



ShareX User Guide

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Part I

Introduction

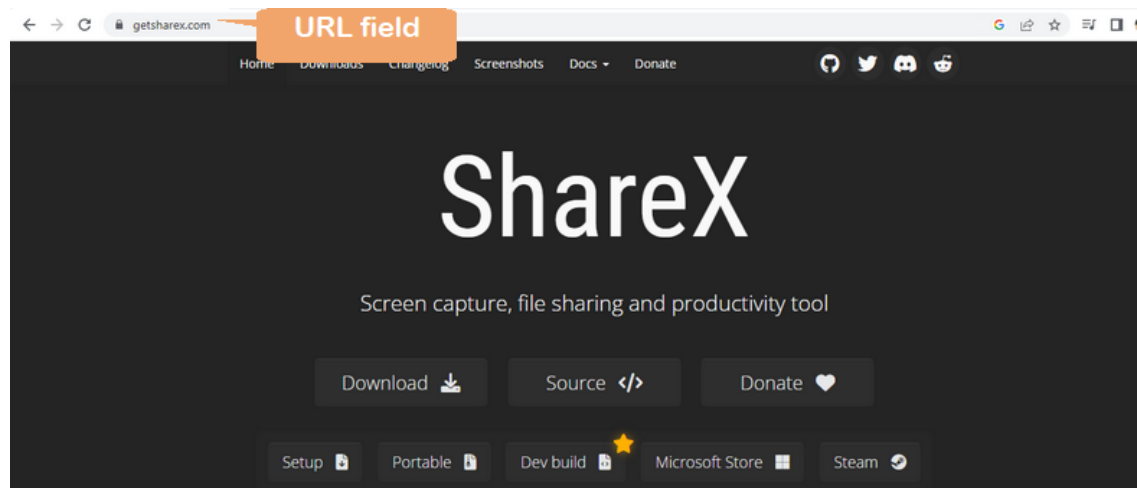
This chapter introduces the ShareX program, how to install the program and basic opening and closing of the program.

1.1 Downloading and Installing ShareX

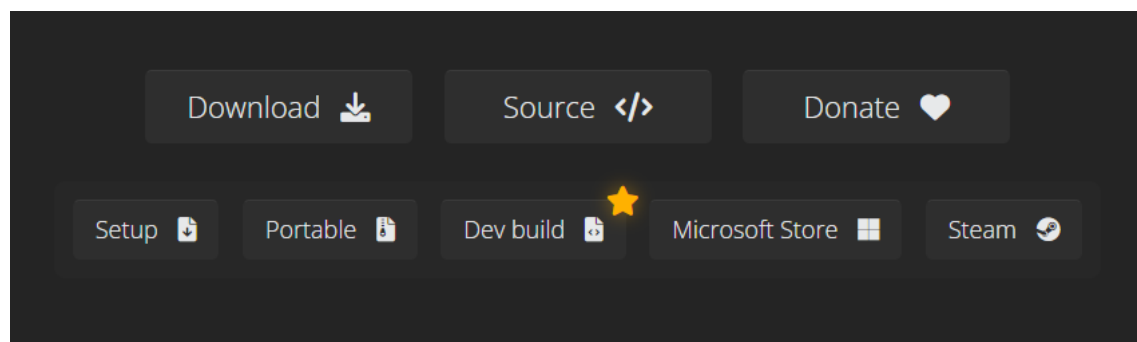
This topic explains how to download and install the **shareX** application on your computer. You can download and install the app on your computer in multiple ways. The **Setup** and **Microsoft Store** methods of installation are described below.

To download and install the application using Setup

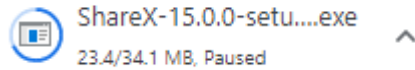
1. Open your Internet Browser (**Internet Explorer / Microsoft Edge** or **Firefox** or **Google Chrome** or the one that you use) on your computer.
2. Type www.getsharex.com in the **URL** field (indicated in the image below) of your browser (in the example **Google Chrome** is used) and press **Enter** on your keyboard. The following page appears in your browser.



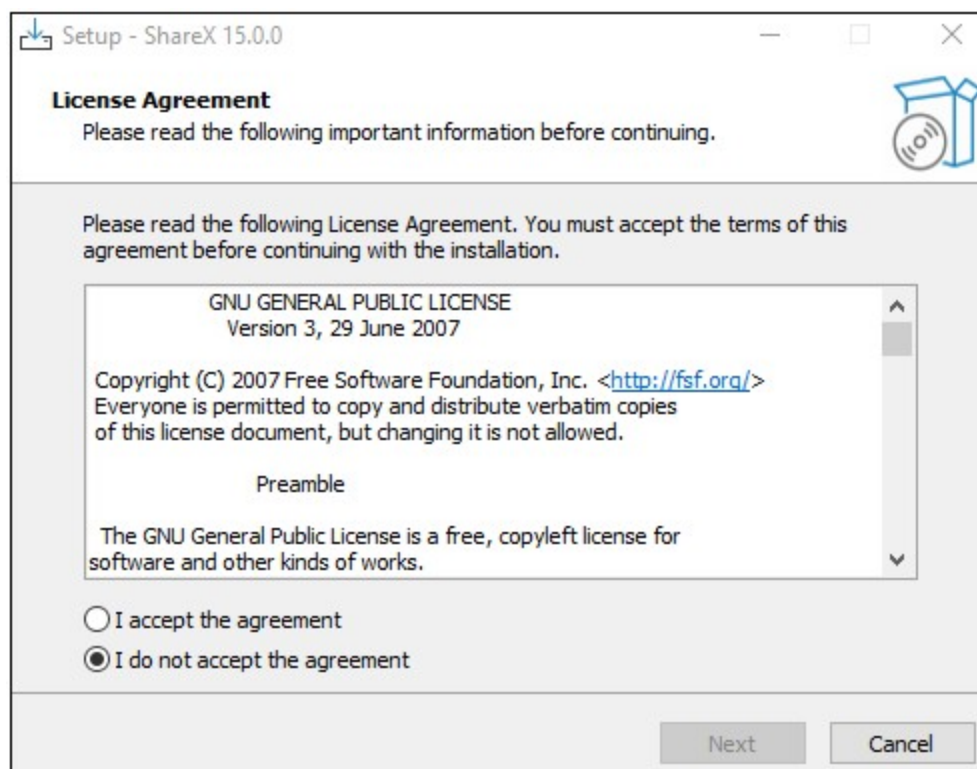
3. Click **Download**. More options are displayed.



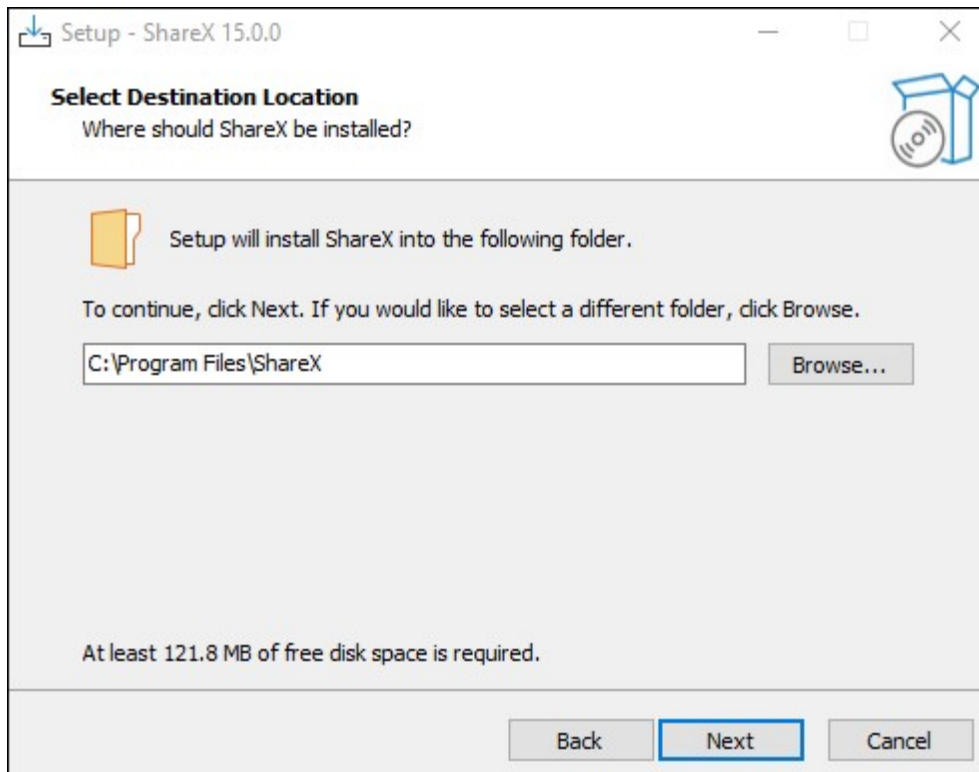
- Click **Setup**. The download starts instantly. On **Google chrome** the following download indicator appears at the bottom left of the screen. The Setup file is downloaded to your **Downloads** folder.



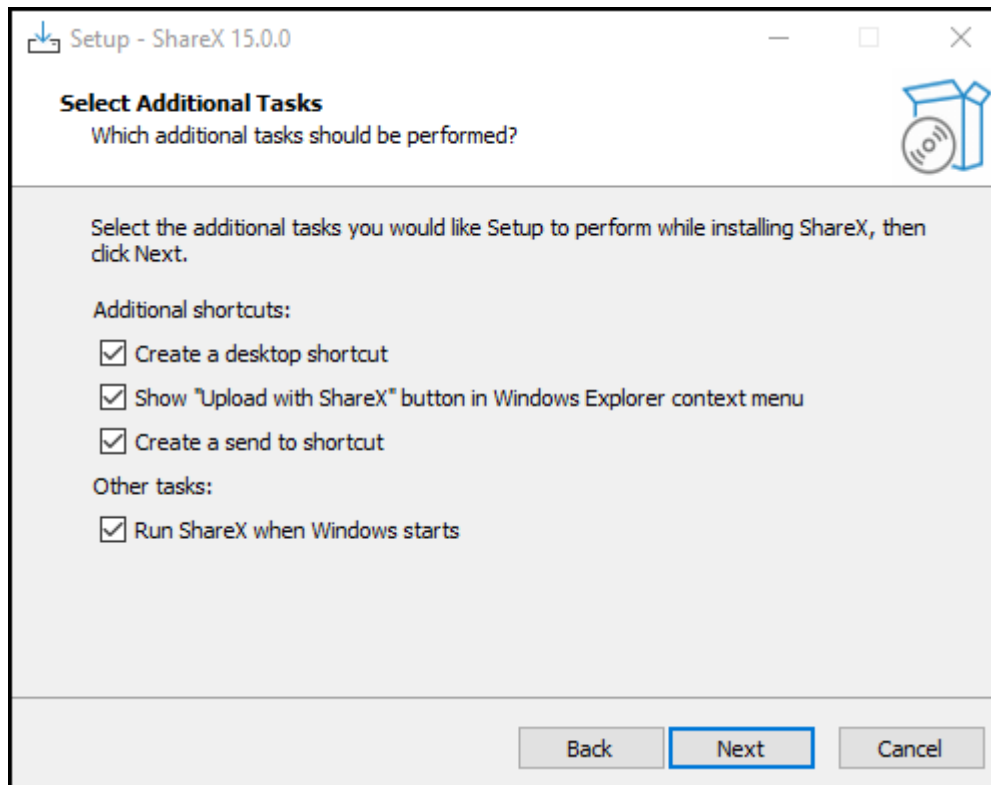
- Open the folder on your computer where you downloaded the **Sharex** setup file.
- Double-click the executable file. The opening dialog of the **ShareX** program (installer) appears



- Select the **I accept the agreement** radio button and click **Next**. The next dialog of the installer, indicating the default folder where **ShareX** is to be installed on your computer appears.



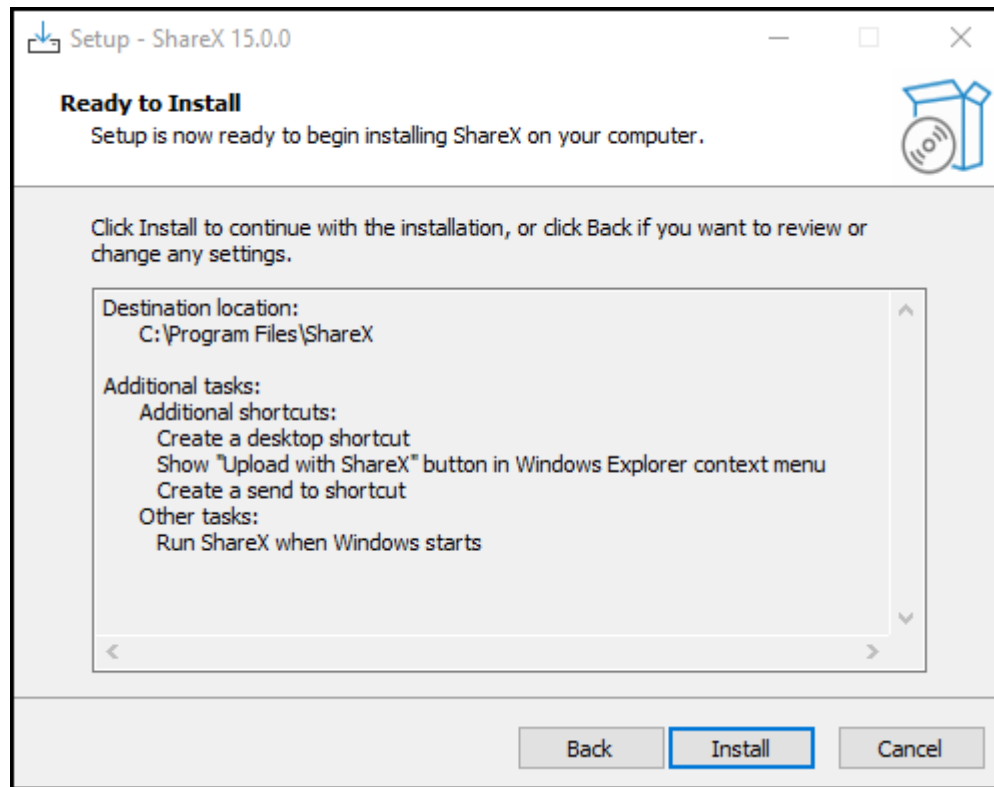
8. Click **Next** if you agree to this location or to change the folder use the **Browse** button to install in another location on your computer and click **Next** when done. The next dialog of the installer appears.



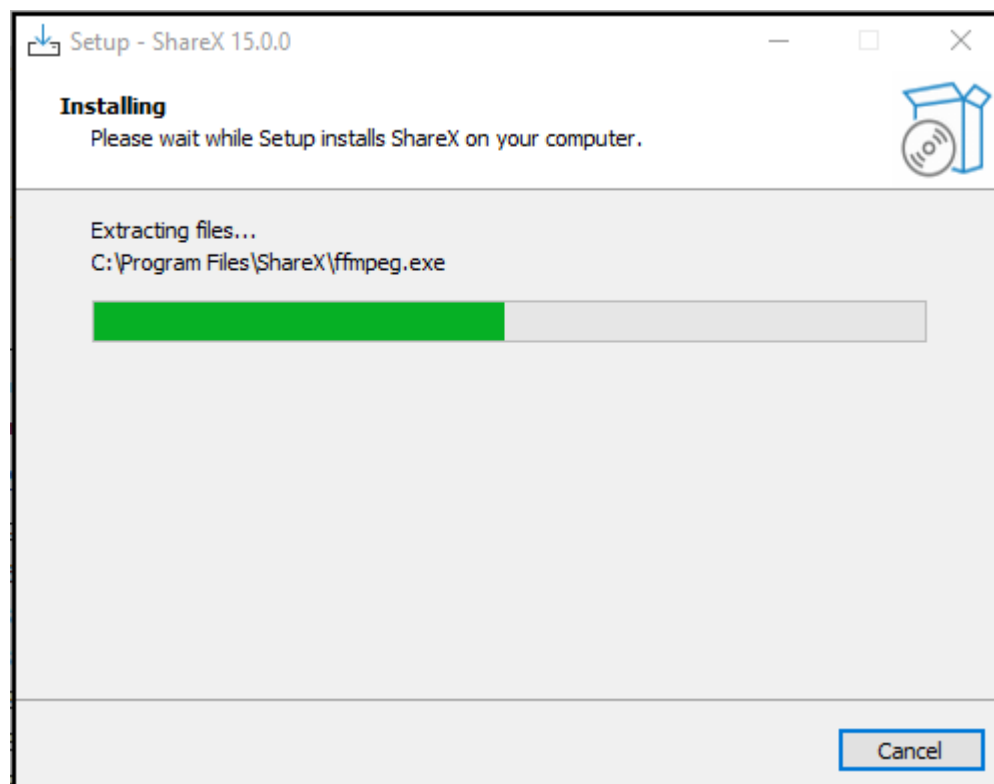
9. Click **Next** to confirm creation of the desktop icon.

Note: Uncheck the **run ShareX when windows starts** checkbox to prevent **ShareX** from running when window starts.

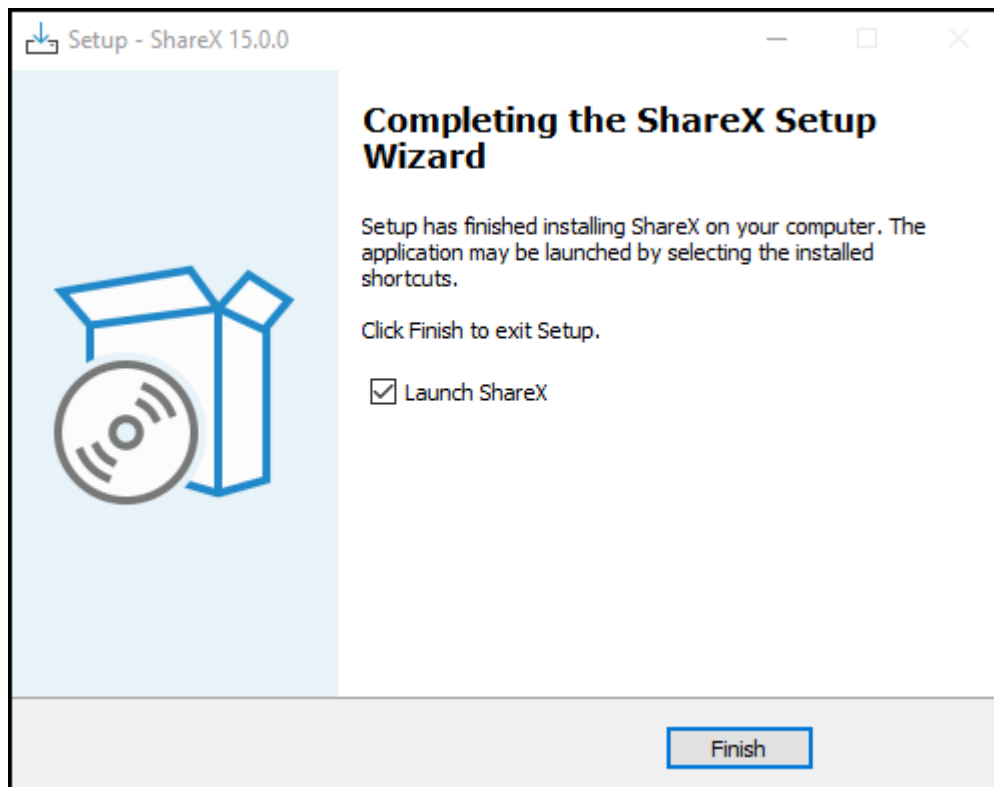
10. The following window appears.



