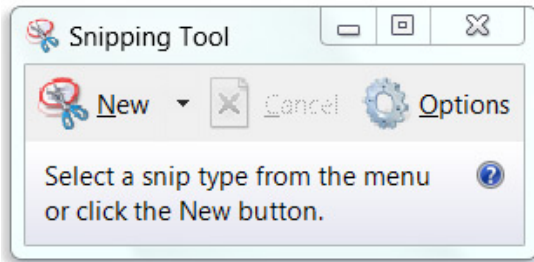


# Using the Windows Snipping Tool to Capture Screen Shots

(Requires Windows 7 or a more recent version of Windows)

If you have Windows 7 or a more recent Windows version, you can use the Snipping Tool to capture a screen shot (or snip) of any object on your screen. You can then annotate, save, share the image, or paste into a Word document to print.



Snipping Tool

You can capture any of the following types of snips:

- Free-form Snip. Draw a free-form shape around an object.
- Rectangular Snip. Drag the cursor around an object to form a rectangle.
- Window Snip. Select a window, such as a browser window or dialog box, that you want to capture.
- Full-screen Snip. Capture the entire screen.


After you capture a snip, it's automatically copied to the Clipboard and the mark-up window. From the mark-up window, you can annotate, save, or share the snip. The following procedures explain how to use Snipping Tool.

## USING the Snipping Tool to Print eOPF Documents

(Requires Windows 7 or a more recent version of Windows)

1. While viewing the selected eOPF document, click on the “View” icon (as shown below). Next select “75%” from the drop-down menu. This should allow you to legibly view the main document in one screen. Adjust as needed.



2. Open Snipping Tool by clicking the Start button . In the search box, type Snipping Tool, and then, in the list of results, click Snipping Tool.
3. Click the arrow next to the New button, select Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip from the list, and then select the area of your screen that you want to capture.
4. Paste your image into a Word Document so you can PRINT.

**NOTE:** If the print-out is illegible, increase the view size and take two snips of one document (a top portion and a bottom portion). Follow these steps for each page in the eOPF you need to print.