

How to use Snipping Tool on Windows 10 full set

TipsMake.com will introduce you to read a sophisticated screen capture tool - that's Snipping Tool. The article will show you how to take a screenshot, how to edit, save and email screenshot and how to use the available bookmarking tools and how to change the settings of Snipping Tool.

There are many ways to take screenshots of Windows 10 computers like taking a full screen by pressing PrtScn or Alt + PrtScn to capture a running window or you can use Faststone Capture tool. However, in this article, TipsMake.com will introduce you to read another sophisticated screen capture tool - that's Snipping Tool. The article will show you how to take a screenshot, how to edit, save and email screenshot and how to use the available bookmarking tools and how to change the settings of Snipping Tool. Let's start:

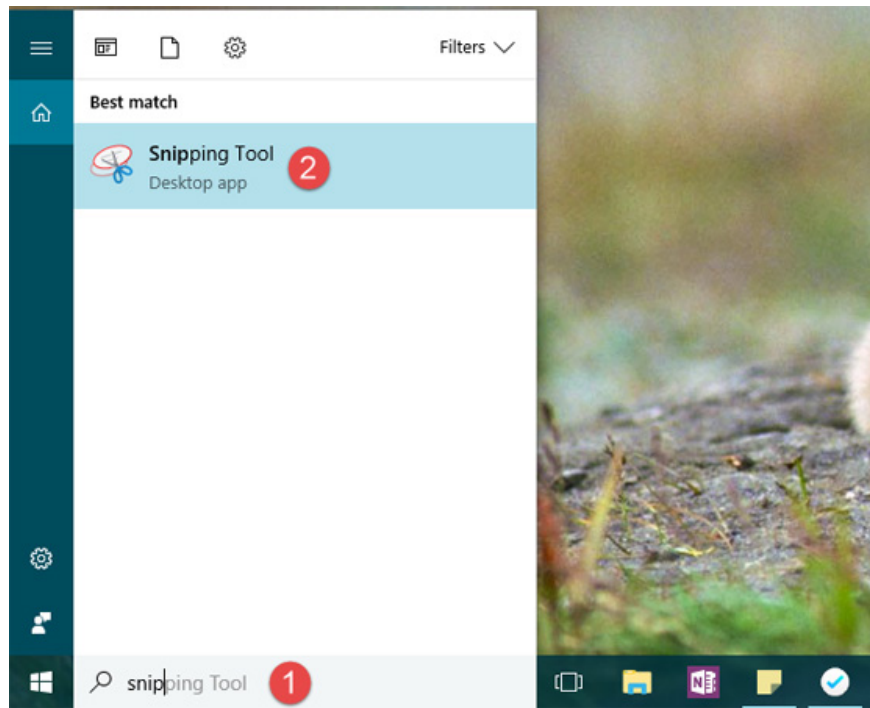
1. How to take screenshots quickly, without using software
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What is Snipping Tool?

