

Wincopy Screen Capture

Version 4.0

User Guide

March 26, 2008

Please visit www.informatik.com for the latest version of the software.

Table of Contents

General	3
Capture	3
Capture a Rectangle	3
Capture an Irregular Area	4
Capture the Current Window	4
Capture the Full Screen.....	5
Manual Capture.....	5
Timer, Delayed Action	6
Margins and Truncation, Adjustments	6
Edit Options	6
Lines.....	6
Arrows	7
Freehand Drawing.....	7
Highlighting	7
Path (Irregular Shapes)	7
Redaction (White-out, Black-out).....	8
Rectangles (Boxes)	8
Ellipses.....	8
Bullets	9
Insert Text (General)	9
Insert Image (Files or Clipboard)	9
Insert Rubberstamps	9
Insert Text Balloon	10
Copy to Clipboard.....	10
Rotation.....	10
Transparency	10
Layers	11
Delete an Object.....	11
Save the Changes	11
Licensing Information.....	12
Technical Support	12
License, Warranty, Disclaimer	12

General

Always back up your files before they may be overwritten.

The program supports TIFF, PDF, BMP, PNG, GIF and JPEG graphics formats. For marking up existing graphics files, please use the Informatik PDF Markup and the Imagistik Markup programs.

Please visit the publisher's website often and find out if upgrades and newer versions are available. www.informatik.com

Wincopy allows you to capture a selected rectangle, an irregular shape, the currently active window or the entire screen. A delay option allows you to capture drop-down menus and drop-down lists.

Wincopy has the following edit functions:

- Lines
- Arrows
- Freehand drawing
- Highlighting
- Irregular shapes (Path)
- Path lines with terminating arrow
- Redaction (white or black)
- Rectangles (Boxes)
- Ellipses
- Bullets
- Insert Text (general)
- Insert Graphics
- Insert Rubber Stamps
- Insert Text Balloon

Capture

Capture a Rectangle

Start up the Wincopy program. If Wincopy is already open in Edit Mode, click on the Capture icon in the toolbar (green icon), or select the Capture menu.

Select the "Rectangle" option from the 'Capture Method' drop-down list.

(If you need to capture drop-down lists, select the delay option. The delayed action allows you to set the drop-down in the target window before the window freezes for capture. See also Timer section below.)

Click on OK button. The screen freezes and the mouse pointer changes to a cross-hair.

With the left mouse button pressed, outline the area that you wish to capture. The captured section is now displayed in the edit window. If you wish to edit the image, select from the many edit options and save the image by clicking on the Save icon or choose the Save option from the File menu.

Capture an Irregular Area

Start up the Wincopy program. If Wincopy is already open in Edit Mode, click on the Capture icon in the toolbar (green icon), or select the Capture menu.

Select the "Irregular Area" option from the 'Capture Method' drop-down list.

(If you need to capture drop-down lists, select the delay option. The delayed action allows you to set the drop-down in the target window before the window freezes for capture. See also Timer section below.)

Click on OK button. The screen freezes and the mouse pointer changes to a circled cross-hair.

With the left mouse button pressed, click on each corner of the irregular area that you wish to capture. To complete the area you must click on the starting point.

The captured section is now displayed in the edit window. If you wish to edit the image, select from the many edit options and save the image by clicking on the Save icon or choose the Save option from the File menu.

Capture the Current Window

Start up the Wincopy program. If Wincopy is already open in Edit Mode, click on the Capture icon in the toolbar (green icon), or select the Capture menu.

Select the "Current Window" option from the 'Capture Method' drop-down list.

(If you need to capture drop-down lists, select the delay option. The delayed action allows you to set the drop-down in the target window before the window freezes for capture. See also Timer section below.)

Make sure that the current window is visible unobstructed.

Click on OK button.

After confirmation, the captured section is now displayed in the edit window. If you wish to edit the image, select from the many edit options and save the image by clicking on the Save icon or choose the Save option from the File menu.

If the capture fails, use the manual method, outlined below.

Capture the Full Screen

Start up the Wincopy program. If Wincopy is already open in Edit Mode, click on the Capture icon in the toolbar (green icon), or select the Capture menu.

Select the "Full Screen" option from the "Capture Method" drop-down list.

