

# Use the Snipping Tool to capture screenshots

## Open Snipping Tool

For Windows 10	Select the <b>Start</b> button, type <b>snipping tool</b> in the search box on the taskbar, and then select <b>Snipping Tool</b> from the list of results.
For Windows 8.1 / Windows RT 8.1	Swipe in from the right edge of the screen, tap <b>Search</b> (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up, and then click <b>Search</b> ), type <b>snipping tool</b> in the search box, and then select <b>Snipping Tool</b> from the list of results.
For Windows 7	Select the <b>Start</b> button, then type <b>snipping tool</b> in the search box, and then select <b>Snipping Tool</b> from the list of results.

## How to capture a Screenshot in Windows 10 using the Snipping Tool

1. Open the Snipping Tool (see above)
2. Click on the Snipping Tool icon.
3. Click "New"

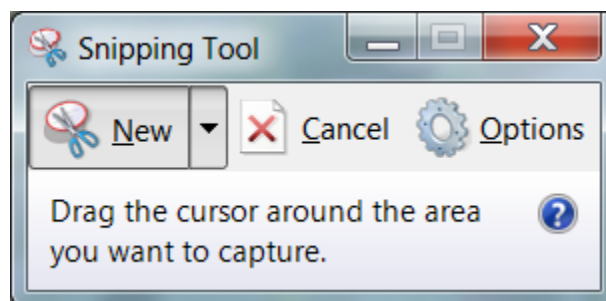
**Free-form Snip** lets you draw and captures any irregular part of the screen

**Rectangular Snip** will allow you to drag the cursor around an object to form a rectangle

**Window Snip** will let you select an open window, such as a browser window or dialog box and let you capture it

**Full-screen snip** will capture the entire screen when you select this type of snip.

4. Choose the area to capture
5. Save the screenshot to your computer



<https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots>