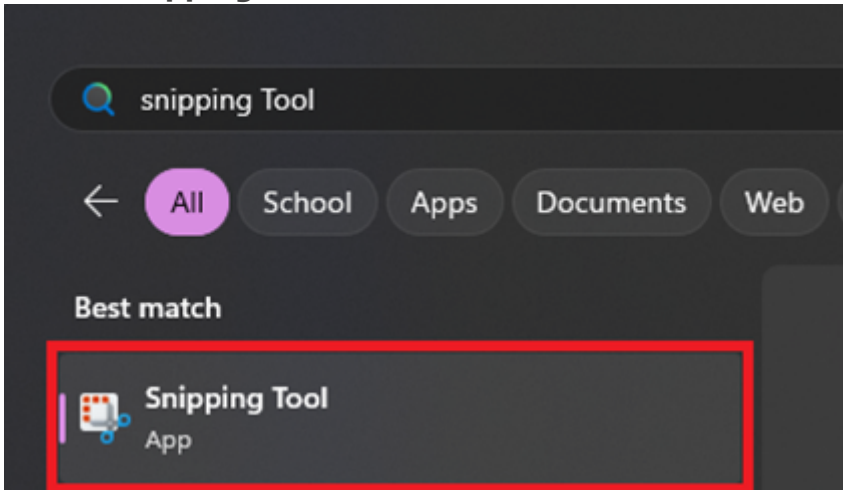
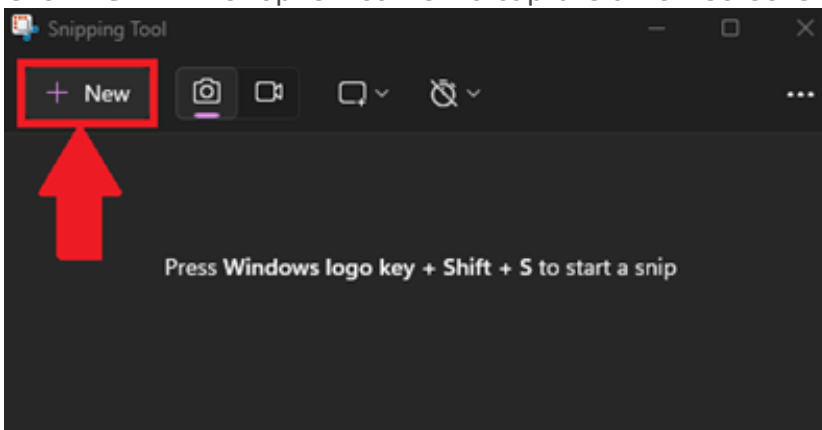


Screenshot (Windows)

1. Launch **Snipping Tool** from the **Start Menu**

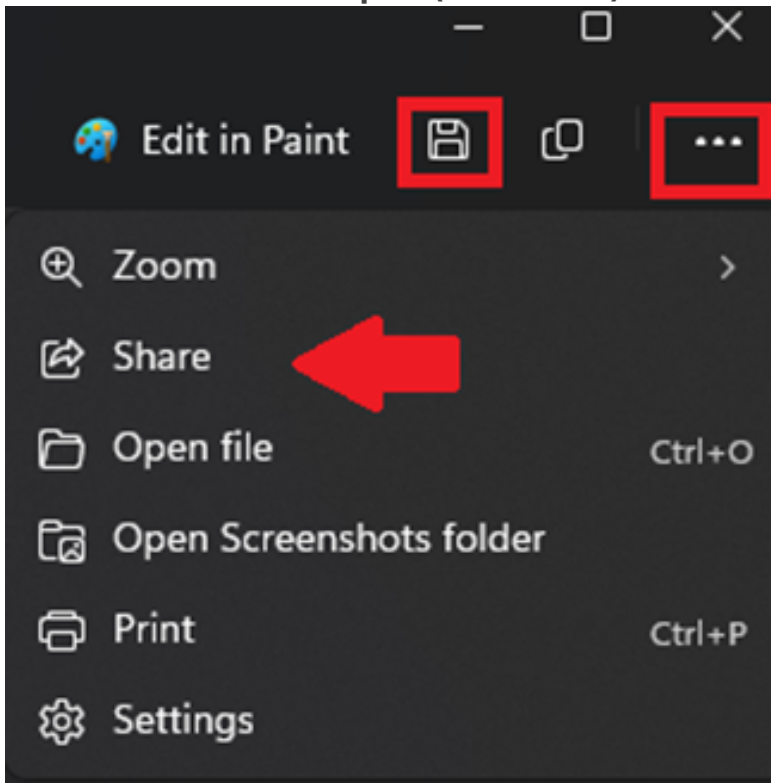


2. Click **New** in the top left-corner to capture a new screenshot



3. Highlight the area of the screen you want to capture
4. After capturing, Snipping Tool will display the screenshot in a new window

5. Use the **Save** icon or **ellipsis (three dots)** to save the screenshot



Revision #2

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