

SCREEN CAPTURES VIA THE SNIPPING 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.

In **Windows 10**, there's a feature called the **Snipping Tool**, which will allow you to select just what you want included in your screenshot.

To find the Snipping Tool, type **snipping** in the search box. This will cause the Snipping Tool application to appear at the top of the column. By right-clicking on the Snipping Tool app, you can pin it to either the Start Menu or the Taskbar, or both, for easy access.

Click on the Snipping Tool and select an area of the screen you'd like to capture. The Snipping Tool will offer you options about where and how to save the image.

Just go to **File**, then **Save As**, and you can choose a location, along with one of several file types. Once the file is saved, you can go to that location and open it, just as you would any other picture.