

Snipping Tool (Screen Capture)

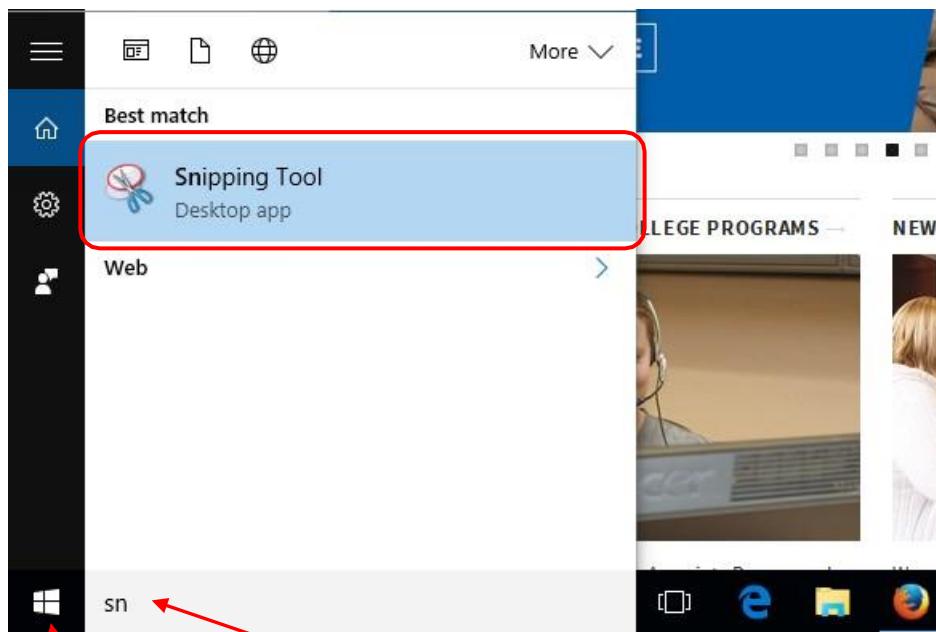


The Snipping Tool is a Windows tool that allows you to capture pictures of parts of the screen, a window or all of the screen called snips. Many things can be done with the snips. They can be used to make instruction guides like this, using a word processing program, or printed as a picture. Once you learn how to use it you'll wonder why I didn't find out about this sooner.

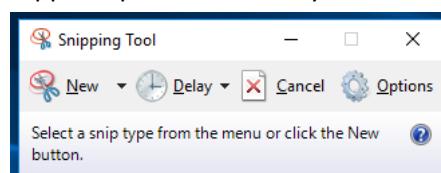
There are four types of snips that can be captured with the Snipping Tool. They are: **Free-form Snip**, **Rectangular Snip**, **Window Snip** and **Full-screen Snip**.

- The **Free-form Snip** – you draw a free-form shape around an object.
- The **Rectangular Snip** – you draw a rectangle around an object.
- The **Window Snip** – you click to select a window, like a dialog box isn't as big as the entire screen or one that isn't maximized to fill up the entire screen.
- The **Full-screen Snip** – captures the entire screen.

Starting the Snipping Tool



1. Click the **Start** button on the Taskbar.
2. Click in the **Search box** and begin typing “**snipping tool**” - type only as much as you need until Snipping Tool app comes up in the list (shown by the red rectangle).
3. Click on the **Snipping Tool** app to open it. It is a very small window. See below.



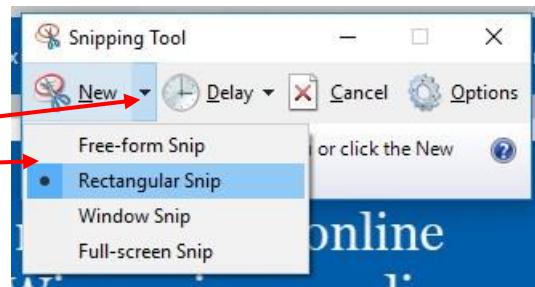
4. Click the hyperlink at the end of this sentence to open the NTC webpage www.ntc.edu
5. Maximize the NTC web page.

Capturing a Rectangular Snip

The following steps go through taking a rectangular snip of the NTC logo from the NTC web page.



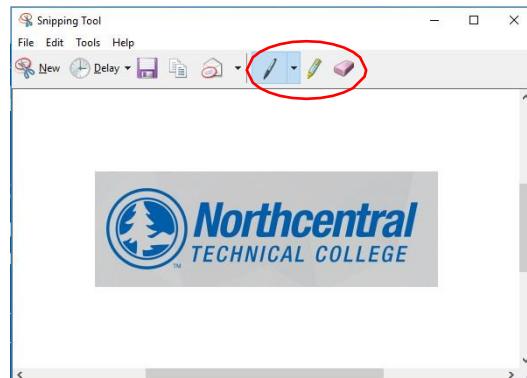
1. Locate the **Snipping Tool** on the Taskbar and click it to bring it in front of the NTC webpage.
2. Click the **New** drop-down arrow.
3. Click **Rectangular Snip**.
4. A white overlay covers the desktop screen showing that the computer is in screen capture mode.



Editing a Snip

The Snipping Tool window is also called the Markup Window. The Markup Tools (circled in red) can be used to edit the snips.

- Click the Pen  and you get blue ink that you can draw on the snip with. Click on the dropdown arrow and there are other colors you can select.
- Click the Highlighter  and you can highlight something in the snip.
- Click the Erasure  and then click something that you drew on the snip with the markup tools and erase it. Some things take more than one click to erase. Undo can be used to redo steps you did to the snip.



An important note about the markup tool drawings: all markup tool drawings completed on the snip must be copied to the clipboard  if it will be used in a document without saving the snip.

Reference section

Free-form Snip

From the **New** drop down select **Free-form Snip** and then hold the left mouse button down and draw around what you want to capture in the picture and when you let up the left mouse button the part of the screen that is drawn around moves into the Snipping Tool window.



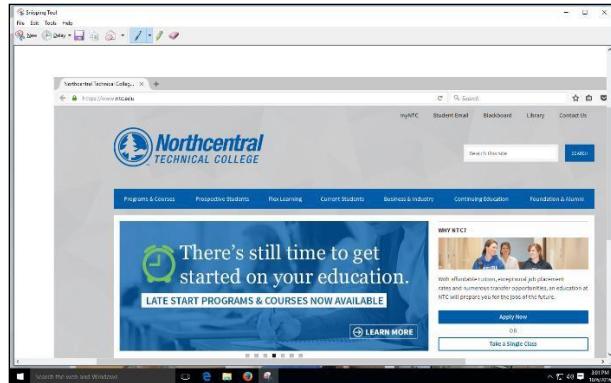
Window Snip

A Window snip is an entire window like this one of the calculator.



Full-screen Snip

The full-screen snip captures the entire desktop including the taskbar, as shown in the example below.



Other Snipping Options

These Snipping Tool settings can be found in the **Tools** menu under **Options**

Application

- Hide instruction text
- Copy snips to Clipboard
- Include URL below snips (this is for snips taken from web pages)
- Prompt to save snips before exiting the program
- Show screen overlay when Snipping Tool is active (this is the white screen when you capture a snip)

Selection

- Show selection ink after snips are captured (this circles the snip in whatever color you select)