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In Windows 11, Microsoft offers an improved Snipping Tool app that promises to be better than previous versions. It's a simple application that many people are familiar with already, yet some of its new features are worth looking into. That's why, in this tutorial, I decided to show you how to screenshot on Windows 11, as well as record your screen with the Snipping Tool app. There are many ways to open the Snipping Tool in Windows 11, and if you want to see them all, you should first check out this guide: 9 ways to open Snipping Tool in Windows. It covers everything, including the Snipping Tool shortcuts, how to launch it from the keyboard, and how to add the Snipping Tool to the taskbar. However, if you don't have the time to look into all the methods to find your favorite, know that a quick way to open the Snipping Tool in Windows 11 is to search for it. Type "snipping tool" in the search box on your taskbar and select the Snipping Tool app in the search results. How to open the Snipping Tool in Windows 11 using Search Assistant, even faster way to start taking a screenshot with Snipping Tool is by using the keyboard shortcut: Windows logo key + Shift + S The keyboard shortcut for Snipping Tool in Windows 11 However, this does not show you the Snipping Tool window. Instead, it dims the screen and lets you directly select what you want to screenshot. The fastest way to start Snipping Tool is to use its keyboard shortcut Next, let's see what the Snipping Tool in Windows 11 looks like and how it works: Windows 11's Snipping Tool is relatively simple, but it packs everything you need to create all kinds of screenshots. When you open the Snipping Tool, this is what you get: The Snipping Tool app As you can see, it's a relatively small window with only a few buttons and little information. However, this simple interface cleverly hides various screenshotting and video recording options, as well as other complementary features. First of all, the Snipping Tool's menu gives you the + New button. Clicking or tapping on it initiates the screenshotting process. You can also start it by using the keyboard shortcut we mentioned earlier: Windows logo key + Shift + S. But, before taking your first Windows 11 screenshot, you should understand what screen capture Modes are available. The New button from Snipping Tool Next to the + New button, there's a switch with two modes: Snip; allows you to capture screenshots of your Windows 11 computer's screen Record; lets you record an area of the screen The switch for Snip and Record Let's see how each of them works: If you want to take a still picture of your screen, you should choose the Snip mode. It's the option selected by default, and it looks like a camera. If it's not selected, click or tap on the switch to enable it. Choose Snip in Snipping Tool to take screenshots Then, look to the right of the Snip/Record switch, and you should see the screenshot type currently set in Snipping Tool. By default, it's the Rectangle mode. The Snipping mode button from Windows 11's Snipping Tool If you click or tap on the Snipping mode button, Windows 11's Snipping Tool shows you a list of four different screenshot modes: Rectangle mode: lets you take rectangular screenshots, which you define using your mouse or using touch Window mode: takes a screenshot of the window you select by clicking or tapping on it Full-screen mode: captures your entire screen Free-form mode: allows you to use your mouse or finger (for touch screen devices) to draw freely and capture any form on your screen You can select any screenshot mode you'd like to use before even taking a screenshot, but it's not mandatory, as you can also switch between them during the actual screenshotting process. Screenshot modes in Snipping Tool When you're ready to take a screenshot in Windows 11, either press the + New button from the Snipping Tool window or use the Win + Shift + S keyboard shortcut. Then, your entire screen dims, and a small menu shows up at the top-center of the screen. There, you can switch between the four screenshotting options. Snip options for taking a screenshot After choosing the type of screenshot you want, select the area you want to capture with your mouse or using touch. For example, in the image below, you can see what taking a freeform screenshot in Windows 11 looks like. Capturing a free-form screenshot with Snipping Tool When you finish taking a screenshot, the Snipping Tool loads it in its window and allows you to start editing it. Editing a screenshot taken with the Snipping Tool The Snipping Tool makes it easy and fast to edit and annotate your screenshot immediately after you take it. As you can see in the following image, you get all the basics you need for editing at the bottom of the window: Ballpoint pen: imitates a real-life ballpoint pen which you can use to write or even draw things on your screenshot, using your mouse or using touch Highlighter: lets you emphasize, or underscore if you prefer, parts of the screenshot you just