


On a PC,

1. Open the video file.
2. Click and drag the video's progress bar until you identify a place in the video that would make a good picture. (See example below.)



If the video starts to play, pause it. You may need to slide the progress bar back a little to get to the place you want.

3. Next, hold down the **shift key** and the **Windows logo key** (). As you keep those keys depressed, click on the **S key**. The screen will darken and you will see the Snip & Sketch menu at the center top of the screen.
4. Click on the upper left of the image you want to capture and drag to the lower right corner of that picture. The picture will be captured on a clipboard that will open at the bottom right of your screen.
5. Click on the **Snip & Sketch** clipboard to open. Click the **Save File** icon in the top right of the Snip & Sketch window, as shown below. A **Save As** box will open, allowing you to select where to save the picture and name it.

