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How to Use Snip and Sketch - CellaVision

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This procedure outlines the steps in order for the technologists to utilize the Snip and Sketch application effectively.

II. CLINICAL SIGNIFICANCE:

- A. An off-site Pathologist may ask the Hematology Technologist to email CellaVision pictures in relation to a STAT or questionable case. The technologist can utilize the Snip & Sketch application for such purposes.
- B. On the Windows desktop, the Snip and Sketch application is used to make screen shots of pictures that can be added to documents or pasted to an email.

III. DEFINITIONS:

- A. Snip and Sketch = Windows Application
- B. CellaVision = Sysmex digital hematology microscope software

IV. EQUIPMENT AND SUPPLIES:

- A. Windows computer
- B. Corewell Health Outlook email application

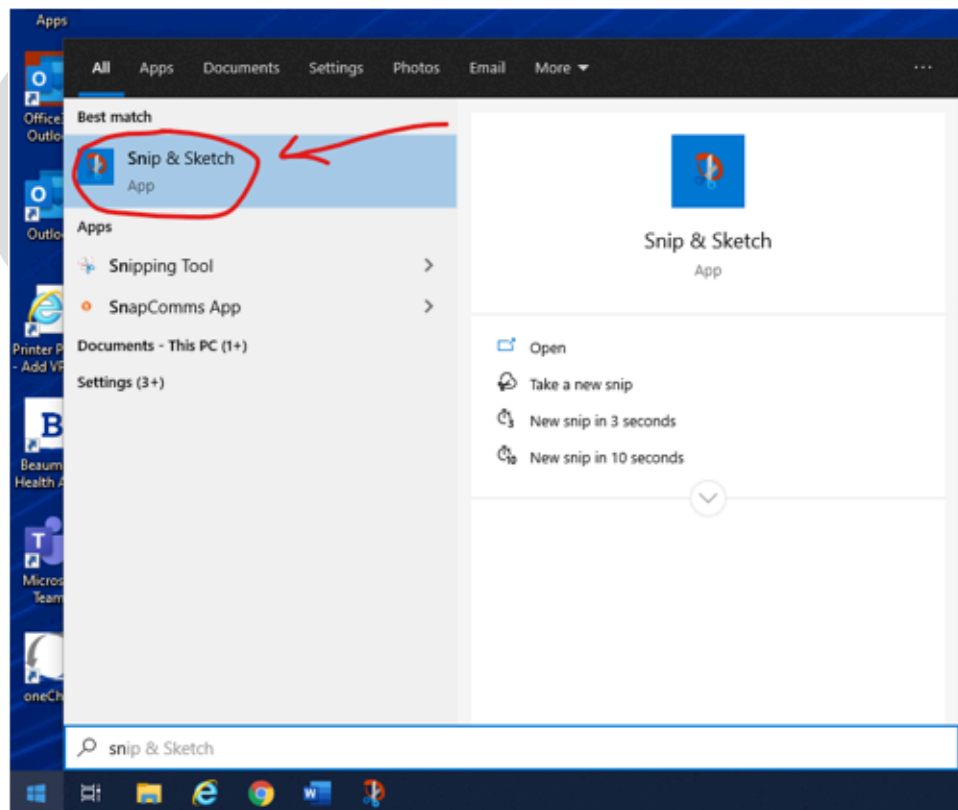
V. PROCEDURE:

- A. Find the Snip and Sketch application on the Windows Start Menu.

- B. Click on the Start Menu at the bottom left corner of the screen.



