Overview: Capturing a Windows Screen

You can capture a Windows screen and save it in any HiJaak-supported <u>raster</u> file format. When you capture a Windows screen, HiJaak 98 takes a snapshot of the area of the screen that you specify. The snapshots, or screen captures, are useful for documenting software applications in word processing or desktop publishing applications. They are also useful for setting up training programs and presentations.

You can capture an entire screen, an area, or one or more windows and objects. You can also set many Windows capture options, including sending the captured screens directly to a file, Clipboard, or printer. When you capture screens directly to a file, you can apply any of over 20 processing options such as grayscale and sizing to the file. You can place a border around a capture, include the cursor in the capture, and prompt for file options every time you capture a screen to file. You can also set a time out for HiJaak Capture to wait before it captures the screen.

{button ,AL(`prohowto hotkeycap;prohowto iconcap;;prohowto doscap;prohowto printcap;prohowto setup wincap')} **How To...**

{button ,AL(`wincap hints;wincap methods;formats;destination options')} **Related Topics**

Methods of Capturing Windows

HiJaak 98 allows you to capture Windows screens using either of two methods: **Hotkey** or **Icon**. Each is described below.

Hotkey: Use this method if you need to capture a submenu in an application or if you need flexibility in capturing your screens. The hotkey method allows you to move around freely in Windows and choose the full screen, area, or window you want to capture.

To use this method, you must remember the hotkey combination set up in the **HiJaak Capture** dialog box.

Icon: Use this method any time the HiJaak Capture icon is visible in the taskbar.

Note that if the taskbar is hidden, you will not be able to see the HiJaak Capture icon, and therefore you will not be able to use this method. When you use this method, the application you want to capture will not be the active application, HiJaak will. Since your application is not active, you cannot capture its pull-down menus.

{button ,AL(`prohowto hotkeycap;prohowto iconcap;;prohowto doscap;')} **How To...**
{button ,AL(`wincap hints;wincap;formats;prohowto setup wincap')} **Related Topics**

Windows Capture Tips

The following hints will help you improve the quality of your screen capture images and help you work more efficiently.

TIP: If you are capturing a screen that you will eventually be printing to a black and white device (like a laser printer or an imagesetter), select a palette with solid colors, such as Windows Standard, for the Windows screen before capturing. For information on how to do this, see your Windows documentation.

TIP: To capture your application's pull-down menus, clear the Prompt for File Options check box in the HiJaak Capture dialog box , and use the hotkeys to capture your screen. Make sure you choose a hotkey combination that does not include the ALT key, since Windows uses that key to signal a menu selection.

TIP: If you want to capture multiple objects, such as a menu and submenu or two overlapping dialog boxes, select Window/Object in the Method area of the HiJaak Capture dialog box. After you press the hotkeys, hold down the CTRL key as you click the windows or objects that you want to capture. When you have finished selecting objects, release the CTRL key. HiJaak captures the objects you selected and places them on a rectangular background.

TIP: If you need to change the color of the background of a multiple object capture, select **Setup/Preferences** from the HiJaak 98 main menu and select the background color you want to use in all your multiple object captures.

TIP: If your application only covers a portion of the screen, and you want to capture the entire screen, the HiJaak 98 or HiJaak Capture icon or window will be captured along with your application. To prevent this, make sure the Hide HiJaak check box is selected in the HiJaak Capture dialog box.

TIP: If you captured screen is completely black, contains the wrong colors or just looks "funny," it could be related to your Windows video driver. Try using the regular VGA or the generic Super VGA color video driver in the Control Panel's Display/Settings dialog box.

TIP: If the application you are trying to capture responds to the hotkeys before HiJaak Capture does, HiJaak capture will not be able to complete the capture properly. To correct this problem, you can set a timer to tell HiJaak how long to wait before capturing the screen. In the HiJaak Capture dialog box, click the **Timer** box and type the number of seconds you want HiJaak to wait *after* you press the hotkeys to capture the screen .

{button ,AL(`wincap methods;wincap;formats;prohowto setup wincap;prohowto preferences;destination options')} **Related Topics**

To run HiJaak Capture

▶ To run HiJaak Capture, click here .
Or
▶ Click the **Start** button and point to **Programs**. In the Programs folder, point to **HiJaak 98**. Click **HiJaak Capture**.
The **HiJaak Capture** dialog box displays

{button ,AL(`prohowto hotkeycap;prohowto iconcap;wincap;prohowto setup wincap')} **Related Topics**

To set HiJaak Capture options

1   To run HiJaak Capture, click here [image].
    The **HiJaak Capture** dialog box displays.

2   Pull down the **Method** list (Alt+m), and click the Windows element you want to capture:

   Screen -- the entire screen

   Window/Object -- one or more windows, icons, or menus on the screen

   Area -- a rectangular area of the screen that you define

3   In the **Capture To** area, click the destination for your captured object:

   HiJaak 98 -- runs HiJaak 98 and places the captured image in the HiJaak 98 application window, where you can view, edit, print, or save the file.

