2·0 *Screen Capture*
User Guide

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• Welcome to Screen Capture

Screen Capture is the program you use to capture any component that appears on your screen. This can be any program window, icon, bitmap or program resource. If your video card can display it, Screen Capture can capture it – to file, the Screen Capture workspace, Image Editor, the clipboard or direct to your printer. To aid in your capturing there are also a number of post processing commands that allow you to prepare images for production and minimize the need for later editing.

How to get the most from Screen Capture

This guide is not the only source of information about Screen Capture: the ***introductory guide*** provides useful background information that will help you work more efficiently while the ***ReadMe*** file contains technical information and anything that came to light after this manual was produced. Lastly, the on-line ***help*** provides the most complete and in-depth reference to Screen Capture. You can access help from the program by pressing the F1 key or clicking on the help button provided in most dialog boxes.

This guide introduces Screen Capture's functions and provides examples to illustrate their use as follows:

1. ***Getting started,*** introduces the Screen Capture program window and provides a reference to the menu commands.

2. ***Capturing images***, focuses on how to capture images from a variety of display environments. This includes explanations on how to define your capture source, destination, capture timing and any post processing operations. There are also sections on saving your settings and customizing Screen Capture.

3. ***Working with images***, takes a look at performing Cut, Copy and Crop operations as well as various management commands such as opening and saving files. There is also a section on converting an image's data type and editing Indexed-Color images.

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1   *Getting Started*

This chapter explains how to run Screen Capture and introduces the Screen Capture program window. After the introductory section there is a brief explanation of the menus, as well as tables referencing where in this guide you will find descriptions of menu commands.

1·1 Running Screen Capture

To run Screen Capture, you first need to locate the appropriate program icon. If you followed the suggestions made by the installation program, the Screen Capture icon will appear in the ImagePals program group. Double-clicking on the icon opens the Screen Capture program window.

The ImagePals program group
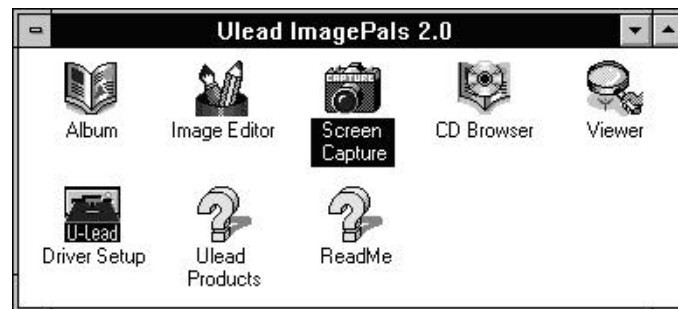
1.1.1 The Screen Capture window

When you invoke Screen Capture you may see:

- Images in individual windows within the workspace (the central portion) of the Screen Capture window.

- A ribbon, just below the menu bar, displaying your current Screen Capture settings. (Double-clicking on an empty portion of the ribbon hides it.)

- The status bar, at the bottom, displaying capture options, the current pointer position, free memory and a description of the last captured image. Clicking on the menu button opens the Configure dialog box which allows you to customize certain aspects of the information displayed in the status bar. (Double-clicking on the status bar opens the Screen Capture preferences dialog box, see p.37.)

Note: *Checking the **Short Format** option in the Configure dialog box displays information without a title, e.g., Immediate instead of Firing: immediate*

The Screen Capture program window

1·2   The Screen Capture menus

One of the most common methods of applying operations is to choose a command from the menu bar. In Screen Capture you can also access the most important commands from either the ribbon or the icon control menu when Screen Capture is minimized.

When you view menus, some commands appear in black while others are grayed-out. (The actual colors depend on your current Windows color scheme.) Commands in black are active and available for selection while grayed-out commands are inactive and unavailable for selection.

In each drop-down menu, keyboard shortcuts appear to the right of some of the menu commands. These allow you to perform the corresponding command from the keyboard – without the need to access the menu with your mouse.

After many commands you will see a right-pointing arrow or three dots. The arrow signifies that a submenu exists for that command while the dots indicate the command accesses a dialog box. If a command has neither of these, then its effect is immediate.

1.2.1   Command reference tables

The following tables provide a list of all Screen Capture's commands. In each table, to the right of the command, you will find any shortcut keys available and the number of the page on which they are described.

F̲ile menu

Command	shortcut	p.
O̲pen...	Ctrl + O	52
C̲lose		59
S̲ave	Ctrl + S	57
Save A̲s...		57
B̲atch Manager...		42
P̲rint...	Ctrl + P	58
Pr̲inter Setup...		58
Pref̲erences		
S̲creen Capture...		37
P̲hoto CD...		38
D̲isplay...		38
M̲emory...		39
F̲ile Formats...		40
Set̲tings		
L̲oad...		36
S̲ave...		36
Ex̲it	Ctrl + Q	60

E̲dit menu

Command	shortcut	p.
U̲ndo	Ctrl + Z	43
Cut̲	Ctrl + X	45
C̲opy	Ctrl + C	45
Cl̲ear	Del	45
Select A̲ll	Ctrl + L	44
Select N̲one	Ctrl + N	44
Cro̲p	Ctrl + R	46
E̲xpand...	Ctrl + E	33
Res̲olution...	Ctrl + U	35
Color S̲chemes...		14
B̲ackground Color...		45

Cap**t**ure menu

Command	shortcut	p.
Source		
Active **W**indow	Ctrl + W	15
Active Workspace		16
Full **S**creen	Ctrl + F	17
Menu Under Pointer		17
Selected **O**bject		18
Selected **A**rea		18
Clip**b**oard		18
Execution **F**ile...		19
Destination		
File...		22
Workspace		23
Clipboard		23
Printer...		24
Image **E**ditor		24
Pointer		
No Pointer		20
Arrow		20
Hourglass		20
Crosshair		20
Text I-Beam		20
User Defined...		20
Activation...		31
P**o**st Processing...		33

Convert menu

Command	shortcut	p.
Black & White		48
Grayscale		46
Indexed **1**6-Color		49
Indexed **2**56-Color		50
RGB **H**iColor		47
RGB **T**rue Color		47

View menu

Command	shortcut	p.
Actual View	Ctrl + A	54
Zoom **I**n	+	54
Zoom **O**ut	-	54
Fit in **W**indow		55
Image I**n**formation...		56
S**y**stem Information...		56
Color Table...		51
Hide **R**ibbon		57
Hide **S**tatus Bar		57

Window menu

Command	shortcut	p.
Cascade	Shift + F5	53
Tile	Shift + F4	53
Arrange Icons		53

2 *Capturing images*

Capturing is easy, and, in most cases, only requires pressing the F7 "hot key". To capture images and screens accurately, however, you need to understand the capturing process. This chapter explains this process, and includes sections on how to define what you want to capture (the source), where you will place your captured images (the destination), how to actually capture and apply post processing operations; and, finally, how to save your capture settings and customize Screen Capture.

