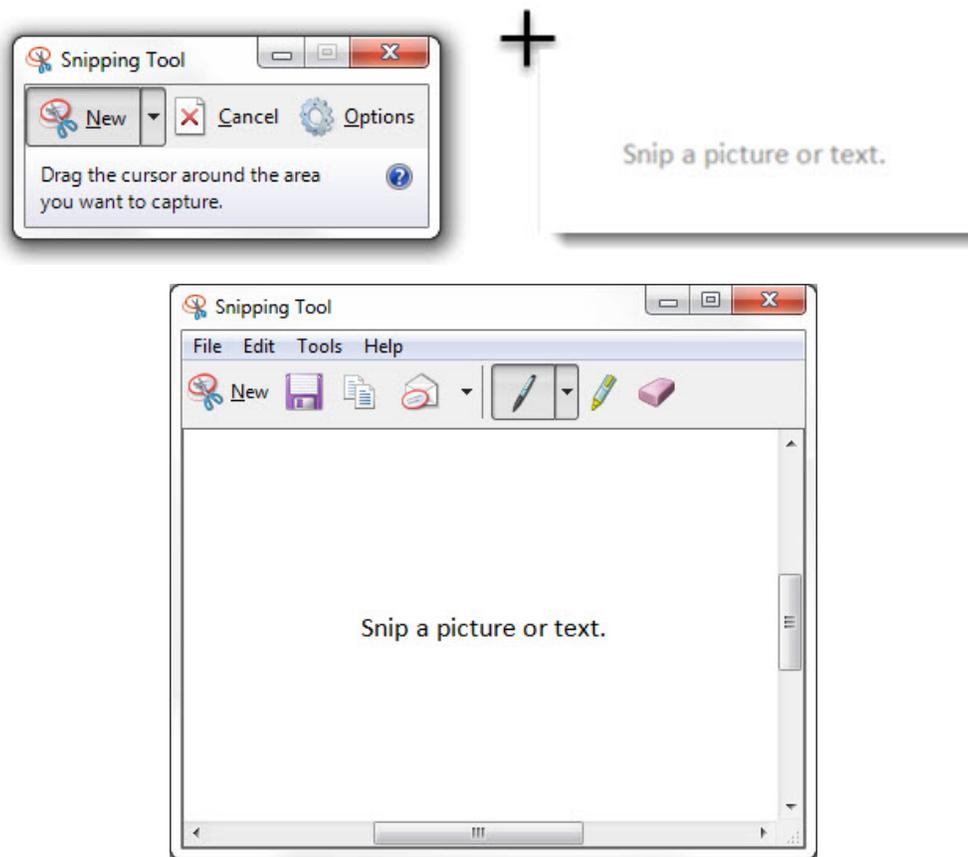


### Communicating with Windows Snipping Tool

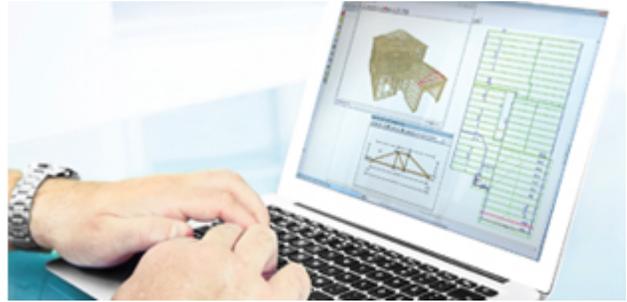
Designers interact with many people in the course of a day and a design. Clear communication is key to receiving fast and accurate responses to questions and requests.

Along with written and verbal descriptions, sending pictures via email will help troubleshoot questions and avoid confusion. One little known program in Microsoft Windows (7, 8, and 10) to collect screen shots is the Snipping Tool.

Search for the Snipping Tool in the Windows start menu and right click to pin the program to your task bar. When opened, the Snipping Tool activates the capture mode. Drag a box around the image to copy and the Snipping Tool will clip a copy of the image.



The Snipping Tool has options to snip a new image, save the image, copy the image or email the image. A pen, highlighter and eraser tool can also be used to edit the image.



We hope you found this topic valuable. If you have any questions or a suggestion for an upcoming article please email us at [training@alpineitw.com](mailto:training@alpineitw.com).

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