

CAPTURE CUSTOM SCREENSHOTS WITH THE SNIPPING TOOL

The best tool for taking screenshots is the Snipping Tool. With the Snipping Tool, you can take full-screen screenshots, screenshots of a specific window, and rectangular or free-form screenshots. Once you've taken a screenshot, you can edit it and use tools such as pens, highlighters, and erasers.

Here's how to use the Snipping Tool to take a screenshot of a specific app window:

1. Open the app for which you want to take a screenshot.
2. In the search box on the taskbar, type the words snipping tool. A list with search results appears.
3. Click the Snipping Tool search result. The Snipping Tool desktop app opens.
4. In the Snipping Tool window, click the downward-pointing arrow located to the right of the New button.
5. In the menu that appears, click Window Snip (or the rectangular snip).
6. Click the app window that you want to capture (or draw a rectangular box around the part of the window that you wish to capture). The screenshot is loaded into the Snipping Tool's clipboard, from where it can be transferred to a separate document.