

Intro

PrintKey-Pro

PrintKey-Pro is a system tray-based program that captures all or any part of the picture on your monitor screen with the press of the Print Screen key (or any other available Hotkey combination that you configure).

Adjust the captured picture's brightness, contrast, color balance, size, color invert, and convert to gray scale or black and white.

Edit the image using the image editor of your choice.

Pictures can be printed or saved to your assigned folder in many formats: BMP, GIF (non LZW), ICO, JPG, JPG2K, PCX, PDF, PNG or TIF.

PrintKey-Pro can capture the full screen, the active window, the client area, or any rectangular or circular area selected, including or without showing the cursor.

Text or free hand drawing can be inserted in the selected area.

The picture can be previewed, dated, and may include system information, user information as well as composed footer text before printing.

PrintKey-Pro v1.05 can be used only with **Windows® 2000, Windows® 2003, Windows® XP or Windows® Vista.**

Since Compaq® Laptops or Desktops use the Print Screen key for other internal purposes, another key must be used to capture the Active or Desktop window. The 'Pause' key or a **combination with** the Pause Break key (for example, Ctrl+Pause Break) may be entered in the PrintKey-Pro Hotkey Menu to implement a shortcut compatible with PrintKey-Pro.

Service Pack 2 or higher is required with Windows® 2000.
Service Pack 1 or higher is required with Windows® XP.

[Microsoft service packs](#)

Faq

General

PrintKey-Pro v1.01 through v1.04 is compatible with Microsoft Win95, Win95B, Win98, Win98 SE, WinNT4.0, Win2000, WinME, WinXP and Win2003.

PrintKey-Pro v1.05 can be used only with Win2000, Win2003, WinXP or Vista.

1. How do I get PrintKey-Pro?

On the [download](#) page, click on your selected Download version. Be sure to create a new folder for your download in the 'Save As' menu. When the download is completed, double click on the folder on your Desktop to Install the program in your computer. If the icon does not appear on your screen when installation is completed, shut down your computer and boot up again to place the PrintKey-Pro icon in the lower system tray on your screen.

For v1.05 download and installations, follow the GUI instructions. These are illustrated on our Download and Installation pages and will appear step-by-step during your installation.

2. I downloaded and installed PrintKey-Pro. How do I register my copy?

You must first purchase a registration keycode. Click on this link: [order](#) or click on the [ORDER](#) button at [warecentral.com](#) to submit an order.

For additional registering information, press the Print Screen key on your keyboard, click on Help at the top of the PrintKey-Pro toolbar, click on PrintKey-Pro Help, click on Installing and Registering. Click on the Registering selection.

3. Why do I need to register PrintKey-Pro?

You have 30 days to evaluate all the features of PrintKey-Pro. After that period, you must order a registration keycode and enter that information in the PrintKey-Pro Register in your computer to continue using PrintKey-Pro. You cannot download/install another copy, another version, or use a CD installation to avoid the Register.

4. If I lose my registration keycode information or my keycode does not work, what should I do?

Contact sales@warecentral.com

5. Is PrintKey-Pro available in CDROM form?

You may choose to purchase a CD in conjunction with a licensed registration. A licensed registration keycode is required and must be entered in your computer to keep the program active.

6. Can I purchase multiple licenses of PrintKey-Pro?

The following discounts will be offered to companies or organizations registering as a group and making a single payment transaction.

Quantity Price per user/computer

3-5 \$18.95 each

6-10 \$15.95 each

11-49 \$12.95 each

50-249 \$9.95 each

250-999 \$8.95 each

1000=Site License Send an e-mail inquiry to sales@warecentral.com

7. If I already have a registered copy of PrintKey-Pro will I be required to pay for a minor upgrade?

A registered licensee of PrintKey-Pro may download a Minor upgrade such as v1.01, v1.02, v1.03, v1.04, v1.05, etc. without additional fees.

8. If I already have a registered copy of PrintKey-Pro will I be required to pay for a major upgrade?

Major upgrades of 1.1, 1.2 (etc.) will be offered at discounted fees to registered users of PrintKey-Pro.

9. Is PrintKey-Pro available for Mac?

No. PrintKey-Pro is only available for Windows.

10. Is there a version of PrintKey-Pro available for Windows 3.1?

PrintKey-Pro is not compatible with Win3.1.

11. Which operating systems is PrintKey-Pro compatible with?

PrintKey-Pro v1.01 through v1.04 is compatible with Microsoft Win95, Win95B, Win98, Win98 SE, WinNT4.0, Win2000, WinME, WinXP and Win2003.

PrintKey-Pro v1.05 can be used only with **Win2000, Win2003, WinXP or Vista.**

12. I have been using an old version of Printkey. Can I still use Printkey v4.x or v5.x without registration?

You may continue to use old versions of Printkey. These versions are not registered or supported.

Registered versions of PrintKey-Pro offer many advanced features, including support for WinXP in PrintKey-Pro v1.03, v1.04 and support for Vista in v1.05.

13. Can I still download Printkey v4.x or v5.x?

The freeware versions Printkey v4.x and v5.x are no longer supported or available.

14. Is support available for Printkey v4.x or v5.x?

WareCentral does not support freeware. Registered shareware (PrintKey-Pro) is supported and we will respond to your questions.

Technical

1. How do I install PrintKey-Pro?

Click on the DOWNLOAD button at www.warecentral.com then select and click on a single version Download link. Please read the Installing and Registering information posted for the version you have downloaded.

2. How do I use PrintKey-Pro?

When you have downloaded and installed a copy of the program in your computer, press the Print Screen key on your keyboard, click on Help at the top of your screen, click on PrintKey-Pro Help to open the Help Menu. We recommend the PrintKey-Pro Window, Toolbar section, and the Printing section in the Help Menu. You may print any of the Help Menu pages for reference.

3. Can PrintKey-Pro capture the whole page of an article or only capture what is shown on my computer screen?

PrintKey-Pro can capture only what is shown on your computer screen. You may choose to capture the entire screen or only a portion of it.

Otherwise, you can hold down the left mouse button and move the mouse to highlight and scroll through pages. Release the mouse button when you have highlighted a selection or multiple pages. Use CTRL C, open a Word document page, and use CTRL V or the paste icon in Word to paste the pages into your document.

4. Can PrintKey-Pro capture a screen in Full DOS mode?

No.

5. Can I use PrintKey-Pro with Dot Matrix, Laser, Ink Jet and Network printers?

Yes. Assign a printer under the Page icon or use the adjacent arrow for Printer Setup in PrintKey-Pro. Default will use your Windows settings.

6. Can I use PrintKey-Pro with my FAX machine?

Yes, you may send the output to your fax printer.

7. Can I use PrintKey-Pro on LINUX?

PrintKey-Pro will not work with any Linux distribution.

Features

File Format Load/Save

BMP
CUR (Load Only)
GIF (Non LZW)
ICO (Load Only)
JPG, JPEG, JPG2K
PCX
PDF (Save Only)
PNG
TIF, TIFF
WMF, EMF

Actions

Automatic Save
Automatic Save with Date/Time
Automatic Save with Definable Rectangle
Blur
Bump Map
Change HSL
Change HSV
Change Size Proportional
Change View
Clipboard
Get Active Window
Get Circular Area
Get Desktop
Get Pull Down Menus
Get Rectangular Area
Lens
MultiMonitor Support
Print Preview
Reposition Circular Area
Reposition Rectangular Area
Resize
Rotate
Send Email
Undo
User Filters
Wave

System Info

Minimum Memory required 128 Mb
CPU minimum 1.2 Ghz

Operating Systems Supported

Win2000 (all versions)
Win2003 (all versions, R2)

WinXP (Std, Pro, Media)
Vista (all versions)

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What's New

What's New in Version 1.05

[PrintKey-Pro is now digitally signed.](#) This guarantees the program authenticity.

Additions:

Write as PDF.
Write as ICO.
Load as JPEG 2000.
Swap color added in Standard Editing menu.
Can use a Transparent windows program with PrintKey-Pro v1.05.
The Paper Format and the Printer Paper Tray will be kept under 'Printer setup'

Changes:

Version 1.05 supports Win2000, Win2003, XP and Vista. Support for NT, Win95, Win98 and WinME is removed.
User interface look and feel of XP and Vista.
Cosmetic window and menu changes.
Package and executable digitally signed.
Help Menu revisions.

Corrections:

Multiple image bug corrected.
Inverse colors corrected.
Substitute colors bug corrected.
Short Date Format can be used in registering program.
Fixed the bottom border space printing bug.
Fixed Standard Editing bug.
Fixed printing problems with some HP Laser printers.
Fixed Direct print bug with the clipboard.
Fixed Save picture bug with the clipboard.

What's New in Version 1.04

Additions:

Easily Installable Licenses using 'PKey_Pro.INI' file.
MSI Installation (using InstallShield®) can be running in silent mode and as Administrator install for network installations.
Added 'Remove' button on the registration form. (Use to uninstall the application after 30 days

expiration)

Additional XP compatibility

Multiple Undo (Max. 16). Click on Edit in the top row of the PrintKey-Pro toolbar or use Ctrl+Z.

Added Optimize Print (Printing can be optimized to reduce the size of the picture. Click on the Page icon to find this feature)

Added Grayscale (Print in grayscale to save color ink. Click on the Page icon to find this feature).

Added 'Define Custom Rectangle' for timed captures. (Click on the arrow adjacent to the Clock icon in PrintKey-Pro to find this feature).

Added a Confirm Box menu for Automatic Save.

Auto numbering has leading zeros for better sorting.

Actual cursor is shown if 'include Cursor' in Options is enabled.

Faster loading of Pictures.

Changes:

New style Toolbar (smaller icon).

New style Help file (new windows html format).

Default Picture Format is now PNG

Cosmetic changes to 'Load Picture' and 'Save Picture' Dialogs

Removed Standard Printing (Enhanced Printing Engine is always on).

Picture background in the PrintKey-Pro Window is white instead of gray.

Revisions and additional information in Help Menu.

Corrections:

Fixed a rare 'Invalid Time' bug on calculating the evaluation length.

Fixed bug with parameters not saved if PrintKey-Pro was terminated and not closed.

Older versions of PrintKey or PrintKey-Pro will be terminated on installation of the new version.

All parameters will be set to default on uninstalling.

Fixed a Suspend bug.

Print Preview bug fixed.

Available Printers bug fixed.

Fixed Printing bug (that could make large print jobs).

Fixed Document Title not showing on printing.

Fixed a bug with Selections.

Fixed Substitute Color function.

Turn 90° corrected.

Installation

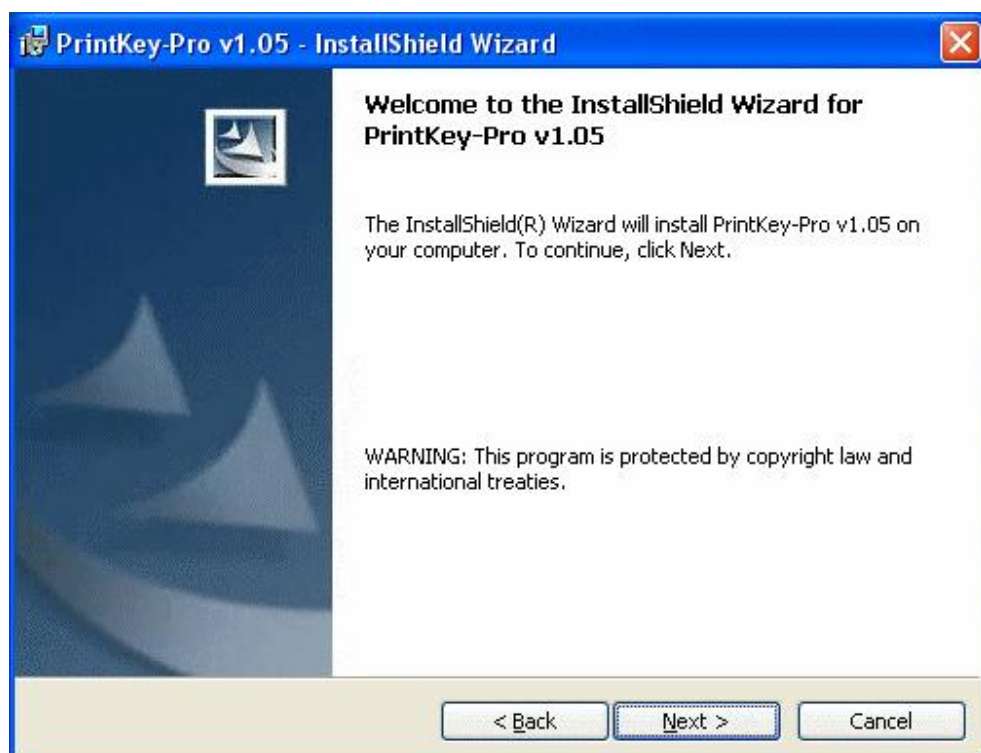
NOTE: PrintKey-Pro v1.05 will automatically upgrade v1.04. You will not need to Uninstall PrintKey-Pro v1.04 prior to installation of PrintKey-Pro v1.05. All other Beta versions of PrintKey or other versions of PrintKey-Pro should be Uninstalled before installing the final version of v1.05.