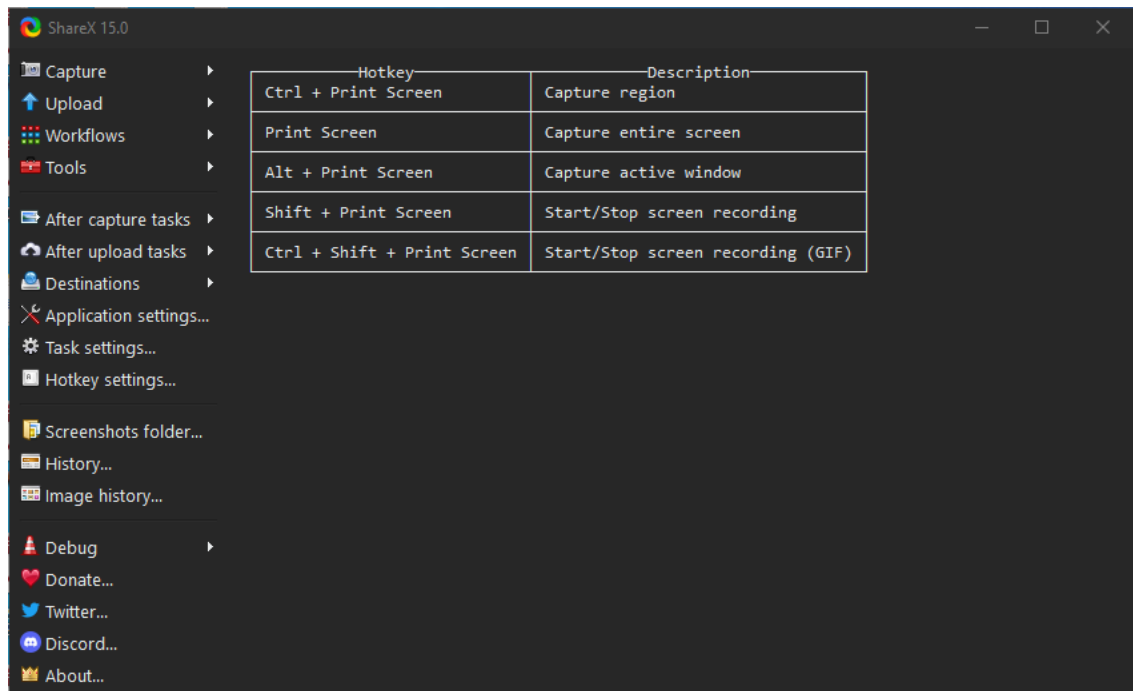
11. Click **Install** to confirm the list of items to be installed. The program installs and the final window after completion of installation is displayed below.



12. Click **Finish** to continue. The program now opens on your computer's desktop.

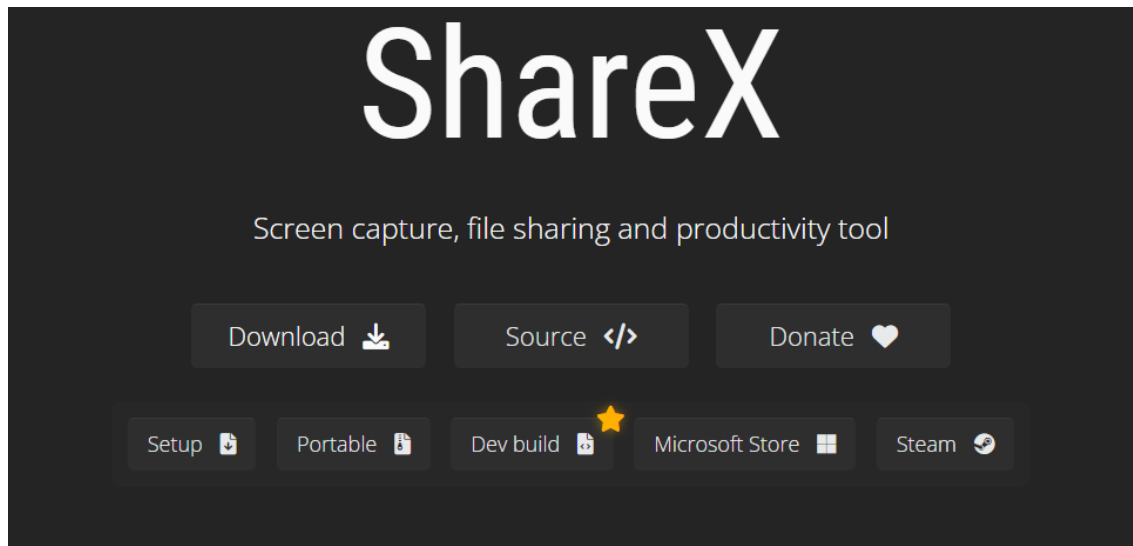


13. Close the program by clicking the **Close** button located on the top right corner of the program window.

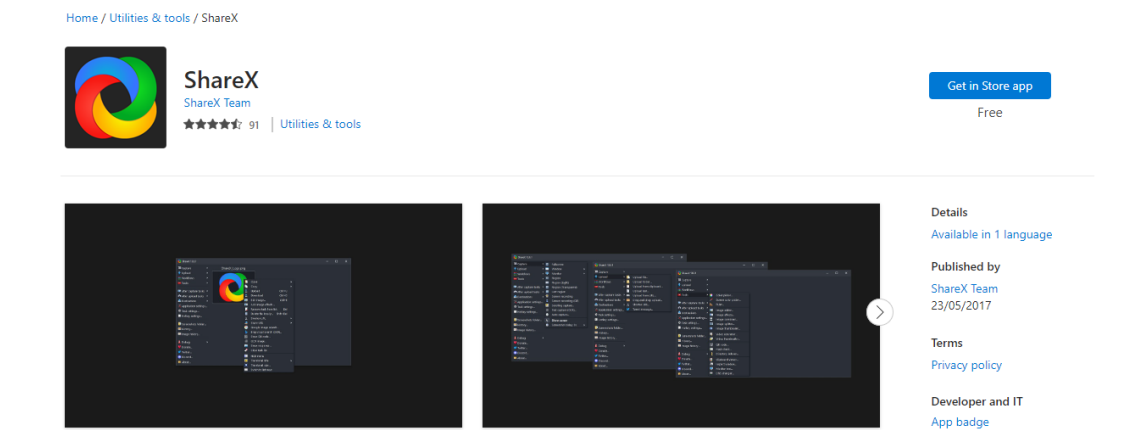


To download and install using Microsoft store

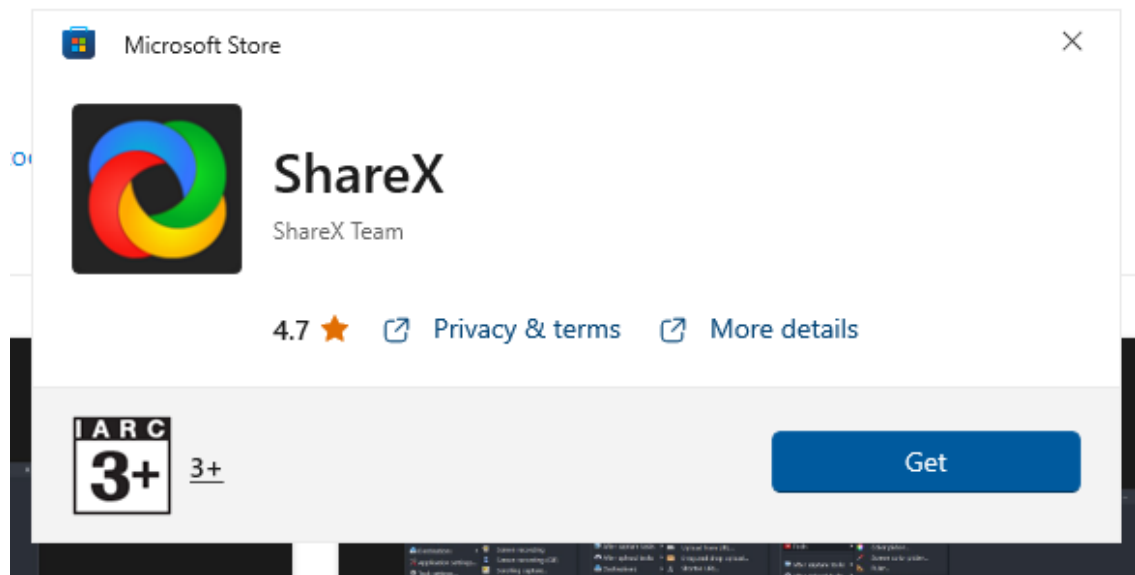
1. Open your Internet Browser (Internet Explorer or Firefox or Google Chrome or the one that you use) on your computer.
2. Type www.sharex.com in the URL field (indicated in the image below) of your browser (in the example Internet Explorer is used) and press Enter on your keyboard.
The **ShareX** webpage appears in your browser.
3. Click **Download**. The following options are displayed.



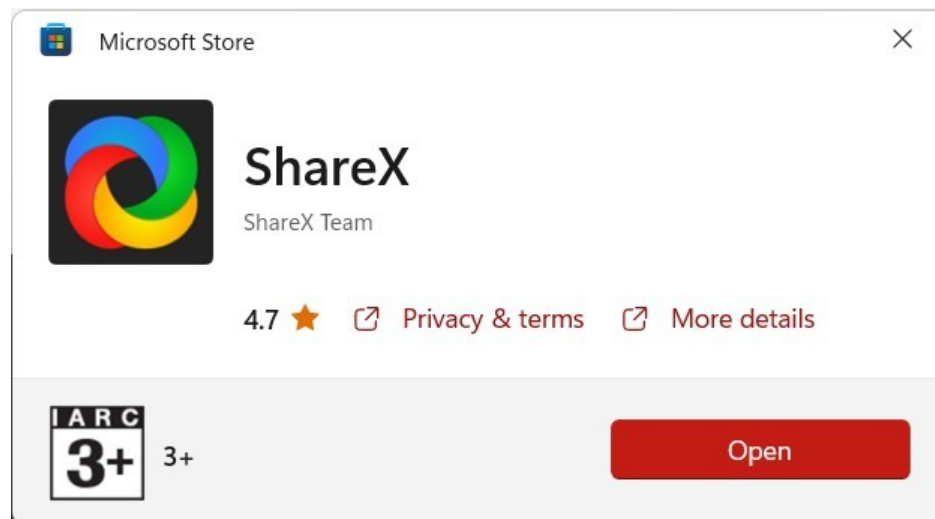
4. Click **Microsoft store**. It displays a window as shown in the image below.



5. Click **Get in store app**. Another window is displayed as shown below.



6. Click **Get**. The app is downloaded and the application is installed on the computer. Once installed the following dialog is displayed.



7. Click **Open** to open the app.

1.2 Opening and Closing the program

This topic explains you how to get started with **ShareX**.

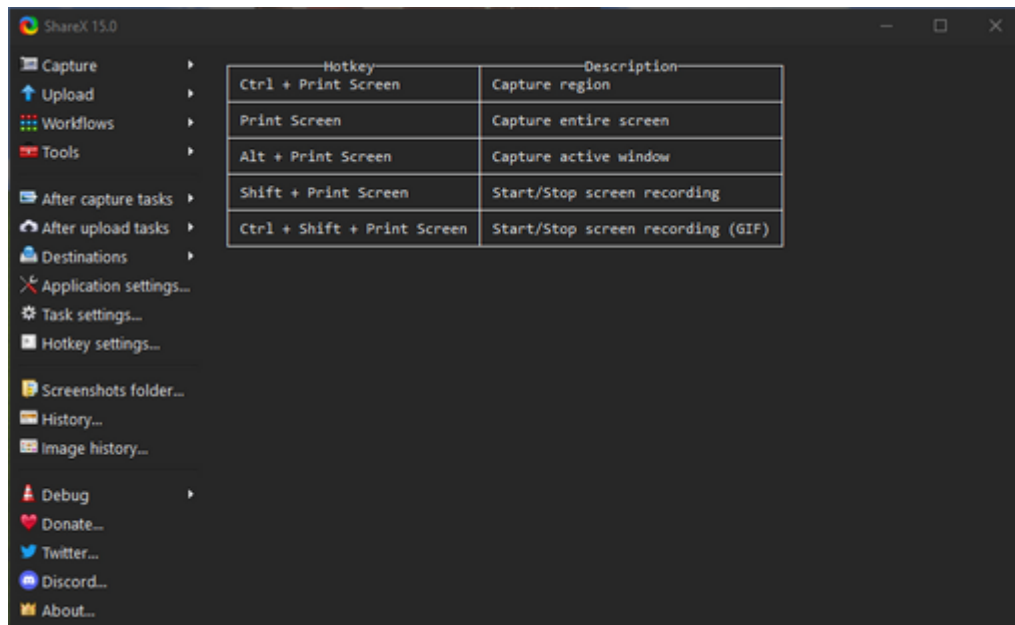
1. Locate **ShareX** program on your computer. (Type **ShareX** in the search box of **Windows**)

or

Double Click the **ShareX** Shortcut icon on the desktop



3. The **ShareX** program opens and the dashboard is displayed.



4. Click the **close** button  to close the program.

or

Click the **ShareX** icon from the top left corner of the program window and click **Close**. (Hotkey - **Alt+F4**)

Part II

Program Functions

This chapter explains various functions of **ShareX** .

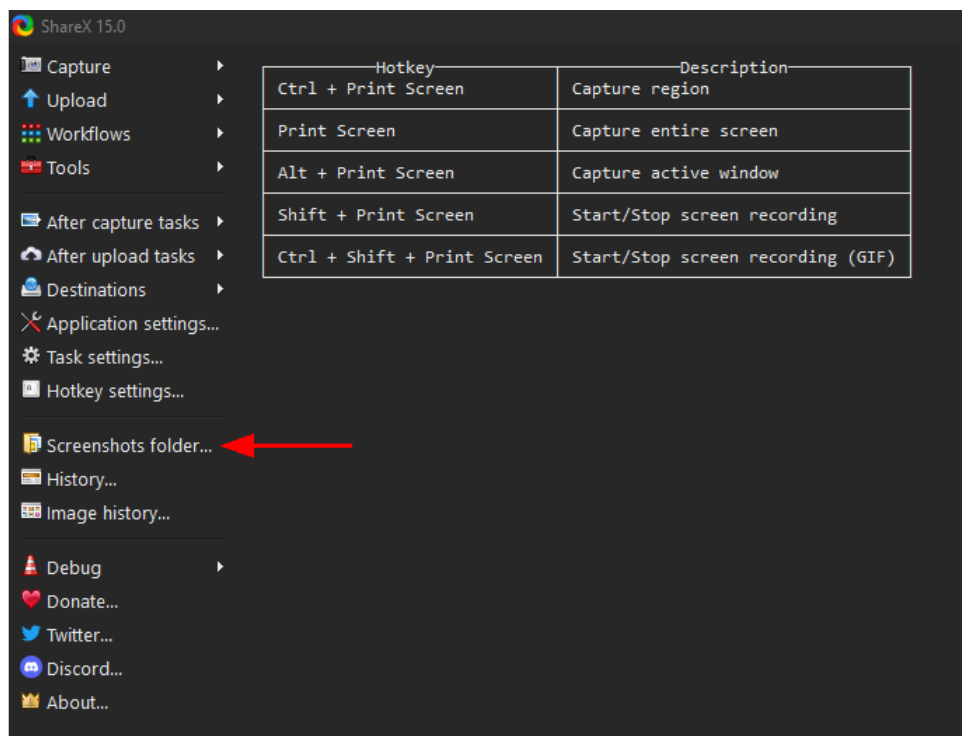
2.1 Viewing captured files

This topic explains how to view captured screenshots. By default images captured are put inside the Screenshots folder. The captured images are also displayed on the dashboard. By default this is the **C:**

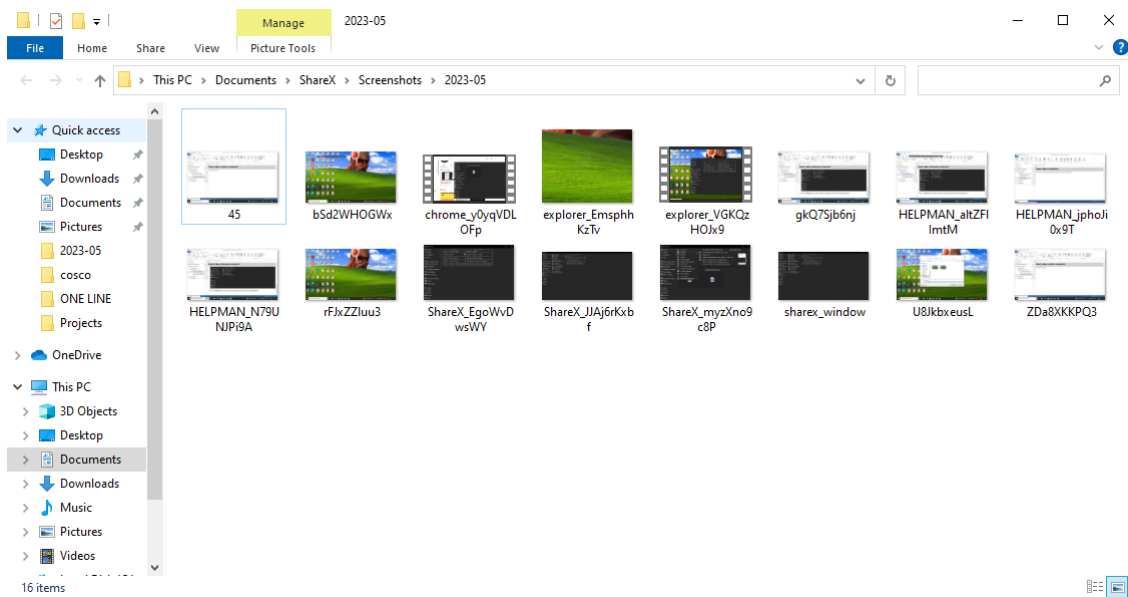
\Users\Administrator\Documents\ShareX\Screenshots\2023-05 folder.

To view captured screenshots

1. Click **Screenshots folder** from the menu on the left.



The captured screenshots are displayed in the folder.

