

# SNIPPING TOOL

## User Guide

### Abstract

This User Guide provides comprehensive but concise information, both conceptual and procedural, to aid the audience in performing all tasks associated with accessing the application.

Jenefa R  
gracejenefa@gmail.com

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## How to Take a Screenshot, Edit Screenshot and Save & share a Screenshot?

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# How to Take a Screenshot, Edit Screenshot and Save& share a Screenshot?

Users can capture and edit screenshots using default windows applications.




## Prerequisites

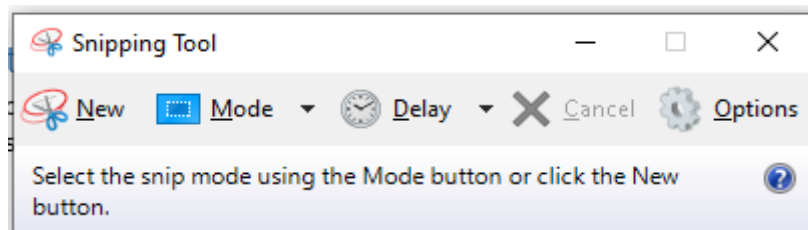
Operating System requirements: Windows 10 and above

## Taking a screenshot






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

### Using Snipping tool

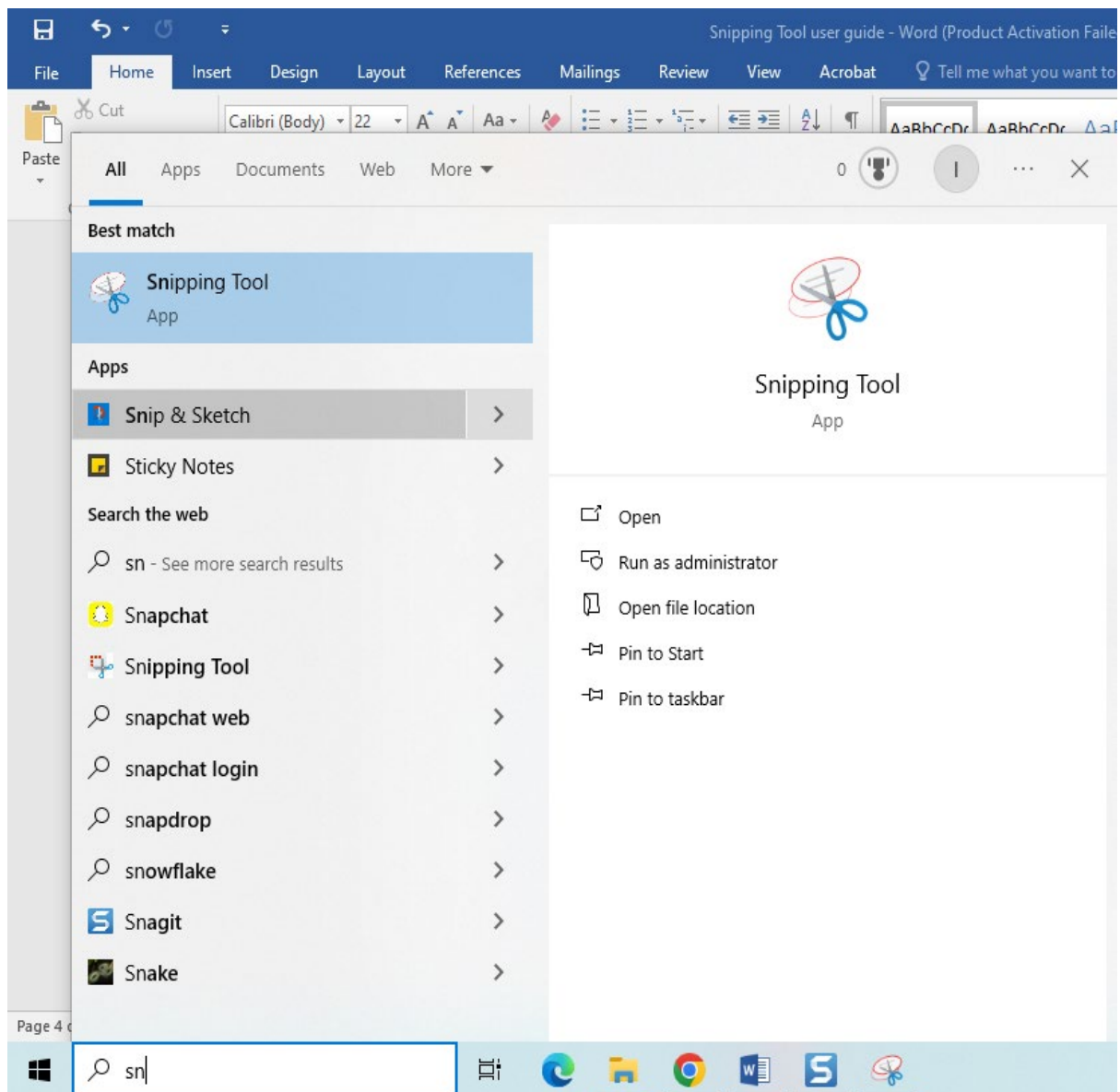
1. Click on the **Start**  Menu option.
2. Type **Snipping** to search for the **Snipping Tool** .
3. Click the **Snipping Tool**  to open.
4. Based on the Types of Snip Mode, Click/New Snip to take a screenshot from the Snipping bar on the snipping Tool.
5. Use **Save** or **Copy** options as required.



