

Screenshot recipes

This chapter contains step-by-step procedures for performing a wide range of screenshot tasks. The tasks included here range from Windows desktop and tools configuration, to techniques for capturing and manipulating the most common types of screenshots in use in [Ab Initio](#) documentation.

- [Screenshot standardization goals](#)
- [Screenshot process overview](#)
- [Configuring your Windows 7 desktop environment](#)
- [Installing Snagit Profiles and Quick Styles](#)
- [Using Snagit Profiles and Quick Styles](#)
- [Preparing the UI component to be captured](#)
- [Taking a screenshot](#)
- [Editing a screenshot](#)
- [Saving images in P4](#)
- [Resizing Visio drawings](#)
- [Importing an image into FrameMaker](#)
- [Review: Screenshot order of events](#)
- [Useful screenshot-related numbers](#)

Screenshot standardization goals

The [Ab Initio](#) online help sets collectively contain more than 4,500 individual image files. Such large numbers demand a focused level of consistency in presentation to prevent the product documentation from appearing like a disjointed mess.

Screenshots currently represent nearly 60% of the 4,500+ images files in our help sets, so establishing consistency with regard to our screenshot tools, procedures, and styles is particularly important.

The goals of screenshot standardization are to:

- Make screenshots easier and faster to create
- Make the screenshot process more efficient
- Make great looking images
- Make thousands of images look like they come from the same company
- Reliably produce consistent and repeatable results
- Minimize surprises at production time

With these goals in mind, the [Ab Initio](#) documentation team has standardized on Snagit 9 for screen captures. Moreover, we have customized Snagit with a number of [Profile sets](#) and [Quick Style palettes](#) to make it fast and easy to apply consistent styles and image sizes that work well with FrameMaker. Instructions for installing and using these Snagit customizations are provided in [Installing Snagit Profiles and Quick Styles](#) and [Using Snagit Profiles and Quick Styles](#).

But what if I don't want to use Snagit?

Some writers may prefer to use tools other than Snagit to perform screen captures. For example, several writers prefer to use Paint Shop Pro. While no one is going to stop you from using other tools for your screenshots, if you do choose to use another tool, *it is up to you to replicate the graphic styles* — for example, line weights, arrows, tear-off styles, and font effects — that have been designed in Snagit. Consistency in tools less important than consistency in results, which are very important indeed.

Our custom Snagit Profiles and Quick Styles have been designed to make things as easy and fast as possible. Moreover, some Snagit styles, particularly tear-offs, are very difficult to replicate outside Snagit. Also note that every additional tool we introduce into our workflow is another tool that the localization writers need to work with, potentially increasing localization costs.

Finally, peer help is available for Snagit, and all our screenshot instructions are written based on Snagit. If you use a tool other than Snagit, you are truly on your own. We simply do not have sufficient time and resources to customize and support tools other than Snagit.

Screenshot process overview

Before proceeding with the individual procedures in this chapter, it is useful to review the overall process for capturing and manipulating screenshots. Briefly, this process comprises the following steps:

- 1. Configure your Windows 7 desktop environment.**

It is important that, as much as possible, all screenshots start out from desktop environments that are consistent in terms of color, background, fonts, window shapes, and UI component sizes. See [Configuring your Windows 7 desktop environment](#) for instructions.

NOTE: We are standardizing for now on Windows 7 because, among other things, it has good Unicode font support and windows with nice round corners that people won't cut themselves on.

- 2. Configure SnagIt.**

The standard tool used by the documentation group to perform screen captures and modifications is SnagIt. Several pre-configured SnagIt capture profiles and custom tool palettes (tear-off edges, lines, arrows, type effects, stamps) have been created to make screen capture and modification as efficient, consistent, and simple as possible. See [Using Snagit Profiles and Quick Styles](#) for instructions.

- 3. Prepare whatever it is you want to capture.**

Initial sizing of your UI components — for example, a browser window — with an eye towards how it will fit in the online help window can be made easier by using the on-screen ruler we have in our bag o' goodies. See [Preparing the UI component to be captured](#) for instructions.

- 4. Choose the Snagit profile best suited for your needs.**

We have profiles defined for capturing a window, an individual object, multiple objects, print spooling, and performing automatic image scaling, among others. See [Choosing a Snagit Profile](#) for instructions.

- 5. Perform the capture.**

The image will be opened in the Snagit Editor, from which you can modify the image as needed. See [Taking a screenshot](#) for instructions.

- 6. Modify the image, if needed.**

Several Snagit quick palettes have been created to provide the basis for many modifications. See [Editing a screenshot](#) for instructions.

- 7. Save the image in native Snagit format.**

Unlike saving in a raster format, like .PNG, .JPG, or .GIF, saving the image in native Snagit (.SNAG) format maintains the editability of text, lines, callouts, and other objects. See [Saving an image](#) for instructions.

- 8. Export your completed images in .PNG format.**

You can export your .SNAG files as .PNG one file at a time as you work through a series of images. However, Snagit also provides a bulk export feature, which may be more convenient in some cases than performing multiple individual exports. For example, when you are done

capturing and modifying, say, three or more images, you can perform a bulk export of all the images at once to .PNG format. See [Saving an image](#) for instructions.

NOTE: The [Ab Initio](#) production documentation currently contains a mix of .PNG, .GIF, and .JPG image files. This variety of formats is a product of accretion rather than plan. Moving forward, the decision has been made to save all image files in .PNG format.

9. Submit your files to P4.

Images should be saved in a **figures** subdirectory in the directory that contains your Frame book files. Note that if an image you have created may be considered a “reusable” — that is, someone else may want to use it also — you should save it in the top-level workspace directory named **Figures-Common**. See [Saving an image](#) for instructions.

10. Import your image files by reference in Frame.

See [Importing an image into FrameMaker](#) for instructions.

At the risk of getting too prickly, note the following truly important rules:

- a.** Always import image files into Frame by reference; never embed them.
- b.** Never resize, scale, or crop images in Frame.
- c.** Do not use the Frame drawing tools. Just say no.
- d.** Do not create image captions or callouts in Frame; do all that in SnagIt (or Illustrator or Visio, if you’re making a conceptual illustration).

Configuring your Windows 7 desktop environment

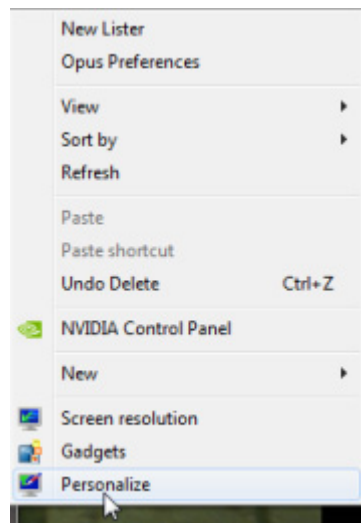
Before capturing screenshots that include Windows UI components, such as complete windows, dialog buttons, tabs, and suchlike, it is important that the appearance of our Windows 7 desktop environments be unobtrusive and consistent from machine to machine.

The easiest way to define and quickly recall Windows appearance settings is to use the Windows 7 theme engine.

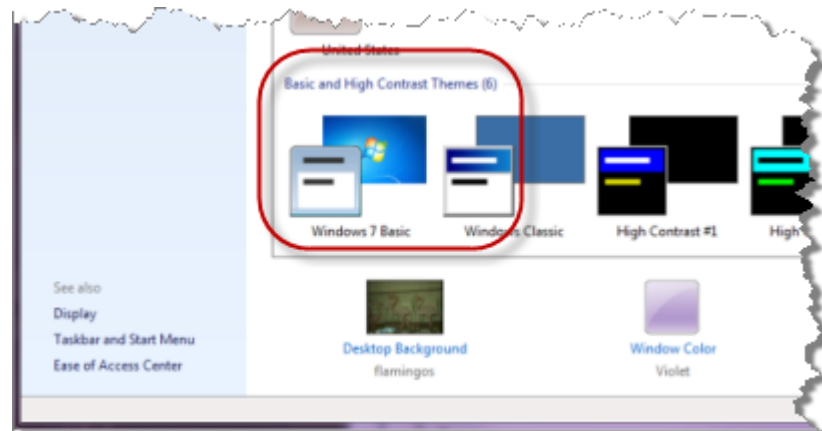
NOTE: These instructions apply to Windows 7, and not to XP. In many cases, the appearance of your Windows environment will be irrelevant because the native Windows UI components will not be shown in your screenshots. For example, when capturing graphs or components within browser-based applications, in most cases native Windows UI components will not be part of the image. However, when capturing components that do include native Windows UI components, you should create those screenshots on a Windows 7 machine because, for example, Windows 7 dialog buttons look different than Windows XP dialog buttons. For example, in most cases, it will be necessary to capture GDE dialogs on a Windows 7 machine.

► To define the default screenshot theme in Windows 7

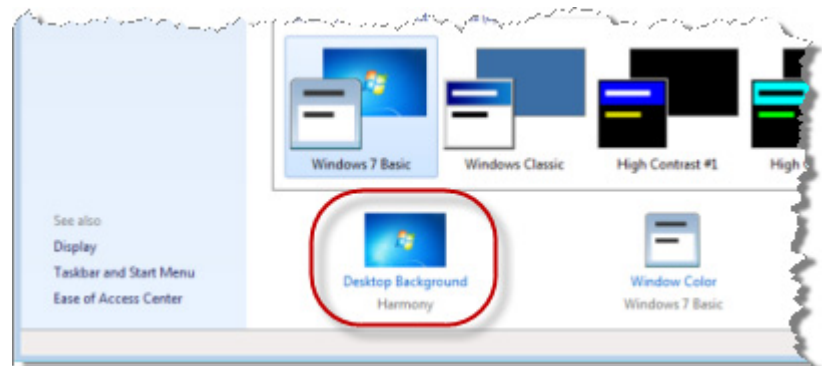
1. Right-click on your Windows 7 desktop and select Personalize from pop-up menu.



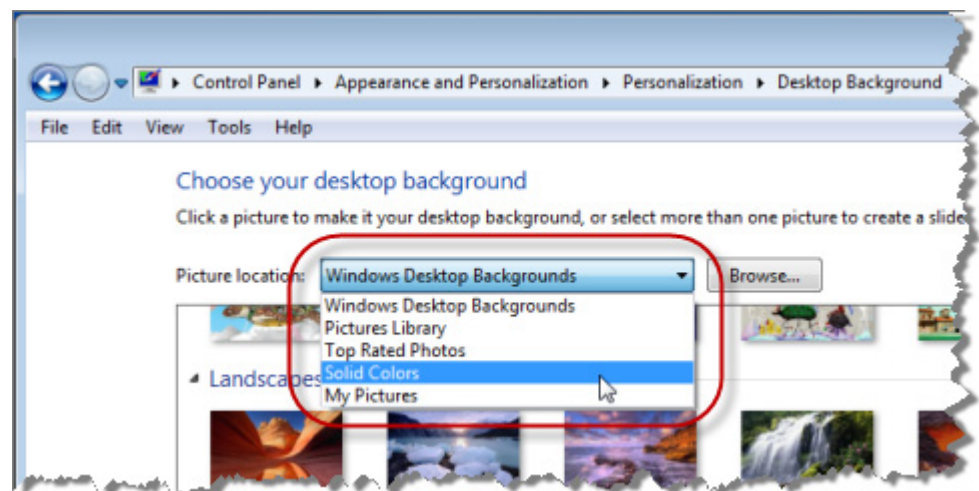
2. Click the Windows 7 Basic theme button in the Basic and High Contrast Themes section.



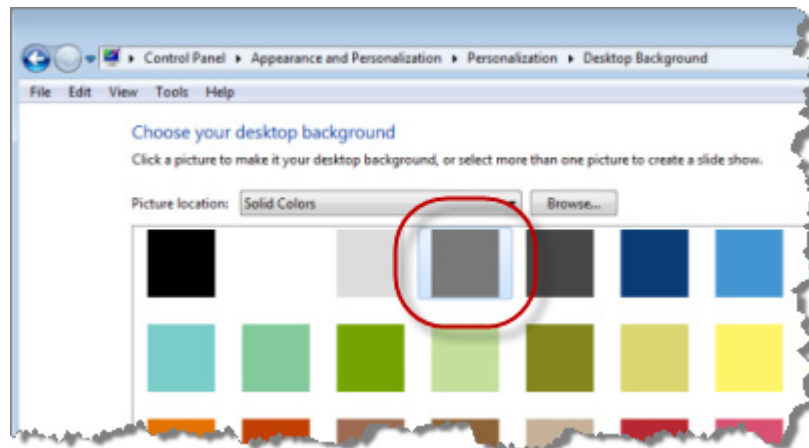
3. Click the Desktop background button.



