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About HyperSnap 6

HyperSnap 6 is a powerful and easy-to-use screen and text capture application for Windows that includes advanced image editing tools. It is perfect for capturing images that can be used in tutorials, manuals, handouts, presentations, web pages, e-mails, or other types of documents. HyperSnap 6 allows users to take screen captures of buttons, regions, windows, and the entire screen. It also allows users to take text captures from places where normal text copy is not possible. This introductory handout illustrates the most basic functions that HyperSnap 6 offers.

Starting HyperSnap 6

HyperSnap 6 is available on campus workstations with the latest Desktop Services Software (DSS).

To open HyperSnap 6:

1. Click the **Start** button.
2. Select **All Programs**.
3. Select **HyperSnap 6**.
4. Click **HyperSnap 6**.

HyperSnap 6 Interface

The HyperSnap 6 window includes the following elements: the Title bar, the Menu bar, the Main toolbar, the Drawing toolbar, the Status bar, and the workspace (see Figure 1).

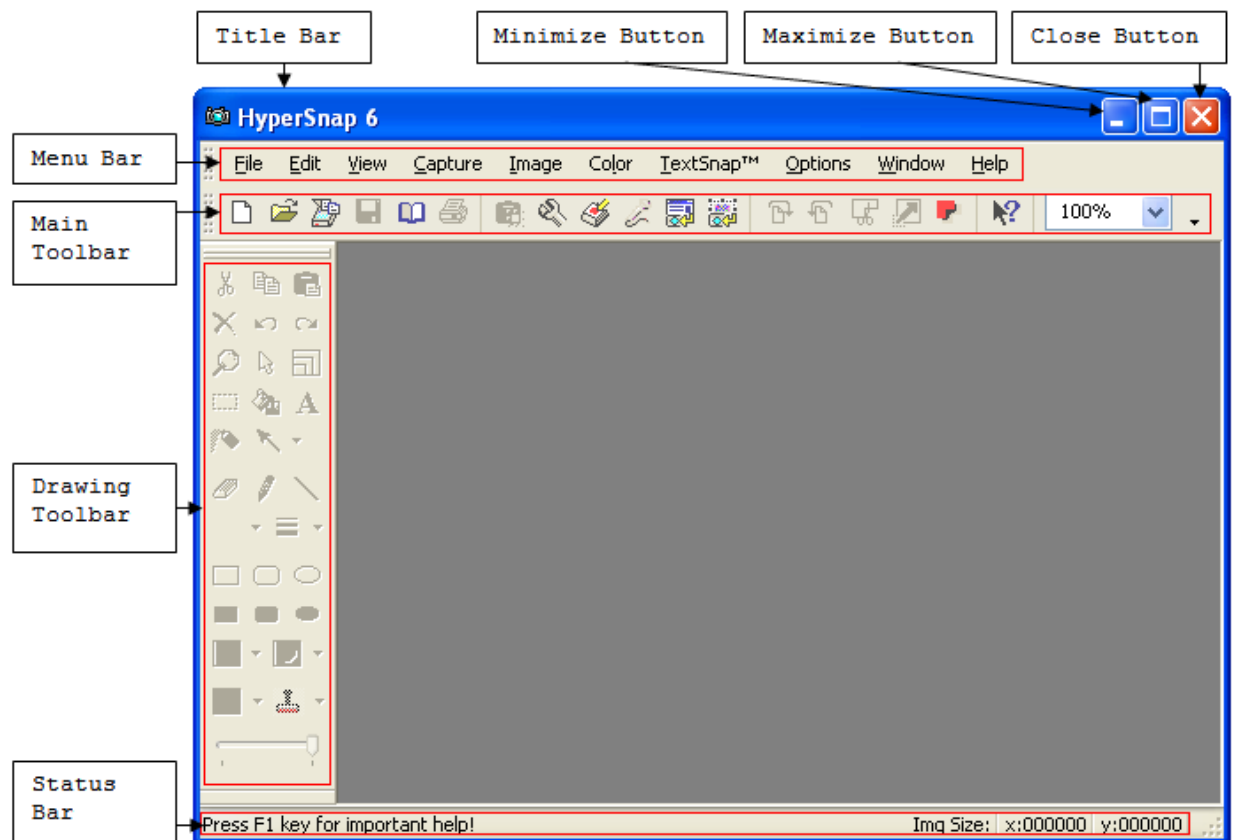


Figure 1 - HyperSnap 6 Interface

MAIN TOOLBAR

The Main toolbar provides quick access to the most frequently used commands in HyperSnap 6 (see Figure 2 and Table 1). Some buttons on the Main toolbar have no menu equivalents.



