

Snap

Snapture for Windows

For Windows 95/98/ME/2000/XP/2003

User's Guide

Snapture Help File

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1 Introduction

Quick and Easy Text Capture

Snapture™ captures text and images from any source with a single click, or keystroke. The information is stored on your computer as an aptly named file. Use it to capture e-mails, web pages, driving directions, receipts, program codes, hints, tips and more.

This program is so easy to use, and so convenient, you'll wish you had it earlier.

2 Installation

The installation program is called SnaptureSetup.exe. You must run the setup program to install Snapture™ to your hard disk. Here's a summary of what the setup program does:

- Copies the Snapture™ files to your hard disk.
- Configures Snapture to run at StartUp
- At the end of the installation process Snapture™ presents you with the option to view the README.TXT. We recommend looking this document over because it contains more information about Snapture™.

When you first start the Snapture™ program the InstantX registration dialog box will appear. To fully register your copy of Snapture™ please fill out the form and enter your VIP Key, and then send it electronically to Blue Squirrel. If you don't register Snapture™ the InstantX dialog box will pop up each time you run the program, and it will run as an evaluation program. Once you have registered, you'll see your License Key code in the About box.

3 Basics

Create Snaps

A Snap is a quickly captured text from any source. It will be saved on your computer as an aptly named file.

Once you have Snapture running, you can create Snaps by highlighting text in any program and then click on the Snapture icon in the tray. You can also use a [Hot Key](#) to create a Snap. By default, the HotKey is F11 to create a new Snap, and F12 to append to the last captured Snap. You can use the mouse to create a snap. Just ALT-left-click to create a Snap. The default [Hot Keys](#) and [Mouse](#) settings can be changed by going to Options...

With just one click, or one keystroke, capture text to take with you.

Ways to capture text:

1. Highlight text and hit F11 (or your defined key).
2. Highlight text and hit the Snapture icon in the tray
3. Highlight text and ALT-left-click the mouse (or your defined setting).
4. Highlight text and copy to the clipboard, then right-click on the Snapture icon and choose "Paste"

- from the Clipboard"
- Append text to the last captured text with F12 (or your defined key).

4 Options...

To get to options, right-click on the Snapture icon and choose Options...

Option Tabs

[General](#)

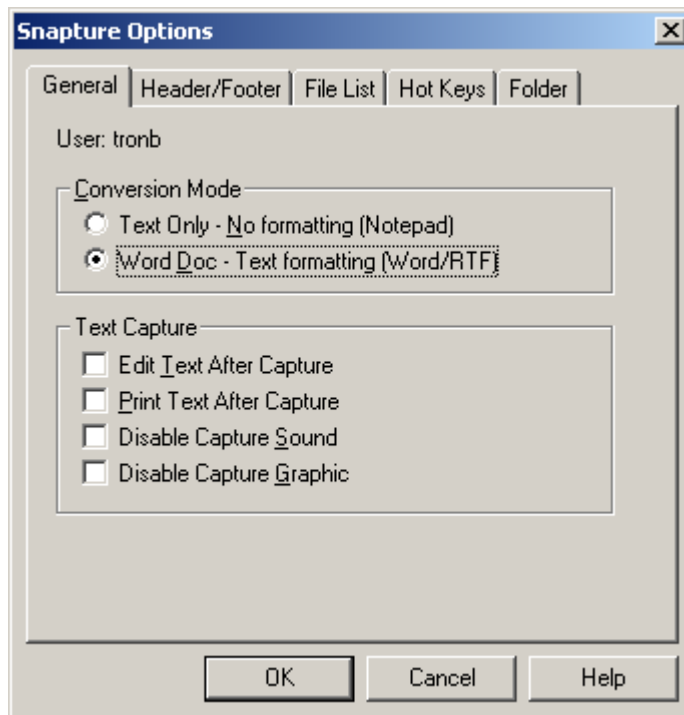
[Header/Footer](#)

[File List](#)

[Hot Keys](#)

[Folder](#)

4.1 General



Conversion Mode - Choose the type of text conversion.

