

# IMSI

## SnapShot

### Contents

Welcome to the **SnapShot** Help.

From this page you can get Help on any of SnapShot's procedures and menu options or you can learn more about Help itself.

Click on a button to make your choice.

-  [What is SnapShot?](#)
-  [The SnapShot window](#)
-  [How To...](#)
-  [Menus](#)
-  [Using the SnapShot Help](#)
-  [About IMSI](#)

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### To choose a Help option...



Point to your choice and click.



Use **Tab** to highlight your choice, then press **Enter**.

---

For more information about using help, click on **Using the SnapShot Help** above.



## How To...

Click on a button for more Help with SnapShot's procedures.

- [▶▶ Snap the whole screen](#)
- [▶▶ Snap a window](#)
- [▶▶ Snap a region](#)
- [▶▶ Snap an object](#)
- [▶▶ Change the HotKey](#)
- [▶▶ Control the SnapShot window](#)
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## Menus

Click on a button to see a list of menu items.

 File menu

 Edit menu

 Capture menu

 Help menu



## File menu

### File menu

-  New
-  Save As
-  Preferences
-  Exit



## Edit menu

### Edit menu

-  Cut
-  Copy
-  Clear



## Capture menu

### Capture menu

The **Capture** menu lets you choose which part of the screen to snap.

- ▶▶ Screen
- ▶▶ Window
- ▶▶ Region
- ▶▶ Object
- ▶▶ Save Cursor



## Help menu

Help menu

 Contents

 About



## **What is SnapShot?**

SnapShot is a utility that allows you to create a snap of all or part of the screen. You can snap the whole screen or just part of it, with or without the mouse pointer.

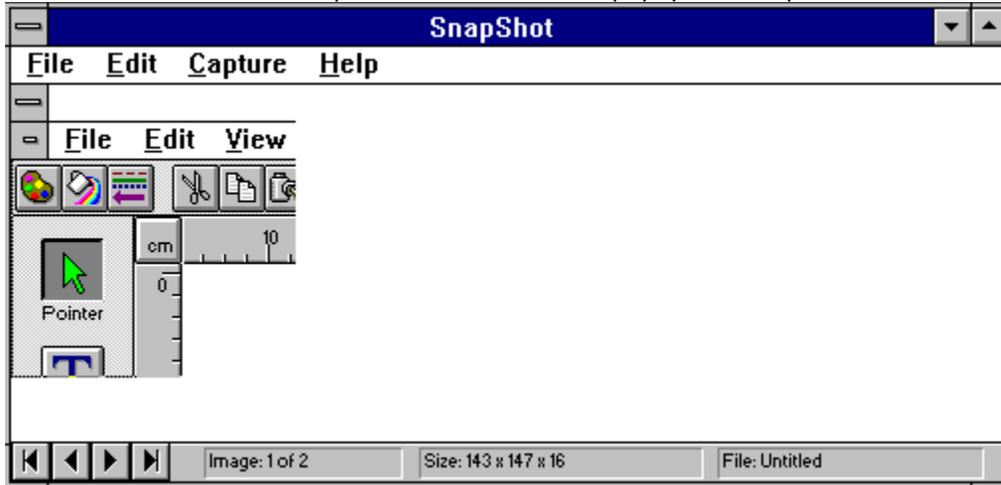
The snap can then be saved, and imported into a file in your drawing or desktop publishing application and printed.

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## The SnapShot window

Click on an area of the SnapShot window below to popup a description of the selected area.





## Capture menu: **Screen**

Select **Screen** to snap the whole Windows desktop. This command is checked when selected.

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## Capture menu: **Window**

Select **Window** to snap the active window. This command is checked when selected.

---



## Capture menu: **Region**

Select **Region** to snap an area of the screen which you define. This command is checked when selected.

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## Capture menu: **Object**

Select **Object** to snap the highlighted object. This command is checked when selected.

---



## Capture menu: **Save Cursor**

Select **Save Cursor** to include the mouse pointer in the snap, if it is within the area being snapped.

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## Using SnapShot's Help

On-line Help is a convenient way to obtain information about using SnapShot.

