FastStone Installation & User Guide (Windows)

- 1. Installation on Windows
 - 1. Visit the official website : <u>Download FastStone Capture</u>
 - 2. Click download (chose .exe installer)
 - 3. Run the installer and follow the setup instructions.
- 2. Record Screen Using FastStone Capture

• Step 1: Launch the Screen Recorder

- Open FastStone Capture.
- On the floating toolbar, click the Screen Recorder icon
- This icon is typically a small **video camera** symbol (highlighted in red above).



◊ Step 2: Select Recording Area

After clicking the icon, a dialog box will pop up asking you to select the recording mode:

• Full Screen

🗈 Screen Recorder — 🗆 🗙	<
Screen	
○ 🗇 Window / Object	
🔿 🗔 Rectangular Region	
〇 🎞 Fixed-Size Regic 中 ථ ㅇ	
🔘 🛄 Full Screen without Taskbar	
Full Screen	
🔿 🌄 Repeat Last Region	
Audio & Webcam	:
Record	

◇ Step 3: Configure Recording Options

Before recording:

- Uncheck Microphone.
- Output formats supported: **MP4** and **WMV**.

🗆 Audio & We	bcam -	_		
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◇ Step 4: Start Recording

Click **Record** to begin.

A small control bar will appear with buttons like **Pause**, **Stop**, and **Cancel**.

• Step 5: Stop and Save

- When you're done, click **Stop** on the control bar.
- FastStone will automatically open the recorded video in its preview window.
- You can **save the video**.



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◇ Step 6: Upload Your Video

- You will receive an email with a SharePoint folder link.
- Click **"Open"** in the email.
- Upload your video file to the folder **with your name** (e.g., john_smith).
- Done! No need to rename the file.

 \gg Please upload to your own folder only.

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