


HOW TO SCREEN SHOT

1. PRESS THE PRINT SCREEN BUTTON ON YOUR KEYBOARD.
2. OPEN A WORD DOCUMENT AND PASTE.

SNIP IT



1.  CLICK ON THE ICON, IT CAN BE FOUND ON THE TASKBAR OR ON THE START MENU
2. CLICK AND DRAG YOUR CURSOR TO SELECT WHAT YOU WANT TO COPY.
3. YOU CAN SAVE OR SEND IN AN EMAIL AS AN ATTACHMENT.