SNIPPING TOOL QUICK REFERENCE GUIDE

Microsoft Windows 10

Table of Contents

Snipping Tool Quick Reference Guide 1

Overview 1

Pre-Snip Features and Functions 1

Post-Snip Features and Functions 4

Taking a Screenshot 6

Opening Snipping Tool 6

Taking a Screenshot 7

Editing a Screenshot 8

Resources 8

OVERVIEW

Snipping Tool is a Microsoft Windows application used to take, annotate, and share screenshots, or snips. The Snipping Tool comes pre-installed on Windows 10 operating systems, accessible through the Start menu or a dedicated shortcut.

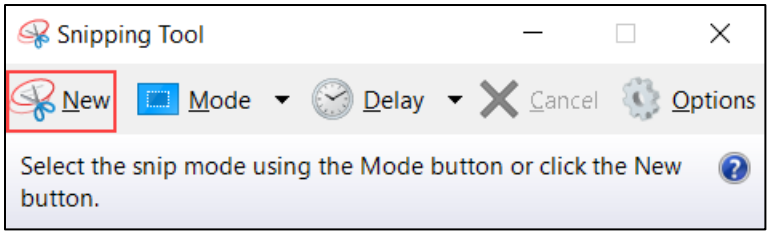
Pre-Snip Features and Functions

The following features are used in Snipping Tool **prior** to taking a screenshot:

- New
- Mode
- Delay
- Cancel
- Options

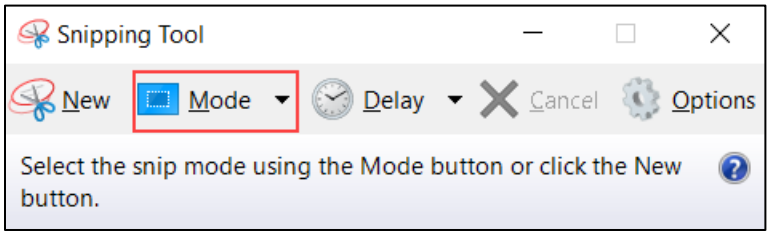
New

Select **New** to create a new screenshot. (See the "Taking a Screenshot" section for instructions on creating a new screenshot.)

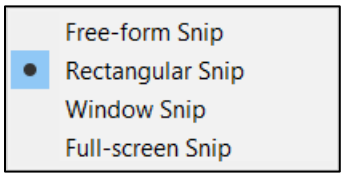


Mode

Select **Mode** to change the type of screenshot taken.



After selecting **Mode**, a drop-down box populates.



Select from the following options:

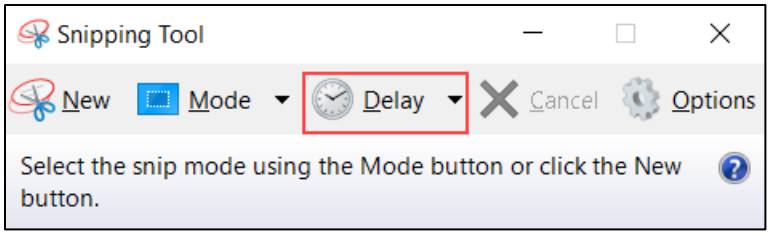
- **Free-form Snip**: This function is used to create custom shaped screenshots. Drag your cursor to create an outline of any free-form shape snip. Release your cursor to capture the image.
- **Rectangular Snip**: This function is used to create a rectangular snip. Drag your cursor to create a rectangular outline. Release your cursor to capture the image.

> **Note:** This is the default setting for Snipping Tool.

- **Window Snip:** This function is used to create a snip of an entire window. (See What is a Window - Microsoft | Learn for more information on using windows.) Using this mode, an image will be captured immediately after selecting **New**.
- **Full-screen Snip:** This function is used to create a snip of the entire screen. Using this mode, an image will be captured immediately after selecting **New**.

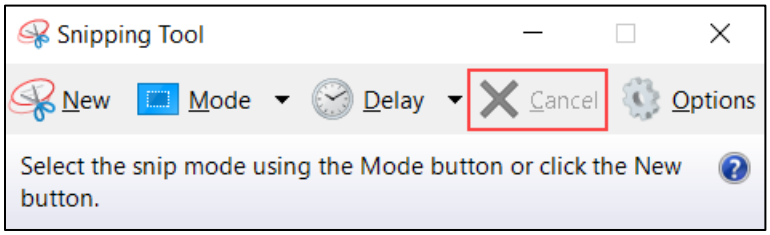
Delay

Select **Delay** to delay the screenshot. Available delay options are one – five seconds.



