



GrabIt Professional Help Index

GrabIt Pro was designed for the technical writer, programmer, and graphic artist. This help file will provide you with easy access to most questions you may have about the basic operation of the program.

Use the scroll bars to see more help topics. To learn how to use Help, press F1.

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■ **Capturing A Window** Print This Topic



▶ To capture an entire window:

1. Select Entire Window from the Grab menu or press Ctrl + W
2. The GrabIt window will disappear and the cursor will change into a net with a crosshair.
3. Move the cursor to the Title Bar of the Window you wish to capture.
4. Click on the title bar.
5. Your capture will be displayed in a GrabIt Pro child window.

■ **Capturing The Client Area** [Print This Topic](#) ■

The client area of a window is that portion below the title bar and inside the border of the window.

- To capture the window client area only (no caption bar or border):
 1. Select Client Area from the Grab menu or press Ctrl + C
 2. The GrabIt window will disappear and the cursor will change into a net with a crosshair.
 3. Move the cursor to the client area of the window you wish to capture.
 4. Click on the client area.
 5. Your capture will be displayed in a GrabIt Pro child window.

■ **Capturing A Selected Area** [Print This Topic](#) ■

- To capture a portion of the screen:

1. Click on Selected Area from the Grab menu selection or press Ctrl + M
2. The GrabIt window will disappear and the cursor will change into a crosshair.
3. Move the cursor to the UPPER LEFT HAND CORNER of the area you wish to capture.
4. Press and HOLD the LEFT mouse button down.
5. As you move the mouse you will see that the area you are marking is shown in inverse video.
6. When you have marked the area you wish to capture release the left mouse button.
7. Your capture will be displayed in a GrabIt Pro child window.

■ **Capturing A Menu and Application Window**

Print This Topic ■

Capturing A Menu and the Application Window With GrabIt Pro

You may need to capture the pull down or popup menus of an application and the state of the application window at the time the menu selection is made for inclusion in program documentation or training manuals. GrabIt Pro uses the Enter Key as the HOT KEY for menu captures.

- To capture a menu and the application window at the same time:
 1. Select Menu from the GrabIt Pro capture Menu or press CTRL + M
 2. The GrabIt Pro Window will disappear.
 3. Now switch back to the program that you want to capture a menu from.
 4. Select the menu to display it.
 5. Press **Enter** and GrabIt Pro will capture the menu that was displayed.
 6. You will hear a beep to confirm that you captured the menu.
 7. Your menu and window capture will be displayed in a GrabIt Pro child window.

■ **Capturing A Menu Only** [Print This Topic](#) ■

Capturing Pull Down/Popup Menus Only

In order to capture only the menu, without the program window being displayed , you must first re-size the window of the program you want to capture the menu(s) from. This is an easy process:

■ To Capture A Pull Down or Popup Menu:

1. Size the application window until it is the same size as the menu you wish to capture. Any portion of the menu that extends beyond the border of the window will NOT be captured. This can also be used to your advantage if you only want to capture a portion of the pull down menu.
2. When you are satisfied that the program window is sized correctly for the menu you want to capture.
3. Select Menu from the GrabIt Pro capture Menu or press CTRL + M
4. The GrabIt Pro Window will disappear.
5. Now switch back to the program that you want to capture a menu from.
6. Select the menu to display it.
7. Press **Enter** and GrabIt Pro will capture the menu that was displayed.
8. You will hear a beep to confirm that you captured the menu.
9. Your menu capture will be displayed in a GrabIt Pro child window.

■ **Capturing A DOS Screen** [Print This Topic](#) ■

This example assumes you are running the DOS session full screen (not in a window).

- To capture a DOS screen or application:
 1. Start your DOS application or a DOS Command Shell
 2. When the information you want to capture is displayed, Press Alt + Enter
 3. This will put you DOS screen in a window.
 4. Choose Grab Client Area from the Main GrabIt Pro Menu
 5. Click the cursor on the client area of the DOS window
 6. You will now have your DOS screen captured without the title bar or window border

If you are going to include your DOS screen capture in a document we recommend that you save it as a monochrome bitmap and select the Invert Check Box. This will give you a very nice image with black text on a white background. By saving the image in monochrome format you will conserve disk space.