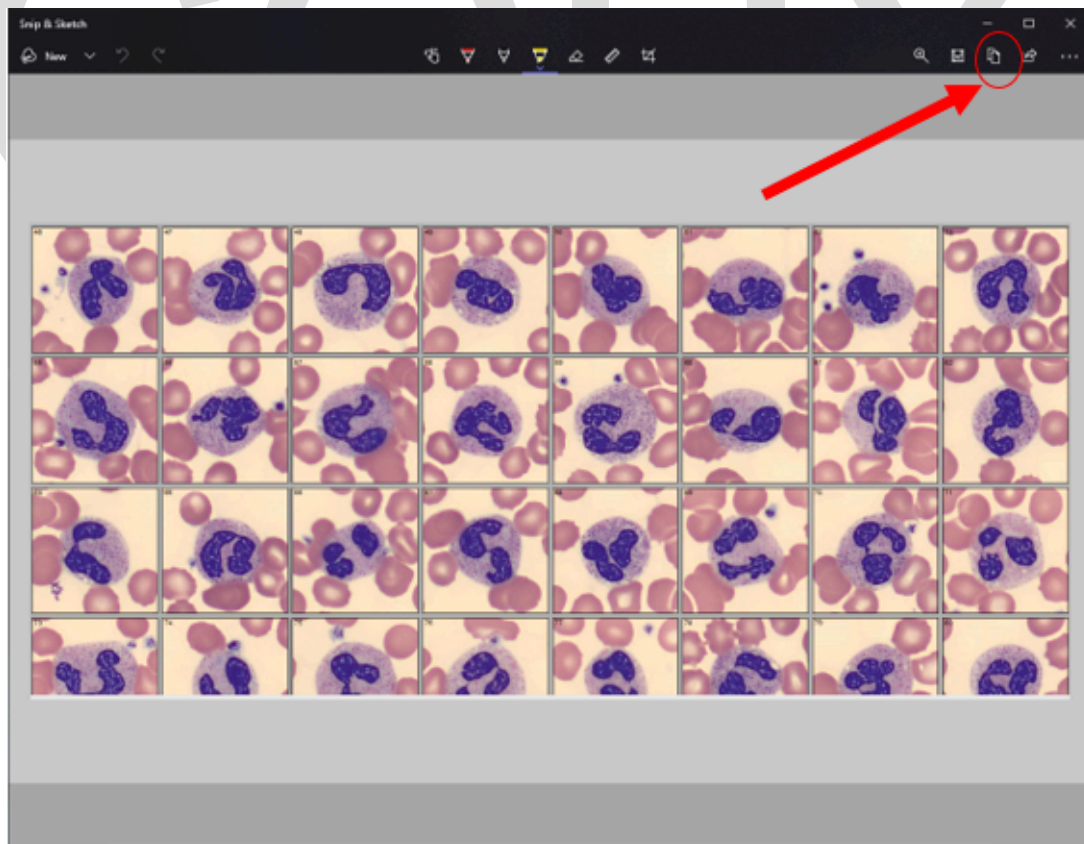
- C. Once it opens, start typing “Snip & Sketch”.
- D. Click on the “Snip & Sketch” application. The application should open.



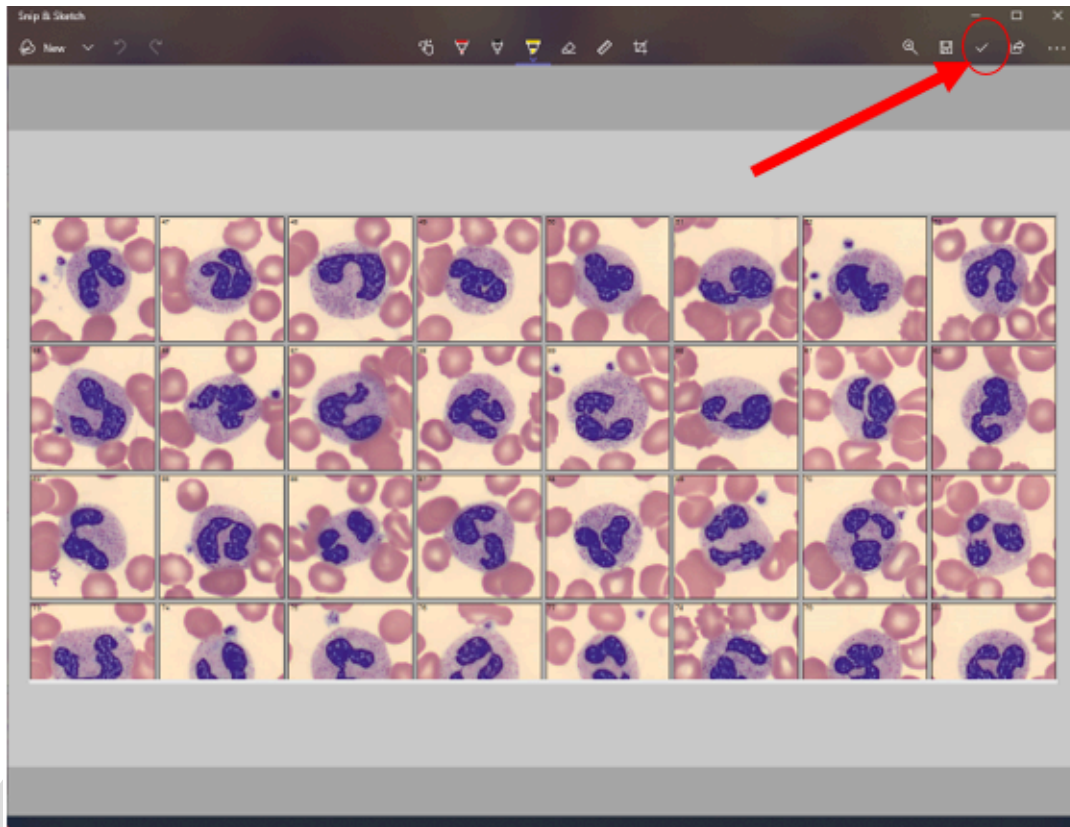
- E. Click on the NEW Button. The Screen should go dim and the Cursor will be replaced with a “+” sign. Use the “+” to trace around the part of the screen that needs to be captured.
1. In case of a mistake or error while tracing, press the NEW button again and start over.



