# How To Capture Screen Shots
Using FastStone Capture Version 6.9

What Is FastStone Capture?

FastStone Capture is a powerful, lightweight, yet full-featured screen capture tool that allows you to easily capture and annotate anything on the screen including windows, objects, menus, full screen, rectangular/freehand regions and even scrolling windows/web pages. You can choose to send captures to editor, file, clipboard, printer, email, Word/PowerPoint document or upload them to your website. Editing tools include annotating (texts, arrowed lines, highlights), resizing, cropping, sharpening, watermarking, applying edge effects and many more. It also allows you to record screen activities and sound into highly compressed video files. Other features include global hotkeys, automatic filename generation, support for external editors, a color picker, a PDF converter, a draw program, a screen magnifier and a screen ruler.

FastStone Capture saves files in BMP, GIF, JPEG, PCX, PNG, TGA, TIFF and PDF formats.

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1. Installation

A. Source:
   1. You can install FastStone Capture from the FastStone Web site by using your web browser to go to the FastStone Web site (www.FastStone.Org) and by navigating to and clicking on the FastStone Screen Capture Download button
B. Install:
   1. Follow the simple on-screen instructions to install FastStone Capture
   2. An icon will automatically be placed on your desktop during the installation process

2. Quick Access Menu:

A. Introduction:
   1. In most cases, this tutorial assumes that you will use the icons or the keyboard shortcuts to access the various features and options
   2. There is another way to access the features and options - the Quick Access Menu
B. Access the Quick Access Menu:
   1. Click on the **FastStone title bar icon** and a dropdown menu will appear, as shown in this graphic:
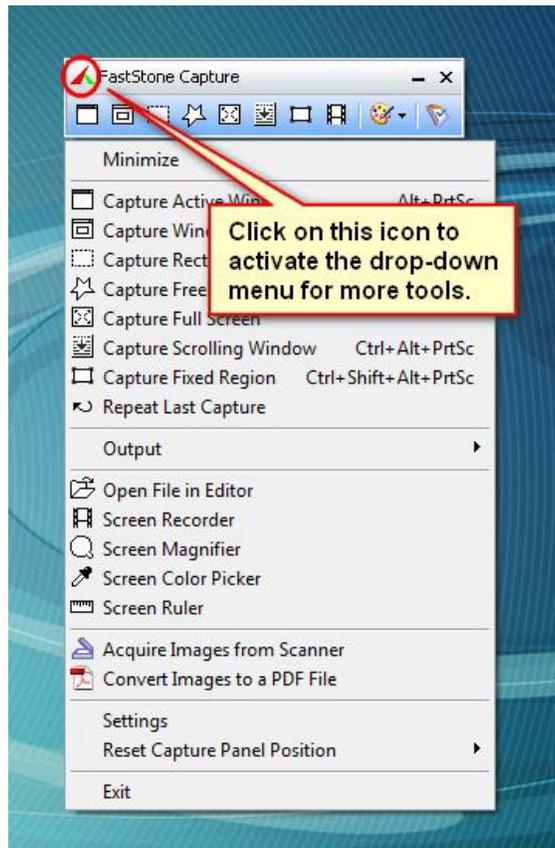
   2. Click on the feature or option that you want to use
   3. Take note of the Repeat Last Capture option in case you ever want to use it

3. Default Settings

A. Introduction:
1. If you are in a hurry to get started using FastStone Capture, you can skip this section completely and come back to it later if you have questions about the various default settings
2. In this section of this tutorial, I will show how to open the Settings dialog box, and I will give a brief explanation of each of the categories of settings

B. Open the Settings dialog box:
1. Activate FastStone Capture, **if it is not already active**:

   a. Double click on the FastStone Capture icon on your desktop:
      (1) The FastStone Capture icon will appear in your System Tray
      (2) The Capture Panel will appear on your desktop:
         (a) Your Capture Panel may have some additional icons if you have already changed the default settings
         (b) I will discuss each of the icons on the Capture Panel as each one is used in this tutorial
2. Open the Settings dialog box:

   a. Click on the Settings icon on the Capture Panel and a dropdown menu will appear
   b. Click on Settings and the Settings dialog box will appear – it should look something like this:
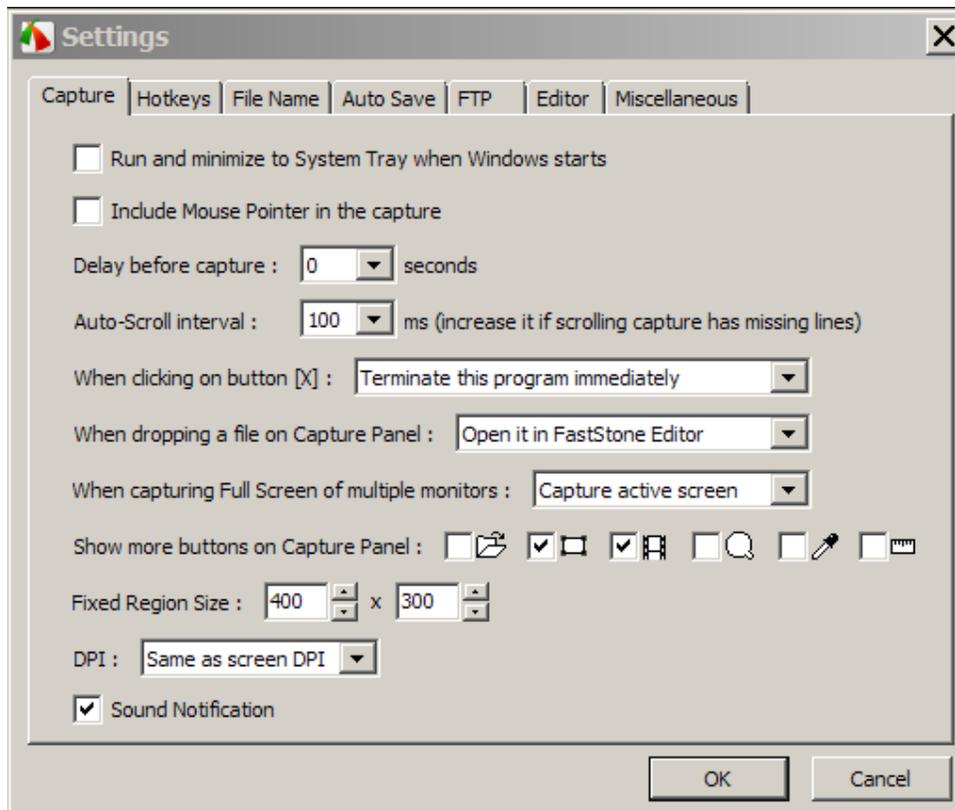
   c. Notice that there are tabs for each type of setting

C. View and/or Change the Settings:
1. Introduction:
   a. As you can see from looking at the tabs in the graphic shown above, there are seven different sets of Settings – just click on the applicable tab to open the applicable settings window
   b. In this section, I will discuss each set of Settings
2. The **Capture** settings:
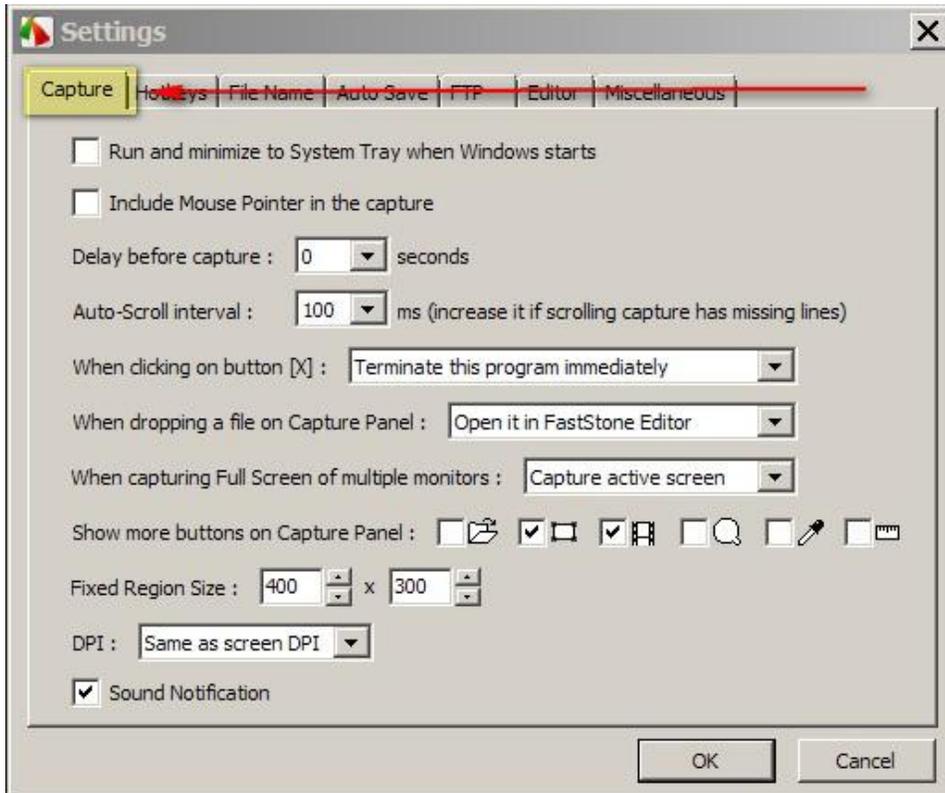
   a. These are the settings that control some of FastStone Capture's basic functions
   b. The various options seem to be self-explanatory
   c. Most people will not need to change any of these default settings
   d. Those who use FastStone Capture quite often and would like FastStone Capture to run minimized when Windows starts, can accomplish that by checking the first two checkboxes in this section
   e. For the purposes of this tutorial, I have accepted the default settings in this section, as show in the graphic shown above

3. The **Hotkey** settings:
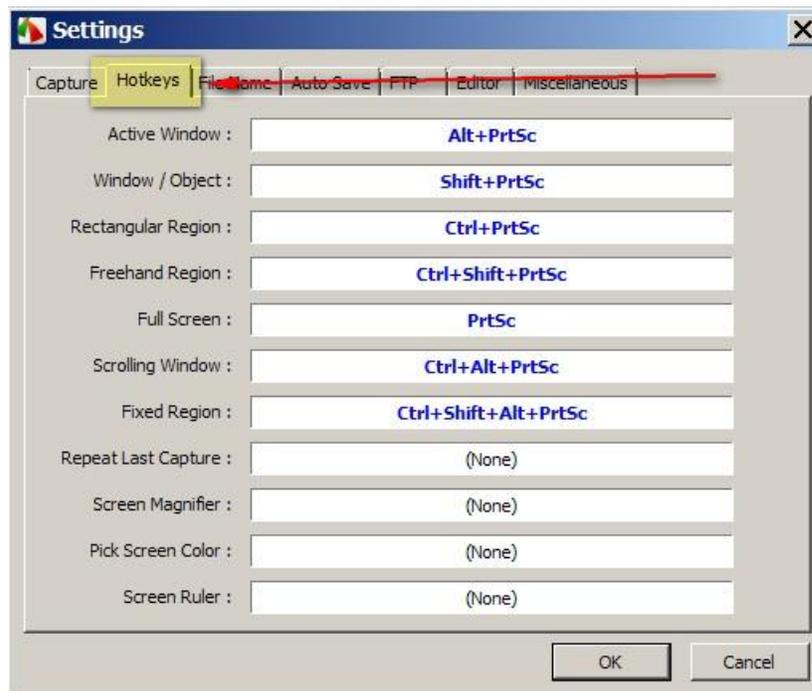
a. FastStone Capture can be used by clicking with your mouse rather than by using the Hotkeys, so don't get hung up on the concept of Hotkeys at this time.
b. In the main section of this tutorial, I will describe how to use FastStone Capture without using Hotkeys.
c. In a separate section of this tutorial (near the end) I will cover the use of Hotkeys
d. Most users will never have to change any of the Hotkey settings

