

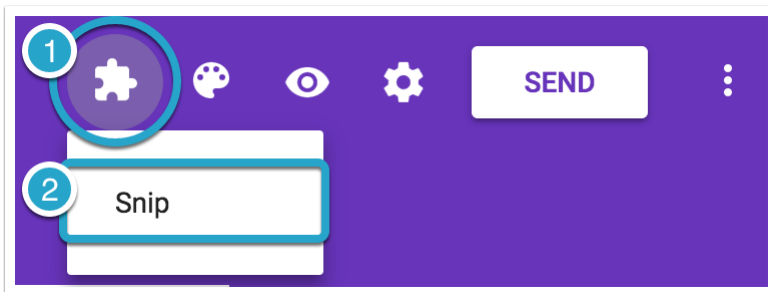
*Snip allows teachers to easily crop and save sections of scanned worksheets to insert directly into Google Forms. This makes digitizing worksheets quicker and easier than typing questions and recreating illustrations/diagrams.*

## Snipping Images

Before you begin snipping, scan or take photographs of the worksheets you wish to turn into digital forms and upload them to your Google Drive.

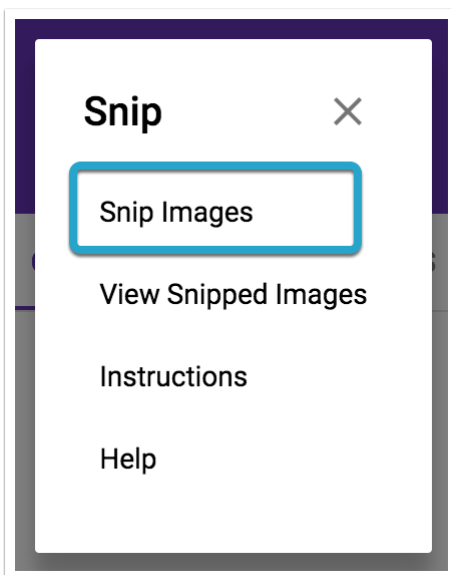
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1. Click on the add-ons menu and select "Snip."



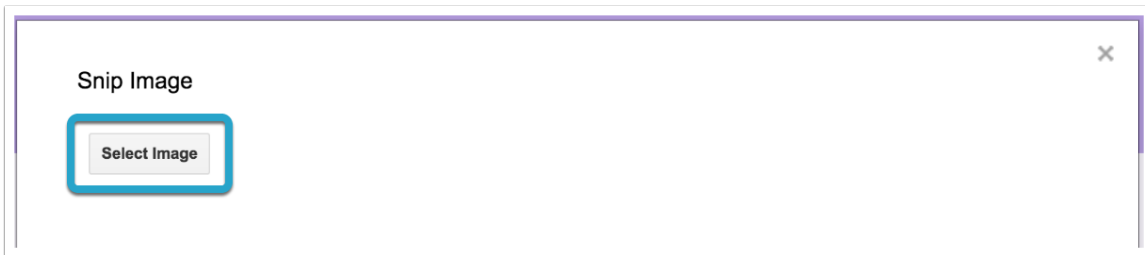
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2. Click "Snip Images."



