Screen Clipping in OneNote

Screen Clipping is a good way to capture a screen shot in OneNote and save the image in a notebook.

Taking a Screen Clipping

**Step 1**
To capture a screen shot, click Clip on the Standard menu bar located at the top of the page or use shortcut key Windows logo + S.

**Step 2**
Click and drag a rectangle region with the mouse or pen to select an area to copy. The captured image by default is copied to Clipboard and Unfiled Notes, displayed under Unfiled Notes section.

**Step 3**
Since the image is copied to the Clipboard, it can be pasted to any page (in OneNote or a Word doc) by right clicking and selecting Paste or using the shortcut key Ctrl + v.

Changing the Screen Clipping Default Setting

Users can set up screen clipping to copy only to the clipboard instead of also saving the image in Unfiled Notes.

**Step 1**
Right click on the OneNote icon in the menu bar. Hover over Options and select Screen Clipping Defaults. By default, Screen Clippings are copied to Clipboard and Unfiled Notes. Select Copy to Clipboard Only.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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