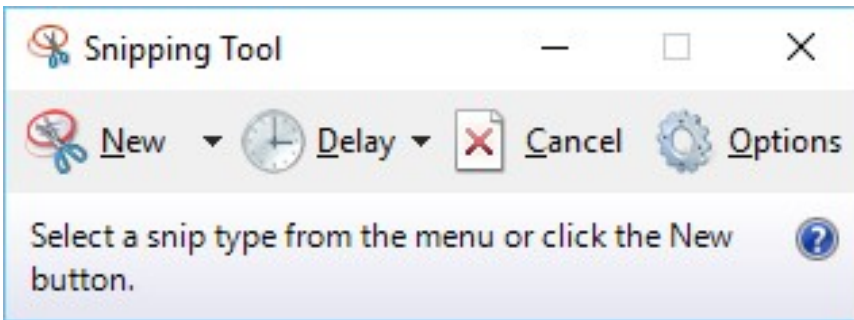


Snipping Tool Instructions



A 'snip' is a picture of what's on your screen. Rather than just a "print screen" of the entire thing, you can choose only a portion of your screen to capture in a 'snip.' Then you can choose to copy or save the snip as a picture.

QUICK START

When you click "New," Snipping Tool will dim the rest of the window and give you a pointer to 'snip' your picture. Make the shape fit whatever part of the screen you want to capture. When you're finished, it will show your 'snip'. You then have menu options to copy, save or e-mal the picture. (for Windows 10)

DETAILS

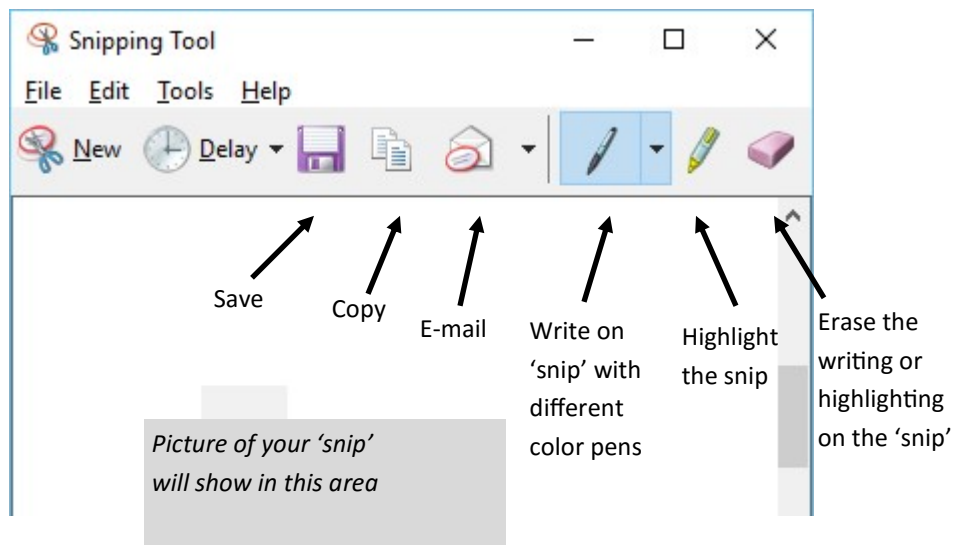
When you start the Snipping Tool Program, it will show up as a small box and will run until you close it (click on "x" in upper right corner). If it gets buried under another program, click on the icon in the task bar (bottom of your screen) to bring it forward again.

When you click "New," Snipping Tool will dim the rest of the window and give you a pointer to 'snip' your picture. Four options under "New" to create a new snip. Once you've chosen a type, that will become the default type of 'snip' and you can then just click "New" to get another snip.

- If you just click the "New", you'll get whatever kind of snip you last used. For instance, if you choose Rectangular for your current snip, then the next time you click on "New", you'll get Rectangular.
1. **Free-form** will start a pair of scissors for the pointer. Drag it around the screen in any shape you wish. You must complete the shape by returning to your starting point. Then Snipping Tool will gather that picture and show it to you.
 2. **Rectangular** is the most commonly used. You'll see a plus sign for the pointer. Begin at a corner of your rectangle, click and drag it to the opposite corner. Once you've done that, Snipping Tool will gather that picture and show it to you.
 3. **Window Snip** will give you a hand as the pointer and ask you to choose which window you want to snip. Once you click, then it will capture that window and show it to you.
 4. **Full-Screen** will just capture whatever is on your screen at the moment and show it to you.

The "Delay" option, gives you a number of seconds between clicking "new" and getting your pointer to make the snip. This is useful if you are trying to capture a menu option (for instance).

Once you create your 'snip,' the Snipping Tool will show you a window with the picture inside. There are a few additional menu choices now. As before, you can choose to create a new snip right away (which will delete the snip you currently see), or you can save the current snip, copy it, send it via e-mail, write on it, highlight it, or erase what you've added.



- **SAVE:** will take you to your computer's folders so that you can choose where to save it. You can choose file types: png, .jpg, .gif (all pictures).
- **COPY:** will copy your 'snip' to the clipboard (which lives in cyberspace). You can then go to another application (Word document, email, etc) and PASTE to have the picture inserted.
- **E-MAIL:** you can send this in the e-mail itself or as an attachment. Clicking on this will open your E-mail program.
- **FILE, PRINT:** in Windows 10, you can also print directly from Snipping Tool with this menu option.

EDITING THE SNIP

You can make changes to the snip with pen, highlighter, and eraser.

- **PEN:** you can chose red, black, blue, or your own custom color. Then, using your mouse, you can write or circle or otherwise mark up the 'snip.' You can also customize the pen with a thin, medium, or fine point and a chisel or round tip pen.
- **HIGHLIGHT:** this will allow a wide yellow highlighter for whatever you want to mark.
- **ERASER:** the eraser will erase pen and highlighter markings that you have made (click on them to erase). You cannot erase parts of the 'snip' itself.

OPTIONS

There are options available under the "Tools" Menu.

- **Hide instruction text.** Instructions are provided at the bottom of the Snipping Tool's menu (see picture on first page; instructions are "Select a Snip type or click the 'New' Button"). You can turn this off.
- **Always copy snips....** When this is turned on, every snip is copied to the clipboard automatically, so you don't have to choose "copy". You can just snip, and paste to another program.
- **Include URL...** Only when snipping from HTML.
- **Prompt to save...** Helps remind you before exiting the program.
- **Show screen overlay...** This is what causes the window to dim so that you can clearly see what you're snipping.
- **Show selection ink...** This will outline your 'snip' in whatever color is chosen.

