

# Just a Snippet I came across

How many times have you wanted to be able to cut just a little piece out of a screen display, be it from an advert, an internet picture or just some text somewhere on your screen?

Up till now I had to: take a screenshot (using either [Print Screen] {whole screen} or [Alt]+[Print screen] {active window only}) and paste it into a picture manipulation program; then cut out the bit I was interested in and save that bit.

Once, while I was fixing a customers PC I saw an icon of "Snipping Tool" and ask my customer what it was, he didn't quite know as his daughter might have put it there. So I made a note and checked when I got home; this is what I found.

## What is the Microsoft snipping tool?



Snipping Tool is a screen shooting utility included in Windows Vista and later.

It can be found in "All Programs" -> "Accessories".

If you want it on your desktop:

Right-Click it and "Send to" -> "Desktop (create shortcut)"



You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.

It can take screenshots of an open window using:

1. "Free-Form Snip"
2. "Rectangular Snip"
3. "Window Snip"
4. "Full Screen Snip"

Snips can then be annotated using a mouse, then:

1. Save As: a PNG, GIF, JPEG or MHT file,
2. Send To: as e-mail attachment or part of e-mail body.