

How to Take a Screenshot on PC

Open Snipping Tool and take a screenshot

Applies to: Windows 10

Mouse and keyboard

- To open Snipping Tool, select the **Start** button, type **snipping tool**, and then select it in the search results.
- To choose the type of snip you want, select **Mode** (or, in older versions of Windows, the arrow next to **New**), and then choose **Free-form**, **Rectangular**, **Window**, or **Full-screen Snip**. When making free-form or rectangular snips, use your mouse to select the area that you want to capture.
Snipping tool mode options
- To take a new screenshot using the same mode you used last, select **New**.
- Use the **Save** and **Copy** buttons at the top of the snip to save or copy it to the clipboard.

[Learn more about screenshots and the Snipping Tool.](#)

Keyboard only

- To open Snipping Tool, press the **Start** key, type **snipping tool**, and then press **Enter**. (There's no keyboard shortcut to open Snipping Tool.)
- To choose the type of snip you want, press **Alt + M** keys and then use the arrow keys to choose **Free-form**, **Rectangular**, **Window**, or **Full-screen Snip**, and then press **Enter**. (**Alt + M** is available only with the latest update to Windows 10). When making a rectangular snip, hold down **Shift** and use the arrow keys to select the area you want to snip.

- To take a new screenshot using the same mode you used last, press **Alt + N** keys.
 - To save your snip, press **Ctrl + S** keys. To copy it to the clipboard, press **Ctrl + C** keys.
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