



# MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Technology Outreach

## Snipping Tool

Do you need to take a screenshot of something in Windows, but not sure how you can capture that image? The snipping tool captures screen images that you can copy and paste into documents.

### Step 1: Open the Snipping Tool

Start Menu > Type Snipping Tool > Open

Start Menu > All Programs > Accessories > Snipping Tool

### Step 2: Open the screen that you want to capture

### Step 3: Select the Tool that you want to use

Free-form Snip, Rectangular Snip, Window Snip, or Full-Screen Snip

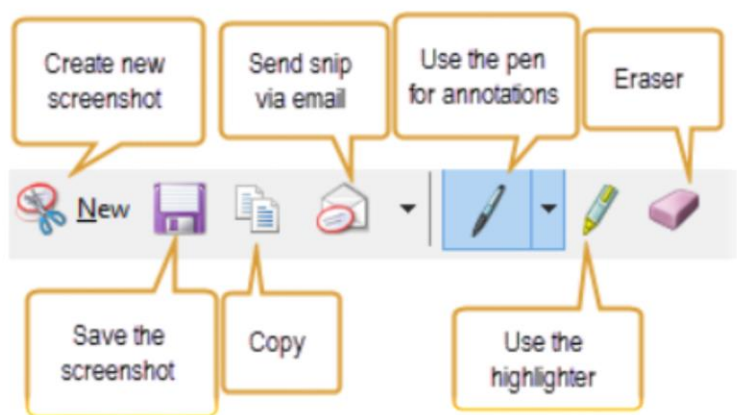


Helpful  
Tips

- To snip a Window, click on that Window.
- To use the Free-form Snip or Rectangular Snip, hold down the left mouse button and drag around the area you want selected.
- The Full-screen Snip option immediately snips the entire screen.

**Step 4:** Select the area of interest by clicking and dragging your cursor around the area. A red border appears to mark what is being captured.

**Step 5:** Once you have snipped the item you can save, copy, email, or annotate the screenshot



Helpful  
Tips

The Snipping Tool can save a screen shot as a PNG, GIF, JPEG, or HTML file type.