

## **Contents for Clip'nSave Help**

To learn how to use Help, press F1 or choose Using Help from the Help menu.

### **How to:**

[Capture screen contents](#)

[Capture modal operations \(sizing, moving, etc.\)](#)

[Cancel a capture in progress](#)

[Load a bitmap from disk](#)

[Save a bitmap to disk](#)

[Print a bitmap](#)

[Scale a bitmap](#)

[Crop a bitmap](#)

[Delete a bitmap](#)

[Cut and paste with other applications](#)

[Use Windows Drag-Drop](#)

### **Menu Commands:**

[File Menu](#)

[View Menu](#)

[Options Menu](#)

[Capture Menu](#)

### **See Also:**

[Purchasing Information](#)

[Contacting Dynalink](#)

## Keyboard Commands

<b>Command</b>	<b>Keyboard Equivalent</b>
Open...	CTRL+O
Save As...	CTRL+S
Print	CTRL+P
Stretch to Fit	CTRL + (plus)
Actual Size	CTRL -- (minus)
Clear	DEL
Hide Window Controls	CTRL+H
Capture Window	CTRL+W
Capture Client	CTRL+C
Rectangle	CTRL+R
Freehand	CTRL+F
Active Window	F11 (default)
Desktop	F12 (default)

### **See Also:**

[Menu Commands](#)

## **Clip'nSave Menu Commands**

To get help with a particular command, choose the appropriate menu:

### **File Menu Commands**

Open...  
Save As...  
Print  
Print Setup...  
Exit

### **View Menu Commands**

Stretch to Fit  
Actual Size  
Clear  
Hide Window Controls  
DIB Bitmap  
Bitmap

### **Options Menu Commands**

Capture Options...  
System Colors

### **Capture Menu Commands**

Window  
Client  
Rectangle  
Freehand  
Active Window  
Desktop

## **File Menu Commands**

### **Open...**

Loads a TIF, BMP, PCX, GIF, DIB, or RLE file from disk to the Windows Clipboard and displays its contents in the Clip'nSave window.

### **Save As...**

Saves the Clipboard bitmap displayed in the Clip'nSave window as a named disk file in either TIF, BMP, PCX, GIF, DIB, or EPS format.

### **Print**

Prints the Clipboard bitmap displayed in the Clip'nSave window on the currently selected printer.

### **Print Setup...**

Select a printer, set page orientation and paper size, and either view or modify other printer options.

### **Exit**

Quits Clip'nSave.

## Loading Bitmaps from Disk

### To Load a Bitmap from Disk:

1. Select Open from the File menu, or type Ctrl+O.
2. Select a file name.

Predefined file types exist to help limit the files shown:

BMP, DIB, RLE	Windows and OS/2 Bitmap files
PCX	Paintbrush files
TIF	Tag Image File Format (TIFF)
GIF	Compuserve Graphics Interchange Format
All	Any file (*.*)

3. Press the OK button.

**Hint:** The "Load as..." button opens a dialog box that lets you decide whether the file should be loaded as a Bitmap, a DIB Bitmap, or both. DIBs are faster but you might have to load as a Bitmap to paste into other applications that don't support DIB pasting.

### Previewing Bitmaps:

If you'd like to preview bitmaps before actually loading them, click on the Preview button. The Preview window will be added to the dialog box: While the Preview window is open, click on the name of any file that Clip'nSave can load and the image will appear in the small window.

The "Fit in Window " box decides how the bitmap is displayed. If the box is empty, Clip'nSave displays as much of the image as can fit in the preview window. If the box is checked, a compressed version of the bitmap is displayed instead. This compressed image maintains its aspect ratio and is aligned along the left or top side of the window.

The Preview window disappears when you click the Preview button a second time or double-click a file name. Double-clicking will load the selected file onto the clipboard, end the Open dialog, and display the bitmap.

### See Also:

[Saving Bitmaps to Disk](#)

## **Saving Bitmaps to Disk**

### **To Save a bitmap:**

1. Select Save As... from the File menu, or type Ctrl+S.
2. Type or select a file name. The field is initialized with the file name you last used. Either accept this name or type a new name.