Figure 2 - Main Toolbar

Table 1 - Main Toolbar Buttons

Button	Name	Description
	New	Creates a new image file.
	Open	Opens the Open Picture dialog box allowing you to open an existing image file.
	Acquire Images	Allows you to import a scanned image from a scanning device connected to your system.
	Save As	Opens the Save As dialog box allowing you to specify a location, file name, file format, and other options before saving the captured image.
	Page Setup	Opens the Page Setup dialog box allowing you to define printing options.
	Print	Prints the current image without opening the Print dialog box.
	Paste New Image	Pastes the image contents from the Windows clipboard into a new image file.
	Capture Settings	Opens the Capture Settings dialog box allowing you to define the options for capturing and other advanced features.
	Activate Hot Keys	Enables or disables HyperSnap hot keys.
	Activate Voice Commands	Enables or disables the HyperSnap voice command interface.
	Capture Window	Allows you to capture an entire window or a predefined area within a window.
	Capture Region	Allows you to capture a region.
	Rotate Right	Rotates the image 90 degrees to the right.
	Rotate Left	Rotates the image 90 degrees to the left.
	Crop	Allows you to outline a region of the image you want to keep and remove the unwanted portions.
	Scale	Opens the Enter Bitmap Dimensions dialog box allowing you to scale the image to fit the dimensions you choose.
	Toggle Object Shadow	Turns on or off the shadow of newly drawn shapes.
	Help	Displays a short popup help message when you click this button then you click on any other button or menu item.
	Zoom	Allows you to zoom in or out.
	More Buttons	Allows you to add or remove buttons on the toolbar and to customize the menu and keyboard shortcuts.













DRAWING TOOLBAR


















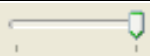
The Drawing toolbar contains a set of frequently used commands in HyperSnap 6 as well as tools for drawing on images (see Figure 3 and Table 2). The content of this toolbar is fixed so you cannot customize it by adding or removing buttons.



Figure 3 - Drawing Toolbar

Table 2 - Drawing Toolbar Buttons

Button	Name	Description
	Cut	Cuts out the selected region (or the whole image if a region is not selected) to the Windows clipboard.
	Copy	Copies the selected region (or the whole image if a region is not selected) to the Windows clipboard.
	Paste	Pastes the image contents from the Windows clipboard into the current image.
	Clear	Clears the selected region (or the whole image if a region is not selected).
	Undo	Undoes the last operation you performed.
	Redo	Re-executes the previously undone operation.
	Magnify	Allows you to zoom in or out of a desired area.
	View Only Mode	Disables the drawing tools allowing you to move the image within the workspace with the mouse.
	Resize	Allows you to resize both the horizontal and vertical dimensions of the image.
	Select Area	Allows you to select an area to cut, copy, or relocate.
	Flood Fill	Allows you to fill similarly colored areas with the foreground color.
	Add Text	Allows you to type text onto the image.

Button	Name	Description
	Air Brush	Allows you to spray the foreground color on the image.
	Arrow	Allows you to draw directional arrows.
	Freehand Erase	Allows you to erase parts of the image.
	Freehand Draw	Allows you to draw on the image using a pencil-like tool.
	Line	Allows you to draw straight lines.
	Eraser Width	Allows you to choose eraser widths from several possible sizes.
	Tool Width	Allows you to change the widths of all the painting tools and to set the style of the line used by line drawing commands.
	Rectangle	Allows you to draw empty rectangles on the image.
	Rounded Rectangle	Allows you to draw empty rectangles with rounded corners on the image.
	Ellipse	Allows you to draw empty ellipses on the image.
	Filled Rectangle	Allows you to draw filled rectangles on the image.
	Filled Rounded Rectangle	Allows you to draw filled rectangles with rounded corners on the image.
	Filled Ellipse	Allows you to draw filled ellipses on the image.
	Foreground Color	Allows you to set the foreground color to be used by the various painting tools.
	Background/Transparent Color	Allows you to set the background color to be used by the eraser tool or when creating additional empty drawing space.
	Highlight	Allows you to outline a region on your image with the selected color (as if it were highlighted).
	Stamps	Allows you to define and insert Stamps on the image.
	Blend Selection	Allows you to blend the selected area with the underlying image content.

