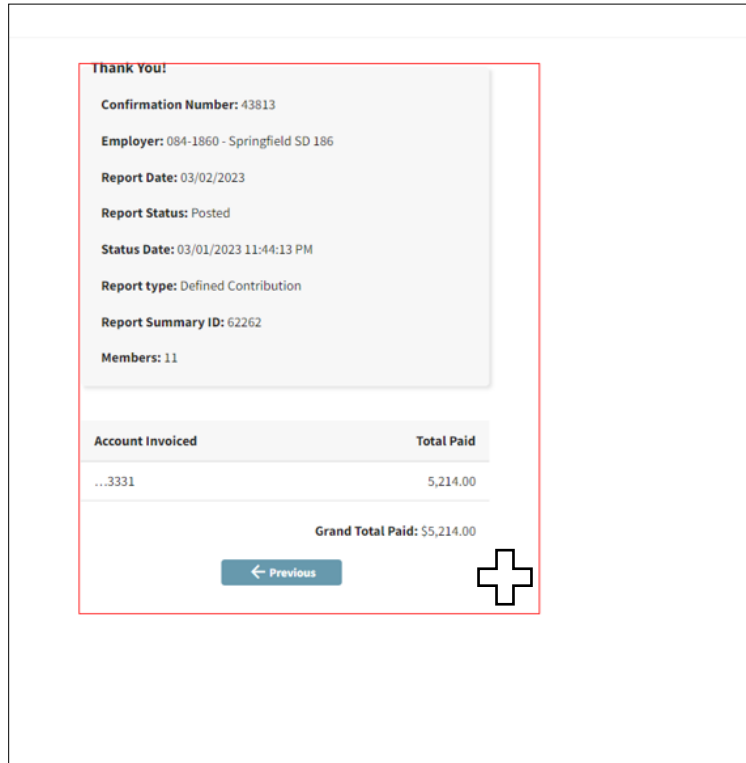## __Search for Snipping Tool – Pin to Toolbar or Desktop__
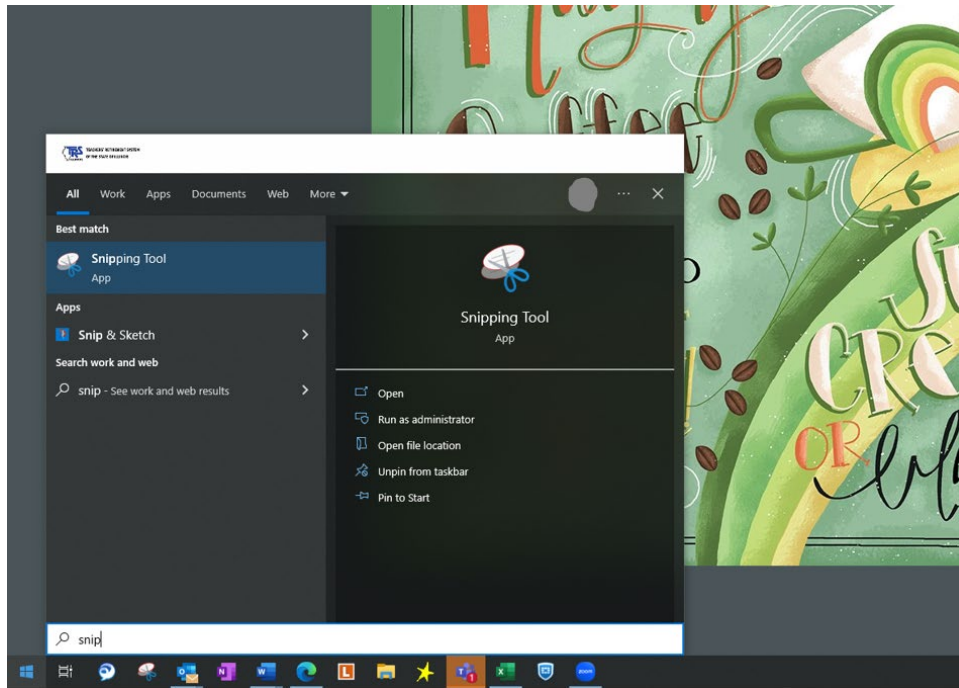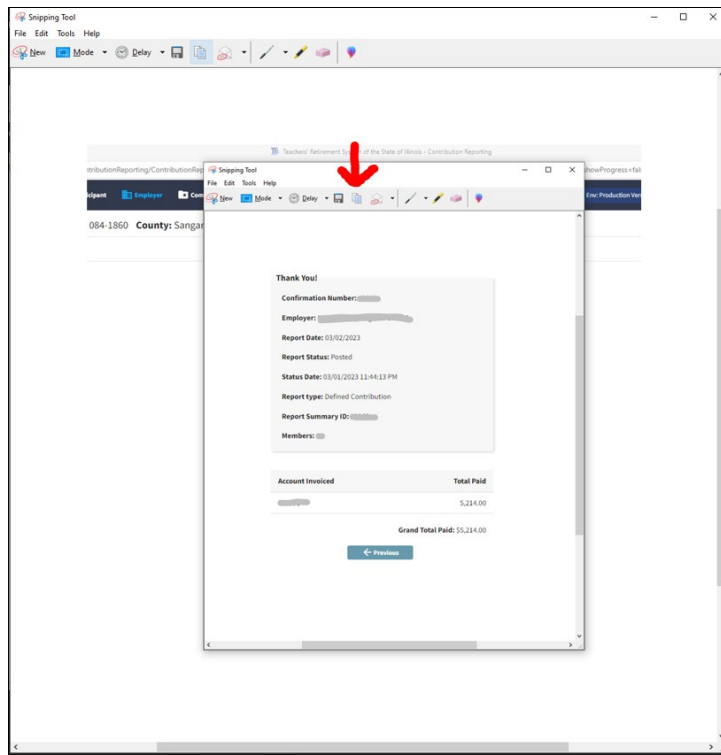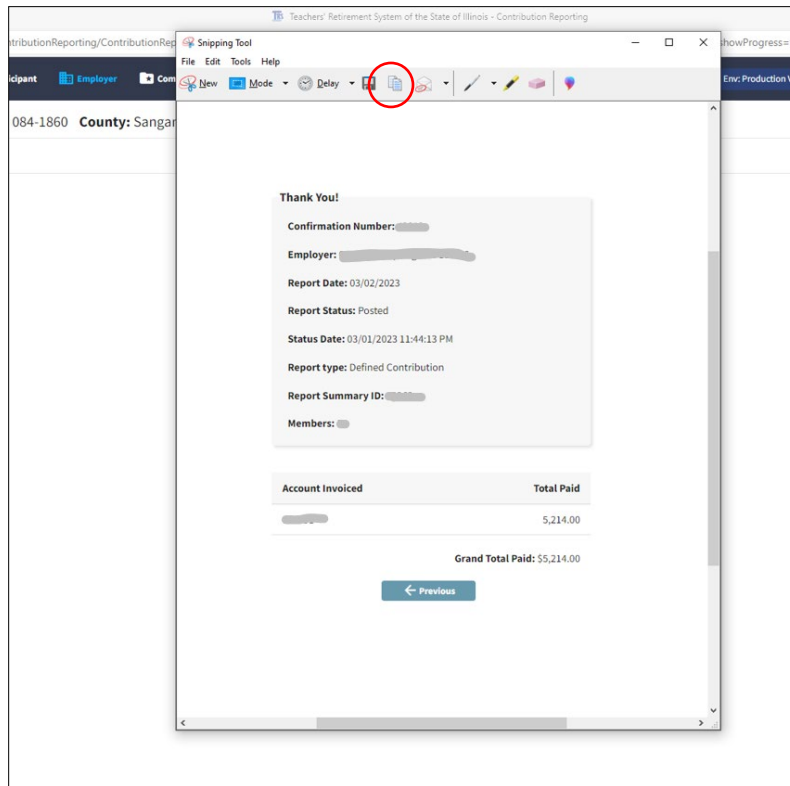

