



GrabIt Pro Help

GrabIt Pro is designed especially for the Windows 95 and Windows NT Version 3.51 operating systems.

There are many new features in Version 5, please be sure that you carefully review the procedures for each capture method. Pay special attention to the selected area capture directions. Use the scroll bars to see more help topics.

To learn how to use Help, press F1.

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Setting Up Grabl 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 Grabl 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 Grabl 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.

▪ **Capture A User Defined Area** ▪

▪ **To capture a User Defined Area follow these steps:**

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 in its own window.

■ Capturing A Window With Hot Keys ■

■ **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**

■ 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 Grabl 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. Grabl Pro will Beep to let you know that the capture was successful.

6. You can continue capturing as long as you need to, Grabl 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) Grabl Pro

will return to its normal window state so you can review your screen captures.

■ Capturing A Client Area With Hot Keys ■

■ **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.

▪ **Capturing A Menu With Hot Keys** ▪

GrabIt Pro can capture **any** Menu displayed by a Windows Application, or by Windows.

▪ **To capture a menu with GrabIt Pro:**

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.

▪ **Capturing An Full Screen App With Hot Keys** ▪

▪ **To capture an Application when it is running full screen:**

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** ▪

▪ **To capture the entire Windows Desktop:**

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.

■ To capture the DOS Window 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. 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 With Hot Keys** ▪

▪ **To end a capture Hot Key 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.

▪ **Capturing A Window** ▪

▪ **Please Note:** You can click *anywhere* on the capture dialog, not just in on the capture tool 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 tool 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 tool and HOLD the left mouse button down, the tool 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** ■

- **Please Note:** You can click *anywhere* on the capture dialog, not just in on the capture tool 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 tool only.

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

- **To capture the window client area only** (no caption bar or border):

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 tool and HOLD the left mouse button down, the tool 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 A Selected Area.**

▪ **To capture the Selected Area of any Window:**

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.

▪ **Capturing A Menu** ▪

GrabIt Pro can capture **any** Menu displayed by a Windows Application, or by Windows.

▪ **To capture a menu with GrabIt Pro :**

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.

▪ **Capturing An Application Running Full Screen** ▪

▪ **To capture an application window when it is 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** ■

■ **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.

■ **To capture a DOS screen or application:**

1. Choose Grab Client Area from the Main GrabIt Pro Menu
2. The Capture Dialog box will be displayed.
3. Click on the capture tool and HOLD the left mouse button down, the tool disappears and the capture cursor is displayed.
4. Move the cursor to the DOS Window you wish to capture.
5. Click on the Window.
6. Your DOS screen 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.

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.

▪ **Capture The Windows Desktop** ▪

▪ **To capture 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 capture will be displayed in a child window.

▪ **Capture A Selected Area Of 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 cross hair 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.

■ Save A Capture To Disk ■

■ To Save A Screen Capture:

1. Choose File Save from the main menu, or press CTRL + S
2. Enter the file name of the bitmap in the edit field.
3. Enter the file name **including** the extension of either BMP or RLE. GrabIt Pro doesn't assume that every image you save will be a BMP or RLE file so it doesn't automatically add the file extension.

You can choose between various formats by selecting the Options Button on the save dialog. The options are as follows:

Image Format

Windows 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.

- 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.

▪ **Open A File** ▪

▪ **To open a bitmap from disk:**

1. Select File from the main menu and choose Open, or press CTRL + O.
2. You can select a bitmap from the list box, enter the drive and path to the bitmap you wish to use.
3. Select the OK button, or press Enter to Open the image

- **Convert To A Different Format** ▪

- ***Important information when converting from one format to another***

When converting from 24 Bit or 256 Color images to monochrome **MAKE A TEST IMAGE FIRST!** Some 256 color and 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.

Other Programs For Windows 95

Zip Manager Version 6.0

The ultimate archive file management tool for Windows and Windows NT will have a whole new look. It will be available in September or October of 1995

ImageTamer 2.0

Image Tamer is a brand new program that has powerful image manipulation capabilities similar to Aldus PhotoStyler. In addition it will convert to and from over 50 different file formats including JPEG and CMP image compression formats. Image Tamer allows you to store and manage 1000'S of images in an its easy to use Photo album.

Accelerator and Hot Key Reference

Listed below are all of the keyboard shortcut keys.

Accelerator Key Reference

<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

▪ **Reporting Bugs** ▪

Please report all bugs via Compuserve.

Any suggestions or wish list items are encouraged, we want this to be the BEST screen capture program available period!

Our Compuserve ID number is 72200,576

Welcome to the GrabIt Pro for Windows 95 and NT 3.51

New features in version 5.0 are:

- All New HOT KEY capture method.
- User Defined Size Area capture method.
- Capture any pull down or popup menu.
- Capture the Mouse Pointer with your screen capture.
- Long File and Directory name support.
- **Capture Directly To The Printer** - Print Screen For Windows At Last!
- A Toolbar for all of the most used capture commands.
- Right mouse button popup menus for child windows.
- Automatic incrementing of screen capture names.
- An Invert feature when saving an image.

■ **Printing A Screen Or Bitmap** ■

■ **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

■ **Printing tips and driver information**

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.

Image Scaling

GrabIt Pro now has complete user defined image scaling when printing an image. See **Image Scaling** for complete information

Laser Jet Printer Problems

If you have a problem printing a bitmap, and you are using a HP LaserJet printer be sure that you obtain the new windows 3.1 HP LaserJet driver that is on the windows supplemental drivers disk. This disk is available on many BBS systems across the country, On-Line services like CompuServe and America On-Line, and directly from Microsoft.

