Using the Snipping Tool in Windows

Description

Use the snipping tool to capture information on a screen. Use the Snipping Tool to take snapshots, capture a screen or part of a screen, make changes or notes, then save and share.
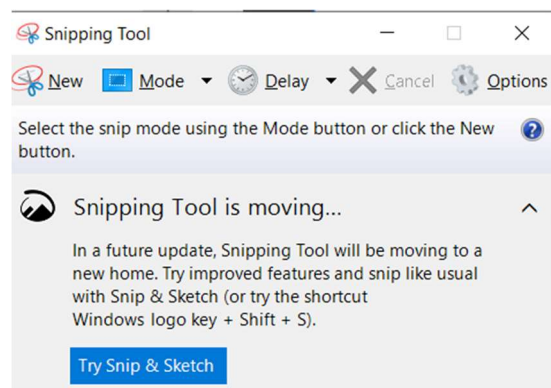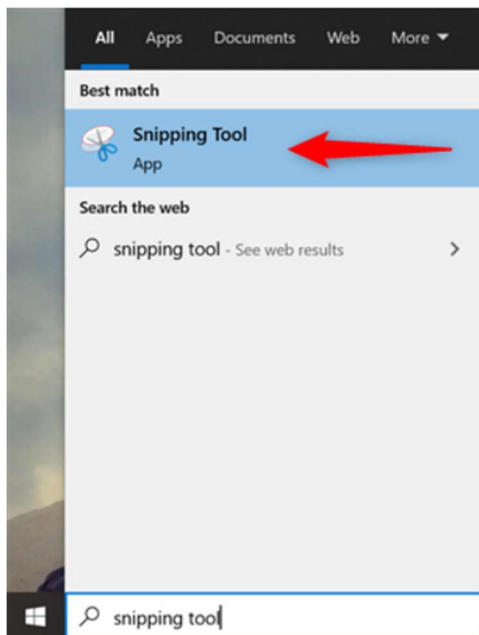
Objectives

- Find and pin the Snipping Tool to the Taskbar
- Use the Snipping Tool interface
- Screenshot using the Snipping Tool
- Customize the Snipping Tool

Activate the Snipping Tool

There are multiple ways to activate the Tool. Here are my two favorite methods.

Method One

1. Click in the Search bar on your Task bar
2. Type Snipping
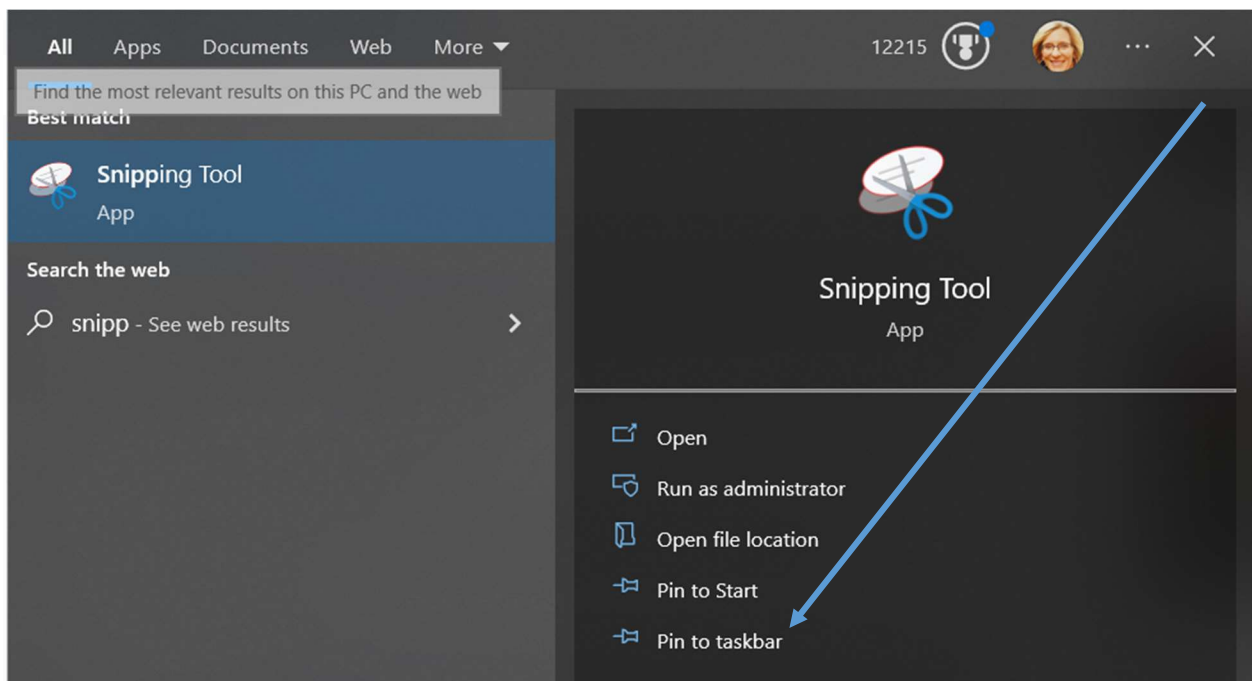3. Click on the Snipping Tool

