



MADCAP CAPTURE 7

Getting Started

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Introduction

MadCap Capture lets you easily capture anything that displays on your computer screen and enhance the image using a variety of features. What makes Capture different from other screen capture tools is its tight integration with MadCap Flare and other applications in MadCap Software's suite of native XML, multi-channel authoring software. This means you can take advantage of single-sourcing and other unique features such as condition tags, profiles, and palettes.

Like the other products in MadCap Software's integrated product suite, Capture is a flexible, open-architecture application that produces XML files with Unicode support for left-to-right (LTR) as well as right-to-left (RTL) languages.

Almost every task that you perform in Capture falls under one of three basic steps:

1. **Capture/Create** Use one of several methods (e.g., Full Screen, Active Window, Region) for capturing an image on your computer. You can also create a new blank image based on a profile. See "Capturing an Image" on page 7 and "Creating New Images" on page 11.
2. **Edit** Make any necessary changes to the image, such as cropping or resizing the image; adding callouts, text, and effects; or adjusting the image quality. See "Editing Images" on page 12.
3. **Save** Save the image using the appropriate file type. You can also easily incorporate it into a MadCap Flare project. See "Saving an Image" on page 13.

Getting Additional Help

You can use any of the following resources for additional help not provided in this manual.

Knowledge Base

You can browse the online Knowledge Base for articles covering common support issues.

<http://kb.madcapsoftware.com/>

Peer-to-Peer Online Forums

You can visit the online forums to learn from other users or share your own expertise.

<http://forums.madcapsoftware.com/>

Contact Capture Support

You can contact the Capture support team and get answers to your specific support issues.

<http://madcapsoftware.com/support/>

CHAPTER 2

Capturing an Image

The first step in producing an image for online or printed use is to capture an image from your screen.

This chapter discusses the following:

- Capture Profiles 8
- Capture Methods 8
- Capture Options 10

Capture Profiles

When you capture an image, you do so using a profile, which is a collection of settings that are applied to the image in advance. Among other things, a profile lets you select a location for a captured image file, apply a specific kind of border to it, set the DPI (dots per inch), and even resize it automatically. For more information see the online Help or the *Creating Images Guide*.

Capture Methods

There are several methods that you can use when capturing images. For steps on each method, see the online Help or the *Creating Images Guide*.


- **Active Window** Captures the active window. For this method, it is best to use the keyboard shortcut rather than the ribbon option.
- **Active Window without Frame** Captures the active window without grabbing the frame around the window. For this method, it is best to use the keyboard shortcut as opposed to the menu option.
- **Full Screen** Captures everything (e.g., open applications, desktop icons and background, taskbar) displayed on your screen.
- **Full Screen without Taskbar** Captures everything (e.g., open applications, desktop icons and background) displayed on your screen, with the exception of the taskbar.
- **Recapture Images** Lets you re-create the capture for the active image. When you select this option, the same method used to capture the image previously is repeated. The new image replaces the old image. If you do not want to replace the old image, but simply want to create a new image using the same method and settings as the active image, use the **Capture > Capture Last Capture** option instead.
- **Recapture Last Capture** Recaptures the last image that you captured, displaying the bitmap in a new instance of the Capture Editor.
- **Region** Captures a rectangular region of your computer screen that you draw and select.
- **Regions Consecutively** Lets you capture multiple rectangular regions without having to select the Capture Region option each time. In between each consecutive capture, you can relocate and resize the rectangular capture region as well as manipulate the onscreen content you want to capture. Clicking the **X** button on the task bar returns you to the Capture Editor, where most recent region captured is open.

- **Restore Last Capture Region** Opens the selection rectangle for the most recent region that you captured. You can then capture another image using the same dimensions or resize the selection area as needed.
- **Shape Area** Captures an area covered by a shape that you have drawn. For example, if you want to capture a circular area of an application, you can first capture the application using one of the other methods. Then draw a circle on that image and capture the image in that shape.
- **Window** Captures a fixed area of a window, depending on where you move your mouse and click. As you move the mouse in a window, UI element or application, a red border surrounds each separate region (e.g., menu bar, toolbar, editor, individual button, entire window).
- **Window with Auto-scroll** Captures an open window that is too long to be displayed in its entirety on the screen. The image starts from the top edge of the window that can be seen on the screen and scrolls to the bottom to capture the image.
- **Windows Clipboard** Creates a new image based on whatever has been added to your Windows clipboard.