4.   The **Filename** settings:
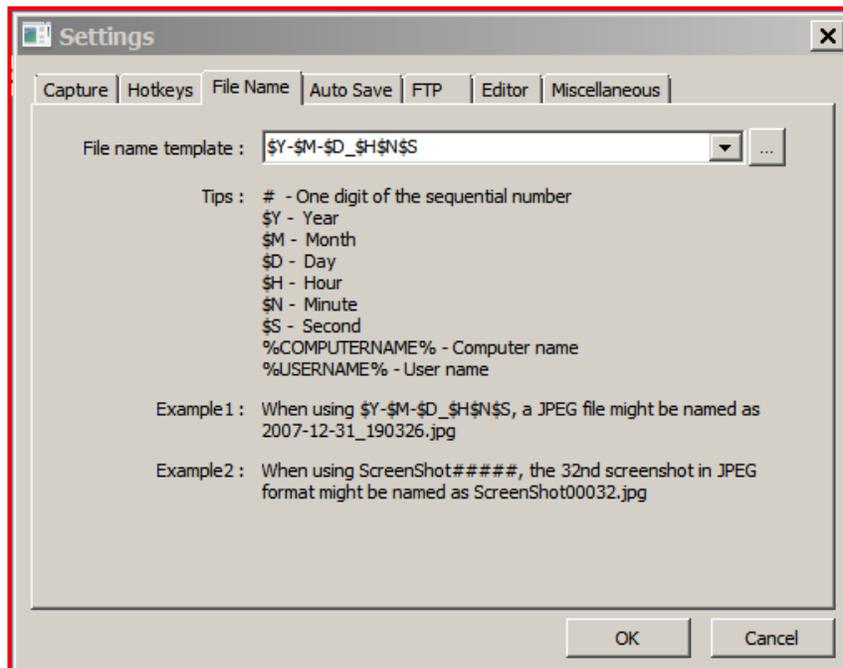
a.   This section determines the default Filename that FastStone Capture will use when you save your captured image as a file

b.   The options that are available in this section are quite comprehensive - you can even create your own "presets"

c.   Most people can just accept the default setting that looks like this:
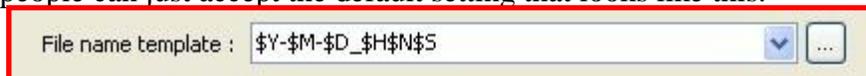
(1) The File Name settings window explains what the symbols means

(2) You can click on the dropdown arrow at the right end of the Filename box to select from a list of templates - If you do not create and save your own templates, only two choices will be presented

(3) You can click on the [...] button to create your own presets

(4) You can also create your default filename by typing your entry directly in the Filename Template box:

(a) For example, I have typed "My Capture ###" in the Filename Template box - it looks like this:
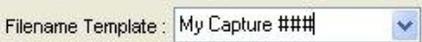
(b) Now, each time that I use FastStone Capture to save a captured image, the file's name will be *My Capture 001* et seq. (the number will increase by 1 each time I capture a new image)

d. For the purposes of this tutorial, I will assume that you have accepted the default setting which will result in a filename that uses the current year, month, day, and time (hour, minute and second) - for example: If the capture is done on August 31, 2008, at 10:30 and 22 seconds, the file name would be 2008-08-31_103022 - this file naming method will result in a unique name for each file so there is no need to use a numbering sequence

5. The **Auto Save** settings:
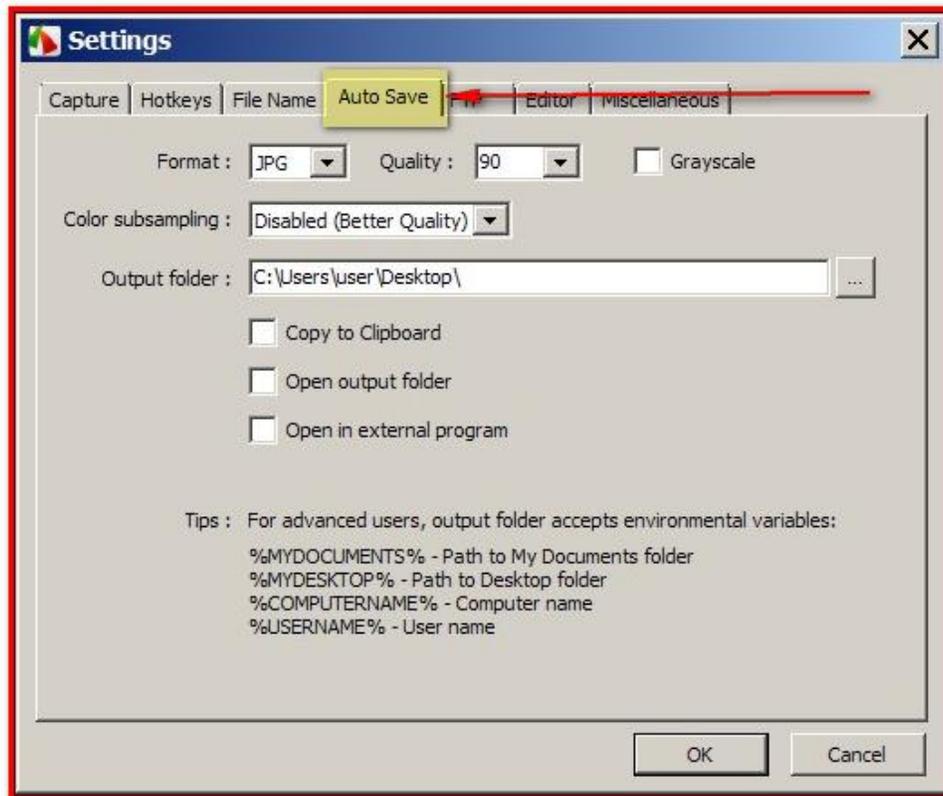
a. These settings will be used whenever you use FastStone Capture's Auto Save option (the Auto Save option will be covered shortly)
b. If you do not make any changes to these settings:
    (1) The first time that you use the Auto Save option, you will be asked to complete the information in this section
    (2) If you subsequently use the Auto Save option again at a later time, the information that you supplied the first time will be used automatically
    (3) If you want to subsequently change the Auto Save settings, you will have to come to this section to accomplish that
    (4) I will assume that no changes have been made to this section and I will cover how to make the changes when we get to the section of this tutorial that covers the Auto Save option

6. The **FTP** settings:
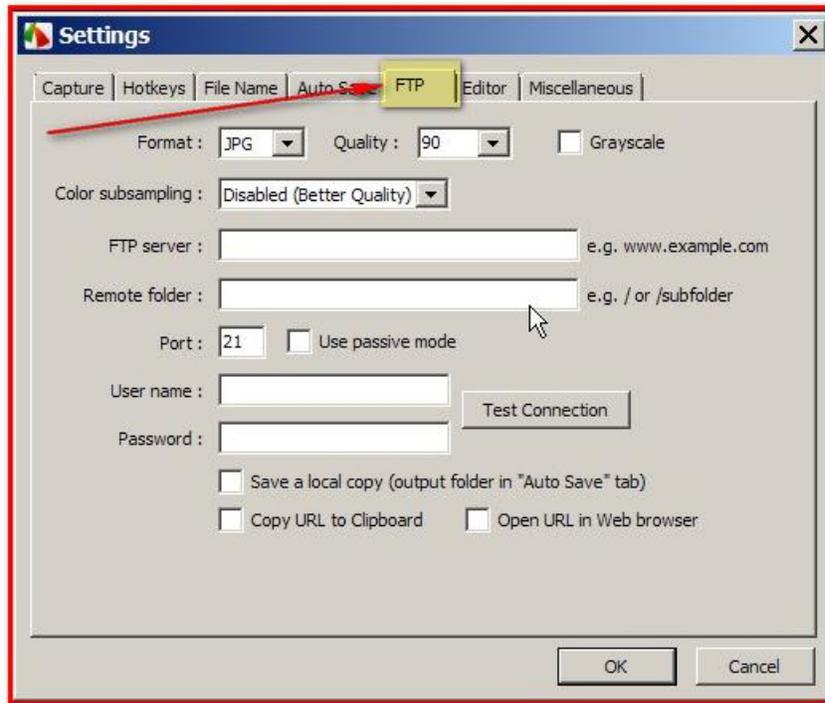
    a. These settings should be used if you intend to output your captures to the Web (FTP)

    b. For the purposes of this tutorial, I have not made any changes or additions to these settings

7. The **Editor** settings:
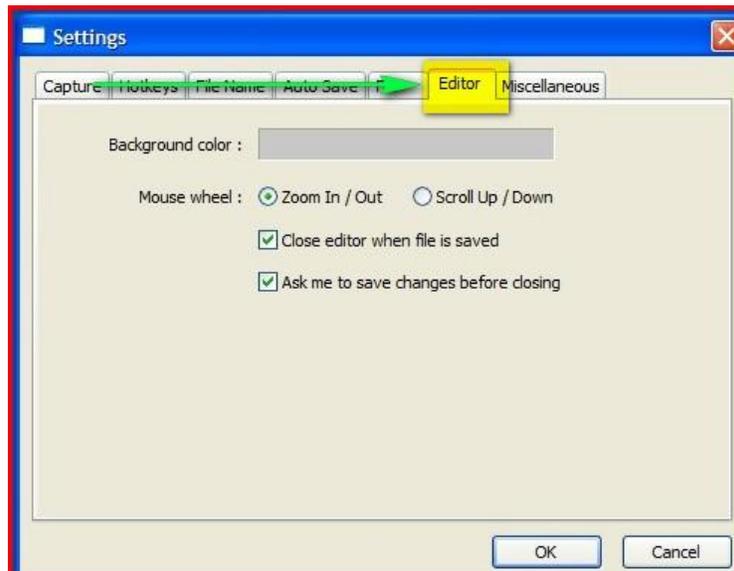
    a. I will cover the Editor in a separate section of this tutorial

    b. For now, just accept the default settings

c. The **Miscellaneous** settings window includes four sets of settings:
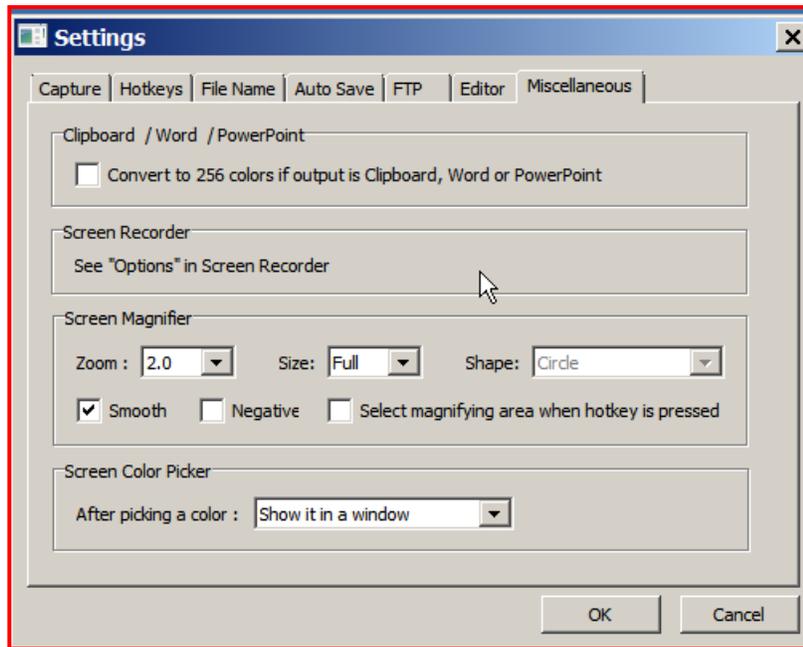
d. The **Clipboard/Word/PowerPoint** setting:

(1) If you select this option, any time that you tell FastStone Capture to put the saved capture into the Clipboard, Word or PowerPoint, the capture will be automatically converted to 256 colors

e. The **Screen Recorder** settings:
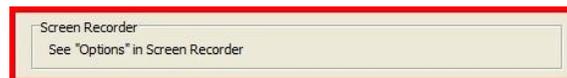
(1) This section merely provides a note stating that can set the options for the Screen Recorder when you activate this feature
(2) You will be able to make changes to the Screen Recorder options when you open the Screen Recorder
(3) I will cover the Screen Recorder in a separate section of this tutorial

f. The **Screen Magnifier** settings:
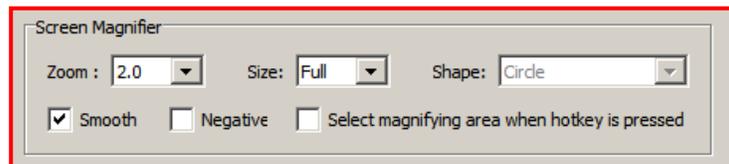
(1) I will cover the Screen Magnifier in a separate section of this tutorial
(2) For now, just accept the default settings

g. The Screen Color Picker settings:

(1) I will cover the Screen Color Picker in a separate section of this tutorial
(2) For now, just accept the default setting

4. Steps Required for Each Capture

Note:This section does not apply to the Screen Recorder which is covered in a separate section called **Screen Recorder**

