# HiJAAK® Image Manager

# USER GUIDE

## IMSI®

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# Table of Contents

# 1
# Getting Started

HiJaak is a tool for handling all of your graphics tasks. With HiJaak you can organize, find, convert, and edit graphics files. You can capture single images, animations, and entire Web sites.

HiJaak creates thumbnail images of your graphics files. You can then easily find the file you need by browsing through thumbnails.

HiJaak commands are added to the local menus that appear when you right-click on a file. These commands allow you to view, convert, thumbnail, copy, print, or view the file's properties. This saves you the trouble of opening an application, then a file, and then selecting a command. All of HiJaak's commands are also available from a traditional application window.

Graphics files can be organized into batch groups. HiJaak commands can then be applied to all files or selected files in a batch group.

## Upgrading to HiJaak Pro

HiJaak Pro provides powerful Palette and Opti-Palette features. You can load an existing palette or create one from an image file. You can change the colors in a palette and choose a color to be transparent. You can save the customized palette and apply it to an image or an entire Batch Group. Opti-Palettes are custom palettes that you create from images in a batch group. The Opti-Palette feature in HiJaak Pro allows you to create a palette of colors based on all the images or selected images in a batch group.

**To upgrade by phone:**
Call IMSI Sales at 1-800-833-8082.

**To upgrade via the Internet:**
If you have an Internet connection you can register via the Internet at http://www.imsisoft.com.

## System Requirements

To install and run HiJaak Image Manager, your computer must meet the following requirements:

|  | Minimum | Recommended |
|---|---|---|
| Operating System | Windows 95 | Windows 95 Windows 98 Windows Me Windows XP Windows NT 4.0 or Windows 2000 |
| Processor | Pentium | Pentium 120 or better |
| RAM | 16 MB | 64 MB |
| Hard Drive Space | 80 MB | 100 MB |
| Monitor | Color | VGA, 800x600, 256 colors |
| Pointing Device | Mouse | Mouse or Tablet |
| Internet Browser (if you want to use the Internet Palette) | Internet Explorer 4.0 or higher | Internet Explorer 4.0 or higher |
| CD-ROM Drive | CD-ROM (2X) | CD-ROM (4X) |

## Installing and Removing HiJaak

### Installing HiJaak

1. Before installing HiJaak, close any programs that run automatically, including anti-virus programs, screen savers, and third-party memory managers.
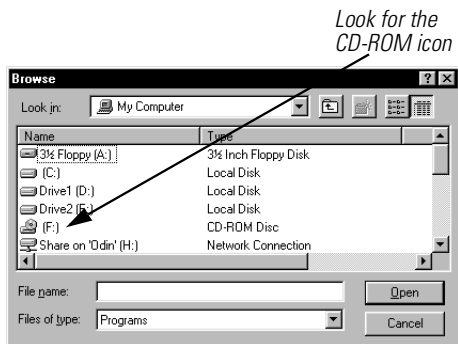
Also, remove any floppy disks from your floppy drive(s).

2. Insert the HiJaak CD in your CD-ROM drive. As the CD-ROM installs automatically, follow the instructions on the screen.

**If the installation program does not start automatically, follow these steps:**

1. On the Windows taskbar, click [Start].
2. Select Run.
3. Click [Browse].
4. Navigate to your CD-ROM drive.
5. Double-click on setup (or setup.exe).

Click [OK] and follow the instructions on the screen:

*Look for the CD-ROM icon*



NOTE: *In order to access the* **Onscreen User Guide** *(PDF) you will have to install Adobe Acrobat Reader, if it is not currently installed.*

## *Register Your Software*

Registering your software couldn't be faster or easier. Once you have registered, you can take full advantage of the many available support options. It also ensures that IMSI will be able to notify you of any future upgrades to HiJaak.

**To register:**

You will have several different registration options:

- Fill out an online form and send it in via your Internet connection.
- Print the form and fax it to IMSI.
- Call IMSI to register by phone.
- Register online at **http://www.imsisoft.com/registration/index.cfm**.

## *Removing HiJaak*

**If you need to Remove HiJaak from your computer:**

1. On the Windows taskbar, click [Start].
2. Select Settings|Control Panel.
3. Double-click **Add/Remove Programs**.
4. Select HiJaak from the list of software in the **Add/Remove Program Properties** dialog.
5. Click [Add/Remove].
6. When you are prompted, click [Yes] to continue.
7. After the program has been removed, click [OK].
8. Click [OK] and close the **Control Panel** dialog.

# Starting and Exiting HiJaak

HiJaak can be started from the Windows Start menu or from a shortcut icon on your Windows Desktop.

**To start an application:**

1. On the Windows Taskbar, click [Start].
2. Select Programs|IMSI HiJaak Image Manager1.0|HiJaak Image Manager 1.0. Select the program you want to start. The programs include:
    - **HiJaak Image Manager**: view, print, convert, and edit images. From within HiJaak you can also launch Capture.
    - **IMSI Capture**: capture a Windows screen, area, or object. You can also create an animated file or capture a Web site.

**To exit an application:**

Select File|Exit, or click [X] in the upper right corner of the application title bar.

# Viewing the Properties of an Image

When HiJaak is installed on your system, there are two ways to view properties of an image.

**To view the properties of an image that's open in HiJaak:**

1. Make sure the file for which you want to view properties is open in HiJaak.
2. Select Edit|Properties.

The information displayed in the **Properties** dialog refers to the image on the disk, not to the changes you have made to the open image in HiJaak.

> NOTE: *The file information changes only after you change the file, save it, and open the changed file.*

# Viewing Thumbnails

A thumbnail is a small preview of a graphics file. It allows you to identify the file without opening it. HiJaak automatically generates thumbnail previews of your images once you select a directory containing graphics. The thumbnail view also displays the file name under each thumbnail.