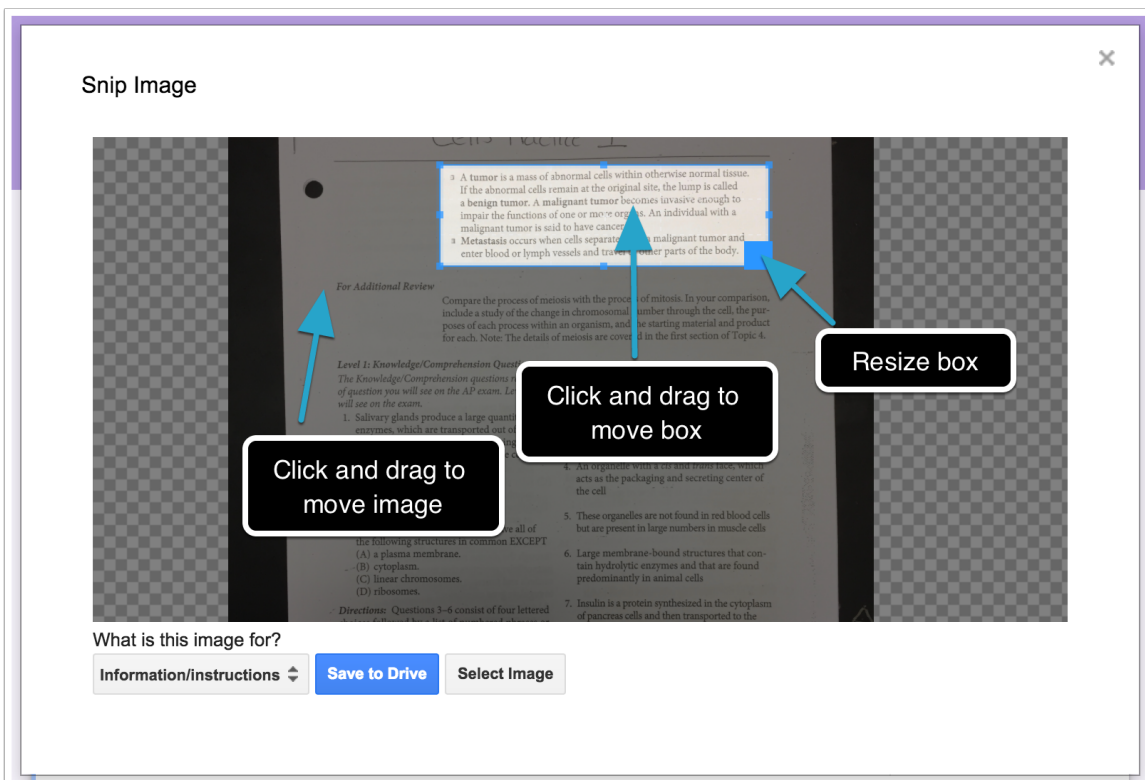
# Snip

3. Click "Select image" and pick an image of a worksheet from your Drive, or upload a new one.

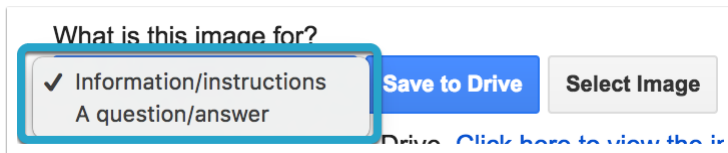


4. Position the crop box to create boundaries for your cropped image.

- Click and drag the blue handles to resize the crop boundary
- Click and drag the crop box to move it
- Click and drag outside the crop box to move the image
- Scroll up and down to zoom in and out



5. Select whether the image is a set of instructions or a question/answer.



What is this image for?

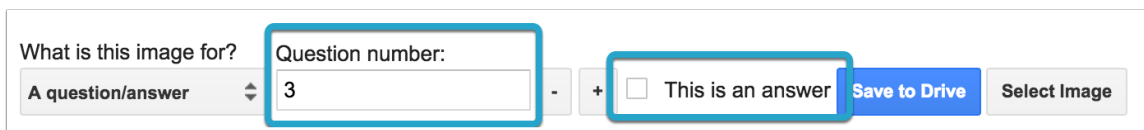
☒ Information/instructions

☐ A question/answer

Save to Drive Select Image

If the image is a question/answer, specify the question number and whether it is an answer option for that question.

This ensures the images are named correctly when they are saved into your Google Drive.



What is this image for? A question/answer

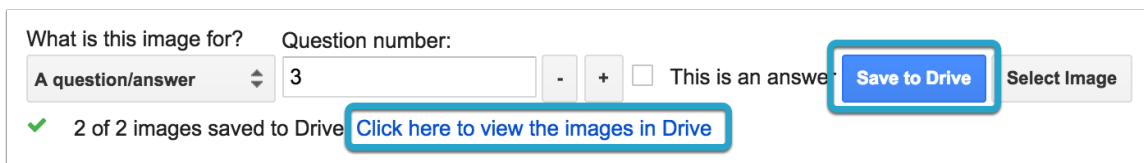
Question number: 3

☐ This is an answer

Save to Drive Select Image

6. Click "Save to Drive" and your image will automatically be cropped, named, and saved into a Google Drive folder.

Click the link at the bottom to view the cropped images in Google Drive. You can continue to crop and save images as your images save, but don't close the Snip popup until everything is saved.



What is this image for? A question/answer

Question number: 3

☐ This is an answer

Save to Drive Select Image

✓ 2 of 2 images saved to Drive [Click here to view the images in Drive](#)

7. Repeat steps 4-6 for as many questions/instructions as are on your worksheet.

If you have multiple worksheet pages, click "Select Image" to choose a new one.



