

**Using HyperSnap-DX**  
**Academic Technology Support**  
**California State University, Los Angeles**

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## HyperSnap-Dx

HyperSnap brings quality Windows 98 and NT screen captures to your fingertips. It was designed for ease of use, with powerful and useful features to aid the professional as well as support the needs of the occasional user.

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### Introduction

This guide is an instruction to HyperSnap and illustrates the most basic functions this program offers. Please start from the beginning for a general overview or choose the topics you would like to see from the Contents page.

### Starting HyperSnap

To use HyperSnap in one of the open access labs:

1. Click on the **Start** button.
2. Select **Workspace**.
3. Choose **Utilities**.
4. Select **HyperSnap-DX**.

**Note:** You can also double-click on the HyperSnap-DX icon on the desktop to open HyperSnap.

### HyperSnap Interface

The HyperSnap window (see Figure 1, below) has a title bar, a menu bar and a toolbar.

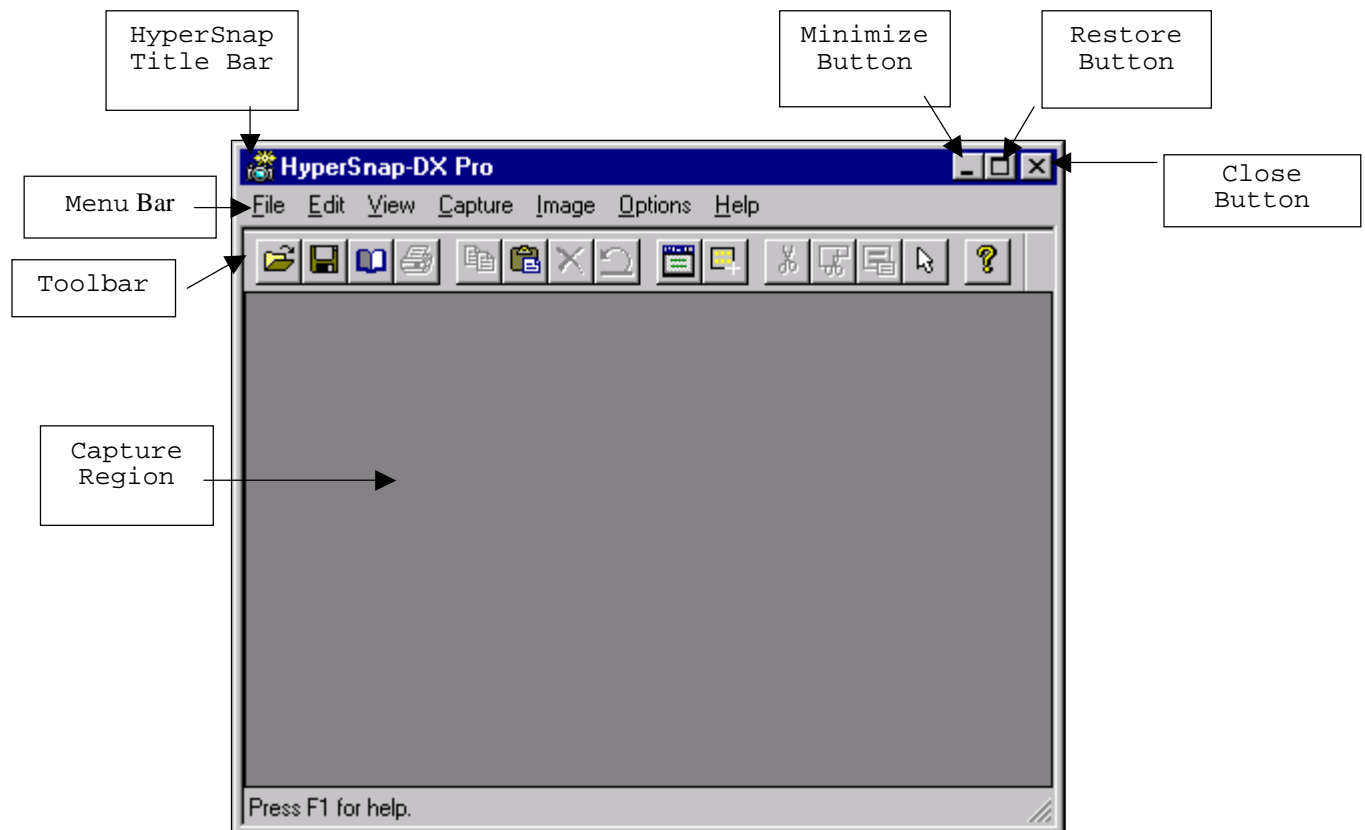


Figure 1 - HyperSnap interface

## HyperSnap Toolbar

The toolbar makes work easier. Figure 2 below illustrates the toolbar commands.

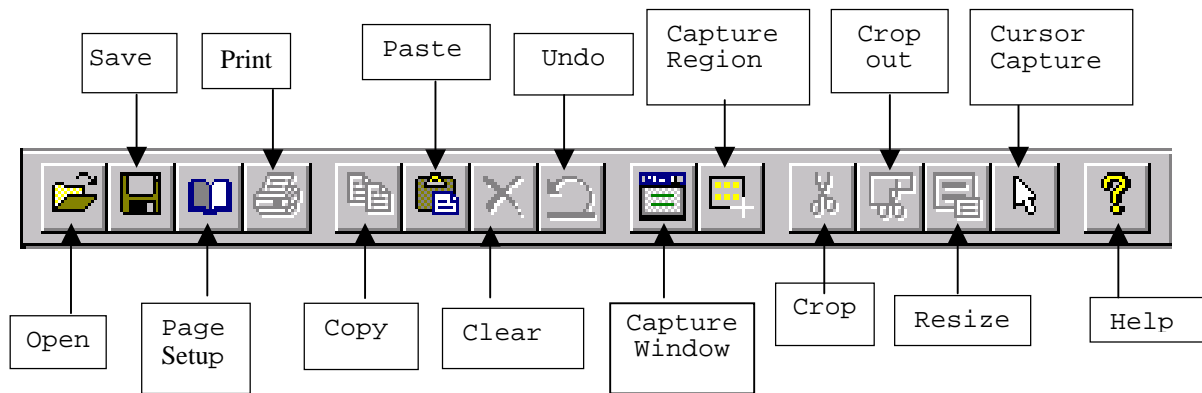


Figure 2 - HyperSnap Toolbar

| Toolbar buttons       | DESCRIPTION                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Open</b>           | Open an existing file, including BMP, GIF, JPEG, TIFF, PCX, or AVI files.                                              |
| <b>Page Setup</b>     | Customize page settings including paper size, orientation, margins, alignment, colors, scaling, and header and footer. |
| <b>Print</b>          | Print a file.                                                                                                          |
| <b>Copy</b>           | Copy the current capture to the Windows clipboard.                                                                     |
| <b>Paste</b>          | Paste the contents of the Windows clipboard into HyperSnap.                                                            |
