MVCDC Support

How Do I Take A Screenshot On My Laptop / Computer (PC)?

Richard Woolf - 2025-10-03 - General

The Snipping Tool
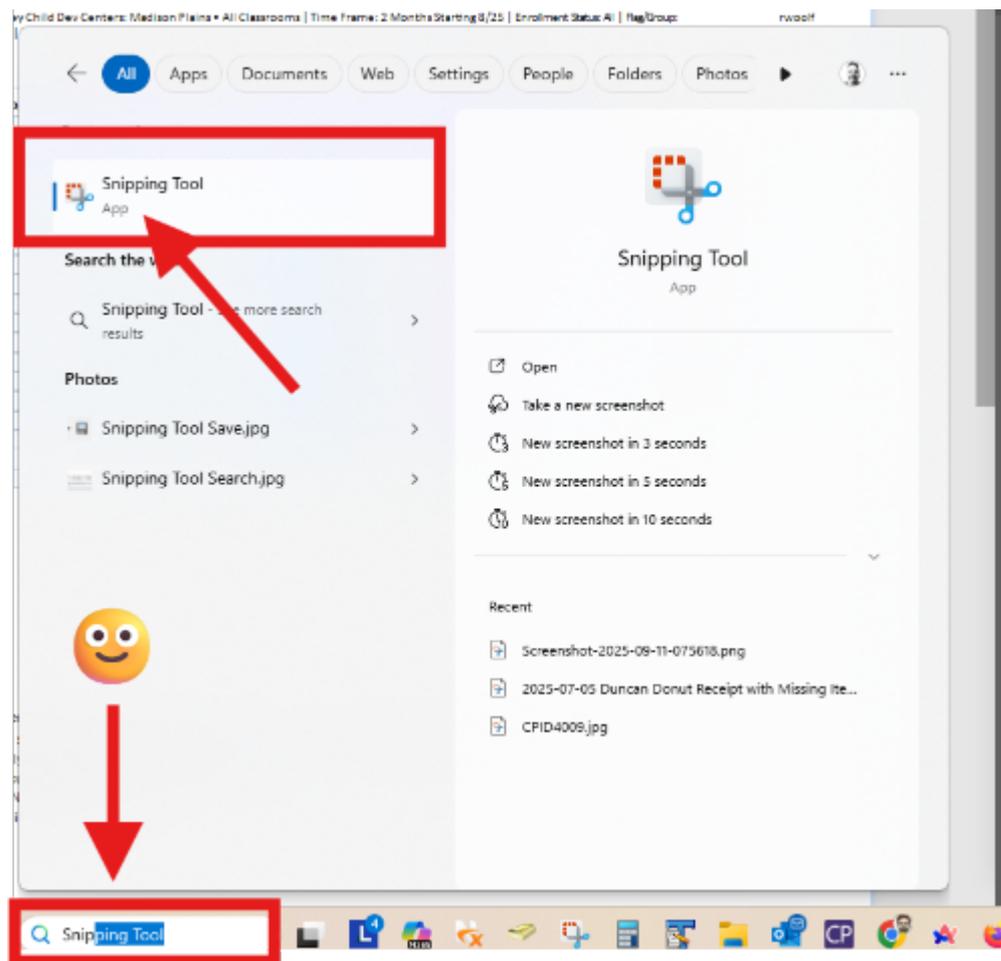
1. A really easy tool that makes it easy to create screenshots is called SNIPPING TOOL on the PC, You can type "**snipping tool**" into the search box on your PC.

1. Then click on the Snipping Tool app.

2. Then, in the app, click on the **NEW** button. The screen will darken and then you can hold down the mouse button to highlight the area of the screen you want to create an image of. It can be the whole screen or just part of it.

3. You can even highlight text or add shapes within the snipping tool before saving the image.

4. Then can save the image by clicking in the save icon (which looks like a floppy disc, if you know what those used to look like).

OTHER LINKS:

How Do I Take A Screenshot On My Apple iPad?

How Do I Take A Screenshot On My Apple iPhone?

How do I Use Markup on an iPhone, or iPad to Alter Images, Photos, or Screenshots?