took Eraser: removes edits or marks already made using other tools Ruler: allows you to make measurements on the screenshot Touch Writing: if you enable this option, you can use your finger, stylus, or mouse to write things more easily on the screenshot you just took Image Crop: lets you crop the screenshot to remove unwanted parts from it Undo & Redo: go back or forward through the changes you've made to your screenshot The editing options are at the bottom of the window To help you understand the editing interface of Windows 11's Snipping Tool, here's an overview of all the options available: The image editing interface of Snipping Tool After taking a screenshot and editing it, you probably want to save it somewhere on your Windows 11 PC. To do so, click or tap the Save as button from the Snipping Tool app, select a location to save the screenshot, choose a name for it if you want, and press Save. Saving a screenshot from the Snipping Tool TIP: When you take a screenshot with the Snipping Tool, it is also automatically copied into your clipboard, so you can simply and quickly paste it into any app or image editor you want. If you want to record your screen with the Snipping Tool in Windows 11, select the Record mode in the app's top toolbar. It looks like a small video camera. The screen Recording button in Snipping Tool Next, click or tap the + New button in the top-left corner of the Snipping Tool window. Starting a screen recording in Snipping Tool NOTE: These are mandatory steps you need to follow in order to record your screen with Snipping Tool. You can't use the Windows + Shift + S keyboard shortcut to start recording the screen. Once you've pressed the + New button, the Snipping Tool grays out the entire screen, and you need to use your mouse or touch to draw a rectangular recording area. Draw a rectangular recording area on the screen If you want to adjust the recording area in detail, you can then drag its corners or edges, as well as drag it anywhere on the screen. Adjust the positioning and size of the screen recording Once you're satisfied with the recording area set, click or tap the Start button shown at the top of the screen. Start a screen recording with Snipping Tool After three seconds, the Snipping Tool starts recording the area you've selected on your screen. While recording, a red border surrounds that area, and a timer starts counting at the top of the screen. During this time, you should perform the actions you want to record. Snipping Tool recording the screen Left and right of the timer shown at the top of your screen, you also find a couple of buttons: Pause/Record: If you want to interrupt the recording for a brief period of time, you can press the Pause button. To continue recording, press the same button. When you want to stop recording altogether, press the red Stop button. If you want to discard the recording, press the trash bin button found on the right side of the timer. Options available during a screen recording When you end a recording by pressing the Stop button, the Snipping Tool opens its main window and automatically loads the video with the screen recording. A screen recording made with Snipping Tool Snipping Tool doesn't offer any editing tools for videos (like it does for screenshots), and you can't zoom them either. All you can do is play the recording to see the final result. Snipping Tool only lets you play screen recordings However, just like for screenshots, you have the options to save, copy, and share the screen recording you just made. Options to save, copy, and share a screen recording It's worth noting that Snipping Tool saves screen recordings as MP4 files. Screen recordings are saved as MP4 files And... that's about all there is to say about the screen recording feature offered by the Snipping Tool in Windows 11. However, we still have to cover the Settings part of this small and useful app: To get started with personalizing Windows 11's Snipping Tool, press the See more (...) button from the app's top-right corner and then select Settings in the menu. Opening Snipping Tool's Settings You can open the same menu and access the Settings even if you already have a screenshot or a screen recording loaded in the Snipping Tool window. How to open Snipping Tool's Settings when editing a screenshot The first thing you find inside Snipping Tool's Settings is the Shortcuts section. By default, it tells you that you can use the PrtScn (Print Screen) key to open Snipping Tool. While it's not enabled by default, if you want to use it, click or tap on "Change in Windows settings." The Print Screen key is used by default to open Snipping Tool This opens the Settings app and takes you to the Accessibility > Keyboard section, where you can enable the "Use the Print screen button to open screen snipping" switch. Enable or disable PrtScn for Snipping Tool Going back to the Snipping Tool Settings, the next section is all about Snipping options. Depending on how you want the app to work, you can enable or disable the following switches: Automatically copy