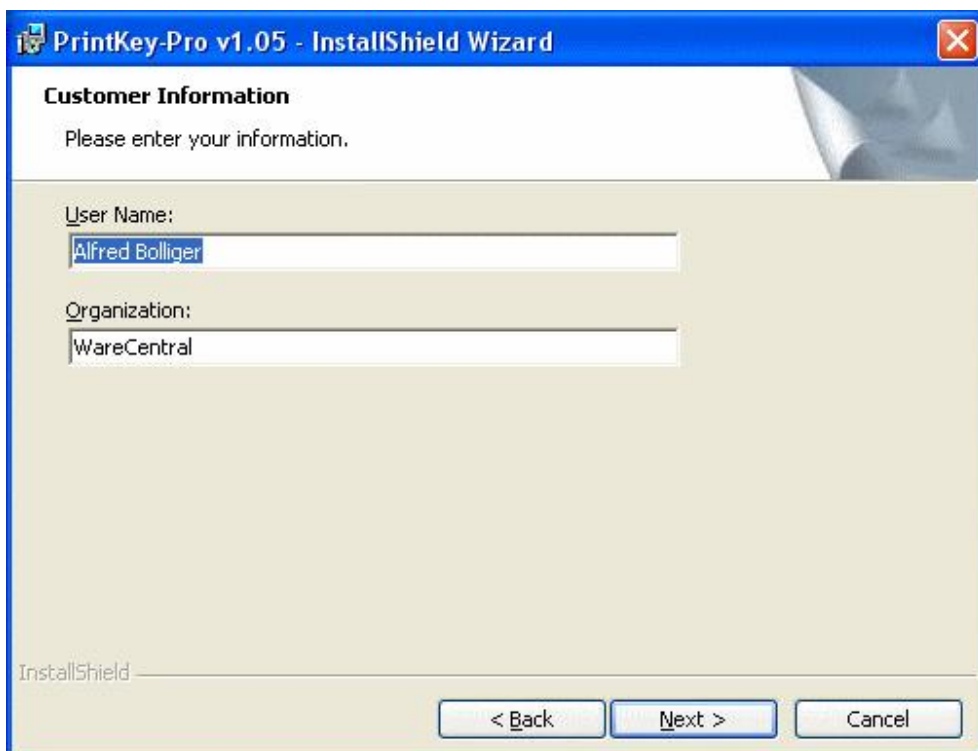
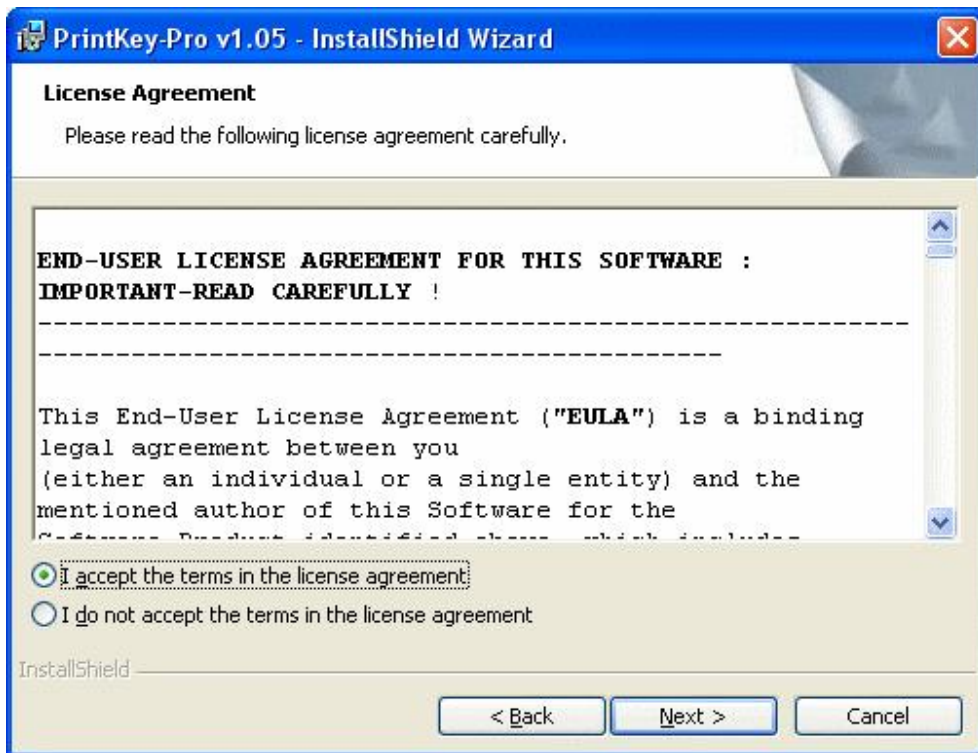
PrintKey-Pro v1.05 can be installed in different ways because the package is built with [InstallShield](#)® using Microsoft Windows Installer Technology that produces an MSI package.

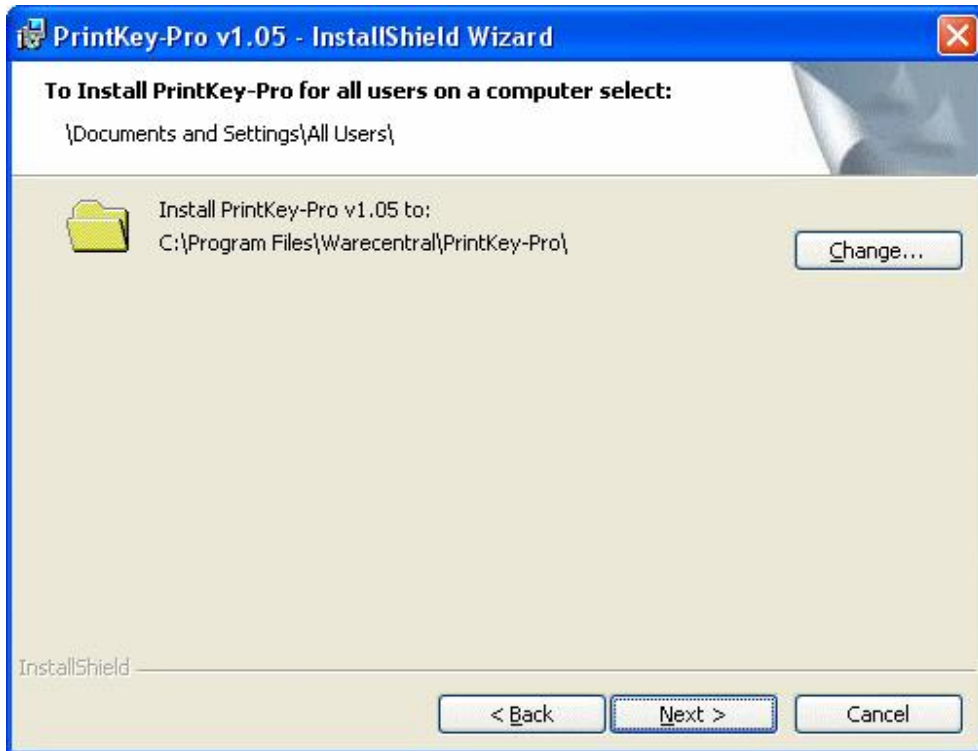


Single User Installation

To install PrintKey-Pro v1.05, double click on the Pkey_Pro_v105.exe (compressed package) **Folder** and follow the GUI (Graphical User Interface). Enter all required information.









After installing PrintKey-Pro v1.05 you can register it shortly thereafter or use the program without registering for **30 Days of Evaluation**. If you do not enter the registration keycode in your computer, the program will fail to function on the 31st day.

Multiple User Installation in a Single Computer

If you want to install PrintKey-Pro for all users on a single computer running Win2000, Win2003, XP or Vista install it as an Administrator of that computer and when prompted for the destination folder you must select the **ALL USER folder** under Documents and Settings.

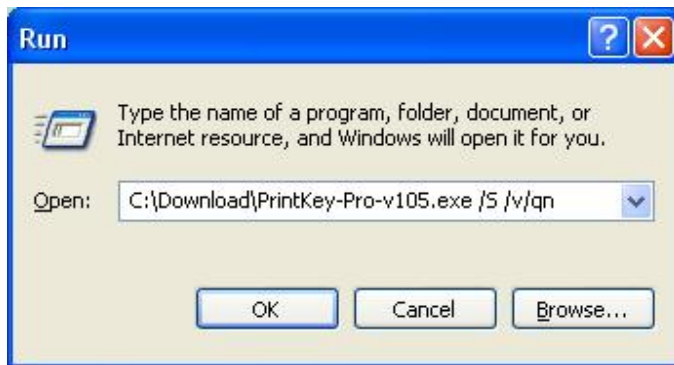
Network User Installation Silently

To Install PrintKey-Pro without user intervention use the following method:

Go under Run and press Browse now search for the installation Pkey_pro_v105.exe and enter the following qualifiers /S /v/qn
(**1 space after /S**) after the file name.

example:

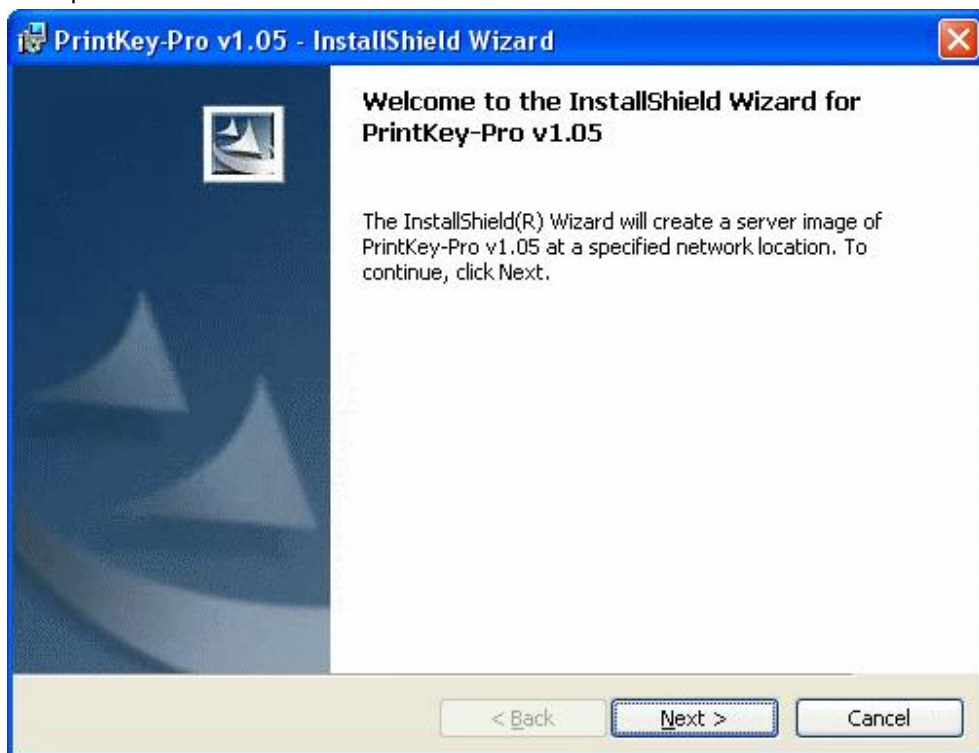
Press OK. PrintKey-Pro v1.05 will be installed Silently to the Default Directory \Program Files\WareCentral\PrintKey-Pro.

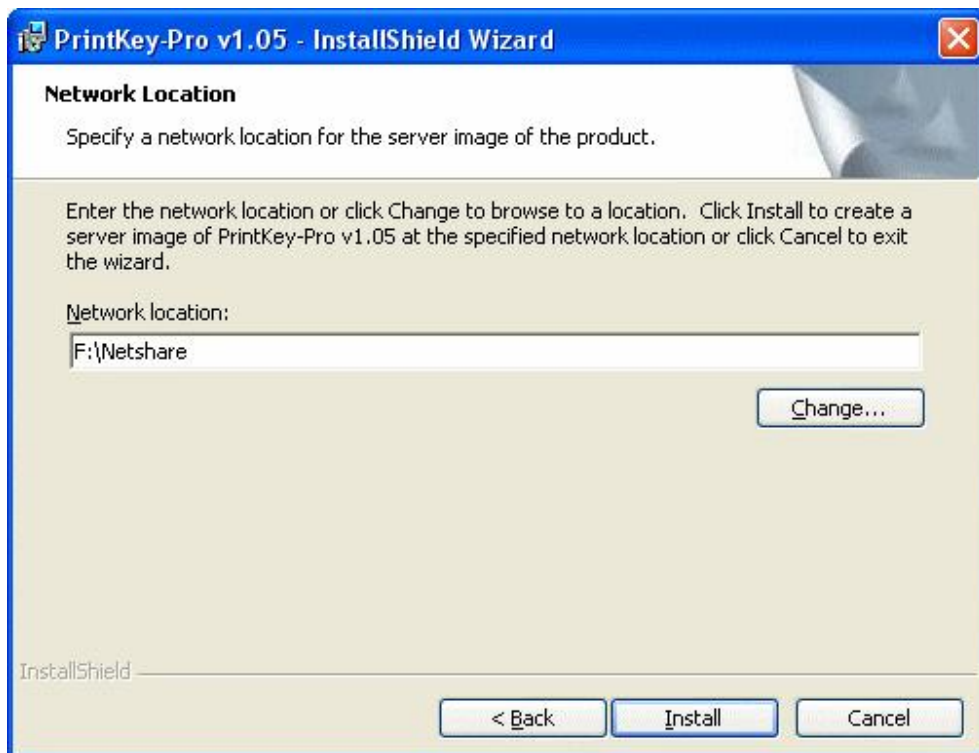
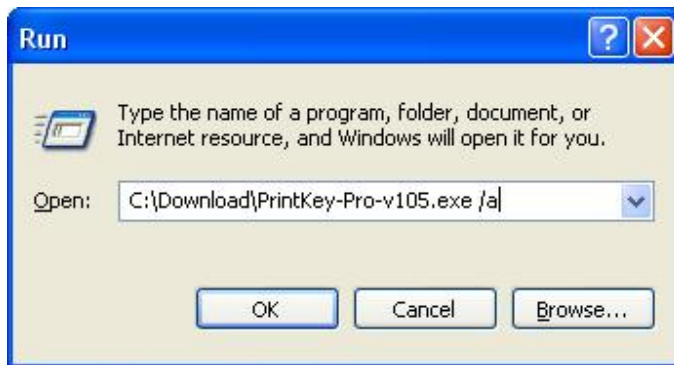


Administrative Installation

To Extract the package for using it later with extended functionality you must run it with the /a Qualifier. This will extract all files to the selected directory which should be a network share (\\Computer\share). Please be sure that this share is accessible to all users who want to install PrintKey-Pro. You may also implement security on the network share.

example:





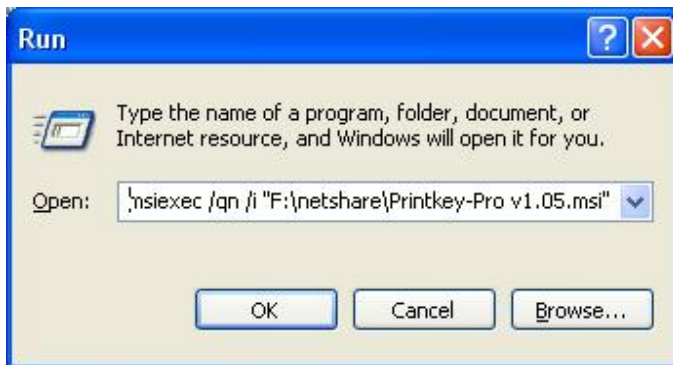
Press Install. All files will be extracted to the specified folder (share).
A User may then install the program by running the PrintKey_Pro_v105.MSI file inside that share.