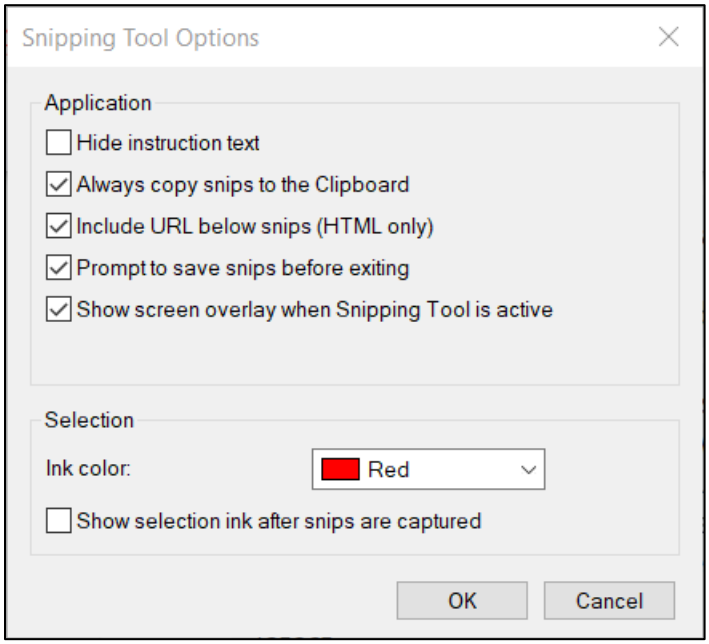
Cancel

Select **Cancel** to cancel a snip.



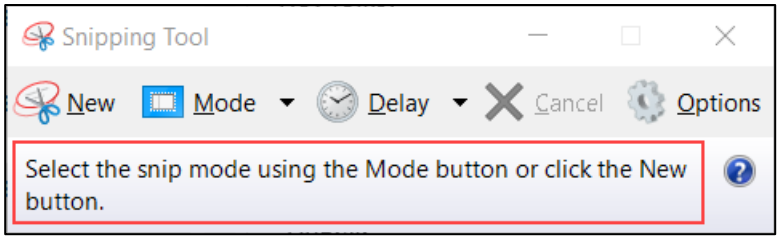
Options

Select **Options**. The "Snipping Tool Options" pop-up box appears.

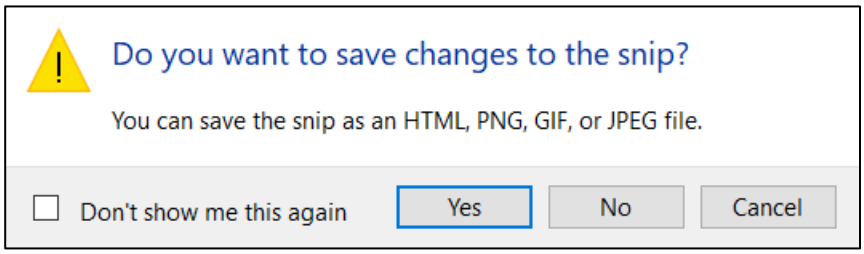


In the "Application" panel, you can select from the following options:

- **Hide instruction text** – This checkbox is unselected by default. Select this checkbox to remove instruction text at the bottom of the Snipping Tool panel.



- **Always copies a snip to the Clipboard** – This checkbox is selected by default. Unselect this checkbox if you do not want to automatically save snips to the clipboard. (For more information on the Office Clipboard, see [Copy and paste using the Office Clipboard – Microsoft | Support])
- **Include URL below snips (HTML only**) – This checkbox is selected by default. Unselect this checkbox to prevent a URL from appearing below snips saved as an HTML file.
- **Prompt to save snips before exiting** – This checkbox is selected by default. Unselect this checkbox to remove the following prompt when exiting Snipping Tool without saving:



- **Show screen overlay when Snipping Tool is active** – This checkbox is selected by default. When selected, a gray screen overlay populates before a new snip is taken.

In the “Selection” panel, you can choose from the following ink color options.



