

GrabIt Professional

Version 4.1

**Screen Capture and
Graphics Enhancement
for Microsoft Windows 3.1 (tm)**

From...

Software Excellence By Design Inc.

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Introduction

Welcome to 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 can 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. Its 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 4.1

**** Capture Directly To The Printer**

You can capture either the windows desktop, a selected area, or window capture directly to the printer. At the same time the capture is also placed into a child window so that you can save it to disk or re-print it if necessary. **This option is available in the registered version only.** If you need this functionality and can't wait for the mail, registering by phone will get you a registration number that will activate all of GrabIt Pro's functionality immediately.

**** Image Scaling Options**

You can now specify exactly how large or small to print an image on the currently selected paper in your printer. In addition you can select the best fit to page option which will do the calculations necessary for the best possible quality printout. The third option lets you tell the printer to stretch the image to fill the page completely with the image. **This option is available in the registered version only.** If you need this functionality and can't wait for the mail, registering by phone will get you a registration number that will activate all of GrabIt Pro's functionality immediately.

**** Drag and Drop Client**

Now you can drag bitmap and rle files from file manager and drop them on GrabIt Pro to open them. GrabIt Pro makes a wonderful graphics clipboard when you are working with a large number of images. Open them in GrabIt Pro child windows and copy them to other sources as needed.

**** Right Mouse Button Menu**

Now you can access the most often used functions by just clicking the right mouse button on any GrabIt Pro child window. You have the option of Opening a file, Saving a file, Copy or Paste, and Print all at the click of the right mouse button.

**** 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.

**** Printer Selection and Setup**

Now you can change and setup different printers directly from the GrabIt Pro File Menu.

GrabIt Pro Procedures

Procedure -> Capture An Entire Window

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.

Procedure -> 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.

Procedure -> Capturing A Selected Area Of The Screen

To capture selected a area of a GrabIt Pro Child Window:

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.

Procedure -> 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 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.

Procedure -> 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.

Procedure -> Capturing An Application Running Full Screen

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.

Procedure -> Capturing A DOS Screen With GrabIt Pro

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

To capture a DOS screen or application:

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

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.

Procedure -> 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.

Procedure -> Capturing A Window To The Printer

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 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. The window will be sent directly to the printer as soon as the left mouse button is released.

Procedure -> Capturing The Desktop To The Printer

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.

Procedure -> Capturing A Selected Area To The Printer

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

To capture a selected area to the printer:

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 is sent directly to the printer.

Procedure -> Capturing Selected Areas Of A GrabIt Pro Child Window

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.

Procedure -> 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. Pressing the info button will show you the size and color format of the iamge currently selected in the listbox.

Procedure -> 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.

Procedure -> Copying To And From The Clipboard

To copy text or graphics:

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

OR...

You can press the right mouse button for it menu

Procedure -> 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.

OR...

You can press the right mouse button for it menu

Procedure -> Printing A Screen Or Bitmap and using the Image Scaling Options

Image Scaling Options

IMPORTANT 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.

OPTION -> Best Fit To Page

Best fit to page will do exactly what it's 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.

OPTION-> 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.

OPTION-> 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.

Procedure -> 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

Laser Printers

With GrabIt 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. 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.

Procedure -> Drag and Drop Files To Open Them

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.

Reference -> Accelerator Key Reference

Listed below are all of the keyboard shortcut keys.

<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

Technical Support

NOTE: Before doing anything else please call our BBS, we post patches and updates as needed to keep our software as functional and error free as possible. There is a good chance that the problem or question you have will be available via one of the on-line help bulletins or in the message base.

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.