Do not type in a file name extension. Clip'nSave will provide an extension based on the file format you select.

3. Select a file format and related options.
4. Press the OK button.

### **Color Conversion:**

Clip'nSave creates files with four levels of color: black & white, 16 color, 256 color, or 24 bit color. With the grayscale option, images are saved in 16 or 256 shades of gray. Lighter and darker shades represent the different colors in much the same way as they would in a black and white photograph.

Black and white bitmaps can be saved as color files, but this doesn't magically give them color. They still appear in black and white, because this is all the information the files contain.

It's possible to save color bitmaps as either black-and-white, grayscale, or color files.

When you save a color bitmap as a grayscale file, Clip'nSave replaces the color palette in the file with a palette of corresponding levels of "grays", ranging from white to black just like a black-and-white television converts color broadcasts.

Some devices, like PostScript printers, support grayscale images and can reproduce them well. Some programs like Word for Windows, Aldus PageMaker, and Publisher's Paintbrush import grayscale images and use a technique called dithering when printing them on devices that don't support grayscale images directly.

Usually, you should save color bitmaps as grayscale images if your output device doesn't support color. If you want to use the saved bitmaps for color slide shows or you have a color output device, then save in color.

### **Compression:**

Bitmaps, particularly full-screen bitmaps, typically require a great deal of disk space. Clip'nSave offers sophisticated compression algorithms for several file formats. These compression techniques shrink files substantially, greatly reducing disk space requirements, with no loss of image quality.

### **See Also:**

[Loading Bitmaps from Disk](#)

## **Printing Bitmaps**

Any bitmap on the system Clipboard, including bitmaps copied there by other applications or bitmap screen images created with Clip'nSave, may be printed directly from Clip'nSave.

Clip'nSave scales bitmaps, while maintaining their aspect ratio, such that a full screen bitmap fills the printed page. They are also centered horizontally and vertically.

### **To Print a Bitmap:**

▶ Type CTRL+P or select Print from the File menu. If necessary, you can cancel the print job from the dialog box that pops up.

Clip'nSave uses Windows printer drivers to print images on local or network printers. If several printers are configured, use Print Setup to select one.

### **To use the Print Manager:**

By enabling the Windows Print Manager, you can continue to work while Clip'nSave is printing. To enable the Print Manager, start the Windows Control Panel and click on the Printers icon. In the Printers dialog, check the 'Use Print Manager' option and press the 'OK' button.

For more information on Print Manager, see your Windows User's Guide.

### **To Print Automatically on Capture:**

▶ Select Print Automatically in the Capture Options dialog box.

## **View Menu Commands**

### **Stretch to Fit**

Stretches the displayed image so that it fits in the Clip'nSave window. The bitmap itself is unaffected.

### **Actual Size**

Turns off Stretch to Fit. The bitmap is displayed at its actual size.

### **Clear**

Removes a bitmap from the Clipboard, frees the memory, and clears the Clip'nSave window.

### **Hide Window Controls**

Hides the Clip'nSave menu, title bars, control menu, scroll bars, and all of the other Clip'nSave window controls. To redisplay the controls, press CTRL+H or double-click on any part of the Clip'nSave window.

### **DIB Bitmap Bitmap**

If both the Bitmap and the DIB Bitmap versions of an image are available, you can indicate your viewing preference by selecting Bitmap or DIB Bitmap from the View menu.

Clip'nSave can capture images as Device Independent Bitmaps (DIB) and/or as Bitmaps. You can choose to capture in one or both formats with the Capture Options dialog.

Similarly, by using the Load As button in the File Open dialog, you can choose to load bitmaps in either format (or both).



## **Options Menu Commands**

### **Capture Options...**

Displays a dialog box allowing you to select:

- ▶ whether or not Clip'nSave should hide itself while capturing;
- ▶ whether or not to include the mouse pointer in Active Window and Desktop captures;
- ▶ which format to use for the captured image (Bitmap and/or DIB Bitmap);
- ▶ which keys to use as hotkeys;

... and more.

