

How-to: Installing and Using Greenshot Software

Introduction

Greenshot is a powerful and user-friendly screenshot tool for Windows. It allows you to capture and annotate screenshots with ease. This document provides a step-by-step guide on how to install and use Greenshot.

Installation Guide 1. Download Greenshot

- Open your web browser and go to the official Greenshot website (<https://getgreenshot.org>).
- Click on the "Download" button to download the installer.

2. Run the Installer

- Locate the downloaded file (usually in your "Downloads" folder) and double-click on it.
- Follow the on-screen instructions to install Greenshot.
- Select the installation directory and click "Next."
- Choose the components you want to install (default options are recommended) and click "Install."

3. Complete the Installation

- Wait for the installation process to complete.
- Click "Finish" to exit the installer.

Using Greenshot 1. Launch Greenshot

- After installation, Greenshot will run automatically. You can also start it manually from the Start menu.

2. Capture a Screenshot

- To capture a screenshot, press the "Print Screen" key on your keyboard.
- A context menu will appear with several capture options:
- **Capture Full Screen:** Captures the entire screen.
- **Capture Region:** Allows you to select a specific area of the screen to capture.
- **Capture Window:** Captures a specific window.
- Select your desired capture option.

3. Annotate and Edit the Screenshot

- After capturing, the screenshot will open in the Greenshot editor.
- Use the toolbar to add annotations such as text, shapes, and highlights.
- Crop, resize, and adjust the image as needed.

4. Save or Share the Screenshot

- Click the "Save" icon to save the screenshot to your computer.
- Choose the file format (e.g., PNG, JPEG) and the destination folder.
- Alternatively, use the "Copy" button to copy the screenshot to the clipboard or the "Email" button to send it via email.

Conclusion

Greenshot is an essential tool for capturing and editing screenshots. By following this guide, you can quickly install and start using Greenshot to enhance your productivity.

Example

As a Technical Writer, I use Greenshot regularly to enhance the consumption of technical information by both internal team members and our customers, see below for a sample with annotations included:

The screenshot shows the Greenshot website with several annotations. A green arrow points from a text box to the 'Support Us' button. Another green arrow points from a text box to the 'Download Now' button. A red box highlights the 'Support Us' button. A text box is also present near the 'Download Now' button.

getgreenshot.org

BLOG DOWNLOADS FAQ HELP SCREENSHOTS SUPPORT US
Report a [bug](#) · Suggest a [feature](#) · Ask a [support question](#) · [sitemap](#) · [privacy policy](#) · [impressum](#)

GREENSHOT

Here's an Outline Annotation, with an arrow annotation pointing to the "Support Us" button.

Greenshot is the most awesome tool for making screenshots you can get on your Windows PC. Get it now!

DOWNLOAD NOW
Greenshot is completely free and open source!

FOR FREE! LIKE IT?

SUPPORT US
Greenshot is completely free and open source!

What is Greenshot?

Greenshot is a light-weight screenshot software tool for Windows with the following key features:

- Quickly create screenshots of a selected region, window, or the entire screen.
- Easily annotate, highlight or obfuscate parts of the screenshot.
- Export the screenshot in various ways: save to file, send to email, send Office programs or upload to photo sites like Flickr or Picasa, and others.

Here's a text annotation, with an arrow annotation, pointing to the "Download Now" button for this sample screenshot

...and a lot more options simplifying creation of and work with screenshots every day.

Being easy to understand and configurable, Greenshot is an efficient tool for project managers, software developers, technical writers, testers and anyone else creating screenshots.

Want to see more?

Of course there is more that Greenshot can do for you. Have a look at some [screenshots of Greenshot in action](#) or [try the latest release](#).