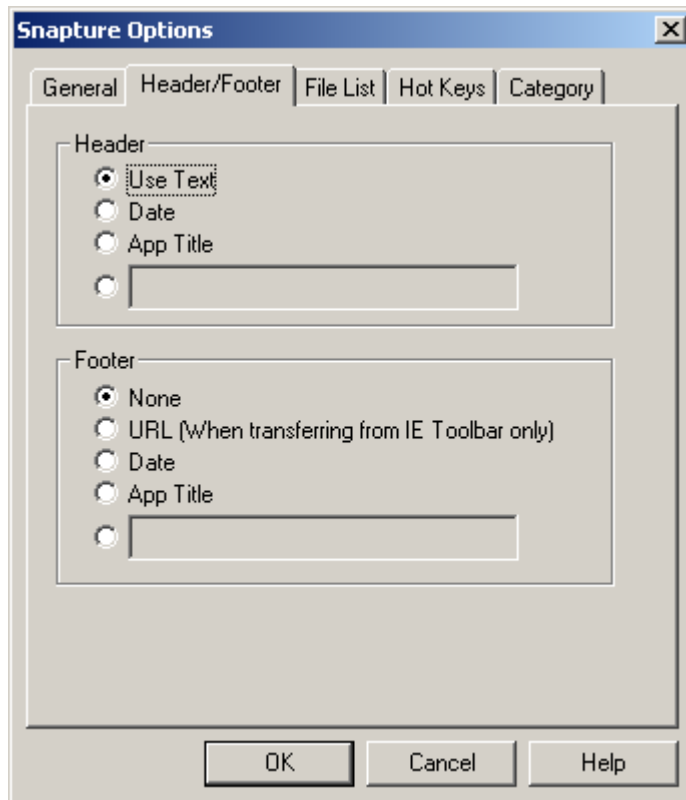
Text Only - Only text will be captured. Formatting and pictures will be removed. The file appear as a text file on your computer and can be read by Notepad or any other text reader.

Word Doc - Formatting and occassional pictures will be stored in a .DOC file which which can be read by any word processor. Snaptures from MS Word files work great, while snaptures from browsers don't always get the pictures, but the text formatting is kept.

Text Capture

- **Edit Text After Capture** - Gives you a notepad after Snapturing text. The first line will be the memo title or doc name.
- **Print Text After Capture** - This will automatically print your "snaptered" text to your default printer. Your text editor for .TXT or the word processor for .DOC must support the '/p' option. Notepad and Microsoft Word support this option.
- **Disable Capture Sound** - Suppresses the Snap sound when capturing text. Replace the CAPTURE.WAV file to change the sound.
- **Disable Capture Graphic** - Suppresses the Snap logo when capturing text.

