

HCS^{virtual} Alternatives to Printing

In your modules, you may choose one of the following alternatives to printing your worksheets/printable tasks. If a printable gives simple prompts or questions, a student may recreate the sheet by writing on their own paper or typing their responses on a document.

If a printable is more complex, and hard to recreate, your child can choose to screenshot and annotate on the image. Please see directions below for the device your student is using.

Note: You may also choose to login and print from a personal device if available.

	Annotating on an iPad
 Click here to watch a quick video on using the annotation tools.	Directions: 1. Open the desired printable on your device. Make sure you can see the full page on the screen of your device. 2. Take a screenshot by hitting the “home” button and “lock” button on the top. a. You may need to do this for multiple pages if a document has more than one page. 3. Open the Photos app, and find your screenshot. 4. Tap “edit” in the top right corner. 5. Select the ... and choose “Markup”. 6. Use the annotation tools to type, write, draw, highlight, etc. 7. Click “Done” in the top right corner to save. 8. Upload your photo with annotations to the correct assignment.

Annotating on a Chromebook

Directions:

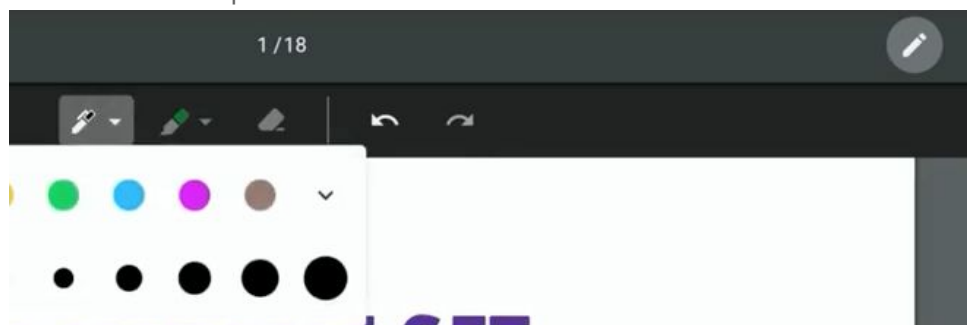
1. Open the desired printable on your device. Make sure you can see the full page on the screen of your device.
2. Download the file or take a screenshot:
 - a. Ctrl + [] to take a screenshot of the entire screen.
 - b. Ctrl + Shift + [] to take a screenshot of a specific portion of your screen.



[Click here](#) to watch a quick video on using the annotation tools.



3. Your screenshot is saved as a PNG file in your "Downloads" folder. You can also download a PDF file from Google Drive or Classroom and save it to your Chromebook files.
4. Now you can start opening and annotating PDFs or images from the Files App by following these steps:
 - a. Open the saved file from the Files App
 - b. At the top of the document, you should see a pencil icon



- c. After you pick the pencil, choose your desired markup tool and color.
- d. When you are done annotating, be sure to download it (the arrow in the upper right

corner) and save it with a unique name, such as “annotated copy.”

- e. TIP: You may want to save all annotated files to a single folder on your Chromebook in the Files App.

Annotating on a Dell Latitude

Take a screenshot

Using the Snip & Sketch app

1. Press the Start button and enter Snip & Sketch in the search field.
2. Press the New button to start snipping with the snipping bar.

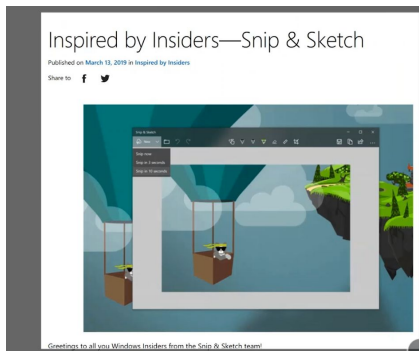
The snipping bar allows you to capture the following types of snips:

- Rectangular snip. Drag the cursor around an object to form a rectangle.
- Free-form snip. Draw a free-form shape around an object.
- Full-screen snip. Capture the entire screen.

Once you snip an area of your screen — the snipped image is added to your clipboard and you can paste it immediately in another app. A screen prompt will also allow you to annotate, save or share it using the Snip & Sketch app.

Annotating images with Snip & Sketch

Snip & Sketch provides a few tools for annotating images, namely pen, pencil and highlighter. Once you click a tool to select it, you can click it again to change its color or thickness.



[Click here](#) to watch a quick video on using the annotation tools.

Additional tools

- Use the Eraser tool to remove specific strokes or click it twice to get the option to erase all ink.
- Use the ruler or protractor tools and draw straight lines or arches.
- Press the ruler/protractor button again to hide the ruler/protractor
- Reside or rotate the ruler/protractor by using two finger touch gestures (if the Touch Writing button is selected) or with the mouse wheel.
- Use the crop tool to crop the annotated image.
- To undo cropping, select the crop tool again and press Cancel to restore the image to its full original area.

Sharing and saving snips

Snip & Sketch copies the annotated snip to your clipboard when you open it and every time you make edits. Snip & Sketch allows you to save the annotated image to a file, share it or open with another app, or print it on paper or to a pdf file.