PrintScreen Installation, Configuration & Uninstall

PrintScreen is freeware and is utilized by Statewide Equipment Fleet EMS users running the Appx JavaClient graphical user interface (gui). It allows the gui users to perform the "screen print" operation by pressing the Print Screen key. Without this, or similar product, gui users would have no easy and straight-forward way of printing the contents of their desktop or active EMS window. With this product, the user simply presses the Print Screen key to complete the screen print operation.

This product can also be used to capture screen prints of telnet sessions accessing EMS via Network Access Suite (TNVT), CRT or other terminal emulation product. If using TNVT, simply press and hold the Shift key, then press the Print Screen key. The Print dialog box will appear; simply follow the prompt. The user may also click the Session option on the TNVT telnet toolbar and select Print; the Print dialog box will appear. The user may also press the Print Screen key; this will invoke the PrintScreen software.

If you are using the CRT telnet product, press the Print Screen key; it invokes the PrintScreen software and the screen print will be printed (or the appropriate action based upon how PrintScreen is configured). If this does not work you can click the File option on the toolbar menu, select Print, then Screen to engage the Print dialog box.
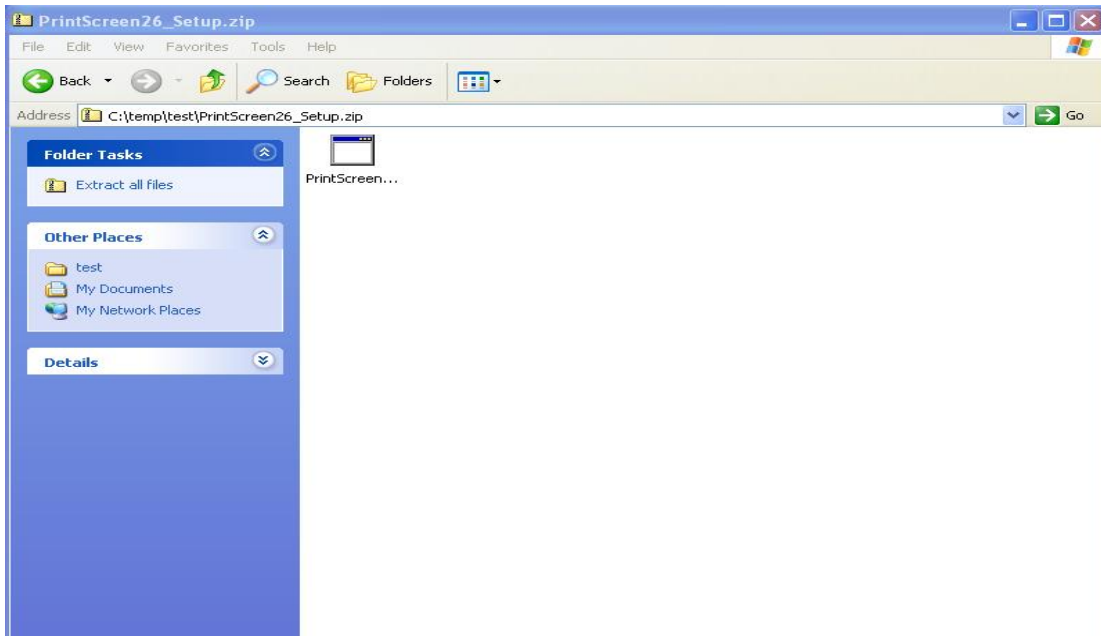
This product not only allows the user to print screen shots directly to a printer; it also allows the user to capture screen shots to disk (stored in a user-defined format, e.g., jpg, gif, bitmap, etc). The user also has control over what should be included in the screen shot – the complete desktop window (full screen), the current/active window, client window, or rectangular area (user draws a rectangle of the desired screen area, which could be a small portion of a specific window or desktop).

The following instruction guide provides information required during the installation of the software, as well as providing information describing how to change the various PrintScreen settings. These setting can be quickly modified and take immediate effect; you do not have to restart your computer for the changes to take effect.

