

GrabIt Professional

Version 4.0

Screen Capture and Graphics Enhancement
for Microsoft Windows 3.X(tm)

Designed For
Technical Writers, Programmers, and Graphic Artists

Software Excellence By Design Inc.**

©Copyright 1990, 1991, 1992, 1993

All Rights Reserved
14801 North 12th Street
Phoenix, AZ 85022

(602)375-9928 Voice
(602)375-9928 Fax

The most current copy of this program is always available from our BBS at
(602)375-0531 2400 - 9600 Baud Dual Std V32 V42
(602)375-9945 9600 - 14,400 Baud Dual Std V32 V42

(**Formerly Moon Valley Software)

**GrabIt Pro
Users Manual
Table Of Contents**

Introduction	Page 1
GrabIt Pro Procedures	Page 2
Capturing A Window Only	Page 2
Capturing The Window Client Area Only	Page 2
Capturing A Selected Area Of The Screen	Page 2
Capturing A Menu and Application Window With GrabIt Pro	Page 2
Capturing The Pull Down Menu Only	Page 3
Capturing The Entire Windows Desktop	Page 3
Capturing A DOS Screen With GrabIt Pro	Page 3
Capturing Selected Areas Of A GrabIt Pro Child Window	Page 4
Special Note On Child Window Selected Area Captures	Page 4
Opening and Viewing A Bitmap	Page 4
Saving A Captured Image To Disk	Page 4
Image Formats	Page 4
Converting From Color To Monochrome	Page 5
Copying To And From The Clipboard	Page 5
Printing A Screen Or Bitmap	Page 5
Printer Image Scaling	Page 5
Obtaining Technical Support	Page 6

Thank you for taking the time to evaluate GrabIt Pro. You will find a great many uses for this program. It is both a screen capture program and a marvelous utility for working with your favorite graphics program. By using GrabIt Pro to capture and save the images you have created, you will save many megabytes of hard disk space since only the crucial information about your bitmap is saved to disk. This results in very small bitmaps that load faster and are much easier to view and store.

GrabIt Pro was designed for the technical writer, programmer, and graphic artist. It's small size and ease of use will make it one of the programs you will use on a daily basis. There is no finer tool available for creating graphics for documentation, bitmaps for inclusions in programs, and conserving disk space by saving only the portion of a graphic that is relevant to your project.

Please keep in mind that GrabIt Pro is being distributed as Shareware. This gives you the opportunity to "try before you buy", just like a test drive in that new car you always wanted. But just as the car dealer needs to be paid for his efforts so do we!

New Features In Version 4.0

-> Hot Key Capture Of Menus

You can now capture pull down menus from any program.

-> Screen Invert Feature When Saving

When saving a screen capture you can now select to save the image in an inverted bitmap or RLE. This is PERFECT for those of you who are doing DOS screen captures and want to include the screen captures in your documentation. By saving the capture as an inverse image you will have a screen shot that is black text on a white background. You can also create some spectacular special effects by experimenting with the inverse option.

Bitmap And RLE Formats

-> You can now save a bitmap in both BMP and RLE format.

-> Convert color images to monochrome

-> You can see the size and attributes of a graphic before you open it.

-> Capture a single window, client area only, or the entire desktop with a single command from the GrabIt Pro Menu.

-> Mark selected areas of child windows and create a new image from the capture without changing the original screen capture.

-> A more complete Windows help file that should answer any question that may arise.

-> The number of screen captures is limited only by your available system resources.

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 Window Client Area Only

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 Of The Screen

To capture a portion of the screen:

1. Click on Selected Area from the Grab menu selection or press Ctrl + A
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 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 Grab 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 capture will be displayed in a GrabIt Pro child window.

Capturing The 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:

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 Grab 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.

This provides you with a unique variety of different menu capture options.

Capturing A DOS Screen With GrabIt Pro

To capture a DOS screen or application follow these steps.

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

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 your 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.

Capturing The Entire Windows Desktop

To capture the entire Windows desktop follow the steps outlined below:

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 grab will be displayed in a child window.

Capturing Selected Areas Of A GrabIt Pro Child Window

You may want to capture only a portion of a previous GrabIt Pro screen capture, or a file opened from disk.

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. 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.

Opening and Viewing A Bitmap

To open a bitmap from disk select File from the main menu and choose Open, or press CTRL + O. You can select a bitmap from the list box, enter the drive and path to the bitmap you wish to load, or use the directory list box to change to the directory where your bitmap is located and then select it from the list box.

Saving A Captured Image To Disk

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

You can choose between various formats by selecting the Options Button on the file 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.

Important Information On Converting From Color To Monochrome

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.

Copying To And From The Clipboard

To copy text or graphics:

1. Select the area or the child window you want to copy.
2. Choose Edit Copy or press Ctrl+Ins.
3. Choose Edit Paste or press Shift+Ins.

To paste text or graphics

1. Choose Edit Paste or press Shift+Ins. If the clipboard is empty you will receive an error message.
2. The pasted image will be displayed in its own child window. The title bar will say pasted, and will list the size of your pasted image.

Printing A Screen Or Bitmap

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.

Technical Support

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

Shareware Evaluation Users

There is no voice tech support available for Shareware evaluation users.

1. You can get help by calling our BBS at 602-375-0531 (2400 Baud) or 602-375-9945 (9600 Baud). Leave a message to the sysop stating your problem. You will have an answer in a few days.
2. 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 tech support question.
3. 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 can get 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.