Capture Options

You can initiate capture actions using the following options:

- **Shortcut Keys** Open the application that you want to include in the image and press the appropriate shortcut keys on your keyboard to initiate an image capture.
- **File and Edit Ribbons** Click the red capture button to initiate an image capture region, or use the Capture drop-down to select a capture method first.
- **Capture Menu** Use the menu options in the Capture interface to initiate an image capture.
- **Flare Interface** If you are working on a project in MadCap Flare and want to capture and insert an image, you can initiate some types of image captures (e.g., Application, Region, UI Element) from within Flare.

 **NOTE:** Normally, whenever you initiate the capture of an image, the capture always occurs immediately. However, you also have the option of delaying the capture for a certain number of seconds. For more information see the online Help or the *Creating Images Guide*.


Creating New Images

Rather than capturing an image, you can create a new image using settings from a profile. Aside from the settings of that profile, the new image will start out blank.

HOW TO CREATE A NEW IMAGE

1. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select **File > New > New from Profile**.
 - **Tool Strip** Select **File > New**.
 - **Keyboard Shortcut** Press **CTRL+N**.

The Create New Image dialog opens, displaying all of your profiles.

2. Select a profile.
3. Click **OK**. The new blank image opens in the Capture Editor.
4. Click  to save your work.
5. Navigate to a location to store the image (if necessary), provide a name for the image, and click **Save**.

Editing Images

After you capture an image, you will likely want to make modifications before it is considered finished. For steps on each of these, see the online Help or the *Editing Images Guide*.

- **Objects** There are many different types of objects that you can add to images, such as bubble callouts, cursors, shapes, and lines.
- **Effects** You can enhance images and objects by applying different kinds of special effects to them—such as shading, torn edge, and zoom effects.
- **Text** If you want to explain parts of an image, you can incorporate text into them.
- **Variables** When you have text that you plan to reuse throughout your images, you can save time by creating and inserting variables.
- **Appearance of Images and Objects** Modifying the look and feel of images and objects can be accomplished using a variety of methods.
- **File Format** Select the type of file format (e.g., BMP, GIF, JPEG, PNG, TIFF) to use when saving an image.
- **Palettes** A palette is a handy, time-saving tool for storing objects for later reuse.
- **Single-source Images** You can provide one group of settings (e.g., Print DPI, gray scale, color depth) for online output of the image and another group of settings for printed output.
- **Conditions** Condition tags are a way to mark objects that have been added to images so that the objects are included in some outputs, but excluded in other outputs.

CHAPTER 5

Saving an Image

After capturing and editing an image, the final step is to save the image. You can save images using any of the following file types: BMP, GIF, HDP, JPG, JPEG, PNG, TIF, TIFF, WDP, XPS. Below are tips for saving, as well as steps for saving an image.

This chapter discusses the following:

Steps for Saving Images	14
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Steps for Saving Images

Use one of the following methods for saving images.

SAVE

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save** or **File > Save > Save**.

You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

Keep in mind that the smaller the application window becomes, the more the options in a ribbon shrink. Therefore, you might only see a small icon instead of text, or you might see only a section name displayed with a down arrow to access the options in it. You can hover over small icons to see tooltips that describe them. You can also enlarge the application window or click one of the section drop-downs in the ribbon to locate a hidden feature.

- **Tool Strip** Select **File > Save**.
- **Keyboard Shortcut** Press **CTRL+S** on your keyboard.

This saves the changes in the active file. If the file has not been saved previously, the Save As dialog opens. Complete the options (destination, file name, file type) in that dialog and click **Save**.

RENAME AND SAVE

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Rename and Save**.
- **Tool Strip** Select **File > Rename and Save**.

This saves the active file under a different name and/or file type and to a particular location. The difference between this option and the normal "Save As" option is what happens to the original file. If you use this option, the old file is simply replaced with the new name. If you use the "Save As" option, the file is saved with a new name, but the old file still exists with the old name.

SAVE AS

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Save As**.
- **Tool Strip** Select **File > Save As**.