Note: these instructions were written based upon an installation of the software on a PC running Windows XP. Instructions for installations on other Windows operating systems may be slightly different. Contact SEF/EMS support staff if you have any questions or need assistance; Jerry Pinion (269-0790) or Kerry Harper (269-0794).
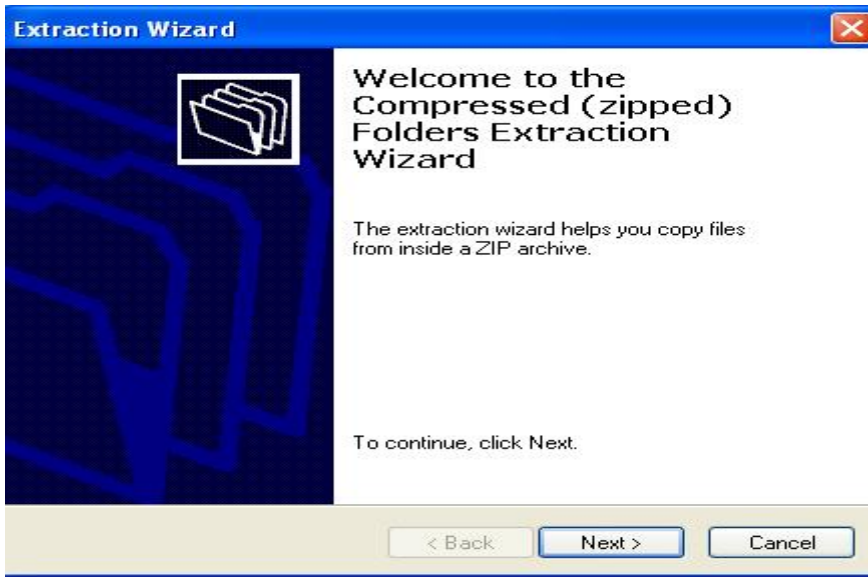
I.   Installation

1. Create a directory on your local hard drive – C:\PrintScreen.

2. Obtain a copy of the PrintScreen installation zip file. The current file name is PrintScreen26_Setup.zip; this name may change if a new release of PrintScreen is released. This can be obtained from the SEF web site, download page; or you may request it be emailed to you (contact EMS support staff). Save the zip file in the C:\PrintScreen directory.

3. Run the zip file by going to the PrintScreen directory and double-click the icon. This will "unzip" the compressed file. Depending on the operating system you are running, you will be presented with a dialog box or screen prompting you for action. If you are running XP, you will see the following screen:

Click on the **Extract all files** button. This will initiate the Extraction Wizard.

 *If you are running a different OS, you will likely be presented with the **Welcome to the WinZip Wizard** box; click **Next**. When presented with the **WinZip Wizard Select Activity** dialog, select **"Unzip or Install from …"** and click **Next**.*

Click the *Next* button on the Install Wizard

Change the name of the folder to extract files to *C:\PrintScreen* and click *Next*.

For non-XP, click **Select different folder** button; change directory to *C:\printScreen* and click **OK**; then click **UnZip Now** button.

If successful, the Extraction Complete screen will be displayed.

Click *Finish* to complete the zip file extraction process.

4. Install PrintScreen software

If you leave **Show extracted files** checked, the system will display the contents of the extract directory. I would suggest you leave it checked; you can simply run the install program rather than have to start Windows Explorer and locate the C:\PrintScreen directory (or Run Program and find the PrintScreen install program).

