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Scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

File Menu Commands

Use the <u>scroll bar</u> to see more commands.

Open
Opens or imports an image file.

Related Topics
<u>Opening or Importing an Image File</u>

Save
Saves changes to the image in the FullShot window to an existing or new file.

Related Topics
<u>Saving an Image to a File</u>

Save As
Saves the image in the FullShot window to a new file.

Related Topics
<u>Saving an Image to a File</u>

Save Clipboard
Saves the image in the Clipboard to a new file.

Related Topics
<u>Saving an Image to a File</u>

Print
Prints the image in the FullShot window.

Related Topics
<u>Printing the FullShot   Window Image</u>

Print Clipboard
Prints the image in the Clipboard.

Related Topics
<u>Printing the Clipboard Image</u>

Printer Setup
Sets printer options for FullShot before printing.

Exit
Exits FullShot.
If the image is unsaved, FullShot lets you save the image before exiting.

Edit Menu Commands

Use the scroll bar to see more commands.

Undo
Undoes the effect of the last command you used from the **Edit**, **Tool**, **Color**, or **Crop** menus.

Related Topics:
    Turning Undo On or Off

Cut
Erases the image currently in the FullShot window and copies it to the Clipboard.

Copy
Copies the image currently in the FullShot window to the Clipboard without erasing the
 image.

Paste
Copies the image in the Clipboard to the FullShot window.

Delete
Erases the image in the FullShot window and does not copy it to the Clipboard.
A dialog box asks you to confirm that you want to delete the image. Choose **OK** to delete the
image.

Bitmap Info
Displays bitmap information about the image in the FullShot window.

Tool Menu Commands

Use the <u>scroll bar</u> to see more commands.

The **Tool** menu includes several sets of commands that let you change an image by adding a frame and mat around it, resizing it, or changing its orientation.

Frame
Applies your current frame and mat definitions to the image in the FullShot window.
The frame and mat are defined in the **Frame Styles** dialog box opened by the **Set Frame** command from the **Options** menu.

Related Topics
<u>Setting a Frame and Mat</u>
<u>Adding Frames</u>

Zoom In
Scales the image in the FullShot window to 200% of its current size.

Zoom Out
Scales the image in the FullShot window to 50% of its current size.

Scale
Scales the image in the FullShot window to any size in pixel unit or percentage unit.

Flip Horizontal
Flips the image in the FullShot window horizontally, turning it backwards.

Flip Vertical
Flips the image in the FullShot window vertically, turning it upside down.

Rotate Left
Turns the image in the FullShot window 90 degree (1/4 turn) counter-clockwise.

Rotate Right
Turns the image in the FullShot window 90 degree (1/4 turn) clockwise.

Color Menu Commands

Use the <u>scroll bar</u> to see more commands.

Black & White
Changes each color in a color image either to black or white using the translations you set with the **Set Black & White** command from the **Options** menu. If you use this command on a 256-color image, the colors are first reduced to 16 and then changed to black or white.

Related Topics
     <u>Changing Image Color</u>

Gray Pattern
Changes a color image to a 16-gray level image using FullShot's built-in conversion. If you use this command on a 256-color image, the colors are first reduced to 16 and then changed to gray patterns.

Related Topics
     <u>Changing Image Color</u>

Invert
Changes each color in a color image to its complementary color. For black-and-white images, reverses black to white and white to black.

Crop Menu Commands

Use the <u>scroll bar</u> to see more commands.

Commands from the Crop menu let you trim all four edges of an image to eliminate parts you don't want. You can crop each edge separately or all four at once using cropping lines appear when you select the image.

Select
Lets you select the image, so you can begin to crop it.

Related Topics
<u>Selecting the Image</u>

Crop
Trims the image along the current position of the cropping lines.

Related Topics
<u>Cropping Images</u>

Reset
Resets the cropping lines to the current edges of the image.

Related Topics
<u>Resetting Cropping Lines</u>

Left
Makes the horizontal ARROW KEYS control the left cropping line.

