Source Screen

Lets you choose the type of window or object that you want to capture.

Displays a preview of the window or object you want to capture.

Lets you choose a preset screen capture.

Lets you choose from a preset screen capture.

Opens the Capture presets dialog box where you can save your current settings as a preset capture.

Removes the current user defined preset.

Displays the window elements you can capture.

Enable to capture window elements.

Lets you choose window element for capture.

Enable to capture menu elements.

Lets you specify menu settings.

Enable to capture a cascading menu.

Enable to include the Menu Bar as part of your capture.

Enable to change the background color of the menu.

Displays the current background color.

Lets you choose a background color.

Enable to marquee select a specific area of the window.

Lets you choose an area capture.

Displays the current background color.

Lets you choose a background color.

Enable to resize the selected area before completing the capture.

Destination Screen

Lets you choose a destination for the captured image, such as a file or the Clipboard.

Enable to send the image that you capture to a file.

Lets you choose from recently selected file locations.

Opens the Capture As dialog box. You can save the captured image by choosing a filename, file type, and file pathway.

Enable to send the image that you capture to the Clipboard.

Enable to send the image that you capture to a printer.

Displays the name of the printer to which the image is captured.

Opens the Print Setup dialog box. You can choose which printer receives the capture, and set the size and orientation of the paper.

Enable to send the image that you capture to another application.

Lets you choose the Corel application to which you want to send the captured image.

Activation Screen

Lets you set capture properties, such as defining hot keys, setting delay periods, and displaying notify dialog boxes.

Lets you choose a preset hot key, or define your own hot key, to initiate the capture process.

Lets you specify a hot key or combination of keys to initiate the capture process.

Enable to set a delay period between pressing the hot key and initiating the capture. This delay gives you time to set up screen elements, such as flyouts and menu lists, that you want to include in the capture.

Lets you set the delay period between pressing the hot key and initiating the capture. You can set the delay period from one second to 60 seconds.

Enable to hide the Corel CAPTURE icon during the capture process.

Enable to view in detail the window or object you want to capture. You can use the zoom option only with the rectangular, elliptical, and freehand area captures.

Enable to include the active cursor or a custom cursor in the capture. You cannot include the cursor when capturing a rectangular, elliptical, or freehand area.

Enable to include the current cursor in the capture.

Enable to include a custom cursor in the capture.

Lets you choose a custom cursor to include in the capture. You can choose one of the four custom cursors from the flyout or you can browse for another custom cursor.

Enable to show the Ready To Capture dialog box.

Enable to show the Ready To Capture dialog box before capturing an image.

Image Screen

Lets you set the color depth, resolution, size, and scale of the image that you want to capture.

Lets you choose the range and tone of colors in your image. The color depth of an image can range from black and white to 16.7 million possible colors.

Lets you specify the image resolution in dots per inch (dpi). If you want to display the image electronically, a resolution of 96 dpi is acceptable. If you want to print the image, a resolution of 300 dpi is acceptable.

Enable to set the width and height of the image you want to capture.

Lets you specify the width of the image you want to capture.

Lets you specify the height of the image you want to capture.

Lets you specify the units of measurement for your capture.

Enable to scale the width and height of the captured image relative to the original screen dimensions.

Lets you scale the width of the captured image from one to 1000 percent of the original screen size.

Lets you scale the height of the captured image from one to 1000 percent of the original screen size.

Enable to maintain the width-to-height ratio of the image as it appears when resizing. The largest screen dimension governs the overall appearance of the image.

Enable to maintain the width-to-height ratio of the image as it appears on the screen when scaling.

Capture as File Dialog Box

Lets you choose the type of file compression to use when saving the captured image.

Enable to apply the filename specified in the File Name box to each image captured within a series of images.

Lets you enter an initial numeric value to start the automatic numbering process. Each image you capture in a series is given a value and placed in order.

Capture as Animation Dialog Box

Displays the duration and frame rate settings when recording an animation.

Lets you set the duration, in seconds, of the animation file.

Lets you set the rate of capture of the animation file.

Miscellaneous

Saves any changes you made to the capture settings and minimizes the application. After pressing the capture button, you can set up the image you want to capture.

Closes the application and saves the capture settings you specified.

Opens the Corel CAPTURE Help file.

About Box

Lets you enter the product serial number, which is located on the proof of purchase.

Displays the copyright and licensing information for Corel CAPTURE.

Displays your registration data, serial number, and personal identification number.

Displays version and copyright information for Corel CAPTURE.

Opens the Serial Number/PIN dialog box.