To install a MSI file Silently, use this syntax: `MSIEXEC /qn /i c:\Apps\Myapp.MSI`

Alternatively, you can set the installation folder on the command line as follows:

`MSIEXEC /qn /i c:\Apps\Myapp.MSI INSTALLDIR=c:\MyApps\PrintKey-Pro`

Example:



If you require additional detailed information about MSIEXEC command line parameters and properties, visit the [Microsoft Support web site](#).

To UNINSTALL silently in a network use the following on a command line or under Run:

For Version 1.05

```
msiexec /qn /norestart /x {5EFA4EA3-0604-458C-A06D-485F6B2724C9}
```

For Version 1.04

```
msiexec /qn /norestart /x {FBD461E5-52C3-4F46-A484-2E64D8043521}
```

Registration

PrintKey-Pro may be registered in a single computer, separately in a small number of computers or silently in a network.

To order a licensed registration keycode, visit warecentral.com and click on the ORDER button. Order information can be submitted Online securely, by Mail or by Fax with a printed copy of your order form, or submitted online using the Phone Order form. You may pay for your registration license by submitting credit card information, or choosing Paypal. For Phone orders use your Tracking ID when you contact the processing center to provide credit card information.

Any submitted order will generate a response to the email address you provided in that order entry. The email will include a Tracking ID as well as a Link for an invoice which may be used as a Purchase Order document.

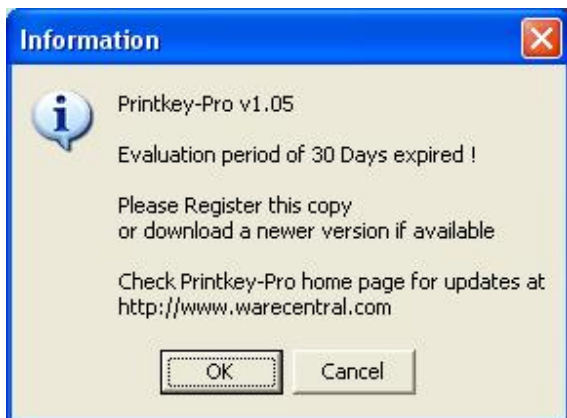
Your Order will be held until payment is confirmed. Upon confirmation of payment, your registration name and matching keycode (listed as Serial Number in the license record) will be forwarded to the e-mail address you provided in your order information.

Manual Registration

Single User Registration

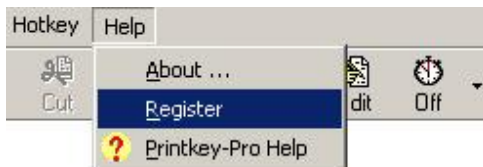
Single user registration may be used if you purchased a licensed registration keycode for a single computer or a small number of licenses for a group of computers. The registration name and matching keycode are *linked*---if you change or alter the registration name on record, a mismatch and an *'invalid'* error message will result. To keep the program active, in this procedure the *exact* license record information must be entered manually in a computer--if more than one user profile then enter the registration information for each User Profile, using again the exact registration name and linked matching keycode on record while in each user profile. (Alternatively, see All User or Network Installation and Automatic Registering information.)

Registration information may be entered in a computer any time after installing PrintKey-Pro and running it for the first time, as well as after the **30-day evaluation time has expired**. The downloads for PrintKey-Pro are **FULL-FEATURE**; you do not need to download a new copy if your trial period has expired. If you download/install a second copy of PrintKey-Pro online or use a CD to install a second copy without registering the original copy, the program will fail to open or function until the registration information is entered in a computer. **Be sure to Register your PrintKey-Pro installation in your computer before you Uninstall any original copy or download an upgrade for the program.**



To complete the registration process in a computer before the trial evaluation period has expired:

- (1) Press the **Print Screen** key on your keyboard,
- (2) Click on **Help** in the PrintKey-Pro toolbar at the top of your screen,
- (3) Click on **Register**.



This form will appear:

A screenshot of the 'PrintKey-Pro v1.05 Registration Form' window. The window has a blue title bar with the text 'PrintKey-Pro v1.05' and 'Registration Form' on the left, and a red close button on the right. The main area is light yellow and contains the following elements: a 'Registration Information' section with two input fields labeled 'Name' and 'Key'; four buttons arranged in a 2x2 grid: 'Buy Now' (with a money bag icon), 'Remove' (with a trash can icon), 'Register' (with a key icon), and 'Close' (with a door icon).

Do not use the *Buy Now* button in this menu unless you need to order a license, additional licenses or registration keycodes.

Click on Remove only if you do NOT want to keep and Register the program. If you click on Remove, you will need to order a registration keycode and enter the registration information in your computer to use any version of PrintKey-Pro. An additional online download or CD installation of any version of PrintKey-Pro will not avoid the Register.

Always Register your initial installation of PrintKey-Pro; your validated registration footprint will then transfer automatically to any Minor upgrade.

To **Register** PrintKey-Pro:

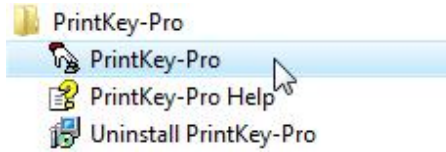
- (1) Copy and Paste or **enter exactly** the registration name and keycode provided in your e-mail confirmation into the **Register** entry boxes.
- (2) Click on the **Key** in the Register menu to confirm.
- (3) Click on **Close** to close the Register.



When you click **OK**, the 30-day trial message will be removed from the program.

If your 30-day trial period for Printkey-Pro expired or you need to re-enter your registration information due to a change in your computer or operating system:

Click on **Start**, click on **All Programs** listing, scroll to find PrintKey-Pro and click on PrintKey-Pro to open the listing.



- (1) Click on PrintKey-Pro below the main program listing in Vista or in XP follow the arrow to the right of the main listing and click on PrintKey-Pro at that location.
- (2) The **Register** menu will come on screen if you need to validate or re-enter your registration information.
- (3) Copy and Paste or **enter exactly** the registration name and keycode provided in your e-mail confirmation into the **Register** entry boxes.
- (4) Click on the **Key** in the Register menu to confirm.
- (5) Click on **Close** to close the Register.



When you click **OK**, the 30-day trial message will be removed from the program.

To verify program registration status in a computer, press the Print Screen key on your keyboard, click on Help in the PrintKey-Pro toolbar, click on About. The licensed registration name should be shown in the 'Registered To' box. Click OK to close the menu.

Automatic Registration in Networks

This is also called Administrator Registration

If you have a large number of computers to register, then Automatic Registration is the preferred method. Network Administrators or System Administrators can perform an Administrative Install of the package on a Network share. (See **Administrative Installation** in **Installation** in this Help Menu.)

The default location for PrintKey-Pro is: C:\Program Files\WareCentral\PrintKey-Pro
Alternatively, the program may be stored in another drive or placed in a network Share or Directory.

To navigate to the .ini stored in a computer:

Click on Start

Click on My Computer

Double click on the Drive where you stored the File Folder

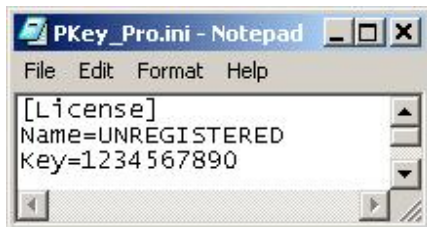
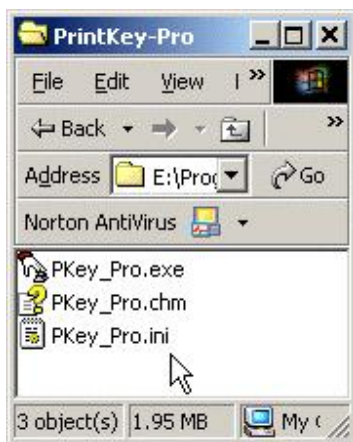
Double click on the Folder where you stored the program (default will be listed as Program Files folder)

If files are hidden, click on 'Show the contents of this folder'

Double click on the listed Folder that contains PrintKey-Pro (default will be listed as WareCentral folder)

Double click on the folder for PrintKey-Pro to show and access the .ini

which can then be edited (Notepad, Write) to include the license registration information.



Using this method, every user who installs Printkey-Pro from that Share will be registered Automatically. Individual users will not need to enter registration information at workstations to use the program.

Note: Installing can be done silently (no user intervention) and can be run from a Batch script (*.BAT)

PKey_Pro.ini can also be copied to the User(s) installation directly and this will register it on the first run of PrintKey-Pro v1.05.

Toolbar



The Toolbar is activated when you:

- (1) Press the Print Screen key on your keyboard,
- (2) Or double left click on the PrintKey-Pro icon in the lower tray on your screen,
- (3) Or right click on the PrintKey-Pro icon and click on Open.

The following procedures are activated by clicking on a selected **Icon** or on an arrow located next to an icon in the Toolbar.

Keyboard shortcuts may be used as noted:

Load

Ctrl+L

Loads the following types of Image files:

BMP, EMF, GIF, ICO, JPG, JPEG, JPG2K, PCX, PNG, TIF, TIFF, or WMF.

- (1) Click on the **Load** icon.
- (2) Select files in your computer that you want to load.

Click on the small 'arrow' located at the right side of the Load button in the Toolbar to show a list of your loaded files.

Save

Ctrl+S

Saves the current image as any of the following types: BMP, GIF, ICO, JPG, JPG2K, PCX, PDF, PNG, TIF or TIFF.

To select an image type and choose a folder for your screen captures:

- (1) Click on **Options** in the toolbar.
- (2) Click on **Save and Picture Type Defaults**.
- (3) Select an **Image Type** in the menu.
- (4) Enter a **Picture** or **File Name**.
- (5) Check or uncheck (disable) **Auto Numbering** as preferred.
- (6) Click on the **Change** box in the Save and Picture Type Defaults menu to designate a folder for your saved screen captures.
- (7) Click on the **Close box in the lower right corner** of the menu to keep your settings.

Click on the **Save** icon in the Toolbar to send your screen capture to your **Folder** assigned under [Save and Picture Type Defaults](#).

E-Mail

Ctrl+M

Sends the current image on the screen as an E-Mail attachment.

For E-Mail setup information, press the Print Screen key on your keyboard, click on Help at the top of your screen, select PrintKey-Pro Help and open Send as E-Mail.

Paste

Ctrl+V

Pastes an Image from the Clipboard to the Working Area of PrintKey-Pro.
Clipboard is virtual in some Windows operating systems.

Copy

Ctrl+C

Copies the current Image selection in the PrintKey-Pro Working Area to the Clipboard or to a document when you click on Paste while in the alternate program.

How to Copy and Paste a screen capture into a document:

- (1) Press the **Print Screen** key on your keyboard.
- (2) Place the crosshairs in a corner of the area you want to capture.
- (3) Hold down the left mouse button and move your mouse to include the portion of the screen that you want to capture, then release the left mouse button.
- (4) Click on the **Copy** icon in the PrintKey-Pro toolbar.
- (5) Open or click on an open document page on which you want to copy the screen capture.
- (6) Place your cursor in the document and click on the **Paste** icon in the document toolbar.

The selection will transfer to the document in accordance with your cursor placement and spacing within the document. A right click on the transferred object in the document (while in Word® and other programs) will activate pop up menus that may be used for positioning and other changes.

Cut

Ctrl+X

Cut will remove a selected area within a rectangular or circular area. The Cut icon will appear grayed out until you select a rectangular or circular area. Use the crosshairs and your mouse to select the area you want to remove. When your rectangular or circular area is selected, the Cut icon will appear in color. Click on the Cut icon to remove the selected part of your screen capture.

Note: The Cut icon will automatically disable if you have Auto Crop enabled. To use the Cut icon, uncheck (disable) Auto Crop in Options.

How to Get a Pull Down Menu using Cut:

- (1) With a program toolbar on screen, click on the Pull Down Menu selection that you want to capture.
- (2) With the cursor near the Pull Down Menu to keep it active, press the Print Screen key on the keyboard.
- (3) Place the crosshairs in a corner of the area that you want to capture.
- (4) Hold down the left mouse button and move the mouse to include all parts of the Pull Down Menu that you want to capture, then release the left mouse button.
- (5) To remove any unwanted parts of your captured Pull Down Menu, place the cursor on a corner of the area that you want to remove.
- (6) Hold down the left mouse button and move the mouse to include the part you want to remove,

then release the left mouse button.

