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Research, Writing, and Analysis

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# Using the Greenshot Screen Capture Tool

A Guide to Using a Free and Open-source Image  
Capture and Editing Software Application

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## Table of Contents

<b>1. Introduction.....</b>	<b>5</b>
Purpose of this document.....	5
Goal.....	5
Requirement.....	5
Document scope.....	5
Out of scope.....	5
Sources and licensing considerations .....	5
Link to download and install Greenshot .....	5
Link to Greenshot licensing information and how licensing relates to this document .....	5
Link to Greenshot GitHub repositories .....	6
The About Greenshot screen .....	6
Other brand matters and redaction .....	7
Scott's background .....	7
<b>2. Installing and opening Greenshot .....</b>	<b>8</b>
Install Greenshot.....	8
Open Greenshot .....	8
<b>3. Greenshot image editor .....</b>	<b>11</b>
Menu options .....	12
Horizontal toolbar.....	13
Object formatting toolbar .....	14
Vertical toolbar.....	14
<b>4. Using Greenshot.....</b>	<b>15</b>
Open Greenshot .....	15
Capture an image and open the Greenshot editor .....	15
Selection Tool.....	15
Draw Rectangle .....	16
Some uses for the Draw Rectangle tool .....	16
Using the Draw Rectangle tool .....	16
Formatting a rectangle object .....	16
Draw Ellipse.....	17
Some uses for the Draw Ellipse tool .....	17
Using the Draw Ellipse tool .....	17
Formatting an ellipse object .....	17
Draw Line.....	17

Some uses for the Draw Line tool ..... 18

Using the Draw Line tool ..... 18

Formatting a line object ..... 18

Draw Arrow ..... 19

    Some uses for the Draw Arrow tool ..... 19

    Using the Draw Arrow tool ..... 19

    Formatting an arrow object ..... 19

Draw Freehand ..... 21

    Some uses for the Draw Freehand tool ..... 21

    Using the Draw Freehand tool ..... 21

    Formatting a drawn object ..... 21

Add Textbox ..... 22

    Using the Add Textbox tool ..... 22

    Formatting a textbox object ..... 23

Add Speechbubble ..... 25

    Using the Add Speechbubble tool ..... 25

    Formatting a speech bubble object ..... 25

Add Counter ..... 27

    Using the Add Counter tool ..... 27

    Formatting a counter object ..... 27

Highlight ..... 29

    Using the Highlight Tool ..... 29

    Highlight Tool formatting and options ..... 29

Obfuscate ..... 31

    Using the Highlight tool ..... 31

    Obfuscate Tool options and formatting ..... 31

Effects ..... 32

Crop ..... 33

    Using the Crop tool ..... 33

Rotate Clockwise ..... 34

    Using the Rotate Clockwise tool ..... 34

Rotate Counter Clockwise ..... 35

    Using the Rotate Counter Clockwise tool ..... 35

Resize ..... 36

    Using the Resize tool ..... 36

**5. Copying and saving images ..... 37**

    Copy to clipboard ..... 37

Save as ..... 37

Save directly ..... 38

Send to printer ..... 38

**6. References ..... 39**

    Sources for this guide ..... 39

## List of Figures

**Figure 1: Greenshot About Screen ..... 6**

**Figure 2: Greenshot Crosshairs Selection Tool ..... 9**

**Figure 3: Options on the Greenshot User Interface ..... 11**

**Figure 4: The Horizontal Toolbar ..... 13**

# 1. Introduction

## Purpose of this document

This document is a writing sample of written instructions, procedures, or a “how-to” document.

## Goal

The intention in creating this work is to demonstrate an ability to create instructional documentation.

## Requirement

Create high-quality instructional documentation based on an open-source application.

## Document scope

The scope of this document includes addressing the following tasks related to using Greenshot:

- Installing and Opening Greenshot
- The Greenshot Image Editor
- Using Some of Greenshot's Key Features
- Using and Saving Captured and Edited Images

## Out of scope

Information not related to the Greenshot application, its installation, and its use are beyond the scope of this document (for example, accessing the Greenshot open-source code).

## Sources and licensing considerations

The basis of this documentation is the open-source Greenshot screen capture and editing software for Microsoft Windows.

### Link to download and install Greenshot

- Click the following link to download and install the Greenshot program: [getgreenshot.org/](https://getgreenshot.org/)

### Link to Greenshot licensing information and how licensing relates to this document

- The Open Hub® page at the following link provides information on Greenshot licensing: [www.openhub.net/p/greenshot](https://www.openhub.net/p/greenshot)

### *Greenshot licensing as it relates to this document*

As of April 13, 2023, the Open Hub page linked above states that Greenshot is licensed under the “GNU General Public License v2.0 or later.” Please note the following related points.

- A popup message for Commercial Use states that the “PERMITTED license permits or expressly restricts this software and/or derivatives to be used for commercial purposes.”
- The page linked above provides the following link to a description of the GNU General Public License: [www.openhub.net/licenses/gpl](https://www.openhub.net/licenses/gpl)

- The above-linked text of the *GNU General Public License v2.0 or later* allows “forming a work based on the Program [...]” (as of April 13, 2023) and seems to allow for the creation of a document like this.
- See also the **About Greenshot** screen image in Figure 1 below for additional reference and copyright information regarding Greenshot.
- Thus, I consider this document to be a work based on the Greenshot program in accordance with the relevant license. My intention is to conform to and respect the desires and rights of the Greenshot program authors under the licensing terms granted for my use of Greenshot images and descriptions, while also retaining whatever copyright rights I legally retain in producing my own materials.

### ***How this document uses the Greenshot application***

- This document uses and describes Greenshot version 1.2.10 Build 6 (64 bit).
- This document describes Greenshot’s functionality using written descriptions, explanations, and screen images of the Greenshot image editor (the user interface) and functionality.
- Images in this document of the Greenshot tool are to be created using Greenshot and its functionality.
- As such, this document is derived from the Greenshot open-source application.
- The images and descriptions do not modify the Greenshot user interface, except as some images contain callouts, arrows, shapes, and text boxes that obscure portions of the Greenshot image editor.
- This document does not involve working with the Greenshot program’s source code.

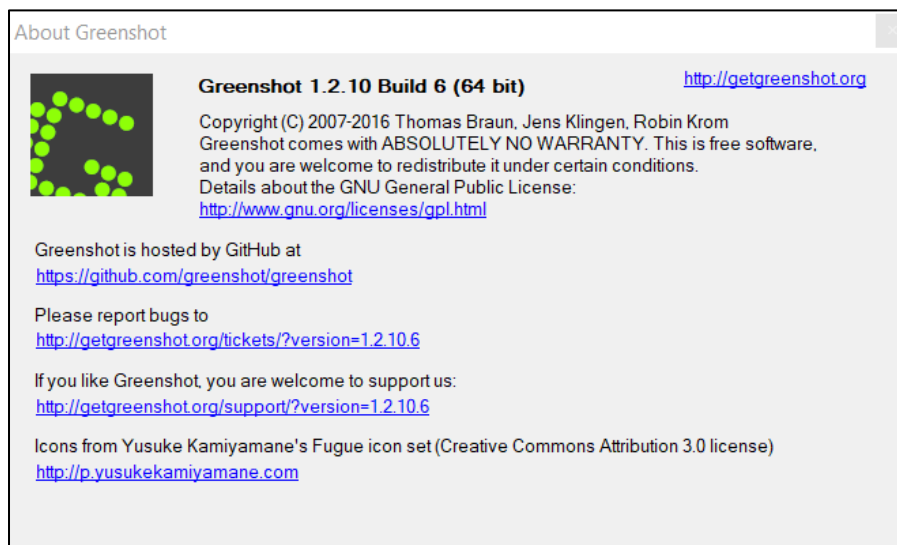
### **Link to Greenshot GitHub repositories**

The GitHub page linked below provides access to code, issues, and other repository information.

- [github.com/greenshot](https://github.com/greenshot)

### **The About Greenshot screen**

The About Greenshot screen located on the Help menu in the Greenshot image editor contains additional information and copyright details.



**Figure 1: Greenshot About Screen**

## Other brand matters and redaction

Some Greenshot images in this document contains areas that have been redacted due to the presence of brand names and images. Greenshot provides features to interact with these brands, but this functionality does not pertain to this document and it is not functionality that I have used.

