SCREEN CAPTURES
VIA THE SNIP AND SKETCH TOOL

Screenshots, aka screen captures, are images copied straight from your monitor's screen. Screenshots can provide an opportunity for people to better describe computer problems. If you are getting an error message, and would like to be able to explain the error to a tech, that explanation is much more effective when an image is included. It's much better and much faster than writing down the message in long-hand.

There's a feature called the **Snip and Sketch** (an upgrade to the original Sniping Tool), which will allow you to select just what you want included in your screenshot and sketch "freehand" information inside the capture.

To find the Snip and Sketch Tool, click on the search bar/button and type *search and sketch*. This will cause the target tool to appear at the top of the column. By right-clicking on the Snip and Sketch app, you can pin it to the Taskbar for easy access. As an alternative, find the app in the all apps menu, i.e. the window key.

Click on the Snip and Sketch tool and select an area of the screen you'd like to capture. The captured image can then be pasted into the location of your choice.