__Step #1: Snipping Tool – Select "New"__
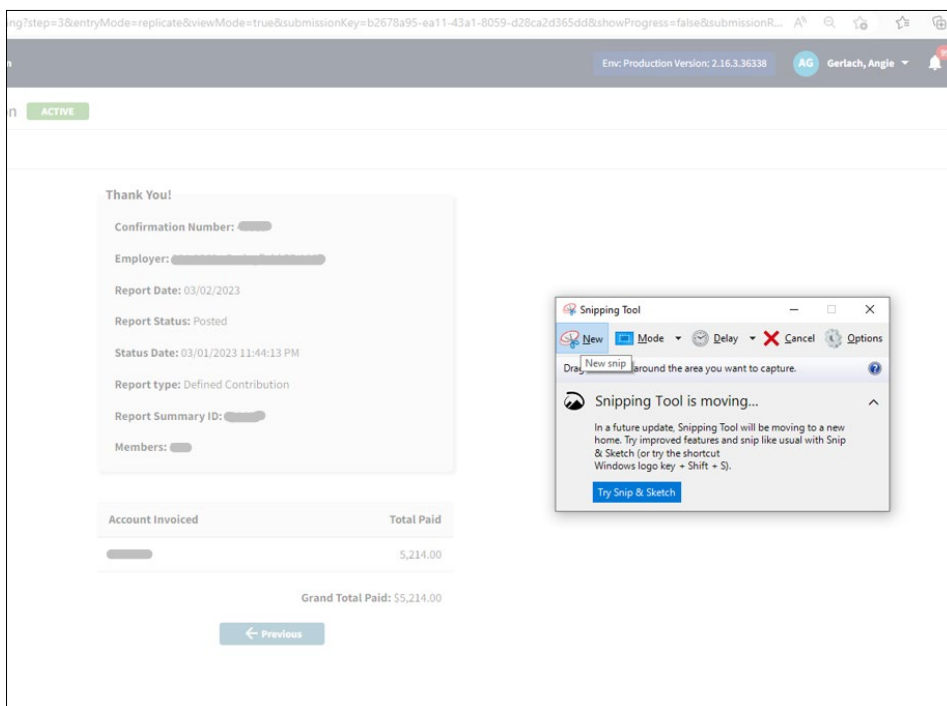
Step #2: Snipping Tool – Drag Plus Sign (+) Over Preferred Area

