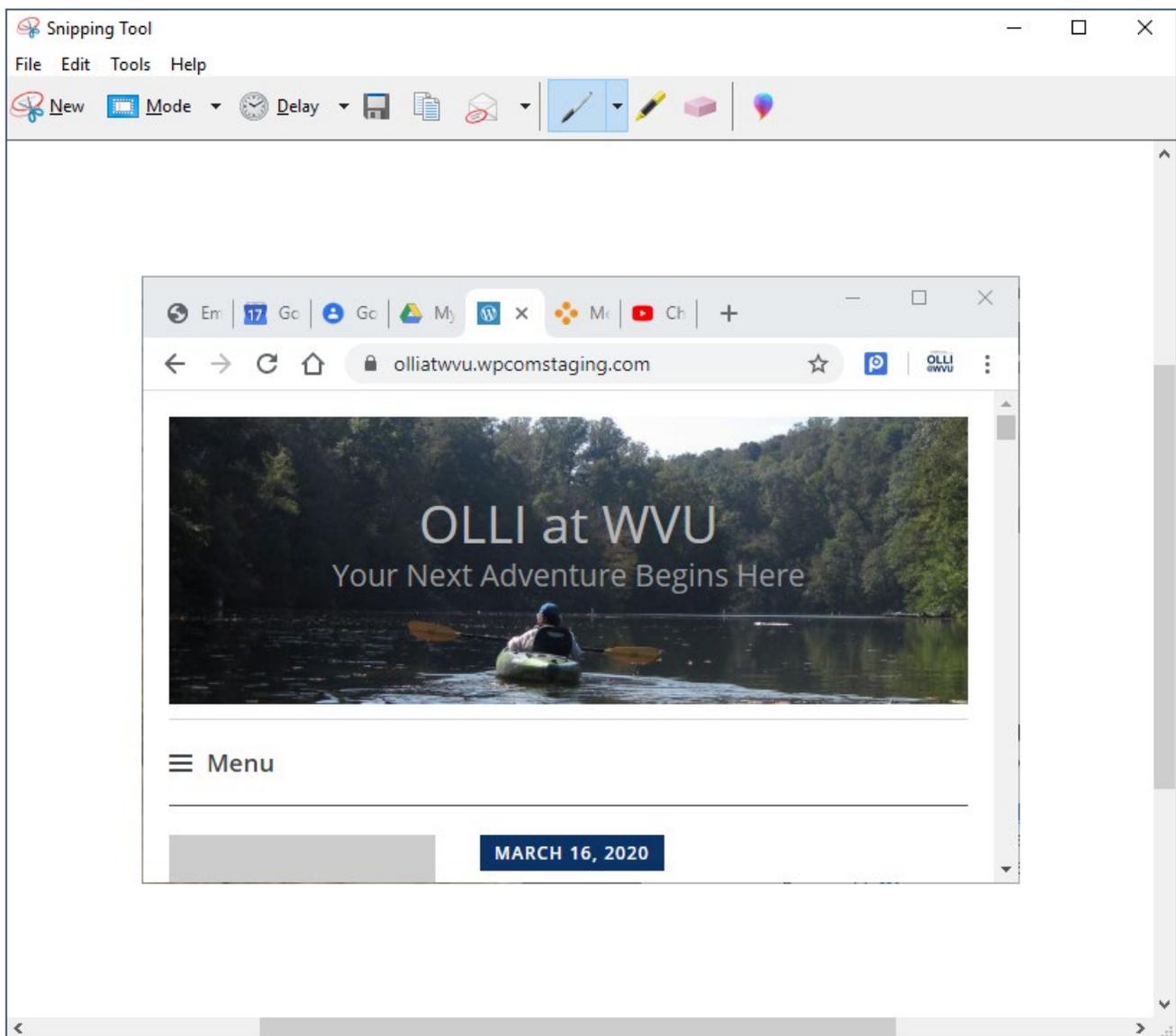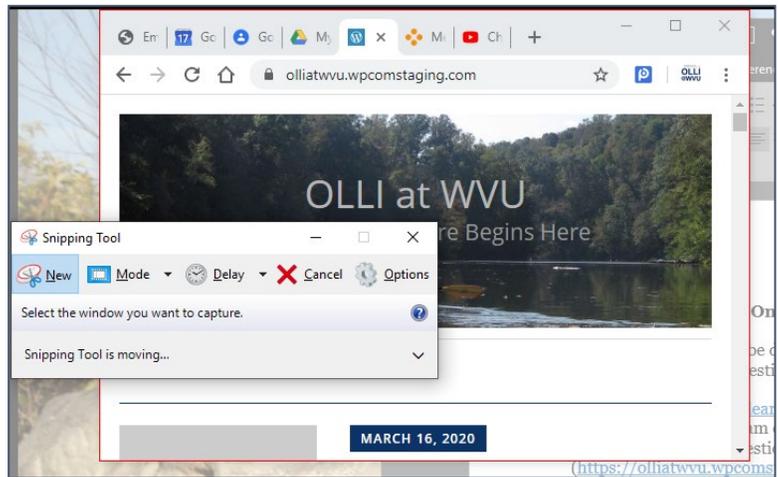4. The Snipping Tool window opens. Click on the **Mode** button.
5. Select **Rectangular Snip**.
6. Click **New**.

7. Your screen becomes cloudy and a red box appears around the open window you are hovering over. Click to select the window or error message you want to capture.

8. The captured window appears. Click **File** and **Save** or the **Save** icon.
9. Note precisely where the picture is being saved, then give the picture a name.
10. You can now attack this screen capture to an email message or put it in a word document.