

ScreenShotManager Guide

Capture images from your screen with ScreenShotManager

Although the interface is simple enough to make detailed instructions unnecessary some notes may be useful.

Basic menu

Shows the essentials for capturing images



To move and position the Menu on the screen click on the paperclip, then drag and move the menu. Again click on the paperclip to confirm the new position. The next time you start SSM, the menu will move to the confirmed position.



To minimize the menu click on the dash "-".
To expand it click on the arrow pointing to the right.

In some cases it may be useful to adjust the size of the menu interface and fonts: with the "Font Size Options" menu they can be reduced to 80% or increased to 140%.

SSM can be configured to open on computer startup.

Extended menu

To switch from the reduced menu to the extended menu: click with the mouse on the blue arrow pointing to the right. Vice versa to return to the reduced menu. The extended menu is also opened when you take a screenshot to show the captured image.

Extended menu



Tools:

-  Opens the last captured image
-  Opens the captured images folder
-  Converts to shades of gray
-  Send image with Gmail
-  Opens the Options & Tools menu

Screen Capture

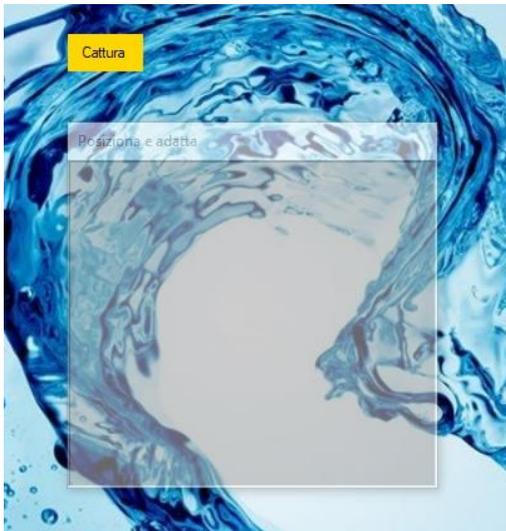
Click on the "Full Screen" command.



Rectangular Area Capture

Click on the "**Rectangular area**" command

A semitransparent window opens that represents the capture area.



Position and size the "Capture" window over the affected area of the screen and then click on the "Capture" command.

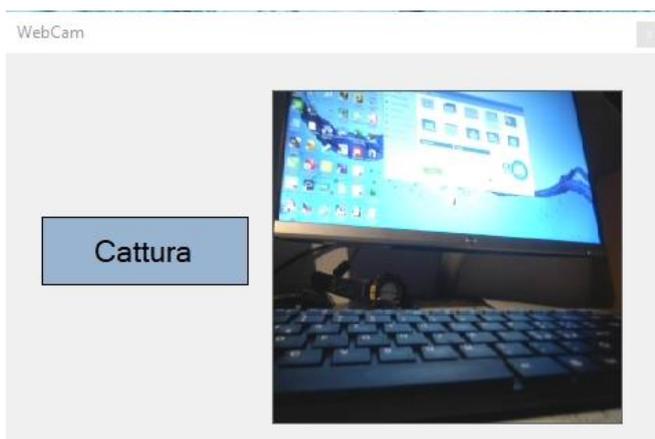
To move the "Capture" window place the cursor on the title bar of the window and keep the left mouse button pressed while moving it. To zoom in or out place the cursor on a corner and drag it.

Window Capture

This option involves clicking on the "Window" command to activate it and clicking anywhere on the window to be captured.

