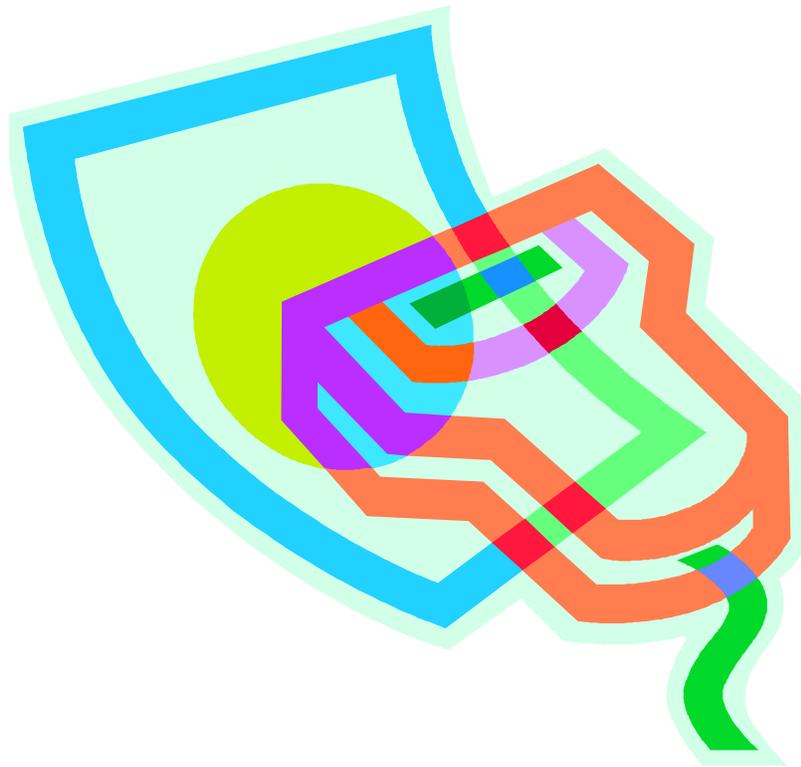


**Amarillo College
Employee Technology Training**

PrintKey 2000

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WHAT IS PRINTKEY 2000?

PrintKey 2000 is a wonderful add-on program that lets you capture and print the contents of your computer screen. It is activated when you press the PrintScreen Key and allows you to capture the entire screen or any portion of it. You can even capture the screen with the cursor displayed. The image can then be saved in a variety of formats including BMP, JPEG, JPG, EMF, and WMF. Images can even be edited with a graphics program. You can also swap colors, convert to grayscale or black and white, change picture size and send to the printer all from this little **freeware program**.

FINDING/INSTALLING THE PROGRAM

College Network

For this option to work, you will have to have access to drive P: on the main college network.

1. From the computer's desktop, right-click "My Computer."
2. Double-click on the icon for Drive P:
3. Double-click the Datatel folder.
4. Double-click the PrintKey 2000 folder.
5. Right-click the "PrintKey 2000" file.
6. Choose Copy.
7. In the left most half of the screen, double-click on Drive C: (scroll up to find it if needed)
8. Double-click the folder in which the file is to be saved.
9. In the right most half of the screen, right-click the white background area of the window.
10. Choose Paste. This will place the file inside the folder.
11. When the file is saved onto your hard drive, double-click the file to install the software.
12. Accept each of the default settings. This will install the file. You can tell visually when the file has been activated because the PrintKey 2000  icon will be placed in the system tray near the clock in the lower right corner of your screen.

Internet

If you are at home or at a computer that has an Internet connection, but you cannot access the college network, you can download the file from the Internet.

1. Use Internet Explorer or Netscape Navigator to go to this site:

www.freewareweb.com/cgi-bin/archive.cgi?ID=292

2. Look for the  hyperlink, and click on the [557kb] part of the hyperlink to activate it.
3. Follow the directions in that window to get the file onto your computer.
4. Follow the directions in the previous section to install the program onto your computer.

CAPTURING AN IMAGE

Entire Screen

1. From the keyboard, press the **Print Screen** key. The PrintKey window should activate and appear on your screen.
2. At the top of the screen, notice the PrintKey toolbar and menu bar.