changes: by default, this switch is on, and it makes the Snipping Tool automatically copy the screenshot you take in Windows 11's clipboard. Automatically save screenshots: enabled by default, this switch controls whether the Snipping Tool should save any screenshots you take. Ask to save edited screenshots: disabled by default; enabling this switch makes Snipping Tool ask you if you want to save your work whenever you intend to close the application, and you still have a screenshot loaded but not saved. Multiple windows: if you turn this switch on, each screenshot you take opens in its own separate Snipping Tool window. Add border to each screenshot: allows you to automatically add a border to the screenshots you take with the Snipping Tool. Furthermore, when you enable this switch, you also get a preview of what the outline looks like, and you can choose its Color and Thickness. Snipping settings available in Windows 11's Snipping Tool The final Snipping Tool setting you can change is its Appearance. The App theme setting allows you to choose whether you want the Snipping Tool to use Windows 11's Light or Dark mode, or Use system setting to match the operating system's main style. The appearance settings for Windows 11's Snipping Tool These are all the settings available for the Snipping Tool in Windows 11. Try them out and have fun! Did you know that Windows 11 has a Snipping Tool? Now you do, and you also know how to use it. You've seen what it looks like, and how to snip on Windows 11, and how to screen record with Snipping Tool. In my opinion, the new Snipping Tool feels like an improvement over its previous versions. Do you feel the same? Let me know in the comments below. Download Article Learn how to use Snipping Tool on your PC to capture and screen Download Article The Windows screen snip tool makes it easy to capture a screenshot of your screen. You can use the snipping tool to capture your entire screen or sections of it. You can even edit, annotate, and share snips with others easily. Here's how to take a screenshot with the snipping tool on Microsoft Windows 11, Windows 10, and earlier. To use the Snipping tool on Windows 10 or Windows 11, press the Windows key + Shift + S. To change the snip type, click the rectangle (default) and select a new one. Then, click and drag your cursor to screenshot the object. 1 Open the Snipping Tool. Click the Start menu and enter "snipping tool". Click the first option to open the application. If you're running an older version of Windows, you may not have all the options available for the Snipping Tool on Windows 11 and Windows 10 devices. 2 Click + New. This is at the top-left corner of the Snipping Tool window. Alternatively, you can press Win + Shift + S to quickly start a new snip. Advertisement 3 Select the snipping mode. By default, your screenshots will be shaped like a rectangle. If you want to change this, click the Snipping Mode icon (rectangle icon, or current mode icon), and then select a new mode.[1] Rectangle: drag the cursor to take a rectangular screenshot Window: select and capture an entire window Full screen: screenshot the entire screen Freeform: draw a freeform shape around the object you want to screenshot 4 Select a delay (optional). If you want to take a screenshot after a short delay, you can set a timer. This is helpful if you need to navigate to a certain window or app before you take the screenshot. Click the timer icon in the top toolbar, and then select: 3-second delay, 5-second delay, or 10-second delay. To remove the timer, select No delay. 5 Select the screenshot object. This will vary depending on the snipping mode you selected. If you set a timer, you can start selecting when the screen turns gray. Rectangle: click and drag the cursor to form a rectangle Window: select the window you want to capture Full screen: instantly captures the entire screen Freeform: draw a shape around the object you want to screenshot Your screenshot will be saved in your Screenshots folder, which is in your Pictures folder. Advertisement 1 Open your screenshot. If you just took a screenshot, it should automatically open in the Snipping Tool's editor. If it doesn't open, you can find it in Pictures > Screenshots. To open it in the editor, right-click the screenshot file, select Open with > Snipping tool. 2 Annotate your snip. Once you've captured your snip, you can annotate it a few different ways. Click the Pen or Highlighter tool to write or draw on your snip. Select the Eraser tool to remove any annotations you added. Select the Crop tool to crop your snip. Select the Text actions tool to copy text from the snip. Select the back or forward arrow to undo or redo your annotations. 3 Redact text. If you took a screenshot of a document with sensitive information, such as email addresses and phone numbers, you can use the Quick redact tool to quickly black out that information. Click the Text actions tool to activate the Optical Character Recognition (OCR) feature. Then, select Quick redact. If you need to remove the redactions, click the drop-down menu and select Remove all redactions. 