Capture Types

HyperSnap 6 offers various types of captures (see Table 3). No matter what type of capture you make, you can use HyperSnap's post-capture tools to edit, crop, and otherwise modify your image to suit your needs.

Table 3 - Capture Types

Capture Type	Description
Full Screen	Captures the entire Windows desktop.
Virtual Desktop	Captures the entire Windows desktop even from systems with multiple monitors.
Window or Control	Captures a specific window (either with or without the window border) or a single program control (such as a toolbar).

Capture Type	Description
Entire Page with Scrolling	Captures an image of an entire page or document, scrolling it down if necessary.
Button	Captures a button, including toolbar buttons in many applications and most buttons on web pages.
Active Window	Captures the active program window.
Active Window without Frame	Captures the active program window without its border.
Region	Captures a region defined by the user.
Free Hand	Captures a freely drawn bounding area (non-rectangular).
Pan Last Region	Captures the same region size as the previous capture command, but allows it to be taken from any area of the screen.
Multi-Region	Captures multiple user-defined regions which can be different shapes and formats.
Mouse Cursor Only	Captures the mouse pointer only, drawn on any selected background color.
Repeat Last Capture	Repeats the last capture you performed, exactly as you performed it.
Extended Active Window	Captures the last active window, but before doing so, the program prompts you as to how big you want to make the captured window to appear. This works only for resizable windows.
Enable Special Capture	Enables the special capture function to snap images from full screen games that use DirectX or Glide drivers, or from some video players that play in hardware overlays.
Text from a Region	Captures editable text from many places on the screen where regular text copy/paste functions are not available.
Text from an Object under Cursor	Captures text from an object (such as a window) or a control (such as a button, selection box, or menu) that is found immediately under the mouse pointer.
Text from a window with auto-scroll	Captures text from a window even if not all of the text is visible at once in the window and you have to scroll the page down to see it all.
Text from a region with auto-scroll	Captures text from a precise region specified inside a window even if not all of the text is visible at once in the window and you have to scroll the page down to see it all.

Capture Hot Keys

Hot keys or keyboard shortcuts have been assigned to different types of captures (see Table 4). You can use hot keys to initiate any of the capture types listed in the table below. You can even use hot keys to take screen or text captures while HyperSnap 6 is minimized to the taskbar.

Table 4 - Hot Keys

Hot Keys	Capture Type
Ctrl + Shift + F	Full Screen
Ctrl + Shift + V	Virtual Desktop
Ctrl + Shift + W	Window or Control

Hot Keys	Capture Type
Ctrl + Shift + S	Entire Page with Scrolling
Ctrl + Shift + B	Button
Ctrl + Shift + A	Active Window
Ctrl + Shift + C	Active Window without Frame
Ctrl + Shift + R	Region
Ctrl + Shift + H	Free Hand
Ctrl + Shift + P	Pan Last Region
Ctrl + Shift + M	Multi-Region Capture
Ctrl + Shift + F11	Repeat Last Capture
Ctrl + Shift + X	Extended Active Window
Ctrl + Shift + T	Text from a Region
Ctrl + Shift + U	Text from an Object under Cursor

Capture Settings

The *Capture Settings* dialog box which can be accessed from the **Capture** menu allows users to define the options for capturing and other advanced features (see Figure 4).

NOTE: Before you change a default setting, please make sure you are clear on what that function does and how it will change the way in which the program works.