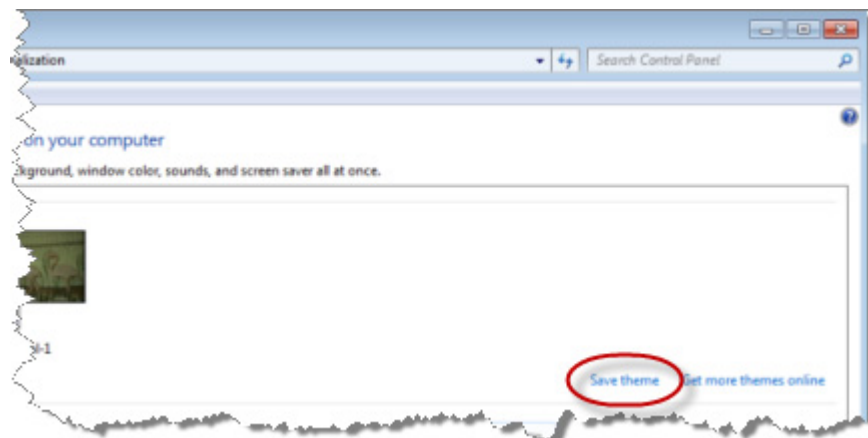
4. Select Solid Colors from the Picture location drop-down list.



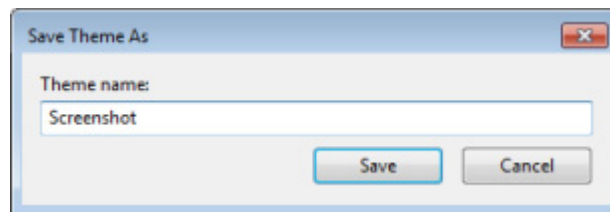
5. Select the medium gray color (fourth from left in top row), and then click Save Changes.



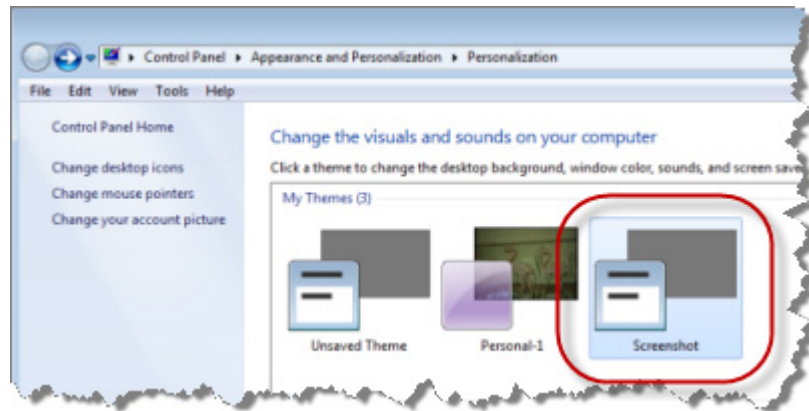
6. Click Save theme to save the theme for easy recall later.



7. Give the theme a name, say, "Screenshot," and then click Save.



8. Recall the theme at a later time by returning the Windows 7 Personalization screen and clicking the name of the screenshot theme in the My Themes section.



Installing Snagit Profiles and Quick Styles

Use the procedures in this section to install the custom [Ab Initio](#) Snagit Profile sets and Quick Style palettes. After installing the Profiles, you may also want to rearrange the order in which the Profiles are displayed in Snagit and enable the Snagit OneClick feature.

- [Installing the Snagit Profile sets](#)
- [Installing the Snagit Quick Style sets](#)
- [Organizing Snagit Profiles](#)
- [Enabling the Snagit OneClick feature](#)
- [Displaying the Snagit icon in the Windows System Tray](#)

NOTE: The instructions in this section are based on Snagit version 9.x. Instructions for other Snagit versions may vary.

Installing the Snagit Profile sets

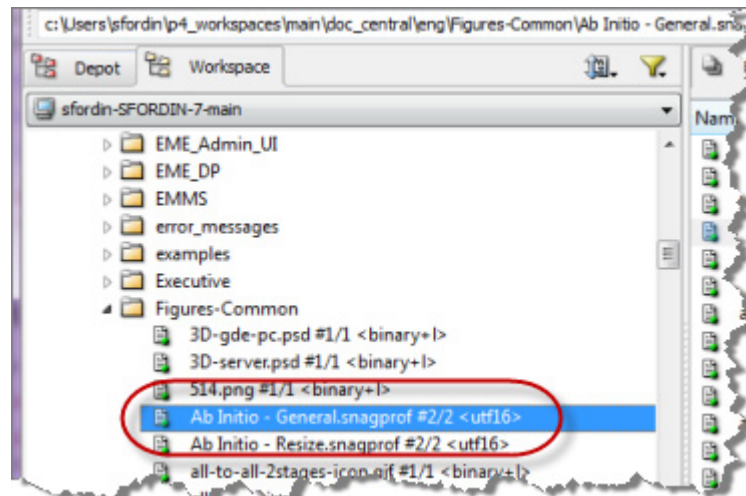
The custom [Ab Initio](#) Snagit Profiles are compiled in two Profile sets:

- **Ab Initio - General.snagprof** — Common Profiles for general screen capture tasks
- **Ab Initio - Resize.snagprof** — Profiles that automatically resize and trim captured images based on our FrameMaker anchor tags.

These Profile sets are explained in more detail in [Using Snagit Profiles and Quick Styles](#).

► To install the Snagit Profile sets:

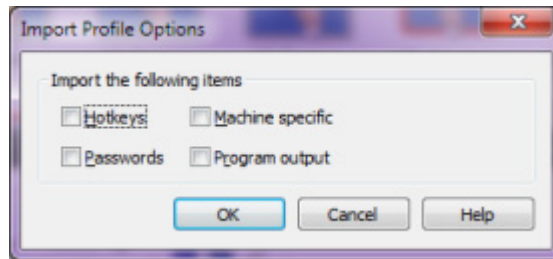
1. Navigate to the **main\doc_central\eng\Figures-Common** directory in P4.



2. Double-click the Ab Initio - General.snagprof file to launch the Profile installer.

Alternatively, you can copy the Ab Initio - General.snagprof file from P4 to the directory of your choice, and then double-click the file in Windows Explorer.

3. Leave all checkboxes unselected when prompted, and then click OK to import the Profile set.



4. Repeat steps 2 and 3 to install the **Ab Initio - Resize.snagprof** Profile set.

Installing the Snagit Quick Style sets

The custom **Ab Initio** Snagit Quick Styles are compiled in two palette sets:

- **DrawQuickStyles.xml** — Image tab Quick Styles for tear-offs
- **ImageQuickStyles.xml** — Draw tab Quick Styles for lines, arrows, shapes, text, and callouts

These Quick Style sets are explained in more detail in [Using Snagit Profiles and Quick Styles](#).

► To install the Snagit Quick Style sets:

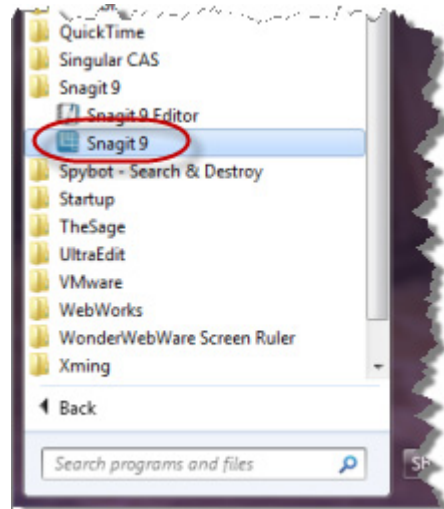
1. Exit all Snagit programs, including the Snagit main application, the Snagit Editor, and the Snagit System Tray applet.
2. Navigate to the **main\doc_central\eng\Figures-Common** directory in P4.
3. Copy the following two files to the local directory of your choice:
 - **DrawQuickStyles.xml**
 - **ImageQuickStyles.xml**
4. In Windows Explorer, navigate to the **C:\Users\your_user_name\AppData\Local\TechSmith\Snagit** directory.
If using Windows XP, navigate instead to **C:\Documents and Settings\your_user_name\Local Settings\Application Data\TechSmith\Snagit**.
5. Copy your existing DrawQuickStyles.xml and ImageQuickStyles.xml files to some other location, if there's anything in those files you want to save.
6. Replace the existing **DrawQuickStyles.xml** and **ImageQuickStyles.xml** files with the ones you copied from P4.
7. Restart Snagit.

Organizing Snagit Profiles

You can add, remove, modify, and organize Snagit Profiles and Profile sets to suit your work style. Complete instructions for managing Snagit Profiles are provided in the Snagit online help, but for purposes of using the custom [Ab Initio](#) Snagit Profiles, you may find it useful to move the [Ab Initio](#) Profile sets to the top of your Profiles list.

► To move the custom [Ab Initio](#) Snagit Profile sets to the top of your Profile list:

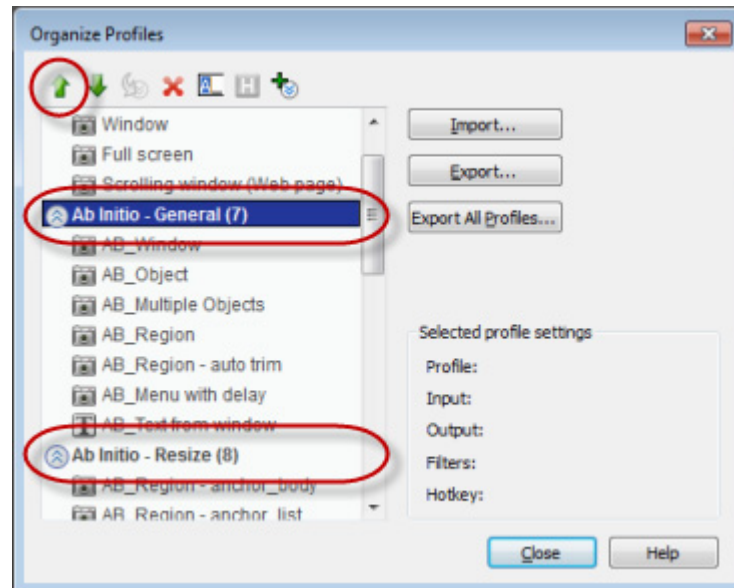
1. Open the Snagit main window (not the Snagit Editor).



2. Click Organize Profiles on the left side of the Snagit main window.



3. Select the **Ab Initio - General** Profile set, and then click the Up Arrow icon to move the entire set to the top of the list.



4. Repeat the above step, this time moving the **Ab Initio - Resize** Profile set up the list, so it appears below the **Ab Initio - General** set.
5. When you are done rearranging Profiles, click Close to exit the Organize Profiles dialog.

Enabling the Snagit OneClick feature

You may find it useful to turn on Snagit's OneClick feature, which makes it easy to access different Snagit Profiles with a single mouse click.

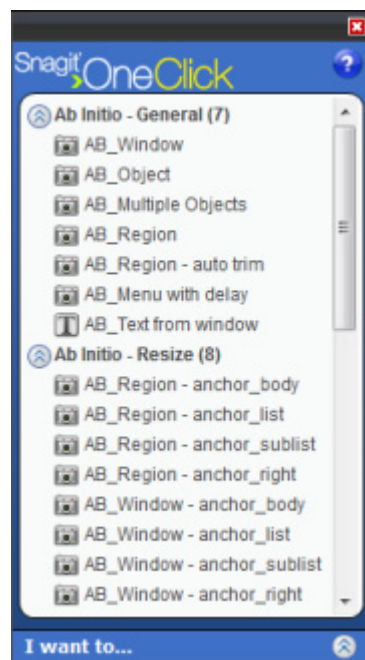
► To enable the Snagit OneClick feature:

1. Open the Snagit main window (not the Snagit Editor).

2. Click Turn on OneClick on the left side of the Snagit main window.

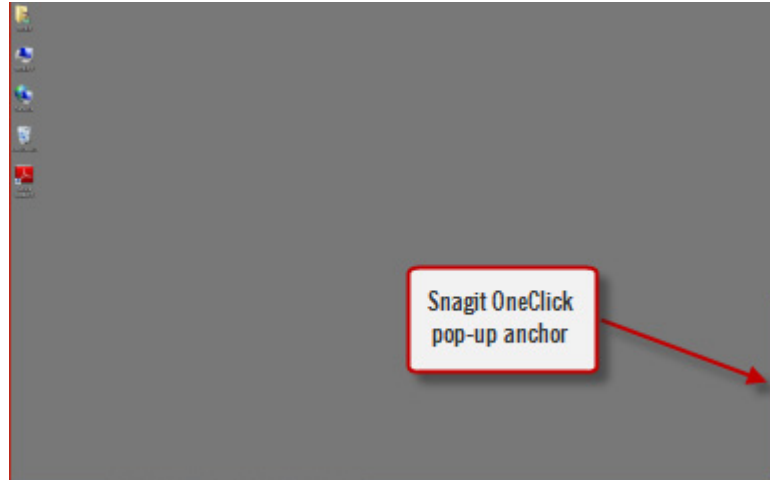


The Snagit OneClick pop-up window is anchored to one of the edges of your Windows desktop. The pop-up window displays briefly, and then automatically retracts to hide out of the way.



3. To display the OneClick pop-up window, hover your mouse near the edge of your Windows desktop where the orange OneClick pop-up anchor is displayed.

