

Thank you for downloading Screenshot Plus! This document contains an introduction to Screenshot Plus and provides a demonstration of its features.

Screenshot Plus

Screenshot Plus is a screen capture widget developed by Steven Chaitoff that offers various capture modes: full screen, timed full screen, window, widget, and select region. Users have the option of saving these images to the clipboard or hard drive in various file formats such as tiff, jpg, and PDF.

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1. Overview

This document itself is an example of how to use Screenshot Plus. The How-to section illustrates the usage of various screen capture modes to make creating documentation for your training projects as quick and easy as possible. Here is a breakdown of the features included.

Getting Started

- Opening Screenshot Plus
- Configuring Screenshot Plus

Capture Modes

- Full Screen Grab
- Timed Full Screen
- Grab a Window
- Grab a Widget
- Drag a Picture

2. Getting Started

This section contains information on how to open and configure Screenshot Plus to generate the proper output and file format for your illustration needs.

2.1 Opening Screenshot Plus

To open Screenshot Plus, select the Dashboard icon and select Screenshot Plus from the Dashboard.



2.3 Configuring Screenshot Plus

To configure Screenshot Plus, place your cursor over the widget and wait until the letter "i" appears in the bottom-right corner. Click on the "i" and the Configuration screen will appear. Choose from any of the following options to configure the program.

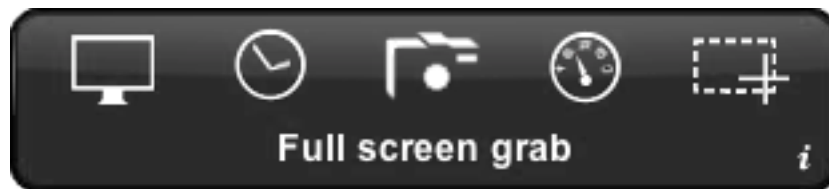


To...	Do This...
Specify the destination path for saved images.	Select the text beside, "Save files to...". You can choose from any of the following options: <ul style="list-style-type: none">• Hard drive• Clipboard
Specify the naming convention for saved images.	Select the text beside, "Save captures as..." and enter a name for the saved file. By default, each screen capture will be named with the prefix, "screen-capture" followed by a number that increases by an increment of 1. E.g., screen-capture 1, screen-capture 2, etc.
Specify the destination path for exported images.	Select the text beside, "Export captures to...". By default, each screen capture will appear in the Preview window. If you have any other applicable programs to which the image can be exported, they will appear in this drop-down menu. E.g., iPhoto, Adobe Illustrator, Adobe Photoshop, etc.
Specify the action to occur immediately after a screen capture has been taken.	Select the text beside, "After capturing..." and select an action from the drop-down menu.
Specify the file format in which the screen capture is to be saved.	Select the text beside, "Format images using PNG" and select a format from the drop-down menu.

3. Choosing Capture Modes

There are currently five different screen capture modes that are available in Screenshot Plus. You can choose from any of these to illustrate an image on the screen. The following section summarizes the features of each of these capture modes and provides a recommendation for when to best use each of these techniques.

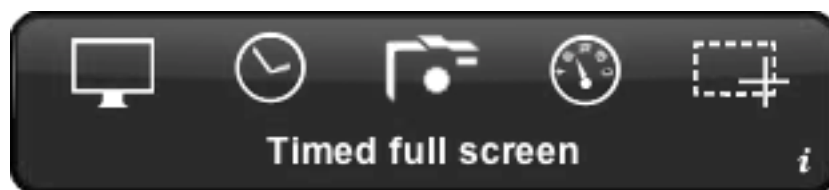
3.1 Full Screen Grab



The Full Screen Grab feature allows you to capture the entire screen, including the dock, when selected. This is ideal for taking screenshots where activities are occurring simultaneously across multiple regions of the screen. To capture the entire screen, do the following:

1. Click **Full Screen Grab**. The Preview screen will appear. Use the magnifying glass to zoom in and review the screenshot.
2. If you are satisfied with the image, you can either click **Save** to save it to a location on your computer or click **Export** to export the file to another location of your choosing. If you are unsatisfied with the results, click **Redo** to capture another image.