# Getting the Answers You Need

The following sources of information are available to help you learn and use HiJaak.

- The *HiJaak Image Manager User Guide*
- The *Onscreen User Guide* (this is the same User Guide but in Portable Document Format (PDF).
- Searchable Help
- Internet Palette
- Readme.txt
- Support Services

> NOTE: *Indicates important additional information.*

> SEE ALSO: *Indicates other sections in the manual that contain related information.*

> WARNING: *Pay close attention; contains information that could prevent you from making costly mistakes.*

## *Onscreen User Guide*

The *Onscreen User Guide* for HiJaak is in Portable Document Format (PDF). It is located on the CD-ROM. Acrobat Reader must be installed on your computer to read the *Onscreen User Guide* PDF file.

If you do not already have Acrobat Reader on your computer, please refer to "Register Your Software" on page 1-2 for information about installing it from the HiJaak CD-ROM.

The *Onscreen User Guide* contains the same information as the printed *User Guide*, but you can take advantage of the interactive features of the PDF. When you click on the hyperlinks listed below, Acrobat Reader will take you directly to the information you are seeking:

- Bookmarks for chapters and topic headings
- Table of Contents topics
- Cross-references to other sections of the User Guide
- Hyperlinks to Web site URLs
- Index page numbers

> NOTE: *If you try to print the PDF and find that the images are blurry, it may be due to a problem with printing PDFs to non-PostScript printers. If you are using a PCL printer, there is an update to Acrobat Reader on the Adobe Web site that can help resolve the problem. After you install Acrobat Reader, you can download the update at:* ***http://www.adobe.com***

## *Searchable Help*

Searchable onscreen help is always available as your guide while you use HiJaak. Select Help|Contents from HiJaak's main menu. While this User Guide provides a broad overview of the program, it can not cover all of

HiJaak's extensive features. If you have questions about a particular topic and you can not find it in this User Guide, you can search for it in the onscreen help.

## Internet Palette

HiJaak provides you with on-the-fly access to the Internet via the Internet Palette. When this option is activated and your system is connected to the Internet, a browser window is opened with links to the HiJaak Community. This area displays in the upper-right dialog window when you select the Internet tab. From the Internet Palette, you can search for answers to questions, update your software, participate in a HiJaak Community Forum, or send email to HiJaak Technical Support. You can also browse and search the IMSI Web site, ArtToday.com, RebelArtist.com or enter any other Internet address.

This window can also be displayed larger by enlarging the viewing window. To do this, simply run your cursor over the window's right edge and drag it to the size you want. You can also maximize the height by clicking the up arrow in the upper-right corner of the window. Using this method minimizes the Image Preview Window.

The toolbar of the Internet Palette provides the following options:

| Button | Function |
| --- | --- |
| | Goes back to the previous Web page. |
| | Goes forward to the next Web page (provided you have viewed it just previously). |
| | Stops opening the file that you've just clicked to open. |
| | Prints the contents of the current Web page. |
| | Searches the IMSI Web site. |
| | Opens or closes your Internet connection. |

## Readme.txt

The Readme file contains last-minute information that was not included in this User Guide. You can view the Readme by selecting it from the HiJaak Program Group on the Windows Start menu. From the Windows Taskbar click [Start] and select Programs|IMSI HiJaak Image Manager|HiJaak Image Manager Readme.

We suggest that you print the Readme file and save it for future reference. If you do not have access to a printer, make sure that you at least become familiar with the contents of the Readme file.

NOTE: *Indicates important additional information.*

WARNING: *Pay close attention; contains information that could prevent you from making costly mistakes.*

## Support Services

For technical support and customer service information for HiJaak, please see Appendix A, "IMSI Technical Support Services."

# 2

# Converting Files to Different Formats

You can convert images from the HiJaak application window or the local menu of any HiJaak supported image file.

Converting files is necessary when you want to use image files in an application that does not support the format of the files. For example, you may want to convert TIF files to JPG or GIF format to use on a Web page.

## File Types

HiJaak Image Manager supports the types of files listed below:

- **Raster images**, also called bitmapped images, consist of thousands of dots, called pixels, that are arranged in a rectangular array called a bitmap. Raster images are usually created by scanners or paint software applications.
- **Vector image**s consist of mathematically coded drawing objects, such as lines, curves, circles, and squares. **Metafiles** consist of a combination of raster and vector components..
- **Digital Camera Files** are created by digital cameras. HiJaak supports both FPX and KDC formats.

Using HiJaak, you can convert a file in any supported source format to a file in any different supported destination format (raster, vector, or metafile).

*SEE ALSO: For a complete list of the formats supported by HiJaak, please see "Supported Formats" on page -6.*

## Conversion Methods

You can convert a file by using the Save As command from the File menu.

### *Converting Files Using the HiJaak File Menu*

You can convert a single open image by using the Save As command from the HiJaak file menu. This method allows you to view and edit the image before you convert it. You can also convert one or more images using the Convert command from the File menu.

**To convert a file using the Save As command:**

1. In HiJaak, open the file that you want to convert.
1. Select File|Save As to display the **Save As** dialog.
1. In the **Save In** list, select the drive and folder in which you want to save the converted file.
1. Do one of the following:
1. Use the **Save As Type** box to select the file type to which you want to convert the open image.
1. By default, HiJaak gives the converted file the same name as the original, but with a different file extension. If you want to enter a different name, double-click in the **File name** box and type a new name.
1. To start the conversion, click [Save].

The larger the file, the more time the conversion will take. When the conversion is complete, the converted file will be created in the destination location you selected.

# Supported Formats

The following tables list the formats that are supported by HiJaak. For descriptions of the formats , see the Supported Formats topic in the onscreen Help.