Right
Makes the horizontal ARROW KEYS control the right cropping line.

Top
Makes the vertical ARROW KEYS control the top cropping line.

Bottom
Makes the vertical ARROW KEYS control the bottom cropping line.

1 Pixel, 2 Pixels, 5 Pixels
Sets the number of pixels a cropping line moves when you press one of the ARROW KEYS.

Related Topics
<u>Moving Cropping Lines</u>

Options Menu Commands

Use the scroll bar to see more commands.

FullShot Setup
Opens a dialog box that lets you set various options for saving FullShot images.

Related Topics
  Selecting Destinations
  Turning Auto Save On or Off
  Numbering Filenames Sequentially
  Setting a Filename
  Setting Display Coordinates
  Turning Undo On or Off
  Including or Excluding the Mouse Pointer

Hotkey Setup
Opens a dialog box that lets you define hotkeys for all capture types.

Related Topics
  Setting Up Hotkeys

Icon Setup
Opens a dialog box that lets you define the function of the FullShot icon.

Related Topics
  Setting Up the FullShot Icon

Screen Capture
Opens a dialog box that lets you define the area of the screen to include when you carry out a screen capture.

Related Topics
  Setting Up for Capturing Screens

Window Capture
Opens a dialog box that lets you define how you want FullShot's window captures to work.

Related Topics
  Setting Up for Capturing Windows

Title & Menu Capture
Opens a dialog box that lets you determine the objects FullShot includes when you do a title and menu capture.

Related Topics
  Setting Up for Capturing Title and Menus

Set Frame
Opens a dialog box that lets you set the frame style and mat style used with the **Frame** command from the **Tool** menu.

Related Topics
  Setting a Frame and Mat

Set Black & White
Opens a dialog box that lets you set how colors are translated to black and white when you use the **Black & White** command from the **Color** menu.

Related Topics
Setting How to Translate Colors to Black and White

Capturing Screens

A screen capture includes everything you see on your display screen or everything in the area you define under **Screen Capture**.

To capture a screen:

Press the currently defined hotkeys for a screen capture (the default is CTRL+SHIFT+1) or double-click on the FullShot icon if **Screen Capture** is selected under **Options/Icon Setup**.

The captured image is sent to the destination(s) you set under **Options/FullShot Setup.**

Related Topics
        Setting Up for Capturing Screens
        Setting Up the FullShot Icon

Capturing Windows

FullShot lets you capture, as a separate image, a single window or even an object within a window, such as a check box or a command button. This feature makes it easy to work your way through a program and systematically capture all the windows or window objects you see on the screen. You can then use these captured images directly in desktop publishing or graphics programs.

To capture a window:

Press the currently defined hotkeys for a window capture (the default is CTRL+SHIFT+2) or double-click on the FullShot icon if **Window Capture** is selected under **Options/Icon Setup**.

The captured image is sent to the destination(s) you set under **Options/FullShot Setup.**

Related Topics
> <u>Setting Up for Capturing Windows</u>
> <u>Setting Up the FullShot Icon</u>

Capturing Regions

Region Capture lets you define any arbitrary rectangular area on the screen to capture.

To capture a region on the screen:

1. Press the currently defined hotkeys for a region capture (the default is CTRL+SHIFT+3) or double-click on the FullShot icon if **Region Capture** is selected under **Options/Icon Setup**.

    The mouse pointer turns dark.

2. Move the mouse pointer to a corner of the area you want to capture and press the mouse button to anchor the starting point.

3. With the mouse button held down, drag the mouse pointer to the corner diagonally opposite to the starting point until the dotted rectangle completely surrounds the area you want to capture.   As you drag the mouse pointer, numbers in the middle of the rectangle show you its dimensions in pixels.

4. Release the mouse button. The dotted rectangle disappears and the area it encircled is sent to the destination(s) you set under **Options/FullShot Setup**.

Related Topics
    Setting Up the FullShot Icon

Capturing Title and Menus

1. Open the menu you want to capture.

    If no menu is open, you capture the title bar and/or menu bar for the current active window (depending on which objects are selected under **Options/Title & Menu Capture**).