What is this image for? A question/answer

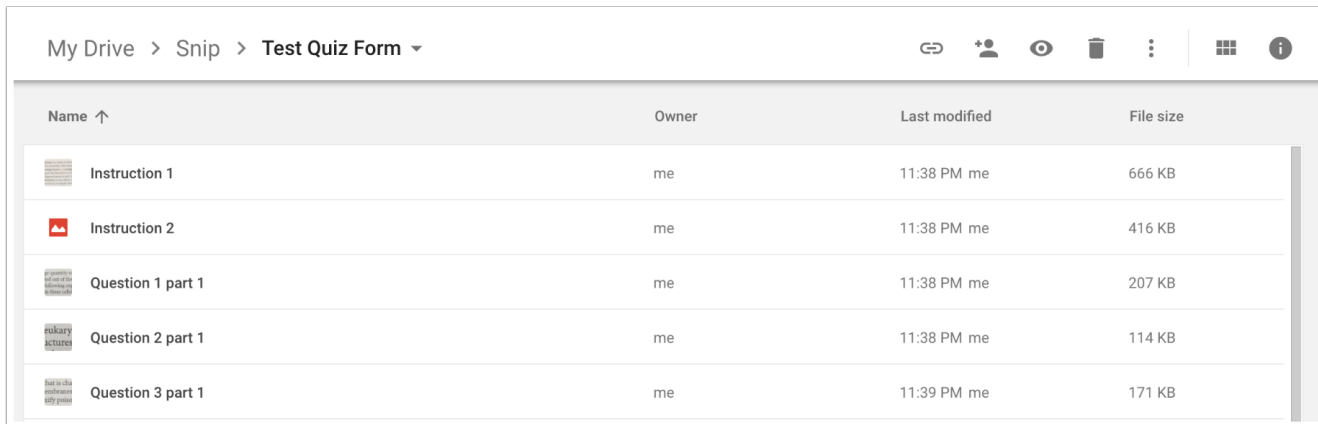
Question number: 3






☐ This is an answer

Save to Drive Select Image

## 8. You can access the cropped photos in your Google Drive.

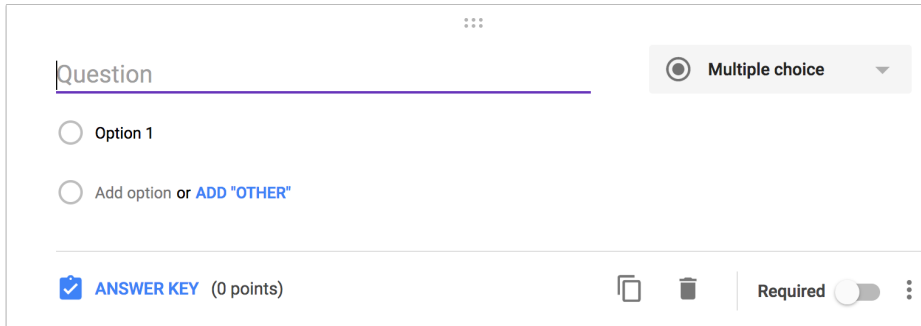
The images are automatically named according to the question/response information you provide as you Snip them.



My Drive > Snip > Test Quiz Form ▾				🔗	👤	👁	🗑	⋮	🗃	ℹ
Name ↑	Owner	Last modified	File size							
 Instruction 1	me	11:38 PM me	666 KB							
 Instruction 2	me	11:38 PM me	416 KB							
 Question 1 part 1	me	11:38 PM me	207 KB							
 Question 2 part 1	me	11:38 PM me	114 KB							
 Question 3 part 1	me	11:39 PM me	171 KB							

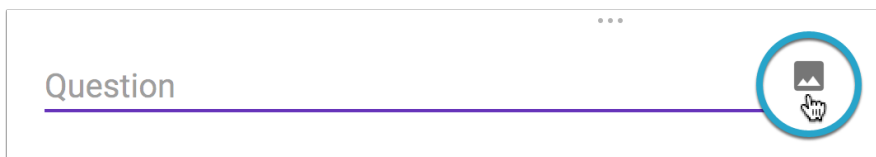
## Adding a Snipped Image to a Question or Answer