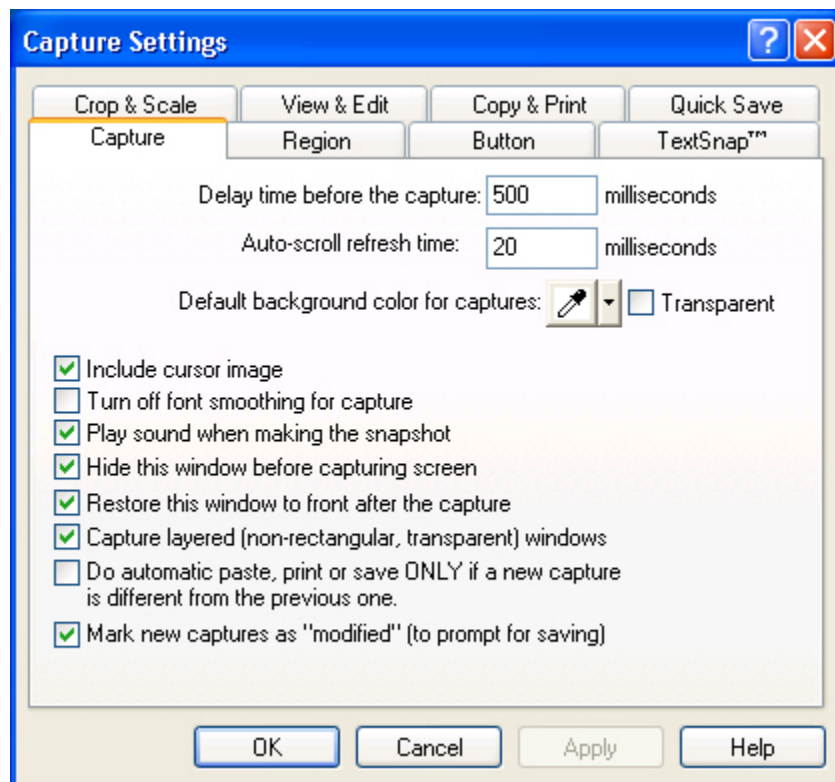


Figure 4 - Capture Settings Dialog Box

Capturing Screen and Text

HyperSnap 6 allows you to take screen captures of buttons, regions, windows, and the entire screen. It also allows you to take text captures from places where normal text copy is not possible. This section includes step-by-step instructions on performing a few basic types of captures.

CAPTURING THE FULL SCREEN

HyperSnap 6 allows you to capture the entire Windows desktop. This feature is like the Print Screen function that is built into Windows itself.

To capture the full screen:

1. Open HyperSnap 6 if it is not already open.
2. On the **Capture** menu, click **Full Screen** [or press **Ctrl + Shift + F**]. The entire Windows desktop will be captured and displayed in the HyperSnap 6 workspace.

NOTE: If you want to see more of the capture, you can scroll to the desired area or resize the HyperSnap 6 window.

CAPTURING A WINDOW

HyperSnap 6 allows you to capture an entire window or a predefined area within a window. As you move the mouse, various parts of the window will be surrounded by a blinking border showing you what is to be captured.

To capture a window:

1. Open HyperSnap 6 if it is not already open.
2. Make sure that the window you want to capture is visible on your screen.
3. On the **Capture** menu, click **Window or Control** [or press **Ctrl + Shift + W**]. The HyperSnap 6 window will be minimized to the taskbar.
4. Move the mouse over the **Title** bar of the window you want to capture. The entire window will be surrounded by a blinking border.
5. Click the left mouse button. The HyperSnap 6 window will be automatically restored displaying the captured window in the workspace.

CAPTURING A REGION

HyperSnap 6 allows you to capture a specific region from any part of the screen.

To capture a region:

1. Open HyperSnap 6 if it is not already open.
2. Make sure that the area you want to capture is visible on your screen.
3. On the **Capture** menu, click **Region** [or press **Ctrl + Shift + R**]. The HyperSnap 6 window will be minimized to the taskbar.
4. Move the mouse pointer to one corner of the region you want to capture and click the left mouse button.
5. Move the mouse to the opposite corner to outline the region you want to capture and click the left mouse button again to complete the capture. The HyperSnap 6 window will be automatically restored displaying the captured region in the workspace.

NOTE: As you are outlining an area to capture, the size (in pixels) of the capture will be displayed within the area.

CAPTURING TEXT

HyperSnap 6 allows you to capture editable text from many places on the screen where regular text copy/paste functions are not available (e.g., from program dialog boxes, menus, error messages that pop up on the screen, list of files from folder windows).

NOTE: The TextSnap™ feature has limitations. It will not capture text from PDF files or text that is embedded on bitmap images (JPEG, PNG, GIF, TIFF, BMP, etc.).


To capture text:

1. Open HyperSnap 6 if it is not already open.
2. Make sure that the text you want to capture is visible on your screen.
3. On the **TextSnap™** menu, click **Text from a Region** [or press **Ctrl + Shift + T**]. The HyperSnap 6 window will be minimized to the taskbar.
4. Move the mouse pointer to one corner of the area from which you want to capture text and click the left mouse button.
5. Move the mouse to the opposite corner to outline the text you want to capture and click the left mouse button again to complete the capture. The HyperSnap 6 window will be automatically restored displaying the captured text in the workspace.