## *Raster File Formats*

| Extension | Description |
| --- | --- |
| BMP | Windows\OS2 Bitmap |
| DIB | Windows Bitmap |
| GIF | CompuServe |
| JPEG | JPEG |
| JPG | JPG |
| MAC | MacPaint |
| MSP | Microsoft Paint |
| PCX | PC Paintbrush |
| PNG | Portable Network Graphics (Source) |
| PSD | Adobe PhotoShop |
| TIF | Tagged Image File |

## *Metafile/Vector Formats*

| Extension | Description |
| --- | --- |
| EMF | Enhanced Window Metafile (Source) |
| PCT | Macintosh PICT1 and PICT2 (Source) |
| WMF | Windows Metafile (Source) |

## *Digital Camera Formats*

| Extension | Description |
| --- | --- |
| FPX | FlashPix |
| KDC | Kodak Digital Camera (Source) |

# 3

# Changing the View

You can use HiJaak to view any image stored in a HiJaak-supported source format. When you view an image, you can change the view without changing the file, or you can edit the image and save the changes.

In HiJaak you can change the appearance of an image on the screen without changing the actual file on disk. All of the commands are located in the Edit and View menus.

## Displaying the Image Alone on the Screen

**To display the image alone on the screen:**

1. Double-click the thumbnail of the image or highlight the thumbnail you want to view and select File|Open. The image displays alone on the screen and in the Preview Screen.

2. To return to the normal HiJaak thumbnail display, double-click on the image or press the Up One Level Icon.

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# Editing Images

HiJaak allows you to edit images in many ways.

## Saving an Image File

You can save an image file with the same name or with a new name.

**To save an image file with the same name:**

With the image file open in HiJaak, select File|Save or press <Ctrl>+<S>. If the file is unchanged since the last time you saved, the Save option is not available.

**To save an image file with a new name:**

1. With the image file open in HiJaak, select File|Save As.
2. In the **Save As** dialog, enter a name and location for the file.
3. Click [Save].

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TIP: *You can use the **Save As** dialog to convert a file to a different format.*

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## Using the Windows Clipboard

You can cut, copy, and paste images between HiJaak and the Windows Clipboard. This is useful for easily moving a large number of files in various formats among applications in Windows. Since HiJaak supports many graphics formats, you will be able to use virtually all of them in any Windows application that supports pasting graphics from the Clipboard.

You can cut or copy an image to the Clipboard and open the application into which you want to paste the image without closing HiJaak.

## Copying an Image to the Windows Clipboard

You can copy an image to the Windows Clipboard from HiJaak. After an image has been copied to the Windows Clipboard, it is ready to be pasted into any directory or other Windows application that supports Copy and Paste.

**To copy an image to the Windows Clipboard from HiJaak:**

1. In HiJaak, open the image you want to copy to the Windows Clipboard.
2. Select Edit|Copy or press <Ctrl>+<C>. The image is copied to the Windows Clipboard and remains open.

### *Drag and Drop*

You can drag and drop an image into any directory or location on your hard drive or network in HiJaak. Highlight the image thumbnail and click on it and hold the mouse button down and drag it to a new location and release. The image will be located in the location you dropped it into.

## Adjusting Images

The Image menu provides commands for adjusting the size, shape and orientation images.

### *Resizing Images*

The Resize command is available only for raster images. You can resize raster images to fit in a frame, a certain

width, or a certain height. You can also choose whether to maintain or distort the image's aspect ratio.

You can change the size of an image during a conversion, using the sizing options in the **Processing Options** dialog.

**To change the size of an image:**

1.  In HiJaak, open the raster image you want to resize.
2.  Select Edit|Resize.
3.  To set the unit of measure that will be used in this dialog, choose Percentage or Pixels.
4.  If you do not want the height or the width of the image to stretch and distort by a specific factor, set Lock **Aspect Ratio.**
5.  To specify the maximum width or height, click in the Horizontal or Vertical boxes and type the number of units you want. The units of measure used will be those specified in the drop-down list.
6.  Click [OK].

## Cropping Images

Using the Crop command in the Image menu, you can trim a 2D image to any rectangular area.

**To crop an image:**

1.  In HiJaak, open or double-click on the image you want to crop.
2.  Select Edit|Crop.
3.  When you position the pointer over the image, it appears as a crosshair icon. Move the pointer to a corner of the area you want to crop.
4.  Click and hold down the mouse button; then drag the mouse to define the area you want to keep after cropping.
5.  Release the mouse button to remove the area outside the boundary you have defined.

## Flipping Images

You can flip an image either vertically or horizontally to create a mirror image.

**To flip an image:**

1.  In HiJaak, open the image you want to flip.
2.  Select Edit|Flip|Horizontal to flip the image horizontally, or Image|Flip|Vertical to flip the image vertically.

## Rotating Images

Using the Rotate command in the Image menu, you can rotate an image from 0 to 360 degrees, clockwise or counterclockwise.

You can rotate only 2D images using this command. To rotate 3D images, select View|3D View|Examine|Rotate.

You can rotate or flip images during a conversion by selecting the [Rotation Options] tab in the **Processing Options** dialog. The converted image will be rotated the number of degrees you specify.

**To Rotate an Image:**

1.  In HiJaak, open the image you want to rotate.
2.  Select Edit|Rotate, and then select one of the following options: **90 degrees Clockwise**, **90 degrees Counterclockwise**, **180 degrees**, or **Custom**.
3.  If you selected **Custom**, the **Processing Options** dialog opens. Click the up or down arrows in the **Angle** box to increase or decrease the number of degrees of rotation, or click the **Rotation Dial** on the point representing the number of degrees you want to rotate. The thumbnail sample rotates the number of degrees you select. Click [OK] to select the specified rotation. You can also Flip an image in this dialog.

