

Windows FREE Snip and Sketch tool



IS NEW and replacing the old



The new Windows “Snip and Sketch” tool was part of the Windows 10 October 2018 update. This tool is intended to REPLACE the old “Snipping Tool” of previous Windows editions. But they (Microsoft) did something to actually help us users this time – they kept the old tool! So you can play and learn the new Snip and Sketch and keep the old Snipping Tool too! Maybe they learned not to force users into using updated or changed apps right away – we need time to adjust and learn, right?

Everything you could do in the old Snipping Tool you can do in Snip and Sketch, plus you get a few more tools and options. Thankfully these new additions are easy to see and use, and they can be ignored if you do not want to use them. Microsoft promises more options to come.

Be sure to search Google for videos on how to use Windows Snip and Sketch! I am including here only the basic options.

Click on the Windows logo in the lower left corner of your desktop and you will find Snip and Sketch in the alphabetical list of apps that appears. It is not inside the Windows Accessories folder of apps (where the Snipping Tool still remains). I recommend dragging this app to your desktop screen to always keep it handy. But you can also open it anytime by holding down the Windows key + Shift key + S on your keyboard.

Upon opening the app, your whole screen goes gray and you will see the small controls rectangle at the top. Here you select HOW you want to select what you want to snip or capture. From left to right you can select a rectangular area, freeform selection, the entire window, or your full screen. If you select the rectangle, you drag your mouse on the screen to select whatever you want. As soon as you release your mouse – presto, your selected image has been captured and saved on the clipboard to do with whatever you want! You can open a Word document for example, place your cursor where you want, and “paste” your clip right in your document. Or you can open the Windows Paint app and you can “paste” it there if you want to do more editing. At the same time that your snip is placed on the clipboard, you will also see a message stating that you can edit, draw, or markup your selection. Click to do that and Snip and Sketch opens in its own window with its own menu of options. Various easy marking tools are available for you to play with and try. There are highlighters and markers, and clicking on the down arrows will open things like color choices, etc. Once you have “sketched” on your “snip” you can save it as a “.jpg”, “.png”, or “.gif” format by clicking on the old floppy disk save icon and selecting the file type you want.

The new Snip and Sketch is easy to use and very helpful for saving and sketching on any image on your screen for any purpose. Why not give it a try?