(If you need to capture drop-down lists, select the delay option. The delayed action allows you to set the drop-down in the target window before the window freezes for capture. See also Timer section below.)

Click on OK button.

The captured section is now displayed in the edit window. If you wish to edit the image, select from the many edit options and save the image by clicking on the Save icon or choose the Save option from the File menu.

If the capture fails, use the manual method, outlined below.

Manual Capture

If the Capture Current Window or Capture Full Screen fails use the following manual option:

To capture the Current Window, press the Print Screen button on your keyboard while holding down the **ALT key**. This Windows function will copy the current window into the Windows Clipboard. Now, in the Wincopy start window choose the "Paste Windows Clipboard" option from the "Capture Method" drop-down list.

To capture the Full Screen, press the Print Screen button on your keyboard while holding down the **CTRL key**. This Windows function will copy the screen into the

Windows Clipboard. Now, in the Wincopy start window choose the 'Paste Windows Clipboard' option from the "Capture Method" drop-down list.

Timer, Delayed Action

The Timer option allows you to set a time before the window is captured, giving you time to set menu drop-downs so that these will be included in the capture. In the main window (Start window), select the number of delay seconds and check the Delay checkbox. In some Windows Operating Systems, the drop-down lists are still live when the screen freezes for capture. In this case simply click on window (outside the live drop-down); the section then freezes.

Margins and Truncation, Adjustments

You may have captured too large an area or cut into the intended capture area. No problem, without running a new capture you can adjust the area in all directions. Click on the green arrows in 'Margins and Truncation'. Each click increases or decreases the side by one (1) pixel. Each Click, while the CTRL key is held down, increases or decreases the side by three (3) pixels. The arrows are enabled only for the Rectangle method of capture.

If you need to add a blank margin on either side of the captured image, for example to add some annotations, click on the side panels in 'Margins and Truncation'. A prompt will ask you to specify the size of the margin. To eliminate the margin, choose the margin size zero (0).

Edit Options

Lines

Click on the Line button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the line. If needed, move the object and set transparency.

Arrows

Click on the Arrow button. Review and change the line thickness and drawing color. With your left mouse button pressed draw the outline of the arrow. If needed, move the object and set transparency.

A terminal arrow can also be added in the Path (Irregular Shapes) option.

Freehand Drawing

Click on Freehand. Review and change the line thickness and drawing color. With your left mouse button pressed draw your pattern. The initial line will be a black draft. When you release the mouse button, the colored drawing will be displayed. If needed, move the object and set transparency.

Highlighting

Click on the Highlight button. Review and change the current Highlight color setting. With your left mouse button pressed outline the rectangle of the area that you wish to highlight. Release the mouse button. If needed, move the object.

The Highlight option 'highlights' text on white background. The default color is yellow but the color can be changed in the Highlight Color pallet.

Path (Irregular Shapes)

This option represents a series of lines that represent a path (open or closed). Click on the Path button. Review and change the line thickness and drawing color. If the path will lead to a closed shape you can opt to have the area color filled. Review the current Fill Color setting.

With your left mouse button click on the corners of the outline. To close the path, click on the small circle at the start point of the first line. To leave the path open, when done, click on the 'Check' icon button (next to the Path button). To cancel the drawing, click on the Cancel icon button (next to the Path button).

A closed path can be color-filled or filled with a hatch pattern. If you check the **Hatch Fill** checkbox, the Hatch Pattern window opens where you can select from one of five hatch patterns: cross, horizontal, vertical upward diagonal and downward diagonal. The hatch color is always black but the background will be

the selected **Fill Color** (if the Color Fill checkbox is checked). If you wish to hatch-fill an existing shape, mark the inside area with the Path option; you will want to un-check the Draw Border in the Hatch Selection window.

You can add an arrow to the last section line. Before you draw the path, check the '**Add Arrow**' checkbox. The option is ignored if either the Fill-Color or Hatch-Fill is checked.

If needed, move the object and set transparency.

Redaction (White-out, Black-out)

Click on the Redaction button. Select White or Black setting.. With your left mouse button pressed outline the redaction area. Release the mouse button. If needed, move the object.