This opens the Save As dialog, which lets you save the active file under a different name and/or file type and to a particular location. Complete the options (destination, file name, file type) in that dialog and click **Save**. The new file is then displayed in the editor.

SAVE TO

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Save To**.
- **Tool Strip** Select **File > Save To**.

This opens the Save As dialog, which lets you save the active file under a different name and/or file type and to a particular location. Complete the options (destination, file name, file type) in that dialog and click **Save**. The new file is not automatically displayed in the editor.

SAVE ALL

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Save All**.
- **Tool Strip** Select **File > Save All**.
- **Keyboard Shortcut** Press **CTRL+SHIFT+S**


This saves the changes in all open files.

SAVE PRINT VERSION

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Save Print Version**.
- **Tool Strip** Select **File > Save Print Version**.

This saves a copy of the image with print settings applied to it. This option is enabled if you have an image open in the Capture Editor and you have previously applied print settings to that image. (You must also save the image before this option is enabled.) Print settings are applied to an image on the Format tab of the File Properties dialog or Profiles Editor. When you use this option, a copy of the image is saved in a folder called "PrintVersions," next to the location where the original image was saved.

 **NOTE:** You can enable settings for different mediums (i.e., other than the Web (Default) medium) only if the image in question already exists in a MadCap Flare project.

SAVE TO TARGETS

Do one of the following, depending on the part of the user interface you are using:

- **Ribbon** Select **File > Save > Save To Targets**.
- **Tool Strip** Select **File > Save To Targets**.

Place check marks next to the profiles that you want to use, and click **Save**.

If you want to use the same image with more than one profile, you can save the image to multiple profile targets. This option works especially well if you have included condition tags on some objects in the image.

Tips for Saving Images

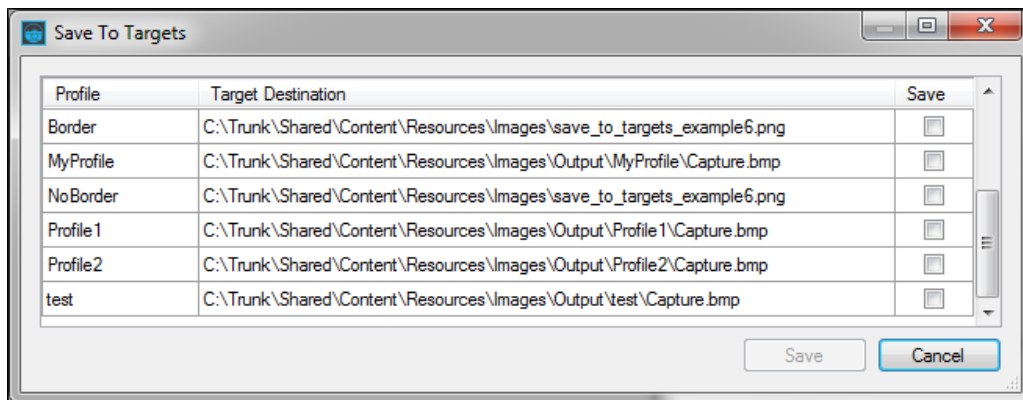
Here are some tips that you might find useful when saving an image in Capture.

- **Use a Profile** If you use a profile when capturing an image, it will save you time. A profile lets you apply various settings to an image as you capture it. This includes selecting a destination, file type, and even a file name ahead of time. Then, when you save the image, that information will already be completed for you in the Save As dialog.
- **Save in a Flare Project** If you plan to use the Capture image in a MadCap Flare project, it is a good idea to save the image in the Content\Resources\Images subfolder (the default image location) where you have stored the Flare project. This way, you do not have to add the image to the project before inserting it into a topic. In addition, each time you make changes to the image in Capture, those changes will automatically be reflected in the Flare project.
- **Access Capture from Flare** Here is another way to save time when capturing images that you plan to use in Flare: Initiate the screen capture from within Flare. When you do this, the image will be saved within the Flare project. See the online Help in Flare for more information about its tight integration with Capture.
- **Use Condition Tags and Save to Profile Targets** If you are saving an image to multiple profile targets, you might try placing condition tags on objects within the image (e.g., one copy of the image might be set to include certain objects and another copy of the image might be set to exclude those objects).

