



Basic Tasks Greenshot Quick Reference Guide

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Legend: Look for *Helpful Hints* Bold Text = Action Bracketed Text<> = button or link
Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

Step	Objective	Action
1	<p>Creating a screenshot</p> <p><i>Helpful Hint:</i> A system tray is a section of the taskbar in the Microsoft Windows desktop user interface (shown at right) that is used to display the clock and the icons of certain programs so that a user is continually reminded that they are there and can easily click one of them.</p>	<p>To create screenshot to demonstrate a program for a user:</p> <ol style="list-style-type: none"> 1. Click the <PrtScr> key on your keyboard -OR- right click the Greenshot icon in the system tray. 
2	<p>Capture region</p> <p><i>Helpful Hint:</i> If you want to capture an exact area, it might be easier to select the initial screenshot area slightly larger and crop the screenshot afterwards using Greenshot's image editor.</p>	<ol style="list-style-type: none"> 1. Press the <Windows key> and <PrtScr> to activate the region capture mode, which allows you to select and capture a part of your screen. You will see a crosshair pointing out the mouse position on the screen. 2. Click and hold where you want one of the corners of your screenshot to be. 3. Drag the mouse to redefine the rectangle to be shot. 4. Release the mouse button when the green rectangle covers the area you want to be captured in your screenshot. 

For additional questions, please contact the Service Desk at (502) 573-2350 ext 59999.

3 Capture window This option allows you to create a screenshot of the window which is currently active.

Helpful Hint: If you want to capture a context menu you have brought up by right-clicking on anything, simply activate region mode and click <Print Screen> + <Space Key.>

1. **Press** <Alt> + <Print>
2. **Select** the best option from the settings dialog box that appears on your screen. Here you will be able to choose whether you want to capture the active window right away or capture a child window (i.e. a single frame of a web page.).

4 Using the image editor Greenshot’s image editor allows you to draw shapes, highlight, add text and obfuscate parts of your screenshot. The image editor will open by default whenever a screenshot is captured.

Helpful Hint: The obfuscate tool is helpful if you need to pixelized or blur personal or confidential content. This can be used on bank account numbers, passwords or even faces on images.

The toolbar to the left of the image editor screen allows you to navigate easily through these options.

Exporting the screenshot: Once you have edited your screenshot, you can access all export options through the File menu in the topmost toolbar. These shortcuts may be helpful as well:

- Save the image file: Press <Control> + <S>
- Save to a specific location, filename or format: <Control> + <Shift>
- Copy image to clipboard to paste: <Control> + <Shift> + <C>
- Print: <Control> + <P>
- Email: <Control> + <E>