You can keep the Help window permanently on-screen while you work by selecting **Always on Top** from the window's **Help** menu. You may like to print out the Help because SnapShot is not explained in any of IMSI's manuals. Printing Help is explained below.

### Moving around SnapShot Help

As in all Windows Help applications, you move around SnapShot's Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems show jumps as green text underlined with solid or dotted lines. In SnapShot's Help jumps are shown as buttons, and popup definitions are indicated by underlined regular (black) text.

 This button appears throughout SnapShot's Help. It denotes a 'main' topic heading; another subject which may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.

◆ A definition is available for any underlined word or phrase. Click on the word(s) to 'pop up' the information.

### Ways to choose a Help option...

To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.

Alternately, you can press **Tab** or **Shift Tab** to highlight the button of your choice, then press **Return** to display that Help topic.

Once the topic you want to read has appeared in the Help window, use the vertical scroll bar to move through the Help.

### Referring to related topics

Some topics are related to other topics. These related topics can be viewed by clicking on the **See Also** button which is positioned to the far right of the button bar.

A drop down list will appear. Choose the topic that you wish to read.

◆ If you are reading a topic which has no other topics related to it, the **See Also** button is disabled. Click on the **See Also** button for an example.

### Searching for Help

You can quickly search the Help system for help on a specific subject. To do this

1. Click on the **Search** button in the Help window's button bar. The **Search** dialog box will appear.
2. Scroll through the list of subjects and choose the one you would like to read about.
3. Click on the **Show Topics** button. A list of the topics associated with that subject will appear. Select a topic.
4. Choose the **Go To** button. Information on your selected topic will appear in the SnapShot Help window.

You can then scroll through the Help as described earlier.

### Browsing and Backtracking

Use the Browse buttons at the top of the Help window to browse backwards and forwards through the surrounding help information.

Click on the **Back** button in the Help window's button bar to backtrack a step at a time up the hierarchy of topics you have reviewed in this Help session.

Click on the **History** button to display a list of the most recent topics you have reviewed in this Help session. Double-click on a topic to display it in the main Help window.

### **Printing Help**

You can print the Help so that you have a hard copy to refer to. To print the current Help topic, select **Print Topic** from the **File** menu of the Help window. The current Help topic is printed to the currently selected printer.

To choose a different printer, or to change the default printer options, select **Print Setup** from the **File** menu of the Help window and choose the printer that you want to print to. For Help with this dialog box click on the Help button.

**Note:** You *cannot* print information that is in a 'pop up' window.

### **Canceling Help**

Click on **Close** from the Help window's **Control menu**, or press **Alt F4**.

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**See also:**

This is an example of the topics that might appear after selecting the **See Also** button.

 [How to snap an object](#)



## Snapping the whole screen

You can take a snap of the whole Windows desktop, so that everything you can see on your screen is snapped.

### To snap the whole screen

1. Select **Screen** from the **Capture** menu. (If SnapShot is iconized, click on it to display its **Control menu** then select **Screen** from the **Capture** submenu.)
2. Select **Save Cursor** from the **Capture** menu if you want the mouse pointer in the snap. (If SnapShot is iconized, click on it to display its **Control** menu then select **Save Cursor** from the **Capture** submenu.)
3. Arrange your Windows desktop how you want it to be snapped. Position the mouse pointer suitably.
4. Press the SnapShot HotKey. The mouse pointer temporarily changes to a camera shape, indicating that a snap has been taken.
  - ◆ If the **Hide before snap** check box in the **Preferences** dialog box is selected, SnapShot will be iconized as you press the HotKey so that its window is not accidentally snapped.
  - ◆ If the **Show after snap** check box in the **Preferences** dialog box is selected, SnapShot will become the active window so that you can view your snap.

You could now re-arrange your desktop and take another snap, or save the snap you have just taken.

---

**See also:**

 [How to save your snaps](#)

 [\*\*Preferences\*\* dialog box](#)



## Snapping a window

You can take a snap of the active window.

