

# Adding the Snipping Tool and How to Use It

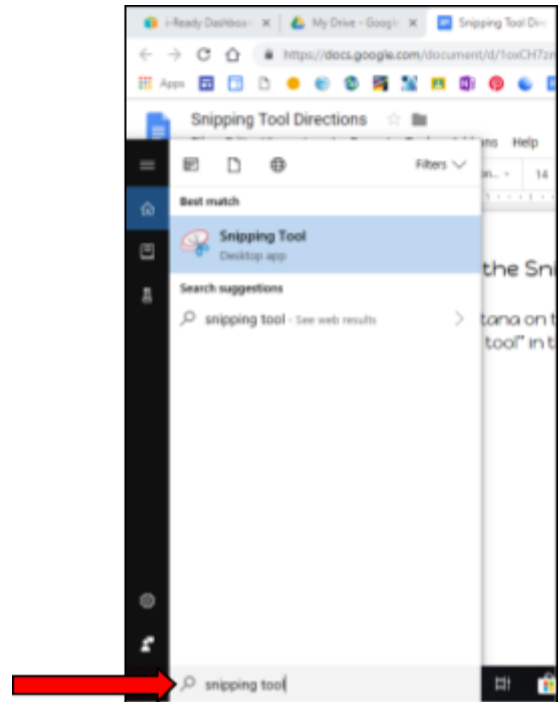
The Snipping Tool does exactly what it says: It allows you to “snip” portions of your screen to use in a variety of ways.

## Add the Snipping Tool

#1 Go to Cortana on the taskbar at the bottom of your screen. Type “Snipping Tool” in the search bar.

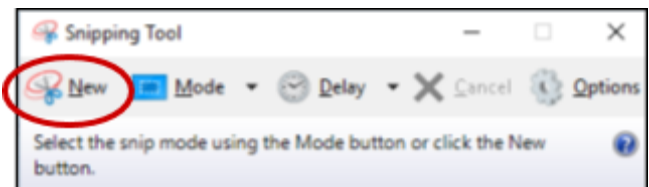
#2 When the tool appears, hover your cursor over the title and right click. Choose “Pin to Taskbar”.

\*\*If your computer does not have Windows 10, go to your Start screen, click the arrow at the bottom of the screen to go to your apps (search bar will be found on the app screen), and follow the same above steps to add the application.



## Using the Snipping Tool

#1 When you are ready to snip a portion of your screen, click the snipping tool on your taskbar. A box will appear with several options. Click “New”.



#2 The computer screen will be covered with a shade of white. Your cursor will become a plus sign or cross hairs. This indicates you are ready to snip. Drag across the portion you wish to snip. When you release, your snip will appear in a pop out box with available actions.

#3 Choose to annotate the snip with the pen or highlight tool. Save the snip to your device. Or, copy the snip and paste it to a Google Doc, Form or location of your choosing.

