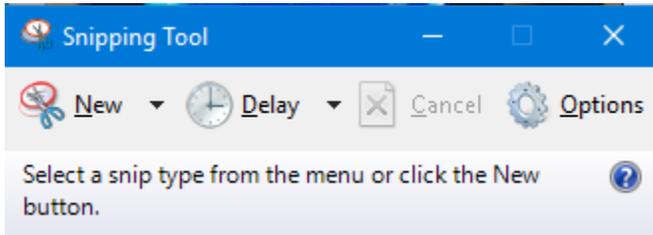


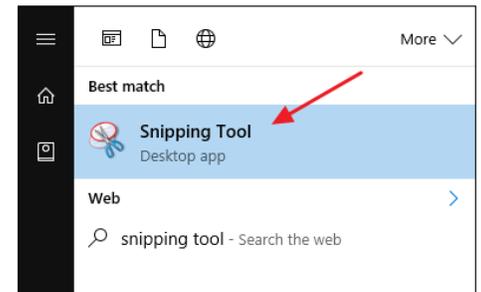
## Levittown Public Schools Tutorial

Version: 1.0  
Revised: 04/22/2020

### How to use Snipping Tool



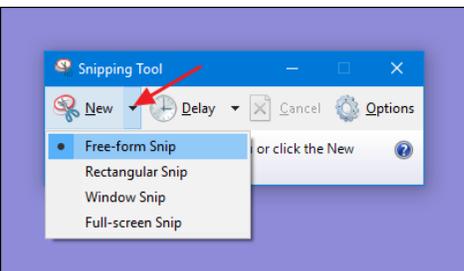
Snipping Tool, included in Windows Vista and later, allows you to take screenshots, as well as edit and annotate them.



1. To access the Snipping Tool, hit Start, type “snipping tool,” and then click the result. While it is on the Start menu, you might also consider right-clicking it and choose “Pin to taskbar” or “Pin to Start menu” for easier access in the future.

## Take a Basic Screenshot

To take a screenshot with the Snipping Tool, click the down arrow to the right of the “New” button.



You will see four choices here:

- **Free-form Snip.** This snip lets you draw any shape with your mouse pointer and then takes a screenshot of the selected area.
- **Rectangular Snip.** This snip lets you draw a rectangle with your pointer and then takes a screenshot of the rectangular selection.
- **Window Snip.** This snip lets you click any open window to take a screenshot of the visible part of the window. This means that if some of the content of the window is offscreen, the offscreen portion will not be captured.
- **Full-screen Snip.** This snip lets you take a screenshot of your entire display. If you have multiple monitors, the contents of all your monitors will be captured.

Note that when the menu is open, one of the selections will have a black dot next to it. This indicates the default type of screenshot the Snipping Tool will take if you just click the “New” button instead of opening its drop-down menu. The default selection will always be the last type of screenshot you performed.

Once you click “new” you move your mouse around what you want to capture. A new box will appear with the image that you captured.

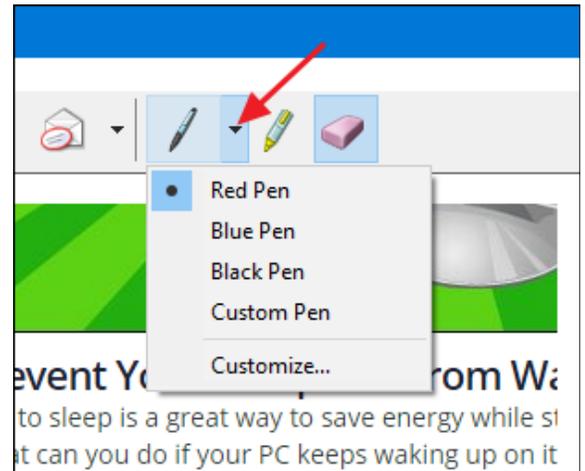
# Work with a Screenshot After Capturing It

After you capture any kind of screenshot using the Snipping Tool, it opens in an editing window. The Snipping Tool editor allows you to edit and annotate the screenshot. You also have several new options on the toolbar. The “New” and “Delay” buttons return you to the regular Snipping Tool window so that you can take more screenshots.

