Snap Shot

User Guide

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The manual is divided into the following sections.

Section	Main Topic Covered
Capturing The Image	Capture full screen or selected area and saving it as an image or sending by Email.
Editing The Pen/Marker Settings	Changing line color and thickness. Erasing and deleting lines.

Snap Shot

Introduction

SnapShot gets its name from what it does. It takes a snapshot of your screen, which you can then mark up and annotate with your Digital Pen. Within SnapShot, there are three main functions:

- [Capture](#) the image
- Write on the image
- [Edit](#) the pen/marker settings

Capturing The Image

A screen snapshot is also called a screen capture. There are two Snapshot capturing options.
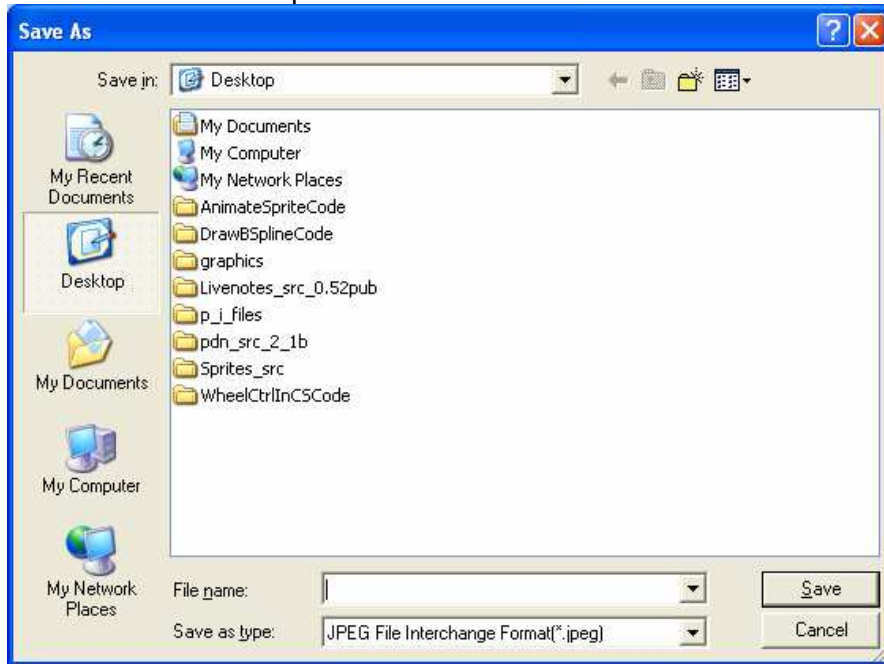
Captures an image of your marked up screen.

Captures a JPEG image of your marked up screen and attaches it to a blank email message.

To capture a screen image:

1. Set up image on the screen as you want it captured. This may include closing dialog boxes or repositioning certain elements on the screen.
2. Click the **Capture** button.
3. Select whether you want the screen capture to include a **Selected Area** or the **Full Screen**.
   - If you select Selected Area, drag your mouse from the top left corner of the image to be captured down to the right, creating a rectangle image.
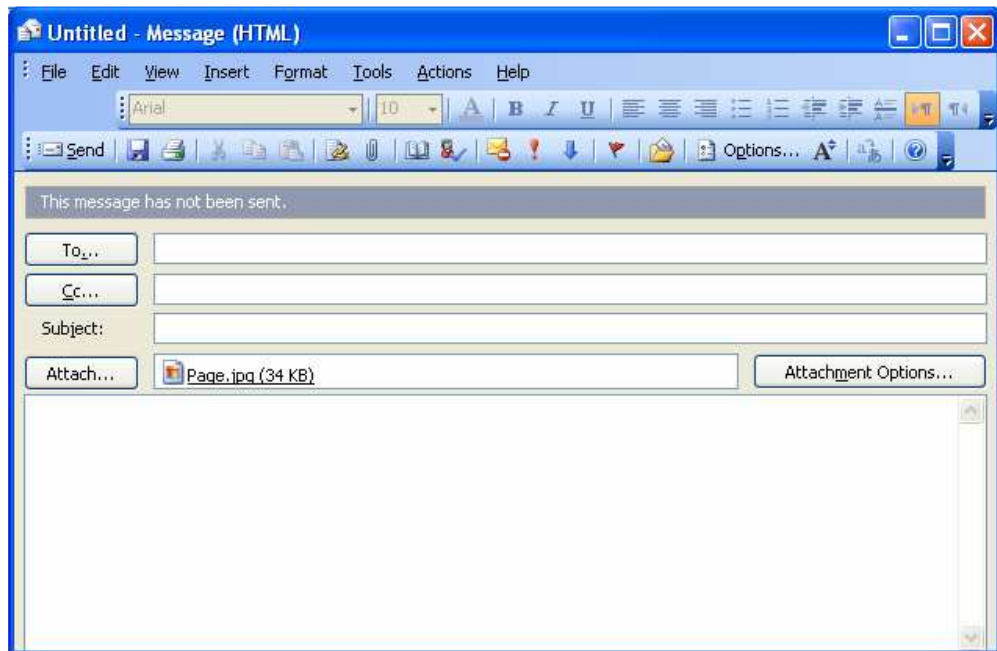
4. Click **Yes** to save the picture.

5. Select the directory where you want to save the file.
6. Name the file and click **Save**.

To capture and email a screen image:

1. Set up image on the screen as you want it captured. This may include closing dialog boxes or repositioning certain elements on the screen.
2. Click the **Capture and Email** button.
3. Select whether you want the screen capture to include a **Selected Area** or the **Full Screen**.
   - If you select **Selected Area**, drag your mouse from the top left corner of the image to be captured down to the bottom right, creating a rectangle image.

1. This opens an email window from your default email program, with each Pen&Ink Writer document page attached as an (JPEG) image.

2. Select or enter the intended recipients. You can add a subject and message as you would when sending an email message.

3. Click **Send**. Your email program will automatically send the message.

Editing The Pen/Marker Settings

There are several ways that you can edit your annotations within SnapShot.
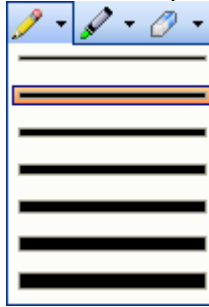
- Changing the Pen/Marker Line Thickness
- Erasing
- Changing the Line Color
- Undo and Redo

Changing the Pen/Marker Line Thickness

By default, the line thickness is set to 1 pixel. You can easily modify this setting so that the line can be as thin as a ballpoint pen tip, or as thick as a marker.

To change the line thickness:

1. Click on the pen or marker drop-down arrow.

2. Select the line thickness.

   The pen or marker now draws lines according to your new thickness setting.

Erasing

If you make a mistake while drawing, you can simply undo the drawn section, or erase it.

To erase a portion of your drawing:

1. Click the **Eraser** button.
2. Move the eraser icon to the area you want to erase.
3. Click and drag the eraser icon over the area, erasing that section.

Changing the Line Color

The default line color is Blue, but can be changed to one of many colors.

To change the line color:

1. Click on the **Color** button ( ) drop-down arrow.

2. Click on the color of your choice.

The Line Color box changes to the color you selected. The lines will now appear in that color.

Undo and Redo

SnapShot stores your actions, so you can later undo an action, such as a drawn line. You can also redo an action, which is to redo the action that you cancelled. If, for example, you drew a line and then clicked **Undo** to remove that line, you could then click **Redo** to have the line reappear.

To undo an action:

- Click the Undo ( ) or use the click Ctrl + Z shortcut.

To redo an action:

- Click the Redo ( )or use the click Ctrl + Y Shortcut.