USING GREENSHOT FOR SCREEN CAPTURE
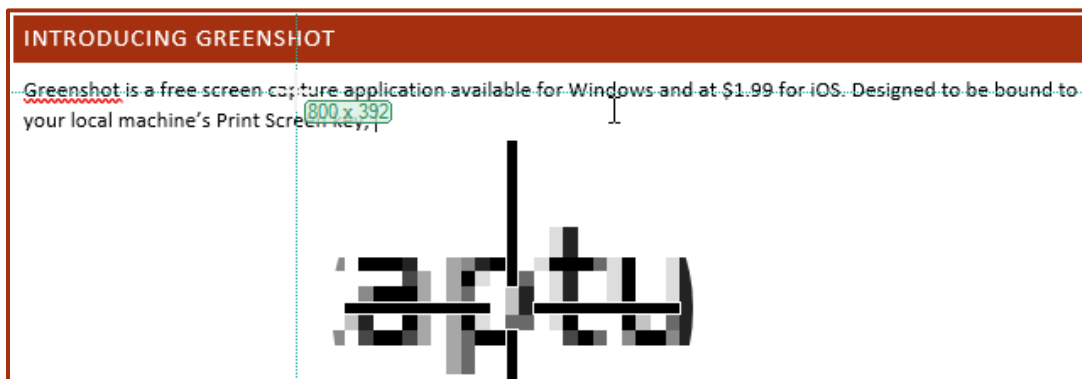
Greenshot is a free screen capture application available for Windows and at $1.99 for iOS. Designed to be bound to your local machine's Print Screen key, Greenshot is easy to use, capturing screen regions as you work.

This document is meant to serve as a quick introduction to the basic functions of Greenshot.

Greenshot is available for download at https://getgreenshot.org/downloads/
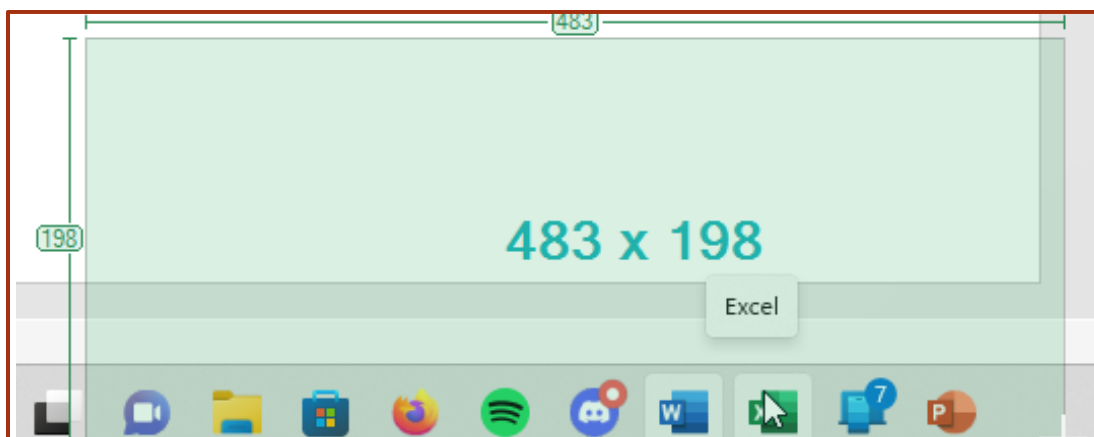
CAPTURING A SCREEN REGION WITH GREENSHOT

When you find a screen region you want to capture, press the Print Screen key on your machine. This will cause the current screen to freeze in its current position and display a crosshair cursor that allows you to choose the dimensions for the capture.

Greenshot displays the starting screen coordinates and magnifies the area around the crosshair cursor.

When you find the starting point for the region you wish to capture, select-drag to create the screen capture and release the mouse button when you've gotten the desired region.
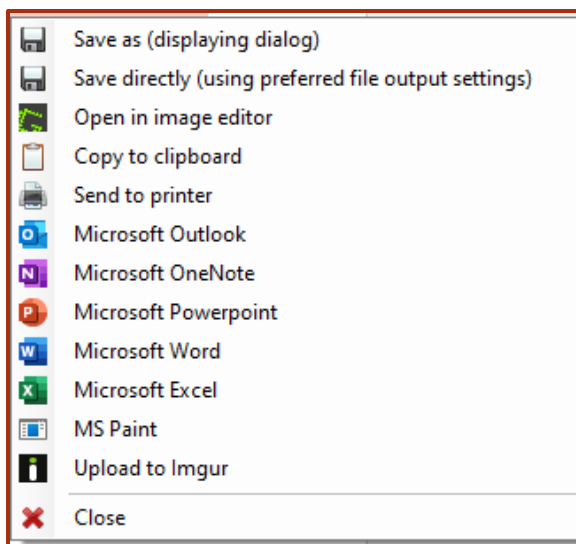

Greenshot displays the dimensions of the region you are capturing in pixels. The crosshair cursor displays white while holding the mouse button to determine the size of the region.