# 5

# Capturing Screens and Web Sites

## What is HiJaak Capture?

HiJaak Capture is a program that allows you to capture images, animations, and Web pages. After you set up the options you want, you can minimize or close HiJaak Capture and use hot keys to start and stop the capture process.

### Single Image Capture

HiJaak Capture allows you to take a snapshot of your entire screen or any area of your screen that you specify. You can store the image in the Windows Clipboard and insert it in another application, or save the image as a bitmap file.

### Automatic Capture

Automatic Capture uses a timer to automatically capture images at intervals that you specify. This is useful if you are documenting a series of steps and want a capture of each step. For example, if you are documenting a series of steps, you might set the Interval to 30 seconds to allow yourself time to change the screen before each capture.
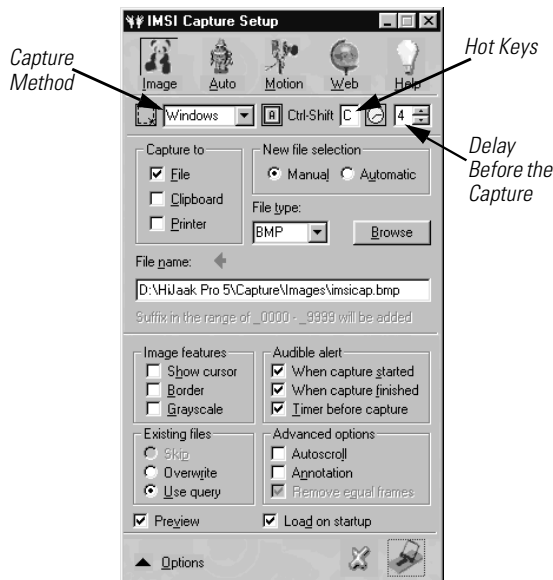
### Motion Capture

This option captures a series of images and creates a Video for Windows (AVI) file. You can use it to capture motion on your screen. For example, if you want to document a procedure on your screen that involves moving the cursor and clicking menus, you can use Motion Capture to create a video file. By adjusting the frame rate of the capture, you can control the smoothness and the size of the video file you create.

### Web Capture

HiJaak Capture allows you to capture Web sites. You set the number of levels of hyperlinks you want to download and HiJaak Capture will place the entire contents of a Web site on your computer. You can capture Web sites during off-hours when the phone line isn't needed, then view the contents of the Web site offline without any waiting.

# Capturing a Single Image

To capture a single image, you first set up the options you want in the **HiJaak Capture Setup** dialog.



**The HiJaak Capture Setup dialog**

Then you initiate the capture by clicking the [Capture] button or by pressing the hot keys that you specified in the **Capture Method** dialog.

The settings in the **HiJaak Capture Setup** dialog allow you to specify what kind of capture will be performed and where the captured image will be placed.

Once these options are set, you can minimize the **HiJaak Capture Setup** dialog and take a screen capture using the hot keys at any time.

If the Control Center is running, you can close the **HiJaak HiJaakCapture Setup** dialog and initiate a capture using the Control Center or the hot keys.

**To capture a single image:**

1.  In the **HiJaak Capture Setup** dialog, select the Image button.

2.  In the **Capture To** group, click one or more of the following destinations for your captured object:

    *   **File**
    *   **Clipboard**
    *   **Printer**

3.  If you selected **File** in the previous step, click either **Manual** or **Automatic** to specify how the file will be named and then select a file type. In the **File Name** box, type the full path and file name for the captured image. If you are not sure of the path or file type you want to use, click [Browse].

4.  Set any of the other options in the **HiJaak Capture Setup** dialog.

5.  In the **Capture Method** box, select the method you want to use.

6.  Do one of the following:

    *   If you selected **Screen** as the Capture Method, follow the instructions in "Automatically Capturing Entire Screens" on page -20.
    *   If you selected **Window** as the Capture Method, follow the instructions in "Automatically Capturing a Window" on page -20.
    *   If you selected **Area** (**Area-rect**, **Area-ellipse**, **Area-freeshape**, or **Area-star**) as the Capture method follow the instructions in "Automatically Capturing an Area" on page -21.

# Capturing an Entire Screen

This method captures the entire screen. When you initiate the capture, there are no further prompts and an image of the entire screen is captured using the settings you specified.

**To capture a screen:**

1.  Make sure the Capture Method box is set to **Screen**.

2.  Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak

Capture is minimized and shown as an icon on the Windows Taskbar.

3.  When the image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default). The entire screen is captured.

# Capturing a Window

This method captures a window that you select. A window can be an entire application window, a dialog box, a group within a dialog, a button, or a toolbar. After you initiate the capture, as you move the cursor over the screen, available windows are highlighted and you can click the window you want to capture.

### To capture a window:

1.  Make sure that the Capture Method box, is set to **Window**.
2.  Click the Minimize button  ▬  in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.
3.  When the image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).
4.  The cursor changes to a pointing hand, and as you move it over available windows, they become outlined. When the window you want to capture is outlined, click to select it.

# Capturing an Area

This method allows you to outline the area that you want to capture. You can specify one of four shapes for the capture area: rectangle, ellipse, freeshape, and star. After you initiate the capture, the cursor becomes a

scissors icon and you can click and drag to define the area to capture.



**This image was captured using the Area-Star capture method**

### To capture an area:

1.  In the Capture Method box, select one of the following options:
    *   **Area-Rect**, to capture a rectangular area of the screen
    *   **Area-Ellipse**, to capture an elliptical area of the screen
    *   **Area-Freeshape**, to capture an area defined by a freehand line that you draw
    *   **Area-Star**, to capture an area within a star shape.
2.  Click the Minimize button  ▬  in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.
3.  When the image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).
4.  The cursor changes to a scissors icon and you can click and drag to define the area to be included in the capture.

