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About Greenshot

Greenshot is a lightweight screenshot software tool for Windows and OSX that you can use to:

- Quickly create screenshots of a selected region, window or, full screen—you can even capture complete (scrolling) web pages from Internet Explorer!
- Easily annotate, highlight, or obfuscate parts of a screenshot
- Export screenshots in various ways: save to file, send to printer, copy to clipboard, attach to e-mail, send Microsoft Office programs or upload to Imgur

...and a lot more!

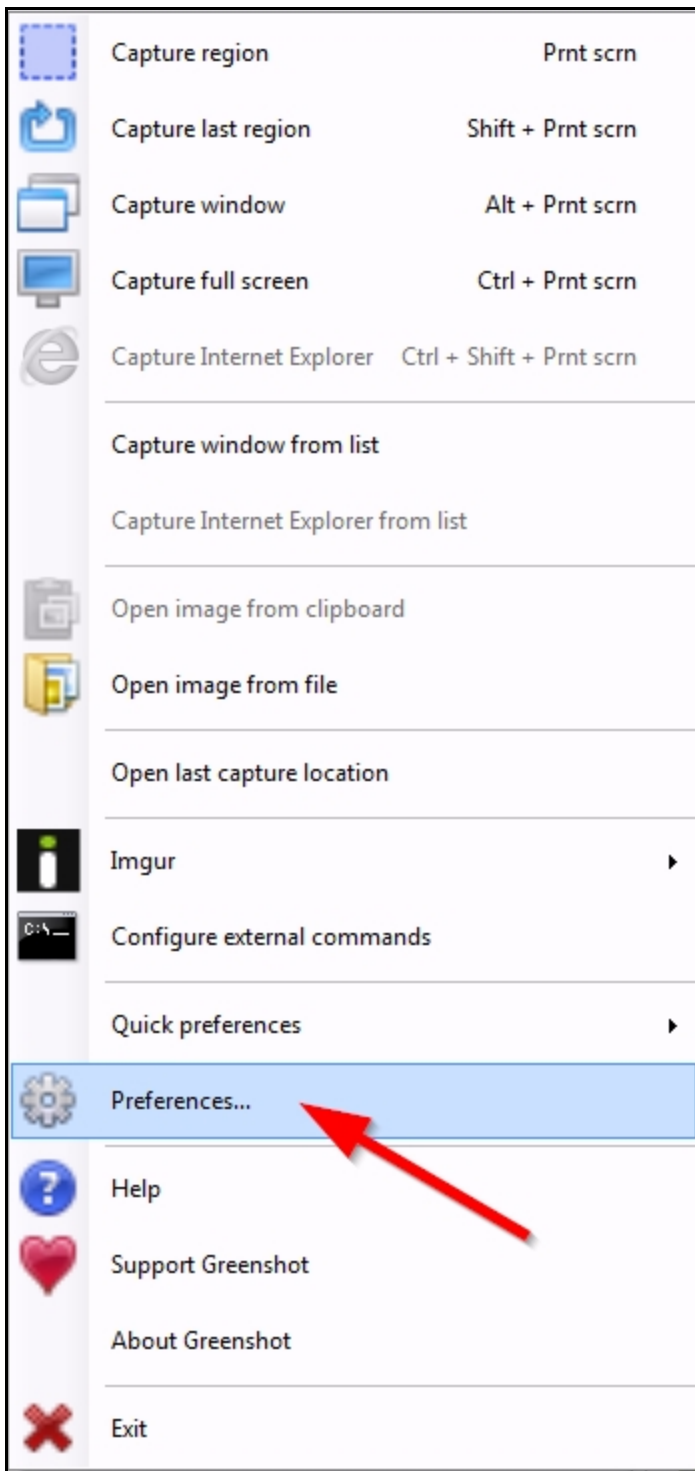
Greenshot is an easy to understand, configurable, and efficient tool for project managers, software developers, technical writers, testers, and anyone else who creates screenshots.

More information

For more information and to support Greenshot, visit the Greenshot website at get-greenshot.org.

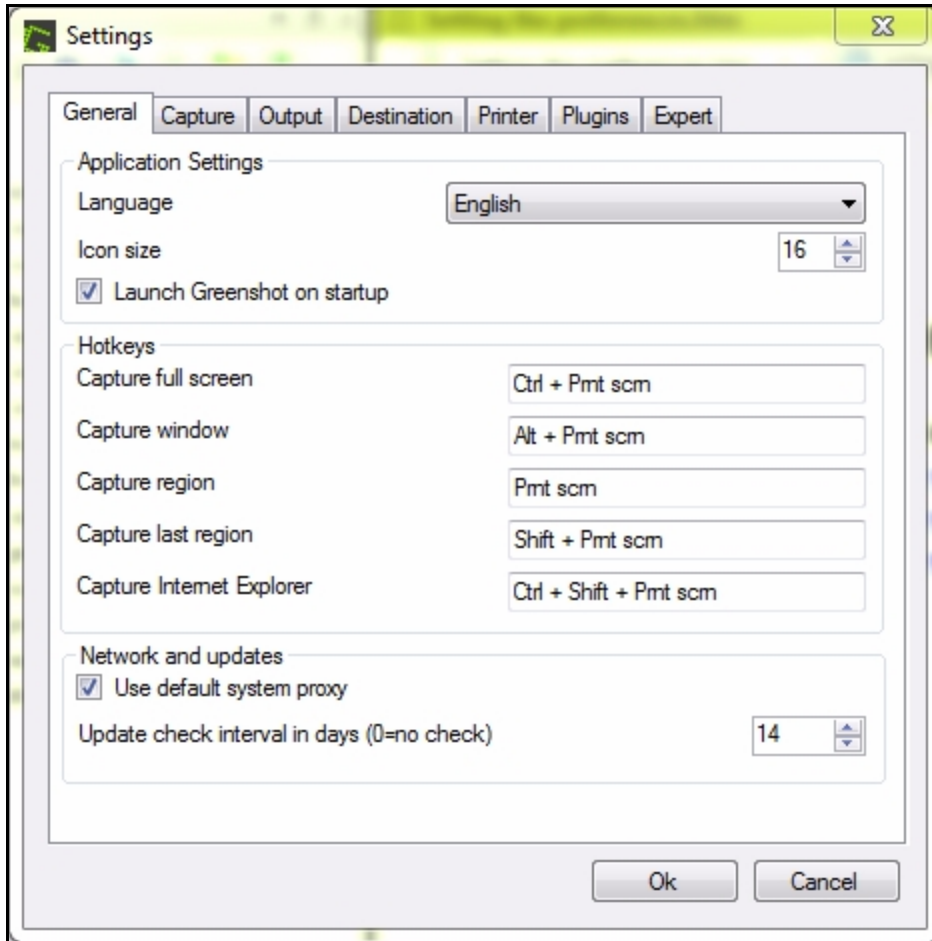
Setting the preferences

To open the Greenshot preferences, right-click the Greenshot icon in the system tray and click **Preferences**.



Setting the general preferences

You can use the general preferences to adjust the way that Greenshot appears and customize its controls.



Application Settings

- **Language:** Select the application language. English is selected by default.
- **Icon size:** Select a number to adjust the size of the icons in the Greenshot menu and image editor.
- **Launch Greenshot on startup:** When this box is checked, Greenshot will launch automatically when you start your computer.

Hotkeys

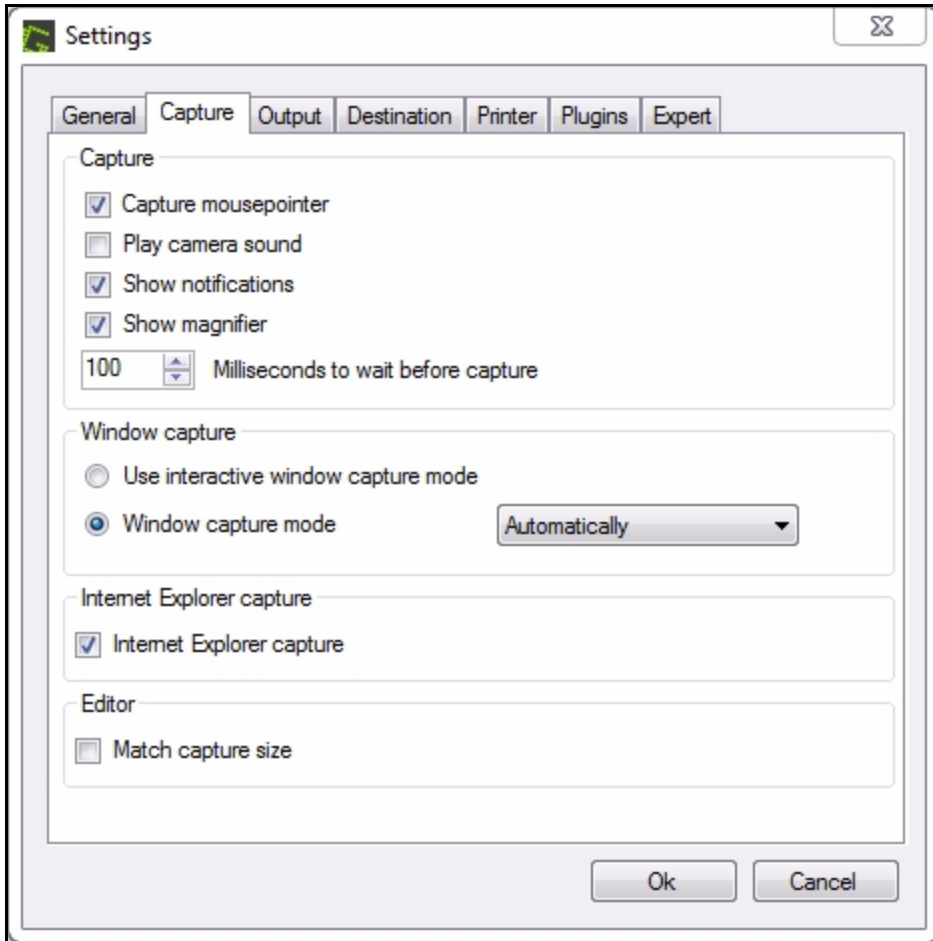
- Use these options to set keyboard shortcuts for taking a screenshot.

Network and updates

- **Use default system proxy:** Uncheck this box to use a different proxy server than the default for your network.
 - **Update check interval in days:** Use this option to set how often Greenshot checks for updates. Setting this option to 0 (zero) stops Greenshot from checking for updates.
-

Setting the capture preferences

You can use the capture preferences to adjust the way that Greenshot captures screenshots.



Capture

- **Capture mousepointer:** Check this box to capture the mouse pointer in your screenshots. Uncheck it if you don't want the mouse pointer to appear.
- **Play camera sound:** Check this box to make Greenshot play a camera sound effect when it takes a screenshot.

- **Show notifications:** When this box is checked, Greenshot will display notifications when images are saved, opened, or exported.
- **Show magnifier:** Check this box to use Greenshot's magnifier, which zooms in on the screen while capturing a region.

Window capture

- **Use interactive window capture mode:** Use this option to choose which window to capture every time instead of capturing the active window automatically.
- **Window capture mode:** Use these options to adjust how Greenshot handles window transparency.
 - **Automatically:** Select this option to let Greenshot decide how to handle transparency.
 - **As displayed:** Select this option to capture transparency as it's displayed on the screen.
 - **Use default color:** Select this option to replace transparency with a solid color.
 - **Use custom color:** Select this option to choose which color is used to replace transparency.
 - **Preserve transparency:** Select this option to preserve transparency and not capture elements in the background.

Internet Explorer capture

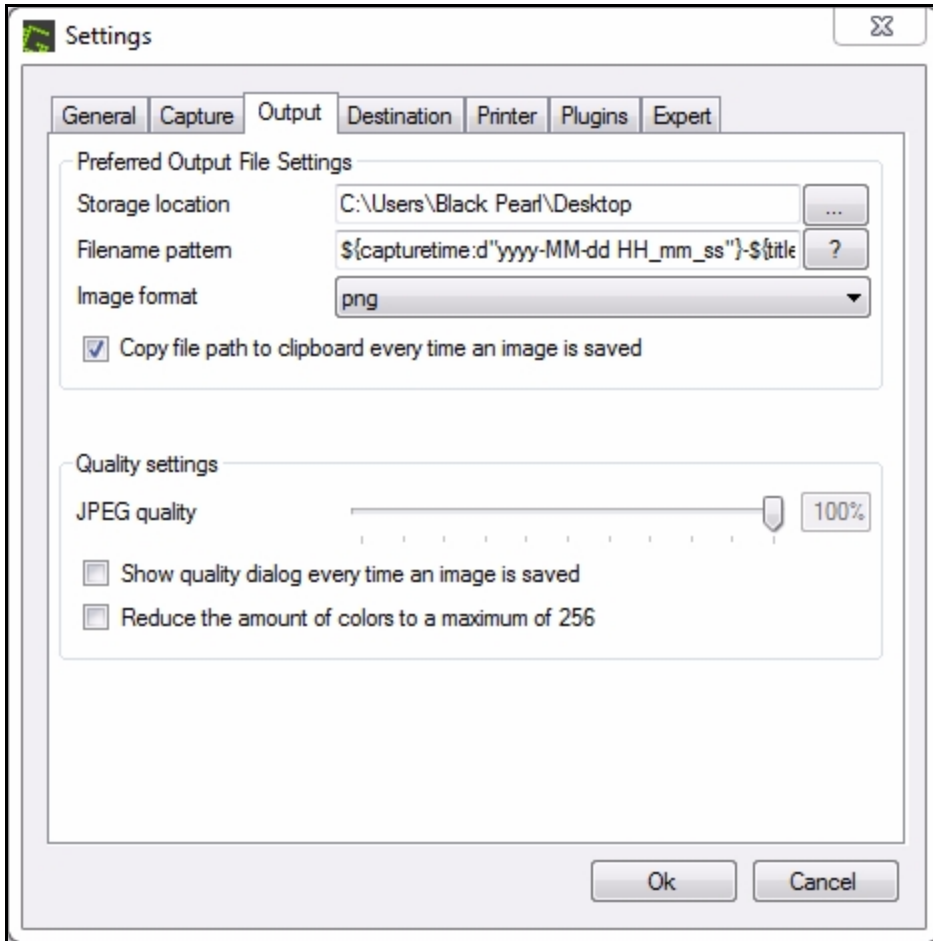
- Check this box to enable the Internet Explorer capture option.

Editor

- **Match capture size:** Check this box to automatically resize the image editor to match the size of each screenshot.
-

Setting the output preferences

You can use the output preferences to adjust the way that Greenshot saves screenshots.



Preferred Output File Settings

- **Storage location:** Use this option to select where Greenshot automatically saves image files.
- **Filename pattern:** This is the default way that Greenshot names image files. Click the question mark button to see the syntax.

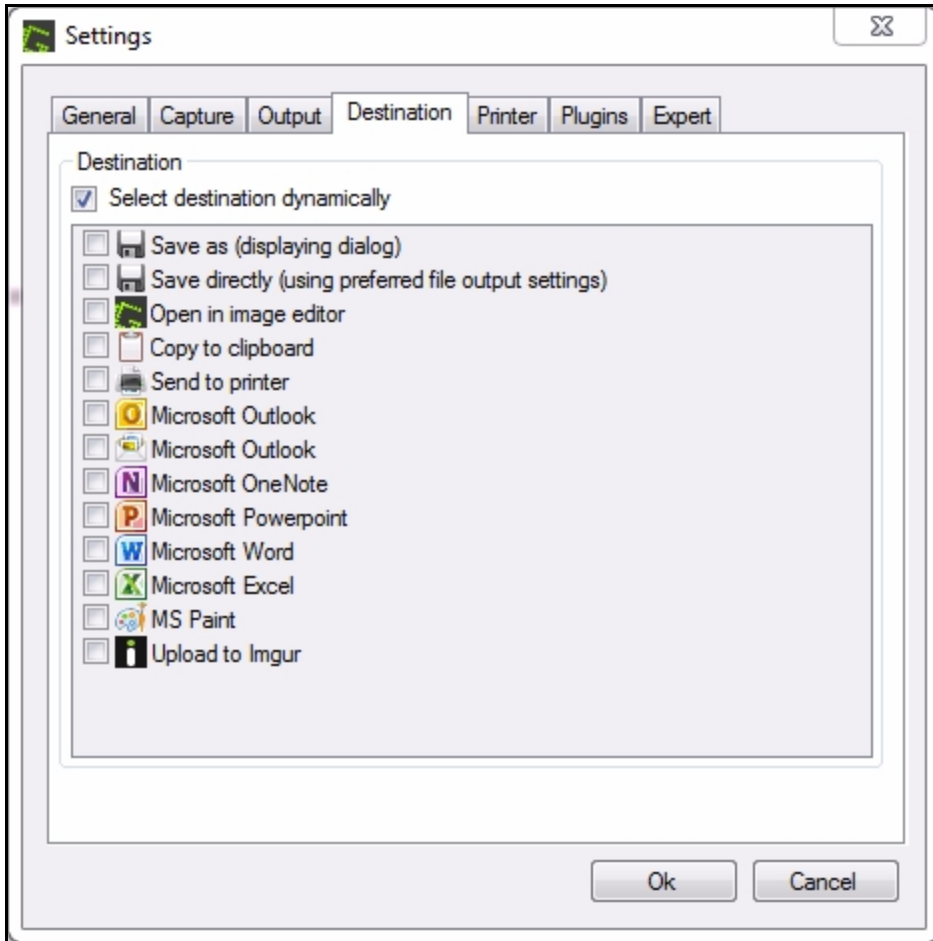
- **Image format:** Use this option to select which file type Greenshot will use to save image files.
- **Copy the file path to clipboard every time an image is saved:** When this box is checked, Greenshot will copy the path to where each image is saved and save it to your computer's clipboard so that you can paste it later.

Quality Settings

- **JPEG quality:** Adjust the slider to change the quality of JPEG images saved with Greenshot. Higher quality images will produce larger file sizes.
 - **Show quality dialog every time an image is saved:** Check this box to choose the image quality every time you save an image with Greenshot.
 - **Reduce the amount of colors to a maximum of 256:** Check this box to reduce the number of colors used in Greenshot images. Less colors will produce smaller file sizes.
-

Setting the destination preferences

You can use the destination preferences to adjust the default way that Greenshot saves, opens, and exports images.

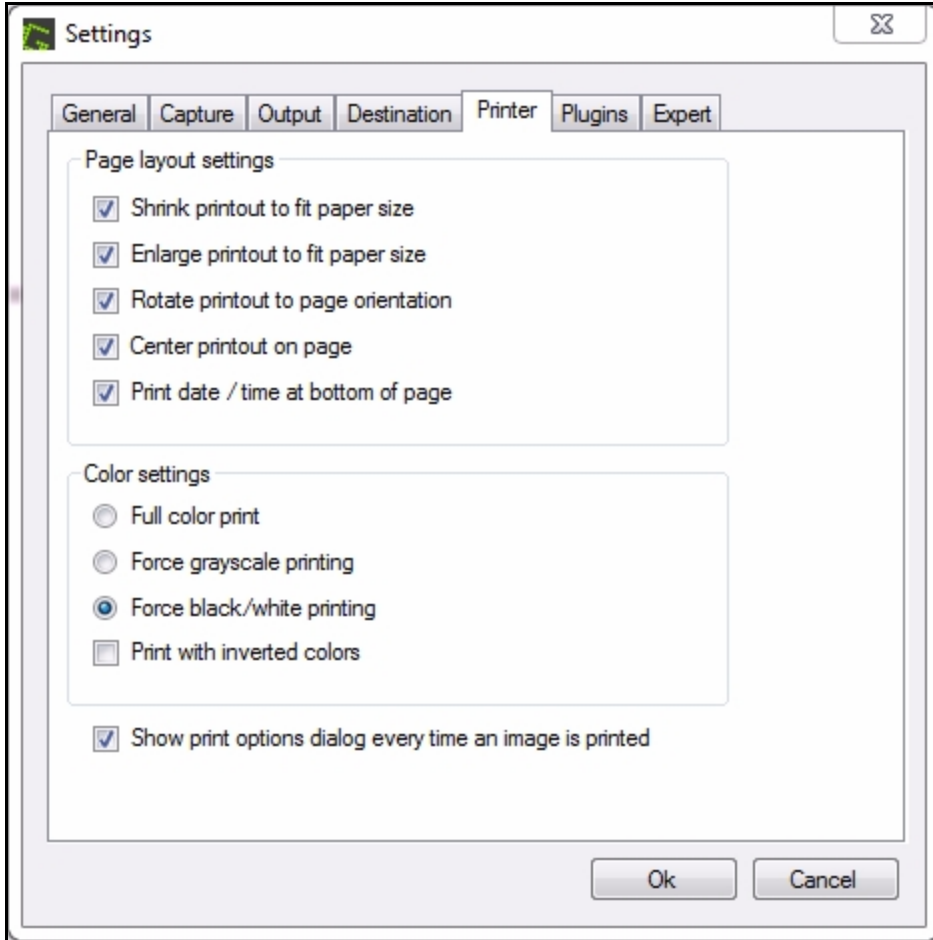


Check the box next to the option to select the default way that Greenshot handles screenshots and image files.

Check the box next to **Select the destination dynamically** to choose what Greenshot does every time you take a screenshot or open an image.

Setting the printer preferences

You can use the printer preferences to adjust the way that Greenshot prints images.



Page layout settings

- **Shrink printout to fit paper size:** Check this box to shrink images to fit on your selected paper size.
- **Enlarge printout to fit paper size:** Check this box to enlarge images to fit the entire length and width of your selected paper size.
- **Rotate printout to page orientation:** Check this box to rotate images to match your selected page orientation (portrait or landscape).

