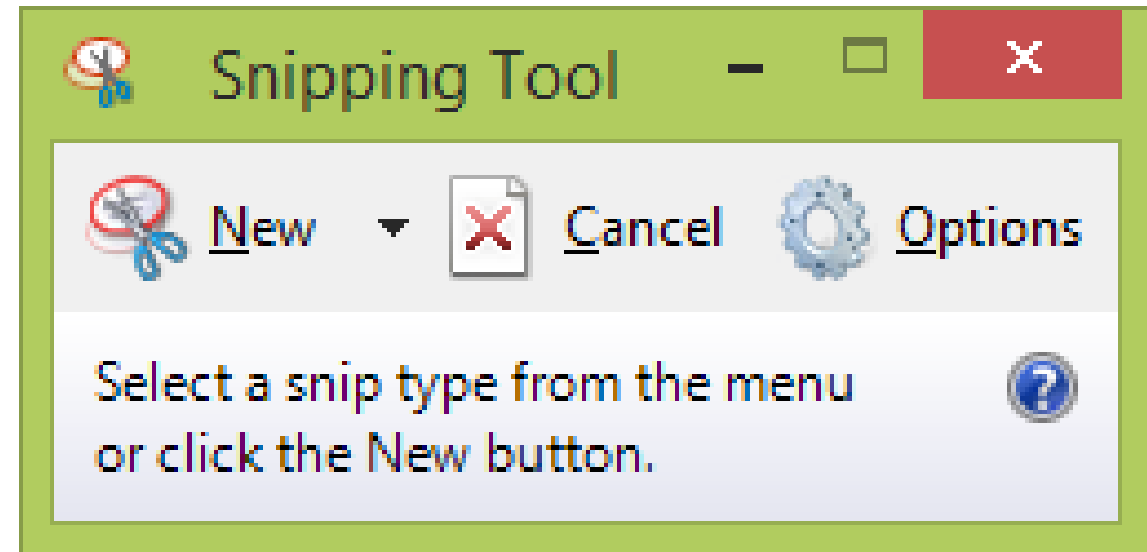




USING SNIPPING TOOL

To Capture Screen Shots

- Sometimes the easiest way to make a copy of something is to take a snapshot of your screen—this is what **Snipping Tool** does. Use it to save and share news stories, movie reviews, or recipes.
- You can capture part or all of your PC screen, add notes, save the snip, or email it right from the Snipping Tool window.
- * You can add notes to a snip by writing or drawing on or around the snip.



To open Snipping Tool

- Open Snipping Tool by swiping in from the right edge of the screen, tapping Search
- (or if you're using a mouse, pointing to the lower-right corner of the screen,
 - moving the mouse pointer up, and then clicking Search),
 - entering Snipping Tool in the search box,
 - and then tapping or clicking Snipping Tool.
- “Right Click” on the Snipping Tool and “Paste” it to the Start Menu or the Taskbar



You can capture the following types of snips:

