



Using Windows Snip and Sketch for Screenshots



First time setup:

1. Click the **Start** button and search for windows **Snip and Sketch**
2. Choose the Windows **Snip and Sketch** app at the top of the search results.
3. Click the **ellipse** button (three dots) in the upper right corner and choose **Settings**.
4. Use these Settings.

Using Snip and Sketch

1. Press this key combination:
Windows Start button+ shift + S.
2. Draw a box around whatever you need.
3. Open your email or Word and use Ctrl + V or Paste to paste in the screen shot.