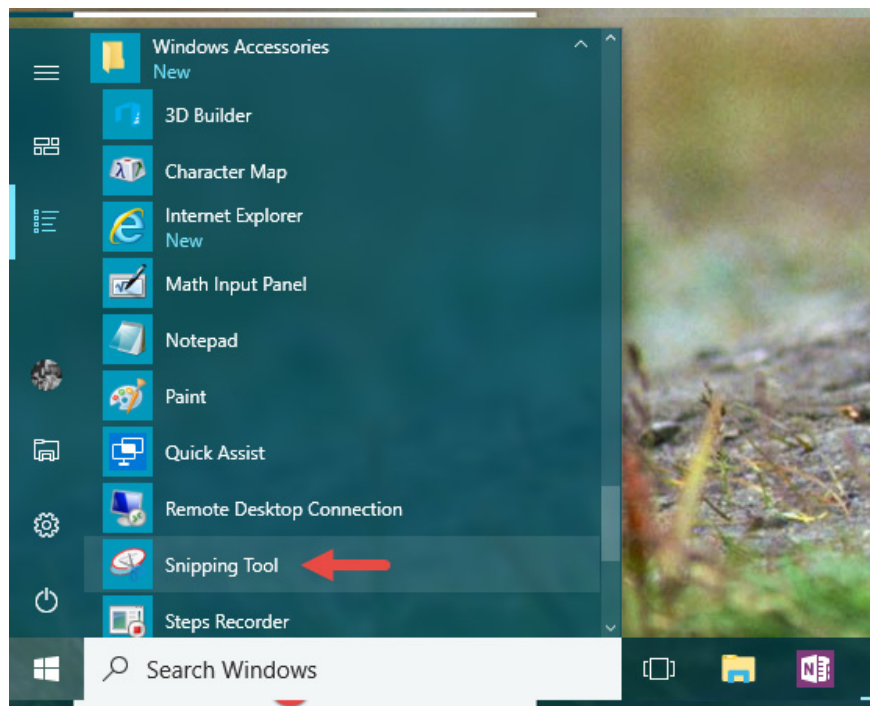
Snipping Tool is a Windows application that allows users to create and edit screenshots. This application was developed by Microsoft and is available on all modern Windows operating systems, including Windows 7, Windows 8.1 and Windows 10.

Search for Snipping Tool in Windows 10

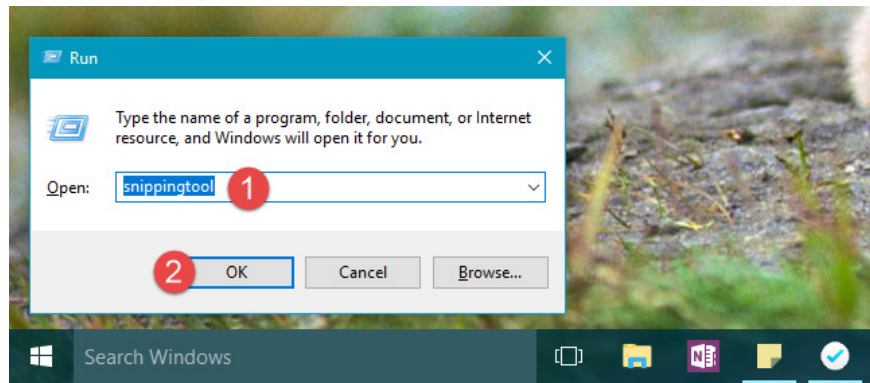
There are many ways to open the Snipping Tool in Windows 10. However, the fastest way to launch this application is to use the Windows search function. From the Cortana search engine on the taskbar, type Snipping Tool, then click or click on the appropriate search result.



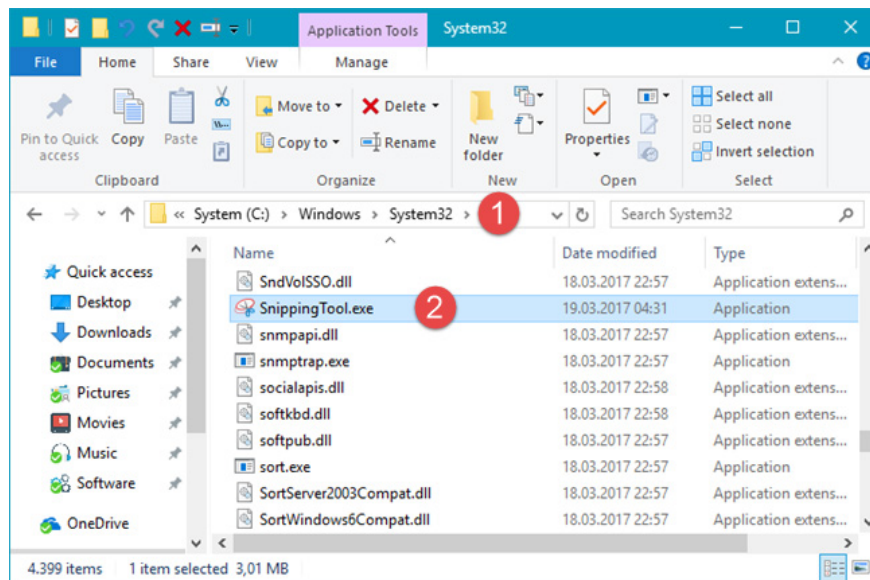
If you prefer to use the older search method, Open *Start Menu* and navigate to *All apps => Windows Accessories*. Inside this folder, you will see a shortcut of Snipping Tool.