NOTE: Captured text is also placed into the Windows clipboard, so you can open any text editing program and paste the text into the program.

Editing Screen Captures


After taking a screen capture, you can use the advanced image editing tools that are included in HyperSnap 6 to modify the image as needed. This section includes step-by-step instructions on using a few of HyperSnap's image editing tools.

NOTE: If you make an edit to your screen capture that you are not satisfied with, you can click the **Undo** button  on the **Drawing** toolbar to undo the last operation you performed. You can undo up to 10 recent changes.

CROPPING AN IMAGE

The crop function of HyperSnap 6 allows you to outline a region of the image you want to keep and remove the unwanted portions. In essence, this is like taking scissors and cutting off everything outside of the rectangle you define.

To crop an image:

1. Make sure that the image you want to crop is displayed in the HyperSnap 6 workspace.
2. Click the **Crop** button  on the **Main** toolbar.
3. Move the mouse pointer to one corner of the region you want to keep and click the left mouse button.
4. Move the mouse to the opposite corner to outline the region you want to keep and click the left mouse button again. The image will be cropped and displayed in the workspace of the HyperSnap 6 window.

ADDING A SHADOW

HyperSnap 6 allows you to add 3D drop shadows to your image. Using the tools in the *Shadow* dialog box (see Figure 5), you can define the shadow size, the darkness of the inner shadow, the outer shadow, and whether a shadow is added automatically to your captures.

NOTE: If you do not first select a region on the image to apply a shadow to, a shadow will be added around the entire image.

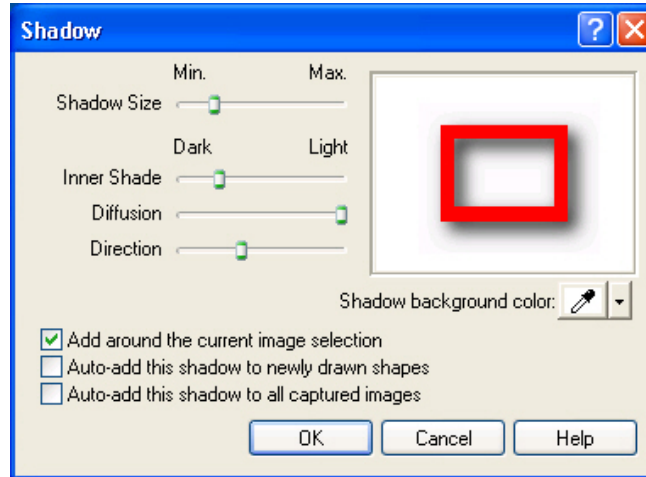


Figure 5 - Shadow Dialog Box

To add a shadow around the image:

1. Make sure that the image you want to add a shadow to is displayed in the HyperSnap 6 workspace.
2. On the **Image** menu, click **Shadow**. The *Shadow* dialog box will open (see Figure 5).
3. Select the desired options.
4. Click the **OK** button.

ADDING A FRAME

HyperSnap 6 allows you to apply flat or 3D frames around or onto your image. You can also set an option to auto-add a frame to all images you capture.

NOTE: If you do not first select a region on the image to apply a frame to, a frame will be added around the entire image.

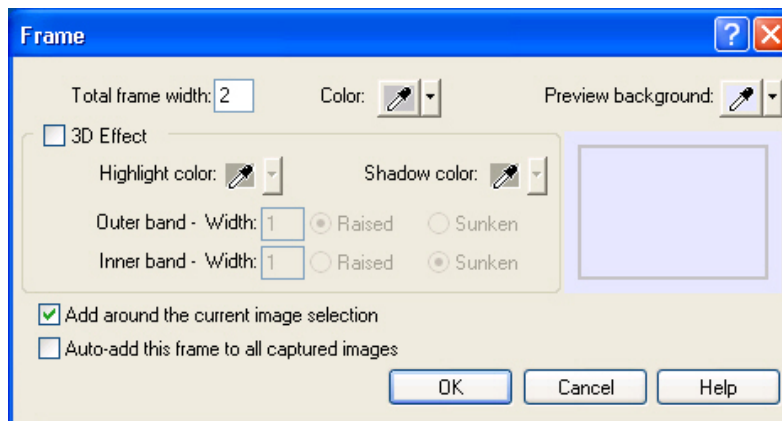


Figure 6 - Frame Dialog Box


To add a frame around the image:

1. Make sure that the image you want to add a frame to is displayed in the HyperSnap 6 workspace.
2. On the **Image** menu, click **Frame**. The *Frame* dialog box will open (see Figure 6).
3. Select the desired options.
4. Click the **OK** button.