- **Center printout on page:** When this box is checked, an image that is smaller than your selected paper size will be centered on the page.
- **Print date/time at bottom of page:** Check this box to print the current date and time at the bottom of each page.

Color settings

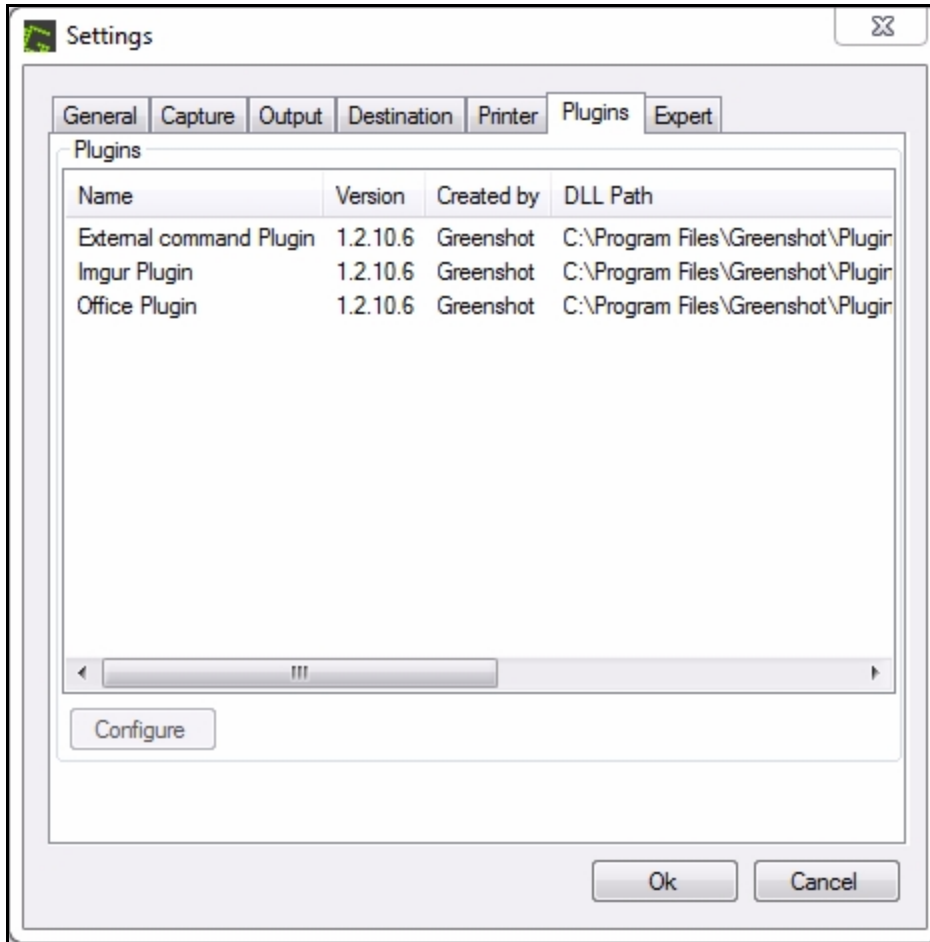
- **Full color print:** Select this option to automatically print images in full color.
- **Force grayscale printing:** Select this option to automatically print images in grayscale.
- **Force black/white printing:** Select this option to automatically print images in black and white.

Show print options dialog every time an image is printed

- Select this option to choose the print options every time you print an image.
-

Setting the plugins preferences

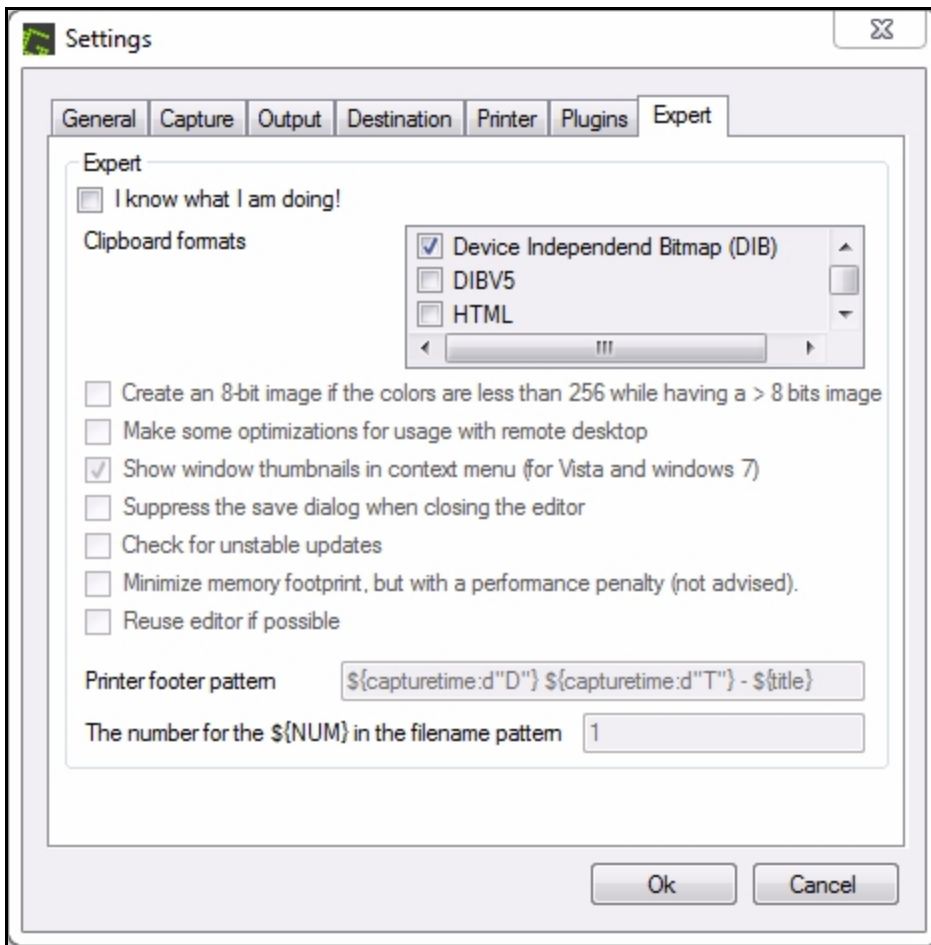
You can use the plugins preferences to configure Greenshot's plugins.



Click a plugin to select it, then click the **Configure** button to configure the plugin.

Setting the expert preferences

We do not recommend adjusting the expert preferences unless you are an advanced user. To change the expert preferences, first you must check the box next to **I know what I am doing!** to confirm that you are an expert.

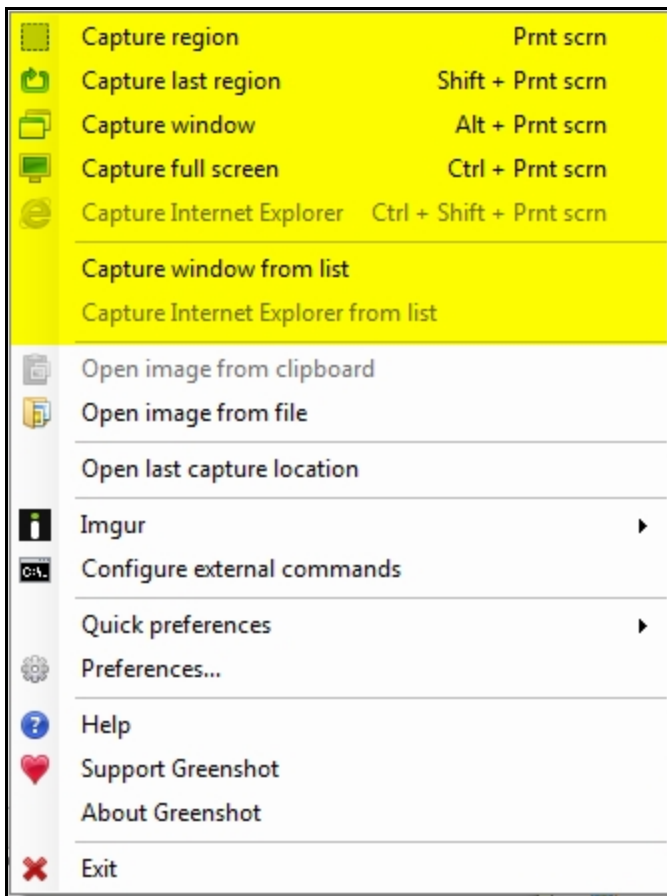


- **Clipboard formats:** Select the formats for your computer's clipboard.
- **Create an 8-bit image if the colors are less than 256 while having a > 8 bits image:** Check this box to make an image 8-bit when it is more than 8 bits but less than 256.
- **Make some optimizations for usage with remote desktop:** Check this box if you use remote desktop with your computer.

- **Show window thumbnails in context menu:** Check this box to show image thumbnails in Windows Vista or Windows 7.
 - **Suppress the save dialog when closing the editor:** When this box is checked, Greenshot will not remind you to save your image when you close the image editor.
 - **Check for unstable updates:** When this box is checked, Greenshot will check for updates that are unstable and may not work correctly.
 - **Minimize memory footprint, but with a performance penalty:** Check this box to reduce the amount of memory that Greenshot uses. When this box is checked, Greenshot may not run as expected.
 - **Reuse editor if possible:** Check this box to open each new image in the same image editor window instead of opening a new window for each image.
 - **Printer footer pattern:** This option defines what will print at the bottom of each page.
 - **The number for the `*{NUM}` in the filename pattern:** This option selects the first number in printed page numbers. The number one is entered by default.
-

Taking a screenshot

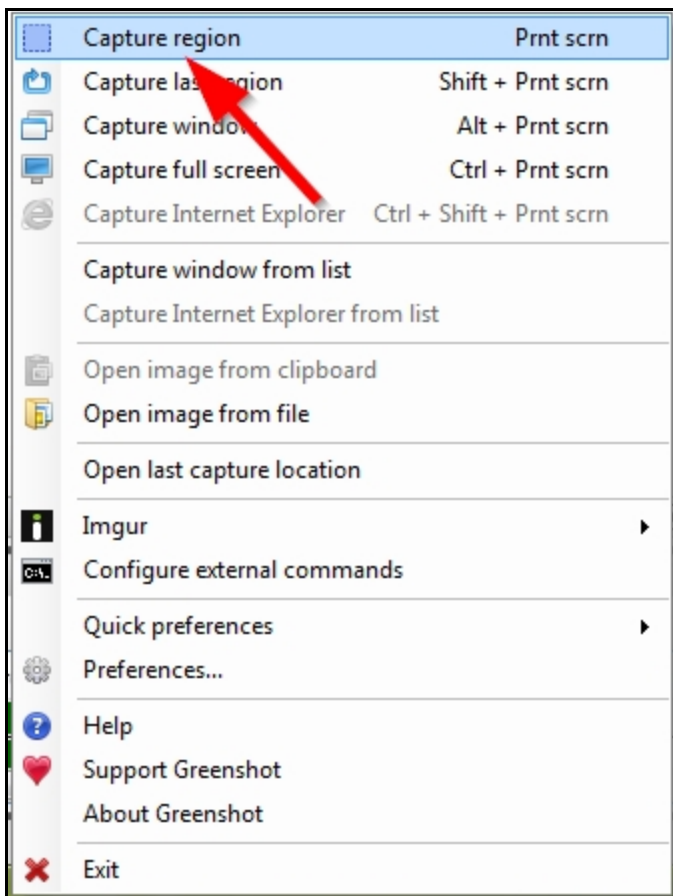
To take a screenshot, right-click the Greenshot icon in the system tray and select an option from the menu (see "Capturing a region" on the next page, "Capturing the last region" on page 23, "Capturing a window" on page 25, "Capturing the full screen" on page 31, or "Capturing Internet Explorer" on page 34 for more information).



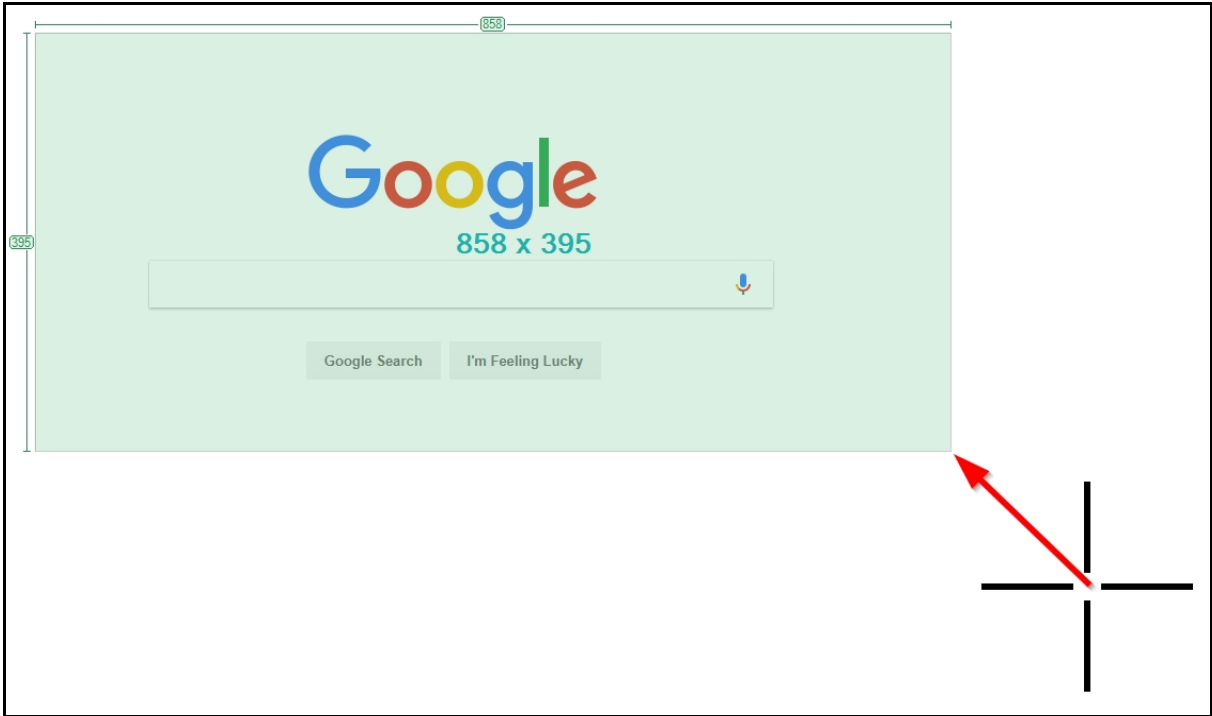
Capturing a region

You can use Greenshot to take a screenshot of a specific region of your computer screen. Follow these steps to capture a region.

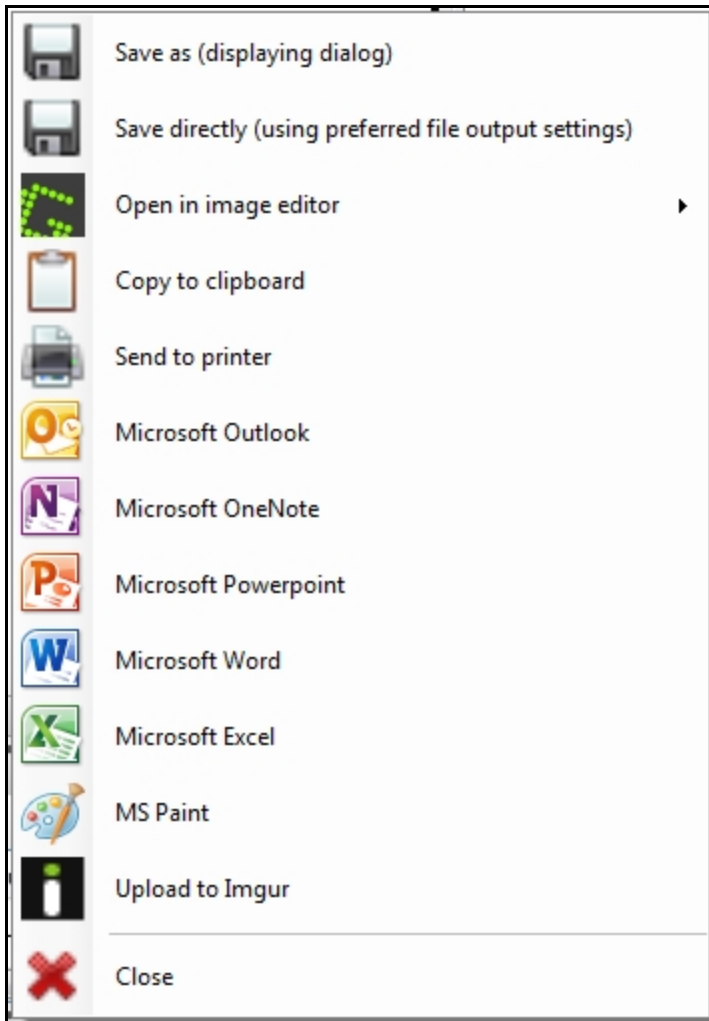
1. Right-click the Greenshot icon in the system tray.
2. Click **Capture region**.



3. Click and drag across the screen to select the region you want to capture. To cancel, press Esc.



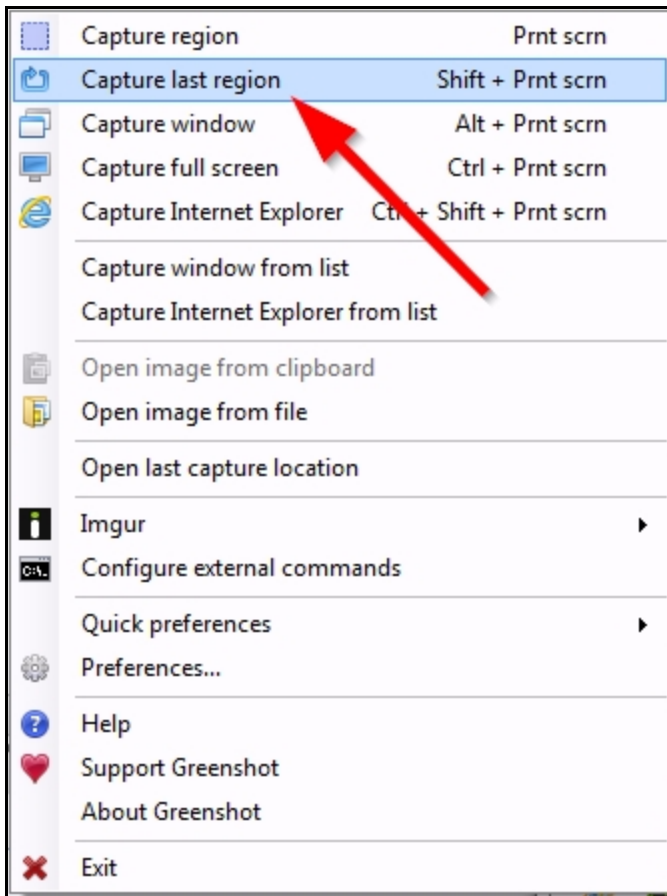
4. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



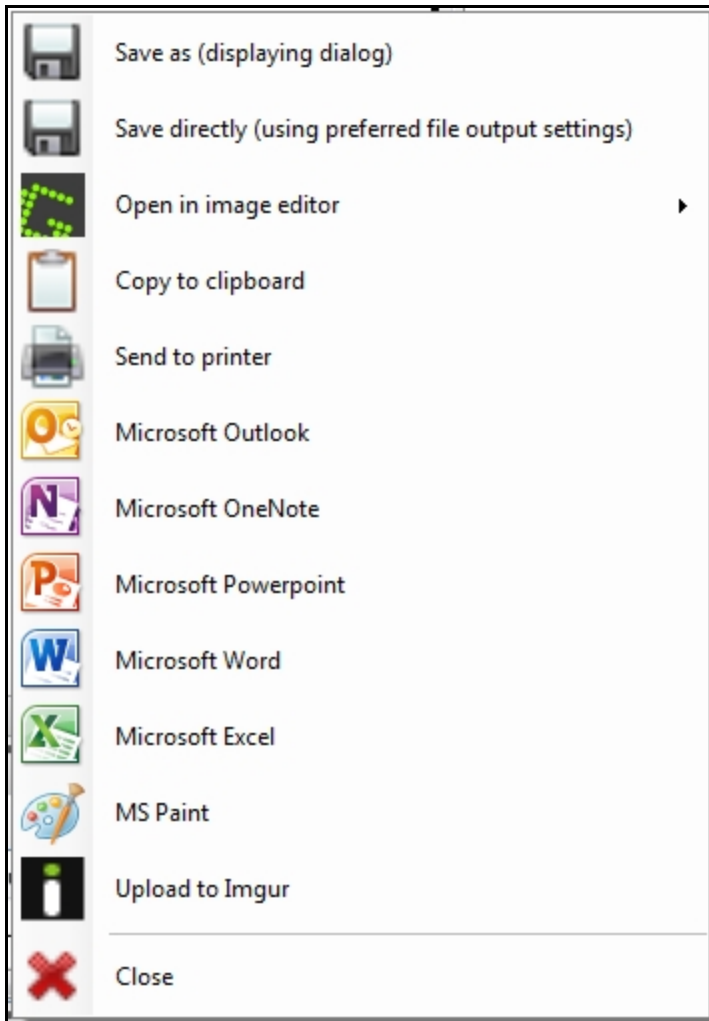
Capturing the last region

After capturing a region, you can capture the same region again by using the **Capture last region** option. Follow these steps to capture the last region.

