



Screen Shot

Quick And Easy Screen Capture And Printing



Mac OS

The Beale Street
G R O U P



ScreenShot

version 2.0

user's guide

Original Program by Michael Whittingham
Additional Development by Samuel Caughron

Users Guide by TRUK

Special Thanks to ScreenShot 2.0, for making
the screen captures in this
manual a snap!

Elegant solutions,

powerful tools.

The Beale Street Group

Find all you need to know at Beale Street on the Web...
<http://www.beale.com>

Copy your serial number here for easy reference...

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Introduction

Welcome to Screenshot™!

Screenshot offers fast, flexible, and powerful screen capture for the Macintosh. ScreenShot's features are all available in one movable palette that you set to activate with almost any key combination. This means that Screenshot is always available to capture anything displayed on your screen ... and at any time! The only settings ScreenShot needs are what to capture and where to put the capture.

Simplicity Defined

First, you can activate ScreenShot at anytime with a single keystroke, freezing the screen and popping open the ScreenShot palette. Once activated, simply set the first pop-up menu in the Screenshot palette to capture the entire screen, a user-selectable portion of the screen, any active window, dialog box, any menu in action (even pop-up and hierarchical menus!), or even a combination of these. Then set the second pop-up menu to tell ScreenShot where to put the capture: on the Clipboard, Scrapbook, printer or a disk file. Click "Go!" and capture your image.

Options, Too

For added versatility, create a user-definable name for your captured image, tell ScreenShot exactly where to save the image (set the filename and path), convert it from color to black-and-white, attach the image's creator program's name/date/time captured, show or hide the cursor, take multiple shots in a row or even change the size of the image. ScreenShot images are compatible with most Macintosh-based word processors, paint and draw programs, imaging software, page-layout packages, and graphics applications.

Getting Started

The Basics

Before you begin to work with Screenshot, we recommend that you become familiar with your current Macintosh hardware and software.

This manual assumes a working knowledge of the Finder and basic Macintosh operation. If you are foggy on the details of Macintosh operation, please refer to the documentation that came with your computer. Ensure that you are comfortable with pointing, clicking, dragging, etc. One of the best ways to do so is simply to go through the tutorials provided with your computer.

Please note that ScreenShot requires the following to work properly:

- Any Apple Macintosh computer running the MacOS™ 7.0.1 or greater.
- Two megabytes (2 MB) of Random Access Memory (RAM) or more

Installing ScreenShot

❶ Restart your Macintosh with the extensions turned off by restarting while holding down the Shift key until you see the message “Welcome to Macintosh, Extensions Off.”

❷ Insert your ScreenShot installation disk.

❸ Double-Click on the file named “Installer”, and follow the directions that appear on your screen. Make sure to read any notes that may appear while running the installer.

❹ When the installation is complete, the installer will suggest that you restart. Do so now. As the Macintosh starts up, you will be prompted to enter your name, your company’s name, and your ScreenShot serial number. Do so and hit return. The ScreenShot startup icon will be displayed along the bottom of your screen with your other startup items. This would be a good time to fill out your registration card, including your serial number. Registration gives you access to free Technical Support and special discounts.

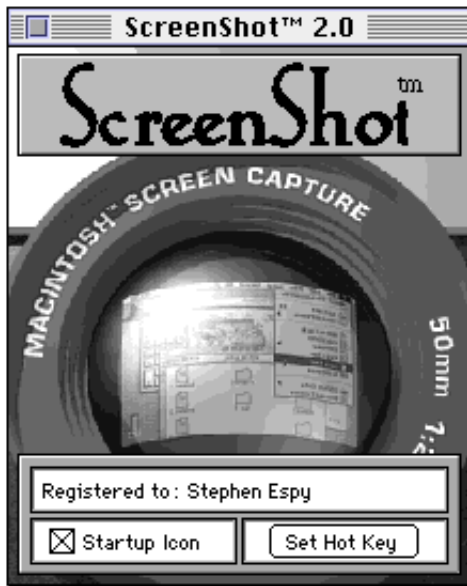
❺ Before you continue, copy the serial number on your ScreenShot disk onto the title page of your manual for easy reference. Then, open the file “ScreenShot Read Me” which was placed on your hard drive during the installation. It may contain important, last minute notes not included in this manual. When you have read it, you are ready to use ScreenShot.