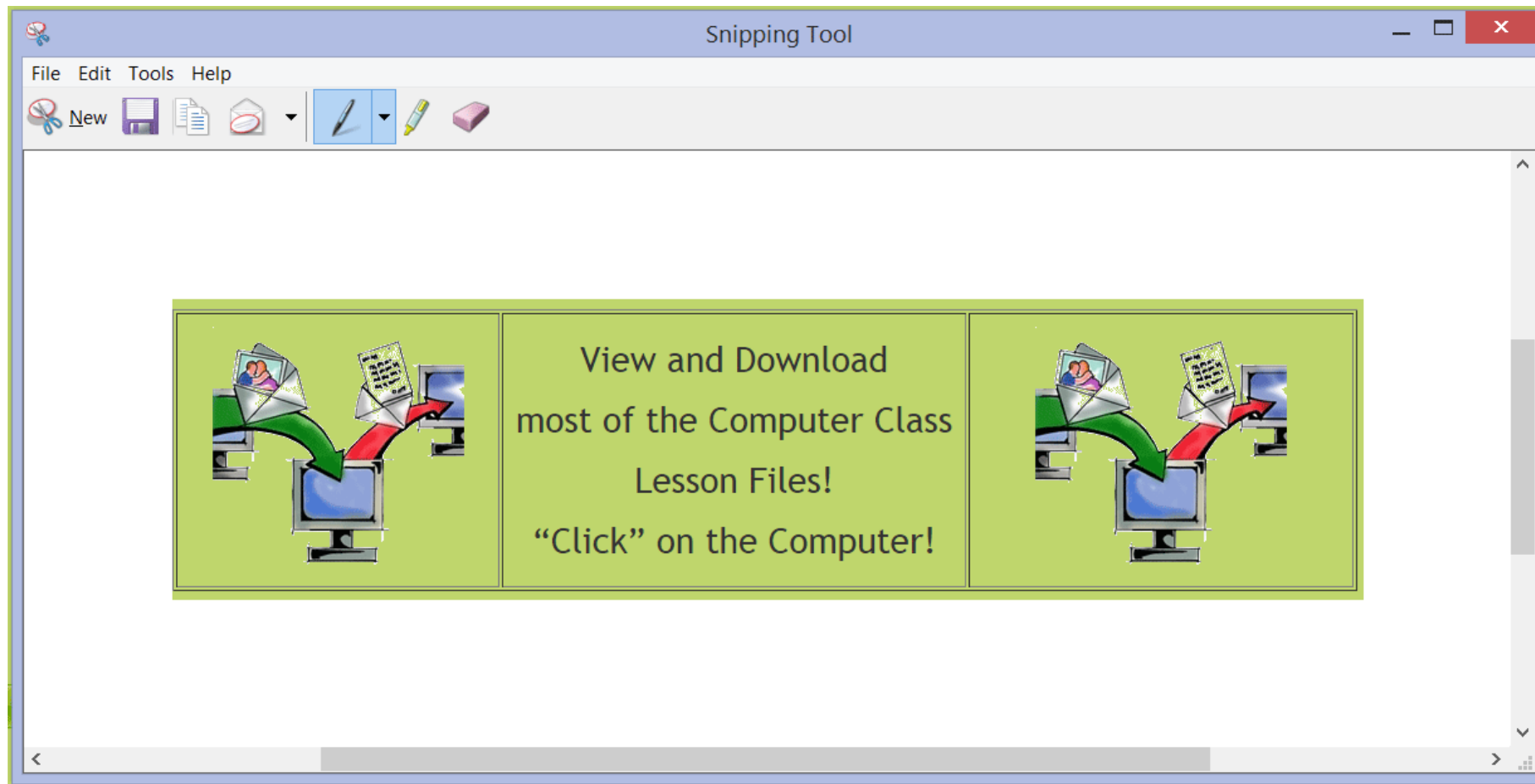
- **Free-form Snip**
 - Draw any shape around an object with your finger, mouse, or tablet pen.
- **Rectangular Snip**
 - Drag the cursor around an object to form a rectangle.
- **Window Snip**
 - Choose a window—like a browser window or a dialog box.
- **Full-screen Snip**
 - Capture the entire screen.