(7) Click on the **Cut** icon.

Proceed as preferred:

Click on the **Print** Icon in the toolbar to print.

Click on the **Copy** Icon in the toolbar to copy the screen capture to a document.

Open a document page, place the cursor on the page, then use CTRL+V or click on the **Paste** icon in that program to transfer the screen capture to the document.

See the **Save** section above to assign a folder for your screen captures.

Crop

Ctrl+R

Crops a selection in the Working Area of PrintKey-Pro. **Crop** will capture the area within a rectangular or circular area. The Crop icon will appear grayed out until you select a rectangular or circular area. When the rectangular or circular area is selected, the Crop icon will appear in color. Click on the Crop Icon to capture a selected portion of your screen. If needed use the **Cut** icon to remove unwanted areas of your screen capture.

To use Crop automatically or repeatedly, rather than use a combination of the Crop and Cut icons in your procedure, click on **Options** in the top of the Toolbar, check (enable) **Auto Crop**.

How to Auto Crop a circular area:

- (1) Press the **Print Screen** key on your keyboard.
- (2) Right click to bring up the pop-up menu.
- (3) Left click on **Select Circular Area**.
- (4) Place the crosshairs in the center of the area that you want to capture.
- (5) Hold down the left mouse button and move your mouse to include the portion on screen that you want to capture in a circular area, then release the left mouse button.

To capture a perfect circle, press and hold the **ALT** key while dragging your mouse.

Rectangle

Shows the **Full Screen** and enables the selection of a **Rectangular Area** for cropping to the Working Area of PrintKey-Pro.

How to use the Rectangle icon:

With Auto Crop in Options disabled

- (1) Press the **Print Screen** key on your keyboard.
- (2) Click on the **Rectangle (Rect.)** icon in the toolbar.
- (3) Place the crosshairs in a corner of the area that you want to capture.
- (4) Hold down the left mouse button and move your mouse to include the portion on screen that you want to capture, then release the left mouse button.
- (5) With the crosshairs outside the rectangle perimeter press **ESC** or the **Enter** key on your keyboard to capture your rectangle.

Notes:

- (a) With the crosshairs within the rectangle the rectangular area can be moved.
- (b) With the grip at the rectangle perimeter change the size.
- (c) With the crosshairs outside the rectangle perimeter right click to select a standard size.

Proceed as preferred:

Click on the **Print** Icon in the toolbar to print.

Click on the **Copy** Icon in the toolbar to copy the screen capture to a document.

Open a document page, place the cursor on the page, then use CTRL+V or click on the **Paste** icon in that program to transfer the screen capture to the document.
See the **Save** section above to assign a folder for your screen captures.

How to select a Predefined Rectangle:

- (1) Press the **Print Screen** key on your keyboard.
- (2) Click on the **Rectangle** icon in the toolbar.
- (3) Right click to view the rectangle size menu.
- (4) Place the cursor on Rectangles and follow the arrow to select a size, then left click.
- (5) If you want to move the rectangle, place the cursor inside the sized Rectangle, hold down the left mouse button and move your mouse to place the Rectangle on the portion of the screen that you want to capture.
- (6) Press **ESC** or the **Enter** key on your keyboard to keep your captured rectangle.

Note: Auto Crop in Options must be disabled (unchecked) to use the Predefined Rectangle procedure.

How to Define a custom Rectangle Size:

- (1) Press the **Print Screen** key on your keyboard.
- (2) Use the crosshairs to outline the **Rectangle Size**.
- (3) **Right click** to view the menu.
- (4) Click on Rectangles and follow the arrow, click on **Define**.
- (5) The Size of your Rectangle is shown in the Status Bar panel below the Working Area.
- (6) Enter the Width and Height in the Custom Rectangle menu.
- (7) Click on the **Close box in the lower left** of the Custom Rectangle menu to keep your Rectangle Size setting.

Your new custom Rectangle Size will be listed above Define in the Rectangle Size menu and can be selected when you right click after a screen is captured. A custom Defined rectangle will reference the same part of your screen until or unless you move and assign the rectangle to a different part of the screen.

Note: An alternate route for **Get Rectangular Area** may be used when you right click on the PrintKey-Pro icon in the lower tray of your screen and select that option. Right click to select a standard or defined size or use the crosshairs and your mouse to capture a rectangle. Click on **ESC** or **Enter** to enable the PrintKey-Pro **Toolbar** when this route is taken.

The right click pop up menu also includes **Select Circular Area**, **Insert Text**, **Free Hand Draw**, **Standard Editing menu** and **Advanced Editing menu** shortcuts.

Object

Shows the full screen and allows selection of an Object. Objects are Toolbars, Status bars, Pictures inside windows, and the Client area of Windows®.

How to capture an Object:

- (1) With the Object on screen, press the **Print Screen** key.
- (2) Click on the **Object** icon in the toolbar.
- (3) Place your cursor on the Object that you want to capture.
- (4) Press the mouse button.
- (5) The captured Object will appear in the PrintKey-Pro Working Space.

Edit

Ctrl+E

Opens the Standard Editing Window to edit the selected capture.

For an illustration of this menu see Standard Editing Window in the PrintKey-Pro Help menu.

Off/On Clock

This feature will capture a monitor screen automatically at timed intervals.

Clicking the Save icon or using **Ctrl+S** will save a screen only when a user decides to save a screen. See Defaults, Save and Picture Type Defaults, in this Help Menu to setup a Folder to Save your screen captures.

ON selects the **Automated Desktop capture** function to automatically capture the screen and save it at your selected intervals.

(1) Timer Setup:

Use the arrow at the right of the **Clock** icon to pull down the **Timer Setup** menu. For Timer Setup details see **Automated Save** in this PrintKey-Pro Help menu.

Use the arrow at the right of the **Clock** icon to **Define** a Rectangle Size or a part of your screen that you want to capture automatically when the Clock is **On**.

(2) Define Captured Rectangle:

Use this feature to **Define** the part of the screen that you want to save automatically to your assigned folder when you enable the Timer Setup and use Automatic Save.

To setup automatic saving of a portion of your screen, drag the rectangle on the screen at the position and size that you want to capture, then press **ESC**. All timed screen captures will then save only your selected portion of the screen.

Page

Opens the **Printer Page Setup** and **Print Preview** screen. Click on the arrow at the right of the Page icon to **Select a Printer** and **Setup Printer Properties**. Review **Printing** and **Page Setup and Print Preview** in the PrintKey-Pro Help Menu for additional information.

See: **Printing** in the PrintKey-Pro Help Menu.

Keyboard shortcut for Print Preview: Ctrl+W

Print

Ctrl+P

Prints the Image shown on the screen using your selected Printer. When you are using PrintKey-Pro settings, a pop-up with the PrintKey-Pro icon will appear on screen showing which printer is used; if you are printing from another program, your Windows Printer settings will apply.

Notes: An alternate shortcut for **Print the Desktop** may be used when you right click on the PrintKey-Pro icon in the lower right of your screen and click on this selection. When this route to **Print** is selected, the PrintKey-Pro Toolbar will not appear in the print out.

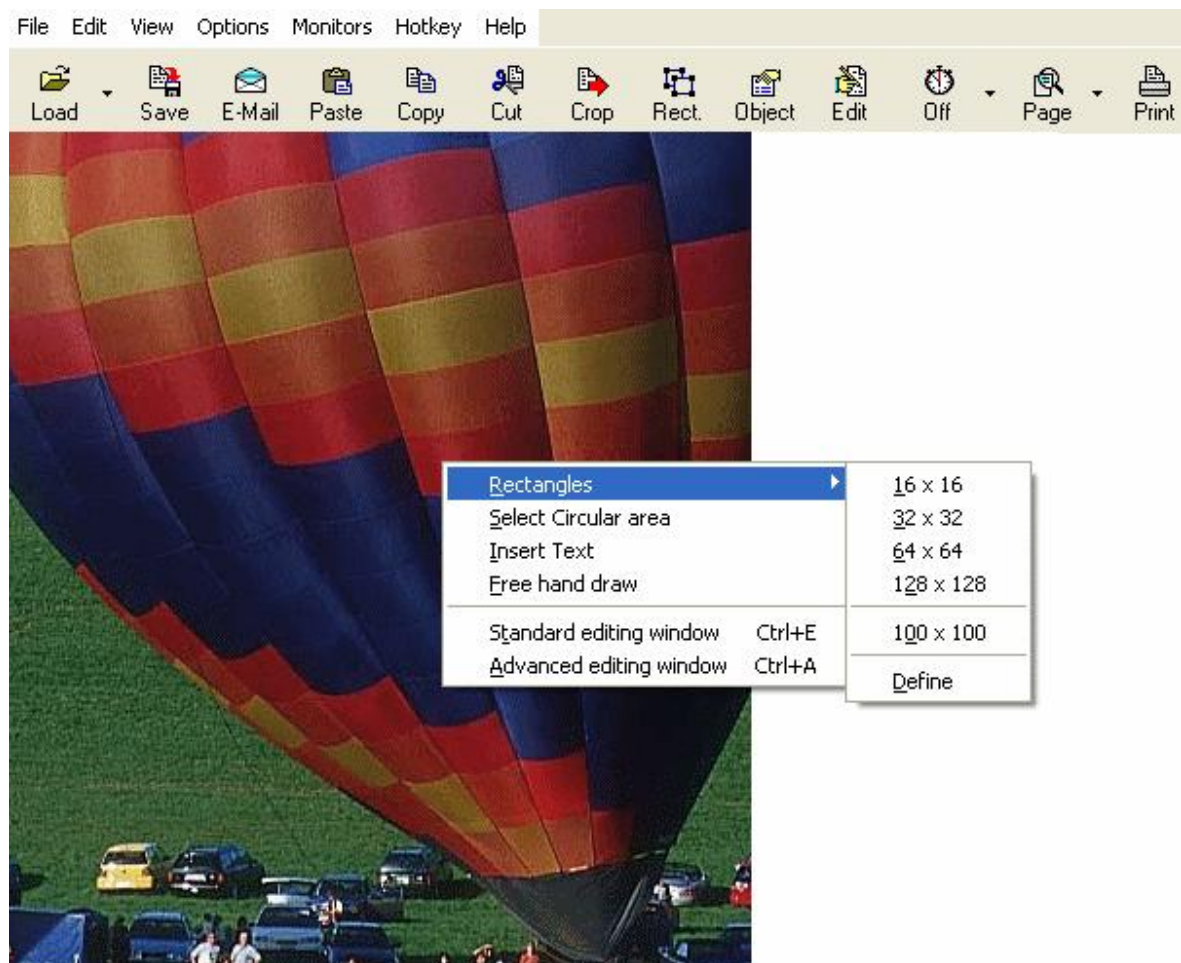
Checking (enabling) **Direct Printing** will cause the program to automatically print the screen every time the Print Screen key is pressed.

Under **Options** you may also enable (check) **Close after Print**. This will automatically close your PrintKey-Pro screen capture immediately after sending the image to a printer.

Printer Problems?

- (1) If you are unable to print, review your **Selected Printer** designation found in **Page** and also use the arrow at the right of the **Page** icon to review your **Printer Setup** and **Properties** settings.
- (2) Some printer factory settings are set to conserve ink. If your print out is too light, review the settings in that printer. Or you may need to replace an ink cartridge.

Working Area

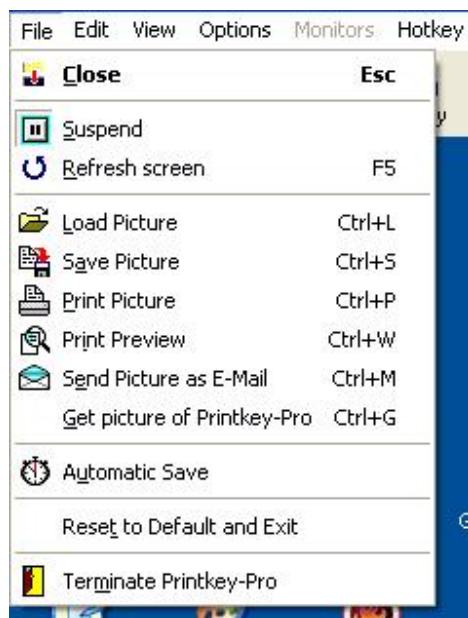


The **Working Space** is the area below the PrintKey-Pro Toolbar. The **Working Space** is used to **View, Paste, Load**, and select a **Rectangular or Circular Area** of the screen. This space is also used to **Insert Text** or **Free Hand Draw** on the Image.

To select a **Rectangular Area**, place the crosshairs on a corner area of the text and/or picture, hold down the mouse button and drag the crosshairs on the **Working Space**. Release the mouse button when your selection is complete.

To Select a Defined Rectangle, a Circular Area, Insert Text or Free Hand Draw, **right click** while in the Working Space and then left click on the feature that you want to use. The shortcuts **Ctrl+E** or **Ctrl+A** may be used to open the **Standard Editing** window or the **Advanced Editing** window.

File Menu



When PrintKey-Pro is Open, the File menu at the top of your screen lists keyboard shortcuts for PrintKey-Pro.

The keyboard shortcuts listed may be used when the PrintKey-Pro Toolbar is not shown on your screen.

Close

ESC key terminates your PrintKey-Pro screen capture.

Note: When the shortcut menu (right click on the PrintKey-Pro icon in the lower tray) to **Get Rectangular Area** is used, pressing the **ESC** key will activate the PrintKey-Pro Toolbar.

Suspend

Suspends and disables all PrintKey-Pro activity. **Uncheck Suspend to enable PrintKey-Pro actions.**

Refresh

F-5 refreshes the Desktop.

Load

Ctrl+L loads the selected Picture File.