2.0.1   Before you begin

Whenever you capture, it is important that you know how to produce consistent results. This means considering your display environment and current color scheme.

Your display environment

Screen Capture can capture and display images in any Windows display environment. At present, this includes displays ranging from a resolution of 320 × 200 pixels to 1280 × 1024 pixels, capable of displaying any data type from Monochrome (two colors) to True Color (over sixteen million colors). The number of colors supported by your graphics card determines the data type of any image you capture and the resolution of the current mode determines the resolution of captured images.

Capturing screens in different graphics modes

Graphics card setting		Image captured from full screen		
Colors	Size	Data type	Resolution	Size *
True-color	640 × 480	RGB True Color	96 PPI	900 K
HiColor	800 × 600	RGB HiColor	96 PPI	938 K
256-color	1024 × 768	Indexed 256-Color	120 PPI	768 K
16-color	1280 × 1024	Indexed 16-Color	120 PPI	640 K

*   *Approximate file size after saving with no compression.*

Your Windows color scheme

To change your current color scheme, choose the Color Schemes command in the Edit menu. This allows you to select any of the color schemes present in the Windows Control Panel. While you can use your favorites, we recommend the Monochrome color scheme if you are capturing images for use in black-and-white publications.

Note: *To define a new color scheme you must use the Windows Control Panel Color option.*

2·1 Defining what to capture

Before capturing, you need to decide which component on the screen you want to capture. Possibilities include the complete screen, a portion of the screen or an area you define. Choosing the correct option both helps to ensure that you capture the correct image and prevents any unnecessary editing later in your production process.

What you capture is controlled by the options selected in the Source combo box (the first combo box on the left of the ribbon). These options include: Active Window, Active Workspace, Full Screen, Menu Under Pointer, Selected Object and Selected Area, each of which is discussed below:

Note: *The options in the Source combo box have corresponding menu commands in the Capture: Source submenu. The same commands can also be accessed from the icon control menu when Screen Capture is minimized. This allows you to conveniently change your capture settings without having to invoke the Screen Capture window.*

Active Window

An active window can be a program window, a dialog box, or an icon. The active window is distinguished from other windows on the screen by its highlighted title bar.

Capturing the Color Schemes dialog box as the active window

Active Workspace

The Active Workspace option refers to the area of the active window below the menu bar, including the window frame and any tool bars, boxes, palettes or status bars currently displayed. (When you capture a minimized window using this option the icon is captured.)
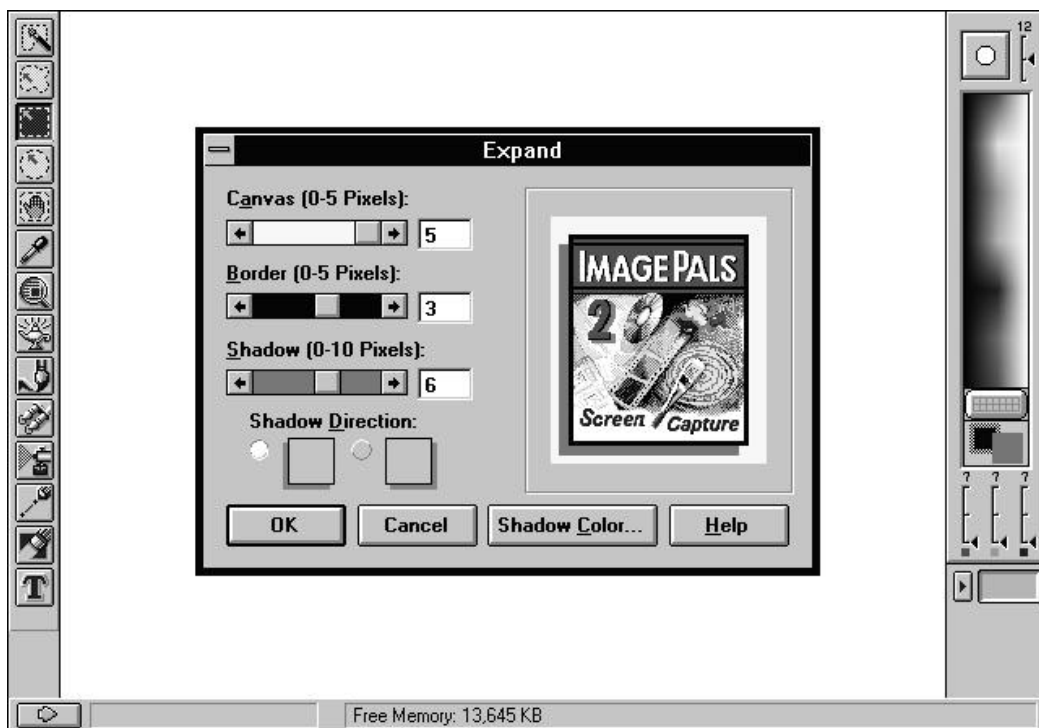
Capturing the active workspace of Image Editor

Full Screen

This option allows you to capture everything displayed on your screen. You may find that after capturing a maximized window using the "Full Screen" option, the window frame does not appear on the captured image. (This is because Windows only displays the active portion of a window once it is maximized.) In such cases choose the Expand option in the Post Processing dialog box (see p.33) to add a border to the image automatically when you capture.

Note: *In some display modes, this option captures a very large image. See p.14 for an indication of the size of full screen images captured in different display environments.*

Menu Under Pointer

With this option you can capture menu items and the commands they contain. When capturing a menu, make sure you position the pointer on top of the menu before pressing the hot key.

If neighboring menu names appear in the area to be captured, check the *Crop When Menu Under Pointer* option in the Screen Capture dialog box (see p.37). This captures only the chosen menu and its menu name.