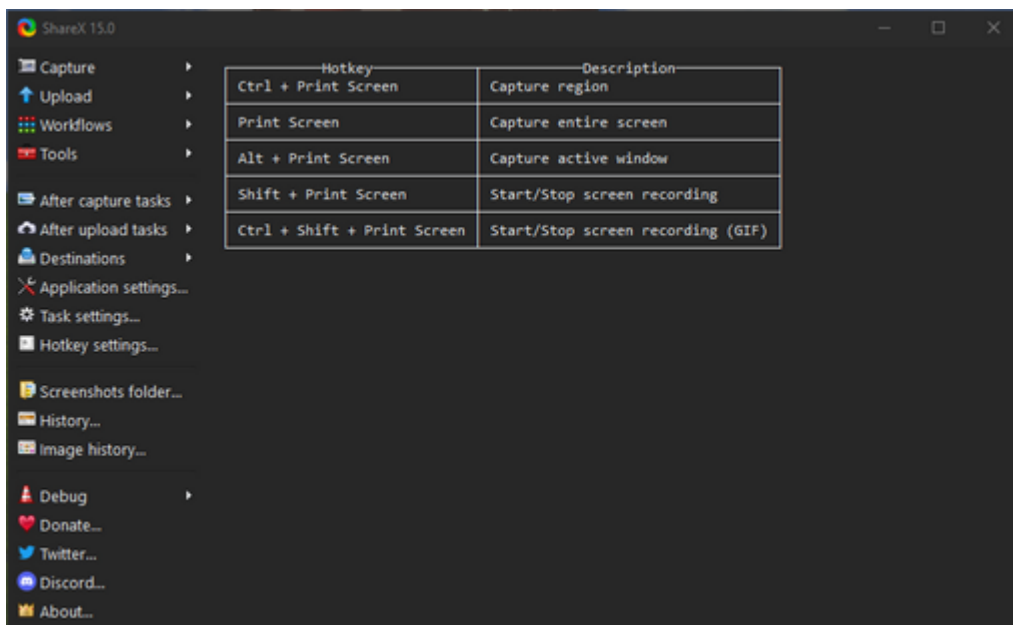


Note: To change the default folder view the [Setting folder for captured files](#) ¹⁹ topic .

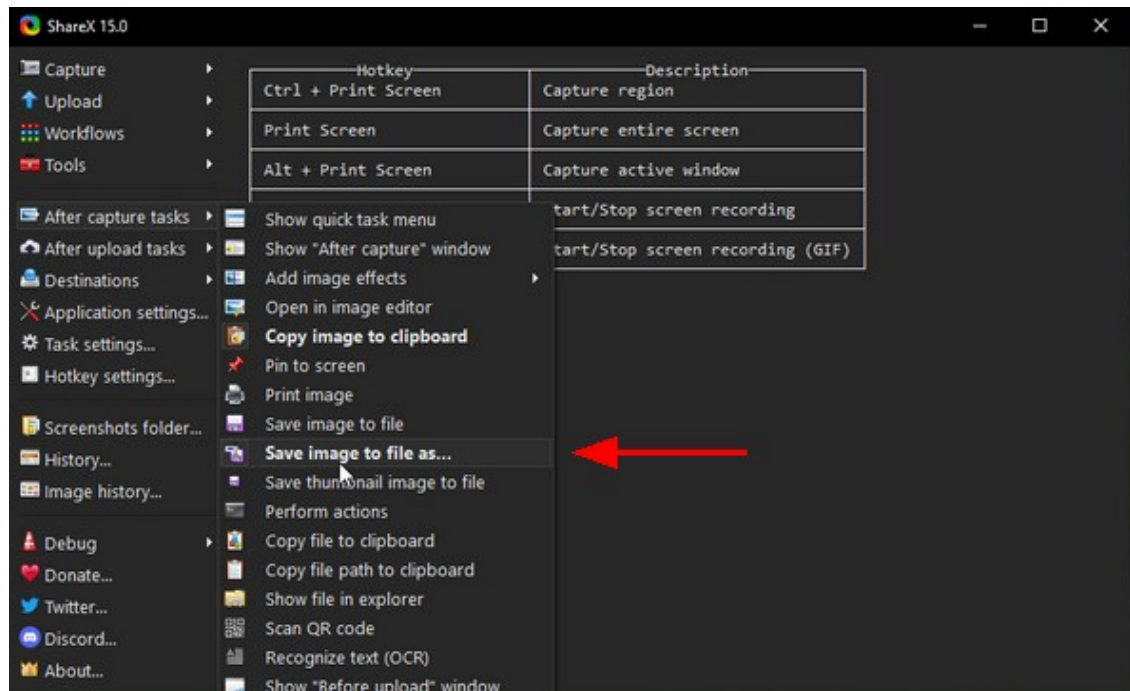
2.2 Setting folder for captured files

This topic explains how to set the destination for the captured files.

1. Open **ShareX**, the application opens as shown in the image below



2. Click on **After Capture tasks** and a **submenu** is displayed.

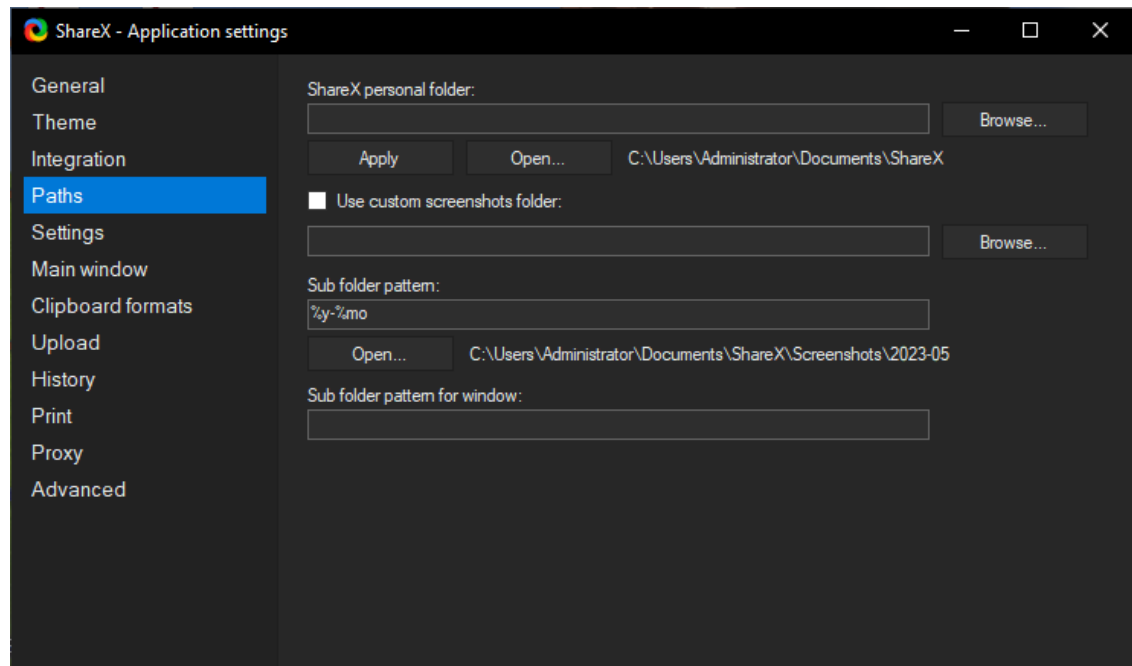


3. Click on **Save image to file as...** The menu option is made bold.

Note: The **Choose a folder to save** dialog opens whenever a screen capture is done.

To set the path for the captured files

1. Click **Application settings** from the menu on the left. The **ShareX Application settings** dialog box appears.
2. Click **Paths** from the menu on the left.



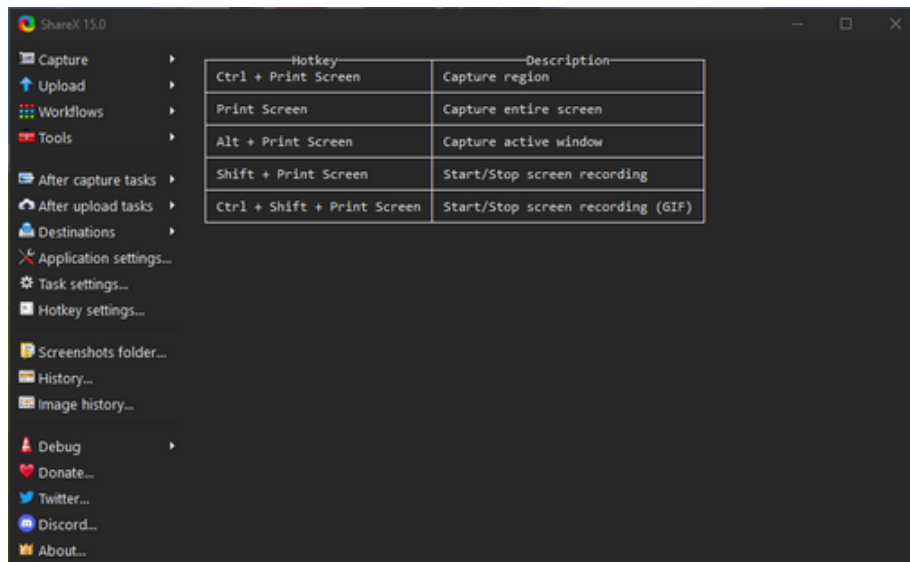
3. Click **Browse** of the **ShareX personal folder**. The **Choose ShareX personal folder path** for dialog is displayed.
4. Locate and Choose a folder on your computer where you wish to save your captured files.
5. Click **Select folder**.
6. Click **Apply** on the **ShareX Application Settings** dialog.

2.3 Hotkey settings

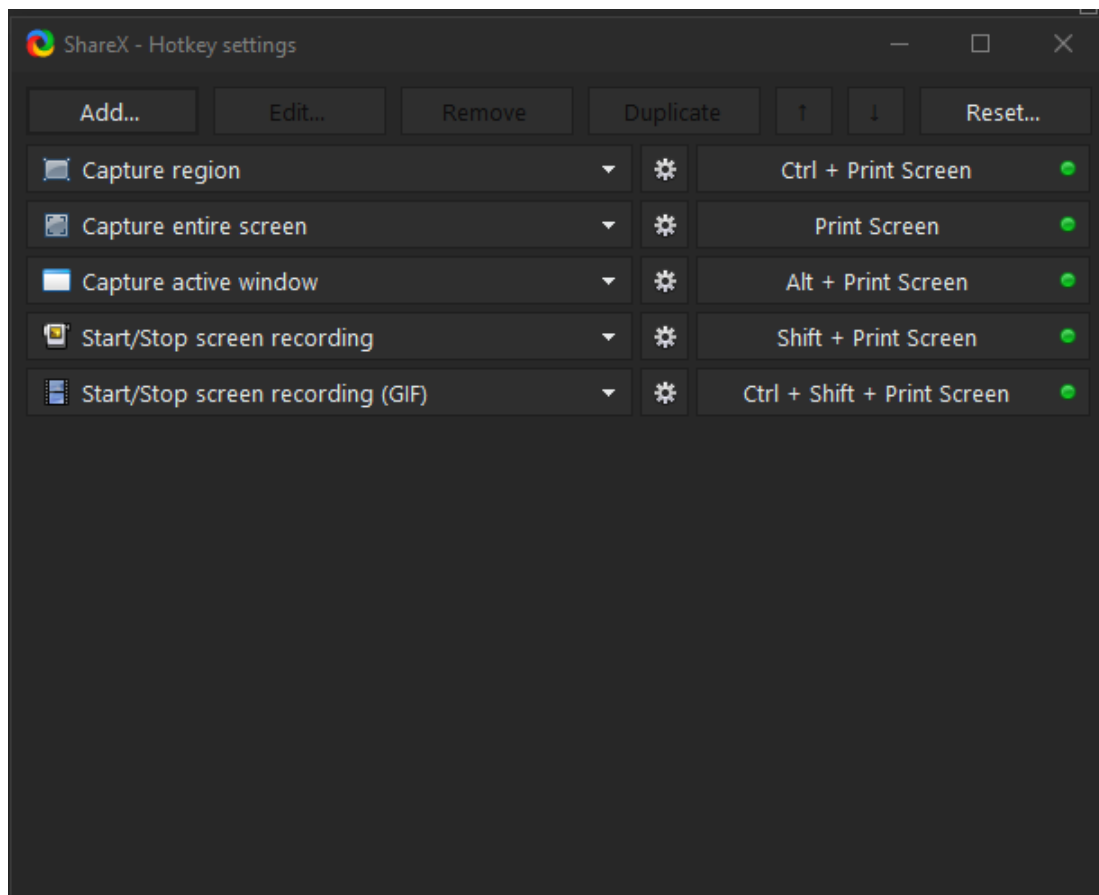
This topic explains how to view, change and reset **ShareX** program hotkeys.

To view hotkey settings

1. Click **Hotkey settings** from the menu on the left.

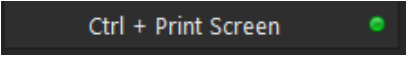


The hotkey settings are displayed.

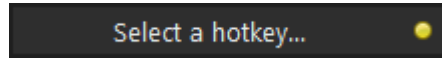


To change hotkey settings

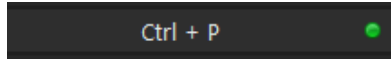
1. Click the hotkey button of the particular action (for e.g **Capture region**).

 The Hotkey is cleared and the cursor prompts to enter a new

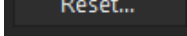
hotkey.

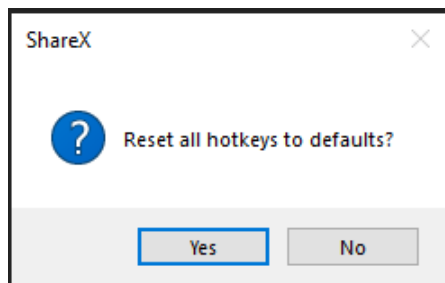


2. Enter a combinations of keys from your keyboard. It is reflected in the button.



To reset to default settings

1. Click **Reset** button  from the **Hotkey settings** dialog. A confirmation dialog appears.

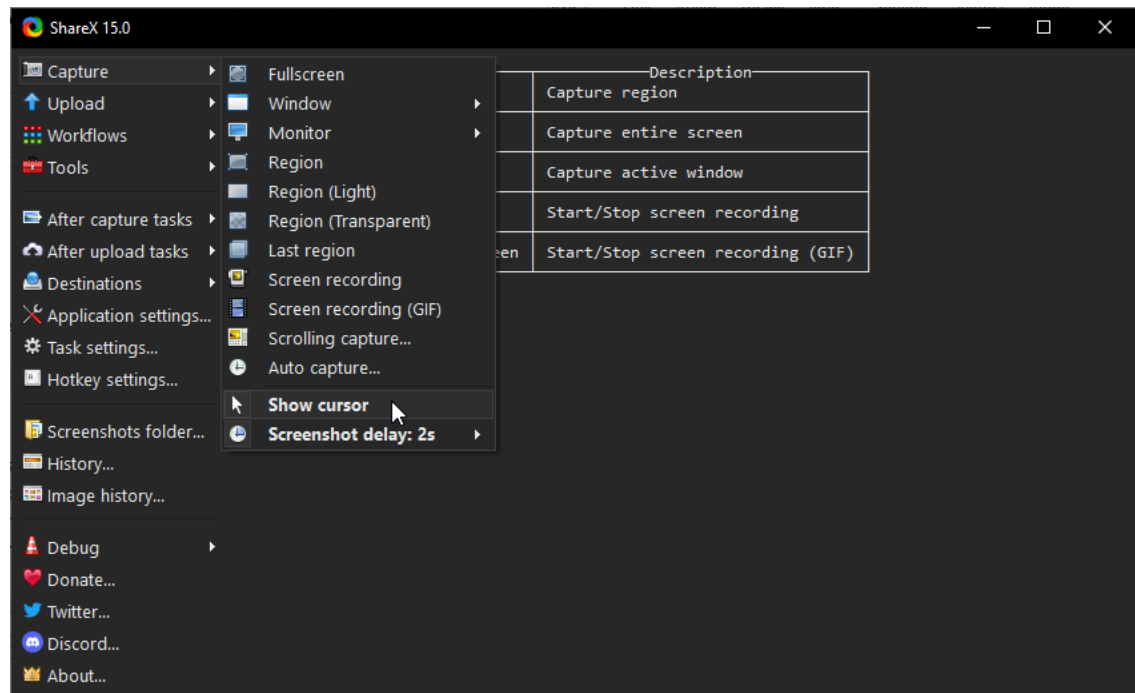


2. Click **Yes**. The Hotkeys are reset to their initial values.

2.4 Including cursor for capturing

This topic explains how to include the mouse cursor in the captures. This feature is useful particularly when you want to point to important areas of your capture such as menu items.

1. Open **ShareX**.
2. Click on **Capture** from the menu on the left. A submenu opens.
3. Click on **Show cursor**. The **Show cursor** menu option is made bold.

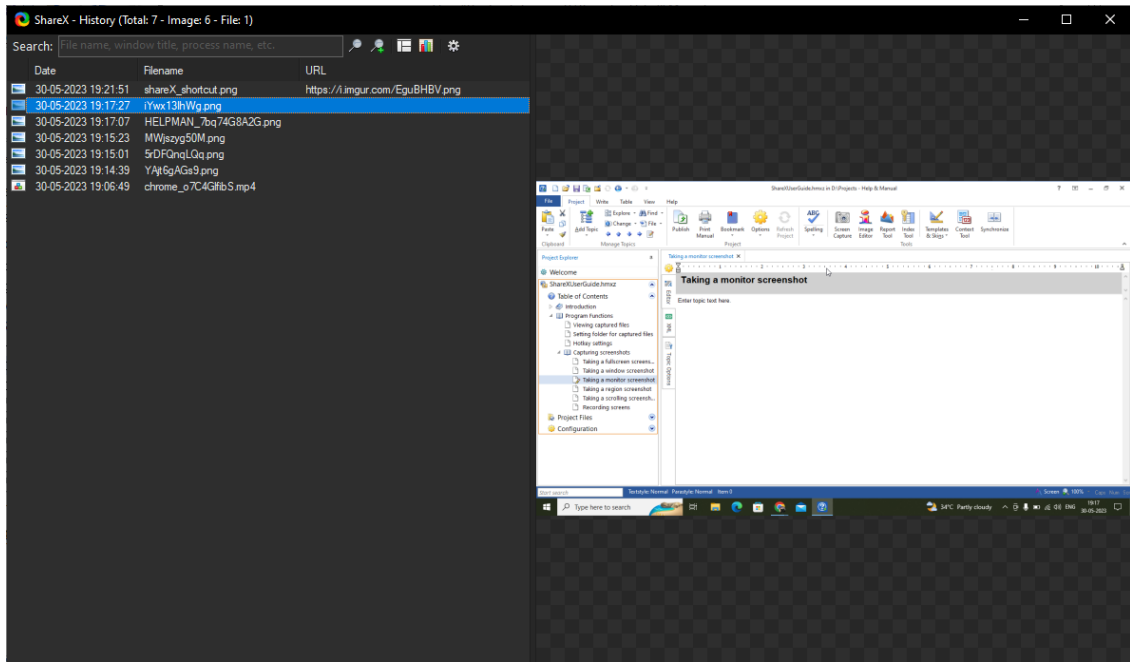


Note: The above picture itself is an example of an image captured with the cursor.

