



Snipping Tool Quick Reference Guide

Use this quick reference to capture, share, and simplify your workflow using the Snipping Tool and related features. Perfect for fast documentation or quick visuals in emails and reports.

Basic & Advanced Uses

- Take a screenshot of part of an email instead of forwarding the entire thread.
- Paste snippets of standards directly into an email with comments.
- Highlight areas on webpages or screenshots to give directions visually.
- Share app icons or interface elements (e.g., edit on desktop icon in PowerDMS).
- Cleanly share discussion board content without extra formatting.
- Use delay snips to capture drop-downs or hover menus.
- Use third-party tools for full-page, scrollable snips.

Keyboard Shortcuts

- Windows + Shift + S: Opens Snip & Sketch overlay for quick capture
- Ctrl + S: Save snip after capturing
- Ctrl + C: Copy snip to clipboard
- Ctrl + Z: Undo
- Esc: Cancel snip

Types of Snips

- Rectangular Snip: Drag to capture a rectangular area
- Freeform Snip: Draw any shape to capture
- Window Snip: Select an app window to capture
- Fullscreen Snip: Captures the entire screen

Delayed Snips

Open the Snipping Tool, then choose a delay from the Delay menu (e.g., 3-10 seconds). This allows time to open dropdowns or hover over menus before capture.

Full-Page (Scrolling) Snips

- Microsoft Edge: Right-click the page > Web capture > Full page
- ShareX (Free): Allows scrolling capture across apps and browsers
- Snagit (Paid): Professional tool for full-page and scrolling captures