If you left the Show extracted files checked, you should be presented with the contents of the C:\PrintScreen folder after pressing *Finish* on the Extraction Complete box. It should contain 2 files: the *PrintScreen26_Setup.zip* file and the *PrintScreen26_Setup.exe* file. Double-click the *.exe* file to begin the actual installation process.
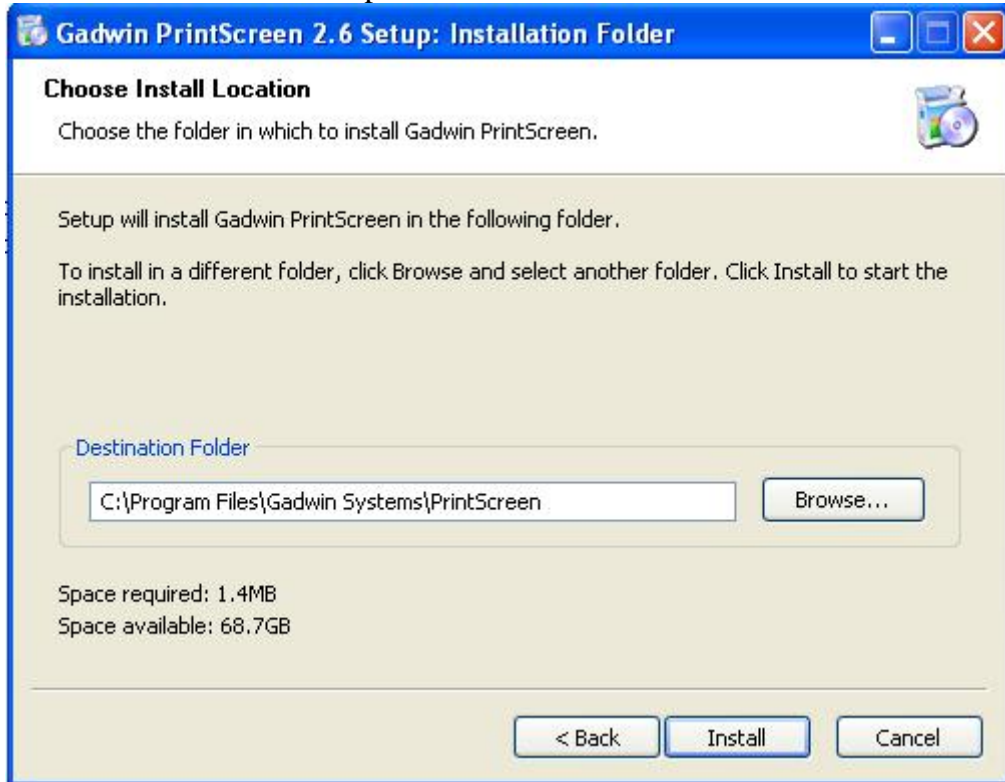
You will first be asked to select a language; accept the default (English) and press *OK*

Click *Next* when Welcome box appears
Click *I Agree* when the License Agreement box appears

Click *Install* when the Choose Install Location box appears (destination folder should be set to that listed in the example below.

If running non-XP, uncheck **Run Gadwin PrintScreen** and **Show readme**.

Once the installation is complete, click *Finish* in the Installation Completed box.

This completes the actual installation of PrintScreen. Please read and follow the instructions in Section II (Configure Software) to correctly configure the software to function as recommended by SEF.

