

Snipping tool User Guide

Contents

1. Introduction to Snipping Tool	2
a. About this guide.....	2
2. Capture a Picture.....	3
3. Capture a Video.....	3
4. Select the Selection Area Type.....	4
5. Set the Timer to Capture a Picture or a Video.....	4
6. Open a File	4
7. Change Default Save Location of Screenshots or Videos	4
8. Adjust Other Settings in Snipping Tool.....	5
a. Copy Screenshot Changes Automatically	5
b. Save Original Screenshots Automatically.....	5
c. Ask to Save Edited Screenshots.....	5
d. Open New Screenshots in Multiple Windows	5
e. Add Border to Each Screenshot	5
f. Correct HDR Screenshot Colors	5
g. Copy Screen Recording Changes Automatically	6
h. Save Original Screen Recordings Automatically	6
i. Ask to Save Edited Screen Recordings	6
j. Include Microphone Input by Default.....	6
k. Include System Audio by Default.....	6
l. Use the Print Screen Key to Open Snipping Tool	6
m. Change the App Theme	6

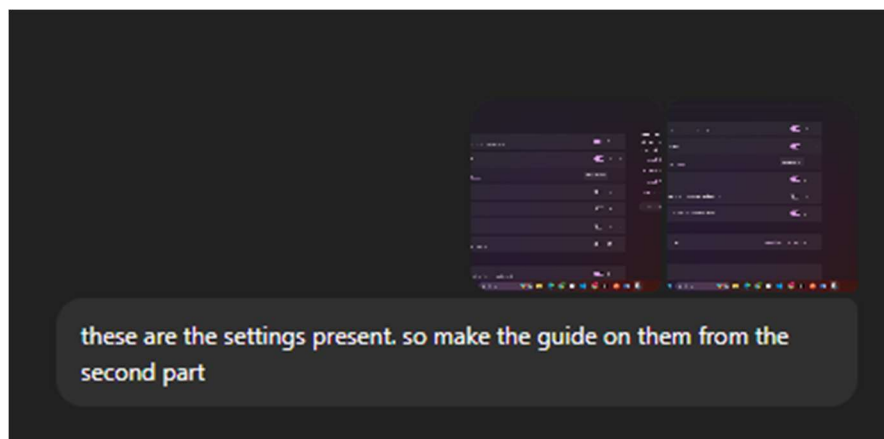
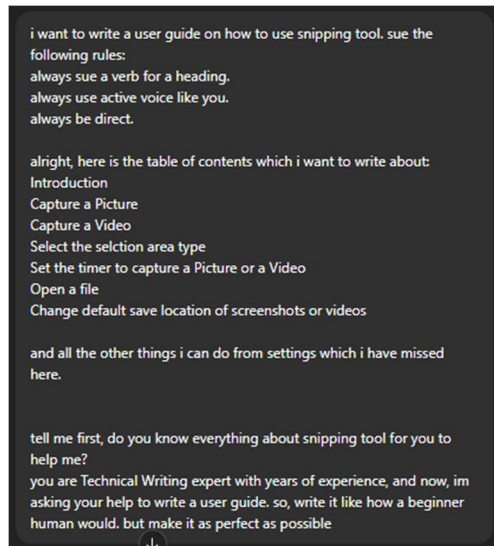
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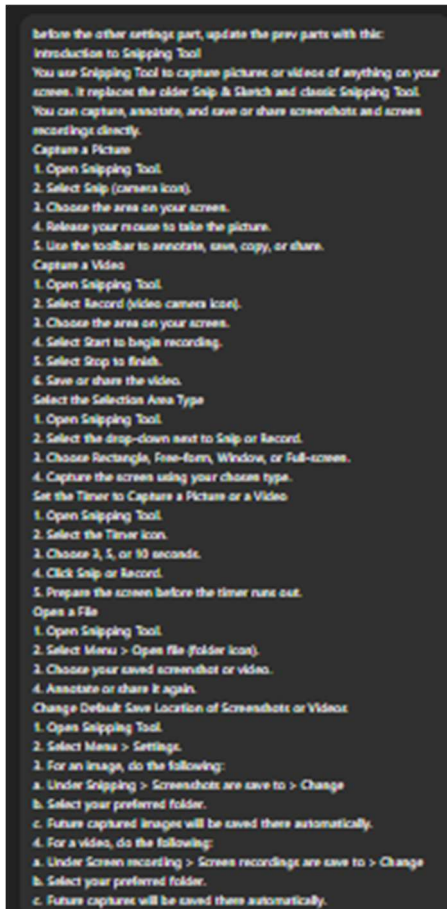
1. Introduction to Snipping Tool

You use Snipping Tool to capture pictures or videos of anything on your screen. It replaces the older Snip & Sketch and classic Snipping Tool. You can capture, annotate, and save or share screenshots and screen recordings directly.

a. About this guide

Considering that even school children will use Snipping Tool, and it is user-friendly, I have adopted AI techniques to create this UD from scratch. Alongside modular topics, even the prompts used for generating content is captured in this UG.





