Revised 2/18/2023 1



# Using Windows Snip and Sketch for Screenshots



## First time setup:

- Click the **Start** button and search for windows **Snip and Sketch**
- Choose the Windows Snip and Sketch app at the top of the search results.
- 3. Click the **ellipse** button (three dots) in the upper right corner and choose **Settings**.
- 4. Use these Settings.

## **Using Snip and Sketch**

- Press this key combination:
  Windows Start button+ shift + S.
- 2. Draw a box around whatever you need.
- Open your email or Word and use Ctrl + V or Paste to paste in the screen shot.

## Settings

#### Print Screen shortcut

Use the PrtScn button to open screen snipping

#### Auto copy to clipboard

Update the clipboard automatically when annotating.



On

#### Save snips

Ask to save my snip before closing.



Off

### Multiple windows

Open snips in separate windows.



Off

#### Snip outline

Add an outline to snips.



Off