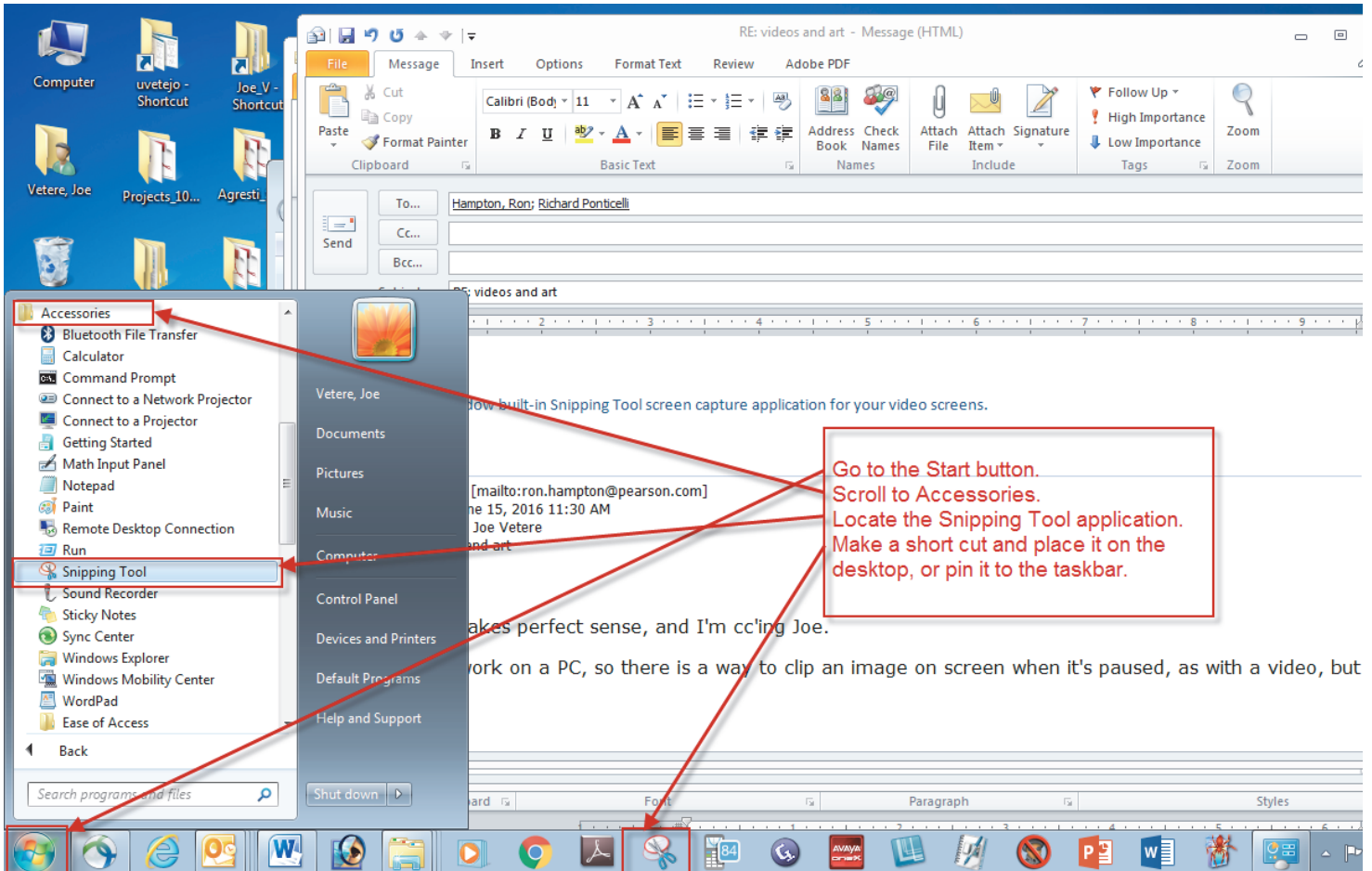
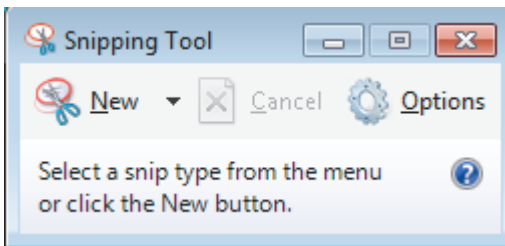


