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# Snipping Tool

Use Snipping Tool to capture screen shots. It utilizes the copy and paste concept of transferring text or images. When you receive an error message within an application, you can send a copy of an error message screen with the use of the Snipping Tool.

## How can I find the Snipping Tool?

- ✂ The Snipping Tool's icon is a pair of scissors.  It is located on the Task bar which is usually at the **bottom of your monitor screen**. If you do not see the snipping tool icon, you may need to expand the task bar.



- ✂ -Or - Perform a Search

- Click the **Start** Button at lower left corner of monitor.
- Immediately above the Start button, in the **Start Search text box**, type **snipping**. The snipping tool application will be listed at the top of the results under **Programs**.

Optional

### Create a Snipping Tool Shortcut

- ✂ Right click on the Snipping tool application, listed under Program results.
- ✂ Left click **Send to**
- ✂ Left click **Desktop (Create Shortcut)**.

- ✂ Click Snipping Tool to open it.

Use Snipping Tool to capture a screen shot, or snip, of any object on the screen and then annotate, save, or share the image. Simply use a mouse or tablet pen to capture any of the following **types of snips**:

- **Rectangular Snip.** Draw a precise line by dragging the cursor around an object to form a rectangle. This is the easiest to use.
- **Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- **Free-form Snip.** Draw an irregular line, such as a circle or a triangle, around an object.
- **Full-screen Snip.** Capture the entire screen when you select this type of snip.

After you capture a snip, it's automatically copied to the mark-up window, where you can annotate, save, or share the snip.

## To capture a snip

1. Click to open Snipping Tool.
2. Click the arrow next to the New button, select a **snip type** from the menu, and then use your mouse or tablet pen to capture a snip.

## To Copy a Snip

After capturing a snip, select the **copy** button



and then paste the

snipped item to another document or to an email message.

*This is a excellent method of pasting an error message screen to the contents of an email!*

## To save a snip

1. Click the **Save Snip button**.
2. In the Save As dialog box, enter a name for the snip, choose a location to save the snip in, and then click Save.

## To share a snip as an Email Attachment

- Click arrow on the **Send Snip button**. Then select the option, **Email Recipient (as attachment)**. (Note: Do **not** select Email Recipient. This option attaches an empty file.)

## Turn off white overlay

When Snipping Tool is open, a white overlay appears on your screen until you capture a snip. To turn off the overlay, open Snipping Tool, and then click **Options**. In the Snipping Tool Options dialog box, **uncheck the Show screen overlay when Snipping Tool is active** check box, and then click OK.

## Snipping Tool: frequently asked questions

### In what format can I save snips?

You can save a [snip](#) as an HTML, PNG, GIF, or JPEG file. After you capture a snip, you can save it by clicking the Save Snip button in the mark-up window.

### Why does a URL appear below my snip when I save it?

A URL appears when you capture a snip from a browser window and save it as an HTML file.

To turn off this option:

1. Click to open Snipping Tool.
2. Click Options.
3. In the Snipping Tool Options dialog box, clear the Include URL below snips (HTML only) check box.

### **Can I change the color of the ink that's used to capture snips?**

1. Click to open Snipping Tool.
2. Click Options.
3. In the Snipping Tool Options dialog box, click the Ink color box, and then select a color from the menu.

### **Can I remove the ink that's used to capture snips?**

1. Click to open Snipping Tool.
2. Click Options.
3. In the Snipping Tool Options dialog box, clear the Show selection ink after snips are captured check box.

### **Why are snips automatically copied to the Clipboard?**

Snips are automatically copied to the Clipboard so that you can quickly capture a snip and paste it into a program, without needing to click the Copy button in the mark-up window.

To turn off this option:

1. Click to open Snipping Tool.
2. Click Options.

In the Snipping Tool Options dialog box, clear the Always copy snips to the Clipboard check box.