Save

Ctrl+S Saves the picture shown on the screen as a File.

Print Picture

Ctrl+P Prints the picture shown on the screen.

Print Preview

Ctrl+W **Print Preview** shows how the picture will be printed with your Print settings. **Print Setup** includes extensive page setup, size, orientation and text additions.

Send Picture as E-Mail

Ctrl+M Allows sending the picture as an E-Mail attachment. See **Sending pictures as E-Mail** in the Help Menu for e-mail setup.

Get Picture of PrintKey-Pro

Ctrl+G Captures a picture of PrintKey-Pro including toolbar and title.

You may instead choose to right click on the PrintKey-Pro icon in the lower tray of your screen to use the following features:

Automatic Save

Starts or stops the **Automatic Save** feature.

When **Automatic Save** is enabled, the screen will be captured in accordance with the **Timer Setup** (use arrow adjacent to the **Clock** icon to Setup). **Check Automatic Save to Start. The Clock icon will read ON when Automatic Save is enabled.**

Uncheck Automatic Save to stop saving screens automatically.

The **Clock** icon should read **OFF** unless you want to save at timed intervals.

Reset to Default and Exit

Click on **Reset to Default and Exit** to reset all settings to default and terminate PrintKey-Pro.

Use to reset PrintKey-Pro in case of incorrect or undesired settings.

Terminate PrintKey-Pro

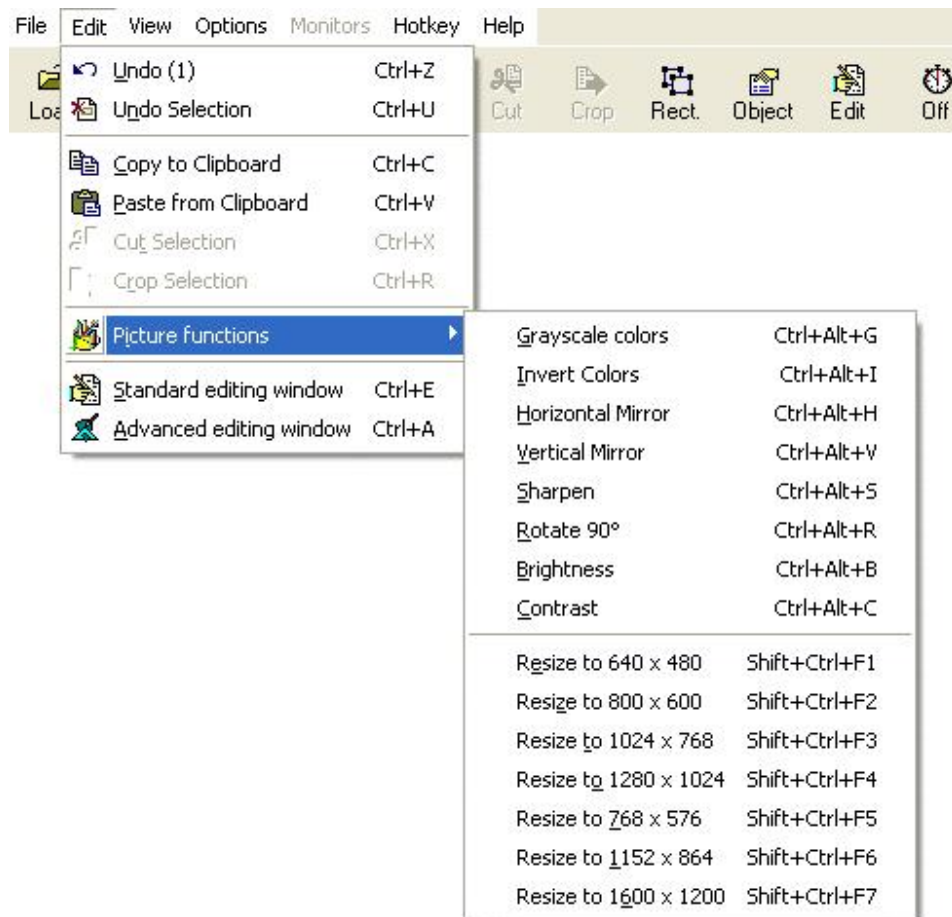
Click on this selection to **Terminate** PrintKey-Pro.

Note: To place the PrintKey-Pro icon back on your screen after Resetting or Terminating the program:

Click on **Start**, click on **All Programs** listing, scroll to find PrintKey-Pro and click to open the listing.

Click on PrintKey-Pro below the main program listing in Vista or in XP follow the arrow to the right of the main listing and click on PrintKey-Pro at that location.

Edit Menu



When PrintKey-Pro is Open, the Edit menu at the top of your screen lists keyboard shortcuts for PrintKey-Pro. The **HotKey** shortcuts listed may be used when the program is Open.

Undo

Ctrl+Z Deletes or removes previous operations (**max. 16**) that have not been saved. If there are more than **16** operations, the first one will be overwritten.

Undo Selection

Ctrl+U De-selects a selected area.

Copy

Ctrl+C Copies the selected picture to the Clipboard.

Paste

Ctrl+V Pastes a picture from the Clipboard to an open Document page.

Cut

Ctrl+X Cuts (removes) the selected area when Auto-Crop in Options is disabled.

Crop

Ctrl+R Crops the selected area.

Picture functions

The arrow at the right of **Picture Functions** lists the following **HotKey** functions assigned in PrintKey-Pro:

Ctrl+Alt+G Grayscale colors

Ctrl+Alt+I Invert colors

Ctrl+Alt+H Horizontal Mirror

Ctrl+Alt+V Vertical Mirror

Ctrl+Alt+S Sharpen

Ctrl+Alt+R Rotate 90°

Ctrl+Alt+B Brightness

Ctrl+Alt+C Contrast

Shift+Ctrl+F1 Resize to 640 x 480

Shift+Ctrl+F2 Resize to 800 x 600

Shift+Ctrl+F3 Resize to 1024 x 768

Shift+Ctrl+F4 Resize to 1280 x 1024

Shift+Ctrl+F5 Resize to 768 x 576

Shift+Ctrl+F6 Resize to 1152 x 864

Shift+Ctrl+F7 Resize to 1600 x 1200

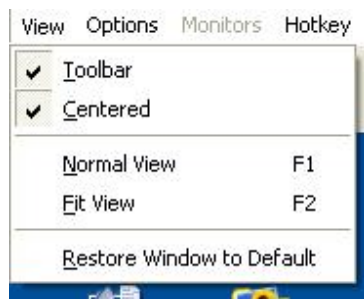
Standard editing window

Ctrl+E Opens the standard picture editor.

Advanced editing window

Ctrl+A Opens the advanced picture editor.

View Menu



When PrintKey-Pro is Open, the **View** menu at the top of your screen lists keyboard shortcuts for PrintKey-Pro. The keyboard shortcuts may be used when the PrintKey-Pro

Toolbar is not shown on your screen.

Toolbar

Selection of this feature enables the Toolbar. Uncheck Toolbar to disable this feature. If you have disabled the toolbar but want to enable the toolbar again, right click on the PrintKey-Pro icon on your screen and click on **Reset to Default and Exit** to allow the toolbar to appear automatically while using PrintKey-Pro.

Note: To place the PrintKey-Pro icon back on your screen after Resetting or Terminating the program:

Click on **Start**, click on **All Programs** listing, scroll to find PrintKey-Pro and click to open the listing.

Click on PrintKey-Pro below the main program listing in Vista or in XP follow the arrow to the right of the main listing and click on PrintKey-Pro at that location.

Centered

Selection of this feature centers the image on the screen. Uncheck to disable this feature.

Normal View

F1 Shows the Image in its original screen size.

Fit View

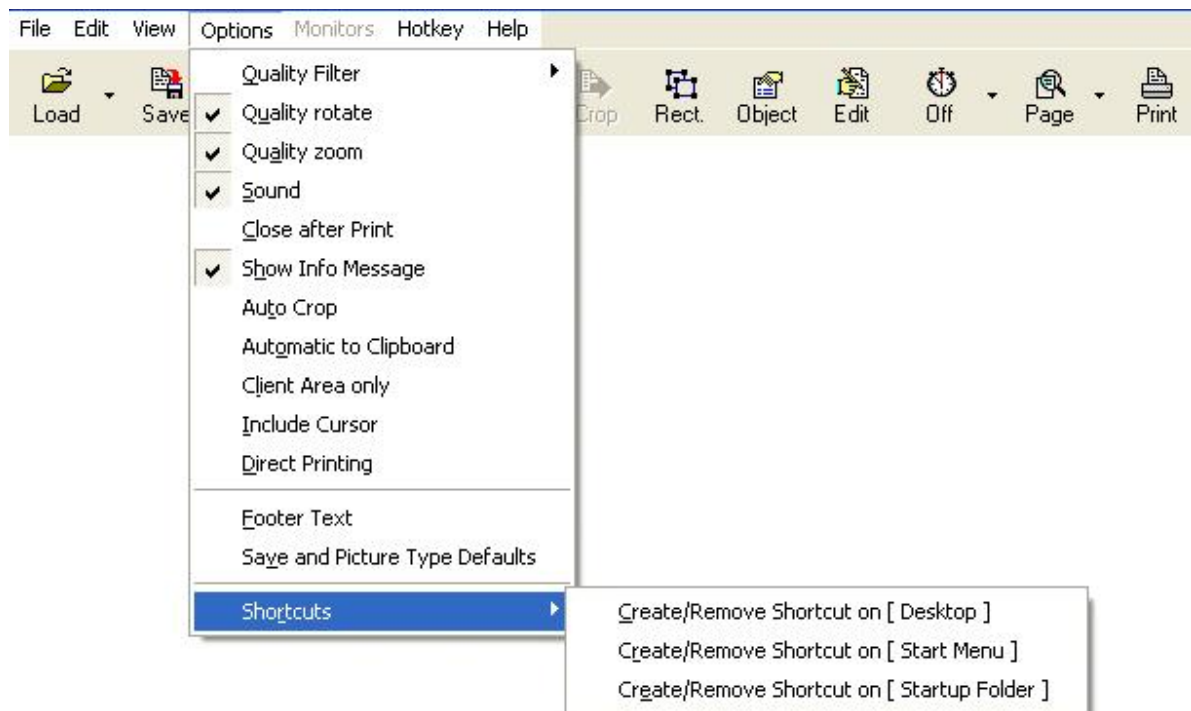
F2 Adjusts the image size to fit the PrintKey-Pro Workspace.

Restore Window to Default

Resizes the PrintKey-Pro Window to the default Size and Position.

Note: **F5** will refresh the screen.

Options Menu



When PrintKey-Pro is Open, the Options found in the menu at the top of your screen may be enabled (checked) or disabled (unchecked) in accordance with user preference and various applications.

Quality Filter

Selects the Filter for rotating or resizing. Use the arrow at right to select the best Image filter for your application. Available filters: Mitchell, Bspline, Lanczos3 or Bell.

Quality Rotate

Preserves the quality of the image when rotating.

Quality Zoom

Preserves the quality of the image when zooming or shrinking.

Sound

Enables a "typewriter" sound when PrintKey-Pro is activated. A sound card must be installed in the system to enable or use this feature. **Uncheck Sound if you want to disable this feature.**

Close after Print

Closes PrintKey-Pro immediately after printing the image.

Show Info Message

Shows a small Information box about an image when printing or saving.

Auto Crop

Crops the selected portion of the screen when the mouse button is released.

Automatic to Clipboard

Copies the screen to the Clipboard every time PrintKey-Pro is activated.

Disable this feature when installing in Terminal Servers.

Automatic to Clipboard is virtual in most systems.

Client Area Only

Select this feature to capture the window without borders, the lower toolbars and blue caption bar.

EXAMPLE: When **Direct Printing** and **Client Area only** are selected in PrintKey-Pro **Options**, pressing **ALT+Print Screen** will capture the screen without the lower toolbar and blue caption bar located at the top of the screen. To capture a selection without the upper toolbar, right click on the PrintKey-Pro icon in your lower tray and click on **Get Rectangular Area**.

Include Cursor

Includes the cursor in the captured image when this **Option** is checked (enabled). The cursor will be excluded from a screen capture when **Include Cursor** is unchecked.

Direct Printing

Automatically prints the screen every time the Print Screen key is pressed.

Direct Printing may also be selected in the shortcut menu; right click on the PrintKey-Pro icon in the lower tray on your screen, left click on **Direct Printing**. **Uncheck Direct Printing in Options or right click on the PrintKey-Pro icon in the lower tray on your screen to disable this feature.**

Footer Text

Enables the entry of footer text. Click on the **Page** icon for additional **Footer Text** settings.

To place text within the image of a screen capture see Insert Text in the Help Menu.

Save and Picture Type Defaults

Specifies the default folder and image extension when saving a screen capture.

Shortcuts

Follow the arrow at the right of this selection to enable or disable a shortcut to the **Desktop, Start Menu, or Startup Folder**. Use **Startup Folder** to activate PrintKey-Pro when Windows® starts.

Monitor Menu



This pull down menu is activated only if Multimonitor support is installed in Windows®.

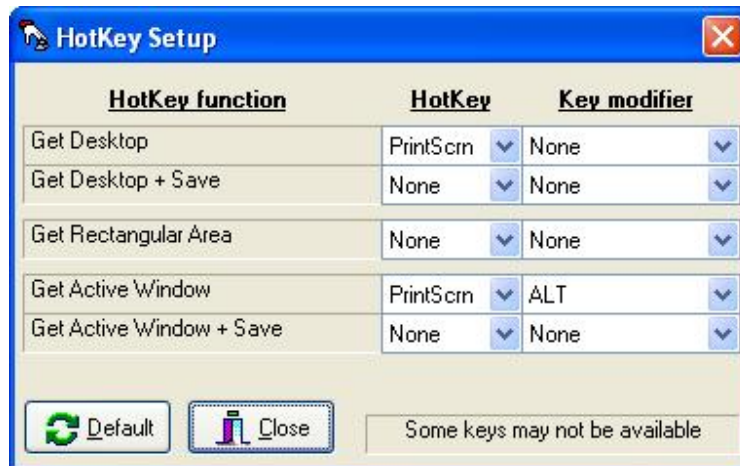
You may use this feature when a graphic card is installed to expand Windows to more than one monitor and the operating system is Windows XP®, Windows 2000®, Windows 2003® or Vista®.