4 Edit your snip in Paint. If you want more customization options, such as enlarging, rotating, or cropping your snip, you can edit your snip in Paint. Just click Edit in Paint in the top-right corner to open your screenshot in Paint. Advertisement 1 Open the Snipping Tool. You can also use the Windows Snipping Tool to record the screen. Click the Start menu and enter "snipping tool". Click the first option to open the application. If you're running an older version of Windows, you may not have all the options available for the Snipping Tool on Windows 11 and Windows 10 devices. 2 Click the Record icon. This is the video camera icon next to the camera icon. 3 Click + New. This is at the top-left corner of the Snipping Tool window. Alternatively, you can press Win + Shift + R to quickly start a new video snip. Keep in mind that video snips can only be in rectangular form. 4 Select the area you want to record. Click and drag your cursor over the area you want to record. The non-recording area will be greyed out. 5 Click Start to start recording. You'll see a countdown on your screen before the Snipping Tool begins recording. The border will turn red when recording is active. If you don't want to record from your device to be recorded, click the icon next to the trash can to mute your system's audio. If you need to pause, click the pause button, and then click the play button when you're ready to resume. 6 Click the Stop button. This will stop recording. Video snips will automatically be saved in Videos > Screen Recordings. Computer repair expert Ken Colburn explains that you can also do a screen recording using the [shortcut] Windows key + G, as well as using third-party screen capture tools like the one offered by Vimeo. [2] 7 Add captions or audio (optional). When you complete your video snip, you can finish editing in Clipchamp, Microsoft's video editor. To add captions, click Edit in Clipchamp at the top-right corner. Click the Captions tab and select Transcribe media. Select your language, and then select Transcribe video. You can also select the Text tool to manually add captions. To add or detach audio: Select the Audio tab. Adjust the volume range if needed. To detach the audio, click Detach audio. Advertisement 1 Change your Snipping Tool settings. By default, your image snips are saved in your Screenshots folder (which is inside your Pictures folder), and your video snips are saved in your Screen Recordings folder. To change the save location, do the following: Open the Snipping Tool. Click ... in the top-right corner. Select Settings. Select Change under Screenshots are saved to or Screen recordings are saved to. Navigate to a new save location. Click Select Folder. 2 Share a snip. Once you finish capturing a snip, you can easily share it within the Snipping Tool. Click ... in the top-right corner, and then click Share. From there, you can select your email or a specific app on your device. 3 Print a snip. If you want to print a snip you created, you can do so using your device's print menu. Locate the snip's file in the Screenshots folder. Right-click the file. Select Print. Follow your device's instructions to print. Advertisement 1 Use Alt+M. This allows you to set a shareable snipping mode. 2 Use Alt+N. This allows you to create a new snip using the same mode as the last. 3 Use ⌘ Shift + your arrow keys. This allows you to move the cursor to select a type of snip. 4 Use Alt+D. This allows you to set a delay capture by 1-5 seconds. 5 Use Ctrl+C. This allows you to copy the snip to your device's clipboard. 6 Use Ctrl+S. This allows you to quickly save your snip. 7 Add the Snipping Tool to your taskbar. If you use the Snipping Tool often, consider adding it to your taskbar for quick access. Open the Snipping Tool. Right-click the icon in your taskbar. Select Pin to taskbar. Advertisement Add New Question Question How do I create a snipping tool shortcut on my desktop? Right-click the windows icon, click search, type "Snipping", the tool will appear. Right-click the snipping tool icon, and choose "Pin to Start". You can now drag the snipping tool icon from your start menu onto your desktop. Question 1 Can I paste the snipping tool in an email? Don't paste directly in email. Just use the "Rectangle" option. When you click the windows icon, click search, type "Snipping", the tool will appear. Right-click the snipping tool icon, and choose "Pin to Start". You can now drag the snipping tool icon from your start menu onto your desktop. Question 1 Can I paste the snipping tool in an email? Don't paste directly in email. Just use the "Rectangle" option. 2. Click the three-dot menu and select 'Settings'. 3. Under 'Shortcuts', click 'Change in settings'. 4. Confirm by clicking 'Yes' when prompted. 5. In the 'Keyboard' settings, scroll to 'On-screen keyboard, access keys, and Print screen'. 