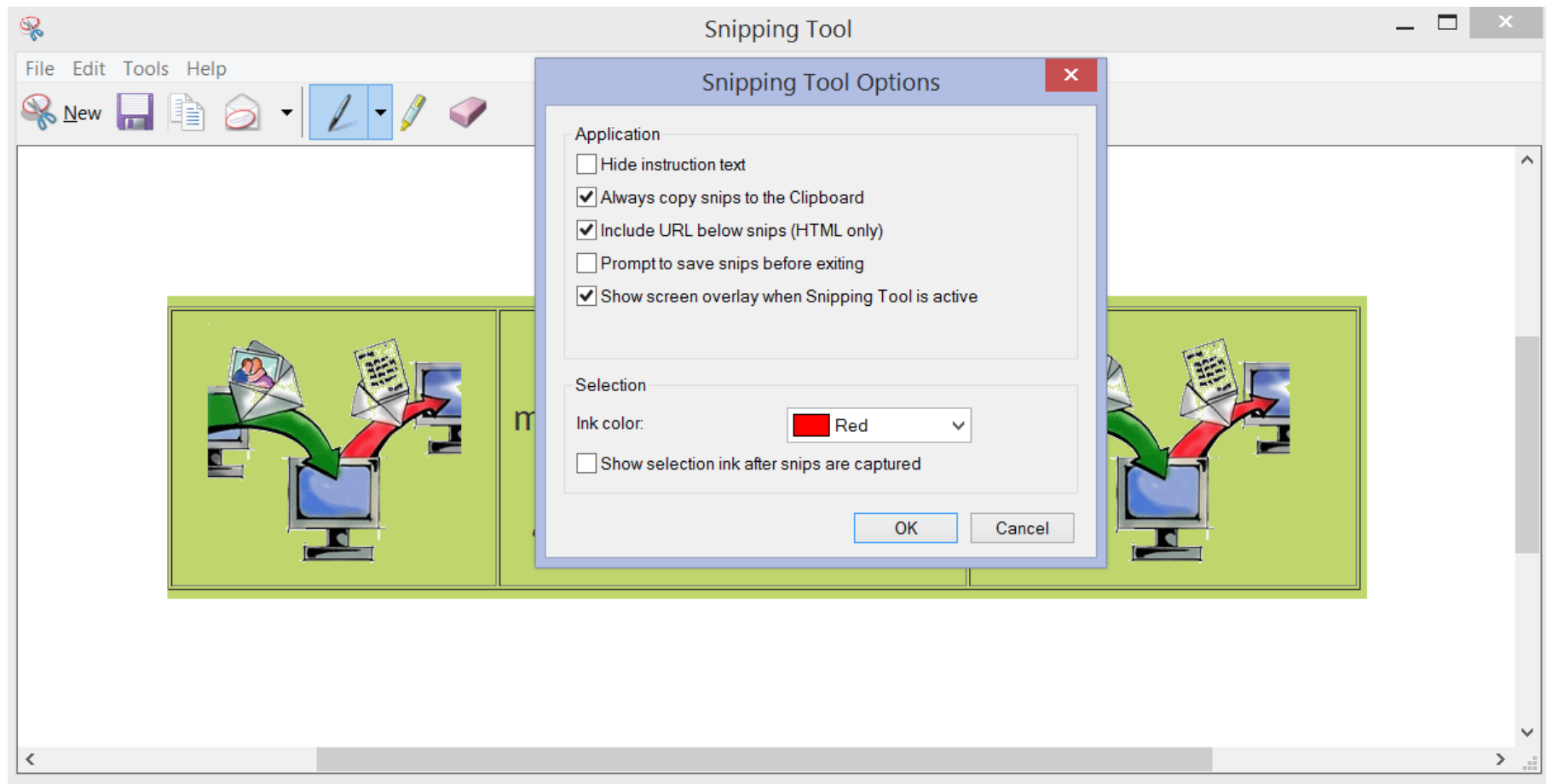
Capture a Snip

- In Snipping Tool,
 - tap or click the arrow next to the New button,
 - choose the kind of snip you want,
 - and then pick the area of your screen that you want to capture.
- The snip is automatically copied to the Snipping Tool window.