# Using Automatic Capture

Automatic Capture uses a timer to automatically capture images at intervals that you specify. You can stop the captures at any time by clicking the Capture Now button, or by pressing the same hot key combination that you used to start the capture.

1. **To set up Automatic Capture:**

1. In the **HiJaak Capture Setup** dialog, click [Auto].

2. Set the time interval that you want between captures using the Hr, Mn, and Sc boxes. For example, to have an automatic capture made every 2 minutes, set Hr to 0, Mn to 2, and Sc to 0.

3. Set any options you want for the capture.

4. In the **Maximum number of files** box, select the maximum number of files that can be generated with the current file name prefix. When the maximum number of files is reached, a message will notify you.

5. In the **File Prefix** box, type the full path and the first part of the file name for the captured images. If you are not sure of the path you want to use, click [Browse].

6. In the Capture Method box, select the method that you want to use.

7. Do one of the following:

   • If you selected **Screen** as the Capture Method, follow the instructions in "Capturing an Entire Screen" on page -18.

   • If you selected **Window** as the Capture Method, follow the instructions in "Capturing a Window" on page -19.

   • If you selected **Area** (**Area-rect**, **Area-ellipse**, **Area-freeshape**, or **Area-star**) as the Capture method follow the instructions in "Capturing an Area" on page -19.

# Automatically Capturing Entire Screens

This method captures the entire screen. When you initiate the capture, there are no further prompts and an image of the entire screen is captured using the settings you specified. The full screen is captured at the time interval you specified until the maximum number of files is reached or you stop the capture.

**To automatically capture entire screens:**

1. Make sure the Capture Method box is set to **Screen**.

2. Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3. When the first image that you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default). The entire screen is captured repeatedly at the time interval you specified. The capture process ends when the maximum number of files is reached or you stop the capture.

☞ NOTE: *You can stop an automatic capture at any time by clicking the Capture Now button, or by pressing the same hot key combination that you used to start the capture.*

# Automatically Capturing a Window

This method repeatedly captures an area of your screen defined by a window that you select. A window can be an entire application window, a dialog, a group within a dialog box, a button, or a toolbar. After you initiate the capture, as you move the cursor over the screen, available windows are highlighted and you can click the window you want to capture. All subsequent captures in the automatic capture process will be within the area defined by the window you selected.

**To capture a window:**

1.  Make sure the Capture Method box is set to **Window**.

2.  Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3.  When the first image that you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).

4.  The cursor changes to a pointing hand, and as you move it over available windows, they become highlighted. When the window you want to capture is highlighted, click to select it. The window is captured and captures continue to occur in the area defined by the window you selected. Even if you change the screen, and the area no longer represents a discrete window, the area of your screen defined by the original window you selected is captured.

☞ NOTE: *You can stop an automatic capture at any time by clicking the Capture Now button, or by pressing the same hot key combination that you used to start the capture.*

# Automatically Capturing an Area

This method allows you to outline the area that you want to capture. You can specify one of four shapes for the capture area-rectangle, ellipse, freeshape, and star. After you initiate the capture, the cursor becomes a scissors icon and you can click and drag to define the area to capture. The image within the area that you define is repeatedly captured until the maximum number of files is reached or you stop the capture.

**To capture an area:**

1.  In the Capture Method box, select one of the following options:

    -   **Area-Rect**, to capture a rectangular area of the screen
    -   **Area-Ellipse**, to capture an elliptical area of the screen
    -   **Area-Freeshape**, to capture an area defined by a freehand line that you draw
    -   **Area-Star**, to capture an area within a star shape.

2.  Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3.  When the image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).

4.  The cursor changes to a scissors icon and you can click and drag to define the area to be included in the capture. Captures continue to occur in the area you defined until the maximum number of files is reached, or you stop the capture.

☞ NOTE: *You can stop an automatic capture at any time by clicking the Capture Now button, or by pressing the same hot key combination that you used to start the capture.*

# Capturing Motion (Creating AVI Files)

The Motion Capture option allows you to capture a series of images as an AVI file.

**To set up Motion Capture:**

1.  In the HiJaak Capture Setup dialog, click the Motion button.

2.  In the **AVI options** group of the dialog, enter a **Frame Rate**. A higher frame rate results in a smoother animation but results in a larger AVI file.

3. In the **Max. time** and **Max. size** boxes, set a maximum time and size for the AVI file. If you set these boxes to zero, the frame captures continue until you stop the capture.

4. In the **New File Selection** group, click either **Manual** or **Automatic** to specify how the file will be named.

5. In the **File Name** box, type the full path and file name for the AVI file you will generate. If you are not sure of the path or file type you want to use, click [Browse].

6. If you want the file to be compressed as it is generated, select the **Compress** check box. It is recommend that you use compression, since AVI files can be very large.

7. Set any options you want for the capture.

8. In the Capture Method box, select the method that you want to use.

9. Do one of the following:

   • If you selected **Screen** as the Capture Method, follow the instructions in "Creating an AVI file from the Screen" on page -22.

   • If you selected **Window** as the Capture Method, follow the instructions in "Creating an AVI File from a Window" on page -22.

   • If you selected **Area** (**Area-rect**, **Area-ellipse**, **Area-freeshape**, or **Area-star**) as the capture method follow the instructions in "Creating an AVI File from an Area" on page -23.

