

Tips & Tricks – The Snipping Tool

Do you ever look for an easy way to take a quick screen shot of either your entire screen or just an item on it? If you are using Windows 7 or 8 you already have a built in utility or app called Snipping Tool that is very easy to use! Following are the instructions for finding and using Snipping Tool in Windows 7.

Click on the **Start** button and in the search box type Snipping Tool, and then in the list of results, click on Snipping Tool. Click on the arrow next to the **New** button, select **Free-form snip**, **Rectangular snip**, **Window Snip** or **Full-screen Snip** from the list. Then by holding down the left button on your mouse and dragging, select the area of your screen you wish to capture.

After you capture a snip, click the Save Snip button on the top left of the window and save in the desired location. More details about this feature are available at <http://windows.microsoft.com/en-us/windows7/use-snipping-tool-to-capture-screen-shots>.

Note: To make accessing Snipping Tool even easier, why not send the command to your desktop or pin it to the task bar?