



Old Method to Copy Computer Screen

- ▶ Use Ctrl key and the Prtscn, Print Screen, key to copy the computer screen (push both keys down at the same time)
- ▶ A copy of the entire computer screen will be copied to the Windows Clipboard
- ▶ After that, you can paste the copied screen into a MS Word document
- ▶ Demo to class



Run the Snipping Tool and Shortcuts

- ▶ Provides many more options than Ctrl-PrtScn (previous slide)
- ▶ To run the snipping tool:
 - ▶ Right-click on the Start button, type snip in the Search field, then click on the Snipping Tool
- ▶ NOTE: If you like to add a Snipping Tool shortcut, right-click on the Snipping Tool, from previous step, and:
 - ▶ Click on Pin to Taskbar to add a shortcut to Taskbar
 - ▶ Click on Pin to Start to add shortcut to Start button menu
 - ▶ If you would like a shortcut on your desktop:
 - ▶ Click on Open file location, right-click on Snipping Tool file, click on Sent To menu, finally click on Desktop to add shortcut to the Desktop
- ▶ Demo to class



Snipping Tool Capabilities

- ▶ The Snipping tool allows the user to take:
 - ▶ Free-form Snip = Snip any portion of the computer screen (any shape)
 - ▶ Rectangular Snip = Snip any rectangular portion of the computer screen
 - ▶ Window Snip = Snip an application window
 - ▶ Full-Screen Snip = Snip any rectangular portion of the computer screen
- ▶ The Snipping tool allows the user to write on the snipped screen
- ▶ The Snipping tool allows the user to highlight parts of the snipped screen
- ▶ The snipping tool allows the user to save the file in different formats
- ▶ Demo to class