The maximum number of graphic cards PrintKey-Pro can support are four. You can have a mixture of **PCI** and **AGP**, but not ISA or EISA. When the monitor cards are installed correctly, the 'Monitor' selection in the PrintKey-Pro Toolbar will appear black instead of grayed out. Click on 'Monitor' to set up this feature in PrintKey-Pro.

You may select which monitors PrintKey-Pro will use. All monitors selected in PrintKey-Pro 'Monitors' will capture the complete Desktop when the Print Screen key or another Hotkey setup combination is pressed. Windows accepts a single Active Window assignment for printing, not multiple Active Windows, whereas Active Full Desktop selections for printing may be multiple.

If a 'list index out of bounds' error message is produced when using the Multimonitor feature, then some setting within a graphics or video card is in conflict with or may be duplicating a PrintKey-Pro setting. Example: A Matrox® desktop card set to remember screen positions of applications by checking a box in the Matrox PowerDesk software configuration may cause a conflict with PrintKey-Pro. Disabling that feature in Matrox will resolve the problem for PrintKey-Pro.

HotKey Menu



Use this menu to select or change a **HotKey** to activate PrintKey-Pro functions listed here. Click on the Close box to keep the new setting.

Selections:

Get Desktop
Get Desktop + Save
Get Rectangular Area
Get Active Window
Get Active Window + Save

The Default **HotKey** for **Get Desktop** is **Print Screen**.
The Default **HotKey** for **Get Active Window** is **ALT+Print Screen**.

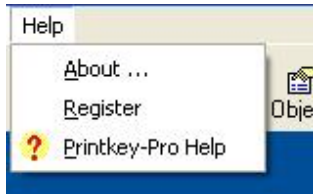
Please enter the Modifier HotKey choice before entering the main HotKey choice.

Not all keys or key combinations will work with WinXP, Win2000, Win2003 or Vista depending on your system and subject to key availability.

Note: Keyboard shortcuts assigned within PrintKey-Pro are listed in the toolbar under **File**, **Edit** (see also **Picture Function shortcuts**), and **View**.

Since Compaq®, HP® Laptops or Desktops use the Print Screen key for other internal purposes, another key must be used to capture the Active or Desktop window. The 'Pause' or 'Pause Break' key or a combination with the Pause key (for example, Ctrl+Pause) may be entered in the PrintKey-Pro Hotkey Menu to implement a shortcut compatible with PrintKey-Pro.

Help Menu



About

Displays the version installed, the registration card and general information about PrintKey-Pro. If the program is registered in a computer, a name will appear in the 'Registered To' box.

Register

Used to register PrintKey-Pro and keep the program active in a computer. Downloads of minor upgrades will be automatically registered unless PrintKey-Pro is installed into a new computer, a new hard drive, or the program is lost due to a system crash.

To complete the registration process, Copy and Paste or enter the registration name and Serial Number/Keycode information exactly as shown in your Registration confirmation e-mail.

Print and keep a copy of your registration receipt on file in case your computer crashes or you lose your copy of PrintKey-Pro when upgrading your computer or network.

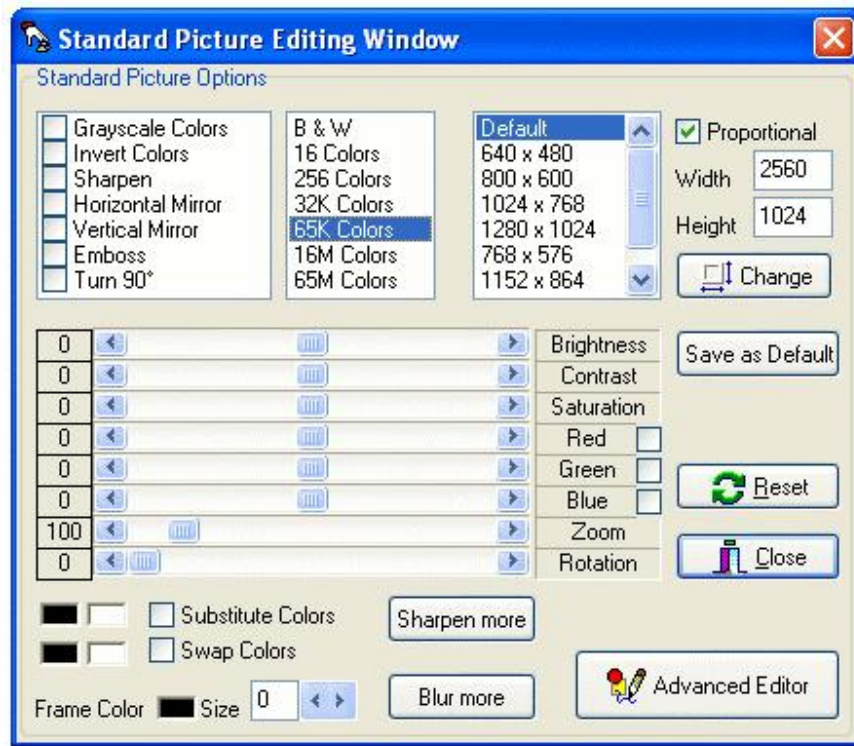
When the Register appears grayed out you do not need to re-enter your registration information. If the Register is black you will need to enter the registration information in your computer.

To verify registration status, see [About](#).

PrintKey-Pro Help

This Help Menu.

Standard Editor



CTRL+E may be used as a HotKey shortcut to the **Standard Editor**.

Or:

Click on the Edit icon in the Toolbar to activate the Standard Picture Editing Window. Click on Advanced Editor in this window to Preview your working image or add Special Image Editing.

This editing menu will also appear on screen when you right click while in the Working Space and click on Standard Picture Editing in the pop up menu.

Click on Close to keep the new setting.

Grayscale Colors

Changes the image to shades of gray.

Invert Colors

Inverts the image colors (Negative).

Sharpen Colors

Makes the image appear sharper.

Horizontal Mirror

Mirrors the image horizontally.

Vertical Mirror

Mirrors the image vertically.

Emboss

Embosses the image.

Turn 90°

Rotates the image 90°

B & W

Changes image to Black and White.

16-65M Colors

Changes color depth.

Brightness

Changes image brightness.

Contrast

Changes image contrast.

Saturation

Adjusts color saturation.

Red, Green, Blue

Adjusts color balance.

Zoom

Adjusts image size from 10% to 800%.

Rotation

Rotates the image by any angle from 0° to 360°.

Sharpen More

Sharpens the image slightly every time it is pressed.

Blur More

Blurs the image slightly with each pressing.

Substitute Color

To substitute a color in an image, click on and drag the left box to that color in the screen image. Then right click on the other color box at the right to place the palette on screen. Use the palette to select a substitute color; choose a **Basic** color, an existing **Custom** color or use the arrows to **Define** a different custom color. **Click on OK** in the palette to keep a new color. Check **Substitute Color** to implement your color substitution in the screen capture image.

You may click on and use any of the color boxes in the palette to place your own **Custom** or **Defined** colors. Remember to click on **Add Custom Color** while in the palette to keep your **Custom** color in the palette.

Click on the **Save as Default** box in the Standard Picture Editing Window if you want to keep your color exchange for another screen capture.

Swap Color

To swap a color in an image, click on and drag the left box to that color in the screen image. Then right click on the other color box at the right to place the palette on screen. Use the palette to select a substitute color; choose a **Basic** color, an existing **Custom** color or use the arrows to **Define** a different custom color. **Click on OK** in the palette to keep a new color. Check **Swap Color** to implement your color swap in the screen capture image.

You may click on and use any of the color boxes in the palette to place your own **Custom** or **Defined** colors. Remember to click on **Add Custom Color** while in the palette to keep your **Custom** color in the palette.

Click on the **Save as Default** box in the Standard Picture Editing Window if you want to keep your color change for another screen capture.

Frame

Add a frame around the image from 0 points to 20, and choose a frame color. You may add one or more sizes and colors to frame a screen capture.

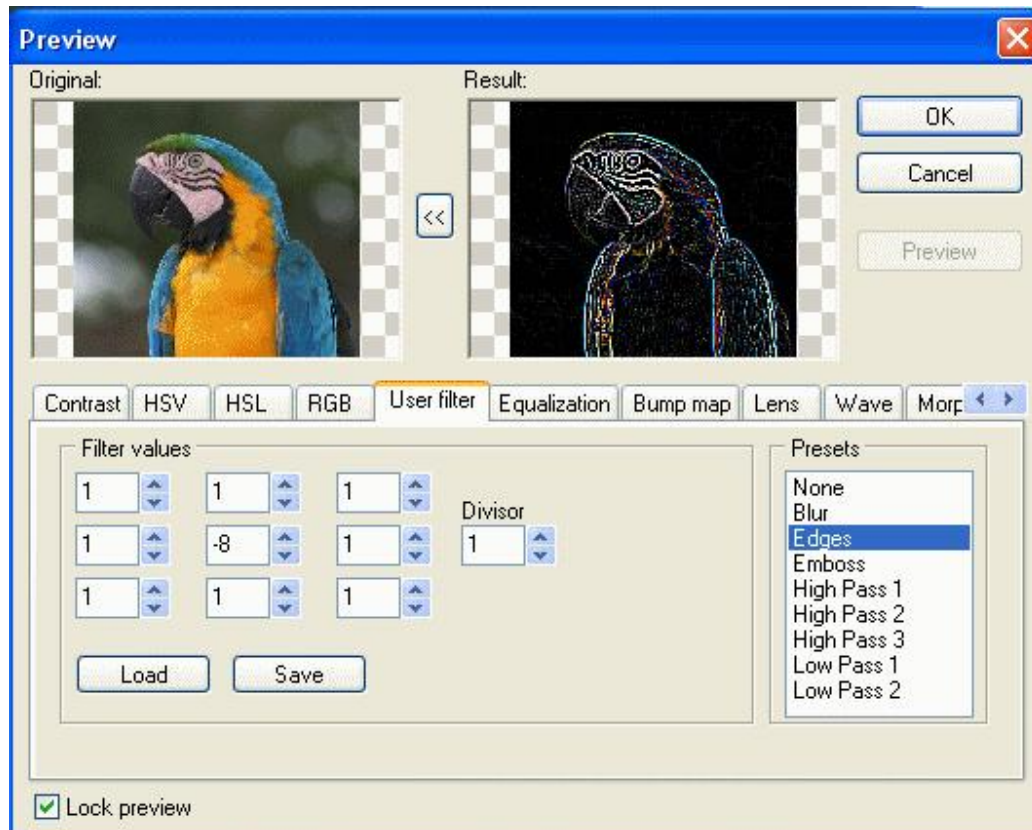
Change

Change the image dimensions. If Proportional is checked, the image proportions will be maintained.

Advanced Editor

Use this feature to **Preview** and to use **Special Image Editing** like Bump mapping.

Advanced Editor

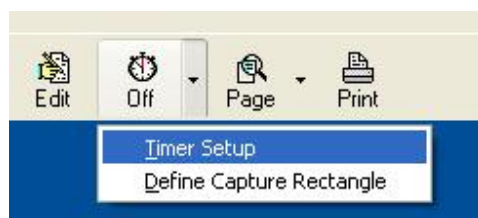


CTRL+A may be used as a HotKey shortcut to the **Advanced Editor**.

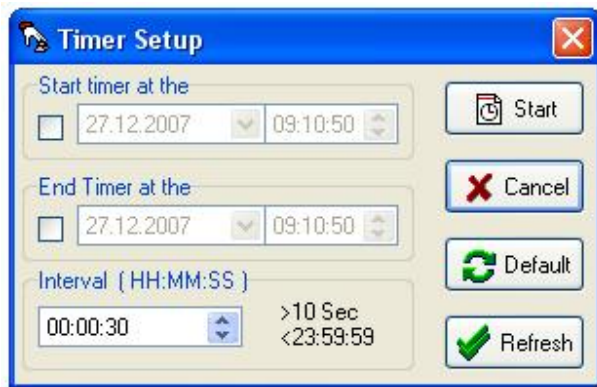
With this **Advanced Picture Editor** the image can be extensively manipulated. Select effects in the boxes at the bottom of this window. Use the arrows at the right of these effects to view all choices: **Contrast**, **HSV**, **HSL**, **RGB**, **User Filter**, **Equalization**, **Bump map**, **Lens**, **Wave**, **Morphing filters**, **Rotate**, **FFT**, **Gamma correction** and **Sharpen**. Click **OK** to keep a setting.

Timer Setup

To adjust the Timer, select the pulldown menu (down arrow) next to the Clock icon.



Use this menu to setup the **Timed Automatic Save**. This feature may be used to obtain unattended snapshots of performance data, or to capture satellite images from the Internet.



All snapshots are saved under the **Default Folder and Name + Extension**. This folder can be setup in the **Options** menu in **Save and Picture Type Defaults**.

Set a **Start time + Date** and **End Time + Date**. To allow continuous captures until stopped, do not specify an End Time. You may also choose not to specify a Start Time, to enable immediate timed capture.

Select a snapshot **Interval** from 10 seconds to 24:00 hours. To adjust, click on the time (Seconds, Minutes or Hours), and press the up or down arrow or place the Hand on the part you want to change and enter your change. When you are finished with the setup, press **Start**.