Post-Snip Features and Functions

The following features are used in Snipping Tool **after** taking a screenshot:

- Save
- Copy
- Send Snip
- Pen
- Highlighter
- Eraser
- Edit with Paint 3D

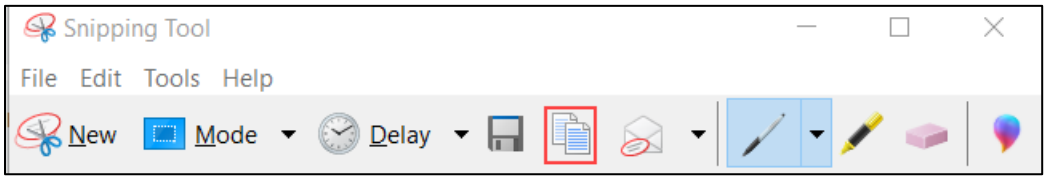
Save

Select the **Save** icon to save the snip to your local desktop.



Copy

Select the **Copy** icon to copy the snip to your clipboard.

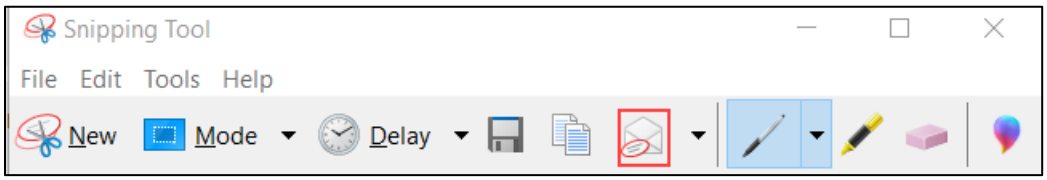


Note the following:

- Snipping Tool options default to always copy snips to the clipboard. It is recommended to only use this feature when that function is turned off.
- To paste the snip from your clipboard, use the keyboard shortcut CTRL + V. Alternatively, you can right-click and select **Paste** from the drop-down menu.

Send Snip

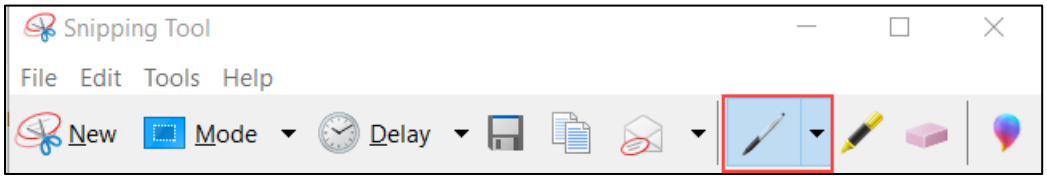
Select the **Send Snip** icon to email the snip to a given recipient.



Note: Snipping Tool defaults to Microsoft Outlook for sending snips.

Pen

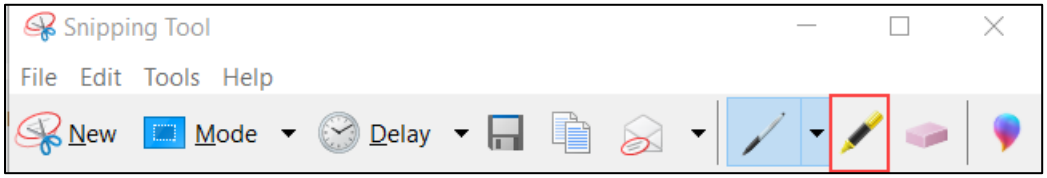
Select the **Pen** icon to draw on a snip.



Note: To change the color, thickness, and tip of the pen tool, click the drop-down arrow next to the pen tool and select **customize**.

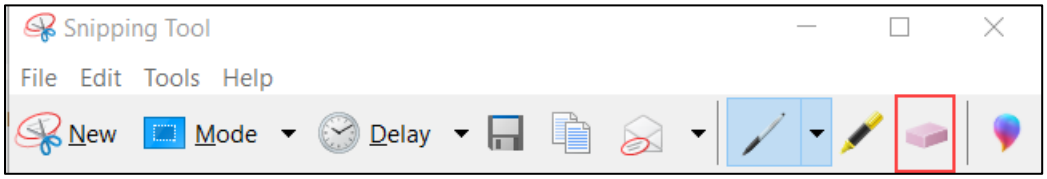
Highlighter

Select the **Highlighter** icon to highlight a snip.



