
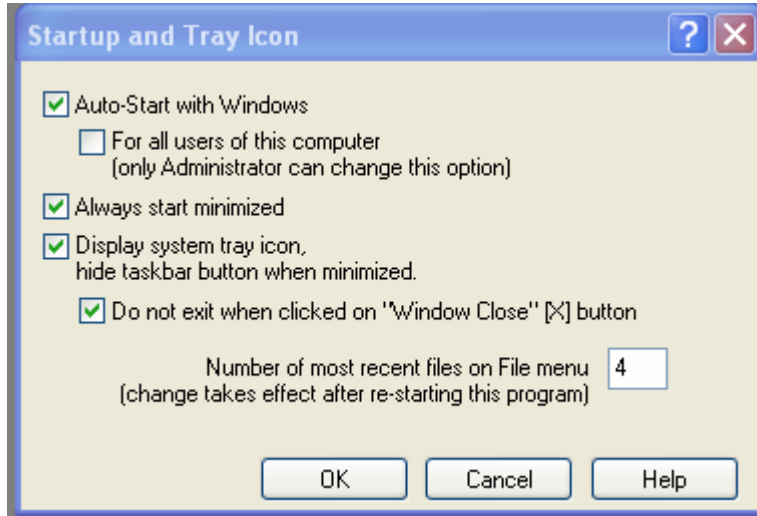


# HyperSnap 6

## Setting up HyperSnap on your Workstation:

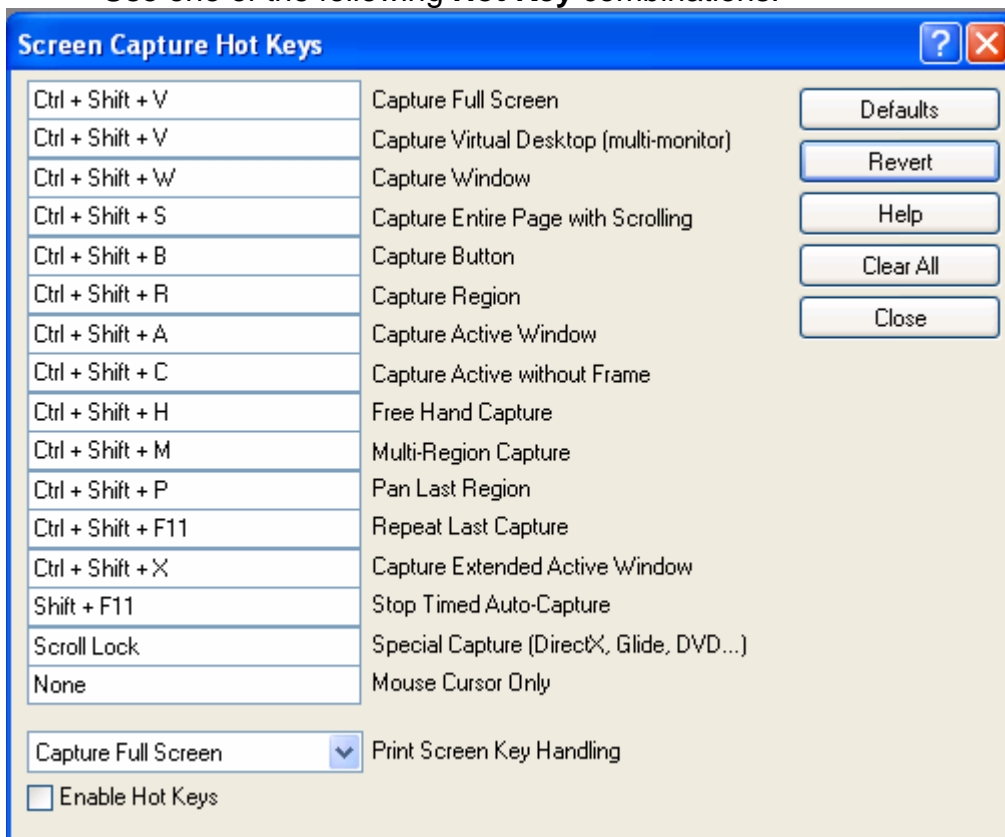
1. Click on the Start Button  > **Programs** > **HyperSnap 6**. Right Click on **<HyperSnap 6>**, then click **<Send To>Desktop**. You have now created a shortcut to HyperSnap on your desktop.
2. You also have the ability to make HyperSnap auto-start when you log onto your desktop. The HyperSnap Icon will be added to your system tray and will remain open but minimized. From the Toolbar at the top of the HyperSnap Screen choose **Options > Startup and Tray Icon**. Add check marks to the following four items and click OK.