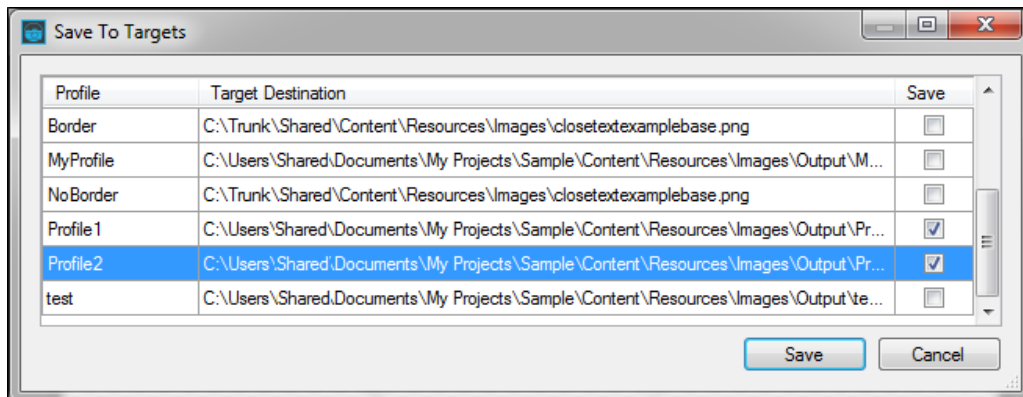
☆ EXAMPLE—SAVE TO TARGETS

Let's say you have a profile called "Profile1" that specifies images should have a 3-pixel black border around it. You might have another profile called "Profile2," which is identical to the other profile, except that it specifies images should not have any border.

With those profiles already created, you can capture a new image. When you are ready to save the image, instead of clicking the usual Save button, you select **File > Save > Save To Targets** (ribbon) or **File > Save To Targets** (menu). And this is what you see:



Because you want that one image to use settings from both Profile1 and Profile2, you place check marks next to those profiles and save.



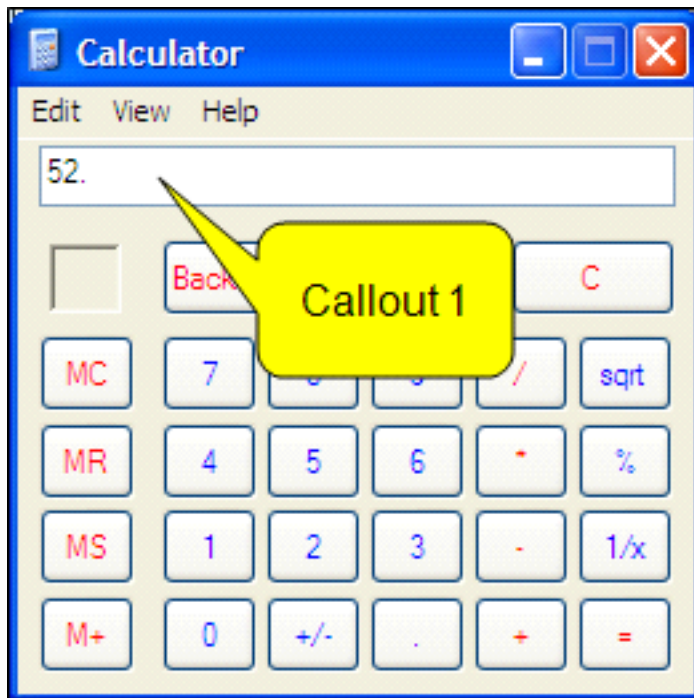
The end result is that one copy of the image has a border and the other copy does not.

