

# Snipping Tool

---

Connect with me: [Youtube](#) | [LinkedIn](#) | [WhatsApp Channel](#) | [Web](#) | [Facebook](#) | [Twitter](#)

- [Download PDF](#)
- To access the updated handouts, please click on the following link:  
<https://yasirbhutta.github.io/tools/docs/snipping-tool.html>

The Snipping Tool in Windows is useful for capturing screenshots of your desktop or specific windows. Here are some practical tasks you can perform with it:

## 1. Capturing Full-Screen Shots:

- Open Snipping Tool, select "New," and choose "Full-screen Snip" to capture your entire screen.

## 2. Capturing a Specific Window:

- Choose "Window Snip" and click on the window you want to capture. This helps when you only need a specific application or dialog box.

## 3. Capturing a Custom Area:

- Use "Rectangular Snip" to select a specific area of the screen. Drag your mouse to create a rectangle around the part you want to capture.

## 4. Freeform Capturing:

- The "Free-form Snip" option allows you to draw a custom shape to capture exactly what you need, which is useful for irregular objects or sections.

## 5. Annotating Screenshots:

- After taking a snip, use the editing tools (pen, highlighter, etc.) to annotate or highlight important parts of the screenshot.

## 6. Saving and Sharing Screenshots:

- Save the captured image as a file (PNG, JPEG, GIF) or copy it to the clipboard for immediate pasting into documents or emails.

## 7. Delay Capture:

- Use the delay feature to capture pop-up menus or tooltips by setting a delay of a few seconds before the snip is taken.

## 8. Printing Snips:

- You can print the snip directly from the Snipping Tool, which is helpful for quickly creating hard copies.

## 9. Adding Notes:

- After capturing a screenshot, you can add notes or highlight important sections before saving or sharing it.