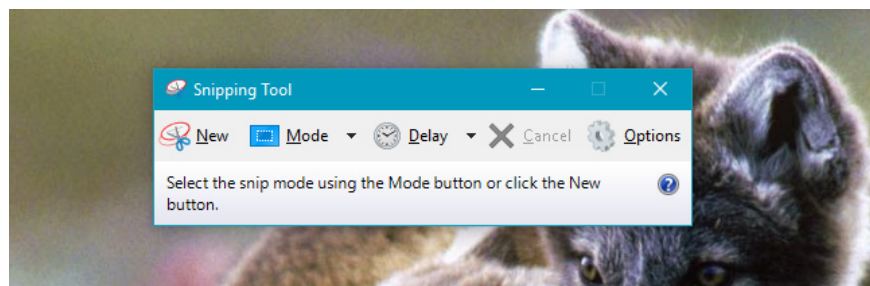
Another way to find Snipping Tool on Windows 10 is to use the **Run** window. Press the *Windows + R* shortcut to quickly open the Run window, type *snippingtool* in the *Open* box and click *OK* or press the *Enter* key.



Finally, the most cumbersome way to start Snipping Tool is to use File Explorer. Use this browser to navigate to " **C: WindowsSystem32** " and double-click or click the executable file called *SnippingTool.exe* .



No matter how you open the Snipping Tool, its interface is just like this.



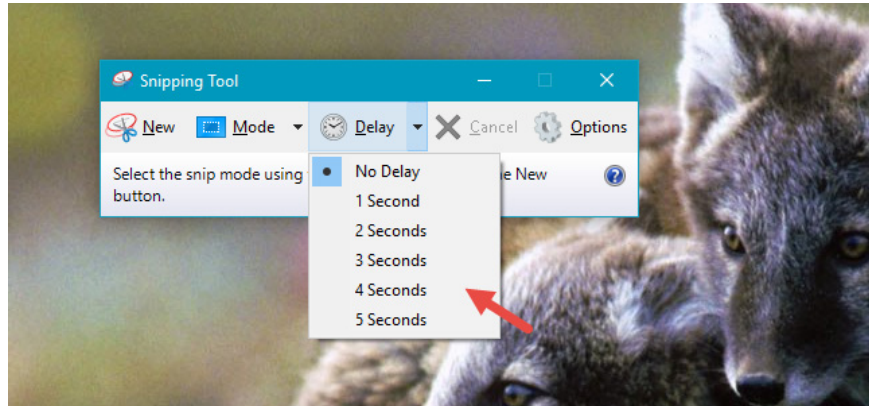
As you can see, the Snipping Tool in Windows 10 has a slightly different user interface than Windows 7 or Windows 8.1. In Windows 10 Snipping Tool, there is a **Mode** and **Delay** button (these 2 buttons are not available in Windows 7 and 8.1 versions).

Learn the user interface of Snipping Tool

The interface of Snipping Tool in Win 10 has five important buttons: it is New, Mode, Delay, Cancel, Options.

Function of each button:

1. **New** button allows users to take screenshots.
2. The **Mode** button has the role of selecting the type of image you will capture.
3. **Delay** button has the function of delaying screen capture time of 1, 2, 3, 4 or 5 seconds, depending on the user's choice.