The specific location of the pop-anchor may vary according to your desktop configuration. In the figure below, the pop-up anchor is displayed on the lower right edge of the Windows desktop.



You can move the pop-up anchor location by dragging the OneClick window to the desired edge of your desktop. You can also resize the OneClick window, as desired.

► **To use a Snagit Profile through OneClick:**

1. Hover your mouse over the pop-up anchor to display the OneClick window.
2. Click the name of the Profile you want to use.

The screen capture is initiated using the selected Profile.

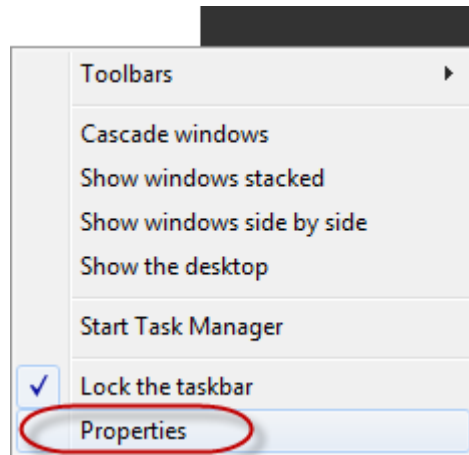
Displaying the Snagit icon in the Windows System Tray

By default, the main Snagit application minimizes to the Windows System Tray. There are a number of Snagit program features, including Profile selection, that you can access by right-clicking this System Tray icon. However, depending on how your Windows System Tray is configured, the Snagit icon may not be displayed.

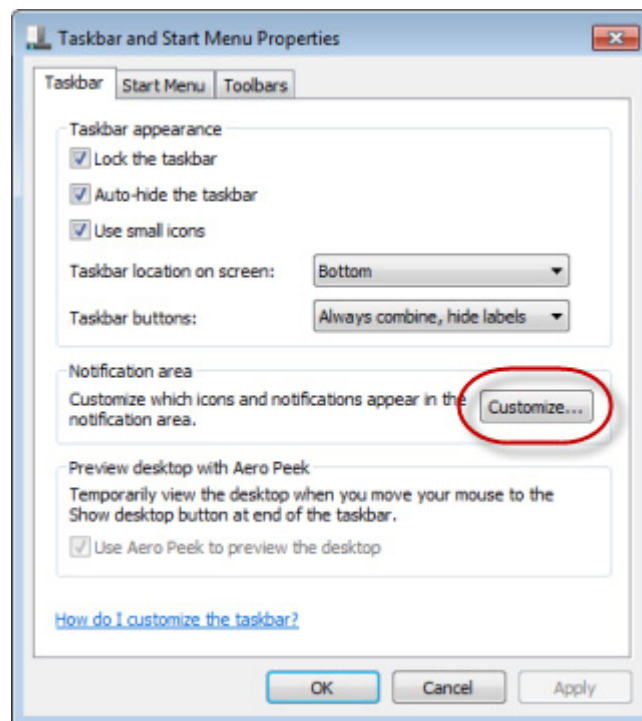
If necessary, you can use the following procedure to enable the display of the Snagit icon in the Windows System Tray.

► **To enable the display of the Snagit icon in the Windows 7 System Tray:**

1. Right-click the Windows Task Bar, and select Properties from the pop-up menu.



2. Click the Customize button.

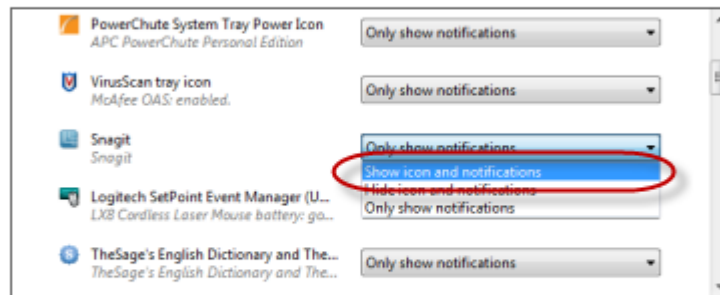


3. Choose one of the following options:

- Select Always show all icons and notifications on the task bar.
- Select Show icon and notifications for just the Snagit icon.

Select which icons and notifications appear on the taskbar

If you choose to hide icons and notifications, you won't be notified about changes or updates. To view hidden icons at any time, click the arrow next to the notification area on the taskbar.



Turn system icons on or off

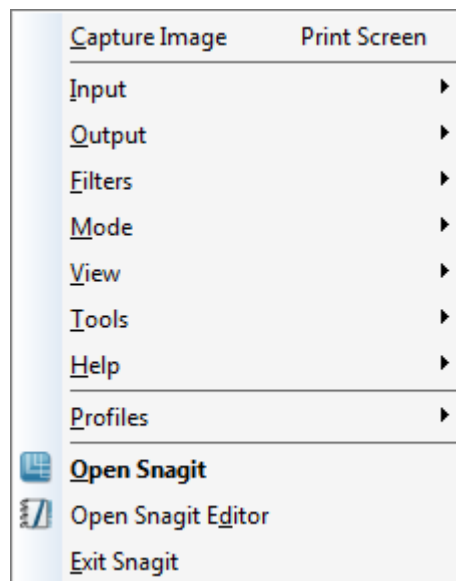
Restore default icon behaviors

☒ Always show all icons and notifications on the taskbar

OK

Cancel

4. Right-click the Snagit icon in the Windows System Tray to display the Snagit pop-up menu.



Using Snagit Profiles and Quick Styles

Briefly, the purposes of Snagit Profiles and Quick Styles can be summarized as follows:

- **Profiles** make capturing images of various kinds of UI components easier and more consistent than manually fiddling with configuration settings, selecting UI components, and performing basic post-capture tasks. For example, with a single mouse click and then dragging a rectangular selection, the **AB_Region - anchor_body** Profile automatically trims the selection, resizes it to fit in the maximum allowable width for the FrameMaker anchor_body tag, and then opens the image in the Snagit Editor for further modification.
- **Quick Styles** are image editing presets in the Snagit Editor that make common image editing tasks easier and more consistent. For example, there is a palette of Quick Styles for tear-off effects. With a single click, you can apply a consistent combination of torn-edge pattern, drop shadow, outlining, and affected edges.

Ab Initio custom Profiles summary

The following tables lists the custom [Ab Initio](#) Snagit Profile sets.

Ab Initio - General Profile Set

AB_Window	Capture entire window
AB_Object	Capture single object
AB_Multiple Objects	Capture multiple objects
AB_Region	Capture rectangular region
AB_Region - auto trim	Capture rectangular region, automatically trim excess
AB_Menu with delay	Capture drop-down menu
AB_Text from window	Capture text from a dialog

Ab Initio - Resize Profile Set

AB_Region - anchor_body	Capture region, trim excess, resize to max. anchor_body width	5.36" = 514 pixels
AB_Region - anchor_list	Capture region, trim excess, resize to max. anchor_list width	5.161" = 495 pixels
AB_Region - anchor_sublist	Capture region, trim excess, resize to max. anchor_sublist width	4.962" = 476 pixels
AB_Region - anchor_right	Capture region, trim excess, resize to max. anchor_right width	6.815" = 654 pixels
AB_Window - anchor_body	Capture window, resize to max. anchor_body width	5.36" = 514 pixels
AB_Window - anchor_list	Capture window, resize to max. anchor_list width	5.161" = 495 pixels
AB_Window - anchor_sublist	Capture window, resize to max. anchor_sublist width	4.962" = 476 pixels
AB_Window - anchor_right	Capture window, resize to max. anchor_right width	6.815" = 654 pixels

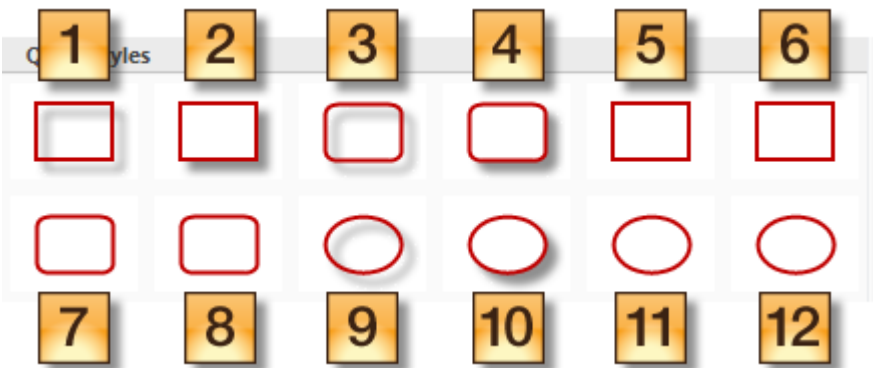
Ab Initio custom Quick Styles summary

Custom Quick Style palettes are defined for the following graphical elements:

- [Shape Quick Styles](#)
- [Line Quick Styles](#)
- [Arrow Quick Styles](#)
- [Text Quick Styles](#)
- [Callout Quick Styles](#)
- [Tear-off Quick Styles](#)

Shape Quick Styles

The Shape Quick Style palette, shown below, includes rectangles, rounded rectangles, and ellipses, each with both solid and transparent fills, and flat and drop-shadow effects.



The numbers shown in the illustration correspond to the shape parameters listed below.

1	Shape: Rectangle Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px Shadow: SE, 7px	2	Shape: Rectangle Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px Shadow: SE, 7px	3	Shape: Rounded Rectangle Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px Shadow: SE, 7px
4	Shape: Rounded Rectangle Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px Shadow: SE, 7px	5	Shape: Rectangle Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px	6	Shape: Rectangle Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px

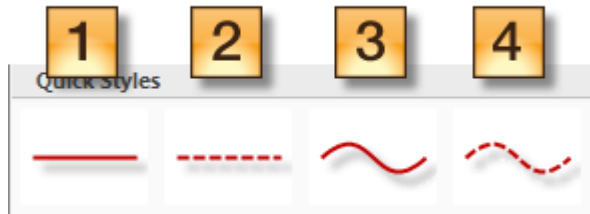
7	Shape: Rounded Rectangle Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px
10	Shape: Ellipse Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px Shadow: SE, 7px

8	Shape: Rounded Rectangle Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px
11	Shape: Ellipse Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px

9	Shape: Ellipse Outline Color: R:192 G:0 B:0 Fill Color: Transparent Width: 2px Shadow: SE, 7px
12	Shape: Ellipse Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Width: 2px

Line Quick Styles

The Line Quick Styles palette, shown below, includes solid, dashed, and curved lines, all with drop shadows.



The numbers shown in the illustration correspond to the line parameters listed below.

1	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Flat
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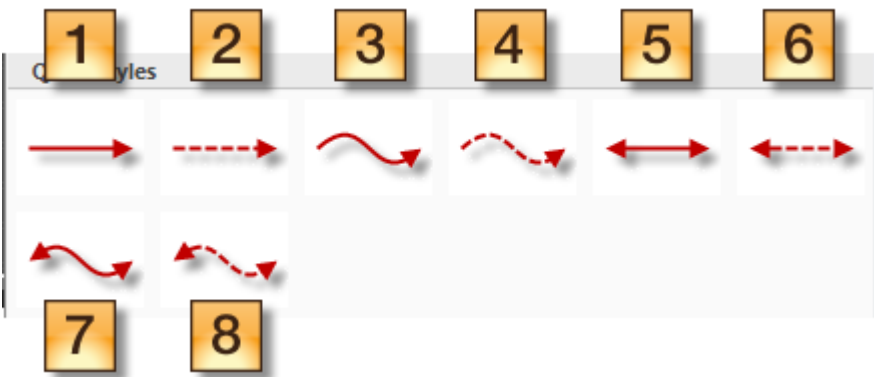
2	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Flat Style: Dash
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3	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Flat Type: Bezier Curve
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4	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Flat Style: Dash Type: Bezier Curve
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Arrow Quick Styles

The Arrow Quick Style palette, shown below, includes solid, dashed, straight, and curved lines with arrows and one end and at both ends, all with drop shadows.



The numbers shown in the illustration correspond to the arrow parameters listed below.

1	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Equilateral Arrow	2	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Equilateral Arrow Style: Dash	3	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Equilateral Arrow Type: Bezier Curve
4	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Flat End Cap: Equilateral Arrow Style: Dash Type: Bezier Curve	5	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Equilateral Arrow End Cap: Equilateral Arrow	6	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Equilateral Arrow End Cap: Equilateral Arrow Style: Dash
7	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Equilateral Arrow End Cap: Equilateral Arrow Type: Bezier Curve	8	Color: R:192 G:0 B:0 Width: 2px Shadow: SE, 7px Start Cap: Equilateral Arrow End Cap: Equilateral Arrow Style: Dash Type: Bezier Curve		

Text Quick Styles

The Text Quick Style palette, shown below, includes regular, bold, italic, and bold italic variants of 10 point NewsGoth Cn BT.



The numbers shown in the illustration correspond to the text parameters listed below.

