

# Windows Snip & Sketch

Snip & Sketch is a Windows built-in desktop application. This successor of the Snipping Tool was initially released in October 2018 and included in Windows 10. Snip & Sketch application offers to capture snapshots (or snips) using one of the snipping modes, save, copy, share, and perform basic editing of these snips, with an eraser, different colored pens, pencils, and a highlighter. For instance, if you want to take a snip of a receipt without showing your personal information, use the biggest-sized pen, pencil, or a dark-colored highlighter to make the identifiable information illegible.

In this how-to guide, we will navigate through Snip & Sketch's user interface and learn how to capture and edit snips while working with different snipping modes and settings available in this tool.

## A. Capture a snip

Below are step-by-step instructions on how to use Snip & Sketch application and what does each option means. Before proceeding, make sure to open the relevant screen of which you need to take the snip.

### 1. Open Snip & Sketch app

Open the Snip & Sketch application using one of the following two ways:

- i. Select the **Start** menu, enter *Snip & Sketch*, and select **Snip & Sketch** from the results (Figure 1).

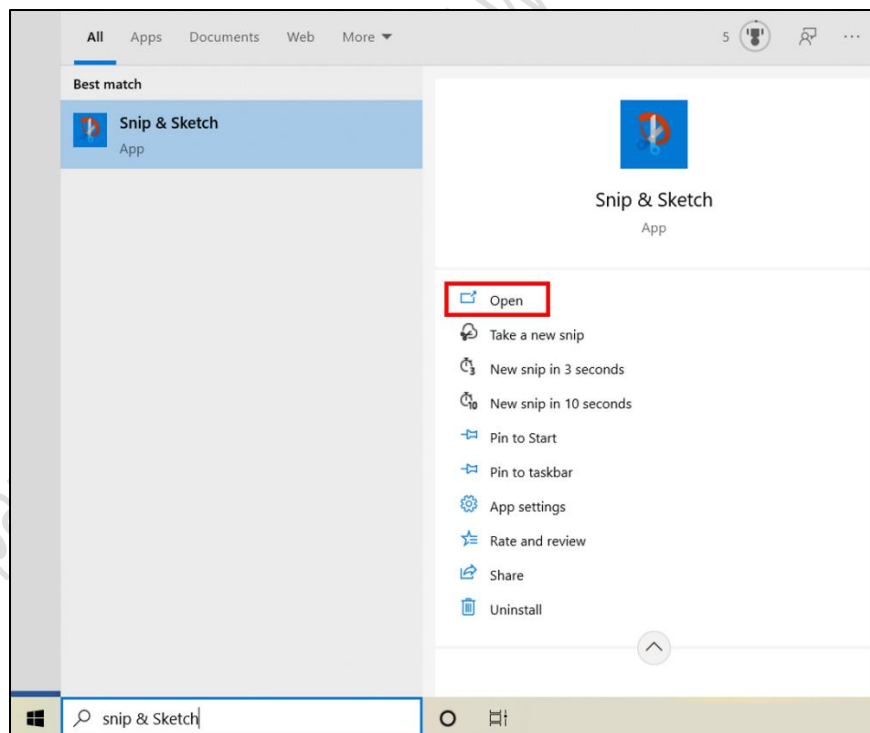


Figure 1: Open Snip & Sketch

- ii. Press the **Windows logo key + Shift + S** shortcut. This will automatically show the [snipping modes](#) to snip what's on your computer screen, that is, the window visible in the background of this application.

**Note:** If you selected option (ii), you can skip step 2 and continue with [step 3](#) to select a snipping mode.

## 2. Select New

- i. Select **New** (or press **Ctrl + N**) to begin the snipping process.
- ii. **Delay** feature: Use the delay feature to capture pop-up menus or events that require quick mouse movements. By default, the delay is of 0 second. To add a delay before your snip, follow the steps below (Figure 2).
  - a) Select the dropdown menu next to **New**.
  - b) Once you select the option to either **Snip in 3 seconds** or **Snip in 10 seconds**, the timer will begin automatically. Make sure you are ready with the relevant screen to take the snip. After the specified timeout, the screen turns gray for you to take the snip.

