



SolidCapture Quick Reference Card

Starting SolidCapture

There are two ways to start SolidCapture:

1. Double click on the SolidCapture desktop shortcut
2. Use the Start Menu to launch the program. You can find the program at Start Menu | Programs | SolidDocuments | SolidCapture.

If you chose to add SolidCapture to the Startup group when you installed the program, SolidCapture will appear in your system tray.

Using SolidCapture

Use the SolidCapture toolbar or hotkeys to start capturing your screen shots.



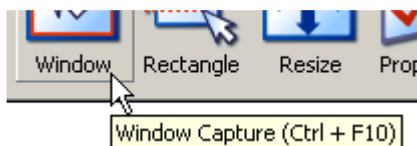
SolidCapture Toolbar

How do I bring up the SolidCapture toolbar?

1. Double click on the SolidCapture icon in the system tray or
2. Use the hotkey you chose during installation. The default key is the <Print Screen> key.

Forgot which hotkeys you setup for each capture command? No problem. Hold your mouse over the toolbar buttons to see your assigned hotkeys for each capture mode.

Do you want to change your hotkeys? Click on the **Properties** toolbar button and easily change them.



SolidCapture toolbar tool tips showing hotkeys

Capturing images with SolidCapture Basic functions

Screen Capture Commands

There are three ways you can use SolidCapture to grab an image from your screen:

1. Full screen – this captures the entire screen in one click
2. Window – this allows you to dynamically select the window you wish to capture.
3. Rectangle – with a click, a drag, and a release, you can capture any rectangle area of the screen.

The Escape Key

You can press the <Escape> key to exit out of Window and Rectangle mode. This will cancel the command and not capture.

The Resize Tool

In addition, you can resize an application window to a different screen resolution (640x480, 800x600, 1024x768 or a custom size that you specify) with the Resize command. This functionality is useful for simulating average user screen resolutions when capturing screen shots for documentation.

Setting up Options using the Properties Screen

Properties Screen

You can make the configuration screen for SolidCapture visible in one of two ways:

1. Right click on the system tray icon (on the Task Bar) and choose **SolidCapture Properties** or
2. Click the Properties button on the toolbar.

The properties screen has three sets of options that you can configure:

1. HotKeys - configure which keys you want to use to activate the different capture modes and to bring up the toolbar
2. Program options - set up how SolidCapture will function on your machine (sound/no sound, small icons/large icons, etc.)
3. Capture options - manage the way images are captured (where to capture to, what format, save image location, etc.).

Hotkey conflicts with other programs

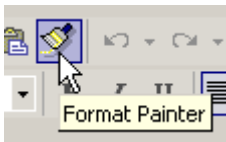
You will receive an error message if you have another program open that is using the same hotkeys (shortcuts) as SolidCapture.

Tips and Tricks

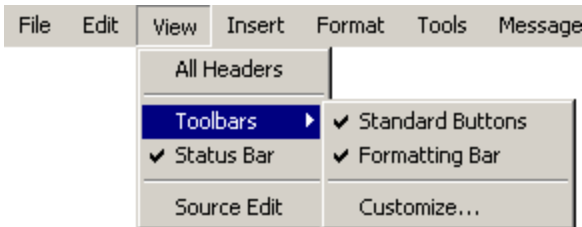
How do I capture popup menus or tool tips?

Capturing pop-up windows, including pop-up menus, tool tips and mouse over states of buttons is tricky: if you switch to another application, even if you open the SolidCapture toolbar, the pop-ups will disappear. The trick to capturing pop-up windows is to use the SolidCapture hotkeys, not the toolbar.

Also, be aware that hiding or showing the cursor during the capture is a Program Option on the Properties screen.



How do I capture multiple windows or pop-ups?



The Window Capture mode has a variation that allows you to capture images such as the one above. You must start Window Capture mode from the hotkey (default is <Ctrl>+F10) to capture multiple windows.

To start, set up the windows or pop-ups you want to capture. Then go into Window Capture mode using the hotkey. Hold down the Shift Key and start clicking on the parts you want to capture. A final click (with no Shift Key) is needed to indicate that the capture session is complete. This final click will not add any content to the capture session.

Remember, if you are trying to capture pop-ups, use the hotkey and not the toolbar to initiate Window Capture mode.

Why is there HTML Format when I use Edit | Paste Special?

Besides just the captured image, SolidCapture also puts an HTML Format version on the clipboard. This allows you to directly paste the image into more than just image editing applications. For example, an HTML Editor like the email editor of Outlook can accept HTML Format from the clipboard.

Pasting images into Microsoft Word

Word will use the HTML format to paste your captured image into your document. Use Edit | Paste Special to control which format you want to use. You should choose "Bitmap" or "Device Independent Bitmap" to have the same paste results as with "Print Screen".

www.SolidCapture.com

Support Questions:
support@solidcapture.com

Copyright ©2003 VoyagerSoft, LLC. All rights reserved. All company names or product names may be the trademarks of their respective owners.