   Printer -- displays the HiJaak Print dialog box and sends the captured image to the default printer.

   Clipboard -- places the captured image in the Windows Clipboard so you can paste it into another application.

   File -- saves the captured image to a file.

4   If you selected **Capture To File** in step 3, click the **Name** field beside the File check box and type the full path and file name where you want to save the captured image. The captured image must be saved in a raster format. If you do not include a file extension with the file name, HiJaak automatically appends .BMP to the file name and uses the Windows Bitmap file type.

   If you are not sure of the path or file type you want to use, click **Browse**. Select the path and file type you want to use. Click **OK** to return to the HiJaak Capture dialog box.

   When you are taking several screen captures, you can maximize the HiJaak Capture dialog box and change the file name of each capture. If you do not change the file name when taking several captures, HiJaak automatically increments a number in the file name you specified in the first capture. For example, if you selected C:\SCREENS\EXAMPLE.BMP as the first file, HiJaak will name the next file C:\SCREENS\EXAMPLE1.BMP.

5   HiJaak also gives you the following capture options. Select the options you want to use.

   Hotkeys--determines the combination of keys that signal HiJaak to perform the capture. Pick hotkeys that won't conflict with any other shortcut or hotkeys that you use. Remember that all shortcut keys in this dialog box and those to pull down menus are signaled by the Alt key. The default hotkeys are **Ctrl+Shift+C**.

   Timer--specifies the number of seconds HiJaak will wait to capture the screen after you press the hotkeys. This is useful if the selected hotkeys are interfering with the application you are trying to capture. For example, if you are trying to capture a DOS window, then DOS registers the hotkeys before HiJaak Capture can, and therefore prevents HiJaak from capturing the window.

   Show Cursor--includes the cursor in the Windows capture.

   Hide HiJaak-- eliminates the HiJaak Capture or HiJaak 98 icon or window from the Windows capture. By default, this option is selected.

   Border--places a thin border around the captured object.

   Scale to Window--scales the captured image to fit in the window when Capture to HiJaak 98 is selected. Note that this option only affects the display; it does not resize the actual image.

   Prompt for File Options--displays the Processing Options dialog box which allows you to apply processing options to the current capture when Capture to file is selected.

6   Click **OK**. HiJaak Capture minimizes so you can set up the screen you want to capture. You can capture using the hotkeys at any time.

7.   When you do not have any more screens to capture, you can close the application by clicking on the **Exit** button in the HiJaak Capture dialog box. Or you can exit by right-clicking the HiJaak Capture button in the taskbar and selecting close.

{button ,AL(`prohowto hotkeycap;prohowto iconcap;wincap;destination options')} **Related Topics**

To capture a Window using the hotkey method

1   To run HiJaak Capture, click here . Set HiJaak Capture options and click **OK**.

2. Switch to the Windows screen you want to capture.
   Make sure the screen is set up exactly how you want it to appear in the capture. After you press the hotkeys, you will not be allowed to modify the screen.

3   Press the hotkey combination. If you have not changed the default, the hotkeys are   **Ctrl+Shift+C**.
   A beep sounds indicating that HiJaak has started Windows capture.

4   How you capture depends on the capture method you selected: **Screen**, **Window/Object**, or **Area**.

   Screen: After you press the hotkeys, you need not do anything further. HiJaak immediately captures the screen

   Windows/Object: After you press the hotkeys, move the mouse cursor around the screen. Notice that as the cursor passes over an object, a dotted outline displays around it. If you want to capture only a single window or object, click it. If you want to capture multiple windows or objects, press the **Ctrl** key as you click those objects you want to capture. When you have selected them all, release the **Ctrl** key. You will hear a beep signaling that HiJaak has captured the window or object.

   Area: After you press the hotkeys, the cursor changes to a scissors icon. Click and drag the mouse to define the rectangular area you want to capture. Release the mouse button. You will hear a beep indicating that HiJaak has captured the area.

5   If you selected **Capture to File** and **Prompt for File Options**, the Processing Options dialog box displays. Select any options you want applied to the file and click **OK**. The captured image is saved in the folder you selected with the options you set.

   If you selected **Capture to HiJaak 98**, HiJaak 98 runs and displays the captured image.

