

Snipping Tool

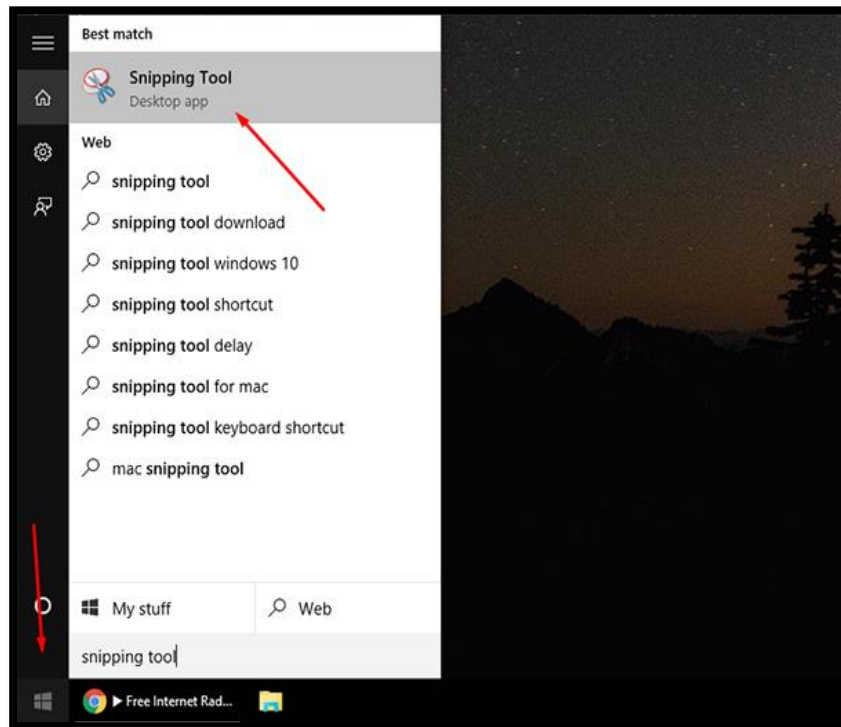
SCC HELPDESK

Types of Screen Capture

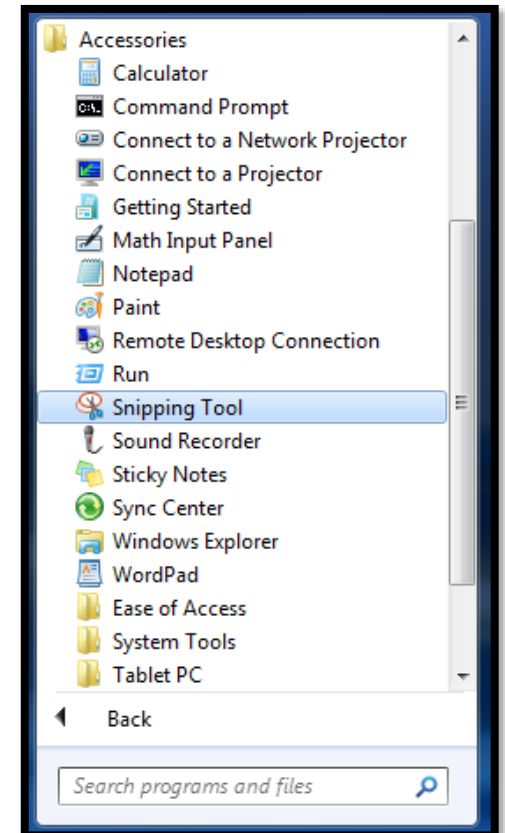
- ▶ **Free-form Snip.** Draw a free-form shape around an object.
- ▶ **Rectangular Snip.** Drag the cursor around an object to form a rectangle.
- ▶ **Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- ▶ **Full-screen Snip.** Capture the entire screen.

