**Use Snipping Tool on PC Storyboard**

**Target Audience:** Computer users who are new to the PC operating system.

**Learning Objectives:**

1. Take a screenshot using Snipping Tool
2. Take a screenshot using the keyboard shortcut

**Seat Time:** 2-3 minutes

**Outline:**

* Intro/Learning objectives
* Show process with Snipping Tool
* Show process using keyboard shortcut

**Provided Assets and Audio:** Camtasia video, Storyboard, Script, Audio **Font:** Verdana (body) and Verdana (headings)

| **Slide [1.1]/ Menu Title: *[Title Slide]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Title with graphic of a worker on a PC | [Title Bar] **How to Use the Snipping Tool: Using Windows** | In this tutorial, you will learn how to take a screenshot using the Snipping Tool application on a Windows PC.  There will be two different methods in how to take a screenshot shown. | PwPt slide as title slide morphs into opening of screen recording. |
| **Notes:** | | | |

| **Slide [1.2]/ Menu Title: *[Snipping Tool]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Title with icon to represent the Snipping Tool logo (scissors) | [Title Bar] **Using Snipping Tool** | The first method of taking a screenshot is to use the Snipping Tool found on the Windows computer. | Icon zooms in on the PwPt slide. |
| **Notes:** | | | |

| **Slide [1.3]/ Menu Title: *[Snipping Tool Tutorial]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| PwPt is minimized to the left-hand side of the screen.  Unsplash website is minimized to the right-hand side of the screen. | [Title Bar] **Using Snipping Tool** | In order to take a screenshot using the Snipping Tool, you must have the Snipping Tool open on your PC.  I will click in the search bar and begin typing “snipping tool.” Once I see the application pop up, I select the application.  Once the application opens, there are different options. For this tutorial, we will use rectangle mode.  After selecting rectangle mode and clicking “new”, I find the image or section of the screen I want to screenshot, and I click and drag over the area to make the selection.  I’ve just taken a screenshot using the Snipping Tool.  To paste my screenshot into a document or PowerPoint, I will right-click and paste the picture. | Cursor spotlight (cursor effects) is used to follow the cursor and opening the app.  Spotlight effect will show the app when open with the options of rectangle mode. |
| **Notes:** | | | |

| **Slide [1.4]/ Menu Title: *[Keyboard Shortcut]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Title with icon to represent the keyboard | [Title Bar] **Keyboard Shortcut** | The second method of taking a screenshot is to use the keyboard shortcut to open the Snipping Tool. | Icon zooms in on the PwPt slide. |
| **Notes:** | | | |

| **Slide [1.5]/ Menu Title: *[Keyboard Shortcut Tutorial]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| PwPt is minimized to the left-hand side of the screen.  Unsplash website is minimized to the right-hand side of the screen. | [Title Bar] **Using Keyboard Shortcut** | In order to take a screenshot using the keyboard shortcut, you hold down the windows key, shift key, and s key.  This keyboard shortcut has opened a simpler menu for the most common tools used in the Snipping Tool.  I choose the rectangle mode and click and drag over the area to make my selection exactly like I did in the previous method of using the Snipping Tool.  To paste my screenshot into a document or PowerPoint using a keyboard shortcut, I hold down Ctrl and V to paste the image into the document or PowerPoint. | Keyboard shortcut posts during VO  Spotlight effect will show the app when open with the options of rectangle mode. |
| **Notes:** | | | |

| **Slide [1.6]/ Menu Title: *[Summary]*** | | |  |
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| **Visual / Display:** | **Slide Text:** | **Narration / Voiceover:** | **Animation / Interaction:** |
| Title with graphic of a worker on a PC (same as slide 1) | [Title Bar] **How to Use the Snipping Tool** | This tutorial showed two different methods for taking a screenshot using the Snipping Tool on a Windows PC. Play around with the various modes, and use the method that works best for you. | PwPt slide fades out at the end. |
| **Notes:** | | | |