1. Right-click the Greenshot icon in the system tray.
2. Click **Capture last region**.



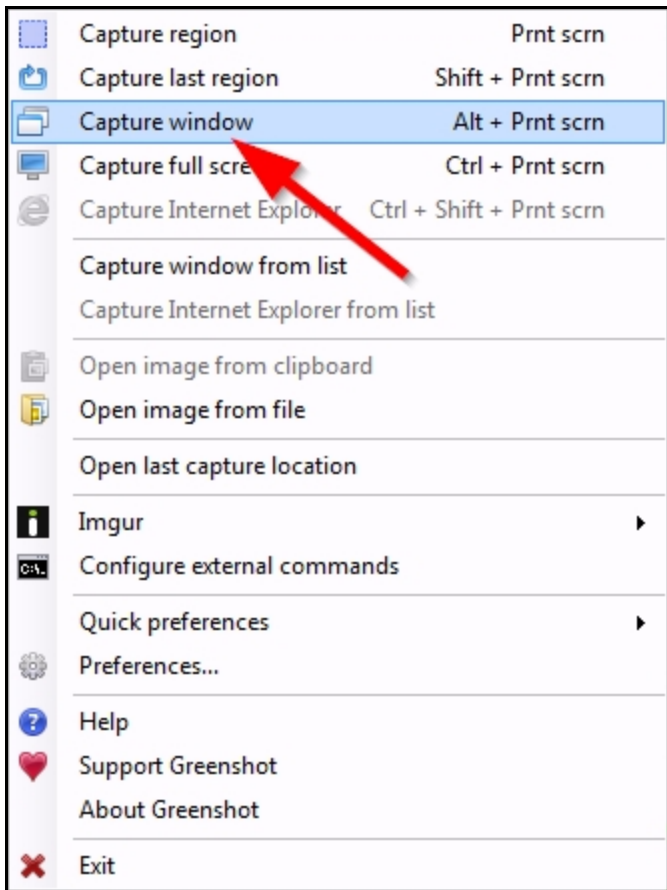
3. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



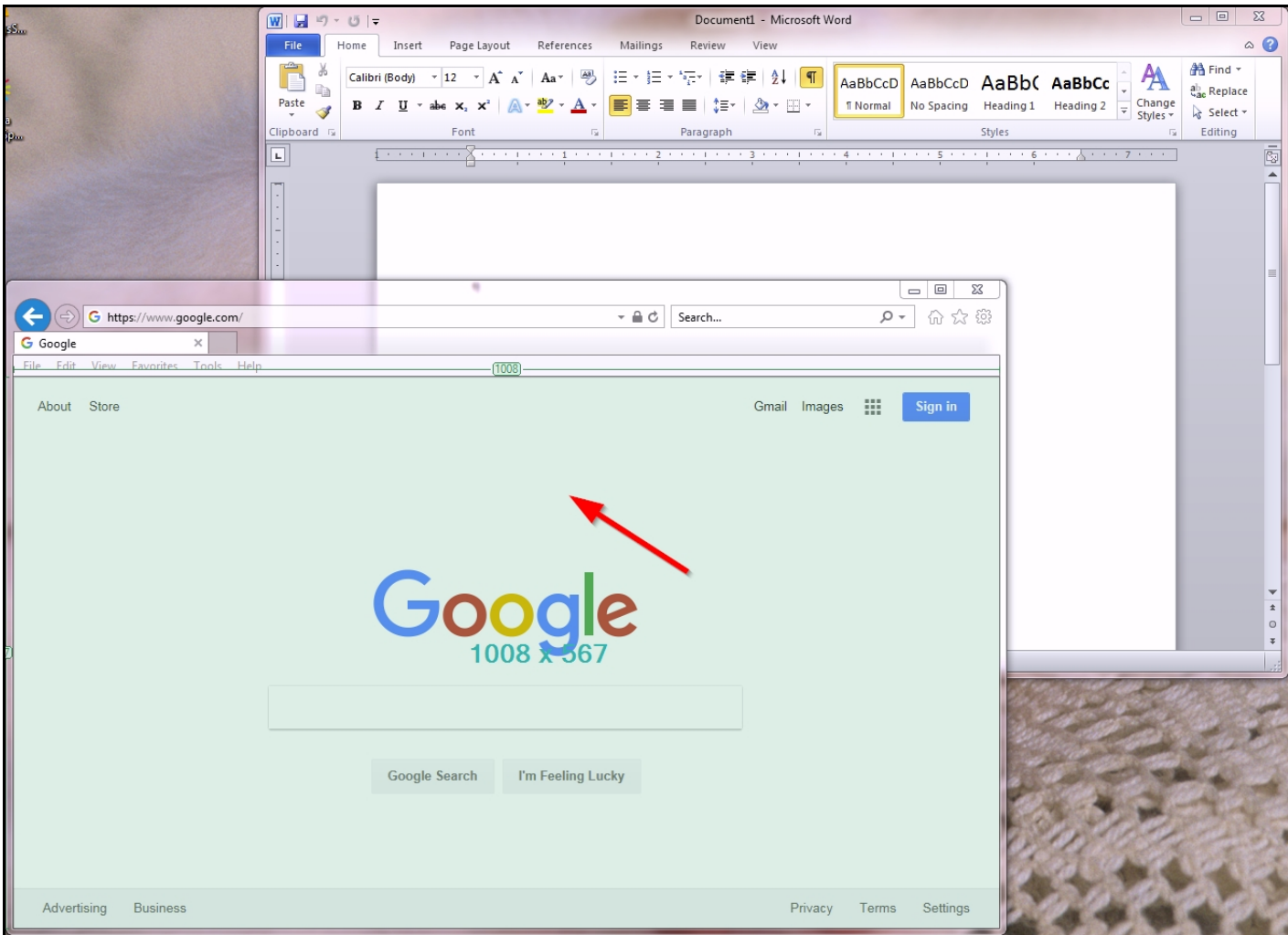
Capturing a window

You can use Greenshot to take a screenshot of a specific window on your computer screen. Follow these steps to capture a window.

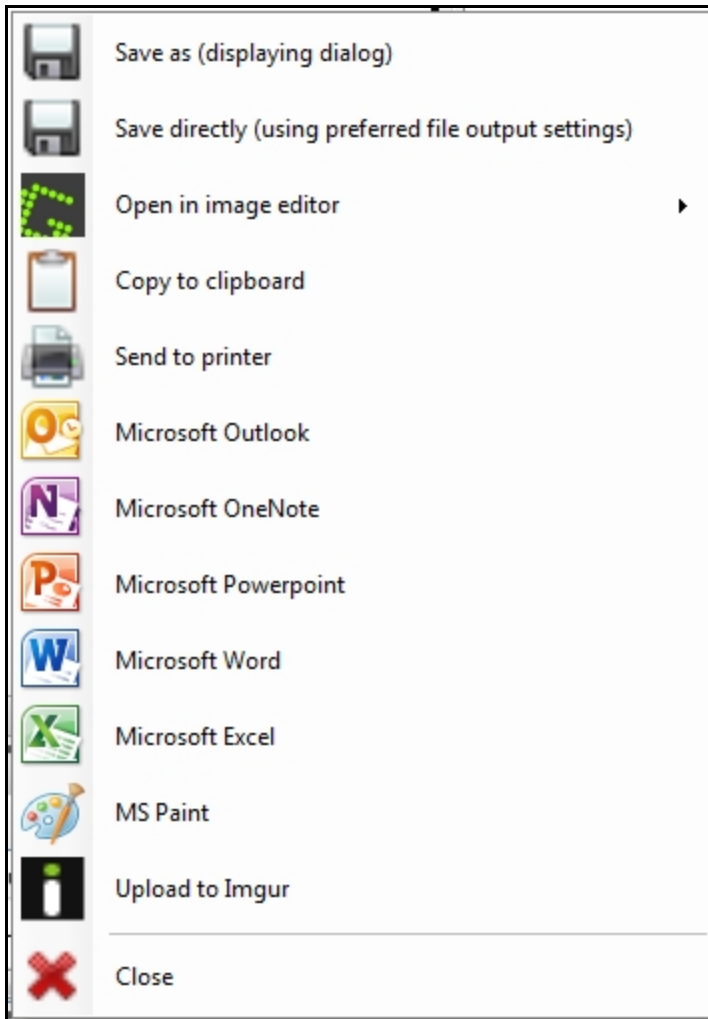
1. Right-click the Greenshot icon in the system tray.
2. Click **Capture window**.



3. Move the cursor to highlight the window you would like to capture, then click to select it. To cancel, press Esc.



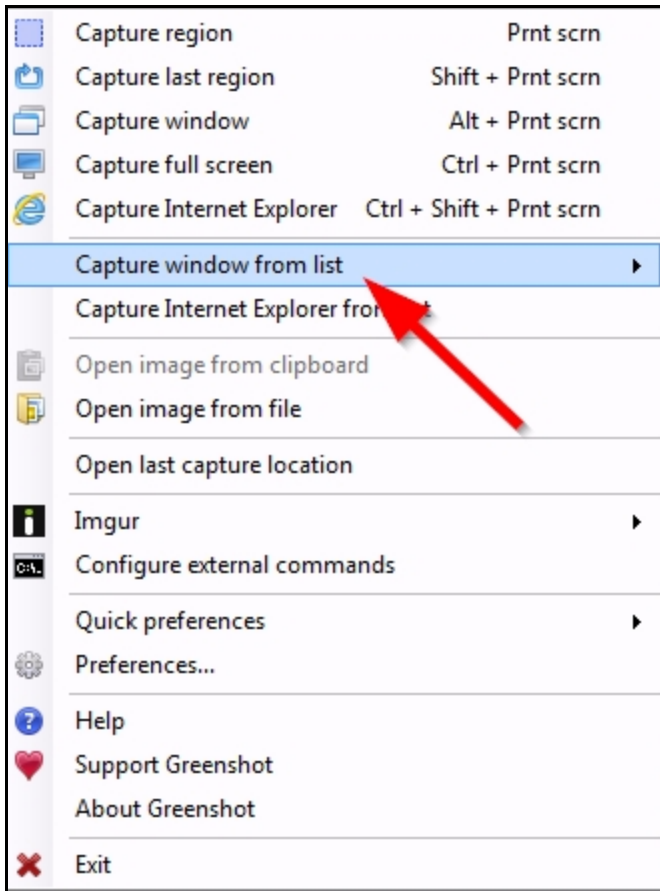
4. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



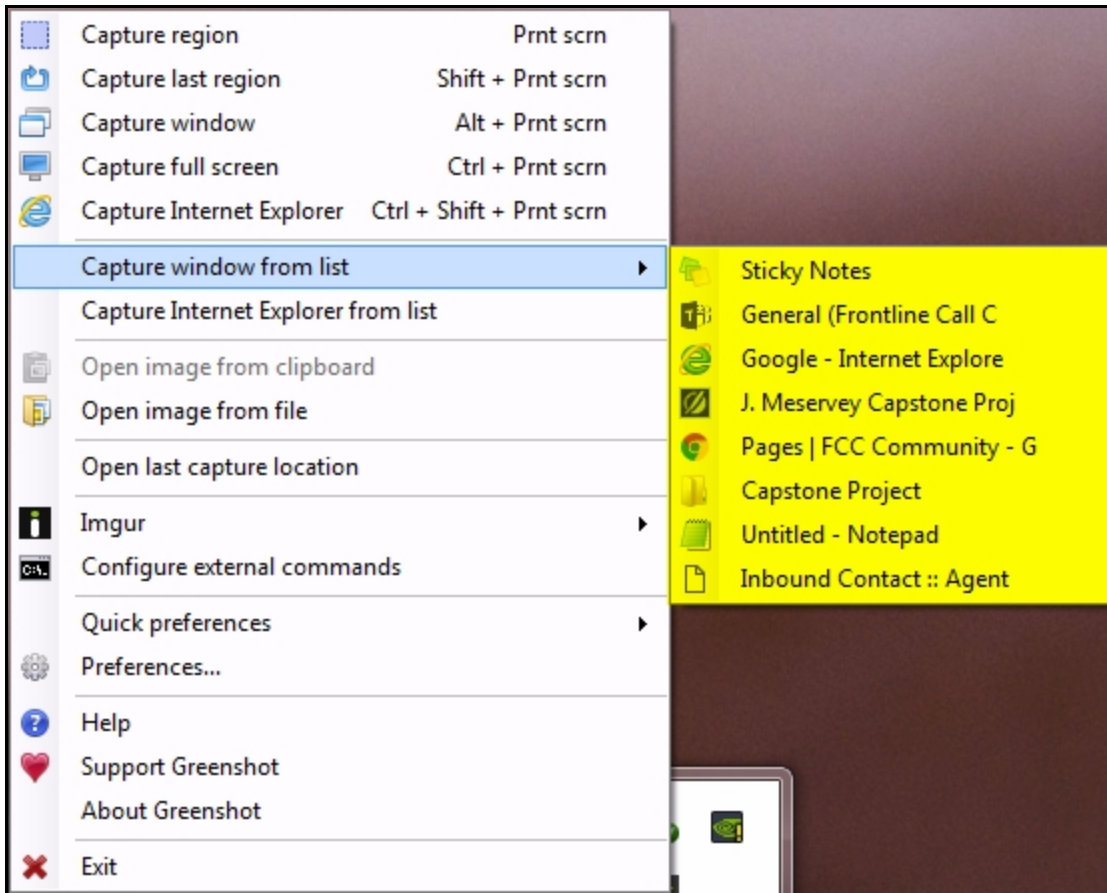
Capturing a window from a list

Alternatively, you can select a window to capture from a list of all of your open windows. Follow these steps to capture a window from a list.

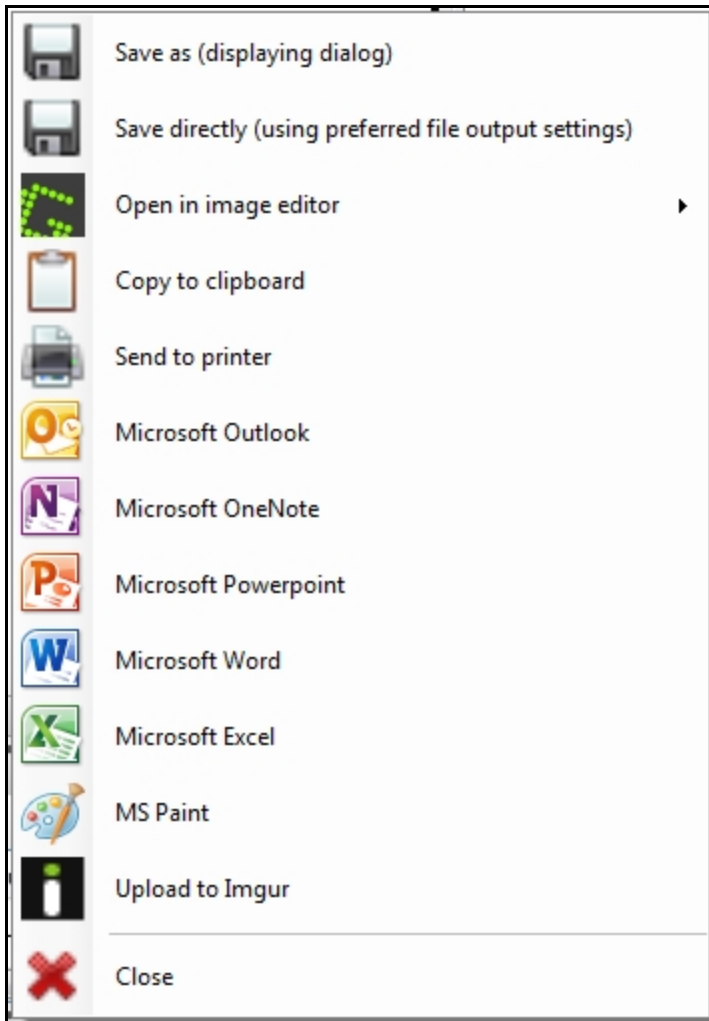
1. Right-click the Greenshot icon in the system tray.
2. Click **Capture window from list**.



3. Click the title of the window you would like to capture in the list.



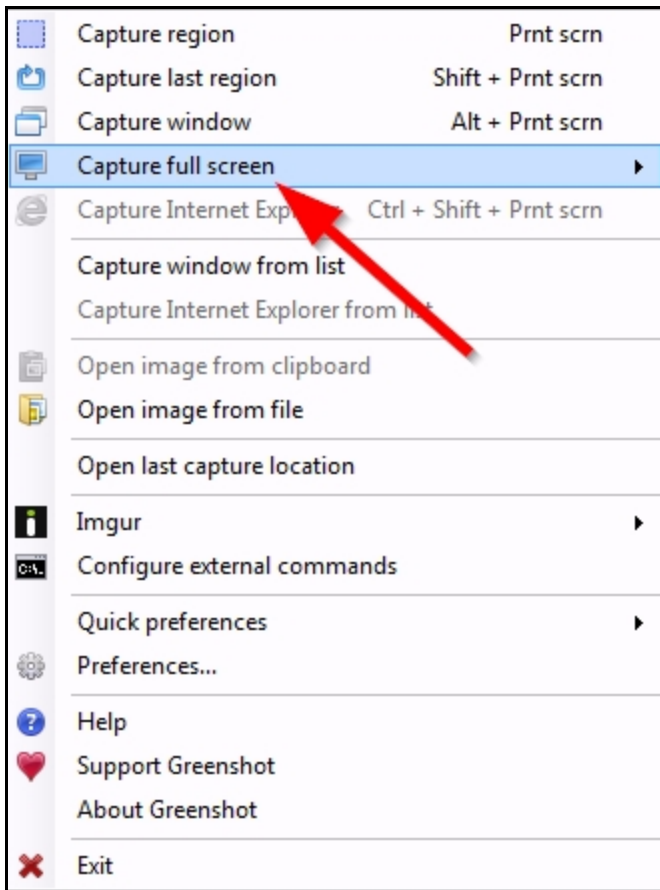
4. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information).



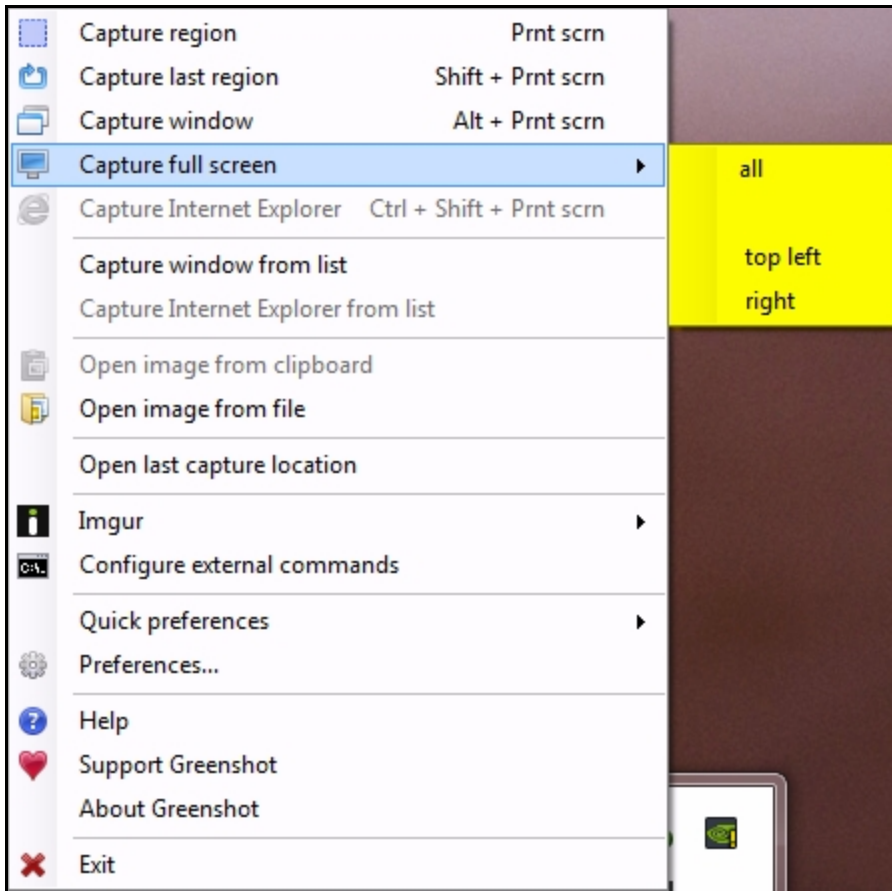
Capturing the full screen

You can use Greenshot to take a screenshot of your full computer screen. Follow these steps to capture the full screen.