1	Color: R:51 G:51 B:51 Text Font: NewsGoth Cn BT, 10pt, not bold, not italic, not underline	2	Color: R:51 G:51 B:51 Text Font: NewsGoth Cn BT, 10pt, bold, not italic, not underline	3	Color: R:51 G:51 B:51 Text Font: NewsGoth Cn BT, 10pt, not bold, italic, not underline	4	Color: R:51 G:51 B:51 Text Font: NewsGoth Cn BT, 10pt, bold, italic, not underline
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Callout Quick Styles

The Callout Quick Style palette, shown below, includes regular and bold variants of 10 point NewsGoth Cn BT, each in a rectangle and rounded rectangle, with both white and light gray backgrounds, and all with drop shadow effects.

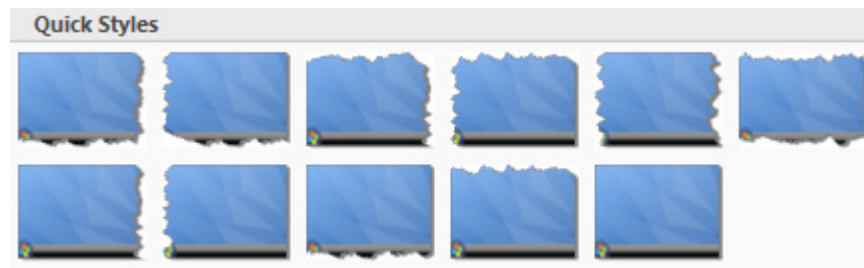
The numbers shown in the illustration correspond to the arrow parameters listed below.

1	Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, not bold, not italic, not underline	2	Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, bold, not italic, not underline	3	Outline Color: R:192 G:0 B:0 Fill Color: R:242 G:242 B:242 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, not bold, not italic, not underline
4	Outline Color: R:192 G:0 B:0 Fill Color: R:242 G:242 B:242 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, bold, not italic, not underline	5	Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, not bold, not italic, not underline	6	Outline Color: R:192 G:0 B:0 Fill Color: R:255 G:255 B:255 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, bold, not italic, not underline

7	Outline Color: R:192 G:0 B:0 Fill Color: R:242 G:242 B:242 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, not bold, not italic, not underline	8	Outline Color: R:192 G:0 B:0 Fill Color: R:242 G:242 B:242 Text Color: R:204 G:0 B:0 Width: 2px Shadow: SE, 7px Style: Plain Text Font: NewsGoth Cn BT, 10pt, bold, not italic, not underline	
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Tear-off Quick Styles

The Tear-off Quick Styles palette, shown below, use the same style for each combination of single edges and corners. That is, the same tear-off style can be applied to any single edge, or to the upper left, lower left, upper right, and lower right corners.



All tear-off styles use the following parameters; the only differences are the edges to which the tear-offs are applied.

- Edge Effect: Torn (size: 3)
- Borders: Bottom, Right
- Outline: 1px (R:1 G:128 B:128)
- Shadow: SE, 4px

Using Snagit Profiles

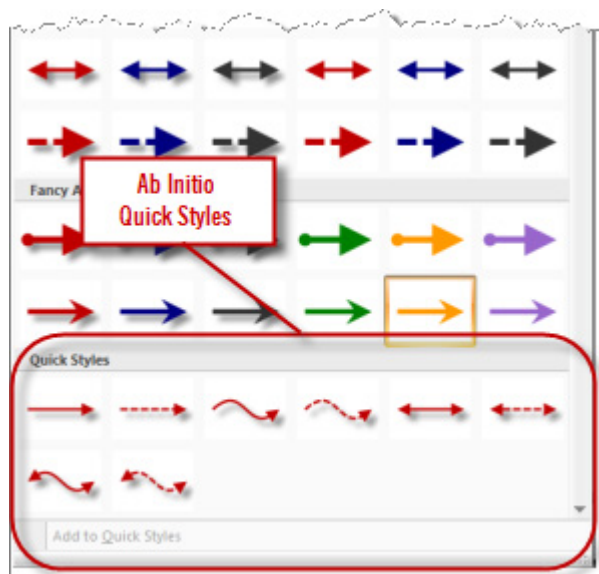
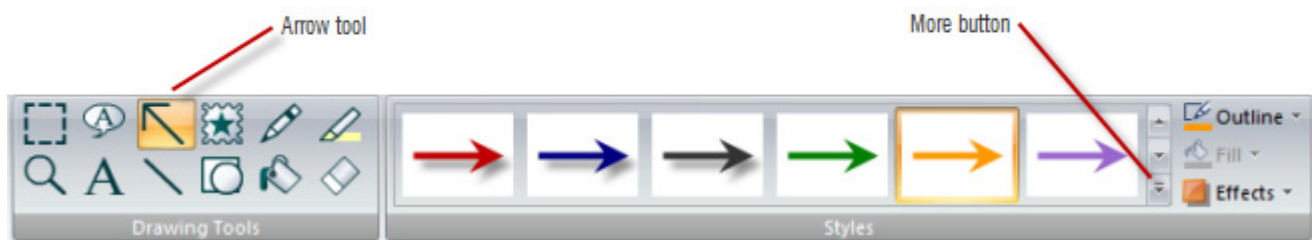
You can use a Snagit Profile in any of several ways:

- Click a Profile name in the Snagit OneClick pop-up window to select the profile and initiate the screen capture.
- Click a Profile name in the Snagit main application, and then click the large red button in the lower right corner of the Snagit application to initiate the screen capture.
- Press the hot key that is assigned to a Profile. By default, the **PrtScr** hot key initiates a screen capture using the Profile that was last selected in the Snagit main window.

- Right-click the Snagit icon in the Windows System Tray, and then select the desired Profile from the Profiles submenu. Note that you may need to customize the way Windows displays the Snagit System Tray icon, as described in [Displaying the Snagit icon in the Windows System Tray](#).
- Use the Snagit drop-down menu in FrameMaker. The Snagit menu is only available in FrameMaker if Snagit was installed after FrameMaker. Note, however, that you may have mixed results using the Snagit menu in FrameMaker. Specifically, FrameMaker and/or Snagit seem to become unstable when Snagit is run through the FrameMaker menu. Your mileage may vary.

Using Snagit Quick Styles

Quick Styles are only available when using the Snagit Editor. To use one of the Quick Styles, select the desired tool, and then click the More button on the bottom of the tool palette scroll bar to display the full list of available styles for the tool. The Quick Styles are at the bottom of the Styles drop-down window. Unfortunately, there does not appear to be any way to move custom Quick Styles to the top of the Styles list. For example, the arrows Quick Styles are shown below.



Preparing the UI component to be captured

The specific steps for preparing a UI component to be captured vary depending on the type of component. Specifically, the preparatory steps differ for graphs, browser-based clients, and dialog boxes.

- [Image sizing considerations before capture](#)
- [Estimating image sizes using an on-screen ruler](#)
- [Preparing graphs for capture](#)
- [Preparing browser-based clients for capture](#)
- [Preparing dialogs for capture](#)

Image sizing considerations before capture

There are several things to remember about image sizing when preparing a UI component for screen capture:

- All images, without exception, should be imported into FrameMaker at 96 dpi. This is the Snagit default, and it's all you get when you generate online help from FrameMaker in any case, so just stop thinking about it now.
- **Never** resize, scale, or crop images in FrameMaker. Always do your screen capture resizing in Snagit. Similarly, do all callouts, captions, and any other screen capture modifications in Snagit. **Never** use the FrameMaker drawing and captioning tools. Just say no.
- Our primary publication target is online help, so don't worry too much about print. Because we're less concerned with print publication, forget about print inches; the only thing you need to be concerned about is the width, in pixels, of your final image.
- Don't worry too much about the vertical dimension of your image; it's not as important as its width, as long as the image is no taller than an entire FrameMaker page.
- All images are imported into FrameMaker by reference, and attached to one of our defined FrameMaker anchor tags. Unfortunately, due to FrameMaker limitations, our FrameMaker anchor tags are defined in terms of inch dimensions rather than pixels. This may lead to some confusion regarding how many pixels wide your image can be.
- To sort out inch-to-pixel conversions, refer to the [Maximum Pixel Dimensions for Anchored Frames](#) table for a list of FrameMaker anchor tags, their maximum dimensions in inches, and their corresponding maximum pixel widths.
- To get a sense of the dimensions of the UI component you want to capture, use an on-screen ruler, as described in [Estimating image sizes using an on-screen ruler](#).
- If it's clear that your final image is going to be larger than the maximum width supported by any of our FrameMaker anchor tags, use one of the Ab Initio - Resize Profiles, listed in [Ab Initio custom Profiles summary](#) and described in [Choosing a Snagit Profile](#).

- Remember that our custom auto-size and auto-trim Snagit Profiles (**Ab Initio - Resize**), used in combination with the provided inch-to-pixel conversion table and an on-screen ruler, are your friends when it comes to minimizing the dreaded and inefficient trial-and-error sizing and refitting of images in FrameMaker.

Estimating image sizes using an on-screen ruler

An on-screen ruler, as the name implies, enables you to measure the dimensions of any item displayed on your screen. Such measurements can be helpful when sizing a UI component in preparation for screen capture. Depending on the on-screen ruler software you use, measurement units can be pixels, inches, millimeters, and suchlike, with pixels being the most useful unit for our purposes.

The currently recommended on-screen ruler software for our purposes is the WonderWebWare Screen Ruler. Yes, that is indeed one heck of a name... This software is available internally at <http://sfordin-7:8080/tools/screenrulersetup.exe>.

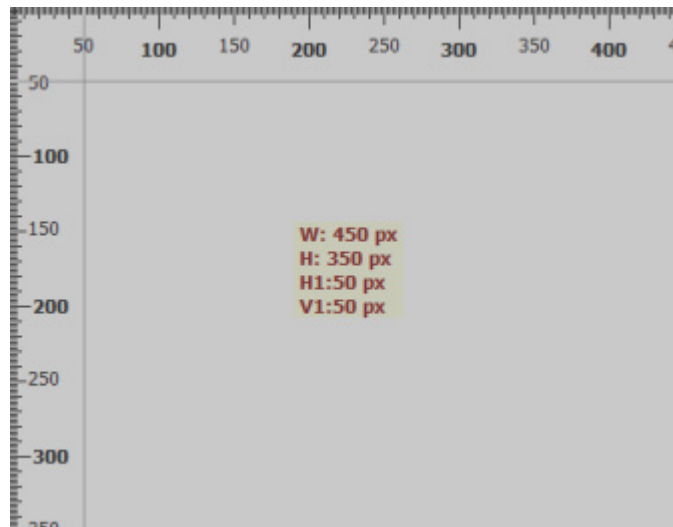
► To install the WonderWebWare Screen Ruler:

1. Download the installer from <http://sfordin-7:8080/tools/screenrulersetup.exe> to the directory of your choice.
2. Run the installer, and follow the on-screen instructions.

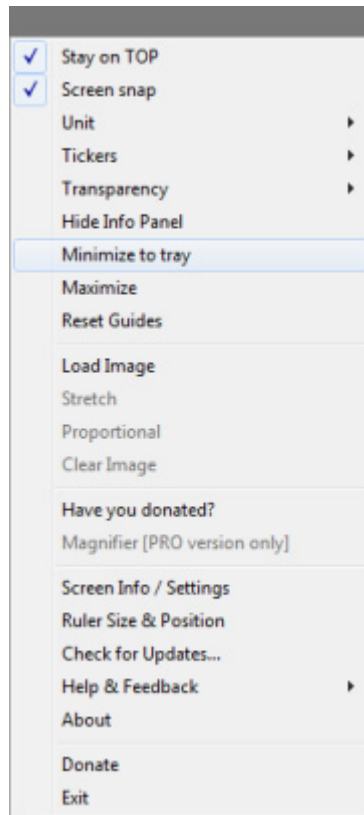
► To use the WonderWebWare Screen Ruler:

1. Select the WonderWebWare Screen Ruler program item from the Windows Start > All Programs > WonderWebWare Screen Ruler menu.

The Screen Ruler program is displayed with the default settings.



2. Right-click on the Screen Ruler window to display a pop-up menu of available commands and configuration options.



Of particular interest here are the Stay on TOP option, the Unit submenu, and the Transparency submenu.

3. Click Minimize to tray to minimize the Screen Ruler to the Windows System Tray.
4. If the Screen Ruler icon is not visible in the Windows System Tray, refer to the instructions in [Displaying the Snagit icon in the Windows System Tray](#).
5. Right-click the Screen Ruler icon in the Windows System Tray, and then choose Show Screen Ruler to display the Screen Ruler again.
6. Drag and resize the Screen Ruler as desired over the component you want to measure.