1. Click on the question or answer to which you wish to add the image.



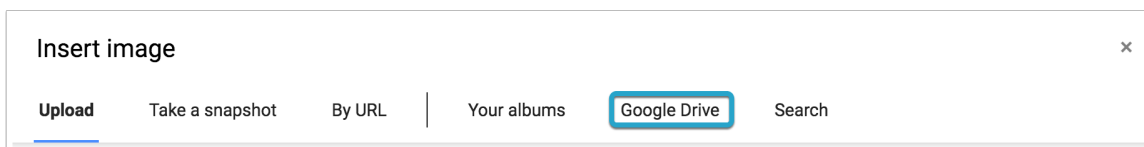
A screenshot of a question editor interface. At the top, there is a text input field labeled "Question" with a purple underline. To its right is a dropdown menu set to "Multiple choice". Below the question field are two radio button options: "Option 1" and "Add option or ADD 'OTHER'". At the bottom left, there is a section for the answer key, labeled "ANSWER KEY (0 points)" with a blue checkmark icon. To the right of this are icons for a document, a trash can, and a "Required" toggle switch.

2. Move your mouse over the question/answer to which you wish to add the image and click the picture icon.



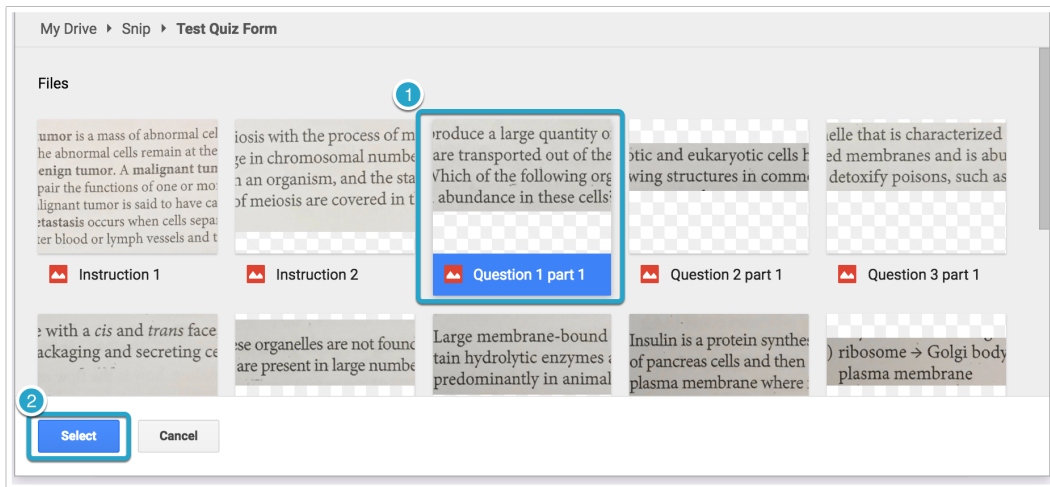
A screenshot of the same question editor interface. The "Question" field has a purple underline. A circular blue highlight with a hand cursor icon is positioned over a picture icon in the top right corner of the question field.

3. Click "Google Drive."



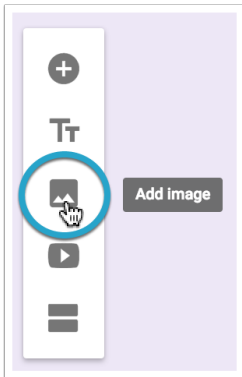
A screenshot of the "Insert image" dialog box. It has a title bar "Insert image" with a close button (x) on the right. Below the title bar are several tabs: "Upload", "Take a snapshot", "By URL", "Your albums", "Google Drive", and "Search". The "Google Drive" tab is currently selected and highlighted with a blue border.

4. Navigate to your Snip folder and click your image, then click the "Select" button.

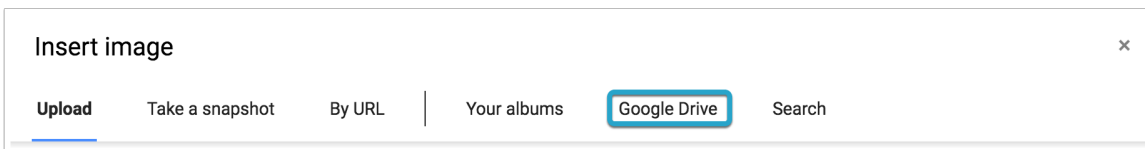


## Adding a Snipped Image Between Questions

### 1. Click on the add image icon



### 2. Click "Google Drive."



### 3. Navigate to your Snip folder and click your image, then click the "Select" button.