### To snap a window

1. Select **Window** from the **Capture** menu. (If SnapShot is iconized, click on it to display its **Control menu** then select **Window** from the **Capture** submenu.)
2. Select **Save Cursor** from the **Capture** menu if you want the mouse pointer in the snap. (If SnapShot is iconized, click on it to display its **Control** menu then select **Save Cursor** from the **Capture** submenu.)
3. Make sure the window, icon or dialog box that you want to snap is active. If you are snapping the mouse pointer, position it suitably.
4. Press the SnapShot HotKey. The mouse pointer temporarily changes to a camera shape, indicating that a snap has been taken.
  - ◆ If the **Hide before snap** check box in the **Preferences** dialog box is selected, SnapShot will be iconized as you press the HotKey so that its window is not accidentally snapped.
  - ◆ If the **Show after snap** check box in the **Preferences** dialog box is selected, the SnapShot window will become active so that you can see your snap.

You could now make another window active and take another snap, or save the snap you have just taken.

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**See also:**

 [How to save your snaps](#)

 [\*\*Preferences\*\* dialog box](#)



## Snapping an area

You can take a snap of any area of the Windows desktop.

### To snap an area

1. Select **Region** from the **Capture** menu. (If SnapShot is iconized, click on it to display its **Control menu** then select **Region** from the **Capture** submenu.)
2. Select **Save Cursor** from the **Capture** menu if you want the mouse pointer in the snap. (If SnapShot is iconized, click on it to display its **Control** menu then select **Save Cursor** from the **Capture** submenu.)
3. Arrange your desktop so that the area you want to snap is visible. If you want to snap the cursor, put it in a suitable position.
4. Press the SnapShot **HotKey**. The SnapShot **Zoom Lens** appears and the mouse pointer changes shape to two cross hairs and a pair of scissors. If the **Save Cursor** option is selected, a copy of the shape of the mouse pointer before the HotKey was pressed is left on the screen. You can't move this until the snap has been taken.

You can cancel the HotKey command and return to regular use of the mouse pointer by pressing **ESC** at any time before the snap is actually taken.

5. Put the mouse pointer at one corner of the area you want to snap. Hold down the left mouse button (or press **Enter**) and then drag the pointer diagonally across the area to snap. When you release the mouse button (or press **Enter** again), the snap is taken. The mouse pointer temporarily changes shape to a camera,
  - ◆ You can use the arrow keys on the keyboard together with the Zoom Lens to accurately move and position the mouse pointer in one pixel increments.
    - Hold down **Shift** while using the arrow keys to move the mouse pointer in increments of eight pixels.
  - ◆ Hold down **Ctrl** while using the arrow keys or the mouse to limit the size of the area being snapped to multiples of 8 pixels.
  - ◆ If the **Hide before snap** check box in the **Preferences** dialog box is selected, SnapShot will be iconized as you press the HotKey so that its window is not accidentally snapped.
  - ◆ If the **Show after snap** check box in the **Preferences** dialog box is selected, the SnapShot window will become active so that you can see your snap.

You could now snap another region, or save the snap you have just taken.

---

**See also:**

 [How to save your snaps](#)

 [\*\*Preferences\*\* dialog box](#)



## Snapping an object

You can take a snap of a Windows object.

### To snap an object

1. Select **Object** from the **Capture** menu. (If SnapShot is iconized, click on it to display its **Control menu** then select **Object** from the **Capture** submenu.)
2. Select **Save Cursor** from the **Capture** menu if you want the mouse pointer in the snap. (If SnapShot is iconized, click on it to display its **Control** menu then select **Save Cursor** from the **Capture** submenu.)
3. Press the SnapShot HotKey. The mouse pointer changes shape to a camera. The edges of the object under the center of the camera lens will be highlighted. You can change the selected object by moving the camera.

At this stage you can cancel the HotKey command and return to regular use of the mouse pointer by pressing **ESC**.

4. When the object you want to snap is highlighted, click the left mouse button. The snap is taken and the mouse pointer resumes its regular shape. The snap will be exactly what you see on your desktop within the edges of the highlighted area.
  - ◆ If the **Hide before snap** check box in the **Preferences** dialog box is selected, SnapShot will be iconized as you press the HotKey so that its window is not accidentally snapped.
  - ◆ If the **Show after snap** check box in the **Preferences** dialog box is selected, the SnapShot window will become active so that you can see your snap.

You could now snap another object, or save the snap you have just taken.