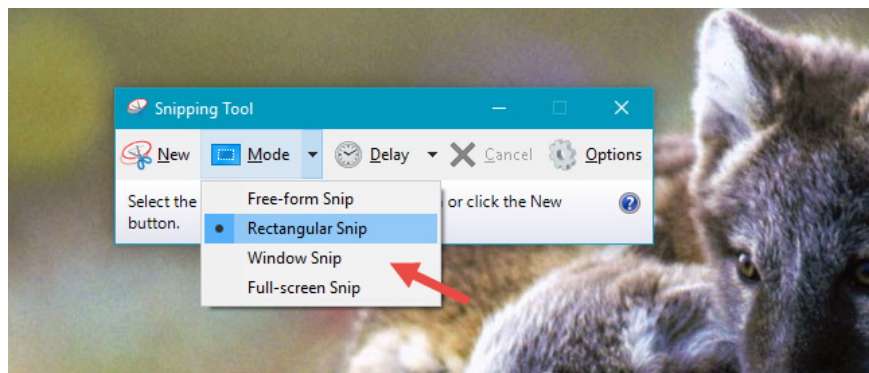
1. The **Cancel** button allows the user to cancel the current task.
2. **Options** button allows to customize the application's settings.

How to take a screenshot with Snipping Tool

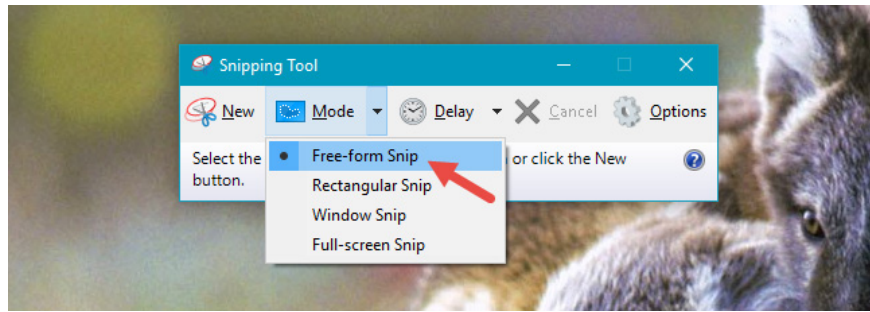
There are 4 types of screen shots available in Snipping Tool. You can choose the type you want by clicking the mouse or clicking the Mode button.

Here are your choices:

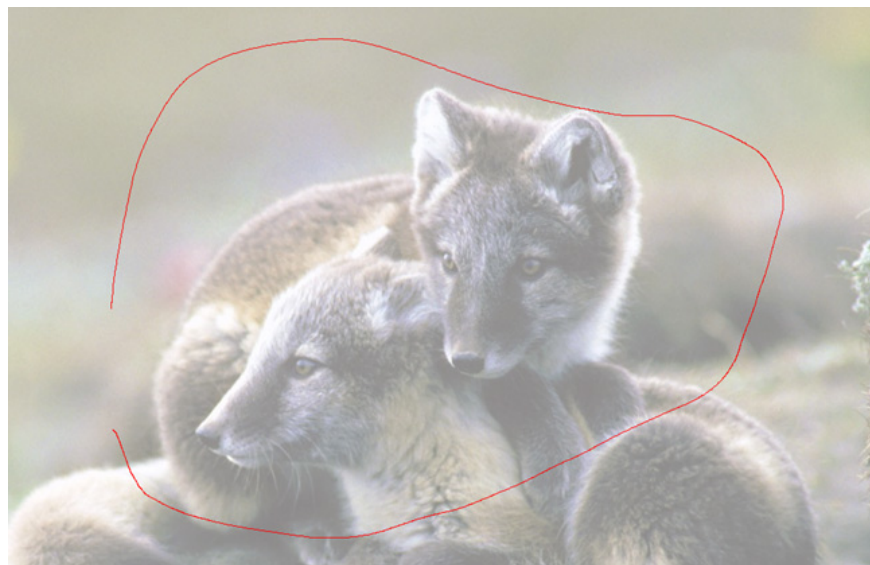
1. **Free-form Snip** allows you to draw any line around the object or area you want to capture.
2. **Rectangular Snip** helps you take a screenshot of a rectangle, by dragging the cursor around the object.
3. **Window Snip** allows you to select a window (such as a web browser) or dialog box (such as an error message from an application) and a screen capture.
4. **Full-screen Snip** allows you to take full screen, similar to the old Print Screen key.