To avoid further trademark issues or discussion, I have redacted the information where it appears.

### *Trademark acknowledgements*

- Microsoft and Windows are trademarks of the Microsoft group of companies.
- Mac is a trademark of Apple Inc.

## Scott's background

I've been writing and editing various types of content for over twenty years. My introduction to this work came in the late 1990s when I became a training coordinator for a commercial lender. That company put me through training in Information Mapping®, which introduced me to idea of considering how content can be structured to make it easier for readers to consume.

In the following years, I went on to earn a BA in English, graduating Summa Cum Laude. My college experience included two semesters in a technical writing internship with Hewlett-Packard. A few years after graduation, I took my first fulltime position as a technical writer—a contract position working on software development lifecycle (SDLC) documentation for a major healthcare information system.

Most of the technical writing work I've done since that contract job has been in healthcare IT, and much of that work related to that same major information system. This included more SDLC documentation, information security documents, user and system manuals, policies and procedures, help content, and user guides.

Banking is another industry where I've worked on documentation. Before my first technical writing job in healthcare IT, after 9/11 I helped a bank create procedures and job aids to help employees navigate the enhanced regulatory terrain of "Know Your Customer" and its related tasks. My banking experience also includes creating and presenting training materials and working as a business analyst to help determine business requirements and review/edit use cases for new bank systems and processes.

Of course, all of the above work involved proprietary and confidential documentation, which highlights my need for a document like this that I can share.

## 2. Installing and opening Greenshot

This section discusses how to download, install, and open Greenshot—a free, open-source tool for capturing computer screen images and editing the captured images.

**IMPORTANT:** Before downloading or installing Greenshot, it is advisable to perform your own due diligence to satisfy yourself as to the safety of the Greenshot program.

Due diligence could include performing web searches for reviews, security scans (such as VirusTotal.com), or reviewing materials and information from the following Greenshot-related sites:

- [getgreenshot.org/](https://getgreenshot.org/)
- [www.openhub.net/p/greenshot](https://www.openhub.net/p/greenshot)
- [github.com/greenshot](https://github.com/greenshot)

I can state that I have used Greenshot personally and at a former employer with no apparent issues.

### Install Greenshot

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#### Step 1

Access the [getgreenshot.org/](https://getgreenshot.org/) website.

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#### Step 2

Click the Download Now button.

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#### Step 3

Click the **Latest Stable** button—this is the latest version of Greenshot for Microsoft Windows. As of April 13, 2023, the latest version is 1.2.10.6, dated 09 Aug 2017.

**Result:** The Greenshot-INSTALLER-1.2.10.6-RELEASE.exe file (or the most current version) should appear in your computer's Downloads folder.

**Note:** There is a button to purchase a version for Mac products for \$1.99; however, this version is beyond the scope of this document.

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#### Step 4

Click the Greenshot-INSTALLER-1.2.10.6-RELEASE.exe file (or the most current version) to begin the installation, and follow the onscreen instructions to complete the installation.

### Open Greenshot

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#### Step 1

Click your computer's **Start** button and locate the Greenshot folder in the Start menu.

- Four files should appear in this folder: Greenshot, License.txt, Readme.txt, and Uninstall Greenshot.

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#### Step 2

Click the Greenshot icon to open the program.

**Result:** Greenshot is ready to use, although the program does not visibly open.



**TIP:** For quick access to Greenshot going forward, right-click the Greenshot icon and select **More > Pin to taskbar**. Now when you need to open Greenshot, you only need to click the icon on your taskbar.

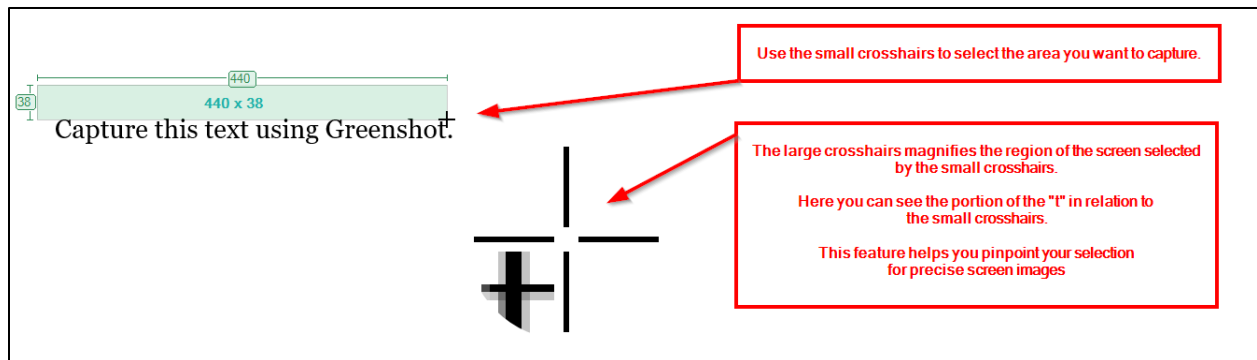
Go to Step 3 below to test that Greenshot is open.

Tip: To add Greenshot to your taskbar so it is easily available, right-click the Greenshot icon in the Start menu, and select More > Pin to Taskbar

### Step 3

To test that Greenshot is open, press the Print Screen key on your keyboard.

**Result:** When Greenshot is open and active, a crosshairs selecting tool appears on your screen as pictured below—this is the tool you use to select the area of the screen you want to capture.



**Figure 2: Greenshot Crosshairs Selection Tool**

As shown in Figure 2, you use the small crosshairs tool to select the area you want to capture, while the larger crosshairs area magnifies your selection to give you precise control over the image.

### Step 4

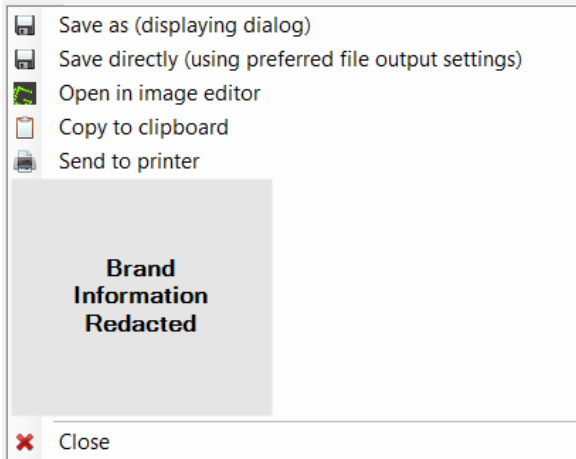
Choose an option to resolve the crosshairs on your screen.

**Option 1:** Close the Greenshot screen capture feature by pressing the Escape key on your keyboard.

**Option 2:** Capture an image on your screen, as follows:

- **Left-click and hold** your mouse button while dragging the crosshairs over the area of the screen you want to capture.
- **Release** the left mouse button when you have selected the area you want to capture.

A Greenshot menu appears showing actions you can take for the image you have captured.

**Note:**

Greenshot enables interaction with certain other applications. This document does not discuss these interactions and the menu options showing these brands have been redacted.

**Step 5**

Choose an option from the Greenshot menu.

- **Save** (💾) the image by selecting **Save as** or **Save directly**. See section 5 for more on saving.
- **Edit** (🔧) the image by selecting **Open in image editor**. See sections 3 and 4 for more on editing.
- **Copy** (📄) the image by selecting **Copy to clipboard**. This lets you paste the image to a document.
- **Print** (🖨️) the image by selecting **Send to printer**—hovering over this option shows the different print options you can select for your computer.
- **Close** (❌) the Greenshot menu by selecting **Close**.

**See also**

- [The Greenshot Image Editor](#)
- [Using Some of Greenshot's Key Features](#)
- [Using and Saving Captured and Edited Images](#)

### 3. Greenshot image editor

The Greenshot image editor only opens after you capture an image using the Greenshot image capture tool and select the option to open it in the image editor.

Figure 3 below points out the elements of the Greenshot image editor. The [Menu Options](#) section below discusses these elements in more detail.