Notes:

- *If there is no menu under the pointer, the active window or workspace under the pointer is captured. When there is no window under the pointer, the whole screen is captured.*

- *This option is useful for general purpose capturing, particularly when you are not sure exactly which component of the screen you wish to capture.*

View	Window	Help		View		
Actual View		Ctrl+A		Actual View		Ctrl+A
Zoom In		+ ▶		Zoom In		+ ▶
Zoom Out		- ▶		Zoom Out		- ▶
Fit in Window		▶		Fit in Window		▶
Image Information...				Image Information...		
System Information...				System Information...		
Color Table...				Color Table...		
Hide Ribbon				Hide Ribbon		
Hide Status Bar				Hide Status Bar		

Selected Object

The Selected Object option allows you to capture specific screen components or "objects". Examples of objects are windows, buttons, icons, and even the entire screen. (For more on performing a Selected Object capture, see p.27.)

Selected Area

The Selected Area option allows you to define the area to be captured by dragging your mouse. This is most useful when you want to capture smaller areas that cannot be captured using any of the other methods. (For more on performing a selected area capture, see p.25.)

Clipboard

The Clipboard command allows you to capture image data from the clipboard as an RGB True Color image. If you prefer to capture in another data type, define the target data type using the post processing Convert option (see p.35).

Execution file

Screen Capture allows you to capture icons, bitmaps, and pointers from any Windows execution files (EXE or DLL files). Using this option you can capture directly from a program whose features may normally be hidden or are more difficult to capture using the other source methods. This feature is particularly helpful when documenting a program or procedure.

Capturing from execution files differs from other sources in that it is not controlled by the hot key. Instead, choosing this command displays the Execution File dialog box. To capture, simply select a resource and click on the Capture button. The resource is captured immediately and sent to the currently defined destination. When you have completed capturing, click on the Close button to close the Execution File dialog box. (The source option changes to the one selected prior to the execution file capture.)

Capturing an icon, pointer and bitmap from the Screen Capture execution file (SCAPTURE.EXE)
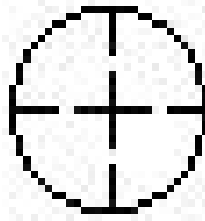
Selecting a pointer to capture

If you want a pointer to appear in the images you capture, you first need to choose one. The pointer you choose can be an Arrow, Hourglass, Crosshair, Text I-beam, or any other pointer provided by a Windows program. (The pointer you choose does not appear on screen as you work, it is substituted for the screen pointer when an image is captured.)

To select a pointer:

1. Choose "User Defined " from the Capture: Pointer submenu. The Select Pointer dialog box appears.

2. Click on the **Program Pointer** option and enter the path and filename of the execution file that contains the pointer you want to use. (Clicking on the Windows pointer option automatically displays all the pointers used by Windows.)

3. Click OK to display the pointers associated with that file. The pointers are displayed in the **Pointers** list box.

4. Click on a pointer to select it. (Two lines appear over the selected pointer. Their intersection indicates the hot point of the pointer.)

5. Click OK. The dialog box closes and the selected pointer will be captured in place of the displayed pointer the next time you perform a capture.

Some of the standard Screen Capture pointers
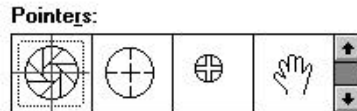
2·2 Where do you want to capture

Whatever your reason for capturing images, you need to choose where they will be placed (their destination). The table below lists the destination options and why you may choose a particular one:

Destination	Task
File	Capturing a large number of images
Screen Capture	Previewing a captured image
Clipboard	Capturing an image to another program
Printer	Attaining a hard-copy of what you capture
Image Editor	Editing a captured image

2.2.1 Specifying the capture destination

In Screen Capture you can send captured images to any of the following destinations: a file on disk, the Screen Capture workspace, the clipboard, a printer or Image Editor. You can send images to just one destination or choose any combination of destinations.

Select a destination by clicking on a destination button in the ribbon, this "presses" the selected button in. Clicking on a pressed-in button deselects it. You can also choose the appropriate command in the Capture: Destination submenu. This places a check beside the active destination. Choosing them again deselects them. (These commands can also be accessed from the control menu of Screen Capture's minimized program icon.)

Note: *At least one destination must be selected to be able to capture.*

Capturing to file

If you think you will be using the same image repeatedly, or are capturing a large number of images, choose "File" as the destination. This opens the File dialog box. In this dialog box you have the option to number image files consecutively and determine their file formats.

When capturing specific images, enter a new filename each time. If you do not do this, each image you capture will be saved to the same filename: overwriting the last image captured. When you are capturing many images, select the ***Automatically Number*** option to save your images as consecutively numbered files. If you use this option, remember to periodically check that you have captured as many images as you think. Sometimes you may capture two in a row, or none at all, by mistake.

If you are capturing to a file, you can also choose to save captured images to ImagePals Album. When you do this, Screen Capture automatically adds a description and provides information on where the image was captured from.

Notes:

- *If you select to automatically number files, the last character must be a number. This allows you to capture a maximum of ten images, 0 – 9. To capture more than ten images, at least the last two characters must be numbers, 00 – 99.*
- *If you are capturing images as HiColor, you must save them in the TGA file format. Selecting any other formats will save the images in RGB True Color.*

Capturing to the workspace

This option sends captured images to the Screen Capture workspace – the images open in untitled image windows. This is the quickest way to capture and review images. To use the images in the future, use the Save As command to save them to disk.

Capturing to the clipboard

The Windows clipboard is a temporary storage area where images can be placed by cutting, copying, or capturing. (These actions automatically replace the clipboard's original contents.) Use this as your destination if you are capturing images from a particular program and wish to place them into the same program, or another program running at the same time.

Capturing to a printer

When you select this option, the Print dialog box opens (see p.58). The options defined in this dialog box apply to all images captured to this destination, until you redefine them. Use this option to get a hard-copy of something you do not necessarily need to keep a record of in your computer. For example, you may wish to print directory structures or lists of files from the Windows File Manager, or want a hard-copy of an interface design or other work in progress.

Note: *Captured images are sent to the printer selected in Screen Capture's Printer Setup dialog box. To target another printer, use the Printer Setup command in the File menu.*

Capturing to Image Editor

Choosing "Image Editor" as a destination captures images directly to the Image Editor program workspace. (If Image Editor is not open it will be opened with the captured image appearing in an untitled image window.) Use this option when you want to perform extensive editing work on your captured images.

2·3

Capturing

Having defined your source and destination settings, you are now ready to capture. To do this, simply press the F7 hot key. Once pressed, the capturing process begins, and, depending on your source option, the captured image appears at the defined destination.

If your source is "Selected Area" or "Selected Object", you need to specify what component on the screen you wish to capture. The following section provides two examples of capturing using these options.