As soon as PrintKey-Pro is closed, the timer will be activated.

To disable the timer:

(1) Press the Print Screen key to open PrintKey-Pro, then press the **Clock** button until it is turned **Off**.

Or

(2) Right click on the PrintKey-Pro 'Hand' Icon in your lower tray and **uncheck Automatic Save**.

Define Captured Rectangle

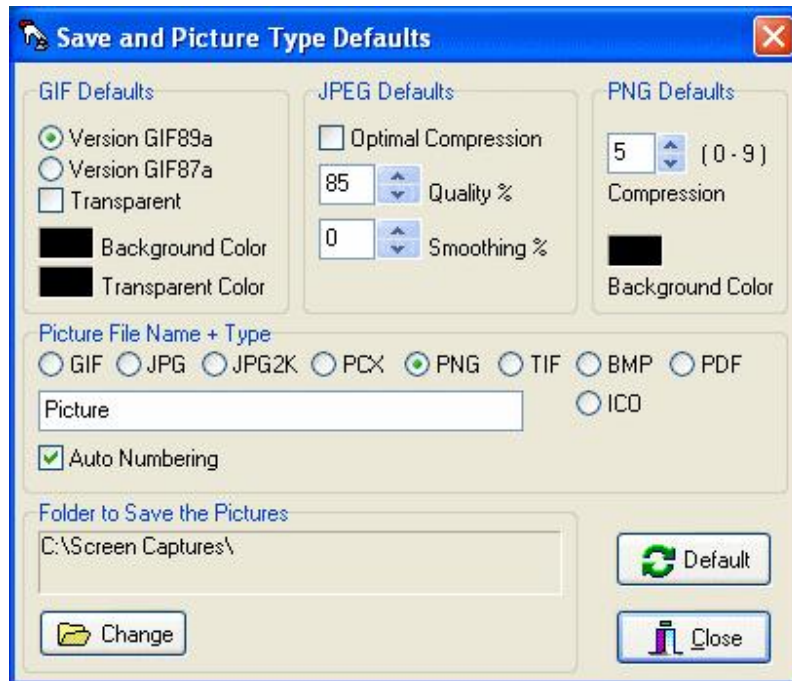
Use the arrow at the right of the Clock Icon to **Define a Rectangle Size** and a part of your screen that you want to capture automatically when the Clock is **On**.

To setup automatic saving of a selected part of your screen:

- (1) Click on the **arrow adjacent to the Clock icon**.
- (2) Click on **Define Capture Rectangle**.
- (3) Use the crosshairs to outline the Rectangle Size.
- (4) Using the grips in the body of the rectangle, hold your left mouse button and drag the rectangle to the position of the screen that you want to capture.
- (3) Press **ESC**.

All **timed** screen captures will then save only your selected portion of the screen.

Save and Picture Type Defaults



Click on **Options**, click on **Save and Picture Type Defaults** to use this menu.

To change a background color:

- (1) Click on a selected **Color box**.
- (2) The **Color palette** will appear on screen.
- (3) Select and click on a new color.
- (4) Click **OK** in the palette.
- (5) **Click on the Close box in the lower right of the menu to Save your settings.**

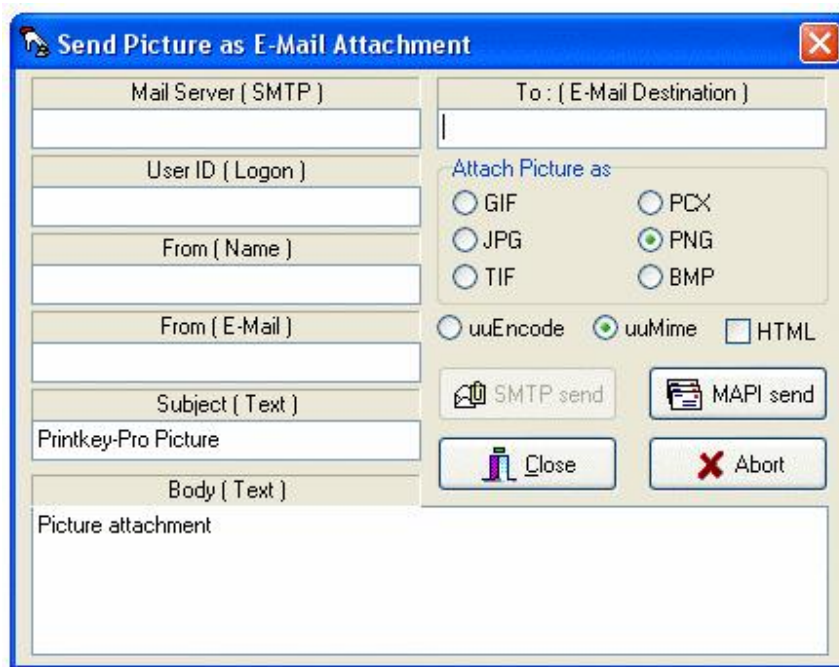
Auto Numbering if checked will add a number to the saved file.
For example: Picture0001.png, Picture0002.png...etc.

Select the image type to save the file. **GIF** and **PNG** file types are recommended because these use less memory and are **compressed**.

To select an image type and choose a folder for your screen captures:

- (1) Click on **Options** in the toolbar.
 - (2) Click on **Save and Picture Type Defaults**.
 - (3) Select an **Image Type** in the menu.
 - (4) Enter a **Picture** or **File Name**.
 - (5) Check or uncheck (disable) **Auto Numbering** as preferred.
 - (6) Click on the **Change** box in the Save and Picture Type Defaults menu to **designate a Folder** for your saved screen captures.
 - (7) **Click on the Close box in the lower right of the menu to Save your settings.**
- The Automated Save places all snapshots under the folder **'Folder to Save the Pictures'**.

Sending pictures as E-Mail



CTRL+M may be used as a HotKey shortcut to **Sending Pictures as E-Mail**.

Click on the Close box to keep new settings.

The simplest way to send a Picture as E-Mail is to use MAPI Send. This will work only if you have a MAPI-enabled Mail Program such as Outlook®, Outlook Express®, Netscape Communicator®.

Setup to send E-Mail with PrintKey-Pro as follows:

Open PrintKey-Pro and click on the Mail icon in the Toolbar at the top of your screen.

Mail Server (SMTP) is the "post office" that you are currently using. To find this information look in your E-Mail program under Tools, click on Internet Account, Mail, and Properties. Under Servers you will see your current (SMTP) server listing in Outgoing mail. Copy (Ctrl+C) and Paste (Ctrl+V) the server information into the PrintKey-Pro Mail Server (SMTP) area.

For User ID: Enter your usual Internet provider Logon information.

In From: Enter your name.

In Subject: Type in your message title.

In Body: Type in your message comments.

In To: Enter the destination address.

In Attach Picture As: Select the format you wish to use. PNG or JPG are recommended because these will compress the image. (BMP is used for large files.)

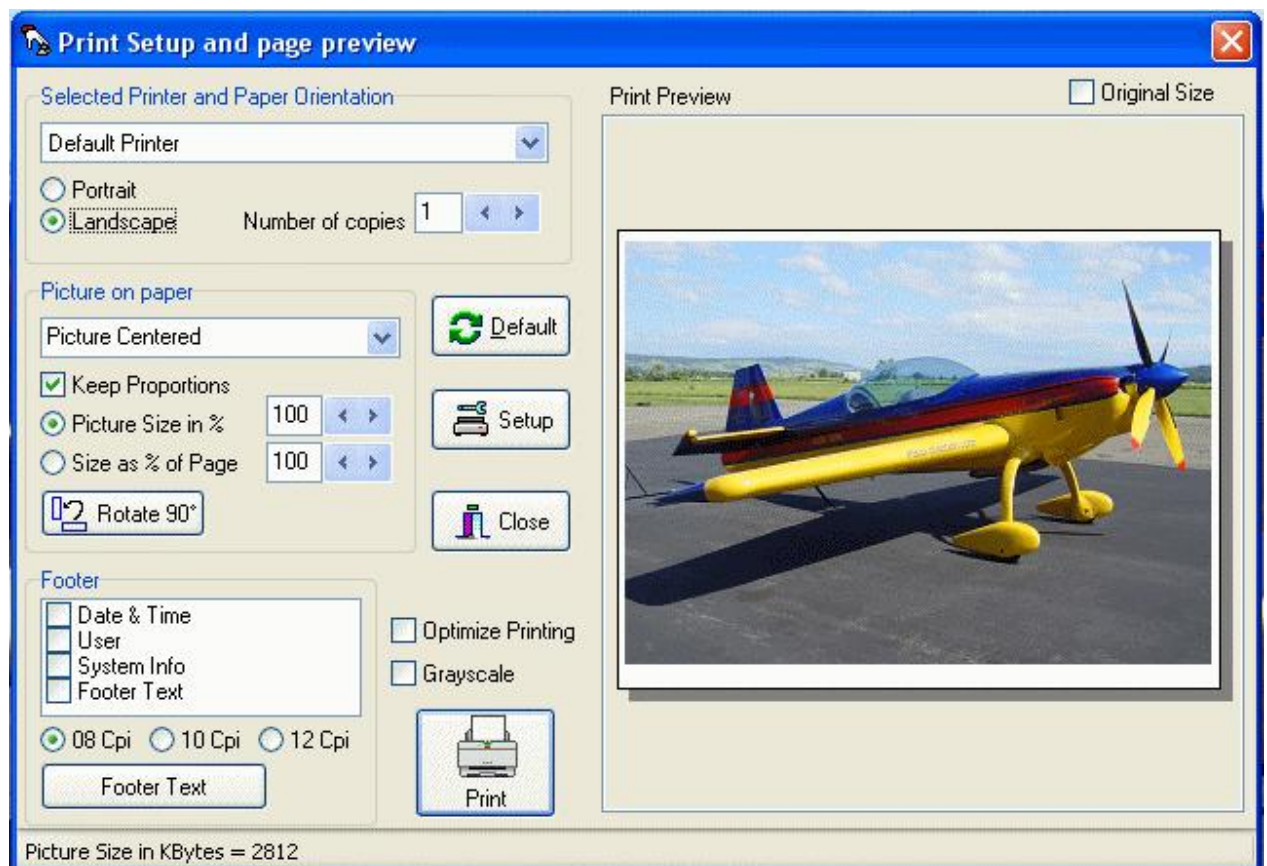
Select the type of code you wish to use. HTML is commonly used.

If your E-Mail program is set to send using Plain Text, you cannot send graphics placed in the body of an E-Mail. Change your E-Mail program setting to HTML.

To place a graphic in the body of an e-mail you must have Send Pictures with E-mail enabled in your e-mail program to allow an Insert.

Select SMTP or MAPI to send. (Review Windows® Help Menu for additional information if required.)

Page Setup and Print Preview



Click on the **PAGE** icon to enable the following selections. Clicking on the **arrow adjacent to the**

PAGE icon will direct you to your printer driver and setup in Windows.

The settings in the boxes at the left of the **Print Setup and Page Preview** menu (**Selected Printer and Paper Orientation, Picture on Paper, and Footer**) are PrintKey-Pro settings. These settings will remain unchanged within PrintKey-Pro until alternate selections are made or you **Default**. **These Page selections will apply when PrintKey-Pro is controlling your printing.** **If instead you select Default or move your screen capture to a Windows document to print, then your Windows printer settings will apply.**

Select the **Printer** you wish to use when using PrintKey-Pro. Select **Orientation (Portrait or Landscape)** and **Number of Copies** before printing the picture.

Position the **Picture on paper** by choosing Centered, Top Left, Top Right, Top Center, Bottom Left, Bottom Right, Bottom Center, Center Left or Center Right Aligned.

The Picture can also be **resized** (enlarged or reduced) when you adjust **Picture Size in %** or **Size as % of Page**. To change size you may use the adjacent arrow settings or you can place your cursor within the number boxes and direct the changes using your keyboard numbers.

Optimized Printing will reduce a large print job to more than half size. This feature is ideal for Network printers.

Grayscale will change all print to grayscale. This setting is ideal for black and white only laser printers and will save color ink in color printers when this feature is checked (enabled).

Choose **Footer** information to be added to the bottom of the page:

Date and Time
User Information
System Information
Footer Text

Select **08Cpi, 10Cpi or 12Cpi** to choose the print size of your inserted footer information.

Under **Footer**, select the Footer Text feature then go to the **Footer Text box** below to compose and enter an added text. An alternate date or any information can be entered in the Footer Text box. Spaces can also be entered before the footer text information to center or place your added information at various locations at the bottom of the printed page. Click on the page located within the Print Preview box to zoom in on the placement of your text.

After reviewing or changing your **Printer and Paper Orientation, Picture on Paper and Footer settings**, click directly on **Print** in this menu to direct your printer driver to use the PrintKey-Pro settings. **When you are using the PrintKey-Pro program printer settings, a pop up picture of the PrintKey-Pro icon will appear which will identify the assigned printer, unless you have disabled Show Info Message in Options.**

The **Default** and **Setup** boxes found in **Print Setup and Page Preview** are Windows settings in your printer driver, not PrintKey-Pro settings. Clicking on **Default** will select your assigned **Windows** settings instead of the PrintKey-Pro settings. Clicking on **Setup** will go to your Windows Printer settings and driver. You may also check your printer settings as follows: **Click on Start, click on Control Panel, click on Printers, double click on the printer you wish to use with PrintKey-Pro to review your Properties settings.**

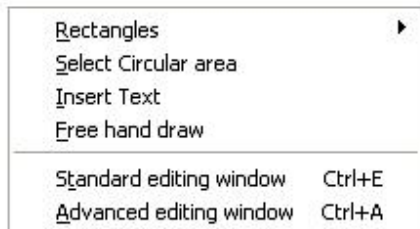
Click on **Close** to close the **Print Setup and Page Preview** menu.

