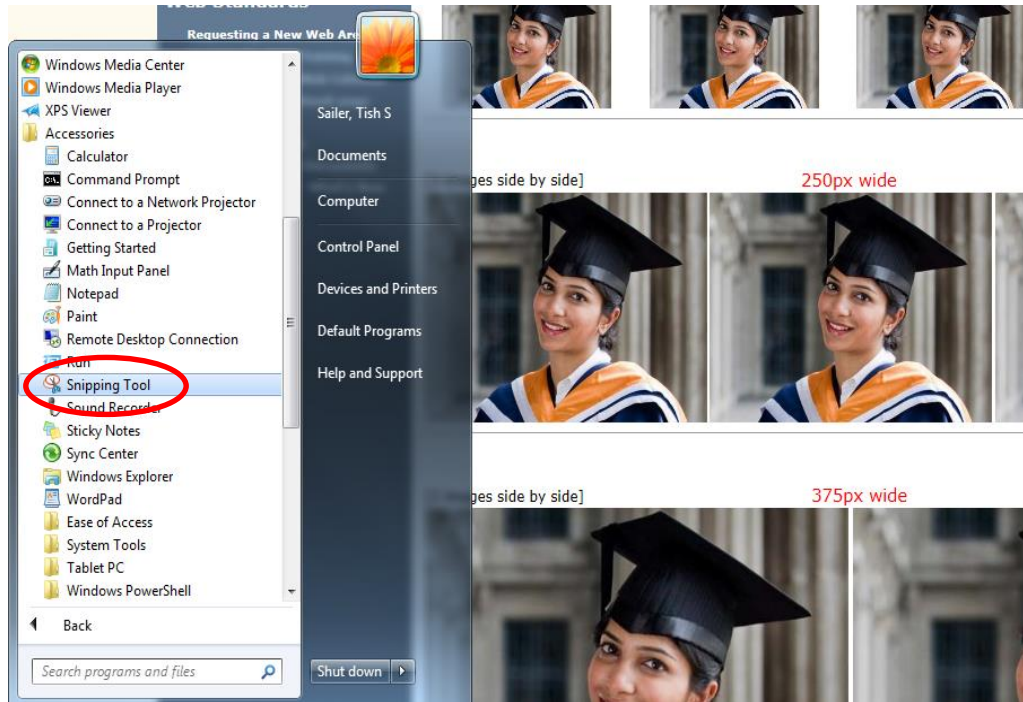
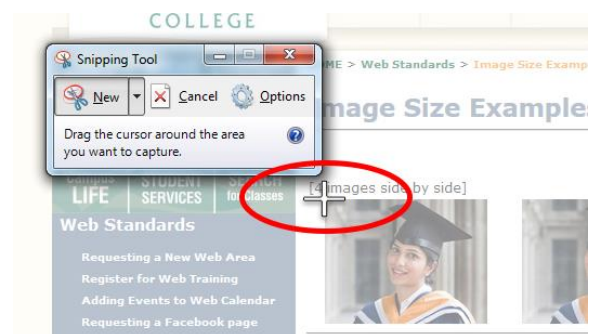


## How to Save an Image Using the Snipping Tool

- 1) Navigate to the web page on our site that displays the image you would like to save.
- 2) From the Windows Start Menu, select the Snipping Tool which can be found under the following path: **All Programs> Accessories> Snipping Tool**.



- 3) The Snipping Tool window will pop up and your cursor has become a + sign and will now act as a cropping tool. Place your cursor over one of the corners of the image you would like to save, then click and drag the box to select the area to be saved. The red outline indicates the area that you are selecting. When you release your mouse button, this completes the crop and a new window will pop up with your image.



- 4) You can now save your image by clicking **File> Save As** in the Snipping Tool window. In the new pop up window, **navigate to the folder** where you would like to save your file, **name your file** and select the file type as **jpeg** and click **Save**.