Setting The Activation Keys

The ScreenShot Control Panel allows you to:

- set the keys to invoke ScreenShot
- allow or prevent the ScreenShot icon to appear at startup
- check registration information
- find out who wrote ScreenShot and other “About...” information

To access the basic controls of ScreenShot, open the ScreenShot Control Panel from inside your Control Panels folder (available from your Apple Menu). Click on the “Hot Key...” button, and a dialog will appear. As you will see, ScreenShot's hot key defaults to Command-Shift-3 when you first install the package, however you can change this key combination. Just press the keys with which you wish to activate ScreenShot. You can also click the mouse to dismiss the dialog without changing your hot key(s). The Hot Key dialog will go away with your key combination set, and all you have left to do is close the ScreenShot Control Panel. ScreenShot is now available at any time to capture screen images with only the touch of your defined key combination.



Getting Started

The second option in the ScreenShot Control Panel is the Startup Icon checkbox. It controls whether ScreenShot shows the ScreenShot icon when your Mac starts up. Check it at your discretion.

To access the “About...” information, click on the the “ScreenShot™” box at the top of the Control Panel. A scrolling list of credits will appear, including The Beale Street Group’s address and phone numbers at the bottom. You can reverse the direction of the scroll by holding down the Shift-key. Scroll faster by using the Option-key.

You can check the ScreenShot registration information by looking in the “Registered to:” box. To get information on the company name entered at the time of registration, just click on the “Registered to:” box. The serial number appears in the box when the “ScreenShot™” box has been selected.

Using ScreenShot

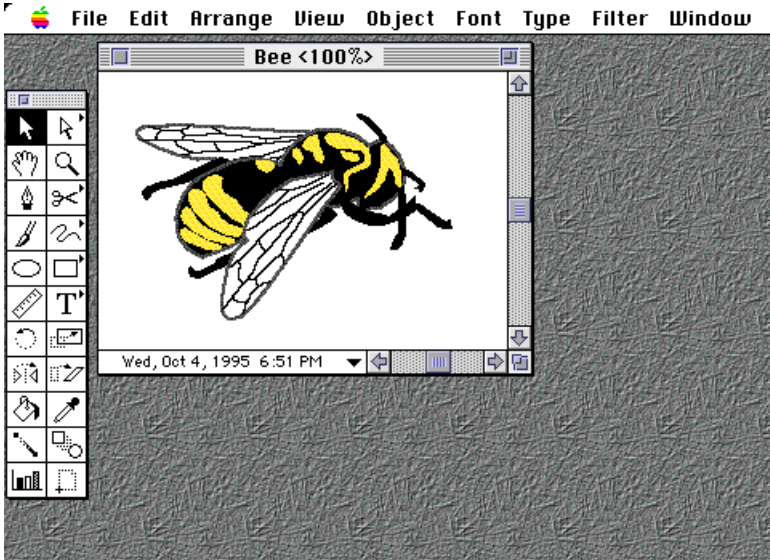
Before you use ScreenShot, you need to know two things:

- ❶ Decide what you want to capture. You can...
 - capture the entire screen.
 - capture a specific open window or dialog box.
 - capture a specific activated menu or hierarchical menus (including whole menu bar or just the menus).
 - capture a selectable portion of the screen.
 - capture a combination of these things

- ❷ Decide what you want to do with the capture. You can have ScreenShot send the capture to...
 - the clipboard, ready to paste into any other application.
 - your scrapbooks for later use.
 - a PICT or Paint file that virtually any Mac application can read, including SimpleText/ TeachText.
 - a StartupScreen file.
 - the default printer, as selected in the Chooser.

