How to Create Screen Shots

FastStone Capture for Windows

Version 5.2

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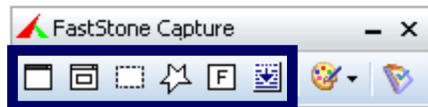
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FastStone Capture

FastStone Capture allows the user to create screen shots of anything displayed on their computer monitor. A screen shot is a static image of content that appears on the monitor. Screen shots are saved as PNG files. Images captured with FastStone capture can be inserted into documents, presentations and other digital publications for visual reference.

FastStone Capture interface.

FastStone Capture provides six different methods to capture screen shots. Each method is represented by a unique icon.

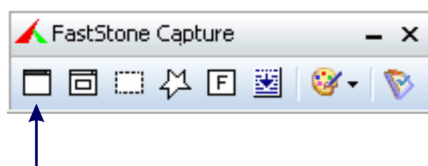*Six different icons represent the methods to capture screen shots.*

From left to right, these are:

- Capture the Active Window
- Capture an Object
- Capture a Rectangular Region
- Capture a Freehand Region
- Capture the Full Screen
- Capture a Scrolling Window

CAPTURE THE ACTIVE WINDOW

The active window is the current window with which a computer user is interacting. Many users will have multiple software programs, and therefore multiple windows, open at the same time. To screen capture only on window without closing the others, a user can use the capture active window function.
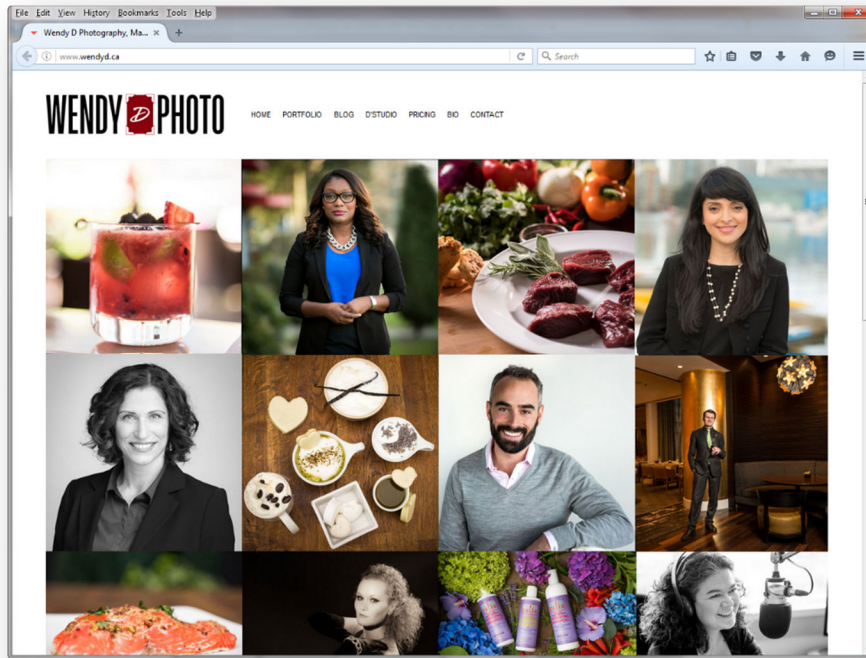
Click the first icon to capture the active window.

To capture a screen shot of the active window:

1) Launch FastStone Capture.

2) Ensure the correct window is active. Click on the window you wish to capture.

3) Click on the active window icon ⬜ or use the keyboard shortcut <Shift + PrtScn>. This will capture the active window and open the image in the FastStone Editor.

An example active window screen capture from WendyD.ca.

4) Click "Save as" to name your file and save your capture in PNG format.

CAPTURE AN OBJECT

An object is any item visible on the monitor. Examples include a photograph, illustration, table, menu or even a full window.

Click the second icon to capture an object.

To capture a screen shot of a particular object:

1) Launch FastStone Capture.

2) Click on the object icon ▣ or use the keyboard shortcut <Alt + PrtScn>. A red border will appear around the active window.

3) Click on the object you wish to capture. The red border will change to highlight your selection.

4) Once you have highlighted the desired object, click on the window or object icon ⊡ a second time or use the keyboard shortcut <Alt + PrtScn>. This will initiate the screen capture and open the FastStone Editor displaying the selected object.

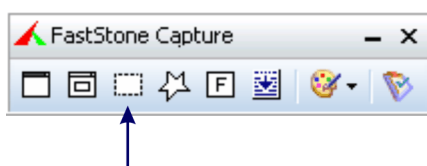*An example object screen capture from WendyD.ca.*

5) Click "Save as" to name your file and save your capture in PNG format.