2. Press the currently defined hotkeys for a title and menu capture. The default is CTRL+SHIFT+4. (Note: you cannot capture a menu using the FullShot icon.)

The captured image is sent to the destination(s) you set under **Options/FullShot Setup.**

Related Topics
    Setting Up for Capturing Title and Menus

Setting Up for Capturing Screen

FullShot's screen capture setup lets you define the area of the screen to include when you carry out a screen capture. By default, screen captures include the whole screen. You can define a different area by entering its left, right, top, and bottom coordinates (in pixels).

To change screen capture coordinates:

1. Choose the **Screen Capture** command from the **Options** menu.

2. Move the text cursor to the coordinate you want to change.

3. Type in the new coordinate in pixels. You can not use values that exceed the resolution of your screen.

4. Choose the **OK** command button.

To restore default values:

Choose the **Default** command button. The coordinates change to match the resolution of your display.

Related Topics
    Capturing Screens

Setting Up for Capturing Windows

FullShot lets you capture not only complete screens, but also separate "windows" that are part of a screen. "Windows", in this sense, refers not only to full size application or document windows, but also to smaller objects within these windows, such as dialog boxes, list boxes, and even individual option or command buttons. You can use FullShot to capture each of these objects individually as a separate image.

1. Choose the **Window Capture** command from the **Options** menu.

2. Choose one of the options under **Window**:
   Active Window Makes a window capture work on the active window.

   Clicked Window Makes a window capture work on the window you select with the mouse. If you choose this option, a dark mouse pointer appears on the screen when you do a window capture, allowing you to choose a window by clicking on it.

3. Choose one of the options under **Relation**:
   Current   Captures the current active or clicked window.

   Parent   Captures the highest level window related to the current active or clicked window.

   Child   Captures only the lowest level window related to the current active or clicked window.

4. Choose one of the options under **Status**:
   As Is   Makes no change to the status or position of the window when you capture it. An active window remains active, and an inactive window remains inactive. If you are capturing an inactive window, the image includes any part of other windows that overlay the captured window.

   Active   Makes certain the window is active when you capture it. If the window is inactive, its status is changed to active before it is captured, and then changed back to inactive. If it is beneath other windows, it is brought to the front before it is captured, then returned to its previous position.

   Inactive   Makes certain the window is inactive when you capture it. If the window is active, its status is changed to inactive before it is captured, and then changed back to active. If it is beneath other windows, it is brought to the front before it is captured, then returned to its previous position.

5. Select one or all options under **Content**:
   Window Frame Makes the captured image include the window frame.

   Workspace   Makes the captured image include the window workspace.

6. Select one or all options under **Area**:
   Upper Left   Makes the captured image include the upper left quarter of the window.

   Lower Left   Makes the captured image include the lower left quarter of the window.

Upper Right   Makes the captured image include the upper right quarter of the window.

Lower Right   Makes the captured image include the lower right quarter of the window.

If you selected **Active Window** as the window to capture, the four areas are defined from the center of the window and thus divide the window into four equal parts. If you select **Clicked Window**, the point where you click becomes the center point from which the four areas are defined.

7. Choose the **OK** command button.

Related Topics
      Capturing Windows

Setting Up for Capturing Title and Menus

FullShot lets you capture title and menus as separate images and gives you several ways to define how you want the captured image to look. A title and menu capture defines a rectangular area that includes all the objects you select. If you want to omit any part of the captured area that is not an actual part of a menu object, select **Erase Background** option.

1. Choose the **Title & Menu Capture** command from the **Options** menu.

2. Select one or more objects:
    Title Bar   The title bar for the window that contains the captured menu.

    Menu Bar   The menu bar from which you pull down the capture menu.

    Pulldown Menu The captured menu itself.