Right Mouse Button Menu

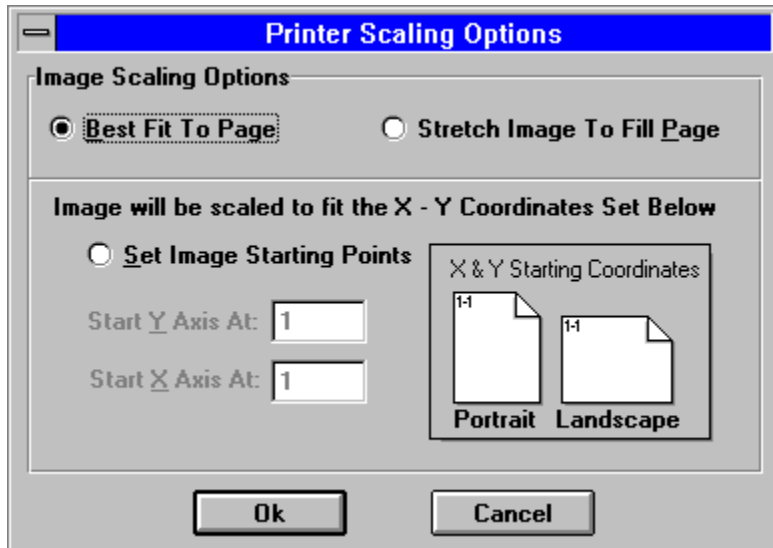
GrabIt Pro now makes full use of your mouse by providing you with convenient right mouse button menus.

The right mouse button will popup a menu whenever you right click it on a child window. You can Open, Save, Copy and Paste to the Clipboard, and Print with a click of the right mouse button.

Scaling A Printed Image

Now you have complete control over the size of the printed image produced by GrabIt Pro. The options are shown on the graphic below. Click on each item for a complete description.

- As noted elsewhere these features are only available in the registered version of GrabIt Pro.



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.

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.

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.

- **PLEASE 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.
- As noted elsewhere these features are only available in the registered version of GrabIt Pro.

▪ **Long Filename Support** ▪

GrabIt Pro supports the New Windows 95 and the Windows NT long file and directory name system completely. It 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.

■ **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.

■ **To capture an entire window to the printer:**

1. Select Entire Window from the Grab To Printer menu
2. The Capture Dialog box will be displayed.
3. Click on the capture tool and HOLD the left mouse button down, the tool 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.

■ **To capture the Windows Desktop to the printer:**

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.

▪ **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 (about 200). 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.

Shareware Registration Form



Software Excellence By Design Inc.
14801 North 12th Street
Phoenix, AZ 85022 USA

Special prices/discounts on quantity orders, Corporate site licenses, and dealer pricing is available.

Phone in your credit card order TOLL FREE at 1-800-468-1438. Master Card AMEX and Visa accepted. Phone orders are accepted Mon.-Fri. 9:00 a.m.-3:00 p.m. On-Line BBS Registration at 602-375-0531

Please allow 2 - 4 weeks for delivery.

I would like to register the following (check desired items below):

Available in 3.5" Media Size Only

Zip Manager

The ultimate archive file management tool for Windows 95 and Windows NT 3.51 New interface makes it easier than ever to use!

___ Copy(s) of the Windows Version 3.1 @ \$29.95 ea. \$ _____
___ Copy(s) of the Windows 95/Windows NT Version 3.51 @ \$49.95 ea. \$ _____

GrabIt Pro

Screen Capture and Graphics Enhancement. Rated as the best screen capture program available for technical writers, programmers, and graphic artists.

___ Copy(s) of the Windows 3.1 Version @ \$29.95 ea. \$ _____
___ Copy(s) of the Windows 95/Windows NT 3.51 Version @ \$39.95 ea. \$ _____

ImageTamer

Easy to use and powerful graphics program. Supports over 50 different file formats, does batch conversion, and has lots of special effects. Similar to PhotoFinish but easier to use and its affordable!

___ Copy(s) of the Windows 95/Windows NT 3.51 Version @ \$39.95 ea. \$ _____

ChartTamer

Create Presentation Quality 3D Charts of All Kinds Quickly and Easily. Small program size (only 202K) is perfect for notebook users who need quality charts!

___ Copy(s) of the Windows 3.1 Version @ \$29.95 ea. \$ _____
___ Copy(s) of the Windows 95/Windows NT 3.51 Version @ \$29.95 ea. \$ _____

Shipping \$3.00 Per Item, Outside the U.S. \$5.00 Per Item
AZ Residents please add Sales Tax @ 6.7%

Total Shipping \$ _____

Sub Total \$ _____

Tax \$ _____

Total \$ _____

▪ **Shareware Registration Information** ▪

Thank you for taking the time to find out how to register your copy of GrabIt Pro. To register your copy of GrabIt Pro, you can access the registration form built into the help, [Click here to access the registration form](#) and print it. Or use the REGISTER.FRM file that came with your program.

The registration fee for GrabIt Pro is \$39.95 + \$3.00 shipping in US Funds. We welcome Visa, Master Card, American Express, checks, money orders, and foreign checks drawn on a US BANK. You can phone in your order using your Visa or Master Card Monday - Friday 9:00 am - 4:00 PM MST. The TOLL FREE order phone number is 1-800-468-1438

Questions, correspondence, bug reports, and suggestions should be directed to:

Software Excellence By Design Inc.
14801 North 12th Street
Phoenix, AZ 85022

Voice (602) 375-9928
Fax (602) 375-9928
Orders Only 1-800-468-1438
BBS (602) 375-0531
CIS 72200,576
Internet:72200.576@compuserve.com