CAPTURE A RECTANGULAR REGION

A rectangular region is any four-side shape with 90˚ angle corners. This function is useful when you want to screen capture a specific part of a window or items appearing in two or more adjacent windows.
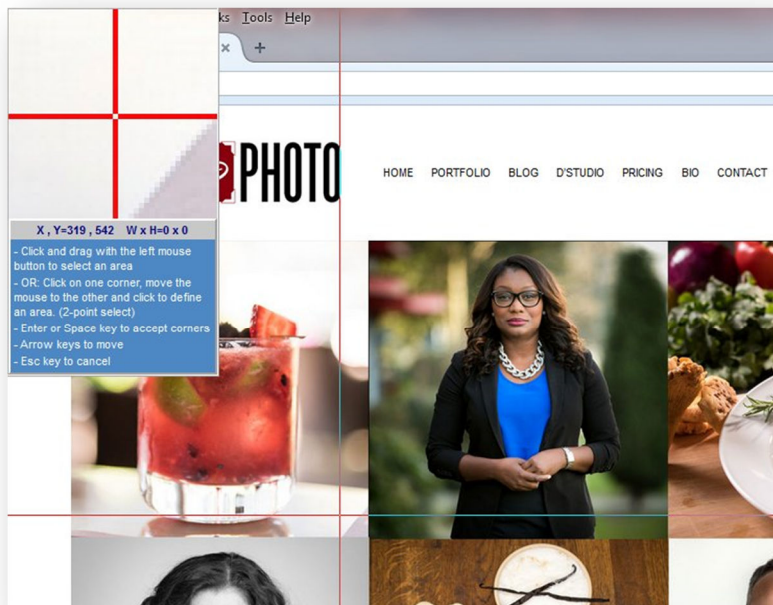
Click the third icon to capture a rectangular region.

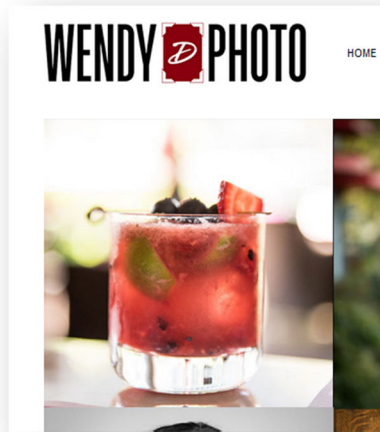**To capture a screen shot of a rectangular area:**

1) Launch FastStone Capture.

2) Click on the rectangular region icon or use the keyboard shortcut <Ctrl + PrtScn>. A magnified detailed view with crosshairs.

3) Use the cross-hairs to position your mouse on a corner of the rectangular area you wish to capture.

Use the magnified detail view crosshairs to select a rectangular area.

4) Left-click and drag to define your rectangular capture area.

5) When you release the mouse button, the rectangular region is captured displayed in the FastStone Editor.
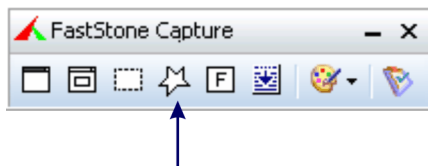
6) Click "Save as" to name your file and save your capture in PNG format.

CAPTURE A FREEHAND REGION

A freehand region can be any size or shape. This function is useful when you want to screen capture something with an irregular shape.
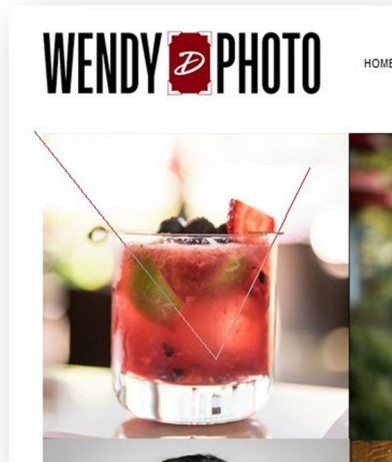
Click the fourth icon to capture a freehand region.

To capture a screen shot of a freehand region:
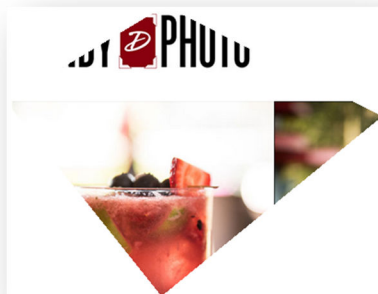
1) Launch FastStone Capture.

2) Click on the freehand region icon or use the keyboard shortcut <Ctrl + Shift + PrtScn>. The mouse pointer will display as a small lasso.

3) Click the lasso on as many points as needed to capture the desired image. The last click should overlap the first click. A small circle appears when the first and last click are successful overlapping.

