madcap software

USER GUIDE

MADCAP CAPTURE 7

Touring the Workspace

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MadCap Software
7777 Fay Avenue
La Jolla, California 92037
858-320-0387
www.madcapsoftware.com

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CHAPTER 1

Introduction

Capture's workspace is flexible, uses a modern Multiple Document Interface (MDI), and gives you several options to work the way that you want.

This chapter discusses the following:

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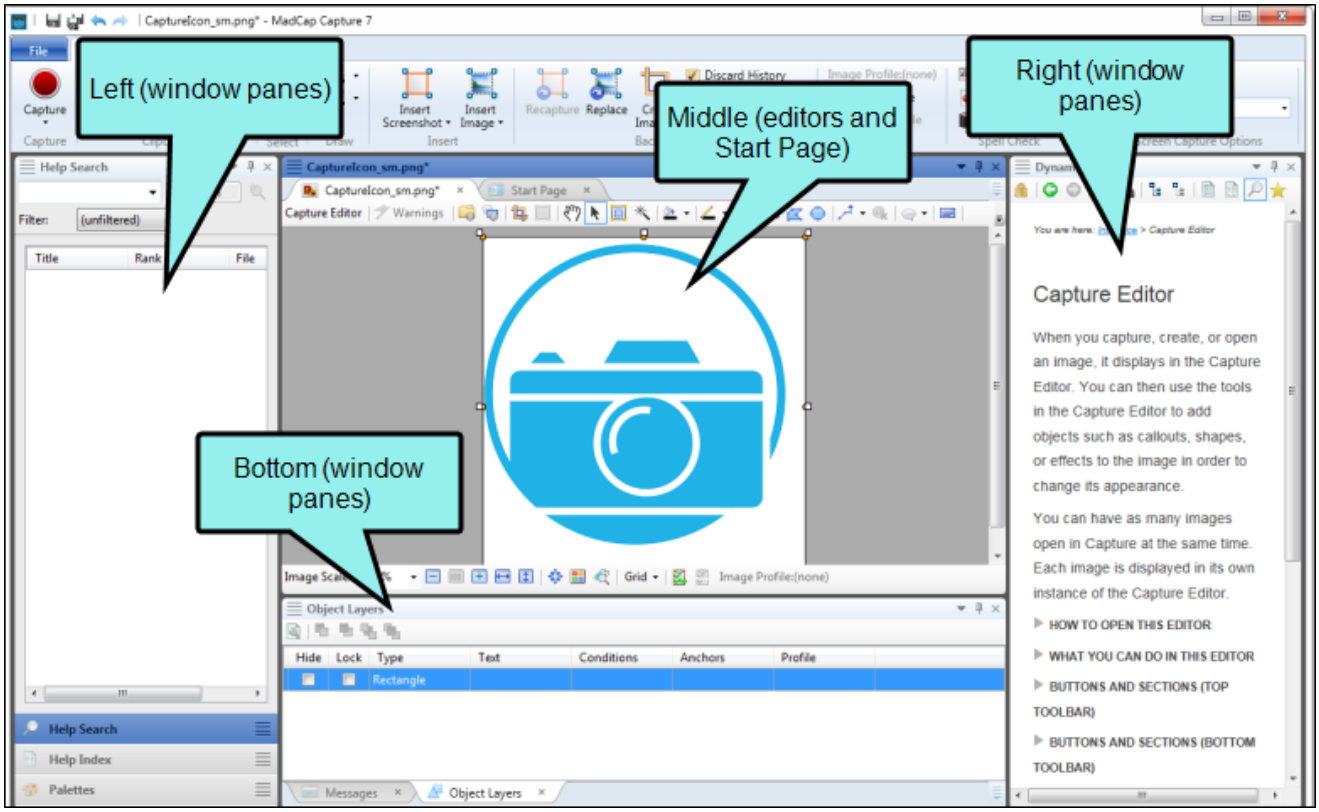
Main Sections of the Interface

The user interface consists of the following major sections.