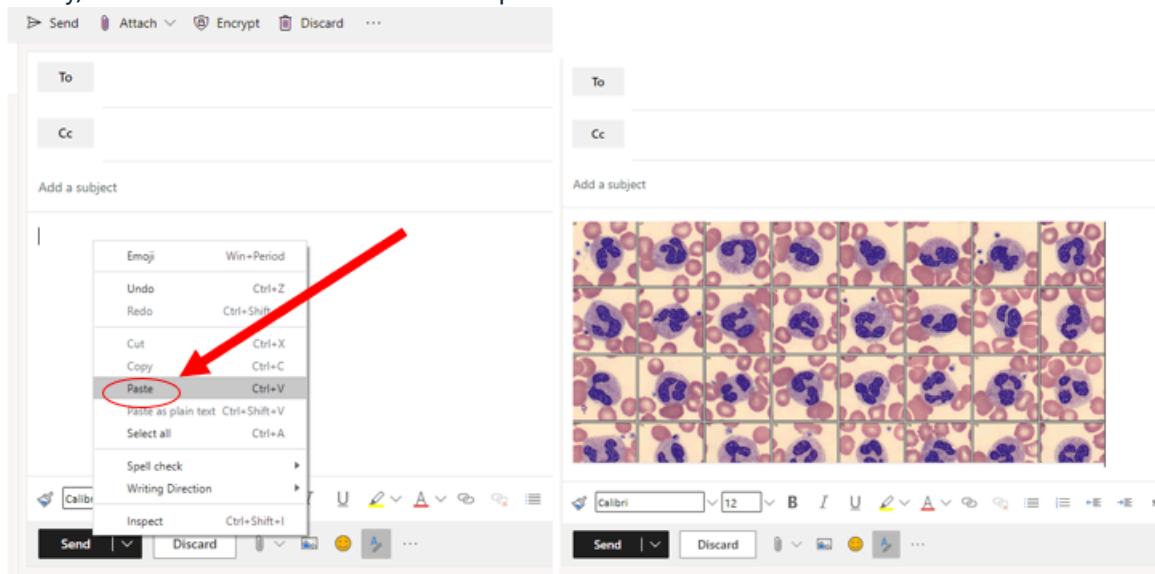
- F. Make sure whatever picture or item that needs a screen shot is already open on the screen.
- G. Click on the Copy symbol (inside the red circle).



- H. Once the technologist clicks on it, it should briefly turn to a gray check mark.



- I. Go to the Outlook email.
- J. In the body section of the email and using the mouse, "Right Click".
- K. A menu should appear.
- L. Click "PASTE" or use the keyboard shortcut (Ctrl + V).
- M. The screen shot should appear in the body of the email.
- N. Lastly, send the email to the intended recipient.



Approval Signatures

Step Description	Approver	Date
Medical Director	Muhammad Arshad: Chief, Pathology	8/27/2024
Policy and Forms Steering Committee Approval (if needed)	Kristin Murphy: Medical Technologist Lead	8/27/2024
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Applicability

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