    Cascading Menu   Any highe

3. Select **Erase Background** option if you want.

4. Choose the **OK** command button.

Related Topics
        Capturing Title and Menus

Opening or Importing an Image File

FullShot lets you open any file stored in a supported format, even if the file was created by another program. You can thus use FullShot as an image editing program to change the color, size, or orientation of images created or captured with other programs.

FullShot uses the device-dependent method to handle images, which is the most efficient. If you open an image file that contains more colors than your graphics card supports, you may lose some colors.

To open or import an image file:

1. Choose the **Open** command from the **File** menu.
    You see the **File Open** dialog box that lets you choose a directory, filename, and file formats.

2. If necessary, select a different file format and change directories until the list box contains the name of the file you want to open.

3. Double-click on the name of the file (or type the name in the **Filename** text box and click on the **OK** button or press the ENTER key).

The image appears in the FullShot window.

Related Topics
     Choosing a File Format

Saving an Image to a File

FullShot gives you two basic ways to save images to a file: automatically using the **Auto Save** feature or by giving one of several commands from the **File** menu.

To save an image automatically as you capture it:

Select options **File** and **Augment Filename** in the **FullShot Setup** dialog box, which appears when you choose the **FullShot Setup** command from the **Options** menu.

Once they are selected, each image you capture is sent automatically to a separate file.

To save the FullShot window image to a new file:

1. Choose the **Save As** command from the **File** menu.
   You see a dialog box that lets you choose a directory, filename, and file format.

2. If necessary, change directories and select a different file format.

3. Type in the name of the file.

4. Choose the **OK** command button.

To save changes to an image file you opened:

Choose the **Save** command from the **File** menu.
FullShot saves any changes you made to the file you opened. For images you did not yet save to a file, the **Save** command works like the **Save As** command.

To save the Clipboard image to a file:

Choose the **Save Clipboard** command from the **File** menu.
You see the same dialog box you see when you use the **Save As** command, but FullShot saves the image in the Windows Clipboard, rather than the image in the FullShot window.

Related Topics
      Numbering Filenames Sequentially
      Setting a Filename
      Choosing a File Format

Choosing a File Format

FullShot supports four file formats in the **File Open** and the **File Save As** dialog boxes in this version:

BMP   Windows *device-independent bitmap format*, introduced with Windows 3.0 and increasingly supported by Windows applications.

TIF   *Tag Image File Format*, supported by many desktop publishing programs; this version of FullShot supports two classes of TIFF image files: black-and-white and palette-color.

PCX   *Paintbrush format*, used in Windows Paintbrush and other paint program and supported by many desktop publishing and graphics programs.

CLP   *Clipboard format*, used for files saved from or read into the Windows Clipboard.

Click on the appropriate option to select a format for **Open** or **Save** actions.

Related Topics
      Opening or Importing an Image File
      Saving an Image to a File

Adding Frames

Choose the **Frame** command from the **Tool** menu or press CTRL+F.

FullShot applies your current frame and mat definitions to the image in the FullShot window. You can use the command more than once on a single image, each time adding the currently defined frame and mat.

Related Topics
Setting a Frame and Mat

Changing Image Size

Use **Zoom In** (CTRL+Z), **Zoom Out** (CTRL+O), and **Scale** commands from the **Tool** menu to change the size of the image currently in the FullShot window. You can also use the mouse to change the size interactively. The three commands are not available if the window contains no image.

The **Zoom In** and **Zoom Out** commands always give you exact multiples of the original image. The **Scale** command and the mouse let you scale images more flexibly, but they can distort the image if your changes are not exact multiples of the original, particularly if the image contains text.

Changing Image Orientation

Use the following four commands from the **Tool** menu to change the orientation of the image currently in the FullShot window. These commands are not available if the window contains no image.

Flip Horizontal   (CTRL+H) fl

Flip Vertical   (CTRL+V) flips the image vertically, turning it upside down.

Rotate Left   (CTRL+L) turns the image 90 degree (1/4 turn) counter-clockwise.

Rotate Right   (CTRL+R) turns the image 90 degree (1/4 turn) clockwise.

