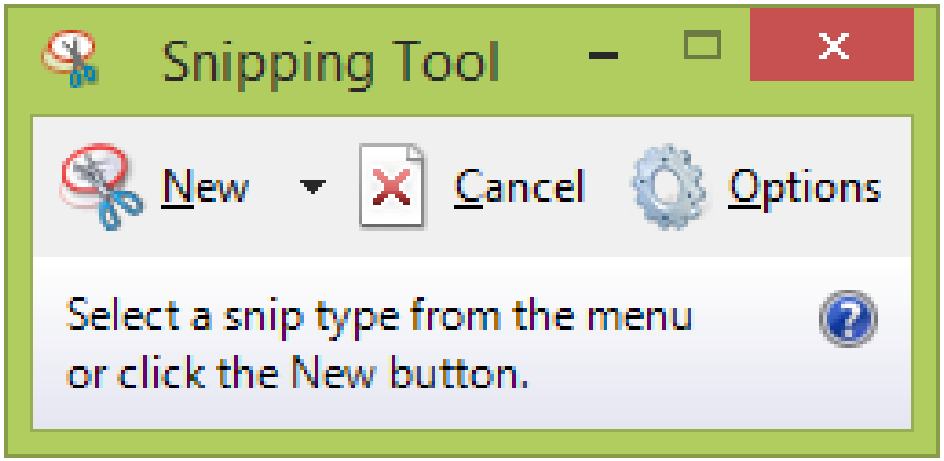
USING SNIPPING TOOL

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:

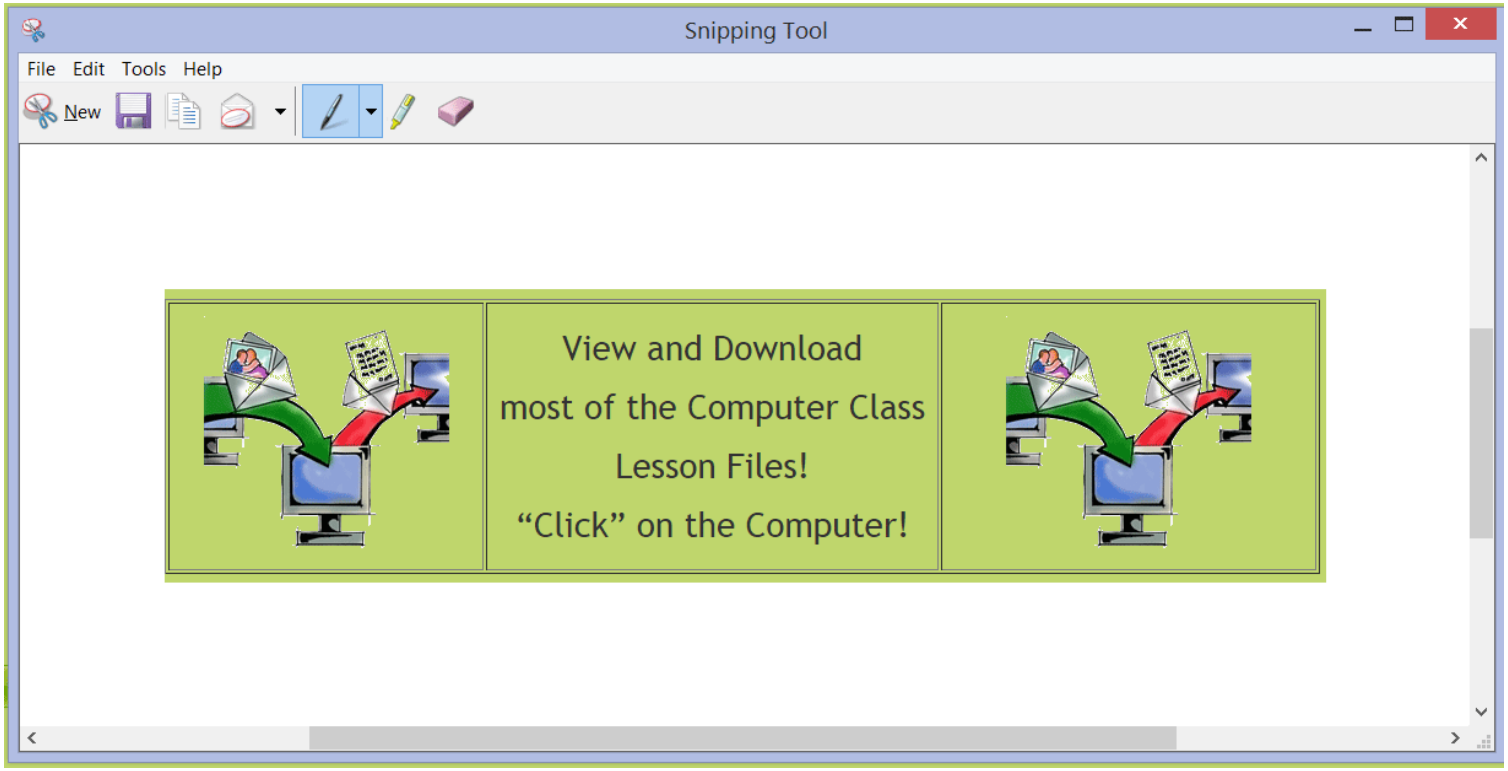
- Free-form Snip
  - Draw any shape around an object with your finger, mouse, or tablet pen.
- Rectangular Snip
  - Drag the cursor around an object to form a rectangle.
- Window Snip
  - Choose a window—like a browser window or a dialog box.
- Full-screen Snip
  - Capture the entire screen.