A. Activate FastStone Capture
B. Display the item to be captured on your monitor
C. Select the Output option:
    1. FastStone Capture provides the following Output options:
        a. To Editor (FastStone Capture image editor)
        b. To Clipboard (Microsoft Windows Clipboard)
        c. To File
        d. To File (Auto Save)
        e. To Printer
        f. To Email
        g. To Word
        h. To PowerPoint
        i. To Web (FTP)
    2. The Output Options section of this tutorial covers each of these Output options in detail
D. Select the Type of Capture:
    1. FastStone Capture provides the following Types of Captures (I have included the Keyboard Shortcut Keys for future reference):
        a. Capture Active Window [Alt+PrtSc]
        b. Capture Window or Object [Shift+PrtSc]
        c. Capture Rectangular Region [Ctrl+PrtSc]
        d. Capture Freehand Region [Ctrl+Shift+PrtSc]
        e. Capture Full Screen [PrtSc]
        f. Capture Fixed Region [Ctrl+Shift+Alt+PrtSc]
        g. Capture Scrolling Window [Ctrl+Alt+PrtSc]
        h. There is a separate section in this tutorial for each of these Types of Captures
E. Make the Capture:
    1. Depending upon the Type of Capture that you select, the capture steps will differ
    2. Refer to the applicable section of this tutorial for the steps needed for each Type of Capture

5. Output Options

A. Introduction:
1. You select an Output option to tell FastStone Capture what you want to be done with the image that you are about to capture
2. Each time that you use FastStone Capture the Output option that was you last used will be used again, unless you select a new Output option
3. This section will give a brief explanation of each Output option

B. How to select an Output option:
1. Open FastStone Capture if it is not already open
2. Introduction:
   a. The Output icon is next to the last icon on the right end of the FastStone Capture Control Panel
   b. **The Output icon reflects the Output option that was last used**, so the Output icon can be any one of nine icons
   c. If you want to use the same Output Option that you used the last time that you used FastStone Capture, there is no need to change the Output Option
   d. If you want to change to a different Output Option, proceed to the next section
3. If you want to designate a different Output Option:
   a. Click on whichever Output icon is displayed and a dropdown menu will appear – it will look like this:
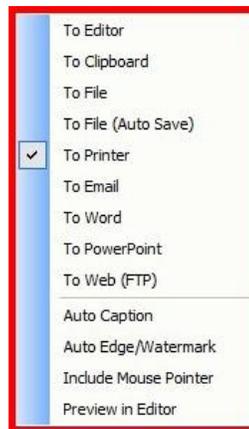
   b. Click on one of the nine Output options to select it and the Output icon on the toolbar will reflect your choice
   c. The next nine sections of this tutorial describe each of these Output
   d. In addition to the nine Output Options, there are four additional Capture settings that appear at the bottom of the dropdown menu (see graphic above) :
      (1) Auto Caption:
         (a) The Caption function is fully described in the section of this tutorial that covers the FastStone Editor
         (b) If you turn this setting on, it will allow you to automatically apply a caption to each capture without the need to open the capture in the FastStone Editor

(2) Auto Edge/Watermark:
   (a) The Edge/Watermark function is fully described in the section of this tutorial that covers the FastStone Editor
   (b) If you turn the Auto Edge/Watermark setting on, it will allow you to automatically apply an Edge and/or a Watermark to each capture without the need to open the capture in the FastStone Editor
(3) Include Mouse Pointer:
   (a) If you turn this setting on, the Mouse Pointer will be included in the capture, provided that the pointer is located within the capture area
   (b) This option works best when the capture is originated by the use of Hotkeys
(4) Preview in Editor:
   (a) If you turn this setting on, the capture will always open in the Editor so that you can make changes to the capture before the selected Output Option is completed
   (b) When applicable, the first icon on the Toolbar in the Editor will reflect your Output Option - just click on that icon to complete the execution of the Output Option that you selected

C. To Editor (FastStone Capture image editor) :
   1. FastStone Capture has a built-in image editing function
   2. If you select this option, the captured image will open in the FastStone Capture Editor
   3. I will cover the FastStone Capture Image Editor in detail in a later section of this tutorial

D. To Clipboard (Microsoft Windows Clipboard) :
   1. If you select this option, the captured image will be placed in the Windows clipboard
   2. If you want you would like the capture to open in the FastStone Capture Editor before it is saved to the Windows clipboard, select the Preview In Editor option at the bottom of the Output Options dropdown menu
   3. If you want to limit the number of colors in the capture to 256 colors, select this option under the Others tab in the **Clipboard/Word/PowerPoint** section of the Settings dialog box
   4. After the capture has been placed in the Windows clipboard, you can use the Paste command to paste the capture into a document (but not into Outlook Express)

E. To File :
   1. This Output option saves the captured image as a file on your hard disk
   2. If you want you would like the capture to open in the FastStone Capture Editor before it is saved, select the Preview In Editor option at the bottom of the Output Options dropdown menu
   3. When the To File Output option is in effect, each time you do a capture the Save As dialog box will appear and you will need to:
   a. Navigate to the folder into which you would like to save the captured file
   b. Designate an Object Name:
      (1) FastStone Capture assigns an Object Name based on information that is in the program's Settings - the default setting provides an Object Name which is based on the date and the time of the capture
      (2) You can change the file name by typing a new name in the Object Name box
   c. Designate a Save As Type:
      (1) The default file type is PNG (Portable Networks Graphic) which is a format that is recognized by many programs, but we will use JPG

(2) Change the Save As Type to JPG:
   (a) Click on the dropdown arrow at the right end of the Save As Type box and a dropdown menu will appear
   (b) Click on JPEG Format (JPG) to select that option
   (c) Once you change the Save As Type to a different format, FastStone Capture will remember that preference and will default to that file type the next time you use the program

   d. Click on the Save button to save the capture file to your hard disk

F. To File (Auto Save) - includes an option to send the captured image to the Windows Clipboard:

1. This Output option saves the image as a file on your hard disk, just as the other To File option does, however, there are some differences:

   a. The **first time** that you select the To File (Auto Save) option, FastStone Capture:
   (1) Will display the following Information box:

   telling you that you need to specify a valid Output Folder
   (2) Click on the OK button and the Settings dialog box will appear:
      (a) The Auto Save section of the Settings dialog box will look like this:
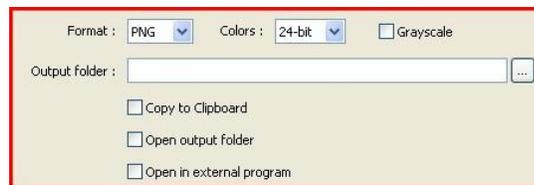
   1. Designate the Output Format:
      a. The default file type is PNG (Portable Networks Graphic) which is a format that is recognized by many programs, but we will change the format to JPG:
         i. Click on the dropdown arrow at the right end of the Output Folder box

 and a dropdown menu will appear will appear

         ii. Click on JPG Output Format to select that option
   2. Designate the Output Folder:

      a. Click on the Ellipsis button at the right end of the Output Folder box to navigate to the desired folder or to create a new folder - we will select the My Documents folder
   3. If you want FastStone Capture to send the captured image to the Windows Clipboard, in addition to saving the file on your hard disk:

      a. Click on the Copy To Clipboard checkbox to select this option
      b. When this box is checked the image will be saved to your hard disk and it will also be placed in the Windows Clipboard
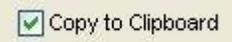
4. If you want the captured image to open automatically in an External Program (Such as Photoshop Elements),:

    a. Click on the Open in External Program checkbox ☑ Open in External Program to select this option, and the External Program box will appear

    b. Click on the Ellipses [...] at the right end of the External Program box and the Open dialog box will appear

    c. Navigate to the executable file of the program that you want to designate at the External Program and select it - the following graphic indicates that I have designated the Editor of Photoshop Elements 5 as the External Editor:

        C:\Program Files\Adobe\Photoshop Elements 6.0\PhotoshopEleme [...]

    d. I will leave the Open In External Program option **unchecked**

(b) The Filename section of the Settings dialog box contains the Filename template that will be used when the file is saved:

    1. It should look something like this:

        File name template : $Y-$M-$D_$HNS ▼ [...]

    2. FastStone Capture will use the information in this section to determine the name that will be given to the file:

        a. See the Default Settings section of this tutorial for more information about the Filename section of the Settings dialog box

        b. If you want to change this information, you can do so now

        c. If you do change the information, FastStone Capture will apply the changes each time you use either the To File or To File (Auto Save) option

(c) Click on the OK button on the Settings dialog box to close the box and accept the changes

b. The next time that you use the To File (Auto Save) option, FastStone Capture will use the information on the Settings dialog box to:

(1) Assign a name to the file

(2) Determine what Output Format will be used

(3) Determine which folder to use

(4) Determine whether or not the file is also sent to the Windows Clipboard

(5) Determine if the captured image will automatically open in an External Editing program - we did not select the Open In External Program option

c. If you subsequently want to change any of these settings, and you need a bit of help, refer to the Default Settings section of this tutorial

2. If you want you would like the capture to open in the FastStone Capture Editor before it is saved, select the Preview In Editor option at the bottom of the Output Options dropdown menu

G. To Printer 🖨️ :

1. This Output option sends the image to your printer
2. If you want you would like the capture to open in the FastStone Capture Editor before it is printed, select the Preview In Editor option at the bottom of the Output Options dropdown menu
3. When the To Printer Output option is in effect, each time you do a capture the Print dialog box will appear - it will look something like this:
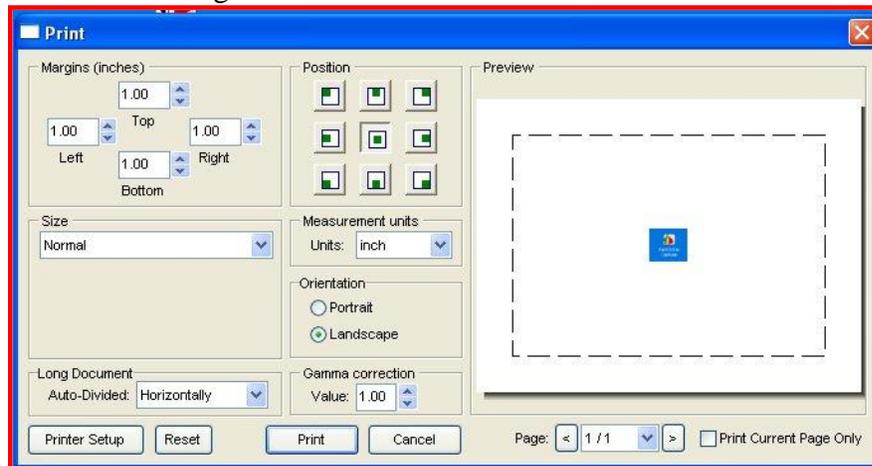
   a. The settings on the Print dialog box are rather basic
   b. The settings that are changed most often are the Size and the Orientation

4. After you are happy with the settings, click on the Print button to print the image

H. To Email 📧 :

1. Introduction:
   a. This option will sends the image to your email program if that program is supported by the Windows Mailto: command
   b. If the email program that you use is not supported by the Windows Mailto: command, you will need to first save the captured image and then attach it to, or insert it into, a message
2. If you want you would like annotations on the image that was captured, you can open FastStone Draw after the Email window opens and before you send the message by clicking on the Draw button in the Email window.
3. When the To Email Output option is in effect, each time you do a capture the Email dialog box will appear - it will look something like this:

4. If you are satisfied with the image that appears in the Email dialog box, click on the Send Email button and your default email program will open and the captured image will be attached

I. **To Word** :
1. When you use the To Word Output option:
   a. If you have a Word document open, the image that is captured will be inserted at location of your cursor in your Word document
   b. If you do not have Word open, FastStone Capture will open Word and will insert the captured image at the beginning of a new Word document
2. However, if you also have Preview in Editor selected in the Output Options, the capture will open in the FastStone Editor and a new Finish (Word) icon will appear as the first icon on the Editor's toolbar - it replaces the Save As icon that usually appears as the first icon on the Editor's toolbar:

3. After you are finished using the FastStone Editor, click on the Finish Word icon and the captured image will be inserted in your Word document at the location of the blinking cursor. If Word is not open, FastStone Capture will open it and will insert the captured image at the beginning of a new Word document.
4. If you want to limit the number of colors in the capture to 256 colors, select this option in the **Clipboard/Word/PowerPoint** section of the Settings dialog box
5. I will cover the FastStone Capture Image Editor in a later section of this tutorial

J. **To PowerPoint** :
1. When you use the To PowerPoint Output option:
   a. If you have a PowerPoint document open, the image that is captured will be inserted at location of your cursor in your PowerPoint document
   b. If you do not have PowerPoint open, FastStone Capture will open PowerPoint and will insert the captured image at the beginning of a new PowerPoint document
2. However, if you also have Preview in Editor selected in the Output Options, the capture will open in the FastStone Capture Editor
3. This is the same thing that would have happen if you had selected the To Editor Output option, however, when you select the To PowerPoint Output option, a new Finish PowerPoint icon appears as the first icon on the Editor's toolbar - it replaces the Save As icon
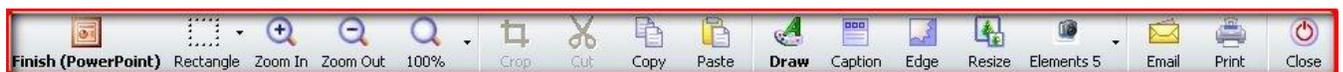

that usually appears as the first icon on the Editor's toolbar:

4. When you click on the Finish PowerPoint icon the captured image will be inserted on the active slide in PowerPoint. If PowerPoint is not open, FastStone Capture will open it and will insert the captured image on the first slide.