Once you have made those two decisions, you are ready to make the capture.

Step 1: Get it on the screen...

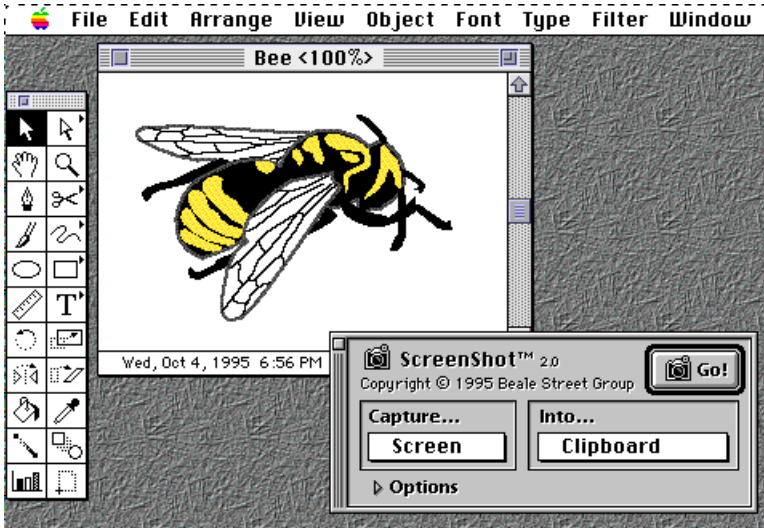


If there is a window you want to capture, just open it! If there is an area of the desktop you want to capture, make sure it is not obscured by any windows. If there is a menu you would like to capture, make sure the application whose menu you want to capture is the active application so that menu is available. Note that when capturing a menu, you must pull down the menu and hold it open while you press the activation key(s).

Step 2: Activate ScreenShot...

...by using the key combination you set in the ScreenShot Control Panel.

If you did not change the original hot key sequence, the key combination is Command-Shift-3 by default. ScreenShot will now "freeze" what you were doing previously, and the ScreenShot palette will appear. This is so that it may now capture virtually anything on your screen. It will lie on top of any windows, menus or icons already open on the desktop at the time of ScreenShot's activation. If ScreenShot does not activate when you press the key combination, access the ScreenShot Control Panel and confirm your hot key sequence; then double-check to see that it is located in Control Panels Folder. If it is not, put it there and restart.



To deactivate ScreenShot without making a capture, simply click on the small close box in the upper-left corner of the palette or hit Command-W. This will free your machine from the “frozen” state, and you can return to your work as though you had made a capture.

Step 3: Tell ScreenShot what to capture...

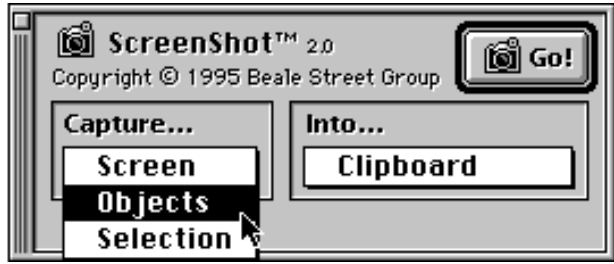
...by using the “Capture...” pop-up menu options.

First on the menu is the **Screen** option. Selecting this option enables you to capture everything displayed on your screen when



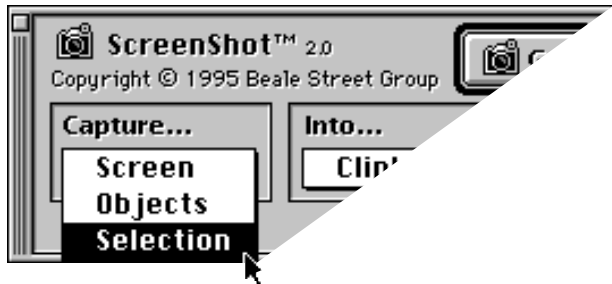
ScreenShot was activated. This includes all windows, menus, dialog boxes, icons and other screen elements. If you are using more than one monitor, a “screen” cursor will appear. Simply click the cursor on the monitor from which you wish to capture.

