



Using the Screen Capture Tool

Quick Reference Guide for Moderators

Using the screen capture tool, AppSnap™, you can capture a screen shot from your desktop, any application, or website and load it into the Whiteboard. You can capture the image as either a JPEG or a PNG file. You can capture your entire desktop or a selected area only.


Types of Captures

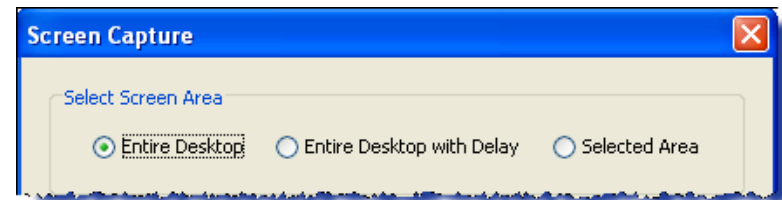
There are three types of screen captures:

- *Entire Desktop* – will capture everything currently on your desktop.
- *Entire Desktop with Delay* – will cause a delay of 10 seconds before everything currently on your desktop will be captured. During the delay, you may have time to rearrange your desktop if it is currently not in the arrangement you want to capture.
- *Selected Area* – will allow you to define an area to capture.

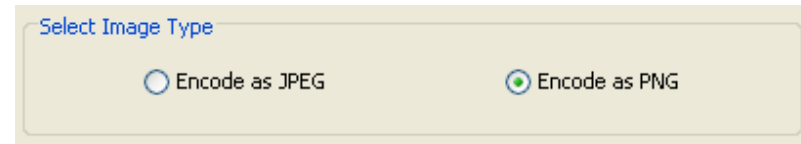
Capturing the Entire Desktop

To capture the entire desktop with or without a delay:

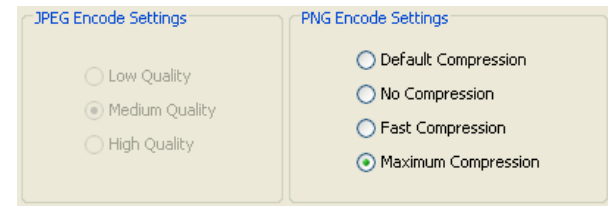
1. From the Whiteboard tools, select the **Screen Capture** tool ().



2. In the Screen Capture dialogue box, select **Entire Desktop** or **Entire Desktop with Delay**.
3. In the **Select Image Type** area, choose JPEG or PNG. PNG is the default and recommend for application images. JPEG is best for photographs.



4. In the **Encode Settings** area, select a compression setting. Maximum compression is recommended.



5. By default, **Hide Application First** is selected. This will minimize Elluminate Live! so that you can select an application to capture.



6. By default, **Scale to Fit** will be selected. This scales the image to fit the Whiteboard.



7. Now click **Capture** ()

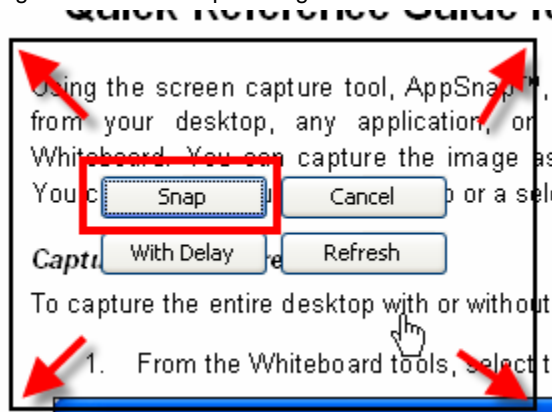
- A picture of the desktop will be taken and pasted on the Whiteboard in a location of your selection. The red cross (+) marks the upper left hand corner of where the capture will be place.

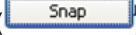


Capturing a Selected Area

Follow the steps 1 through 7 above. After you click the capture button, you will need to select the area you wish to capture. Here are the steps:

- A capture window will appear. Anything inside the black rectangular window will be captured. Click the box to move it to the desired location. You may also click any of the four corners to enlarge or shrink the capture region.



- Click **Snap** () to capture the image.
- The image will be placed on the Whiteboard. As described above, the red cross is the cursor and will indicate where the top left hand corner of the image will be placed on the whiteboard.

Tips

- To capture your Elluminate *Live!* interface, deselect Hide Application First.

Hide Application First
- Use the Screen Capture tool to dynamically build content during your session. Or to grab forgotten images to complete your presentation.
- Prior to clicking the Capture button it is recommended that you have the area you wish to capture set up correctly. If you find that you are not set and have clicked Capture, click the Cancel button and start again.
- If you expand the Selecte Area window so that it is larger than the Whiteboard, the edges will appear in red to indicate this. You may need to click Refresh to update the contents of the window.
- Shortcut keys are available for Snap, With Delay, Cancel and Refresh.
 - Snap: <Return> or <Enter> or <S> or <s>
 - With Delay: <D> or <d>
 - Cancel: <Esc> or <C> or <c>
 - Refresh: <R> or <r>