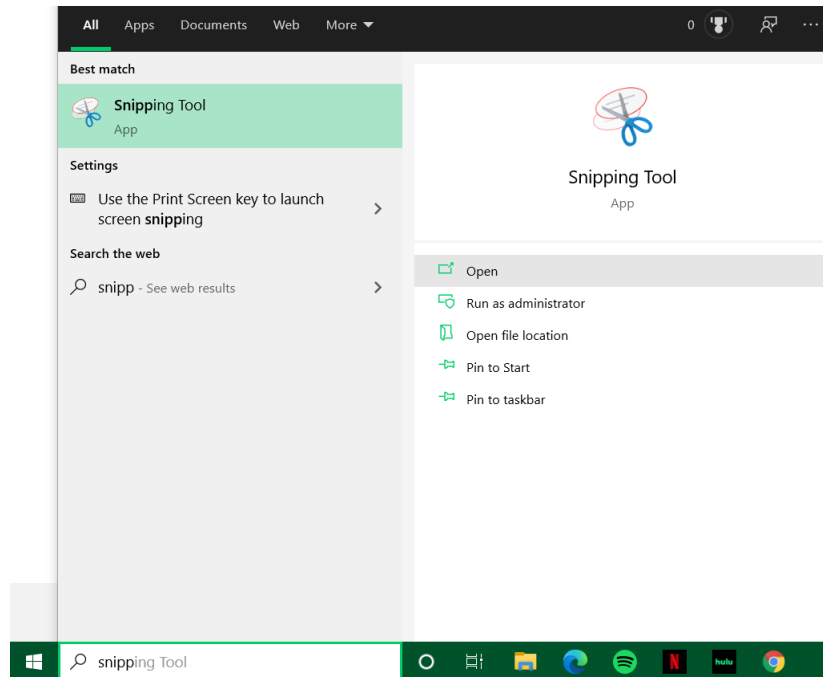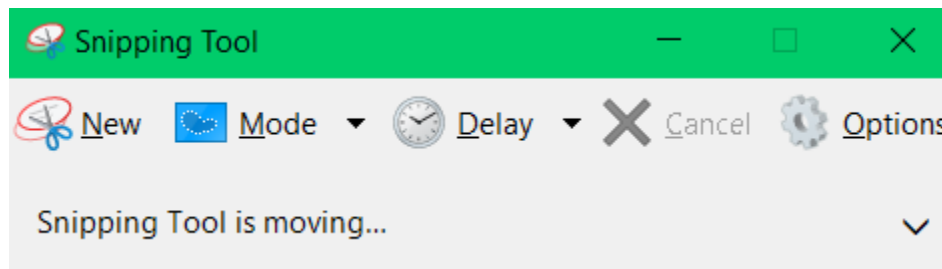# Snipping Tool

The snipping tool is a utility app used to take a snapshot of a part of your PC screen.

## How to open and use the Snipping Tool?

- Go to the Windows search bar (bottom left corner) and type "Snipping Tool" in the text box. Then click on the "Snipping Tool" tab



- Once open there are five tabs to pick from. New Snip, Snipping Mode, Delay Snip Creation, Cancel Snip, and Options.



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## Snipping Mode:

- The mode tab controls the type of snip that is created when making a snip. There are four to choose from. Free-form snip allows you to draw a free-form shape as a snip. Rectangular snip allows you to drag a rectangular cursor as a snip. Window snip allows you to select a window to snip. And Full-Screen snip allows you to take a snip of the full screen.