Capturing a specific area

When you press the F7 hot key (with Selected Area as your source) a window appears displaying the contents of the screen currently under your mouse. The zoom level of the view contained with this window can be adjusted to allow you to accurately pin-point the start and end points of your selected area.

To change the zoom level of the window, use the "+" and "-" keys; "+" increases the zoom level (and the size of the window), "-" reduces the zoom level (and the size of the window). If you wish to keep the current zoom level, but want to change the window's size, use the Page Up and Page Down keys. Page Up reduces the window size, Page Down increases it. To move the window, place your mouse on the window (the mouse pointer changes to a hand) and drag it.

When you are ready to select an area, click on the start point of the area and drag your mouse to include those areas you wish to capture. A selection marquee is drawn. (Everything within the marquee is selected, including the area under the marquee itself.) To capture the area, click inside the marquee. The area is captured and sent to the currently defined destination.

Notes:

- *When moving only a small distance, e.g. 1 or 2 pixels, use the keyboard direction keys.*

- *To deselect a selection area click on the right mouse button.*

- *To abort capturing, press the Esc key.*
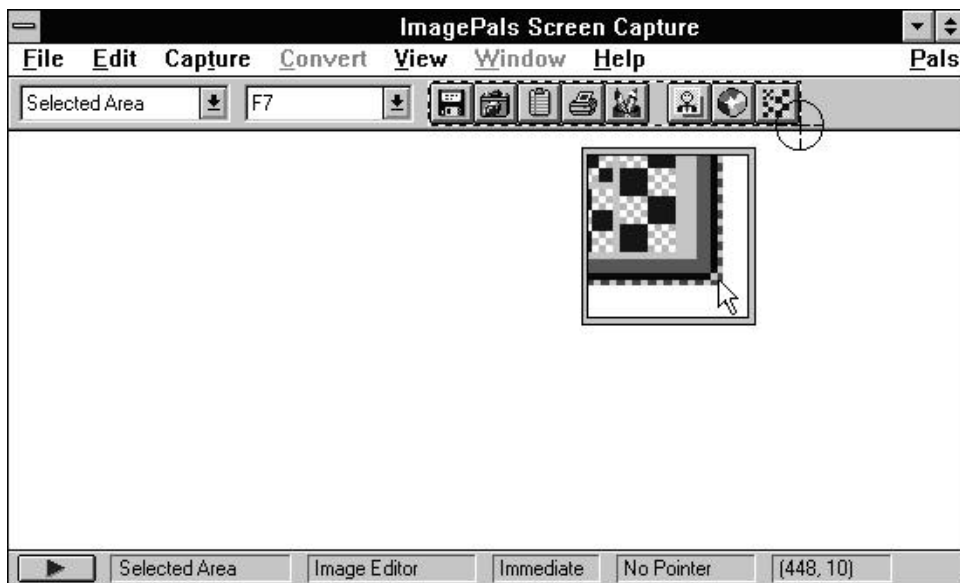
Defining an area to capture

Capturing a screen object

When you press the F7 hot key (with Selected Object as your source) a rectangular border appears around the object your mouse is currently resting on. Moving your mouse causes the border to jump between the various objects on the screen. (When your mouse is on an empty area, the border encompasses the entire screen.) To capture an object, simply position your mouse so that the border contains the object you want and click your mouse or press the Enter key.

When you use the Selected Object option, you will notice that you can isolate a great many objects in some program windows and relatively few in others. This has to do with the nature of individual programs as a single window may be composed of many separate objects, each performing a specific task.

Note: *To abort capturing, press the Esc key.*
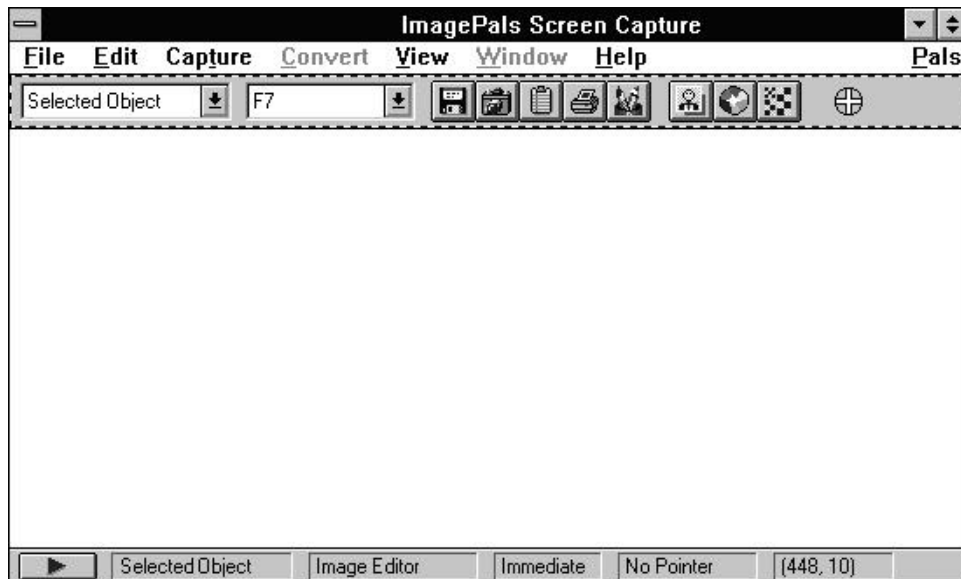
Capturing a selected object

2.3.1   Capturing DOS screens

Screen Capture does not provide a specific option for capturing DOS screens, but, between the Windows built-in capture capabilities and Screen Capture's options, you should have no problems.
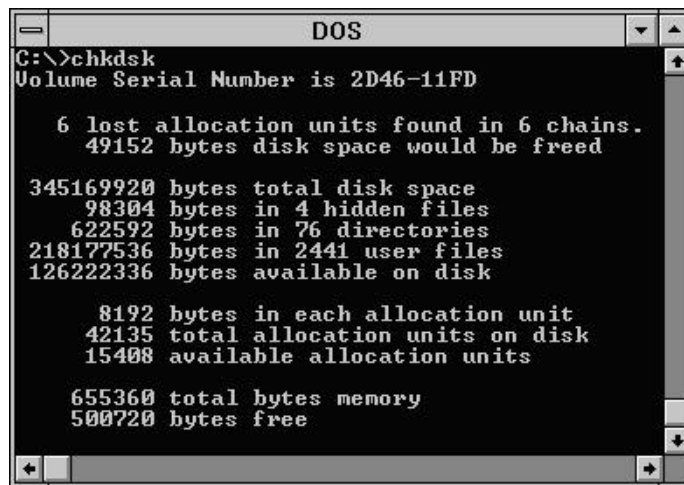
There are three ways to capture windows containing DOS screens:

- In Screen capture, choose the Selected Object option as the source and then minimize all programs. (Leave the DOS window open at the size you wish to capture it.) Click on the Screen Capture icon (to make it active) and then press the hot key for capture. Move your mouse over the DOS window to select it. Press Enter or click your mouse to capture.

