

# GrabIt Professional

## User's Manual

**Version 5.0**

for

**Microsoft Windows 95(TM)**

**Microsoft Windows NT Version 3.51 (TM)**

From...

**Software Excellence By Design Inc.**

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# Introduction

## **Welcome to GrabIt Pro!**

GrabIt Pro is the best utility available for capturing images under Windows 95 and Windows NT. GrabIt Pro is perfect for technical writers, programmers, and graphic artists. There is no finer tool available for creating graphics for documentation and bitmaps for inclusions in programs. GrabIt Pro can also help you conserve large amounts of disk space by offering you the option of saving your images in compressed RLE format.

All of the procedures in this manual are written in an easy to follow 123 step format. In order to get the most out of GrabIt Pro please review the section on using Hot Key Capture versus using the Capture Tool.

## **Partial List of Features in Version 5.0**

- > **Capture using Hot Keys or our unique capture tool.**
- > **Capture a USER PRE-DEFINED area. (this is great!)**
- > **Include the cursor in captures.**
- > **Mark any area to capture it.**
- > **Capture any Windows menu.**
- > **Capture client area.**
- > **Capture entire window.**
- > **Capture the Windows Desktop.**
- > **Auto Increment Of Capture Names.**
- > **Right Mouse Button Menu**
- > **Screen Invert Feature When Saving**

# GrabIt Pro Procedures

## Setting Up GrabIt Pro

### **Defining Hot Keys**

1. Choose Setup Options from the Capture Menu
2. The setup dialog will be displayed.
3. You can assign keys from F2 - F12 to any of the capture options available or accept the default settings.

### **Include Cursor In Capture**

Choose this Check Box if you want GrabIt Pro to capture the mouse cursor at the same time it captures the screen. This can be very helpful if you are writing documentation. You can use the mouse pointer to draw attention to the item you are referring to in the documentation.

### **Audio Capture Confirmation**

Choose this Check Box if you want GrabIt Pro to beep every time it is done capturing a screen. This can be helpful if you start a capture session, but get interrupted before you are able to finish.

## Using The Capture Tool

The GrabIt Pro capture tool is always available, to use it just select any of the capture options from the capture menus. The only time it isn't available is when the user chooses the Hot Key capture from the menu. There are times when one method will suit your needs better than the other. It is important that you understand how and when to use each option.

### **To use the Capture Tool follow these steps:**

1. Choose any of the capture options from the capture menu.
2. The GrabIt Pro window will disappear and the capture tool dialog will be displayed at the bottom center of your screen.
3. Now click on the capture tool Net in the dialog and HOLD the left mouse button down.
4. While holding the left mouse button down, drag the Net Cursor to the window you want to capture.
5. When the cursor is over the Window you want to capture click the left mouse button.
6. GrabIt Pro will capture the window.
7. You can repeat this process until you are done capturing screens.
8. When finished you can click on the Done button, click on the close button in the upper right corner of the dialog, or press Alt + F4 to close the capture dialog.
9. GrabIt Pro will re-display the its program window and each one of your screen captures will be displayed in its own child window.

## Using Hot Keys

When you select the Capture Using Hot Keys from the menu the GrabIt Pro window will automatically minimize and remain that way until you either press the end capture key or the Esc key. Then the window will be restored and each capture will be displayed in its own Window. By default the hot keys have the following values.

| <b>Action</b>  | <b>Function Key</b> |
|--|---------------------|
| Capture A Window                                     | F2                  |
| Capture Client Area                                  | F3                  |
| Capture The Desktop                                  | F4                  |
| Capture Window Under Cursor                          | F5                  |
| End Hot Key Capture                                  | F6                  |
| You can assign these key to any value form F2 to F12 |                     |

## Capturing Screens using Hot Keys

**To capture an Entire Window using a Hot Key:**

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Click on the window you want to capture to make it the active window.
4. Press the F Key you defined for capturing an entire window (F2 by default)
5. GrabIt Pro will Beep to let you know that the capture was successful.
6. You can continue capturing as long as you need to, GrabIt Pro stays active until you press the Stop Capture key.
7. You can repeat this process as needed. Press the Stop Capture Key (F6 by default)  
GrabIt Pro will return to its normal window state so you can review your screen captures.

**To capture the Client Area of Window using a Hot Key:**

**Please Note:** You can setup your hot key choices from the Capture Menu, choose Setup Capture Options. You can assign any F Key as capture key, for the defaults see Accelerator and Hot Key Defaults.