### **System Colors**

Temporarily substitutes new system colors that provide better contrast when your images are printed on black-and-white or grayscale printers. System color changes affect only those parts of the screen controlled by Windows.

## **Capture Options Dialog**

### **Hide Clip'nSave While Capturing:**

Cause Clip'nSave to move itself "off-screen" while a screen capture is in progress.

If you turn off hiding, you can capture operations like window movement and window sizing. If this is the sort of thing you wish to do, make sure you also set Delay Capture to 0 (zero).

### **Draw Box Around Captured Bitmaps:**

Automatically outlines captured images with a thin black line.

Some graphics import programs can also draw a box around imported images. If you discover that it's impossible or too difficult to line up the border "just right" with the other program, turn on the Draw Box Around Bitmap option.

### **Show Dimensions During Rectangle Capture:**

Opens a window showing rectangle dimensions while a rectangle capture is in progress.

This is useful if you require "pixel-accurate sizes", for example, if you capture screen images for use as icons.

### **Capture as Bitmap, DIB or Both:**

Defines the Clipboard format to use for captured images.

- ▶ Capture as Bitmap is faster than Capture as DIB.
- ▶ Many programs can't paste DIBs from the Clipboard, so Bitmap is better if you intend to paste the picture somewhere else.

### **Print Automatically:**

Automatically prints Active Window and Desktop screen captures.

### **Include Mouse Pointer:**

Includes the mouse pointer in Active Window and Desktop screen captures.

### **Delay Capture:**

Sets a countdown timer for Active Window and Desktop screen captures.

### **Redefining Hotkeys:**

Redefines the Active Window and Desktop hotkeys.

### **See Also:**

[Capture Menu Commands](#)

## **Capture Menu Commands**

### **Window**

Captures any window that you identify by pointing and clicking your left mouse button.

### **Client**

Captures the client area of the window you identify by pointing by pointing and clicking your left mouse button.

### **Rectangle**

Captures any rectangular portion of the display you select with "rubber band" lines. Hold down the left mouse button on one corner, drag the rectangle to the diagonal corner of the rectangle, and release the mouse to define the capture rectangle.

### **Freehand**

Captures any portion of the screen, regular or irregular. You define the boundaries by drawing with the mouse.

### **Active Window**

Immediately captures the active window. Settings in the Capture Options dialog allow you to include or exclude the Clip'nSave window, or capture directly to a printer. This hotkey is available any time, irrespective of which window is currently active.

### **Desktop**

Immediately captures the entire desktop. Settings in the Capture Options dialog allow you to include or exclude the Clip'nSave window, or capture directly to a printer. This key is available any time, irrespective of which program is currently active.

### **See Also:**

[Capture Options Dialog](#)

## Window Capture

A window can consist of several parts including a title bar, menu, sizing border, scroll bars and a client area. The Window capture grabs the window of your choice:

### To Invoke a window capture:

1. Select Window from the Capture menu, or type CTRL+W.
2. Use your mouse to "point" to the window you wish to capture.
3. Click the left mouse button.

### To cancel a window capture in progress:

- ▶ Click the right mouse button.

### See Also:

[Client Capture](#)

[Rectangle Capture](#)

[Freehand Capture](#)

[Active Window Capture](#)

[Desktop Capture](#)

## **Client Capture**

The client area is that part of a window that is implemented by the application. For example, the bitmap display area in Clip'nSave is the client area.

### **To invoke a client capture:**

1. Select Client from the Capture menu, or type CTRL+C.
2. Use your mouse to "point" to the window whose client area you wish to capture.
3. Click the left mouse button.

### **To cancel a client capture in progress:**

- ▶ Click the right mouse button.

### **See Also:**

[Window Capture](#)

[Rectangle Capture](#)

[Freehand Capture](#)

[Active Window Capture](#)

[Desktop Capture](#)

## **Rectangle Capture**

A rectangle capture is used to "cut out" any rectangular section of the display screen.

### **To invoke a rectangle capture:**

1. Select Rectangle from the Capture menu, or type CTRL+R.

The mouse pointer will change to a pair of crosshairs.

