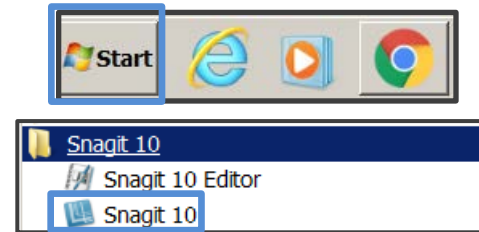# Using SnagIt

**SnagIt** tools are used to take screenshots of the computer screen and edit parts of an image as well as Save the image in multiple formats.

To take a screenshot on a computer using **SnagIt**, click **Start** on the Windows task bar. Under All Programs, select **SnagIt** [version number]

1. When the screen opens, choose the **capture option** you would like to make, then click the **red capture button.**
2. Eith the mouse drag and select the part of your window that you would like to copy. The image will be saved int the **SnagIt Editor**.

3. Locate your image In the **SnagIt Editor**. There are many options to revise and annotate an image.
4. Choose **Help** in the SnagIt Navigation bar to read detailed instructions.



5. Under the "file" icon in the upper left of the SnagIt Editor, choose "**Save**" or "**Save As**" and select the file type you would like to save the image as.