Changing Image Color

Use the following three commands from the **Color** menu to change the color of the image currently in the FullShot window.

Black & White (CTRL+B) changes each color either to black or white using the translations you set with the **Set Black & White** command from the **Options** menu. If you use this command on a 256-color image, the colors are first reduced to 16 and then changed to black or white. This command is not available if the image is already black-and-white.

Gray Pattern (CTRL+G) changes a color image to a 16-gray-level image using FullShot's built-in conversion. If you use this command on a 256-color image, the color are first reduced to 16 and then changed to gray patterns. This command is not available for black-and-white images.

Invert (CTRL+N) changes each color in a color image to its complementary color; for example, blue becomes yellow. For black-and-white images, reverses black to white and white to black.

Related Topics
     Setting How to Translate Colors to Black and White
     Choosing Colors for Printing

Selecting the Image

To select the image in the FullShot window:

Double-click on it, or press CTRL+S, or choose the **Select** command from the **Crop** menu.

To clear the selection:

Double-click on it, or press CTRL+S, or choose the **Select** command from the **Crop** menu again.

Related topics
      Cropping Images
      Moving Cropping Lines
      Resetting Cropping Lines

Cropping Images

Commands from the **Crop** menu let you trim all four edges of an image to eliminate parts you don't want. You can crop each edge separately or all four at once using cropping lines that appear when you select the image.

To crop an image:

1. Select the image.

   Cropping lines appear around the selected image. Initially, the cropping lines are set to the current edges of the image, so you won't see all four of them if the image extends beyond the edges of the FullShot window. You cannot move the cropping lines out beyond the edges of the image.

2. Move the cropping lines until they just contain the part of the image you want to keep.

3. When you are ready to crop the image, choose the **Crop** command from the **Crop** menu or press CTRL+C.

   The cropped image is repositioned so that its top left edge is at the coordinates set for **Display** when you use the **Options/FullShot Setup** command.

Related topics
> Moving Cropping Lines
> Resetting Cropping Lines
> Selecting the Image

Moving Cropping Lines

Once an image is selected, the following keys let you move the cropping lines:

Left or Right Arrow: Move the
                command.
Up or Down Arrow: Move the
                command.
I   Moves all four cropping lines in toward the center of the image.
O   Moves all four cropping lines out toward the edges of the image.

1 Pixel, **2 Pixels**, and **5 Pixels** commands from the **Crop** menu set the number of pixels a cropping line moves when you press one of the above keys.

For example, if **Left** and **5 Pixels** are selected from the **Crop** menu, you move the left cropping line five pixels to the right each time you press the RIGHT ARROW key. If you press the **I** key, you move all four cropping lines 5 pixels in toward the center of the image.

Related topics
        Cropping Images
        Resetting Cropping Lines
        Selecting the Image

Resetting Cropping Lines

To reset cropping lines to the current edges of the image:

Choose the **Reset** command from the **Crop** menu or press CTRL+E.

Related topics
      Cropping Images
      Moving Cropping Lines
      Selecting the Image

Selecting Destinations

Four options under **Send To** in the **FullShot Setup** dialog box let you send an image to any or all these destinations:

FullShot Window   the windo
images. Each time you capture an image and send it to the FullShot window, you clear any image the window already contains.

Clipboard   a temporary storage area in memory that you can use to move data between Windows applications.

Printer   any printer set up work under Windows. If you select this option, you see the Print dialog box each time you capture an image.

File   an image file you specify using the **Set File** command button. You can type in a different filename each time you save an image to a file, or you can have FullShot automatically save images under filenames that are sequentially numbered.

Related Topics
      Printing an Image as You Capture It
      Setting a Filename

Numbering Filenames Sequentially

Use **Augment Filename** in the **FullShot Setup** dialog to tell FullShot that you want the filename you set with the **Set File** option increased sequentially each time an image is saved to a file. To make **Augment Filename** work properly, you must set a filename that ends in one or more digits.

