

Windows laptops & PCs | Easy | 2 min read

Snipping Tool: capture, mark up and share part of your screen

The Snipping Tool lets you capture just the part of the screen you want, such as an error message, then draw on it and send it. It is easier than a full screenshot, and it is built into Windows 10 and 11.

The quickest way

1. Press **Windows key + Shift + S** together.
2. The screen dims and a small bar appears at the top. Choose the shape: **Rectangle**, **Freeform**, **Window** or **Full screen**.
3. Drag across the part you want.
4. The picture is copied. You can paste it straight into an email or document with **Ctrl + V**.

A small message appears in the corner of the screen. Click it to open the picture in the Snipping Tool, where you can edit and save. If you miss it, open the **Notification centre** from the clock.

Open the app instead

Press the **Windows key**, type **Snipping Tool** and open it. Click **New** (Windows 11 may show **Rectangle** options). There is also a **Delay** option, which lets you capture menus and pop-ups that disappear when you click. Windows 10 may open it as Snip & Sketch, which works much the same way.

Mark up and save

- Use the **pen** or **highlighter** to circle the problem.
- Use the **crop** tool to remove anything unneeded.
- Click the **save** icon, or press **Ctrl + S**, and choose a folder. A name like **Error message** helps you find it later.
- Click the **share** or **copy** icon to send it.

Screen recording in Windows 11

The Windows 11 Snipping Tool also has a **Record** option for short videos of what is on screen.

Check before you share

Screenshots can show names, email addresses, account numbers or passwords. Crop them out or cover them before you send the picture, especially to a stranger or on social media.

Some versions save a copy automatically in **Pictures**, then **Screenshots**. Check in File Explorer if you cannot find one.

When to get more help

Get in touch if the shortcut does nothing, if the bar does not appear, or if a screenshot comes out black. That sometimes happens with protected video. We can help you capture it another way.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.