## Capturing an Image

Menu Path: Capture > Screen Capture Hot Keys

- Use one of the following **Hot Key** combinations:

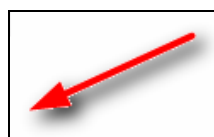
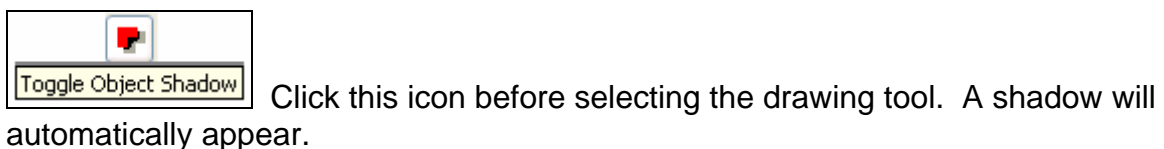
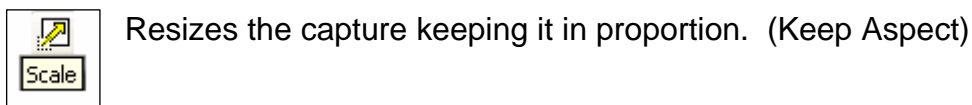
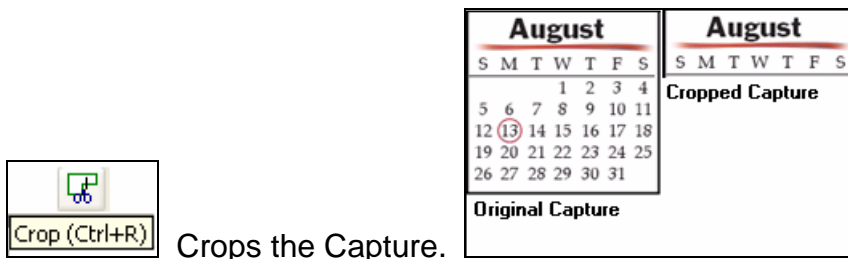
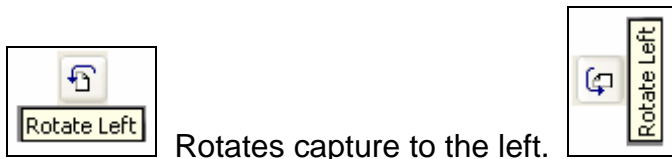
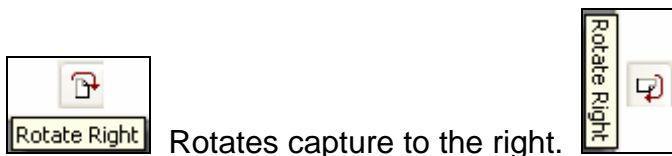
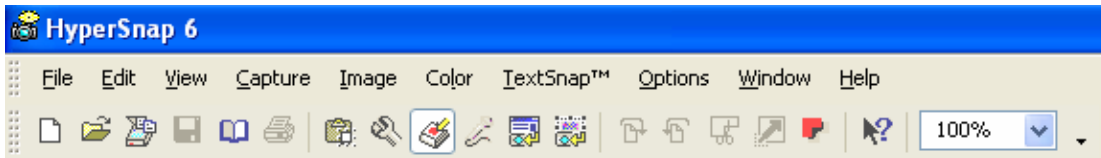


- The capture now appears on the HyperSnap workspace and you will be able to crop, annotate, highlight, etc. the image you have captured.
- You can save the image as a jpeg file or copy and paste it into another document.
- Each capture will be saved. You can navigate between captures by clicking the Snap # \* at the bottom of the HyperSnap screen.