5. If you want to limit the number of colors in the capture to 256 colors, select this option in the **Clipboard/Word/PowerPoint** section of the Settings dialog box
6. I will cover the FastStone Capture Image Editor in a later section of this tutorial

6. Capture Active Window [Alt+PrtSc]

A. Introduction:
   1. The Windows operating system allows you to have multiple windows open at the same time
   2. This Capture option captures **the visible portion** of the Active window
B. Display the Active Window that you want to capture:
   1. Open the Window that you want to capture, if it is not already open
   2. Click on the Window that you want to capture to make it the active window, if it is not already the active window
   3. Resize the Window, if necessary, so that the whole Window is visible (or so that the portion of the Window that you want to capture is visible)
C. Activate FastStone Capture, **if it is not already active**:

   1. Double click on the FastStone Capture icon ![icon] on your desktop:

      a. The FastStone Capture icon will appear in your System Tray ![tray]

      b. The Capture Panel ![panel] will appear on your desktop
D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
         (a) **To Editor** icon ![icon]
         (b) **To Clipboard** icon ![icon]
         (c) **To File** icon ![icon]
         (d) **To File (Auto Save)** icon ![icon]
         (e) **To Printer** icon ![icon]
         (f) **To Email** icon ![icon]
         (g) **To Word** icon ![icon]
         (h) **To PowerPoint** icon ![icon]
         (i) The developer of FastStone Capture has outdone himself this time!!!
      b. If you do not want to change the Output Option, skip the next step

2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
   a. Click on the Output Option that you want to use
   b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option
E. Make the Capture using the Active Window option:
   1. Select the Capture the Active Window option by either:

   a. Clicking on the Capture Active Window icon on the Capture Panel, or
   b. Using the Keyboard shortcut [Alt+PrtSc]
   2. FastStone Capture will capture the visible portion of the active window
   3. Depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

7. Capture Window or Object [Shift+PrtSc]

A. Introduction:
   1. The windows that are displayed on your monitor may be comprised of a multiple number of objects
   2. This Capture option make it easy to capture **the visible portion** of:
      a. An entire window, or
      b. An object that is part of a window
B. Display the Window/Object that you want to capture:
   1. Open the Window/Object that you want to capture, if it is not already open
   2. Make sure that the portion of the Window/Object that you want to capture is visible on your monitor
C. Activate FastStone Capture, **if it is not already active**:

   1. Double click on the FastStone Capture icon on your desktop:

   a. The FastStone Capture icon will appear in your System Tray

   2. The Capture Panel will appear on your desktop
D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
         (a) **To Editor** icon
         (b) **To Clipboard** icon
         (c) **To File** icon
         (d) **To File (Auto Save)** icon
         (e) **To Printer** icon
         (f) **To Email** icon

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(g) **To Word** icon

(h) **To PowerPoint** icon

(i) The developer of FastStone Capture has outdone himself this time!!!

 b. If you do not want to change the Output Option, skip the next step

2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
 a. Click on the Output Option that you want to use
 b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option

E. Make the Capture using the Window/Object option:
1. Select the Capture Window/Object option by either:

 a. Clicking on the Capture Window/Object icon on the Capture Panel, or
 b. Using the Keyboard shortcut [Shift+PrtSc]

 c. You can cancel the selection option by pressing the Escape key **E**

2. FastStone Capture will place a red box around a window or object
3. Move the cursor around on the screen and you will see the red box jump around so that it surrounds the window or object that is under the cursor
4. When the red box is surrounding the window or object that you would like to capture, just click and depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

F. Capture multiple Window(s)/Objects:
1. Introduction:
 a. FastStone Capture now allows you select and capture multiple window(s)/Objects in the same capture
 b. This lets us to capture more than one window in a single capture, as well as multiple objects such as multi-level menus
 c. This process requires the use of keyboard shortcut keys
2. Here is how it is done – follow these steps carefully:
 a. Display all of the windows or objects that you want to capture on your monitor
 b. Initiate the capture by holding down the Shift key and pressing the PrtSc key
 c. Use the cursor to point to the first window/object that you want to capture – a red outline will appear around the window/object – do not click on the window/object yet
 d. Press **and hold down** the Ctrl key (hold it down until I tell you to let it go)
 e. Click on the first window/object that you want to capture and it should turn black
 f. Are you still holding down the Ctrl key?
 g. Click on the second window/object that you want to capture (while still holding down the Ctrl key) and it will also turn black
 h. Repeat this procedure until you have finished selecting the windows/objects that you want to capture
 i. Now you can let go of the Ctrl key!!!
 j. To make the capture, press the Enter key, and depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

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8. Capture Rectangular Region [Ctrl+PrtSc]

A. Introduction:
   1. This Capture option make it easy to capture any rectangular region that is visible on your monitor
B. Display the Rectangular Region that you want to capture:
   1. Make sure that the rectangular region that you want to capture is visible on your monitor, if it is not already visible
C. Activate FastStone Capture, **if it is not already active**:
   1. Double click on the FastStone Capture icon [icon] on your desktop:
      a. The FastStone Capture icon will appear in your System Tray [icon]
      b. The Capture Panel [icon] will appear on your desktop
D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
         (a) **To Editor** icon [icon]
         (b) **To Clipboard** icon [icon]
         (c) **To File** icon [icon]
         (d) **To File (Auto Save)** icon [icon]
         (e) **To Printer** icon [icon]
         (f) **To Email** icon [icon]
         (g) **To Word** icon [icon]
         (h) **To PowerPoint** icon [icon]
         (i) The developer of FastStone Capture has outdone himself this time!!!
      b. If you do not want to change the Output Option, skip the next step
   2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
      a. Click on the Output Option that you want to use
      b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option
E. Make the Capture using the Rectangular Region option:
   1. Select the Capture Rectangular Region option by either:
      a. Clicking on the Capture Rectangular Region icon [icon] on the Capture Panel, or
      b. Using the Keyboard shortcut [Ctrl+PrtSc]
      c. You can cancel the selection option by pressing the Escape key E
   2. FastStone Capture will display:
      a. The Selection crosshairs [icon], and
      b. The Preview box

3. Select the Rectangular Region that you want to capture:
   a. FastStone Capture provides three different methods for selection the Rectangular Region - **use one of these three methods**:
      (1) Click and drag starting in the upper left corner of the rectangular region and drop in the lower right corner of the rectangular region, or
      (2) Click (and don't drag) in the upper left corner of the rectangular region, and then click in the lower right corner of the rectangular region, or
      (3) Precise selection:
         (a) Select the upper left corner of the rectangular region:
            1. Move the cursor to a point that approximates the location of the upper left corner - do not click
            2. Use the Arrow keys on your keyboard to nudge the crosshair - left, right, up, down - until the crosshair ┼ is at the exact point that you want to use as the upper left corner of the rectangular region
            3. Press the Enter key or the Space Bar on your keyboard to mark the upper left corner
         (b) Select the lower right corner of the rectangular region:
            1. Move the cursor to a point that approximates the location of the lower right corner - do not click
            2. Use the Arrow keys on your keyboard to nudge the crosshair - left, right, up, down - until the crosshair ┼ is at the exact point that you want to use as the lower right corner of the rectangular region
            3. Press the Enter key or the Space Bar on your keyboard to mark the lower right corner
4. When you have completed the selection process, depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

9. Capture a Freehand Region [Shift+Ctrl+PrtSc]

A. Introduction:
   1. This Capture option makes it easy to capture an Irregular Region that is visible on your monitor
B. Display the Region that you want to capture:
   1. Make sure that the region that you want to capture is visible on your monitor, if it is not already visible
C. Activate FastStone Capture, **if it is not already active**:
   1. Double click on the FastStone Capture icon on your desktop:
      a. The FastStone Capture icon will appear in your System Tray
      b. The Capture Panel will appear on your desktop

D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
         (a) **To Editor** icon
         (b) **To Clipboard** icon
         (c) **To File** icon
         (d) **To File (Auto Save)** icon
         (e) **To Printer** icon
         (f) **To Email** icon
         (g) **To Word** icon
         (h) **To PowerPoint** icon
         (i) The developer of FastStone Capture has outdone himself this time!!!
      b. If you do not want to change the Output Option, skip the next step
   2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
      a. Click on the Output Option that you want to use
      b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option
E. Make the Capture using the Irregular Region option:
   1. Select the Capture Irregular Region option by either:
      a. Clicking on the Capture Irregular Region icon ![icon] on the Capture Panel, or
      b. Using the Keyboard shortcut [Shift+Ctrl+PrtSc]
      c. You can cancel the selection option by pressing the Escape key E
   2. FastStone Capture will display:
      a. The Irregular Selection cursor ![cursor] , and
      b. The Preview box
   3. Select the Irregular Region that you want to capture:
      a. FastStone Capture provides two different methods for selection the Rectangular Region - **use one of these methods**:
         (1) **Point-to-point selection** - you select points and FastStone Capture connects the points with straight lines:
            (a) Move the Irregular Selection cursor to the first point that you want to select and either:
               1. Click, or
               2. Press the Space Bar on you keyboard
            (b) Move the Irregular Selection cursor to the next point and either:
               1. Click, or
               2. Press the Space Bar on you keyboard, and FastStone Capture will draw a straight line between the two points

(c) Move the Irregular Selection cursor to as many more points as you would like and either:
   1. Click, or
   2. Press the Space Bar on you keyboard, and FastStone Capture will continue to draw additional straight lines between the points
(d) To close the path and end the selection process, either:
   1. Double click on the final point, or
   2. Press the Enter key on your keyboard
(2) **Freehand selection** - you simply click and drag to make a selection:
   (a) Click and drag to make the selection
   (b) To close the path and end the selection process, either:
      1. Double click on the final point, or
      2. Press the Enter key on your keyboard
4. When you have completed the selection process, Depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

10. Capture a Full Screen [PrtSc]

A. Introduction:
   1. This Capture option make it easy to capture the Full Screen that is visible on your monitor
B. Display the Full Screen that you want to capture:
   1. Make sure that the Full Screen that you want to capture is visible on your monitor, if it is not already visible
C. Activate FastStone Capture, **if it is not already active**:
   1. Double click on the FastStone Capture icon on your desktop:
      a. The FastStone Capture icon will appear in your System Tray
      b. The Capture Panel will appear on your desktop
D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
         (a) **To Editor** icon
         (b) **To Clipboard** icon
         (c) **To File** icon
         (d) **To File (Auto Save)** icon
         (e) **To Printer** icon
         (f) **To Email** icon
         (g) **To Word** icon
         (h) **To PowerPoint** icon
         (i) The developer of FastStone Capture has outdone himself this time!!!

      b.   If you do not want to change the Output Option, skip the next step
   2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
      a.   Click on the Output Option that you want to use
      b.   FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option
E. Make the Capture using the Full Screen option:
   1. Select the Capture Full Screen option by either:
      a.   Clicking on the Capture Full Screen icon ⬚F on the Capture Panel, or
      b.   Using the Keyboard shortcut [PrtSc]
   2. FastStone Capture will automatically capture the Full Screen and, depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

