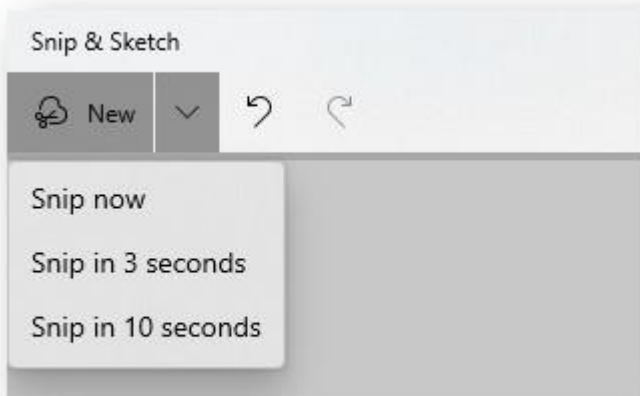HELPFUL HINTS
FROM HEIDI

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen-this is what Snip & Sketch does.

Capture all or part of your PC screen, add notes, save the snip, or email it from the Snipping Tool window.

1. To open **Snip & Sketch** click **Start**.
2.
3. Type **Snip** in the search box on the task bar.
4.
5. Click **Snip & Sketch** from the search results list. You may also see **Snipping Tool** which is another option but these instructions are for **Snip & Sketch.**

6. Click **New** then **Snip Now** then Click the area of your screen that you want to capture.

Annotate a snip

After you capture a snip, you can write or draw on or around it by clicking the **Pen** or **Highlighter**. Click **Eraser** to remove the lines you've drawn.

Share a snip

1. After you capture a snip, click the **Copy** button and then **Paste** it into an email or document.