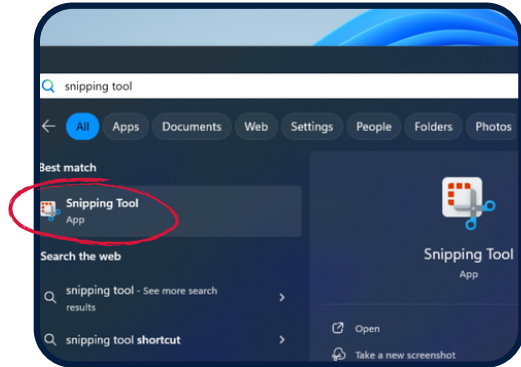# T4L Support Guides
Windows
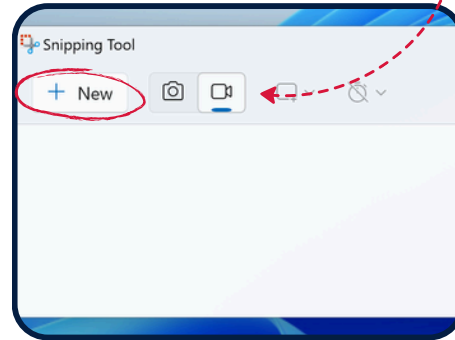## Snipping Tool Screen Recorder

Step 1

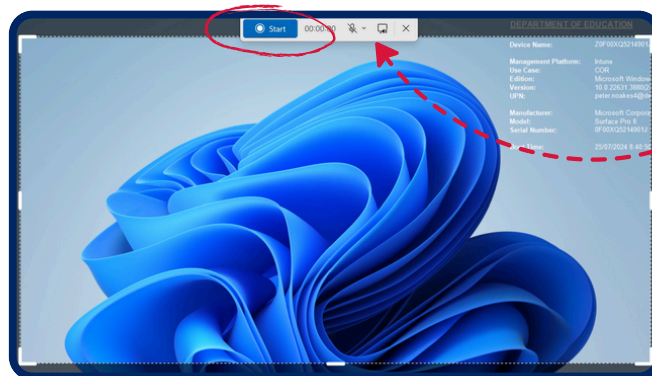Click the Start menu and type in Snipping Tool.

Step 2

In the top toolbar, press the Record button, then press New.
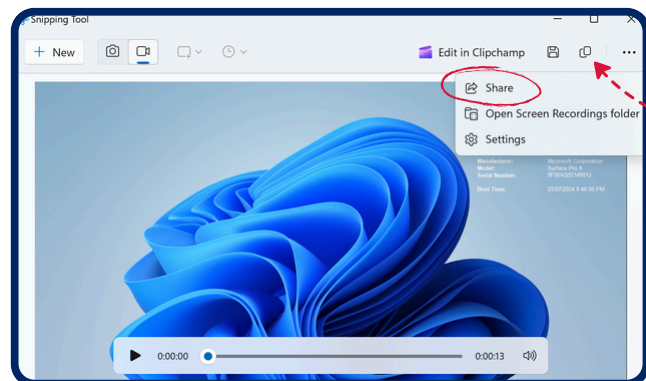
Step 3

Click to drag and drop a rectangle indicating the portion of the screen you would like to record.

Press Start and you will see a 3-second countdown begin for your recording.

NOTE: You can choose to share computer audio as well as allow a microphone input.

Step 4

After you finish recording, press Stop. Your recording can then be copied into memory, Shared or Saved (by default, it will be saved in the Videos folder).

TIP: to enable screen recording press simultaneously the Windows + Shift + R buttons on the keyboard.