NOTE: *The system media player (mplayer.exe) on some hardware fails to play AVI files created with compression. That is why the **Preview** option is disabled if the **Compress** option is turned on. To play the file, use another media player such as mplayer2.exe from Microsoft.*

# Creating an AVI file from the Screen

This method captures images from the entire screen and creates an AVI file. When you initiate the capture, there

are no further prompts and an image of the entire screen is captured using the settings that you specified. The full screen is captured at the frame rate that you specified until the maximum time, or the maximum file size that you specified is reached. You can stop the capture at any time by pressing the same hot key combination used to initiate the capture.

**To create an AVI file from the entire screen:**

1. In the **HiJaak Capture Setup** dialog, set the capture options that you want and make sure the **Capture Method** box is set to **Screen**.

2. Click the Minimize button in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3. When the starting image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default). The entire screen is captured repeatedly at the **Frame Rate** that you specified. Press the hot keys again to end the capture.

NOTE: *You can choose to remove consecutive frames in which the image is the same by selecting the **Remove Equal Frames** check box in the lower part of the **HiJaak Capture** dialog (accessed by clicking the [Options] button). When this option is selected, only frames that have changed from the previous frame are included in the AVI file. This reduces the size of the AVI file without affecting the appearance of the animation.*

# Creating an AVI File from a Window

This method repeatedly captures movement within an area of your screen defined by a window that you select. A window can be an entire application window, a dialog, a group within a dialog, a button, or a toolbar. After you initiate the capture, as you move the cursor over the screen, available windows are highlighted and you can click the window you want to capture. All

frames in the AVI file will be within the area defined by the window that you selected.

**To create an AVI file from a window:**

1. In the **HiJaak Capture Setup** dialog, set the capture options that you want and make sure the **Capture Method** box is set to **Window**.

2. Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3. When the starting image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).

4. The cursor changes to a pointing hand, and as you move it over available windows, they become highlighted. When the window you want to capture is highlighted, click to select it. The window is captured at the **Frame Rate** you specified in the **HiJaak Capture Setup** dialog and used to generate an AVI file. Even if you change the screen and the area no longer represents a discrete window, the area of your screen defined by the window you selected is captured in the frames.

👉 NOTE: *You can choose to remove consecutive frames in which the image is the same by selecting the **Remove Equal Frames** check box in the lower part of the **HiJaak Capture** dialog (accessed by clicking the* [Options] *button). When this option is selected, only frames that have changed from the previous frame are included in the AVI file. This reduces the size of the AVI file without affecting the appearance of the animation.*

# Creating an AVI File from an Area

This method allows you to outline the area that you want to capture. You can specify one of four shapes for the capture: area-rectangle, ellipse, freeshape, and star. After you initiate the capture, the cursor becomes a scissors icon and you can click and drag to define the area to capture. The image within the area that you

define is repeatedly captured until the maximum number of files is reached or you stop the capture.

**To create an AVI file from an area that you specify:**

1. In the **HiJaak Capture Setup** dialog, set the capture options that you want and select one of the following options in the **Capture Method** box:
   - **Area-Rect**, to capture a rectangular area of the screen
   - **Area-Ellipse**, to capture an elliptical area of the screen
   - **Area-Freeshape**, to capture an area defined by a freehand line that you draw
   - **Area-Star**, to capture an area within a star shape.

2. Click the Minimize button ▬ in the top right corner of the **HiJaak Capture Setup** dialog. HiJaak Capture is minimized and shown as an icon on the Windows Taskbar.

3. When the starting image you want to capture is displayed on your screen, press the hot key combination specified in the **HiJaak Capture Setup** dialog (<Ctrl>+<Shift>+<C> by default).

4. The cursor changes to a scissors icon and you can click and drag to define the area to be included in the capture. The area you defined is captured at the **Frame Rate** you specified in the **HiJaak Capture Setup** dialog and used to generate an AVI file.

👉 NOTE: *You can choose to remove consecutive frames in which the image is the same by selecting the **Remove Equal Frames** check box in the lower part of the **HiJaak Capture** dialog (accessed by clicking the* [Options] *button). When this option is selected, only frames that have changed from the previous frame are included in the AVI file. This reduces the size of the AVI file without affecting the appearance of the animation.*

# Capturing a Web Site

HiJaak Capture allows you to capture Web sites. You set the number of levels of hyperlinks you want to download and use the filters to exclude certain types of

information. HiJaak Capture places the contents of a Web site on your computer.

**To capture a Web site:**

1. In the **HiJaak Capture Setup** dialog, click the Web button.

2. In the **Name** box, type a name to assign to the Web site when it is downloaded to your computer. This name only identifies the Web site on your computer. If you have captured the site before, click the down arrow to select the name from a list.

3. In the **Location box**, type a path for the location on your computer where you want to download the Web site. If you don't know the path, click [Browse] to find the location where you want to store the downloaded files.

4. In the **Start URL** box, type the URL address of the Web site where you want the capture to start.

5. Set any of the other options in the **HiJaak Capture Setup** dialog.

6. Start the Web capture by pressing the hot keys, or by clicking the Capture Now button .

# Setting the Link Depth

You can specify the maximum number of levels of hyperlinks that you want your Web capture to include. The value in the **Link depth** box in the **HiJaak Capture Setup** dialog determines the number of levels of hyperlinks that will be captured. A negative value specifies an infinite number of levels.

For example, if you enter 1 in the **Link depth** box, then the capture will be limited to the starting Web page and pages that are directly linked to that Web page.

**To set the Link Depth:**

1. In the **HiJaak Capture Setup** dialog, click the Web button.

2. In the **Link Depth** box, specify the number of levels of hyperlinks you want to include in your capture. A negative value specifies an unlimited number of levels.

# Specifying the Scope of the Web Capture

The **HiJaak Capture Setup** dialog provides three options for defining the scope of a Web capture:

- **Unlimited** specifies no limit to the extent of the Web capture.