2.5 Checking history

This topic explains how to check the history of the captures made.

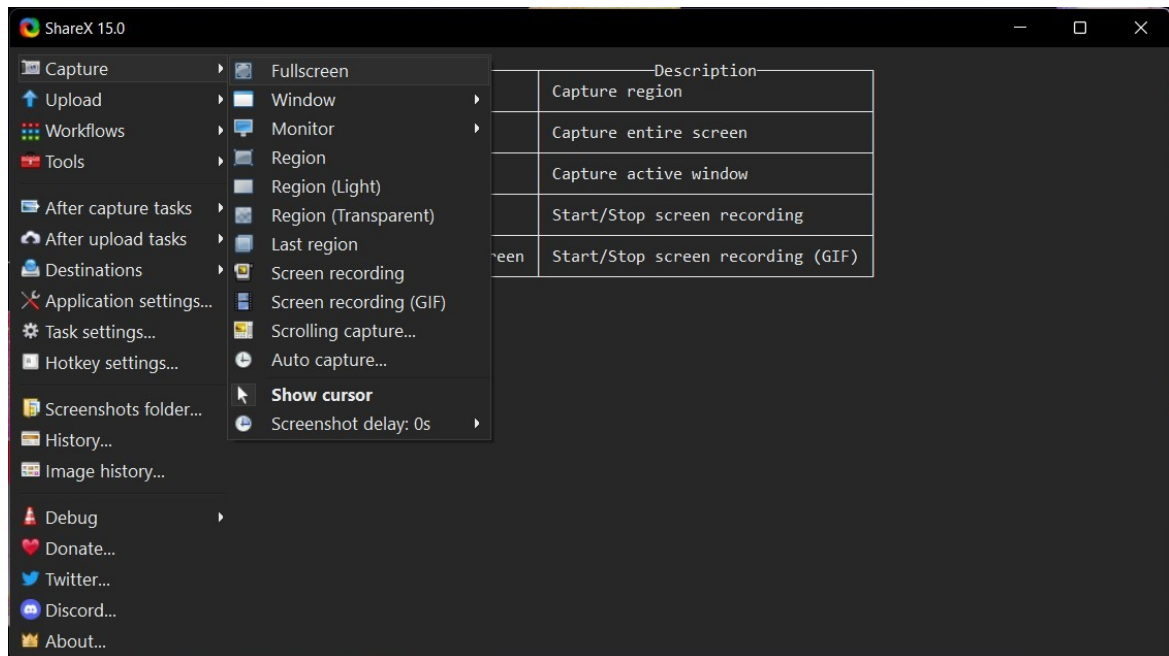
1. Open **ShareX**.
2. Click on **History** from the menu on the left. The **ShareX History** window is displayed.



3. Click on an image or video from the list to view its particulars.

2.6 Capturing screenshots

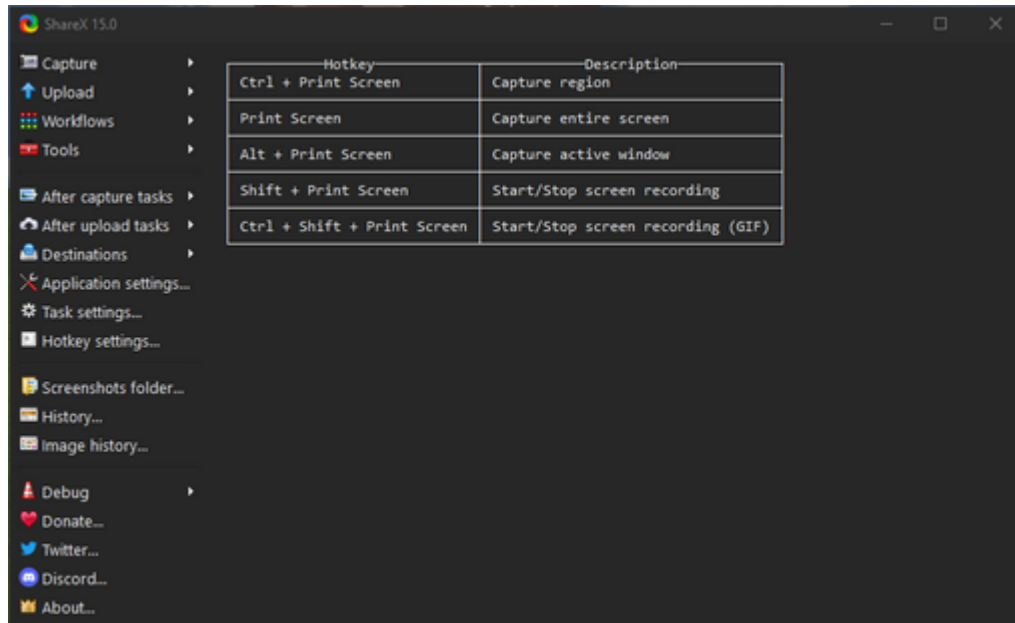
This subchapter explains how to take various types of screenshots using **ShareX** using the **Capture** menu.



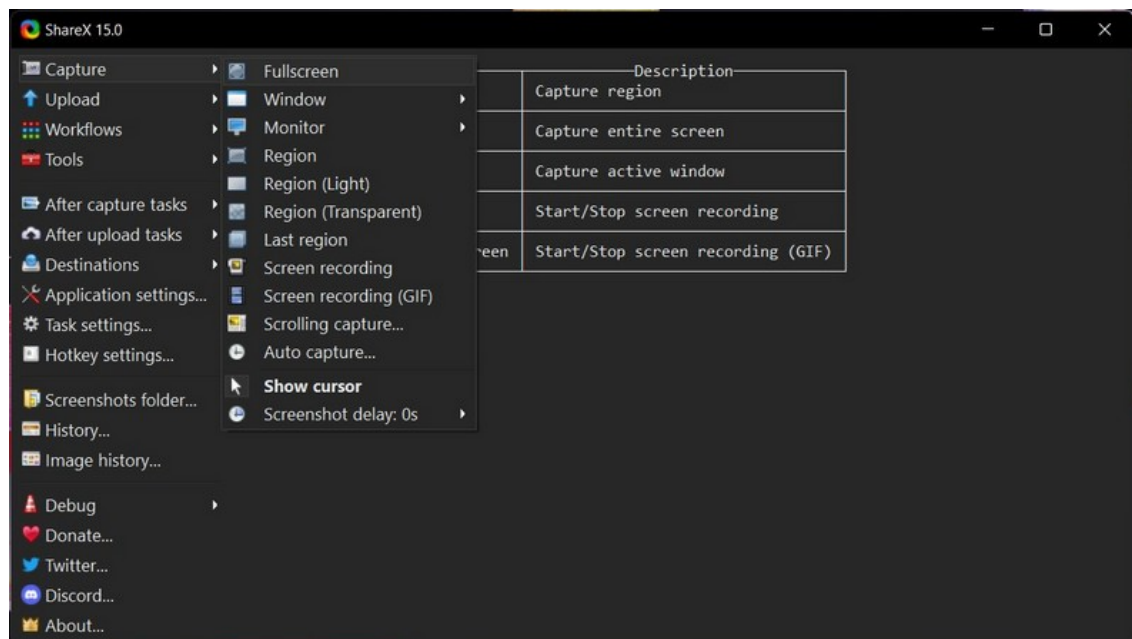
2.6.1 Taking a fullscreen screenshot

This topic discusses how to take a fullscreen screenshot using **ShareX**.

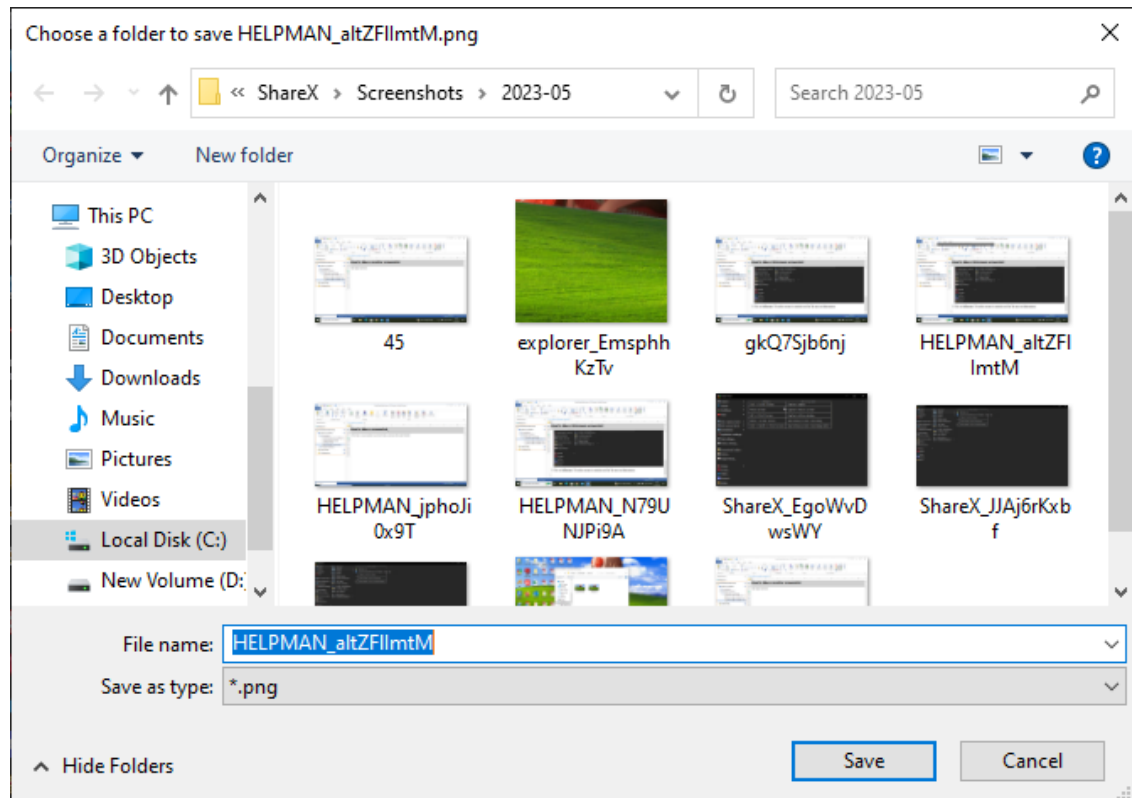
1. Open **ShareX**, the application opens as shown in the image below.



2. Click on **Capture**. A sub menu is displayed.



3. Click on **fullscreen**. The entire screen is captured and the **Choose a folder to save as** dialog opens.



4. Enter a file name for the screen capture in the **File name** box.

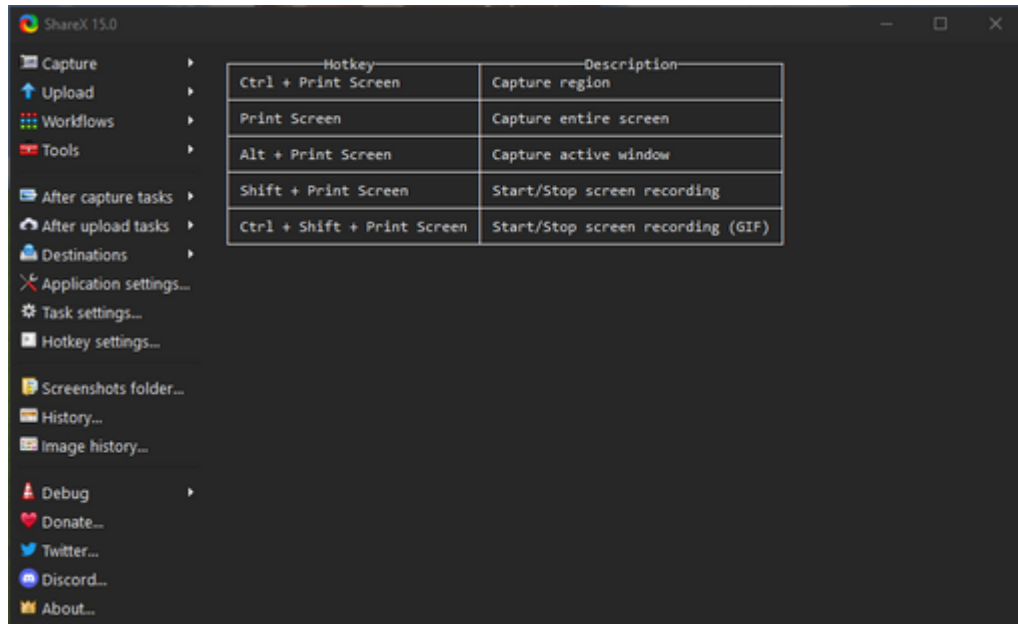
Note: You can choose a different folder to save your file using this dialog.

5. Click **Save**.

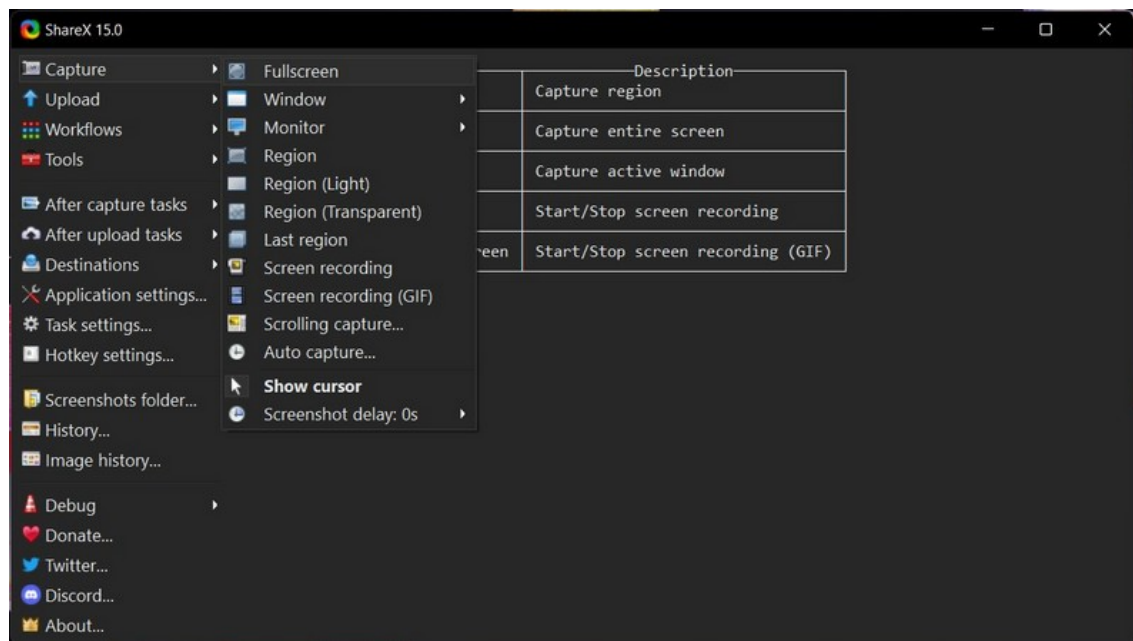
2.6.2 Taking a window screenshot

This topic discusses how to take a window screenshot using ShareX.