☆ EXAMPLE—CONDITIONS AND MULTIPLE PROFILE TARGETS

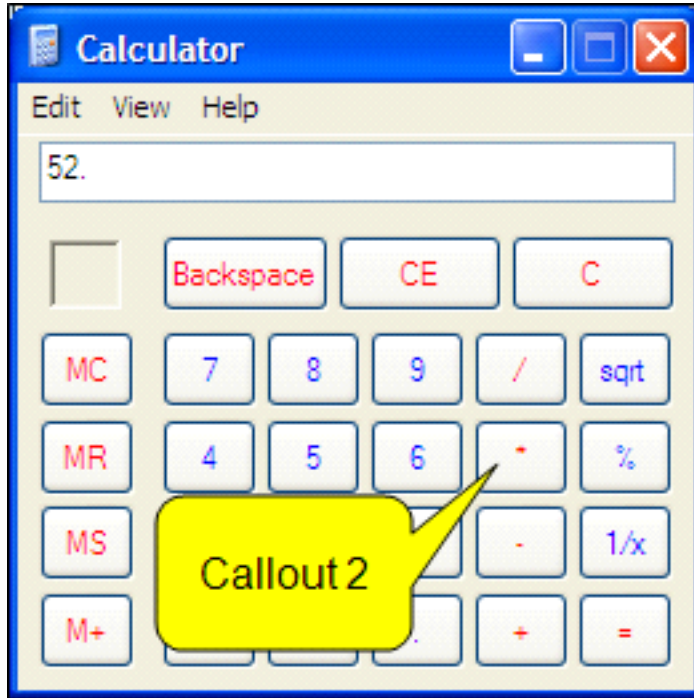
Let's say you need to use an image for two purposes in two different locations. Therefore, you create two profiles to serve your needs. Profile1 contains the settings for Location1, and Profile2 contains the settings for Location2.

In addition, perhaps each image copy needs to have a callout object on it. Maybe you want Callout 1 to be shown only with your Profile1 output, and you want Callout 2 to be shown only with your Profile2 output.

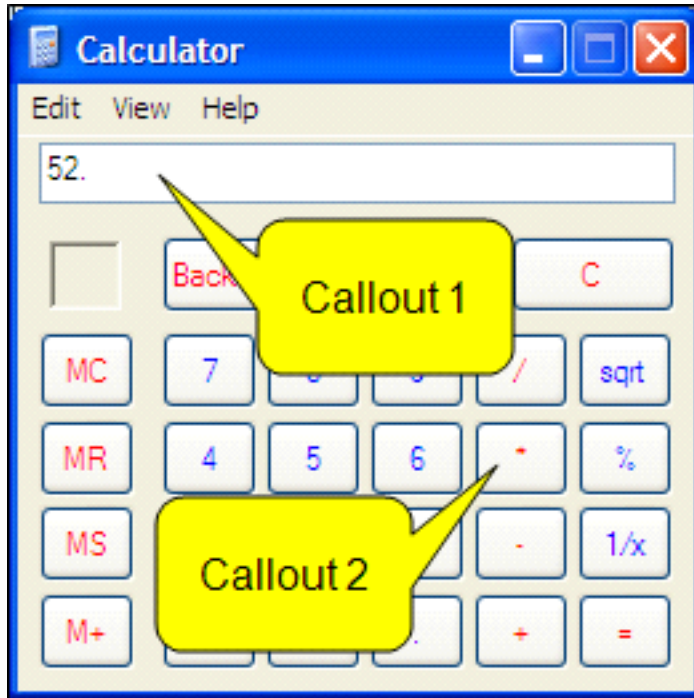
In the end, you want something like this for Profile1:



☆ And you want something like this for Profile 2:



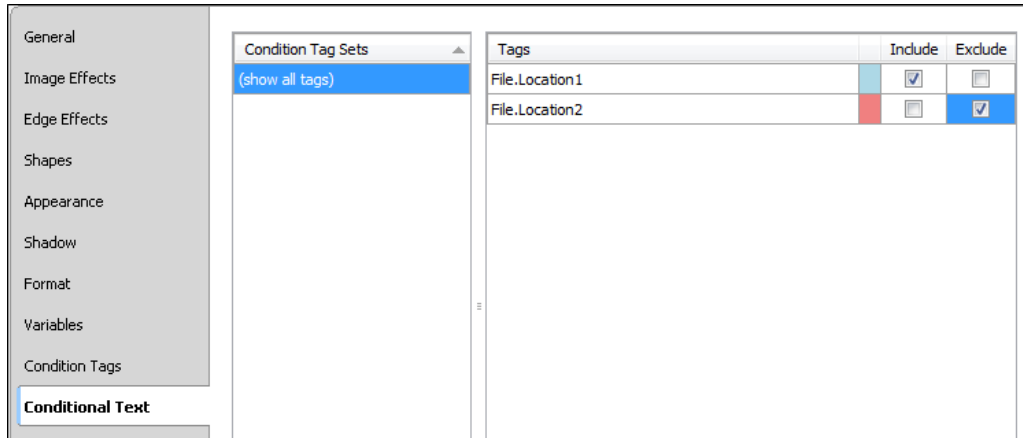
Now, you could just create two different images and put Callout 1 on the first image and Callout 2 on the second image. But with condition tags and the ability to save to profile targets, you can have both callouts on one image.