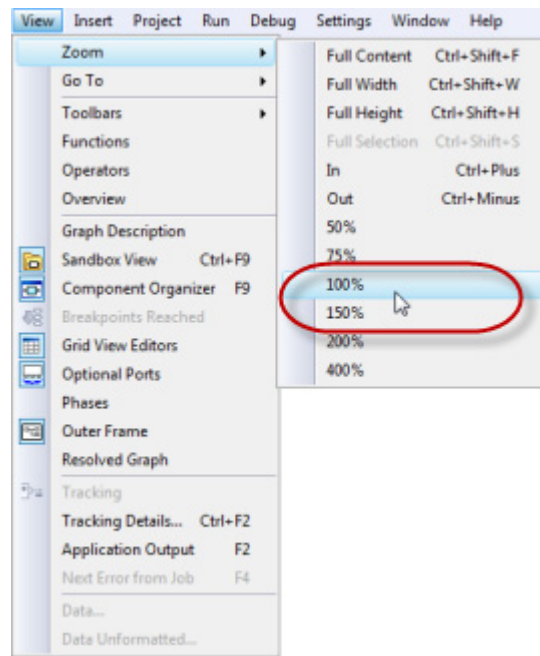
Preparing graphs for capture

Use the following procedure to prepare your GDE-based graphs for capture. If capturing a graph, flow, or plan in a browser-based client, refer instead to the instructions in [Preparing browser-based clients for capture](#).

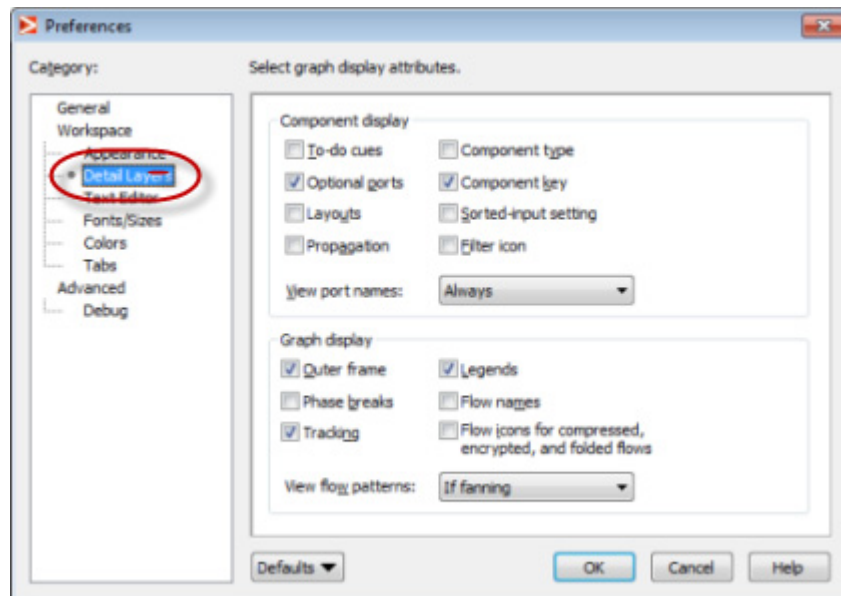
- **NOTE:** These instructions are based on GDE Version 3.1.0.1, Build ID 410997. Instructions for other GDE versions and builds may vary.

► To prepare a GDE-based graph for screen capture:

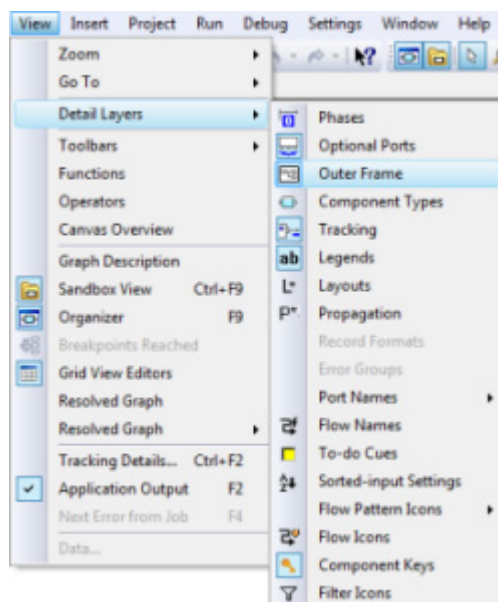
1. Select View> Zoom > 100% from the GDE main menu to set the graph zoom level to 100%.
Zooming and scaling is done more effectively in Snagit.



2. Select the graph components you want to display. You can do this in either of two ways:
 - Select Settings > Preferences from the GDE main menu to display the Preferences dialog, and then select items to display from the Details Layer page.

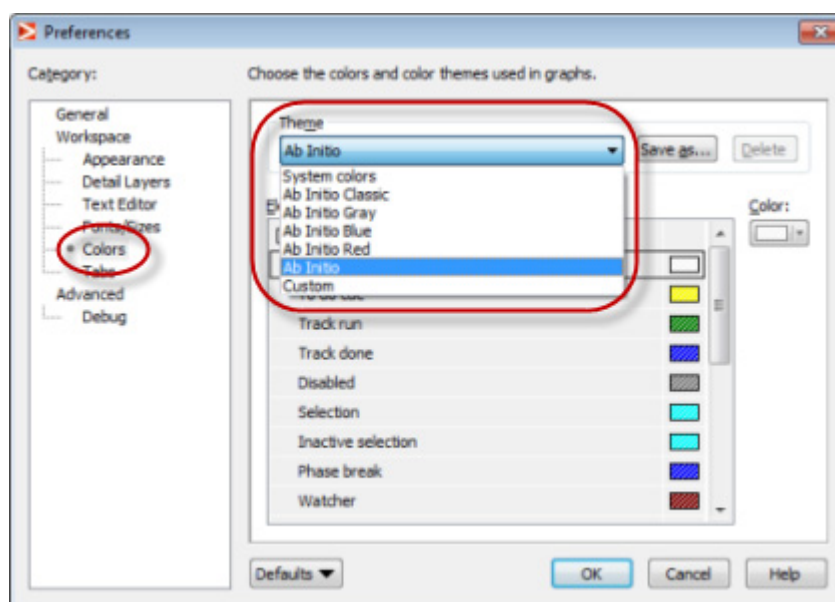


- Select View > Detail Layers from the GDE main menu, and then select items to display from the pop-up menu.

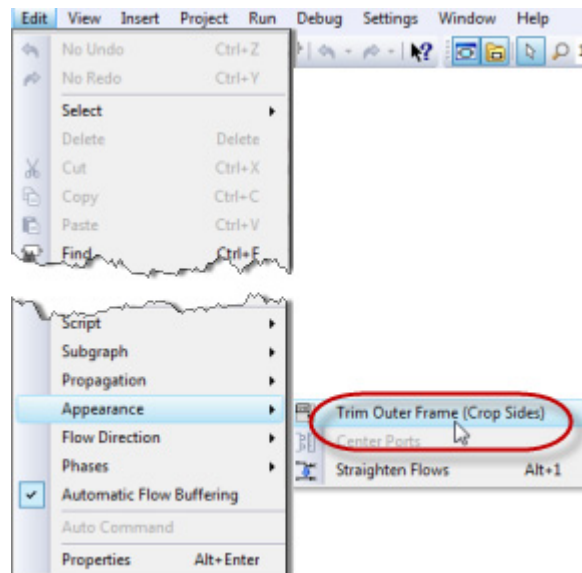


NOTE: If capturing an entire graph, it is recommended that you show the graph's Outer Frame.

3. Still in the Preferences dialog, select the Colors page and then choose the Ab Initio theme from the Theme drop-down list.



4. Select Edit > Appearance > Trim Outer Frame (Crop Sides) from the GDE main menu to trim the graph to the smallest possible size.



5. If necessary, click on the canvas outside the graph in the GDE to ensure that no component or text is inadvertently highlighted.

Preparing browser-based clients for capture

Specific instructions for preparing browser-based clients vary depending on the Web browser you are using. In general though, keep the following guidelines in mind:

- Make the browser window as small as possible.
- Use Firefox or Chrome when possible because they provide better CSS support than Internet Explorer.
- Set font and image sizes to the default settings, typically 100%.
- Close any irrelevant browser tabs.
- Use a consistent and simple browser theme.

Preparing dialogs for capture

Specific instructions for preparing dialog boxes will vary depending on the dialog box being captured. In general though, keep the following guidelines in mind:

- Make resizable dialogs as small as possible.
- Use a screen ruler if you have doubts about dialog size.
- Use one of the **Ab Initio - Resize** Profiles if it is clear that a dialog is too large to fit in the target anchor tag at full size.
- Be careful about sample data, example names, host names, and IP addresses. See *** for a list of naming guidelines.

Taking a screenshot

After preparing a UI component for capture, there are two primary considerations with regard to how you actually perform the capture:

- [Choosing a Snagit Profile](#)
- [Accessing Snagit](#)

Choosing a Snagit Profile

The best Snagit Profile to use depends on what you want to capture. Briefly, the main features of the various types of Profiles are as follows:

- **Window** — Capture an entire window.
- **Region** — Drag a rectangle around a region you want to capture.
- **Object** — Capture an individual object, such as a tool icon or edit box.
- **Multiple Objects** — Capture multiple objects.
- **Menu** — Capture a drop-down menu.
- **Auto trim** — Automatically trim excess from around edges of image.
- **Auto size** — Automatically resize image to the size defined for the Profile.

See [Ab Initio custom Profiles summary](#) for detailed listings of the [Ab Initio](#) custom Profiles.

With these general features in mind, some recommendations for which Profile to use include:

- **Graph** — Use Region with auto trim.
- **Browser-based client** — Use Object, if possible, otherwise use Region or Window.
- **Dialog** — Use Window or Object.
- **Drop-down list in dialog** — Use Region with time delay.
- **Button, toolbar, isolated component** — Use Object or Multiple Objects.
- **Menu** — Use Menu with time delay.

Accessing Snagit

As described in [Using Snagit Profiles](#), there are several ways to take a screenshot using one of the Snagit Profiles.

- **Using OneClick** — Arguably the easiest method, especially if you need to quickly switch among Profiles. See [Enabling the Snagit OneClick feature](#) for instructions on enabling this feature.
- **Using the Snagit main application** — Enables you to set the default Profile to use with a keyboard shortcut. Also enables you to temporarily customize existing Profiles and create new Profiles. For example, you may want to temporarily add a time delay to the Region Profile so you can capture a drop-down list in a dialog box. Finally, you can also use the Snagit main application to define custom key bindings for any Profile.
- **Using the keyboard** — By default, the Profile that is currently selected in the Snagit main application is bound to the PrtScr key. This makes it possible, for example, to use OneClick to switch among Profiles while continuing to have one particular Profile bound to the PrtScr key. As mentioned above, you can also define custom key bindings for any Profile in the Snagit main application.
- **Using the System Tray** — You can choose a Profile by right-clicking the Snagit icon in the Windows System Tray. See [Displaying the Snagit icon in the Windows System Tray](#) for instructions on enabling this access method.
- **Using FrameMaker** — As mentioned in [Using Snagit Profiles](#), if Snagit was installed on your system after FrameMaker, there will be a Snagit menu in FrameMaker. Note, however, that using this FrameMaker menu is not recommended because it can sometimes cause Windows system stability issues. Moreover, this FrameMaker menu does not provide as much flexibility as other Snagit access methods.

Editing a screenshot

The topics in this section explain how — and in what order — you should edit screenshots using the Snagit Editor.

The following topics are covered here:

- [Image editing overview](#)
 - [Image editing order of events](#)
 - [Trimming, cropping, and sizing images after capture](#)
 - [Using the Quick Style palettes to add drawing elements](#)
 - [Saving an image](#)
- **NOTE:** For additional information about saving images, see [“Saving images in P4”](#).

Image editing overview

Most screenshot modification tasks can be performed within the Snagit Editor. These include:

- Image resizing, scaling, trimming, and cropping
- Creating basic shapes, like rectangles, rounded rectangles, circles, and ellipses
- Creating image captions and callouts
- Creating lines and arrows
- Applying tear-off effects on trimmed edges and spliced images
- Exporting images to PNG format

If your image requires significantly more complex work or creating many elements from scratch — launching the image well and truly into the “conceptual illustration” category — you may be better served using a true illustration program, like Adobe Illustrator. Similarly, some conceptual illustrations that do not contain much or any screenshot content may be better created using Adobe Illustrator or Microsoft Visio. This said, the Snagit Editor should suffice for most image editing purposes, particularly when the image comprises elements that are mostly derived from screenshots.

NOTE: It cannot be stated enough that you should not under any circumstances use the FrameMaker drawing tools for image editing or creation. Instead, use a proper graphics program, like Snagit Editor, Adobe Illustrator, or Microsoft Visio.

Image editing order of events

The order in which you perform your image editing tasks is important because some kinds of edits are difficult to reverse, while others produce better or worse results at different points in the editing workflow.