Lets you choose a category, such as display or printer, about which you want system information.

Opens the System Info dialog box.

Opens the Print dialog box, from which you can print copyright or licensing information.

Displays the Corel CAPTURE splash screen.

Lets you enter your personal identification number (PIN). You receive a PIN number when calling for customer support.

Opens the Copyright dialog box.

Displays system information about the category selected in the Choose A Category list box.

Saves the system information without closing the dialog box.

Opens the License dialog box.

Lets you enter the product serial number, which is located on the proof of purchase.

Options Screen

Displays capture settings.

Enable to display a dialog box that notifies you when the capture process is complete.

Enable to display a dialog box that notifies you when the capture process is ready to begin.

Enable to receive a warning before overwriting an existing file.

Enable to receive a warning that your screen capture will be truncated.

Displays sound options.

Enable to play sounds at the beginning and end of capturing an image.

Displays the file location to which the image is captured.

Using Corel CAPTURE

Corel CAPTURE lets you capture images from your computer screen. For example, you can capture the entire screen, individual windows, or menu lists to use as an illustration in a manual or on a Web site.

In this section, you'll learn about

- preparing to capture an image
- setting image properties
- specifying the window elements to capture
- capturing an image
- recording an animation

Preparing to capture an image

To initiate the capture process, you must press a key or combination of keys called hot keys. You can define your own hot keys. You can set a delay period so you can set up elements such as menu lists or flyouts before completing the capture. You can also choose whether to capture details, such as the cursor or capture icon. For finer details, you can get a close up of the area you are capturing.

Helpful warning options can be set to notify you, for example, when the capture begins or endsor when you are about to overwrite an existing file.

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} <u>How to</u>

To define a hot key

1 Click the **Activation** tab.

2 Choose **User defined** from the **Hot key** list box.

3 Type a hot key in the **User defined hot key** box.

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} Related topics

To set a delay period

1 Click the **Activation** tab.

2 Enable the **Initial delay before first capture** check box.

3 Type a delay period in the **Initial delay before first capture** box.

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} <u>Related topics</u>

To hide the capture icon

1 Click the **Activation** tab.

2 Enable the **Hide icon when capturing** check box.

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} <u>Related topics</u>

To enable the Zoom box

1 Click the **Activation** tab.

2 Enable the **Show area in zoom** check box.

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} <u>Related topics</u>

To capture the current cursor

1 Click the **Activation** tab.

2 Enable the **Capture Cursor** check box and choose one of the following

- **Current cursor**－lets you capture your current cursor
- **Use custom cursor**－lets you choose a custom cursor or browse for other cursors

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} Related topics

To specify warning options

1 Click the **Options** tab.

2 Enable any of the following

- **Notify end of capture**－displays a dialog box indicating the capture process is complete
- **Show ready to capture dialog**－displays a dialog box indicating the capture process is ready to begin
- **Show warning when overwriting an existing file**－displays a warning before overwriting an existing file
- **Show warning dialog for scrolling window capture**－displays a dialog box indicating an image is going to be truncated
- **Enable sounds**－plays a sound at the beginning and end of capturing an image

{button ,AL(`APreparing to capture an image;',0,"Defaultoverview",)} <u>Related topics</u>

Setting image properties

You can set the color depth, resolution and size of the image you capture.

Color depth affects the range and tone of color in your image. For example, you can capture an image in black and white or with 16.7 million possible colors.

Choosing a high or low resolution depends on where you want to use the captured image, because different printing and display formats require different resolution values. For example, if you want to display an image on the World Wide Web, a resolution of 96 dots per inch (dpi) is acceptable. If you want to print an image on paper, however, a resolution of 300 dpi is needed.

You can set the size of the captured image. You can scale the image as a percentage of the original or you can assign set values to the height and width of the captured image.

{button ,AL(`ASetting image properties;',0,"Defaultoverview",)} <u>**How to**</u>

To set a color depth

1 Click the **Image** tab.

2 Choose a color depth from the **Type** list box.

Note

- The color depth you choose may affect the file format. For example, if a file format cannot support a particular color depth, the file automatically switches to a format that does support that color depth.

{button ,AL(`ASetting image properties;',0,"Defaultoverview",)} Related topics

To set an image resolution

1 Click the **Image** tab.

2 Type a value in the **Resolution** box.

{button ,AL(`ASetting image properties;',0,"Defaultoverview",)} <u>**Related topics**</u>

To set an image size

1 Click the **Image** tab.

2 Enable the **Specific Size** option.

3 Choose a unit of measure from the **Units** list box.

4 Type values in the following boxes:

- **Width**
- **Height**

{button ,AL(`ASetting image properties;',0,"Defaultoverview",)} Related topics

To scale an image

1 Click the **Image** tab.

2 Enable the **Scale** button.

3 Type values in the following boxes

- **Width**
- **Height**

Note

- When you scale an image, all values are expressed as percentages of the original screen dimensions.