The second element in the menu is the **Objects** option. The Objects option allows you to capture any window, dialog box, menu bar, or



menu that was open on your screen when ScreenShot was activated. A pointer will be active at that time. Select the proper objects by clicking anywhere on the object to be captured. You can add objects to the selection by holding down the Shift-key while selecting them. If you select a window, this will capture the entire window, including the border and all of the window's contents as displayed. If you select two windows and a menu bar with a menu dropped, ScreenShot will capture everything in exact proportion to how is displayed on the screen. All objects in multiple object captures will appear in proper proportion and located properly in relation to each other, even if you scale the capture. Only the object that are in the current applications layer can be captured.

The third menu item is **Selection**. Selecting this item allows you to click and drag a "box" containing just the portion of your screen you



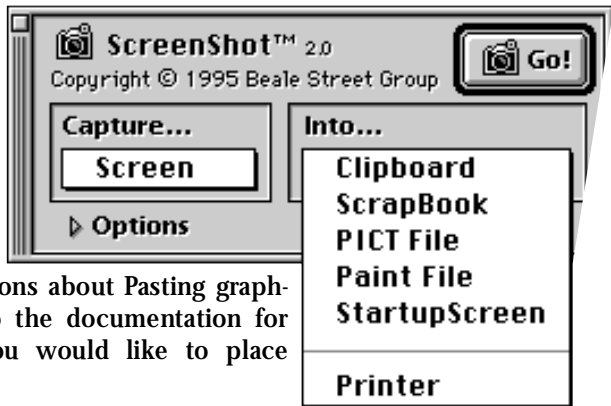
wish to capture. This is particularly important when you need to shoot only a portion of the screen or part of a window, yet not just a particular object, or if, for some reason, ScreenShot cannot select the object of interest. You can even choose the Selection menu option after you have selected several objects (using the Objects menu option) and, by hold down the Shift-key, add one or several selection areas to the capture. This allows you to capture a group of objects and a part of the screen at the same time, saving you the extra work of putting two different screen captures together in another application. Using the Selection Capture option is a very good way to conserve precious disk and memory space. The selection rectangle may even span multiple monitors.

Note: You can also use a selection to mask, or “white-out” an area of a ScreenShot capture. If a selection box is added and overlaps any other currently selected objects (or anywhere on the screen when are capturing the whole screen), the overlapping area will appear as white space. This feature allows you a simple form of editing or cropping the capture.

Step 4: Tell ScreenShot what you want to do with the capture...

...using the “Into...” pop-up menu.

- You can have ScreenShot place the capture on the **Clipboard**. When it has been placed on the Clipboard, it can be Pasted into other applications. (If you have questions about Pasting graphics, please refer to the documentation for the application you would like to place graphics in.)



- You can also direct ScreenShot to save the image to the **Scrapbook**. This is especially handy if you want to take multiple screen captures in a row without having to go back into another application or save it as a graphics file.

- You can save the capture to disk as a **PICT** file, the most widely supported file format for graphics. Many graphics and color painting programs save their graphics in the PICT format and almost all of them read PICT files as well. **Paint** format is another option for saving your screen capture as a graphic file, but it is much more limited than a PICT. You can also save the screen capture as a **Startup Screen** for your Mac, useable when you name the screen capture as “StartupScreen” (notice no spaces in the name) and put it in your System Folder. When you choose to save a file to disk, you can have ScreenShot automatically assign a filename to the capture (by leaving the “Quick Capture” option checked) or use a Save dialog to alter the default filename. Refer to the Quick Capture option in the Reference section for more information on Quick Capture.