2. Move the intersection point of the crosshairs to one corner of the rectangle and hold down the left mouse button to mark this point. Do not release the mouse button.

A second pair of crosshairs will appear.

3. Move the intersection point of the second pair of crosshairs to the diagonal corner of the rectangle and release the left mouse button.

### **To cancel a rectangle capture in progress:**

- ▶ Click the right mouse button.

### **See Also:**

[Window Capture](#)

[Client Capture](#)

[Freehand Capture](#)

[Active Window Capture](#)

[Desktop Capture](#)

## Freehand Capture

A Freehand Capture is used to "cut out" any section of the display screen you define with the mouse. The area's outline can be irregular (i.e. a polygon) with up to 1,000 edges.

### To invoke a freehand capture:

1. Select Freehand from the Capture menu, or type CTRL+F. The mouse pointer will change to a crosshair.
2. Move the mouse pointer to the starting point of the area you want to capture and hold down the left mouse button to "draw" around the area. Do not release the mouse button until you reach the end point of the area you want to enclose. When you release the button, the capture will take place.

If you do not enclose the area completely, Clip'nSave will close the polygon by drawing a line between the two end points:

### To cancel a freehand capture in progress:

- ▶ Click the right mouse button.

### See Also:

[Window Capture](#)

[Client Capture](#)

[Rectangle Capture](#)

[Active Window Capture](#)

[Desktop Capture](#)

## Active Window Capture

Unlike the Window, Client, Rectangle, and Freehand options that require you to switch to the Clip'nSave window to select them, you can invoke the Active Window capture from within any Windows application.

The active window is defined as the application window with which you are currently interacting. We like to define the active window as the window whose title color is different from all the others.

### To capture the active window:

- ▶ Press F11, or the hotkey you selected in the Clip'nSave Capture Options dialog box.

If the Capture key you defined conflicts with a key used by the active application, you should redefine the hotkey via the Clip'nSave Capture Options dialog box.

**Note:** If the Capture Options dialog box has Hide While Capturing turned on, and Clip'nSave is the active window when you press F11, another window will be captured instead. If you intend to capture a Clip'nSave window or dialog box, turn off the Hide While Capturing option.

### See Also:

[Window Capture](#)

[Client Capture](#)

[Rectangle Capture](#)

[Freehand Capture](#)

[Desktop Capture](#)



## Desktop Capture

Unlike the Window, Client, Rectangle, and Freehand options that require you to switch to the Clip'nSave window to select them, you can invoke the Desktop capture from within any Windows application.

The desktop is defined as the entire Windows screen display area.

### **To capture the desktop:**

- ▶ Press F12, or the hotkey you selected in the Clip'nSave Capture Options dialog box. If the Capture key you defined conflicts with a key used by the active application, you should redefine the hotkey via the Clip'nSave Capture Options dialog box.

### **See Also:**

[Window Capture](#)

[Client Capture](#)

[Rectangle Capture](#)

[Freehand Capture](#)

[Active Window Capture](#)

## **Scaling a Bitmap**

When you turn on Stretch To Fit in the Edit menu, the bitmap in the Clip'nSave window will automatically stretch and/or shrink to fill the window.

When you save, print, or paste a bitmap from the clipboard, the image is saved or printed at its actual size -- regardless of the Stretch To Fit setting.

### **To resize (scale) a bitmap:**

1. Turn off Hide While Capturing in the Capture Options dialog box.
2. Turn on Stretch To Fit and size the Clip'nSave window until the bitmap is displayed at the desired size.
3. Use a Rectangle capture (CTRL+R) -- or hide the window controls and use a Client Window capture, CTRL+C -- to recapture the stretched bitmap.
4. Turn off Stretch to Fit by selecting Actual Size in the View menu.

The new bitmap will be a scaled version of the original bitmap.

## **Cropping a Bitmap**

When you crop a bitmap, you cut away what you don't want. Clip'nSave makes it possible to crop a bitmap that's already on the system Clipboard.

### **To crop a displayed bitmap:**

1. Turn off Hide While Capturing in the Capture Options dialog.
2. Use a Rectangle capture (CTRL+R) to select what you want to keep from the displayed bitmap.