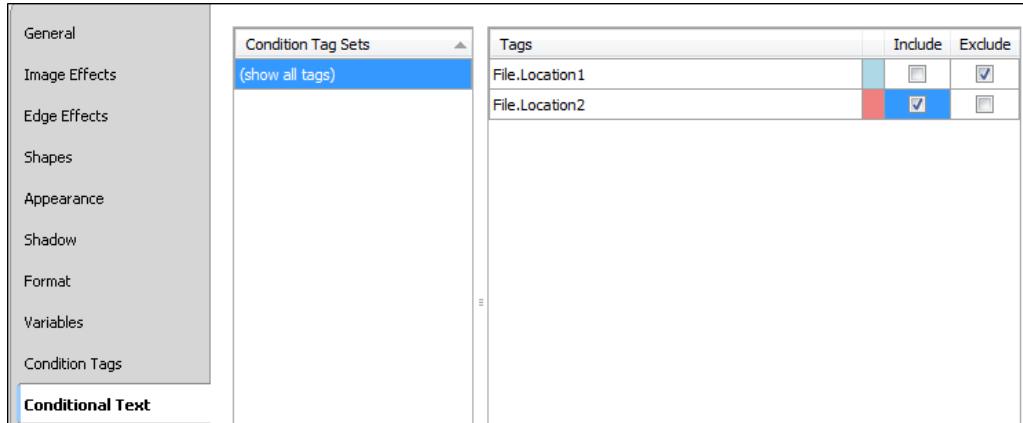
In order to direct the image copies to the correct places with the appropriate settings (i.e., the correct callout on each image), you create condition tags. In each profile, you create one condition tag called "Location1" and another called "Location2." (If you integrate the image into a Flare project, you may not even need to create the condition tags; you can simply use the ones already contained in the project.)

In addition, you use the Conditional Text tab in each profile to tell Capture how to handle the conditions.

In Profile1, you specify that Location1 should be included and Location2 should be excluded.



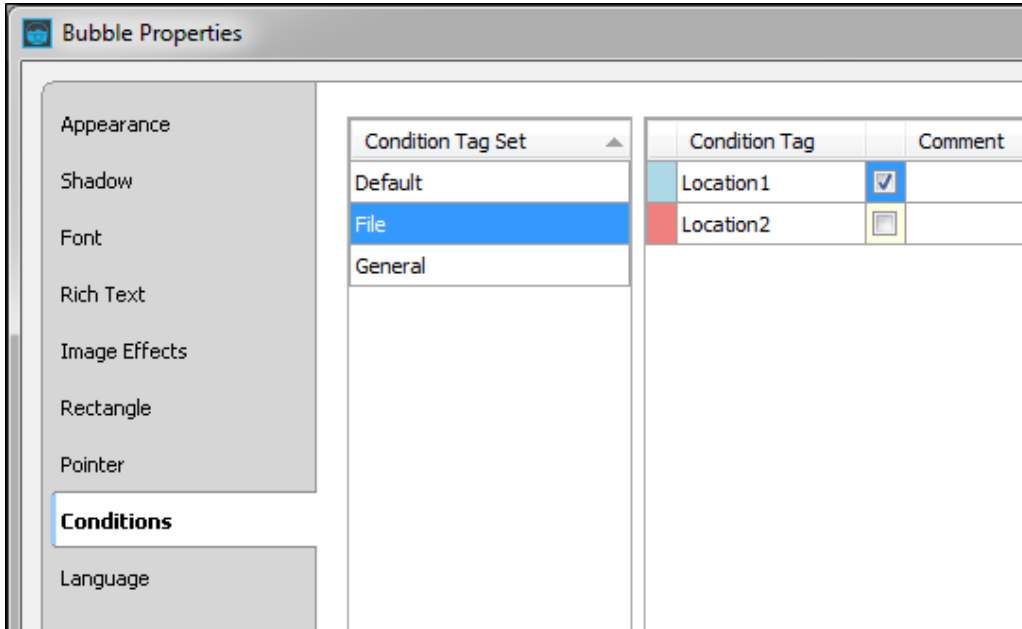
In Profile2, you specify that Location1 should be excluded and Location2 should be included.