II. Configure Software

Once you have successfully installed the software, you will need to run the PrintScreen software and modify the default settings according to your personal preferences. The following instructions describe the various tabs defined in the dialog box and the settings provided in each tab. At the end of each tab, we have included SEF recommended settings.
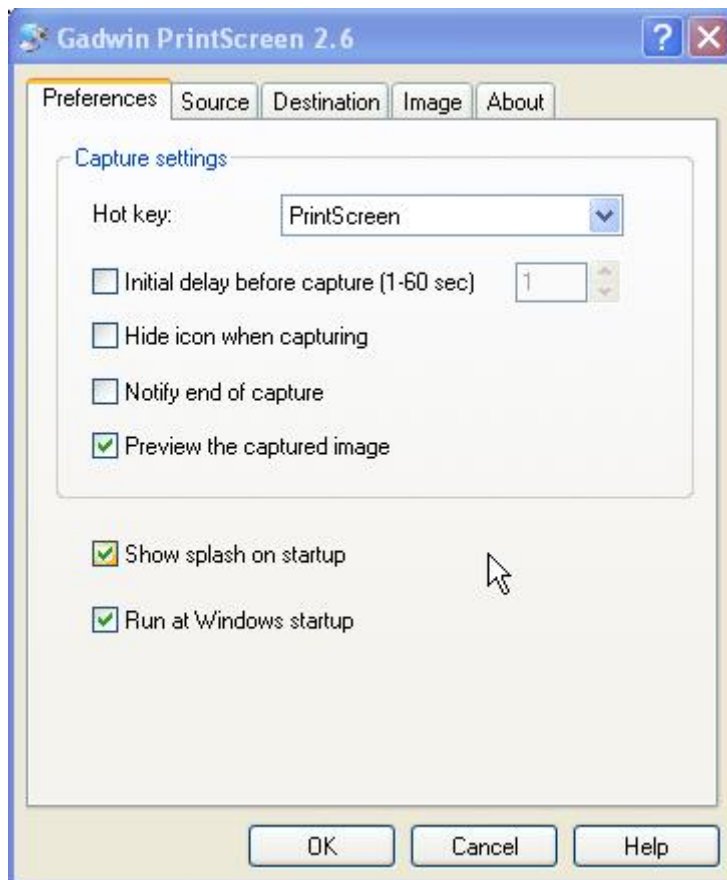
When the software is installed, the system tray (located in bottom right corner of your screen; contains current time and certain icons) will be updated to include an icon for executing PrintScreen.

The left-most icon represents the shortcut for running PrintScreen; it also has a tooltip (when you place the cursor on the icon it will display **Gadwin PrintScreen 2.6**.

Double-click the PrintScreen icon to run the program. Upon execution a dialog box with five tabs: Preferences, Source, Destination, Image, About.
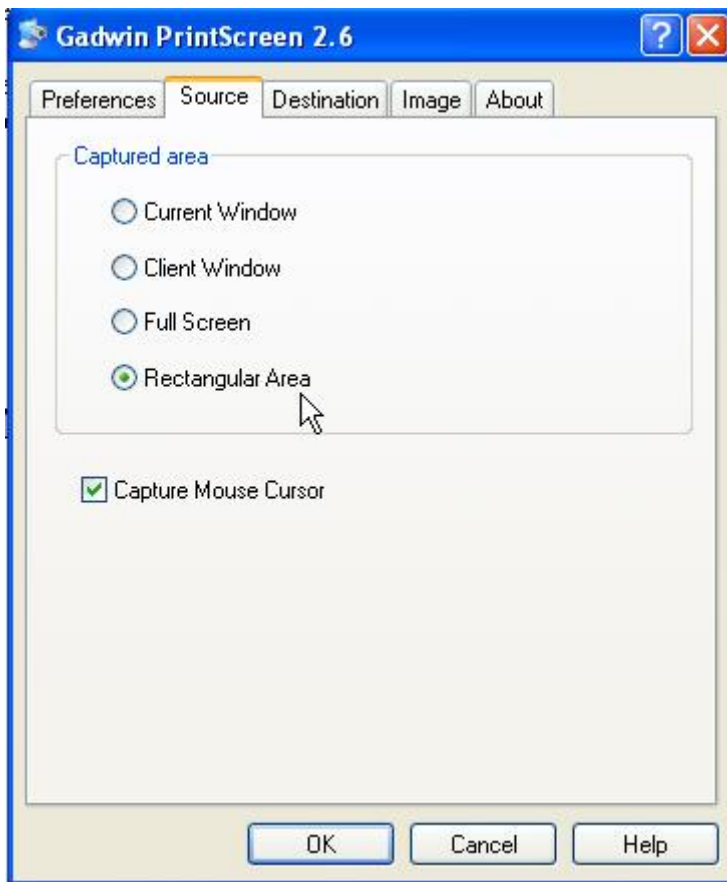
Preferences

- **Hot key** – pick hot key to start capturing
- *Initial delay before you capture* – Define delay in seconds before capture. You can set a delay period so you can set up elements such as menu lists or layouts before completing the capture
- *Hide icon when capturing* – Hide icon when capture
- **Notify end of capture** – Displays dialob box notifying end of capture
- **Preview the captured image** – Displays Capture Preview Window to see the images you capture before finishing output
- **Show splash on startup** – Show splash window on startup
- **Run at Windows startup** – PrintScreen is run automatically each time the compute is restarted