**Note:** If you used the shortcut (Windows logo key + Shift + S) to start snipping, you cannot use the delay feature.

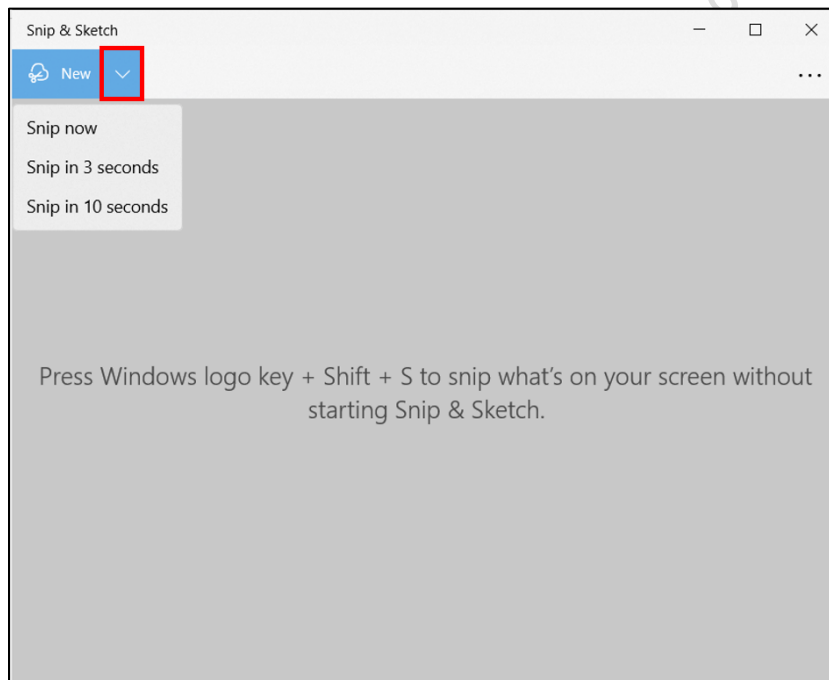


Figure 2: Add delay before snipping

## 3. Select a snipping mode

Snip & Sketch offers four snipping modes, namely Rectangular, Freeform, Window, and Fullscreen snip (Figure 3), as described in Table 1. Based on your use-case scenario, select one of the suitable modes.

Table 1: Snipping modes

Snipping mode	Description
Rectangular Snip	Drag the cursor around the area you want to snip.
Freeform Snip	Draw a free-form shape around what you want to snip.
Window Snip	Take a snapshot of an entire window on your computer screen.
Fullscreen Snip	Capture the entire computer screen, including the task bar.

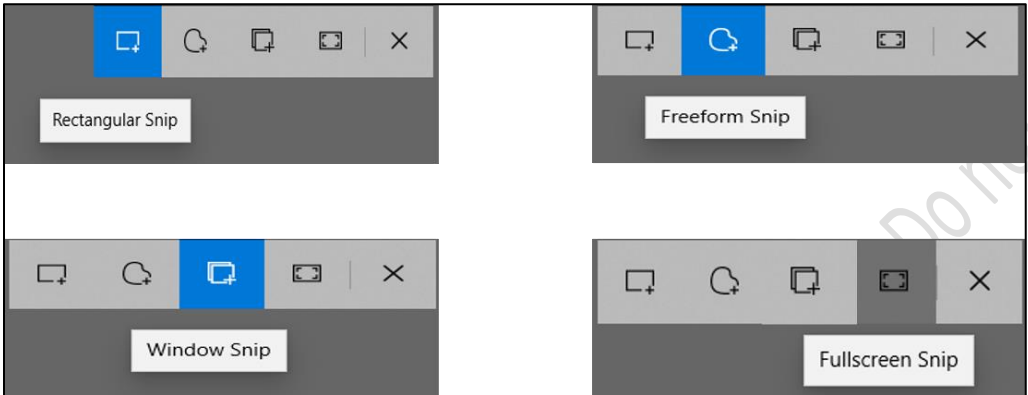


Figure 3: Snipping modes

**Note:** If you want to reevaluate the screen before the snip, select **X** or press **Esc** to close the snipping window.

