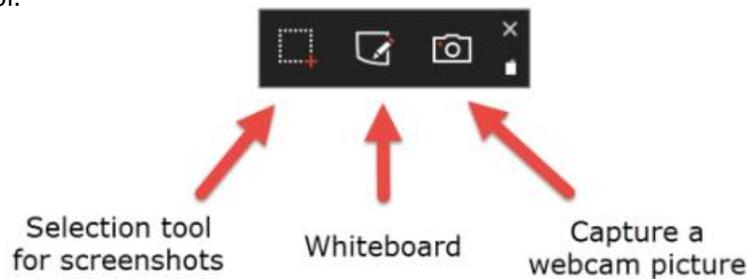# Microsoft's *new* Snip tool

Definition: Microsoft Snip is a new Office tool that allows you to easily capture screenshots then annotate them and/or **record audio**. Microsoft Snip can turn an ordinary screenshot into screen tutorials for students or useful audio feedback.
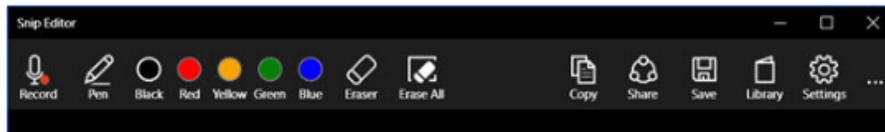
To get started, you must download the Snip tool by going to: https://mix.office.com/Snip. Once it is downloaded, you will notice that Snip hovers at the top of the desktop, so it's instantly accessible to create a capture from your screen.

To capture a Snip do the following:

1. Open the Snipping tool by hovering your mouse over the top of your desktop to 'pull down' the Snip tool.

Selection tool for screenshots   Whiteboard   Capture a webcam picture

2. Click and drag the crosshair tool (red plus sign) over the image you'd like to capture. The image will appear on the Snip Editor. Here you can make annotations and/or record your Snip.

To use the whiteboard feature, do the following:

1. Open the Snipping tool by hovering your mouse over the top of your desktop to 'pull down' the Snip tool.
2. Open the whiteboard. You will see a blank white space where you can draw or write anything using the pens. To talk while you draw, hit the record button before using the pens. This will make it more like a screencast.

To save a Microsoft Snip, do the following:

1. If you are just saving an image and/or annotations (no recording), hit 'Save' and save it where you'd like.
2. If you used the record feature, hit 'Save' and it will save as an MP4. If you hit 'Copy' and paste (CTRL V) it into a Word doc or PPT, the main image will appear with a link under it to access the Snip.