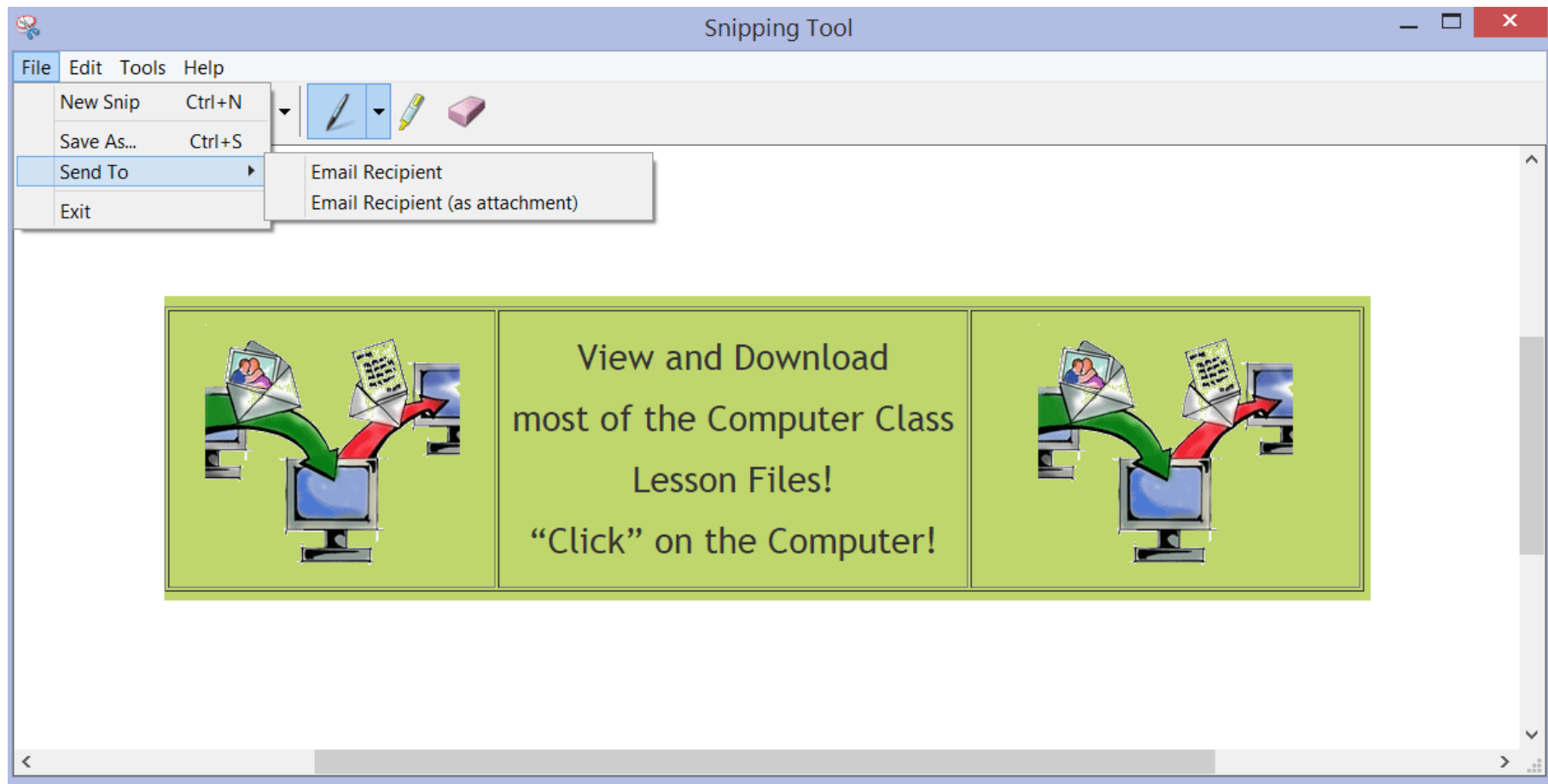
The Snipping Tool Window.



