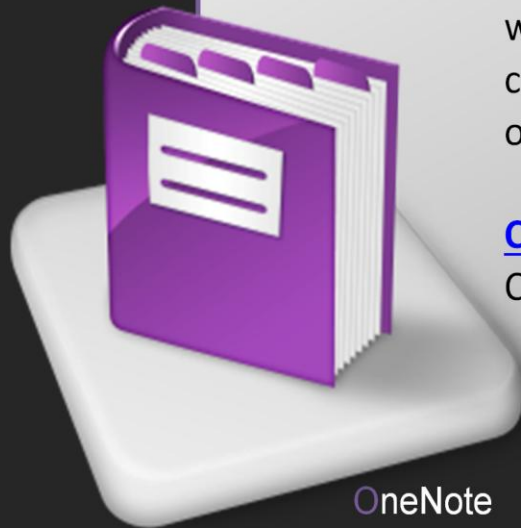


## OneNote Screen Clipping

The Screen Clipping feature of OneNote is very easy to use. This is essentially the same thing as taking a picture of what's on your screen and storing it in OneNote so you can add your notations above, below, to the side or right on top of it.

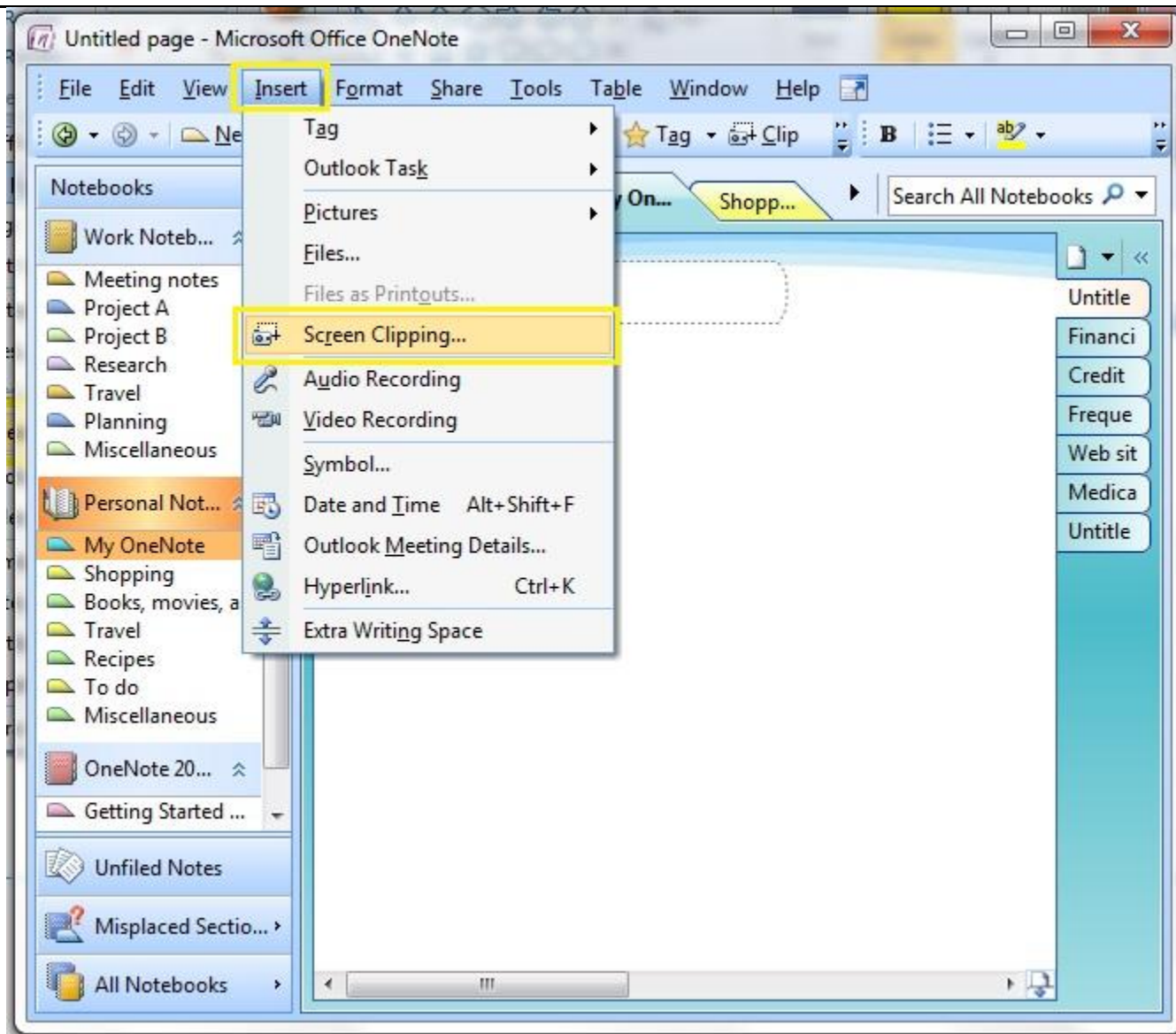
[Click here](#) to know the ways on how to use the Screen Clipping.