Tip

- You can maintain the width-to-height ration of a scaled image by enabling the **Maintain aspect ratio** check box.

{button ,AL(`ASetting image properties;',0,"Defaultoverview",)} Related topics

Specifying the window elements to capture

You can specify a window to capture, such as the active window or a part of a window, such as a dialog box. You can also specify a menu to capture.

User-defined capture areas are not automatically captured after you press the hot key. You must specify the area of the image that you want to capture. For example, you can marquee select a rectangular, elliptical, or freehand area of your image. You can change the background color of an image in an elliptical or freehand area capture.

You can save custom settings so that you can use them again. For example, the settings for an image that will be used on the World Wide Web can be set once and stored. These custom settings can be removed if you no longer need them.

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} <u>How to</u>

To specify a window to capture

1 Click the **Source** tab.

2 Enable the **Window capture** option.

3 From the **Window capture** list box, choose one of the following

- **Current window**－captures the active window
- **Client window**－captures the active window, excluding the <u>title bar,</u> the <u>status bar,</u> and the window borders
- **Animation window**－lets you stop the capture by pressing a hot key, saving what has been captured up to that point
- **Full screen**－captures the entire area of the desktop
- **Current object**－lets you capture a part of the active window, such as a button or a list box
- **Object with border**－lets you place a border around the object that you want to capture
- **Scroll window**－lets you scroll a window and capture its contents

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} <u>**Related topics**</u>

To specify a menu to capture

1 Click the **Source** tab.

2 Enable the **Menu capture** option.

3 Click **Settings**.

4 In the **Settings** list, enable any of the following

- **Cascading menu**－captures a cascading menu
- **Include menu bar**－includes the menu bar in your capture
- **Replace background**－lets you replace the background behind a menu by covering it with a color that you choose from the **Background color** list box

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} Related topics

To specify a user-defined capture area

1 Click the **Source** tab.

2 Enable the **Area capture** option.

3 From the **Area capture** list box, choose one of the following:

- **Rectangular Area**－lets you select a rectangular area of an image to capture
- **Elliptical Area**－lets you select an elliptical area of an image to capture
- **Freehand Area**－lets you define an area of an image to capture

－ **Note**

- You can define a maximum of 50 corners in a freehand area capture.

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} <u>**Related topics**</u>

To save a custom setting

1 Click the **Source** tab.

2 Click **Plus**.

3 Type a filename in the **File name** box.

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} <u>Related topics</u>

To remove a custom setting

1 Click the **Source** tab.

2.Select a custom setting from the **Capture preset** list box.

3 Click **Minus**.

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} Related topics

To select a background color

1 Click the **Source** tab.

2 Choose a color from the **Background Color** color palette.

— **Note**

- You can only change the color for an elliptical or freehand area capture.

{button ,AL(`ASpecifying the window elements to capture;',0,"Defaultoverview",)} Related topics

Capturing an image

The image you capture can be sent to the Clipboard, a file, or a printer. You can also capture an image to another application by using object linking and embedding.

You can capture specific parts of an image by defining your own capture area. For example, you may only want to capture the top half of a window to show all menu bars and toolbars.

You can also capture a series of images. Each image is assigned a value and placed in order, which you can open in a graphics or word processing application.

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>How to</u>

To capture an image

1 Click the **Source** tab and enable the button that corresponds to the element you want to capture.

2 Click the **Activation** tab and choose a hot key and enable the check boxes that correspond to the capture settings you want to apply.

3 Click the **Image** tab and specify the image attributes you want to apply.

4 Click the **Options** tab and specify the options settings you want to apply.

5 From the **Destination** tab, enable any of the following

- **File**－captures an image to a file
- **Clipboard**－captures an image to the clipboard
- **Printer**－captures an image directly to a printer

6 Click **Capture**.

7 Set up the image you want to capture, and press the hot key.

－ **Notes**

- Before capturing an image to a file, make sure the file pathway is correct. If a new file pathway is not specified, you send the captured image to the location used previously.

- Images captured to the Clipboard can be pasted into other applications.

- To set printer options, click **Setup**.