Saving Screen Captures

After making a capture, you can save it to a file for later retrieval.

To save a capture:

1. Click the **Save As** button  on the **Main** toolbar. The *Save As* dialog box will open (see Figure 7).
2. Navigate to the folder in which you want to save the file. The *Save in* list box displays the current save location.
3. Type a name in the *File name* box.
4. Select a file format from the *Save as type* list box.
5. Click the **Save** button.

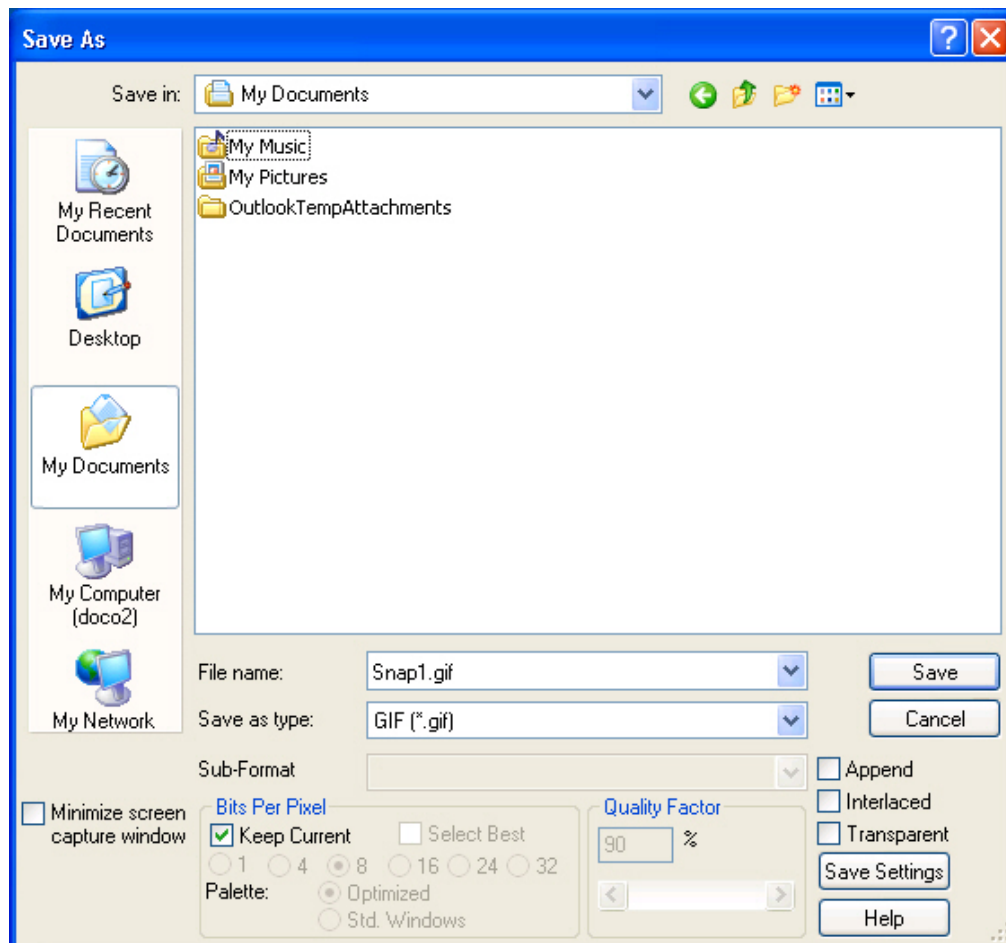



Figure 7 - Save As Dialog Box

NOTE: If you do not wish to save your capture, you can click the **Copy** button  on the **Drawing** toolbar to copy the image to the Windows clipboard and paste it into another application.

Exiting HyperSnap 6

When you have finished using HyperSnap 6, you should exit the application properly.

To close HyperSnap 6:

1. Click the **Close** button  on the **Title** bar.

NOTE: If there is an unsaved capture or a capture that was modified after saving, HyperSnap 6 will prompt you to save the file before exiting.