



## GrabIt Pro For Windows NT Help Index

GrabIt Pro is designed especially for Windows NT and the Win32 operating system. There are versions for the Intel X86 processor, the MIPS processor, and the DEC Alpha AXP processor. With version 4.1 you can capture directly to your printer! Since screen capture differs from Windows 3.1 please take the time to study this help file carefully. Pay special attention to the selected area capture directions. 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](#)



► Please Note: You can click anywhere on the capture dialog, not just in on the capture icon to begin a screen capture. This feature was provided so that you could have only a small portion of the capture dialog visible and still be able to capture a screen instead of requiring you to click on the capture icon only.

■ To capture an entire window:

1. Select Entire Window from the Grab menu or press Ctrl + W
2. The Capture Dialog box will be displayed.
3. Click on the capture icon and HOLD the left mouse button down, the icon disappears and the capture cursor is displayed.
4. Move the cursor to the Title Bar of the Window you wish to capture.
5. Click on the title bar.
6. The window will be captured as soon as the left mouse button is released.
7. You can repeat this process as needed. Press Done to return to GrabIt Pro where you can review your screen captures.

## ■ **Capturing The Client Area** Print This Topic

- Please Note: You can click anywhere on the capture dialog, not just in on the capture icon to begin a screen capture. This feature was provided so that you could have only a small portion of the capture dialog visible and still be able to capture a screen instead of requiring you to click on the capture icon 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 Capture Dialog box will be displayed.
  3. Click on the capture icon and HOLD the left mouse button down, the icon disappears and the capture cursor is displayed.
  4. Move the cursor to the client area of the Window you wish to capture.
  5. Click on the client area.
  6. The Client Area will be captured as soon as the left mouse button is released.
  7. You can repeat this process as needed. Press the Done to return to GrabIt Pro where you can review your screen captures.

## ■ **Capturing A Selected Area** Print This Topic ■

- This process is **completely different** in Windows NT then it is in Windows 3.1, please read the directions that follow carefully. You can mark and capture selected area's of GrabIt Pro **child windows only**.

**You MUST** either open a file, or perform the capture of a window, client area, or desktop before you can capture a selected area. Once you have done this then follow the directions below.

- To capture selected a area of a GrabIt Pro Child Window:
  1. Move the cursor to the **upper left hand corner** of the area in the child window you want to capture.
  2. Press and HOLD the LEFT mouse button down. The cursor will change into the crosshair cursor.
  3. As you move the mouse you will see that the area you are marking is shown in inverse video.
  4. When you have marked the area you wish to capture release the left mouse button.
  5. Your capture will be displayed in a new GrabIt Pro child window.

## ■ **Capturing A Menu and The Application Window** [Print This Topic](#) ■

### ■ **Capturing A Menu and the Application Window With GrabIt Pro**

There is only one way to do this under Windows NT, follow the directions shown below:

- To capture a menu and the application window at the same time:

1. Start the program that you want to capture
2. Make sure that GrabIt Pro is running
3. Switch to the other program and select the menu you want to capture.
4. Press the Print Screen button.
5. The entire windows desktop including the application and its menu are sent to the clipboard.
6. Switch to GrabIt Pro and choose Paste From Clipboard from the Edit menu.
7. Your applications screen and menu are displayed in a GrabIt Pro child window.
8. Now you can use the selected area capture of a GrabIt Pro child window to capture the menu portion of the screen. You will most likely need to use a paint program to clean up the area surrounding the menu for satisfactory results.

## ■ **Capturing An Application Running Full Screen** [Print This Topic](#) ■

- To capture an applications window when it is running full screen
  1. Start the program that you want to capture and then minimize it.
  2. Make sure that GrabIt Pro is running
  3. Switch to the other program and have it display the screen you want to capture.
  4. Hold down the Alt key and press the Tab Key.
  5. When the box in the middle of the screen reads GrabIt Pro, release the Alt Key.
  6. The GrabIt Pro window will now be displayed, choose capture desktop from the menu.
  7. Your applications screen will be captured.