2.1 Timed Full Screen

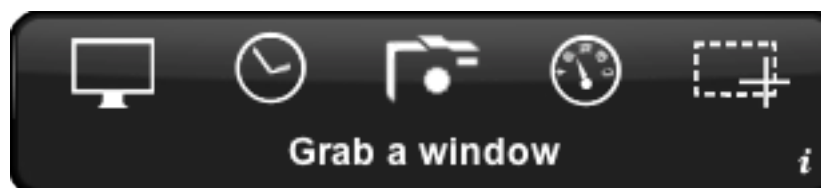


The Timed Full Screen feature allows you to capture the entire screen with a 20-second delay. This is ideal for taking screenshots that require you to stage the setup prior to capturing the image. E.g., setting up a drop-down menu prior to taking the screenshot. To capture the entire screen with a delay, do the following:

1. Click **Timed full screen**.
2. Stage your screen settings accordingly. The timer will countdown and sound when there are 3 seconds remaining. The Preview screen will appear after the image has been taken.
3. If you are satisfied with the image, you can either click **Save** to save it to a location on your

computer or click Export to export the file to another location of your choosing. If you are unsatisfied with the results, click Redo to capture another image.

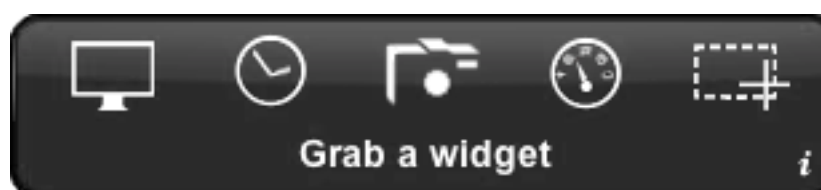
3.1 Grab a Window



The Grab a Window feature allows you to capture a specific window of your choosing. This is ideal for taking screenshots where an action is occurring inside of a single window only. To capture a single window, do the following:

1. Click **Grab a window**. A Camera icon will appear. Move this icon on top of the window that you want to capture. The selected window will be shaded in gray.
2. Click once to capture the image.
3. If you are satisfied with the image, you can either click **Save** to save it to a location on your computer or click **Export** to export the file to another location of your choosing. If you are unsatisfied with the results, click **Redo** to capture another image.

3.1 Grab a Widget

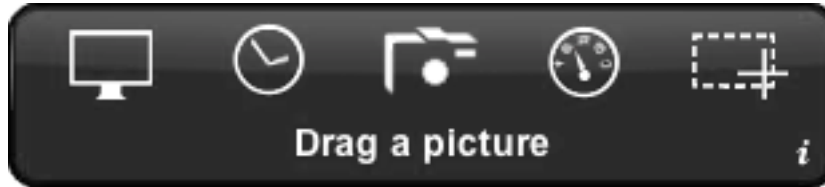


The Grab a Widget feature allows you to capture a widget from the Dashboard. This is ideal for taking screenshots where only the widget is required for illustrative purposes. To capture a widget, do the following:

1. Click **Grab a widget**.
2. A Camera icon will appear. Move this icon on top of the widget that you want to capture. The selected widget will be shaded in gray.
3. Click once to capture the image.
4. If you are satisfied with the image, you can either click **Save** to save it to a location on your computer or click **Export** to export the file to another location of your choosing. If you are

unsatisfied with the results, click **Redo** to capture another image.

4.1 Drag a Picture



The Drag a Picture feature allows you to capture a specific region of the screen by using the cross hair and dragging it across an area of your choosing. This is ideal for taking screenshots where only a specific area of the screen needs to be captured for illustrative reasons. To capture a selected area of the screen, do the following:

1. Click **Drag a picture**. A crosshair will appear.
2. Click and drag the crosshair over the item that you want to capture.
3. Release the mouse and your image will appear in the Preview screen.
4. If you are satisfied with the image, you can either click **Save** to save it to a location on your computer or click **Export** to export the file to another location of your choosing. If you are unsatisfied with the results, click **Redo** to capture another image.