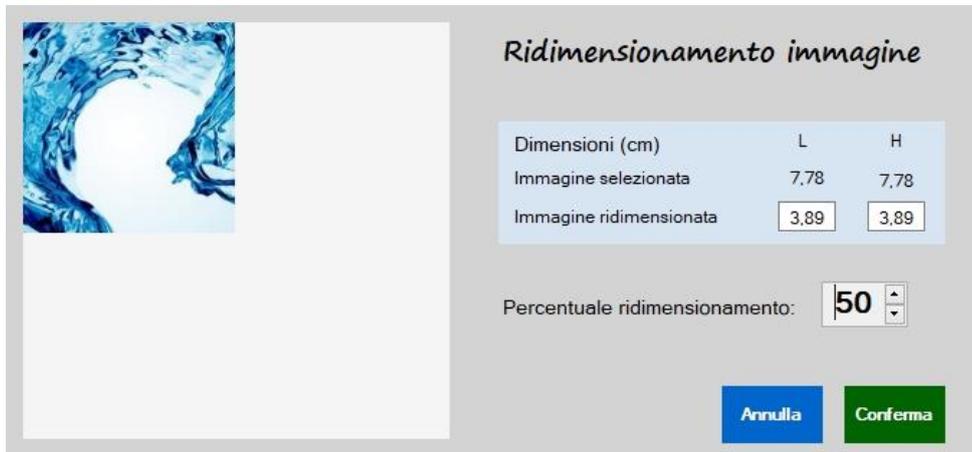
Capture WebCam

The image is captured and saved with the resolution of the WebCam. You can use the "Grayscale" option.



Set the size of the captured image

The default size is the original size of the image. By choosing the "Custom" option you can set the size of the captured image (from 10% to 200% of the original size). The size of the image is indicated in centimeters and is changed by maintaining the proportion between width and height.



Quality and Format of Captured Images

Images are saved in BMP bitmap or JPEG format. Two types of capture are possible: 16-bit Pixel Format (standard quality) and 32-bit Pixel Format (maximum quality). The default setting is JPEG and 32 bit.

The image is saved both to the hard disk and to the clipboard and can then be pasted to a document with CTRL + V (or Menu + Paste).

Saving Captured Images

The files are saved automatically or manually by choosing the corresponding option. With the option Save Images automatically the images are saved in the system directory "Images" (or "Pictures") in a folder created with the name "ScreenShot". The name "ScreenShot" followed by a progressive number is assigned to the image file by default. Both (folder name and its path and image name) can be changed. The numbering of the saved files starts from zero and can be reset. Overwriting of files is avoided with intelligent numbering. With the option Save Images manually, the name of the file and the location in which it must be saved are assigned each time by the user by the user.

Converting and Capturing Images from Color to Grayscale

With the "Grayscale" option in Rectangle Area and WebCam capture you can convert and save images in grayscale.

