

## Using Hypersnap-DX

HyperSnap is extremely easy-to-use software that lets you capture screen shots from your PC that can be used to enhance Web pages or to insert graphics or screen captures into handouts, help sheets, and other instructional materials. Other features allow you to convert graphics into BMP, GIF, or JPEG files. Built-in crop features can be used to make final edits without transferring to another program.

The Software Cellar (Room 22 Weber) is participating in a University licensing program in cooperation with Hyperionics, the publisher of HyperSnap. You can purchase HyperSnap on a departmental account or IMO for \$5.00.

### Basic Screen Capture

HyperSnap offers three types of screen captures:

- 1) Full Screen -- captures the entire screen display;
- 2) Windows -- automatically outlines a section of the screen, such as a window;
- 3) Region -- allows you to outline part of the screen.

### Starting HyperSnap

You can put the HyperSnap icon in the system tray (the area to the right of the Windows Taskbar next to the clock) where you can then right click on it to bring up a quick menu. This option will replace the larger, traditional button on the taskbar. To activate this feature, choose **Options, Display Tray Icon Only**. HyperSnap will be available in the tray instead of being minimized.

### Steps for capturing an image

- 1) Have the target application which contains the image you wish to capture open. Make sure the areas you wish to capture are visible;
- 2) Open HyperSnap and choose the option you want from the **Capture** menu (or minimize HyperSnap and use the HotKeys to activate the capture feature);
- 3) When capturing a region, your cursor will turn into a plus sign (+) which can be moved around to different sections;
- 4) Anchor the capture area by clicking;
- 5) Drag an outline around the area to capture;
- 6) Click twice with the mouse to capture the area and place it in the HyperSnap window.

### Clearing a Capture

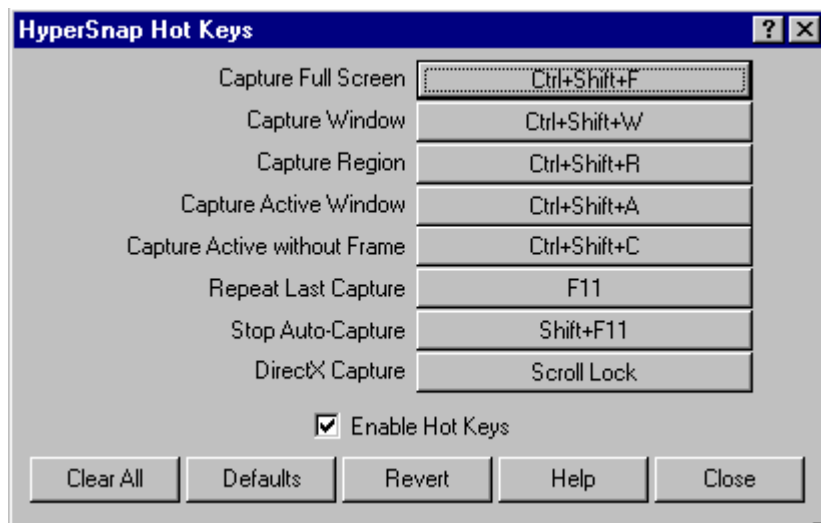
When you wish to clear a capture from the HyperSnap window, choose **Edit, Clear**.

## Including the Cursor

You may want to include the cursor image in your capture to better display or call attention to a specific item. To capture an image which includes the cursor:

- 1) Click on **Capture, Include Cursor Image**;
- 2) Capture the image;
- 3) Go back to the image and position the cursor where you want it;
- 4) Recapture the image using the appropriate hot key.

## Using Hot Keys (keyboard shortcuts)



You can use Hot Keys as an alternative to opening and using the menu items in HyperSnap. The Hot Keys for screen captures can be easily customized.

To customize, click on the button next to the function you wish to change, then execute the key combination you want for that function, and click on OK. Your new Hot Key assignment will also be shown in the HyperSnap-DX menu option. The Hot Keys correspond with the different types of screen captures. These options may also be found under the **Capture** menu.

