

Use Snipping Tool to capture screenshots

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen—this is what Snipping Tool does. Use it to save and share news stories, movie reviews, or recipes.

Capture part or all of your PC screen, add notes, save the snip, or email it right from the Snipping Tool window. You can capture any of the following types of snips:

- **Free-form Snip.** Draw a free-form shape around an object.
- **Rectangular Snip.** Drag the cursor around an object to form a rectangle.
- **Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.
- **Full-screen Snip.** Capture the entire screen.

After you capture a snip, it's automatically copied to the Snipping Tool window. From there, you can annotate, save, or share the snip. The following procedures explain how to use Snipping Tool.

Open Snipping Tool

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

Capture a snip

In Snipping Tool, select the arrow next to the **New** button, choose the kind of snip you want, and then pick the area of your screen that you want to capture.

Capture a snip of a menu

1. After you open Snipping Tool, open the menu that you want a picture of. (For Windows 7, press Esc before opening the menu.)
2. Press Ctrl + PrtScn.
3. Select the arrow next to the **New** button, choose the kind of snip you want, and then pick the area of the screen that you want to capture.

Annotate a snip

After you capture a snip, you can write or draw on or around the snip by selecting the **Pen** button.

Save a snip

1. After you capture a snip, select the **Save Snip** button.
2. In the **Save As** box, enter a file name, location, and type, and then select **Save**.

Remove the URL

When you capture a snip from a browser window and save it as an HTML file, the URL appears below the snip. To prevent the URL from showing up:

1. In the Snipping Tool, select the **Options** button.
2. In the **Snipping Tools Options** box, clear the **Include URL below snips (HTML only)** check box, and select **OK**.

Share a snip

After you capture a snip, select the arrow next to the **Send Snip** button, and then select an option from the list.