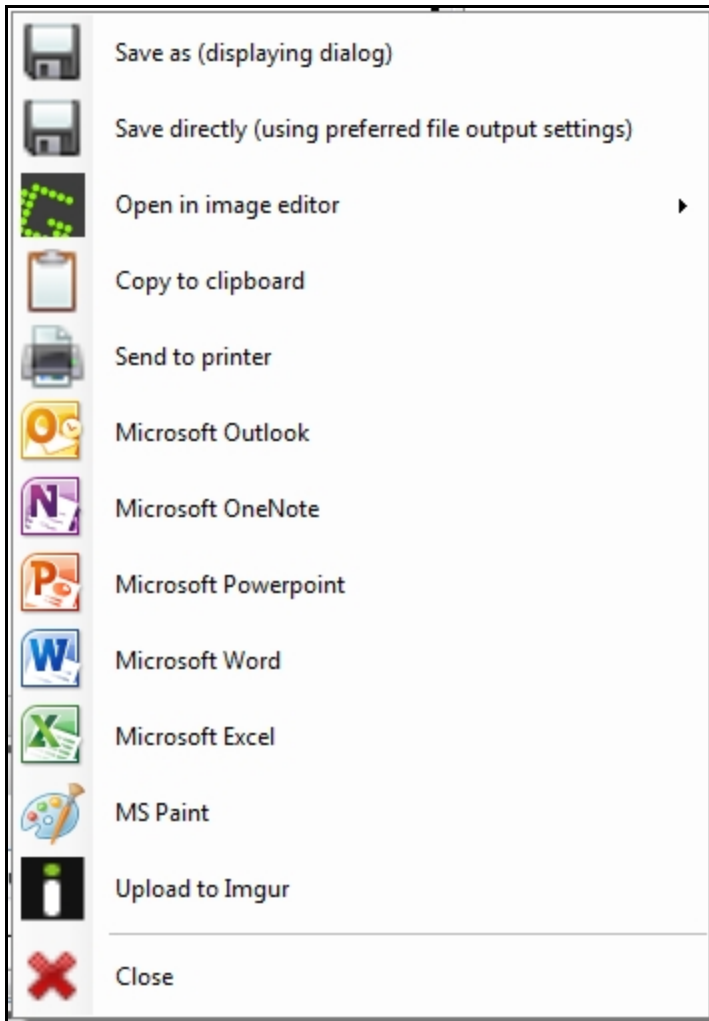
1. Right-click the Greenshot icon in the system tray.
2. Click **Capture full screen**.



If you use multiple monitors, click the location of the screen you would like to capture.



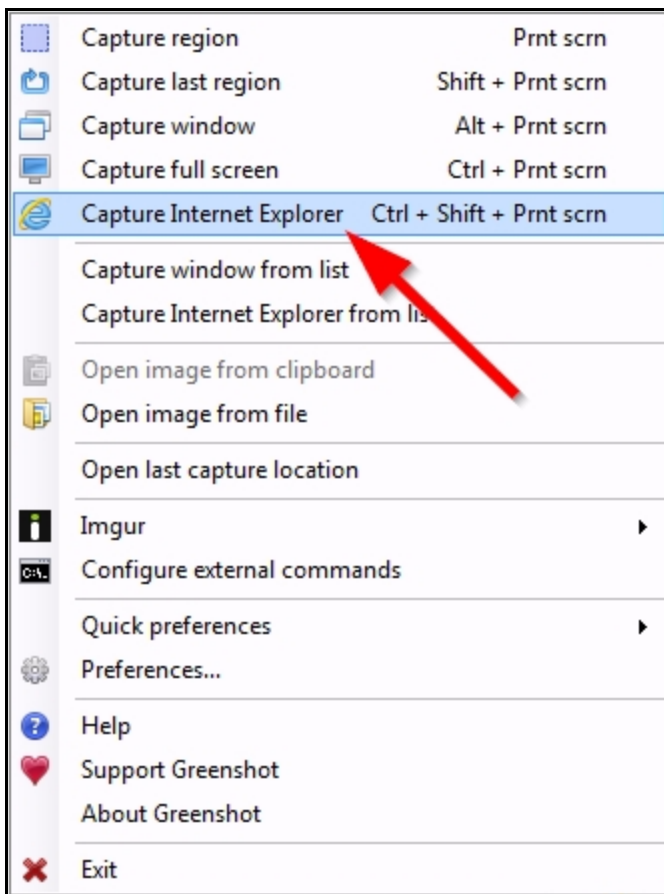
3. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



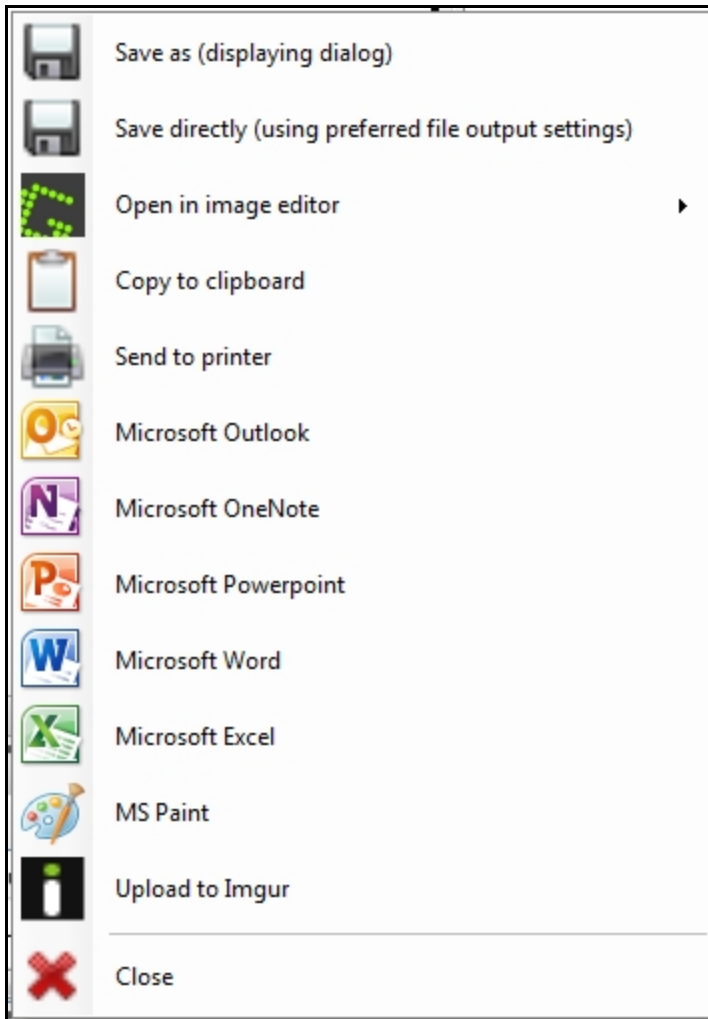
Capturing Internet Explorer

You can use Greenshot to take a screenshot of a web page in Internet Explorer. Follow these steps to capture Internet Explorer.

1. Right-click the Greenshot icon in the system tray.
2. Click **Capture Internet Explorer**.



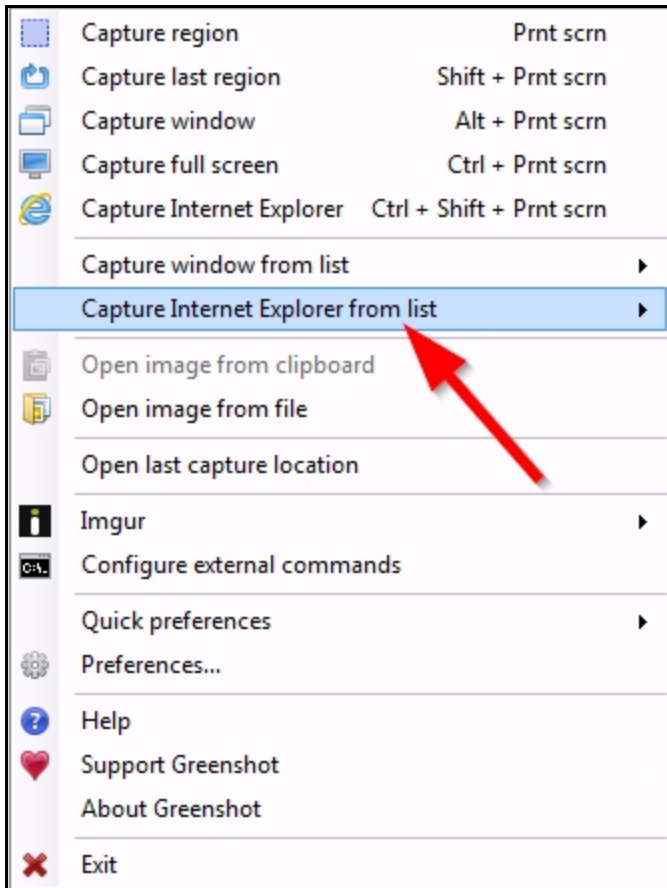
3. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



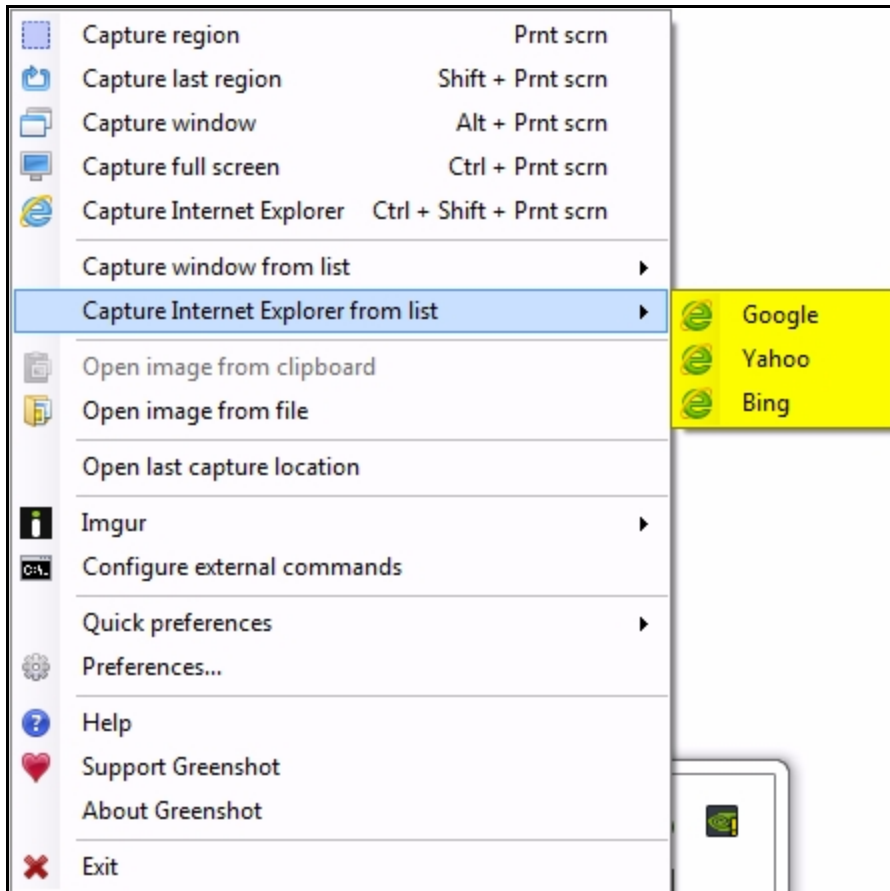
Capturing Internet Explorer from a list

Alternatively, you can select a window to capture from a list of all of your open windows. Follow these steps to capture a window from a list.

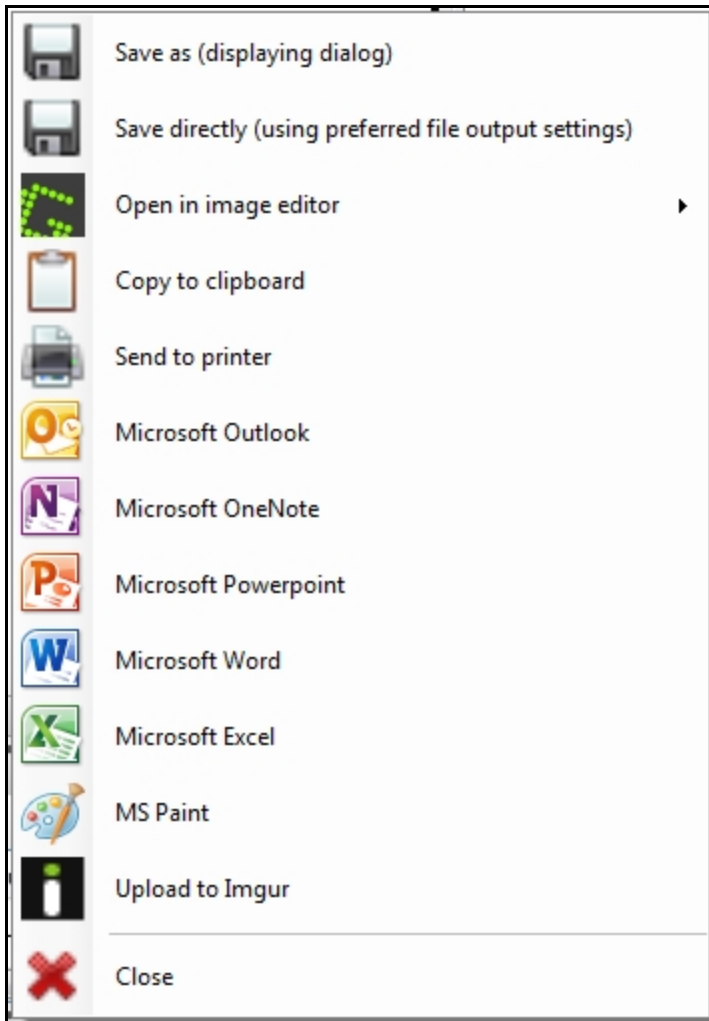
1. Right-click the Greenshot icon in the system tray.
2. Click **Capture Internet Explorer from list**.



3. Click the title of the window you would like to capture in the list.

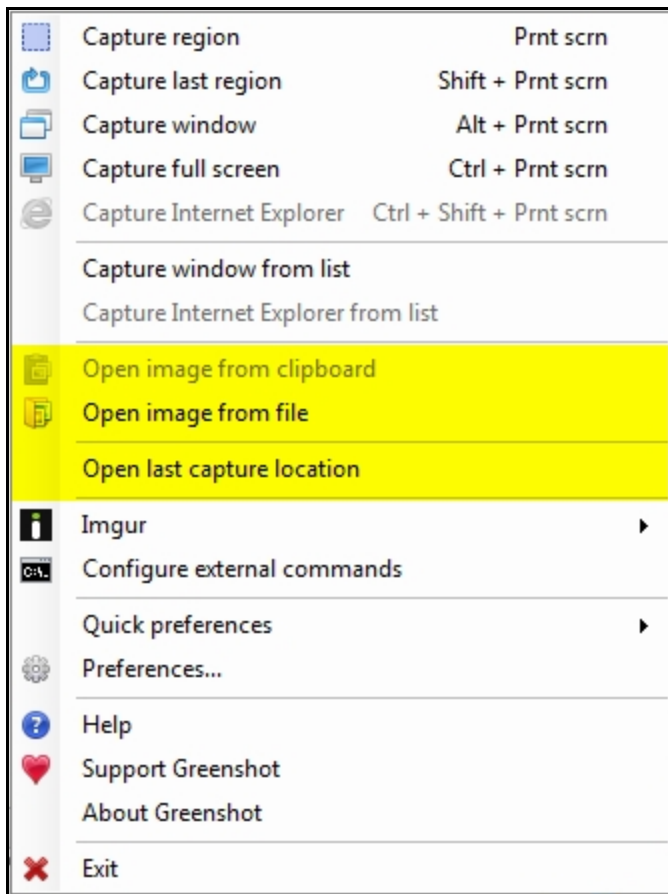


4. Select an option from the capture menu to edit, save, or export your screenshot (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



Opening an existing image

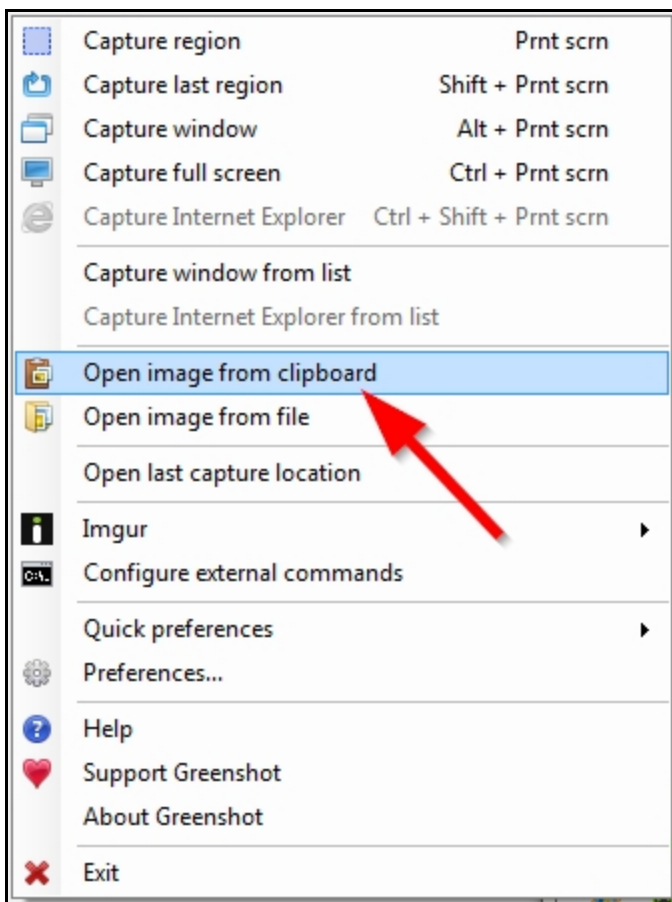
To open an existing image, right-click the Greenshot icon in the system tray and select an option from the menu (see "Opening an image from a file" on page 42 or "Opening an image from the clipboard" on the next page for more information).



Opening an image from the clipboard

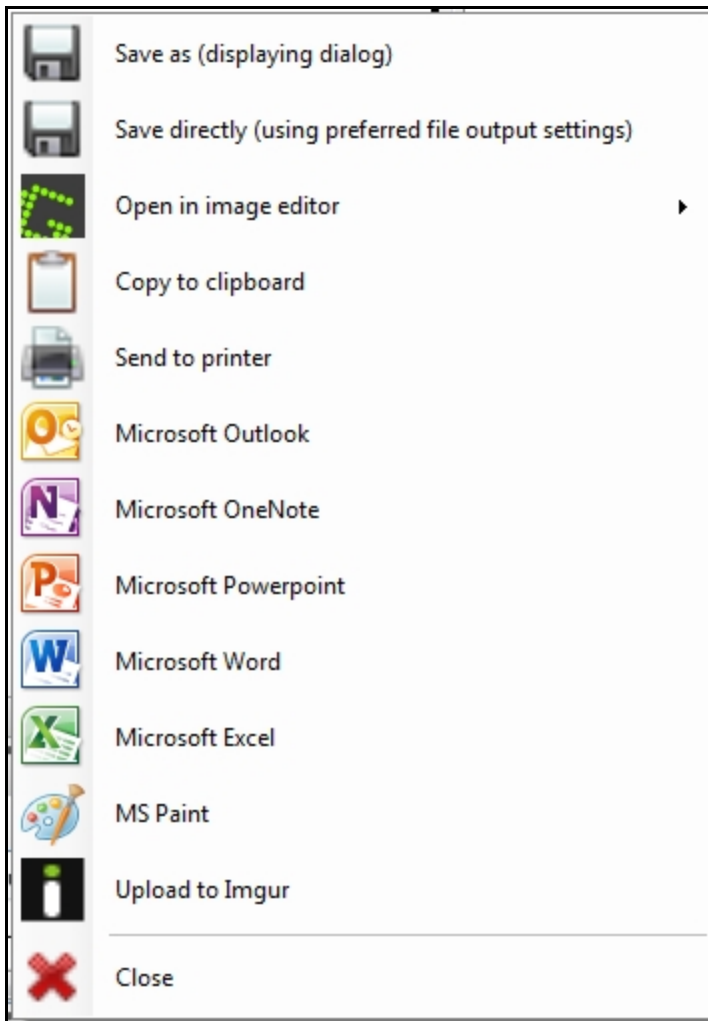
You can use Greenshot to open an image that you copied to your computer's clipboard and edit it, save it, or export it. Follow these steps to open an image from the clipboard.

1. Copy the image you would like to open to your computer's clipboard.
2. Right-click the Greenshot icon in the system tray.
3. Click **Open image from clipboard**.