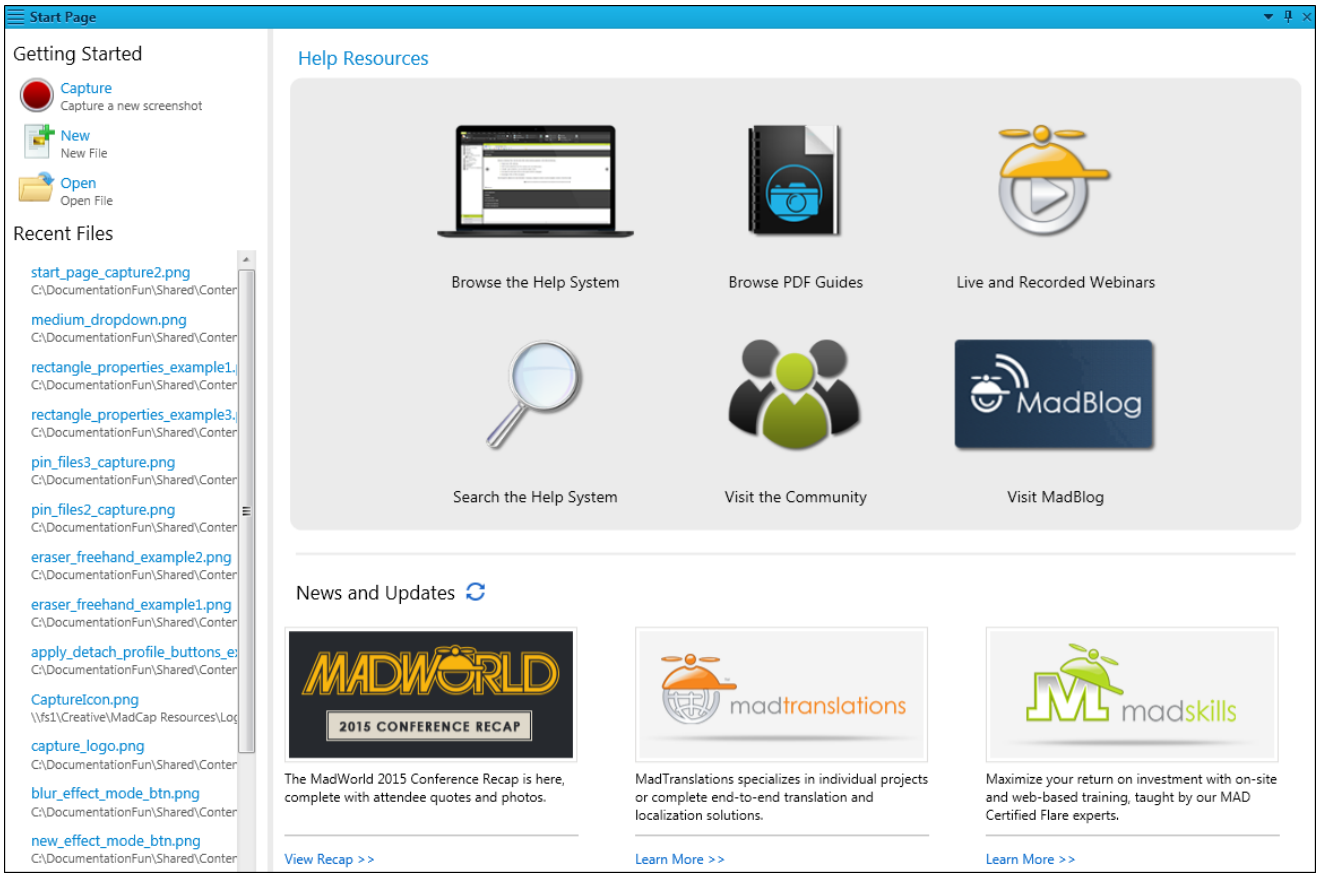
- Top The top portion of the Capture interface displays either a ribbon view, or a tool strip view, which are used to access features.
- Left The left side of the Capture interface is the default location for many different window panes (e.g., Palettes window pane, Help TOC window pane, Help Index window pane). The Palettes window pane is used to store designs for objects (e.g., shapes, callouts), which you can add to a captured image. The Help windows are used to find information contained in Capture's online Help.
- Middle The middle section of the interface is the default location for the editors in Capture (e.g., Capture Editor, Profiles Editor). The Capture Editor is the most important area of the interface. It displays a captured image, which you can modify. This middle section also displays the Start Page, which is used for quickly performing high-level tasks and accessing information.
- Right The right side of the Capture interface is the default location for Dynamic Help.
- Bottom The bottom of the Capture interface is the default location for the Object Layers and Messages window panes.



For the most part, the window panes on the edges of the interface are used to support the work that you do in the middle. You have the flexibility to close or move elements around as you like, so it is not mandatory that every window pane remain permanently in its default location.

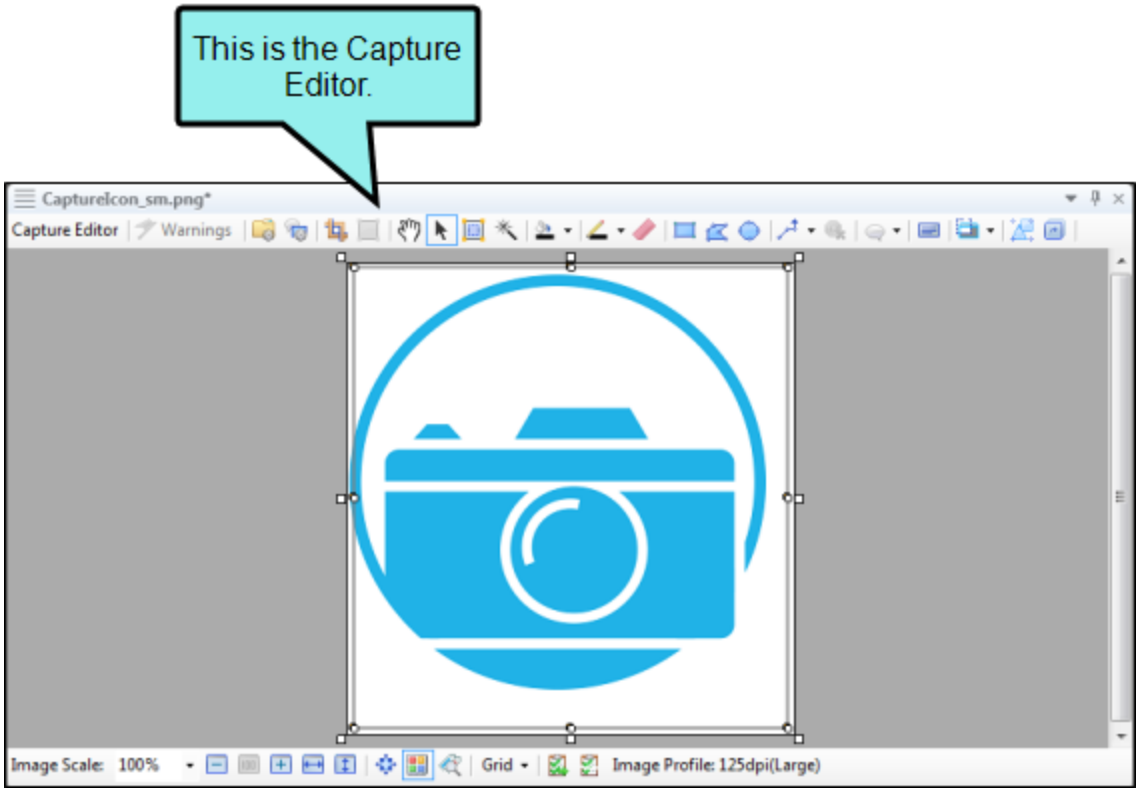
Start Page

The Start Page is a handy window that displays when you first launch Capture and remains open unless you close it. This window consists of four sections (Recent Files, Getting Started, Help Resources, and News and Updates), which contain links to high-level tasks and information.



Capture Editor

The Capture Editor is the centered area in Capture that displays an image after you capture it. You can use the Capture Editor to modify the image by adding shapes, text, effects, and other settings to it.