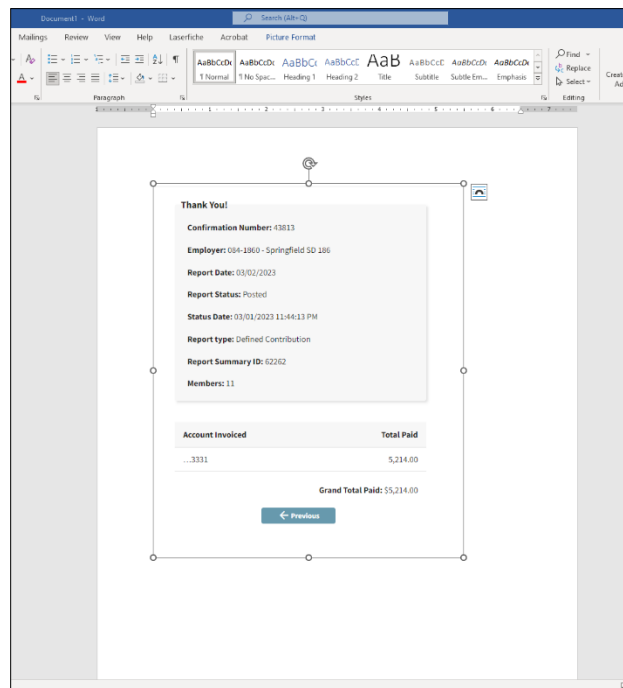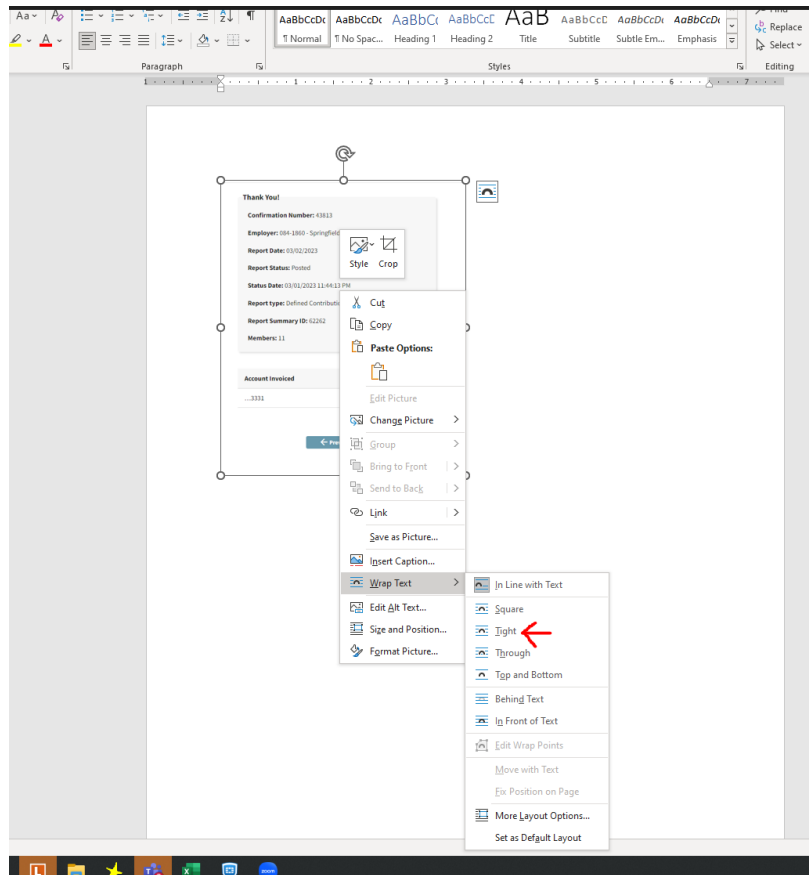## Step #3: Snipping Tool – Drag Plus Sign (+) Over Preferred Area

Step #4: Snipping Tool – Select the "COPY" Icon

Step #5: Snipping Tool – Open Up Word Document and key CTRL + V (View) to Paste Snip

To Move Snip Around in Word Document, RIGHT Click, Select "Wrap Text", Select "Tight"

Print