6. Toggle on 'Use the Print screen button to open screen snipping'. After restarting your PC, pressing the PrtScn key will open the snipping toolbar. Adjusting Snipping Tool Settings The Snipping Tool settings allow you to customize its behavior: Options include: - Auto copy to clipboard - Automatically copy changes to the clipboard. - Save snips - Prompt to save snips before closing. - Multiple windows - Open each snip in a new window. - Snip outline - Automatically add an outline to snips. Customize color and thickness by clicking the arrow next to the toggle. Customize the outline by selecting a color and adjusting the thickness slider. Changing the Snipping Tool Theme You can set the Snipping Tool to use a light, dark, or system default theme: 1. In the Snipping Tool settings, find 'App theme' under 'Appearance'. 2. Choose 'Light', 'Dark', or 'Use system setting'. Restart the app to apply the new theme. With these steps, you can make the most of the revamped Snipping Tool in Windows 11 to capture and enhance your screenshots effortlessly. On Windows 11, you can use the Snipping Tool to take screenshots, extract text, and pick color codes without resorting to third-party utilities. In this guide, I will outline the steps to get started and get the most out of the app. The new Snipping Tool app replaces the old Snipping Tool and Snip & Sketch (still available on Windows 10) with a new experience that combines the best of both. The app lets you take screenshots in different ways. You can select a rectangle, use free mode, or quickly capture a window or the entire screen. The second part of the experience is the new editor, which lets you crop, annotate, add extra text, redact sensitive information, and save or share screenshots. Best picks for you You can even use the app to screen-record videos with or without audio, access Copilot for help, and use a color picker to identify the color code on the screen. In this how-to guide, I will explain how to take screenshots, screen record videos, and more using the Snipping Tool app on Windows 11. Disclaimer These instructions have been updated to ensure accuracy and reflect changes to the process in the application. How to use Snipping Tool to take screenshots The Snipping Tool is a straightforward app that lets you take screenshots in Windows 11 via the app or a shortcut. The app also includes settings you can configure, including the ability to use the "Print screen" key instead of the "Windows key + Shift + S" shortcut. Screen capture via app To take screenshots through the Snipping Tool app, use these steps: All the latest news, reviews, and guides for Windows and Xbox dihardes. Open Start. Search for Snipping Tool and click the top result to open the app. Select one of the available screen capture modes, including: Rectangle mode: creates a rectangle screenshot using the mouse. Window mode: saves a screenshot of a window. Full-screen mode: takes a screenshot of the entire screen. Free-form mode: allows you to use the mouse to select any form you want from the screen. (Image credit: Mauro Huculak) (Optional) Use the Delay option to delay the capture for up to 10 seconds. (Image credit: Mauro Huculak) (Quick note: This option can be handy when trying to capture a specific action. (Image credit: Mauro Huculak) Create the screenshot with the mode you selected. Click the "Capture" button if you're using the "Rectangle" option. (Image credit: Mauro Huculak) Once you complete the steps, the screenshot will open in the Snipping Tool editor, where you can save the capture or annotate it before sharing it. It's worth noting that when using the "Rectangle" option, after selecting the area to capture, you'll notice different actions, including Share, Visual Search with Bing, and Copilot. You'll also have access to the different tools to annotate even before taking the screenshot. Screen capture via shortcut Alternatively, you can use a keyboard shortcut to quickly open the tools for taking a screenshot in Windows 11. Here's how: Use the "Windows key + Shift + S" keyboard shortcut. Select one of the screen capture modes, including: Rectangle mode: Window mode: Full-screen mode: Free-form mode: (Image credit: Mauro Huculak) Create the screenshot with the mode you selected. Click the "Copy" button if you're using the "Rectangle" option. (Image credit: Mauro Huculak) After you complete the steps, the capture will open with the Snipping Tool editor. Basic screenshot editing To edit and save the screenshot, use these steps: Click the Image Crop tool in the command bar. Use the edges to crop and resize the screenshot. Click the Apply button to apply the changes. (Image credit: Mauro Huculak) Use the "Ballpoint pen, Highlighter," or "Touch Writing" features to annotate the image. (Image credit: Mauro Huculak) Quick tip: The Ballpoint pen and Highlighter offer different options to change the color and stroke size for annotating the image. Use the Eraser tool to delete strokes. (Optional) Click the Copy button from the top right to copy the image to the clipboard and paste it into a document. Click the Save button from the top right to save the screenshot as an image file (.jpg, .png, or .gif). Click the Share button in the