Win 8 Snipping Tool

Press the Windows key and start typing "Snipping Tool." The option to open the program will be offered to you simply by hitting the Enter key.

With this, you can take a snapshot of the entire screen if you desire. However, there is also the option to capture any "free form" section of the display screen or a simple rectangular area.

Once you've defined the area you want to capture, Snipping Tool saves that portion of the display image, and even lets you direct the image to be saved any folder you wish. (Source: pcadvisor.co.uk)

Here's a quick guide on how to use the Snipping Tool:

- Choosing Free Form Snip will allow you to drag the cursor to define and capture any irregular part of the screen.
- Choosing Rectangular Snip will allow you to drag the cursor to define any size rectangular area to capture.
- Choosing Windows Snip will allow you to select any open window, such as a browser window or a dialogue box (instant message, etc.) and capture its contents.
- Choosing Full-Screen Snip will allow you to capture the entire screen (same as Print Screen).