Window Panes

Capture has numerous window panes in the interface that are used for a variety of purposes, such as using palettes or viewing online Help elements (e.g., TOC, index). Some of these panes are located by default on the left side of the workspace (e.g., Palettes window, Help TOC), other panes are located on the right side (e.g., Dynamic Help), and still others are located at the bottom (e.g., Messages window). If more than one window pane is open on either side, the panes are organized in an accordion structure. This means that they are stacked on top of each other, with the active window pane displayed "in front" of the other panes. Accordion bars for each window pane are located at the bottom, and you can click any bar to bring that particular window pane "in front" so that you can work in it.

Tabs and Accordions

Each open image in the workspace has a tab that lets you access it. The most recently opened image is in front, while other open images are behind it. You can bring an image into view by clicking its tab.

You can also work with these document tabs in the following ways.

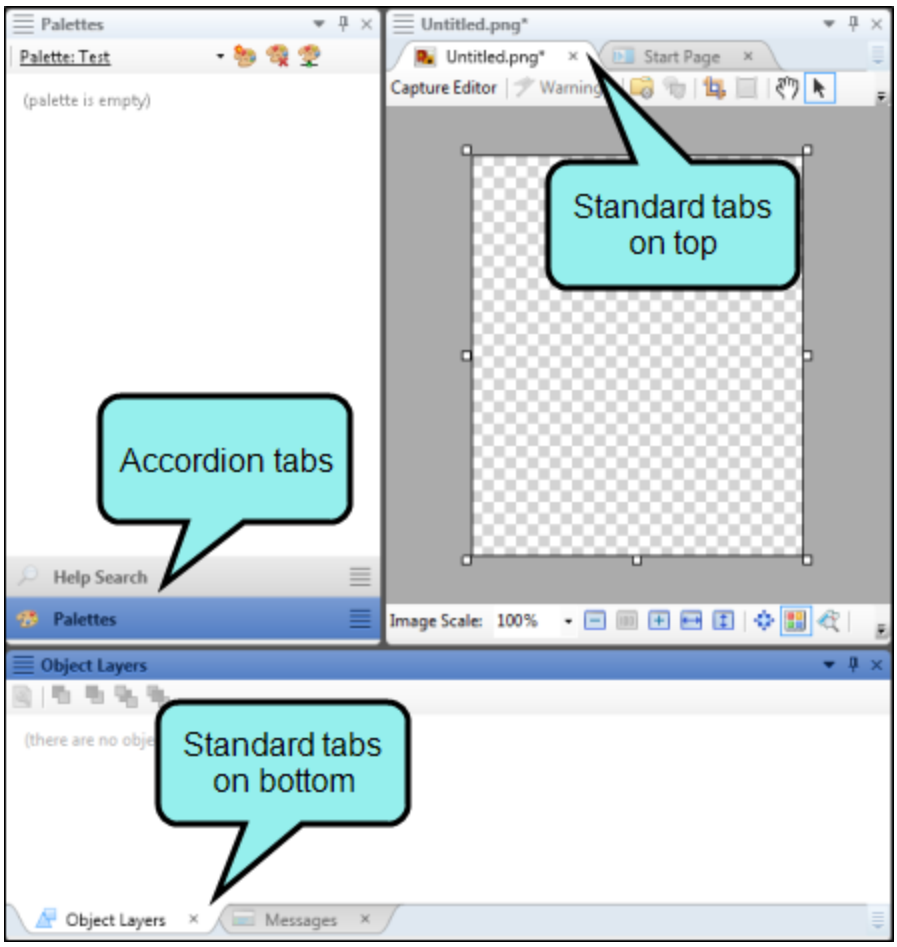
DRAG TABS

You can click and drag tabs to the right or left to change their order.

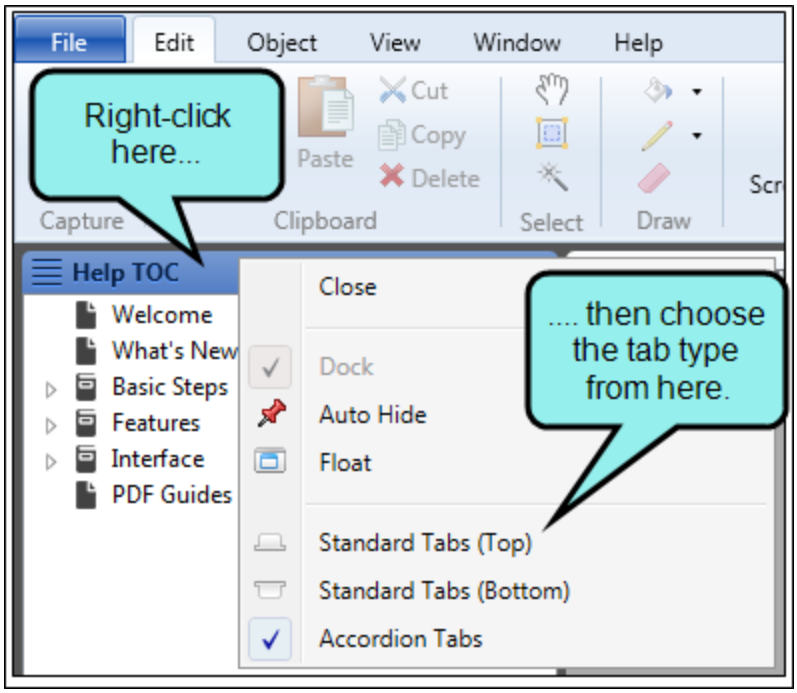
TAB OPTIONS

You can choose how to view window panes in the workspace.

- Accordion Tabs Stacks the document tabs below the window pane or editor.
- Standard Tabs on Top Places the document tabs on the top of the window pane or editor.
- Standard Tabs on Bottom Places the document tabs on the bottom of the window pane or editor.