| <b>Clear</b>          | Clear the current capture from HyperSnap.                                                                              |
| <b>Undo</b>           | Undo the last image edit.                                                                                              |
| <b>Capture Window</b> | Outline an entire window or a predefined area within a window.                                                         |
| <b>Capture Region</b> | Outline any desired screen area.                                                                                       |
| <b>Crop</b>           | Select to further edit desired parts of an image.                                                                      |
| <b>Crop Out</b>       | Outline and remove a rectangular section of an image.                                                                  |
| <b>Resize</b>         | Change the physical size of a capture or an image file.                                                                |
| <b>Cursor Capture</b> | Include the current image of your cursor in a capture.                                                                 |
| <b>Help</b>           | Get help from HyperSnap.                                                                                               |

## Hotkeys

HyperSnap-DX can be minimized to the taskbar, and out of your way, but it's always available when you need it. Click on the **Capture Menu** to view the following selection: (see Figure 3, below)

|                                     |              |
|-------------------------------------|--------------|
| <u>F</u> ull Screen                 | Ctrl+Shift+F |
| <u>W</u> indow                      | Ctrl+Shift+W |
| <u>A</u> ctive Window               | Ctrl+Shift+A |
| Active Window without <u>F</u> rame | Ctrl+Shift+C |
| <u>R</u> egion                      | Ctrl+Shift+R |
| Repeat <u>L</u> ast Capture         | F11          |

Figure 3 - HyperSnap HotKeys

Hotkey combinations have been assigned to different captures. If you choose any of those combinations while HyperSnap-DX is minimized, it will become active and capture the screen using the method you selected.