top-right corner to share the capture with other people using different apps. (Image credit: Mauro Huculak) Once you complete the steps, the screenshot will be saved on the computer. Adding shapes to screenshots To add shapes to the screenshot, use these steps: Click the Shapes button from the command bar. Choose the shape (square, circle, straight line, or arrow). (Image credit: Mauro Huculak) Open the Fill menu and choose the color (if applicable). Open the Outline menu and choose the outline color and size. (Image credit: Mauro Huculak) Create the shape on the image. (Image credit: Mauro Huculak) Click the Save button. Choose the location to store the video recording. Click the Save button one more time. Once you complete the steps, the shape will be added to the screenshot. To redact text to hide sensitive information on a screenshot, use these steps: Click the Text actions button from the command bar. (Option 1) Select the desired text, right-click the selection, and choose the Copy text option. (Image credit: Mauro Huculak) Quick tip: You can also use the "Copy all text" option from the "Text actions" menu. (Option 2) Select the desired text, right-click the selection, and choose the Redact text option. (Image credit: Mauro Huculak) You can also use the "Quick redact" option from the "Text actions" menu to redact emails and numbers automatically. Also, from the drop-down menu, you can choose the details app can redact automatically. Once you complete the steps, the sensitive information will be redacted on the screenshot. How to use Snipping Tool to screen recording To record the screen with the Snipping Tool app, use these steps: Open Start. Search for Snapping Tool and click the top result to open the app. Click the Record button. Click the New button. (Image credit: Mauro Huculak) Choose an area of the screen to record. Click the Microphone menu and select the voice capture device. (You can also choose the "Mute" button to disable audio capture.) (Optional) Click the "Mute system audio" button to prevent the app from recording audio from your computer. Click the Start button. (Image credit: Mauro Huculak) Continue with the interaction you want to capture. Click the Stop button. (Image credit: Mauro Huculak) Quick note: You can click the "Delete" (trash) button to discard the recording and start over. (Optional) Click the Play button to playback the screen recording. (Image credit: Mauro Huculak) Click the Save button. Choose the location to store the video recording. Click the Save button one more time. Once you complete the steps, Snipping Tool will create a video file with the screen recording. Create an animated GIF with Snipping Tool In addition to recording videos, the Snipping Tool also includes an option to create GIFs through the screen recording feature. To create an animated GIF, use these steps: Open Start. Search for Snapping Tool and click the top result to open the app. Click the Record button. Click the New button. (Image credit: Mauro Huculak) Choose an area of the screen to record. Choose the "Mute" button. Click the "Mute system audio" button. Click the Start button. (Image credit: Mauro Huculak) Capture the action you want in the GIF file. Click the Stop button. Click the GIF button from the top-right. (Image credit: Mauro Huculak) Choose the quality of the GIF file. Click the Export button. (Image credit: Mauro Huculak) How to change settings on Snipping Tool The Snipping Tool lets you configure various settings. To change the app settings, use these steps: Open Start. Search for Snipping Tool and click the top result to open the app. Click the Settings button in the top-right corner. In the Settings app, click the Snipping Tool tile. Under the Snipping Tool tile, click the Settings button. (Image credit: Mauro Huculak) In the Settings page, enable or disable the "Snipping" options as needed. Automatically copy changes: Copies the capture to the clipboard for easy pasting into documents. Automatically save original screen recordings: Saves capture into the Screen recording folder automatically. Ask to save edited screen recordings: Ask to save the capture as you close the editor. Include microphone input by default when a screen recording starts. Include system audio by default when a screen recording starts. (Image credit: Mauro Huculak) Select the App theme setting under the "Appearance" section. Select the color theme. Options available: Light. Dark. Use system setting. Click the "Use the Print screen key to open Snipping Tool" button under the "Shortcuts" section. Click the Yes button. Turn on the "Use the Print screen button to open screen snipping" toggle switch to use the Print screen key instead of the "Windows key + Shift + S" keyboard shortcut to open the tool. After you complete the steps, the settings will apply automatically. How to use Snipping Tool toolbar as a color picker The Snipping Tool also includes a feature that allows to determine the color code for any pixel on the screen with the "Color Picker" tool. To use the Snipping Tool Color Picker, use