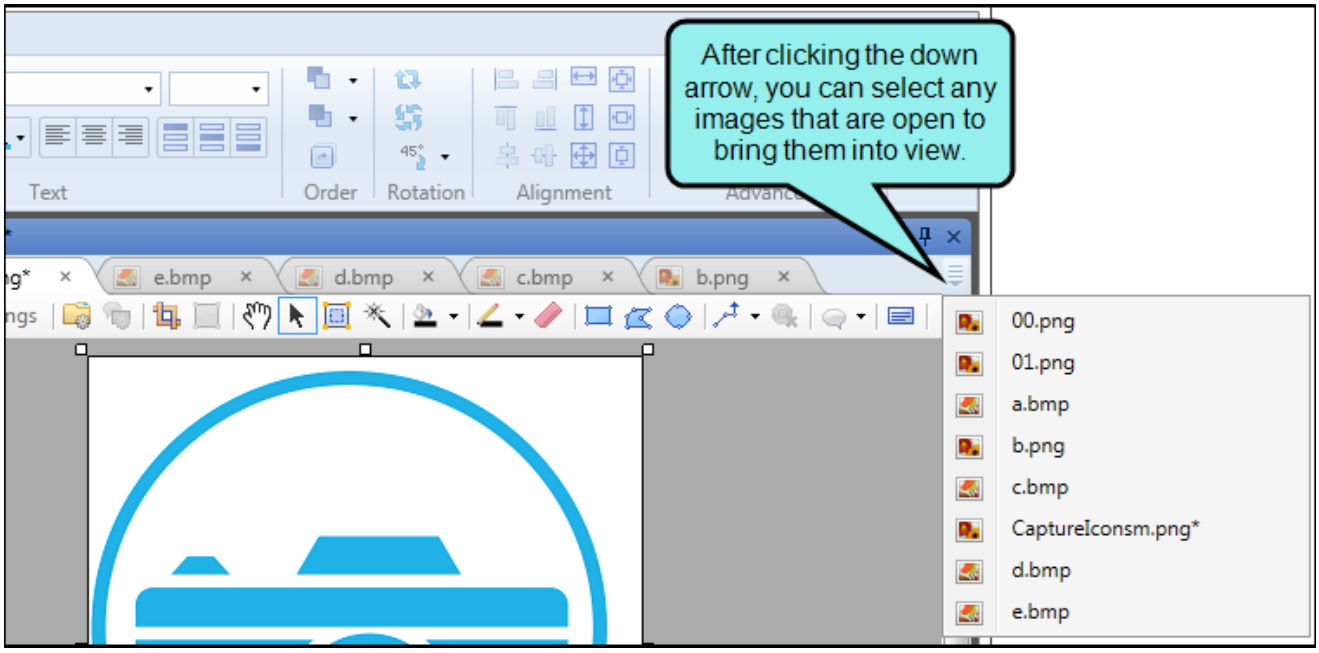

Palettes
Palette: Test
(palette is empty)
Untitled.png*
Untitled.png*
Start Page
Capture Editor
Standard tabs on top
Accordion tabs
Help Search
Palettes
Image Scale: 100%
Object Layers
Standard tabs on bottom
Object Layers
Messages

To switch between tabs, right-click in the title bar of the window pane or editor and select a view.



HIDDEN IMAGES

You can open as many images as you need in the interface. When you have opened more images than can be shown, the hidden images can be accessed by clicking a drop-down menu on the right side of the workspace.

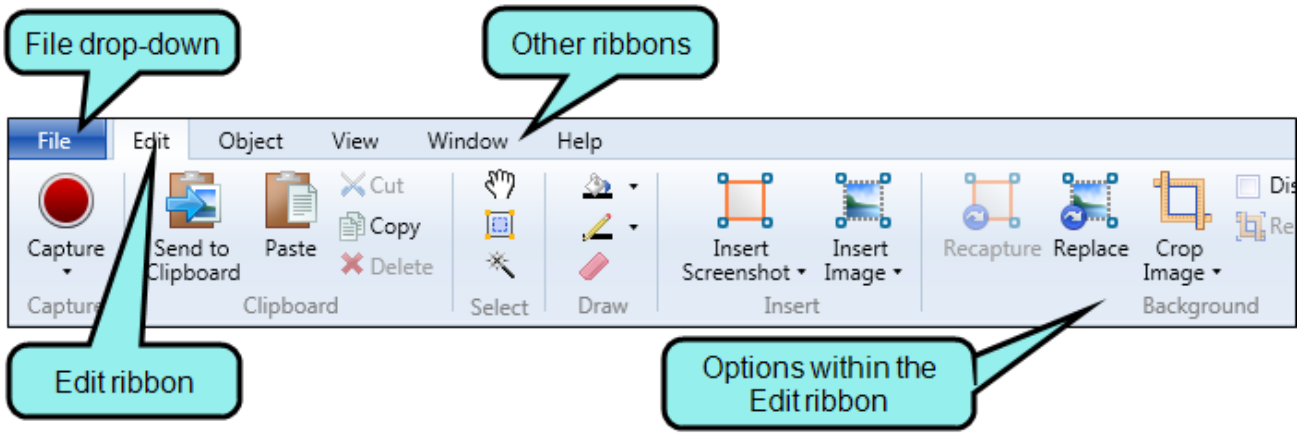


Ribbons, Menus, and Global Toolbars

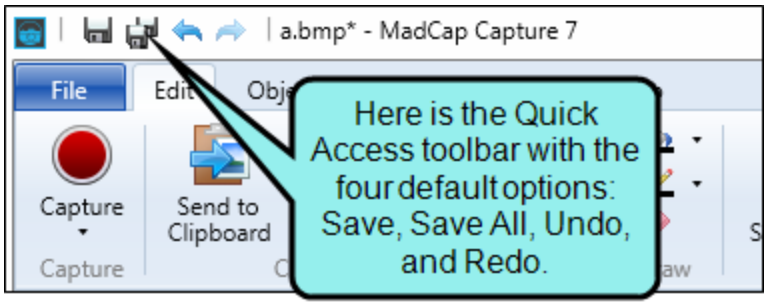
Capture's user interface lets you use a ribbon layout, or the more traditional tool strip layout.