Related Topics
Setting a Filename

Setting Display Coordinates

The options under **Display** in the **FullShot Setup** dialog box let you set the point (in pixels) where the upper left corner of an image is displayed in the FullShot window. The default X value is 5 pixels from the left edge of the window and the default Y value is 5 pixels from the top edge of the window.

To change the display coordinates:

1. Move to the fields for the X or Y coordinates.

2. Type in new values.

3. Choose the OK command button.

You cannot set values higher than the maximum resolution of your graphics adapter. For standard VGA, for example, the limit is 640x480.

Turning Auto Save On or Off

Whenever **FullShot Window** is selected as a destination in the **FullShot Setup** dialog box,, a captured image is held in memory, so it can be displayed in the FullShot window. If your computer has too little memory left to hold the image -- for example, because you have several Windows applications running at once -- FullShot's **Auto Save** feature lets you automatically save it to a file. When this option is selected, the image goes to the file currently set with the destination. A message box tells you that the image was saved to a file, rather than held in memory.

Related Topics
> Setting a Filename
> Saving an Image to a File

Setting a Filename

You can use the **Set File** command button to change the default filename, file format, and file directory for a session. Choose this command button opens the **File Save** dialog box in which you can set where you want to save image files.

If you don't specify a filename when you save an image, FullShot saves it by default as a Windows bitmap file under the name SHOT0000.BMP in your Windows temporary directory (or your current working directory if your have no temporary directory.)

Your **Set File** settings last only during your current FullShot session. The next time you start the program, the settings return to their defaults. If you don't want FullShot to overwrite images that start with the default SHOT0000.BMP filename, use **Set File** to choose a different directory than the default before you start saving the images, or move the files to a different directory before you start another FullShot session.

Related Topics
Saving an Image to a File
Choosing a File Format

Turning Undo On or Off

When **Undo** is selected in the **FullShot Setup** dialog box, you can choose the **Undo** command to undo the most recent change you made from the **Edit**, **Tool**, **Color**, and **Crop** menus. If **Undo** is not selected you cannot undo your most recent change, but commands from these four menus work faster.

Including or Excluding the Mouse Pointer

If the mouse pointer is within the rectangle area you are capturing, the **System Mouse** option in the **FullShot Setup** dialog box   lets you include it or leave it out. By default, this option is not selected.

If **System Mouse** is selected, the mouse pointer is always captured in the form of a white arrow even if it appears in a different form at the moment you capture it. For example, in Windows Paintbrush the mouse pointer appears in many forms, such as an eraser or paint roller. If your captured image includes such a mouse pointer, a white arrow appears in its place.

Printing an Image as You Capture It

1.   Select the option **Printer** under **Send To** in the **FullShot Setup** dialog box, which appears when you choose the **FullShot Setup** command from the **Options** menu.

   Once it is selected, each time you capture an image, you see the **Print** dialog box, which shows you various print settings you can change.

2.   Change print settings if necessary.

3.   Choose the **OK** command button to start printing the image.

Printing the FullShot Window Image

1.   Choose the **Print** command from the **File** menu. You see the **Print** dialog box, which shows you various print settings you can change.

2.   Change print settings if necessary.

3.   Choose the **OK** command button to start printing the image.

Related Topics
      Changing Print Settings

Printing the Clipboard Image

1. Choose the **Print Clipboard** command from the **File** menu. You see the **Print** dialog box, which shows you various print settings you can change.

2. Change print settings if necessary.

3. Choose the **OK** command button to start printing the image.

Related Topics
    Changing Print Settings

Changing Print Settings

FullShot shows you the **Print** dialog box before printing your image, which lets you set several printing options:

Alignment   Lets you choose where on the page to print the image. Default is starting in the upper left corner. Click on one of the squares to select an alignment.

Num of copies Lets you select the number of copies to print. Default is one.

Scaling   Specifies how many times to enlarge the image (in multiples of 100%). Default is 1, meaning that the image prints at actual size. Entering 2 prints the image at 200% of the actual size, and so forth.

Colors   Lets you choose color, gray pattern or black-and-white printing.