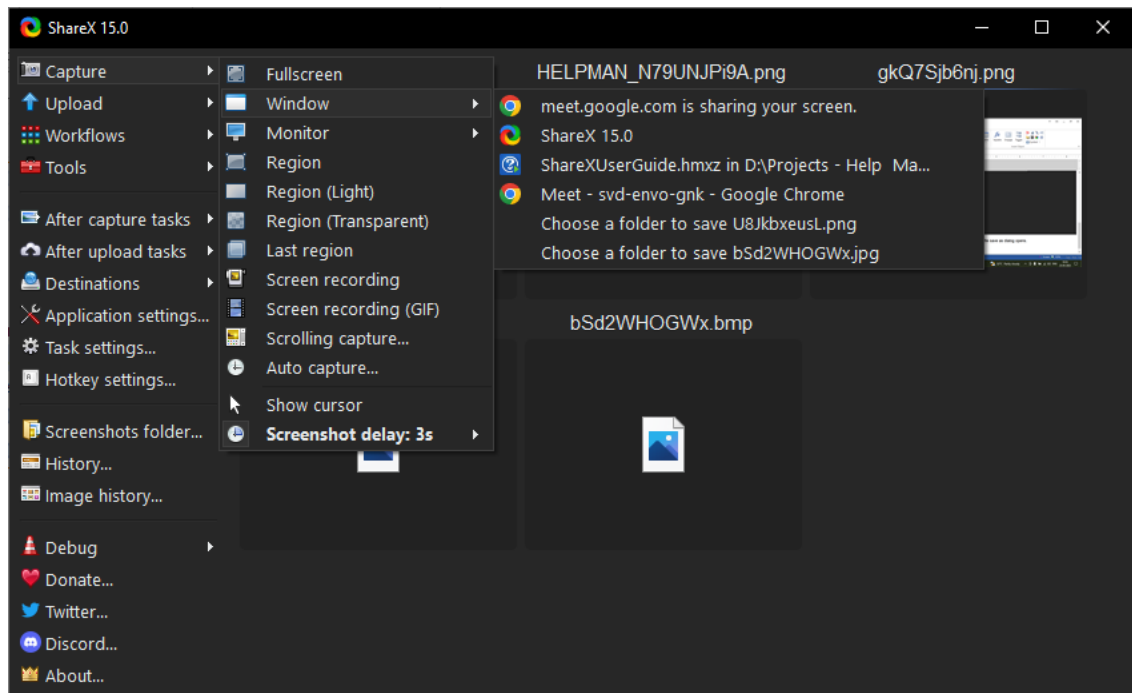
1. Open **ShareX**



2. Click on **Capture**. A submenu is displayed.



3. Click on **window**. A second submenu displays a list of windows opened on your computer.

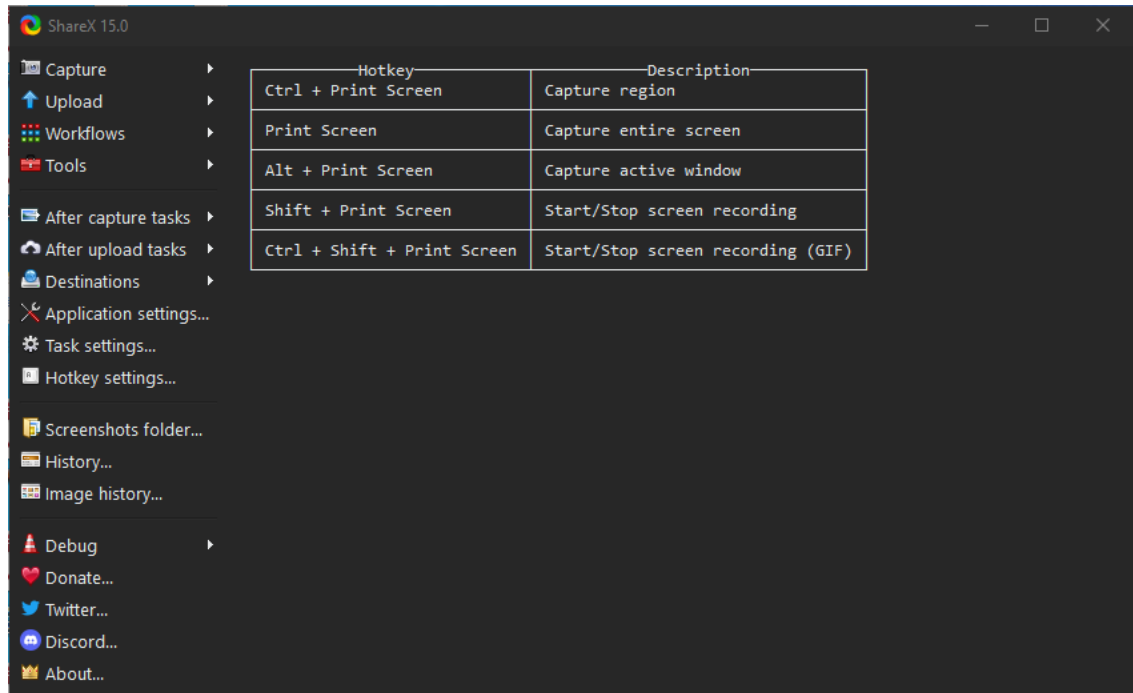


4. Select a window from the list and a screenshot of the window is taken.

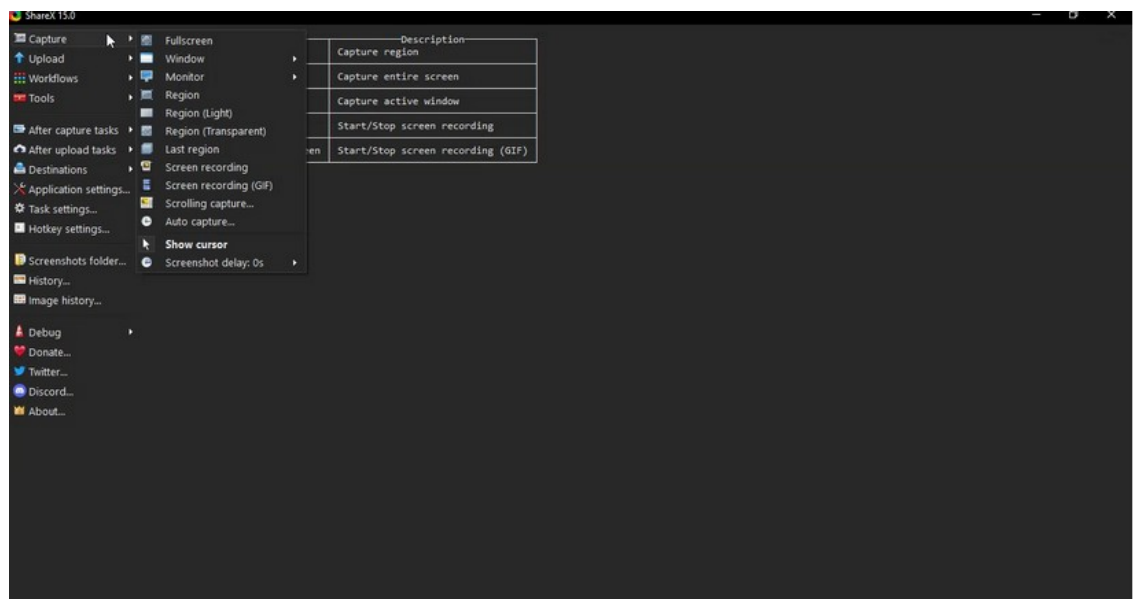
2.6.3 Taking a region screenshot

This topic explains how to take screenshot of any region of your screen. ShareX allows taking a region screenshot of the most recent application or webpage of your screen.

1. Open **ShareX**, the application opens.



2. Click on **Capture** and a **submenu** is displayed.



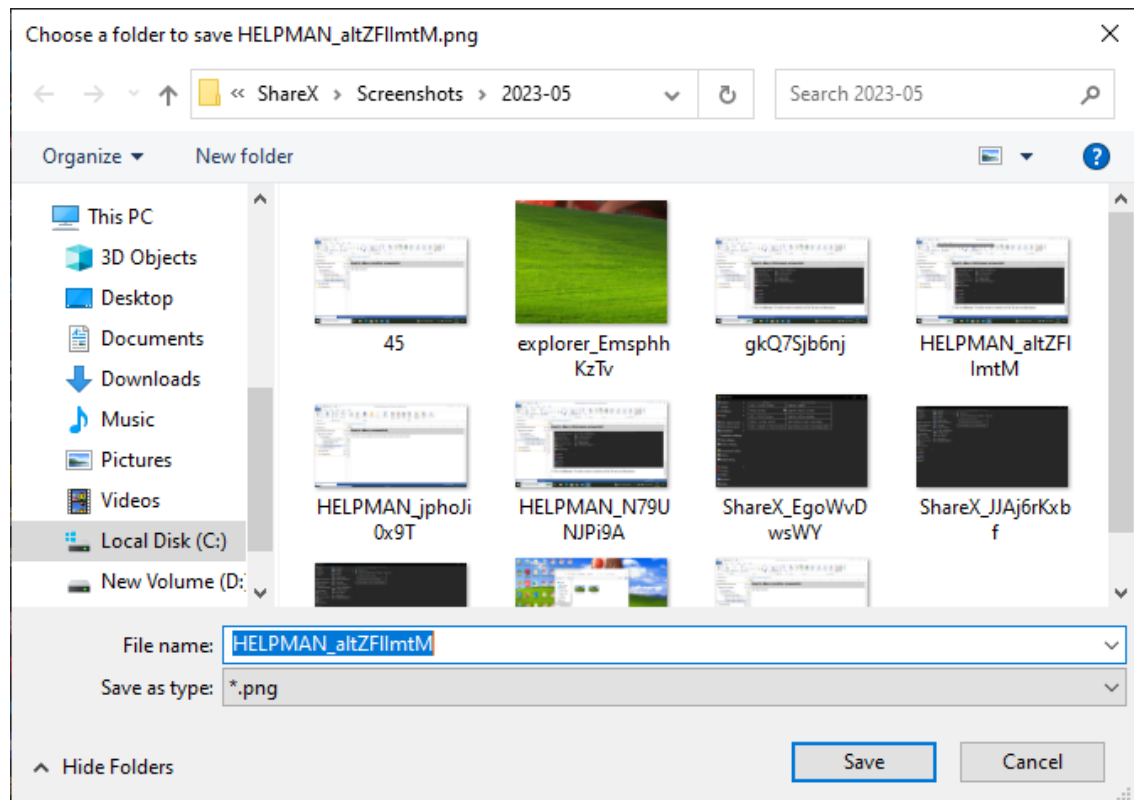
3. Click on **Region**. A **crosshair** is displayed on the most recent application or webpage that was open before using **ShareX**.

4. Point the mouse cursor to the various windows encircled by the marching ants border and click to select that window.

Or

Click and drag the cursor to select the region to capture.

The **Choose a folder to save** as dialog opens.



5. Enter a file name for the screen capture in the **File name** box.

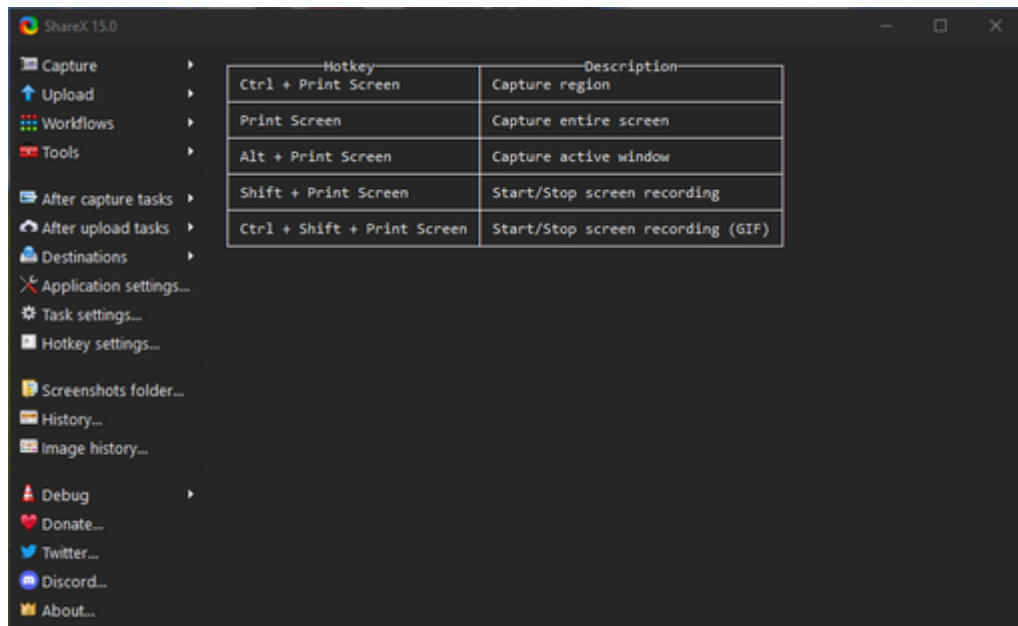
6. Click **Save**.

2.6.4 Taking a scrolling screenshot

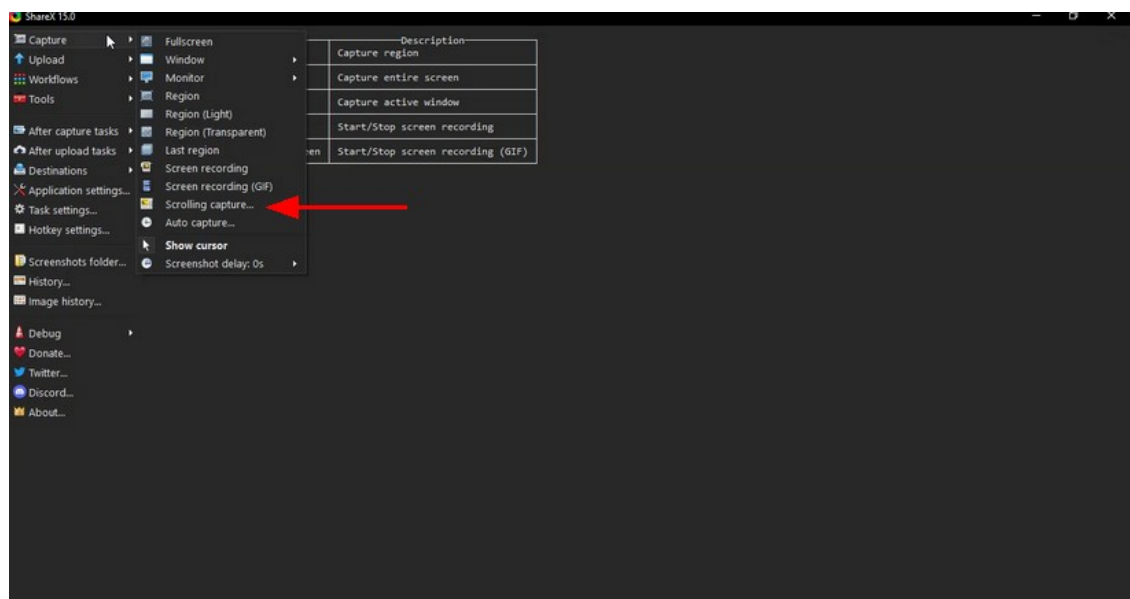
This topic discusses how to take a scrolling screenshot (webpages and applications that scroll more than one screen) using **ShareX**. Within the scrolling page or window you can also capture a scrolling portion.

To capture a scrolling webpage or window

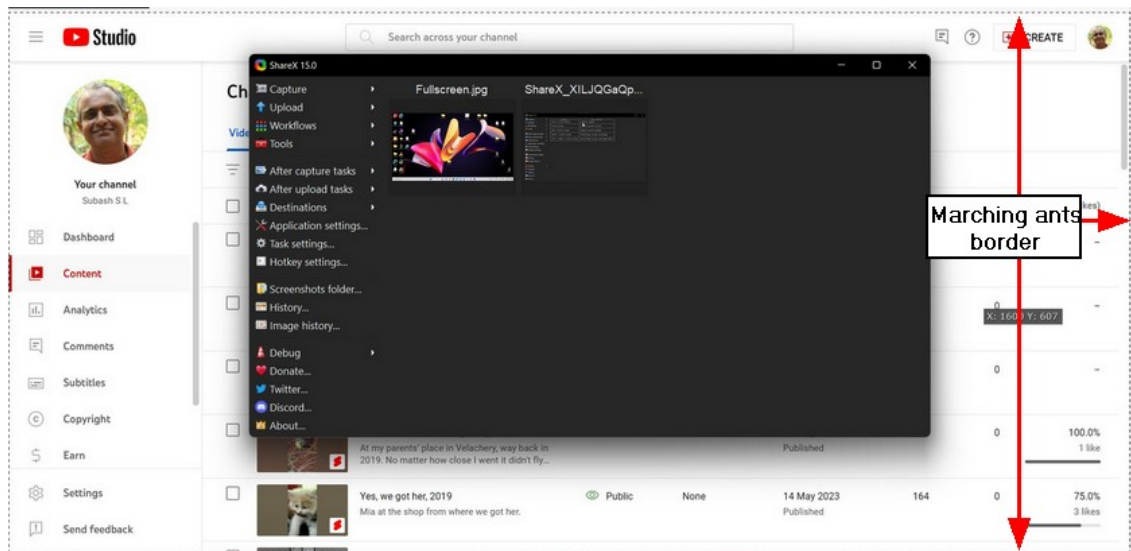
1. Scroll the webpage or application window where the scrolling screenshot is to be captured, all the way up to the top.
2. Open **ShareX**.



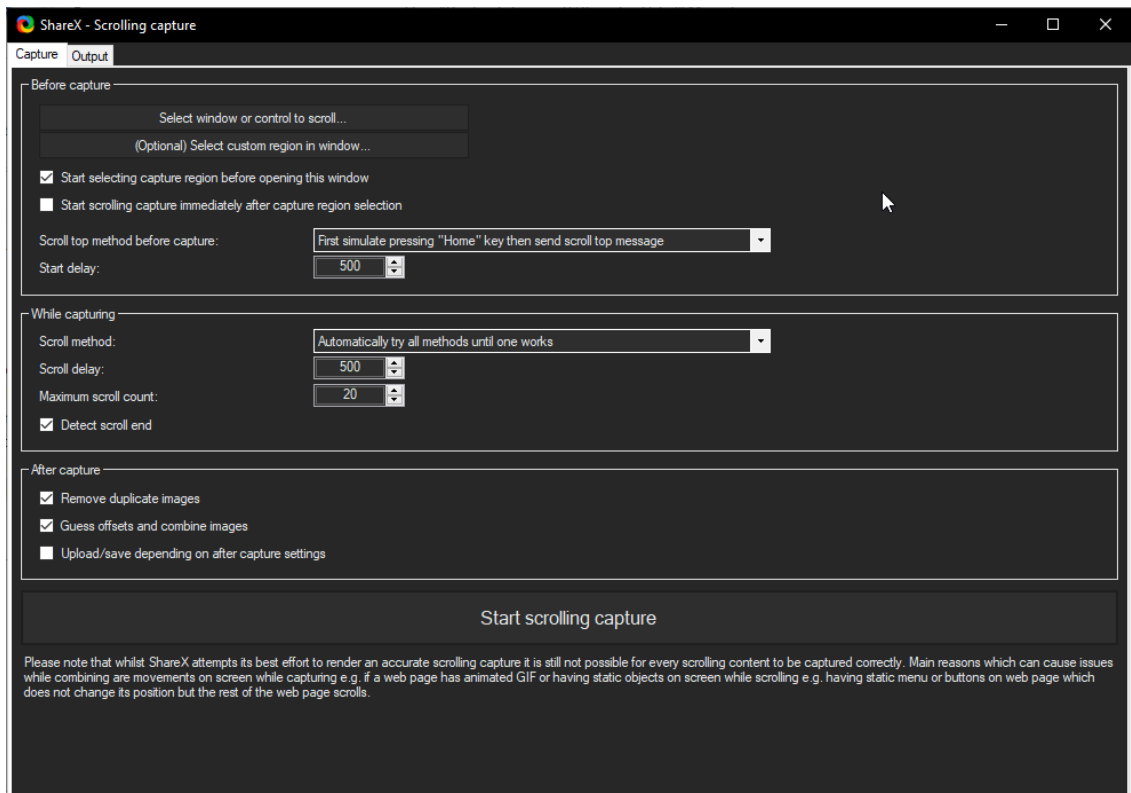
3. Click on **Capture** and a submenu is displayed.
4. Click **Scrolling capture**.



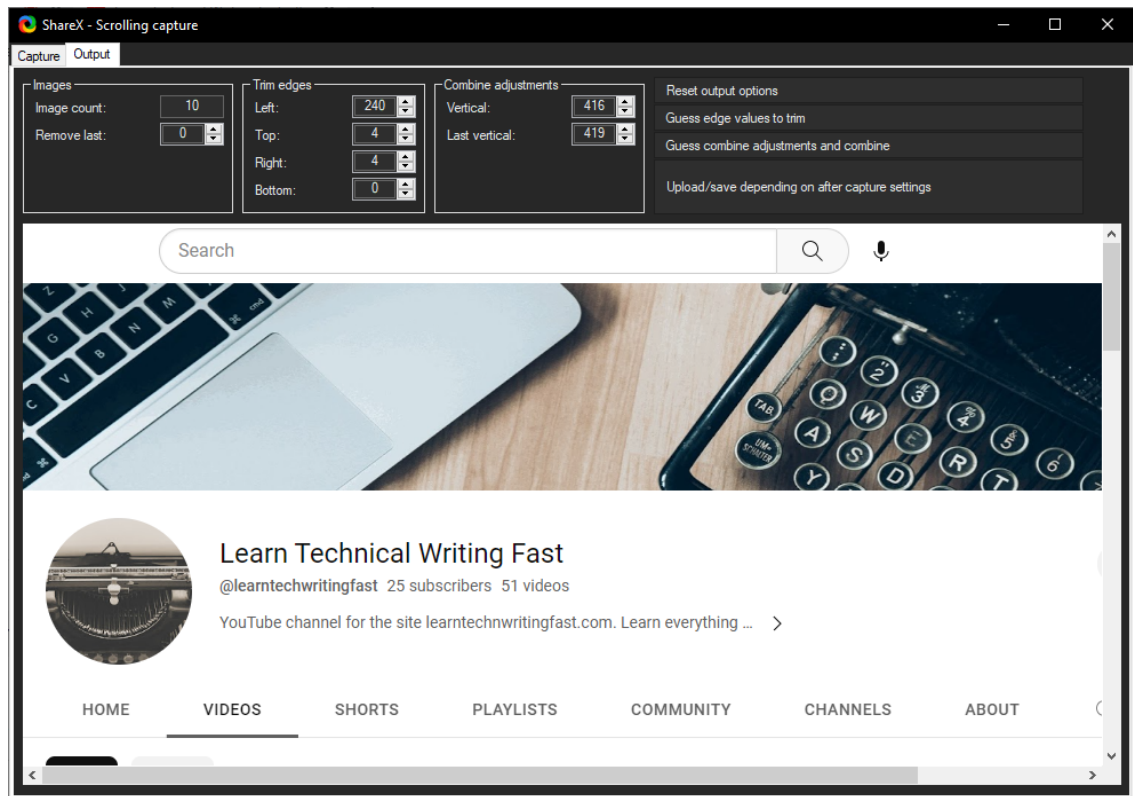
5. A **crosshair** is displayed on the most recent application or webpage.
6. Point the mouse cursor to the various windows encircled by the marching ants border and click to select that window.