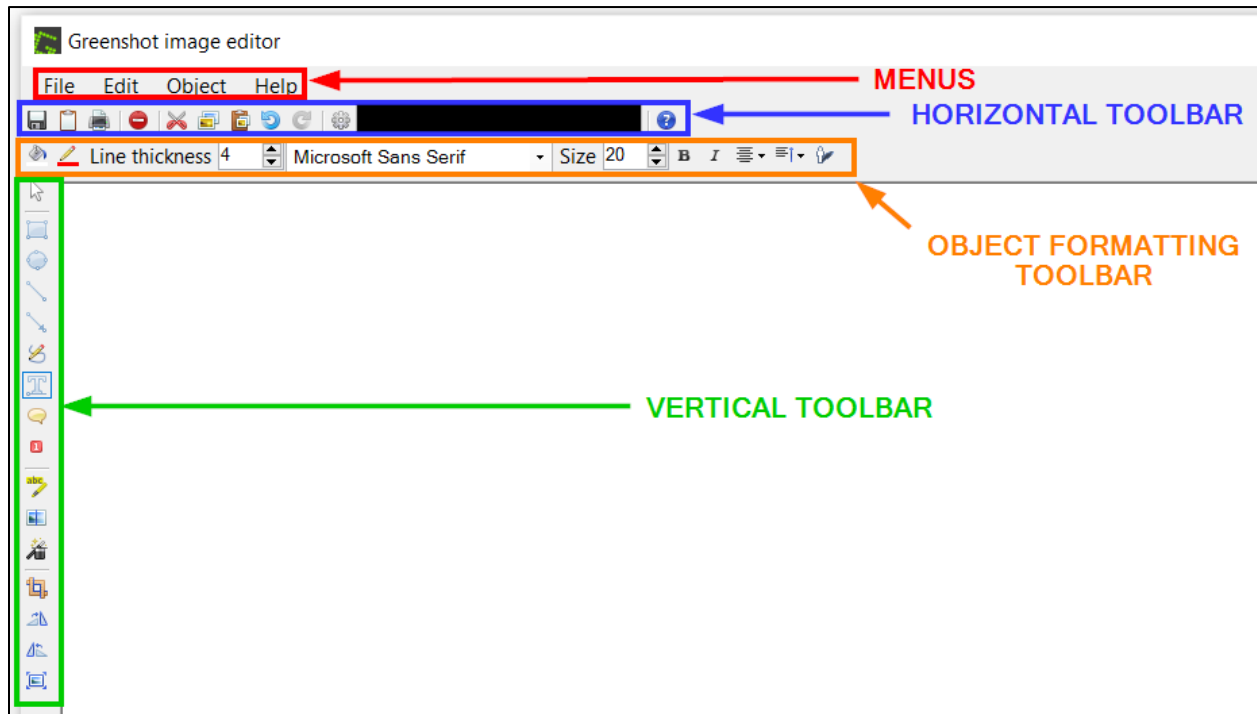


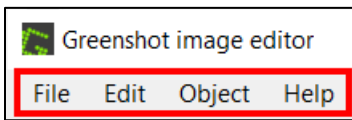
Figure 3: Options on the Greenshot User Interface

#### Notes:

- Brand information has been redacted (blacked-out) from the horizontal toolbar.
- The object formatting toolbar only appears when an object has been inserted and is selected or has focus. The visible formatting options change dynamically depending on the type of object selected. See the [Object Formatting Toolbar Options](#) section below for more.

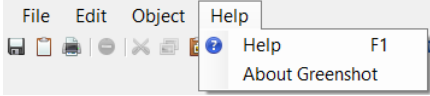
## Menu options

The Greenshot image editor user interface includes File, Edit, Object, and Help menus, as outlined here.



The following table describes each Greenshot menu and the elements discussed in this document.

Menu name and description	Menu image
<p><b>File</b></p> <p>The <b>File</b> menu contains many of the options found on the horizontal toolbar.</p> <p>It also has the <b>Save directly</b> option and the <b>Close</b> option.</p> <p><b>Note:</b> Greenshot enables interaction with some branded applications, which this document does not address. The brands have been redacted.</p>	
<p><b>Edit</b></p> <p>The <b>Edit</b> menu contains several options found on the horizontal toolbar. Note: The Copy function on the toolbar copies the entire image; the Copy function on this menu copies a selected element.</p> <p>It also has a <b>Duplicate selected element</b> option, <b>Auto crop</b>, and <b>Insert window</b> options.</p>	
<p><b>Object</b></p> <p>The <b>Object</b> menu contains most of the options found on the vertical toolbar.</p> <p>It also has <b>Select all</b>, <b>Arrange</b>, <b>Save objects to file</b>, and <b>Load objects from file</b> options.</p> <p>The <b>Delete</b> option on this menu appears on the horizontal toolbar.</p>	

Menu name and description	Menu image
<p><b>Help</b></p> <p>The <b>Help</b> menu lets you access Greenshot help information on the web and provides an <b>About Greenshot</b> option to find version details and other Greenshot information.</p>	

## Horizontal toolbar

The horizontal toolbar pictured in Figure 4 below provides File menu and Edit menu functionality. Note that brand-name icons have been redacted from the image.



**Figure 4: The Horizontal Toolbar**

The following list addresses the horizontal toolbar functionality in order as it appears from left to right on the toolbar.

- **Save** (💾): Clicking the Save icon on a new image opens the Save As window, allowing you to save the image file where you want with the file name you want to use. Clicking the Save icon after the initial save saves changes to the image file in the same location you chose before.
- **Copy image to clipboard** (📄): Clicking the “Copy image to clipboard” icon copies the entire image, including any added object, to the clipboard so you can paste it into another application.
- **Print** (🖨️): Clicking the print icon opens a print window where you can choose the print method.
- **Delete** (⊖): This icon is only active when an object has been added to the image and is selected (has focus). Otherwise, it is grayed-out. Clicking this icon deletes the selected object from the image.
- **Cut** (✂️): The cut icon is only active when an object has been added to the image and is selected (has focus). Otherwise, it is grayed-out. Clicking it removes the object from the image and adds it to the clipboard, so you can use paste functions to paste it. You can also use the Edit menu option or Ctrl+X.
- **Copy** (📄): The copy icon is only active when an object has been added to the image and is selected (has focus). Otherwise, it is grayed-out. Clicking the copy icon adds the selected object to the clipboard, so you can paste it using paste functions. You can also use Ctrl+C or the Edit menu option.
- **Paste** (📄): The paste icon is only active when an item has been copied to the clipboard. Use it, Ctrl+V, or the Edit menu option to paste an object from the clipboard onto the current image.
- **Undo** (↶): Use the Undo icon, Ctrl+Z, or the Edit menu option to undo your most recent action.
- **Redo** (↷): Use the Redo icon, Ctrl+Y, or the Edit menu to undo your most recent action.
- **Properties** (⚙️): The properties icon gives you quick access to change properties.

















## Object formatting toolbar

The object formatting toolbar options include tools to change background color, line color and thickness, font settings, and more. The available options change with each type of object selected.

The options for each toolbar item are discussed in section 4, Using Some of Greenshot's Features.

## Vertical toolbar

The vertical toolbar shown in Figure X below gives you handy options for editing images and adding a variety of objects.

Vertical Toolbar Icons with Brief Descriptions	
	<b>Select Tool:</b> Select an object to change, move, format, or delete it.
	<b>Draw Rectangle:</b> Adds a rectangle or square that you can shape or size to suit your needs.
	<b>Draw Ellipse:</b> Inserts an ellipse that you can shape as an oval or a circle.
	<b>Draw Line:</b> Creates a straight line.
	<b>Draw Arrow:</b> Drags an arrow into place.
	<b>Draw Freehand:</b> Draw lines with your mouse.
	<b>Add Textbox:</b> Add a textbox to your image.
	<b>Add Speechbubble:</b> Add a text bubble (callout) to your image with a moveable pointer.
	<b>Add Counter:</b> Each mouse click adds a new counter object that increments by one.
	<b>Highlight:</b> Adds highlighting to your image.
	<b>Obfuscate:</b> Lets you blur areas of your image—works great for masking sensitive data.
	<b>Effects:</b> Add a border, drop shadow, torn edge, grayscale, or invert colors/light-dark.
	<b>Crop:</b> Crops the entire image to the area you select.
	<b>Rotate Clockwise:</b> Rotates the image—useful for images of document pages.
	<b>Rotate Counter Clockwise:</b> Rotates the image—useful for images of document pages.
	<b>Resize:</b> Lets you set the height and width of your image in pixels or by percentage.
Formatting options for each object appear on the horizontal toolbar when the object is selected. See the <a href="#">Using Some of Greenshot's Key Features</a> section for more on working with these objects.	

