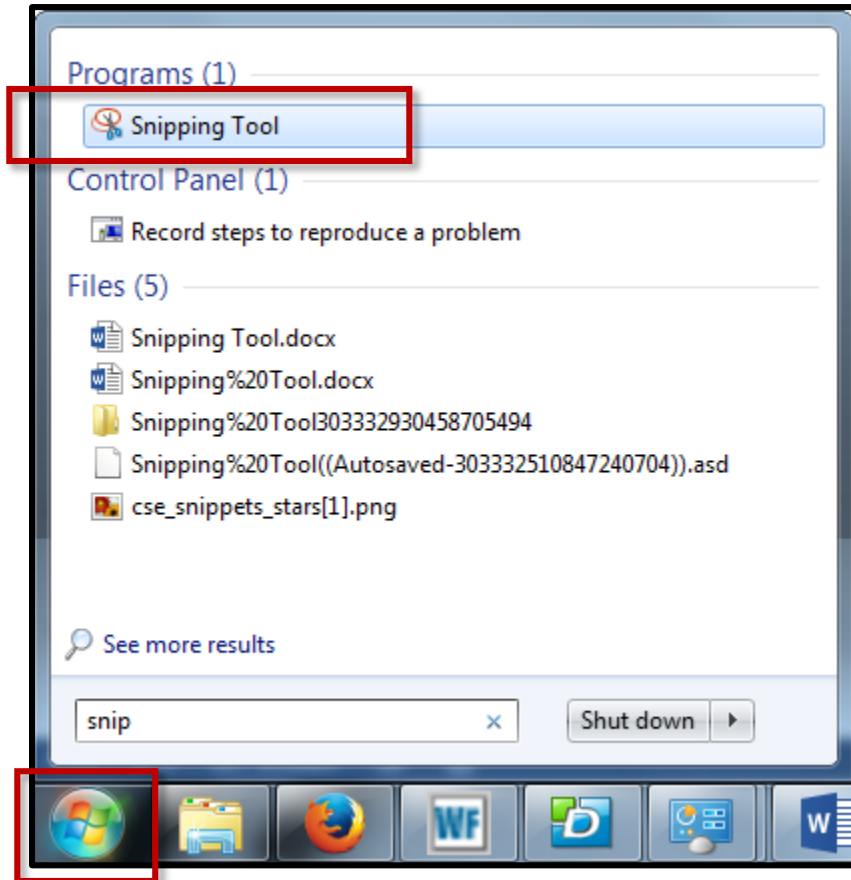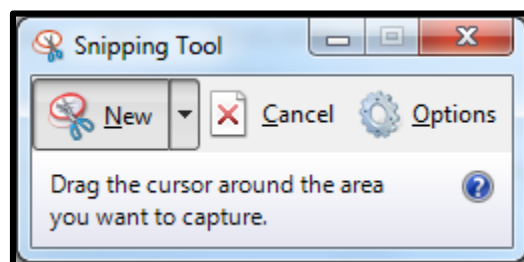# Using the built-in Snipping Tool from Windows 7/8

In the upcoming semester, the PrintKey Pro screenshot tool will be unavailable for use. The Snipping Tool is an alternate method to generate screen captures in place of using the Print Screen button.
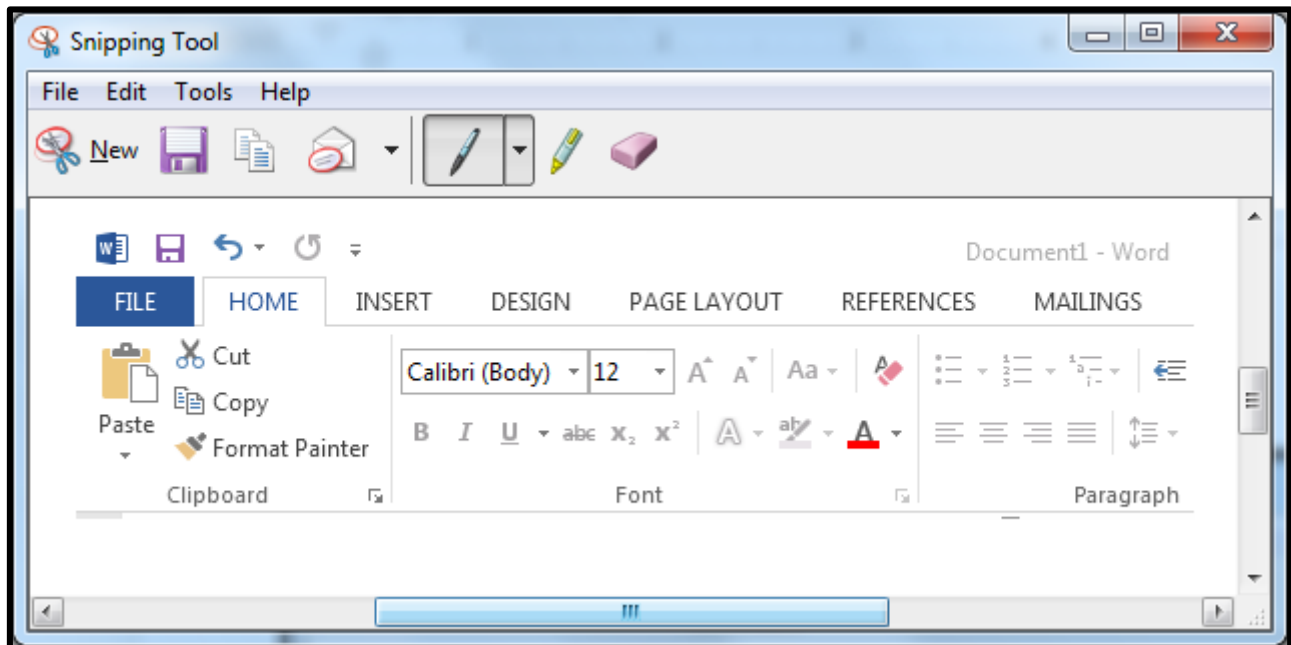
1. Click the **Start menu** in the bottom left corner of the screen. Start typing the word "snipping" and Windows should display the **Snipping Tool** at the top of the results. Click **Snipping Tool**.

2. The Snipping Tool will launch. Your screen will lighten and a white crosshair will appear as your default cursor. Click and hold and drag a rectangular shape in the area of the screen you wish to capture. A red border will indicate the area of the screen you are capturing. Release the mouse click when finished.

3. The captured image will appear in the Snipping Tool window. The captured image will automatically be copied to the clipboard which can then be pasted into a document or email. The toolbar will allow you to save, copy, or manipulate the image as needed.

New   Creates a new snipping image.

Save the current image as a picture in formats jpg, png, or gif, or as an HTML file.

Copy the current image to be used in Word, PowerPoint, etc.

Email the current image using your default mail application (Outlook).

Draw on the current image with a red, black, blue, or custom pen tool.

Draw on the current image with a yellow highlighter.

Erase any pen or highlighter marks created.