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

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

■ **Please Note:** You can click anywhere on the capture dialog, not just in on the capture icon to begin a screen capture. This feature was provided so that you could have only a small portion of the capture dialog visible and still be able to capture a screen instead of requiring you to click on the capture icon only.

**Note:** The client area of a window is that portion **below** the title bar and **inside** the border of the 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 your DOS screen in a window.
4. Choose Grab Client Area from the Main GrabIt Pro Menu
5. The Capture Dialog box will be displayed.
6. Click on the capture icon and HOLD the left mouse button down, the icon disappears and the capture cursor is displayed.
7. Move the cursor to the client area of the DOS Window you wish to capture.
8. Click on the client area.
9. The Client Area will be captured as soon as the left mouse button is released.
10. You can repeat this process as needed. Press the Done to return to GrabIt Pro where you can review your screen captures.

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.

■ Use the **Invert Option** to save DOS screen captures as black on white for superior clarity when printed. This lends a look of professionalism to your documents.

## ■ **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** [Print](#)  
This Topic ■

- To capture selected a area of a GrabIt Pro Child Window:
  1. Move the cursor to the **upper left hand corner** of the area in the child window you want to capture.
  2. Press and HOLD the LEFT mouse button down. The cursor will change into the crosshair cursor.
  3. 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 new 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.

- Use the **Invert Option** to save DOS screen captures as black on white for superior clarity when printed. This lends a look of professionalism to your documents.



## **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 and 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 ■

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Phoenix, AZ 85022 USA

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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**

<b><u>Action</u></b>	<b><u>Key Combination</u></b>
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 The Entire Window	Ctrl + W
Capture The Client Area	Ctrl + C
Capture The Windows Desktop	Ctrl + D
Hide Window When Grabbing A Screen Shot	Ctrl + H

## ■ **Trouble Shooting Help**

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If you are having trouble with GrabIt Pro 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 4.1 For Windows NT**

### **New Features In Version 4.1 Are:**

- **Capture Directly To The Printer** - Print Screen For Windows At Last!
- GrabIt Pro is now a Drag and Drop client.
- Right mouse button popup menus for child windows
- User defined image sizing and scaling options for printing
- 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, 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 Grabl Pro you can print a screen capture or portion of a screen capture immediately after you have captured it. In addition you can load from disk and print any Windows bitmap. Grabl 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**

Grabl Pro now has complete user defined image scaling. See [Image Scaling](#) for complete information

#### **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.

## **Right Mouse Button Menu**

GrabIt Pro now makes full use of your mouse by providing you with convenient right mouse button menus.

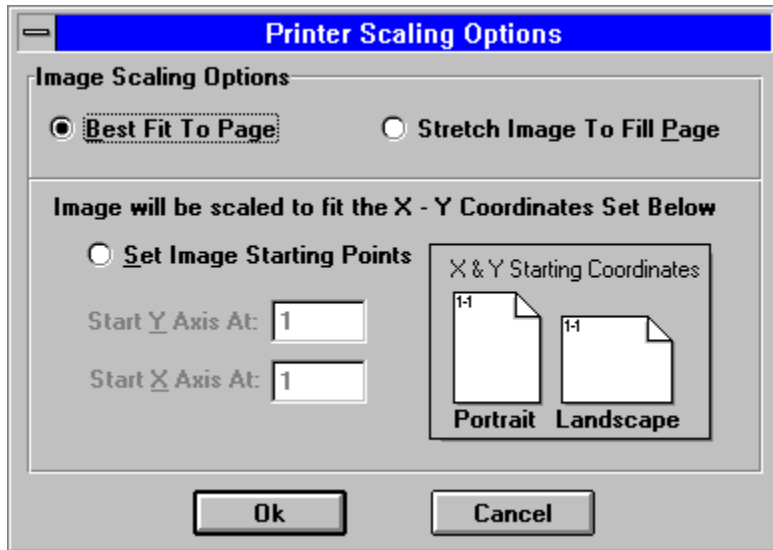
The right mouse button will popup a menu whenever you right click it on a child window. You can Open, Save, Copy and Paste to the Clipboard, and Print with a click of the right mouse button.