## **Deleting a Bitmap**

This one is easy.

To delete a bitmap from the Clip'nSave window and, by definition, from the system Clipboard, press del or select Clear from the View menu.

## **Cutting & Pasting with Other Applications**

Remember that anything displayed in the Clip'nSave window is on the Windows Clipboard,

Other programs can use the Cut and Paste commands in their Edit menus to:

- ▶ Paste bitmaps directly from Clip'nSave.
- ▶ Copy or cut bitmaps directly into Clip'nSave.

### **For example:**

1. "Edit Paste" a captured image into Paintbrush.
2. Modify the image by adding a caption for example.
3. Use the Paintbrush scissors tool to reselect the image.
4. "Edit Copy" the image back to the Clipboard.

## **Capturing Modal Operations**

Examples of modal operations are moving a window, sizing a window, or displaying a popup window in WinHelp. Clip'nSave is unique in that it is probably the only screen capture program you will find that can capture virtually any modal operation in progress.

### **To capture modal operations:**

1. Turn off Hide While Capturing in the Capture Options dialog box.
2. Set Delay Capture to 0 (zero) in the Capture Options dialog box.
3. Use an Active Window or Desktop hotkey capture.

## **Canceling a Capture in Progress**

Any interactive capture (client, window, rectangle, and freehand) can be canceled by pressing the right mouse button. Most captures can also be canceled by pressing the Escape key.

## **Using Drag-Drop**

With Windows NT, you can select one or more files in File Manager, drag them to the Clip'nSave window, and then load each of the selected files in sequence.

After each file loads, Clip'nSave will prompt you to either proceed to the next file or cancel the drag-drop altogether.

### **To use drag-drop:**

1. Select any number of bitmap files in File Manager.
2. Hold down the mouse button and "drag" the files to the Clip'nSave window.
3. Release the mouse button.
4. Clip'nSave will load the first file. If you selected more than one file, you will notice two buttons in a small dialog box: a "Next" button and a "Cancel" button. Select Next to view the next bitmap file, and Cancel to cancel the drag-drop.



## **Purchasing Information**

You can use this Shareware version of Clip'nSave for Windows NT for 30 days before you buy it. This lets you get a good idea of what Clip'nSave is all about and saves us both a lot of money that would otherwise be spent on advertising.

Clip'nSave for Windows NT is a complete retail package, with a manual, box, etc., that sells in stores for \$99.95. As a Shareware customer you save significantly with either of two purchasing options: you can **buy the complete retail package for only \$59.95+s&h or "register" the copy you already have for only \$49.95**. When you "register", we'll send you a license and a registration code to unlock your copy of Clip'nSave. Once registered, your Clip'nSave will be the same as the retail version.

Purchasing Clip'nSave entitles you to one year of free telephone support. Registered customers also receive special upgrade offers when new versions become available.

### **Order Forms:**

[Shareware Registration](#)

[Full Retail Version at Shareware Price](#)

[Corporate Purchase Information Request](#)

### **See Also:**

[How Registration Works](#)

[Contacting Dynalink](#)

## **How Registration Works**

The term "registration" is somewhat ambiguous. There are actually three forms of registration: first, you "register" when you purchase a license, second, when you mail in your registration card (retail versions only) and third, when you physically "register" your copy using REGISTER.EXE. This utility is invoked automatically the first time you run retail versions of Clip'nSave. Shareware versions include a "Register..." option on the Help menu.

The registration function personalizes your copy of Clip'nSave for Windows NT and, for shareware versions, eliminates the startup dialog.

### **Retail Registration**

To register your retail copy of Clip'nSave, simply enter your name, company (if applicable) and phone number. You must enter a name and phone number. When done, press the "Register" button. A message will appear when registration has completed. If you bought your Clip'nSave from a reseller, you should also complete and return your registration card.

### **Shareware Registration**

To register your shareware copy of Clip'nSave, complete the [Shareware Registration](#) order form and fax, mail or phone it to the appropriate number or address. To order the retail version of Clip'nSave, see [Purchasing Information](#).

