Capture It! Ver. 2.0 User's Manual

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CONTENTS

Chapter 1

INTRODUCTION

This chapter describes important information you should know before using Capture It!.

1.1. Welcome

Welcome to **Capture It! Ver. 2.0**, an easy-to-use capturing utility for MS-WINDOWS. Among several unique features of Capture It!, the following will surely improve your performance in the daily use of your computer.

Capture It! can:
- Capture any kind of screen image and transfer it to files, clipboards, printers, etc.
- Allow easy handling of images with the use of **Picuture Menu** and **View Window**.
- Be operated at any time even while other applications are running, with the help of **Hot Keys**.
- Flexibly create the prototype of images for other applications.

This manual is intended to provide users with over-all information for using Capture It! We hope it will help you make the most of it.

1.2. REGISTRATION

Capture It! is SHAREWARE with a TWO WEEK trial period.
After the trial period expires, you should either register it or delete it.
Please note that some functions of this shareware version are not included.
If you plan to continue using it, please register it in order to obtain the complete version of Capture It!.
Refer to **REGIST.TXT** for more information.

1.3. System Requirements

To make use of all the functions of Capture It!, you should have:
- A computer running Microsoft MS-WINDOWS Ver 3.1.

Chapter 2

INSTALLATION

This chapter describes how to install Capture It! on your computer.
We recommend that you make a backup copy of the original package before installation.

2.1. Manual Installation

1. Make a directory for Capture It!.
2. In the Capture It! package you will find the following 5 files.

   Copy these files into the directory.
   ```
   CAPTIT.EXE
   CAPITIT.DLL
   CTCTRL.DLL
   CIJPRSRC.DLL
   CIUSRSRC.DLL
   ```
3. Launch MS-WINDOWS.
4. From the **FILE** menu in the Program Manager, select **NEW** to install Capture It! to your MS-WINDOWS environment.

Chapter 3
GETTING STARTED

This chapter presents an overview of Capture It! The first two sections (§ 3.1,§3.2) refer to the basic features and functions of Capture It! And later, we will see how each function works and what is necessary for them to function as they should.

3.1. Running Capture It!

From the program manager
> If you have already installed Capture It! on the program manager in MS-WINDOWS, simply double click on the Capture It! icon to launch it.

From the MS-DOS prompt
> Type **WIN CAPTIT** to start Capture It! from the DOS prompt.
> Please note that you cannot execute Capture It! without using MS-WINDOWS.
> For the installation of MS-WINDOWS, please refer to *MS-WINDOWS Ver 3.1 Reference Manual.*

3.2. Main Window

Main Window of Capture It!

Buttons

The **Main Window** of Capture It! has 5 buttons, each of which has a specific function and can be activated by clicking it on. Below are the buttons and their functions:

Starts capturing images on the screen.

 View Window Button

Brings up the **View Window** to list the pictures you have captured.

 Foregrounding Button

Brings pictures to the foreground. This button is used when the windows of the pictures are hidden by some other windows of another application program.

 Delete All Button

Deletes all the pictures you have captured. Note that you cannot undo this operation. A dialog will ask you to confirm the operation. Click **[Yes]** to continue, **[No]** to cancel the operation.
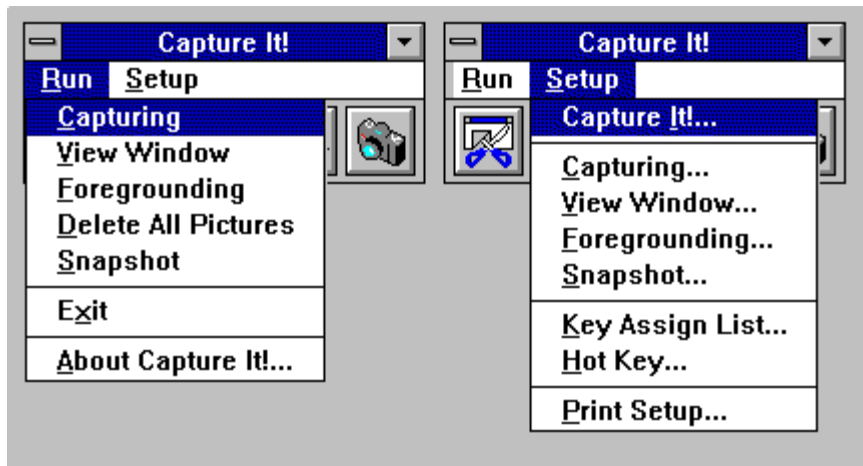
 Snapshot Button

Captures a specified image at a selected time.
See *§ 4.5. Snapshot Setup* to set the parameter of Snapshot.