Capture a Snip

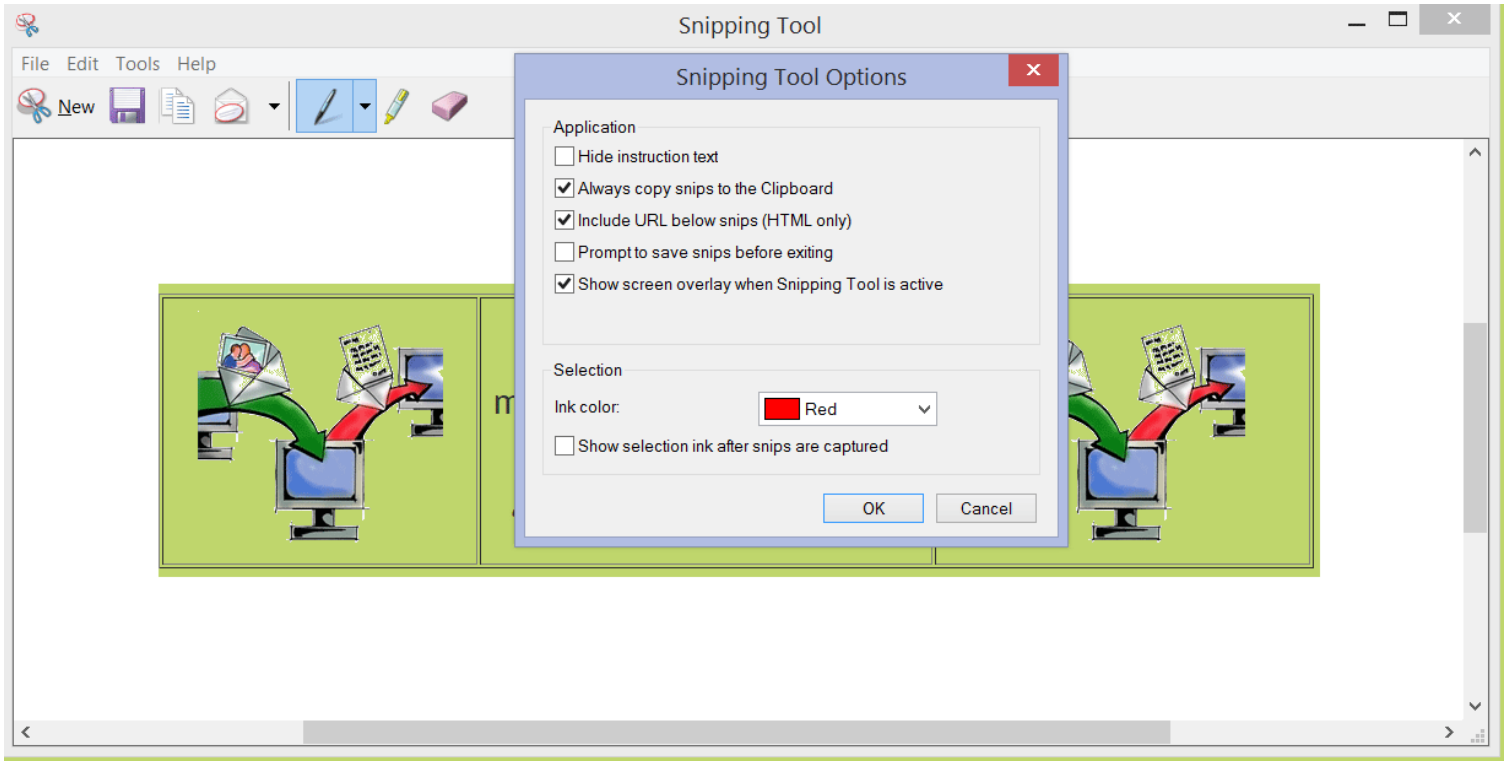
- In Snipping Tool,
  - tap or click the arrow next to the New button,
  - choose the kind of snip you want,
  - and then pick the area of your screen that you want to capture.