**Note:** You can change the hotkey assignments to ones that you prefer by selecting Configure Hot Keys from the **Options** menu item.

## To Capture an Image

HyperSnap-DX offers three basic styles of screen captures. You should first decide which would be best for the task at hand.

- **Full Screen:** captures the entire screen [**Ctrl + Shift + F**].
- **Window:** a very flexible and convenient method where HyperSnap-DX outlines screen sections, like windows, automatically, making them easy to capture [**Ctrl + Shift + W**].
- **Region:** lets you outline any specific screen area that you need to capture [**Ctrl + Shift + R**].

No matter what you select, you can always use HyperSnap-DX's crop function (within the Image Menu) to further edit the captured image.

**Note:** 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 (see Figure 3). If it is not checked, HyperSnap-DX will be minimized to the taskbar and you will have to click on it to open it up again. This option allows your capture to be very handy.

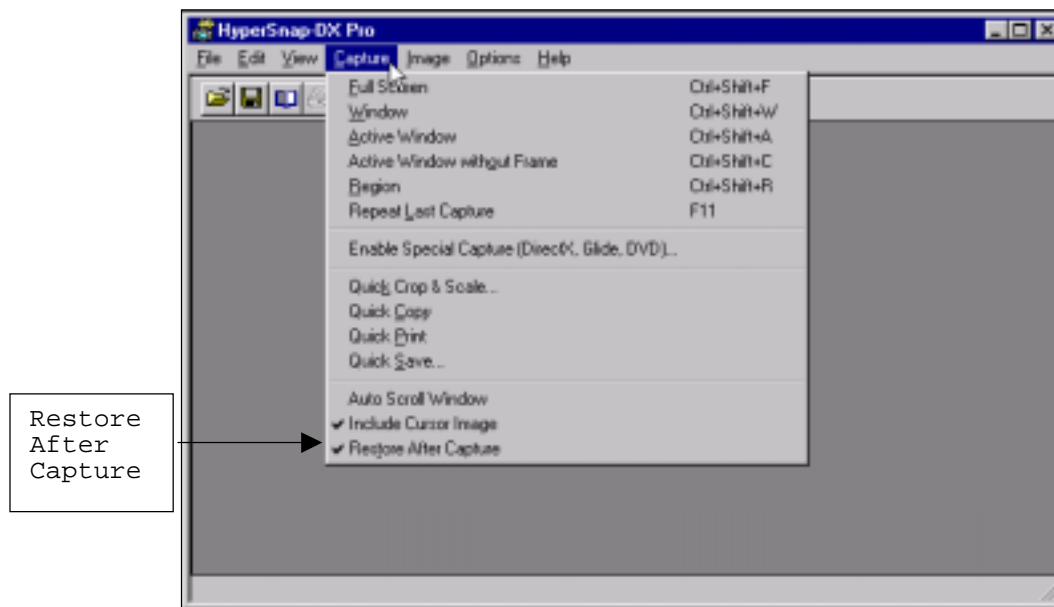


Figure 3 - Capture Menu

Follow these steps before you proceed with the capture:

1. When you are ready to begin, make sure that HyperSnap-DX is open and that the area you want to capture is visible on your screen.
2. Minimize HyperSnap-DX. The window will be out of your way, down on the taskbar.
3. Bring up a file or image you want to capture.
4. Press [**Ctrl + Alt + R**] to activate the **Capture Region** option.
5. Click on your left mouse button to indicate the starting point of your selection. Move your mouse diagonally to select the capture region. Click on your left mouse button again to indicate the end point of your selection (see Figure 4, next page).