Menu Items

The items in the Menu Bar include the following commands.

Menu Items in the Menu Bar

Run

Capturing	....	
View Window	.....	
Foregrounding	.....	These commands correspond to the
Delete All	.....	aforementioned buttons.
Snapshot	....	
Exit		Exits Capture It!
About Capture It!...		Shows Version Information of Capture It!

Setup

Capture It!...	....	
Capturing ...	.....	
View Window ...	.....	Configurations for each commands in the Run Menu
Foregrounding...	.....	
Snapshot...	....	
Key Assign List...		Shows Key Assign List
Hot Key...		Customizes Hot Keys
Print Setup...		Sets up for printer

3.3. Capturing

How to Capture Images?

To start capturing, either click the **Capturing** button or select the **Capturing** command in the **Run** item. Capture It! provides three modes for capturing, one of which you can select according to your purpose. Whichever mode you use, the steps to be followed as written below, are quite simple:

(1) Select mode

You can tell which of these modes you are currently in, by the shape of the cursor. Everytime you press the **SPACE** Bar, one of the three modes will appear. Press the **SPACE** Bar until the icon of the mode you want comes up.

(2) Start Capturing

To start specifying the area which you want to capture, move the cursor to the corner of the image, then press the left mouse button or **RETURN** Key.

(3) Mark

Mark the area of your choice with the cursor by going around it. Please note that if you start capturing by pressing the mouse button, you should keep holding it until the outline is fixed.

(4) Finish

After specifying the area, release the mouse button or press the **RETURN** Key again to finish the operation.

Capturing Mode

Now, let us see how each mode works and in what ways each one is different:

Box Capturing Mode

When in this mode, the images captured always have the shape of a box.
Normally, the upper left and lower right corner of the box should be selected.

Free Shape Capturing Mode

Unlike the box capturing mode the Free Shape Capturing mode allows you to pick out
the only necessary area of the image. Specify the outline of the area to be extracted
from the original image.

Window Capturing Mode

This mode is slightly different from the other two modes in terms of its steps to be
followed. You can capture the window itself as a unit. Just click the window desired
on your screen.

NOTE

For more precise capturing, Capture It! has prepared several special functions.
See § 5.1. Tips for Precise Capturing for more details.

3.4. Picture Menu

Now that we have captured the pictures, let us see how to manipulate them.

Basics

(1) Dragging Pictures

You can freely drag the pictures by using a mouse. The shape of the cursor is something like this:

(2) Resizing Pictures

If the size of the picture is changeable, it can be changed by dragging one of the corners of the frame:

Resizing Picture

Please refer to *4.1. System Setup* to customize the frame.

(3) Showing Picture Scale

While holding the `CTRL` key, press the right mouse button to show the dimensions of the picture. The dimensions now on the screen
will be shown until the button is released.

Showing Picture Scale

Picture Menu

By pressing the right mouse button while the cursor is inside the picture, the following window will come up on the screen. This is the **Picture Menu**. It will help you perform further operations:

These commands are activated by clicking on the icon. Below are the functions of each command:

Deletes the picture.   **CAUTION!** You cannot undo this operation.

Tranfers the picture to the clipboard by means of the **DDB** or **DIB** format.

Saves the picture as a bitmap file. You will see the following window come up:

Using this dialog, fill in the drive, directory, and filename of the picture.

(The default name for the extention of the file is `.bmp`)

Save Dialog

Prints the picture. Use the following dialog to determine the rate of magnification 30%~300%). If the **Adjust** box is marked, the picture will be printed to match the size of the paper.

Customizes the picture. Use this dialog to determine the type of frame.

3.5. View Window

The **View Window** makes a list of all the pictures you have captured.
Please keep in mind that images can still be captured while the **View Window** is on the
screen. In this case, the picture you capture will be automatically set in the **View Window**.