### Using Snip & Sketch

1. click on the **Start**  Menu option.
2. Type **Snip & Sketch** to search for the **Snip &Sketch** . 
3. Click on **Snip & Sketch** to open the  application.
4. Click **New Snip** or **Ctrl + N** to take a new screenshot.
5. Alternatively, you can use the shortcut **Windows logo key**  **+ Shift + S** to Snip on your Screen without starting Snip & Sketch. 

## Taking a screenshot



### Note:

- Snipping tool is the older version of Snip & Sketch
- Snip & Sketch have improved features
- Both the older version and newer have same snip mode.

## Editing a Screenshot

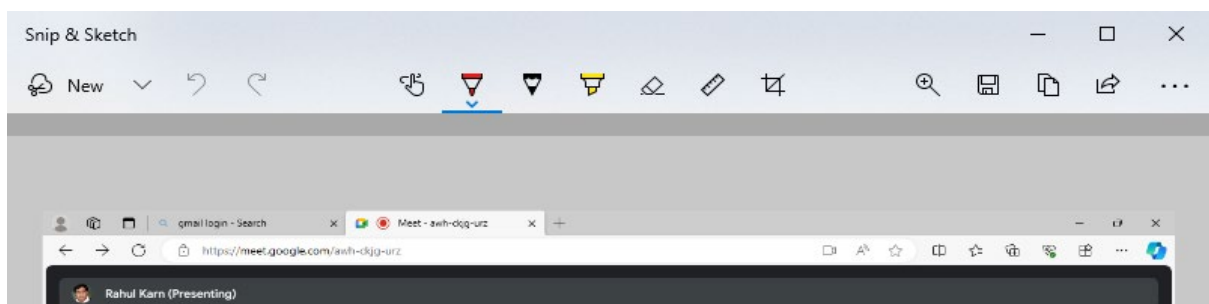
### Types of Snip Mode

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

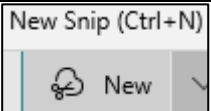
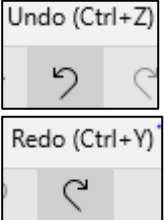
## Editing a screenshot

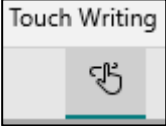
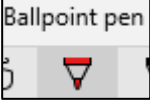




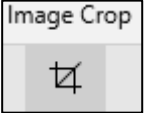

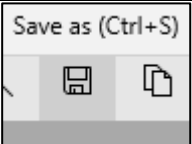
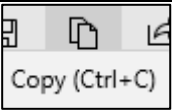
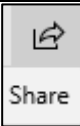
**Snip & Sketch** Clipboard helps users to Taking a screenshot and edit a screenshot.

To edit existing screenshot, click on ellipses'''>**Open File (Ctrl + O)**> select screenshot > Click **Open**.



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

Function/ Shortcut	Uses	UI
<b>New Snip (Ctrl + N)</b>	To take a new screenshot.	
<b>Undo (ctrl + Z) and Redo (ctrl + Y)</b>	To undo and redo the action on the screenshot.	

<b>Touch writing</b>	The tool works better with the touch or pen device.	
<b>Ballpoint pen and Pencil</b>	The tool can write or change the colour.	 
<b>Highlighter</b>	To Highlight the specific area of the screenshot.	
<b>Eraser (Ctrl + N)</b>	To remove specific strokes or ink or the annotated part.	
<b>Ruler &amp; Protractor</b>	To draw straight lines or arches.	
<b>Image Crop</b>	To crop the annotated screenshot.	
<b>Zoom</b>	To zoom in and zoom out of the screenshot.	
<b>Save (Ctrl + S)</b>	To save the annotated screenshot.	
<b>Copy (Ctrl + C)</b>	To copy the annotated screenshot to different applications.	
<b>Share</b>	To share it with contacts using different applications.	

## Saving and Sharing

1. Click the **Save** or **(Ctrl + S)** icon to save the screenshot.
2. **Copy** or **(Ctrl + C)** the snip to clipboard for pasting into other applications.
3. Click the **Share** icon to share the screenshot on social media or other platforms.
4. **Print** or **(Ctrl + P)** the screenshot directly from the app.