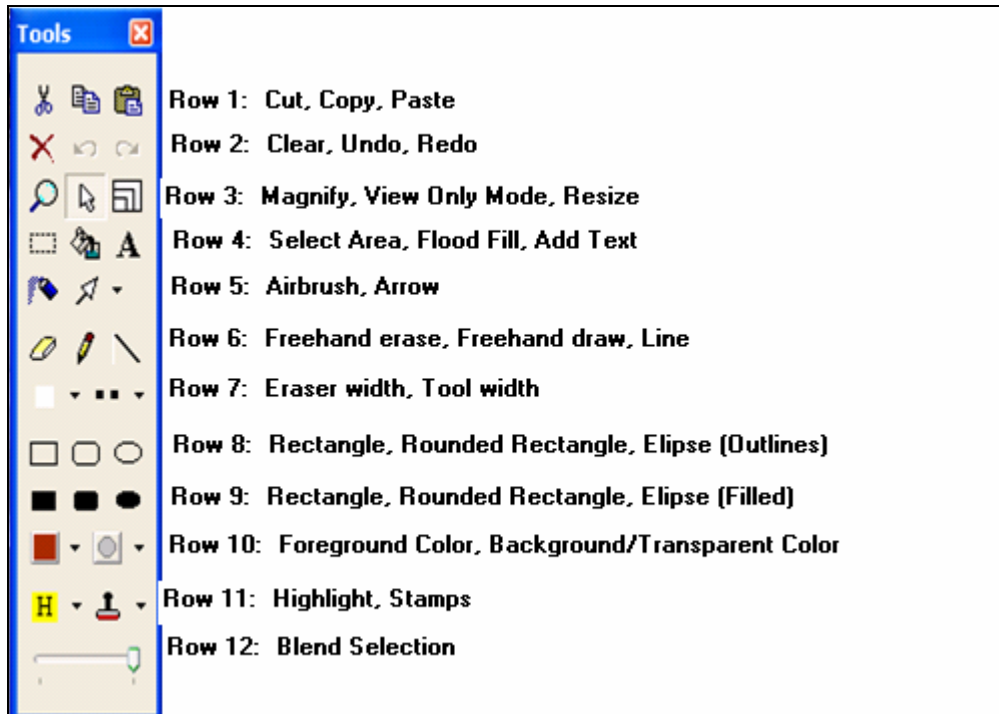


## HyperSnap Tool Bars

- **Top Tool Bar:** Rest your mouse briefly over each icon to determine its function.



- **Side Tool Bar:** Rest your mouse briefly over each icon to determine its function.



### Row 1: Cut, Copy, Paste



Cut Clears the capture and pastes it to the clipboard, leaving a blank white rectangle.



Copy Copies the capture.




Paste Pastes the capture you have copied onto the HyperSnap Screen.

## Row 2: Clear, Undo, Redo



Clears (deletes) the capture and leaves a blank white rectangle.



Clears the last HyperSnap function. Click the  Undo Icon up to 10 times to undo capture enhancements or use the **Hot Key** combination **Ctrl+Shift+F11** to repeat the last capture.

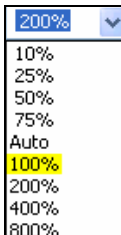


Re-does a capture enhancement after you have used the Undo Icon.

## Row 3: Magnify, View Only Mode, Resize



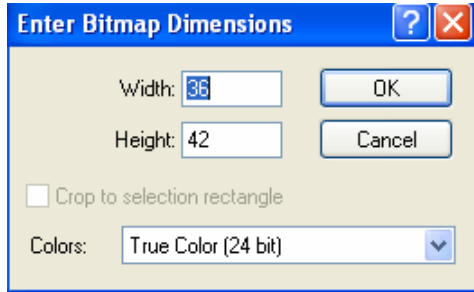
Click the Magnify Icon, then click anywhere on the capture. The capture has now magnified to 200%. You cannot undo this function. You will need to click on the **Zoom** function in the top tool bar and choose 100% to restore the capture to its original size.



Clears the current tool selection.



**Resize** Adds space to the right or below a capture. Increases the width and/or height to create additional space.



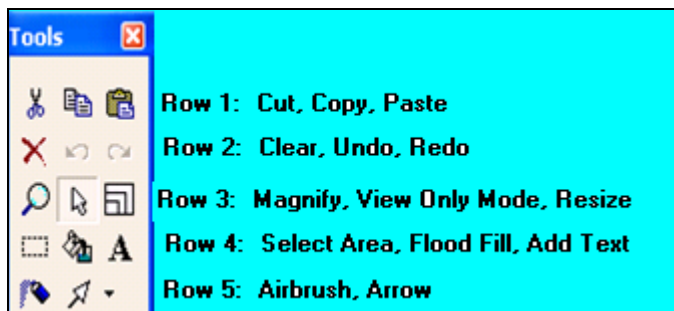
#### Row 4: Select Area, Flood Fill, Add Text