---

**See also:**

 [How to save your snaps](#)

 [\*\*Preferences\*\* dialog box](#)



## Viewing your snaps

SnapShot can handle up to 24 snaps at any one time, the four buttons at the bottom left-hand corner of the SnapShot window are used to flick through the snaps displayed on screen.



Press this to view the first snap (***Shortcut Home***).



Press this to view the previous snap (***Shortcut Pg Up***).



Press this to view the next snap (***Shortcut Pg Dn***).



Press this to view the last snap (***Shortcut End***).

The Image counter on the information line displays the number of snaps currently in SnapShot and which snap is displayed on screen.

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## Changing the HotKey

The HotKey is used to take a snap, and can be any combination of the function keys **F2** to **F12** and the **Shift** and **Control** Keys.

### How to change the HotKey

1. Select **Preferences** from the **File** menu or SnapShot's **Control menu**. The **Preferences** dialog box will appear.
  2. In the **HotKey** group box, check the **Control** and **Shift** boxes and select a function key from the drop-down list box to create the HotKey combination that you want to use.
  3. Click on **OK** to close the **Preferences** dialog box with the new HotKey combination.
-

**See also:**

-  [Preferences dialog box](#)
-  [Controlling the SnapShot window](#)



## Controlling the SnapShot window

You have some control over when and how the SnapShot window appears during a snapping session.

### How to control the SnapShot window

1. Select **Preferences** from the **File** menu or SnapShot's **Control** menu. The **Preferences** dialog box will appear.
  2. From the **Display** group box check the **Hide before snap** box to iconize the SnapShot window when the HotKey is pressed; check the **Show after snap** box to make SnapShot the active window after each snap has been taken; check the **Stationary Zoom Lens** box to lock the Zoom Lens in one corner of the screen until the mouse pointer is moved over it. If this box is clear the Zoom Lens will appear in the corner nearest to where the mouse pointer is, or the center of the screen if the mouse pointer is positioned in one of the corners.
  3. Click on **OK** to close the **Preferences** dialog box with the new SnapShot window options.
-

**See also:**

 **Preferences** dialog box

 Changing the HotKey



## Saving your snaps

When you have taken your snaps, you can save them for later use, e.g. to import into a file in your desktop publishing application, or use as a Windows wallpaper.

### How to save your snaps

1. Display the snap you want to save.
2. Select **Save As** from the **File** menu. The **Save As** dialog box will appear.
3. Select the disk drive, directory and file format in which you want to save the snap. You can save your snap in three different formats:
  - PC Paintbrush format (\*.PCX)
  - Windows bitmap (\*.BMP)
    - TIFF (\*.TIF)
4. Enter a name for your snap in the **File Name** box, then click on **OK**. The snap is saved to the file of that name.



If you omit the file extension, it will be added for you, though you can specify an alternate extension if you prefer.

If you enter a filename that already exists, you will be asked if you want to overwrite the existing snap. Click on **Yes** or **No** as appropriate. Clicking on **No** redisplayes the main SnapShot window for you to use the **Save As** command. Clicking on **Yes** overwrites the previous snap.

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## Removing snaps from SnapShot

You can remove *all* the snaps from SnapShot at once, or remove a snap individually.

### How to remove all the snaps

Select **New** from the **File** menu, all of the snaps will be removed. If there are any untitled snaps, a message will appear giving you the opportunity to save them.

### How to remove one snap

1. Display the snap you wish to remove.
  2. Select **Clear** from the **Edit** menu. The snap currently displayed will be removed. If the snap is untitled, a message will appear giving you the opportunity to save it.
-



## Using the Clipboard with SnapShot

You can copy snaps from SnapShot to other applications.

### How to copy a snap into another application

1. Display the snap you want to copy.
2. Select **Copy** from the **Edit** menu.

The snap is copied onto the clipboard and can be pasted into another application.

 Select **Cut** from the **Edit** menu to put a copy of a snap onto the Clipboard, removing it from SnapShot.

 You cannot **Paste** anything into SnapShot. If you accidentally **Cut** an unsaved snap to the Clipboard, **Paste** the snap into Paintbrush (supplied with Windows) then save it.

