WinCapture Help Index

The Index lists all Help topics available for WinCapture. Use the scroll bar to see entries not currently visible in the Help window.

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Using WinCapture

Once you have WinCapture configured the way you want, it is unnecessary to open the menu to make your captures.   Simply start WinCapture, press your designated hot key to make your captures, and that's it!   WinCapture will remain running until "Close" is selected from the WinCapture Menu or until Windows is exited.

If you are capturing an area, WinCapture will change the cursor to an cross when you select the hotkey. To define your area:
    a. Move the cursor to the upper left point of the area to be marked off.
    b. Hold down the left mouse button.
    c. Move the cursor to the lower right corner of the area to be marked off.
    d. Release the left mouse button.

Capture Setup

Use this selection to configure the way WinCapture is to work.

How to configure WinCapture

1.   From the WinCapture Menu select "Capture Setup". This will activate the "WinCapture Setup" dialog box.

2.   In the "Capture" area choose the type of capture you will be doing (area, full screen, client area or window).

3.   In the "Hot Key" area choose the key that is to activate WinCapture.   You must pick one of the function keys.   In addition, you can designate the "Ctrl", "Alt", or "Shift" (or any combination of these) as keys that must be pressed with the function key to activate WinCapture.

4.   In the "Image Processing" area select any image processing that should be done to each image captured. The available options are; Greyscale and Invert Colors.

5.   In the "Send To" area select where WinCapture should send your images.   The available options are; Clipboard, Printer and Disk.

6.   If you have selected "Disk" from the "Send To" area of the dialog box in step 5, the "File Format and Directory Setup" button will activate the "File Format and Directory Setup" dialog box.   Choose the directory where the image is to be sent and the image file format it is to be saved as.   Note: If "Disk" is not selected from the "Send To" area in step 5, this button will not be available for use.

The "WinCapture Setup" Dialog Box

The "Capture" area
    The Capture area will allow you to select the type of capture that is to take place. To select one of the options, click on the desired option button.   The allowable options are:
        Area - This option will allow you to define the area that is to be captured.
        Full Screen - This option will capture the full screen.
        Client Area - This option will capture the client area of the active window.
        Window - This option will capture the active window.

        Include Cursor - This option may be checked when you have selected the Capture area to be Full Screen, Client Area or Window.   If this option is selected WinCapture will include the cursor in the capture if the cursor lies within the capture area.

The "Hot Key" area
    The Hot Key area will allow you to select the hot key combination that will be used to activate the capture. You must pick one of the functions keys by clicking on its option button. In addition, you can select "Alt", "Ctrl" and/or "Shift" to be used in conjunction with the function keys by clicking on the appropriate check box.

The "Image Processing" area
    The image processing section will allow you to select any image processing that should happen to each capture. To select one or more of the image processing, you can click on the associated check box. Your available options are:
        Greyscale - This option will convert your colored image to a greyscaled image.
        Invert Colors - This option will create a negative image of your capture (change each color to its compliment).

The "Send to" area
    The Send to section allow you to designate the various places that the capture should be sent to. To select one or more of the options, click on the associated check box. The different places that the capture can be sent to include; clipboard, printer and the disk.
        Clipboard - This option will save the captured image to the clipboard.   Note: Since only one image at a time is stored in the clipboard, only the last capture will be available.   The clipboard will delete the previous contents.
        Printer -This option will send the captured image to the printer.
        Disk -This option will save the captured image to the directory and format that you have specified. Use the "File Format and Directory Setup" Command Button to select the directory and format to be used.

The "File Format and Directory Setup" Command Button
    This will activate the "File Format and Directory Setup" dialog box.   This will allow you to select the directory and format to use when saving a captured image.

The "Cancel" Command Button
    If you change your mind and want to back out without saving the changes you have made click the "Cancel" command button.

The "OK" Command Button
    Click the "OK" command button (or press "Enter") to save the changes that you have made.

The "File Format and Directory Setup" Dialog Box

The "Directory:" Display
This displays the current directory that the image will be saved to.   If you change the drive and/or the directory (by using the "Directories" list box), the "Directory:" display changes accordingly.

The "Directories" List Box
The "Directories" list box displays the drives and directories available for saving images. If you want to save to a different drive or directory, double click on the drive, or directory, of your choice.

The "Format" List Box
The "Format" list box lists the formats that are capable of holding your captured images. For example, if you are using a video driver that is running at 16 million colors, then the GIF format would not be displayed since it can not hold this type of image.   To change between the available formats, click the mouse pointer on the type of format you want to use.

The "Cancel" Command Button
If you change your mind and want to back out without saving the directory or format changes click the "Cancel" command button.   You will be returned to the WinCapture Setup dialog box.

The "OK" Command Button
Click the "OK" command button (or press "Enter") to save the directory and the file format of saved images.

Printer Setup

Use this selection to change the active printer, and/or to set up the way the active printer is configured.

How to change the active printer

1.   From the WinCapture Menu select "Printer Setup".   This will activate the "Printer Setup" dialog box.   It will display the printers that are installed for Windows.

2.   Highlight the printer that you want active.

3.   Click the "OK" button (or press "Enter").

How to change the configuration of a printer

This procedure is the same as for   "How to change the active printer", except you go a step further.

1.   From the WinCapture Menu select "Printer Setup".   This will activate the "Printer Setup" dialog box.   It will display the printers that are installed for Windows.

2.   From the "Printer Setup" dialog box, click the "Setup" command button to display a configuration box applicable to your selected printer.   This configuration box will be arranged differently depending upon which printer type you have selected.   Refer to your printer's manual for information about the various configuration selections.

3.   You can change the configuration of the printer as you desire.   When finished, return to the "Printer Setup" dialog box and click the "OK" button   (or press "Enter").

If the printer that you have selected is using a Windows 3.x printer driver, the changes you make to your printer's setup will only be effective for WinCapture.

The "Printer Setup" Dialog Box

The "Printer:" List Box
    The printers already installed to Windows will be listed here.   If multiple printers are installed, you can select which printer will be active for this WinCapture session.

The "Setup" Command Button
    Click the "Setup" command button to produce additional dialog boxes containing various options for the selected type of printer.   You can change the configuration of a printer's operation for this WinCapture session.

The "Cancel" Command Button
    If you change your mind and want to back out without changing the current printer selection, click the "Cancel" command button.

The "OK" Command Button
    Click the "OK" command button   (or press "Enter") to activate selections you have made for this WinCapture session.

View Last Capture

Use this selection to display the last image that was captured.

How to view the last capture made with WinCapture

1. From the WinCapture Menu select "View Last Capture".   The last capture that was made will be displayed.

2. Press any key to return to Windows.

Help

Use this selection to activate the WinCapture on-line help system.

How to select "Help"

    1. From the WinCapture menu select "Help".   This opens the "WinCapture Help" window containing an index of topics you can select for viewing.

    2. Close the help window when you are through. You will be returned to the WinCapture icon.

About

Use this selection to display general information about WinCapture and your video system.

How to select "About"

1. From the WinCapture menu select "About".   This opens the "About WinCapture" dialog box.   This describes the copyright and the version of WinCapture you are using. The box also provides information about the video system you currently have installed.

2. Click the "OK" button   (or press "Enter").

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