these steps: Open the Snipping Tool toolbar (Windows key + Shift + S). Click the Color Picker button. (Image credit: Mauro Huculak) Select the color code from anything on the screen. To extract text from the screen, use these steps: Open the Snipping Tool toolbar (Windows key + Shift + S). Click the Text extractor button. (Image credit: Mauro Huculak) Select the area with text that you want to copy. Select the text or click the "Copy all text" button. (Image credit: Mauro Huculak) After you complete the steps, the extracted text will be copied to the clipboard. More resources Explore more in-depth how-to guides, troubleshooting advice, and essential tips to get the most out of Windows 11 and 10. Start browsing here: Follow Windows Central on Google News to keep our latest news, insights, and features at the top of your feeds! Learning how to snip on Windows 11 is super handy for capturing important information or just sharing something cool from your screen. Here's a quick rundown: you can use the Snipping Tool or the Snip & Sketch app. Press Windows + Shift + S, select the snip shape, and voilà! You've got your screenshot. This step-by-step guide will walk you through capturing screenshots on Windows 11 using the built-in Snipping Tool and Snip & Sketch app. It's straightforward and easy to follow. To open Snip & Sketch, press Windows + Shift + S. This keyboard shortcut will initiate the snipping toolbar at the top of your screen, allowing you to choose the type of snip you want to make. Select either Rectangular Snip, Freeform Snip, Window Snip, or Fullscreen Snip from the toolbar. Each option tailors your screenshot to different needs. Rectangular Snip lets you drag a rectangle around the content you want, while Freeform Snip gives you freestyle drawing capabilities. Drag your cursor to capture the desired area of the screen. Hold and drag your cursor for Rectangular and Freeform Snips. For Window Snip, simply click the window you want to capture, and for Fullscreen Snip, just click once. Once snipped, you can edit your screenshot directly in Snip & Sketch and then save it. After capturing, your snip is automatically copied to the clipboard for easy pasting into documents. Additionally, you'll get a notification that lets you open the snip in Snip & Sketch for more editing options like cropping and annotating before saving. Save your edited snip by clicking on the floppy disk icon or share it using the share button in the Snip & Sketch app. You can save your snip in various formats like PNG, JPEG, or GIF. If you're looking to share it immediately, use the share icon to send it via email or social media directly from the app. After completing these steps, your screenshot will be saved to your chosen location or shared with your desired recipient. This makes it easy to capture and share screen content quickly and efficiently. Use Keyboard Shortcuts: Familiarize yourself with handy shortcuts like Windows + Shift + S for quick access. Pin Snipping Tool to Taskbar: Make the Snipping Tool easily accessible by pinning it to your taskbar. Take Advantage of Editing Features: Use the Snip & Sketch app to annotate and perfect your screenshots before saving or sharing. Save in Different Formats: Choose between PNG, JPEG, or GIF formats based on your needs. Practice Different Snip Types: Experiment with Rectangular, Freeform, Window, and Fullscreen Snips to know which one best suits your purpose. The Snipping Tool is a built-in Windows app that lets you take screenshots of your screen. You can access it by pressing Windows + Shift + S or searching for "Snipping Tool" in the Start menu. Yes, you can use the Snip & Sketch app to edit, annotate, and save your screenshots. You can save your snips in PNG, JPEG, or GIF formats. Yes, Snip & Sketch is a more advanced tool that offers additional editing and sharing features. Open Snip & Sketch (Windows + Shift + S) Choose your snip shape Capture the snip Edit and save the snip Save or share your snip Mastering how to snip on Windows 11 is a game-changer for anyone needing to capture screen content. Whether you're a student conducting research, a worker creating presentations, or just someone who wants to share something cool, knowing how to snip efficiently makes your life easier. Don't forget to play around with the different snip types and editing tools available in the Snip & Sketch app. You'll find that these tools can help you produce cleaner, more effective screenshots. If you found this guide helpful, consider diving deeper into other Windows 11 features to enhance your productivity even further. Happy snipping! Matthew Bureleigh has been writing tech tutorials since 2008. His writing has appeared on dozens of different websites and been read over 50 million times. After receiving his Bachelor's and Master's degrees in computer science, he spent several years working in IT management for small businesses. However, he now works full time writing content online and creating websites. His main writing topics include iPhones, Microsoft Office, Google