We send licenses and registration codes by Air Mail. If you live in the US or Canada, include a fax number to get copies quickly.

When you receive your license, select Register from the Help menu. (If Register doesn't appear on the menu, your copy of Clip'nSave is already registered). In the registration dialog, enter your name, company, phone number, registration code and date as they appear on the form you received from Dynalink. When done, press the "Register" button. A message will appear when registration has completed.

If you have any questions, problems or suggestions, see [Contacting Dynalink](#).

### **See Also:**

[Purchasing Information](#)

## Shareware Registration Form

Select **Print Topic** from the **File** menu to print this form.

Mail this completed order form to:

Public Software Library  
PO Box 35705  
Houston, TX 77235-5705  
USA

Or fax orders to:

Public Software Library at: 713 524-6398.

Or you can place orders by phone by calling:

Public Software Library at: 800 242-4PsL (800 242-4775) or 713 524-6394. These numbers are for orders only. Please contact Dynalink directly for any technical support or other purchasing information.

### Clip'nSave 2.0 for Windows NT Shareware Registration

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Payment by \_\_\_\_\_ Credit Card or \_\_\_\_\_ Money Order

\_\_\_\_\_ American Express      \_\_\_\_\_ Discover  
\_\_\_\_\_ MasterCard              \_\_\_\_\_ Visa

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_

**Clip'nSave 2.0 for Windows NT Registration**      \$49.95      \_\_\_\_\_

Order processing (US & Canada)      \$5.00      \_\_\_\_\_

Order processing (International)      \$10.00      \_\_\_\_\_

**Total (\$US)**      \_\_\_\_\_

**See Also:**

[How Registration Works](#)  
[Purchasing Information](#)

**Retail Version Order Form**

Select **Print Topic** from the **File** menu to print this form.

Mail this completed order form to:

Public Software Library  
PO Box 35705  
Houston, TX 77235-5705  
USA

Or fax orders to:

Public Software Library at: 713 524-6398.

Or you can place orders by phone by calling:

Public Software Library at: 800 242-4PsL (800 242-4775) or 713 524-6394. These numbers are for orders only. Please contact Dynalink directly for any technical support or other purchasing information.

**Clip'nSave 2.0 for Windows NT Retail Package Order Form**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Payment by \_\_\_\_ Credit Card or \_\_\_\_ Money Order

\_\_\_\_ American Express      \_\_\_\_ Discover  
\_\_\_\_ MasterCard              \_\_\_\_ Visa

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>Clip'nSave 2.0 for Windows NT Retail</b>	\$59.95	_____
Order processing (US & Canada)	\$10.00	_____
Order processing (International)	\$20.00	_____
<b>Total (\$US)</b>		_____

**See Also:**

[Purchasing Information](#)

## Corporate Purchasing Information Request Form

Select **Print Topic** from the **File** menu to print this form.

Mail this completed information request form to:

Dynalink Technologies Inc.  
PO Box 593  
Beaconsfield, Québec  
CANADA H9W 5V3

Or fax requests to:

Dynalink Technologies Inc. at: 514 489-3007.

Or phone:

Dynalink Technologies Inc. at: 514 489-3007 (the fax and phone numbers are the same).

## Clip'nSave 2.0 for Windows NT Information Request Form

Please send quotes and information on:

\_\_\_ Site Licenses (right to copy) for \_\_\_ users.

\_\_\_ Network Licenses (right to copy plus manuals) for \_\_\_ users.

\_\_\_ Volume discounts for \_\_\_ copies.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### See Also:

[Purchasing Information](#)

## **Contacting Dynalink Technologies**

If you have any questions, please call or fax us at: (514) 489-3007. No need to call to tell us you are sending a fax, the phone switches automatically.

Our mailing address is:

Dynalink Technologies Inc.  
PO Box 593  
Beaconsfield, Québec  
Canada H9W 5V3

Our e-mail address on CompuServe is: 72220,2276. For those of you on Internet, that's [72220.2276@compuserve.com](mailto:72220.2276@compuserve.com).