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## **File menu: New**

Select **New** when you want to clear SnapShot of its contents and start again. All of the snaps held in SnapShot will be removed. (Like changing the film in a camera.)

If SnapShot contains any unsaved snaps, a message will appear giving you the opportunity to save them using the **Save As** command.

### ***Keyboard shortcut:***

**Ctrl N**

---



## **File menu: Save As**

Select **Save As** to save the snap displayed on screen. The **Save As** dialog box appears.

Choose a drive and a directory in which to save the snap, choose the file format you need and enter a name for the snap.

***Keyboard shortcut:***

**Ctrl S**

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**See also:**

 [Saving your snaps](#)



## **File menu: Preferences**

Select **Preferences** to specify the HotKey used to take a snap, and to specify how the SnapShot window and Zoom Lens behave when taking a snap. The **Preferences** dialog box will appear.

### ***Keyboard shortcut:***

**Ctrl P**

---

**See also:**

 **Preferences dialog box**



## **File menu: Exit**

Select **Exit** to close SnapShot. If SnapShot contains any unsaved snaps, a message will appear giving you the opportunity to save or abandon the snaps, or to cancel the **Exit** command.

### ***Keyboard shortcut:***

**Ctrl Q**

---



## **Edit menu: Cut**

Select **Cut** to remove the snap currently displayed and put it onto the Clipboard ready to be pasted into another application, e.g. TurboDraw.

### ***Keyboard shortcut:***

**Ctrl X**

---



## **Edit menu: Copy**

Select **Copy** to copy the snap currently displayed onto the Clipboard without removing it from SnapShot.

***Keyboard shortcut:***

**Ctrl C**

---



## **Edit menu: Clear**

Select **Clear** to remove the snap currently displayed. If the snap has not been saved, a message will appear giving you the opportunity to return to the main SnapShot window to use the **Save As** command or to abandon the snap.

### ***Keyboard shortcut:***

**Ctrl D**

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## Help menu: **Contents**

Select **Contents** to display the Contents page of the SnapShot Help. From the Contents page you can choose which part of SnapShot you want Help on.

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## Help menu: **About**

Select **About** to display the SnapShot billboard. This shows the version number of your copy of SnapShot and a copyright notice.

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## Preferences dialog box

This dialog box will appear when you select **Preferences** from the **File** menu or SnapShot's **Control** menu.

From this dialog box you can change the **HotKey**, and decide how the SnapShot window and **Zoom** **Lens** should behave when the HotKey is pressed.

### HotKey group box

You must choose one of the function keys to be part of the HotKey combination.

Check the **Control** and/or **Shift** boxes as needed if you want to make them part of the HotKey combination.

 Some applications, e.g. TurboDraw, use the function keys as shortcuts. When you specify a HotKey that does not include **Shift** or **Control**, the function key is used as the HotKey, not the shortcut in the other application.

### Display group box

Click on the **Show after snap** box to make SnapShot the active window after each **snap** is taken.

Click on the **Hide before snap** box to icons the SnapShot window when the HotKey is pressed. This prevents the SnapShot window from being accidentally included in the snap.

Click on the **Stationary Zoom Lens** box to lock the Zoom Lens in one corner of the screen unless the mouse pointer is moved over it. If this option is not selected, the Zoom Lens will appear in the corner nearest to where the mouse pointer is, or the center of the screen if the mouse pointer is positioned in one of the corners.

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**See also:**

 [How to change the HotKey](#)

# IMSI Software

for Home and Small Business

## Presidents Letter.-

IMSI's goal is to provide you with the highest quality software products at affordable prices. Since 1983, millions of our award-winning products have been purchased throughout the world. This catalog presents our most popular titles. Most are Windows 95 compatible. Some of these products are on the CD you have just purchased, and can be accessed by simply calling us! Other products can be tried for FREE by downloading them from our Internet WEB site. We invite you to try them and enjoy them.