Rectangles (Boxes)

Click on the Rectangle button. Review and change the current Drawing color setting. If the rectangle needs to be color-filled, check the Fill checkbox and review/select the Fill color. You have an option to render the shape square or with rounded corners. With your left mouse button pressed outline the rectangle. Release the mouse button. If needed, move the object and set transparency.

Ellipses

Click on the Ellipse button. Review and change the current Drawing color setting. If the ellipse needs to be color-filled, check the Fill checkbox and review/select the Fill color. With your left mouse button pressed outline the ellipse. Release the mouse button. If needed, move the object and set transparency.

Bullets

Click on the Bullet button. Review and change the current Drawing color setting. If the bullet needs to be color-filled, check the Fill checkbox (the bullet will then be filled with the drawing color). Click on the spot where you like to insert the bullet. If needed, move the object.

Insert Text (General)

Click on the Text button. The Insert Text window opens. Type the text and set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, rotate the object.

For special ASCII characters (characters that are not on the keyboard), click on Special Characters button, select and insert the character.

Insert Image (Files or Clipboard)

Click on the Image button. The Insert Graphics window opens. Specify the image file name or click the Clipboard checkbox and select the properties. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, rotate the object and set transparency.

The following image formats can be imported: BMP, PNG, GIF, TIFF, JPEG.

When you clip and copy a section of the image to the clipboard, the clipboard image will have a PPI of 96x96 (this is a Windows feature). So, if you paste the image back, you may need to re-size it as it may appear too large. Resizing of pasted images should be done in the Insert Image window.

Insert Rubberstamps

Click on the Stamp button. The Insert Stamp window opens. Select or type the text of the stamp and select the properties. The stamp is rendered in dark blue. Click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location. If needed, rotate the object.

You may want to tilt the stamp a bit to give it more realism (use the Rotation option).

The initial drop-down list of stamp words is not extensive and you will want to add your own text items to the list. This can be done in the Setup (via the File menu). In Setup, simply enter the stamp text strings, separated by a semi-column.

Insert Text Balloon

Click on the Balloon button. The Insert Balloon window opens. Type the text and choose the direction of the balloon pointer. Set the many properties, such as font size, color, style, background color, etc. and click on the OK button. The object will appear in the upper left corner of the display window. Move the object to the desired location.

Copy to Clipboard

A selected section of the image can be copied to the Windows Clipboard. With your mouse, select a rectangle section and click on the Copy button. The rectangle area is copied to the Clipboard. To retrieve the clipped section from the Clipboard, click on the Image button (check the Paste from Clipboard checkbox).

When you clip and copy a section of the image to the clipboard, the clipboard image will have a PPI of 96x96 (this is a Windows feature). So, if you paste the image back, you may need to re-size it as it may appear too large. Resizing of pasted images should be done in the Insert Image window.

Rotation

The Rotation option allows you to rotate some inserted objects to any angle (inserted images text objects only). Select the object and click on the Rotate button and select from 90 or 180 degrees clockwise or counter-clockwise, or enter your own angle. The selected rotation is applied to the original orientation (not incremental).

Transparency

After you have drawn the objects you can change their transparency. The transparency function is available only for drawn lines and shapes. Watermarks are already rendered at 60 percent transparency and you can change the

transparency factor in Setup. Select the object and click on the Transparency button. Available transparency values are 0 to 90, where 0 is totally opaque and 90 is almost totally transparent. The selected transparency is applied to the opaque state (not incremental).

Note: The current version of the PDF display window may renders certain transparent objects as opaque.

Layers

When you select an object it will bring it to the foreground. To send it to the background (behind other objects), click on the 'Send to Back' button.

Objects placed behind an opaque item will become invisible. To bring the hidden object to the foreground, do the following:

- Click on the window background so that no object has the focus.
- While no object has the focus (no object is activated), click on the spot where you believe the hidden item might be located. If you hit the correct spot, the hidden object will be brought to the foreground and will get the focus.
- If the hidden object does not appear, repeat the process but first again click on the window background so that no object has the focus.
- Or, simply move the covering object and unveil the objects behind it.

Delete an Object

Objects can be deleted in one of the following ways:

- a) Select the object and click on the Delete button.
- b) Select the object, right-click and choose the Delete option.
- c) Select the object and press the Delete button on the keyboard.