3.6. Foregrounding

As you capture several images, your screen will probably be filled with a lot of
windows. Click on the **Foregrounding** button to bring all the pictures to the foreground.

3.7. Delete All Pictures

If you want to delete all the pictures you have captured, press the Delete All button.
Then, in the following window, you will be asked if the operation is really what you need.
Click **[OK]** to continue, or **[Cancel]** to abort it.

3.8. Snapshot

The **Snapshot** function presents another way to capture screen images, in which you can customize the performance of Capture It! in a more flexible way.

Before you use Snapshot, in order for it to work properly, you need to set several parameters.
See *§ 4.5. Snapshot Setup* for information on how to customize it. § 4.5. will tell you that the following terms should be customized:

>
> **Where to Capture**
> **When to Capture**
> **Output Destination**
> **If the cursor should be included**

After you determine these parameters, whenever you activate the Snapshot, the specified area will be captured, based on the conditions set in the Snapshot Setup.

You will see an example of this usage in *§ 5.3. Capturing the Windows*.

3.9. Exit

To exit Capture It!, click either the **Exit** command in the Run menu or select the **Close** command in the System Menu. The following dialog will appear asking you if the changes in Setup you have made should be saved:

<div align="center">Exit Dialog</div>

The default is to save all changes, in order for them to be in effect the next time you use Capture It!. If you do not wish to save them, disable it by clicking on the **Save Settings** box, and the "**X**" mark will disappear from the box.

Also, in the case where you have not saved the pictures, you will be asked if it is okay to exit. Click **[OK]** to exit, or **[Cancel]** to get back to the Main Window.

Chapter 4

Capture It! SETUP

In this chapter, we will see how to customize the performance of Capture It!, by means of which you can make up your own Capture It! to match your computer environment.

4.1. System Setup

Click the Capture It! command in the Setup menu, or holding the **CTRL** key, click on the area outside the main window or caption area. The System Setup dialog will appear:

System Setup Dialog

General Setup

- **Minimize at Startup**   Capture It! will start up in the **Icon mode** the next time it
  is used.
- **Hide Menu**   The menu in the main window will be hidden. To show
  the menu again, cancel this item from this dialog or click
  Show Menu from the System Menu.
- **Sounds**   If you have a hardware system able to play **WAVE** files,
  someoperations such as Capturing, Snapshot, etc.
  will be accompanied by sound.
- **Language**   For menus, dialogs, alerts, etc., either English or Japanese can be
  selected.

When Capturing,

- **Hide Capture It!**   The Main window of Capture It! will be hidden while capturing.
- **Hide View Window**   Hides the view window, if it is on the screen.
- **Hide Pictures**   Pictures will be hidden, if there are any.

Picture Setup

- **Zooming Animation**   Shows zooming animation of picture frame when opening.
- **Frame Shade**   Shades the frame of pictures. Please note that pictures
  captured in free shape mode cannot be shaded.
- **Confirm at Deleting**   An alert will appear asking if you are really sure about
  deleting pictures.

Delete Alert Dialog

- **Exchange Mouse Buttons**

Exchanges the functions of right and left mouse buttons.

The default Setup are as follows:

- **LEFT** ..... moving pictures
- **RIGHT** ..... bringing up the Picture Menu

Frame Setup

The color of the frame must be specified as a code to indicate whether you can resize the captured pictures or not.

- **Resize Picture** You can resize the pictures when this item is checked and the frame is colorized at the same time.

Menu View

Changes picture menu view to vertical or horizontal.

4.2. Capturing Setup

Click the **Capturing** command in the Setup menu, or click the **capturing** button while holding the **CTRL** key, to bring up the Capturing Setup dialog.

Capturing Setup Dialog

Initial Mode

You can choose the intial mode from the three capturing modes:

- **Box Capturing** — When the Show Size item is checked, It will indicate the cursor coordinates when selecting the capturing area, and the box size when deciding the area.
- **Free Shape Capturing** — Checking the Make Background Transparent item will make the background of the captured picture transparent.
- **Window Capturing**

Destination

Choose the destination of the captured screen image. You may select more than one destination at the same time, but there has to be at least one destination checked. The captured image is tranfered to the destinations simultaneously.