- Use Windows "capture active window" shortcut (Alt + Print Screen) to capture the active DOS window to the clipboard and then paste it where you want it to go (or capture it from the clipboard with Screen Capture).

- To capture a complete DOS screen, you must run the DOS program from within Windows and use Alt + Print Screen (or Shift + Print Screen, or Print Screen alone) to capture it to the Windows clipboard. Switch back to Windows and paste the image where you want it.

The use of the Print Screen key is often reserved by DOS programs and so there may be cases when you have to capture a DOS screen using the first method outlined above.

Note: *You may want to experiment with the Fonts command in the DOS window control menu when sizing the window prior to capture. This can enlarge or reduce the DOS window.*

Capturing a DOS window using Selected Object as source

2.3.2   Changing the hot key

In most cases you will find F7 to be a suitable hot key. You may, however, wish to change this, particularly if another program has reserved the F7 key for its own purposes. To change the hot key, click on the Hot Key combo box in the ribbon. A drop-down menu appears listing four predefined hot keys. Selecting one immediately makes it the active hot key. If you wish to define your own hot key, then use the following procedure:

To define your own hot key:

1. Choose "User Defined" from the Hot Key combo box. The Hot Key dialog box opens.

2. To create a new hot key, press a key or combination of keys.

3. Click OK. The hot key is updated and the dialog box closes.

Note: *When defining your own hot key, the following keys and combinations are available:*

-   *CTRL plus F1 – F12, 0 – 9 or A – Z,*
-   *CTRL and SHIFT plus one of above,*
-   *SHIFT plus F1 – F12,*
-   *a function key alone (F1-F12).*

2.3.3   Controlling capture timing

Whenever you press the hot key, the capture process is immediate. There may be times, however, when you want to have more control over how quickly, and how often a capture is performed. For example, you may need to move your mouse into a particular position after pressing the hot key, or a program may share the same hot key.

To control the timing of a capture:

1. Choose "Menu Under Pointer" from the Source combo box.

2. Choose "Activation" from the Capture menu, or from the icon control menu when Screen Capture is minimized. The Activation dialog box opens.

3. Enter 5 (seconds) in the ***Delay*** entry box. To automatically capture multiple images, specify the number to capture in the ***Repeat*** entry box. In the ***Interval*** entry box define the time between capturing successive images. This interval is taken from the end of one image being captured to the start of the next capture, as such it may vary depending on the size of each image captured.

Note: *These options are disabled if you have either the Selected Object or Selected Area option chosen as the source.*

4. **Click OK. The dialog box closes and you return to the Screen capture workspace.**

5. **Press the hot key. (You now have 5 seconds before Screen Capture performs the capture.)**

6. **Go to the program you want to capture from and place your mouse over the desired screen component. At the end of the delay time, the mouse pointer changes to the capture pointer and the screen region is captured.**

Notes:

* *If you have selected a continuous capture, Screen Capture continues to capture the number of images specified in the Repeat entry box, at the defined interval.*

* *To abort delayed or continuous capturing while in progress, press Shift + Esc.*

* *If during the progress of repeated capturing you change any capture options, images are captured with the new options.*

* *If you change the source option to Selected Area or Selected Object, you are asked to abort continuous capturing.*

* *The Activation settings are not applicable to capturing from an execution file.*

2·4   Post processing options

The previous sections described how you can perform basic capturing operations. This section extends this basic knowledge by explaining the post processing options available in Screen Capture: Expand, Convert, and Change Resolution. These post processing commands are "invisible" add-ons to the capture process that can save you considerable time and effort, particularly when working with a large number of images.

To enable these options click on the appropriate button in the ribbon or use the Post Processing command in the Capture menu. This opens the Post Processing dialog box with the following options:

Note: *This command can also be accessed from the icon control menu when Screen Capture is minimized.*

2.4.1   Expanding a Captured Image

Expanding an image refers to adding additional areas of "space" around the frame of an image. This space can be a canvas, border, shadow or any combination of the three. The canvas is the area between the image and the window it appears in. A border is a keyline that is placed around the image frame and between the canvas. The shadow option produces a 3-D effect on the image by putting a shadow beneath the image. (This shadow can be to the left or right of the image.)

To expand an image, first check the ***Expand to:*** option and then click on the Define button. The Expand dialog box opens. In this dialog box there is a preview area displaying the Screen Capture logo. To the left of this are the three expand options. All three options operate in the same way. To change the width of an area, drag the slider, click on the direction arrows or type a value directly into the entry box. The changes are immediately reflected in the preview area. To change the color of the active option, click on the Color button at the bottom of the dialog box.

Note: *The Expand dialog box can also be accessed by choosing the Expand command in the Edit menu. This command is used only for existing images. As such, any changes made here are independent of those made for post-processing, and, vice versa.*

Original image

Adding a canvas

Adding a border and canvas

Adding a border and shadow

2.4.2 Converting Data Types

The Convert Data Type group box allows you to convert captured images to a specific data type, regardless of the Windows display environment in which you are working. This is particularly useful if you need images in a data type different from your current display mode. For example, generating Grayscale images from a color monitor. To convert data types, check the ***Convert to*** option and select a data type and options (if any) from the combo box below.

Note: *For a further explanation of data types and the associated conversion options, refer to p.47.*

2.4.3 Changing resolution

In the Change Resolution group box you can specify the resolution to use when capturing images. The options you select here have a direct effect on the physical size of an image. The higher the resolution, the smaller the image. Changing the resolution of an image is a good way of resizing an image while maintaining its original quality.

Note: *If you want to change the resolution of an image after it has been captured, use the Resolution command in the Edit menu.*

2·5

Saving your capture settings

Once you have captured images, you may want to retain the same capture settings for later use. To do this, choose the Settings command in the File menu, a submenu appears with Load and Save commands. Choosing the Save command allows you to save your settings to file. Use the Load command to bring your settings back into Screen Capture.

When you load a settings file, all the settings currently chosen in Screen Capture change to the new configuration. Once loaded, you can still change the settings to suit the particular type of capturing you are doing, but the original settings file remains unchanged unless you resave it.