4. Select an option from the capture menu to edit, save, or export your image (see "Using the editing tools" on page 46, "Saving an image" on page 68,

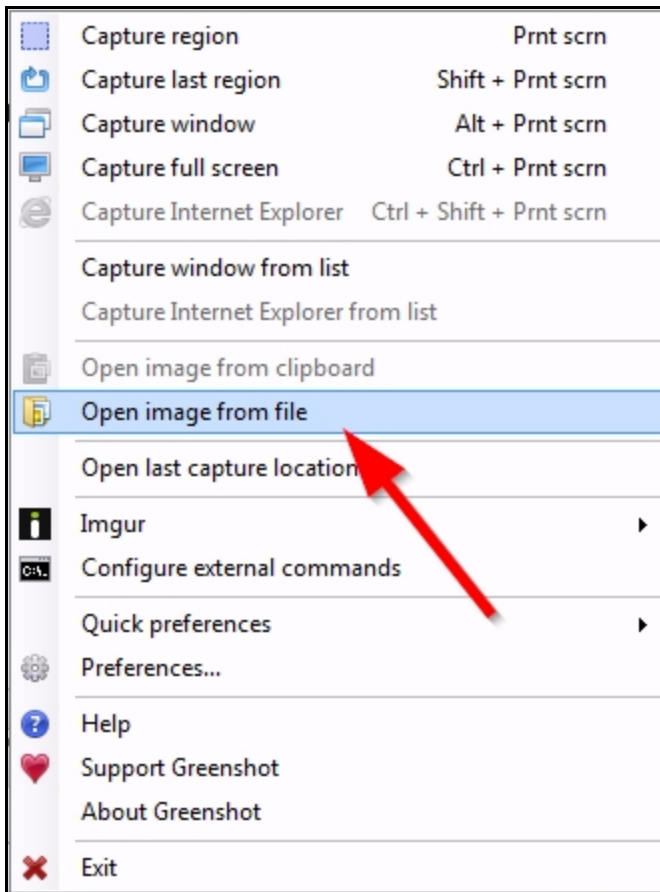
"Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



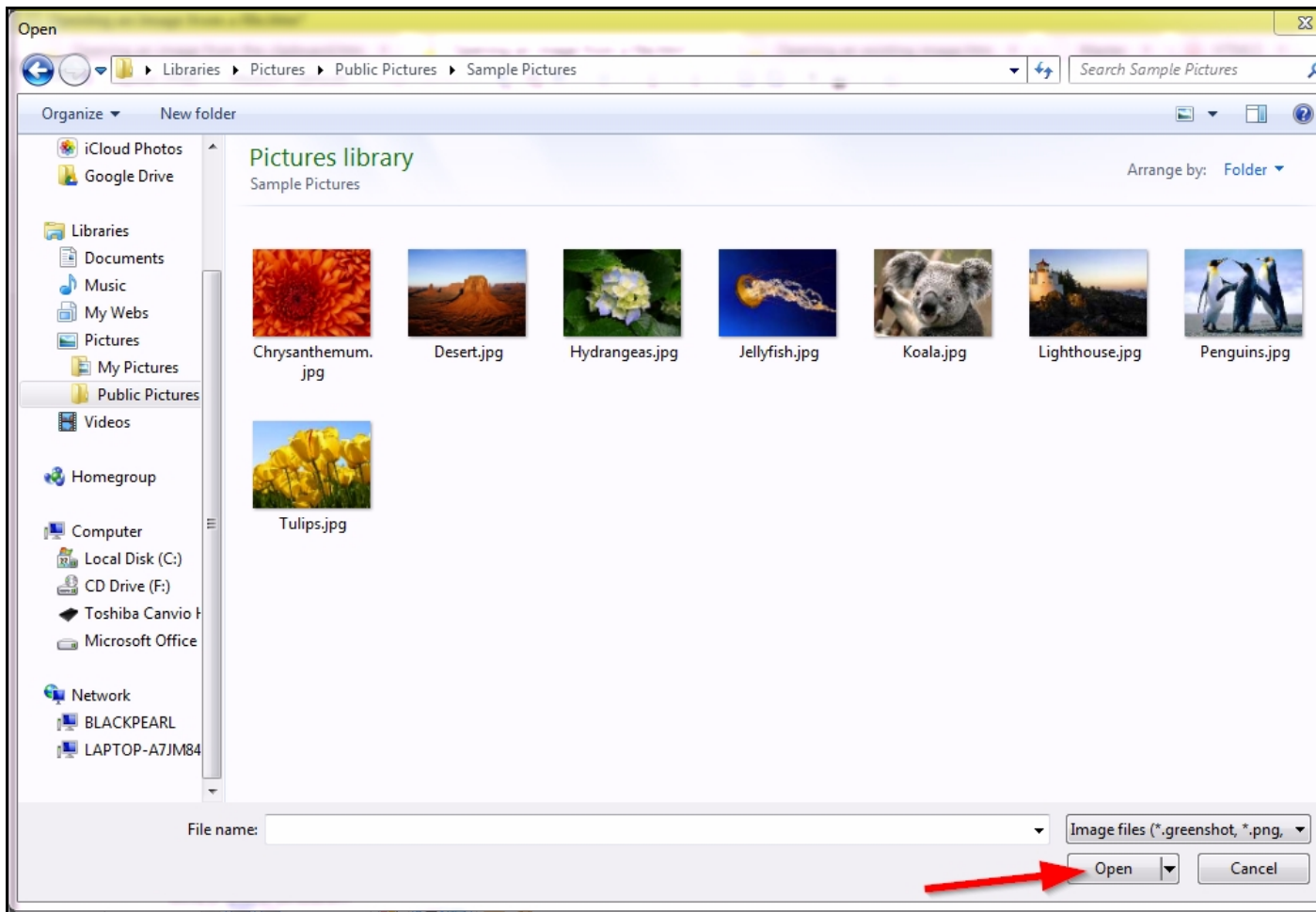
Opening an image from a file

You can use Greenshot to open an image file and edit it, save it, or export it. Follow these steps to open an image from a file.

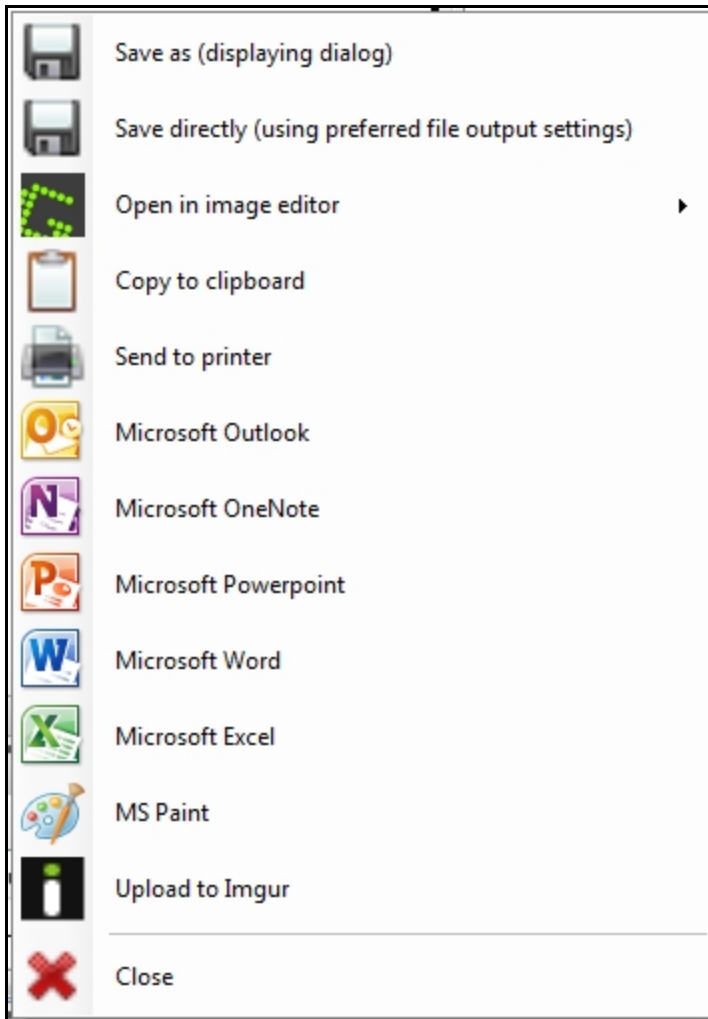
1. Right-click the Greenshot icon in the system tray.
2. Click **Open image from file**.



3. Browse to the location of the file you would like to open.
4. Click the file to select it, then click **Open**.



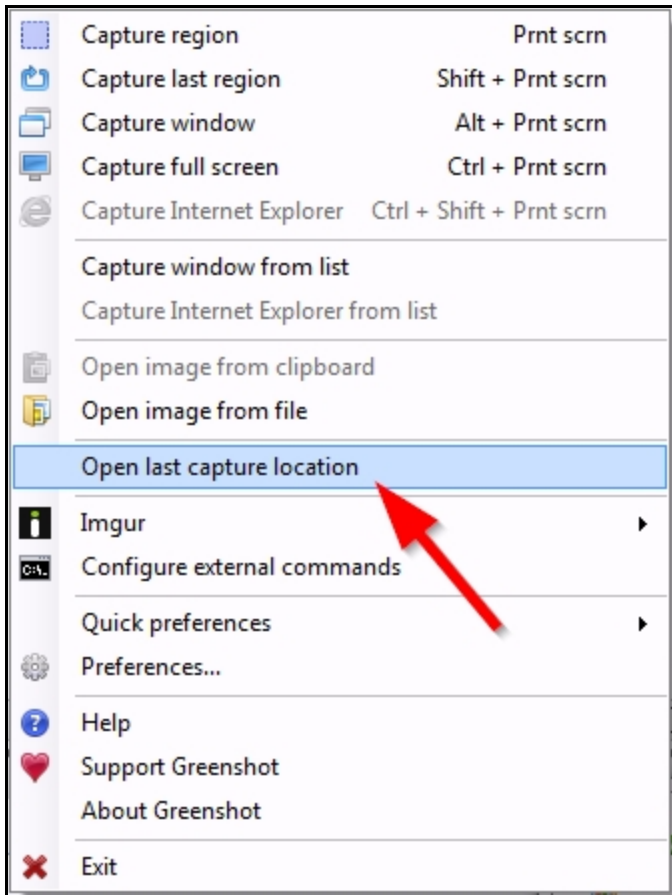
5. Select an option from the capture menu to edit, save, or export your image (see "Using the editing tools" on page 46, "Saving an image" on page 68, "Exporting an image" on page 74, or "Printing an image" on page 77 for more information). To cancel, click **Close**.



Opening the last capture location

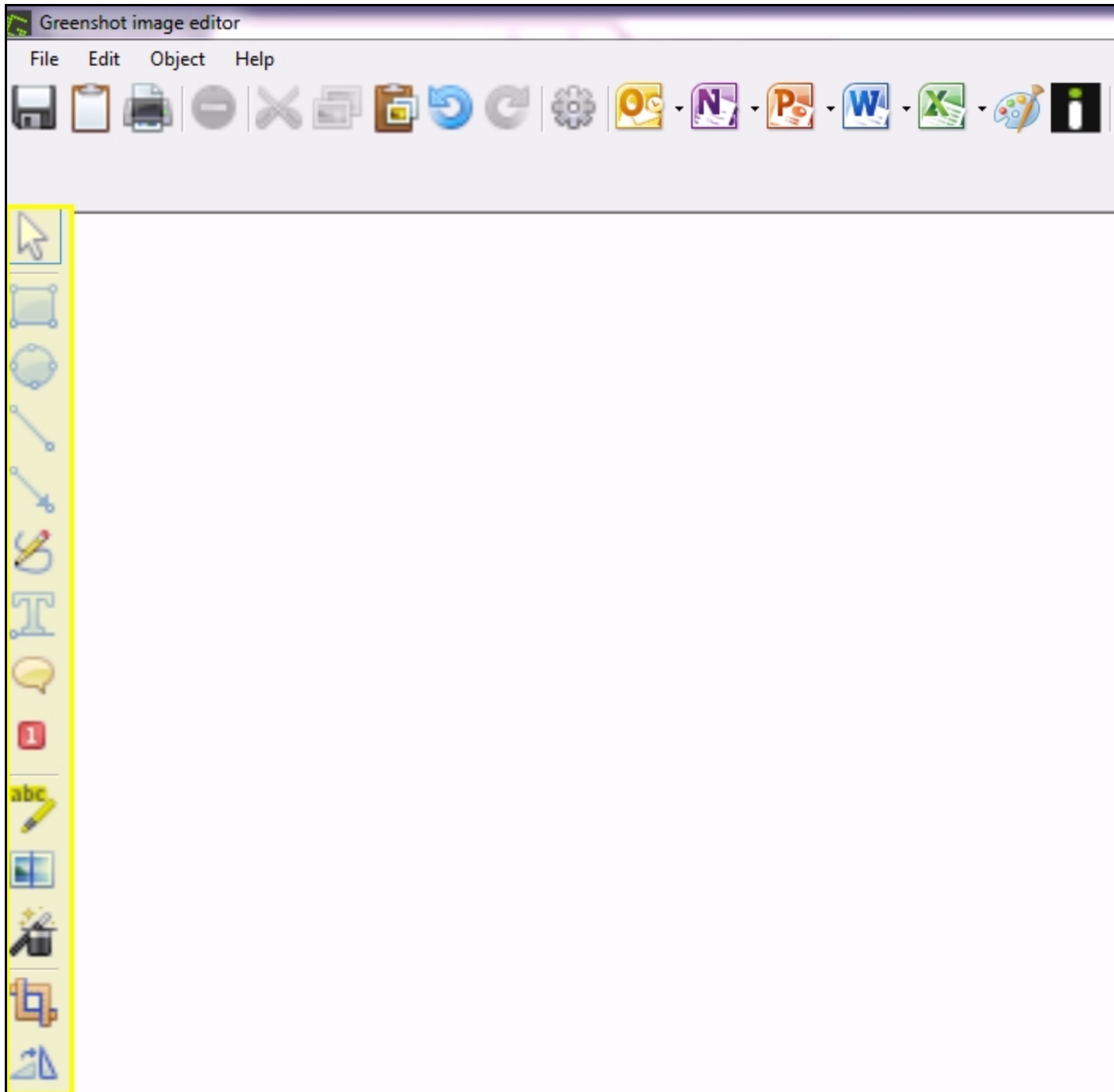
After saving a screenshot, you can open the saved file with the **Open last capture location** option. This option opens the folder where the last file was saved. Follow these steps to open the last capture location.

1. Right-click the Greenshot icon in the system tray.
2. Click **Open last capture location**.

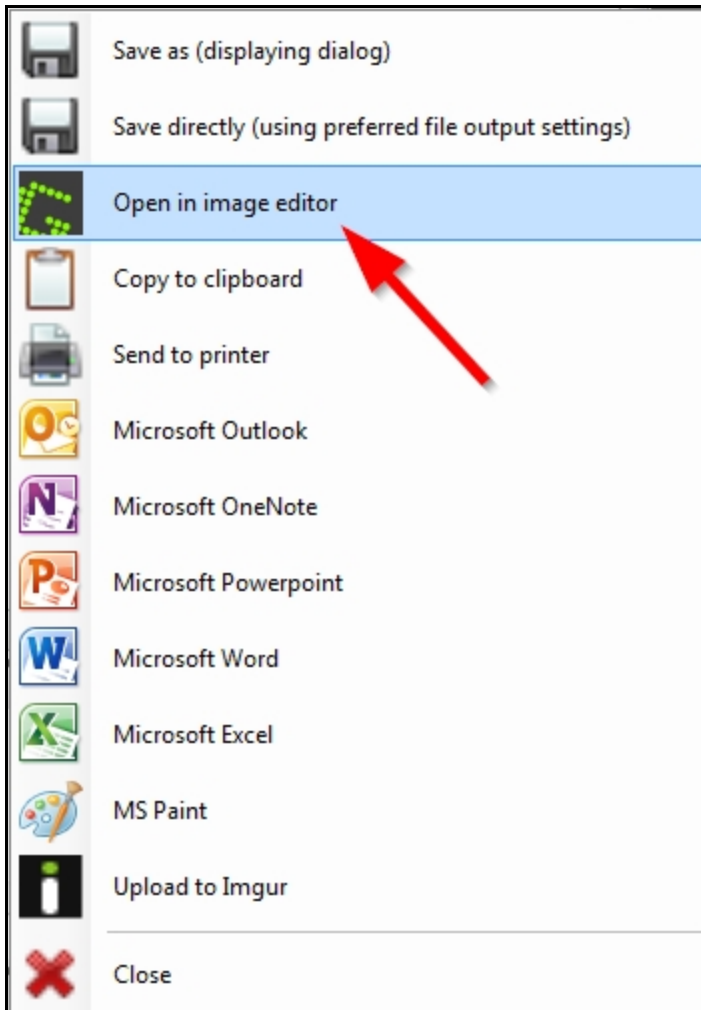


Using the editing tools

Use the editing tools in the Greenshot image editor to edit your screenshots and images.



To open a screenshot in the Greenshot image editor, select **Open in image editor** from the capture menu.



Using the selection tool

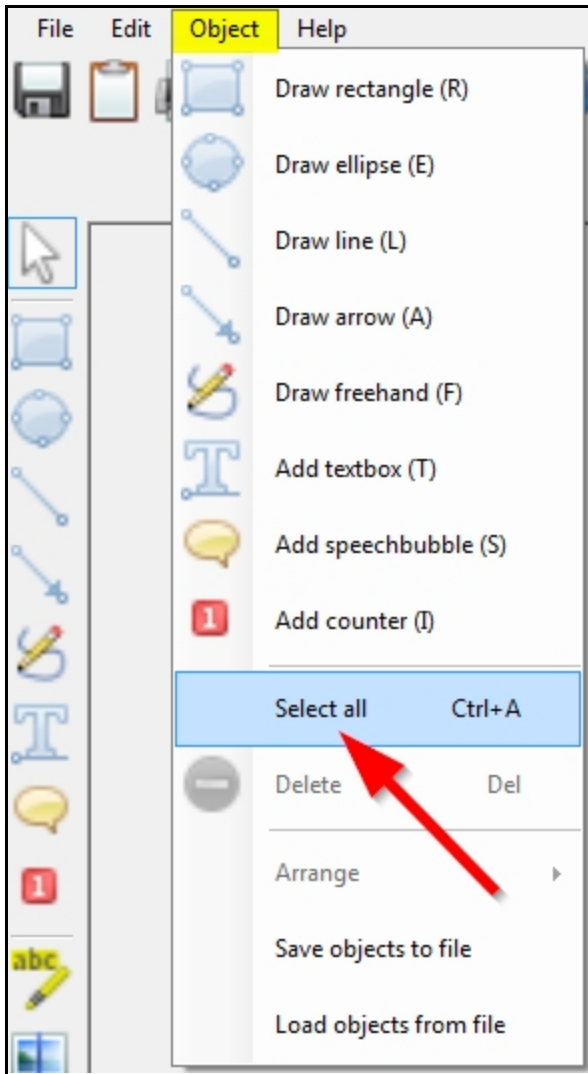
Use the selection tool to select objects in the Greenshot image editor. The selection tool is selected by default when you open the image editor. To select it after using another tool, click the selection tool button.



Click any object in the image editor to select it. To select multiple objects at once, click and drag around the objects, or hold down Ctrl while clicking each object.






Select all

To quickly select all objects on the screen, click **Object** and click **Select all** in the drop-down menu.

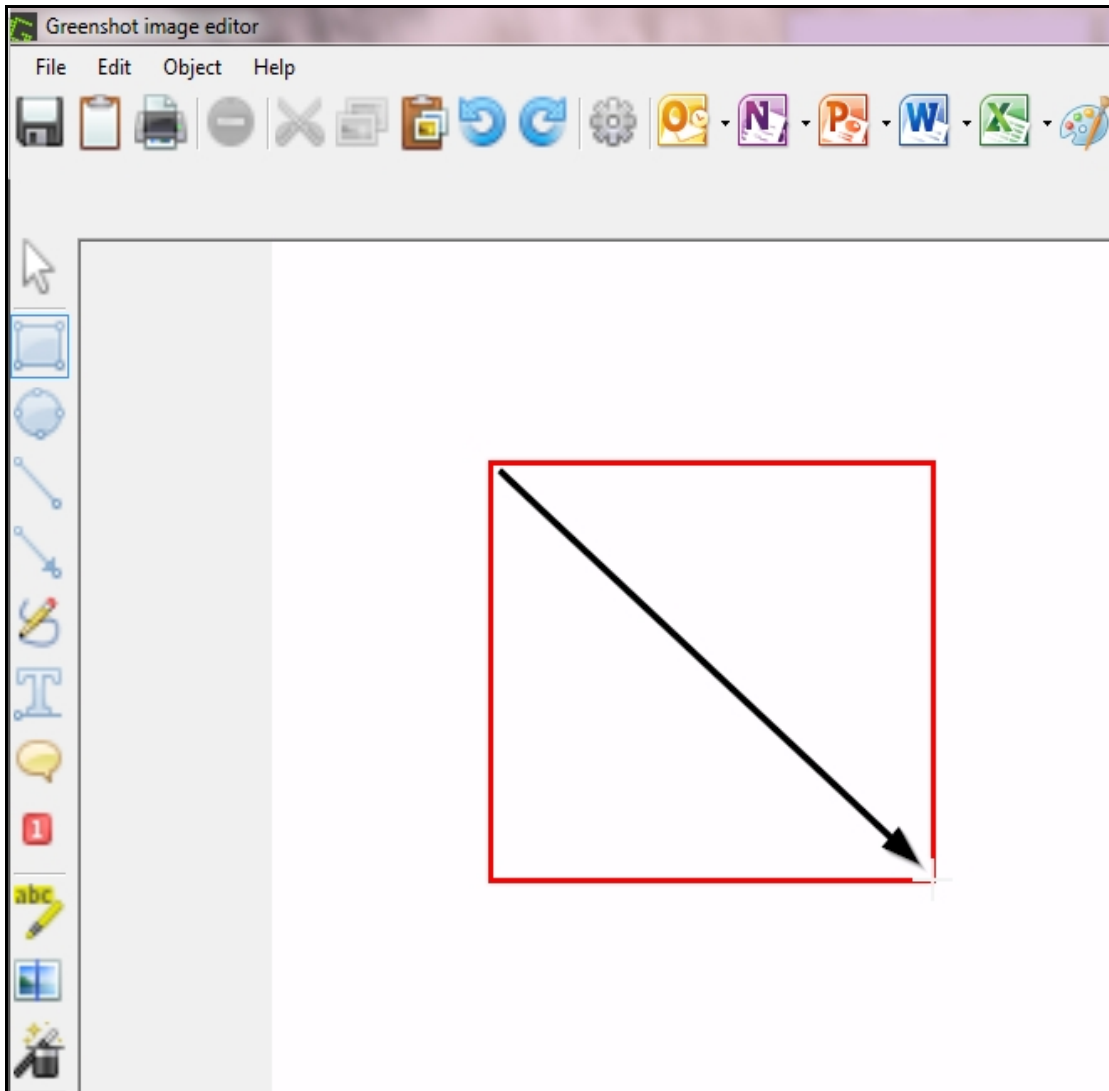


Using the drawing tools

Use the drawing tools to draw shapes, arrows, lines, and freehand objects in Green-shot image editor. To select a drawing tool, click one of the drawing tool buttons: draw rectangle, draw ellipse, draw line, draw arrow, or draw freehand.