SEF recommendation: Configure settings as above. If you are simply performing normal screen print, uncheck the *Preview the captured image* box. This will result in the program printing the screenshot without interrupting your session.
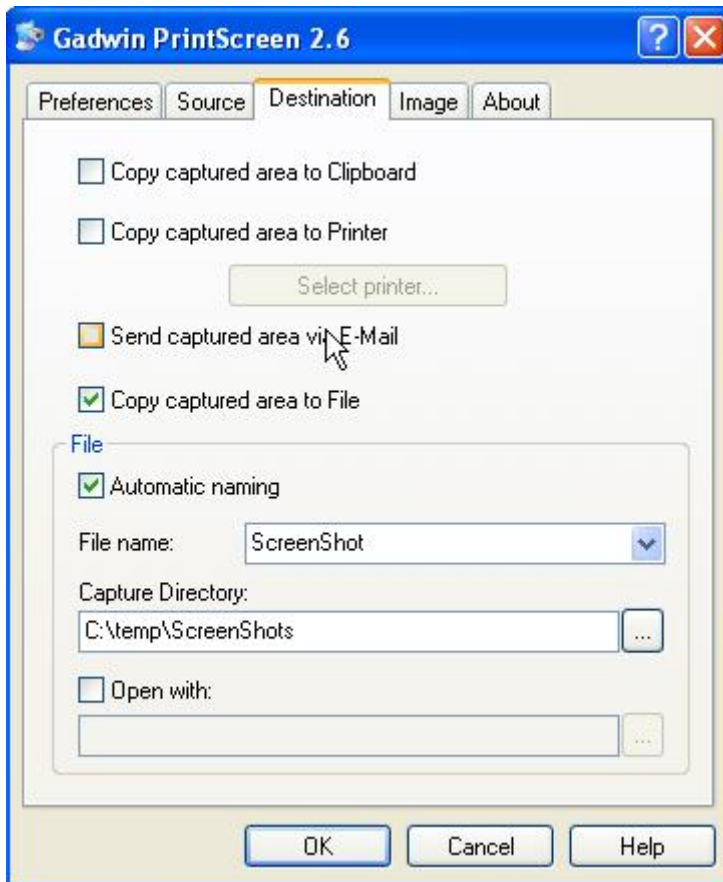
Source

- **Current Window** – select this option to capture all of a user selected window
- **Cliend Window** – select this option to capture the client area of a user selected window
- **Full Screen** – the full screen is used as source for capturing
- **Rectangular Area** – select this option to capture a rectangular region of the screen you select
- **Capture Mouse Cursor** – capture the mouse pointer. Mouse cursor is captured in the various images presented in this document.

Rectangular areas are not automatically captured after you press the hot key (Print Screen key). You must specify the area of the image that you want to capture. Position the cursor where you want to anchor the user-defined area; drag to create a rectangular area to capture. You can fine-tune your capture by moving the sizing handles. After making any adjustments, press *Enter* or right-click anywhere to finish the capture.

