

# Using the Snipping Tool to capture Virtual Machine windows

1. Select the **start** button, then type “**Snipping Tool**” in the search box on the taskbar, then select **Snipping Tool** from the list of results.
2. To take Window Snips (which is useful when capturing entire virtual machine windows) do the following:
  - a. In Snipping Tool, select **Mode**
  - b. From the options listed choose **Window Snip**

Figure 1 - Opening the Snipping Tool program

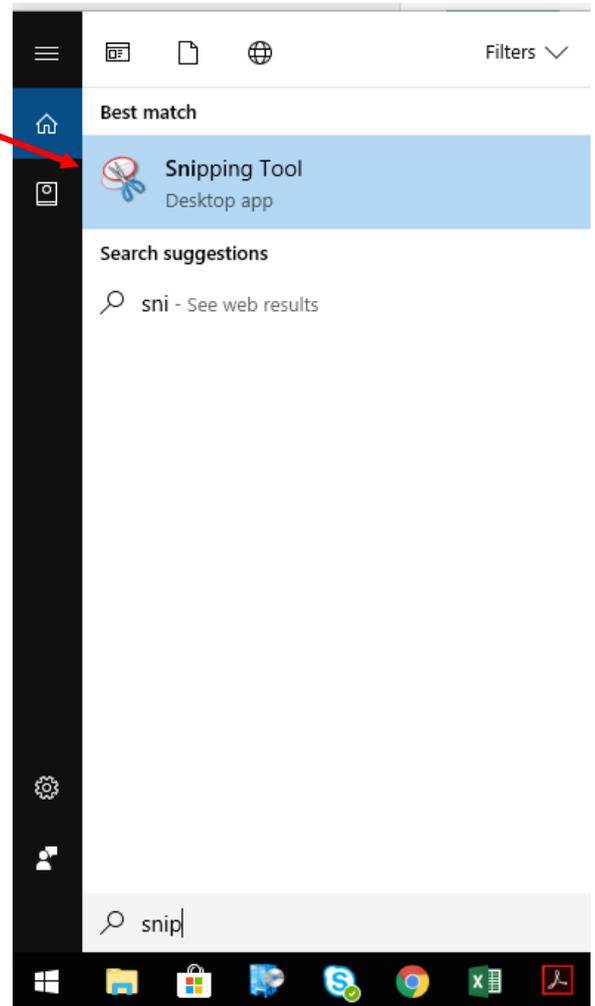
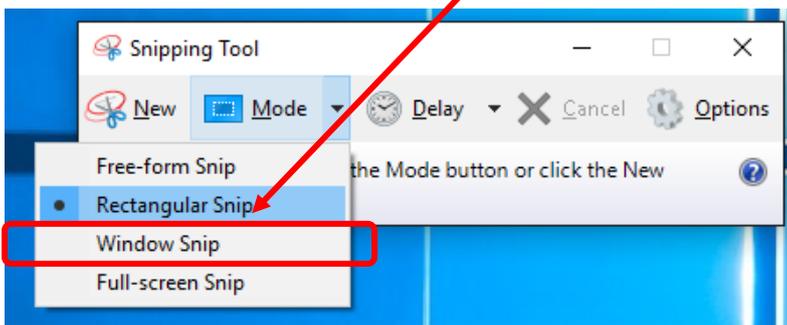
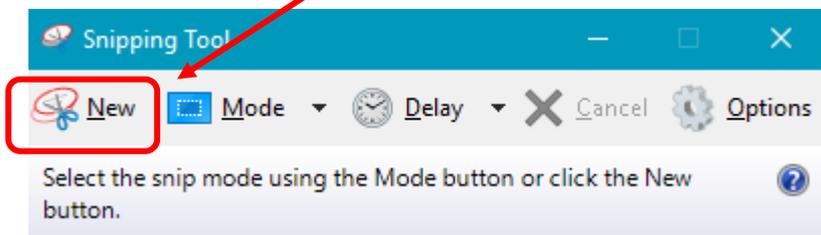


Figure 2 - Snipping Tool Options



3. To capture a virtual machine window, do the following:
  - a. Have the virtual machine window you want to capture opened and visible on your monitor screen.
  - b. Open Snipping Tool and select **New**

Figure 3 - Creating a New Screen Capture



- c. Then select the window you want to capture.