11. Capture a Scrolling Window [Ctrl+Alt+PrtSc]

A. Introduction:
   1. This is the only Capture option that allows you to capture an entire section even if part of the section is not visible on your monitor
   2. This option makes it easy to capture any scrolling window, even a scrolling window that is within another scrolling window
B. Display the Scrolling Window that you want to capture:
   1. Make sure that at least part of the Scrolling Window that you want to capture is visible on your monitor, if it is not already visible
C. Activate FastStone Capture, **if it is not already active**:
   1. Double click on the FastStone Capture icon 📕 on your desktop:
      a.   The FastStone Capture icon will appear in your System Tray ▨
      b.   The Capture Panel ▭ will appear on your desktop
D. Select the Output Option that you want to use, **if it is not already selected**:
   1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
      a.   You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
          (a) **To Editor** icon 🎨▾
          (b) **To Clipboard** icon 📋▾
          (c) **To File** icon 💾▾
          (d) **To File (Auto Save)** icon 🖼▾
          (e) **To Printer** icon 🖨▾
          (f) **To Email** icon 📧▾

(g) **To Word** icon

(h) **To PowerPoint** icon

(i) The developer of FastStone Capture has outdone himself this time!!!

b. If you do not want to change the Output Option, skip the next step

2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:

a. Click on the Output Option that you want to use

b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option

E. Make the Capture using the Scrolling Window option (see the next section for the Custom Scrolling Window option):

1. Select the Capture Scrolling Window option by either:

a. Clicking on the Capture Scrolling Window icon on the Capture Panel, or

b. Using the Keyboard shortcut [Ctrl+Alt+PrtSc]

2. Select and capture the Scrolling Window:

a. Move the cursor to the scrolling window that you want to capture and FastStone Capture will display a red box outline around the window

b. Click inside of the red box and FastStone Capture will automatically scroll through the window and, depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

F. Make the Capture using the Custom Scrolling Window option (see the next section for the Regular Scrolling Window option):

1. Select the Capture Scrolling Window option by either:

a. Clicking on the Capture Scrolling Window icon on the Capture Panel, or

b. Using the Keyboard shortcut [Ctrl+Alt+PrtSc]

2. Select and capture the Scrolling Window:

a. Make sure that the scrolling window is scrolled to the top

b. Hold down the Ctrl key on your keyboard and click and drag to form a box around the portion of the window that contains the scrolling window as shown in this graphic:

   c. Click on the downward pointing arrow of the scrolling window and FastStone Capture will automatically scroll through the window and, depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

12. Capture a Fixed Region [Ctrl+Shift+Alt+PrtSc]:

A. Introduction:
1. This Capture option make it easy to capture a fixed rectangular region that is visible on your monitor
2. You can specify the size of the region (in Pixels)

B. Display the Rectangular Region that you want to capture:
1. Make sure that the rectangular region that you want to capture is visible on your monitor, if it is not already visible

C. Activate FastStone Capture, **if it is not already active**:
1. Double click on the FastStone Capture icon on your desktop:
   a. The FastStone Capture icon will appear in your System Tray
   b. The Capture Panel will appear on your desktop

D. Select the Output Option that you want to use, **if it is not already selected**:
1. FastStone Capture will use the Output Option that you used the last time that you used FastStone Capture:
   a. You can tell which Output Option was used the last time by looking at the Output Option **icon** - it will look like one of these:
      (a) **To Editor** icon
      (b) **To Clipboard** icon
      (c) **To File** icon
      (d) **To File (Auto Save)** icon
      (e) **To Printer** icon
      (f) **To Email** icon
      (g) **To Word** icon
      (h) **To PowerPoint** icon
     (2) The developer of FastStone Capture has outdone himself this time!!!
   b. If you do not want to change the Output Option, skip the next step
2. If you want to change the Output Option, click on the active Output Option icon on the Capture Panel and a dropdown menu will appear:
   a. Click on the Output Option that you want to use
   b. FastStone Capture will remember the Output Option that you choose and will automatically use that Output Option until you change the Output Option

E. Make the Capture using the Rectangular Region option:
1. Select the Capture Rectangular Region option by either:
   a. Clicking on the Capture Rectangular Region icon ▢ on the Capture Panel, or
   b. Using the Keyboard shortcut [Ctrl+PrtSc]
   c. You can cancel the selection option by pressing the Escape key E
2. FastStone Capture will display:
   a. The Selection crosshairs ╬ , and
   b. The Preview box
3. Select the Rectangular Region that you want to capture:
   a. FastStone Capture provides three different methods for selection the Rectangular Region - **use one of these three methods**:
      (1) Click and drag starting in the upper left corner of the rectangular region and drop in the lower right corner of the rectangular region, or
      (2) Click (and don't drag) in the upper left corner of the rectangular region, and then click in the lower right corner of the rectangular region, or
      (3) Precise selection:
         (a) Select the upper left corner of the rectangular region:
            1. Move the cursor to a point that approximates the location of the upper left corner - do not click
            2. Use the Arrow keys on your keyboard to nudge the crosshair - left, right, up, down - until the crosshair ╬ is at the exact point that you want to use as the upper left corner of the rectangular region
            3. Press the Enter key or the Space Bar on your keyboard to mark the upper left corner
         (b) Select the lower right corner of the rectangular region:
            1. Move the cursor to a point that approximates the location of the lower right corner - do not click
            2. Use the Arrow keys on your keyboard to nudge the crosshair - left, right, up, down - until the crosshair ╬ is at the exact point that you want to use as the lower right corner of the rectangular region
            3. Press the Enter key or the Space Bar on your keyboard to mark the lower right corner
4. When you have completed the selection process, depending on the Output Option that you selected, the capture process could be complete or addition steps may be required - If you need help completing the capture process, refer to the Output Options section of this tutorial

13. Screen Recorder

A. Introduction:
1. This is a stand-alone feature in FastStone Capture
2. None of the information covered in this tutorial up to this point is applicable to the Screen Recorder
3. The Screen Capture feature is quite easy to use, but if you need a bit of help getting started, I will attempt to provide that help in this section of this tutorial
4. The Screen Recorder records all of the activity on your monitor (or in a designated portion of your monitor) and creates and saves a video file complete with audio that can be replayed at any time

5. I have already discovered many different uses for this feature and I am looking forward to discovering many more uses - I find that when I have a new tool, it is only a matter of time before I can find many ways to use it

6. Please take note that this feature uses a lot of computing resources and that some computers may not be powerful enough to handle the recording feature - give it a try on your computer to see if it is up to the task

B. Activate the Screen Recorder and select the Recording Area:

1. Click on the Screen Recorder icon on the Capture Panel, and (after a short pause), the Screen Recorder Control Panel will appear:

2. Select the desired Recording Area by clicking on the applicable radio button on the Control Panel - the graphic shown above indicates that I have selected to capture and record the activity on the Full Screen

C. Set the Recording Options:
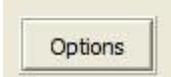
1. Click on the Options button and the Options Dialog box will appear - it should look like this (the default Video options are shown):
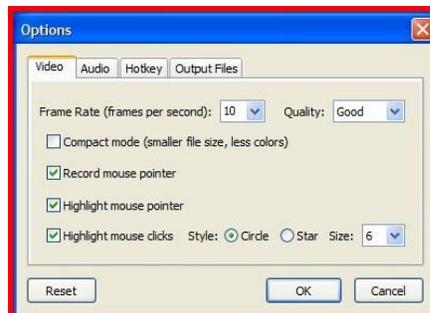
2. There are four tabs on the Options dialog box:
    a. Video
    b. Audio
    c. Hotkey
    d. Output files
3. Click on each of the tabs to open the applicable Options window:
    a. Read the default settings on each window
    b. If you want to make any changes to the default settings, just click on the appropriate choices
    c. If you want to reset the Options to their default settings, just click on the Reset button
    d. For the purposes of this tutorial, I will assume that you have accepted the default options
4. Click on the OK button to close the Options dialog box and to return to the Screen Recorder control panel

D. Record and save the Video file:

1. Click on the Record button on the control panel and a Screen Recorder window will appear, announcing that the program is "Preparing For Recording"
2. After a pause, a Screen Recorder window will appear - it will look something like this:

3. It may be good for you to take note of the Hotkey that you have selected to use to Stop Recording - the graphic shown above indicates that the Hotkey is the F11 key (this is the default Hotkey)

4. When you are ready to start recording, click on the Start button and your video session will begin
5. When you are finish with all of the tasks that you want to record, press the Hotkey - in this case, the F11 key, and the Save As dialog box will appear - it will look something like this:
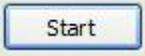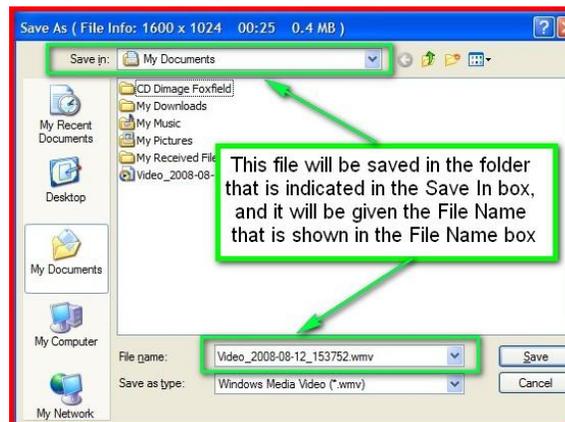
6. Click on the Save button on the Save As dialog box to save the video file to your computer
7. The video file should open and play automatically in your default media player
8. After you have previewed the video file, close your media player
9. The Screen Recorder dialog box will still be open on your monitor:
    a. To record another video, click on the Record button
    b. To close the Screen Recorder dialog box, click on the Exit button

14. Run FastStone Capture when Windows Starts

A. Introduction:
    1. By default, you need to be running FastStone Capture before it can be used for screen captures
    2. People who use FastStone Capture frequently may want to have FastStone Capture run automatically each time they start Windows
    3. This section describes how to change the setting that determines whether or not FastStone Capture will run automatically at startup
    4. When you select this option, FastStone Capture will run and minimize to the System Tray automatically each time that Windows starts
B. Change the Setting:
    1. Open FastStone Capture, **if it is not already open**:

    a. Double click on the FastStone Capture icon ![FastStone Capture icon] on your desktop, and:
        (1) The FastStone Capture icon will appear in your System Tray – the System Tray should look

        something like this: ![system tray]
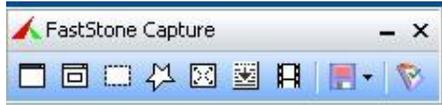
        (2) The Capture Panel ![Capture Panel] will appear on your desktop
    2. Change the setting that controls this feature:

    a. Click on the Settings icon ![settings icon] on the Capture Panel and a dropdown menu will appear
    b. Click on Settings and the Settings dialog box will appear
    c. On the Capture window of the dialog box:
        (1) Click on the Run and Minimize to System Tray when Windows Starts checkbox
        ![Run and minimize to System Tray when Windows starts checkbox] to select this option
        (2) If you do not want FastStone Capture to run automatically when Windows starts, there should be no checkmark in this checkbox
    d. Click on the OK button
    e. For the purposes of this tutorial, I will assume that you have not selected this option

15. FastStone Capture's Capture Panel

A. Introduction:

1. By default, when you open FastStone Capture, the Capture Panel is displayed on your monitor as a floating panel that appears on the top of each new window that you open so that you will always have access to it
2. This section describes some of the ways to move, minimize and customize the Capture Panel
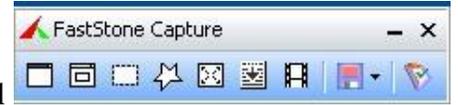
B. Move the Capture Panel:
1. Point to the Title bar of the Capture Panel and your cursor will change into a four-headed arrow
2. Click, drag and drop to move the Capture Panel to a new location

C. Add Icons to the Capture Panel:
1. You can add icons that will (all of these features are covered in subsequent sections of this tutorial):
   a. Open a file in the FastStone Capture Editor
   b. Activate the Screen Magnifier
   c. Activate the Screen Color Picker
   d. Activate the Screen Ruler
2. Open FastStone Capture Capture Panel if it is not already opened
3. Add the icons to the Capture Panel:

   a. Click on the Settings icon on the Capture Panel and a dropdown menu will appear
   b. Click on Settings and the Settings dialog box will appear
   c. On the Capture window of the dialog box:
      (1) Next to Show More Buttons on Capture Panel
      , click on the applicable checkboxes to select the icon(s) that you would like to add to the Capture Panel:
      (a) Open a file in the FastStone Capture Editor
      (b) Open the Screen Recorder (selected by default)
      (c) Activate the Screen Magnifier
      (d) Activate the Screen Color Picker
      (e) Activate the Screen Ruler
   d. Click on the OK button and the selected icon(s) will be added to the Capture Panel
   e. Repeat these steps to remove the icons from the Capture Panel
   f. For the purposes of this tutorial, I will assume that you have not added any of these icons to the Capture Panel

