# HOW TO USE SNIPPING TOOL

 You don't need a third-party application or your phone's camera to take screenshots. Windows 10 has an in-built feature known as **Snipping Tool**. Snipping Tool allows you to take a screenshot of the entire screen or snip a part of the screen, and then work on the captured image in an [image editor](#) or use it directly. It is a straightforward app that does not require much technical knowledge. You also have an option to email the captured image directly from the app's interface.

**Launch Snipping Tool from Start Menu**
1. Click **Start Button**
2. Scroll down to **Windows Accessories,** and under it, click on the **Snipping Tool**.

**Launch Snipping Tool from The Run Window**
1. Open **Run Command Box  (Windows key + R)**
2. Type **snippingtool** and then hit Enter key or click on **OK**

**Open Snipping Tool using Windows Search**
   On Windows Search bar type **Snipping Tool** and click on the suitable icon.

**Create a Keyboard Shortcut for Snipping Tool**
1. Type Snipping Tools on Windows Search and open its location.
2. Right-click on its icon and choose **Properties.**
3. Under **Shortcut** choose Shortcut key of your choice

**Create a snipping icon on the Taskbar**
1. Right-click on the Snipping Tool on the Menu.
2. Right-click on More, then click on Pin to Taskbar
3.

## How to Capture Screen Using Snipping Tool

After opening the Snipping Tool, you are now ready to take a snip. Before that, you should know about the modes available to grab different types of snaps. Following types of modes are available:

- **Free-form Snip:** In this mode, you can freely pick the part of the screen you want to capture. Just roll-over the mouse pointer over the part you want to grab.
- **Rectangular Snip:** This mode allows you to take a rectangular shape snap.

- **Window Snip:** Using this mode, you can take the screenshot of an app window, such as a browser window or the dialog box.
- **Full-screen Snip:** Full-screen mode allows you to grab the snapshot of the entire screen

**Steps to taking a Screenshot using Snipping Tool:**
1. Open the Snipping Tool with your preferred way

2. Then, choose the snip mode according to the screenshot you want to take

3. Left-click and roll-over to the part you want to capture

4. Now the selected part can be saved to the tool's desktop for convenient temporary storage.