In general, you should perform your Snagit Editor image editing tasks in the following order:

1. Trim and crop
2. Resize
3. Apply a tear-off style
4. Expand the canvas, if necessary
5. Create shapes and stamps
6. Create text, lines, and callouts
7. Save the image in SNAG format
8. Export the image to PNG format

Trimming, cropping, and sizing images after capture

Before proceeding with these instructions, it is useful to review some terms:

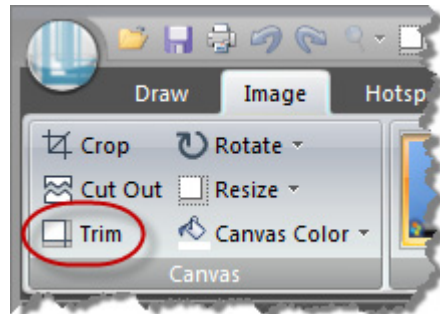
- **Trimming** means to remove excess pixels around the edges of an image. These excess pixels are defined in terms of some repetitive pixel pattern. For example, the Snagit Editor's Trim function might remove the contiguous white space outside the frame surrounding a graph. The **AB_Region - auto trim** Profile and all of the **AB_Region** Profiles in the **Ab Initio - Resize** set automatically trim images as soon as use perform the capture.
- **Cropping** is similar to trimming, except that it is not an automatic process and it does not depend on any repetitive pixel pattern. That is, you simply decide what bits of an image you want to cut off one or more edges of an image.
- **Resizing** an image, in the context of Snagit, means changing the number of pixels in an image while retaining all content in the image. That is, you are fitting the same image in greater or fewer numbers of pixels. The implication is that physical size of the image is altered, and image clarity will be affected more or less depending on how much the image is resized. Snagit's sizing algorithms are not particularly sophisticated, so in general, you do not want to make images larger; image reduction tends to work much better. Ideally, when resizing an image, you should specify new pixel dimensions that are some even multiple of the original pixel dimensions. This can help reduce antialiasing and other pixel-rounding artifacts.
- **Scaling**, in the context of Snagit, is similar to resizing, except that instead of specifying discrete pixel dimensions, you specify some percentage by which an image should be resized, leaving the pixel calculations to Snagit. This method can be convenient, but you may need to play with the percentage amounts, depending on the original image dimensions, to produce the highest quality results. As with image resizing, by pixel counts, Snagit does much better when reducing images rather than enlarging them.

Trimming an image

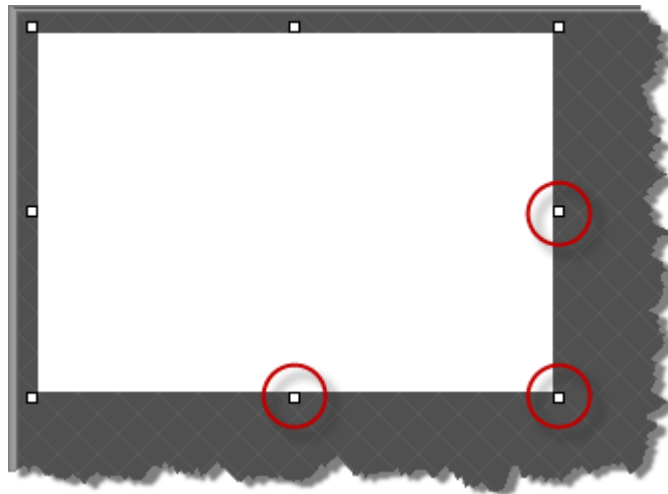
You should use one of the auto trim Profiles when you know beforehand that you'll want to trim the edges of your screen capture. For example, when capturing a graph, it is recommended in many cases that you use the **AB_Region - auto trim** Profile or one of the **AB_Region** Profiles in the **Ab Initio - Resize** set to automatically trim your image as soon as you perform the capture.

► **To trim an image in Snagit Editor after capture:**

1. Click the Trim button on the Image tab in Snagit Editor.



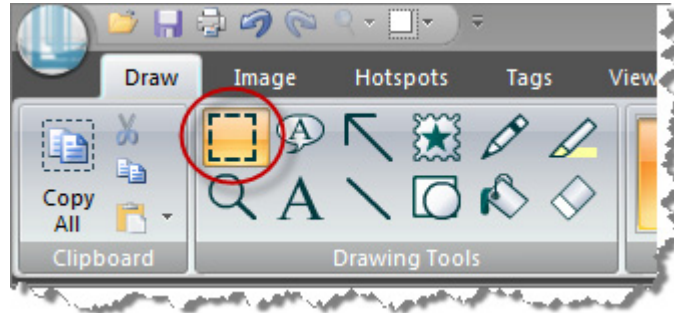
Alternatively, drag any of the sizing handles on the edges and corners of the Snagit Editor canvas to trim the parts of the image you don't want. The image below shows the sizing handles on the right, lower-right corner, and bottom of the Snagit editor canvas.



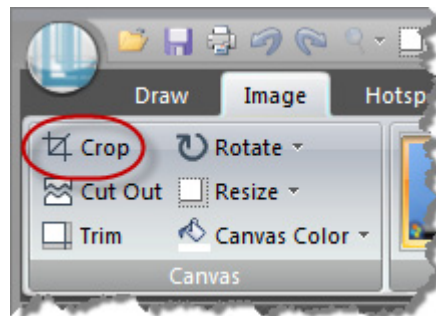
Cropping an image

► To crop an image in Snagit Editor after capture:

1. Click the Draw tab in Snagit Editor, and choose the Selection tool



2. Drag a selection box around the area you want to keep in the image.
3. Click the Image tab, and then click the Crop button.

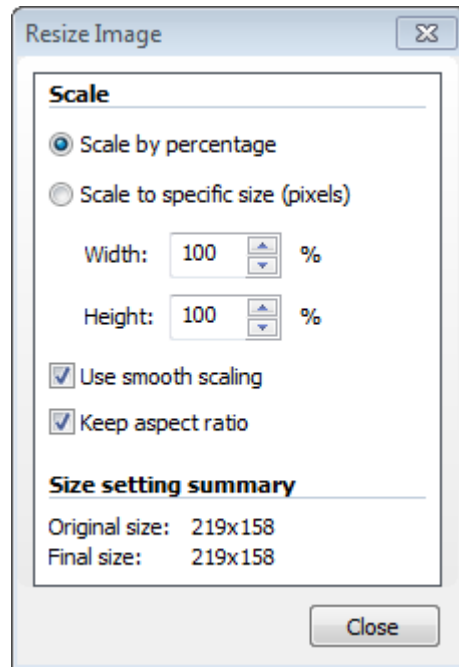


TIP: As with the Trim tool, you can also drag any of the sizing handles on the edges and corners of the Snagit Editor canvas to crop the parts of the image you don't want. This is generally much easier than using the Crop tool.

Resizing an image

► **To resize an image in Snagit Editor after capture:**

1. Click the Resize button on the Image tab in Snagit Editor, and then choose Resize Image from the pop-up menu.



2. Ensure that the Use smooth scaling and Keep aspect ratio options are selected.
3. Choose the sizing method you want to use:
 - Scale by percentage is more convenient, but less accurate.
 - Scale to specific size is more accurate, and enables you to specifically set your image to one of the FrameMaker anchor tag widths.

Refer to the [Maximum Pixel Dimensions for Anchored Frames](#) table for information about mapping FrameMaker anchor tags to pixel widths.

Using the Quick Style palettes to add drawing elements

This section provides instructions for performing the following tasks:

- [Using tear-off styles](#)
- [Using line styles](#)
- [Using arrow styles](#)
- [Using shape styles](#)
- [Resizing the canvas](#)
- [Using text styles](#)
- [Using callout boxes](#)

For complete descriptions of the custom [Ab Initio](#) Quick Styles, refer to the [Ab Initio custom Quick Styles summary](#). For instructions on using the custom Quick Styles in general, see [Using Snagit Quick Styles](#).

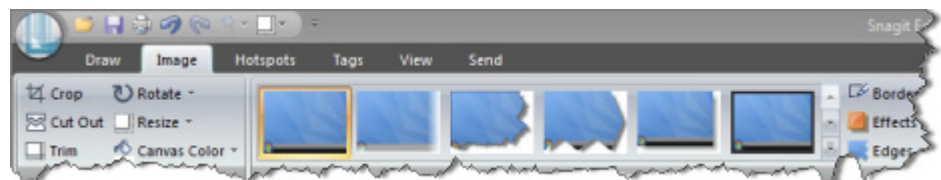
In most cases, to use a Quick Style, select the item you want to modify, click the desired tool, and then click the style you want to apply.

Using tear-off styles

► To apply a tear-off (torn edge) style in Snagit Editor:

1. Click the Image tab in Snagit Editor.
2. Drag a selection around the area to which you want to apply the tear-off style.
TIP: If you are applying the tear-off style to the entire image, you can skip this step.
3. Click the tear-off style you want to apply.

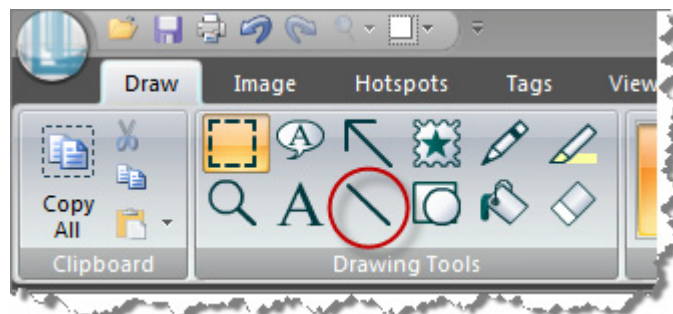
Remember that the custom [Ab Initio](#) styles will be at the bottom of the list.



Using line styles

► To apply a line style in Snagit Editor:

1. Click the Line tool on the Draw tab in Snagit Editor.

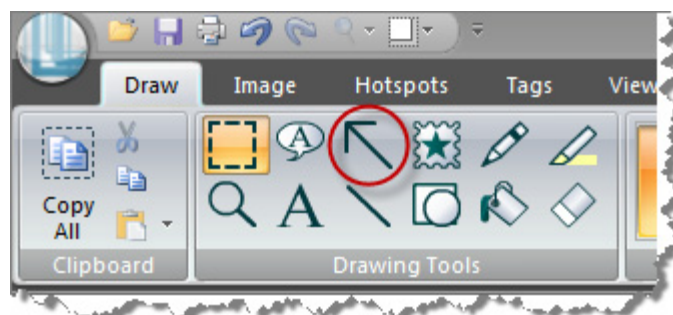


2. Click the line style you want to apply.
Remember that the custom [Ab Initio](#) styles will be at the bottom of the list.
3. Draw the line, as desired.

Using arrow styles

► To apply a arrow style in Snagit Editor:

1. Click the Arrow tool on the Draw tab in Snagit Editor.

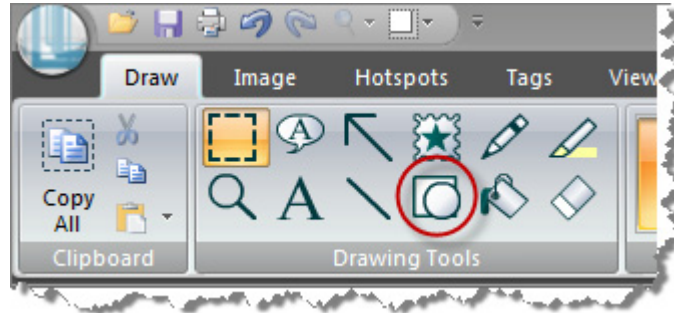


2. Click the arrow style you want to apply.
Remember that the custom [Ab Initio](#) styles will be at the bottom of the list.
3. Draw the arrowed line, as desired.

Using shape styles

► To apply a shape style in Snagit Editor:

1. Click the Line tool on the Draw tab in Snagit Editor.



2. Click the shape style you want to apply.

Remember that the custom [Ab Initio](#) styles will be at the bottom of the list.

3. Draw the shape, as desired.

TIP: Hold down the Shift key when drawing to make a square or circle with the Rectangle or Ellipse tools, respectively.

Resizing the canvas

Most callout text should be added outside the main image. Because of this, it is often necessary to create some white space around your image before creating your callout text.

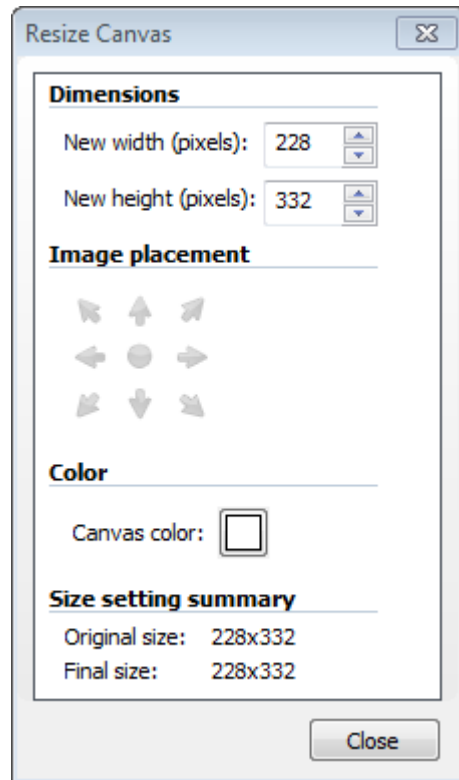
TIP: Remember to account for this extra white space when planning your final image size.

NOTE: Callout text should generally be added above or below the main image, if possible. Try to avoid adding callouts on the sides of an image.

► To resize the canvas in Snagit Editor:

1. Click the Resize button on the Image tab in Snagit Editor, and then choose Resize Canvas from the pop-up menu.

TIP: Similar to image trimming and cropping,, you can also expand the canvas size by simply dragging the canvas sizing handles. Using the Resize Canvas dialog box, as described in this procedure, is useful when you need to restrict the canvas to a specific size.