4. To save the screen capture, click on **Save**



## Capturing Virtual Machine Windows for Assessment Tasks

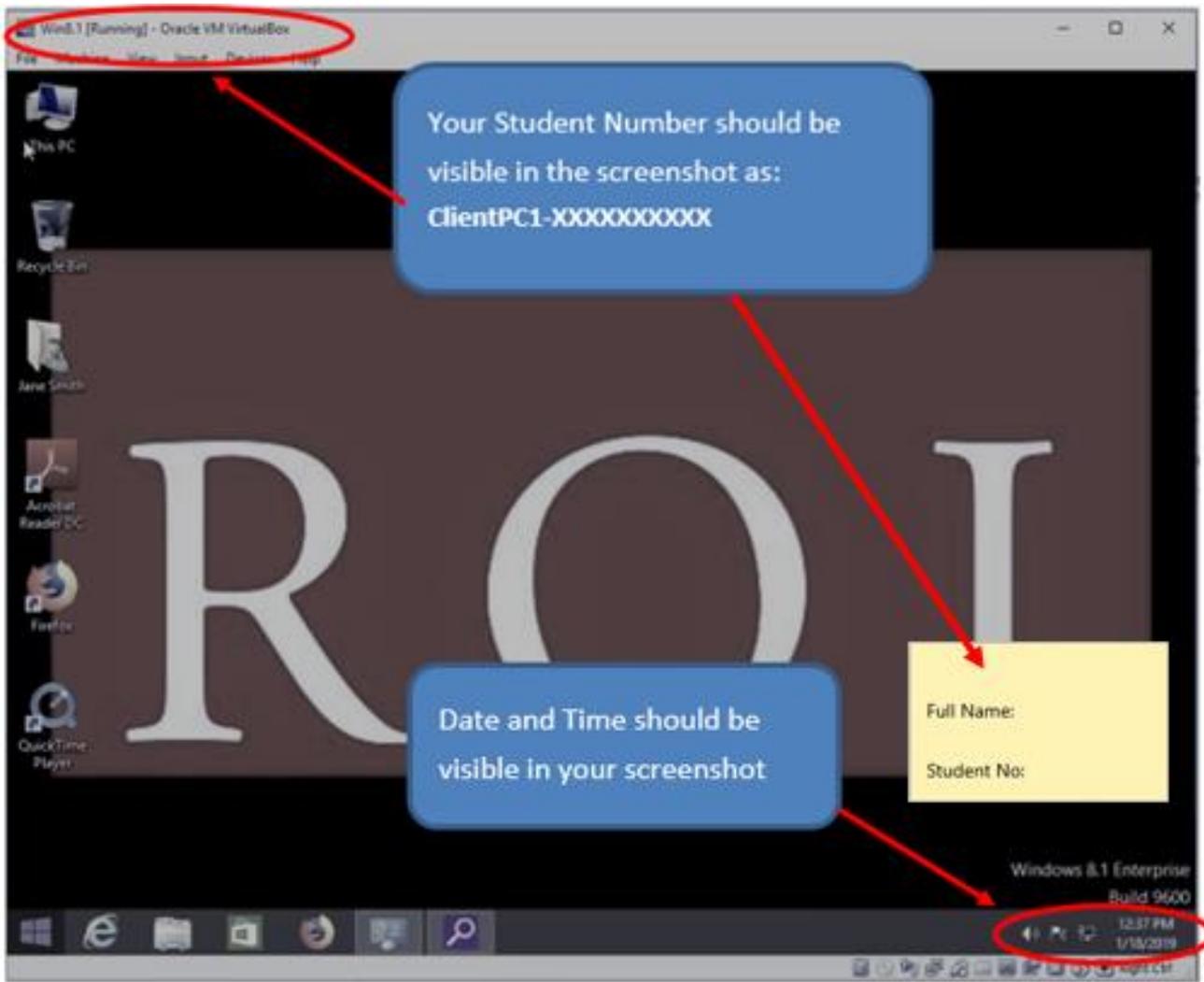
Often when capturing evidence for assessment tasks you will be asked to ensure that certain details are visible in your screenshot. Such as;

- Student Number
- Student Name
- Date and Time

One way you can ensure your details are visible is to place a **Sticky Note** on the virtual Machine Window before taking the screenshot. To do this, follow the steps given below.