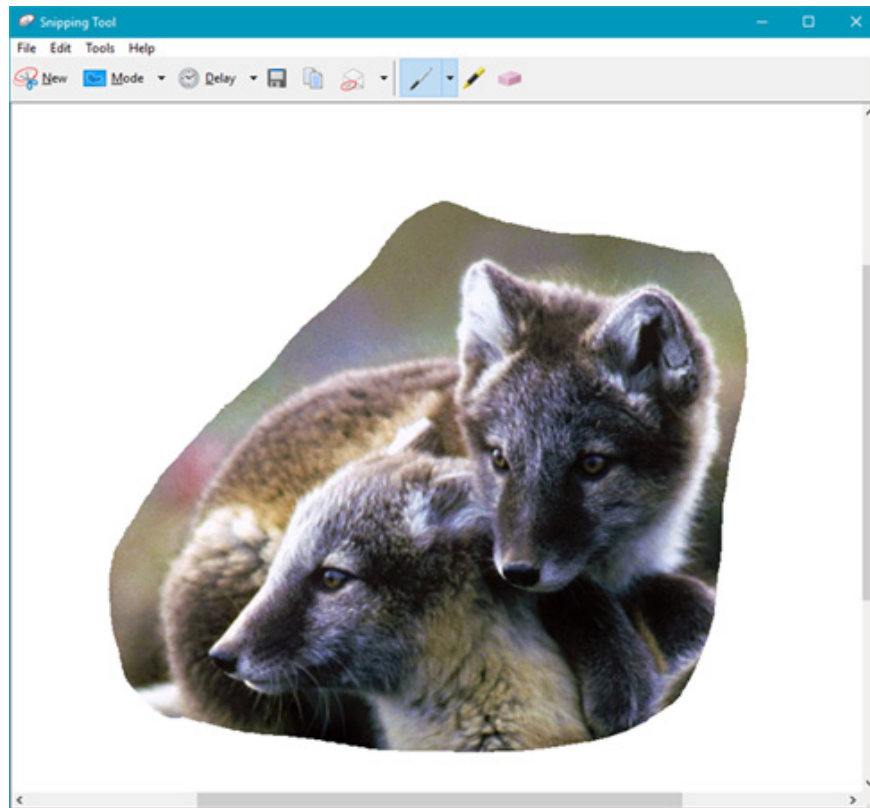
Here, TipsMake.com will do an example using the *Free-form Snip* option . Click or click on *Mode* , then select *Free-form Snip* . Next, click on *New*.



Select the area you want to capture by clicking and dragging your cursor or finger (if the computer has a touch screen). If you use the default setting, when dragged, the selected area is surrounded by a red border.



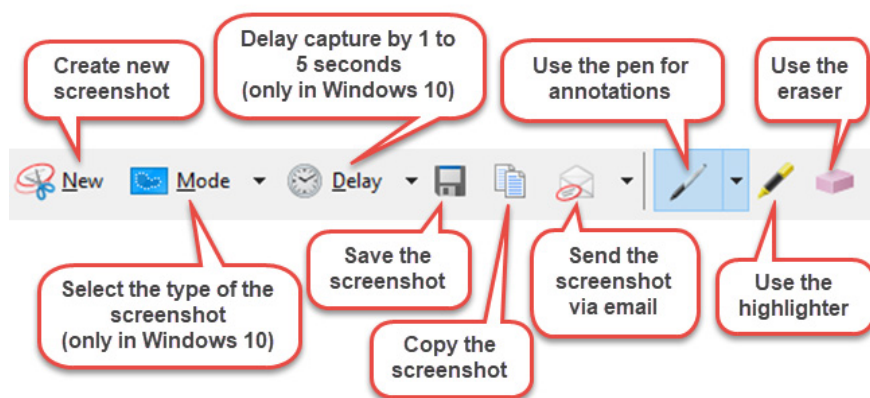
When you release the mouse button, the captured area is automatically copied to the new window. Here, you can annotate, save or share screenshots.



