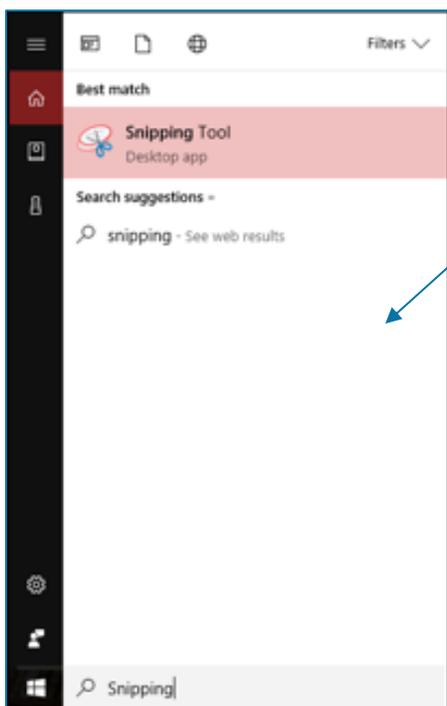# TUESDAY TECH TIP

OCTOBER 3, 2017: SNIPPING TOOL

If you work with computers often, you likely are familiar with the tedious process of obtaining a screenshot from your computer.

First, you have to figure out where the **Print Scrn** button is. You finally find it and press it – and nothing happens! You recall you have to click one of those bottom keys at the same time as **Print Scrn** – but is it **Ctrl**? **Shift**? **Alt**? You try each of these, and notice pressing and holding **Alt** works! Unfortunately, now you have no idea where it is saved! Once you find the file, you now can look forward to opening it and using an editing tool to get rid of all the nonsense on the screen you don't want displayed. That's a lot! Many of us *still* do this on a daily basis.

Luckily, things have gotten a lot easier! Windows now has something called Snipping Tool. Once a person learns about Snipping Tool, his or her life is never the same!
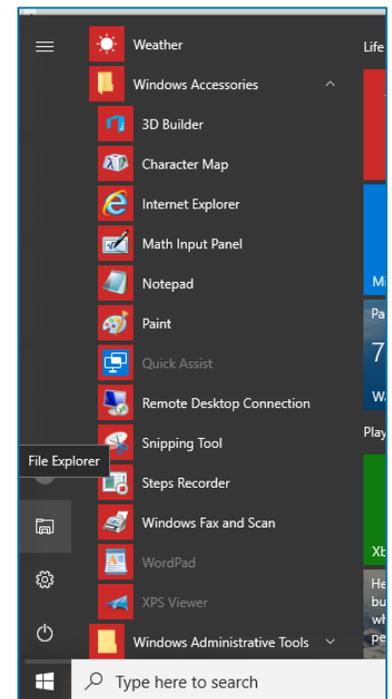
Windows 7 and Windows 10 feature the Snipping Tool accessory. However, if you are using an older version of Windows, there are third-party apps and programs that have similar functions. Mac computers also have a screengrab tool. We focus on the Windows Snipping Tool in versions 7 and 10 here.
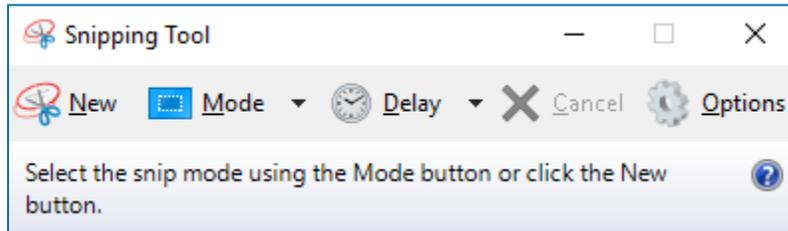
Finding Snipping Tool

<u>1.</u> Click Start in the bottom right of the screen if there is no search bar displayed next to it [if the search bar already displays next to the Start button, skip this step]

<u>2.</u> Start typing 'snipping tool' into the search bar

<u>3.</u> Click on Snipping Tool

Alternatively, in Windows 10, you can go directly to Snipping Tool without typing in the search box. It is located under *Windows Accessories.*

Using Snipping Tool

Snipping Tool opens as a small window in the right corner of your screen. If you don't see it, bring up the window from the bottom toolbar – the Snipping Tool window disappears behind other screens.

