



Documentation Screenshot Guidelines

Windows Snip & Sketch

1. Type "Snip & Sketch" in your Windows search bar to open the program.
2. Click New to take a new screenshot.

Pro Tip: The arrow next to the blue button allows you to delay your subsequent screenshot by 3 or 10 seconds. This is helpful if you need to perform some other action prior to taking the screenshot, such as hovering over an item on a webpage.
3. Click new and the screen will darken slightly, displaying 4 options at the top of the screen:
 - Rectangular Snip - To select a rectangular area instead of the entire screen.
 - Freeform Snip – To freeform trace an area (rarely needed).
 - Window Snip – To capture an individual display / monitor's screen, which is helpful with multiple monitors. Simply click on the display you'd like to capture.
 - Fullscreen Snip – To capture multiple monitor displays (rarely needed).
4. After taking your screenshot, you are prompted to edit, save, or completely redo your screenshot.
 - The New button lets you start from the beginning. Any work will be lost without prompt if you click New.
 - Next to the New button are buttons for undoing / redoing actions as you edit your screenshot.
 - Draw on the screenshot using buttons in the middle of the top bar. You can click on each button to use them; they highlight blue when selected. Once selected, click again to change color and size of the brush. Pen for solid line, pencil adds a graphite quality, and a highlighter for highlighting.
 - Next are tools for erasing, a ruler to help draw straight lines, and an image crop tool.
 - The rest of the buttons to the right of the top bar allow you to zoom, save, copy to your clipboard, or share using whatever apps you have installed.

Adding Arrows with Paint 3D

- Type "Paint 3D" in your Windows search bar to open the program.



- Click Menu to Open an image.
- Click 2D Shapes, select the arrow, draw a box the size of the arrow you want to create. You can turn, move, resize, and otherwise modify the appearance of the arrow.
- Paint 3D offers many other shapes and effects that can be used to mockup your image.

Documentation Etiquette

- Screenshot is legible and clean, focused clearly on the subject of interest.
- Use the ruler / protractor tool to keep the lines straight, particularly when creating documentation. Messy, hand drawn lines are unprofessional and detract from the effectiveness of your screenshot.
- When possible, keep personal content out of screenshots. If it's necessary to take a screenshot with personal information, use the pen tool to draw over the sensitive information or blur that section of the image.
- If capturing an error, include a full Window screenshot that has a timestamp in the lower right, and the full address bar of the browser if applicable.

Awesome Screenshot Chrome addon is another free tool for taking screenshots. Any image editing tool of your preference can be used. Be sure to follow documentation etiquette when creating screenshots for the community.