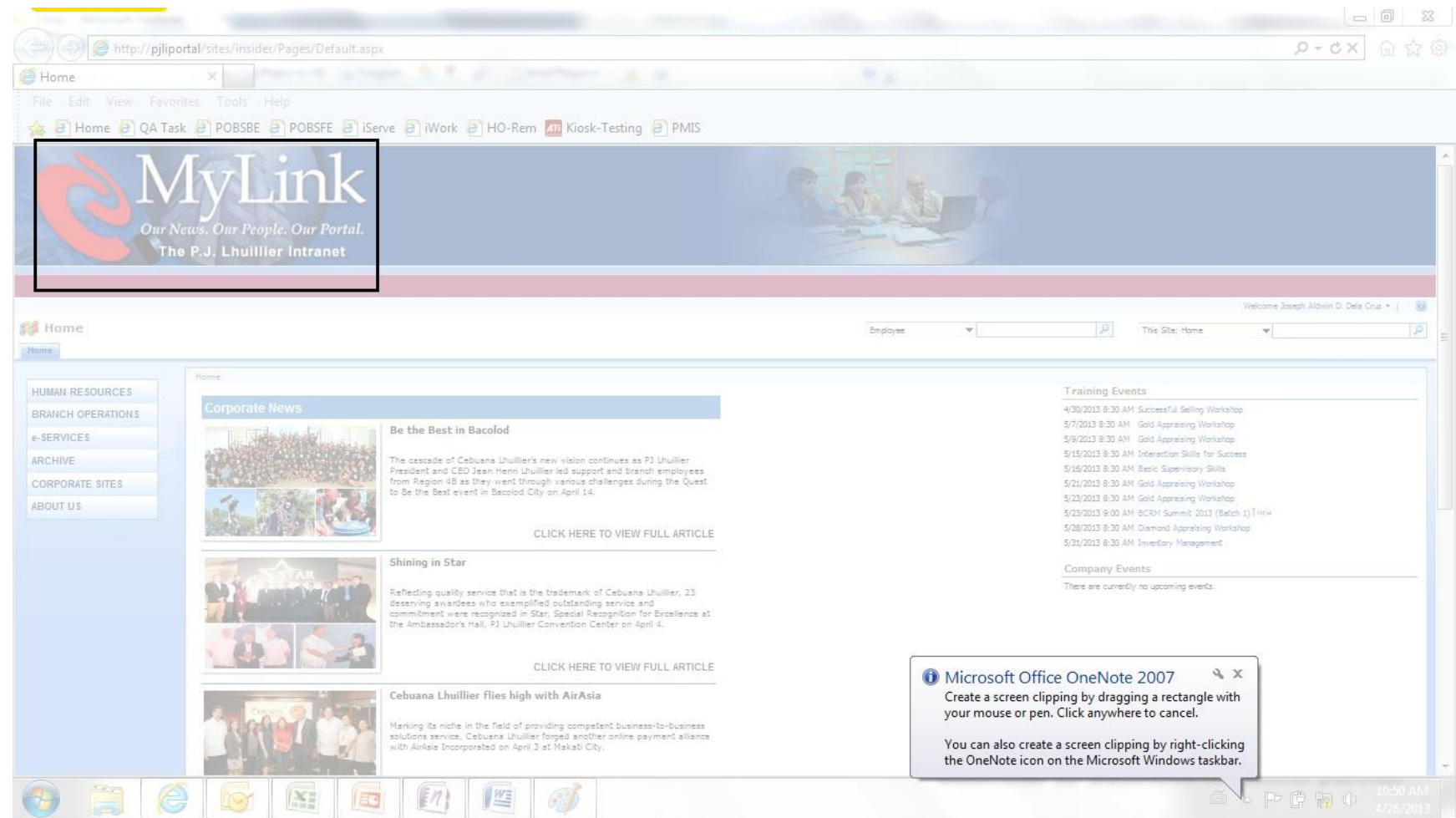
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