   If you selected **Capture to Clipboard**, the captured image is now in the Windows Clipboard.

   If you selected **Capture to Printer**, the HiJaak Print dialog box displays. Fill in the dialog box and click **OK**. The capture prints to the printer you selected.

{button ,AL(`prohowto setup wincap;prohowto iconcap;;wincap;prohowto doscap;prohowto preferences;prohowto print')} **Related Topics**

To capture a DOS screen

1 To run HiJaak Capture, click here .
   The **HiJaak Capture** dialog box displays.

2 Pull down the **Method** list and select **Window/Object**.

3 Click in the **Timer** box and type **5**. HiJaak Capture will wait 5 seconds after you press the hotkeys to capture the window. This 5 second delay gives you the time to make the DOS window the active application when the capture is taken.

4 Set any other HiJaak Capture options you want to use and click the minimize button.
   HiJaak Capture becomes minimized in the taskbar.

5 Run the MS-DOS Prompt shell and the desired DOS application.

6 Click anywhere outside the DOS window to deactivate it.
   You must deactivate the DOS window for HiJaak Capture to recognize the hotkeys when you press them.

7 Press the hotkey combination. If you have not changed the default, the hotkeys are **Ctrl+Shift+C**.

8 Click the DOS window to reactivate it.
   After the 5 seconds have elapsed, a beep sounds to indicate that HiJaak Capture has started.

9 Click the DOS window you want to capture.
   You will hear a beep signaling that HiJaak has captured the window:

10 If you selected **Capture to File** and **Prompt for File Options**, the Processing Options dialog box displays. Select any options you want applied to the file and click **OK**. The captured image will be saved in the folder you selected with the options you set.

   If you selected **Capture to HiJaak 98**, HiJaak 98 runs and displays the captured image.

   If you selected **Capture to Clipboard**, the captured image is now in the Windows Clipboard.

   If you selected **Capture to Printer**, the HiJaak Print dialog box displays. Fill in the dialog box and click **OK**. The capture prints to the printer you selected.

{button ,AL(`prohowto setup wincap;prohowto iconcap;wincap;prohowto print')} **Related Topics**

To capture a Window using the icon method

> **Note:** You cannot capture an application's drop-down menus using this method of Windows capture.

1 To run HiJaak Capture, click here 🔳.
The **HiJaak Capture** dialog box displays.

2 Set HiJaak Capture options you want to use and click **OK**.
HiJaak Capture becomes minimized in the taskbar.

3 Arrange the screen you want to capture so that the HiJaak Capture icon is showing in the taskbar.
Move to the Windows screen you want to capture.

4 Right-click the minimized HiJaak Capture in the taskbar.
The Control menu displays.

5 Point to **Capture**, then click **Screen, Window/Object** or **Area**.
You will hear a beep indicating that HiJaak Capture has started. What happens next depends on the capture method you selected: **Screen**, **Window/Object** or **Area**.

> **Screen:** After you press the hotkeys, you need not do anything further. HiJaak immediately captures the screen

> **Windows/Object:** After you press the hotkeys, move the mouse cursor around the screen. Notice that as the cursor passes over an object, a dotted outline displays around it. If you want to capture only a single window or object, click it. If you want to capture multiple windows or objects, press the **Ctrl** key as you click those objects you want to capture. When you have selected them all, release the **Ctrl** key. You will hear a beep signaling that HiJaak has captured the window or object.

> **Area:** After you press the hotkeys, the cursor changes to a scissors icon. Click and drag the mouse to define the rectangular area you want to capture. Release the mouse button. You will hear a beep indicating that HiJaak has captured the area.

6 If you selected **Capture to File** and **Prompt for File Options**, the Processing Options dialog box displays. Select any options you want applied to the file and click **OK**. The captured image will be saved in the folder you selected with the options you set.

If you selected **Capture to HiJaak 98**, HiJaak 98 runs and displays the captured image.

If you selected **Capture to Clipboard**, the captured image is now in the Windows Clipboard.

If you selected **Capture to Printer**, the HiJaak Print dialog box displays. Fill in the dialog box and click **OK**. The capture prints to the printer you selected.

{button ,AL(`prohowto setup wincap;prohowto hotkeycap;wincap;prohowto doscap;prohowto preferences;wincap;prohowto print')} **Related Topics**

HiJaak Capture Dialog Box

When you capture a Window, you need to set up certain options so the capture will run smoothly. This dialog box allows you to select what kind of capture will be performed: screen, window/object or area; and where the captured image will be placed: file, HiJaak 98 window, Windows Clipboard, and/or the printer.

