USING
FASTSTONE CAPTURE

© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

FastStone Capture[1] is a program to capture screens, to note items (using commentary, arrows, highlighting, etc.) and to send to others so that they can see what you're seeing.

I use it for capturing screens and creating screen-by-screen illustrations for my lessons. Go to http://DarryD.com to see my lessons.

You can **download** FastStone Capture at http://www.faststone.org/

1. USE CTRL + PRINT SCREEN

For this lesson, I will capture the paragraphs above.

1-1. I place my cursor where I want to begin drawing.

1-2. I use **Ctrl+PrintScreen** keys, on the keyboard. (Hold *Ctrl* key down, touch *PrintScreen* and release both.)

1-3. The capture begins (**Figure 1**):
❶ My cursor becomes a cross with cross hairs around it.
❷ I Left-click, hold, and drag from the lower-left to the upper-right, releasing the mouse button after I've finished.

Figure 1

---

[1] This lesson is for version 5.3. The current version is 5.6 but it is no longer free. One can have a 30-day trial but after that it costs $20 for a lifetime license.

Figure 2

1-4. FastStone Capture opens showing the graphic you captured (**Figure 2**).

1-5. Click on the "**Draw**" button, in the upper-right of the ToolBar.

1-6. I click on the Arrow key and Left-click, hold, and drag *toward* the point I'm trying to make (**Figure 3**).

Figure 3

Figure 4

1-7. I click on the "A" and Left-click, hold, and drag where I want to create text. (I can select the color, font and size for the text.) I type the text (**Figure 4**).

1-7. I click the "OK" button when I'm finished.

1-8. In the new window that appears — showing my work — I select "Save As" from the ToolBar.

1-9. I ensure it is going to be saved into the folder desired — usually "My Pictures."

1-10. Type a title for the graphic, such as "Website Shown 061217" where 061217 is year+month+day and click on the "OK" button or touch the *Enter* key, on the keyboard.

2. USE ALT + PRINT SCREEN

If the graphic you wish to capture is a window, use *Alt+PrintScreen*.   This is useful in capturing error messages:

2-1. With the target window on the screen, use *Alt+PrintScreen* (hold Alt key, touch the Print Screen key and release both quickly).

2-2. To select the window (**Figure 5**):
❶ Left-click on the TitleBar of the window.
❷ When you release the mouse button, a red border appears all around the window.

2-3. Left-click on the TitleBar, FastStone Capture opens.

2-4. You can click on the "Draw" button to add text, arrows, circles or squares.

Figure 5

2-5.   Left-click on the "Save As" button to save the capture and any notes you've added to it.

2-5. Be sure it is going to be saved into the desired folder.

2-6. Type a title for the graphic, such as "Graphic 061217".

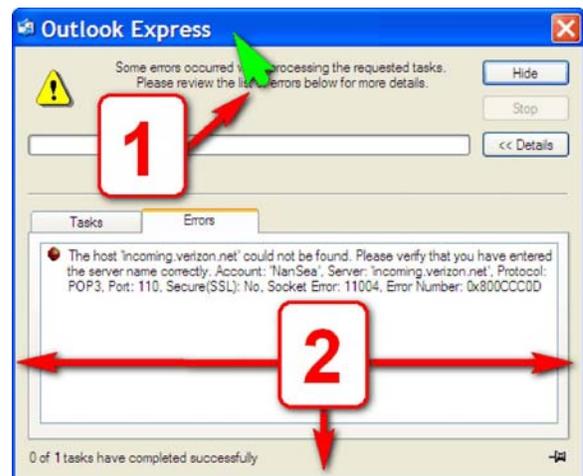2-7. Touch the *Enter* key, on the keyboard, or click on the "*OK*" button.