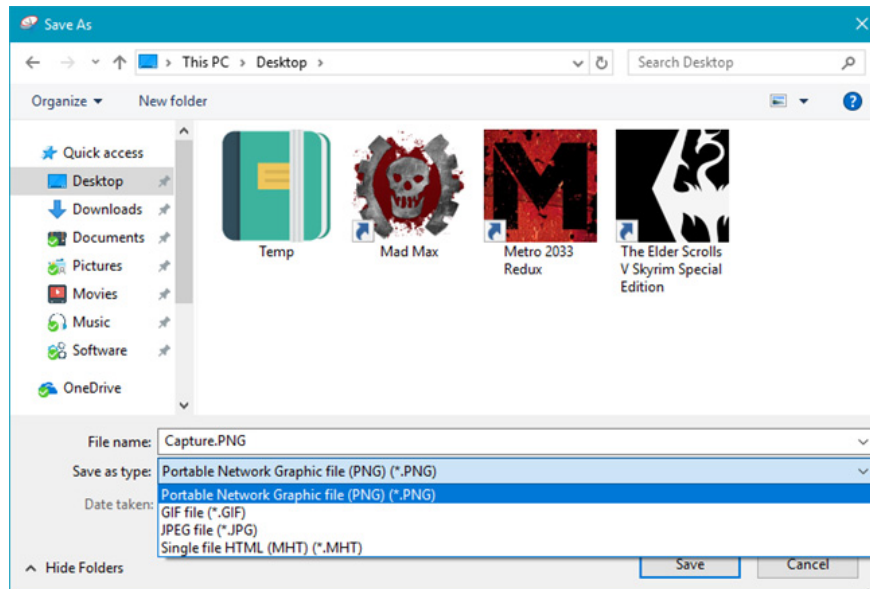
How to edit screenshots using Snipping Tool

This editing window provides useful tools for editing photos that you take. For example, if you are not satisfied with the image quality, you can create a new snapshot using the *New Snip* button.

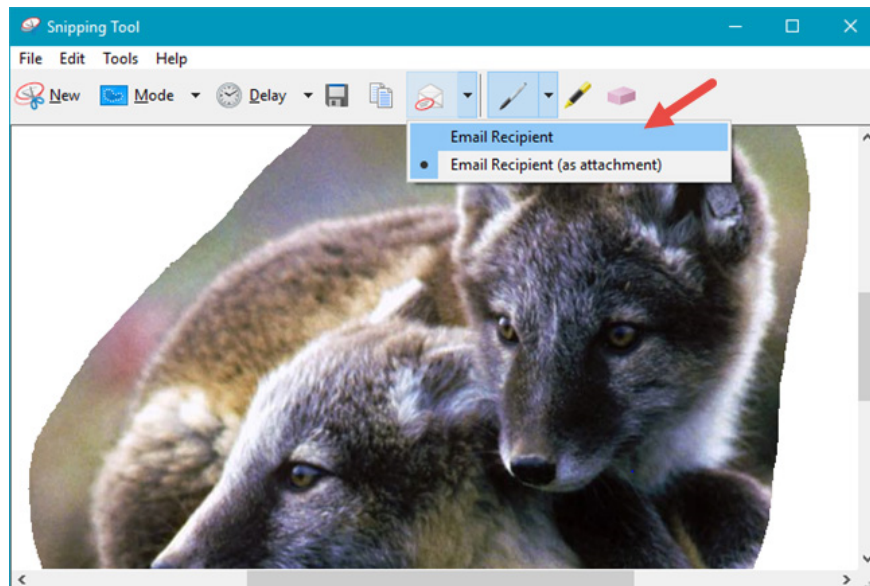
Before saving the screenshot, you can use the *Pen* tool and *Highlighter* to add a bookmark to the photo. The *Eraser* tool has the function of removing bookmarks with *Pen* and *Highlighter*.