## Sizing and Scaling an Image

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Now you have complete control over the size of the printed image produced by GrabIt Pro. The options are shown on the graphic below. Click on each item for a complete description.

- As noted elsewhere these features are only available in the registered version of GrabIt Pro.



## **Best Fit To Page**

Best fit to page will do exactly what its name implies. It examines the currently defined paper in your printer and tries to print an image that will best fit **across** the page. This is the default setting and it works well on most screen printing jobs if the image is a window or desktop capture.

- As noted elsewhere these features are only available in the registered version of GrabIt Pro.

### **Stretch To Fill Page**

Select this option if you want to print an extremely large image, or want the image to fill the page regardless of size.

- As noted elsewhere these features are only available in the registered version of GrabIt Pro.

## Scale the X and Y axis for an exact image size

This is the most flexible option, but it will take some experimentation on your part. As shown in the graphic the X and Y coordinates start in the upper left hand corner of the page. There is no set formula for scaling the image, but remember that the entire image will be sized to fit in the rectangle you specify.

For example, if you enter 10 in both fields and print out a desktop capture you will end up with a tiny printed image of the desktop. By the same token if you specify a large area for an icon size image it will be stretched to fit the area. As stated above the only sure way to get the exact scaling for an image is to experiment with several different settings until the correct one is found your image.

- **PLEASE NOTE:** The scaling default is Best Fit To Page, so when you do a capture directly to the printer you get the best possible result. If you enter X and Y scaling options they are NOT saved from one session to another. Since every image is different it would not make sense to save individual image X and Y numbers. If you capture the same screen many times, write down for future reference the X and Y values that worked best for that image. Then you will have these figures ready the next time you capture the screen again.
- As noted elsewhere these features are only available in the registered version of GrabIt Pro.

## ■ **NTFS Long Filename Support**

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GrabIt Pro supports the NT File System completely and will open and save files in both the new long file name format and the DOS 8.3 character file names. Areas of the program that display file and directory names are horizontal scrolling so that you can view the entire file name.



## ■ **Capturing A Window To The Printer**

Print This Topic ■

When you capture a window to the printer your screen capture is also put into a GrabIt Pro window. This gives you confirmation on what exactly was sent to the printer. You can save this to disk as a digital representation of your print screen, or close it as needed.

■ As noted elsewhere these features are only available in the registered version of GrabIt Pro.

■ To capture an entire window to the printer:

1. Select Entire Window from the Grab To Printer menu
2. The Capture Dialog box will be displayed.
3. Click on the capture icon and HOLD the left mouse button down, the icon disappears and the capture cursor is displayed.
4. Move the cursor to the Title Bar of the Window you wish to capture.
5. Click on the title bar.
6. The window will be sent directly to the printer as soon as the left mouse button is released.
7. You can repeat this process as needed. Press Done to return to GrabIt Pro

## ■ **Capturing The Desktop To The Printer**

Print This Topic ■

When you capture the Windows Desktop to the printer your capture is also put into a GrabIt Pro window. This gives you confirmation on what exactly was sent to the printer. You can save this to disk as a digital representation of your print screen, or close it as needed.

■ As noted elsewhere these features are only available in the registered version of GrabIt Pro.

■ To capture the Windows Desktop to the printer:

1. Select Window Desktop from the Grab To Printer menu
2. The GrabIt window will disappear
3. The GrabIt window will re-appear
4. Your desktop capture is sent directly to the printer.

## ■ **Drag and Drop Files To Open Them**

[Print This Topic](#) ■

GrabIt Pro is a drag and drop client, this means that you can drag files from the windows file manager and drop them on the GrabIt Pro window to open them. You can drop as many files as you want, up to the point where your system runs out of resources available to open them. When this occurs, or if you drag and drop a file that isn't a bitmap GrabIt Pro will inform you with the appropriate error message.