SEF recommendation: Normal setting would be **Current Window** (simply want to print screen). If you want to limit the screen shot to include only a portion of the image you wish to print, set to **Rectangular Area**. Typically, you would only select **Capture Mouse Cursor** if you wanted to use it to reference a particular field or portion of the screen, otherwise it might hide an important piece of the image.
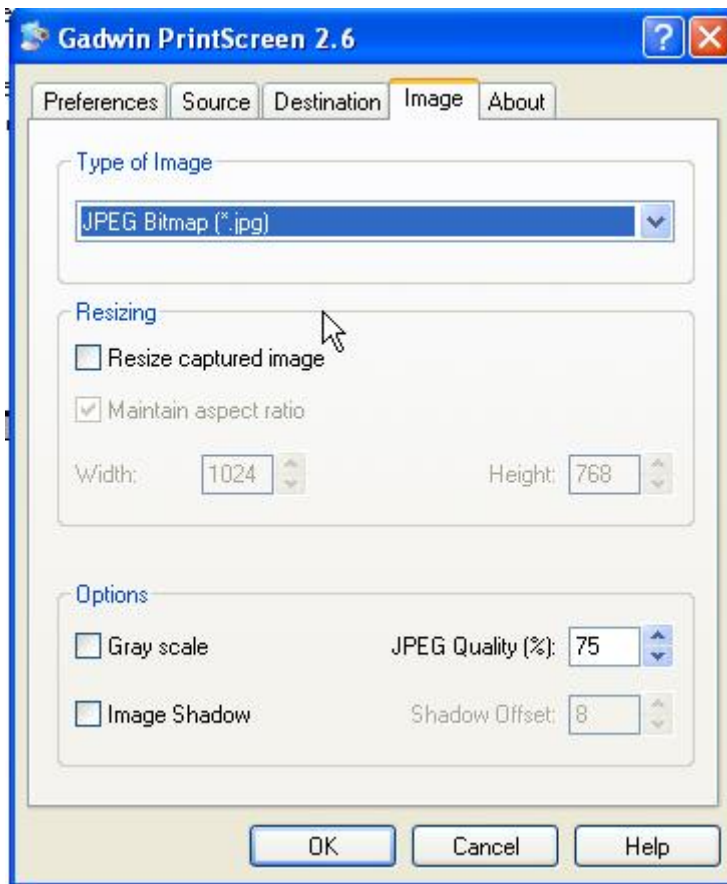
Destination

- **Copy captured area to Clipboard** – copy the captured image into the clipboard
- **Copy captured area to Printer** – print the captured image
- **Select printer…** - change the printer and printing options
- **Send captured area via E-Mail** – send the captured image through email
- **Copy captured area to File** – save the captured image into disk file
- **Automatic naming** – automatically sets the name of the file for image being saved
- **File name** – define the name of file to save captured image. For more information, run PrintScreen, Select Help, go to Destination.
- **Capture Directory** – change the name of the directory where the file will be saved; overrides the default location specified during software installation.
- **Open with** – this option allows the user to open the captured image with another application.

 SEF recommendation: Normal setting would be **Copy captured area to Printer**. Use **Copy captured area to File** when wishing to incorporate image into Word document or you wish to retain captured image for some other purpose. To enable **email** option, you must also select **Copy to File** option.

Image

- **Type of Image** – change the type of file to save captured image
- **Maintain aspect ratio** – maintains the aspect ratio of the captured image
- **Resize captured image** – customize the height and width of captured image
- **Width** – change the width of the image
- **Height** – change the height of the image
- **Gray scale** – change the color mode to grayscale
- **JPEG Quality** – change the compression level of captured JPEG file
- **Image Shadow** – change the value that determines if a shadow of captured image is visible
- **Shadow Offset** – change the value which determines a shadow's offset

SEF recommendation: *Change Type of Image to JPEG*. Default value for *Type of Image* is Bitmap, which results in very large file sizes and seriously impedes your ability to email screen shots. Leave Resize captured image blank. Leave all other options to default values shown in picture.

III. **Uninstall Software**

To remove the software from your PC:

- Click **Start** button
- Control Panel
- Add/Remove Program
- Select *Gadwin PrintScreen*
- Follow system prompts

If *Gadwin PrintScreen* is not displayed in the list of installed programs:

- Windows Explorer
- Navigate to the installation directory **C:\PrintScreen** (or whatever directory you installed the software in)
- Double-click the *Uninstall.exe* program
- Follow any system prompts

If you cannot find the uninstall.exe program in the install directory, try finding it in the Program Files directory.

- Windows Explorer
- Navigate to the Program Files directory **C:\Program Files\Gadwin Systems\PrintScreen**
- Double-click the *Uninstall.exe* program
- Follow any system prompts

If you still cannot find the correct program or have any questions regarding the removal of the program, please contact SEF HQ staff: Jerry Pinion (269-0790) or Kerry Harper (269-0794).