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To:

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Subject: LSA Tech Tip - Using the Snipping Tool in Office



LSA Tech Tips

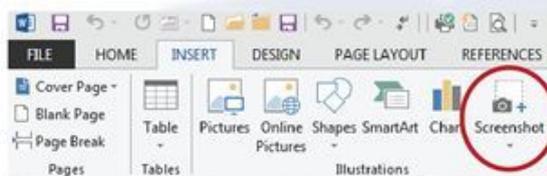
Tips and useful information for
Members & Staff of the South Carolina State Legislature



Using the Snipping Tool in Office

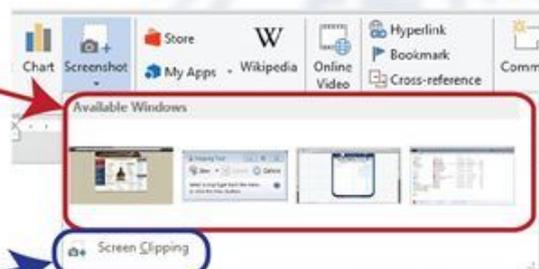
Did you know that you can use the Snipping Tool
within your favorite Microsoft Office program?
(The steps are similar in all the programs, but for this example, we'll use Word.)

1. Click on the Insert Tab.
2. Click on the Screen Shot button located in the Illustrations group.



3. This button's menu has several options:

- **Available Windows** - These thumbnails are all the program windows currently open on the computer. Choosing one of these will insert a screen shot of that window into your current document.



- **Screen Clipping** - This opens the Snipping Tool. Use this option to snip out a part of the screen and insert it into the current document.