



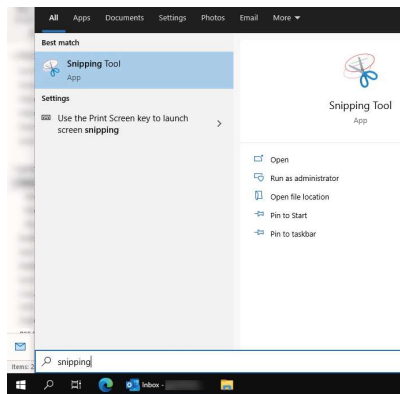
What is the 'Snipping Tool'?

Snipping Tool is a piece of software that lets you take a screenshot/picture of all or part of what is currently on display on your screen.

How do I start 'Snipping Tool'?

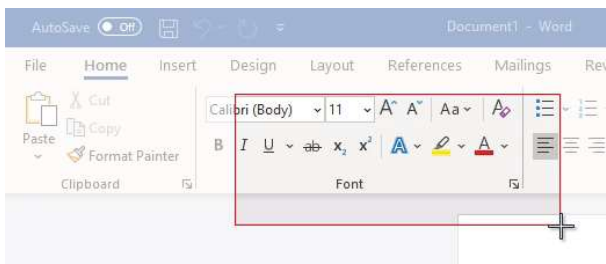
It is unlikely that a shortcut to this program will exist on your start menu, desktop or taskbar (unless you've previously created one). You will need to search for it.

1. Click the 'Windows/Start' Button.
2. Start typing 'Snipping Tool'.
3. Click on the app name when it is displayed or click 'Open'.



How do I take a screenshot?

1. Click the 'New' button.
2. Drag over the area to be captured. The area will be shown inside a red box. The rest of the screen, outside the capture area, will appear slightly dimmer.



3. Release the mouse button when done.

How do I highlight a section of the capture?

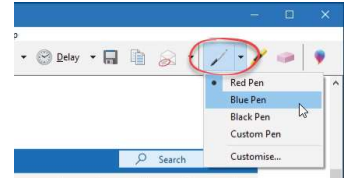
1. Click the 'Highlighter' button in the toolbar.
2. Use your mouse to click on an area, holding the mouse button down, drag your cursor around to draw.



How do I draw on the capture?

You can use the pen tools to annotate your capture.

1. Click the pen button in the toolbar or click the drop down menu and choose a colour. (Click 'Customize' to choose a colour, thickness and pen tip).
2. Use your mouse to click on an area, holding the mouse button down, drag your cursor around to draw.



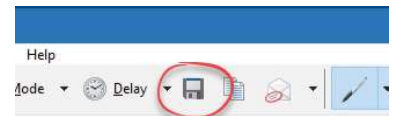
How do I erase my pen or highlight?

1. Click the 'Eraser' button in the toolbar.
2. Click once on the pen line or highlight that you wish to remove.



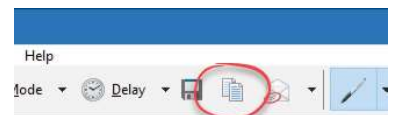
How do I save my capture?

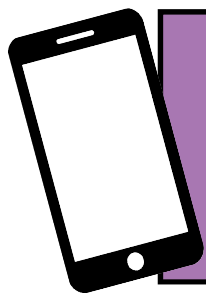
1. Click the 'Save' button.
2. Choose an appropriate folder to save it.
3. Enter a filename.
4. Click 'Save'.



How do I paste the capture without saving?

1. Click the 'Copy' button in the toolbar.
2. Go to the location in your document/email etc where you wish to paste the screenshot.
3. Click the 'Paste' button in the toolbar or press <CTRL> + <V> on the keyboard.





For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to
the out-of-hours phone list.



Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk