Digital & Information Technology Center of Excellence

Capturing a Screen Shot using *Snipping Tool* – For Windows Users

- Snipping Tool is part of Microsoft Windows
- Enables users to take a screen shot of the entire desktop, or even just a small part of it
- Click here for Microsoft's instructions on Snipping Tool: https://support.microsoft.com/en-us/help/4027213/windows-10-open-snipping-tool-and-take-a-screenshot
- Click here for a more in depth set of instructions on Snipping Tool: https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screenshots
- Click here for a quick YouTube video on Snipping Tool: https://www.youtube.com/watch?v=2O932t8-k2A
- *You may use the new Snip & Sketch in place of the Snipping Tool*

Capturing a Screen Shot on a Mac

- **If you are a MAC user**: https://support.apple.com/en-us/HT201361