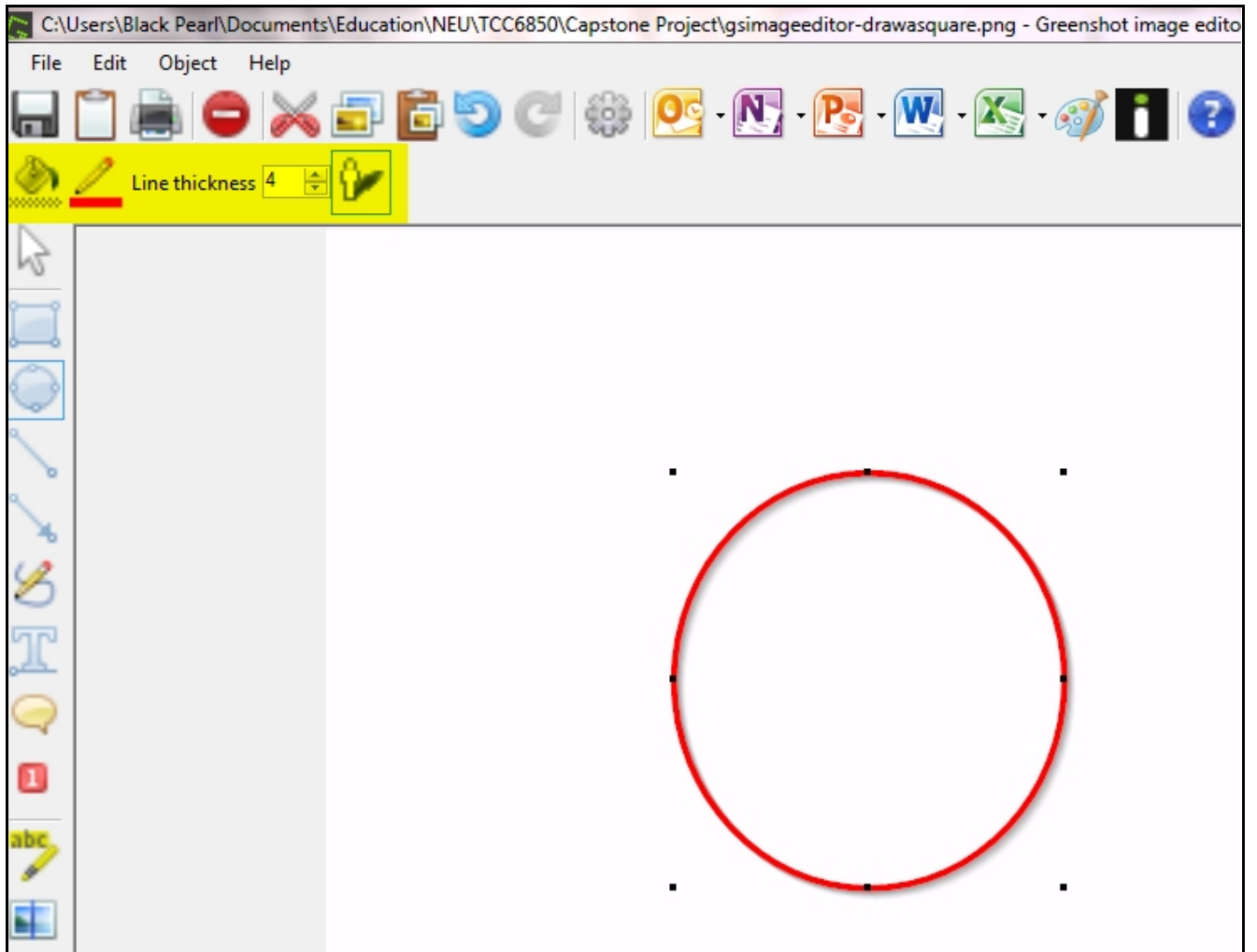
	Draw rectangle
	Draw circle
	Draw line
	Draw arrow
	Draw freehand



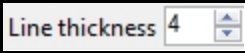

Click and drag to draw with any of the drawing tools.



Drawing tools options

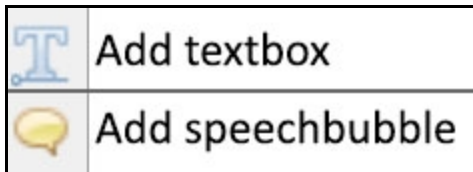
When a drawing tool is selected, the drawing tools options will appear under the top menu.



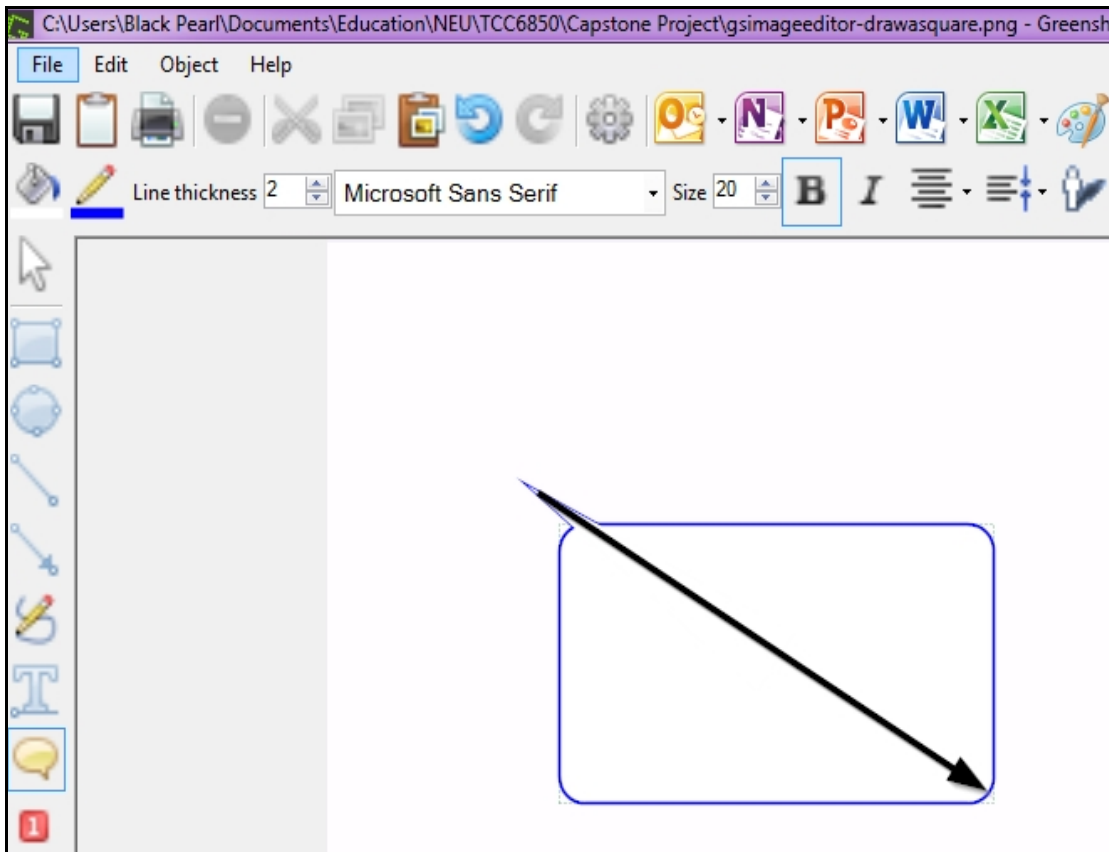
-  **Fill color:** Use this option to change the color of the fill inside the shape.
 -  **Line color:** Use this option to change the color of the outline around the shape.
 -  **Line thickness:** Use this option to adjust the thickness of the outline around the shape.
 -  **Drop shadow:** Use this option to add a drop shadow to a shape.
-

Using the text tools

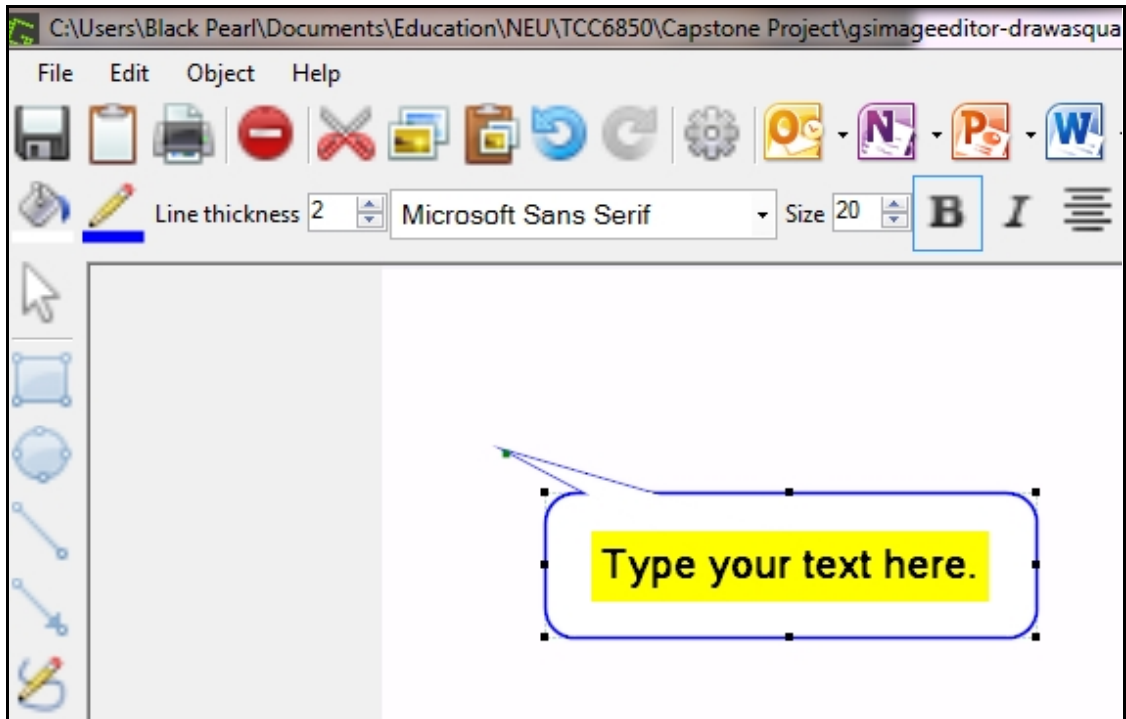
Use the text tools to add a text box or speech bubble to your image in Greenshot image editor. To select a text tool, click one of the text tool buttons: add textbox or add speechbubble.



Click and drag to create a text box or speech bubble.

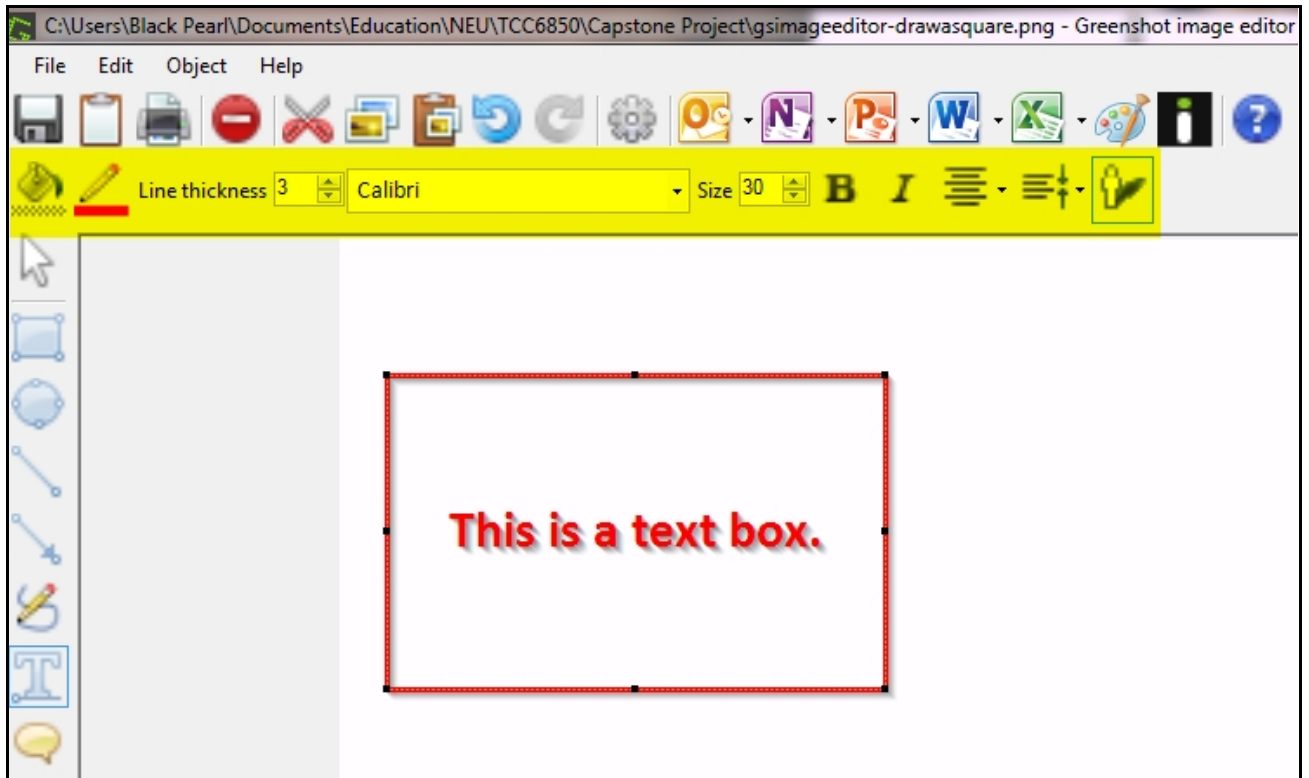




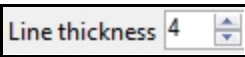


Type your text inside the text box or speech bubble.








Text tools options

When a text tool is selected, the text tools options will appear under the top menu.



-  **Fill color:** Use this option to change the color of the fill inside the text box or speech bubble.
-  **Line color:** Use this option to change the color of the outline around the text box or speech bubble.
-  **Line thickness:** Use this option to adjust the thickness of the outline around the text box or speech bubble.
-  **Font:** Use this option to change the font of the text inside the text box or speech bubble.
-  **Font size:** Use this option to change the size of the text inside your text box or speech bubble.

-  **Bold:** Select this option to make the text inside the text box or speech bubble bold.
 -  **Italic:** Select this option to make the text inside the text box or speech bubble italicized.
 -  **Horizontal alignment:** Select either left, center, or right alignment.
 -  **Vertical alignment:** Select either top, middle, or bottom alignment.
 -  **Drop shadow:** Use this option to add a drop shadow to a the text box or speech bubble and the text inside.
-

Using the counter tool

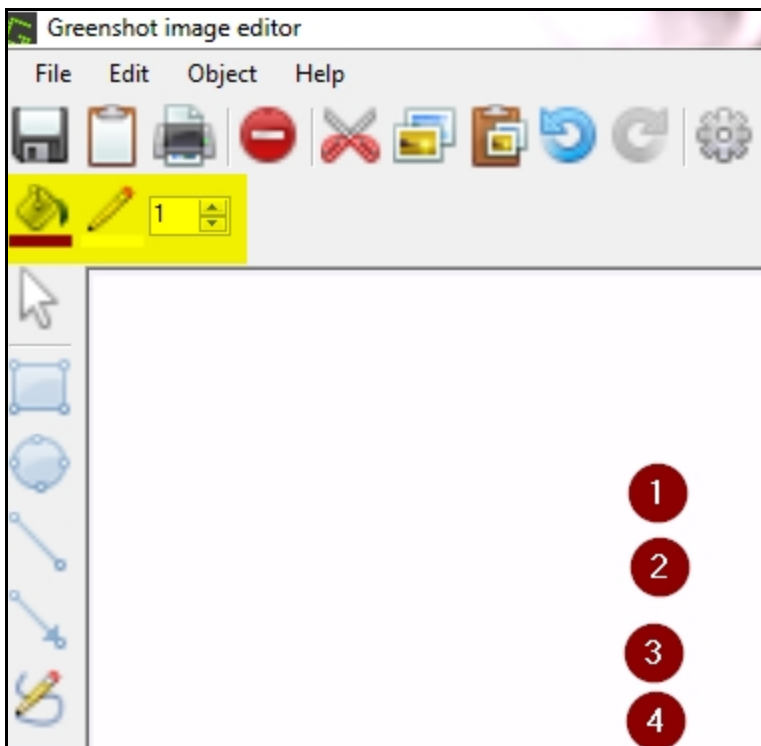
Use the counter tool to add graphical sequential numbers to an image in the Greenshot image editor. To select the counter tool, click the counter tool button.



Click on the image where you would like to add a number. The numbers will increase by one as you click.

Counter tool options

When the counter tool is selected, the counter tool options will appear under the top menu.





- **Fill color:** Use this option to change the color of the fill inside the text box or speech bubble.



- **Line color:** Use this option to change the color of the outline around the text box or speech bubble.



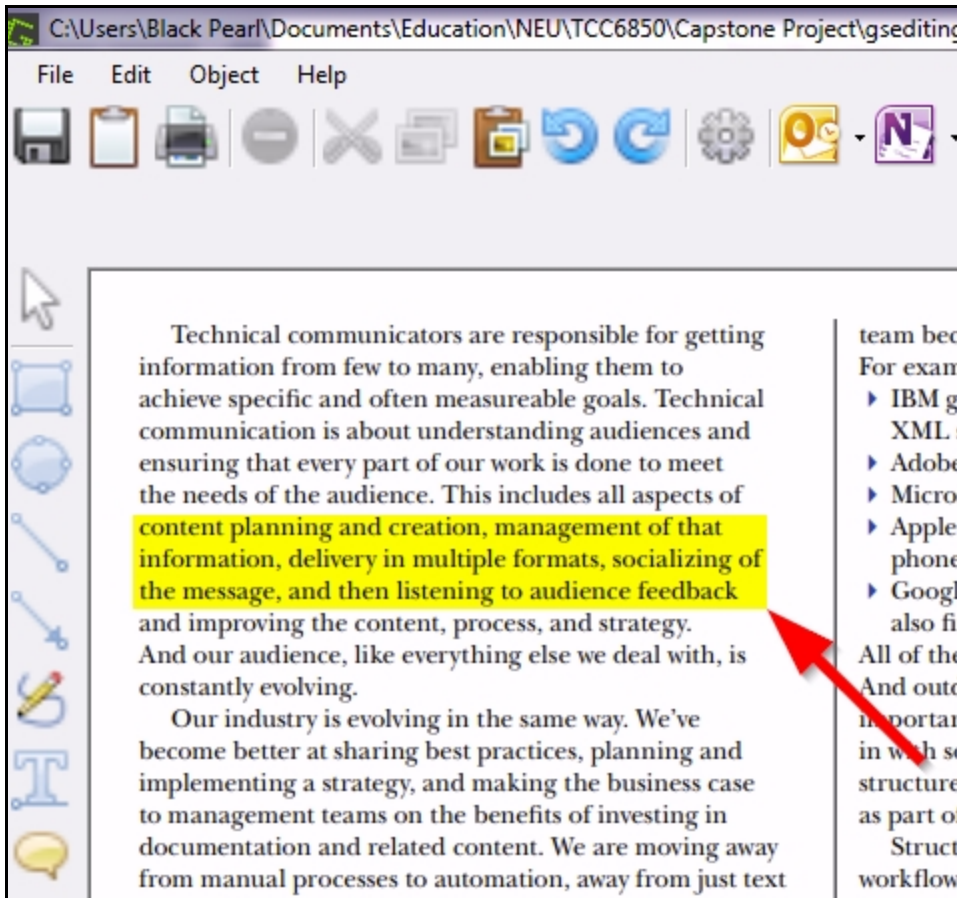
- **Starting number:** Use this option to change the starting number in the counter's list. The starting number is set to 1 (one) by default.
-

Using the highlight tool

Use the highlight tool to highlight text or part of an image in the Greenshot image editor. To select the highlight tool, click the highlight tool button.

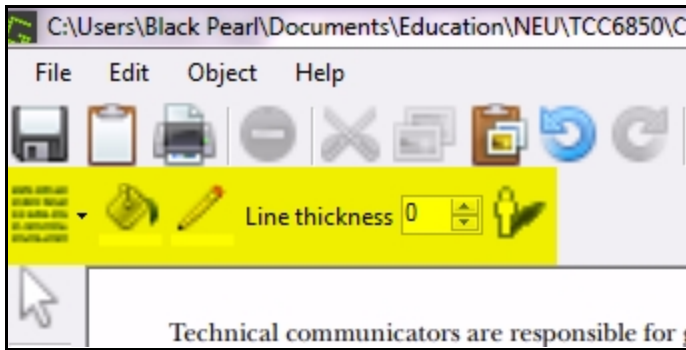


Click and drag to highlight part of an image.

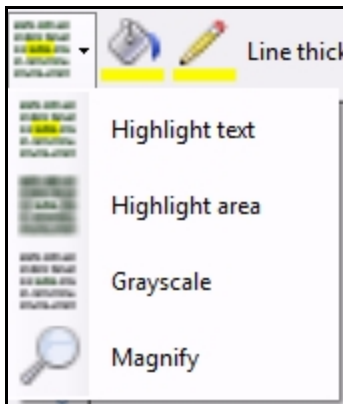




Highlight tool options

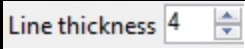
When the highlight tool is selected, the highlight tool options will appear under the top menu.