D. Minimize and Maximize the Capture Panel:
1. If you do want to keep FastStone Capture active, but do not want to see the floating Capture Panel displayed on your desktop, you can minimize the Capture Panel
2. Minimize and Maximize the Capture Panel:
    a. Click on the Minimize ▬ near the right end of the Title bar of the Capture Panel and the Capture Panel will be minimized to your System Tray
    b. FastStone Capture remains fully functional when the Capture Panel is minimized and you can still use the Hotkeys (as described in a subsequent section of this tutorial) to control FastStone Capture when it is minimized
    c. Click on the FastStone Capture icon in your System Tray and the Capture Panel will appear maximized on your desktop
    d. For the purposes of this tutorial, I will assume that you have left the Capture Panel maximized on your desktop
E. Use the Capture Panel to close FastStone Capture:
1. Click on the Close X button ✕ on the Capture Panel to close FastStone Capture

16. Image Editor and Draw Tool

A. Introduction:
1. The FastStone Capture Editor is like a program within a program - and you get it for no extra charge
2. You can use it to edit your screen captures
3. You can even use it to edit your images even though they are not screen captures
4. I have discovered that the Editor is a great way to add annotations and effects to my screen captures and to other images
5. In this section:
    a. I will touch on some of the features of the Editor and I will leave the rest in your fine hands
    b. I will attempt to teach by example - I will capture an image from the Internet and I will use that image to demonstrate the various features
B. Capture a screen image:
1. Open FastStone Capture, if it is not already open
2. Follow the steps described in the applicable sections of this tutorial to:
    a. Set the Output Option to: To Editor
    b. Capture a screen - I used an image that I captured from a Web page using the Capture Rectangle Region option

c. My screen capture opened in the Editor and it looks like this (it is a picture of a child feeding some ducks):
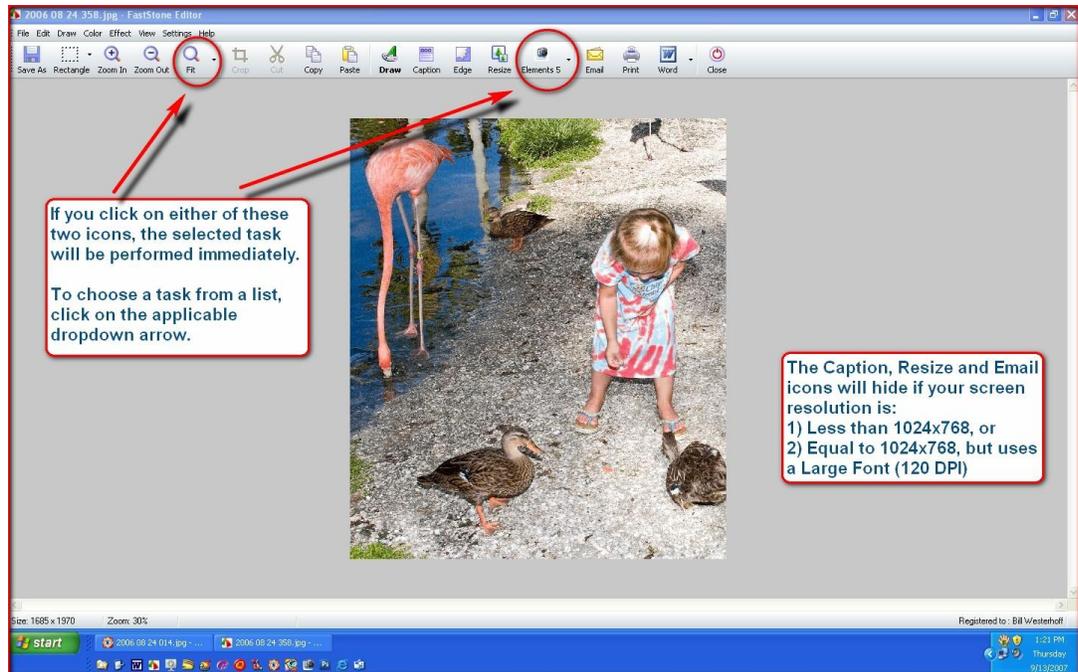
C. **Save the screen image:**

1. Click on the Save As button ![Save As] on the Editor's toolbar and the Save As dialog box will appear
2. Name and save the image to a folder on your hard disk
3. What happened? - by default, the Editor closes whenever you first save a screen capture - you can change that default if you like (see the Default Settings section of this tutorial), but we will just open the saved image and go on from there
4. Proceed to the next step

D. **Open an image in the Editor:**
1. The easiest way to open an image in the Editor is to drag-and-drop it either on the FastStone Capture title bar, or on the Editor window if it is open
2. You can also open in image in the Editor:

   a. Click on the Settings icon ![icon] on the FastStone's Capture Panel and a dropdown menu will appear
   b. Click on Open File in Editor (the fourth item on the dropdown menu) and the Open dialog box will appear
   c. Select and open the captured image that you saved in the previous step and it will appear in the Editor

E. **Using the Draw Tool:**
1. Introduction:
   a. The Draw Tool is like yet another program within a program
   b. When you open the Draw Tool, a new window appears and you do all of your work in that window and then you return to the Editor when you are through

    c. One word of caution:
        (1) If leave the Draw Tool window and return to the Editor window, you can return to the Draw Tool window and re-edit the changes that you just made
        (2) However, when you complete the capture by sending it to the location as specified by the Output Option, you cannot subsequently reopen the captured image and re-edit the changes that you previously made in the Draw Tool window – those

2. Open the Draw Tool window:

    a. Click on the Draw icon on the toolbar **Draw** and the Draw window will appear

3. Add a Text Box to your image:

    a. Click on the Text tool **A** on the toolbar and the cursor will turn into crosshairs
    b. Click any place on the image and:
        (1) A Text Box will appear, and
        (2) The Text Style toolbar will appear near the top right of the Draw window

        (3) It should look something like this (your settings will be the settings that you used the last time you used this tool)
    c. Enter your text:
        (1) Make any changes that you like to the Text Style settings
        (2) Click (you may need to double click) within the text box and type the text that you want to appear - I will type *Ducks*
        (3) Change the text style settings after you have entered text:
            (a) Click and drag to select the text that you want to change
            (b) Make changes on the Text Style toolbar and the selected text will reflect the changes
            (c) You can use the green "handles" on the outline of the text box to create "tails" as shown below
            (d) My Text Box now looks like this:

    d. Resize and relocate the Text Box:
        (1) Click and drag any of the little black handles on the Text Box to resize it
        (2) Click and drag within the Text Box to relocate it
    e. Change the appearance of the Text Box:
        (1) Look at the options on the toolbar that is on the bottom of the Draw window:
        (2) The Background option lets you show a background or make the background transparent
        (3) The two Color boxes let you change the color of the border and the background (if it is not transparent)
        (4) The Rounded Corners option lets you make the corners of the Text Box round or square

(5) The Line Spacing option lets you change the spacing between lines of text (assuming you have more than one line)

(6) The Opacity option lets you change the opacity of the entire text object

(7) The Drop Shadow option lets you control the drop shadow that will show around the Text Box

4. Add an Arrow to your image:

a. Click on the Straight Line tool on the toolbar and your cursor will turn into crosshairs and the Straight Line options bar will appear at the bottom of the window

b. Click on the image and a straight line will appear

c. Use the handles at the ends of the line to change location, size and direction of the line

d. You can change the Straight Line options either before or after you draw the line - here are the options:

e. Here are the Straight Line options:

(1) The Color box controls the color of the line

(2) The Width box controls the width of the line

(3) The Arrow checkbox converts the straight line to an arrow when it is checked

(4) The Opacity option controls the opacity of the line

(5) The Drop Shadow option and Ellipses controls the drop shadow

(6) After making a few changes, this is how my Straight Line (Arrow) looked:

5. Add Outlines, Ellipses, Highlights, Etc.
    a. The steps are all very similar to those outlined above, so I will not bore you with them
    b. Here is how some of them looked when I stuck them on the image:

6. Make changes and deletions:
    a. While you are still in the Draw window you can click on any object to select it and:
        (1) Make as many change as you like

        (2) Click on the Delete button on the toolbar to delete it (or press the Delete key)
7. Copy/Cut/Paste parts of the image:
    a. Click on the Marque selection tool and select part of the image
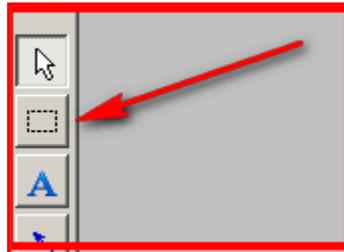
    b. Right click within the selection and click on Cut or Copy (also available are Crop and Delete)
    c. Right click on another part of the image and click on Paste
8. Fill with color:

    a. Click on the Paint Can icon
    b. Select a fill color
    c. Click on the image to cover it with the color
9. Undo and Redo:

    a. Click on the Undo and/or the Redo icons to sequentially undo or redo steps

10. Zoom In/ Zoom Out:

a. Click on the Zoom buttons to Zoom In and Zoom out

11. Close the Draw window:
   a. When you are finished adding objects to your image and when you are certain that you do not want to make any more changes, click on the OK button to return to the Editor window
   b. After you return to the Editor window, you will no longer be able to change any of the objects, even if you later reopen the image in the Draw window
   c. After you return to the Editor window, if you decided that you do not like the objects that you added, you can **eliminate all of them** using the Undo function (Edit>Undo or Ctrl + Z)

F. Add Captions to your images:
   1. Introduction:
      a. This feature adds a caption box and a caption either above or below the image
      b. You have a lot of control over the appearance of the caption box and the text
   2. Open an image:
      a. Since I still have my child image open in the Editor, I will use that image for this example
      b. If you want to use a different image, just open it in the Editor

   3. Click on the Caption button on the toolbar to open the Caption dialog box
   4. Enter you caption - I will enter *Winter Vacation 2007*
   5. Set up your options for the Caption box and the Caption text:
      a. Click on the Options button and the Captions settings dialog box will appear
      b. Choose your options:
         (1) The Header checkboxes add plain text information near the top of the Caption box:
            (a) Try checking them one at a time to see how they will look in the Preview window
            (b) I left them all unchecked
         (2) The Position checkboxes determine the placement of the caption:
            (a) Click on the applicable radio button to determine the placement
            (b) I left the Above The Image checkbox checked
         (3) The Border And Colors color boxes control the color of the border and the fill color – you can click on them to change the colors
         (4) The Border Size box determines the width of the line around the border:
            (a) Try changing the number and see how the border looks in the Preview window
            (b) I left the Border Size set to 3
         (5) The Font button allows you to select the font, font style, font size, color, etc.
         (6) The Font color box determines the color of the text
         (7) The alignment buttons allow you to specify the alignment to the text within the caption box
         (8) When you are finish making your settings, click on the OK button to return to the Caption dialog box
         (9) Click on the Add button to return to the Editor window

6. Change or remove the Caption box and/or the Caption text:
    a. As long as the image is still open in the FastStone Editor, you change or remove Caption box:

    (1) To make changes, click on the Caption button [Caption] and repeat the steps as described above
    (2) To remove the Caption box, use the Undo function (Edit>Undo or Ctrl + Z)
7. Close the Draw window:
    a. We are finished working with this image so we will close it without saving it:
    (1) Click on Edit on the Menu bar and a dropdown menu will appear
    (2) Click on Close and an alert window will appear
    (3) Since we do not have any reason to save this image, we will click on the No button
G. Count and/or Reduce the number of colors in a screenshot:
    1. Introduction:
        a. This feature allows us to count and/or reduce the number of colors in a screenshot
        b. Reducing the number of colors in an image will reduce its file size
    2. Open the image in the Editor, if it is not already open:
        a. Click on the Settings icon [icon] on the Capture Panel and a dropdown menu will appear
        b. Click on Open File in Editor and the Open dialog box will appear
        c. Navigate to and select the image that you want to open and click on the Open button
    3. To count the number of colors in the image:
        a. Click on Color on the Menu bar and a dropdown menu will appear
        b. Click on Count Colors and FastStone Capture will count the colors and display the results in an information box
    4. To Reduce the number of colors in the image:
        a. Click on Color on the Menu bar and a dropdown menu will appear
        b. Point to Reduce Colors and a flyout menu will appear
        c. Click on the number of colors that you want in the image and, if there was a larger number of colors in the picture, the number of colors will be reduced to the number that you selected
        d. This will result in a smaller file size for the image
    5. Save the image

