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MICROSOFT WINDOWS
SNIPPING TOOL

IST TIPS

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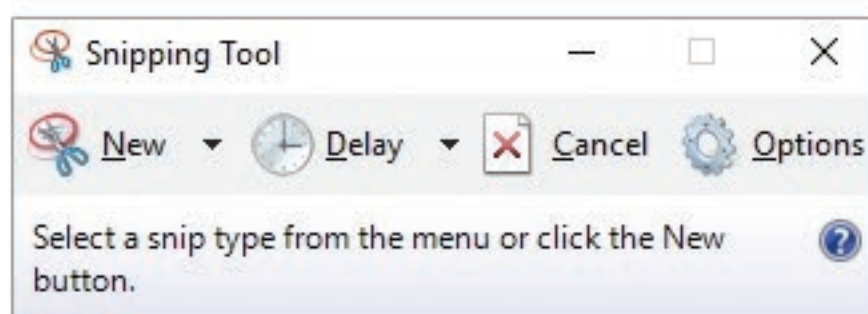**Email:** helpdesk@lums.edu.pk

MICROSOFT WINDOWS SNIPPING TOOL

Snipping Tool is a Windows tool which can be used to take screenshots of any opened window. These screenshots can then be saved as image files in different types such as png, gif or jpeg. The tool also allows to edit your snip with basic editing tools such as customized pens, highlighter and eraser. The tool comes as a built in windows program with Windows 7/8.1/10.
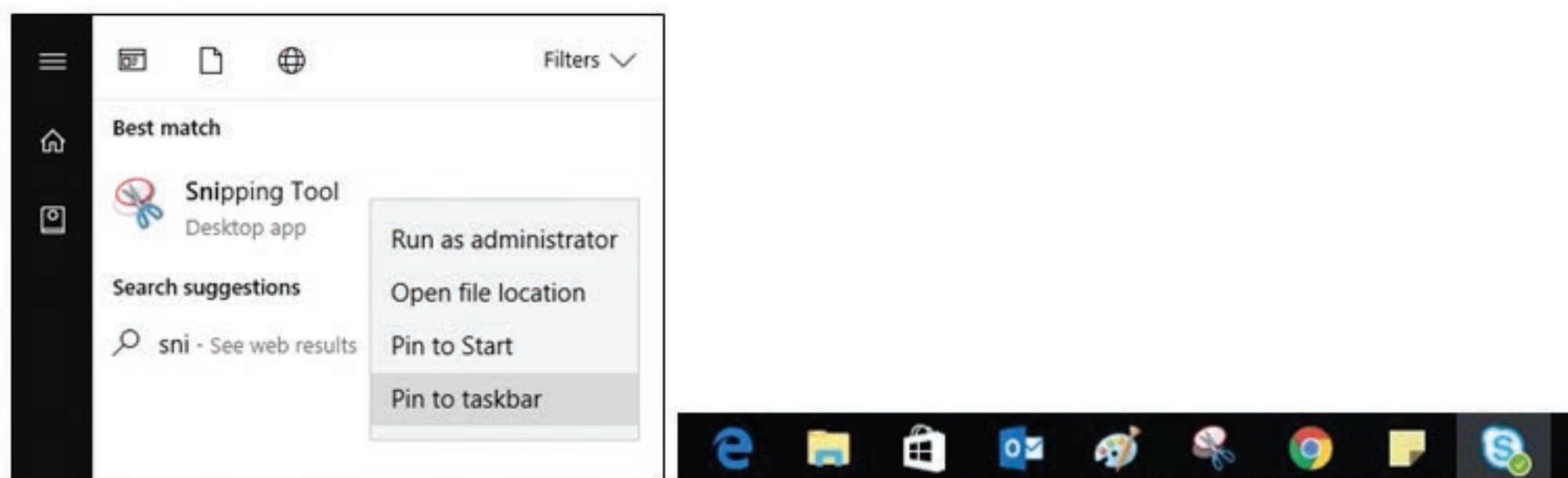
Snipping tool serves you as a great alternative to commonly used Print Screen function. Comparatively snipping tool is a much better option as it provides all options to edit and save collectively whereas if you are using print screen, then you have to edit/save the snapshot using other applications such as Windows Paint, MS Word etc.
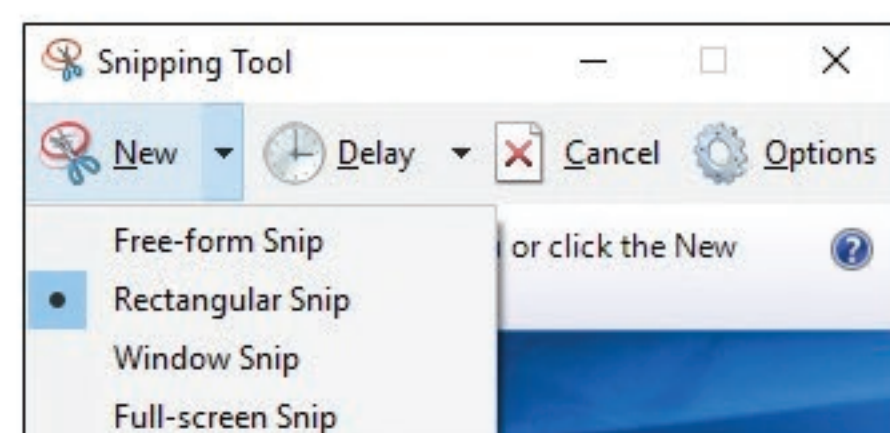