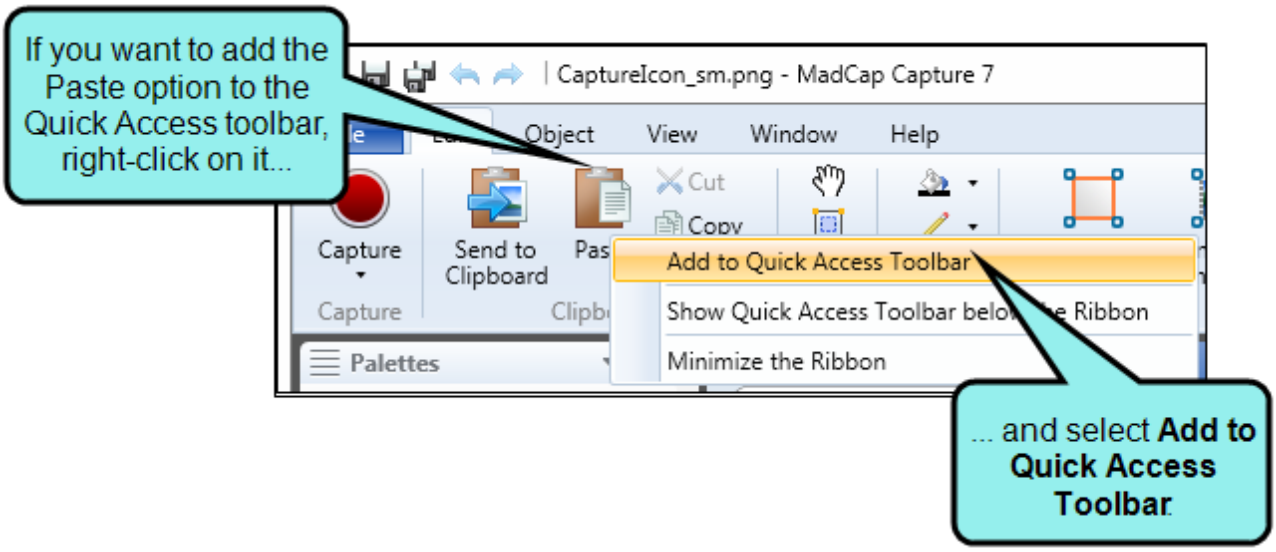
RIBBONS

The ribbon layout consists of a File drop-down with common tasks such as initiating a screen capture, opening files, and saving images. This is followed by the Edit ribbon, which is the default, and several others related to various features in Capture.



The ribbon view also lets you take advantage of the Quick Access toolbar, which lets you add your favorite ribbon options to it.





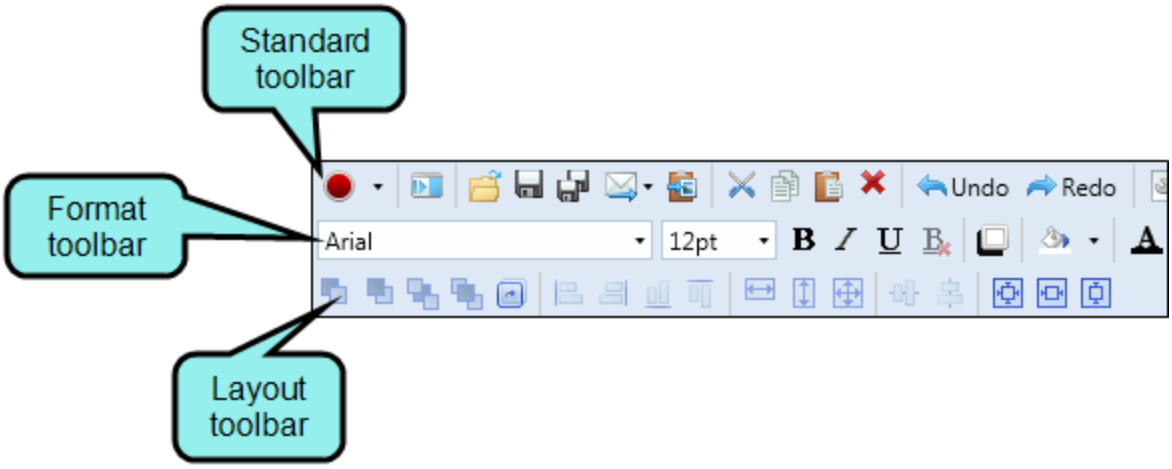
MENUS

Capture's user interface includes a menu bar at the top of the program window, containing several menu options.

GLOBAL TOOLBARS

Capture has multiple global toolbars ("global" meaning they are always available at the top of the user interface, regardless of the type of document, editor, or window pane you are working on at the moment).

There are three kinds of global toolbars—Standard, Format, and Layout.



SWITCHING VIEWS

Ribbons can be seen only if you are working in the ribbon view, and menus and toolbars can be seen only if you are working in the traditional tool strip view. You can use the Options dialog to switch between ribbons and the classic tool strip layout. For more information see the online Help.

CHAPTER 2

Customizing the Workspace

One of the benefits of Capture's user interface is that it is flexible and easy to customize to meet your needs. Following are some of the ways you can customize the workspace.

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Moving, Docking, and Floating Elements

Simply because a window pane or tab is attached to a particular area of the program window by default, does not mean it has to stay there.

- Floating and Moving User Interface Elements You can float an element that displays with a tab by clicking the tab and dragging it down until it floats.

  Another way to float an element is to click on it and select Window > Float.

  You can move window panes displayed in accordion view by clicking the "Drag Pane" section . To drag all of the window panes grouped together, click this button in the upper-left corner of the window pane. To drag a single window pane, click this button in the accordion bar for that window pane. Hold down your mouse and drag the window panes where you want them. If you drop a window pane at a random location in the program window, it becomes a "floating" window.

- Docking User Interface Elements Docking an element that is floating means to attach it to a particular part of the program window. To do this, click in the title bar, drag it to the edge where you want to dock it, and drop it onto one of the small squares that appear in the interface. The portion of the square that has color indicates where the window pane will be docked.

  Dock in *center* of workspace

  Dock on *left* side of workspace

  Dock on *right* side of workspace

  Dock on *top* side of workspace

  Dock on *bottom* side of workspace

Autohiding Window Panes

In the top-right corner of every window pane, you will see a small button that looks like a pin . If you click this button, the window pane is hidden (or "pinned" to the edge of the program window). However, you can still see the title of the window pane along the edge of the program window. When you hover over the title, the window pane temporarily displays again until you move the mouse off the window pane. Click the button again to "un-pin" the window pane.

