

Snipping Tool

What is Snipping Tool?

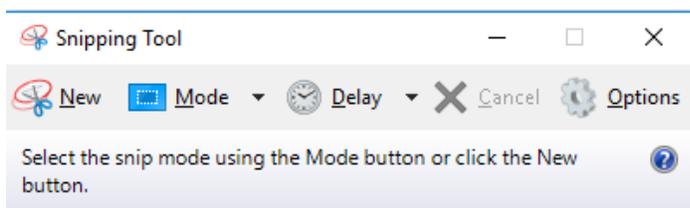
Snipping Tool is a helpful program that lets you take a snapshot from all or part of your PC screen. This program comes pre-installed on all Windows computers.

How to Use Snipping Tool

To use Snipping Tool:

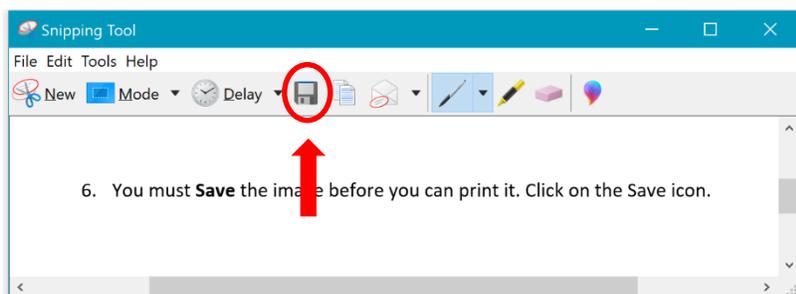
1. Make sure the image or words you wish to capture are showing on your screen.
2. Click on the **Start** menu  and type “snipping tool.”
3. Select Snipping Tool 

The program will open with the following menu:



The computer screen snipping will appear faded – this means it is ready to capture your image.

4. Drag the cursor around the area you want to capture. It will default to rectangle mode (see “snipping tool modes,” below).
5. When you let go of the mouse, your capture will appear. If you need to redo it, click **New** – this will cancel your previous attempt.
6. You must save the image before you capture a new image. Click on the **Save** icon.



7. Save the image to the desktop.
8. Once the capture has been saved, you can re-capture a new image as needed by selecting **New**.
9. To print the captured image, double click on the file you saved on the desktop. Click the printer icon  in the top right corner of the screen and follow the printer prompts.

Note: once you create a capture, it is also automatically copied. If you prefer, instead of saving the capture as an picture file, you can open a Word document and paste the captures. This is a faster option if you want to print multiple captures at once.

Snipping Tool Modes

There are four different snipping tool “modes.”

Free-form snip	Draw a free-form shape around an object.
Rectangular snip	Drag the cursor around an object to form a rectangle.
Window snip	Select a window, such as a dialog box, that you want to capture.
Full-screen snip	Capture the entire screen.

The program automatically defaults to “Rectangle,” as described above.

There are other helpful ways to use Snipping Tool. To find out all you can do with Snipping Tool, go to <https://support.microsoft.com/> and type “snipping tool.”