How to Open the Snipping Tool

Windows 10: Type Snipping Tool in the search box on the taskbar

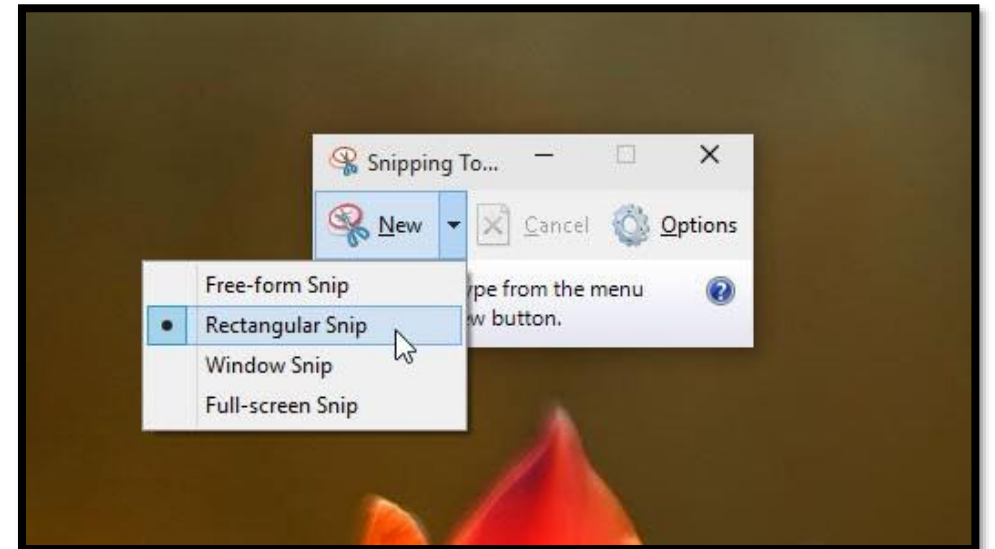


Windows 7 & 8: Click the start button, and find Snipping Tool in list of Applications

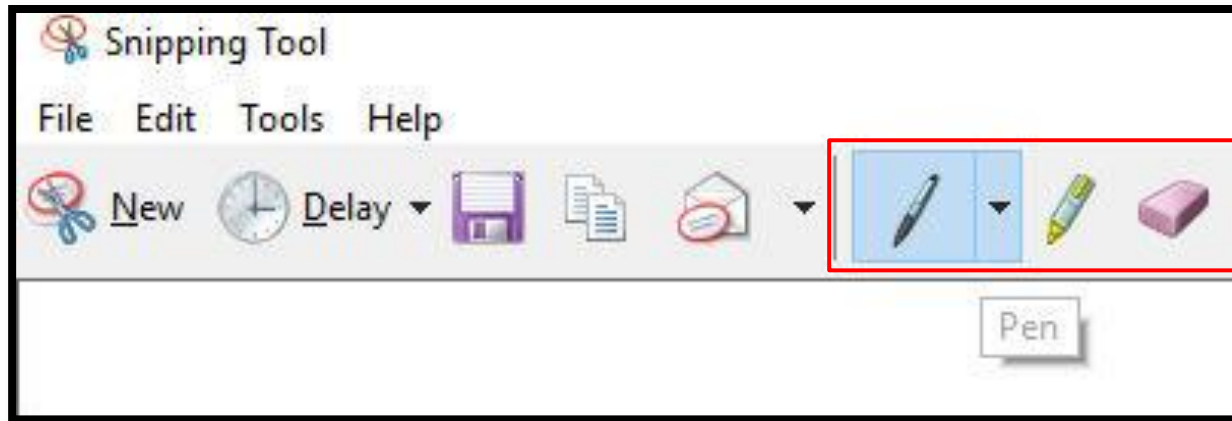


Snipping Tool –Screen Capture

- ▶ To open Snipping Tool, select the **Start** button, type **Snipping Tool**, and then select it in the search results. (There's no keyboard shortcut available.)
- ▶ To take a screenshot, select **New**, and then select the part of the screen that you want to capture. Choose from free-form, rectangular, window, or full-screen snips by selecting the arrow on the **New** button.
- ▶ Left click and drag to select the area you want to snip
- ▶ After you create the snip, you can draw on it with the built-in pens, save it, copy it, or email it to someone.