## 4. Using Greenshot

To use the features in this section, you need to capture a screen image and choose to open it in the Greenshot image editor.

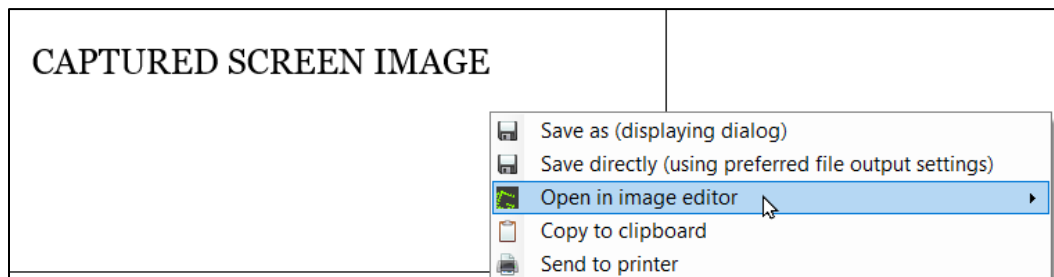
Greenshot tool names appear with first-letter caps in this guide, even when the Greenshot image editor does not use first-letter caps. For example, the “Draw line” tool appears as the **Draw Line** tool.

### Open Greenshot

See [Open Greenshot After Installation](#).

### Capture an image and open the Greenshot editor

1. With Greenshot open, press the **Print Screen** key on your keyboard.
2. Use the crosshairs to select an area of your screen.
3. Capture an image of your screen, as follows:
  - a. Left-click and hold your mouse button while dragging the crosshairs over the portion of the screen you want to capture.
  - b. Release the left mouse button when you have selected the area you want to capture.
4. A Greenshot menu appears with options for the image you have captured.
5. Choose **Open in image editor** from the Greenshot menu, as shown here.



6. The Greenshot image editor opens with the captured screen image

### Selection Tool



The **Selection Tool** icon shown at left is the top icon on the vertical toolbar.

On the vertical toolbar, click the **Selection Tool** icon shown at left. It lets you work with objects you have already added to the image or change the focus within the Greenshot image editor.

#### Some uses for the Selection Tool:

- **Select an object.** Select an object to move it, resize it, or add formatting to it.
- **Deselect an object.** After working with an object, it can be helpful to deselect it by clicking the Selection Tool. This can help prevent unwanted move or resize changes.
- **Remove focus from another tool**, such as **Draw Arrow**, to keep it from creating new objects each time you click on the image.

## Draw Rectangle



The **Draw Rectangle** tool icon shown at left appears at the top of the vertical toolbar.

This tool lets you add square or rectangle shapes to an image you have open in the Greenshot image editor. You can then customize the shape using the formatting features.

### Some uses for the Draw Rectangle tool

- **Outline an area of the image.** Draw a rectangle around an area of an image to outline it. You can create a transparent background and choose the color and thickness of the rectangle border.
- **Obscure an area of the image.** You can place a rectangle over an area of an image you want to redact. Then create an opaque background and choose a border style or remove the border.

### Using the Draw Rectangle tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Draw Rectangle** icon.

**Result:** The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start your rectangle.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want your rectangle to end.
4. Release the left mouse button.

**Result:** The rectangle object is placed on the image.

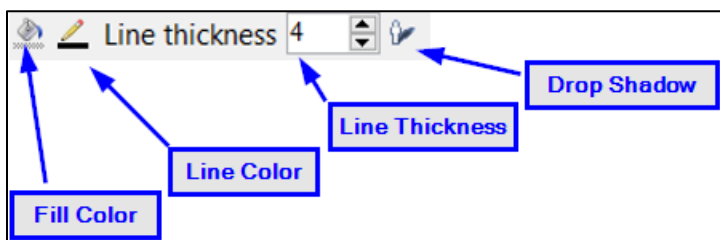
5. To move or change the rectangle shape:
  - a. Click the Selection Tool to deselect the Draw Rectangle tool—this prevents the Draw Rectangle tool from creating unwanted objects when you click on the image.
  - b. Click the rectangle shape to select it.

**Result:** You can drag the object to the desired location or use the object handles to change the size and shape of the rectangle.

### Formatting a rectangle object


To use the formatting options, the rectangle object must be selected in the Greenshot image editor.

6. Use the Selection Tool to select a rectangle object in the Greenshot image editor.
7. **Choose formatting options:** Use the formatting toolbar options to change the rectangle as desired.




**Note:** The color shown on the fill and line icons matches the color of the currently selected object.

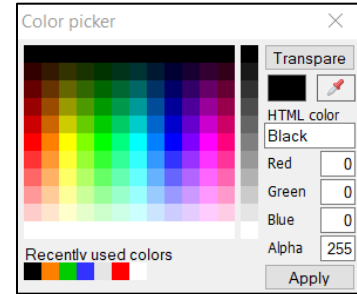


8. **Fill Color (background):** Click the **Fill color** icon () and use the color picker to choose a background color for the rectangle. You can also choose a transparent background.


Click **Apply** to add your background choice to the rectangle object.

9. **Line Color:** Click the **Line color** icon () and use the color picker (as shown at right) to choose a color for the rectangle's line (border).

You can also choose a transparent line, but see the line thickness discussion below.



Click **Apply** to add your line color choice to the rectangle object.

10. **Line Thickness:** Use the arrows on the **Line thickness** counter (Line thickness ) to toggle the number up or down. This changes the thickness of the rectangle's line or border to the desired width. The line disappears from the object when you set the counter to zero (0).
11. **Drop Shadow:** Click the **Drop shadow** icon () to add a drop shadow to the shape, as shown here.



Click the Drop shadow icon again to remove the drop shadow from the object.

## Draw Ellipse



The **Draw Ellipse** tool icon shown at left appears near the top of the vertical toolbar.

This tool lets you add circle or oval shapes to an image you have open in the Greenshot image editor. You can then customize the shape using the formatting features.

### Some uses for the Draw Ellipse tool

- **Outline an area of the image.** Draw an ellipse around an area of an image to outline it. You can create a transparent background and choose the color and thickness of the ellipse border.
- **Obscure an area of the image.** You can place an ellipse over an area of an image you want to redact. Then create an opaque background and choose a border style or remove the border.

### Using the Draw Ellipse tool

See [Using the Draw Rectangle Tool](#). The instructions for using the **Draw Ellipse** tool are identical.

### Formatting an ellipse object

See [Formatting a Rectangle Object](#). The instructions for formatting an ellipse object are identical.

## Draw Line



The **Draw Line** tool icon shown at left is about a quarter of the way down the vertical toolbar.

This tool lets you add lines to an image you have open in the Greenshot image editor. You can then customize the shape using the formatting features.

### Some uses for the Draw Line tool

- **Connecting other shapes.** Draw a line from one shape to another to indicate a connection.

### Using the Draw Line tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Draw Line** icon.

**Result:** The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start your line.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want your line to end.
4. Release the left mouse button.

**Result:** The line object is placed on the image.

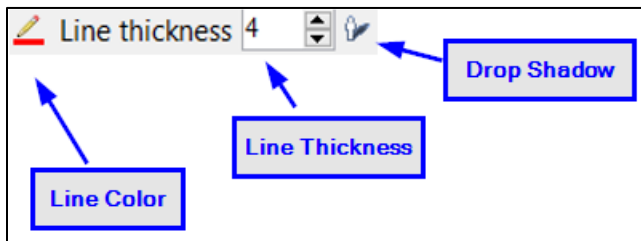
5. To move or change the line shape:
  - a. Click the Selection Tool to deselect the Draw Line tool—this prevents the Draw Line tool from creating unwanted objects when you click on the image.
  - b. Click the line shape to select it.

**Result:** You can drag the object to the desired location or use the object handles to change the length of the line.

### Formatting a line object

To use the formatting options, the rectangle object must be selected in the Greenshot image editor.

1. Use the Selection Tool to select a rectangle object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the line as desired.