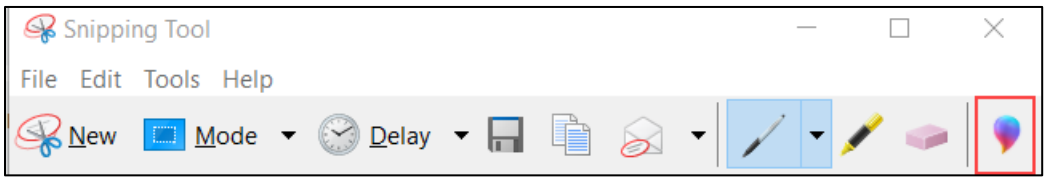
Eraser

Select the **Eraser** icon to erase pen or highlight from a snip.



Edit with Paint 3D

Select the **Edit with Paint 3D** icon to export the snip to Microsoft Paint 3D.

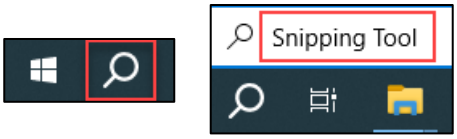


TAKING A SCREENSHOT

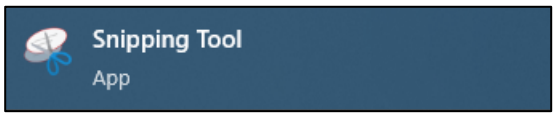
Opening Snipping Tool

To open Snipping Tool, do the following:

1. Open the Start menu and key **Snipping Tool** in the search box.

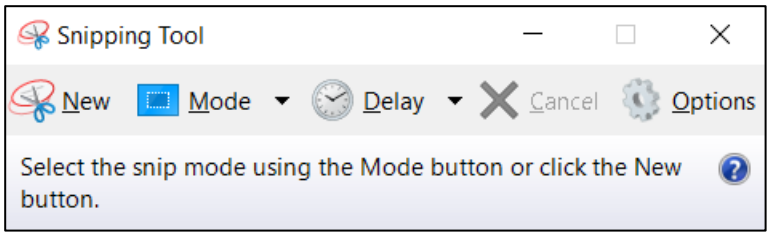


2. Select the program.



Note: Alternatively, you can use the keyboard shortcut Windows logo key + Shift + S to open Snipping Tool.

Snipping Tool opens.

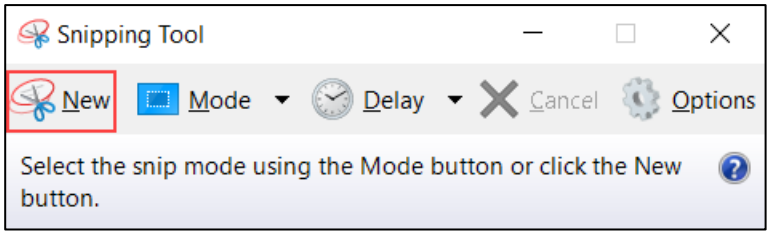


Taking a Screenshot

Note: Prior to taking a screenshot, adjust the "Mode," "Delay," and other settings accordingly. (See the "'Pre-Snip Features and Functions'" section for more information.)

When all setting are adjusted, do the following to take a screenshot:

1. Select **New**.



- If "Mode – Rectangular Snip" or "Mode – Free-form Snip" are selected, drag your cursor along the area of the screen you would like to screenshot. Release your cursor to capture the image.
- If "Mode – Window Snip" or "Mode – Full-screen snip" are selected, a screenshot will be captured immediately after selecting **New**.

To retake a screenshot, select **New** again. Note that Snipping Tool settings save the most recently taken snip to your computer's keyboard by default. However, you should individually save every snip you want to keep as best practice.

Editing a Screenshot

Once a screenshot is captured using Snipping Tool, you can draw or highlight on the screenshot. You can also send the snip to someone else.

RESOURCES

Keyboard Shortcuts

Press these keys	To do this
Alt + M	Choose a snipping mode.
Alt + N	Create a new snip in the same mode as the last one.
Shift + arrow keys	Move the cursor to select from different types of snips.
Alt + D	Delay capture by 1-5 seconds
Ctrl + C	Copy the snip to clipboard
Ctrl + S	Save the snip

Microsoft Resources

Using Snipping Tool to Capture Resources – Microsoft | Support

Opening Snipping Tool and take a screenshot – Microsoft | Support

Snipping Tool – Microsoft | Windows

Windows 11 - differences between Screen Snipping and Snipping Tool – Microsoft | Community