Resizing User Interface Elements

You can easily resize the program window, dialog windows, and floating window panes in Capture by clicking the edge of the element and dragging the mouse to the desired size. You can also resize drop-down menus in the same way.

SWITCHING BETWEEN RIBBONS AND THE TOOL STRIP

By default ribbons are used when you install and launch Capture for the first time. However, you can use the Options dialog to switch back to the classic tool strip.

Window Layouts

When you move window panes, explorers, or editors around in the Capture interface, the configuration (or "layout") of the workspace is changed. You can do several things with layouts, including the following.

HOW TO SAVE A WINDOW LAYOUT

You can save different layouts of the interface, in case you want to use them for different purposes.

1. Configure the workspace how you want it.
2. Select the Window ribbon. In the Window Layout section select Save Layout > Save Window Layout As.
3. In the Save Window Layout dialog, enter a name for the layout.
4. Click OK.

HOW TO AUTO-SAVE A WINDOW LAYOUT

You can automatically save the layout of the workspace when you exit Capture. The next time you launch Capture, that same layout will be displayed.

- Select the Window ribbon. In the Window Layout section select Auto-save Layout.

HOW TO SELECT A SAVED WINDOW LAYOUT

You can quickly change the configuration of your workspace by selecting a window layout that you have saved previously.

- Select the Window ribbon. In the Window Layout section select Layout > [Name of Layout].

HOW TO RESET THE WINDOW LAYOUT

You can return the workspace configuration to the original layout that you saw when you first installed and launched Capture.

- Select the Window ribbon. In the Window Layout section select Reset Layout.

HOW TO RELOAD THE WINDOW LAYOUT

You can return the workspace to the saved configuration of the layout. In other words, if you are working in a particular layout and have opened different interface elements or moved interface elements around, you can select this option to go back to the saved configuration.

- Select the **Window** ribbon. In the **Window Layout** section select **Reload Layout**.

HOW TO DELETE A WINDOW LAYOUT

You can open the Manage Window Layouts dialog, which lets you select or delete an existing layout.

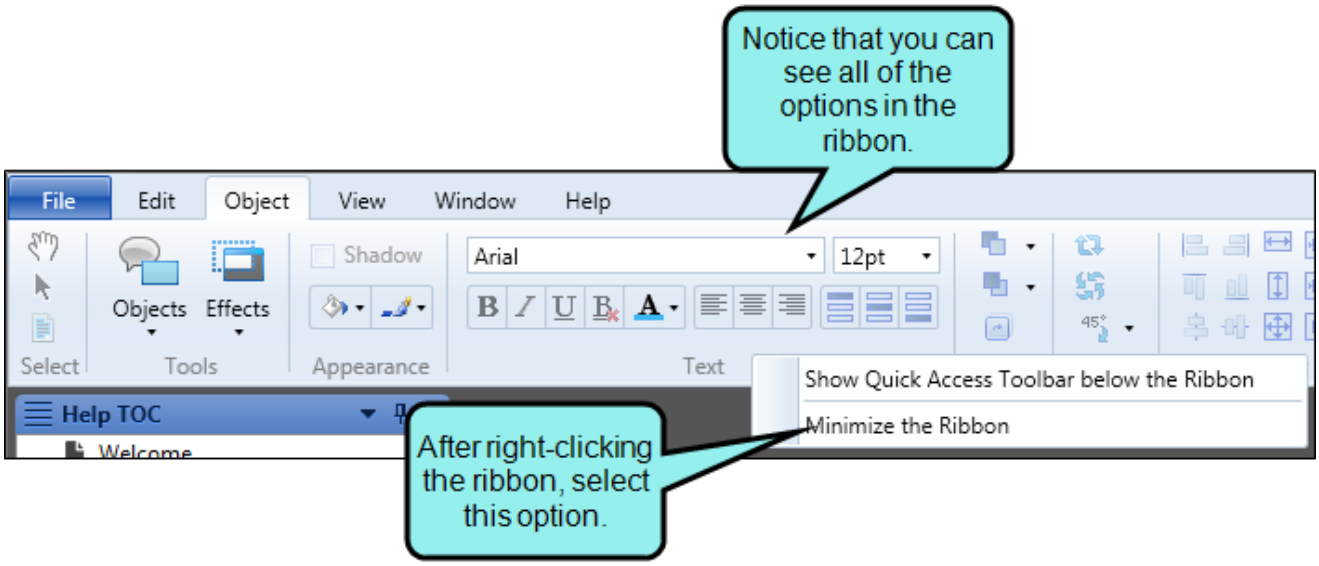
1. Select the **Window** ribbon. In the **Window Layout** section select **Layout > Layouts**.

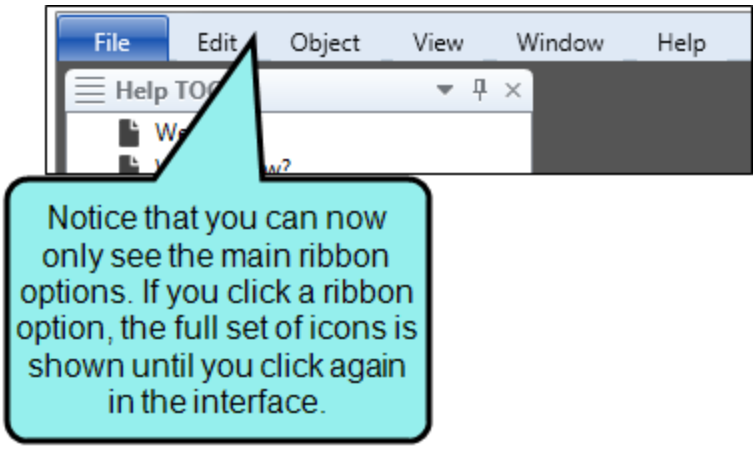
   The Manage Window Layouts dialog opens.
2. Select the layout that you want to delete.
3. Click **Delete**.
4. Confirm the deletion by clicking **OK**.
5. Click **Close**.

> NOTE: Resetting a layout returns the interface to the way it was when you opened Capture for the first time. Reloading a layout means returning the interface to your last saved layout.