**Select Area** Selects an area of the capture that can be moved.



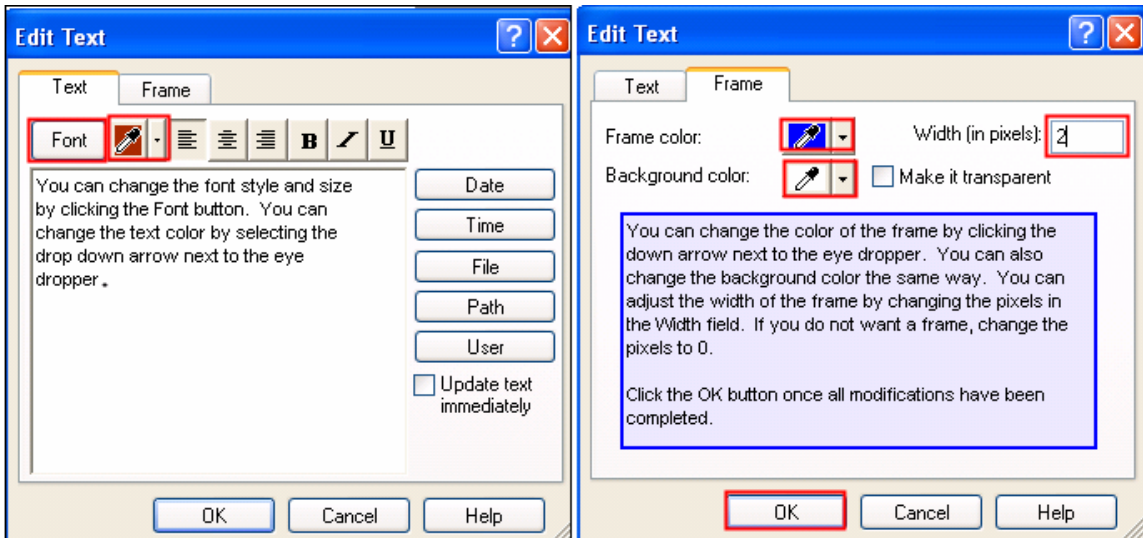
**Flood Fill** Flood fills the background of the capture with chosen color.





Add text to a capture:

1. Draw a textbox
2. Add text and/or a frame in the Edit Text window.



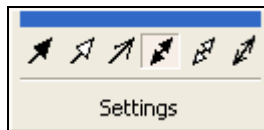
## Row 5: Air Brush, Arrow



Air brushes the chosen color over the capture.



Draws an arrow using the chosen style and color on the capture.



## Row 6: Freehand Erase, Freehand Draw, Line



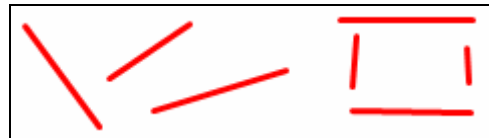
Erases a portion of the capture.



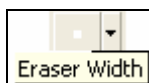
Draws a picture or text in the chosen color on the capture.



Draws straight lines on the capture.



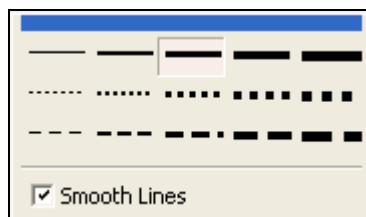
## Row 7: Eraser Width, Tool Width



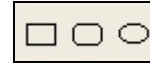
Determines the width of the Eraser Tool.



Determines the width and style of all Tools except the Eraser.



**Row 8: Rectangle, Rounded Rectangle, Elipse (Outlines)**



Draws the selected outline shape on the capture.



**Row 9: Rectangle, Rounded Rectangle, Elipse (Filled)**



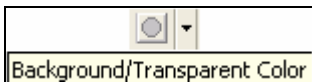
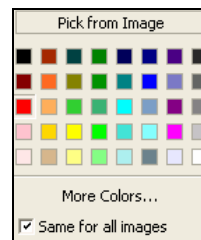
Draws the selected filled shape on the capture.



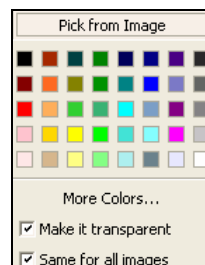
**Row 10: Foreground Color, Background/Transparent Color**



Determines Tool color.



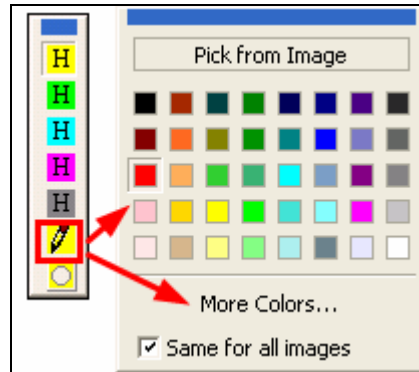
Determines Background color and transparency.



## Row 11: Highlight, Stamps



Highlights a portion of the capture. Choose highlight color by clicking the drop down arrow. The pencil allows you to choose any color as the highlight color.



Creates and edits stamps and/or adds a torn edge to the capture.

