How to use Snipping Tool to capture screenshots

Sometimes you may want to capture part of your computer screen, maybe a recipe, news story or review to share with a friend.
Windows has a built in **'Snipping tool'** which allows you to capture all or part of your PC screen, add notes, save the snip, or email it from the Snipping Tool window.
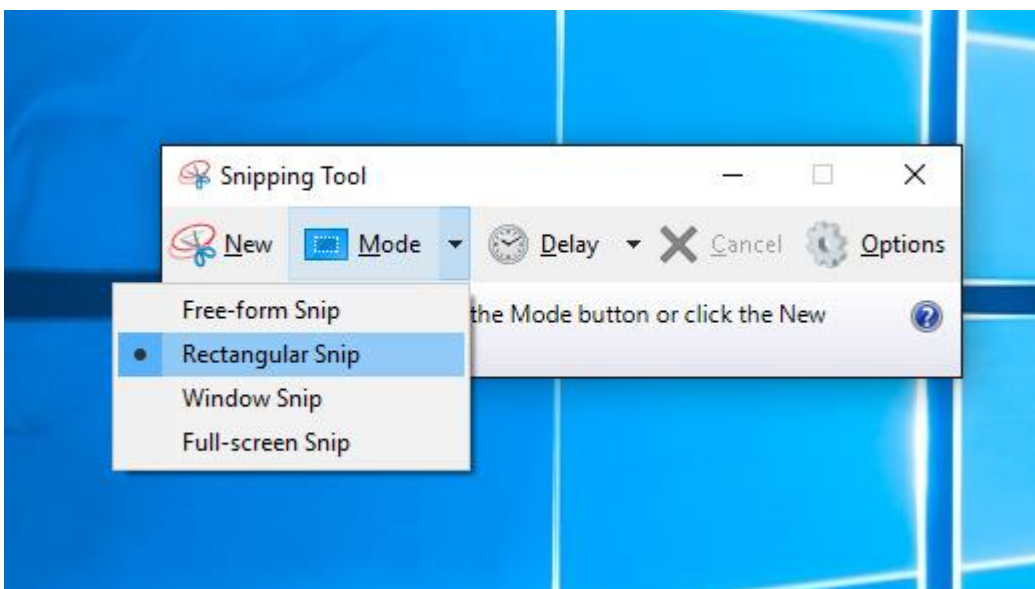
To Open the Snipping Tool
For Windows 10 type **snipping tool** in the search box on the bottom left of the taskbar, and then select **Snipping Tool** from the list of results

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, type **Snipping tool** in the search box, and then select **Snipping Tool** from the list of results.

To Capture a snip
When the **Snipping Tool** opens, select **Mode,** (in older versions select the arrow next to the New button), choose the kind of snip you want (see below) and then select **New,** the screen will 'grey out', put your cursor near the area you want to snip and with the left button held down drag your cursor to cover the area of the screen that you want to capture, after a few practices you will get the hang of it, if you make a mistake simply select **New** and start again.

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.

The **Delay** button delays the activation of the **Snipping tool** for the amount of time selected, useful if you want to right click on an object to include a context menu in your snip.

After you capture a snip, it is automatically copied to the **Snipping Tool window**, from there you can use the **File, Edit** or **Tools** options to save, change or send the clip to someone.

More details can be found by clicking on the ? mark in the header.

Bob..