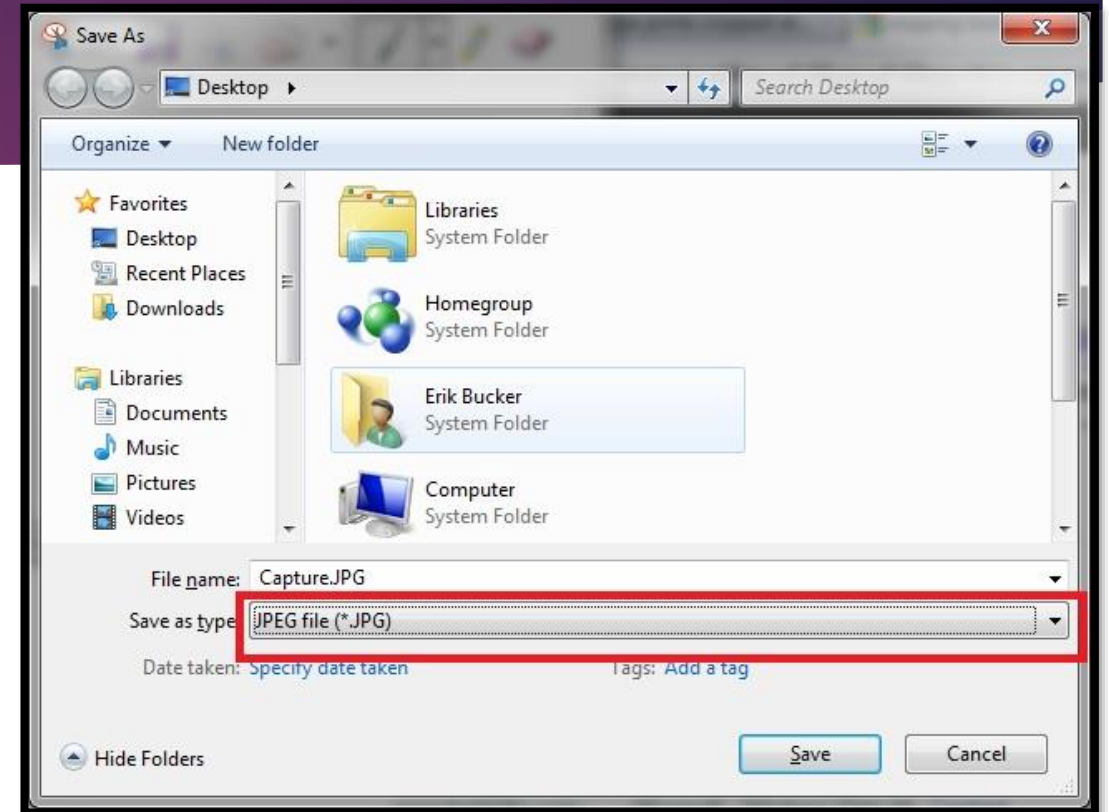
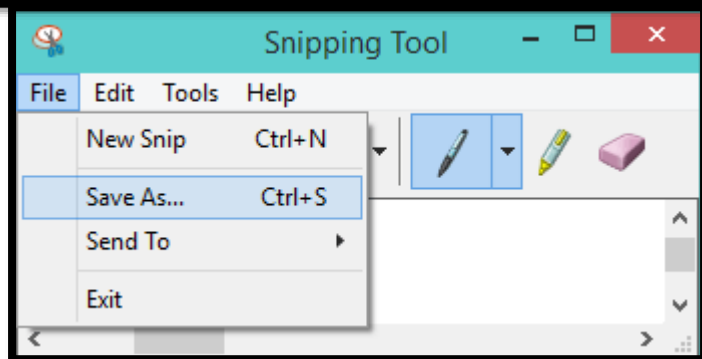
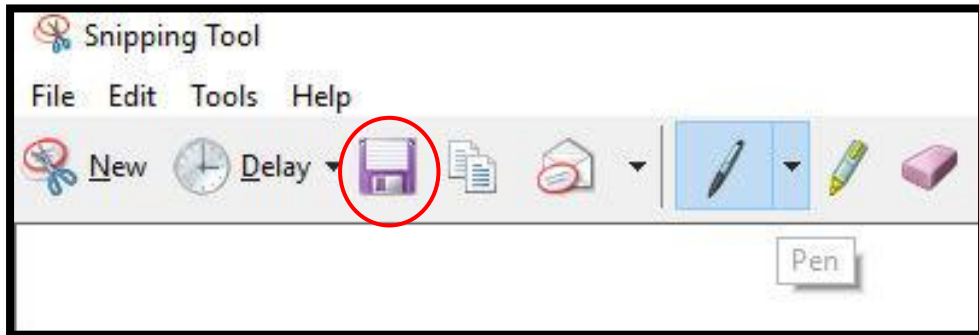
Annotate a Snip



After you capture a snip, you can write or draw on or around the snip by selecting the **Pen**, **Highlighter** or **Eraser** button.

