

Snipping Tool

Windows PC

Introduction

Sometimes it is more effective to send a picture of something than to verbalize what you see on your screen. The Snipping tool is used to capture screen shots. You may then annotate, save or share the image.

Using the Snipping Tool

1. Click the **Search** button beside the Start button.
2. Type **snipping tool** in the search box and press **Enter**.

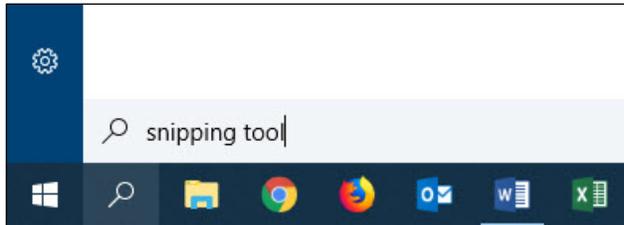


Figure 1

3. Click the down arrow beside **Mode**. Choose one of the following options:
 - **Free-form Snip** – Draw a free form shape
 - **Rectangular Snip** – Drag around an object in the shape of a rectangle
 - **Window Snip** – Captures an entire window such as a dialog box
 - **Full-screen Snip** – Captures the entire screen

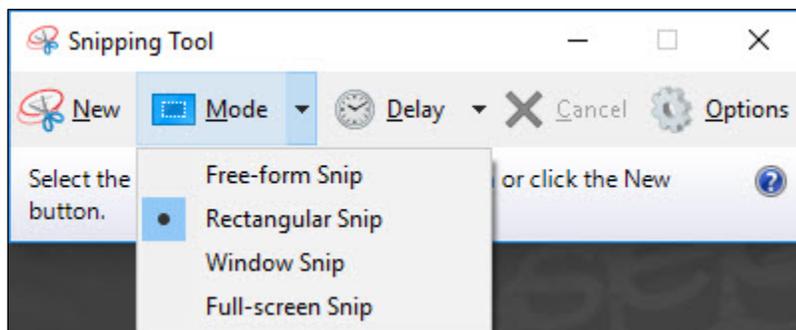


Figure 2

4. After you have chosen snip type, your mouse will change to reflect the snip type you have chosen. In the example used in this self-help document, we have chosen **Rectangular Snip**.
5. Hold down your mouse button and drag your mouse around the area you wish to capture
 - a. If you have chosen the **Window Snip**, simply just click on the window you wish to capture.
 - b. If you have chosen the **Full-screen Snip**, the snipping tool will automatically capture your entire screen.
6. Release your mouse when you have selected the desired area. The **Snipping Tool** dialog box will appear with your capture in view.

Annotating a Snip

1. To annotate a snip, click the down arrow beside the **Pen** icon and choose a color from the drop-down menu.

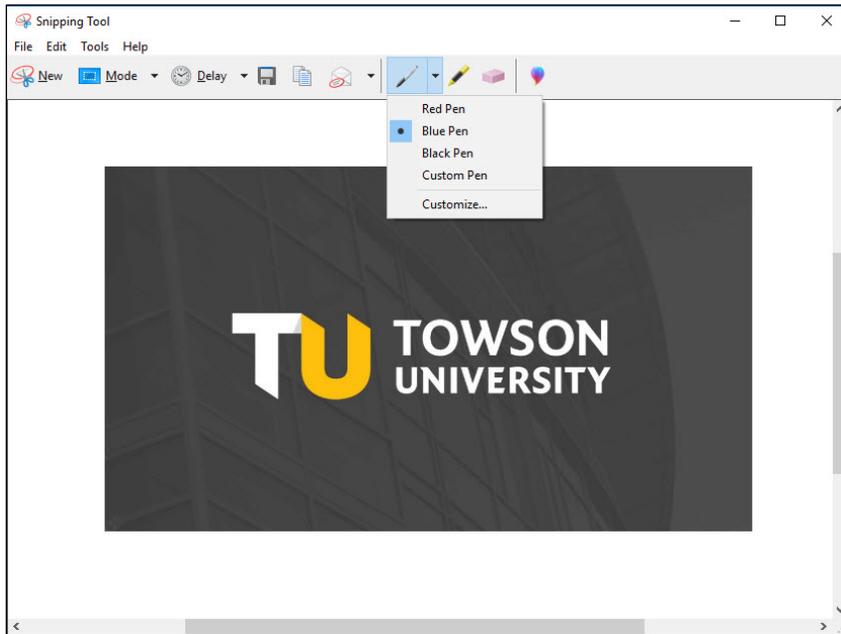


Figure 3

2. Begin to drag your mouse across the snip. You may also use the **Highlighter** beside the **Pen** icon to annotate by clicking on it and dragging your mouse across the snip.
3. To erase an annotation, click the **Eraser** beside the **Highlighter** and begin to click and drag your mouse across the unwanted areas.

Saving a Snip

1. Click the **Save Snip** button.



Figure 4

2. The **Save As** dialog box will appear. Navigate to your preferred file save location then click **Save**.

Copying a Snip

1. Click the **Copy** button.



Figure 5

2. Open the program you wish to paste the snip such as a Word document.
3. Right-click and select **Paste**.

Emailing a Snip

1. Click the drop-down arrow beside the **Send Snip** icon.

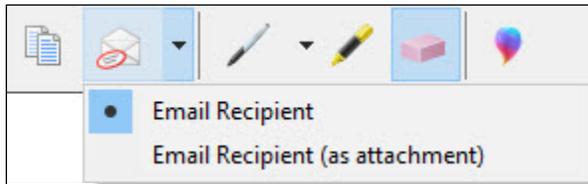


Figure 6

2. Choose either to send the snip as part of the email or as an attachment of the email from the menu.
3. Outlook will launch a new email message form. Enter a recipient beside **To...** then click the **Send** button.

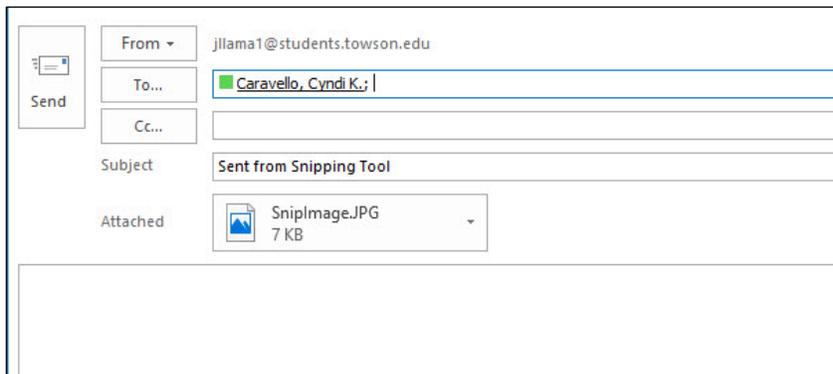


Figure 7