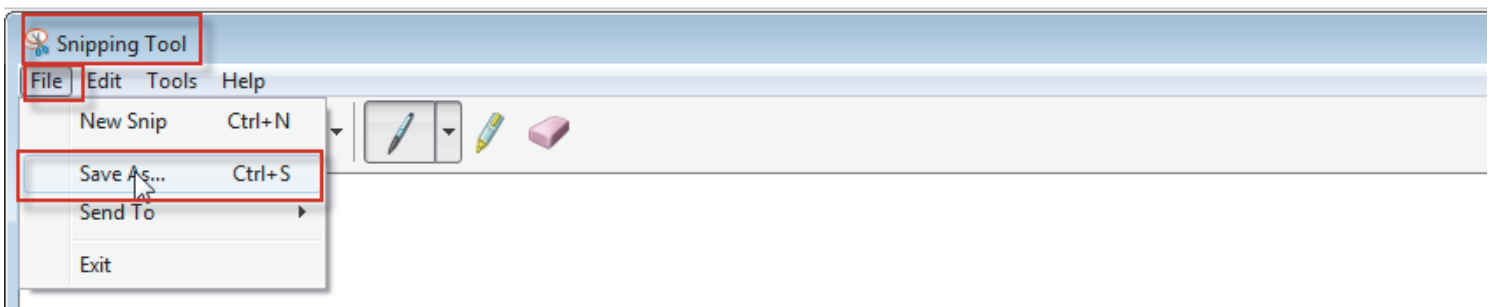
Taking Screen Capture on a PC with Snipping Tool



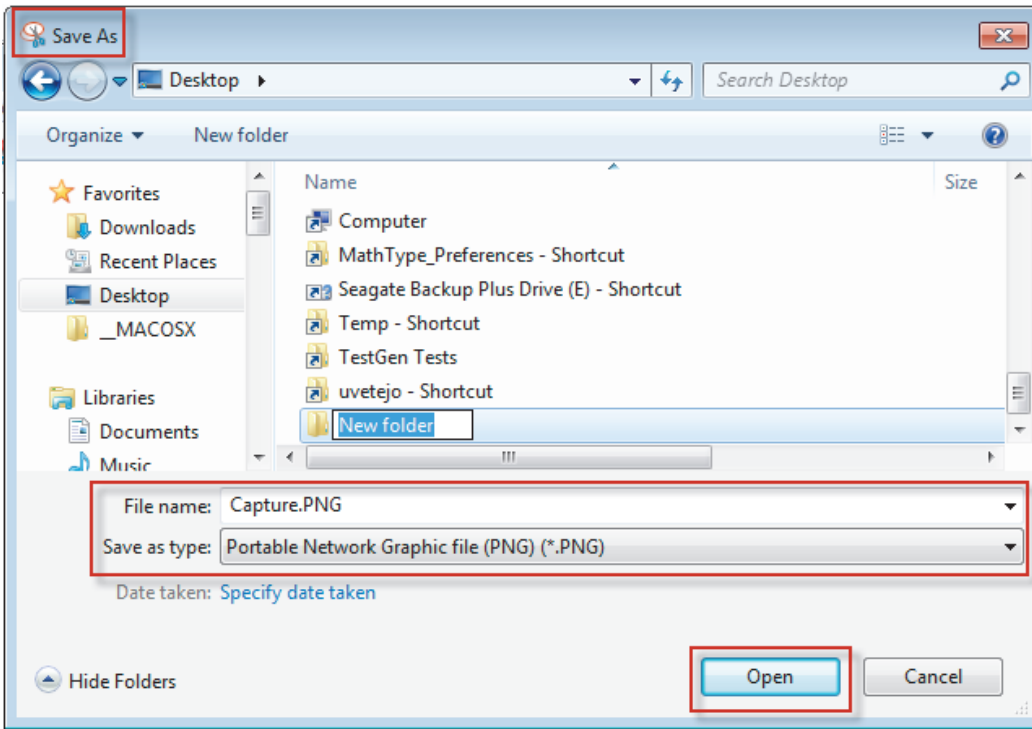
Locate the Snipping Tool application.



Open Snipping Tool, and select “New”. With the cursor, marquee and select the area that is to be captured, then let go.



The Snipping Tool window will appear with the screen capture below the menu. Select “File/SaveAs...”



In the “SaveAs” window, name the file, and next to “Save as type:” select the .png file format.

DO NOT save the captures as jpg files!

Place the png files in a Zip file before delivery.