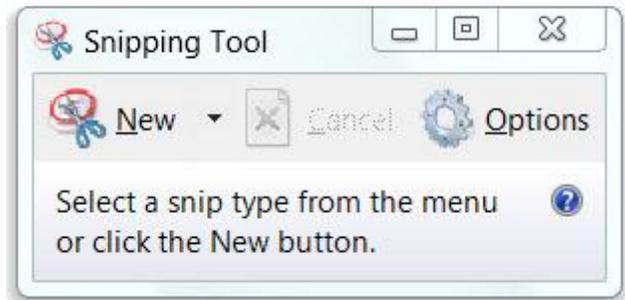# Use the Snipping Tool to capture screen shots

You can use the Windows 7 Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image. You can capture any of the following types of snips:

- **Rectangular Snip (default).** Drag the cursor around an object to form a rectangle.
- **Free-form Snip.** Draw a free-form shape around an object.
- **Window Snip.** Select an entire window, such as a browser window or dialog box.
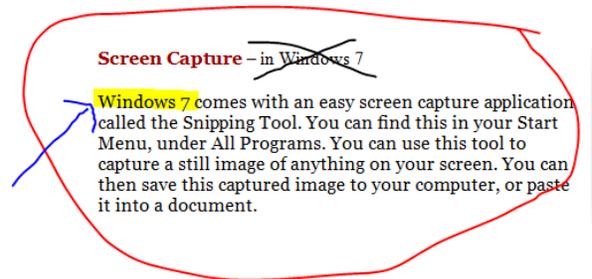- **Full-screen Snip.** Capture the entire screen.

After you capture a snip, it's automatically copied to the Clipboard and will be visible inside the Snipping Tool Window. From there, you can annotate, save, or share the snip – or you can simply paste it into a document. The following procedures explain how to use Snipping Tool.

To Capture a Snip

1. Open Snipping Tool by clicking the **Start** button. In the search box, type **Snipping Tool**, and then, in the list of results, click **Snipping Tool**.
2. 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 Annotate a Snip

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

To Save a Snip

1. After you capture a snip, click the **Save Snip** button in the mark-up window.
2. 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.