To save the screenshot, click the *Save Snip* button, select the location you want to save, type the file name and select the file type: PNG, GIF, JPEG or HTML. Then click *Save*.

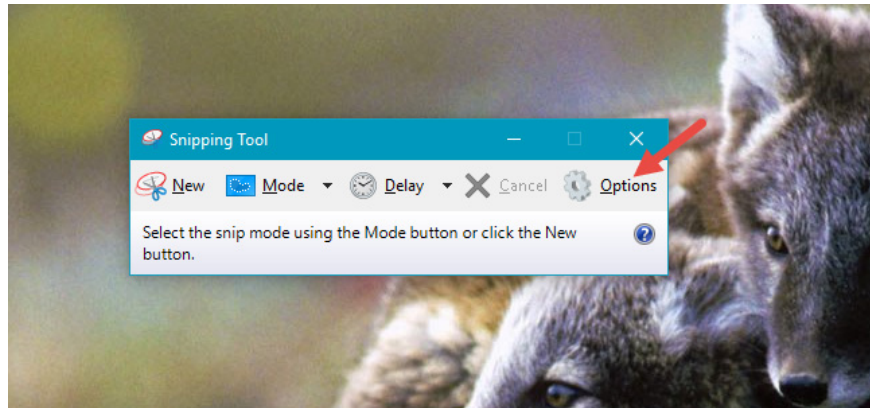


You can also send screenshots via email using the *Snip* button on the toolbar. This button provides two options: *E-mail Recipient* and *E-mail Recipient (as attachment)*. To use this button, you need to install the email application on your computer. A strange thing that everyone noticed is that Snipping Tool does not work with modern applications from the Windows Store. It only sends screenshots via email if you are using email senders in Outlook or Thunderbird.

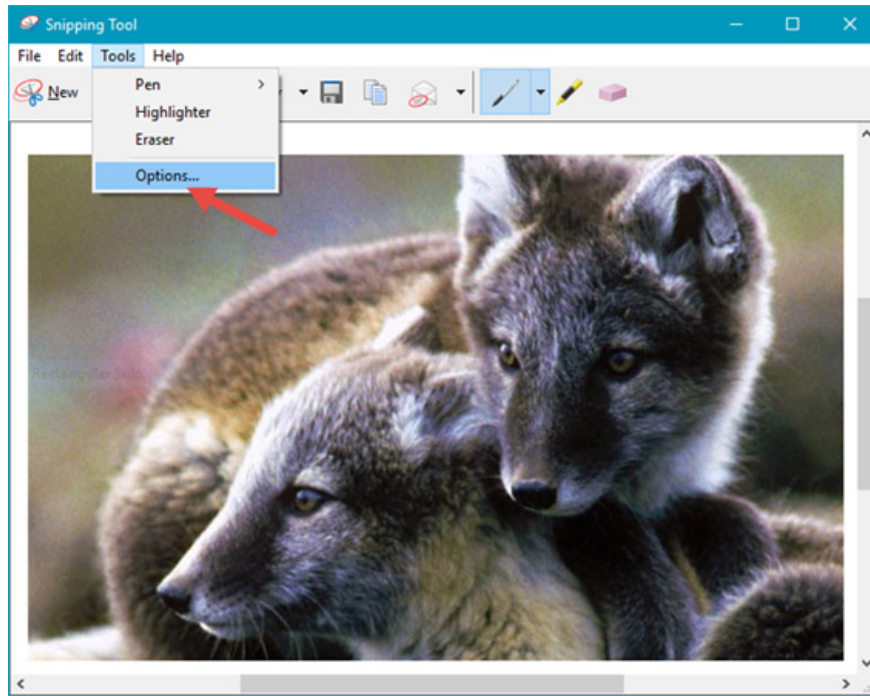


Customize Snipping Tool

When you launch the Snipping Tool, you can click your mouse or click the *Options* button to set options for how the application works.