## OneNote Screen Clipping

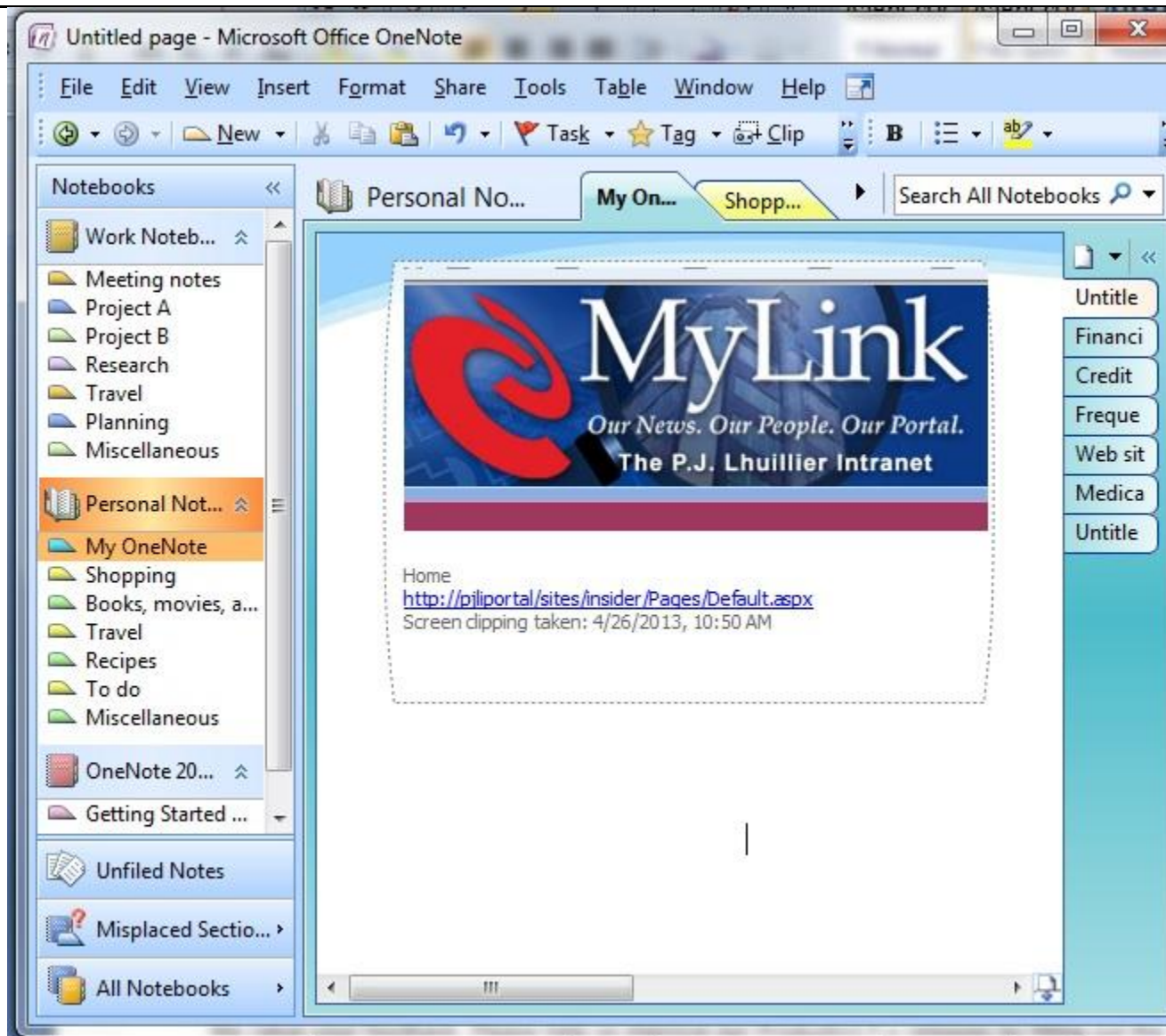
1.a. From the Insert menu in OneNote click **Insert > Screen Clipping**