2·6 Customizing the way you work

The Preferences command in the File menu provides a submenu of five commands that can be used to customize the way you work. The following section discusses each of these commands and details how you can use them to improve the way Screen Capture works for you.

2.6.1 Screen Capture

Choosing the Screen Capture command opens the Screen Capture dialog box. In this dialog box you can set various features related to the capturing process. For example, when you are capturing a full screen you may not want the Screen Capture program window to appear. To hide it, check the ***Hide When Capturing*** option. Now when you capture, the entire screen is captured as if the Screen Capture window never existed.

When using the Menu Under Pointer option as a source, you may find neighboring menu names are included in the captured image. Checking the ***Crop When Menu Under Pointer*** option captures only the menu name and its contents.

If you want to use the Undo command in the Edit menu, then ensure that the ***Enable Undo*** command is checked. Undo does, however, occupy memory, as Screen Capture has to "remember" what the active image was like before the last change was made. Leaving this option unchecked frees this memory, allowing you to work with larger images and to perform some operations more quickly.

The ***Number of File Names Kept*** option allows you to specify how many files are listed at the bottom of the File menu. This list contains the filenames of your most recently saved images. To open an image from the list click on its filename.

Note: *The Screen Capture dialog box can also be opened by double-clicking on the status bar.*

2.6.2   Photo CD

The Photo CD dialog box gives you the option of determining the resolution and data type of any image files imported from a Kodak Photo CD. Any changes made here are also reflected in the CD Browser program.

2.6.3   Display

The Display dialog box allows you to adjust the way images are displayed by Screen Capture.

If you are working in a 256-color display mode, you can select the ***View Images With a Common Palette*** option to display all images with the system palette – this provides reasonable representation of all images and makes your work quicker because the palette stays the same: as such there is no need to repaint any of the images.

A 256-color display mode also enables the ***Don't Care About Background Quality*** option. If you have selected the common palette option, this makes no difference, otherwise select this option to prevent the background images from repainting – giving you the best representation of the active image and the fastest working environment. (You cannot, however, compare images with this option selected.)

The final option present in the Display dialog box is the ***Monitor Gamma*** option. This tunes your monitor to the current display. It is very important that you calibrate your display before you start working with images for the first time. To learn more about how to calibrate your display, please refer to the introductory guide.

2.6.4 Memory

The Memory command gives you the opportunity to specify directories which can provide additional working space when working with images. The first directory shown is the TEMP directory defined by the SET TEMP statement in your AUTOEXEC.BAT file. Screen Capture provides a further three choices that would normally be different drives. If you are working on a network, you may have different space allocations on the same drive; in such cases you can specify more than one temporary directory from the same drive.

2.6.5 File Formats

The File Formats command allows you to specify which file formats you want Screen Capture to support. When you use Screen Capture for the first time all available file formats are placed on the active list. This allows you to open a wide range of files but does use up valuable system resources and extends the List Files of Type combo box (in certain dialog boxes).

If you only work with a limited number of file formats, then use this command to remove unnecessary formats from the active list. This will save you a lot of time when you open and save files as you do not have to scroll through so many formats every time.

Notes:

- *If you have an image currently open in the workspace, the image's file format appears with an asterisk indicating that the format is in use. If you want to remove the format from the active list first close the image.*

- *The selections you make here are reflected in all the ImagePals programs.*

3   *Working with images*

Once you have captured images into the Screen Capture workspace, you can perform a number of basic editing operations. This chapter looks at these operations, such as Cut, Copy and Crop, and explains the batch manager feature and how to recover from any mistakes you make. There are also sections on selecting areas of an image, converting an image's data type, and basic image management commands such as Open, Save and Close.

3·1

Using the batch manager

One of the most convenient destinations to place images is the Screen Capture workspace, this allows you to preview and edit them before saving. As you capture, you may find a large number of images accumulate in the workspace to which you would like to apply the same editing commands. This can be done with the batch manager.

The batch manager can be accessed in two ways: double-clicking in an empty part of the workspace or by choosing the Batch Manager command in the File menu. Once invoked, the batch manager opens and displays the filenames of all image windows present in the workspace as well as a combo box of operations that can be applied to them: Close, Close Quickly, Convert, Expand, Minimize, Print, Resolution, Restore Window, Save and Save to Album.

Note: *The batch manager can only apply operations to files that are open in the workspace. If there are no files open it is unavailable.*

To perform a batch command, choose the operation you want to perform, select the files you want the operation to be performed on and click OK – batch manager does the rest for you.

Two commands not featured in any of the menu commands are Close Quickly and Save to Album. Close Quickly clears the workspace of all selected images – without asking to save changes. (Use this command when you do not want to save changes made to existing images and any new files.) Save to Album allows you to save selected images to the ImagePals Album program.

3·2 Recovering from mistakes

During your work you may perform an operation and then decide it was the wrong command or end up with an unsatisfactory or unexpected result. If you make such a mistake, you can normally correct it by selecting the Undo command in the Edit menu. The effect of the applied command is reversed, and the image is restored to its original state.

Instead of "Undo" at the top of the Edit menu, you may see:

*   *Redo...* this appears after you have "undone" something, effectively allowing you to undo the undo; in other words, redo the change.
*   *Can't Undo* is displayed when it is not possible to undo the last action, for example, after you have saved an image file.
*   *Undo Disabled* means that the Undo facility has been disabled in the Screen Capture dialog box (see p.38).

3·3   Working with selection areas

Screen Capture does not provide selection tools and therefore has only basic selection functionality. If you want to select intricate areas of an image, it is better to open the image in the Image Editor program of ImagePals.

To create a selection area, place your mouse at one corner of the area you wish to select and drag until the selection marquee encloses everything you wish to include in the selection. Alternatively, you can select the entire image with the Select All command in the Edit menu. Once a selection is made, you can cut, copy, clear, or crop the selected part of the image.

Note: *Selected areas are deselected when you select a new area, choose the Select None command from the Edit menu, or click the right mouse button on the image.*

Creating a selection area

3.3.1 Cut, copy and clear

Screen Capture provides the basic editing operations: Cut, Copy and Clear. All three commands are in the Edit menu and can be applied to entire images as well as selected areas of an image.

When you perform a Cut operation, the image or selected area is placed onto the clipboard. The removed area is then filled with the current background color. (To set the background color choose the Background Color command in the Edit menu.) Copying an image places a duplicate of the image or selected area onto the clipboard and Clear replaces an image or selected area with the current background color.