Once you capture a snip, it is automatically copied to the clipboard and is available to view in the Snip & Sketch's application window. In case you are not satisfied with this snip, press **Ctrl + N** or select **New** to capture a new snip.

## B. Modify the snip

Once you are satisfied with the captured snip, select an icon(s) from the toolbar to perform an action(s) and (or) select the horizontal ellipsis (...) to view more options (Figure 4).



Figure 4: Left to Right – New Snip, New Snip (add delay), Undo, Redo, Touch Writing, Ballpoint pen, Pencil, Highlighter, Eraser, Ruler/Protractor, Image Crop, Zoom, Save As, Copy, Share, and See more (...)

### 1. Add annotations

- Write and draw on the captured image using **Ballpoint pen**, **Pencil**, and **Highlighter**. The application offers a wide range of colors from which you can choose (Figure 5). You will be able to view and use the **Touch Writing** option only if you have a touch-screen monitor.

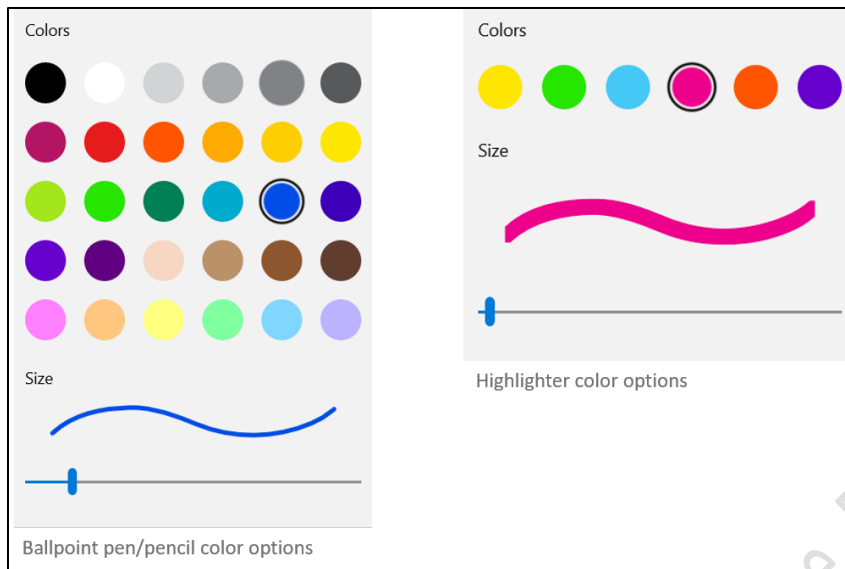


Figure 5: Color options for annotations

- Select the **Eraser** icon to remove any unwanted lines or ink.
- Select **Ruler/Protractor** icon to draw a straight line horizontally, draw a circle, arc, or plainly measure angles.

#### Quick exercise

Practice the suggested annotations. You can use the following Figure 6 as a reference. Be creative!



Figure 6: Quick exercise demo

## 2. Quick functions

- Select **Undo** (or press **Ctrl + Z**) to revoke the previous action.
- Select **Redo** (or press **Ctrl + Y**) to perform the previously revoked action again.
- Select the **Image Crop** icon to crop the snip in the form of a rectangle. While cropping the snip, you will see the option to **Zoom**, **Apply** (or press **Enter**), and **Cancel** (or press **Esc**).
- Select the **Zoom** icon to enlarge any snip.
- Select the **Save As** icon (or press **Ctrl + S**) to quickly save the image. The application offers to save the image in popular image formats, such as *.jpg*, *.png*, and *.gif*.
- Select the **Copy** icon to copy the snip to the clipboard.
- Select the **Share** icon to send this snip either as an email, via Bluetooth, or other channels, as depicted in Figure 7.

