# Snipping Tool Steps

1. Open; [http://www.paymentevolution.com](http://www.paymentevolution.com/Payroll/Calculator)
2. Scroll down to Payment Calculator + click it.
3. Enter information, then click Calculate.
4. Then. Click the Start/Windows button. Type in the search box “Snipping Tool” (it will look like a pair of scissors with a red ring behind them)



1. This box will pop-up on your screen. (The rest of the screen will turn faintly white.) Click and drag a box around the results from the payment calculator.
2. Click File, go down to Save As…



1. Rename the picture and save it into you student drive (If you don’t, it will be lost)

It is now an actual image, and can be put into a word document.