H. Obscure (Blur) part of the screenshot:
1. Introduction:
   a. This feature provides an easy way for you to obscure sensitive information that is on the screenshot
2. Obscure (Blur) part of the screenshot:
   a. Select the part of the screenshot that you want to obscure:
      (1) Click and drag the cursor to form a rectangular marquee around the portion of the screen shot that you want to blur
      (2) Use the handles on the marquee to resize the marquee
      (3) Click and drag within the marquee to move the selection
      (4) When you are satisfied with the selection, go on to the next step
   b. Blur the selection:
      (1) Click on Effect on the Menu bar and a dropdown menu will appear
      (2) Click on Obscure (Blur) and selected portion of the screenshot will be blurred
      (3) To increase the blur, repeat these two steps as many times as you like
      (4) You may find that the Hotkey for blurring a selection is particularly useful – The Hotkey is the lower case o – not the number zero
      (5) You may also find that the Hotkeys for sequentially Undoing the blur are also helpful: Ctrl+Z
   c. Save the image
I. Add Drop Shadows, Torn Edges and Watermarks to your images:
1. Introduction:
   a. This feature allows us to add the following effects to an image:
      (1) Drop Shadow Edge
      (2) Border
      (3) Torn Edge
      (4) Fade Edge
      (5) Watermark Image (not covered in this tutorial)
2. Open an image in the Editor:
   a. Click on the Settings icon on the Capture Panel and a dropdown menu will appear
   b. Click on Open File in Editor and the Open dialog box will appear - I opened a picture of a vacation house - you can open any existing image or capture a new one
3. Add a Drop Shadow, Torn Edge and a Frame:

   a. Click on the Edge icon on the toolbar and the Edge/Watermark dialog box will appear - it should look something like this - the settings will be the same as the ones you used the last time you opened this dialog box:
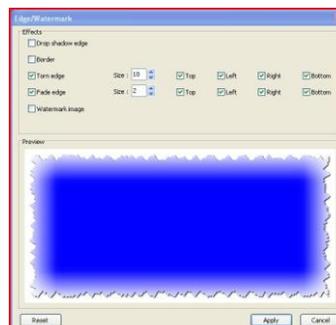
b. Click on the **Drop Shadow Edge** checkbox to select this option and:
    (1) The Drop Shadow option boxes will appear
    (2) The Preview window will show a simulation of the Drop Shadow effect
    (3) Change the Drop Shadow Edge options and watch as the changes are reflected in the Preview window:
        (a) I set the Depth at 6
        (b) I set the Blur at 3
        (c) I set the Darkness at 8
c. Click on the **Torn Edge** checkbox to select this option and:
    (1) The Torn Edge option boxes will appear
    (2) The Preview window will show a simulation of the Torn Edge effect
    (3) Change the Torn Edge options and watch the as the changes are reflected in the Preview window:
        (a) I set the Size at 30
        (b) I set the Edge location to Top, Left, Right and Bottom
d. Click on the **Fade Edge** checkbox to select this option and:
    (1) The Fade Edge option boxes will appear
    (2) The Preview window will show a simulation of the Fade Edge effects
    (3) Change the Fade Edge options and watch the as the changes are reflected in the Preview window:
        (a) I set the Size to 2
        (b) I set the Fade location to Top, Left, Right and Bottom
e. Click on the **Border** checkbox to select this option and:
    (1) A new set of options boxes will appear
    (2) A frame will appear around the Torn Edge
    (3) Change the options to change the width and color of the frame, and watch as the changes are reflected in the Preview window:
        (a) I set the Width to 1
        (b) I set the Color to red
f. Click on the **Watermark Image** checkbox to select this option and:
    (1) The Watermark options boxes will appear
    (2) The Preview window will show a simulation of the Watermark effect
    (3) Change the Watermark options and watch the as the changes are reflected in the Preview window:
        (a) Designate the file that contains the watermark that you want to use - I selected the FastStone Logo
        (b) Designate the position for the watermark - I selected bottom right
        (c) Set the Opacity for the watermark - I set the Opacity to 8
4. Apply the changes to the image:
    a. Click on the Apply button and the edge effects will show on the image in the Editor
    b. I thought that the Torn Edge was too exaggerated, so I used the Undo command and started over setting the Torn Edge Size to 10 and that looked a lot better - why??:
        (1) Apparently the resolution of the image has a lot to do with the size of the tear in the Torn Edge
        (2) Since I was using a low resolution image, the tear appeared to be too large
        (3) My advice to you is to try different settings until you get one that looks good on your image

(4) Here is how my image now appears in the Editor - notice that FastStone Capture has added a white canvas under the image:

(5) Pretty darn neat if you ask me

5. Save the image:
   a. Click on File on the Menu bar and a dropdown menu will appear
   b. Click on Save As and the Save As dialog box will appear
   c. Give the image a new name and save it to your hard disk

J. Use the Resize command:
  1. Introduction:
   a. The Resize command is a very quick and easy way to resize an image
   b. When the pixel size of an image is increased, FastStone Capture adds new pixels to the image using a sophisticated interpolation method
   c. When the pixel size of an image is decreased, FastStone Capture eliminates some of the pixels in the original image using a sophisticated interpolation method

  2. If you already have the image that you want to resize open in FastStone Capture, skip this section of this tutorial and go on to the next section, otherwise open an image in the Editor by capturing a new image or opening an existing image:

   (1) If you want to capture a new image use the procedures previously described in this tutorial to capture an image with the Editor designated as the Output
   (2) If you want to open an image that is already stored on your computer:

     (a) Click on the Settings icon [icon] on the Capture Panel and a dropdown menu will appear
     (b) Click on Open File in Editor and the Open dialog box will appear

3. Resize the image:
   a. At this point you should have an image open in FastStone Capture's Editor
   b. Click on the Resize icon Resize on the toolbar and the Resize dialog box will appear
   c. Enter the new size (in pixels) that you want to use by either:
      (1) Entering the number of pixels in either the Width or Height box (FastStone Capture will automatically change the other box to maintain the original aspect ratio of the image):
         (a) In the following graphic, I entered 1000 in the Width box and FastStone Capture entered 959 in the Height box: , or by
      (2) Selecting a Standard size in the Pick A Standard Size box by using the dropdown arrow at the right end of the box (FastStone Capture will determine the maximum width and height that can be achieved without changing the aspect ratio of the image):
         (a) In the following graphic, I selected 1280x1024 on the dropdown menu and FastStone Capture entered the 1067 in the Width box and 1024 in the Height box:

         (b) FastStone Capture used these sizes because they are the maximum sizes that can be used within the range that I selected (1280x1024), while still maintaining the aspect ratio of the image - dang, this program is smart!
4. Save the image:
   a. At this point, you can either:

      (1) Use the FastStone Capture Save As command Save As to save the resized image, or
      (2) Use one of the other FastStone Capture commands to send the image in an email message, send the image to an external editor, open the image in the FastStone Capture Draw program, etc. -the use of these commands is covered in other sections of this tutorial
5. Edit the image with the External Editor:
   a. Make any changes that you like to the image
   b. Save the image - you can save the image to the FastStone default folder (EditWith) or to any folder of your choice
K. Use the Edit With command:
1. Introduction:
   a. The Edit With command allows us to open the image that is currently open (in FastStone Capture) in another image editing program
   b. If you have never used the Edit With command before, you will need to designate at least one program as an External Editor before you can use the Edit With command - I will tell you how to do this shortly
   c. After you have edited and saved the image using the External Editor, you will be returned to the FastStone Editor

2. If you already have the image that you want to send to the External Editor open in FastStone Capture, skip this section of this tutorial and go on to the next section, otherwise open an image in the Editor by capturing a new image or opening an existing image:
    (1) If you want to capture a new image use the procedures previously described in this tutorial to capture an image with the Editor designated as the Output
    (2) If you want to open an image that is already stored on your computer:
        (a) Click on the Settings icon on the Capture Panel and a dropdown menu will appear
        (b) Click on Open File in Editor and the Open dialog box will appear - I opened a picture of a vacation house in FastStone's Editor

3. Open the image in an External Editor:
    a. At this point you should have an image open in FastStone Capture's Editor
    b. Click on the Edit With icon on the Toolbar and:
        (1) If you previously designated a program as an External Editor:
            (a) The name of that program will appear on as part of a dropdown menu
            (b) Click on the name of the External Editor and the image will open in that program
        (2) If you have not previously designated a program as an External Editor:
            (a) Click on Add Or Remove External Editors on the dropdown menu and the External Editors dialog box will appear
            (b) Click on the Add button and the Open dialog box will appear
            (c) Navigate to the folder on your hard disk that contains the executable file for the External Editor that you want to designate
            (d) Open that folder and click on the applicable executable file (for example for the Adobe Elements 5 Editor: PhotoshopElementsEditor.exe)
            (e) Click on the Open button and the Add dialog box will appear
            (f) Specify a name for the Editor (I used Elements 5)
            (g) Click on the OK button and the new program will be added to the list of programs on the External Editors dialog box
            (h) Click on the OK button and the new program will be added
            (i) Click on the Edit With icon on the Toolbar
            (j) Click on the name of the External Editor (Elements 5 in my case) and the image will open in the External Editor

4. Edit the image with the External Editor:
    a. Make any changes that you like to the image
    b. Save the image - you can save the image to the FastStone default folder (EditWith) or to any folder of your choice
    c. Close the External Editor and return to the FastStone Editor

L. Email your image:
   1. Introduction:
      a. FastStone Capture's Email command allows you to attach the image that is currently open in FastStone Capture's Editor to an email message
      b. This feature is only available if your email program can be opened using the Windows mailto: command
   2. Use the Email command:
      a. Use any method that you like to open an image in the FastStone Editor
      b. Click on the Email icon Email and the Email dialog box will appear
      c. Make any changes that you like to the settings
      d. Click on the Send Email button and the New Message window of your email program will open with the image already attached
      e. Complete the message and send it on its way

M. Print your image:
   1. The Print feature in FastStone Capture is rather basic:
      a. You should be able to print your captures without much trouble
      b. In some cases it may be preferable to save your captures to your hard disk and then use another program for printing the images

N. Send the Image to Word :
   1. There are two ways to send an image from the FastStone Capture Editor to Word:
      a. If you selected To Word as the Output option before you made a capture:
         (1) A Finish Word icon Finish (Word) appears as the first icon on the Editor's toolbar - it replaces the

            Save As icon Save As that usually appears as the first icon on the Editor's toolbar:

         (2) When you click on the Finish Word icon Finish (Word) the captured image will be inserted into your Word document at the location of the blinking cursor. If Word is not open, FastStone Capture will open it and will insert the captured image at the beginning of a new Word document.
      b. If you did not select the To Word Output option before opening the image in FastStone Capture's Editor:
         (1) Look at the next-to-last icon on the toolbar:
            (a) If it is the Word icon , click on it and the image will be inserted in your Word document at the location of the blinking cursor. If Word is not open, FastStone Capture will open it and will insert the captured image at the beginning of a new Word document.
            (b) If it is the PowerPoint icon :
               1. Click on small dropdown arrow and a dropdown menu will appear
               2. Click on Send To Word and the image will be inserted into your Word document at the location of the blinking cursor. If Word is not open, FastStone Capture will open it and will insert the captured image at the beginning of a new Word document.

O. Send the Image to PowerPoint :
1. There are two ways to send an image from the FastStone Capture Editor to PowerPoint:
    a. If you selected To PowerPoint as the Output option before you made a capture:
        (1) A Finish PowerPoint icon appears as the first icon on the Editor's toolbar - it
        replaces the Save As icon that usually appears as the first icon on the Editor's toolbar:
        (2) When you click on the Finish PowerPoint icon the captured image will be inserted on the active slide in PowerPoint. If PowerPoint is not open, FastStone Capture will open it and will insert the captured image on the first slide.
    b. If you did not select the To PowerPoint Output option before opening the image in FastStone Capture's Editor:
        (1) Look at the next-to-last icon on the toolbar:
            (a) If it is the PowerPoint icon , click on it and the image will be inserted on the active slide in PowerPoint. If PowerPoint is not open, FastStone Capture will open it and will insert the captured image on the first slide
            (b) If it is the Word icon :
                1. Click on small dropdown arrow and a dropdown menu will appear
                2. Click on Send To PowerPoint and the image will be inserted on the active slide in PowerPoint. If PowerPoint is not open, FastStone Capture will open it and will insert the captured image on the first slide
P. After you are finished working FastStone Capture's Editor:
1. Click on the Close icon to close the Editor

17. Hotkeys

A. Introduction:
1. You can use keyboard key combinations (Hotkeys) to initiate most of FastStone Capture functions
2. People who use the program regularly may find that this is a real time savers
3. Other people will probably be better off just using the Capture Panel to initiate the functions
4. The Hotkeys can be used whenever FastStone Capture is active - it can be running in its normal state with the Capture Panel displayed, or in its minimized state when the Capture Panel is not displayed
B. How to use Hotkeys:
1. Here is a list of the default Hotkeys for Captures are:
    a. Capture Active Window [Alt+PrtSc]
    b. Capture Window or Object [Shift+PrtSc]
    c. Capture Rectangular Region [Ctrl+PrtSc]
    d. Capture Freehand Region [Ctrl+Shift+PrtSc]
    e. Capture Full Screen [PrtSc]
    f. Capture Fixed Rectangular Region [Ctrl+Shift+Alt+PrtSc]
    g. Capture Scrolling Window [Ctrl+Alt+PrtSc]

C. Examples of how to use keyboard key combinations (Hotkeys):
- a. Make sure that FastStone Capture is running
- b. To Capture the Active Window [Alt+PrtSc]:
    - (1) Hold down the Alt key
    - (2) Press the PrtSc key
- c. To Capture a Scrolling Window [Ctrl+Alt+PrtSc]:
    - (1) Hold down **both** the Ctrl key and the Alt key
    - (2) Press the PrtSc key
- d. That's all there is to it!