- Start Web site specifies that resources are captured from the start Web site only and any pages that are directly linked to the start Web site. The capture will include only files from start Web site and the direct links to resources on other sites. It won't include pages linked to those other sites.

- **Start Directory** specifies that resources are captured from the start directory only.

# Applying Filters to a Web Capture

When you perform a Web capture, you can control the resources that are captured by using filters to exclude certain types of resources. The **Filters** group of the **HiJaak Capture Setup** allows you to apply several types of filters.



**To display the Filter Settings dialog for a filter type, double-click on the filter type.**

**To apply filters to a Web capture:**

1. In the **HiJaak Capture Setup** dialog, click the Web button.

2. In the **Filters** group, select the check box for each type of filter you want to apply.

3. To change the settings for a filter type, double-click on the filter type.

# Filter Settings—Media Types

The Media Types filter allows you to specify which types of resources will be included in a Web capture.

**To specify the media types to include in a capture:**

1. In the **HiJaak Capture Setup** dialog, make sure the Web button is selected.

2. In the **Filters** group, place a check mark in the Media Type check box.

3. Double-click on the Media Type check box to display filters settings.

4. If you want to capture all types of media, select one, several, or all of the check boxes. The media types in this filter include:

   • Text

   • Image

   • Video

   • Audio

   • Binary

5. After you have selected the media types to include, click [OK] to apply your settings.

> NOTE: *If the start URL specified for the capture is an HTML document, and you have the **Text** check box cleared, you won't be able to browse capture from **Show Sites** dialog because the filter eliminates the start URL from capture.*

# Filter Settings—URL

The URL filter includes or excludes Web sites based on their URL (Internet address). In the

**Filter Settings-URL of WWW sites** dialog, there are two edit boxes that determine the URLs to be included in or excluded from the capture. In the first edit box you can enter tokens (words or parts of words) that must be included in a URL for that Web site to be downloaded. In the second edit box, you can enter tokens that must be excluded from a URL for the Web site to be downloaded. You may enter one or more tokens in each box. Multiple tokens must be separated by a space.

**To apply the URL filter:**

1. In the **HiJaak Capture Setup dialog**, make sure the Web button is selected.

2. In the **Filters** group, place a check mark in the URL check box.

3. Double-click on the URL check box to display filters settings.

4. In the first edit box, type the tokens (words or parts of words) that a URL must contain to be included in the capture. You can use multiple tokens separated by a space. When you use multiple tokens, it means that a URL must contain at least one of the tokens to be included.

5. In the second edit box, type the tokens that a URL must not contain.

> NOTE: *If the **Match whole words only** check box is selected, then only whole words that match the token are included. For example, if you enter the token "soft" in the first edit box and select the **Match whole words only** check box, then the site www.mega.soft.com would be included but the site www.microsoft.com would not. Words in URLs are separated by periods.*

# Filter Settings—Context

The Context filter includes or excludes text from the contents of Web pages. In the **Filter Settings-Contents of text resources** sites dialog there are two edit boxes that determine the text to be included in or excluded from the capture. In the first edit box, you can enter

tokens (words or parts of words) that must be included in the content for that page to be included in the capture. In the second edit box, you can enter tokens that must be excluded from the content for that page to be included in the capture. You may enter one or more tokens in each box. Multiple tokens must be separated by a space.

**To apply the Context filter:**

1. In the **HiJaak Capture Setup** dialog, make sure the Web button is selected.

2. In the **Filters** group, place a check mark in the Context check box.

3. Double-click on the Context check box to display filters settings.

4. In the first edit box, type the tokens (words or parts of words) that a URL must contain to be included in the capture. You can use multiple tokens separated by a space. When you use multiple tokens, it means that a URL must contain at least one of the tokens to be included.

5. In the second edit box, type the tokens that the text contents of a page must not contain if it is to be included in the capture.

👉 NOTE: *If the **Match whole words only** check box is selected, then only whole words that match the token are included. If the **Match case** check box is selected, then only text that has the same combination of upper and lower case letters are included or excluded by the filter.*

# HiJaak Capture Setup Options

## *Setup Options: Overview*

The **HiJaak Capture Setup** dialog contains the main interface for HiJaak Capture. In this dialog, you select the type of capture you want to perform, and select all the settings that will be applied to the capture. The options that are available in the dialog change depending upon the type of capture you choose.

👓 SEE ALSO: *For more information on HiJaak Capture Setup Options, open the **HiJaak Capture Setup** dialog and click* [Help].

# Using the HiJaak Capture Control Center

The HiJaak Capture Control Center loads on startup if the **Load on Startup** check box in the **Options** group of the **HiJaak Capture Setup** dialog is selected.

As long as the Control Center is running, you can start a capture by pressing the hot keys or by opening the Control Center and clicking [Start].

The Control Center is minimized to an icon at the far right side of your Windows Taskbar.

The Control Center allows you to start HiJaak Capture without first opening the program. When you open the Control Center, information about the current settings in the **HiJaak Capture Setup** dialog is displayed. You can start a capture by clicking [Start] in the Control Center or by pressing the hot keys.

**To create a capture using the HiJaak Capture Control Center:**

1. In the Windows Taskbar, click the HiJaak Capture Control Center icon. If the icon is not displayed, you can display it by clicking [Start] on the Windows taskbar, then selecting Programs|HiJaak Capture|HiJaak Capture Control Center.

2. The **HiJaak Capture Status** dialog is displayed, showing information on the current capture settings. To start the capture, click [Start].

**To create a capture without opening the Control Center:**

If you know that the current capture settings are appropriate for the capture you want to perform, press the hot keys to start the capture. As long as the Control Center is running, the hot key combination will start the capture.