Method Two

1. Press Windows logo key + Shift + S
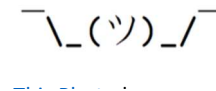2. The desktop will darken, and the Snipping Method Tools will appear

Pin the Snipping Tool to the Taskbar

1. Click in the Search bar on your Task bar
2. Type Snipping
3. In the right panel, choose Pin to Taskbar
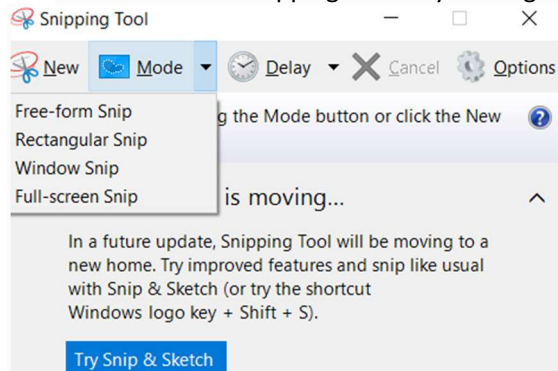

Using the Snipping Tool

There are two Snipping Tool Interfaces as of this writing. Supposedly, Snipping Tool will be moving to the Snip and Sketch interface. I write "supposedly" because I have seen this message for years. Method Two is my favorite, however Method One offers some additional options.

¯_(ツ)_/¯

![ARENA logo] Arena Computer Software and Management Training
Essential Soft-Skills & Computer Training
Stephanie@arenatraining.com • 443 910 0123

Method One – Using Snipping Tool Interface

Click on the Snipping Tool you pinned to the Taskbar or Open Snipping Tool Using the Search Method used earlier
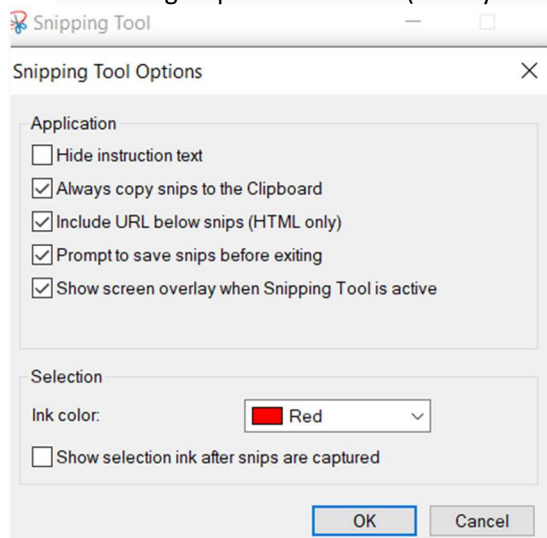
1. Choose the Snipping Mode by clicking on the drop-down arrow beside mode
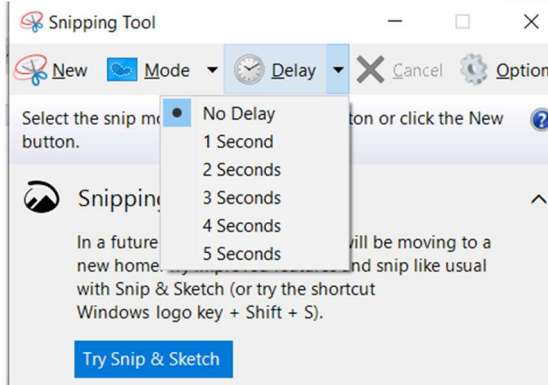

Capture any of the following types of snips:

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.