4.2 Header/Footer



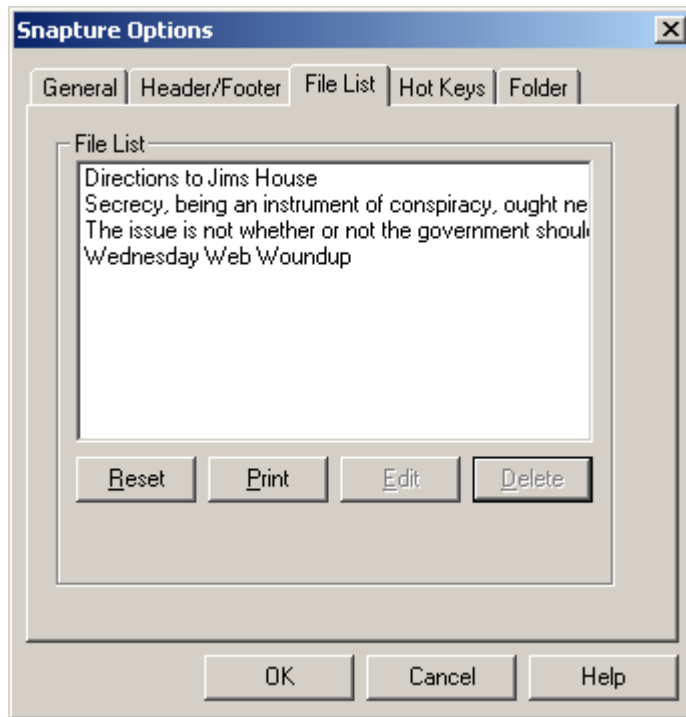
Header

- **Use Text** - Uses the first line of text for the memo or doc name.
- **Date** - Uses the date for the memo or doc name.
- **App Title** - Uses the title of the application you captured the text from as the memo or doc name.
- **Custom** - Uses a custom setting. See [Advanced](#) for more information on variables you can use.

Footer

- **None** - Do not append any additional text to the bottom of the capture text.
- **URL (When transferring from IE Toolbar only)** - Add the URL to the bottom of the Snap.
- **Date** - Adds the capture date to the bottom of the Snap.
- **App Title** - Adds the title of the application to the bottom of the Snap.
- **Custom** - Add some custom text to the bottom. See [Advanced](#) for more information for variables you can use.

4.3 File List



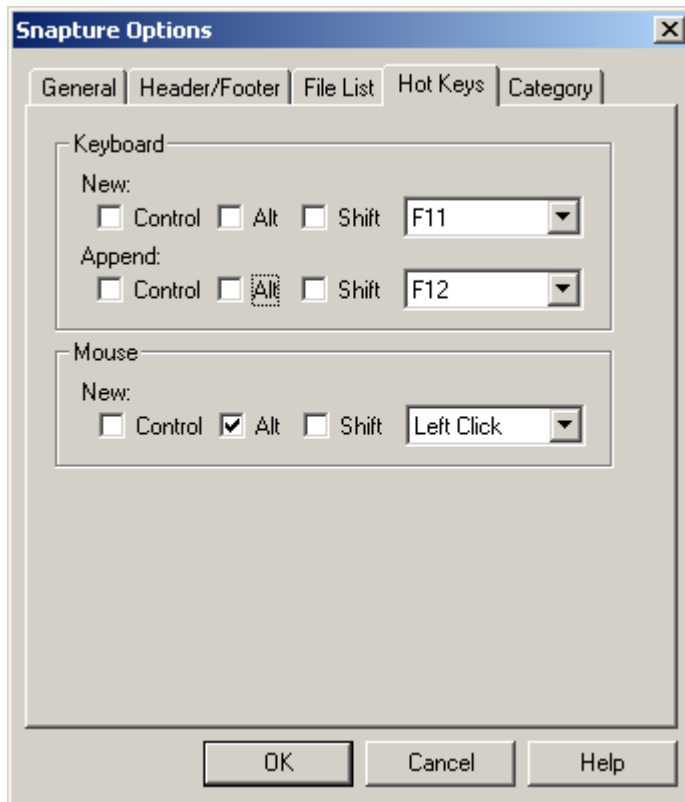
This shows you the list of files (Snaps). If you reset this list, you will have the option to delete those files, or just reset the list.

Double-click or select and hit [E]dit to edit a Snap in your text editor.

Choose a file and hit [P]rint to print a snap to your default printer.

Select and hit the delete key, or hit [D]elete to delete a Snap. The file will be deleted along with the line in the File List.