Click on **Default** and then click on **Print** in this menu to select your Windows and printer driver settings instead of the PrintKey-Pro settings.

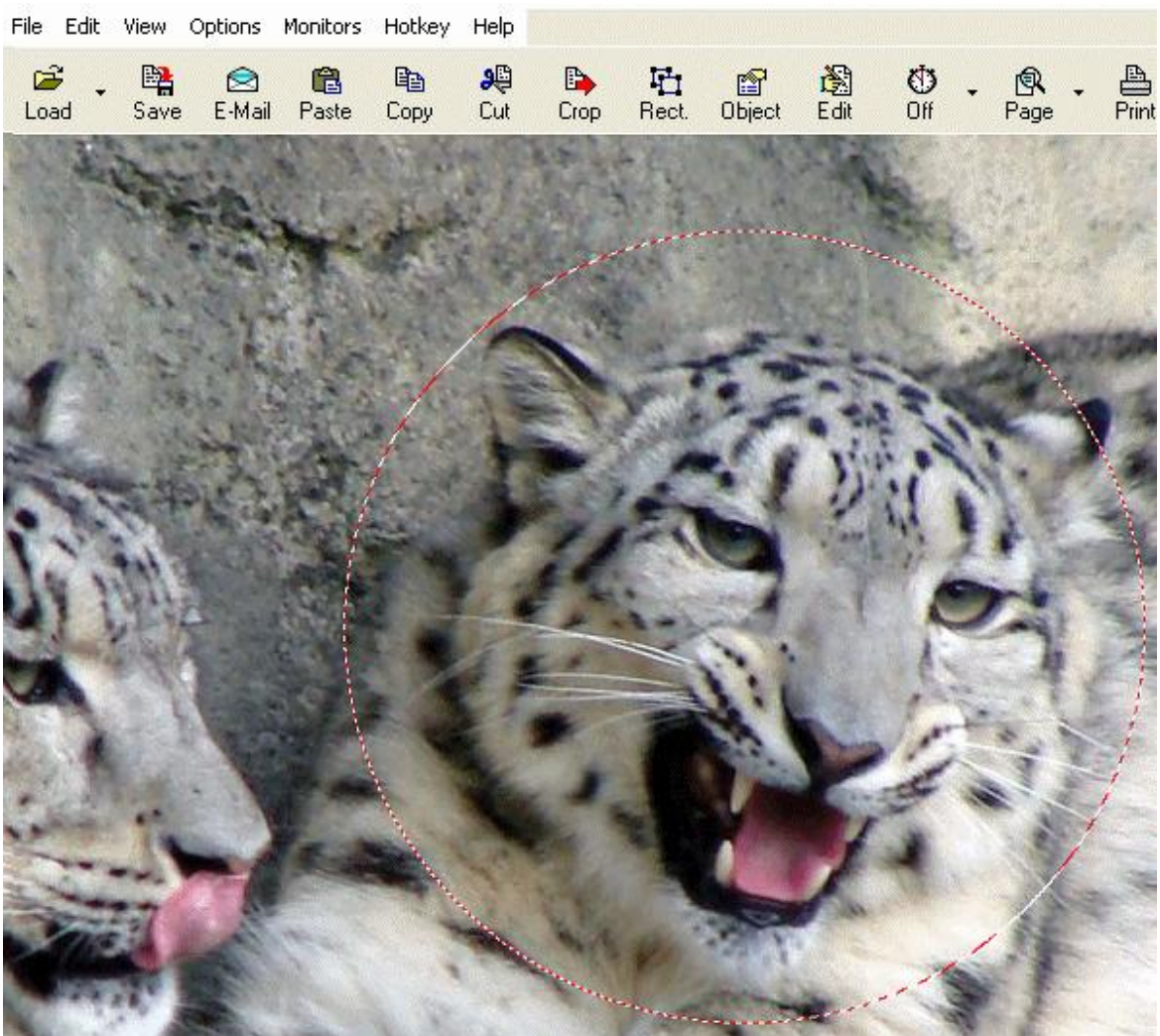
Click on your screen capture page in the **Print Preview** box to zoom in. Use the arrows or with your cursor on the scroll bars around the Print Preview box and hold the left mouse button to move your view of the picture. Click on your illustrated page again to zoom out.

Select circular area

While in the Working Area of PrintKey-Pro, **right click**. A menu will appear with **Select Circular Area** as an option.



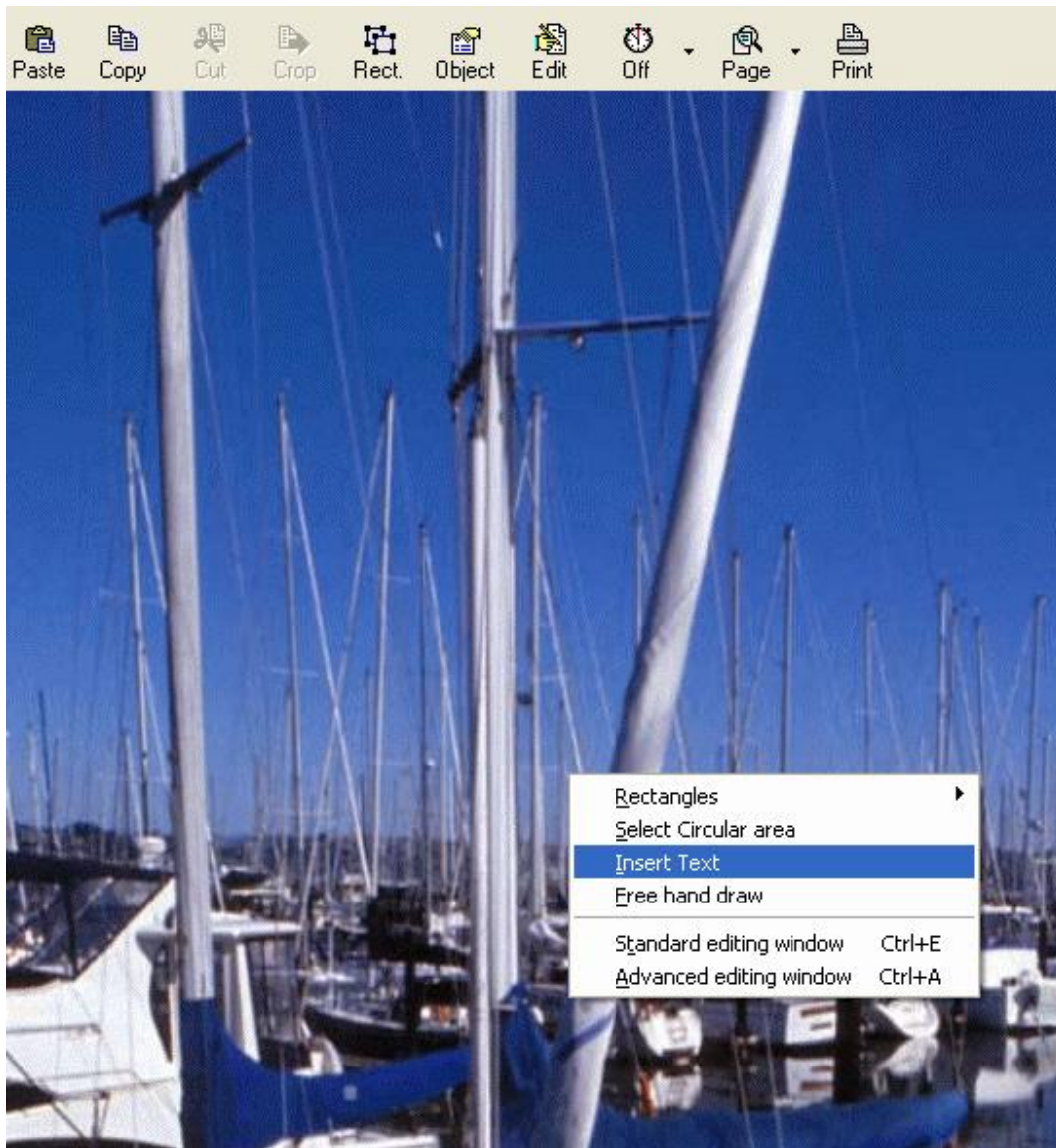
- (1) Click on **Select Circular Area**.
- (2) Place your cursor at the center of the area you want to capture.
- (3) Hold down your left mouse button and move your mouse to drag the crosshairs to select an oval or circular section.



To capture a **perfect circle**, press and hold the **ALT** key while dragging your mouse.

As with Rectangular selections, the circular selection can be moved in the Working Area with the grips within the circular area while holding the left mouse button unless you have Auto Crop enabled. To disable Auto Crop, in the PrintKey-Pro toolbar click on Options, uncheck Auto Crop.

Insert Text



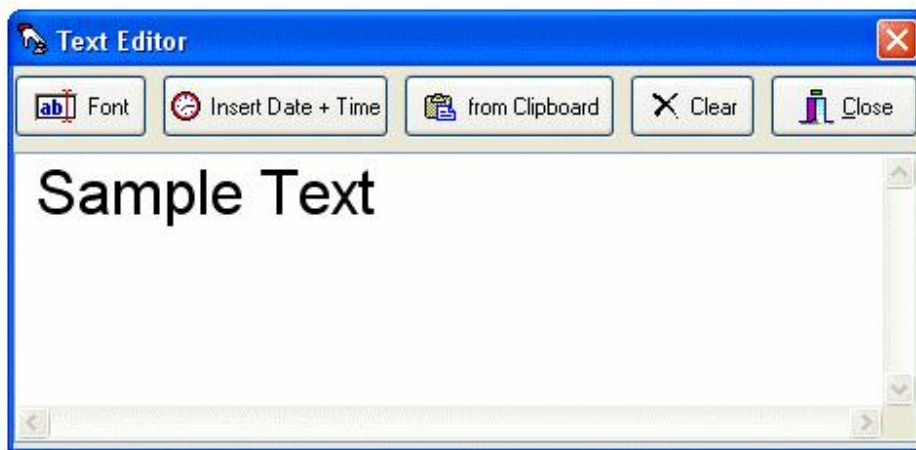
While in the Working Area of PrintKey-Pro, **right click** then select **Insert Text**.

Select the font, size and color, **click OK** in that menu, then enter your composed text in the menu.

Or click on the **from Clipboard** box, or use CTRL+V, to Paste Text from the clipboard.

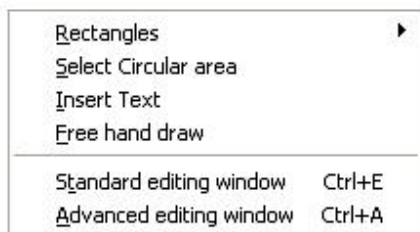
Position the cursor in your screen to place the text, then press the left mouse button.

Your Insert Text settings will apply until you change your font, size and color or enter a different text.

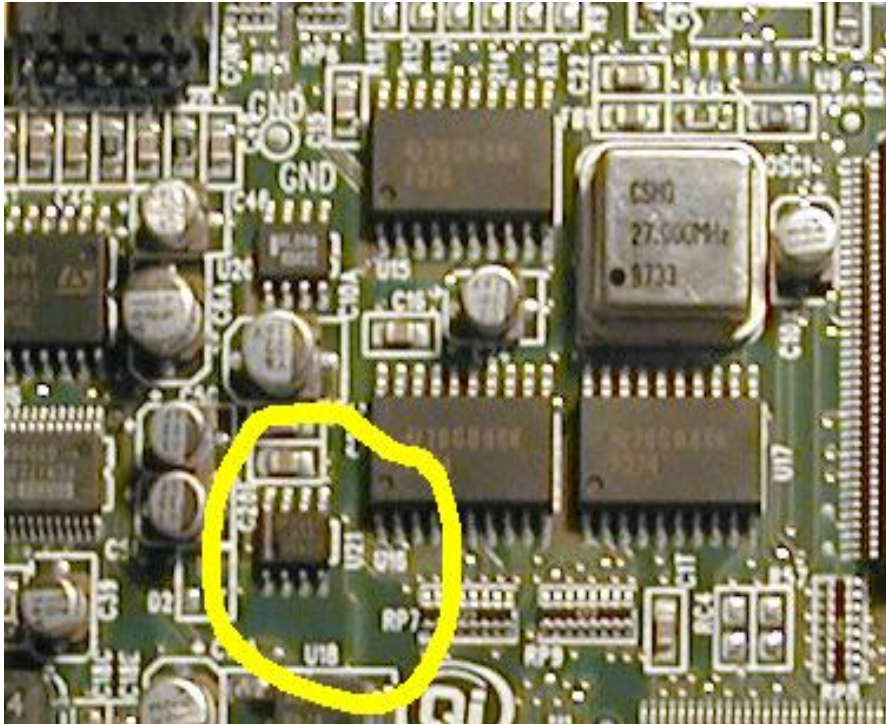


Free hand draw

While in the working area of PrintKey-Pro, **right click** and select **Free hand draw**.



Keep last used selections (**Yes or Close menu**) or click on '**No**' to make new selections. Choose Pen color in palette and **click OK** and choose Size width (1-10 Dots) and **click OK**. Draw on the image. To finish drawing, release the mouse button.



Your settings in Free hand draw will apply until you change your color and size.

Status Bar panels



The **Status Bar**, located below the PrintKey-Pro Working Area, shows information about the picture (Width, Height, Colors).

The color directly under the 'cross' cursor is displayed in the Status Bar as Decimal and Hexadecimal Notation.

The Status Bar information is useful to identify the Size to Define a Rectangle or to identify a Color in an image.

Digital Signature



This guarantees the program authenticity. Any modification of the program or installer package will invalidate the certificate causing the Windows operating system to issue a warning at the time of installation.
