How to Take a Screenshot and Edit Screenshot

Users can capture and edit screenshots using default windows applications.

Prerequisites

Operating System requirements: Windows 10

Taking a screenshot

The below procedure shows how to create a screenshot using default windows applications.
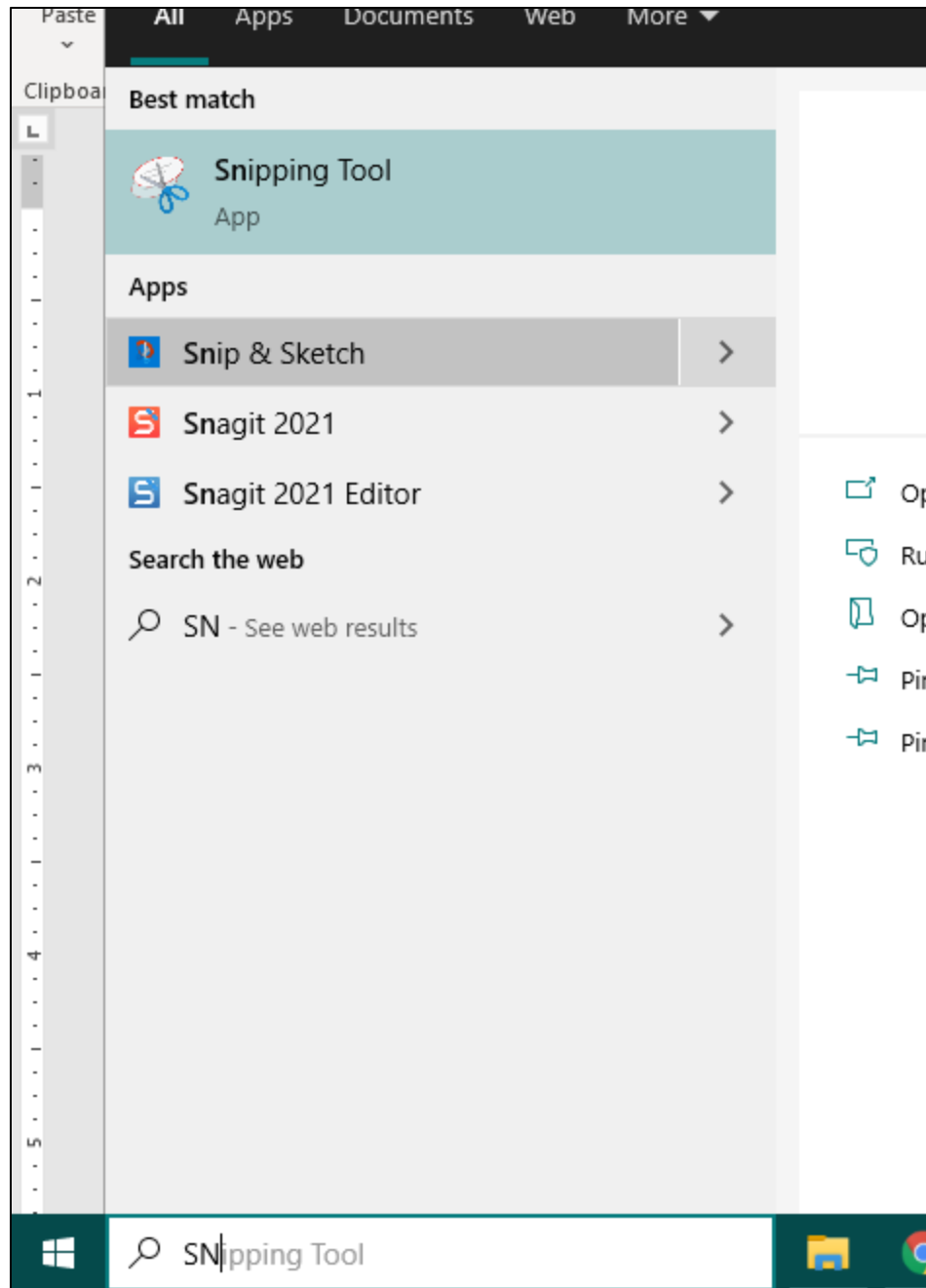
Using Snipping tool

1. Click on the **Start** [image] Menu option.

2. Type **Snipping** to search for the **Snipping Tool** [image] .

3. Click the **Snipping Tool** [image] to open.

4. Based on the Types of Snip Mode, Click /New Snip to take a screenshot from the Snipping bar on the Snipping Tool.

5. Use **Save** or **Copy** options as required.
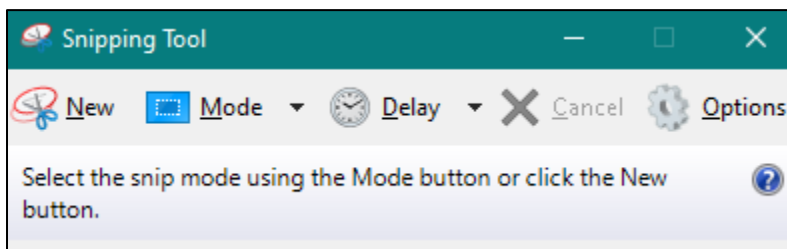
Using Snip & sketch

1. Click on **Start** [image] Menu option.

2. Type **Snip & Sketch** to search for the **Snip & Sketch** [image] .

3. Click on **Snip & Sketch** [image] to open the application.

4. Click [image] **New Snip** or **Ctrl + N** to take a new screenshot.

5. Alternatively, you can use the shortcut **Windows logo key** [image] **+ Shift + N** to invoke creating a screenshot.

Taking a screenshot

> **Note:**
> - Snipping tool is the older version of Snip & Sketch.
> - Snip & sketch have improved features
> - Both the older version and newer versions have same snip mode.

Taking a screenshot 1-2

Types of Snip Mode

Snip Mode	Action
Free-form snip	Draw a free-form shape around an object.
Rectangular snip	Drag the cursor around an object to form a rectangle.
Window snip	Select a window, such as a dialog box that you want to capture.
Full-screen Snip	Capture the entire screen.

Editing a Screenshot

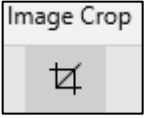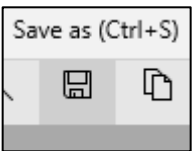**Snip & Sketch** Clipboard helps users to Taking a screenshot and edit a screenshot.
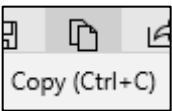
To edit existing screenshot, click on ellipses `...` > **Open File (Ctrl + O)** > select screenshot > Click **Open.**

Below options in **Snip & Sketch** can be used to edit a screenshot per the user's requirements.

Function	Uses	User Interface
New Snip (Ctrl + N)	To take a new screenshot.	
Undo (Ctrl + Z) and Redo (Ctrl + Y)	To undo and redo the action on the screenshot.	
Touch writing	The tool works better with the touch or pen device.	
Ballpoint pen and Pencil	The tool can write or change the color.	

		Pencil
Highlighter	To Highlight the specific area of the screenshot.	Highlighter
Eraser (Ctrl + N)	To remove specific strokes or ink or the annotated part.	Eraser
Ruler & Protractor	To draw straight lines or arches.	Ruler
Image Crop	To crop the annotated screenshot.	Image Crop
Zoom	To zoom in and zoom out of the screenshot.	Zoom
Save (Ctrl + S)	To save the annotated screenshot.	Save as (Ctrl+S)
Copy (Ctrl + C)	To copy the annotated screenshot to different applications.	Copy (Ctrl+C)
Share	To share it with contacts using different applications.	Share