

Setting up and using Snippy

Once you have downloaded Snippy you can put the file anywhere, in your documents folder or on your desktop - somewhere you can find it quickly.

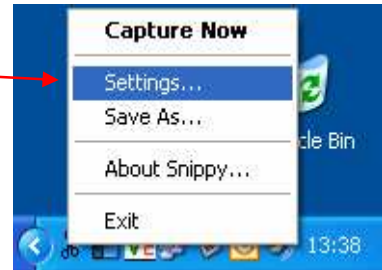
You can then load Snippy by simply double clicking the scissor icon. It does not need to be installed.

Once you have double-clicked on Snippy you will see a scissors icon appear in the program tray on the bottom right of your screen.



Setting up Snippy

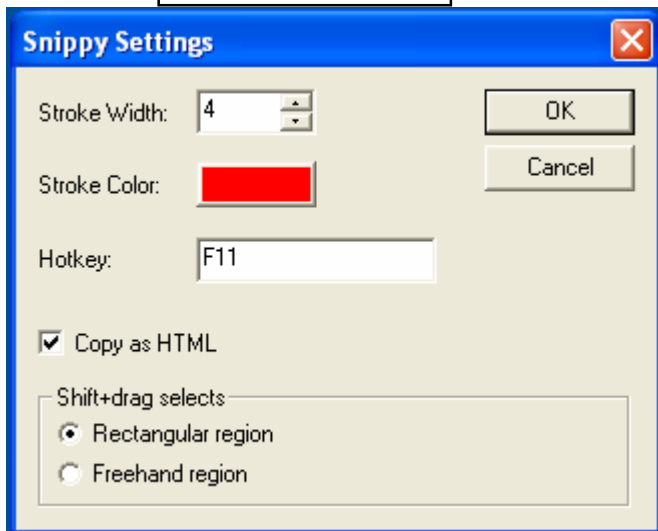
Before you start using Snippy you should first ensure that it is set-up correctly. To do this right click on the scissors icon and select the 'Settings...' option.



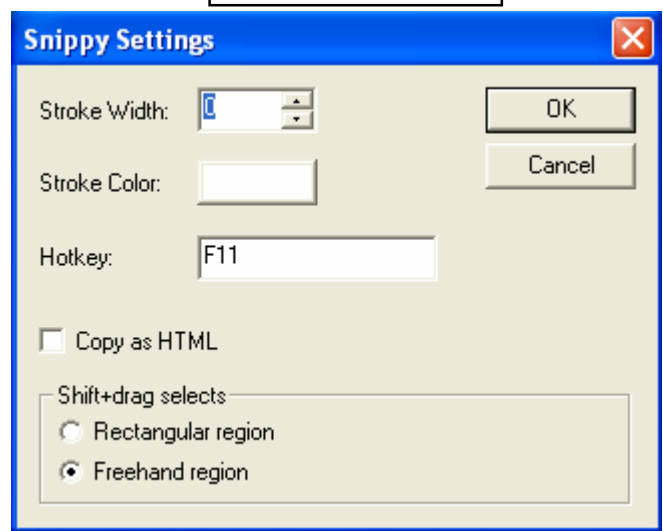
The standard settings copy an image with a red border. It is probably best to copy all of your images without using a border, as you can add one later using the program you paste the picture into.

To get rid of the border change the stroke width from '4' to '0' and change stroke colour to white. You should also un-tick the 'Copy as HTML' box and change 'Shift+drag selects' to 'Freehand region'.

Standard settings



New settings



Using Snippy

Once you have loaded Snippy and set it up it will remain in the bottom right of your screen into you either exit the program (by right clicking and selecting relevant option) or you shut down your PC. Each time you log into a PC and you want to use Snippy you'll need to open it and set it up again—this will not take long.

Copying any part of your screen

Once it is set-up using Snippy is very simple. Whatever it is that is on your screen you can copy as an image. If you wanted to capture a picture from a website for example you simply click on the scissors icon with the left mouse button. You will see that the mouse cursor has now change to a target. Simply place that target at a top corner of the image and drag the target as far as you need to select the image - you'll see the part of the screen that you are capturing turn blue.

Example Webpage

Highlighted area

Copied Image

As soon as you let go of the mouse after highlighting the relevant part of the screen you wish to capture the mouse pointer returns to normal and you can then click 'Paste' in the program you are using to get the copied image into your work.

If you want you can also select a part of the screen using the 'Freehand' tool. Left-click on the scissors icon and this time hold the shift key. You'll see the mouse cursor change from a target to a pen. You can now hold the left mouse button and select any part of the screen using the mouse as a pointer, so you can select any shape you want - you'll see a white line appear as you select the part you want.

Example Webpage

Highlighted area

Copied Image