WinCopy

USER GUIDE

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Overview

(Please also read the README.TXT file)

WinCopy uses two methods of screen capture:

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

All captured images are copied to the Windows Clipboard for review. The captured image is automatically displayed in the WinCopy Clipboard Viewer. If you are satisfied with the result, you can:

·   Save the image as a file in any of the supported graphics formats.

·   Print the image.

The system supports the following graphics file formats: BMP, GIF, TIFF, JPEG, PCX, DCX, PNG. Other formats may also be supported. Please check with Informatik Inc.

The system is very easy to use. Simply click on the Capture button, mark the selected area, review the captured image and save the image file.

Capture Methods

Capture of the Entire Screen

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

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

3.   If satisfied with the result, choose Save As, or Print from the File menu. **If the color rendition is not correct, capture the image a second time (Click on the title bar of the WiinCopy window first).**

Capture of a Section of the Screen

1.   To maximize the memory resources on your computer, close all un-needed

applications. Save the files of any running programs. Start the WinCopy program. If WinCopy is already running, but hidden, press Alt+Tab once or repeatedly until WinCopy appears.

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

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

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

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

Delayed Action

If you need to capture a **pull-down menu**, a highlighted text item, or focus on a window before the capture, set the Delayed Action to a few seconds, i.e. enough seconds to give you time to display the pulldown menu, etc. before the screen freezes for capture. The cursor cannot be captured.

Adjustments, Calibration

If the screen appears truncated at either side, top or bottom, you need to calibrate the system. With a text editor (such as Notepad), open the WINCOPY.INI file. Under the Calibration caption, adjust the Calibx (horizontal) and Caliby (vertical) values. The numbers are expressed in pixels and the defaults are 1 and 39. After changing the values, save the file and restart WinCopy.

Save to a File

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

1. From the File menu, choose Save As.

2. In the Save As Dialog box, select the file format and enter the file name (or type the file name WITH the appropriate extension name).

3. Press OK.

Print

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

1. From the File menu, choose Print.

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

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

4. Press OK.

Registration

For information, please choose Registration from the About menu of WinCopy, or read the REGISTER.TXT file.

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