

# Capture Screenshots with Snipping Tool

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Knowing how to capture screenshots is an important skill to have. Screenshots are sometimes required for assignments, they can be used to illustrate issues you may be having, and they can also be used to show others how to accomplish a task. There are fancy screenshot tools available such as TechSmith's SnagIt, but we will use the Windows Snipping Tool in this course.

In this course, always lower the screen resolution before capturing a screenshot. Higher resolutions contain more pixels and will cause the screenshot file size to be very large. Screenshots can be pasted into other programs, or they can be saved as standalone files for emailing. Both of these processes will be illustrated in this video.

## Lower Screen Resolution

- (1) Right click the Desktop. Click Screen Resolution. (This works in Windows 7 & 8.)
- (2) Click the Resolution drop down arrow.
- (3) Drag the slider to 1024x768.
- (4) Click OK. Again, lowering the resolution will prevent excessively large file sizes.

## Partial Screen Screenshots

- (1) Open the Start Menu.
- (2) Type in "snip" to search for it.
- (3) Click the Snipping Tool icon.
- (4) Load the screen that you want to capture. In this first example, we will capture a partial screen (for the data files screenshot assignment).
- (5) Click Start. Click Computer (or This PC). Double click the flash drive. Double click the CIS 111 folder (or the desired folder) on your flash drive.
- (6) Click the View tab (in Windows 8) to adjust the view of the icons if desired.
- (7) Click the New button on the Snipping Tool. The screen will dim indicating that it's ready for capture.
- (8) Draw a box around the desired portion of the screen to capture it. Left click in the upper corner of the desired area, keep the left mouse button held down, and drag downward and to the right to draw the box.
- (9) There are two options for saving the capture.
  - a. Option 1: Save it to the flash drive in the desired folder so that you can email it later.
  - b. Option 2: Click the Copy button at the top of the Snipping Tool. Open Word or some other application. Click the Paste button. You can use shapes on the Insert tab in Word to add annotations to your screenshot.
- (10) When you are finished, close the Snipping Tool by clicking the X in the upper right corner.

## Full Screen Screenshots

- (1) Open the screen that you wish to capture (e.g., a website in Mozilla Firefox).
- (2) Open the Snipping Tool again.
- (3) Click New. Draw box around the full screen this time.
- (4) Save it to a file, or copy and paste it into an application such as Word.
- (5) Close all open windows. Increase the screen resolution.