**PicPick Quick Reference**

**Capture a Screen Image**

### Start PicPick

1. **Locate** the PicPick icon in the system tray.

2. **Right-click** the PicPick icon. Choose Screen Capture > Show Capture Bar...

3. The PicPick Capture Bar appears on the screen.

### Capture a screen image using the different PicPick tools

1. **Click** Full-screen to capture all that appears on the computer screen. All open windows, any visible icons, whatever is visible, is in the screen capture. This is the most comprehensive screen capture.

   **Note:** Press the escape key to cancel any in-progress screen capture.

2. **Click** Window Control to capture a specific control in one window. In this example, we captured Outlook’s Respond group control.

3. **Click** Scrolling Window to capture a window that scrolls off the screen. PicPick will prompt for the window to capture.

4. **Click** Region to marquee select a portion of the screen for capture.

5. **Click** Freeland to manually draw a ‘lasso’ around the window area to screen capture.

6. **Click** Repeat Last Capture to instruct PicPick to repeat the most recent screen capture.