- Click the “Save” button to save the image to disk, the “Copy” button to copy the image to the Clipboard, or the “Email” button to open a new email message with the image already attached.



- To the right of those buttons, you will see a few annotation tools. The Pen tool lets you draw on the image in different colors. Click the “Pen” button and then draw whatever you like on the image. To change the color of the Pen, click the down arrow on the “Pen” button and select a color.



- Click the “Highlighter” button to highlight any part of the image with a thick, transparent yellow line.

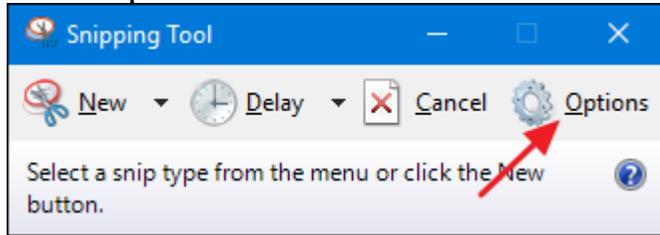


- The Eraser tool turns your cursor into an eraser that lets you remove annotations you have made. It does not work quite like the eraser you might find in other image editing



apps. The Snipping Tool eraser will not erase any part of your original captured screenshot. You also cannot use it to erase portions of your annotations. Click the eraser on any single annotation—like a line you have drawn—to erase the whole annotation.

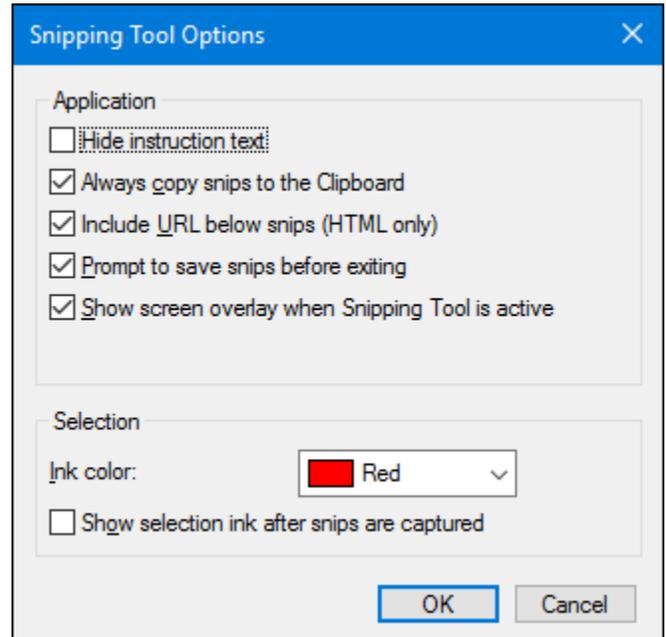
## Other Options



The Options window lets you specify how the app behaves and looks.

The “Application” section allows you to change the following settings:

- **Hide instruction text.** Hides the text you see below the buttons in the “Snipping Tool” window.
- **Always copy snips to the Clipboard.** Copies all screenshots to the Windows clipboard, allowing you to paste them into other applications such as word processors and image editors.
- **Include URL below snips (HTML only).** Saves your screenshots as Single File HTML or MHT documents. When you take a screenshot in an Internet Explorer window, the URL of the webpage is included in the screenshot.
- **Prompt to save snips before exiting.** When you close the Snipping Tool, the app lets you save any images you have not already saved.
- **Show screen overlay when Snipping Tool is active.** By default, while you are taking a screenshot with the Snipping Tool, a white overlay displays on the area that will be captured. If you do not want this overlay, turn this option off.



The “Selection” section of the Options window lets you change the following settings regarding the color palette in the Snipping Tool:

- **Ink color.** Changes the color of the selection border that displays when you create a snip. Select a color from the drop-down list.
- **Show selection ink after snips are captured.** When this option is selected, the selection border is shown around the snip after it is taken, using the ink color you have selected.

When you are done selecting your options, click “OK” to return to the main Snipping Tool window.