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<u>Copyright, Registration, Technical Support</u>

This system was developed by Informatik Inc, P.O. Box 868, Devon, Pennsylvania 19333.   For information on program modifications, systems integrations and custom applications, please contact Informatik Inc.

This is a copyright-protected shareware product.   If, after review and evaluation, you like the software, please register and pay the registration fee.   Upon registration and payment of the registration fee, Informatik Inc will send you the latest master diskette, a print file of the User Guide and a registration certificate.   Registered users will receive lifetime technical support and are entitled to free software upgrades during first year.   Shareware is based on trust, and we hope that all users will register.

To register

From the About menu, choose Registration, Copyright and follow the instructions.

To obtain technical support

From the Help menu, choose Technical Support and follow the instructions.

<u>Overview</u>

WinCopy uses two methods of screen capture:

1. Capture of the entire screen.
2. Capture of selected sections of the screen.

All captured images are copied to the Windows Clipboard for review.   You should always review the picture in the Clipboard.   If you are satisfied with the result, you can:

1. Save the image as a file in any of the supported graphics formats.
2. Print the image.

The system supports the following graphics file formats: BMP, GIF, TIFF, JPEG.

The system is very easy to use.   Simply click on the Capture ... button, mark the selected area, view the captured image in the Clipboard,   and <u>print</u> the image or <u>save</u> it as a file.

Methods

Capture the Entire Screen

1. To maximize the memory resources on your computer, close all un-needed applications.   Save the files of any running programs. Start the WinCopy program.   If WinCopy is already running, but hidden, press Alt+Tab once or repeatedly until WinCopy appears.

2. Click on Capture Whole Screen button.   The captured image is displayed in the WinCopy Viewer.

3. If satisfied with the result, choose Save As, or Print from the File menu.   **If the color rendition is not correct, capture the image a second time.**

Capture a Section of the Screen

1. To maximize the memory resources on your computer, close all un-needed applications.   Save the files of any running programs.   Start the WinCopy program.   If WinCopy is already running, but hidden, press Alt+Tab once or repeatedly until WinCopy appears.

2. Click on Capture Screen Section button.   The screen 'freezes' and a yellow comment box and a cross-hair pointer appear on the screen.   The yellow comment box disappears when you touch it with the cursor.

3. Starting from the upper left corner, while holding down the left mouse button, drag the cursor and demarcate the area that you want to capture.   The area inside the 'rubber band' will be captured when you release the mouse button.   You can fine tune the starting point by pressing any of the arrow keys.   To cancel the action, flip the captured area (move the mouse pointer to the left of the starting point) and release the mouse button.   To cancel and 'unfreeze' the screen, press any key, except an arrow key.

4. The captured image is displayed in the WinCopy Viewer.

5. If satisfied with the result, choose Save As, or Print from the File menu.   **If the color rendition is not correct, capture the image a second time.**

Other Method

If the WinCopy window hides the section that you want to capture, you can move the window outside the visible screen, by dragging or by choosing Hide/Show Window from the Capture menu.   The capture action can be executed by pressing the shortcut keys F8 and F9 (see Capture menu).   To make the WinCopy window visible again,. press F12.

Adjustments, Calibration

If the screen appears truncated at either side, top or bottom, you need to calibrate the system.   With a text editor (such as Notepad), open the CALIBR8.TXT file.   The file has two numbers (arranged vertically).   The first number is the horizontal calibration; the second number is the vertical calibration.   The numbers are expressed in pixels and the defaults are 1 and 39.   After typing the

values, save the file and restart WinCopy.

Save to a File

The captured image can be saved to a file in one of the following formats: BMP, GIF, TIFF, JPEG.

1. From the File menu, choose Save As.

2. In the Save As Dialog box, select the file format and enter the file name.

3. Press OK.

Print

The captured image can be printed.   The printing will fail if the printer does not have sufficient memory.

1.   From the File menu, choose Print.

2.   In the Print window, specify the number of copies and the print offset (top and left margins or centering).   You may also change the scale of printing.

3.   To select another printer, press on Printer Setup and specify the printer..

4.   Press OK.