Related Topics
     Printing an Image as You Capture It
     Printing the Clipboard Image
     Printing the FullShot   Window Image
     Choosing Colors for Printing

Choosing Colors for Printing

The **Print** dialog box gives you three options for color. (If the image in the FullShot window is black-and-white, only the **Black & White** option is available.) Your best choice can depend on the printer you are using and on the characteristics of the image you want to print. You may want to experiment with these settings, since different settings can produce different effects.

Color This setting uses all available colors on your printer. Dithered color is used if the image contains colors your color printer does not support. Black-and-white printers use their own conversion methods to translate colors to black-and-white. PostScript printers, for example, produce a half-tone effect, representing different colors with black dots of various sizes. HP LaserJet printers, on the other hand, turn light colors white and dark colors black. Printing images with the **Color** setting takes longer than with other settings, even when you use a black-and-white printer.

Gray Pattern This setting prints different colors as gray patterns, which can help distinguish colors on a black-and-white printers. For best results, make sure you use your printer's highest resolution to print images that use gray patterns. If you print a 256-color image using gray patterns, the colors are first reduced to 16 and then converted.

Black & White   This settir
white. Using the **Set Black & White** command from the **Options** menu, you can set how each color is translated. If you print a 256-color image using black-and-white, the colors are first reduced to 16 and then converted.

Related Topics
> Changing Print Settings
> Setting How to Translate Colors to Black and White
> Changing Image Color

Setting Up Hotkeys

FullShot gives you two methods for capturing images: by pressing hotkey(s) or by double-clicking on the FullShot icon. The default hotkey settings are:

CTRL+SHIFT+1   Screen Capture
CTRL+SHIFT+2   Window Capture
CTRL+SHIFT+3   Region Capture
CTRL+SHIFT+4   Title & Menu Capture

You can use the **Hotkey Setup** command from the **Options** menu to change these default settings.

Choosing **Hotkey Setup** opens the **Hotkey Setup** dialog box. Each capture type has its own hotkey or hotkey combination, which can be any key except F1 (used for **Help**). A hotkey combination can be any key (except F1) and one or more of these system keys: ESC, SHIFT, CTRL, and ALT. The system key or set of system keys you choose for any type of capture works for all four.

You need to use the mouse to select hotkeys, since the keyboard is reserved for its usual uses in Windows. For example, pressing ALT+F4 closes the **Hotkey Setup** dialog box.

If you use a number key from the numeric keypad, make sure NUM LOCK is turned on. Do not use SHIFT in combination with keys from the numeric keypad.

In general, it's best to select hotkeys that won't conflict with keys your current application uses. If a FullShot hotkey matches the key for an application, pressing it first carries out the action your application defines for the key and then captures an image. Thus, you may find that the application has changed the image you wanted to capture. The easiest way to avoid such conflicts is define a hotkey combination that, like the default selections, includes one or more system keys, for example, CTRL+SHIFT+1 for screen captures.

FullShot's keyboard display always includes 101 keys. If your keyboard has a different number of keys, make sure you select only hotkeys that are actually available on your keyboard.

Setting Up the FullShot Icon

FullShot's **Icon Setup** gives an alternative to using hotkeys for screen, region, or window captures. (**Icon Setup** is not available for menu captures.)   When you select a capture type, you can capture an image simply by double-clicking on the minimized FullShot icon, as you would on a camera button.

When you choose a capture type, the FullShot icon appears as a dark camera with a mouse pointer on top. Double-clicking on the icon carries out the type of capture you've selected in the **Icon Setup** dialog box. The current icon setup remains in effect until you change it again even after you leave the program.

Even if when you set up the FullShot icon to capture images, you can still capture them using any of your currently defined hotkeys as well.

To set the icon to capture images:

1. Choose **Icon Setup** from the **Options** menu.

2. Select one of the three available capture types.

3. Select the **Reminder Message** check box if you want to be reminded when you start the program that the icon is set up to capture images.