The quickest way to use Snipping Tool for a screen shot is to click **New** to draw a rectangle around any section of the screen you want captured. Alternatively, you can choose **Mode**, and pick from several options:

- **Windows 7**
    - Free-Form Snip
    - Rectangular Snip
    - Window Snip
    - Full-screen Snip

- **Windows 10**
    - Free-Form Snip
    - Rectangular Snip
    - Window Snip

To use one of the additional options, select it from the **Mode** drop-down list before continuing to click **New**.

Snipping Tool is active when the screen fades after clicking **New**. Each mode features a slightly different process to obtain a screenshot, as outlined below.

Free-Form and Rectangular Snip: Left-click the mouse where you want to capture an image, and use the mouse to draw a free-form shape or rectangular snip. Release the mouse when the area is completely drawn, and the image will show in the Snipping Tool window. If you make a mistake and want to retry, click **New,** but keep in mind the snip you just took will not be saved unless you do so manually prior to clicking **New**.

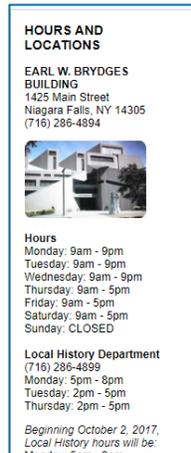*Window Snip:* Click to the window you need captured, and click the mouse.

Full-screen Snip: Choosing the Full-screen Snip mode in Windows 7 and clicking **New** will instantly capture the full screen.
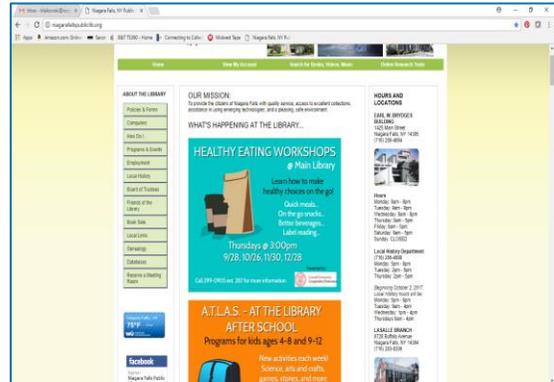
Windows 10 Examples

| *Free-Form Snip* | *Rectangular Snip* | *Window Snip* |

Editing with Snipping Tool

The **Tools** drop-down menu shows several options for editing the image within Snipping Tool, including **Pen** and **Highlighter**. The image can also be saved to a chosen location, and edited with other software.

Saving a Snipped Image

To save a snipped image, click **File > Save As...,** or right-click the mouse and select **Save As...**
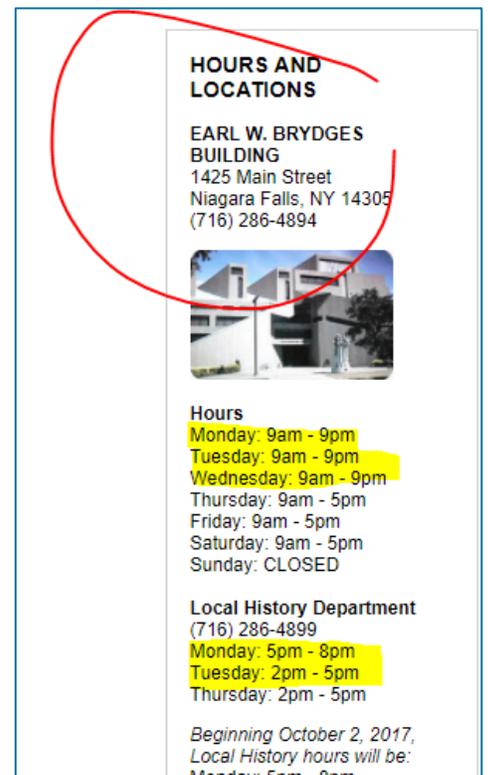
From here, you can save the file as a PNG, IMG, JPEG or MHT file to a designated location.

More Information

Learn more about what you can do with Snipping Tool:

https://www.digitalcitizen.life/how-use-snipping-tool

https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots

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