The destinations are:

Picture
Clipboard
File (BMP)
Printer

Other Setup

- **Show Cursor Guidelines** — Horizontal and Vertical cursor guidelines will appear when selecting the capturing area.
- **Cursor Area Zoom-In** — Zooms in around the area of the cursor, when in Box Capturing Mode or Free Shape Capturing Mode.

4.3. View Window Setup

Select the **View Window command** in the Setup menu, or click the **View Window** button while holding the **CTRL** key, to bring up the **View Window Setup** dialog.

View Window Setup Dialog

Show Entire Picture   When the picture is larger than the view window, the upper left part of it will be seen. When this item is checked, the picture size is reduced so that the entire picture may be seen in the **View Window**.

4.4. Foregrounding Setup

To bring up the Foregrounding Setup dialog, click the **Foregrounding Setup** command in the Setup menu, or click the **Foregrounding** button while holding the **CTRL** key.

Foregrounding Setup Dialog

Arrangement   You can adjust the location of the pictures when foregrounding. If you choose *None* in this menu, the pictures will be foregrounded at their original positions.

4.5. Snapshot Setup

Select the **Snapshot command** in the Setup menu, or click the **Snapshot** button while holding the **CTRL** key, and the Snapshot Setup dialog will appear.

Snapshot Setup Dialog

General Setup

• **Include Cursors**   Cursors will be included at capturing in the captured screen image.

• **Use Timer**   When this item is checked, Snapshot capturing will occur at the specified time. You can capture screen images with pull-down menus, dragged items, and so on. The remaining time will be indicated in the caption of the main window. The timer count will stop in the Capturing Mode. Also, the timer can be discarded by clicking the Snapshot button again while count-down is in progress.

Snapshot Modes

When using Snapshots, you can choose from the following three modes:
Full Screen, **Current Window**, **Area**.

• **Current Window**   Choose either from **Entire Window**, or **Client** (Without Menu, Caption) to capture.

• **Area**   You can select the capturing area by entering the coordinates, or by using the mouse.

• **Use Mouse Button**   You can select the capturing area by using the mouse when this box is marked. By dragging the mouse to select the area, the coordinates will be automatically set. To aid you in more precise capturing, the **Information Window** will come up while using the mouse.

• **Confirm Button**   By marking this box, a dotted line will appear around the

selected capturing area, so that you can recognize it more
clearly. Press mouse button or any key to end the confirmation.

Destination Setup

Choose the destination of the captured screen image. You may select more than one
destination at the same time, but there has to be at least one destination checked.
The captured image is transfered to the destinations simultaneously. The destinations
to choose are:

> **Picture**
> **Clipboard**
> **File (BMP)**
> **Printer**

4.6. Hot Key Setup

Capturing, View Window, Foregrounding, Delete All Pictures, and Snapshot can be acti-
vated by pressing the pre-set Hot Keys. If Capture It! is active, you can capture screen
images by pressing the Hot Keys even when using other applications. Hot Keys are active
also at the state of Minimize on Use.
Select the **Hot Keys** command in the Setup menu to bring up the **Hot Keys Setup**
dialog:

<div align="center">Hot Key Setup Dialog</div>

Click on the command button and a dialog will appear requesting you to press the key as a
Hot Key for the command. Press the keys you want to use as Hot Keys for this function. You
cannot use the keys already in use as Hot Keys for other commands. Press the **[Discard]**
button in this dialog to cancel the Hot Key Setting.

<div align="center">Hot Key Customize (1)</div>

Here for example, let us set **CTRL+SHIFT+C** keys for the Capturing command.
Press **CTRL+SHIFT+C** keys, then you will see the following window.

<div align="center">Hot Key Customize (2)</div>

Click **[OK]** button to get back to the previous window:
(You can also disable the previously assigned key setting by pressing the **[Discard]** button.)

Click the **[Done]** button to end. When the **CTRL+SHIFT+C** keys are pressed, you will see

the mouse cursor change and Capturing start.