Note: Be sure not to assign Hot Key combinations that might conflict with another program. To prevent any problems with specific programs, you can temporarily disable HyperSnap-DX's hot keys in the dialog shown above.

## What can you do with the image, once it's captured?

Once you have actually captured an image, you can then choose from a variety of options. You can save it, print it directly, or copy it from HyperSnap and paste it in any other Windows application.

## **Saving your Image**

HyperSnap can save files in BMP, GIF, or JPEG format. GIF and JPEG file types are the most commonly found on the World Wide Web.

GIF (Graphics Interchange Format) files can be saved as interlaced files, with transparent backgrounds, and three levels of color reduction.

JPEG (format developed by the Joint Photographic Experts Group) is a format for storing photo quality figures in a compressed format that allows for reasonably fast transmission over a network. HyperSnap provides save options for a user-defined percentage of output quality, and the "fade-in" format which is frequently used on the World Wide Web.

## **Quick Save**

The Quick Save feature will make continuous captures without interruption. HyperSnap-DX saves them each to an individual, sequentially named GIF or JPEG file, in the custom format you choose, for your later use. You can even set a timer to automatically execute a capture every 'x' seconds.

Quick Save, when selected (check mark appears next to option), will automatically save your capture as a BMP, GIF, or JPEG file. The dialog box appears when you check the option.

You can specify a file name or leave the "Save to:" box blank to be prompted for a file name after each capture. Check "Increment File Name" and HyperSnap-DX will save the files to the file name you choose, incrementing the number within the range you specify in the "start at" and "stop at" blocks. To use this feature, choose **Capture, Quick Save**.

If you enter a number (other than zero) in the Repeat first capture every [x] seconds, and check the **Quick Save** option under the **Capture** menu, HyperSnap-DX will automatically save a screen capture until you tell it to stop, using the **Stop Auto Capture** hot key.

## **Print your Image from HyperSnap**

You can print your capture directly from HyperSnap and choose options that will expand the image to the size of the paper and margins that you set, add a frame, print in reverse, or reduce the output to black and white. To activate or change any of these options, choose **File, Page Setup**. To have the image automatically print, choose **Capture, Quick Print**. Quick Print will use the settings as specified in **Page Setup**. If you do not want an image to print automatically but want to print in the usual manner choose **File, Print**.

## **Copy your Image to an Application**

If you wish to copy your image directly into an application, you can capture the image, then choose **Edit, Copy**. This places the image on the Windows clipboard, from where it can be pasted into any other Windows application.

To paste the image, open a file within an application, position the cursor, and choose **Edit, Paste** from that application's menu line.

### **Crop Features**

To crop an image, that image must appear in the HyperSnap window. To activate the crop feature, choose **Edit, Crop**. The crop feature works much the same as when you are capturing a region. The mouse turns into a plus sign (+) and you can anchor one corner by clicking. You then drag the area to encompass what you want and click twice to finish the crop.

To undo a crop, choose **Edit, Undo Crop**.

### **Miscellaneous Features & Tips**

*Opening Graphic Files* -- If you have a shortcut to HyperSnap on your Windows Desktop, you can drag and drop BMP, GIF, and JPEG files onto the HyperSnap icon to open them.

*File Conversion* -- Convert from one file format to another using the **Save As** selection under the **File** menu item, using all of the options available for each format. For example, you can convert a standard BMP file to a progressive JPEG or a GIF with a transparent background.

*Viewing your Capture* -- In order to view HyperSnap-DX and your capture after it has been done, make sure that the Restore After Capture option under the **Capture** menu is checked.

*Crop the graphic to just the right size* -- HyperSnap can show you the area's size in pixels as you make your selection. Use the crop feature and press the (-) key.

*Help* -- HyperSnap includes a tutorial, quick overview and Quick Help. Select Quick Help to click on a likeness of the menus and see an explanation of a feature.