TIP: Greenshot allows you to capture everything displayed on screen when you press Print Screen, including cursor position, displayed tool tips, and help text, as shown in the previous screen capture. With some careful planning and positioning of the cursor when you use Greenshot, it's possible to capture information on a screen that may be difficult to manage with other similar tools.
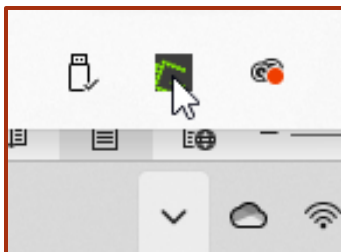
OPTIONS FOR THE SCREEN CAPTURE

Once you have the region chosen, Greenshot presents the Options Menu with following options for the capture:

- **Save as (displaying dialog)** – Allows you to choose the save location and file type (e.g., .jpg, .png, .gif, etc.)
- **Save directly (using preferred file output settings)** – Allows you to save directly to a designated spot with a designated file type. You may choose these options with the Preferences menu in the application.
- **Open in image editor** – Allows you to edit the image in the Greenshot Image editor.
- **Copy to clipboard** – Places the image on the clipboard for pasting into an existing document (NOTE: All screen captures in this document were copied and pasted to using this option).
- **Send to Printer** – Allows you to print directly to a linked or networked printer.
- **Microsoft O365 Options (Outlook, OneNote, PowerPoint, etc**.) – Opens a new message, presentation, document, etc., and pastes the image directly inside.
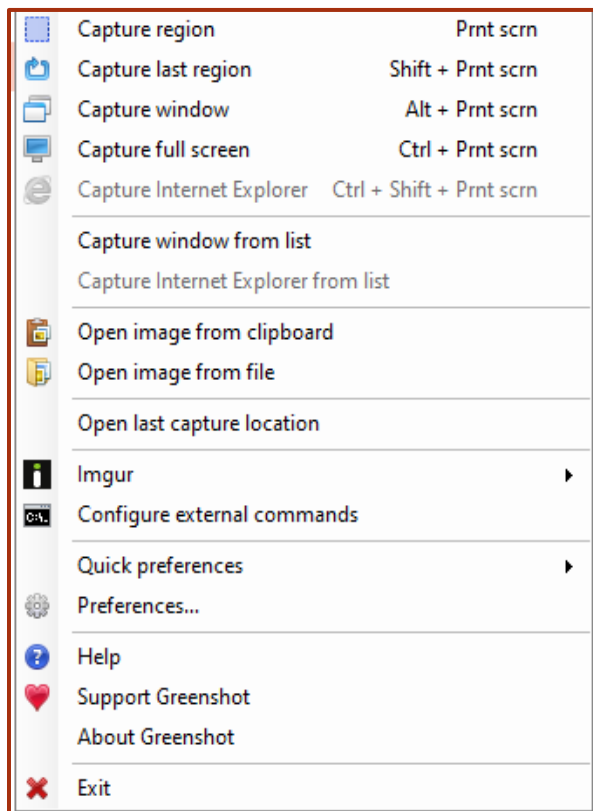- **Upload to Imgur** – Allows you to upload the capture directly to an Imgur account.

ACCESSING GREENSHOT

In Windows, you may use the **Show Hidden Icons** caret in the lower right of your screen to display the Greenshot icon.

The Greenshot Icon as displayed in Windows 11

Selecting this icon allows you to access the main Greenshot Menu, presenting the following options:

- **Capture region** – Functions as if you pressed Print Screen allowing you to capture a region from the menu.
- **Capture last region** – Recaptures the last region captured.
- **Capture window** – Captures the whole window you were working in.
- **Capture full screen** – Captures the full screen you were displaying.
- **Capture window from list** – Displays a picklist of open windows, allowing you to choose and capture one of them.
- **Capture Internet Explorer from list** – Displays a list of open Internet Explorer Tabs to capture.
- **Open image from clipboard** – Opens the Options Menu allowing you to choose what to do with the image currently on the clipboard.
- **Open image from file** – Allows you to choose a saved file and open the Options Menu, choosing what to do with the image.
- **Open last capture location** – Opens the Options Menu for the last capture you took, even if not saved or copied to the clipboard.

Finally, there are the Quick Preferences and Preferences options that allow you to further customize Greenshot. Of particular interest is the Preferences > Output tab that allows you to designate your preferred file destination and file type for the **Save directly (using preferred file output settings)** option from the Options Menu.

FURTHER RESOURCES

Greenshot provides extensive help documentation at https://getgreenshot.org/help/, where you can learn more about the application, its image editor, keyboard shortcuts, linking your Greenshot to Imgur, and other information.