Minimizing Ribbons

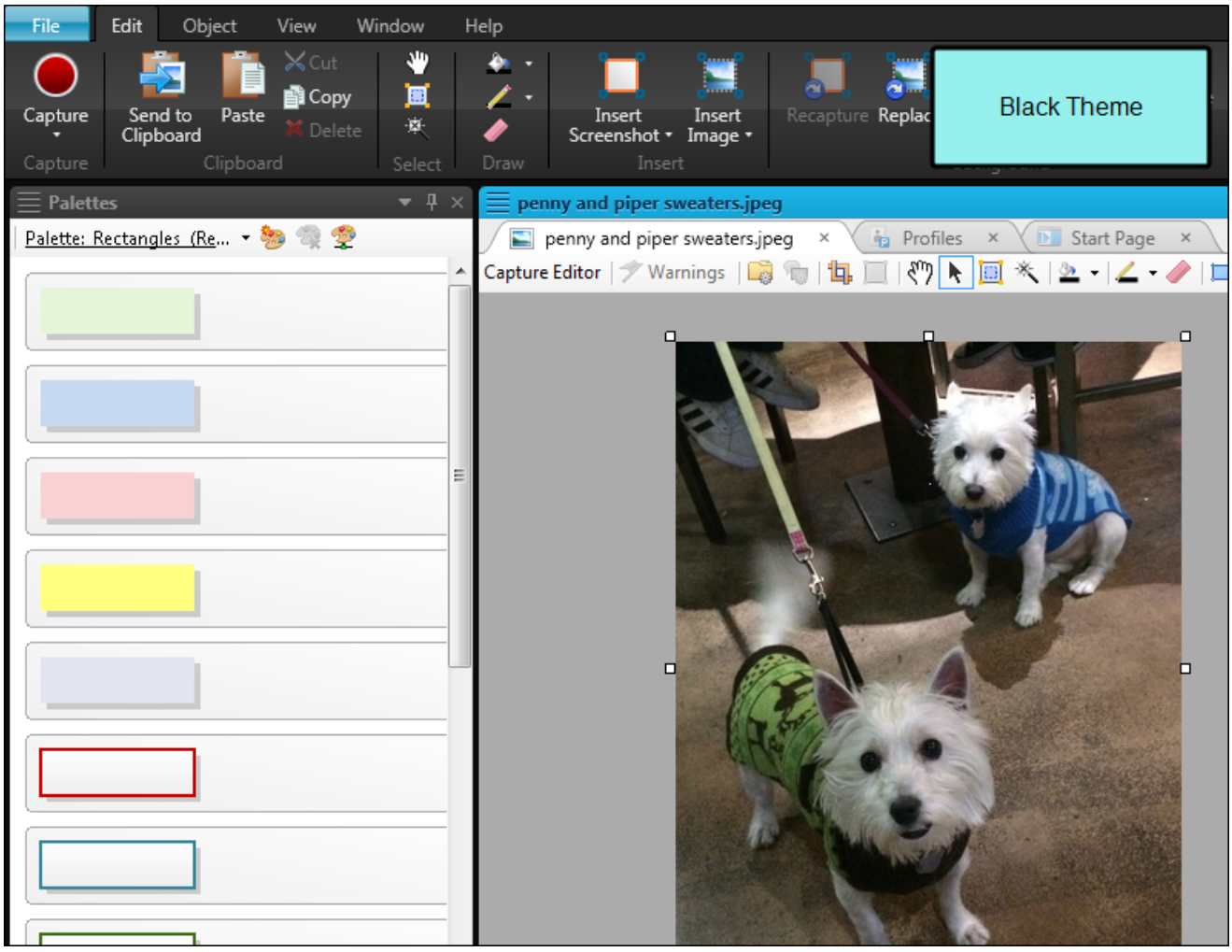
You can minimize the ribbons so that you only see the top portion of the ribbons until you select an option. To do this, right-click anywhere in a ribbon and select **Minimize the Ribbon** from the context menu.