D. Other Hotkeys:
1. Many other Hotkeys are available
2. They are noted on the various menu choices

18. Capture an Image from a Slide Show that is Running

A. Introduction:
1. FastStone Capture can capture a screen image from any slide show that is running on your computer
2. You must use the Hotkeys to do this

B. Capture an Image from a Slide Show that is Running:
1. Open FastStone Capture
2. Select the Output Option you would like to use:
- a. I will select the To File (Auto Save) option because I find that this option works best for me:
    - (1) Click on the Output Option icon on the Capture Panel and a dropdown menu will appear
    - (2) Click on To File (Auto Save) to select this option, if it is not already selected
    - (3) The Output Option icon now looks like this
3. Set the Auto Save default options to suit your needs:
- a. Click on the Settings button on the Capture Panel and a dropdown menu will appear
- b. Click on Settings and the Settings dialog box will appear
- c. Click on the Auto Save tab and the Auto Save window will appear
- d. Set the options to suit your needs – The Auto Save options are described in the section of this tutorial called Output Options - my settings look like this:
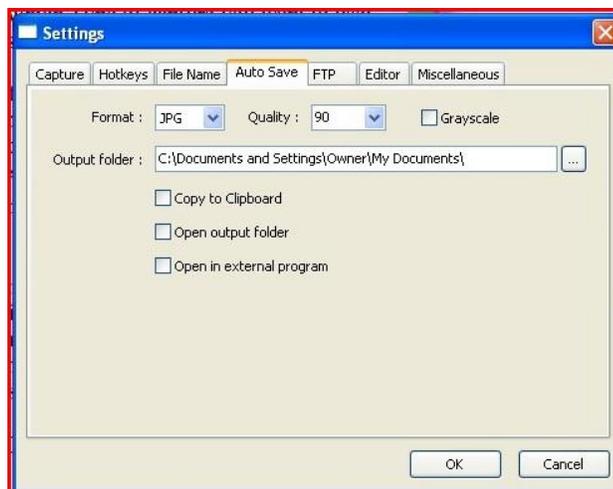
- e. Click on the OK button to set the default Auto Save settings and to close the dialog box

4. Determine which Type of capture you want to use:
   a. I will use the Capture Active Window [Alt+PrtSc] option because I find that this option works best for me - feel free to try other capture types to see what works best for you
   b. Locate the Alt key and the Print Screen [PrtSc] keys on your keyboard so that you are ready to use them when the slide that you want to capture appears on your monitor
   c. To use this Hotkey combination, you will need to hold down the Alt key and then quickly press and release the Print Screen key each time that you want to capture a screen shot
5. Minimize the Capture Panel by clicking on its Minimize button ▬ (do not **close** FastStone Capture)
6. Capture the screen shot and automatically save it to your hard disk:
   a. Run the slide show
   b. When the image that you want to capture appears on your monitor, hold down the Alt key and then quickly press and release the Print Screen key and the image will be automatically saved to your hard disk - repeat this step to capture more screen shots from the slide show
7. That's all there is to it - the images will now be on your hard disk, in the folder that you specified in the default settings

19. Convert Images to a PDF File

A. Introduction:
   1. This is yet another stand alone program within FastStone Capture
   2. It can convert image(s) into a multi-page PDF files
B. Convert image(s) into a PDF file:
   1. Open FastStone Capture, if it is not already open
   2. Click on the FastStone Capture icon ▲ on the Title Bar and a dropdown menu will appear
   3. Click on Convert Images to a PDF file and the Convert Images To A Single PDF File dialog box will appear
   4. To add images, drag-and-drop images on the image window, or use the Add button to add them
   5. After the image(s) have been added, click on the Convert to PDF button and the images will be converted to a multi-page PDF file - Wow! - that was easy!
   6. Use the Save As dialog box to designate where you would like to save your new PDF file and click on the Save button - click on the OK button that pops up
   7. If you want to create another PDF file, click on the Clear button and the add more images
   8. When you are finished with the Converter, click on the Close button

20. Acquire Images from Scanner

A. Introduction:
   1. FastStone Capture can activate your scanner software and place the scanned image in the folder that you designate
   2. You need to have a scanner that is properly installed in order to use this function (but you already knew that, didn't you?)
   3. This is not a tutorial on scanning techniques, only an attempt to get you pointed in the right direction

B. **Make the scan:**
1. Make sure that the scanner is correctly installed and that it is turned on
2. Insert the object to be scanned face down into the scanner
3. Click on the FastStone Capture icon ![icon] on the Title Bar and a dropdown menu will appear
4. Click on Acquire Images From Scanners and the Acquire Images From Scanner dialog box will appear
5. If your scanner is properly installed and is turned on, it should appear in the list in the Source box, as shown in this graphic:
6. If the name of your scanner **does not** appear in the Source box, click on the dropdown arrow at the right end of the Scanner box and then click on your scanner to select it
7. Click on the Scan button and your scanner's software should take over
8. Some scanners will perform a preview automatically when the scanner software is opened. Other scanners require that you click on a Preview button to tell the program to do the preview. When the image of the object that is in the scanner appears on your screen, you will know that the preview scan has been completed.
9. Before you make the final scan, you should check the settings in your scanner software:
    a. Check the settings in your scanner's dialog box
    b. Each scanner has a different set of settings
    c. You may need to check your scanner's documentation to decide what settings to use
10. After you have checked the settings, you are ready to do the final scan:
    a. Click on the Scan button it to initiate the final scan
    b. After the final scan is complete, you should be returned to FastStone's Acquire Images From Scanner dialog box
11. At this point you can rotate, crop, deskew and annotate scanned images directly within this tool - way to go FastStone!!!
12. At this point you can scan more items before you save the first scan - for example, this can be used to create multi-page PDF files
13. Save the Scan(s):
    a. Make your choices in the Options section of the Acquire Images From Scanner dialog box
    b. Click on the Save button and the Browse For Folder dialog box will appear
    c. Designate the folder into which you would like to save the scan and click on the OK button and the Information dialog box will appear
    d. Determine whether or not you want to view the scan in Windows Explorer:
        (1) Either check or uncheck the checkbox, depending on your decision
        (2) Click on the OK button and your scan will be saved in the destination that you specified
14. When you are finished making scans, close the Acquire Images From Scanner dialog box

21. The Screen Magnifier

A. Introduction:
   1. The Screen Magnifier is a separate feature that has been provided to assist people who have difficulty seeing material that is displayed on their monitors
   2. It is not related to the screen capturing or image editing features of FastStone Capture

B. Use the Screen Magnifier:
   1. Open FastStone Capture, if it is not already open

   2. Click on the Settings icon [icon] on the Capture Panel and a dropdown menu will appear
   3. Click on Screen Magnifier to activate the Screen Magnifier - your cursor will turn into a magnifying glass
   4. Click on the area of your desktop that you would like to magnify and the area will be magnified
   5. Click and drag to change the view of magnified area
   6. To close the Screen Magnifier:
      a. Press any key on your keyboard, or
      b. Click the Right button on your mouse

C. Change the settings for the Screen Magnifier:

   1. Click on the Settings icon [icon] on the Capture Panel and a dropdown menu will appear
   2. Click on Settings and the Settings dialog box will appear
   3. Click on the Others tab [Capture | Hotkeys | File Name | Auto Save | FTP | Color | Others] on the Settings dialog box and the Other setting window will appear
   4. Change the Screen Magnifier setting in this section of the Other window:
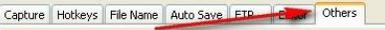
D. Add the Screen Magnifier icon to the Capture Panel:
   1. If you use the Screen Magnifier frequently, you may want to add the Screen Magnifier icon to the Capture Panel
   2. Refer to the section of this tutorial called the FastStone Capture Capture Panel for a description of how to add the Screen Magnifier icon to the Capture Panel
   3. By default, no Hotkey is designated to activate the Screen Magnifier - see the section of this tutorial that describes how to Use The Hotkeys for instructions that tell how to designate a Hotkey for this purpose

22. The Color Picker

A. Introduction:
   1. The Color Picker is a separate feature
   2. It is used to determine the color values (RGB) for any pixel that is displayed on your monitor
   3. It is not related to the screen capturing or image editing features of FastStone Capture
   4. You can access the Color Picker from FastStone's Editor by clicking on Screen Color Picker under the Colors menu, or by adding the Color Picker to the Capture Panel as described below

B. Use the Color Picker:
1. Open FastStone Capture, if it is not already open

2. Click on the Settings icon on the Capture Panel and a dropdown menu will appear
3. Click on Color Picker to activate the Color Picker:
    a. The Color Picker window will appear
    b. Your cursor will turn into an eyedropper
4. Point to any pixel that is displayed on your monitor and the RBG values of that pixel will be displayed on the Color Picker window
5. Take note of the Red, Green and Blue color values
6. Press the Esc key on your keyboard to close the Color Picker window

C. Add the Color Picker icon to the Capture Panel:
1. If you use the Color Picker frequently, you may want to add the Color Picker icon to the Capture Panel
2. Refer to the section of this tutorial called the FastStone Capture Capture Panel for a description of how to add the Color Picker icon to the Capture Panel
3. By default, no Hotkey is designated to activate the Color Picker - see the section of this tutorial that describes how to Use The Hotkeys for instructions that tell how to designate a Hotkey for this purpose

23. Screen Ruler

A. Introduction:
1. The Screen Ruler can be used to measure the sizes of objects and the distances between them
2. The Screen Ruler has been enhanced to give you more options
3. Check out all of the icons on the ruler to discover all of the possibilities:
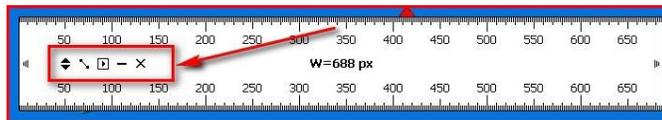
B. Use the Screen Ruler:
1. Open FastStone Capture, if it is not already open

2. Click on the Settings icon on the Capture Panel and a dropdown menu will appear
3. Click on Screen Ruler and the Screen Ruler will appear

4. To change the orientation of the Screen Ruler, click on the Orientation icon
5. To measure the distance between two points:

    a. Click on the Point To Point icon
    b. Click and drag from the starting point to the ending point and read the distance on the distance indicator
    c. Release the mouse button to return to the Screen Ruler
6. To change the Screen Ruler settings:

    a. Click on the Settings icon and a dropdown menu will appear
    b. Click on the Setting that you would like to change

7. To close the Screen Ruler either:
   a. Click on the Close X icon on the Screen Ruler, or
   b. Press the Esc key on your keyboard

C. Change FastStone Capture's settings to display an icon for the Screen Ruler on the Control Panel:

1. Point to the Settings icon on the right end of the Control Panel and a dropdown menu will appear
2. Click on Settings and the Settings dialog box will appear
3. Click on the Screen Ruler checkbox in the Capture section of the dialog box:
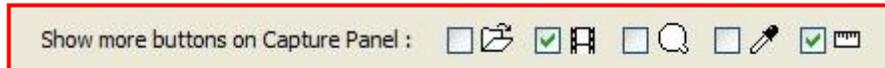
4. Click on the OK button and the Screen Ruler icon will appear on the Control Panel:
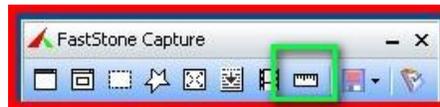
Technical Support
If you need technical support, contact FastStone at support@faststone.org