The scrolling capture dialog box opens.

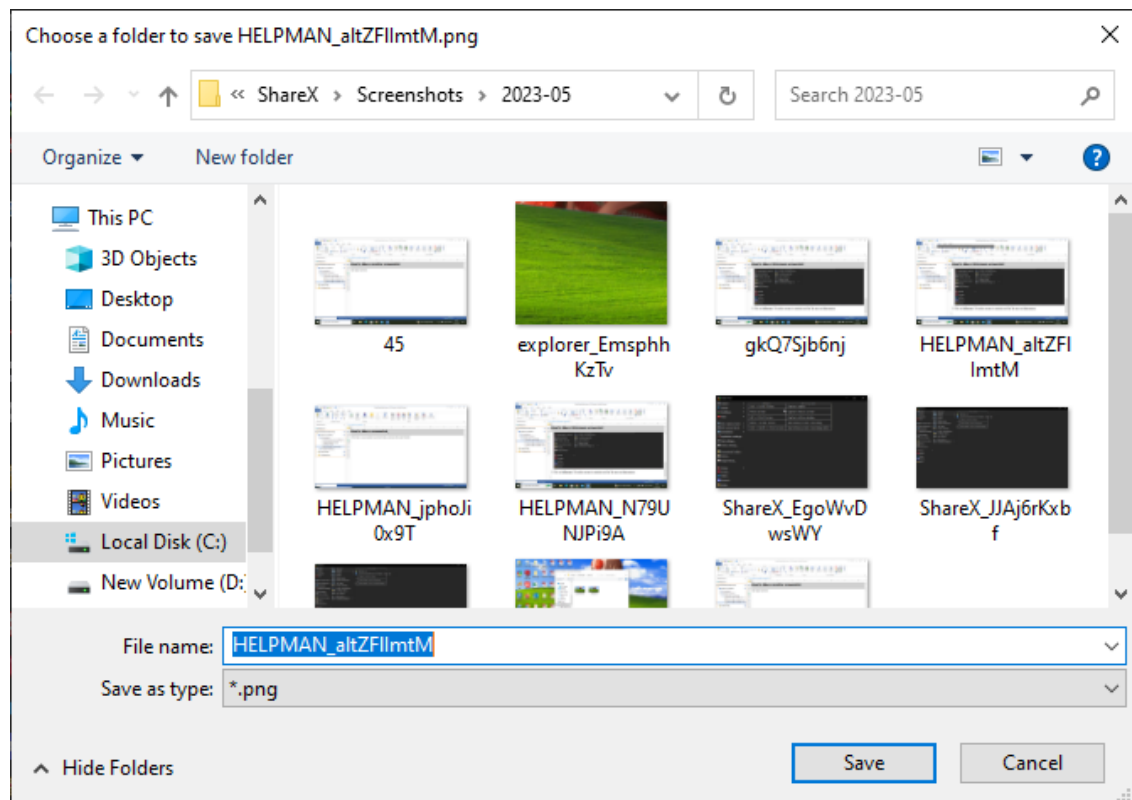


7. Click on **Start scrolling capture**. The screen starts scrolling to the end of the page and the scrolling screenshot is captured. The captured image is displayed in the **ShareX** dashboard.



Note: Use the horizontal and vertical scroll bars to view the capture image.

8. Click **Upload/save depending on after capture settings**. The **Choose a folder to save** dialog opens.

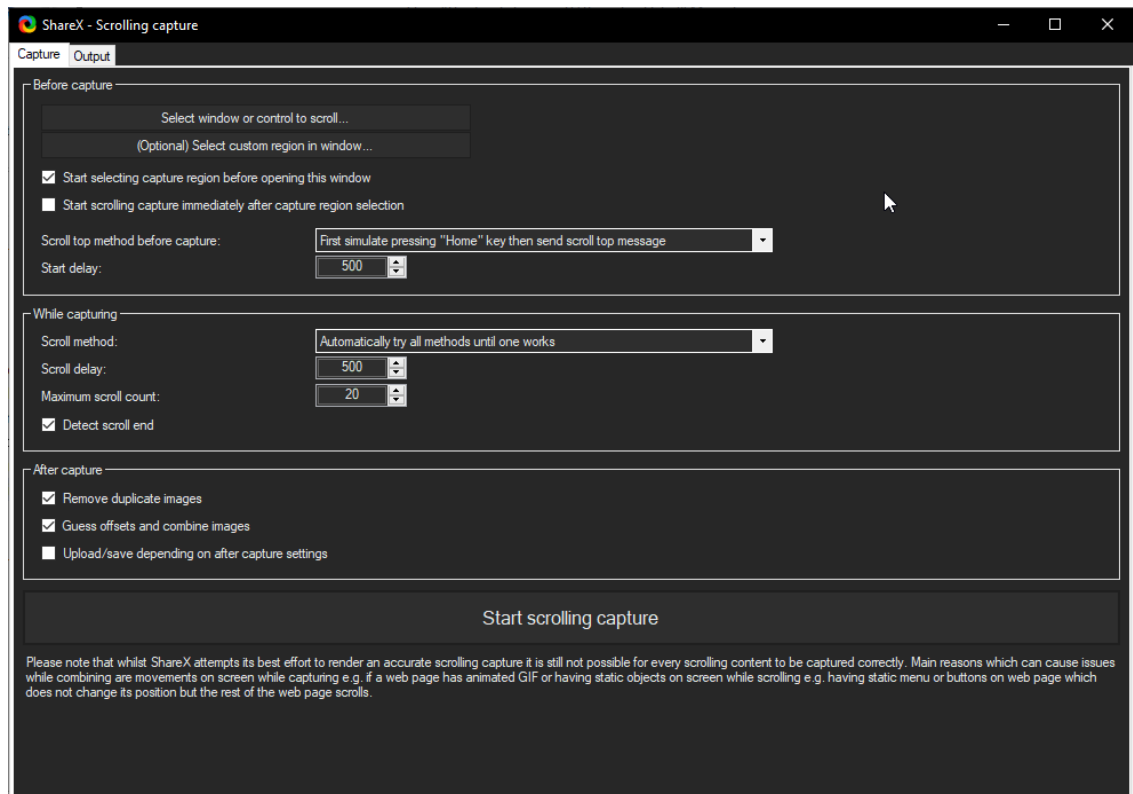


8. Enter a file name for the screen capture in the **File name** box.

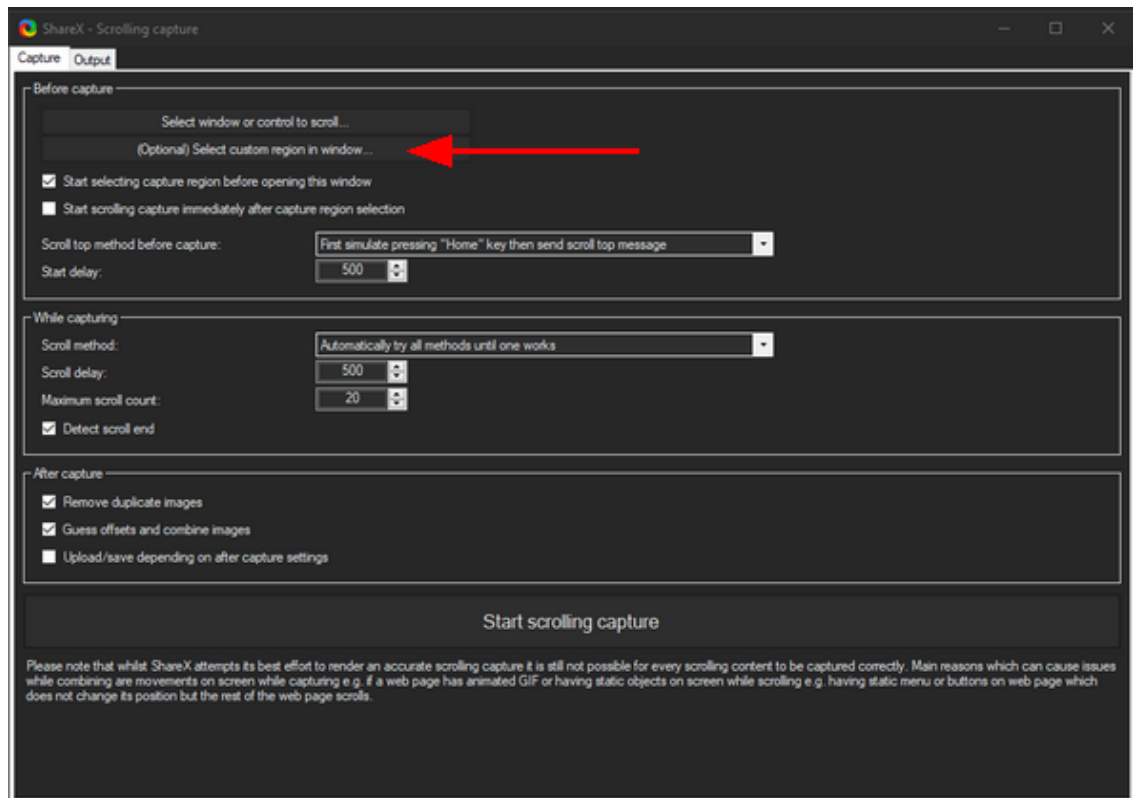
9. Click **save**.

To capture a scrolling portion within the scrolling page

1. Proceed as instructed as in the previous section till you reach the following screen.

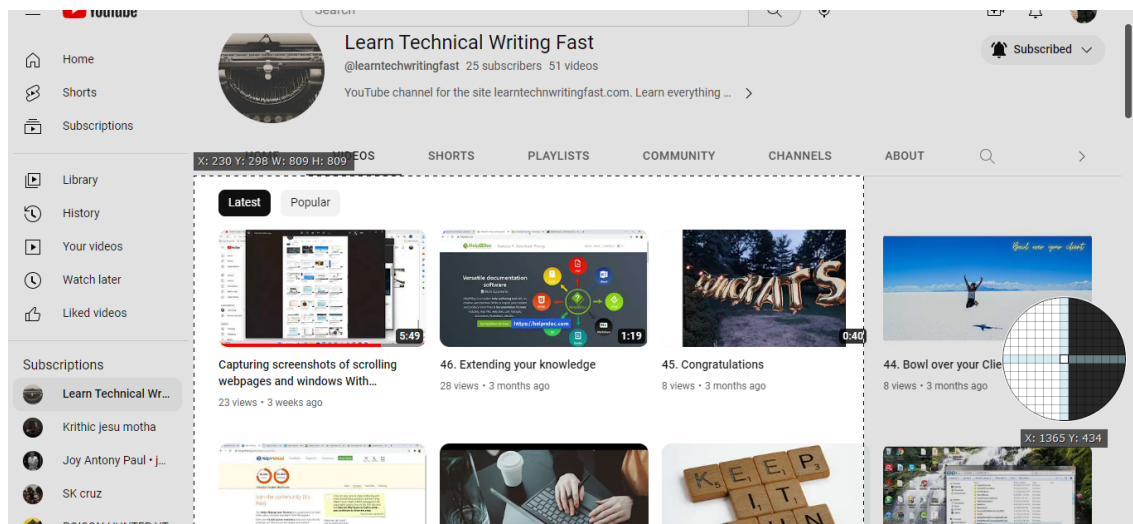


2. Minimize this window.
3. Minimize the main **ShareX** window and reopen the **Start scrolling capture** window.
4. Click on **select custom region in window** to mark a portion of the scrolling window.

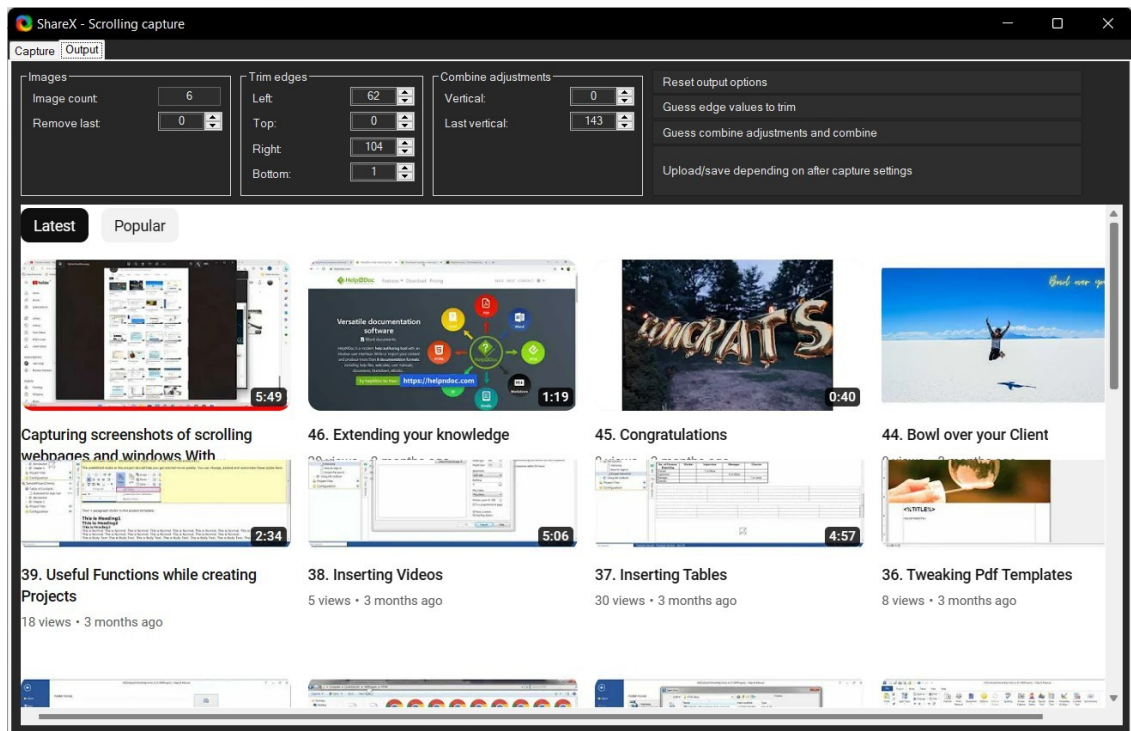


The mouse cursor changes to a crosshair.

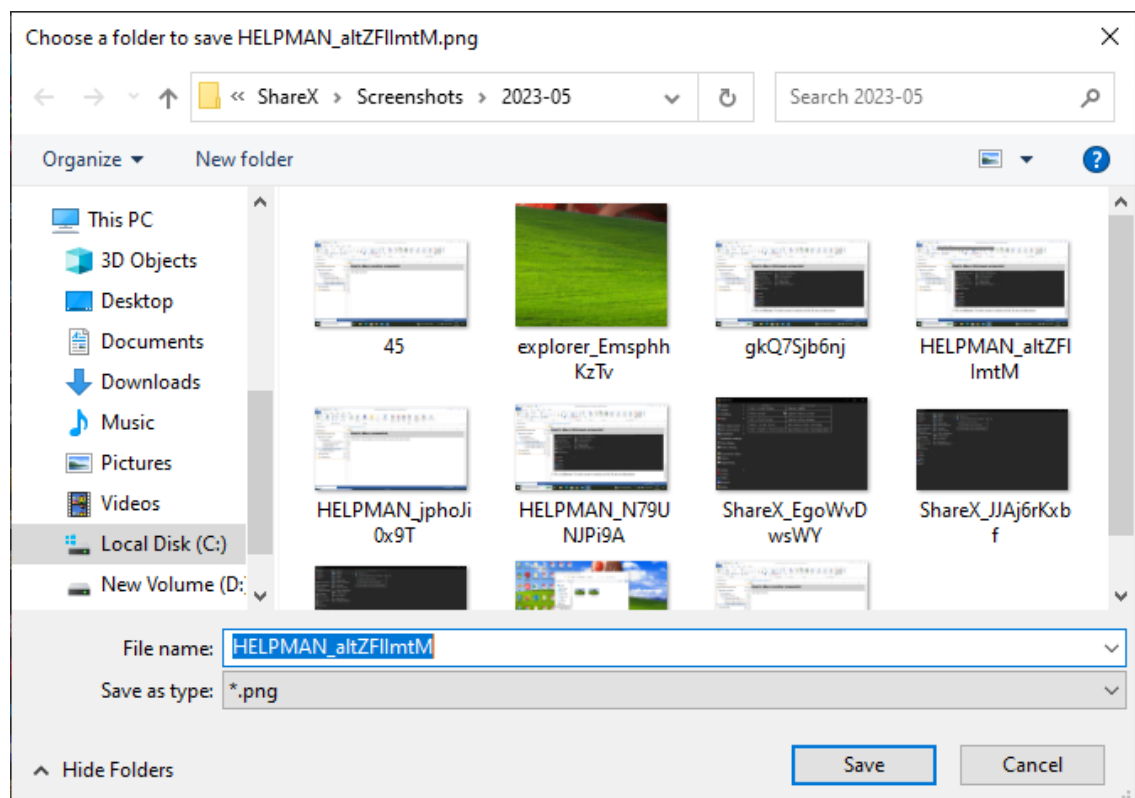
5. Click and drag the mouse cursor to select the portion to be scrolled.



The captured portion is scrolled and after capture, displayed on the dashboard.

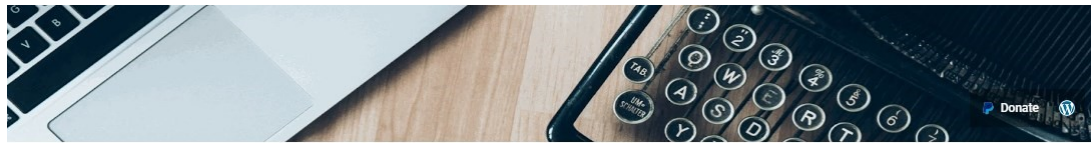


6. Click **Upload/save depending on after capture settings**. The **Choose a folder to save** dialog opens.



-
7. Enter a file name for the screen capture in the **File name** box.
 8. Click **save**.