**Note:** The color shown on the line icon matches the color of the currently selected object.

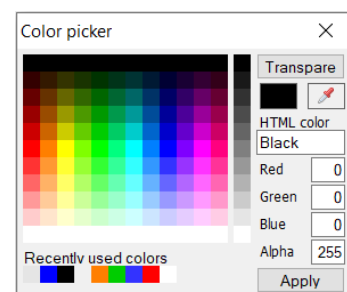
3. **Line Color:** Click the **Line color** icon (🖌️) and use the color picker (shown at right) to choose a color for the line.

You can also choose a transparent line, but see the line thickness discussion below.

Click **Apply** to add your line color choice to the line object.

4. **Line thickness:** Use the arrows on the **Line thickness** counter (Line thickness 4) to toggle the number up or down. This changes the thickness of the line to the desired width.

The line is no longer visible when you set the counter to zero (0).



5. **Drop Shadow:** Click the **Drop shadow** icon () to add a drop shadow to the shape, as shown here—not very visible on this line.



Click the Drop shadow icon again to remove the drop shadow from the object.

## Draw Arrow



The **Draw Arrow** tool icon shown at left is about a third of the way down the vertical toolbar.

This tool lets you add arrows to an image you have open in the Greenshot image editor. You can then customize the shape using the formatting features.

### Some uses for the Draw Arrow tool

- **Calling out image features.** Add an arrow to an image to point out a feature of the image.
- **Connecting other shapes.** Draw an arrow from one shape to another to indicate a connection or progression, such as in a flowchart.

### Using the Draw Arrow tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Draw Arrow** icon.

**Result:** The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start your arrow (the tail end).

**Note:** You start the arrow at the tail and end it with the arrowhead.

3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want your arrow to end (the arrowhead end).
4. Release the left mouse button.

**Result:** The arrow object is placed on the image.

5. To move or change the arrow shape:

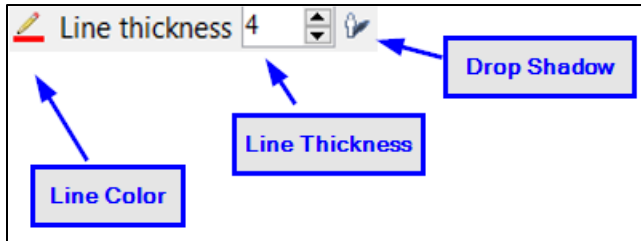
- a. Click the Selection Tool to deselect the Draw Arrow tool—this prevents the Draw Arrow tool from creating unwanted objects when you click on the image.
- b. Click the arrow shape to select it.

**Result:** You can drag the object to the desired location or use the object handles to change the length of the line.

### Formatting an arrow object

To use the formatting options, the rectangle object must be selected in the Greenshot image editor.

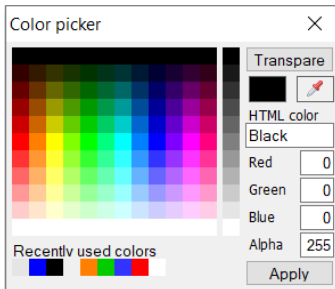
1. Use the Selection Tool to select a rectangle object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the line as desired.



**Note:** The color shown on the line icon matches the color of the currently selected object.

3. **Line color:** Click the **Line color** icon (🖌️) and use the color picker (shown below) to choose a color for the line.

You can also choose a transparent line, but see the line thickness discussion below.



Click **Apply** to add your line color choice to the line object.

4. **Line thickness:** Use the arrows on the **Line thickness** counter (Line thickness 4) to toggle the number up or down. This changes the thickness of the line to the desired width.  
The line is no longer visible when you set the counter to zero (0).
5. **Drop shadow:** Click the **Drop shadow** icon (👤) to add a drop shadow to the shape, as shown here—not very visible on this line.



Click the Drop shadow icon again to remove the drop shadow from the object.

## Draw Freehand



The **Draw Freehand** tool icon shown at left appears near the middle of the vertical toolbar.

This tool lets you use your mouse to draw a line on an image you have open in the Greenshot image editor. You can then customize the shape using the formatting features.

### Some uses for the Draw Freehand tool

- **Creating customized lines.** Draw any shape you can, hand-write any text, or use the tool to black out (redact) areas of an image.

### Using the Draw Freehand tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Draw Freehand** icon.

**Result:** The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start drawing.
3. Left-click your mouse and hold the button while dragging the pointer over the image to draw the shape you want.
4. Release the left mouse button when you're finished drawing.
5. Repeat the steps above to create additional drawings on the image.

**Result:** The arrow object is placed on the image.

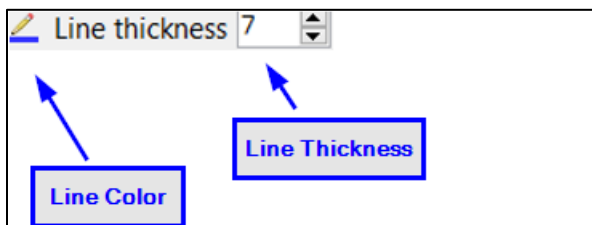
6. To move a drawn object:
  - a. Click the Selection Tool to deselect the Draw Freehand tool—this prevents the Draw Freehand tool from creating unwanted objects when you click on the image.
  - b. Click the shape you have drawn to select it.

**Result:** You can drag the object to the desired location.


### Formatting a drawn object

To use the formatting options, the object you've drawn must be selected in the Greenshot image editor.

1. Use the Selection Tool to select a rectangle object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the line as desired.



**Note:** The color shown on the line icon matches the color of the currently selected object.

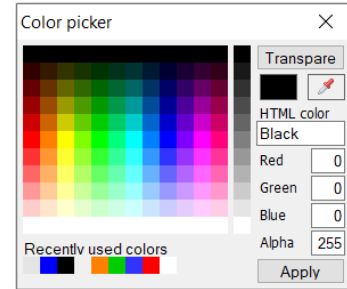
3. **Line color:** Click the **Line color** icon () and use the color picker (shown at right) to choose a color for the line.

You can also choose a transparent line, but see the line thickness discussion below.

Click **Apply** to add your color choice to the object you've drawn.

4. **Line thickness:** Use the arrows on the **Line thickness** counter (Line thickness ) to toggle the number up or down. This changes the thickness of the line you've drawn to the desired width.

The line is no longer visible when you set the counter to zero (0).



## Add Textbox



The **Add Textbox** tool icon shown at left appears about halfway down the vertical toolbar.

This tool lets you add a square or rectangle textbox to an image you have open in the Greenshot image editor. You can then customize the text and the shape using the formatting features.

Adding a textbox is a great way to provide key information to readers within the body of an image.

### Using the Add Textbox tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Add Textbox** icon.

The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start your textbox.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want your textbox to end.
4. Release the left mouse button.

The textbox object is placed on the image.

5. To add text, move, or change the textbox shape:
  - a. Click the Selection Tool to deselect the Add Textbox tool—this prevents the Add Textbox tool from creating unwanted textbox objects when you click on the image.
  - b. Click the textbox shape you created to select it.
  - c. Double-click within the textbox shape to add text.

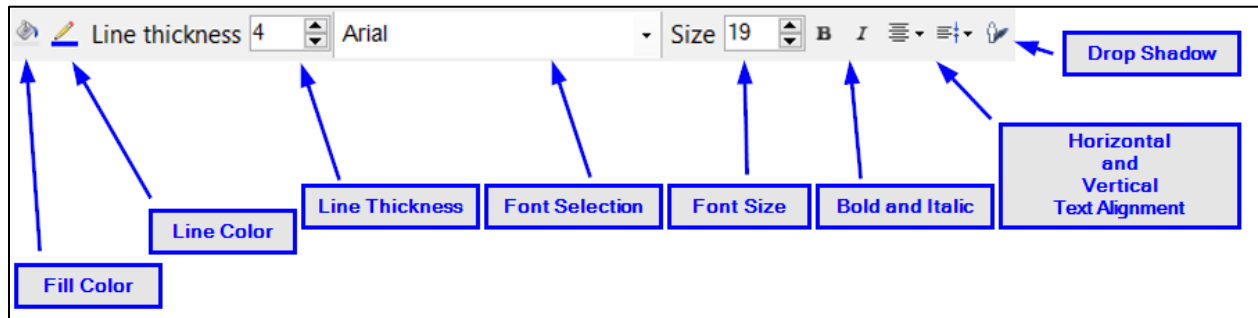
You can drag the object to the desired location or use the object handles to change the size and shape of the rectangle.