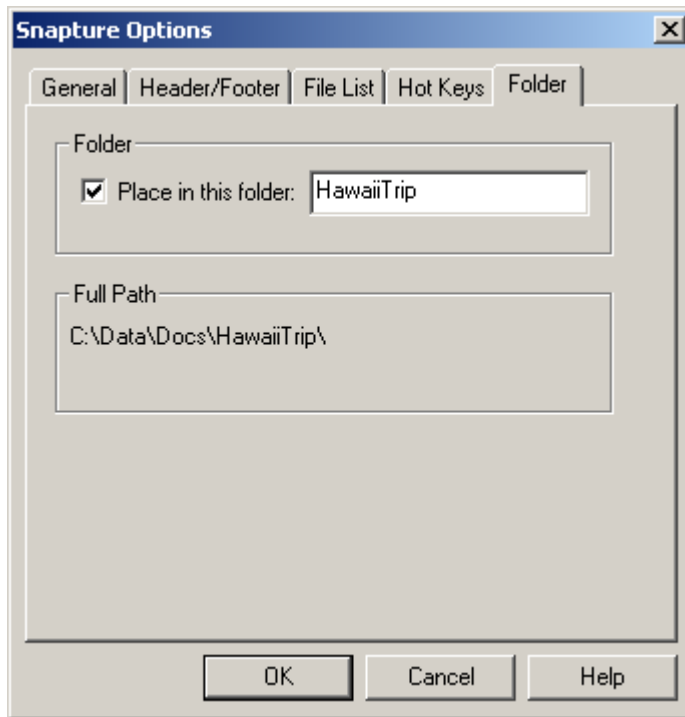
4.4 Hot Keys



Choose the Hot Keys you would like to use to Snap the text.

Append will append the selected text to the previous Snap, and using a keyboard Hot Key is the only way to do it. It is very convenient for creating a large text document or memo from multiple sources.

4.5 Folder



If you'd like to put your Snaps in a sub-folder, use this option. The sub-folder will automatically be created the first time you capture text.

5 Advanced

InstantUpdate

Snapture™ has the ability to update itself over the Internet. Right-click on the Snapture icon in the tray and choose Update->Update Now!

InstantX Settings

You can have Snapture check for updates every time it runs, once a day, or once a week. To change the settings, right-click on the icon in the tray and choose Update > Settings > InstantX Update. Then you can specify how frequently to check for updates. We recommend once a day or once every seven days.

Advanced Headers/Footers

The Header is pre-pended to your text. Because the memo and doc title uses the first line of your text as the title, the Header is how your text will show up on your Computer. You can specify a custom Header and Footer. There are some pre-set headers and footers for Date and Application Title. To configure Headers and Footers double click on the Snapture icon in your tray and select the Header/Footer tab. Enter your desired criteria, and press OK to save your changes. There are radio buttons to choose from or you can specify your own using custom macros:

- %d - Date
- %t - Time
- %u - URL
- %i - Application Title

For example: If the next hour is going to be spent researching Vitamins, you may want to set the *Header* to custom and set it to "Vitamins - %t", and set the *Footer* to "%d - %u" Each of your memos will display "Vitamins – 9:34:05 AM" and "Vitamins – 9:36:19 AM" at the top. The bottom will list the date and URL of the Web site where you found the information: "12/5/2002 – <http://www.vitamins.com/feelgood.html>". If you alphabetize your memos or docs, they will all be grouped together and in chronological order.

6 Troubleshooting

Problem: *The text does not capture to the File List when I hit the hot key.*

Solution: Some applications do not work properly when sent a copy command. You should right-click and choose "Copy" and then right-click on the Snapture icon and choose "Paste from Clipboard"

Problem: *The text shows up in the File List when I right-click and copy, then right-click on Snapture and "Paste from Clipboard", but doesn't work with the hot key.*

Solution: Some applications do not work properly when sent a copy command. You should right-click and choose "Copy" and then right-click on the Snapture icon and choose "Paste from Clipboard"

7 Support

Visit Blue Squirrel's Support:

<http://www.bluesquirrel.com/support/>

Customer Service

<http://www.bluesquirrel.com/>

801-352-1551

Hours are: Monday through Friday, 8:00 a.m. to 5:00 p.m. Mountain Standard Time.

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