6. After that, HyperSnap-DX takes the screen shot, its program window, with your capture, is restored to your view.

**Note:** You can change HyperSnap-DX's window size like any other program if you want to see more of the capture.

7. At this point, if you are satisfied with the capture, you can save it.

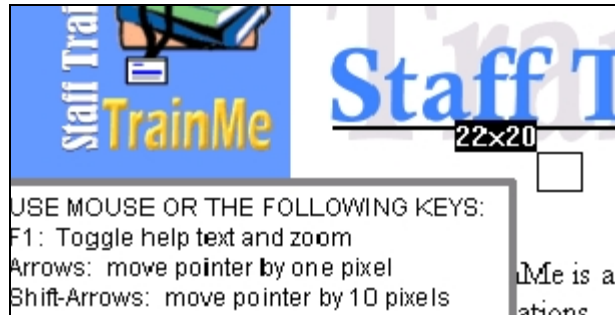


Figure 4 - Capture Region option.

## Saving a Capture

It is a good idea to save a copy of the image for later reference.

To save a capture:

1. Click on **File** from the menu bar.
2. Select the **Save As** command. This will open the **Save As** window (see Figure 5, next page).
3. Select a drive in which you want to save the image from the **Save in:** drop down list.
4. Type a Filename you want to give your image in the **File name:** field.
5. Make sure to select **GIF** or **JPEG** from the **Save as type** field, which is preferred for World Wide Web page use.

**Note:** The window displays **BMP** by default. However, you can choose from any of the other file types, some of which will give you further sub-format choices.

Other choices for **Bits Per Pixel** let you specify the color depth, and additional options in the window are also activated when other file types are chosen.

- 1) **Sub-Format:** allows you to tailor the output format to your needs.
- 2) **Bits Per Pixel:**
  - **Auto Select Best:** allow the program to choose a color resolution.
  - **Palette:** select a color resolution manually when it is 8 bits per pixel or less.
- 3) **Quality Factor:** becomes active depending on whether the option is applicable to the file format chosen. It adjusts the compression level of the format. 100% is always recommended.
- 4) **Checkbox selections:**
  - **Append:** when you save a file with append checked, the image is added as a new file in that file.
  - **Progressive:** is for JPEG files, which loads in a browser when displayed in a web page.
  - **Transparent:** is for GIF files, which prompts you to specify your transparent color choice.