Now you can select one of those two profiles when you perform the initial capture. That way, the image itself will also have the condition tags in it, which allows you to preview the image with the condition tags applied.

- ☆ After performing the screen capture, you can add your two callouts to the image. Then you double-click on each callout object and use the Conditional Text tab to tell Capture which condition tag each object should use.

Let's say that for Callout 1, you specify it this way:

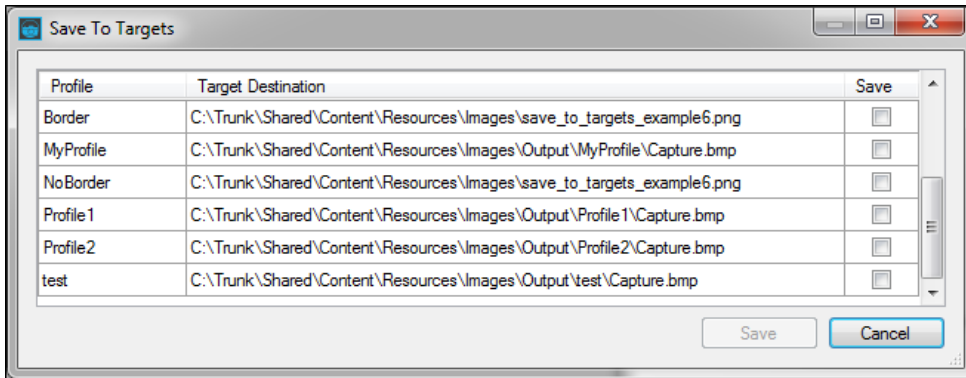


☆ And for Callout 2, you specify this:

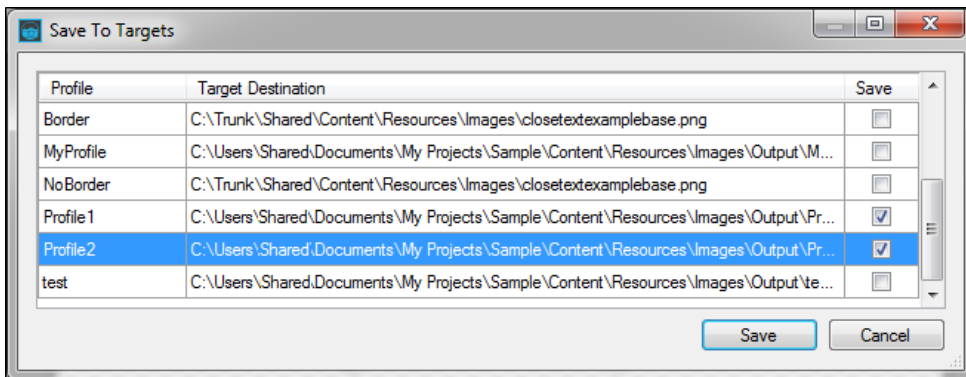
The screenshot shows the 'Bubble Properties' dialog box with the 'Conditions' tab selected. The 'Condition Tag Set' is set to 'File'. The 'Condition Tag' table is as follows:

Condition Tag Set	Condition Tag	Comment
Default	Location1	<input type="checkbox"/>
File	Location2	<input checked="" type="checkbox"/>
General		

☆ Now you are ready to save the image. Instead of clicking the usual Save button, you select **File > Save > Save To Targets** (ribbon) or **File > Save To Targets** (menu). And this is what you see:



Because you want that one image to use settings from both Profile1 and Profile2, you place check marks next to those profiles and save.



The end result is that one copy of the image displays only Callout 1 and the other copy displays only Callout 2.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

Creating Images Guide

Editing Images Guide

Getting Started Guide

Key Features Guide

Shortcuts Guide

Touring the Workspace Guide

What's New Guide