■ **Capture The Windows Desktop** [Print This Topic](#) ■

Capturing The Entire Windows Desktop

- To capture the entire Windows Desktop:
 1. Select Desktop from the Grab menu or press Ctrl + D
 2. The GrabIt window will disappear
 3. The GrabIt window will re-appear
 4. Your desktop capture will be displayed in a child window.

■ **Capture A Selected Area Of A GrabIt Pro Child Window**

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This Topic ■

- To capture a selected area of a GrabIt Pro Child Window:
 1. Move the mouse cursor to the UPPER LEFT HAND corner of the image that you want to capture.
 2. Press and HOLD THE LEFT MOUSE BUTTON DOWN.
 3. Drag the crosshair cursor to select the area you want to capture.
 4. When you release the left mouse button the area you marked will remain inverted.
 4. Press Ctrl + Ins to copy that area to the clipboard.
 5. Now press Shift + Ins to copy the new image into a child window.
 6. That's all there is to it! You now have a window that contains only the area you selected.
 7. Save your new image to disk

■ **Special Note On Child Window Selected Area Captures**

When you mark an area of a child window the inverted rectangle will remain visible until you either click on the window again or select another window. You must clear the inverted rectangle in any child window before performing another screen capture operation. The GrabIt Pro has set the focus to that rectangle so that you may copy and paste it as many times as you need to. If you don't clear it before attempting another screen capture, it will be transferred to the windows desktop and become an inverted area in that window. So just remember to clear the inverted rectangle from the current child window before you do any further screen captures. To clear it all you have to do is click anywhere on the GrabIt Pro child window where the rectangle is located, or click on any other GrabIt Pro child window.

Save A Capture To Disk

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Saving A Captured Image To Disk:

To Save A Screen Capture:

1. Choose File Save from the main menu, or press CTRL + S
2. Enter the file name of the bitmap in the edit field.
3. Enter the file name **including** the extension of either BMP or RLE. GrabIt Pro doesn't assume that every image you save will be a BMP or RLE file so it doesn't automatically add the file extension.

You can choose between various formats by selecting the Options Button on the save dialog. The options are as follows:

Image Format

Windows 3.X Bitmap
OS/2 2.0 Bitmap
RLE

Color Options

Monochrome/16 Colors/256 Colors/24 Bit Color/Inverse
Monochrome/16 Colors/256 Colors/24 Bit Color/Inverse
16 Colors/256 Colors/24 Bit Color/Inverse

For users making screen shots for documentation and other presentations, You can convert your screen shoots to monochrome on the fly by choosing the monochrome option when saving your screen captures.

The radio buttons are only functional for legitimate combinations of image and color options.

■ **Open A File**

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- To open a bitmap from disk:

1. Select File from the main menu and choose Open, or press CTRL + O.
2. You can select a bitmap from the list box, enter the drive and path to the bitmap you wish to use.
3. Select the OK button, or press Enter to Open the image

■ **Convert To A Different Format** [Print This Topic](#) ■

■ ***Important information when converting from one format to another***

When converting from 24 Bit or 256 Color images to monochrome **MAKE A TEST IMAGE FIRST!** Some 256 color or higher drivers don't correctly support the standard windows color palette. As a result your image may be converted to solid black. This has been reported with several drivers and we want you to be sure your driver works properly before you save an image only to find out it was destroyed by the graphics driver.

You can safely convert 16 color bitmaps to monochrome when running a 16 color driver.

■ **Shareware Registration Form** Print Form ■

Software Excellence By Design Inc.
14801 North 12th Street
Phoenix, AZ 85022 USA

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GrabIt Pro Version 4.0

Screen Capture and Graphics Enhancement. Rated as the best screen capture program available for technical writers, programmers, and graphic artists

___ Copy(s) of the Single User Version @ \$34.95 ea. \$ _____

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GrabIt Pro is user supported software. Please help us by sending your comments, suggestions, and changes or additions you would like to see in future versions. Please send us a report if you happen to find a bug.