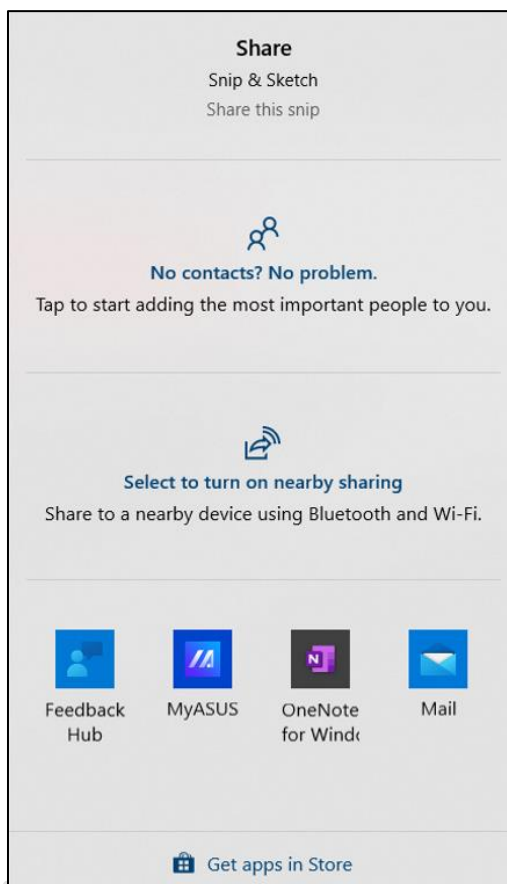


Figure 7: Share the snip

## 3. More options

Select the horizontal ellipsis (...) to expand more options (Figure 8), as described below.

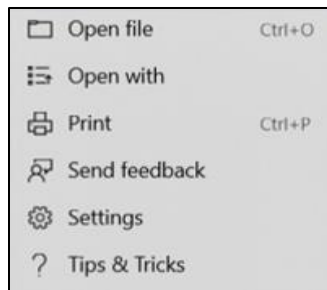


Figure 8: More options

- i. **Open file** (or press **Ctrl + O**): Open an image file.
- ii. Select **Open with** option to edit the snip using the available photo editing tools (Figure 9).

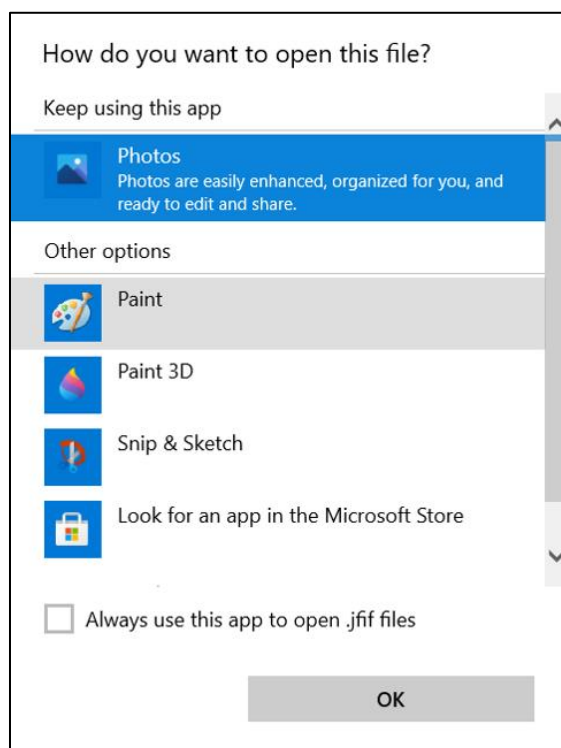


Figure 9: Open with options

- iii. Select **Print** option to print the snip.
- iv. Select **Send feedback** to submit any feedback. This will open a new dialog window, called Feedback Hub, where you can enter a feedback, choose a category, find similar feedback, and provide more details (Figure 10).