Save a Snip

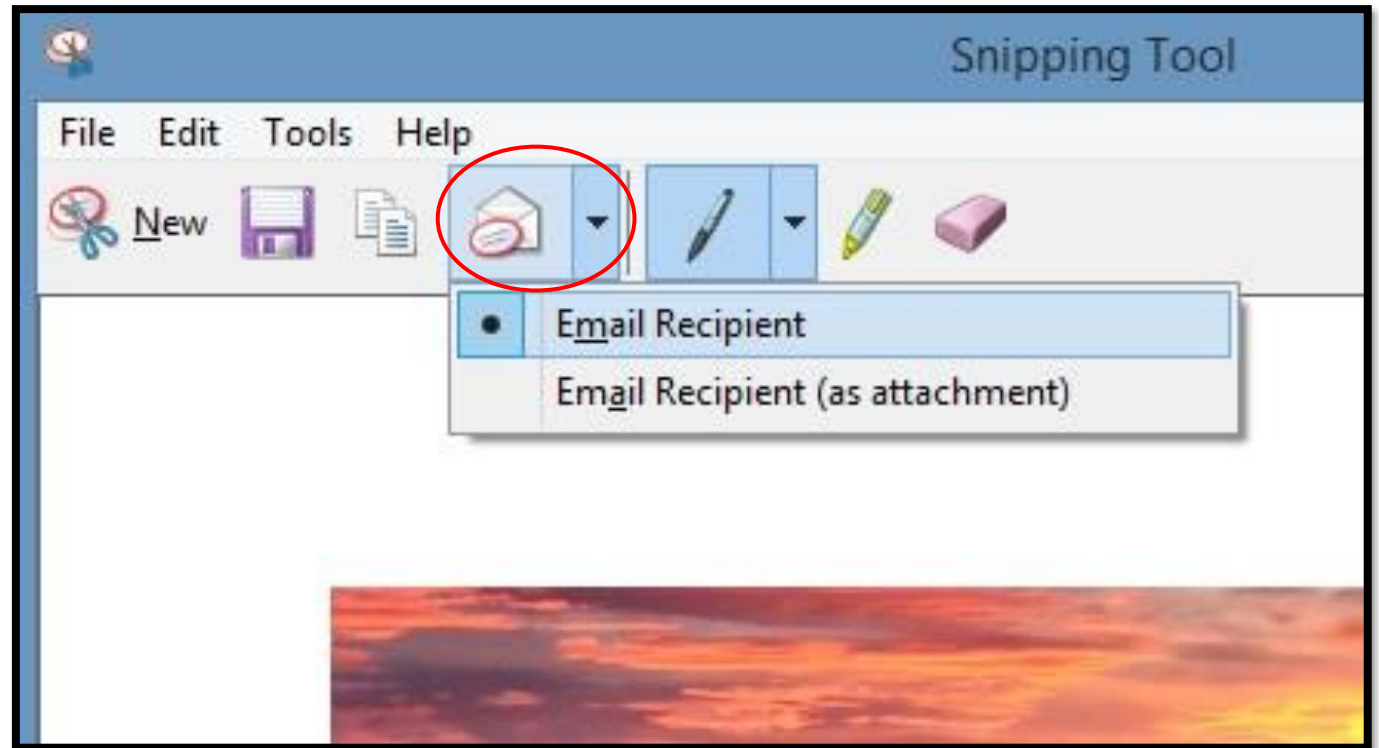
After you capture a snip, select the **Save Snip** button.



In the **Save As** box, enter a file name, location, and type, and then select **Save**

Share a Snip

After you capture a snip, select the arrow next to the **Send Snip** button, and then select an option from the list.



Extra Help

- ▶ <https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots#1TC=windows-7>
- ▶ Call the SCC Helpdesk at 402-437-2447 or email us at helpdesk@southeast.edu