3.3.2   Cropping an image

Sometimes when capturing an image you include additional, unwanted areas. Cropping is a method of removing or discarding such areas from an image. The portions cropped from your image cannot be retrieved again, unless you immediately undo the crop operation. To crop an image, select the area of the image you wish to retain and choose the Crop command in the Edit menu. The areas outside the selection marquee are discarded. Only the area you selected is retained.

Cropping an image

3·4 Converting image data types

In Screen Capture there are two ways to convert the data type of an image: by specifying the data type during post processing (see p.33), or using the conversion commands in the Convert menu. While many conversions are immediate and you may not notice a significant change in the image e.g. from Grayscale to Indexed 256-Color, others change the images radically and require you to specify some options to help Screen Capture determine exactly how to do the conversion. The following section details only those commands that require options.

Note: *When converting to Grayscale, RGB HiColor or RGB True Color the conversion is always immediate (unless you are converting from Black & White).*

3.4.1 Converting from Black & White

When you convert from a Black & White image you need to choose if, and how, the black and white pixels are converted to either gray shades or colors. Choosing a target data type opens a dialog box with the following options:

Cell size defines the size of the cells used to convert the black and white pixels of a Black & White image. The higher the number, the greater the number of gray shades or colors introduced. A general guideline is: when the resulting image shows visible grids, the cell size is incorrect.

Scale down defines how much the image is scaled down during conversion. A scale-down of one results in no scaling. A scale-down of two reduces the width and height (in pixels) and resolution of the image by half. Scaling down prevents the new image from displaying a mosaic-like effect that may be caused when you define a large cell size.

3.4.2 Converting to Black & White

When you convert an image to Black & White, none of the
original shades of gray or color can be retained in the new
image. To simulate them, Screen Capture groups black and
white pixels in patterns (dithering). The dither options in Screen
Capture provide adequate dithering for most situations and are
particularly suited to the preparation of images for display on
monochrome monitors. Choosing the Black & White command
opens a dialog box with the following options:

Resolution allows you to choose the resolution of the new
image. You can choose the resolution to match that of your
Printer, ***Display*** or ***Active Image*** or define your own. (If you have
a high resolution printer selected, selecting the printer
resolution will produce a very large file and the conversion may
take a long time.)

The Halftone Screen group box contains options that allow you
to control how colors are "dithered" during the conversion.
When you choose a ***Shape*** option other than None, Diffusion or
Dispersed, you have the opportunity to specify the ***Frequency***
and ***Angle*** of the dither effect.

3.4.3   Converting to Indexed 16-Color

To convert to Indexed 16-Color choose the Indexed 16-Color command. Depending on the image's current data type, a dialog box opens allowing you to select either, or both, the palette and dithering options between the two data types:

Palette allows you to select the colors included in the new image's color table. *Standard* uses the system's default 16-color (4-bit) table. This color table contains the 16 colors displayable on CGA and EGA displays. Use this option when you transfer images to other Windows programs, or when you need to ensure that the same color table is used for different images.

Choosing the *Optimized* option creates a color table that is the closest adaptation of the colors used in the image. If you are converting an RGB True Color image which contains only greens and blues and you select this option, the resulting color table will be primarily made up of the colors that appear in the image (that is, green and blue).

Dither provides options for controlling the dithering of the conversion. *None* does simple color value mapping and tends to result in sharp transitions between black and white in the image. *Pattern* arranges pixels in patterns to simulate gray shades or colors. *Diffusion* uses a less structured method than that used with the Pattern option. This option in combination with the Optimized palette option generally results in the most accurate conversion.

3.4.4   Converting to Indexed 256-Color

When converting RGB True Color or HiColor images to Indexed 256-Color, Screen Capture provides options to control the palette and dithering aspects of the conversion. These options can be found in the dialog box that opens when you choose the indexed 256-Color command:

Palette allows you to select how colors are chosen to make up the 256 color table

3-3-2 (bits) uses the system's default 256-color (8-bit) table. This color table is based on an arrangement of eight (3-bit) reds, eight (3-bit) greens, and four (2-bit) blues.

6-7-6 (levels) uses a palette that offers six levels (shades) of red, seven levels of green, and six levels of blue. This is the standard palette used by ZSoft Paintbrush IV Plus.

6-6-6 (levels) gives the most balanced use of palette color. This palette offers six levels (shades) of red, six levels of green, and six levels of blue. This is the standard palette used by the Apple Macintosh computer.

Optimized creates a color table that matches the range of colors used in the image as closely as possible and as such normally produces the best results.

The ***Dither*** options are the same as those mentioned in the previous Converting to Indexed 16-Color section.

Notes:

- *To preview an RGB True Color image on a 256-color display, select the Optimized Palette and Diffusion Dither options for the best result.*

- *To transfer an Indexed 256-Color image to another program, you should use the palette option supported by that program.*

3·5 Editing an image's color table

The colors in an Indexed-Color image are recorded in a color table. To view the color table, choose the Color Table command in the View menu. (This command is disabled if the active image is not Indexed-Color.) The Color Table dialog box opens. In this dialog box you can change the colors in the table, thereby changing the color composition of the image.

To change the color contained in a cell, click on the cell. The standard Windows Cell Color dialog box opens. Once you have chosen the new color, click OK. The new color is inserted into the color table. To return to the image, click OK in the Color Table dialog box, the new color table is stored and the image now reflects any changes made.

You can also save a color table you have created, or load an existing table into an image. In this manner you can optimize a color table for one type of image, and then apply the same color table to other images. When you load a new color table, the old table is discarded and the pixels in the image assume the values of the new table.

Note: *You can only load color tables containing 16 colors into Indexed 16-Color images. Likewise, color tables containing 256 colors can only be loaded into Indexed 256-Color images.*

3.6

Image management

This section takes a look at the standard features of Screen Capture such as opening and closing files, and managing multiple image windows. There is also an explanation of the various view commands and how you can show or hide certain program features.

3.6.1   Opening files

The primary purpose of Screen Capture is to capture images. This does not, however, prevent you from opening existing image files for editing or viewing. To open an image file, choose the Open command in the File menu. The Open dialog box appears displaying those files fitting the current type shown in the ***List Files of Type*** combo box. To open a file simply select its filename and click OK. (Double-clicking on the filename also opens the file.) The dialog box closes and the file is opened in the Screen Capture workspace.