## Formatting a textbox object

To use the formatting options, the textbox object must be selected in the Greenshot image editor.

**Tip:** All text formatting options change all text within a textbox when applied.

1. Use the Selection Tool to select a textbox object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the textbox as desired.



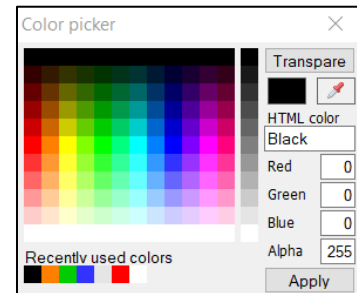
**Note:** The color shown on the fill and line icons matches the color of the currently selected object.

3. **Fill color (background):** Click the **Fill color** icon (🎨) and use the color picker to choose a background color for the textbox. You can also choose a transparent background.

Click **Apply** to add your background choice to the textbox object.

4. **Line Color:** Click the **Line color** icon (🖌️) and use the color picker (as shown at right) to choose a color for the rectangle's line (border).

You can also choose a transparent line, but see the line thickness discussion below.



Click **Apply** to add your line color choice to the rectangle object.

5. **Line thickness:** Use the arrows on the **Line thickness** counter (Line thickness 4) to toggle the number up or down. This changes the thickness of the textbox's line or border to the desired width.

The line is no longer visible when you set the counter to zero (0).

6. **Font selection:** Click the dropdown arrow on the **Font Selection** tool (Arial) to select a different font for the textbox. The change applies to all text within the textbox.

Greenshot provides numerous font options, including common sans serif fonts like Arial and Calibri, as well as serif fonts like Times New Roman, Georgia, and Courier New.

7. **Font size:** Use the arrows on the **Font Size** counter (Size 19) to toggle the font size up or down.

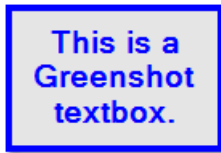
The change applies to all text within the textbox.

8. **Bold and italic:** Click the **Bold** or **Italic** (B I) buttons to apply that format to the selected textbox. Click again to remove the formatting. The changes apply to all text within the textbox.

9. **Horizontal and vertical text alignment:** Click the **Horizontal alignment** (≡) or **Vertical alignment** (≡) buttons to change the text alignment within the textbox.

- Horizontal alignment aligns the text at left, center, or right within the textbox.
- Vertical alignment aligns the text at top, middle, or bottom within the textbox.

10. **Drop shadow:** Click the **Drop shadow** icon () to add a drop shadow to the shape, as shown here.



Click the Drop shadow icon again to remove the drop shadow from the object.



## Add Speechbubble



The **Add Speechbubble** tool icon shown at left appears halfway down the vertical toolbar.

This tool lets you add text callout shapes to an image using the Greenshot image editor.

The Greenshot speech bubble differs from the textbox in that it has a directional callout tail that you can point to a specific area of the image. It also has rounded corners.

### Using the Add Speechbubble tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Add Speechbubble** icon.

The crosshairs appear when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start your speech bubble.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want your speech bubble to end.
4. Release the left mouse button.

The speech bubble object is placed on the image.

5. To add text, move, or change the speech bubble shape:
  - a. Click the Selection Tool to deselect the Add Speechbubble tool—this prevents the Add Speechbubble tool from creating unwanted speech bubble objects when you click on the image.
  - b. Click the speech bubble shape you created to select it.
  - c. Double-click within the speech bubble shape to add text.

You can drag the object to the desired location or use the object handles to change the size and shape of the rectangle.

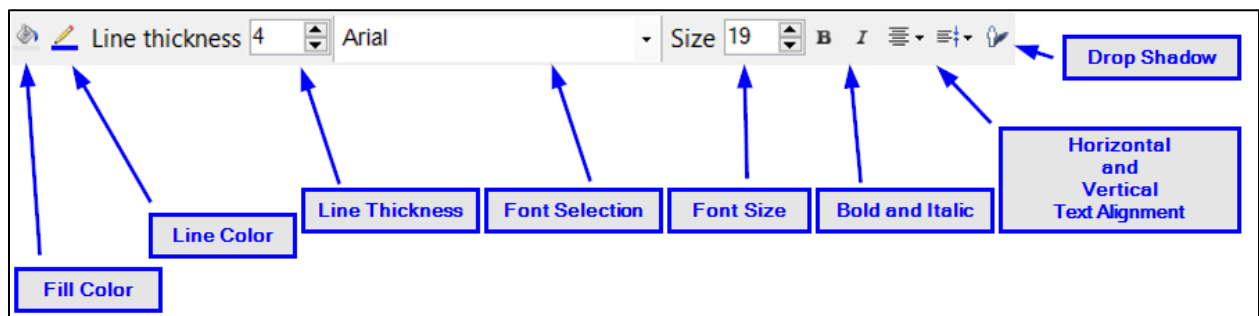
You can also drag the speech bubble's callout tail 360 degrees around the object, change its direction, and extend or shorten its length.

### Formatting a speech bubble object


To use the formatting options, the speech bubble object must be selected in the Greenshot image editor.

**Tip:** All text formatting options change all text within a speech bubble when applied.

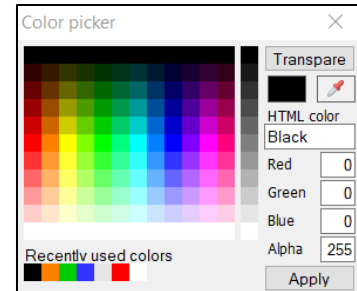
1. Use the Selection Tool to select a textbox object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the speech bubble object as desired.




**Note:** The color shown on the fill and line icons matches the color of the currently selected object.

3. **Fill color (background):** Click the **Fill color** icon () and use the color picker to choose a background color for the speech bubble. You can also choose a transparent background.


Click **Apply** to add your background choice to the speech bubble object.



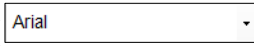
4. **Line color:** Click the **Line color** icon () and use the color picker (as shown at right) to choose a color for the speech bubble's line (border).

You can also choose a transparent line, but see the line thickness discussion below.


Click **Apply** to add your line color choice to the speech bubble object.

5. **Line thickness:** Use the arrows on the **Line thickness** counter (Line thickness 4 ) to toggle the number up or down. This changes the thickness of the speech bubble's line or border as desired.

The line is no longer visible when you set the counter to zero (0).



6. **Font selection:** Click the dropdown arrow on the **Font Selection** tool (Arial ) to select a different font for the speech bubble. The change applies to all text within the speech bubble.

Greenshot provides numerous font options, including common sans serif fonts like Arial and Calibri, as well as serif fonts like Times New Roman, Georgia, and Courier New.

7. **Font size:** Use the arrows on the **Font Size** counter (Size 19 ) to toggle the font size up or down.

The change applies to all text within the speech bubble.

8. **Bold and italic:** Click the **Bold** or **Italic** (**B** **I**) buttons to apply that format to the selected textbox. Click again to remove the formatting. The changes apply to all text within the speech bubble.

9. **Horizontal and vertical text alignment:** Click the **Horizontal alignment** () or **Vertical alignment** () buttons to change the text alignment within the speech bubble.

— Horizontal alignment aligns the text at left, center, or right within the speech bubble.

— Vertical alignment aligns the text at top, middle, or bottom within the speech bubble.

10. **Drop shadow:** Click the **Drop shadow** icon () to add a drop shadow to the shape, as shown here.



Note that Greenshot adds a drop shadow to the text as well as to the speech bubble.

Click the Drop shadow icon again to remove the drop shadow from the object.

## Add Counter



The **Add Counter** tool icon shown at left appears halfway down the vertical toolbar.

This tool lets you add numbered circles to an image using the Greenshot image editor.

Each time you click the image with this tool selected, Greenshot adds another object, advancing the count of the number by one.

### Using the Add Counter tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Add Counter** icon.

The crosshairs appears when your mouse pointer hovers over the image.