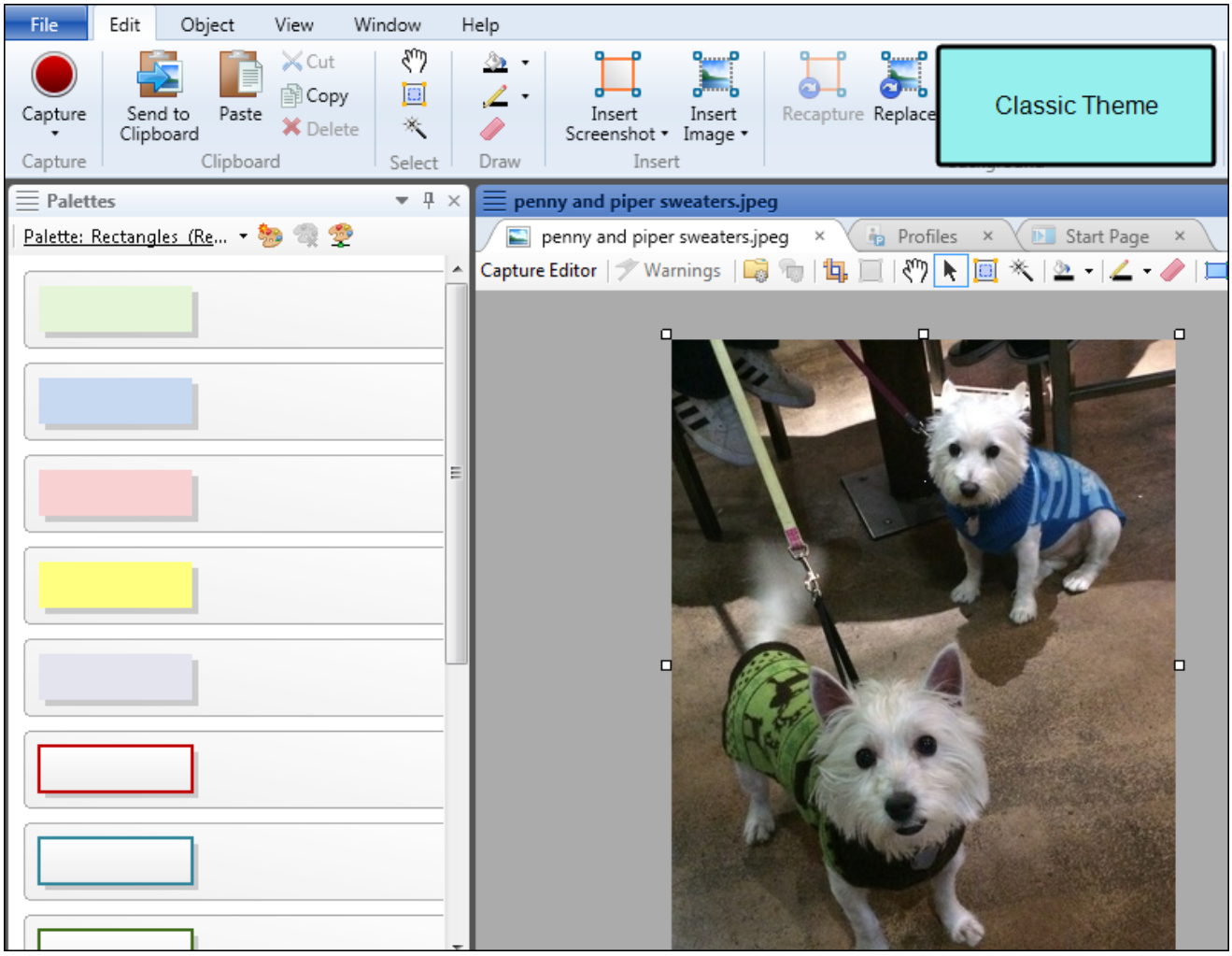


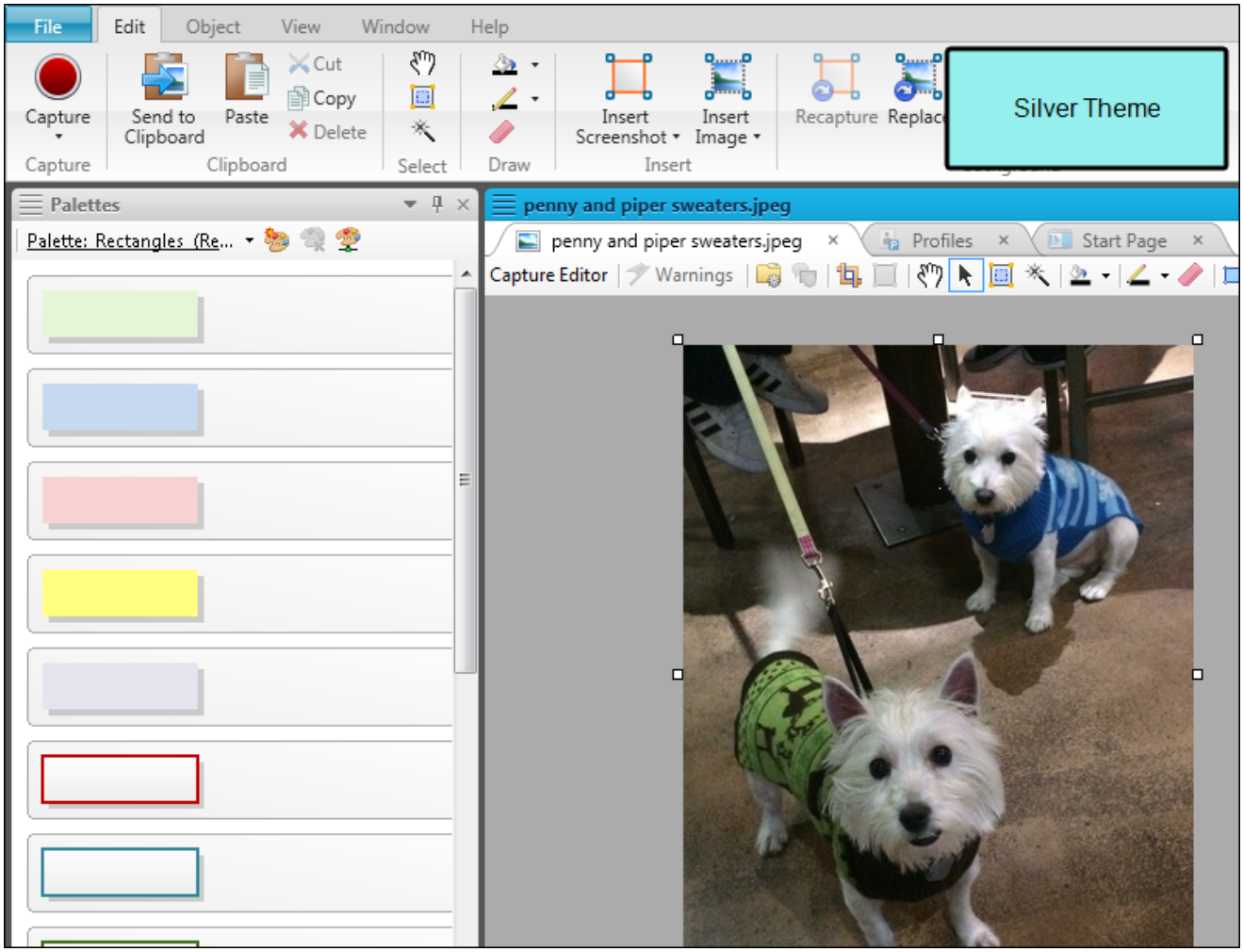


Selecting an Interface Color Theme

You can use the Interface tab on the Options dialog to choose a color scheme for the interface: black, classic, or silver.




File
Edit
Object
View
Window
Help
Capture
Send to Clipboard
Paste
Cut
Copy
Delete
Capture
Clipboard
Select
Draw
Insert Screenshot
Insert Image
Insert
Recapture
Replace
Classic Theme
Palettes
Palette: Rectangles (Re...
penny and piper sweaters.jpeg
penny and piper sweaters.jpeg
Profiles
Start Page
Capture Editor
Warnings



HOW TO SELECT AN INTERFACE COLOR THEME

1. Select **File > Options**. The Options dialog opens.
2. Select the **Interface** tab.
3. Click in the **Active Theme** and select a color scheme.
4. Click **OK**.

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