1: Opening Snipping Tool

•   **Windows 10:** Select the Start button, type snipping tool in the search box and then select Snipping Tool from search results.
•   **Windows 8.1:** Swipe in from the right edge of the screen, tap Search (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click Search), type snipping tool in the search box and then select Snipping Tool from search results.
•   **Windows 7:** Select the Start button, type snipping tool in the search box and then select Snipping Tool from search results

Once you locate Snipping Tool, Use pin to taskbar option to access it easily the next time you use it.

2: Capturing a Screenshot
Snipping tool allows you take screenshots using different options available.

- **Free-form Snip:** Allows to draw a free-form shape around an object.
- **Rectangular Snip:** Allows to drag the cursor around an object to form a rectangle.
- **Window Snip:** Select a window, such as a browser window or dialog box, that you want to capture.
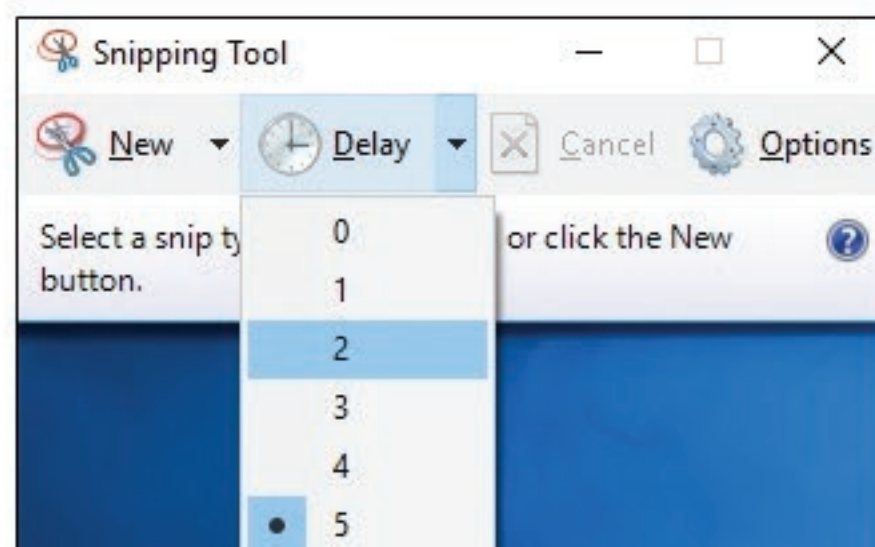- **Full-screen Snip:** Allows to capture your entire screen.

Select Mode or select the arrow next to the New button (for older versions) and choose the kind of snip you want and then select the area of your screen that you want to capture.

3: Capturing Snip of a Menu

After opening Snipping Tool, open the menu that you want a snap of. (*For Windows 7, press the Esc key before opening the menu*.) Press **Ctrl + PrtScn** keys to capture the entire screen including the open menu.

4: Adding Delay

Latest versions of snipping tool include a Delay option that allows to add a maximum delay of 5 seconds before the snipping tool is activated.

5: Annotating your Snip

You can write/draw on your captured snip using basic tools like pen and highlighter which can also be removed later using eraser option.

6: Saving your Snip

After you capture a snip, select the Save Snip button. In the Save As box, type a file name, location, and type, and then select Save.