- Search for **Sticky Notes** in the search box inside your Virtual Machine.
- Then type in your details as requested in your assessment instructions.
- Position the Sticky Note in an appropriate place, where it is clearly visible to your assessor.
- Then take the screen capture of the virtual machine window using the Snipping Tool.

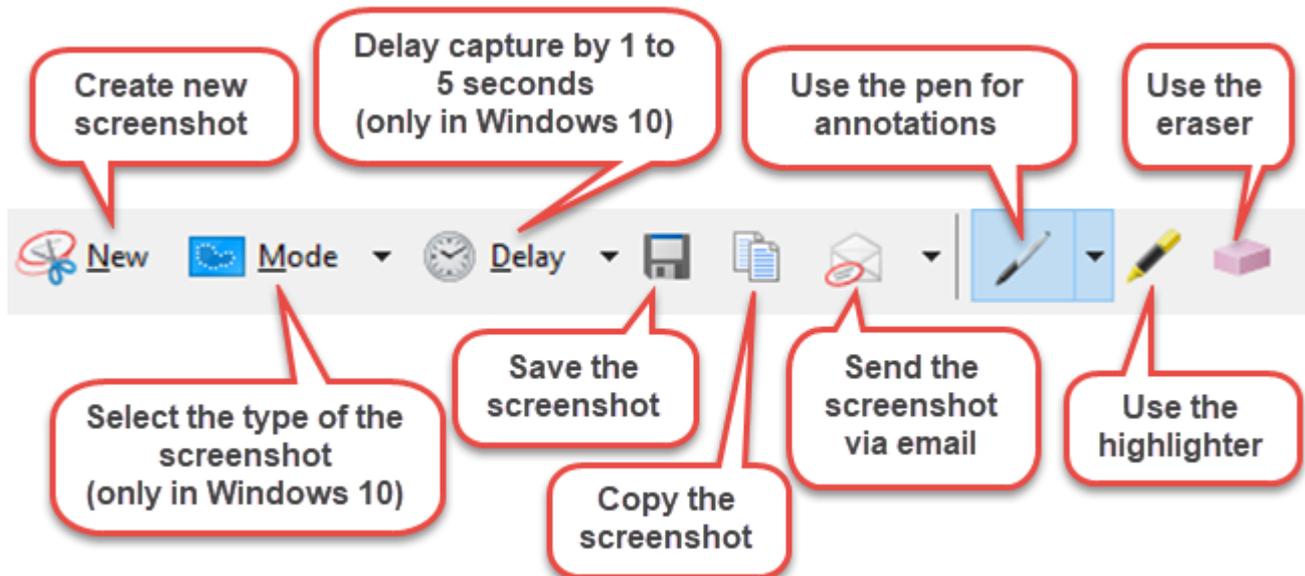
*Sample screenshot given below as a reference*



NOTE: If the Virtual Machine's name (at the time of creation) includes your details (For example: student number), this will be captured at the top left of the Window.

## Snipping tool overview

Figure 4 - Overview of Snipping Tool Options



(Neagu, 2017)

## Other useful sources of information on how to use the Snipping Tool

There are many more options available with the Snipping Tool that may come in handy in different situations. Refer to the following sources of information to learn more about the Snipping Tool.

### Website Tutorials

- [Microsoft Windows Support – Use Snipping Tool to capture screenshots](#)
- [Digital Citizen – How to take screenshots with the Snipping Tool in Windows](#)

### Video Tutorials

- [Lynda.com Video – Windows 8.1 Taking screenshots with the Snipping tool \(4 min 35 sec\)](#)
- [Lynda.com Video – Take screenshots with more options \(4 min 20 sec\)](#)