- The snip is automatically copied to the Snipping Tool window.

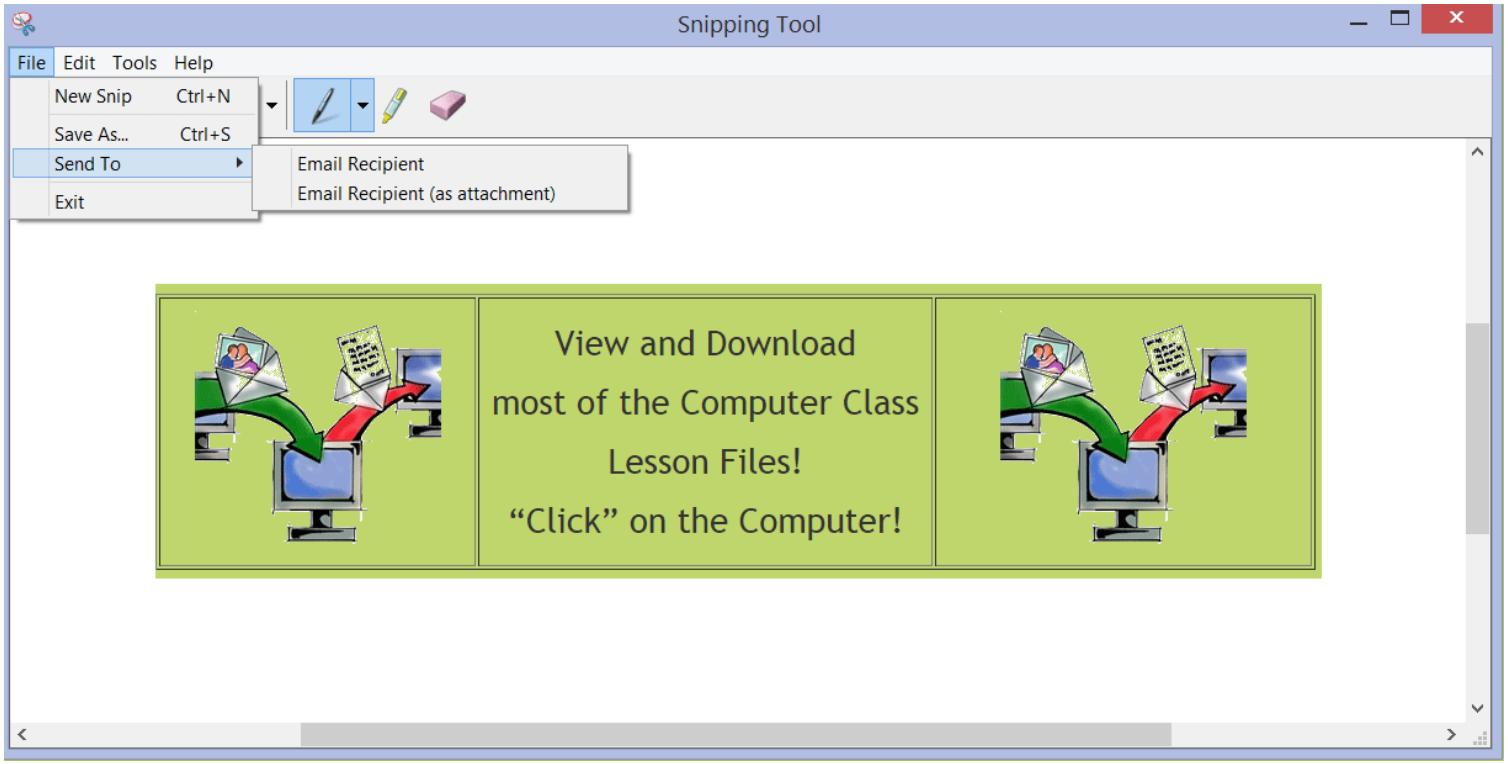
The Snipping Tool Window.