Our Address is:
Software Excellence By Design Inc.
14801 North 12th Street
Phoenix, AZ 85022 USA

■ **Accelerator Key Reference** Print Reference ■

Listed below are all of the keyboard shortcut keys.

Accelerator Key Reference

<u>Action</u>	<u>Key Combination</u>
Open A File	Ctrl + O
Save A File	Ctrl + S
Print A File	Ctrl + P
Copy A Graphic To The Clipboard	Ctrl + Insert
Paste A Graphic From The Clipboard	Shift + Insert
Capture A Selected Area Of The Screen	Ctrl + A
Capture The Entire Window	Ctrl + W
Capture The Client Area	Ctrl + C
Capture The Windows Desktop	Ctrl + D
Capture A Menu	Ctrl + M
Hide Window When Grabbing A Screen Shot	Ctrl + H

■ **Trouble Shooting Help**

Print This Topic ■

If you are having trouble with GrabIt you have the following help options available to you.

Shareware Evaluation Users

You can get help by calling our BBS at 602-375-0531 (9400 Baud) or 602-375-9945 (14,400 Baud)

Leave a message to the sysop regarding your problem. You will have an answer in a few days.

You can Fax us with your problem at 602-375-9928. We will return your answer by Fax only so be sure to include your fax number with your question.

You can leave a message in our CompuServe mailbox. Our CIS ID number is 72200,576

Registered Users

You can use the options outlined above, and you have free unlimited direct phone help. Before you call for help YOU MUST HAVE YOUR REGISTRATION NUMBER READY. It will be the first thing we will ask you for when you call.

The tech support phone number is 602-375-9928 and is available from 9:00 am until 3:00 pm Monday - Friday.

Please Note: Arizona is on Mountain Standard Time All Year Long. When daylight savings is in effect we are the same time as the West Coast. The rest of the year we are on the same time as Denver, 1 hour later than the west coast.

Welcome To GrabIt Pro Version 4.0!

This program was designed for Technical Writers, Programmers, Graphic Artists, and anyone who works with graphics programs on a regular basis. This version represents all of the requested features users have made over the past 2 years. We hope you enjoy using it!

New Features In Version 4.0 Are:

- Hot Key activated capture of application menus
- An Invert feature when saving an image
- Save a capture in both BMP and RLE format.
- Convert color images to monochrome
- Size and attributes of a graphic available before you open it.
- Capture a window, client area, menu, or selected area with a single command
- Mark selected areas of child windows and create a new image
- The number of screen captures limited only by system resources.

■ **Printing A Screen Or Bitmap**

Print This Topic ■

- To print a screen capture or bitmap:
 1. Select the window that contains the image you want to print
 2. Select Print from the File Menu or press Ctrl + P
 3. The image you selected will be printed

■ **Printing tips and driver information**

Laser Printers

With GrabIt Pro you can print a screen capture or portion of a screen screen capture immediately after you have captured it. In addition you can load from disk and print any Windows bitmap. GrabIt Pro will convert to shades of gray all of the colors it can to give you an accurate hard copy representation of your captured screen. This gray scale dithering applies to Postscript and PCL laser printers only.

Image Scaling

GrabIt Pro will size the image currently in its client area to the size of the current page defined in your printer setup. This means that very small bitmaps will be enlarged to 8 1/2 x 11" if that is the current page definition. This is done so that on full screen captures and images loaded from disk you will get a 1:1 aspect ratio printout. If you wish to print images in a smaller format, simply change your printer setup to reflect a smaller page size.

Laser Jet Printer Problems

If you have a problem printing a bitmap, and you are using a HP LaserJet printer be sure that you obtain the new windows 3.1 HP LaserJet driver that is on the windows supplemental drivers disk. This disk is available on many BBS systems across the country, On-Line services like CompuServe and America On-Line, and directly from Microsoft.