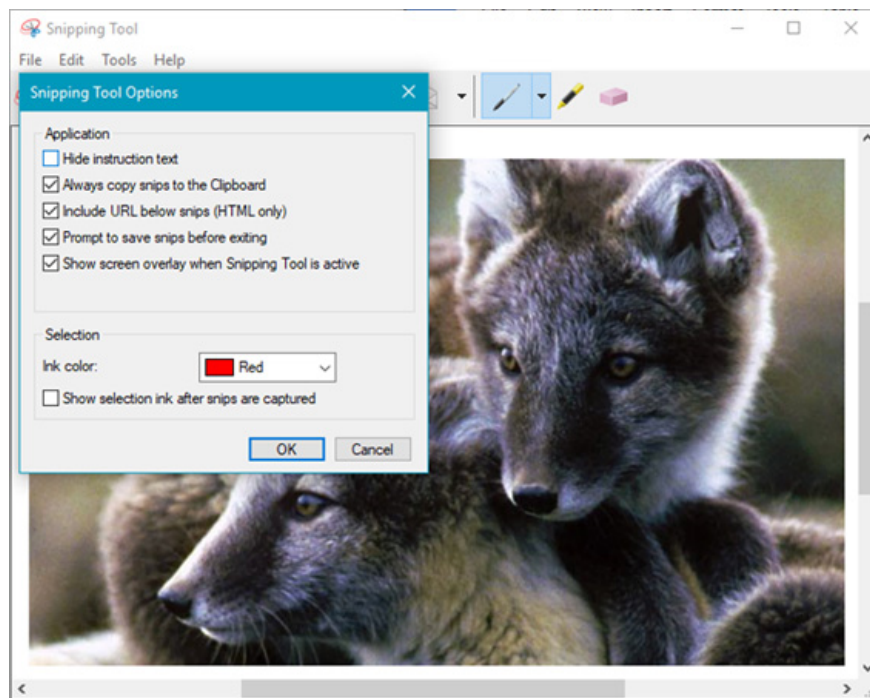


This *Options* button is also found in the *Tools* menu in the screenshot editing window.



Options are available in two parts: *Application* and *Selections groups* . The *Application* section has a set of checkboxes that allow you to make the following changes:

1. *Hide Instruction Text* - hide the instruction text in the main window of Snipping Tool.
2. *Always copy snips to the Clipboard* - copy all snapshots to the Windows clipboard so you can paste them into other applications (like Word or image editor).
3. *Include URL below snips (HTML only)* - save photos as Single HTML Files or MHT documents. If the image is taken from the Internet Explorer window, it will also display the website URL in the screenshot. However, it does not work with any other browser, including Windows' Edge browser.
4. *Prompt to save snips before exiting* - displays a pop-up prompt to save the photo before exiting the application.
5. *Show screen overlay when Snipping Tool* - if disabled, when you take a screen shot, the transparent Snipping Tool will not display on the screen anymore.



The second part - *Selection* allows you to do some color-related settings:

1. *Ink Color* - change the color of the border line when taking photos.
2. *Hi?n th? ???c ch?n các c? b?n sau snips ???c b?t ??u* - when enabled, the border line will appear around the image, using the color selected in the *Ink Color* list.

The article is all the detailed instructions on how to use the Snipping Tool, the function of each button and the options of this application in Windows 10. Experience and see how it works! If you have any questions or share anything, please comment below!

You finished reading the article "**How to use Snipping Tool on Windows 10 full set**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.