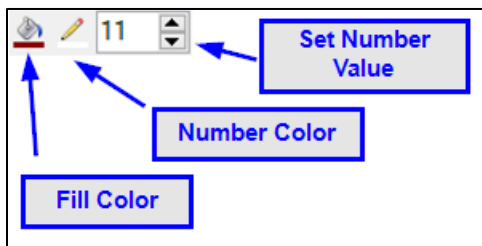
2. Use the crosshairs to place the pointer over the spot where you want to start your counter.
3. Left-click your mouse—the counter is placed on the image with the number 1.
4. Left-click your mouse again to place another counter on the image with the number 2, and so on.
5. To move or change the Add Counter shape:
  - a. Click the Selection Tool to deselect the Add Counter tool—this prevents the Add Counter tool from creating unwanted objects when you click on the image.
  - b. Click the counter shape you created to select it.
  - c. Double-click within the counter shape to manually type the number.

You can drag the object to the desired location or use the object handles to change the size and shape of the object.


### Formatting a counter object

To use the formatting options, the counter object must be selected in the Greenshot image editor.


1. Use the Selection Tool to select a counter object in the Greenshot image editor.
2. **Choose formatting options:** Use the formatting toolbar options to change the counter as desired.



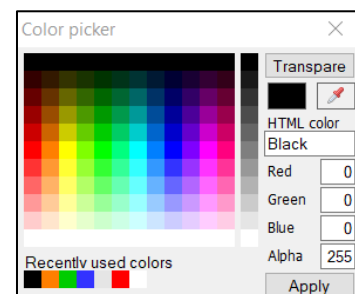
**Note:** The line color icon sets the color for the number within the counter object. The color shown on the fill and line icons matches the color of the currently selected object.

3. **Fill color (background):** Click the **Fill color** icon () and use the color picker to choose a background color for the counter. You can also choose a transparent background.


Click **Apply** to add your background choice to the textbox object.

4. **Number color:** Click the **Line color** icon () and use the color picker to choose a color for number shown within the counter.

You can also choose a transparent number, but it is not visible on the object.



Click **Apply** to add your color choice to the number within the counter object.

5. **Set number value:** Use the arrows on the number value counter () to toggle the number up or down. This action also makes corresponding changes to the numbering for all other counter objects you will place or have already placed.

You can also click within the counter and manually type the number for the object.

## Highlight



The **Highlight** tool icon shown at left appears toward the bottom of the vertical toolbar.

This tool lets you highlight an area of an image in a variety of ways.

### Using the Highlight Tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Highlight** icon.

The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start highlighting.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want the highlighting to end.
4. Release the left mouse button.

The highlight object is placed on the image.

5. To move or change the highlight shape:
  - a. Click the Selection Tool to deselect the Highlight tool—this prevents the Highlight tool from creating unwanted highlighting objects when you click on the image.
  - b. Click the highlight shape you created to select it.

You can drag the object to the desired location or use the object handles to change the size and shape of the highlight object.

### Highlight Tool formatting and options

Greenshot provides helpful options for highlighting your images.

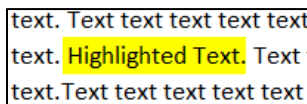
As the formatting toolbar image at right shows, when the Greenshot Highlighting tool is active, you can click the dropdown arrow on the toolbar to see a menu with four options for highlighting your image.

This section talks about each of these options.

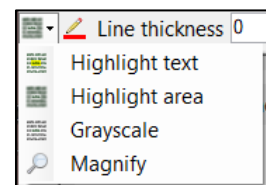
When selected, the Highlight tool provides four options to format the highlighting for your image.

- **Highlight text**

Highlight text creates a typical colored highlighting effect. It's the default option when you select the Highlight tool. You use the crosshairs pointer to outline an area of your image to highlight in color.

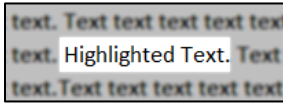


You can use the following formatting toolbar options to change the appearance of the fill color, line color, line thickness, and drop shadow.



- **Highlight area**

The Highlight Area option lets you highlight an area of your image by dimming the rest of the image with gray highlighting.



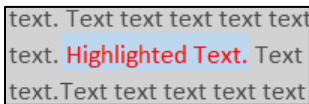
For this option, Greenshot lets you control the following formatting options: fill (highlight) color, line color, line thickness, blur radius, brightness, preview quality, and drop shadow.



- **Blur radius** blurs the unhighlighted image area.
- **Brightness** dims or brightens the unhighlighted image area.
- **Preview quality** may have a slight effect on the blurred area of the image, but if so, the effect seems to be minimal at best. Any other effect of changing this setting is unclear to this user.

- **Grayscale**

For colorful images, the Grayscale option sets the unhighlighted area of the image in grayscale, while leaving the color intact on the highlighted area.

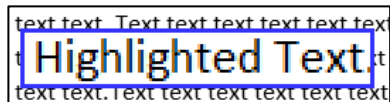


Formatting options for this effect include adding a line (border) around the highlighted area, changing line color and thickness, and adding a drop shadow to the border.

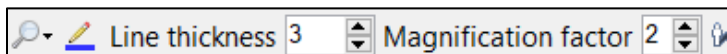


- **Magnify**

With the Magnify highlighting option, you can increase the size of the highlighted area of an image.



With the formatting options, you can add a line (border) around the highlighted area, change line color and thickness, and you can control the level of magnification from a factor of two up to a factor of eight. You can also add a drop shadow to the border.



## Obfuscate



The **Obfuscate** tool icon shown at left appears near the bottom of the vertical toolbar.

With this tool you can obscure areas an area of an image using pixelation or blurring.

See Obfuscation Tool Formatting and Options below for more on choosing pixelation or blurring.

### Using the Highlight tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Obfuscate** icon.

The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start the obfuscation.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want the obfuscation to end.
4. Release the left mouse button.

The obfuscation object is placed on the image.

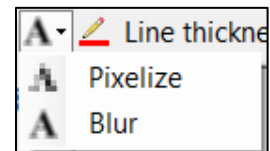
5. To move or change the obfuscation object:
  - a. Click the Selection Tool to deselect the Obfuscate tool—this prevents the Obfuscate tool from creating unwanted objects when you click on the image.
  - b. Click the obfuscation shape you created to select it.

You can drag the object to the desired location or use the object handles to change the size and shape of the obfuscation object.

### Obfuscate Tool options and formatting

Greenshot provides helpful options for obfuscating your images.

As the formatting toolbar image at right shows, when the Greenshot Obfuscate tool is active, you can click the dropdown arrow on the toolbar to see a menu where you can choose pixelation or blurring.

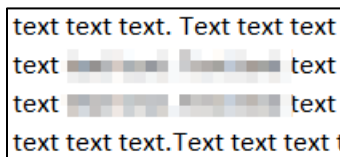


This section talks about each of these options.

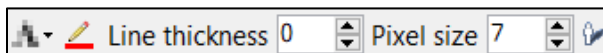
When selected, the Highlight tool provides four options to format the highlighting for your image.

- **Choosing pixelation**

The Pixelize option creates a pixelated effect. You use the crosshairs pointer to outline an area of your image to add pixelation.

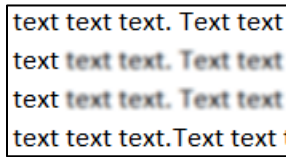


You can use the following formatting toolbar options to format line (border) color, line thickness, pixel size, and drop shadow. A larger pixel size increases the obfuscation.

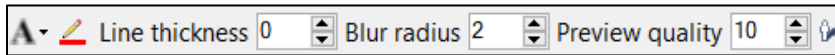


- **Choosing blurring**

The Blur option lets you highlight an area of your image by dimming the rest of the image with gray highlighting.



For this option, Greenshot lets you control the following formatting options: fill (highlight) color, line color, line thickness, blur radius, brightness, preview quality, and drop shadow.



- **Blur radius** increases the blurring effect when you set the number higher.
- **Preview quality** may have a slight effect on the blurred area of the image, but if so, the effect seems to be minimal at best. Any other effect of changing this setting is unclear to this user.

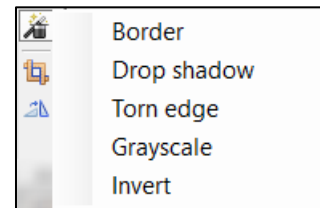
## Effects



The **Effects** tool icon shown at left appears near the bottom of the vertical toolbar.

