Storyboard/Video Script

Title—Capture an image by using Snipping Tool

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Target Language—English-US

Version—1.0

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Description— In this video, we will provide an overview about capturing an image by using the Snipping Tool.

Opening/ Introduction

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| --- | --- | --- |
| Frame number | Voice-Over | Other Instructions |
| Open | In this video, we will provide an overview about capturing an image by using the Snipping Tool. |  |

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| --- | --- | --- |
| Frame Number | Voice-Over | Other Instructions |
| 1 | Ensure that you have your image ready for capturing. For example, from a website or a PDF. | Pause the video showing the static image and read the pre-requisite script provided in the first paragraph. |
| 1 | **Step1**, start the Snipping Tool application.  **Step2**, Click the **New** button. The pointer now turns into a crosswire bar.  **Step3**, Move the bar to the lower-left corner of the image.  **Step4**, Click and hold the mouse button pressed to diagonally move the bar and capture the image.  **Step5**, note that you can either copy your image by clicking **…** and then click **Copy**, so you can paste it in a document, or you can save it to a local folder by clicking the **Floppy disk** symbol. | Pronounce … as “the ellipses symbol”. |
| 1 | Thank you for watching the video | End the video with the script provided. |