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Martin Sacks, CEO and President

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Internet WEB Site	<a href="http://www.imsisoft.com">http://www.imsisoft.com</a>
CompuServe	GO IMSI, GO TURBOCAD, GO FORMTOOL
FAX INFO	415-257-3000 ext. 4
Technical support	415-257-3000 ext. 3 <a href="mailto:support@imsisoft.com">support@imsisoft.com</a>
Sales Orders	800-833-8082
FAX	415-257-3565
Bulletin Board	415-257-8468 N-8-1

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**GST Technology Ltd** is a worldwide software developer at the leading edge of user interface design for desktop publishing and graphics technology under Windows. GST is the author of SnapShot, developed specifically for IMSI and licensed to them.

GST has a range of other products in the desktop publishing and graphics fields sold worldwide by a variety of licensees.

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## Directory

Part of a structure for organizing your files on a disk. A directory can contain files and other directories called *sub*-directories.

**Snap**

A picture of all or part of the screen. Snaps are saved as bitmap images.

## HotKey

The key or combination of keys pressed to take a snap with SnapShot.

### **Active Window**

The active part of the screen, it may be an application window, a dialog box or an icon. The active window has a highlighted title bar.

**File**

A document stored on a hard or floppy disk, or other media.

**Scroll bar**

A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible.

## Control menu



A standard Windows menu displayed by clicking on the bar shaped icon at the top left of a window, or clicking on an application running as an icon.

By using **Control** menu commands you can, resize, move, maximize, minimize and close windows, and switch to other applications.

 The SnapShot Control menu also contains commands to define what is captured, to specify your SnapShot preferences and to display the SnapShot billboard.

**PCX**

A file format used by PC Paintbrush.

## **Windows Bitmap (BMP)**

The standard Windows bitmap file format.

## **Tagged Image File Format (TIF)**

A standard file format often used by scanners.

### **Zoom Lens**

A window which appears when snapping an area. It shows an enlarged view of the area around the mouse pointer.

**Pixel**

One of the dots making up the picture on the screen.

## Clipboard

A mechanism provided by Windows for transferring data between applications. In SnapShot the **Cut** and **Copy** commands transfer data to the Clipboard. The **Paste** command can then be used in another application to transfer the data.

## **Object**

Objects may be windows, menus, buttons, parts of dialog boxes, icons or the whole screen.

## Information Line



The Information line at the bottom of the SnapShot window provides the following information:

-  **Image** displays the number of snaps currently in SnapShot, and which one will appear on screen.
-  **Size** displays the width and height in pixels of the snap displayed on screen. The last number indicates the maximum number of colors that your screen supports.
-  **File** displays the filename of the snap displayed on screen. If the snap has not been saved, it is shown as 'untitled'.

## Last Snap

 Click on this button to display the last snap in SnapShot.

***Keyboard shortcut:***

**End**

### Next Snap

 Click on this button to display the next snap in SnapShot.

***Keyboard shortcut:***

**Pg Dn**

### Previous Snap

 Click on this button to display the previous snap in SnapShot.

***Keyboard shortcut:***

**Pg Up**

### First Snap

 Click on this button to display the first snap in SnapShot.

***Keyboard shortcut:***

**Home**

### **SnapShot display area**

The snaps you have taken are displayed here. Use the buttons at the bottom of the window to flick through the other snaps you have taken.

## **Menu bar**

Click on a menu name to display the menu's commands.



### **Control menu box**

Click on the Control menu box to display the SnapShot **Control** menu. By using **Control** menu commands, you can resize, move, maximize, minimize, and close windows, and switch to other applications.



The SnapShot **Control** menu also contains commands to define which part of the screen SnapShot captures, to specify your SnapShot preferences and to display the SnapShot billboard.

***Keyboard shortcut: Alt Spacebar***



### **Minimize button**

Click on the Minimize button to reduce the SnapShot window to an icon.



When you reduce SnapShot to an icon, it continues to run but its window does not take up space on your desktop.



### **Maximize button**

Click on the Maximize button to enlarge the SnapShot window to its maximum size.



After you enlarge SnapShot, the Maximize button is replaced by the Restore button, which contains both an up and a down arrow. Click on the Restore button to return the SnapShot window to its previous size.

## Title bar

The title bar shows the name of the application, in this case, SnapShot.

 You can maximize SnapShot by double-clicking on its title bar. To restore it to its previous size, double-click on the title bar again.

 To move SnapShot to a different location on your desktop, drag its title bar to the new location.