•You can **Print** the capture. As soon as you make the capture, the capture will be sent directly to any printer that you have selected in the Chooser, and the familiar Print dialog box will appear. (If you have any questions about setting the default printer, please refer to the documentation that came with your computer.)

Options: At this point you may want to choose some of the optional settings ScreenShot provides to customize the way it works for your specific needs. To set these options, you can click on the “Options” triangle, which expands the ScreenShot palette to reveal these additional options. You will find more information on these options in the Reference Chapter of this User’s Guide.

Step 5: Make the capture...

... by clicking the “Go!” button.

The capture will be made according to the settings you’ve made. If you have instructed ScreenShot to capture to the printer (or file, if you have deselected Quick Capture), your familiar Print dialog box (or Save dialog, without Quick Capture) will appear. ScreenShot will disappear into the background until you need it again!

Reference

The Save options are found in the "Into..." pop-up menu in the right half of the ScreenShot palette. Other options can be found by selecting the triangle to the left of "Options" on the ScreenShot floating palette.

Save Options

When you capture an image in ScreenShot, you have a choice of multiple formats in which to save an image:

The **Clipboard** option takes a captured image and automatically pastes it into the Clipboard. The Clipboard acts as a temporary holding place for both text and graphics. When you choose "Cut" or "Copy" from the edit menu, the item(s) cut or copied are placed in the Clipboard. It provides a seamless transfer from one program to another. The information stays there until called for by "Paste" or "Place" commands (or until you turn the computer off).

The **Scrapbook** option takes a captured image and automatically pastes it into the "Scrapbook File" in your System Folder. Saving to the Scrapbook gives you the ability to permanently save a graphic regardless of the creator program and view it, or use it, later in its entirety. When working with TIF, GIF, EPS, and the plethora of other graphic file formats available, the Scrapbook can be the one place to view all of them without losing any of the original image's clarity, contrast, brightness, etc. ScreenShot supports Apple's Scrapbook as well as several commercially-available alternatives.

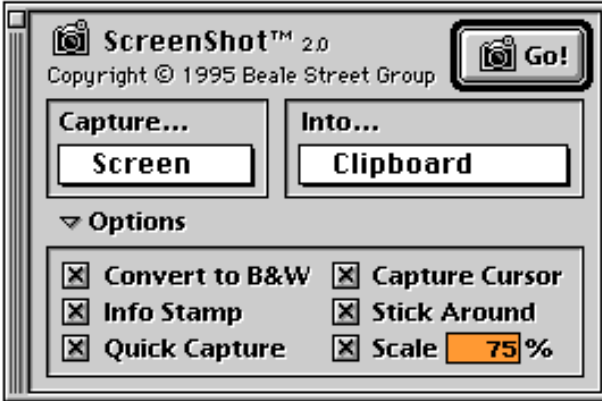
The **PICT** option takes a captured image and saves it in one of the most widely used graphic file formats available. PICT graphics allow for objects to be drawn with their separate characteristics remaining intact allowing for greater versatility when used in graphics programs and for better printer output.

The **Paint** option takes a captured image and saves it in individual pixel format. Saving images in pixel format, also known as bit-mapped, gives greater image detail but lower printer resolution. Color images become black & white and the maximum image size a MacPaint file can handle is 720 pixels tall by 576 pixels wide. If you have a *very* large screen, some of your images will get clipped when saving to a paint file.

The **StartupScreen** option takes a captured image and turns it into a Startup Screen. You may use a StartupScreen to replace the "Welcome to Macintosh" screen that normally displays on your Mac as you successfully boot up. Anything that you capture can be made into this unique alternative. Once you've captured the image and saved as a StartupScreen, simply drag the image into your System Folder, overwriting any other Startup Screens, and your newly created Startup Screen will display when you restart. The filename must be changed to "StartupScreen" (no spaces) and placed in the System Folder for it to be used. There are two different types of StartupScreen formats. Macintosh computers that support Color Quickdraw have one format. Old Macintosh computers must use an alternate format. ScreenShot will save in the correct format of the machine that you are using.

