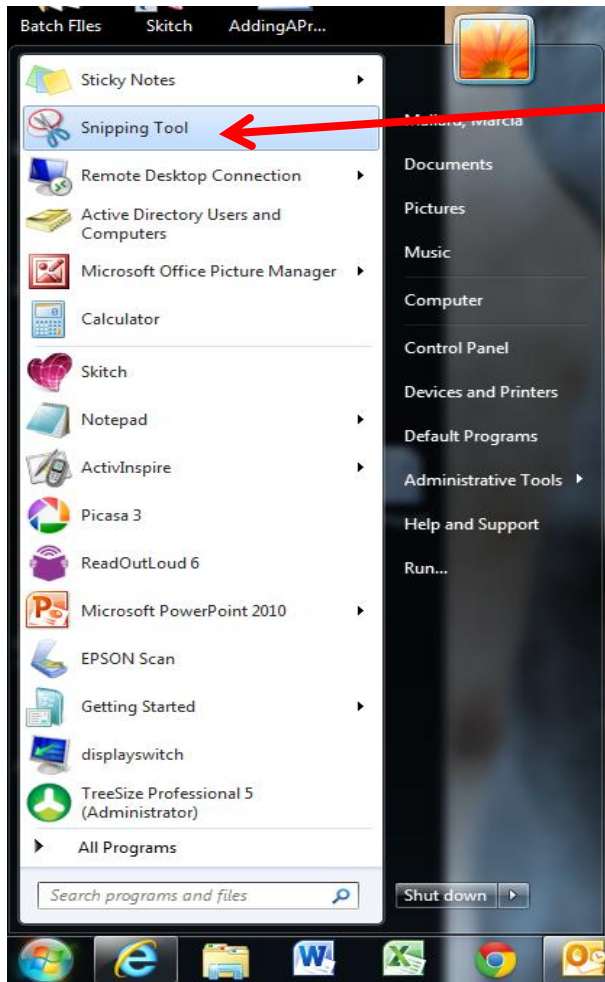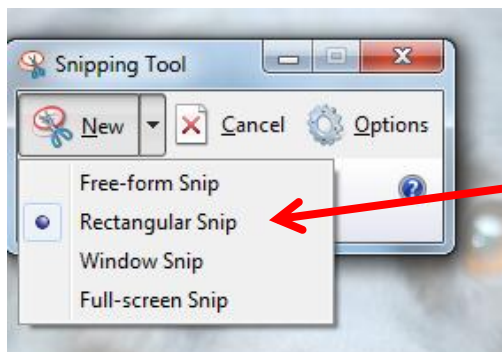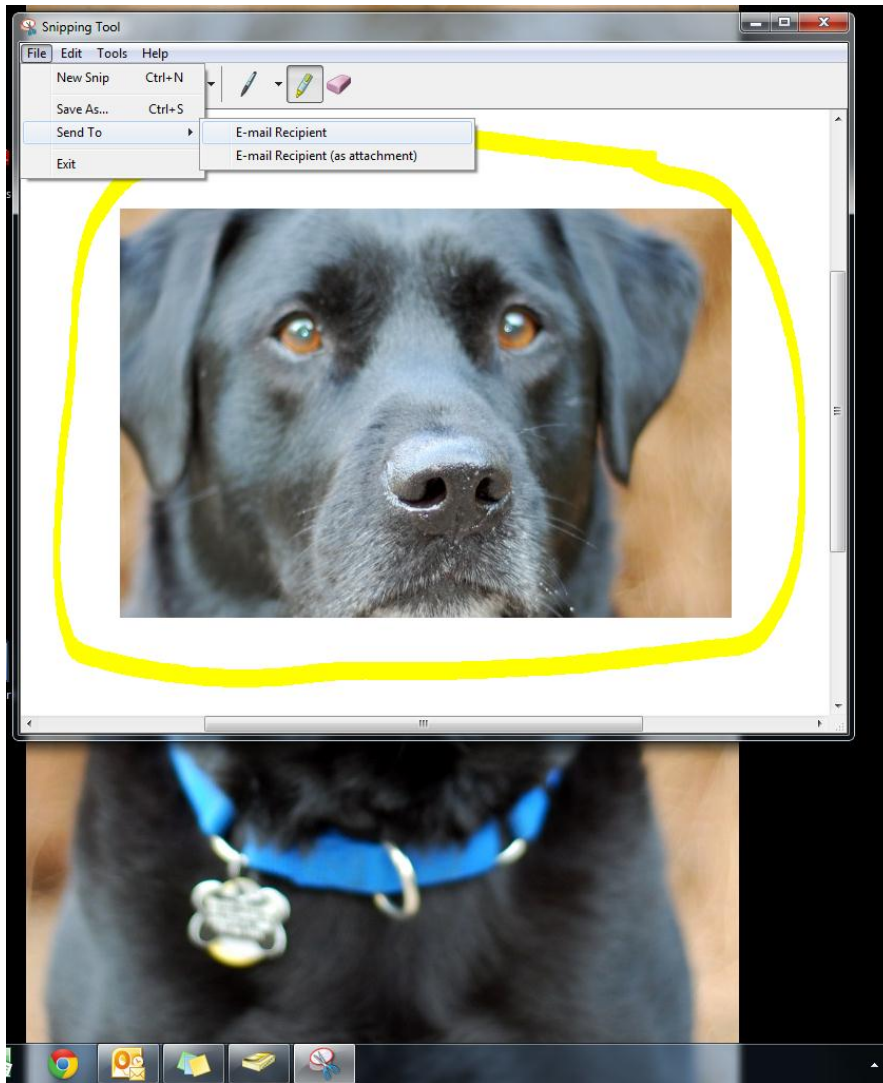# How to Use the Snipping Tool

If it's not on your start menu, look in accessories, (click all programs then accessories)

You can choose any shape snip you'd like, then highlight what you'd like to clip and unclick.

You can now draw/write
on the clip, save it,
and/or send it.