Using Adobe Acrobat's Snapshot Tool is to select a print area.

The snapshot tool will allow you to select a subset of a page for printing. It will also allow you to paste that snapshot into another document (word, acrobat, photoshop, etc.)

In Adobe Reader XI and many previous versions of reader the snapshot tool is located under the Edit pulldown. In Acrobat Standard is is under Tools>Select and Zoom.

Step 1: Activate the Snapshot tool



Step 2: Once you select the snapshot tool you can click and drag a rectangular window around the subset of the page you wish to print.



Step 3: Print the selected graphic. Pay close attention to the options identified by the arrows below for the graphic to print correctly. The preview widow at the right will give you insight as to how it will look on the printed page.

Print	
Printer: Lexmark X736de PS3 Properties Advis	anced Help 😮
Copies: 1 Print in grayscale (bl	lack and white)
Pages to Print	Comments & Forms
Current page	
○ Pages 1 - 18	Summarize Comments
▼ Mg Options	Scale: 71%
Selected graphic	
Odd or Even Pages: All pages in range	
Reverse pages	11 x 8.5 Inches
Page Sizing & Handling (a)	
 ● Fit ○ Actual size 	
Shrink oversized pages	
Custom Scale: 100 %	
Choose paper source by PDF page size	1
Print on both sides of paper	
Orientation	
Auto portrait/landscape	
Portrait A participation	Page 1 of 1 (1)
	Page 1 of 1 (1)
Page Setup	Print Cancel

Step 4. Don't forget to deactivate the snapshot tool. Unfortunately Reader XI does not make it easy to deactivate the snapshot tool. If it is activated each time you click anywhere on the document it takes another snapshot. This is very frustrating and not well thought out by the Adobe folks. If there is a check box adjacent to the snapshot tool, it is still activated.



You can deactivate the tool by selecting another tool:

	View Window Help			
	Rotate <u>V</u> iew	•		/3 (
	Page Navigation	•		11-1 O G
	Page Display	•		
	<u>Z</u> oom		Zoom To	Ctrl+Y
	Tools		🕺 <u>M</u> arquee Zoom	
	Fill Sign		🔍 Dynamic Zoom	
	Co <u>m</u> ment	•	✓ ☐ Actual Size	Ctrl+1
	<u>S</u> how/Hide	•	Zoom to Page Level	Ctrl+0
	Read Mode	Ctrl+H	Fit Width	Ctrl+2
	Eull Screen Mode	Ctrl+L	Fit <u>H</u> eight	
	Tracker		rit visi <u>p</u> le	Ctn+3
	Deed Out Level		📴 Pan & Zoom	
	Regd Out Loud		👅 Loupe Tool	
like marquee zoom	000		<u>R</u> eflow	Ctrl+4

You can also just close the pdf and reopen it.

The best thing if you are going to use the snapshot feature frequently is to just add a few tools to your toolbar.

Right click on the tool bar and add:

Select:	R S <u>e</u> leo	:t Tool
Marque	e Zoom:	<u>M</u> arquee Zoom
Snapshc	et: 🝺 Tak	e S <u>n</u> apshot

These can be found in the Select&Zoom and Edit subsections.

The tools will then be in your toolbar for future ease of use.

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Select	zoom	Snapshot	