

PRINTABLE GUIDE

Take a screenshot of part of a Windows screen

Screenshots record what is visible, including private details. Close unrelated windows and capture only the useful area before sharing. They do not diagnose a fault.

Windows 11 | 2 min read | 5 steps

Before you start

- ☐ The screen or error you want to capture
- ☐ A folder for the saved picture

1. Prepare the screen

Open the item you need and move unrelated windows out of view. Hide personal information if practical. Include the error's wording and relevant app; exclude unrelated content.

- ☐ Done this step

2. Open screen capture

Press Windows key + Shift + S. The capture toolbar appears and the screen dims. Choose a rectangular snip for a small area. If the shortcut is unavailable, find Snipping Tool through Start and choose New.

- ☐ Done this step

3. Select the area

Click and drag around the useful part of the screen, then release. Aim to include the full message or control rather than cutting off important words. If the selection is wrong, start another capture.

☐ Done this step

4. Review and save

Open the capture notification or Snipping Tool to inspect the image. Use Save to choose a clear filename and location. App versions can save screenshots differently, so check the actual folder instead of assuming the clipboard is a permanent file.

☐ Done this step

5. Share thoughtfully

Reopen the saved image to verify it. Remove sensitive details before sharing; use a separate copy if editing. Send the image alongside a short explanation of what happened. A screenshot records the moment but does not diagnose the fault by itself.

☐ Done this step

Try it for yourself

Capture a harmless area of your desktop and find the saved image.

☐ I tried the task.

My notes

Can I paste the screenshot straight into a message?

Often yes, using Ctrl + V after capturing. Save a file as well if you need to keep it for later.

Official help and the online guide

Windows Snipping Tool -

<https://support.microsoft.com/en-us/windows/apps/use-snipping-tool-to-capture-screenshots>

Windows keyboard shortcuts - <https://support.microsoft.com/en-au/windows/keyboard-shortcuts-in-windows-dcc61a57-8ff0-cffe-9796-cb9706c75eec>

Read online: <https://plaintech-guides.pages.dev/guides/capture-windows-screen-area/>