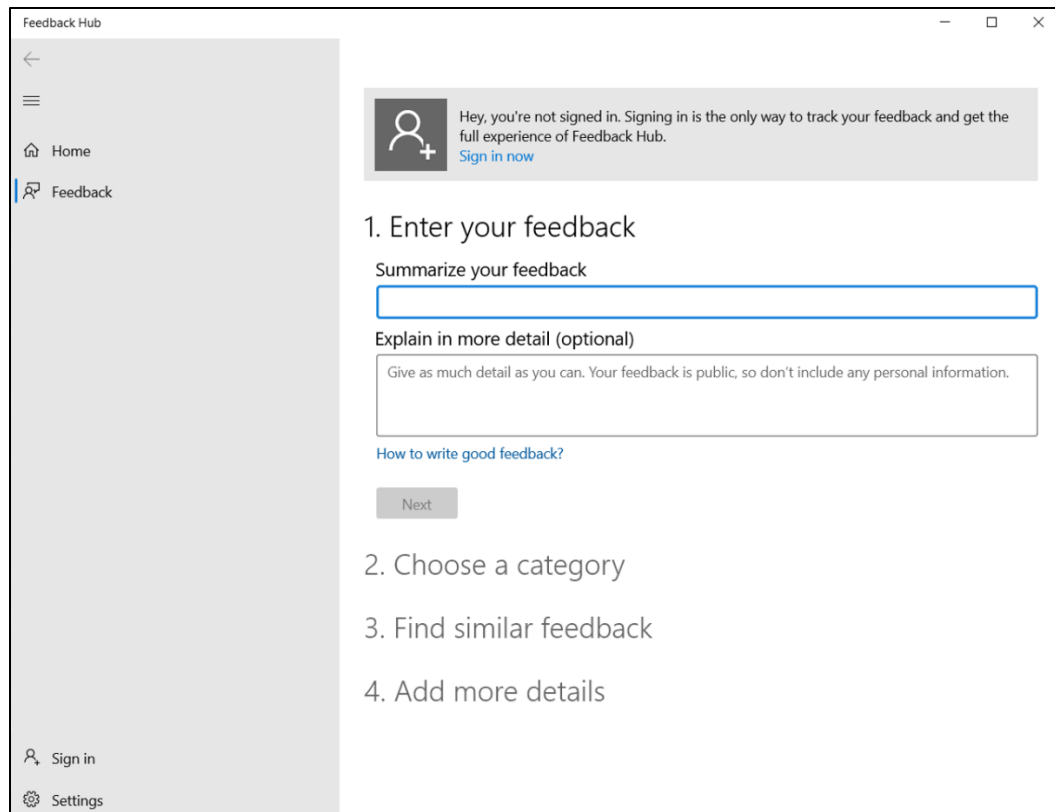


Figure 10: Send feedback

- v. Select **Settings** to verify the preferred options (Figure 11).

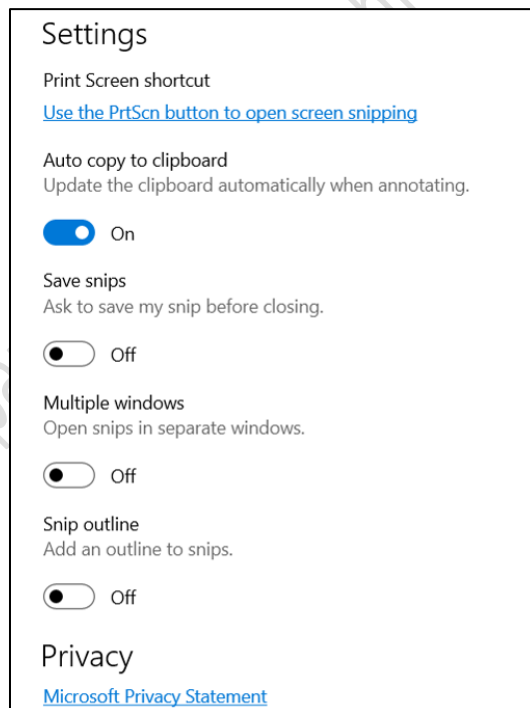


Figure 11: Settings

- vi. Select **Tips & Tricks** to visit Microsoft's support page.

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## Reference

1. [Use Snipping Tool to capture screenshots.](#)

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