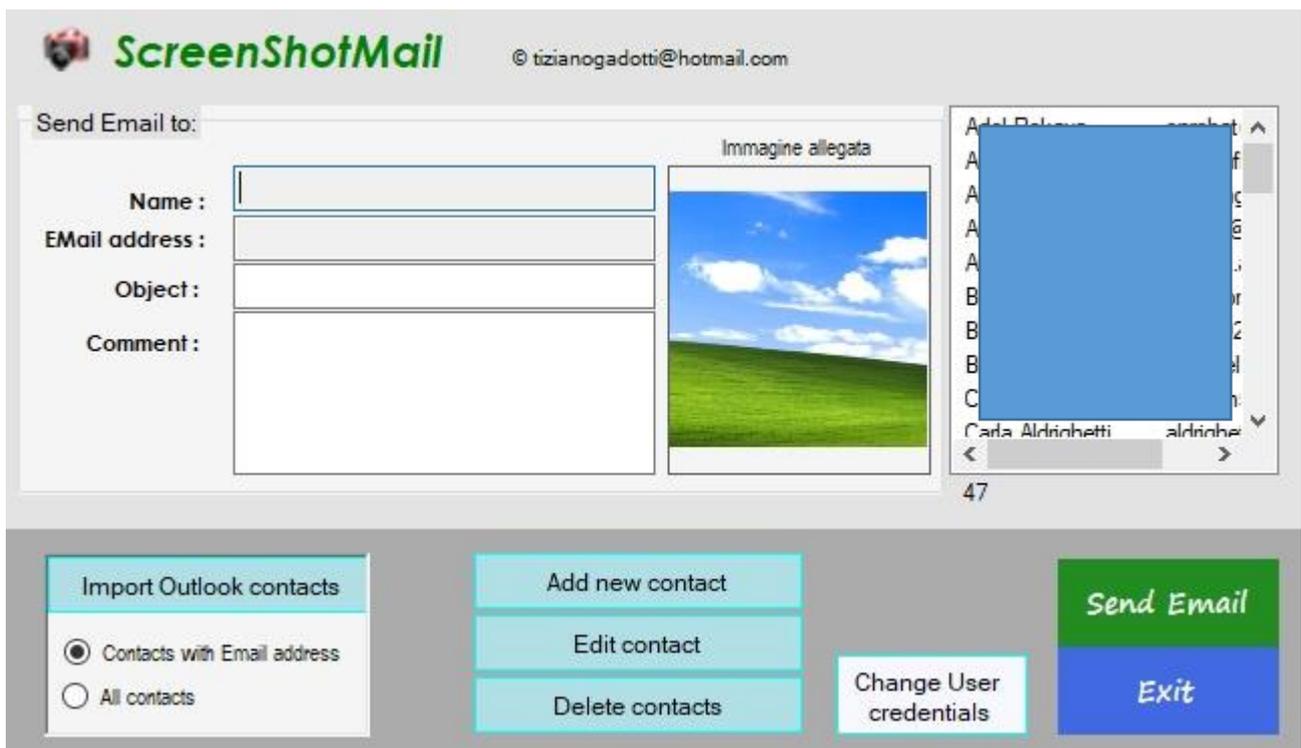
Send images as EMail attachment

The last image captured in the open session can be sent by Email. It is necessary to have a Gmail account.

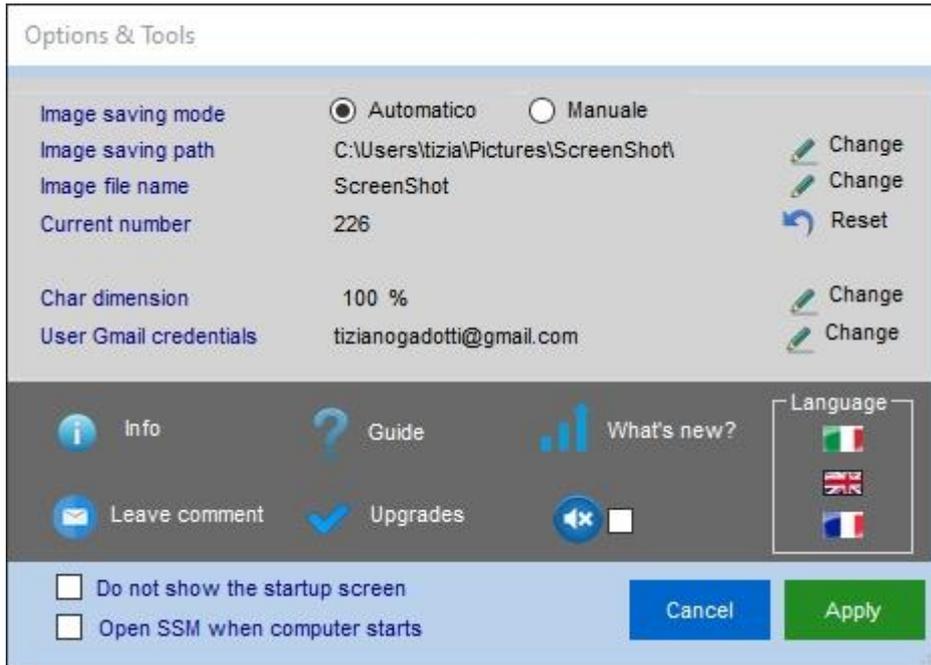


The first time you use it, you are asked for your Gmail account credentials (Gmail address and password).

The address of the recipients is saved and managed in an address book created by SSM. It is possible to import Outlook contacts (Outlook Address Book): it is possible to import all contacts or only contacts that contain an email address.



Options and Tools



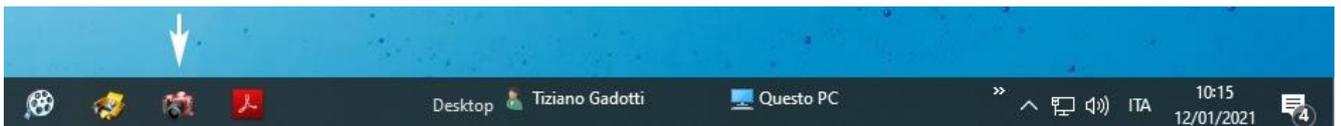
With the Tools menu you can:

- Modify the saving path of the images
- Modify the default name of the saved images
- Reset the numbering of the saved images
- Change the size of the fonts and windows of the application from 80 to 140%.
- Send a comment to the author of the application
- Consult the Help
- Choose the application language (Italian, English and French)

There is also information about the state of the art of the application.

Add ScreenShotManager to the Toolbar

To have it at your fingertips whenever you need it!



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Since the intention of the author is to constantly improve ScreenShotManager, suggestions and especially reports of bugs and malfunctions are welcome..

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