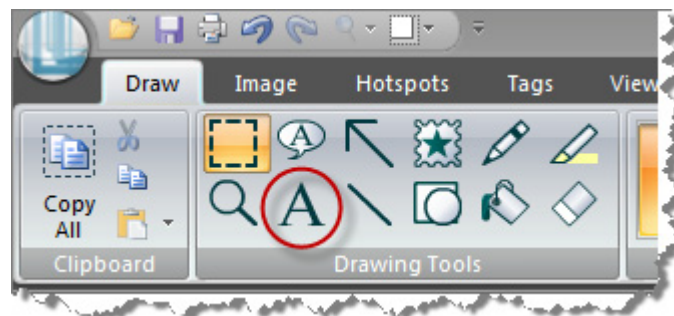


2. Specify the new canvas dimensions.
3. Choose origin point for where you want the canvas to be added.
For example, to add canvas space above the main image, click the center up arrow in the Image placement matrix.
4. Ensure that the Canvas color is set to white.

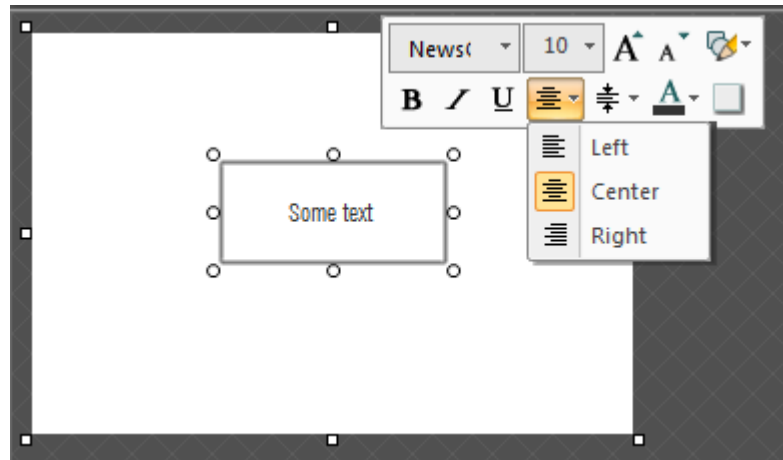
Using text styles

► To apply a text style in Snagit Editor:

1. Click the Text tool on the Draw tab in Snagit Editor.



2. Click the text style you want to apply.
Remember that the custom [Ab Initio](#) styles will be at the bottom of the list.
3. Drag a selection rectangle to define the area where you want to create the text.
4. Type the desired text.
5. Click the frame of the selection rectangle around the text to display a pop-up menu of formatting options.
6. Click the paragraph alignment drop-down menu.

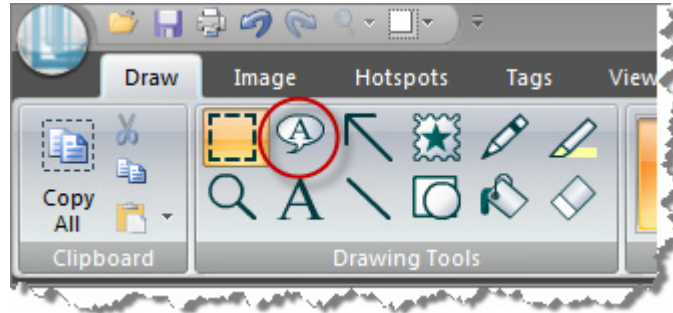


7. Apply the following paragraph formatting, depending on where your callout line, if any, will be attached:
 - If attached on the left, use Left paragraph alignment.
 - If attached on the right, use Right paragraph alignment.
 - If attached in the center, use Center paragraph alignment.
8. If using callout lines, be sure to use the straight solid line Quick Style, as described in [Line Quick Styles](#).

Using callout boxes

► To apply a Callout box Quick Style in Snagit Editor:

1. To click the Callout tool on the Draw tab in Snagit Editor.



2. Click the callout style you want to apply.
Remember that the custom **Ab Initio** styles will be at the bottom of the list.
3. Drag a selection rectangle to define the area where you want to create the callout box.
4. Type the desired text.

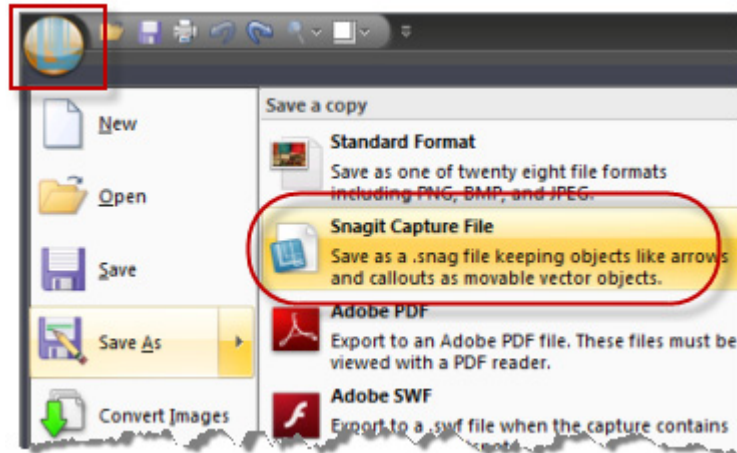
Saving an image

All images should be imported into FrameMaker in PNG format. However, your original image should be saved in native Snagit (SNAG) format first, and then exported to PNG format. SNAG format maintains the editability of text, callouts, shapes, lines, and arrows, which is important for localization, reusability, and general image maintenance.

Saving an image in SNAG format

► To save an image in SNAG format:

1. Click the circle in the upper-left corner of the Snagit Editor to display the main menu.



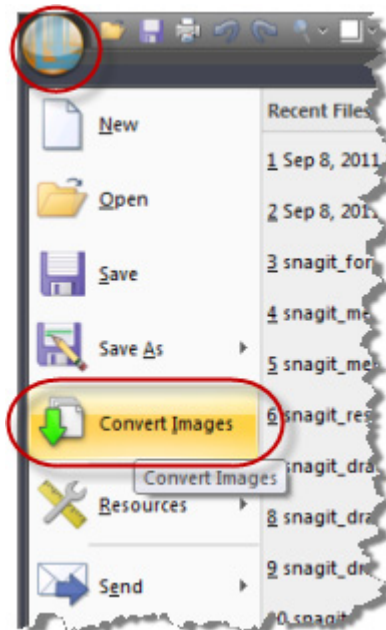
2. Click Save As, and then select Snagit Capture File for the format.
3. Name the file as desired.

NOTE: Image files should be saved in a **figures** subdirectory of the directory in which the Frame (.fm) document containing the images is located. See ["Saving images in P4"](#) for more information.

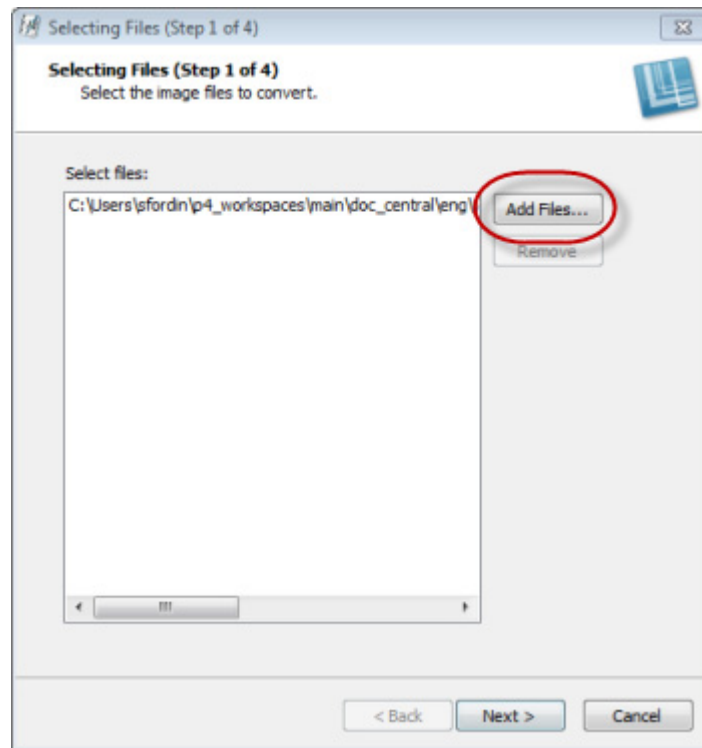
Saving an image in PNG format

- To export a SNAG image in PNG format:

1. Click the circle in the upper-left corner of the Snagit Editor to display the main menu.

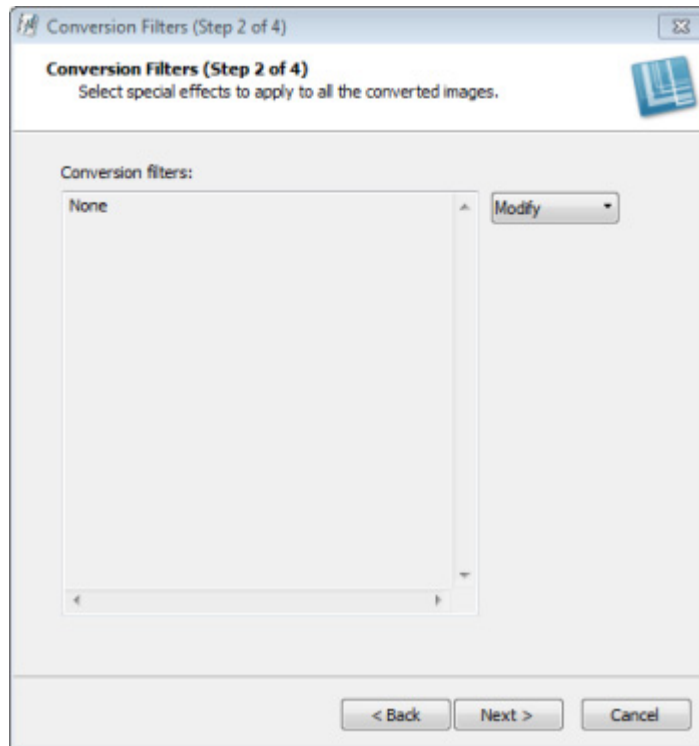


2. Click Convert Images to start the conversion wizard.

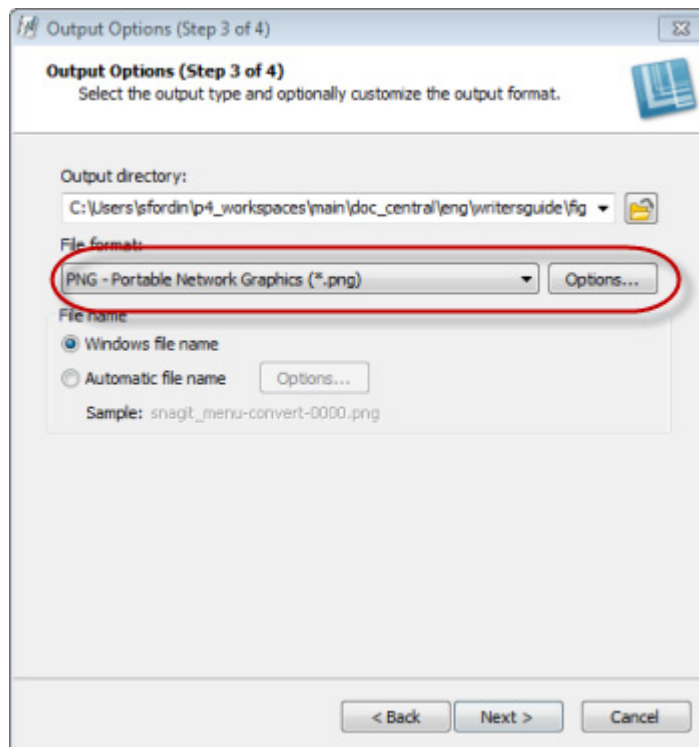


TIP: Snagit supports batch image conversion, which means you can convert multiple files in a single pass. Click the Add Files button to add files to the conversion queue.

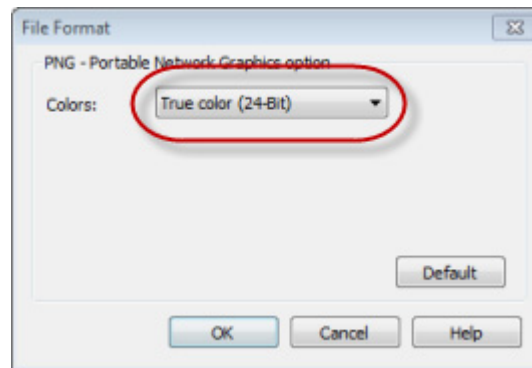
3. Click Next to progress to the Conversion Filters page.