- **Highlight mode:** Use this option to select the type of highlight.
 - **Highlight text:** Use this option to highlight with a solid color.
 - **Highlight area:** Use this option to blur everything around the highlighted area.
 - **Grayscale:** Use this option to make everything around the highlighted area gray.
 - **Magnify:** Use this option to magnify the highlighted area.



-  **Fill color:** Use this option to change the color of the fill inside the highlighted area.
-  **Line color:** Use this option to change the color of the outline around the highlighted area.

-  **Line thickness:** Use this option to adjust the thickness of the outline around the highlighted area.

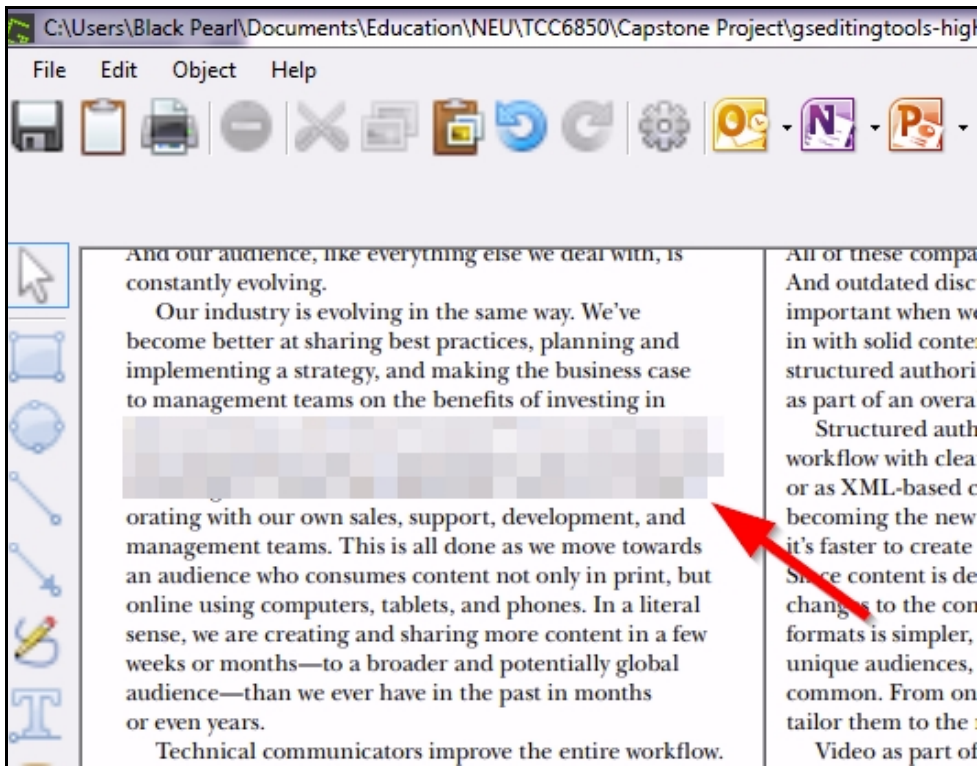
-  **Drop shadow:** Use this option to add a drop shadow to a highlighted area.
-

Using the obfuscate tool

Use the obfuscate tool to blur or distort text or part of an image in the Greenshot image editor. To select the obfuscate tool, click the obfuscate tool button.

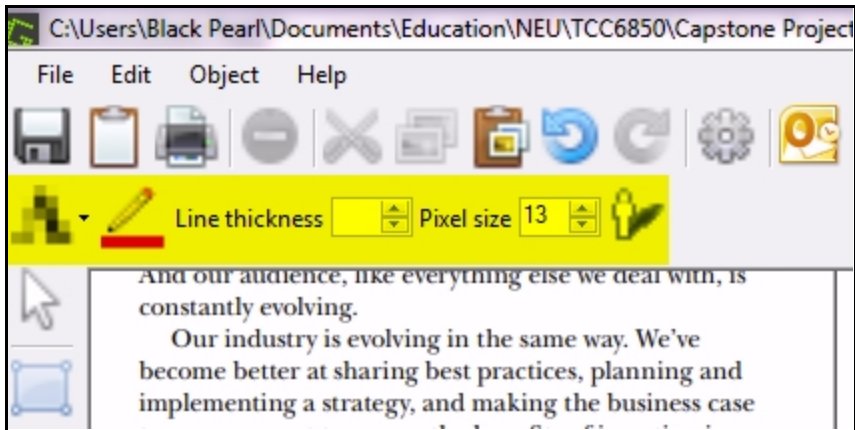


Click and drag to obfuscate part of an image.

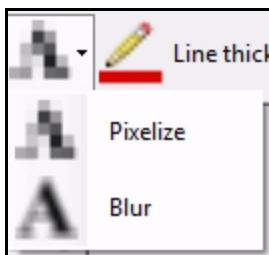




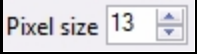
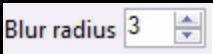
Obfuscate tool options

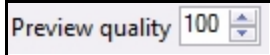
When the obfuscate tool is selected, the obfuscate tool options will appear under the top menu.



- **Obfuscation mode:** Use this option to select the type of obfuscation.
 - **Pixelize:** Use this option to distort part of an image by pixelizing it.
 - **Blur:** Use this option to blur part of an image.



-  **Line color:** Use this option to change the color of the outline around the obfuscated area.
-  **Line thickness:** Use this option to adjust the thickness of the outline around the obfuscated area.
-  **Pixel size:** Use this option to adjust the size of the pixels in pixelize mode.
-  **Blur radius:** Use this option to adjust the size of the blur in blur mode.



- **Preview quality:** Blurring part of an image in the Green-shot image editor may slow down your computer. If so, use this option to decrease the preview quality.



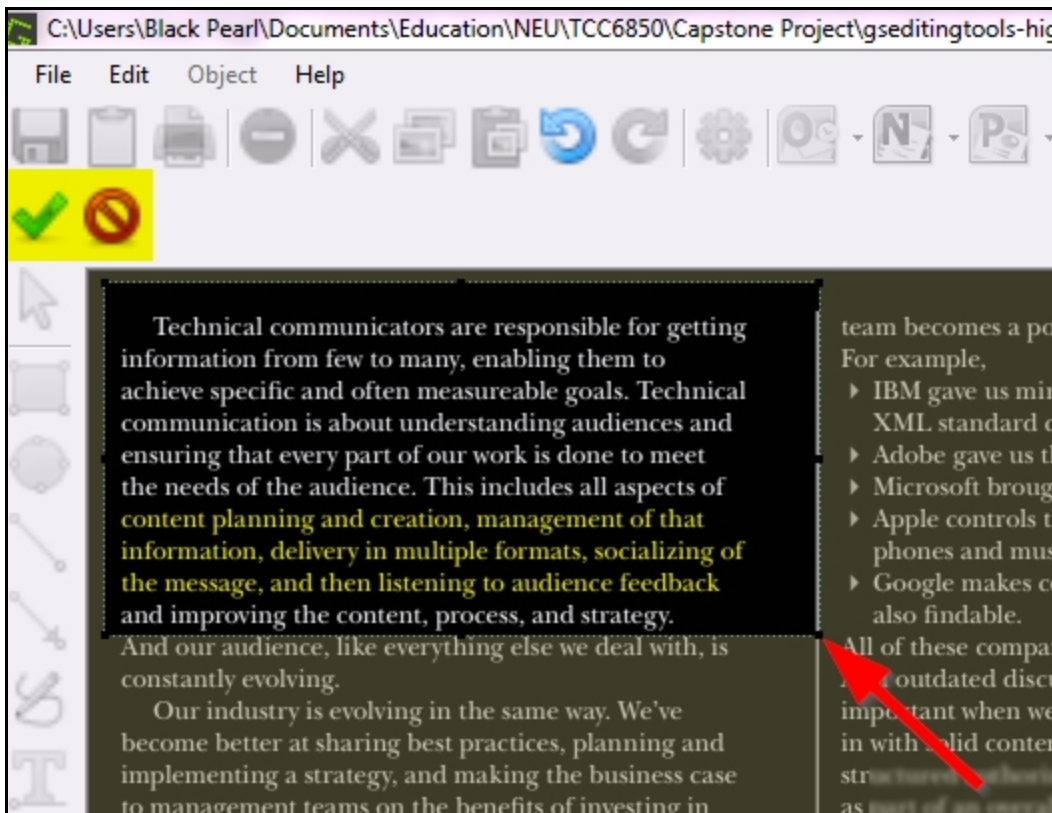
- **Drop shadow:** Use this option to add a drop shadow to a obfuscated area.
-

Using the crop tool

Use the crop tool to crop an image in the Greenshot image editor. To select the crop tool, click the crop tool button.



Click and drag to crop an image. Click the green checkmark to apply the crop, or click the red circle to cancel.



Using the rotate tool

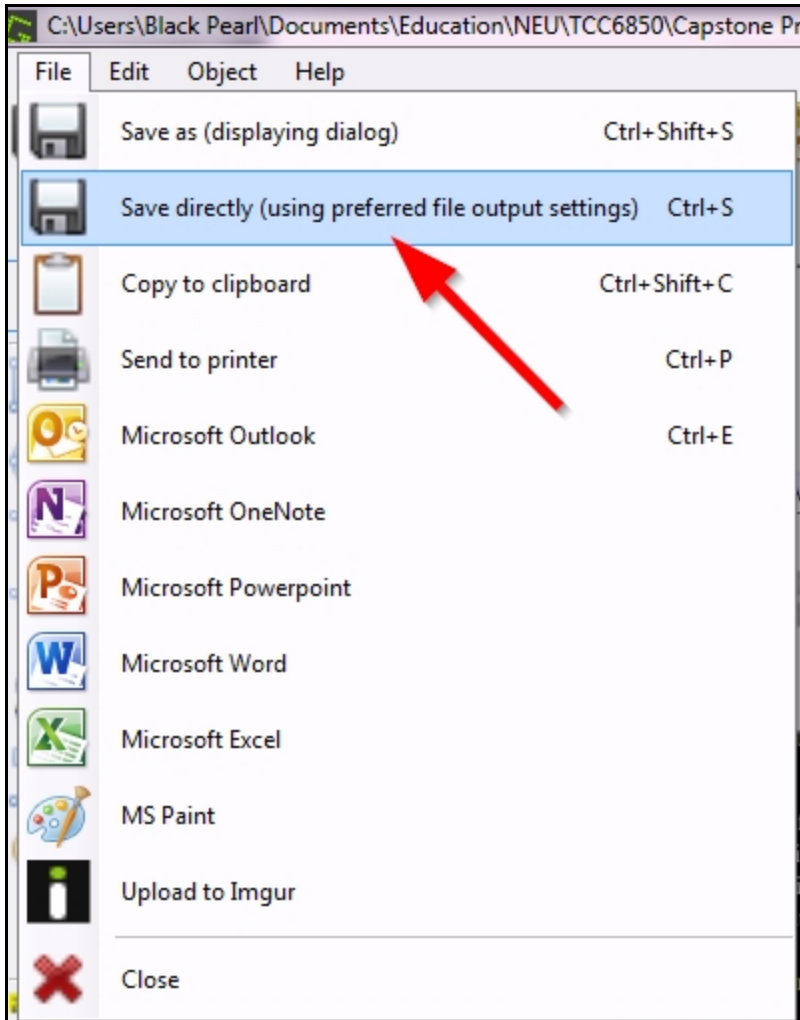
Use the rotate tool to rotate an image in the Greenshot image editor. Click the rotate tool button to rotate your image clockwise. Click again to continue rotating.



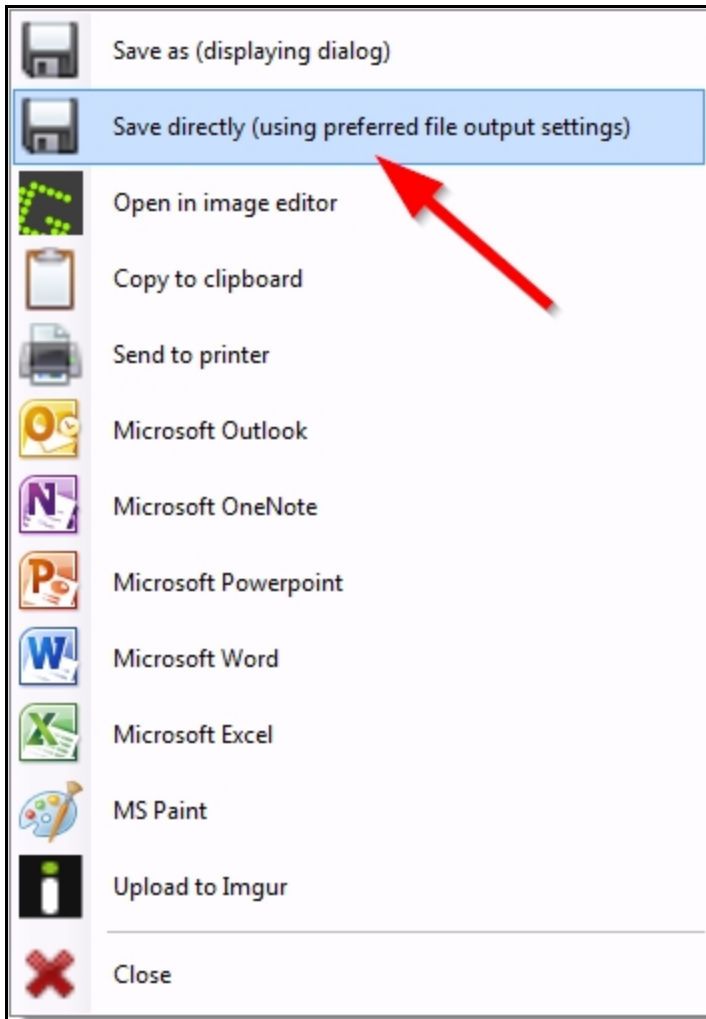
Saving an image

Saving directly

To save an image using the default save settings in the Greenshot image editor, click **File** and click **Save directly** in the drop-down menu.



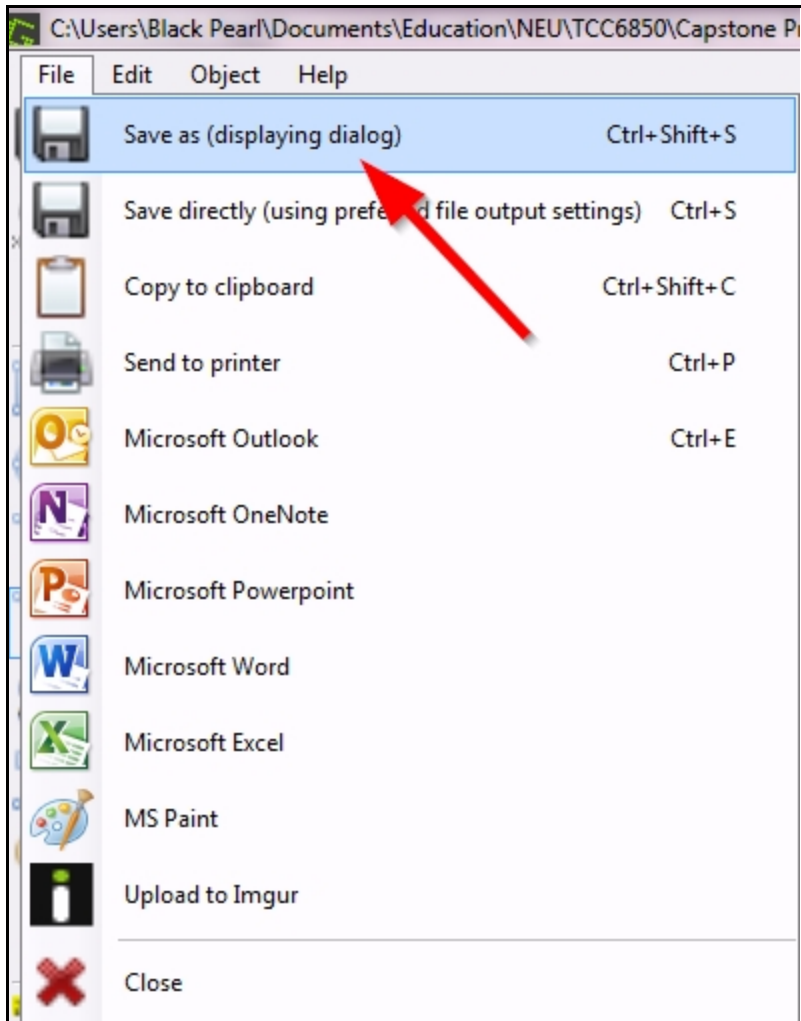
To save an image using the default save settings from a screenshot, select **Save directly** from the capture menu.



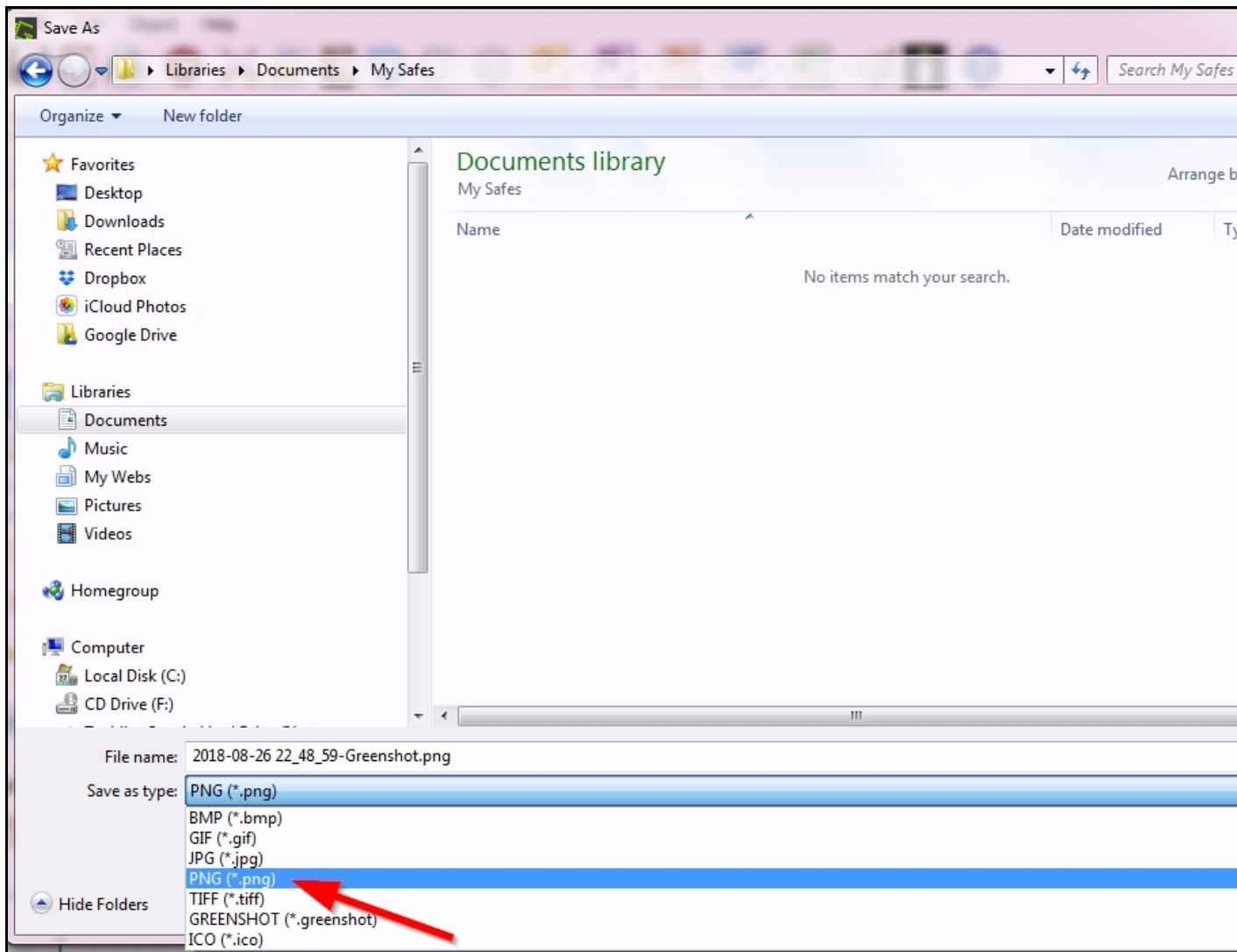
Saving as

Follow these steps to save your image using custom settings in the Greenshot image editor.