Apps, Android, and Photoshop, but he has also written about many other tech topics as well. Read his full bio here. Use keyboard shortcuts with either the Snipping Tool or Snip & Sketch just makes life easier. Both Snipping Tool and Snip & Sketch, which can be used to take screenshots of the computer screen, are already part of your Windows 10. We can also take screenshots using OneNote. If we have it. Keep in mind that these two tools might not be ideal for every situation. Check out our ultimate guide to taking screenshots for more information. Source Microsoft. For a Windows utility that's been around for 17 years, lots of people still don't know it exists. It's a simple, easy to use, screenshot utility. You can use it to capture an entire window, a rectangular part of your screen, or use the freeform tool to draw around things and capture just that uniquely shaped part of the screen. The newest version even has a delay feature. This makes it easier to capture pop-out or right-click menus. You can take the capture and make notes or draw on it to really highlight what you want to show. From there, sharing it is easy. You can copy and paste it into a document or email, or just email it to someone directly from the Snipping Tool. Since Windows Snipping Tool is 17 years old, Microsoft decided to put together a similar but updated screen capture tool. Snip and Sketch came out with the Windows 10 October 2018 Update. If you don't have it, you can also get Snip and Sketch from the Windows Store. For these shortcuts to work, Snipping Tools must be open and be the app that has the focus. It can't be open and behind anything, or the shortcuts do not work. There is no keyboard shortcut to open Snipping Tools. We could make a keyboard shortcut to open Snipping Tools, though. In the list of shortcuts below, Alt + N means to press the Alt key and the N key at the same time. If it says Alt + T then P that means press the Alt key and the T key at the same time and release, then press P. Keyboard Shortcut What it Does Alt + N or Alt + N Starts a new screen capture Alt + M Set the screen capture mode. Use 1 and 1 arrow keys to choose from: Free-form snip, Rectangular tool, Window snip, Full-screen snip. Then press Enter to commit the choice. Alt + D Edit in Paint D Ctrl + P Print the screen capture Ctrl + E Edit in Paint D Ctrl + P Print the screen capture Alt + F Access File menu Alt + F then E Send an e-mail. Requires Outlook installed. Alt + F then T then A Send as an attachment in an e-mail. Requires Outlook installed. Alt + T then P then P Send Pen tool Alt + T then P then R Blue Pen Alt + T then P then B Blue Pen Alt + T then P then C Custom Pen Alt + T then P then C Customize Pen Alt + T then H Select Highlighter tool Alt + T then E Select Eraser tool Alt + T then O Set Snipping Tool Options F Snipping Tool Help Esc When in the middle of getting a screen capture, Esc cancels it out. By escaping, Snip and Sketch can be opened using a keyboard shortcut, which makes it very handy to use. Make note of that. Unfortunately, there aren't Windows snipping tool shortcuts to choose the delay time or type of snipping tool to use. Once we're in a tool, like the Highlighter tool, use the keyboard shortcut combination again to access the tools options. We can navigate through options using the arrow and Tab keys, and use Enter to make selections. Keyboard Shortcut What it Does Shift + S Opens Snip and Sketch screen capture bar. This only allows for taking the screen capture. It does not open the full Snip and Sketch app for editing. Ctrl + N or Alt + N New screen capture Ctrl + O or Alt + O Open a file for editing Ctrl + P Print screen capture Ctrl + U Undo edit Ctrl + Y Redo edit Ctrl + T or Alt + T Toggle Touch Writing on and off. For use with touch screens. Ctrl + B or Alt + B Ballpoint pen tool Ctrl + C or Alt + C Pencil tool Ctrl + H or Alt + H Highlighter tool Ctrl + Z or Alt + Z Eraser tool Ctrl + R or Alt + R Crop tool Ctrl + Z or Alt + Z Zoom tool Ctrl + S or Alt + S Save capture Ctrl + C or Alt + C Copy capture Ctrl + A or Alt + A Share capture Ctrl + M or Alt + M Opens See more menu Esc When in the middle of getting a screen capture, Esc cancels it out, by escaping. Screen captures are a great way to tell a story. Whether it's for helping someone else out, asking for help, or just sharing something interesting or funny, screen captures are great. Take the time to try all of the key combinations and you'll find that you can do almost anything you want with the tool without touching your mouse. That's faster and easier on the hands. Cray any good screen capture tips or other favorite tools? We'd love to hear about them in the comments below. Know someone who isn't sure how to explain what's on their screen? Send them a link to this article. Help them out. Guy has been published online and in print newspapers, nominated for writing awards, and cited in scholarly papers due to his ability to speak tech to anyone, but still prefers analog watches. Read Guy's Full Bio

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