**Note:** Click on the **Help** button, and an explanation for each of these options is provided for your reference.

6. Check the desired option, if you want to save the file in another format (see Save in another file format, below).

7. Click **OK**. Your capture is now saved.

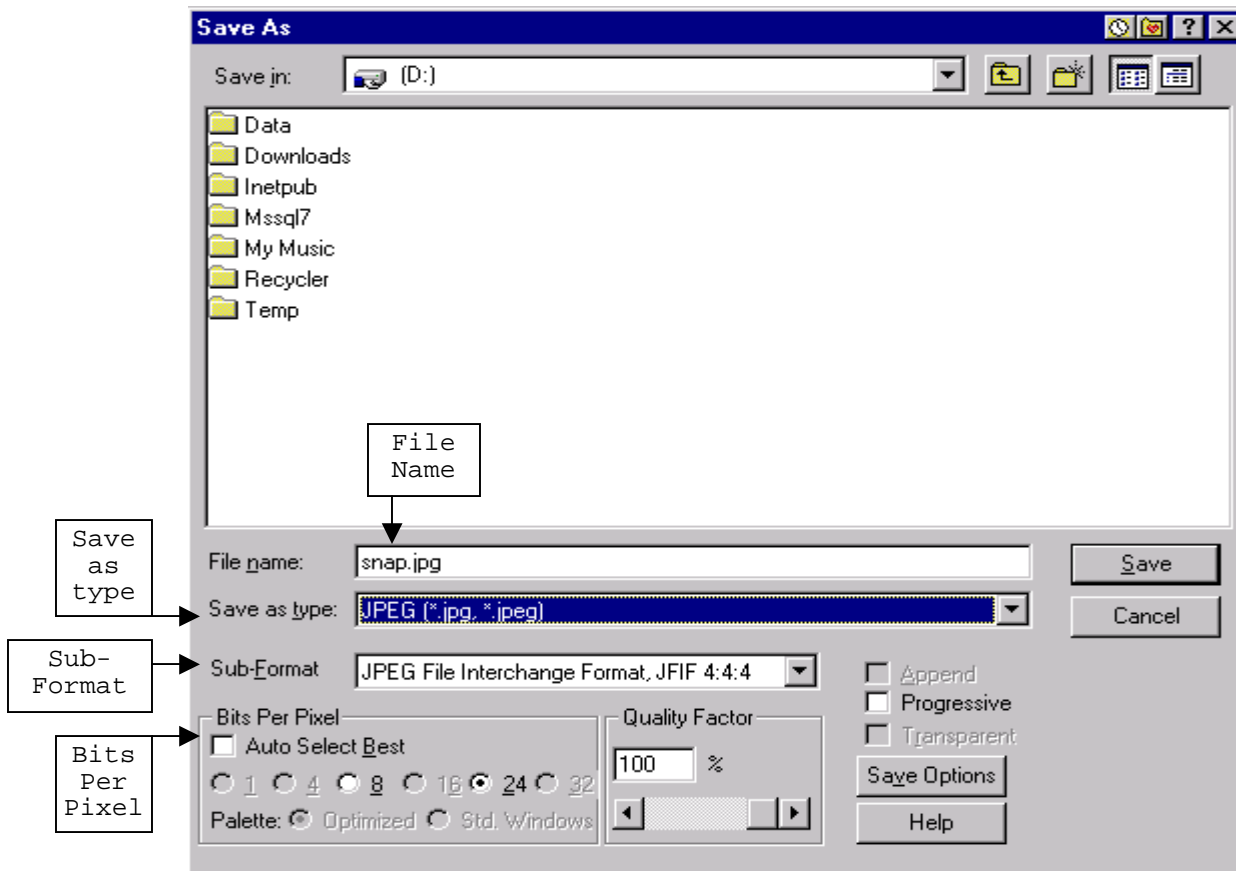


Figure 5 - Save As window

**Note:** You can also copy your capture to the Windows Clipboard, and by using the **Copy Format** selection under the **Edit** menu, you can choose the color density of the image that is copied (see copy and paste, below).

### Saving in another File Format

You can also 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. That means you can convert one format to another, such as a standard **BMP** file to a progressive **JPEG** or a **GIF** with a transparent background and get ready for web posting (see Figure 6, below).

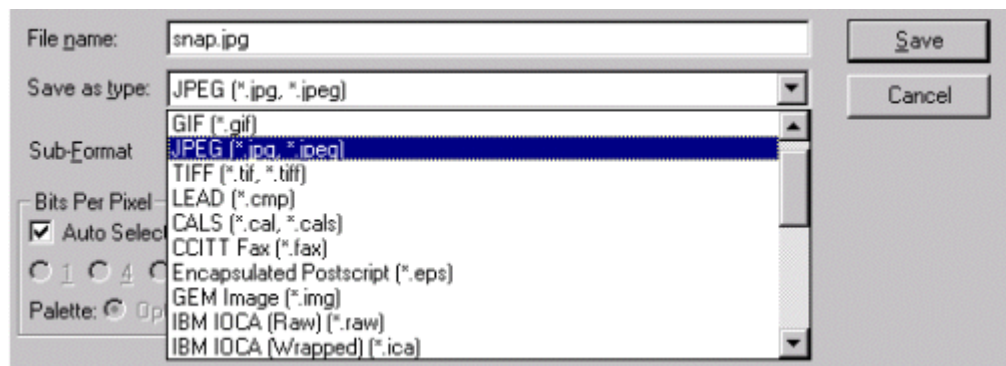


Figure 6 - Other File Format

## Multiple Captures

You can do multiple captures without exiting a game/other program to save or print them.

### Quick Save

**Quick Save** options (see Figure 7, below) can be activated under the **Capture** menu of HyperSnap-DX by selecting the check mark. When you enable Quick Save, which is recommended most, HyperSnap will automatically save your capture using any of the supported file formats. A dialog box appears when you enable Quick Save option.

