Snipping Tool in Win 7

1. Click Start...All Programs...Accessories...Snipping Tool.

2. In the small window that pops up on your screen, click NEW and then click the little down arrow and select how you want to select to Print Screen.

Once you clicked the New snip button, the Snipping tool's window will go away so you can be free to mark the screen with the rectangular cursor. There are four types of snips that you can choose from:

a. Free-form Snip. Draw an irregular line, such as a circle or a triangle, around an object.

b. Rectangular Snip. Draw a precise line by dragging the cursor around an object to form a rectangle.

c. Window Snip. Select a window, such as a browser window or dialog box, that you want to capture.

d. Full-screen Snip. Capture the entire screen when you select this type of snip.

Try each one until you find the one you prefer.

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