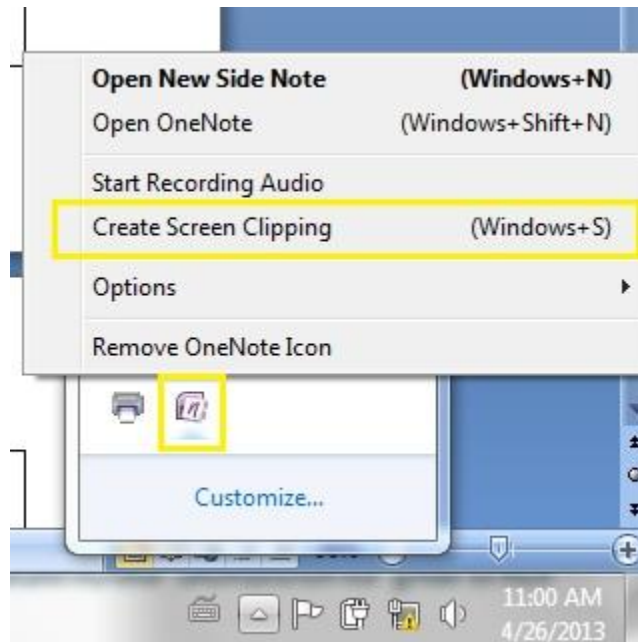
1.b. Draw a rectangle around the area of the screen you wish to capture.



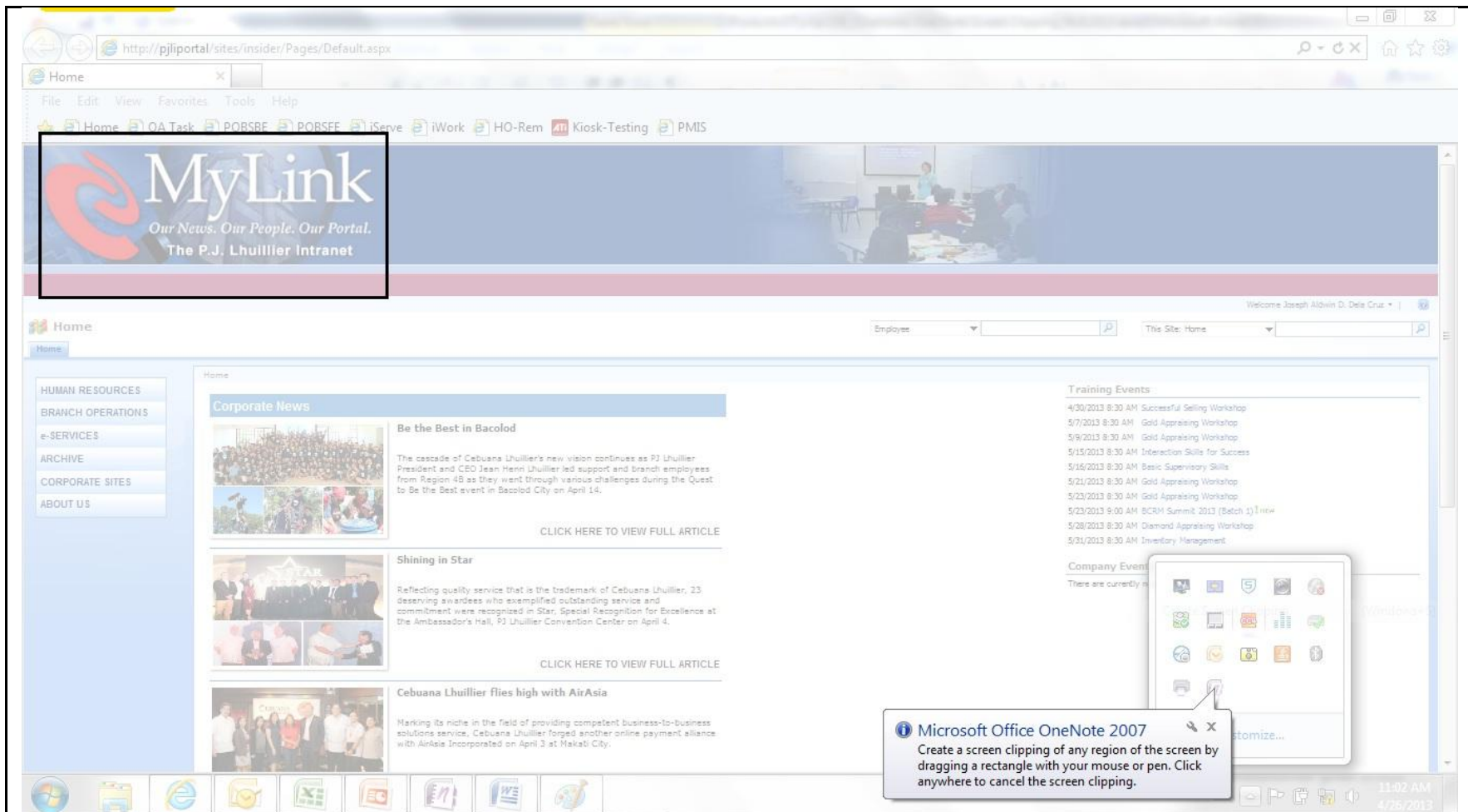
1.c. Once you release the mouse button, the picture is dropped right into your OneNote page.