Click the lasso to define and select a freehand region.

4) With the last click, the freehand screen capture will open in the FastStone Editor.

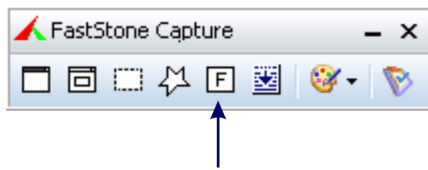*An example freehand region screen capture from WendyD.ca.*

5) Click "Save as" to name your file and save your capture in PNG format.

CAPTURE THE FULL SCREEN

The full screen includes all open windows and any visible digital desktop area. This function is useful when you want to screen capture the full view of the monitor as experienced by the user.
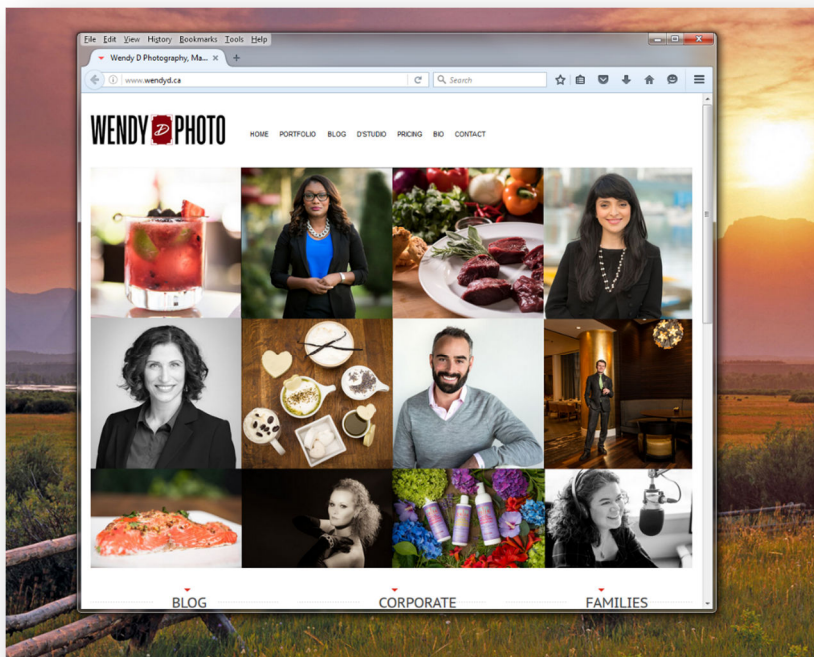
Click the fifth icon to capture the full screen.

To capture a screen shot of the full screen:

1) Launch FastStone Capture.

2) Arrange the full screen to display only the desired elements. Tip: Minimize or close undesired elements to create a clean image.

3) Click on the full screen icon 𝖥 or use the keyboard shortcut <PrtScn>

4) This will open the FastStone Editor displaying a screen capture of the full screen.
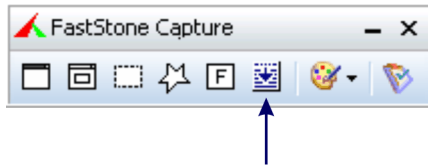
An example full screen capture from WendyD.ca.

5) Click "Save as" to name your file and save your capture in PNG format.

CAPTURE A SCROLLING WINDOW

A scrolling window is any window whose contents are higher or wider than the area that can be displayed on the monitor. This function is useful when you want to screen capture the entire window in a single image.
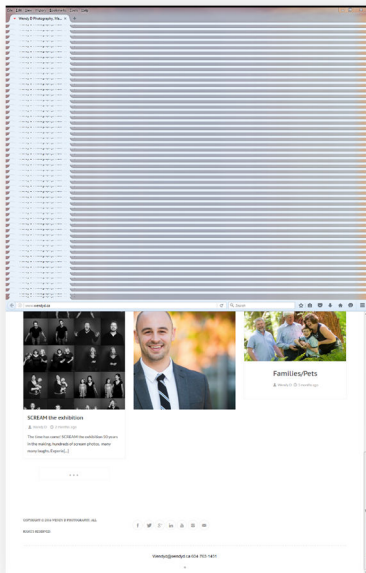
Click the sixth icon to capture a scrolling window.

To capture a screen shot of a scrolling window:

1) Launch FastStone Capture.

2) Click on the scrolling window icon or use the keyboard shortcut <Ctrl + Alt + PrtScn>.

An example scrolling window screen capture from WendyD.ca.

3) This will open the FastStone Editor displaying a screen capture of the active window.

4) Click "Save as" to name your file and save your capture in PNG format.

FOR FURTHER INFORMATION

To learn more, visit www.faststonecapture.com/help.