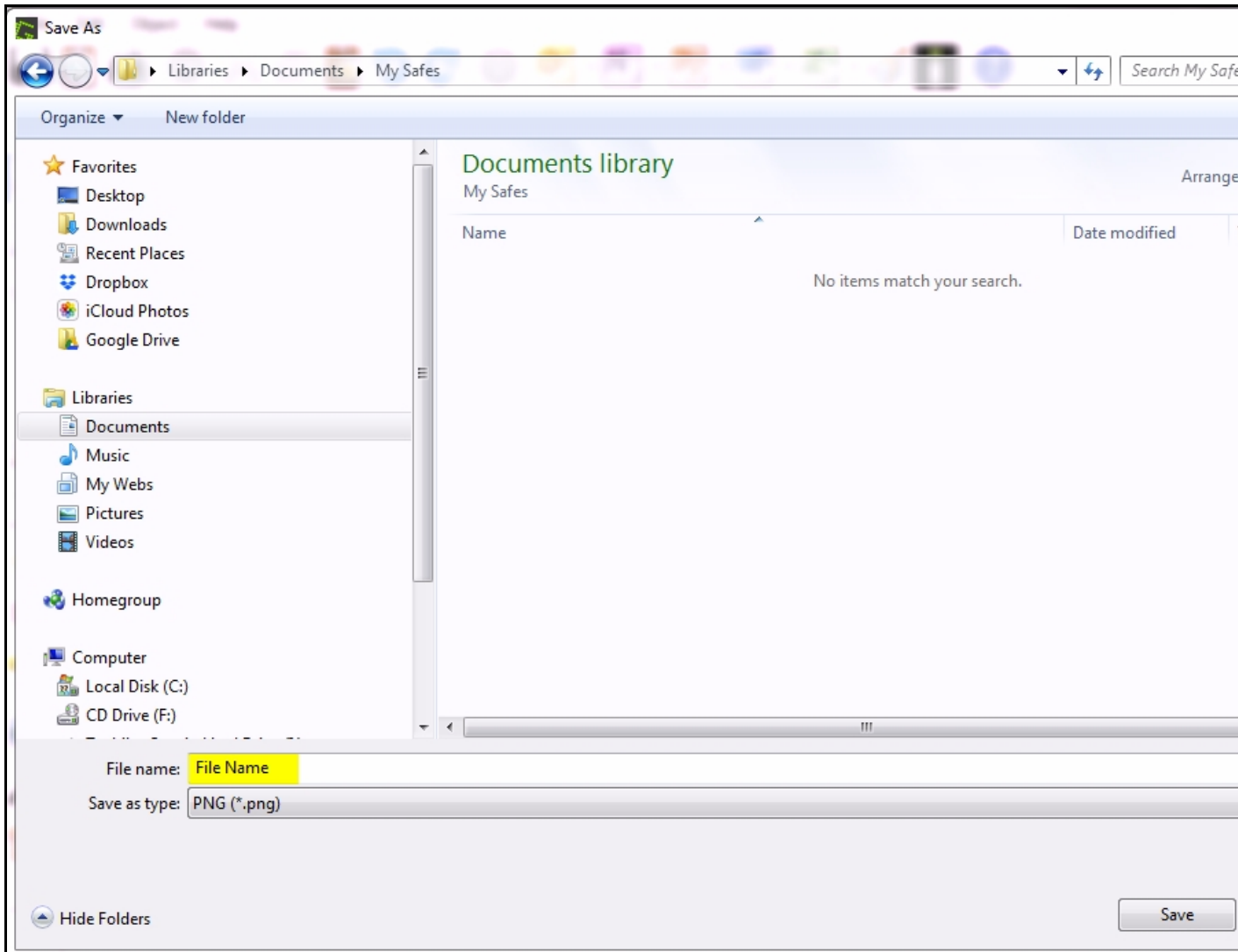
1. Click **File** and click **Save as** in the drop-down menu.



2. Select the file type from the **Save as type** drop-down menu.

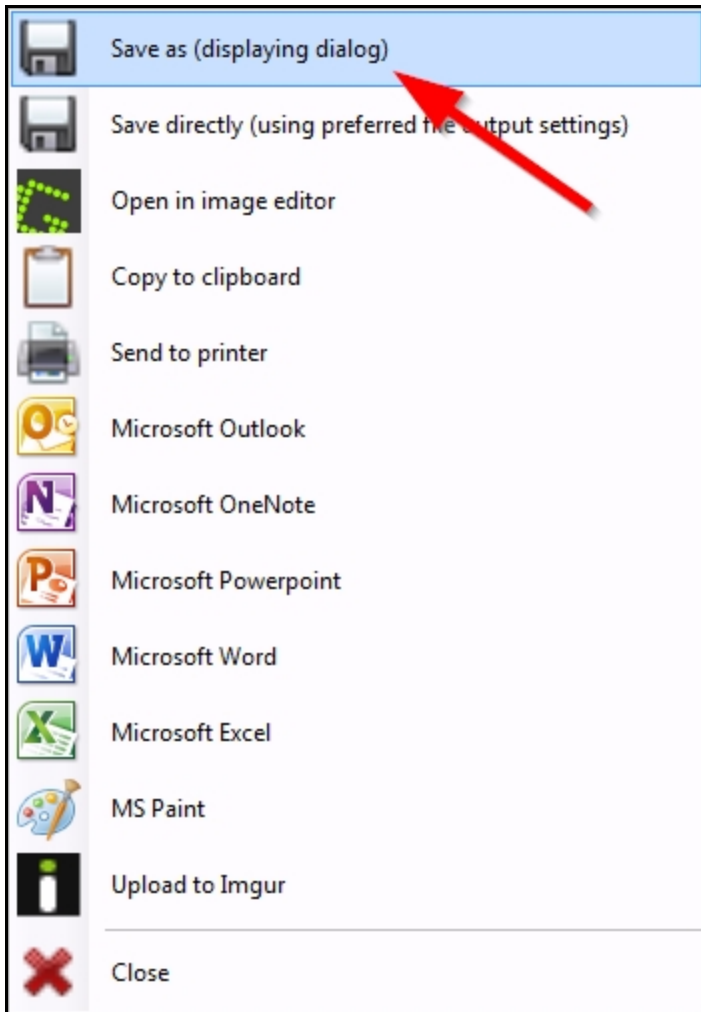


3. Enter a name for your file in the **File name** box.



4. Browse to the folder where you want to save your image and click the **Save** button.

To save an image using custom settings from a screenshot, select **Save as** from the capture menu and follow steps 2 through 4 above.

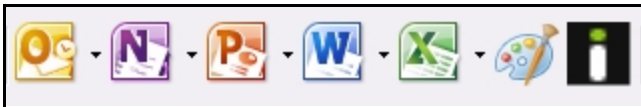


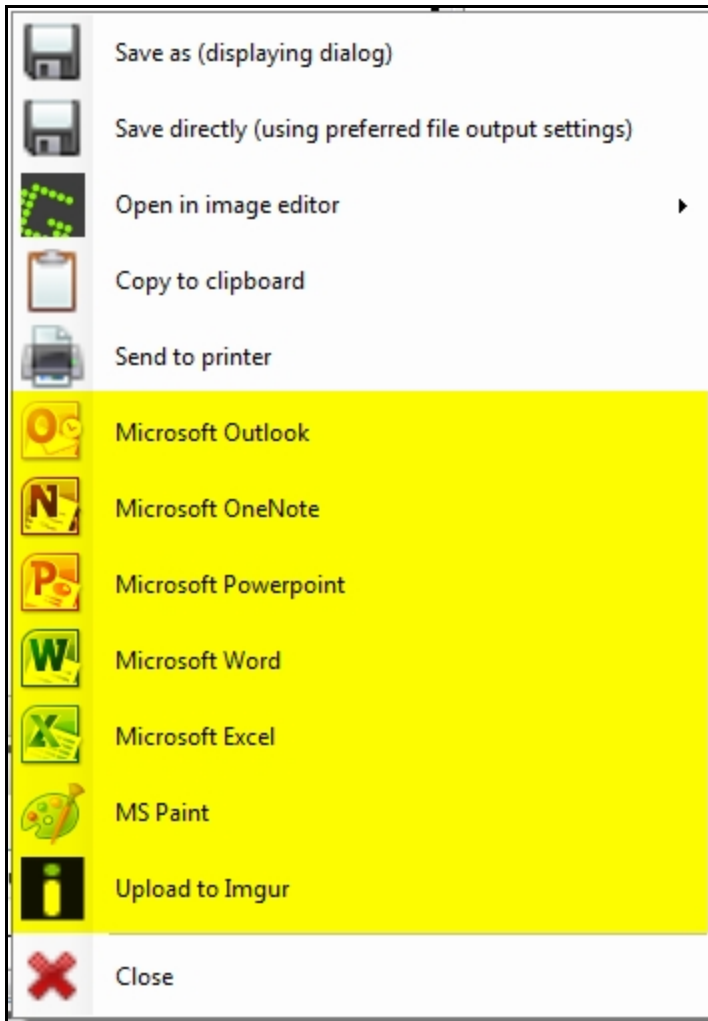
Exporting an image

You can use Greenshot to export an image to one of the following applications:

- Microsoft Outlook
- Microsoft OneNote
- Microsoft Word
- Microsoft Excel
- MS Paint
- Imgur

To export an image, click one of the export buttons in the Greenshot image editor or in the capture menu.

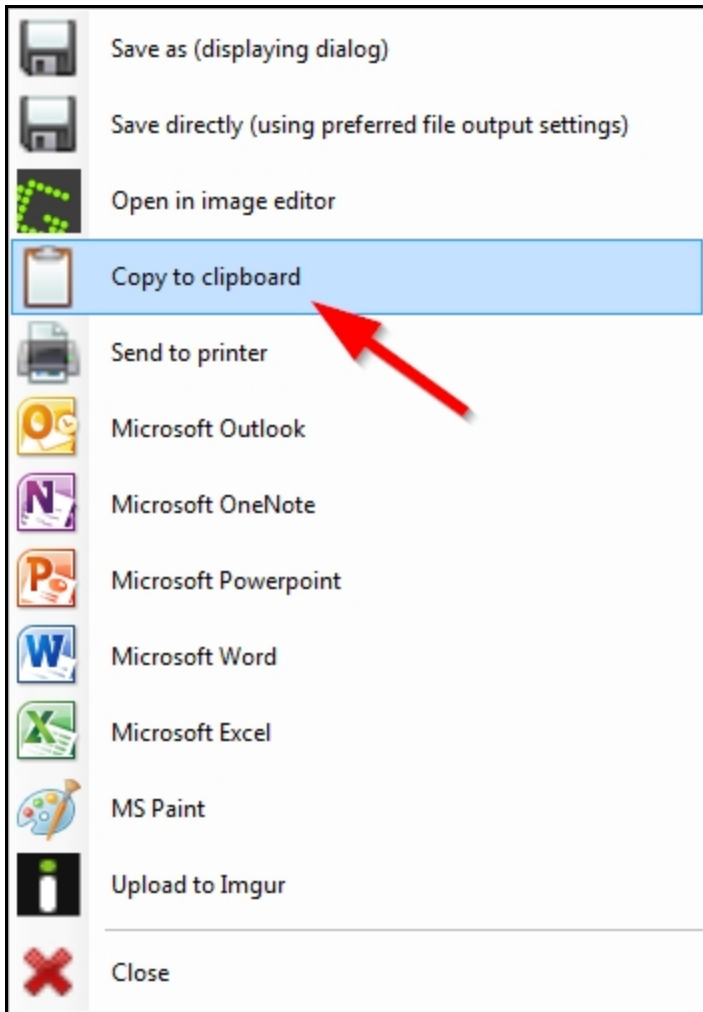




Copying an image to the clipboard

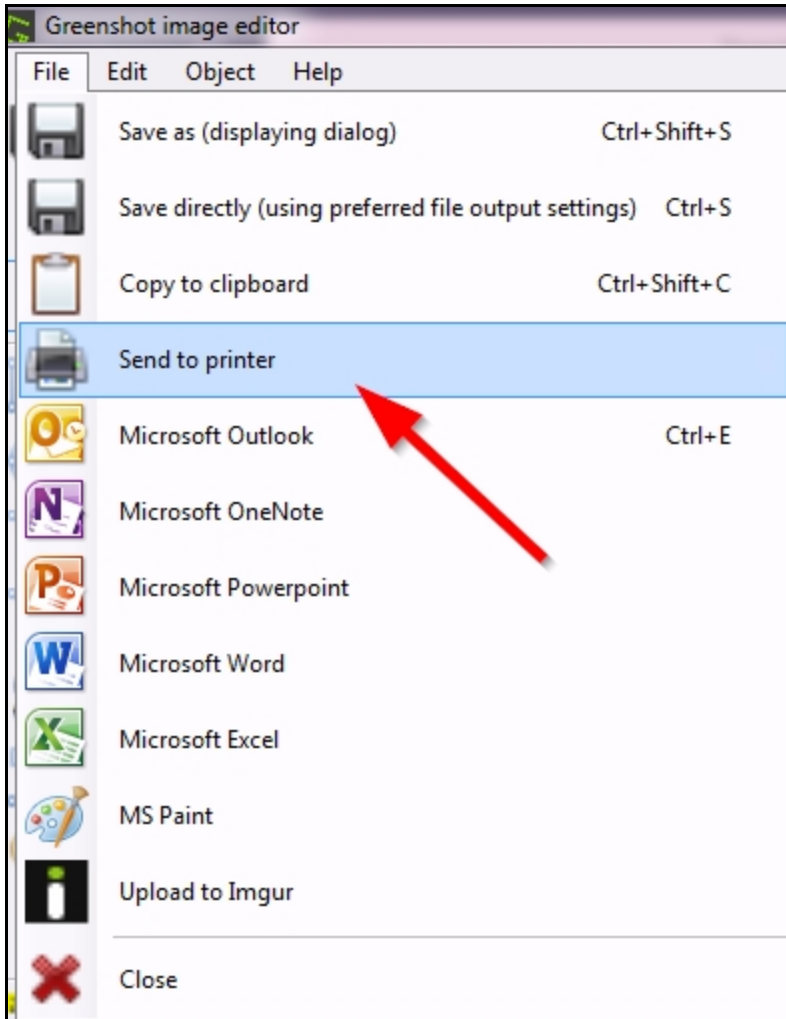
You can also use Greenshot to copy an image or screenshot to your computer's clipboard. Click the clipboard button in the Greenshot image editor or select **Copy to clipboard** from the capture menu.



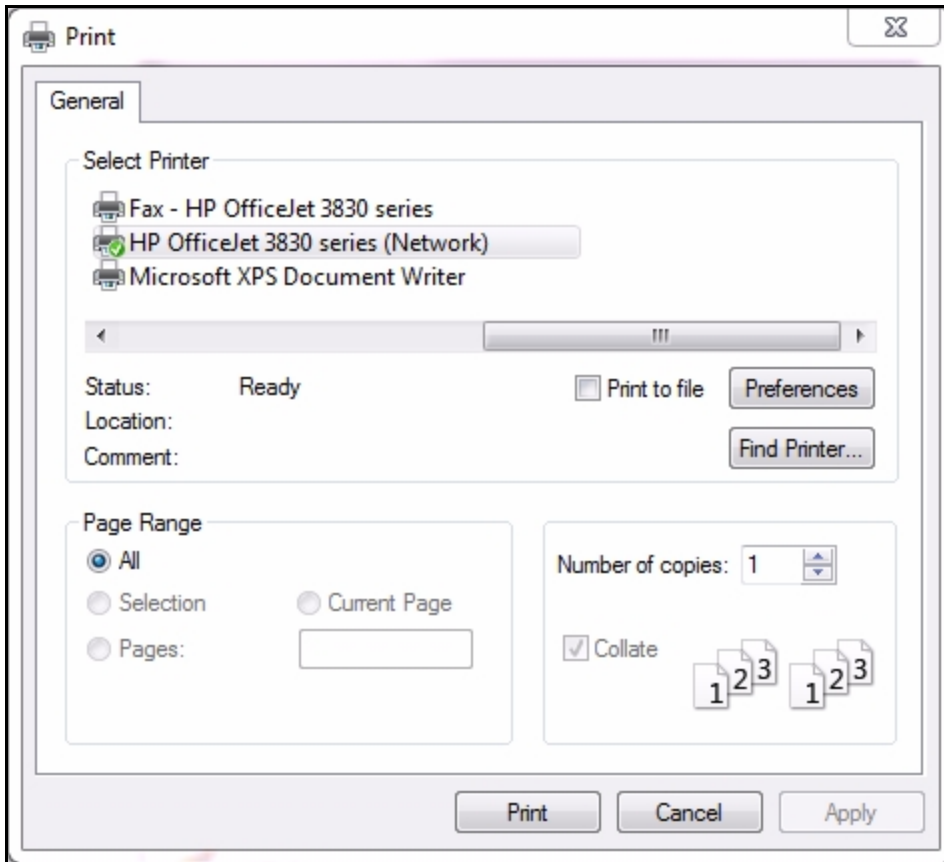


Printing an image

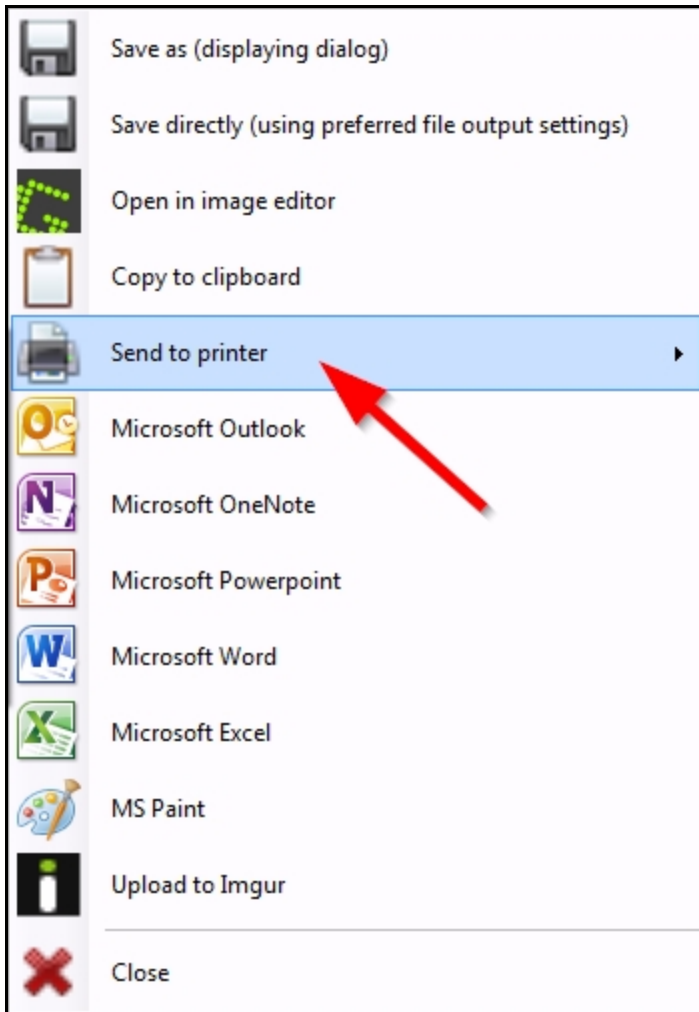
To print an image from the Greenshot image editor, click **File** and click **Send to printer** in the drop-down menu.



Adjust the print options as needed, then click the **Print** button.



To print an image from a screenshot, select **Send to printer** from the capture menu.

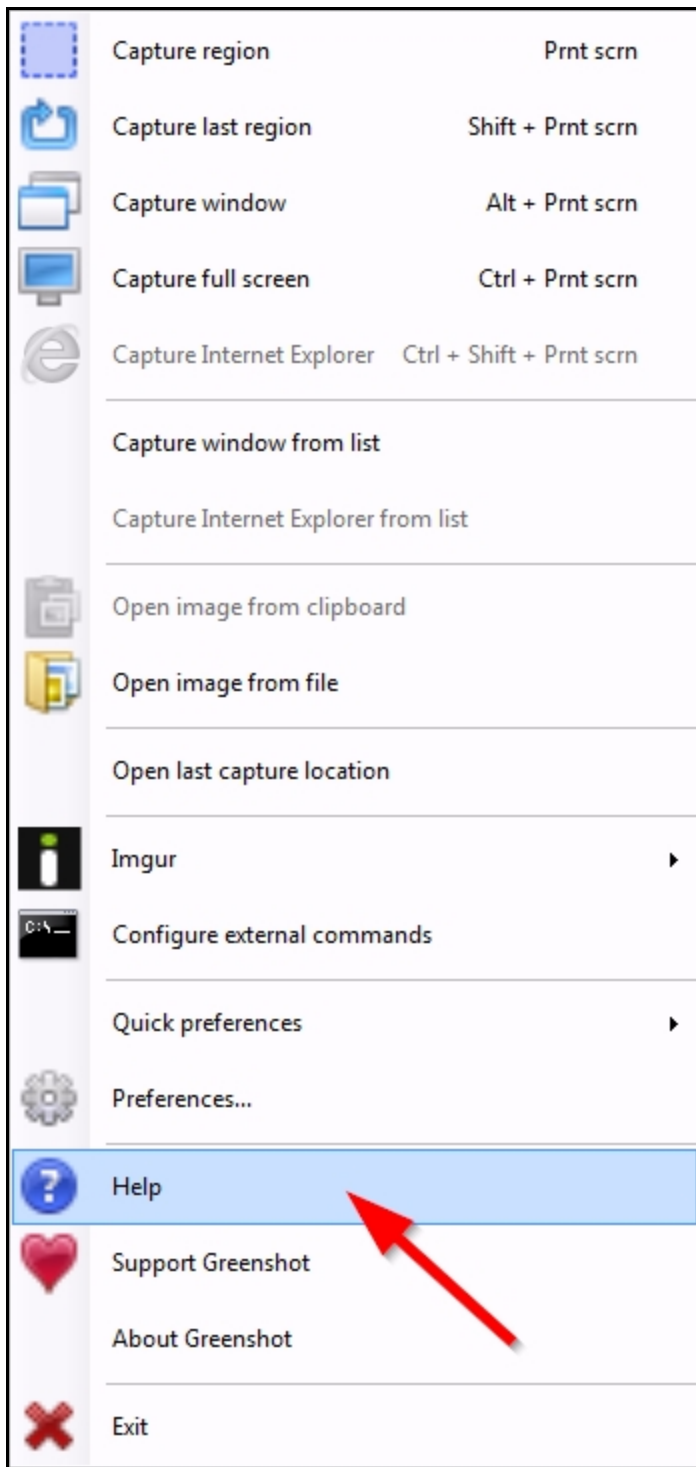


Getting help

For help, click the help button in the Greenshot image editor.



Or right-click the Greenshot icon in the system tray and click **Help**.



For FAQs and more information, visit the Greenshot website at getgreenshot.org.

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