

Use Snipping Tool on PC Storyboard

Target Audience: Computer users who are new to the PC operating system.

Learning Objectives:

1. Take a screenshot using Snipping Tool
2. Take a screenshot using the keyboard shortcut

Seat Time: 2-3 minutes

Outline:

- Intro/Learning objectives
- Show process with Snipping Tool
- Show process using keyboard shortcut

Provided Assets and Audio: Camtasia video, Storyboard, Script, Audio

Font: Verdana (body) and Verdana (headings)

Slide [1.1]/ Menu Title: <i>[Title Slide]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title with graphic of a worker on a PC	[Title Bar] How to Use the Snipping Tool: Using Windows	In this tutorial, you will learn how to take a screenshot using the Snipping Tool application on a Windows PC. There will be two different methods in how to take a screenshot shown.	PwPt slide as title slide morphs into opening of screen recording.
Notes:			

Slide [1.2]/ Menu Title: <i>[Snipping Tool]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title with icon to represent the Snipping Tool logo (scissors)	[Title Bar] Using Snipping Tool	The first method of taking a screenshot is to use the Snipping Tool found on the Windows computer.	Icon zooms in on the PwPt slide.
Notes:			

Slide [1.3]/ Menu Title: <i>[Snipping Tool Tutorial]</i>			
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Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
PwPt is minimized to the left-hand side of the screen. Unsplash website is minimized to the right-hand side of the screen.	[Title Bar] Using Snipping Tool	In order to take a screenshot using the Snipping Tool, you must have the Snipping Tool open on your PC. I will click in the search bar and begin typing "snipping tool." Once I see the application pop up, I select the application. Once the application opens, there are different options. For this tutorial, we will use rectangle mode. After selecting rectangle mode and clicking "new", I find the image or section of the screen I want to screenshot, and I click and drag over the area to make the selection. I've just taken a screenshot using the Snipping Tool. To paste my screenshot into a document or PowerPoint, I will right-click and paste the picture.	Cursor spotlight (cursor effects) is used to follow the cursor and opening the app. Spotlight effect will show the app when open with the options of rectangle mode.
Notes:			

Slide [1.4] / Menu Title: <i>[Keyboard Shortcut]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title with icon to represent the keyboard	[Title Bar] Keyboard Shortcut	The second method of taking a screenshot is to use the keyboard shortcut to open the Snipping Tool.	Icon zooms in on the PwPt slide.
Notes:			

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Slide [1.5]/ Menu Title: <i>[Keyboard Shortcut Tutorial]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
PwPt is minimized to the left-hand side of the screen. Unsplash website is minimized to the right-hand side of the screen.	[Title Bar] Using Keyboard Shortcut	In order to take a screenshot using the keyboard shortcut, you hold down the windows key, shift key, and s key. This keyboard shortcut has opened a simpler menu for the most common tools used in the Snipping Tool. I choose the rectangle mode and click and drag over the area to make my selection exactly like I did in the previous method of using the Snipping Tool. To paste my screenshot into a document or PowerPoint using a keyboard shortcut, I hold down Ctrl and V to paste the image into the document or PowerPoint.	Keyboard shortcut posts during VO Spotlight effect will show the app when open with the options of rectangle mode.
Notes:			

Slide [1.6]/ Menu Title: <i>[Summary]</i>			
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Title with graphic of a worker on a PC (same as slide 1)	[Title Bar] How to Use the Snipping Tool	This tutorial showed two different methods for taking a screenshot using the Snipping Tool on a	PwPt slide fades out at the end.

		Windows PC. Play around with the various modes, and use the method that works best for you.	
Notes:			