Note: *When you select a file its information and contents (where possible) are displayed at the bottom of the dialog box. Some files may not display automatically, in such cases click on the Preview button to display the contents of the file.*

Opening multiple files

In Screen Capture, just as with the other ImagePals programs, the Open dialog box allows you to open multiple files from a single directory in one go. To do this, use the Shift key in conjunction with your mouse to select a range of files or the Ctrl key to select, or deselect, individual files. (You can also drag your mouse over filenames to select them.) Once selected, click OK. The images open in individual windows in the program workspace.

3.6.2 Managing image windows

While working with multiple files can be advantageous, it also places a strain on your system's resources – not to mention cluttering your workspace. It is therefore necessary to have some form of image window management. In Screen Capture this management is handled by the Cascade, Tile and Arrange Icons commands found in the Window menu. Cascade "stacks" open windows beneath and to the right of each other whereas Tile resizes open windows to fill the workspace. If you have a large number of minimized icons, the Arrange Icons command arranges these icons along the bottom of the workspace.

3.6.3 Viewing images and the program window

When you display an image, the image pixels are "mapped" onto your screen pixels. Controlling the mapping of these pixels determines the way you see images. This section takes a look at the ways to control the view of an image as well as how you can display file and system information and choose which features of the interface to show or hide:

Actual view

When an image is displayed at its actual size, each image pixel is shown by one screen pixel. This is the normal (1×) view of an image. (Graphics are displayed at the size determined by your current display driver's resolution.) If you change the view of an image, e.g. by zooming, you can return the image to its actual size by choosing the Actual View command in the View menu or pressing the Ctrl + A shortcut key.

Zooming on an image

To enlarge the view of an image, choose the Zoom In command in the View menu. This allows you to zoom in to 8× the original size. To reduce the view, choose the Zoom Out command. This command allows you to zoom out to 1/8× the original size.

Zooming in on an icon to 8x original size
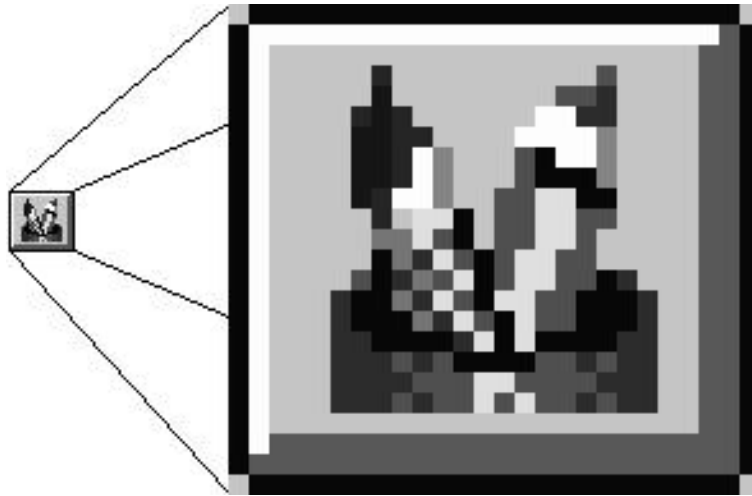
Fit in window

When you use the zoom commands, the image window does not change to fit the new image size. As such there may be times when the whole of an image cannot be displayed in its window and scroll bars appear along the window border. If you wish to display the complete image within its window choose an available zoom command from the View: Fit in Window submenu. (The maximum zoom level available is determined by the original size of the image.)

Displaying image information

Choosing the Image Information command from the View
menu opens the Image Information dialog box. Here you can
find information about the attributes of an image, such as data
type, dimensions, resolution, and working file size. There is also
a section including file details such as the filename, file format
and space occupied on disk. You can also see whether the image
has been modified since you opened or captured it, if it was
recently captured and if so, from where.

Note: *The above information will be different for images that have
just been captured and those that have been opened from disk.*

Displaying system information

Choosing the System Information command from the View
menu opens the System Information dialog box. Here you can
find Windows information such as the version of Windows, your
current Windows mode and available system memory. There is
also information concerning your disk and current display.
Display information is particularly useful as this determines the
dimensions and file size of your captured images.

The show and hide commands

The View menu has two show and hide commands: Show/Hide Ribbon and Show/Hide Status Bar. Choosing either command shows or hides the respective window feature from view. If you hide the ribbon, you can still access the ribbon functions by choosing their appropriate menu commands or shortcut keys.

Note: *Double-clicking on an empty portion of the ribbon also hides it.*

3.6.4   Saving files

When it's time to save your work, Screen Capture provides three commands: Save, Save As and Save to Album. Use Save when you wish to update the file you are currently working on and Save As when saving new files, or you wish to save an image to a new destination and filename. The Save to Album command is available in the batch manager and allows you to save multiple files to an album in the ImagePals Album program.

Note: *You can also save a file to an album by clicking on the Album button in the Save As dialog box .*

3.6.5   Printing files

Once you have captured an image you can print your work to any Windows-compatible output device. Before you print however, make sure that your output device is turned on, connected and selected in the Printer Setup dialog box. If you need to, you can access this dialog box through the Printer Setup command in the File menu. This dialog box allows you to change such printer options as the orientation of the page from landscape to portrait, and the paper size.

When ready to Print, choose the Print command in the File menu. The Print dialog box opens with the following options: ***Scale to Fit the Page*** scales images to be as large as possible on the page while maintaining their aspect ratio. With this option unchecked, images print at the size determined by their resolution.

The ***Center Image horizontally***, ***Center Image Vertically*** and ***Start From Top Left Corner*** options allow you to choose where images print on the page. If both the center options are selected, images print centered on the page. (Choosing these options disables the corresponding ***From Top*** or ***From Left*** option.)

3.6.6   Closing files

When you have finished working on an image or wish to remove it from the workspace you can close it. It is a good idea to close unnecessary images as these occupy valuable system resources. You can close an image in one of the following ways:

- choosing the Close command in the File menu.
- double-clicking on the image window's Control menu box.
- choosing the Close command in the image window's control menu.
- using the batch manager's Close or Close Quickly commands.

  When you close an image, it disappears from the workspace. If you have not saved it, or you have made changes since you last saved it, a message box appears asking if you want to save the changes. Selecting No discards any changes; Yes saves them.

Note: *Close Quickly is only available in the batch manager and allows you to close selected images from the workspace quickly. When you use this command no new images or changes made to existing images are saved.*

3.7

Exiting Screen Capture

When you have finished working with Screen Capture, you can exit by closing the program window or by choosing the Exit command in the File menu. When exiting Screen Capture, you will be asked if you want to save any new images or any changes made to previously saved images. If you have many open images, use the batch manager to first save the images and then close them with the Close Quickly command.

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