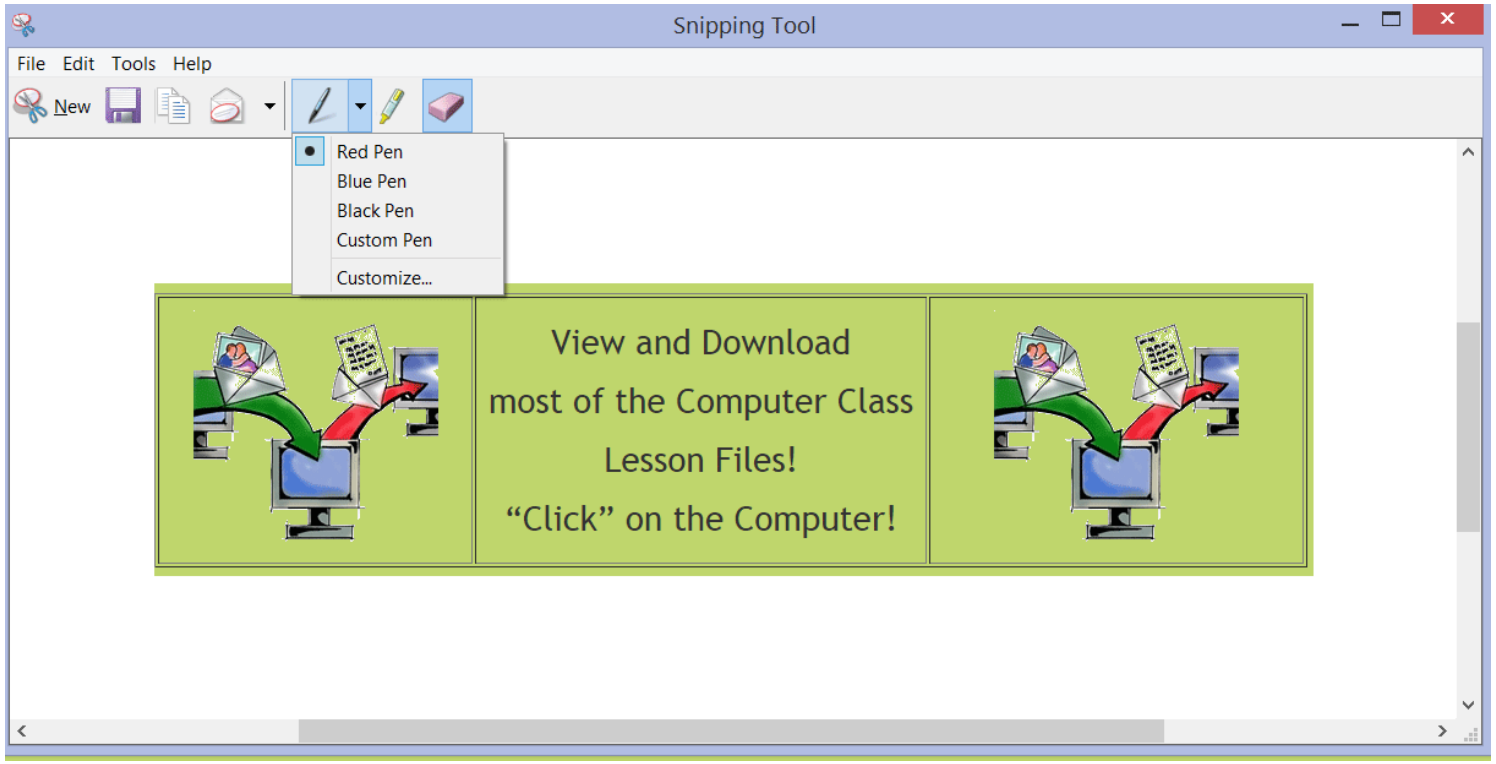
The Snipping Tool Window - Options



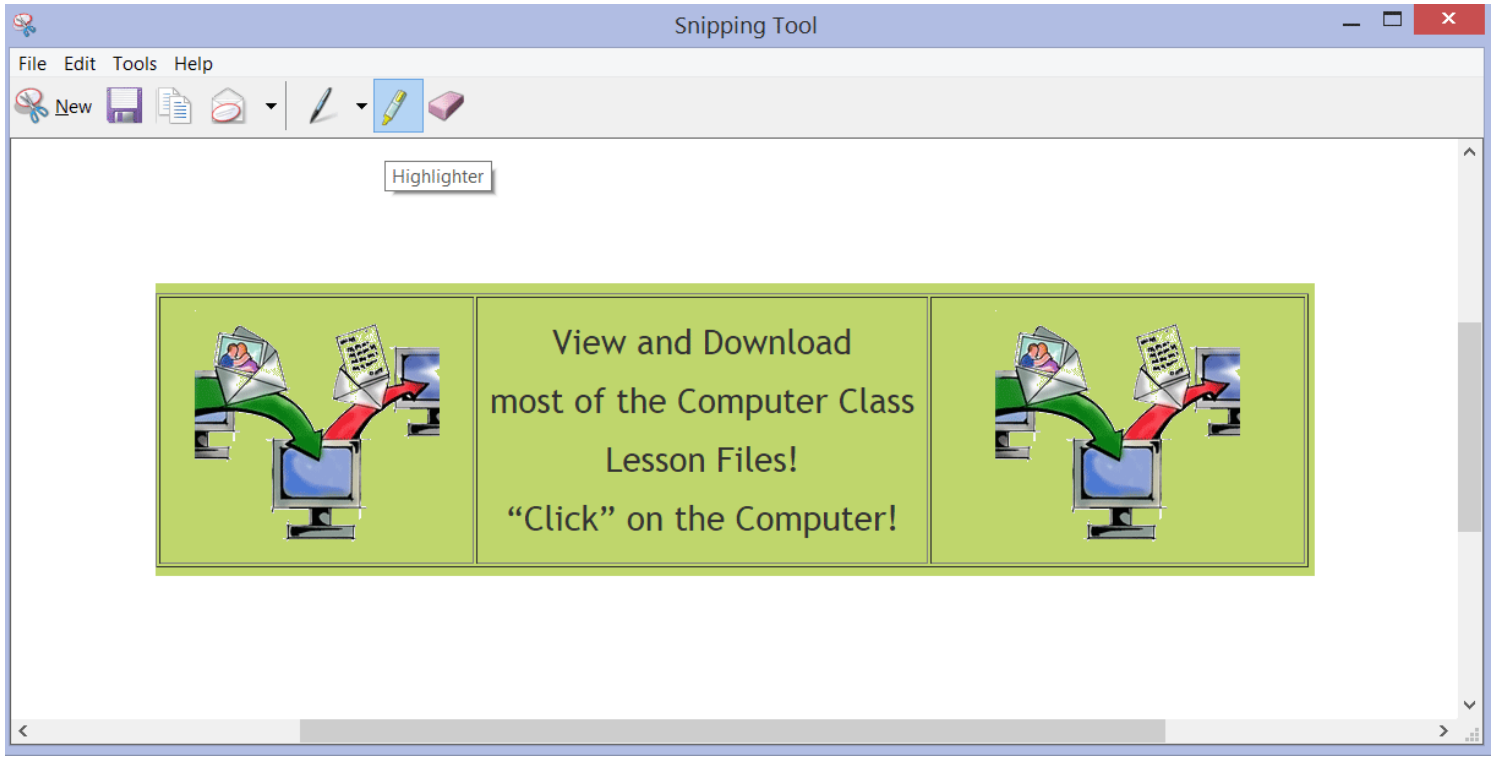
The Snipping Tool Window - email



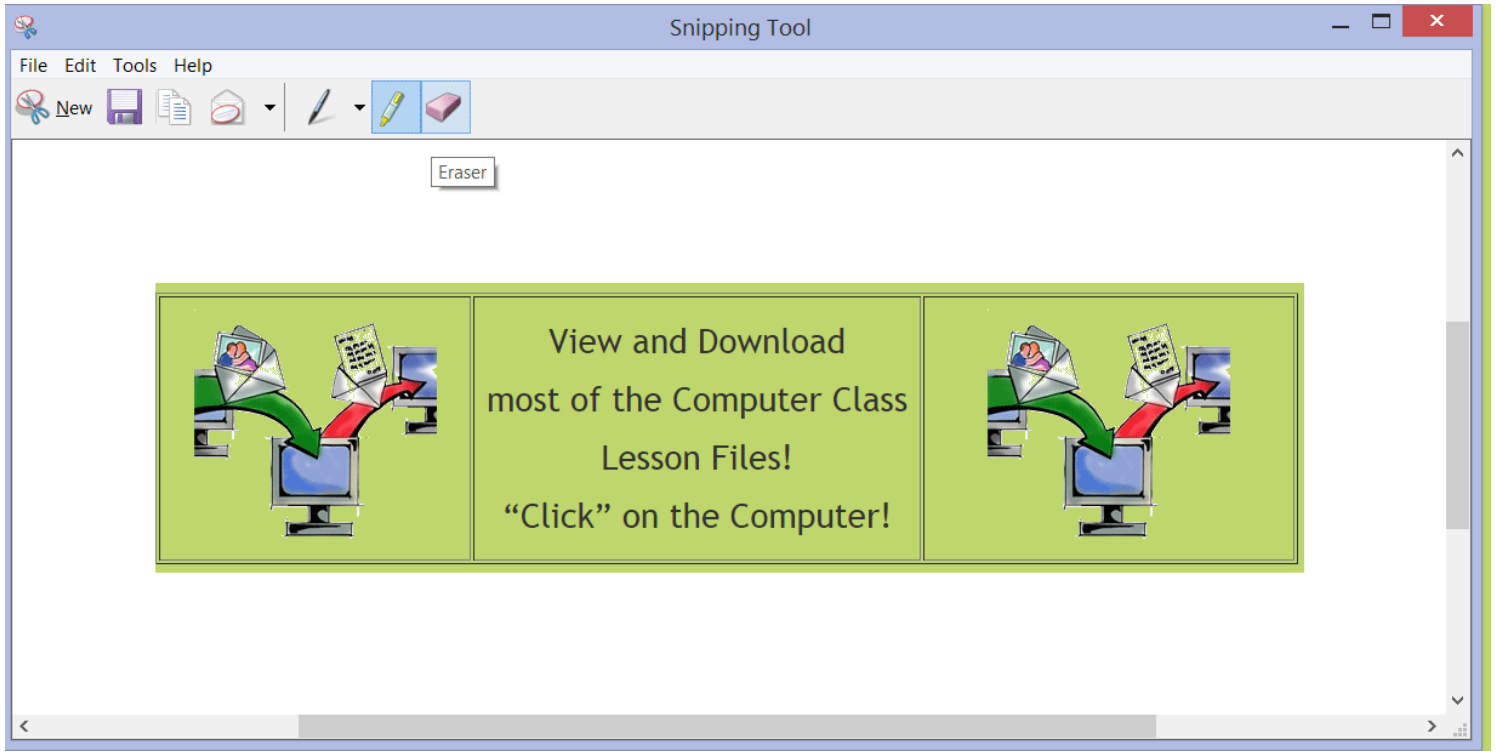
The Snipping Tool Window -annotate



The Snipping Tool Window - highlight



The Snipping Tool Window – erase annotations



THE “PRINT SCREEN” OPTION

Windows 8

Windows

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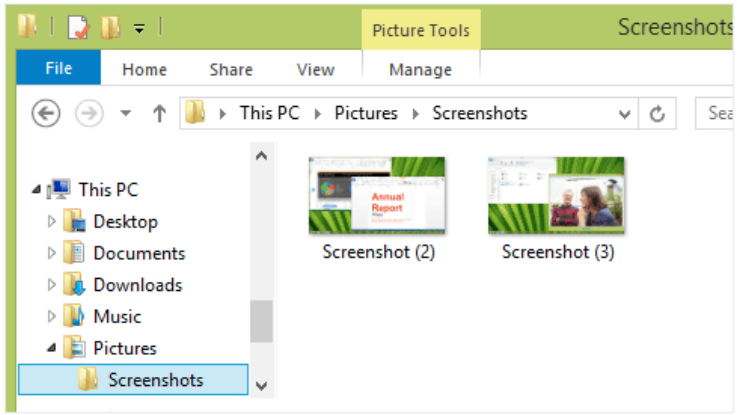
Get started **Get help**

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.