

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'.
- Click on the app name when it is displayed or click 'Open'.

Settings		Snipping Too
Use the Print Screen key to launch screen snipping	>	App
		📫 Open
		Run as administrator
		Den file location
		🕫 Pin to Start
		Pin to taskbar

How do I take a screenshot?

- 1. Click the 'New' button.
- Drag over the area to be captured. The are will be shown inside a red box. The rest



of the screen, outside the capture area, will appear slightly dimmer.

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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.

 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).



 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.
- 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.
- 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.





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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

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