2. Change Options if desired (I rarely do this (almost never), but some may find it useful)
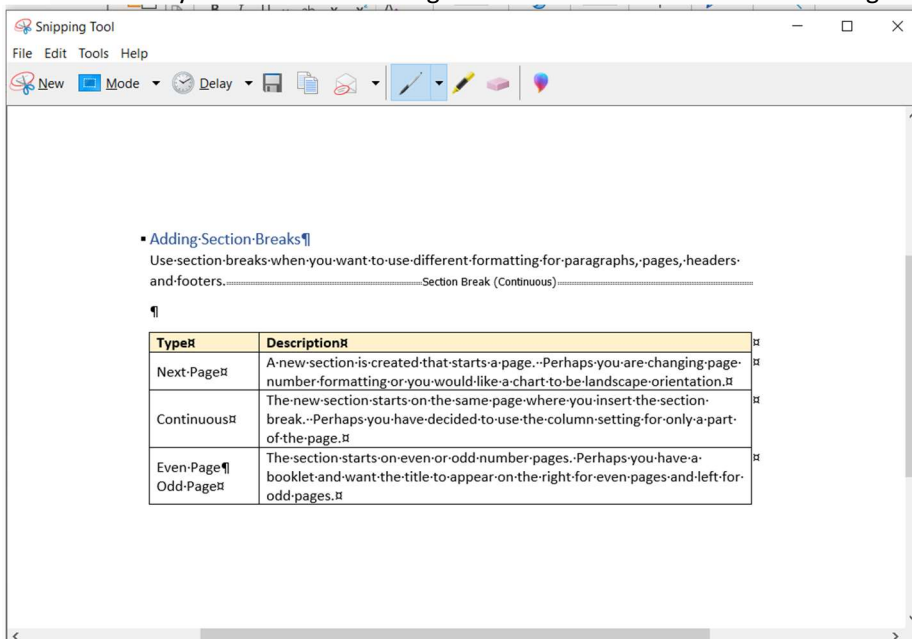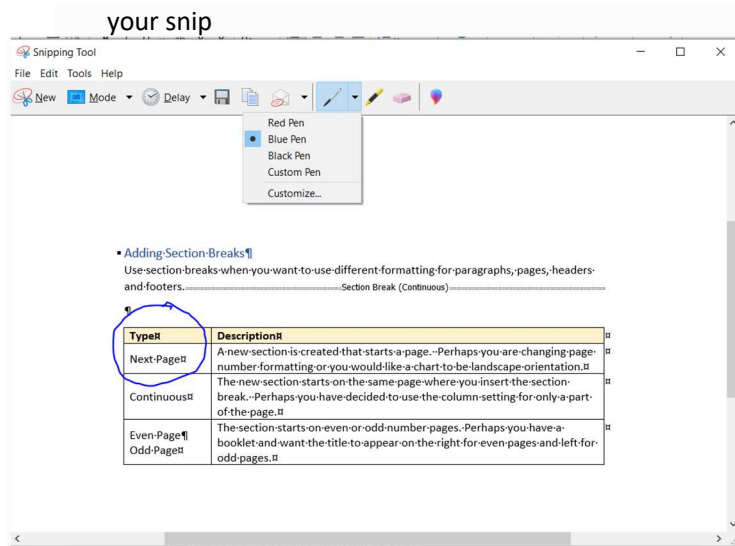
3. Set Delay if Desired

4. Select the seconds you need to delay

5. Select the mode to start the countdown

Within that time, open a menu or otherwise compose your image. When time is up the screen turns gray and you can use the mouse to draw around the area you want.

6. Click New to snip your content

7. Select your content according to the mode chosen and the following window will appear

8.   Use the Tools to Edit, Highlight, Annotate, Send or Copy your snip

Method Two: Using the New Snip and Sketch

1.   Press Windows logo key + Shift + S

2.   Choose from the options on the graphic below

3.   The snip is automatically copied to your clipboard. A notification also appears once you're finished snipping; select the pop-up graphic for more editing options.

4.   Use the options at the top of the window to do the following:

   a.   annotate your snip

   b.   Use a Ruler

   c.   Erase your annotations

   d.   Crop the snip

   e.   Save or copy the snip

f.   Share your snip

g.   Create a New Snip