To change the icon back to its normal function:

1. Click *once* on the minimized dark camera icon. You see FullShot's control menu.

2. Choose **Restore** or **Maximize** to restore the FullShot window.

3. Open the **Options** menu and choose **Icon Setup** to open the **Icon Setup** dialog box.

4. Choose **Normal Function** to restore the icon's normal function.

5. Choose the **OK** command button.

Setting a Frame and Mat

Choosing **Set Frame** from the **Options** menu opens the **Frame Styles** dialog box which lets you set the frame style and mat style used with the **Frame** command from the **Tool** menu. A frame is an outermost border you can apply to a captured image. A mat is a kind of inner border you can apply between the frame and the image, like the mats used to mount pictures or photographs.

To define the frame width:

Move the text cursor to the text box for **Frame width in pixels** (by clicking on the text box or by pressing ALT+F), and type in the number of pixels for the width of the frame. The default is 1.

To define the mat width:

Move the text cursor to the text box for **Mat width in pixels** (by clicking on the text box or by pressing ALT+M), and type in the number of pixels for the width of the mat. The default is 0, meaning that no mat is applied to an image when you choose the **Frame** command from the **Tool** menu.

To define a frame style:

Select an option in the **Frame Style** box by clicking on it or by pressing ALT+S and using the direction keys to move to a selection.

To define frame and mat colors:

Select a color in the **Frame Colors** or **Mat Colors** palette by clicking on it or by pressing ALT+C (for frame colors) or ALT+A (for mat colors) and using the direction keys to move to a selection.

To save current definitions:

Choose the **OK** command button. Choosing the **Cancel** command button closes the dialog box and restores the last settings you saved.

To return to FullShot's default settings:

Choose the **Default** command button.

Related Topics
Adding Frames

Setting How to Translate Colors to Black and White

Choosing **Set Black & White** from the **Options** menu opens the **Black and White** dialog box, which lets you set how colors are translated to black and white when you use the **Black & White** command from the **Color** menu or **Black & White** color option in the **Print** dialog box when you use the **Print** command. Translating a color image to black-and-white can improve the way the image prints on a black-and-white printer, particularly if the image includes text.

To set the translation for a color:

Select the color by clicking on it.

To save current definitions:

Choose the **OK** command button.   Choosing the **Cancel** command button closes the dialog box and restores the last settings you saved.

To return to FullShot's default settings:

Choose the **Default** command button.

Related Topics
Changing Image Color
Choosing Colors for Printing

FullShot Keys

Use the following keys in FullShot:

Editing Keys

Key(s)	Function
Alt+Backspace	Undoes the previous change to the image.
Shift+Del	Cuts the image and places it onto Clipboard.
Shift+Ins	Pastes the Clipboard image into the FullShot window.
Del	Erases the image and does not copy it onto Clipboard.
Ctrl+Ins	Copies the image onto Clipboard.
Ctrl+B	Black & White command
Ctrl+C	Crop command
Ctrl+E	Reset command
Ctrl+F	Frame command
Ctrl+G	Gray Pattern command
Ctrl+H	Flip Horizontal command
Ctrl+L	Rotate Left command
Ctrl+N	Invert command
Ctrl+O	Zoom Out command
Ctrl+R	Rotate Right command
Ctrl+S	Select command
Ctrl+V	Flip Vertical command
Ctrl+Z	Zoom In command

Movement Keys:

Key(s)	Function
Up Arrow	Moves up one line.
	Moves up the top or bottom cropping line (if the image is selected).
Down Arrow	Moves down one line.
	Moves down the top or bottom cropping line (if the image is selected).
Left Arrow	Moves to the left one line.
	Moves to the left the left or right cropping line (if the image is selected).
RightArrow	Moves to the right one line.
	Moves to the right the left or right cropping line (if the image is selected).
I	Moves all four cropping lines in toward the center of the image (if the image is selected).
O	Moves all four cropping lines out toward the edges of the image (if the image is selected).
PgUp	Moves up one screen.
PgDn	Moves down one screen.
Home	Moves to the left one screen.
End	Moves to the right one screen.