## Delay:

- The delay tab gives you time to set up your snip by waiting a few seconds before activating the snip. You can choose how long you want the delay to be.
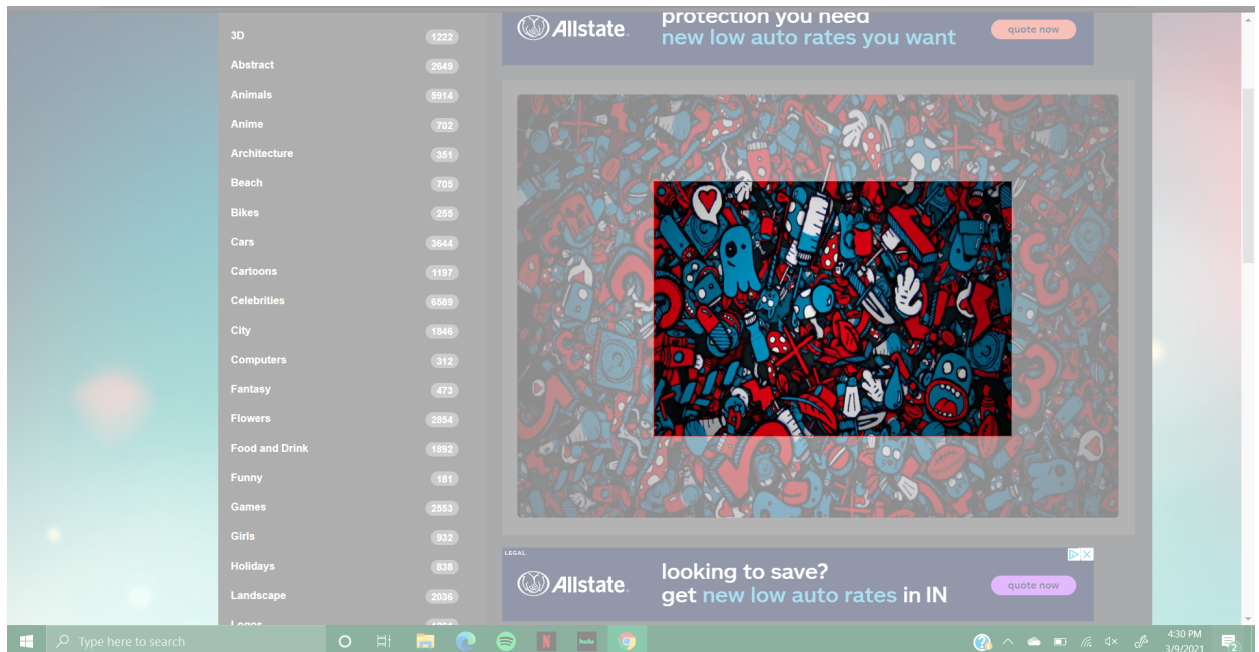
## Cancel:

- The cancel tab allows you to cancel a snip if you made a mistake or if you don't like the way it turned out.

## Options:

- Allows you to change specific options of the snipping tool.
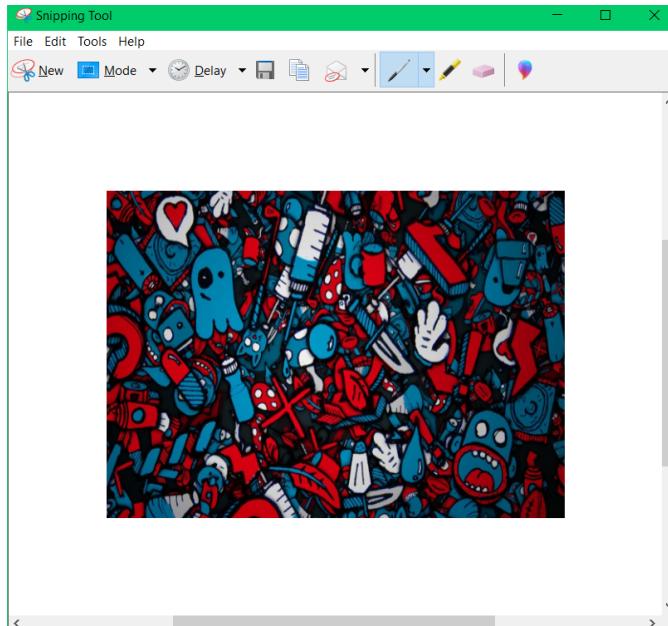
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# Creating a snip:

- Once you have chosen a mode and a delay you can click the New Snip tab to create a snip. Once clicked the screen will turn slightly white (if there is a delay it will wait the amount of seconds you've picked before turning white). Once the screen is white you can take the snip of the object or text that you want on your PC Screen.

# Editing and saving a snip:

- Once you've taken a snip it will show the edit snip window



- On this window you can edit the snip you just took by using tools like the pen and highlighter to draw on the image. You can also copy the image to your clipboard or send the image using Microsoft Outlook. If you liked the way it turned out you can save the image to your computer. If you don't like how it turned out you can click New Snip or just simply exit out of the window.