NOTE: *If you want to change the capture settings, right-click on the HiJaak Capture Control Center icon, and from the local menu, select the type of capture you want to perform. The* **HiJaak Capture Setup** *dialog opens and you can change the Capture settings.*

# Limitations of Capturing Interactive Web Pages

HiJaak Web Capture is designed to perform automatic downloads of Internet resources. Once you define and start a capture, you can't interfere with the program's communication with the Internet. Therefore, HiJaak Web Capture can't process Internet resources that require user input, such as HTML forms. For the same reason, the program doesn't pass any additional parameters on to CGI-scripts, ISAPI servers, etc. Found URLs that contain such parameters (after a question mark '?') are ignored. This may cause differences between the actual Internet site and the captured version on your hard drive. Moreover, we are aware of a cases of premature termination of a capture when it encounters a Web server error. This might happen even though a standard Internet browser, such as MS Internet Explorer, provides satisfactory results when using the same URL. This is because when an error code is received from the Web server the smart Internet browser automatically appends the URL with additional parameters and repeats a call to the Internet. This technique lies beyond the capability of the current HiJaak Web Capture program.

## HTML Parser

HiJaak Web Capture includes an internal HTML parser. This parser retrieves references to other Internet resources from the captured HTML page. Since HTML is a rapidly developing language, not all of the HTML tags can be found and parsed by the present version of the parser. Thus, JavaScript tags are ignored. The list of supported HTML tags will be expanded in future versions of HiJaak Web Capture.

## Browsing in Offline Mode

When HiJaak Capture downloads HTML resources from the Internet, it performs automatic patching of captured resources on your computer's hard disk. The program replaces all found references to other Internet resources so that they point to the local capture rather than to the Internet. This makes it possible to browse patched captures in offline mode with a standard browser, e.g. MS Internet Explorer. Depending on your capture settings, the program might not be able to patch each URL in the captured HTML document (for example, when a URL points beyond the scope of the capture as defined in the **HiJaak Capture Setup** dialog). Those URLs still refer to the Internet, and you must connect to the Internet to browse such a capture.

## Viewing a Capture That Includes Multiple Sites

If you specify an unlimited WWW scope for capture, the capture may contain local copies of several Web sites. Even though some of them contain captured HTML pages, it's now impossible to run a preview of such a site directly. You always must start a preview of a capture with the local copy of its start URL. Then you may reach the local copy of the site you want by moving through the hyperlinks.

## Viewing a Capture That Doesn't Include a Local Copy of the Start URL

In some cases a capture may not include a copy of the start URL on your hard drive. This might happen if the start URL for the start page is excluded because of a filter setting. There is no way to browse such a capture.

## Moving a Web Capture

Once a capture has been downloaded from the Internet, it can't be simply copied or moved to another location.

When you move a Web capture from one folder to another, the hyperlinks won't work. The hyperlinks will still point to the original location on your hard drive.

# Appendix A
# IMSI Technical Support Services

There are many convenient ways to contact technical and customer support. Some of them are available to you 24 hours a day. Technical Support will work closely with you to solve any problem(s) related to our software. Please give our support technicians as much information as possible. Remember that they are not in front of your computer and that they need your help to diagnose the problem.

On occasion, a problem can be traced to hardware, or to another software application. Our technicians will supply as much support as possible in these cases, but they are not authorized to support products manufactured or published by another company.

You might find that e-mail is an easier way to get answers to your technical support questions. You won't get put on hold, and the technician will have time to fully consider your problem and formulate an answer. If you do send e-mail, provide as much information as you can about your system and about the problem. Use the check list from the following section.

## Technical Support Check List

To receive the fastest response to your technical questions, please complete the following check list before you call or send e-mail:

- You may already have the information you are looking for. Before calling, check your documentation thoroughly. Let the technician know what you've tried.
- Be in front of the computer, with the computer on if you are calling on the phone.
- Record the exact sequence of events that created the problem. Make sure that you can reproduce the problem by following the same series of steps.

- Have the name and version number of the application. To get the exact version number, select Help|About HiJaak.
- Know the type of computer and Windows version you are using.
- Record the exact wording of any error messages.
- Be sure to give your name and return address if you want a reply via e-mail.

## Electronic Support Services

No-charge electronic support services are available 24 hours a day on the IMSI Web site. Several product support options are available, including user forums and Frequently Asked Questions. You can also reach us electronically via e-mail.

When you reach us via the Web at **http://www.imsisoft.com**, click on [Product Support] under the IMSI logo to reach the various support options. Look for Product Support and Product Support Forums, Inference Knowledge Bases, Technical Support Downloads, Software Installation Instructions, Demo and Quick Tour Downloads, Online Registration, and Customer Support. You can reach all of these from the IMSI Product Support Web page.

## Email and Paid Technical Support

Email support is available at supportjb@uswest.net and is free for a limitied time. Paid phone support is available at +1 505 294-5409. After providing your credit card information, the first 5 minutes are free and $5 per 5 minute increments or portions thereafter.

Technical Support hours are 7 a.m. - 3p.m. Mountain Time, Monday through Friday, excluding holidays.

## Other IMSI Customer Service

| Service via | North American address/number |
|---|---|
| World Wide Web | http://www.imsisoft.com |
| HiJaak E-mail Address | supportjb@uswest.net |
| Paid Phone Support | +1 505 294-5409- |

## Options

IMSI also offers sales support and customer service via the phone and Internet. Customer Support hours are 6 a.m. - 5 p.m. Pacific Time, Monday through Friday, excluding holidays.

| Service via | North American address/number |
|---|---|
| Sales/Customer Service: Please call for pricing, product information or replacement disks | +1 800-833-8082 |
| Online Store | http://www.imsisoft.com /store |