3. From the toolbar, left-click the Save icon.
4. Use the drop-down arrow to the right of the "Save In" field to specify on which drive the picture is to be saved.
5. Double-click folders as needed to find the folder in which to save the file.
6. In the Filename field, type a name for the new picture.
7. Left-click the Save button
8. Close the PrintKey window

Portion of the Screen

1. From the keyboard, press the **Print Screen** key. The PrintKey window should activate and appear on your screen.



2. From the toolbar, left-click the Rectangle icon. The mouse pointer will become cross-hairs.
3. Left-click and drag the cross-hairs around the portion of the screen to be captured.
4. Release the mouse button. The portion of the screen that was inside the rectangle will become captured. See note below.

NOTE: *If you use the rectangle feature and do not like the portion of the screen that was captured with the first use of the rectangle, from the toolbar, left-click the Rectangle icon again for a second attempt.*

5. Decide what is to be done with the image:
 - a. From the toolbar, left-click the **Save** icon to choose the drive, folder and filename for the new picture.
 - b. From the toolbar, left-click the **Copy** icon to place the picture on the clipboard in memory. It can then be pasted into another application.
 - c. From the toolbar, left-click the Printer icon to print the picture.

Capturing the Active Window

1. From the menu bar, press the **Print Screen** key.
2. From the keyboard, press **Alt+PrintScreen**

WORKING WITH AN IMAGE

Saving the Image

1. Use the directions listed above to capture an image.
2. From the toolbar, left-click the Save icon.
3. In the “Save In” field, specify the drive on which the file is to be stored.
4. Left-click folders as needed to navigate to the folder in which the file is to be stored.
5. In the “File Name” field, type a name for the new graphic.
6. Left-click the Save button.

Printing the Image

1. Use the directions listed above to capture an image.
2. From the toolbar, left-click the Print icon.
3. Specify which printer if needed.
4. Left-click the Print button.

Placing the Image in a Word Processor

1. Use the directions listed above to capture an image.
2. From the toolbar, left-click the Copy icon.
3. Either close the PrintKey 2000 window, or minimize it.
4. Open the file into which the graphic is to be placed.
5. Once the file is open, place the cursor where the graphic is to be inserted in the document.
6. Use any desired method to paste the graphic. For example, **CTRL**+**V** will paste the graphic in the document at the location of the cursor.

UNINSTALLING

1. Left-click the Start button.
2. Left-click Settings / Control Panel.
3. Double-click the “Add/Remove Programs” icon.
4. Scroll down and then select PrintKey 2000
5. Left-click the Remove button.

APPENDIX A

'File' Menu:

Refresh F5 (refreshes the entire screen)
Minimize ESC (closes PrintKey 2000 Main screen)
Suspend (suspends PrintKey 2000)
Copy Picture to Clipboard Ctrl+C
(copies the taken picture to the Clipboard)
Paste Picture from Clipboard Ctrl+V
(takes the picture from the Clipboard)
Save the Picture Ctrl+S (Save the Picture as Bmp,Gif,Emf,Wmf,JPG,Jpeg)
Load Picture Ctrl+L (Load a Picture of Bmp,Gif,Emf,Wmf,Jpg,Jpeg,Ico)
Edit the picture Ctrl+E (passes the picture to the default Bmp editor)
Get rectangular area Ctrl+R (drag the + to define the area you want)
Print the Picture Ctrl+P (the picture will then be printed)
Get Picture from PrintKey (the Main screen of PrintKey will be taken)
Cleanup Registry from old versions (removes previous PrintKey entries)
Exit (exit and terminate PrintKey)

APPENDIX B

'Options' Menu

Define Hotkeys ... (to define the hotkeys that you want use)
Define Footer Text...(to define the footer text that you want to print)
Define Delay for get Rectangle (the delay that waits until you can
define a rectangle)
Auto Capture Delay (the delay that will fire up PrintKey if enabled)
Define the Bmp Editor (you may choose the Picture editor that you want)
Define Default (Defaults for the Folder, Extension, Filename)
Sound (if checked will make a Sound when PrintKey is activated)
Include Cursor (if checked will take also the cursor)
Client Area only (if checked will take only the client area of the
window (window without borders and caption bar))
Close after Printing (will close the Main screen after printing)
Direct Print (if checked will print directly and without main screen)
Hide Icon from the System Tray (if checked removes Hand from the Tray)