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 all or part of your PC screen, add notes, save the snip, or email it 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.

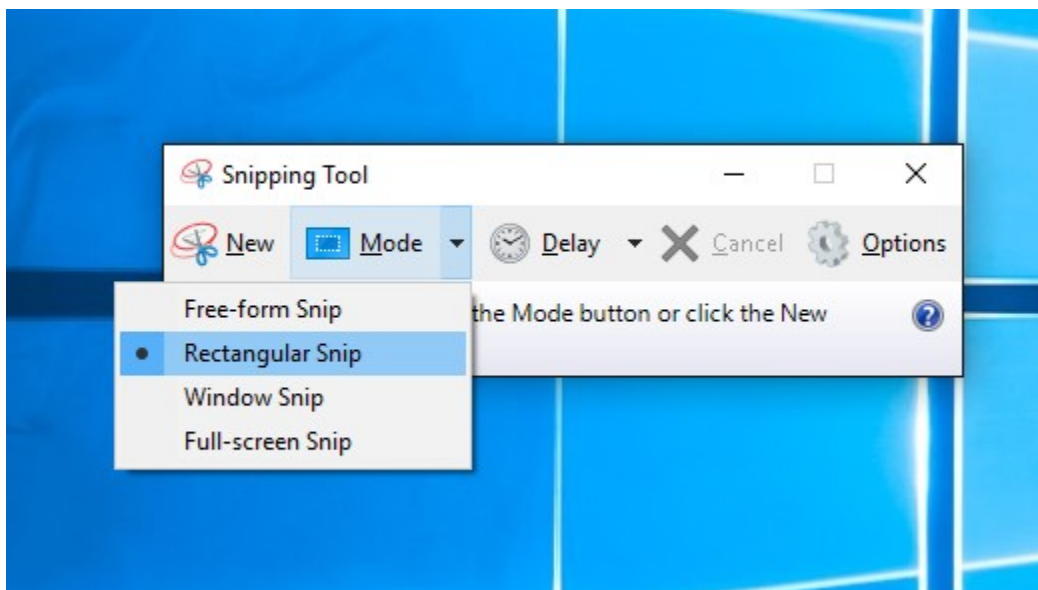- **Full-screen snip.** Capture the entire screen.

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 show how to use Snipping Tool.

Open Snipping Tool

For Windows 10	Select the **Start** ⊞ button, type **snipping tool** in the search box on the taskbar, and then select **Snipping Tool** from the list of results.
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**), type **snipping tool** in the search box, and then select **Snipping Tool** from the list of results.
For Windows 7	Select the **Start** ⊞ button, then type **snipping tool** in the search box, and then select **Snipping Tool** from the list of results.

Capture a snip

In Snipping Tool, select **Mode** (in older versions, select the arrow next to the New button), choose the kind of snip you want, and then select 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 the **Esc** key before opening the menu.)

2. Press **Ctrl + PrtScn** keys. This captures the entire screen, including the open menu.

3. Select **Mode** (in older versions, select the arrow next to the **New** button), choose the kind of snip you want, and then select the area of the screen capture that you want.

Annotate a snip

After you capture a snip, you can write or draw on or around it by selecting the **Pen** or **Highlighter** buttons. Select **Eraser** to remove the lines you've drawn.

Save a snip

1. After you capture a snip, select the **Save Snip** button.

2. In the Save As box, type 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 appearing:

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, then 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.

Keyboard shortcuts to use in Snipping Tool

Press these keys	To do this
Alt + M	Choose a snipping mode
Alt + N	Create a new snip in the same mode as the last one
Shift + arrow keys	Move the cursor to select a rectangular snip area
Alt + D	Delay capture by 1-5 seconds
Ctrl + C	Copy the snip to clipboard
Ctrl +	Save the snip

Properties

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Applies to
Windows 10, Windows 8.1, Windows 7