The **Print** option is displayed in the same pop-up menu. It immediately sends the captured image to your printer. ScreenShot supports almost any printer that can be selected in the Chooser.

Other Options



Convert to B&W (Black and White) converts the next captured image from color to black and white. If you will be displaying a color image on a black and white screen, it becomes more efficient to transform a color graphic to a truly monochrome image. Shooting and saving a color graphic causes all of the color information to be saved, increasing the size of that file dramatically. If your computer is displaying in black and white mode, this option will not be available.

Info Stamp offers the ability to get precise information about an image, as you capture it, and attach the image's creator program, date of capture and time of capture to the bottom of the graphic. This enables you to identify each saved or printed image more easily.

Quick Capture makes ScreenShot faster to operate by saving you the extra step of designating where the screen capture should end up. When this option is unchecked, you will not be presented with a Save dialog box. Instead, ScreenShot will save your screen capture in the last used directory in the file format specified. When printing with this option checked, you will not be presented with the Page Setup and Print dialog boxes. Your screen capture goes directly to the printer currently selected in Chooser. If the Quick Capture option is not checked, then you will be presented with a Save As... dialog box or the appropriate Print dialog box.

Capture Cursor includes the cursor on your captured image. There may be instances when you want to show the placement of the cursor in action to better demonstrate how a program operates. This option will place the cursor on the captured image at the same location as when you invoked ScreenShot. Without this option, ScreenShot will eliminate the cursor to help make your Screenshots cleaner.

Stick Around allows you to take multiple ScreenShots in a row from the same screen without having to re-activate ScreenShot each time. After invoking ScreenShot, simply check this option and the program will remain active after each "shot" is taken and saved or printed. The screen will stay frozen between ScreenShots. This option is disabled when Quick Capture is unchecked, since the system must be "unfrozen" to operate custom saves.

Scale Image gives you the ability to actually change the size of the image you are about to capture with ScreenShot. You may increase the image's size up to thirty-two thousand percent (32,000%) of the original size or decrease it down to one percent (1%) of the original size. This is particularly handy in saving you the extra work of doing that yourself in a graphics application before putting the image in its final place. Note that scaling screen images can slightly decrease the quality of the image.

Extra Tid-Bits

If the Quick Capture option is checked when an image is saved, the file will be named after ScreenShot, given a number for ordering, the file type noted, and be placed at the root level of the startup disk. For example, if you have selected to capture the image into a PICT file and this is the first Quick Capture ScreenShot capture for root level of your startup disk, ScreenShot will call the file "ScreenShot001.pict" This allows you to more easily identify captured files.

If the Command-O keys are held down when any of the capture items are selected, all white portions of the image will be transparent. This is useful when the image to be saved is will be pasted on top of other graphics and you wish to be able to "see through" your ScreenShot capture.

Contacting The Beale Street Group

Important Notes on Technical Support

ScreenShot was designed specifically for simplicity and stability. If, however, you run into any difficulties, we want to help you resolve them as quickly as possible.

Telephone support on all Beale Street Group products is available to registered users Monday through Friday, 9 am to 5 pm U.S. Central Time. Email and fax messages are preferred and result in more effective support. The quickest way to get updates and information is to point your Web browser to www.beale.com. Everything new and useful is placed there first. If you have access to email or fax, make the best of them! Make sure to have your serial number and version number on hand when you contact us.



1890 Lyndale Avenue
Suite 300
Memphis, TN 38107-5107
USA

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	beale-support@beale.com		
	beale-info@beale.com		

Diagram annotations: An arrow points from 'preferred' to 'www.beale.com'. Another arrow points from 'World Wide Web' to 'Email'. A third arrow points from 'preferred' to the email addresses.

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