

## Use Snipping Tool to capture screen shots

You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image.

### Snipping Tool

You can capture any of the following types of snips:

**Free-form Snip:** Draw a free-form shape around an object.

**Rectangular Snip:** Drag the cursor around an object to form a rectangle.

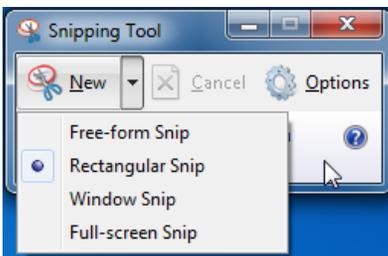
**Window Snip:** Select a window, such as a browser window or dialog box, that you want to capture.

**Full-screen Snip:** Capture the entire screen.

After you capture a snip, it's automatically copied to the Clipboard and the mark-up window. From the mark-up window, you can make notes or highlight areas, save, or share the snip.

### To capture a snip

Open the Snipping Tool from the Start >> Programs>>Accessories menu



Click the arrow next to the New button, select Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip from the list, and then select the area of your screen

If you want to capture a snip of a menu, such as the Start menu, follow these steps:

After you open Snipping Tool, press Esc, and then open the menu that you want to capture.

Press Ctrl+PrtScn.

Click the arrow next to the New button, select Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip from the list, and then select the area of your screen that you want to capture.

### To make notes on the snip

After you capture a snip, you can write and draw on or around the snip in the mark-up window.

### To save a snip

After you capture a snip, click the Save Snip button in the mark-up window.

In the Save As dialog box, enter a name for the snip, choose a location where to save the snip, and then click Save.

### To share a snip

After you capture a snip, click the arrow on the Send Snip button, and then select an option from the list.