Note: To watch a video of this topic, click here https://youtu.be/RjhtORA_Pxl . A sample of a scrolling screenshot (reduced to 50%) is displayed below.



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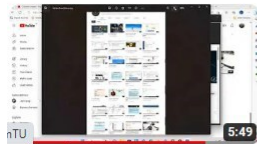
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webpages and windows With...
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28 views • 3 months ago



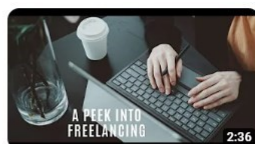
8 views • 3 months ago



8 views • 3 months ago



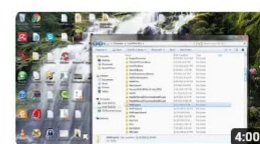
43. The Brilliant Help and Manual Forums
13 views • 3 months ago



42. A peek into Technical Writing Freelancing
9 views • 3 months ago



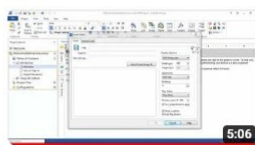
41. Keeping Tech Writing Fun
6 views • 3 months ago



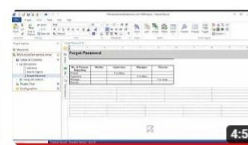
40. Reusing Content
24 views • 3 months ago



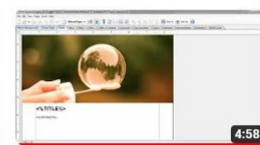
39. Useful Functions while creating Projects
5 views • 3 months ago



38. Inserting Videos
5 views • 3 months ago



37. Inserting Tables
30 views • 3 months ago



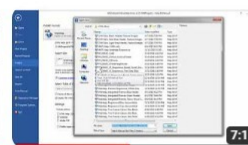
36. Tweaking Pdf Templates
8 views • 3 months ago



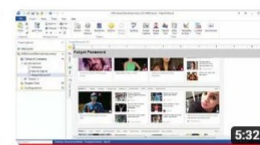
35. Generating Other Help Formats
25 views • 3 months ago



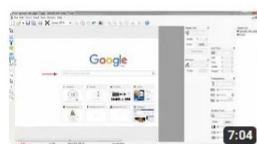
34. Context Sensitive Help
20 views • 3 months ago



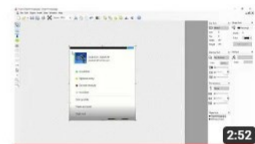
33. Generating Online Help
12 views • 3 months ago



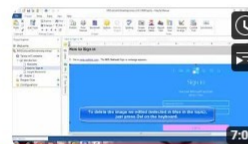
32. Even More Editing of Images
6 views • 3 months ago



31. More Editing of Images
8 views • 3 months ago



30. Trimming Images
5 views • 3 months ago



29. Editing Images
8 views • 3 months ago



28. Creating A Style
20 views • 3 months ago



27. More Screen Capturing Techniques
5 views • 3 months ago



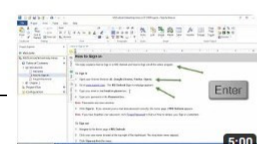
26. Screen Capturing with TNT
8 views • 3 months ago



25. How have you been doing so far?
4 views • 3 months ago



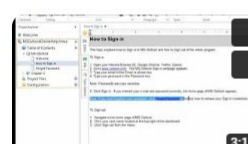
24. Formatting with Numbered Lists
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23. Formatting Fundamentals
8 views • 3 months ago



22. One more Rule
5 views • 3 months ago



21. Assignment Review 2
6 views • 3 months ago



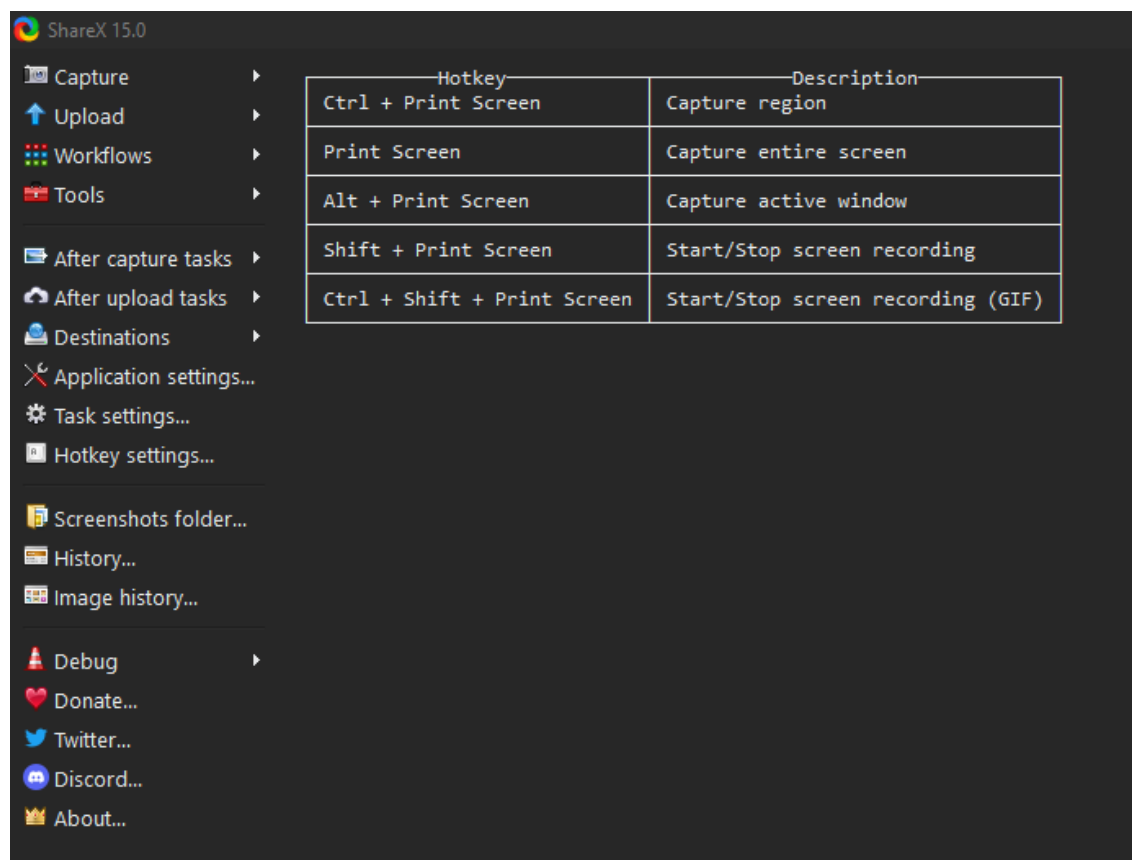
20. How to Login topic Assignment Review
10 views • 3 months ago

2.6.5 Recording screens

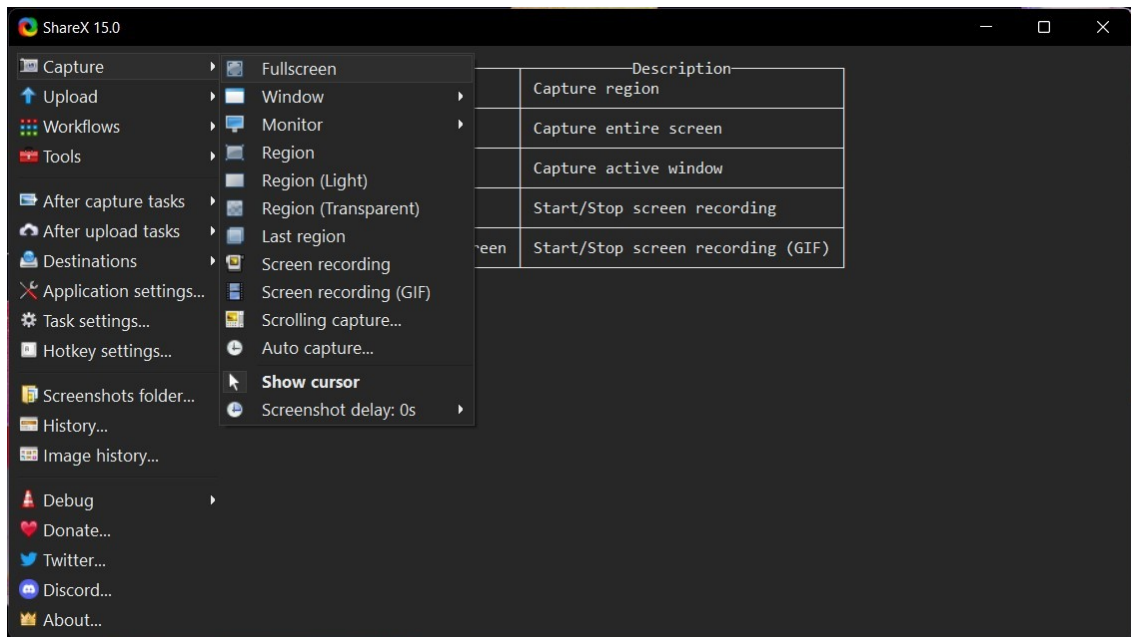
This topic discusses how to create videos using **ShareX**'s screen recording feature.

To record a screen using ShareX

1. Open **ShareX**, the application opens.

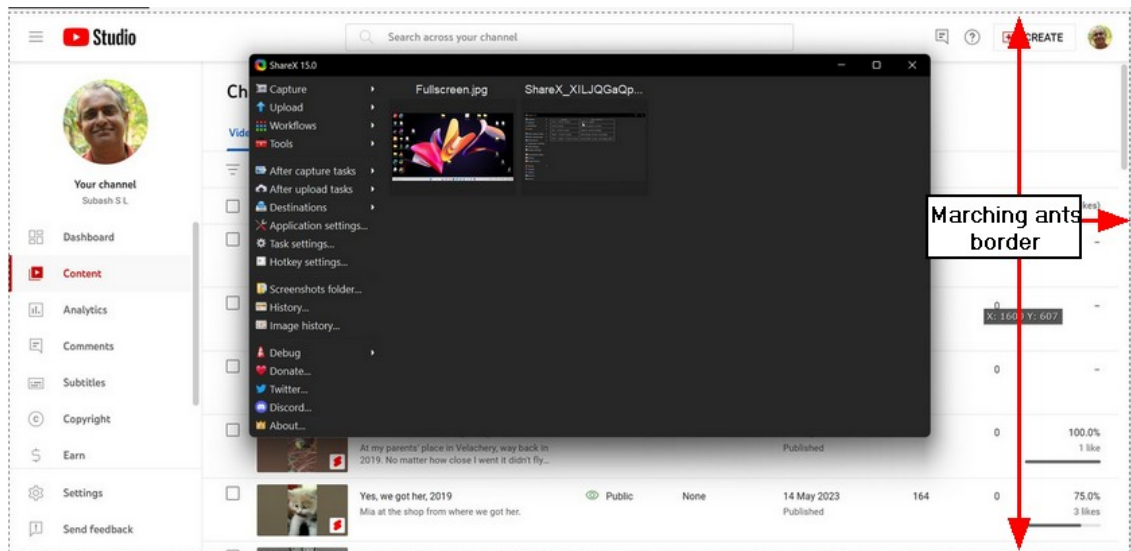


2. Click on **Capture** and a **submenu** is displayed.



3. Click on **Screen Recording**. A crosshair is displayed on the most recent application or webpage.

4. Point the mouse cursor to the various windows encircled by the marching ants border and click to select that window.

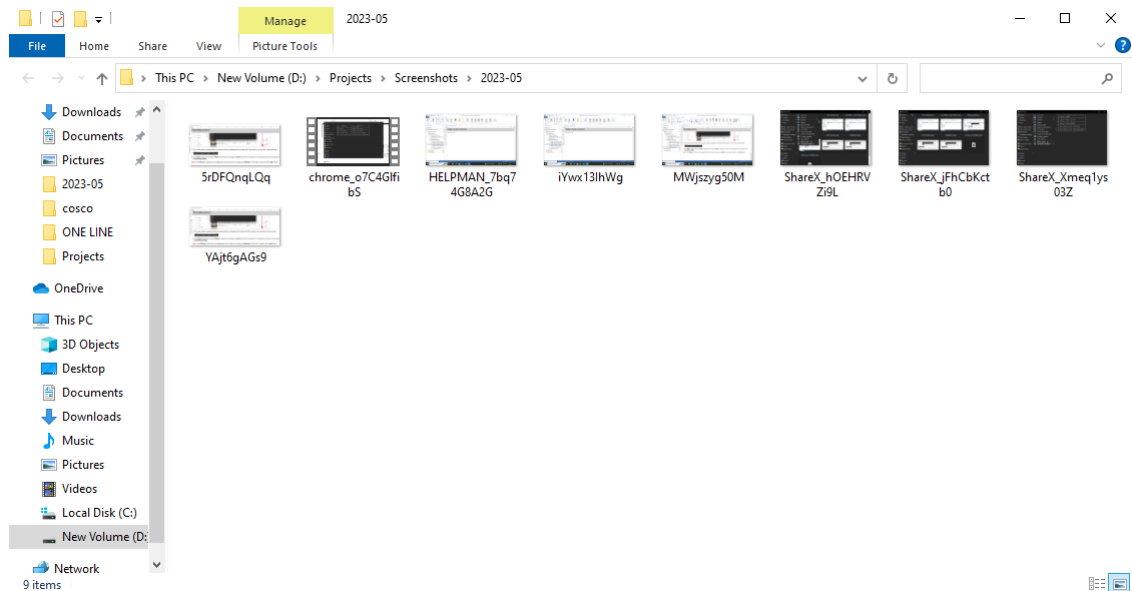


5. The screen starts recording and the recording controls are displayed at the bottom left of the window or screen that is being recorded.



6. Click **Stop** to stop the recording, **Pause** to pause the recording and **Abort** to abort the recording. On clicking stop the video is saved to the **Screenshots folder**.

Note: Once **Pause** is clicked, the recording pauses and to resume recording, click **Resume**. The file that is saved is of the **.mp4** format.



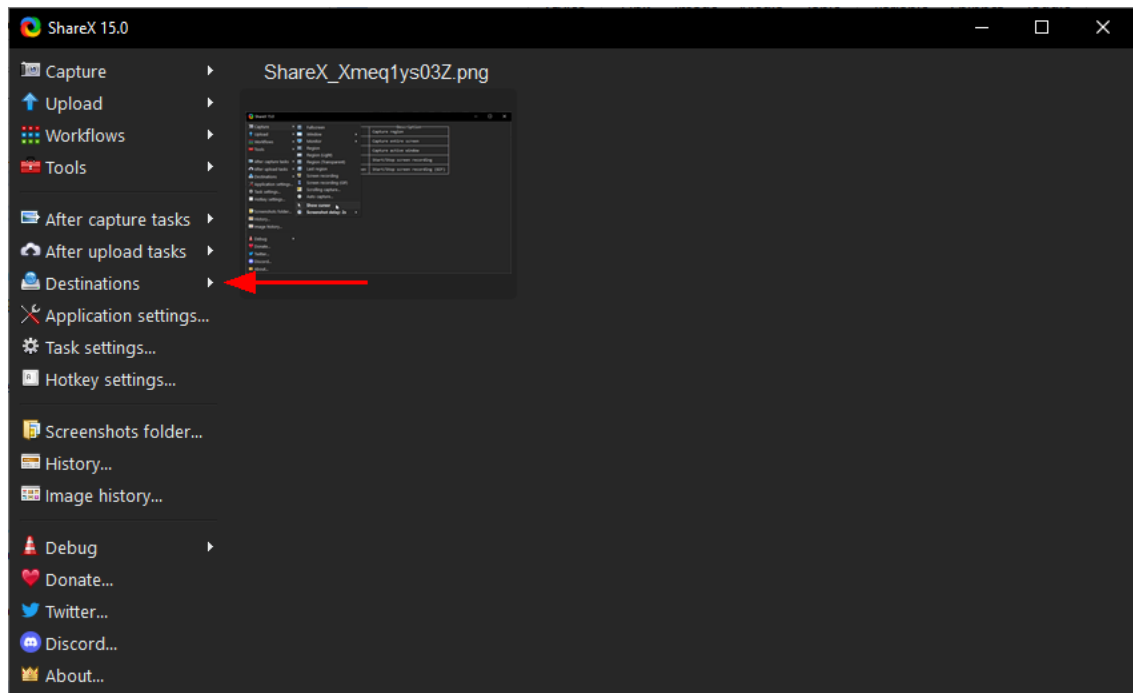
2.7 Uploading files

This subchapter discusses uploading files from **ShareX** to several destinations.

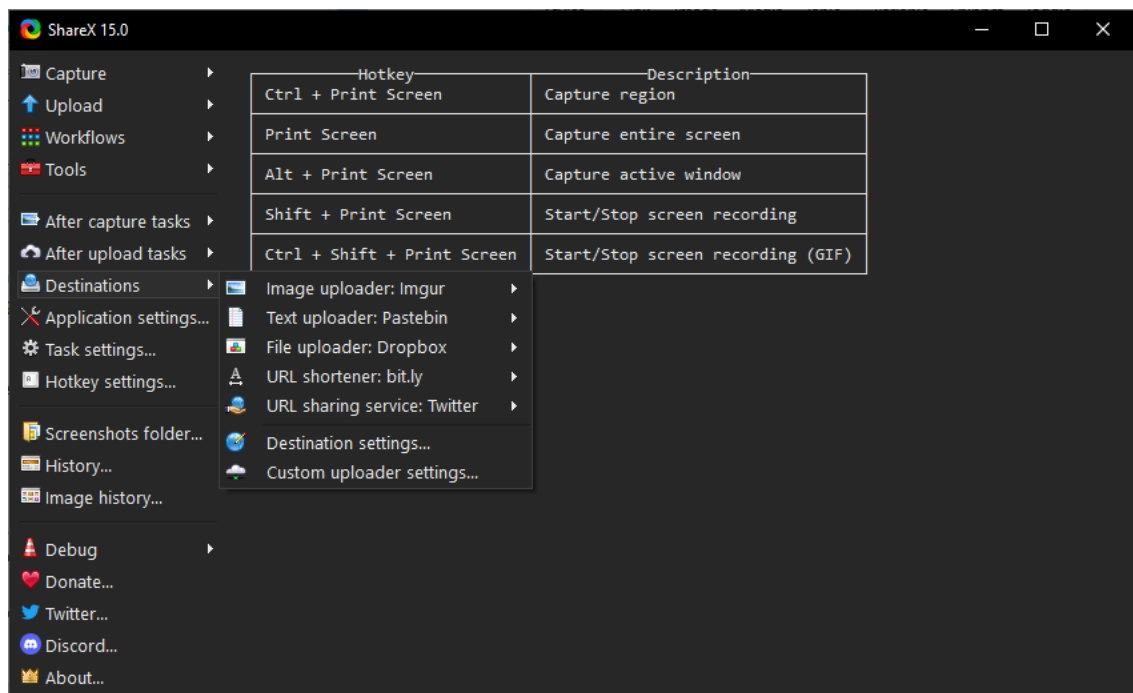
2.7.1 Setting destinations

This topic explains how to set destinations for files to be uploaded from **ShareX**.