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>Related topics</u>

To set a file pathway

1 Click the **Destination** tab.

2 Enable the **File** check box.

3 Click **Browse**.

4 In the **Capture as** dialog box, choose the drive and folder where you want to save the file.

5 Choose a file type from the **Save as type** list box.

6 Type a filename in the **File name** box.

If you want to compress a file, choose a compression format from the **Compression type** list box.

– **Note**

- The file types you can compress are Corel PHOTO-PAINT (.CPT), Targa Bitmap (.TGA), TIFF Bitmap (.TIF), and Adobe Photoshop (.PSD)

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>Related topics</u>

To capture an image to an application

1 Click the **Source** tab and enable the button that corresponds to the element you want to capture.

2 Click the **Activation** tab and choose a hot key and enable the check boxes that correspond to the capture settings you want to apply.

3 Click the **Image** tab and specify the image attributes you want to apply.

4 Click the **Options** tab and specify the options settings you want to apply.

5 From the **Destination** tab, enable the **OLE Automated Application** check box, and choose an application from the list box.

6 Click **Capture**.

7 Set up the image you want to capture, and press the hot key.

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>**Related topics**</u>

To capture a user defined area

1 From the **Source** tab, enable the **Area capture** button and choose an area from the list box.

2 Apply any settings or options you want.

3 Click **Capture**.

4 Set up the image you want to capture, and press the hot key.

5 Position the cursor where you want to anchor the user-defined area drag to create a rectangular or an elliptical area capture.

If the **Show editable marquee** check box is enabled, you can fine tune your capture by moving the sizing handles. After making any adjustments, click anywhere inside the capture area (the cursor has a check mark at the bottom of the arrow) to finish the capture.

— **Tip**

- For freehand area captures, the cursor becomes a cross-hairs cursor. Click around the image to capture only what you need.

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>Related topics</u>

To capture a series of images

1 Click the **Source** tab and enable the button that corresponds to the element you want to capture.

2 Apply any settings or options you want.

3 Click the **Destination** tab and enable the **File** check box.

4 Click **Browse** and do the following:

- Set the file pathway.

- Enable the **Use automatic naming** check box.

- Type a value in the **Start naming at** box.

5 Click **Save**.

6 Click **Capture**.

7 Press the hot key when each successive image is ready to be captured.

— **Note**

- For example, if you give the filename Arrow to a series and assign the initial value as "1", your first capture is saved as Arrow001, your second capture is saved as Arrow002, and so on

{button ,AL(`ACapturing an image;',0,"Defaultoverview",)} <u>**Related topics**</u>

Recording an animation

A sequence of steps or tasks can be recorded in video format. For example, you can record the process of opening a file. You determine the duration of the animation file and the number of frames captured each second.

{button ,AL(`ARecording an animation;',0,"Defaultoverview",)} <u>How to</u>

To record an animation

1 From the **Source** tab, enable the **Window capture** button and choose **Animation** from the list box.

2 Apply any settings or options you want.

3 From the **Activation** tab, enable the **Capture cursor** check box.

4 From the **Destination** tab, enable the **File** check box.

5 Click **Browse** and do the following

- Set the file pathway.
- Type a value in the **Duration** box.
- Type a value in the **Frame rate** box.

6 Click **Capture**.

7 Press the hot key and perform the steps to record.

{button ,AL(`ARecording an animation;',0,"Defaultoverview",)} <u>Related topics</u>

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Clipboard

A temporary storage area that is used to hold cut or copied information.   The Clipboard stores information until it is replaced by another object or selection that has been cut or copied.

Flyout

A tool or menu command that displays additional tools or commands when selected. Tools or commands that have a flyout display a small arrow in the bottom right corner of the tool button, or to the right of the command name.

Marquee

A dashed outline that surrounds a selection or an object in an image.

Resolution

The amount of detail and information that an image file contains, as well as the level of detail that an input, output, or display device is capable of producing. When you work with bitmaps, resolution affects the quality of your final output and the file size.

Image resolution

Refers to the spacing of pixels in the image and is measured in pixels per inch (ppi) or dots per inch (dpi).

Output resolution

Refers to the number of dots per inch (dpi) that an output device, such as an imagesetter or laser printer, produces.

Scale

To change an object's horizontal and vertical dimensions or to maintain the object's aspect ratio. Scaling alters the object's dimensions by a specified percentage.

Status Bar

A toolbar that displays information about objects, ongoing operations, and cursor position. You can specify the contents, appearance, and location of the Status Bar in the Application Window.

Title Bar

The bar that appears along the top of an application window. It displays the name of the application or the active file and the Close button.