Save the Changes

When the editing is completed, you must save the file. The save option is available from the File menu or the toolbar. The image can be saved as TIFF, PDF, GIF, PNG, BMP or JPEG.

If you need to restore a page use the Restore Current Page option in the File menu.

Licensing Information

Please visit www.informatik.com. The current license fee is \$20.00.

Technical Support

Please visit www.informatik.com for contact information.

License, Warranty, Disclaimer

Please read the terms carefully before installing and using the software, as such conduct will indicate your acceptance of all of the terms of this license agreement. If you do not agree with the terms, the software cannot be licensed to you and you must un-install and return the software to Informatik Inc, or its supplier or distributor.

This License Agreement is a legal agreement between Informatik Inc. ("Licensor"), a Delaware Corporation, and you, the user ("Licensee"), and is effective the date Licensee installs the software.

This Agreement covers all materials associated with this software (all modules), including, without limitation, the downloadable software product, online documentation, and any additional supporting electronic files (herein, the "Software").

The evaluation version may be used for 30 days after installation. It is unlawful to use the software after the 30 day evaluation period without licensing the software and paying the license fees. If a license is not obtained before the expiration of the 30 day evaluation period, the Software must be un-installed and destroyed.

1. GRANT OF LICENSE

Licensor hereby grants to you, and you accept, a nonexclusive license to use the Software according to the following condition:

You may use the Software on one (1) computer (PC or workstation, excluding servers) owned, leased, or otherwise controlled by you for personal or business

purposes, and only as authorized in this License Agreement. The Software may not be used on other computers, nor may it be used by, or transferred to, other computers over a network.

2. LICENSOR'S RIGHTS

Licensee acknowledges and agrees that the Software is proprietary to Licensor and protected under international copyright law. Licensee further acknowledges and agrees that all right, title, and interests in and to the Software, including associated intellectual property rights, are and shall remain with Licensor. The License Agreement does not convey to Licensee an interest in or to the Software, but only a limited right of use that may be revoked in accordance with the terms of this License Agreement.

3. OTHER RESTRICTIONS

This License Agreement strictly forbids distribution of the Software with Licensee's application. Distribution of the Software with Licensee's application requires separate authorization and the payment of license fees.

Licensee agrees to make no more than one (1) back-up copy of the Software. Licensee agrees not to assign, sublicense, transfer, pledge, lease, rent, or share the rights assigned under this License Agreement. Licensee agrees not to reverse assemble, reverse compile, or otherwise translate the Software.

4. TERM

This License Agreement is effective when Licensee installs the Software and shall terminate only if the terms of this License Agreement are broken. Licensee agrees to destroy the Software upon termination of this License Agreement.

5. NO WARRANTY; LIMITATION OF LIABILITY

LICENSEE ACKNOWLEDGES THAT THE PROGRAM IS PROVIDED ON AN "AS IS" BASIS WITHOUT WARRANTY OF ANY KIND. LICENSOR MAKES NO REPRESENTATIONS OR WARRANTIES REGARDING THE USE OR PERFORMANCE OF THE SOFTWARE. LICENSOR (incl. DEVELOPER, COPYRIGHTHOLDER, DISTRIBUTOR) EXPRESSLY DISCLAIMS THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. LICENSOR SHALL HAVE NO LIABILITY TO LICENSEE OR ANY THIRD PARTY FOR ANY LOSS OR DAMAGE CAUSED, DIRECTLY OR INDIRECTLY, BY THE SOFTWARE, INCLUDING, BUT NOT LIMITED TO, ANY INTERRUPTION OF SERVICES, LOSS OF BUSINESS, LOSS OF DATA OR SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES. LICENSOR IS NOT RESPONSIBLE FOR THIRD PARTY SOFTWARE INCLUDED IN AND USED BY THE SOFTWARE

6. GOVERNING LAW

This License Agreement shall be construed and governed in accordance with the laws of Pennsylvania.

7. SEVERABILITY

Should any court of competent jurisdiction declare any term of this License Agreement void or unenforceable, such declaration will have no effect on the remaining terms hereof.

8. NO WAIVER

The failure of either party to enforce any rights granted hereunder or to take action against the other party in the event of any breach hereunder shall not be deemed a waiver by that party as to subsequent enforcement of rights or subsequent actions in the event of future breaches.