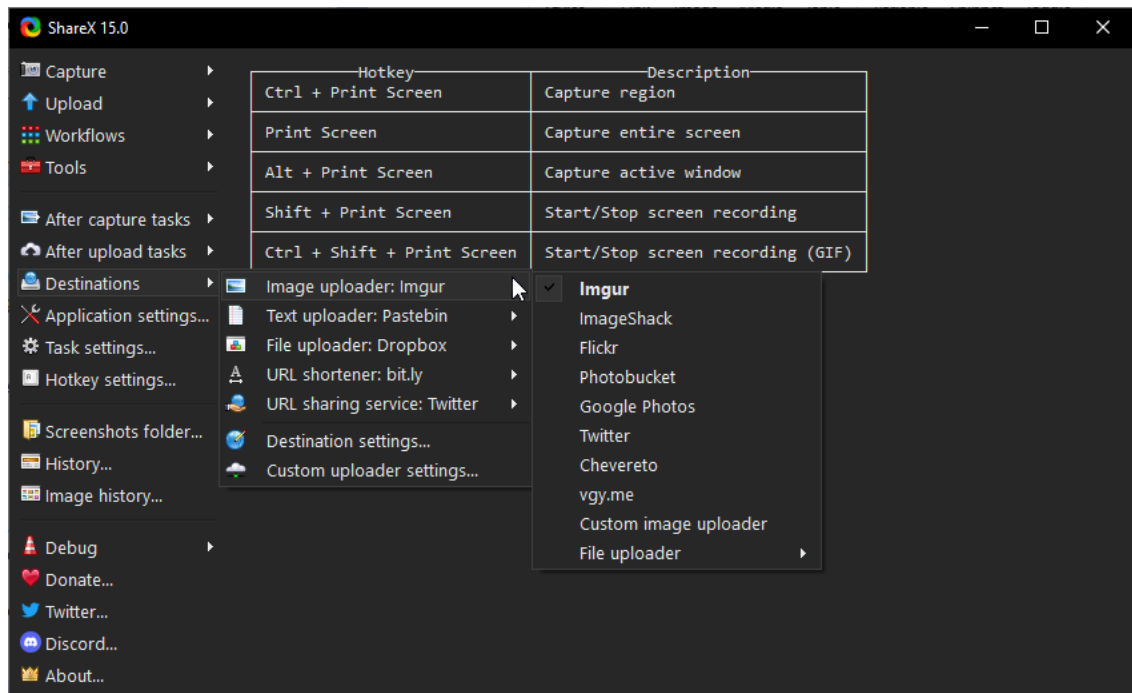
1. Open **ShareX** and from the menu on the left, select **Destinations**.



A submenu opens.



2. Point cursor to any of the uploader sites to view the destination. For e.g. **Image uploader** destination is selected for viewing.



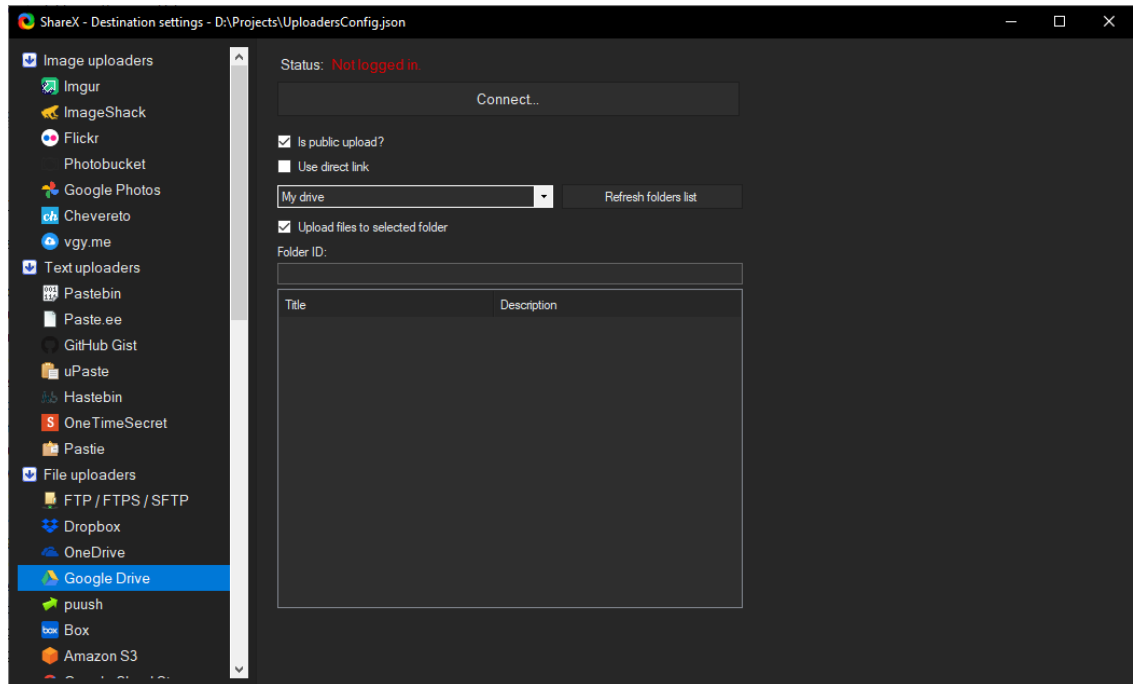
In our example **Imgur** is the destination site for image upload. A checkmark on the left of the destination indicates selection.

3. Click any other destination from the list to change the destination.
4. Follow the same procedure to view and change the destination for **Text**, **File**, **URL shortener** and **URL sharing service**.

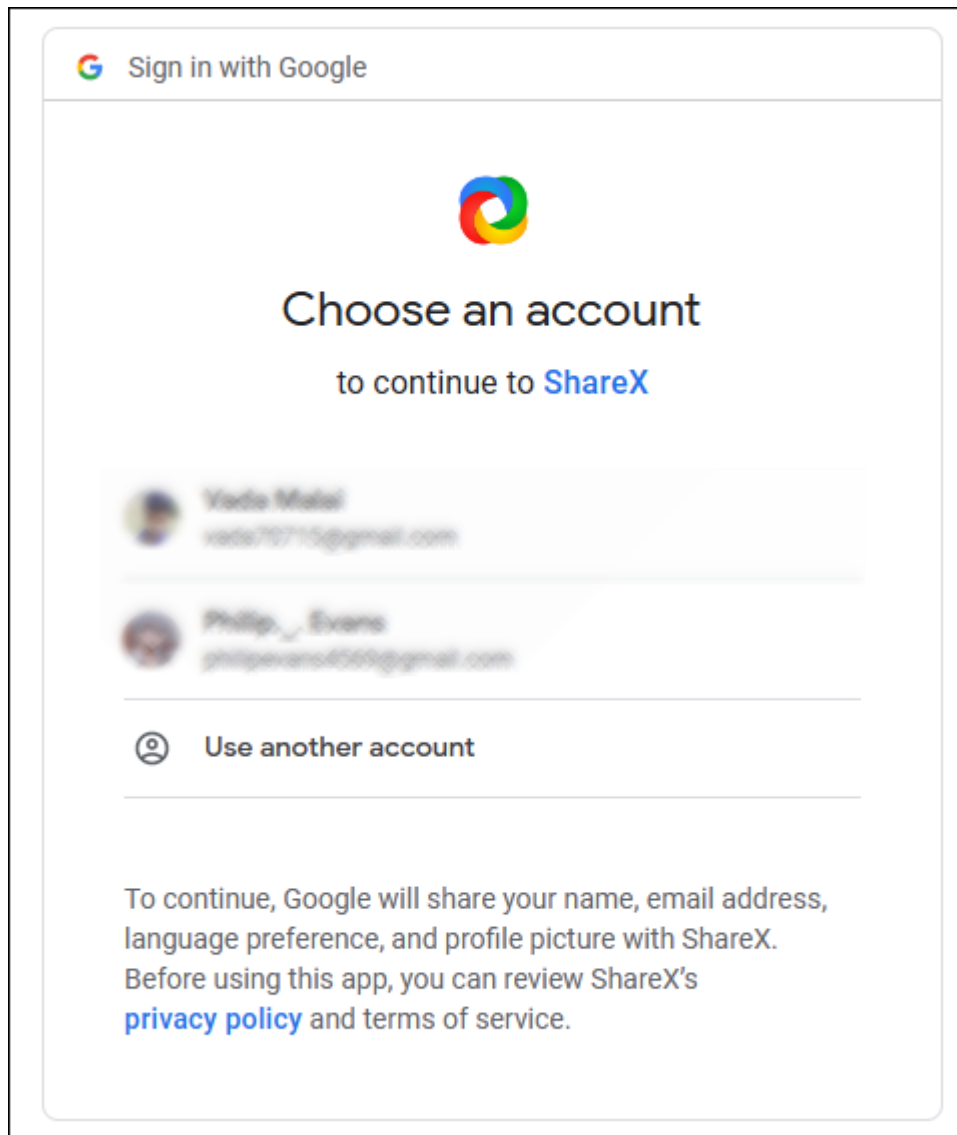
2.7.2 Setting Google drive for file upload

This topic explains how to set Google drive for file upload.

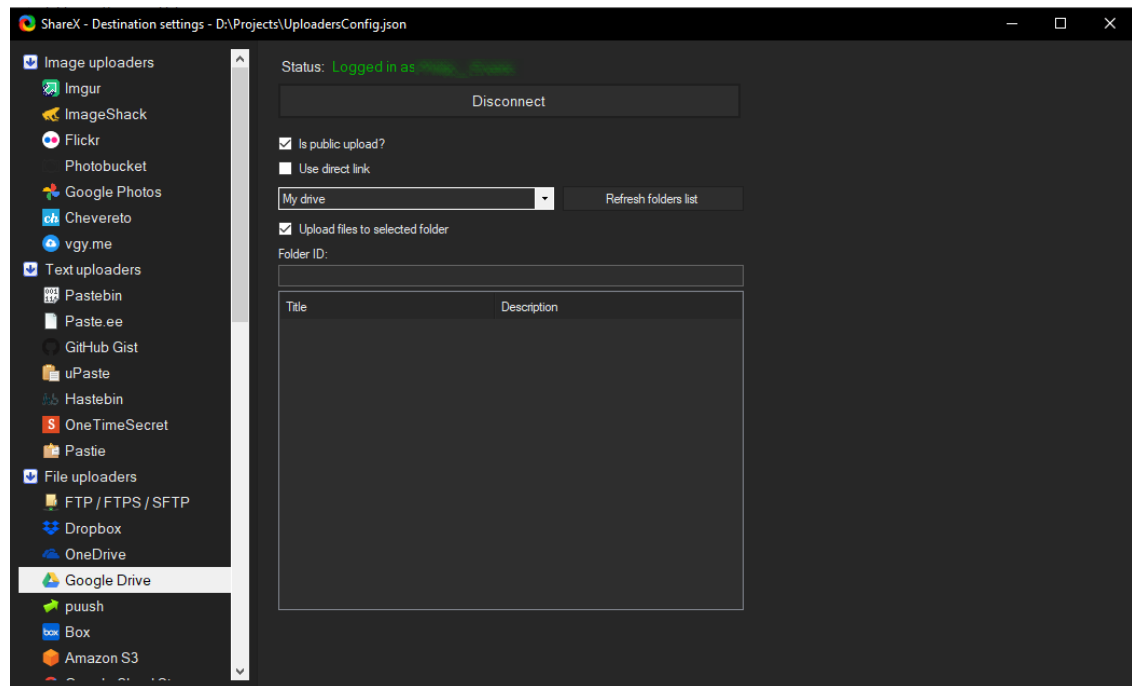
1. Open **ShareX** and from the menu on the left, click **Destinations**. A submenu opens.
2. Click **Destination settings** from the submenu. The **ShareX Destination settings** window opens.



3. Click **Google Drive** under **File uploaders** (as in the image above).
4. Click **Connect** on the window on the left. The default web browser opens requesting login to your Google account.



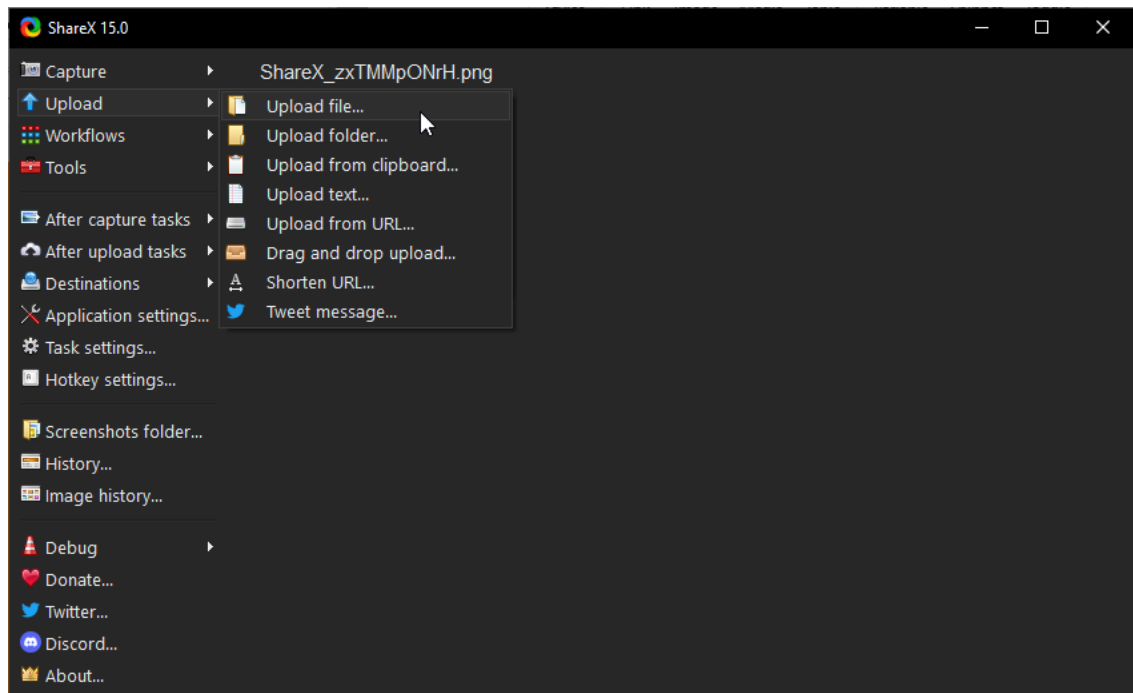
5. Login to your **Google** account. A successful login is indicated as shown below in the **ShareX** window.



2.7.3 Uploading a file

This topic shows you how to upload an image file to your selected destination. Follow the same procedure to upload files and folders. To know how to set destination click [Setting destinations](#)⁴³.

1. Open **ShareX** and from the menu on the left click **Upload**. A submenu opens.



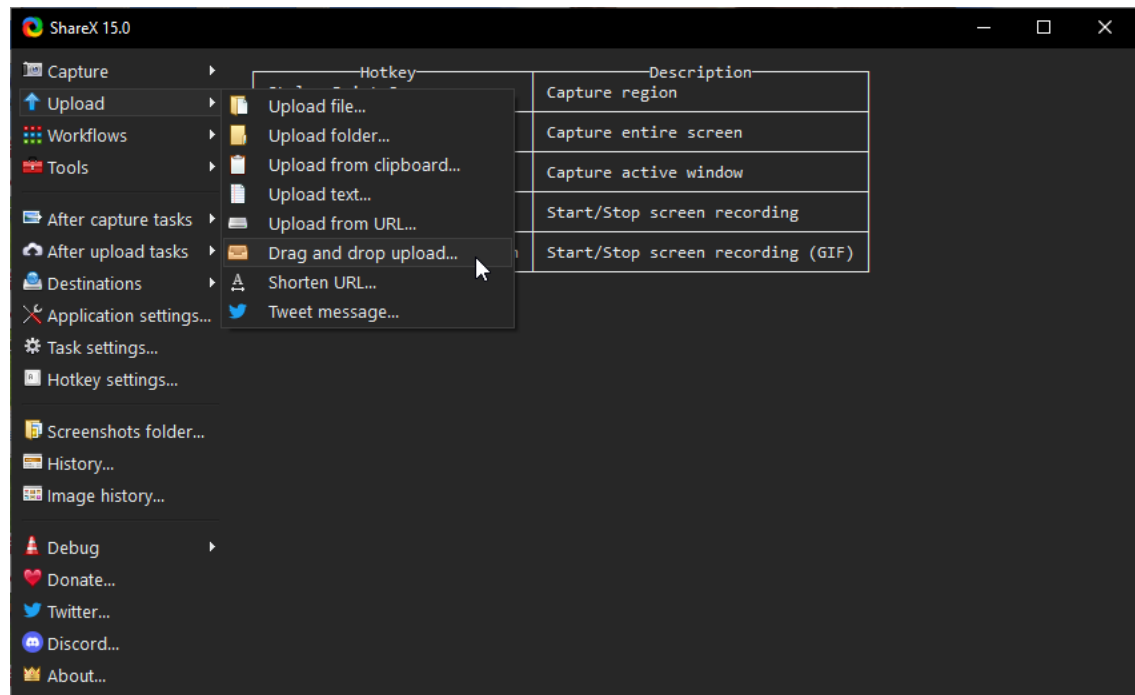
2. Click **Upload file**. The **ShareX File upload** dialog box opens.

3. Search and locate the image file to be uploaded and click **Open**. The file is uploaded to the destination folder. A 100% confirmation is displayed at the bottom right of the screen.

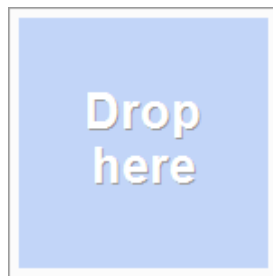
2.7.4 Uploading files using drag and drop

This topic discusses how to upload files using the drag and drop function. Ensure the destination is set for uploading files.

1. Open **ShareX** and from the menu on the left, click **Upload**. A submenu opens.



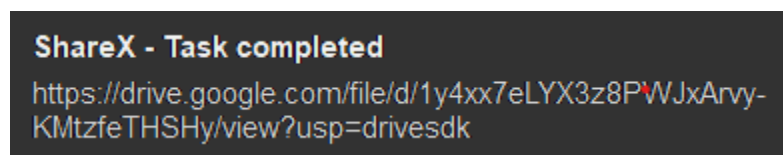
2. Click **Drag and drop upload**. A drop window titled **Drop here** appears at the bottom right of your screen.



Note: You can use the mouse and drag this window to any position of your screen.

3. Locate a file on your computer to upload.

4. Drag and drop the file in the **Drop here** window. A confirmation is displayed of the successful upload.



Note: In the example a file was uploaded to the Google drive. This has to be set under destinations. Refer the [Setting destinations](#)⁴³ topic for more information.

5. Right click on the **Drop here** window to close it.

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