- **Prompt for name on each capture:** when checked, will prompt you to name every capture.
- **Auto Save To:** contain your file name. When you click on the **Change** button, the Save As window appears, which allows you to name the file and choose the format, color depth, and other characteristics for the file.
- **Increment file name:** when checked, 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. As a result, you can auto-number the files saved like snap001.bmp, snap002.bmp etc., for each press of capture hot key. Then, when you are done playing and capturing, return to the HyperSnap-DX window and review your captures by pressing the **Page Up** and **Page Down** keys.
- **Repeat first capture every [ ] seconds:** will be activated if you enter a number other than zero. HyperSnap-DX will then automatically save a capture until you tell it to stop, using the "Stop Auto Capture" hot key. You may also check the "Continue on Error" box to make HyperSnap-DX ignore file errors and not abort Quick Save function.

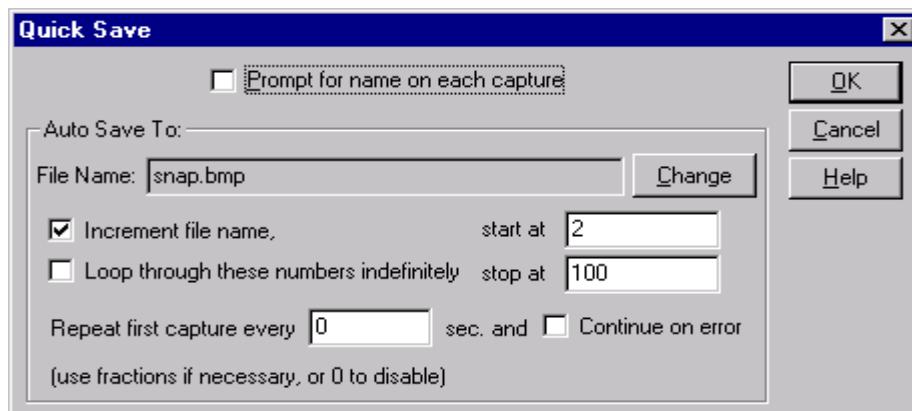


Figure 7 - Quick Save

### Quick Print


**Quick Print** options can also be activated under the **Capture** menu by selecting the check mark. When checked, it automatically sends your capture to the printer.

### Copy and Paste Your Captures

You can copy a capture from HyperSnap and paste it into your document if you do not want to save and then insert a picture file. Copy and paste may work faster if you are creating a document with a lot of captures.

1. Make sure you have your document open, and then use HyperSnap to make your capture.
2. Click on the **Copy** button from the toolbar.



3. Select the document (Word, PowerPoint or any others) you want to put the capture into from the taskbar.
4. Click on the **Paste** button from the current application. 

## Cropping an Image

At this point, if you are satisfied with the capture, you can save it or do other things with it. You can also try the handy crop feature under the **Image** Menu to edit your capture further by selecting an area within it to keep, while discarding the rest.

When you select the **Crop** option from the **Image** menu, your cursor will turn into a little plus sign (+); notice how the coordinates of your position are displayed in the program's title bar.

**Note:** Remember that if HyperSnap-DX window doesn't show all of the necessary parts of the image, you can resize the window or scroll to the appropriate area.

To crop an image:

1. Move it to the location where you desire as one corner of the section of the capture that you want to save, and click on your left mouse button. That will anchor one corner of the area you will crop from the capture.
2. Move it to the location where you want as one corner of the section of the capture that you want to save, and click your left mouse button again. That will anchor one corner of the area you will crop from the capture.
3. Continue to move around, experiment with all that you can do. Without touching a mouse button, strike the minus or dash (-) key. Now, you can see the size, in pixels, that the cropped area will be. Hitting the key again will make the size go away. Pressing the **F1** key will show you all the other options at your fingertips; you can click here for further crop information if you want more details on the function.
4. Move your cursor to enclose the area that you want to remain, and click your left mouse button. The capture is cropped per with your specifications.

If you choose the **Undo** function from the **Edit** menu, it will undo the action and restore your original capture.

When you select the **Region Capture** option, it works very similarly except that it affects the whole screen.

## Exit

When you have finished using HyperSnap-DX, you should exit the application properly. To do this, select **Exit** from the **File Menu**.

Notice that if you have not saved a new capture or the current document that has been modified, HyperSnap-DX will exit without saving those changes. Therefore, make sure you save any revisions before exiting.