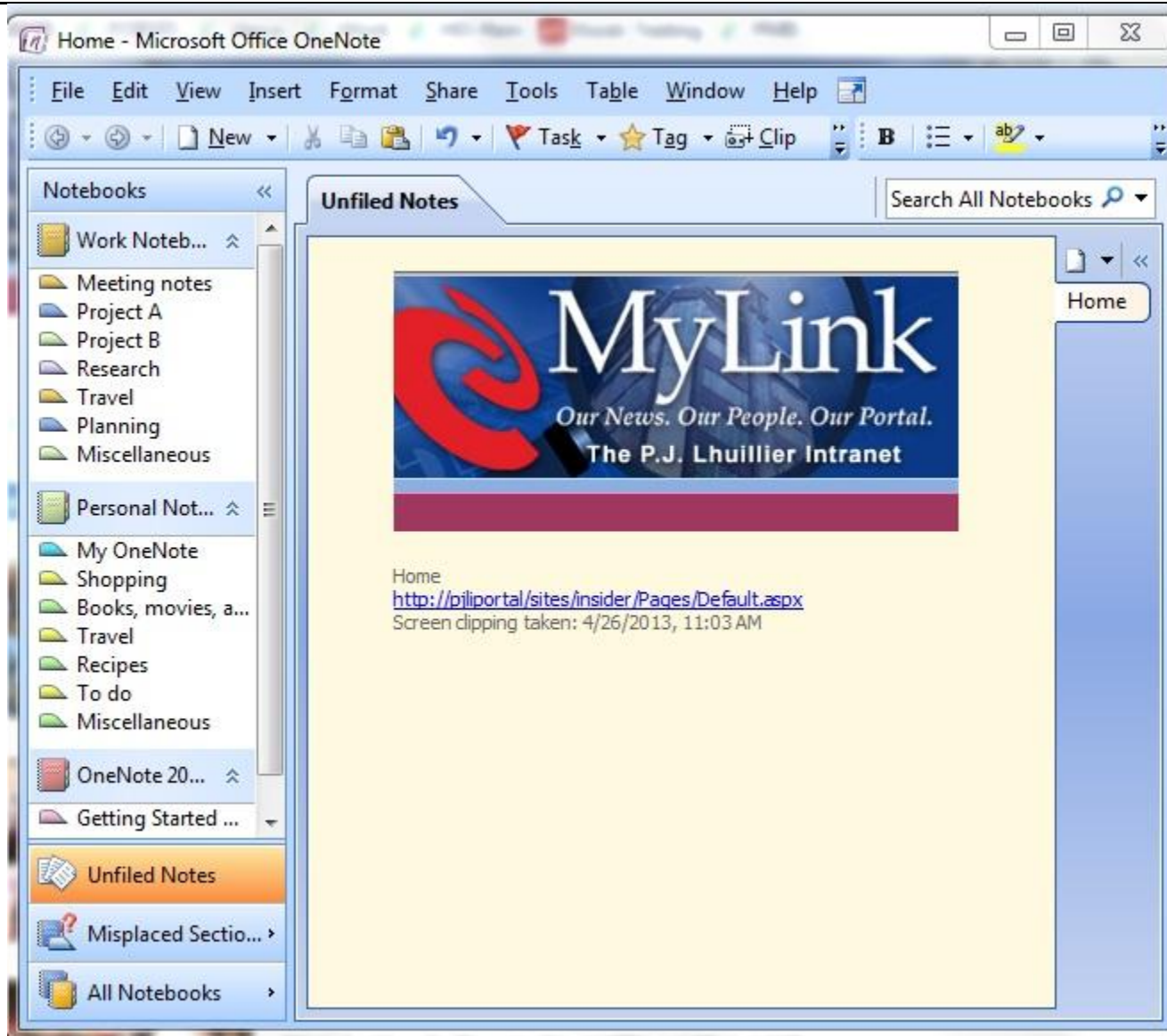
2.a. Right-click on the OneNote icon in your Windows System Tray > Create Screen Clipping



2.b. Draw a rectangle around the area of the screen you wish to capture.




2.c. Once you release the mouse button, the picture is dropped right into your OneNote page.



3.a. You can also press Windows + S keys on your keyboard to activate the Screen Clipping feature.



Note that this will only work if you currently have Side Note  running in your system tray.

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