Capture a still shot from a video

1. If you have not opened and used One Note, do so.
2. At the bottom of your screen click the All Programs button

3. Select Microsoft Office

4. Select Microsoft OneNote
5. When the program opens you can close it out

6. Open the video
7. Pause the video on the shot you want
8. Hold down the Windows Key on your keyboard and tap the S
9. You can then draw a square around the area you want to capture and release the mouse button
10. Select Unfiled Notes

11. Right-click, Copy and Paste the image into a graphics program or Word Document, etc.
Copy and Image and URL from a website:

1. Open the Website
   Windows + S
2. Click Unfiled Notes
3. You now have the image and the URL of the website to copy and paste in another program