With this tool you can add effects to an image.

This guide does not cover this tool in detail, but clicking the Effects icon in the vertical toolbar provides a menu with the options shown at right.



The following points summarize these options:

- **Border:** Adds a border to the entire image. Repeating the option selection increases the border width.
- **Drop shadow:** Adds a drop shadow to the entire image. Repeating the option selection increases the drop shadow width.
- **Torn edge:** Adds a torn edge effect to the entire image. Repeating the option selection increases the width of the torn edge.
- **Grayscale:** Removes colors and turns the entire image to grayscale.
- **Invert:** For the entire image, inverts light and dark and seems to change colors to their opposites on the color wheel.



## Crop



The **Crop** tool icon shown at left appears near the bottom of the vertical toolbar.

This tool lets you crop an image to the area you want to keep.

This tool functions in similar fashion to other common crop tools.

### Using the Crop tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Crop** icon.

The crosshairs appears when your mouse pointer hovers over the image.

2. Use the crosshairs to place the pointer over the spot where you want to start cropping your image.
3. Left-click your mouse and hold the button while dragging the pointer to the spot where you want the cropping to end.
4. Release the left mouse button.

The crop window outlines the area of the image to be kept after cropping.

5. To change the cropped area:
  - a. Use the handles on the sides and corners of the cropped area to adjust the area you want to keep.

Note the options in the horizontal toolbar area of the Greenshot image editor:



6. Do one of the following to confirm or cancel the cropped area:
  - a. Click the green checkmark (✓) to confirm and keep the cropped area.
  - b. Click the red cancel icon (⊘) to return the image to its original, uncropped state.

## Rotate Clockwise



The **Rotate Clockwise** tool icon shown at left appears near the bottom of the vertical toolbar.

This tool lets you rotate your entire image clockwise 90 degrees at a time.

This feature is useful when working with an image of an entire document page.

For example, when capturing an image of a full-page document in another application, it may be difficult to capture the document at an acceptable magnification level.

If the other application allows, you may be able to rotate the document 90 degrees to view it on its side.

Then you can use Greenshot to capture an image of the document on its side and rotate the image 90 degrees in the Greenshot image editor to work on it.

### Using the Rotate Clockwise tool

1. With an image open in the Greenshot image editor, use your mouse to left-click the **Rotate Clockwise** icon.

The image rotates 90 degrees clockwise.

2. Click the Rotate Clockwise icon again to rotate the image another 90 degrees, and so on, as needed.

See also the [Rotate Counter Clockwise](#) tool.

## Rotate Counter Clockwise



The **Rotate Counter Clockwise** icon at left appears near the bottom of the vertical toolbar.

This tool lets you rotate your entire image counterclockwise 90 degrees at a time.

This feature is useful when working with an image of an entire document page.

For example, when capturing an image of a full-page document in another application, it may be difficult to capture the document at an acceptable magnification level.

If the other application allows, you may be able to rotate the document 90 degrees to view it on its side.

Then you can use Greenshot to capture an image of the document on its side and rotate the image 90 degrees in the Greenshot image editor to work on it.

### Using the Rotate Counter Clockwise tool

1. With an image open in the Greenshot image editor, use your mouse to left-click the **Rotate Counter Clockwise** icon.

The image rotates 90 degrees counterclockwise.

2. Click the **Rotate Counter Clockwise** icon again to rotate the image another 90 degrees counterclockwise, and so on, as needed.

See also the [Rotate Clockwise](#) tool.

## Resize



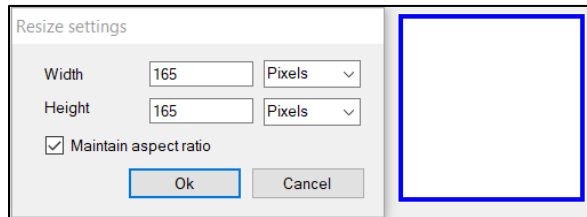
The **Resize** icon shown at left appears at the bottom of the vertical toolbar.

This tool lets you resize your image within the Greenshot image editor.

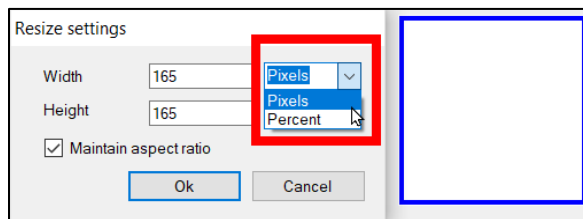
### Using the Resize tool

1. With an image open in the Greenshot image editor, left-click your mouse to select the **Resize** icon.

The **Resize settings** window appears, showing the width and height of your image.



2. Change the height and width of the image as desired.
3. You can click the dropdown to choose whether to measure the size of your image in pixels or by percentage, as outlined in red here.

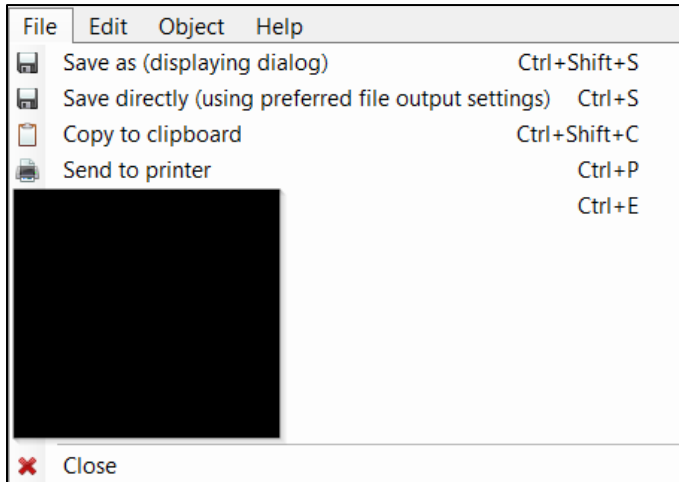


4. Check or uncheck the **Maintain aspect ratio** box, depending on whether or not you want to make proportional changes to both the height and width of the image.
5. Click **Ok** when you are finished.

The image has been resized according to the changes you made.

## 5. Copying and saving images

Greenshot lets you work with your images by saving, copying and pasting, or printing them. The options appear on the Greenshot **File** menu, as shown here. This section discusses these options.



Choosing **Close** simply closes the Greenshot image editor, giving you the chance to save any changes.

### Copy to clipboard

To copy the image in the Greenshot image editor so you can paste it into another application, such as a word processing program, choose one of the following options:

- Click the **Copy** image to clipboard icon (📄).
- Click the **File** menu and choose **Copy to clipboard** from the menu.

Both options copy the entire image to the clipboard to paste into another application or Greenshot image.

### Save as

With the **Save as** feature, you can choose to save your image as any of the following image types:

- BMP
- GIF
- JPG
- PNG
- TIFF
- Greenshot
- ICO

Choosing the **Greenshot** option lets you reopen the image with any changes you've made or objects you've added. This is helpful for addressing future revisions.

The scope of this document does not include addressing the various image formats.

## Save directly

Choosing **Save directly** saves the image using the default image format and output destination.

- **To change the default format:** On the **Edit** menu, choose *Preferences > Output*. Then make a selection using the **Image Format** field dropdown menu.
- **To change the default file save location:** On the **Edit** menu, choose *Preferences > Output*. Then type or browse to choose the storage location using the **Storage Location** field.

## Send to printer

Choosing the **Send to printer** option shows you a menu where you can choose from the printer options set up for your computer. This includes options to print to a Portable Document Format (PDF).

## 6. References

### Sources for this guide

Greenshot image editor:

- [Version 1.2.10.6 \(64-bit\)](#)

To download and install Greenshot

- [getgreenshot.org/](http://getgreenshot.org/)

Greenshot Open Hub® page:

- [www.openhub.net/p/greenshot](http://www.openhub.net/p/greenshot)
- Licenses:

Greenshot is licensed under the GNU General Public License v2.0 or later

[www.openhub.net/licenses/gpl](http://www.openhub.net/licenses/gpl)

Greenshot GitHub repository:

- [github.com/greenshot](https://github.com/greenshot)

Greenshot help:

- [getgreenshot.org/help/](http://getgreenshot.org/help/)