2. Capture a Picture

1. Start Snipping Tool.
2. Select **Snip** (camera icon).
3. Choose the area on your screen. Then drag the mouse across that area by pressing and holding the left mouse-button.
4. Release the mouse-button to take the picture.
5. Use the toolbar to annotate, save, copy, or share.

3. Capture a Video

1. Start Snipping Tool.
2. Select **Record** (video camera icon).
3. Choose the area on your screen. Then drag the mouse across that area by pressing and holding the left mouse-button.
4. Click **Start** to begin recording.
5. Click **Stop** to finish.
6. Save or share the video.

4. Select the Selection Area Type

1. Start Snipping Tool.
2. Select the drop-down next to **Record** (video camera icon).
3. Choose **Rectangle**, **Free-form**, **Window**, or **Full-screen**.
4. Capture the screen using your chosen type.

5. Set the Timer to Capture a Picture or a Video

1. Start Snipping Tool.
2. Select the **Timer** icon.
3. Choose 3, 5, or 10 seconds.
4. Click **Snip** or **Record**.
5. Prepare the screen before the timer runs out.

6. Open a File

1. Start Snipping Tool.
2. Select **Menu > Open file** (folder icon).
3. Choose your saved screenshot or video.
4. Annotate or share it again.

7. Change Default Save Location of Screenshots or Videos

1. Start Snipping Tool.
2. Select **Menu > Settings**.
3. For an image, do the following:
 - a. Under **Snipping > Screenshots are save to > Change**.
 - b. Select your preferred folder.
 - c. Images captured in the future will be saved there automatically.
4. For a video, do the following:
 - a. Under **Screen recording > Screen recordings are save to > Change**.
 - b. Select your preferred folder.
 - c. Videos captured in the future will be saved there automatically.

8. Adjust Other Settings in Snipping Tool

a. Copy Screenshot Changes Automatically

1. Start Snipping Tool.
2. Click on the ellipses and select **Settings**.
3. Toggle on the **Automatically copy changes** switch, under **Snipping**.

Edits to your screenshot copy to your clipboard immediately.

b. Save Original Screenshots Automatically

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Automatically save original screenshots** button under **Snipping**.
3. Select **Change** next to the save path to pick a folder.
4. Select Open folder to view saved snips.

c. Ask to Save Edited Screenshots

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Ask to save edited screenshots** switch under **Snipping**.

Snipping Tool will always prompt you to save changes before closing.

d. Open New Screenshots in Multiple Windows

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Multiple windows** switch under **Snipping**.

Each new screenshot opens in a separate window.

e. Add Border to Each Screenshot

1. Click on the ellipses and select **Settings**.
2. Expand **Add border to each screenshot** drop-down.
3. Toggle on it on to automatically add a thin border around captures.
4. Choose the border color if offered.

f. Correct HDR Screenshot Colors

1. Click on the ellipses and select **Settings**.
2. Toggle on the **HDR screenshot color corrector** switch.

Snipping Tool adjusts colors for screenshots from HDR monitors.

g. Copy Screen Recording Changes Automatically

1. Click on the ellipses and select **Settings**.
2. Under Screen recording, Toggle on the **Automatically copy changes** switch.

Edits to your screen recording copy to your clipboard automatically.

h. Save Original Screen Recordings Automatically

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Automatically save original screen recordings** switch.
3. Select **Change** next to the save path to pick a folder.
4. Select Open folder to view saved recordings.

i. Ask to Save Edited Screen Recordings

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Ask to save edited screen recordings** switch.

Snipping Tool will prompt you to save before closing.

j. Include Microphone Input by Default

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Include microphone input by default** Switch.

Your mic audio records automatically with each new recording.

k. Include System Audio by Default

1. Click on the ellipses and select **Settings**.
2. Toggle on the **Include system audio by default** switch.

Snipping Tool records system sounds automatically.

l. Use the Print Screen Key to Open Snipping Tool

1. Click on the ellipses and select **Settings**.
2. Under Shortcuts, select **Change in Windows settings**.
3. Toggle on the **Use the Print Screen Key to open screen capture** switch to open Snipping Tool.

m. Change the App Theme

1. Click on the ellipses and select **Settings**.
2. Under **Appearance**, expand **App theme**.
3. Choose **Light**, **Dark**, or **Use system setting**.