Once these options are set, you can minimize the HiJaak Capture dialog box and take a screen capture using the hotkeys at any time.

{button ,AL(`prohowto hotkeycap;prohowto iconcap;prohowto menucap;prohowto setup wincap;prohowto doscap')} **How To...**

Method

Determines what type of capture will be performed.

Click the down arrow to pull down the **Method** drop-down list (Alt+m).

To capture the entire Windows screen, select **Screen**. To capture one or more windows, menus or icons on the screen, select **Window/Object**. To define a rectangular area of the screen   to capture, select **Area**.

Hotkey

Specifies the keystroke combination that will be used to invoke the capture. The default hotkeys for Windows capture are **Ctrl+Shift+C**. To change this combination, click this box   and simultaneously press the keys that you want to use. Make sure you select hotkeys that do not interfere with other hotkeys or shortcut keys you have set up. Using the Alt key in a combination may pull down a menu or select a command before it signals to HiJaak Capture.

Valid key sequences are as follows:

- **Alt**+character
- **Alt**+**Ctrl**+character
- **Alt**+**Shift**+character
- **Alt**+**Ctrl**+**Shift**+character
- **Ctrl**+**Shift** +character
- **Ctrl**+character
- **Shift+F2 ... F12**
- **F2 ... F12**

Capture To HiJaak 98

Runs HiJaak 98 and places a copy of the captured window into the HiJaak 98 application window. From there you can view, edit, convert, and save the image.

To capture to the HiJaak window, select the **HiJaak 98** check box (Alt+h).

Capture To Printer

Sends a copy of the captured image to the default Windows printer.

To capture to the printer, select the **Printer** check box (Alt+p).

Capture To Clipboard

Places a copy of the captured window into the Windows Clipboard. From there you can paste it into any application that supports pasting graphics from the Windows Clipboard.

To capture to the Windows Clipboard, select the **Clipboard** check box (Alt+c).

Capture To File

Saves the captured window as a file using the name and path you specify in the **Name** area beside the **File** check box.

To capture to a file, select the **File** check box (Alt+f). The Name area defaults to C:\WINDOWS\ HJCAP001.BMP. To change this default path and file name, double-click in the **Name** box and type the full path and file name, including file extension, of the captured file.Note that you can save the file in any raster format supported by HiJaak. If you are doing multiple captures, HiJaak will automatically increment the last numeral in the file name.

Browse

Displays the **Browse** dialog box in which you can select the path to the captured file.

Click **Browse**, select the path, and click **OK** to return to the **HiJaak Capture** dialog box.

Show Cursor
Captures the cursor in the window that you capture.
To select the **Show Cursor** check box (Alt+s).

Hide HiJaak

Eliminates the HiJaak 98 and HiJaak Capture windows and icons from the captured image.

Select the **Hide HiJaak** check box (Alt+i).

Prompt for File Options

Displays the Processing Options dialog box after you press the hotkeys, if you have selected **Capture To File**. Displaying this dialog box is useful if you want to set processing options when doing multiple captures.

To display the Processing Options dialog box, select the **Prompt for File Options** check box (Alt+o).

Border

Places a thin border around the captured image. If the border of the image is black, HiJaak places a white border; if the border is any other color, HiJaak places a black border.

Select the **Border** check box (Alt+d).

Scale to Window

Scales the display of the captured image to fit in the HiJaak 98 application window, if you have selected **Capture to HiJaak Window**.

Select the **Scale to Window** check box (Alt+a).

Timer

Sets the number of seconds HiJaak Capture waits after your press the hotkeys to take the capture.

Click the up and down arrow keys beside the **Timer** edit field to change the number of seconds HiJaak Capture waits (Alt+t). The default is zero seconds; the maximum is 120 seconds.

Exit

Saves the changes you have made in the dialog box and closes HiJaak Capture.

Browse Dialog Box

Browsed for the folder and file name in which you want to save the captured image file.

Pull down the **Save In** list and select the drive, and double-click the folder. Type a name into the **File Name** field and then pull down the **Save As Type** list and select the format in which you want to save the file. Click **Save** and the path and file name will appear in HiJaak Capture's **Name** field.

Screen

Sets up HiJaak to capture the entire Windows screen when you press the hotkeys.

{button ,AL(`prohowto iconcap',1,`',`')} **How To...**

Window/Object

Sets up HiJaak to capture one or more windows, objects, icons or menus when you press the hotkeys.

{button ,AL(`prohowto iconcap',1,`',`')} **How To...**

Area

Sets up HiJaak to capture a rectangular area that you define after you press the hotkeys.

{button ,AL(`prohowto iconcap',1,`',`')} **How To...**