NOTE

(1) The keys appropriate for Hot Keys are:

- Alphabet Keys **(A ... Z)**
- Numeric Keys **(0 ... 9)**
- Function Keys **(F1 ... F15)**
- Symbols Keys **("+" "-" "*" "/" "=" "," "." "[" "]" "@" "\" "^")**
- Other Keys **(INS DEL PAGEUP PAGEDOWN HOME END)**
- Cursor Keys **(← ↓ →)**

- **CTRL** + One of the above keys
- **SHIFT** + One of the above keys
- **CTRL + SHIFT** + One of the above keys

(2) General keyboard expressions are used in the Hot Key Setup. It may differ from the
keytop figures on your keyboard. See the Keyboard correspondence list of the
MS-WINDOWS Ver. 3.1 Manual for details.

4.7. Printer Setup

Click the **Printer Setup** command in the Setup menu to bring up the **Printer Setup**
dialog. This operation is subject to the printer driver which you have separately installed
beforehand. Please refer to the printer drivers manual of your printer for the Setup.
The Printer Setup will only be effective while using Capture It! It will not effect the System
Printer Setup.

4.8. Key Assign List

As we have seen, Capture It! has a special set of keys, each of which corresponds to specific operations. You can see the list of those Setup by clicking on the **Key Assign List** in the Setup Menu:

<div align="center">Key Assign List</div>

Chapter 5

FOR MORE...

This chapter refers to additional information to improve your working performance with Capture It!

5.1. Tips for Precise Capturing

Zooming Into the Cursor Location

By pressing the **SHIFT** key before capturing, you will zoom in on the cursor area. Zoom-In rates and cursors can be changed when using **Capturing Setup**. This function is not active however, in the Window Capturing Mode.

Indicating Box Size and Cursor Location

By setting the **Show Size** item in Capturing Setup, when using the **Box Capturing Mode**, the cursor coordinates and box size will appear on the screen at the beginning and end of the capturing, respectively:
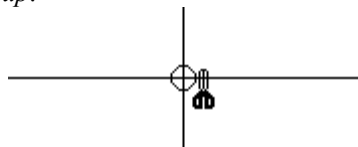

Indicating Box Size and Cursor Location

Capturing by Keys

You can also specify the capturing are by pressing the **RETURN** key.
The Cursor Arrow keys can be used to move the cursor pixel by pixel.

Showing Cursor Guidelines

You can show horizontal and vertical, cursor guidelines to confirm the capturing area.
 Refer to *§4.2 Capturing Setup*.

Cursor Guidelines

Fixing Cursor's Horizontal or Vertical Positon

While holding the **X** or **H** key, the horizontal cursor position will be fixed. The vertical cursor position will be fixed by the Y or V key. Using it together with the Cursor Guidelines

helps in precise capturing.

5.2. Pasting Pictures to Other Applications

Let us show you how to transfer captured screen images to other applications such as, wordprocessors, graphics software, and Desk Top Publishing software.

(1) Select **Clipboard** as the destination in Capturing Setup:

(2) Capture screen image.

The captured image is tranfered to the clipboard simultaneously:

(3) Launch the other application, and then paste the contents of the clipboard to one of its files.

Using this method, you can immediately paste the image onto other applications without copying(cutting) from the original data. You can also cut & paste it again easily afterwards from the picture on the screen. You can save the image in a file as a bit mapped image, or print it out at the same time to save time and prevent losing important data.

5.3. Capturing the Windows

It is essential to capture screen images of the menus in order to write a manual like this one. You also need the cursor seen in the image. Capture It! can do this easily!

(1) Snapshot is used to capture menus. To include the cursor, we need to set the Hot Keys. We will set **SHIFT + F10** here for the Snapshot command.

(2) Check **Include Cursor** box to include cursors. For example let us capture **Current Window** here. Check the **Entire Window** item to include the menu. Also, select **Printer** as the destination.

(3) We are ready to shoot! Open the menu you want to capture, place the cursor to the desired position and press **SHIFT + F10**. A screen image with a open menu and a cursor is captured.

ACKNOWLEDGEMENT

How to contact us?

  If you have any questions, problems, comments, or suggestions, please do not hesitate to contact us by using CompuServe E-mail, FAX, or by postal mail. When reporting a problem, please let us know the hardwares and softwares in detail to make the cause tracking easier.

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