The Client area is defined as the area of a window inside the borders and below the title bar. Another way to think of a client area is the contents on a Window. The frame and title bars are the wrapper for what's in the middle, like an Oreo (TM) cookie.

**To capture the Client Area of window using a Hot Key:**

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Click on the window you want to capture to make it the active window.
4. Press the F Key you defined for capturing the client area (F3 by default)
5. GrabIt Pro will Beep to let you know that the capture was successful.
6. You can continue capturing as long as you need to, GrabIt Pro stays active until you press the Stop Capture key or the Esc key.
7. You can repeat this process as needed. Press the Stop Capture Key (F6 by default)  
GrabIt Pro will return to its normal window state so you can review your screen captures.

**To capture a menu with GrabIt Pro using a Hot Key:**

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Click on the window you want to capture the menu from to make it the active window.
4. Choose the menu you want to capture so that its visible.
5. IMPORTANT: Move the mouse cursor until it is directly over the menu you want to capture.
6. Press the Capture Window Under Cursor hot key. (the default key is F5)
7. GrabIt Pro will beep to let you know that your menu was captured.

**To capture an Application when it is running full screen using a Hot Key:**

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Switch to the program you want a full screen capture of.
4. Press the Hot Key defined to Capture The Desktop. (F3 by default).
5. GrabIt Pro will beep to let you know that full screen window was captured

## **Capture The Windows Desktop Using Hot Keys**

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Press the hot key defined for Desktop Capture. (F3 by default)
4. Your desktop capture will be displayed in a GrabIt Pro child window.

## **Capturing A DOS Screen With Hot Keys**

Please Note: Before you can capture a DOS Window You Must have the DOS program running in a Window. GrabIt Pro can capture the DOS session ONLY if it is running in a Window. To force a DOS program to Run in a Window, start your DOS App and then press Alt + Enter. GrabIt Pro offers an Invert feature designed for saving DOS captures that allows you to convert them into black text on a white background. We recommend that you save it as a monochrome bitmap since it will give you a very nice image and conserve disk space.

1. Select Capture Using Hot Keys from The Capture Menu. ( if you have already done this go to step 3)
2. The GrabIt Pro window will minimize automatically so it is out of your way.
3. Click on the DOS Window you want to capture to make it the active window.
4. Press the F Key you defined for capturing the client area (F3 by default)
5. GrabIt Pro will Beep to let you know that the capture was successful.
6. You can continue capturing as long as you need to, GrabIt Pro stays active until you press the Stop Capture key or the Esc key.
7. You can repeat this process as needed. Press the Stop Capture Key (F6 by default)  
GrabIt Pro will return to its normal window state so you can review your screen captures.

## **Ending a Capture Session**

You can end a hot key capture session at anytime by pressing the Stop Capture Hot Key (F6 by default), pressing the Esc key, or by pressing Ctrl + Esc. When you press any of these keys the GrabIt Pro window will be re-displayed and each of your screen captures will be displayed in its own child window.

## **Special Capture Methods**

### **Capture A User Defined Area**

1. Choose Capture User Defined Area from the Capture Menu
2. The size selection dialog will be displayed
3. Enter the exact size in pixels of the Width and Height of the area you want to capture.
4. Press Enter or click on the Capture Now button.
5. The GrabIt Pro window will disappear and a rectangular box the size of your specified area is displayed. Move this box so that it is directly over the area you want to capture.
6. Click the left mouse button to capture the area.
7. The GrabIt Pro window will be re-displayed with your new capture is its own window.

### **Capturing A Selected Area**

1. Choose Capture Selected Area from the Capture menu selection or press Ctrl + M
2. The GrabIt window will minimize and the cursor will change into a cross hair.
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 the area you wish to capture is marked, release the left mouse button.
7. GrabIt Pro will re-display its main window.
7. Your capture will be displayed in a 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.
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.

## **Capture Tool Screen Capture Procedures**

### **Capture An Entire 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.

### **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 Only**

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

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 An Application 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 With GrabIt Pro**

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. 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.

### **Capturing 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 grab will be displayed in a child window.

### **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.

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**

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.

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.



## 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 image currently selected in the listbox.

## 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 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

### 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

## 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 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.

**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.

**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.

**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.

**Long Filename Support**

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.

## 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 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               |

**Hot Key Reference** (These are the default keys, you can change these values at any time.)

| <u>Action</u>               | <u>Function Key</u> |
|-----------------------------|---------------------|
| Capture A Window            | F2                  |
| Capture Client Area         | F3                  |
| Capture The Desktop         | F4                  |
| Capture Window Under Cursor | F5                  |
| End Hot Key Capture         | F6                  |

## **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. 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.