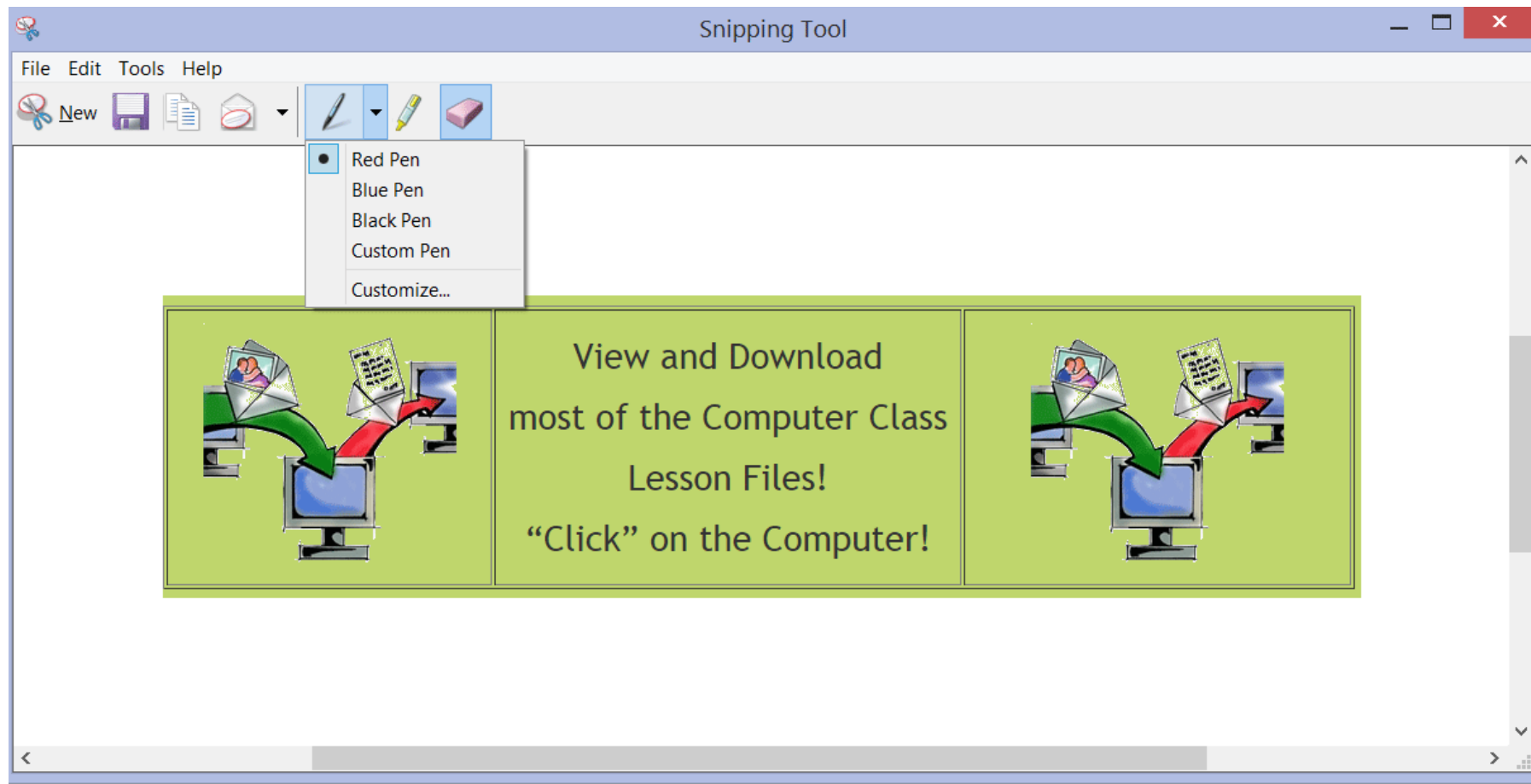
The Snipping Tool Window - Options



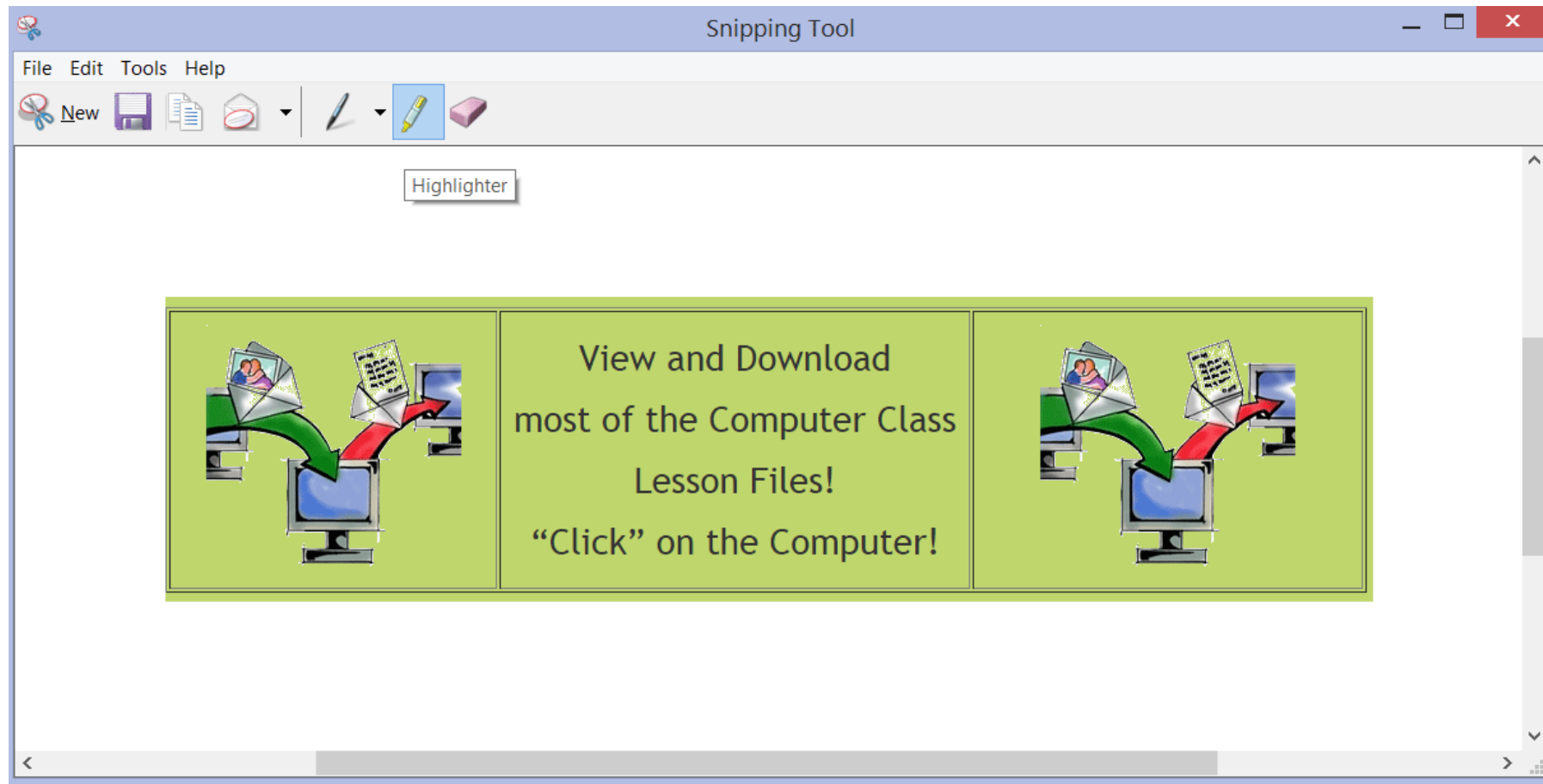
The Snipping Tool Window - email



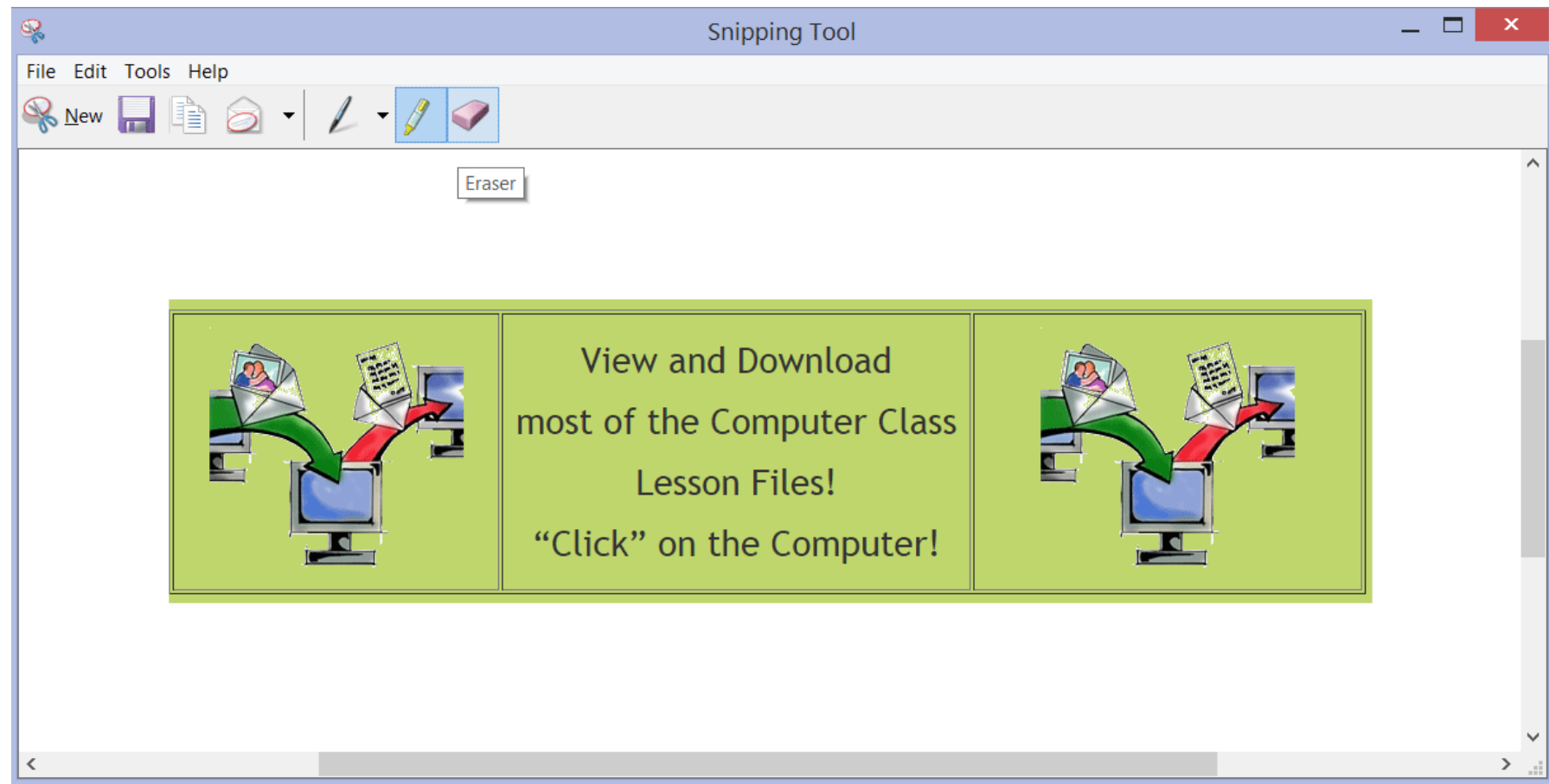
The Snipping Tool Window -annotate



The Snipping Tool Window - highlight





The Snipping Tool Window – erase annotations



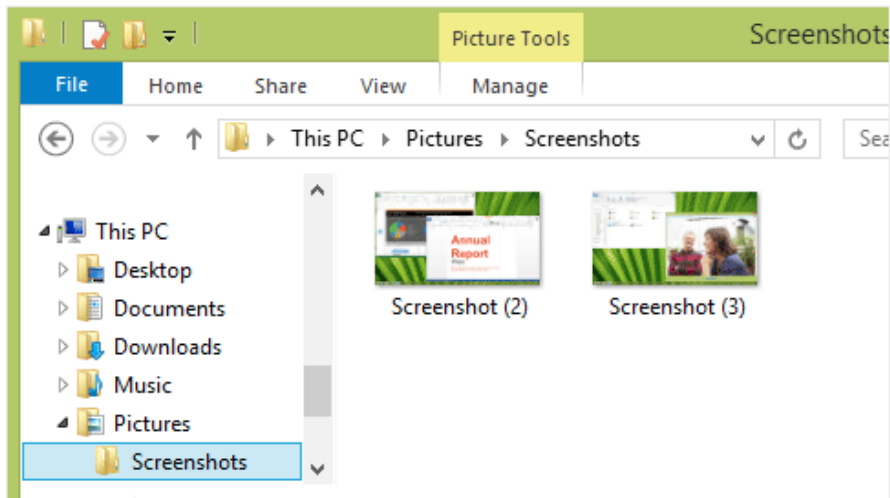


THE “PRINT SCREEN” OPTION

Windows 8 and 10

1. Press the Windows logo key  +PrtScn. Or, if you're using a tablet, press the Windows logo button  + the volume down button.

The screen will dim for a moment when the screen is copied and saved as a file in the Screenshots folder (which is in your Pictures folder).



The Screenshots folder

▼ **To take a screenshot (without saving it)**

1. Press PrtScn.

A picture of the screen is copied and you can paste it wherever you'd like.

▼ **To take a screenshot of only one window**

1. Tap or click the window you want to capture.
2. Press Alt+PrtScn.

A picture of the window is copied and you can paste it wherever you'd like.