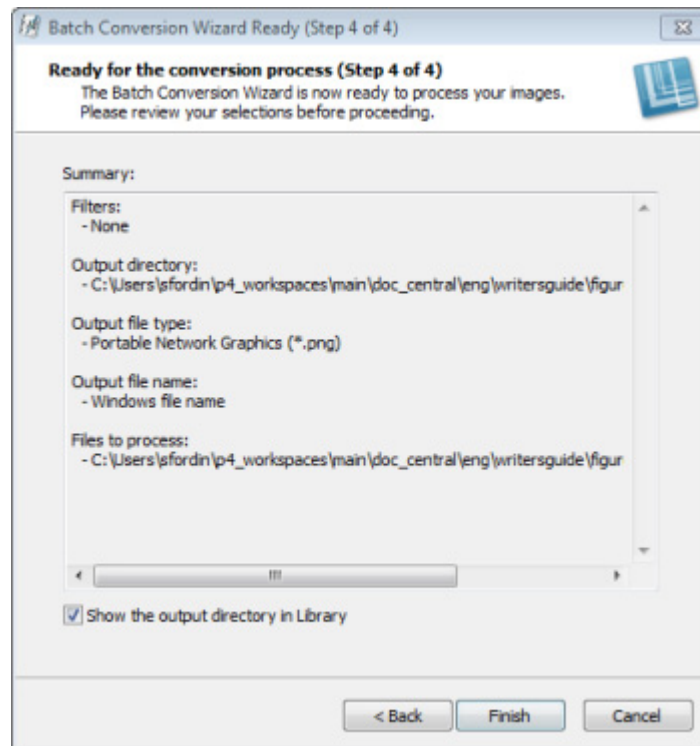
4. Ensure that no Conversion filters are active, and then click Next to progress to the



5. Ensure that PNG format is selected, and then click the Options button.



6. Ensure that the True color (24-Bit) Colors option is selected, and then click OK.
7. Click Next in the Output Options dialog to progress to the final step in the wizard.



8. Click Finish to the convert the file or files (if performing a batch conversion).

Saving images in P4

There are several scenarios you may encounter when deciding where to save your image files.

- [Common scenario](#)
- [Scenario in which the document file is not located in the book directory](#)
- [Scenario in which the image file is used in more than one document](#)
- [Scenario in which the image is of general interest](#)

Common scenario

Typically, a Frame book comprises a **.book** file and one or more component **.fm** document files. The directory in which these Frame **.book** and **.fm** files are located should also contain a subdirectory, named **figures** (all lowercase). Any image file that is referenced in any of the **.fm** document files for the book should be located in this **figures** subdirectory.

For example, say you have a Frame book named **foobar.book**, and this book contains one document file named **chapter_foo.fm**, in which an image file named **image_bar.png** is referenced. Your directory structure should be as follows:

```
. \some-P4-directory
  foobar.book
  chapter_foo.fm
  \figures
    image_bar.png
```

Scenario in which the document file is not located in the book directory

In some cases, an **.fm** document file that is associated with a particular book may be located in a directory other than the one in which the **.book** file is located. In such cases, the image file should be located in a **figures** subdirectory of the directory that contains the **.fm** document file, rather than a **figures** subdirectory of the directory that contains the **.book** file.

For example, say your book file is still named **foobar.book**, but the document file, **chapter_foo.fm**, is now located in a different directory. To reference the **image_bar.png** image file in **chapter_foo.fm**, your directory structure should look something like the following:

```
. \some-P4-directory
  foobar.book
. \some-other-P4-directory
  chapter_foo.fm
  \figures
    image_bar.png
```

The important thing here is that the image file must be physically located in a **figures** subdirectory of the directory containing the document in which the image is referenced.

Scenario in which the image file is used in more than one document

If an image will be used in more than one **.fm** document file, and the other document file or files are located in different directories, do *not* simply reference the image file in FrameMaker such that the path to the image file spans directory trees. Instead, copy the image file to a **figures** subdirectory of the directory that contains the **.fm** document file.

- **TIP:** Again, the important thing here is that the image file must be *physically* located in a **figures** subdirectory of the directory containing the document in which the image is referenced.

To put this another way, do not reference files across book directories or in any way that requires walking up directory trees. This is really important for both production and localization purposes.

For example, say you have a Frame document named **.\appetizers\chapter_salad.fm**, which references an image file named **.\appetizers\figures\small_fork.png**. You now want to use that same image file in another Frame document, named **.\desserts\chapter_truffle.fm**, located in a different directory. In this case, you should not directly reference the image file from the **.\appetizers\figures** directory. Instead, copy the image file to a **figures** subdirectory in **.\desserts** and then reference the image file from there.

To put this yet another way:

This...	
.\appetizers chapter_salad.fm figures small_fork.png	.\desserts chapter_truffle.fm figures small_fork.png
Not this...	
.\appetizers chapter_salad.fm figures small_fork.png	.\desserts chapter_truffle.fm ..\appetizers\figures\small_fork.png

Scenario in which the image is of general interest

If the image is of general interest to authors other than yourself, and is likely to be used in some arbitrary number of other books, the image should be saved in the P4 **.\main\doc_central\eng\Figures-Common** directory.

- **NOTE:** The Figures-Common directory is the sole exception to the “don’t walk directory trees” rule, explained in [“Scenario in which the image file is used in more than one document”](#).

Resizing Visio drawings

- **NOTE:** While not technically a screen capture issue, instructions for resizing Visio drawings are provided here until there is time to incorporate this content elsewhere in an omnibus graphics chapter in the Writer's Guide.

Resizing an entire Visio drawing in preparation for incorporating the drawing in a FrameMaker document is surprisingly difficult. There is simply no direct, user-friendly method for resizing an entire image during the drawing phase. The problem is that shapes and text in Visio are handled with entirely different tools and resized based on different algorithms, which means that they change sizes in different ways, even when done in a single resizing step. For example, you can select everything in a Visio drawing, group it, and then resize it, but the shapes and the text don't resize together, and the text ends up repositioned and wrapped in all sorts of undesirable ways.

- **NOTE:** As mentioned elsewhere, you may be tempted, but do not resize your Visio drawings in FrameMaker using the FrameMaker drawing tools! Instead, use the procedure described in these instructions.

Getting shapes and text to all resize nicely together can be done to a certain extent programmatically by defining equations on the **ResizeMode** element in the shape's or text's **Shapesheet** (Developer toolbar). However, this is a VisualBasic thing that is not for the faint of heart, and equations must be created for each shape, text block, or stencil. It doesn't work in any case for grouped elements, and it really isn't practical when trying to resize an entire image after the fact while drawing.

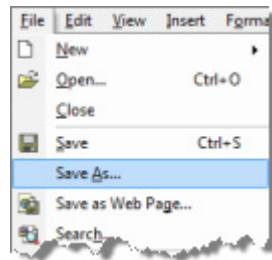
There are at least two solutions to this Visio resizing problem, each one applied after the drawing phase:

- **Solution #1** — Save the Visio drawing as a PNG image, and then resize the PNG in Snagit Editor. This works reasonably well, but is not the preferred solution. The problem with this solution is that the text in the image is resized after it has already been rasterized, which can introduce antialiasing issues depending on the scaling factor. Again, this solution works, but the results are generally not as good as Solution #2.
- **Solution #2** — Use the Visio PNG Output Options dialog to specify the image output size when saving the drawing in PNG format. This is the preferred solution because it leverages the same "it's really text" characteristics of text in Visio drawings that makes resizing during the drawing phase such a pain. There are two nice things about this solution:
 - Text resizing is based on real text metrics rather than rasters, which minimizes antialiasing issues.
 - You can do everything within Visio, so you don't have to open a second editing tool.

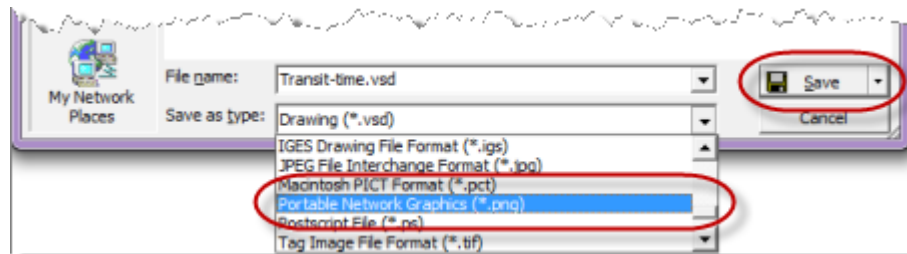
Instructions for Solution #2 are provided below.

► To resize a Visio drawing when exporting it to PNG format:

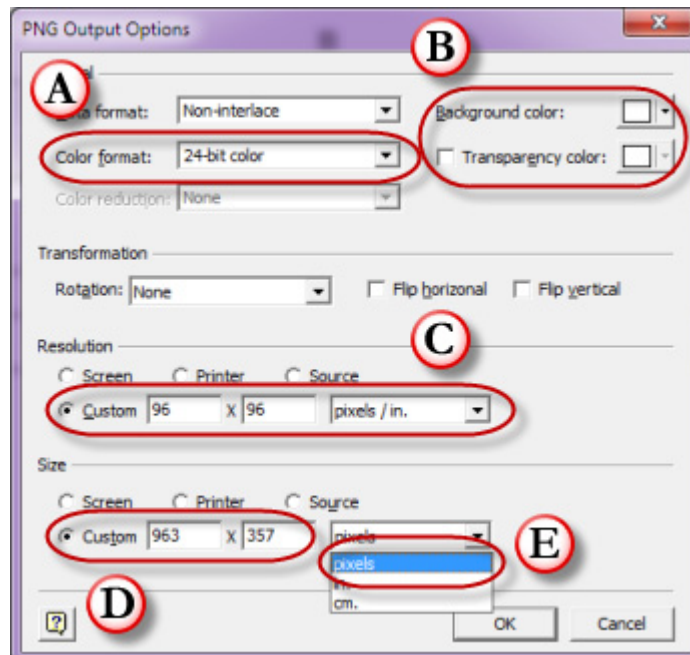
1. Edit your image normally in Visio, and save it in native Visio VSD format.
2. Select File > Save As from the Visio main menu to open the Save As dialog.



3. Select PNG format for the Save as type, and then click Save to open the PNG Output Options dialog.



4. Select the following PNG output options.



- a. **Color format:** 24-bit color
 - b. **Background color:** white, **Transparency color** not selected
 - c. **Resolution:** **Custom**, 96x96 pixels/inch
 - d. **Size:** **Custom**; specify desired output size; this is where the actual image scaling happens (see Tips, below)
 - e. **Size:** Use **pixels**
5. Click OK to export the image in PNG format using at the specified size.
- **TIP:** Some tips and notes for specifying image size in the Visio PNG Output Options dialog:
- Be aware that the **Custom** width and height **Size** fields (label D in the illustration above) are not linked or constrained by aspect ratio. What this means is that it is possible to enter values that make your image all squished or flattened (technical terms). It is up to you to figure out the best values to use to maintain the aspect ratio of your resized image.
 - Following on the first tip, you may want to use a calculator to figure out the new height and width values. Refer to "[Maximum Pixel Dimensions for Anchored Frames](#)" and "[Common Aspect Ratios](#)" for useful tables of values.
 - When calculating image sizes, try as much as possible to use divisors that result in whole numbers to avoid pixel rounding errors. For example, scaling 250 pixels by 75% produces a value of 187.5 pixels, whereas scaling it by 74% produces a value of 185 pixels.
 - Note that Visio wants to remember the last values you entered for pixel height and width. To quickly restore these values to the actual image size, click the one of the radio buttons above the **Custom** button in the **Size** area of the dialog to reset the values, and then click **Custom** again. You'll have to select pixels as the unit again, but it's much easier than trying to remember what the original image size values were.

Importing an image into FrameMaker

(Explained in main Writer's Guide.)

Creating an anchored frame

Creating ImgAltText tags

Review: Screenshot order of events

It may be useful at this point to review the overall sequence of procedures for creating, modifying, saving, and importing screenshots into FrameMaker.

1. [Configuring your Windows 7 desktop environment](#)
2. [Preparing the UI component to be captured](#)
3. [Choosing a Snagit Profile](#)
4. [Taking a screenshot](#)
5. [Editing a screenshot](#)
6. [Saving an image in SNAG format](#)
7. [Saving an image in PNG format](#)
8. [Saving images in P4](#)
9. [Importing an image into FrameMaker](#)

Useful screenshot-related numbers

Maximum Pixel Dimensions for Anchored Frames

The following table maps our FrameMaker anchor tags to their print dimensions in inches and the corresponding maximum pixel width for a graphics frame attached the anchor tag. These maximum anchor tag-oriented pixel widths are useful when calculating target image sizes.

FrameMaker Tag	Max Width (<i>inches</i>)	Max Width (<i>pixels</i>)
anchor_body	5.36	514
anchor_list	5.161	495
anchor_sublist	4.962	476
anchor_right	6.815	654
<i>no tag; print 2.5"</i>	2.5	240

Common Aspect Ratios

The following table maps common computer screen resolutions to their corresponding aspect ratios. These ratios are useful when selecting graphical elements and cropping and resizing images.

Screen Resolution	Aspect Ratio
1920 x 1200	0.625
1280 x 800	0.625
1024 x 768	0.75
800 x 600	0.75
640 x 480	0.75