



Samsung Laser Printers – Easy Capture Manager (White paper)

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Overview

The features of **Easy Capture Manager** were designed to facilitate storing and printing clips captured from your screen. It helps the user to gather screen fragments and to pack them into a few pages instead of printing each fragment on a separate page, printing only what he/she wants to print and thus saving paper and toner.

The key functions of **Easy Capture Manager** are:

- Special floating popup window that includes toolbar buttons and context menus which allow the user to access the operations provided.
- Selecting and capturing contents right on the screen; moving clips to a clip book pane by the drag and drop technique.
- Collecting and arranging screen clips in a flexible page layout on the clip book.
- Option of typing in text notes and putting them into the clip book along with screen clips.
- Saving the clip book contents in various file formats including PDF.
- Saving color toner by forcing a grayscale printing mode whenever necessary.

Minimal requirements for the target system of **Easy Capture Manager** include Windows XP or newer, Internet Explorer 6.0 or newer.

Clip Book

The **clip book** panel consists of the following parts:

- **Page area**
- **Toolbar**

Page Area

The page area represents a set of pages where you can put clips captured from the screen (see [Capturing Clips](#) for how to clip a fragment of the screen). Each page imitates a paper sheet of a certain format. Available paper formats are extracted initially from the options of the default printer installed in your system. It's also possible to choose the options of other printers if you have them. After selecting a clip in the screen, it can be moved to a page in the **Page area** using the drag and drop technique. After dropping it on the target page the clip will stick to the page. The current collection of pages can be printed on your selected printer, and the paper printout will closely represent the contents of the **Page area** and like a kind of print preview window.

The current paper format and orientation of pages can be selected in the **Page Setup** dialog. All pages have the same format and orientation. View of any page in the **Page area** reproduces proportions of the real paper sheet of this format. If a clip was taken from your screen, the size of the clip was adjusted when moving it to the target page, so that it would cover approximately the same physical dimensions on paper that the clip had on the screen. For example, if the clip was of 2 cm x 3 cm size on the screen, after the adjustment it will take almost the same space on paper. It will occupy a proportional part on the page view in the **Page area**.

The **Page area** provides quick access to the most frequently used operations via context menus. The [Context Menus](#) topics of the current help document describe the **Easy Capture Manager** menu options and their items in detail.



Toolbar

The toolbar contains buttons that allow you to carry out the basic functions of the **clip book**. The use of the **Clip Book** toolbar buttons is described in the [Toolbars](#) topic.

Capturing Clips

Easy Capture Manager allows you to select and capture contents on the screen. You can select a rectangular area on a screen, capture its contents and move the screen clip to the selected page of the [Clip Book](#).

To capture an area of a screen:

1. Open the Easy Capture Manager by pressing **Prt Sc** key or **Ctrl+Prt Sc** key on the keyboard.
2. The cursor changes to a special selection form (); contents of the current screen are frozen, so that any dynamic objects (like video clips) stop moving and keep displaying the last frame opened right before start of the capture. You can start capturing by clicking on the Capture button () as well.
3. Move the cursor to any place on the screen and press the left mouse button to start selecting the required area.
4. Select the rectangular area by dragging the selection box.
5. Release the mouse button to finish the selection. The current selection rectangle is emphasized with a special border and shadow. A context menu appears automatically beside the area selected.
6. Start drag and drop of the selected rectangle to one of pages in the **Clip Book** panel.
7. An alternative way is to use the context menu on the selected rectangle and to choose **Move to Clip Book** command there. At this command the clip will be copied to the current selected page in the **Clip Book** panel and will be inserted near the top left corner of the page.
8. The current selection can be discarded by pressing **Esc** key.

The context menu of the selected clips provides **Print** command which you can use to print the clip on the default printer in your system. The printed clip will be aligned at the top left corner of the paper sheet. The context menu also has **Copy** item that puts the current clip into the system clipboard, so that it can be pasted later in the **Clip Book** panel or in other applications.

Edit and Preview Clip

The **Edit and Preview Clips** window can be opened to look at a large-scale view of the current page layout from the [Clip Book](#) panel in the current screen. The **Edit and Preview Clips window** is also opened whenever you double click on a W2P type file in Explorer of the Windows operating system.

The **Edit and Preview Clips** window provides a few representative forms of the current page layout. The forms are enumerated in the list below:

- **View zoom values (in the range of 15% - 300%)** - this view arranges pages in one column centering them horizontally and scales pages according to the current zoom value. You can scroll through the full set of pages. Each page has its size scaled in a specified percent value relative to the physical dimensions of the page selected for the current printer. So, if the page for the current printer is **Letter**, and zoom value is 100%, dimensions of the pages on screen in the **Edit and Preview Clips** are about 8 1/2 inches (216 mm) X 11 inches (279 mm). If the zoom value is different, pages are scaled proportionally.

- **Fit Page** - this view scales pages, so that a single page is shown in the **Edit and Preview Clips** entirely; you can scroll through the full set of pages
- **Fit Width** - this view expands the current page to occupy the entire width of the **Edit and Preview Clips** window
- **View 2 Columns** - this view displays 2 adjacent pages in a single row; if the current layout has less than 2 pages, the right page cell remains empty
- **View 3 Columns** - this view displays 3 adjacent pages in a single row; if the current layout has less than 3 pages, the right page cells remain empty
- **View 4 Columns** - this view displays 4 adjacent pages in a single row; if the current layout has less than 4 pages, the right page cells remain empty



Any view form selected is maintained dynamically. That is, even if the **Edit and Preview Clips** window is being resized, page representations are adjusted to keep the current form of view. Control over pages and clips in the **Edit and Preview Clips** is provided via toolbar or the context menu of the window.

Text Objects

Easy Capture Manager provides the possibility of creating a special clip where text information can be typed in manually. Creating such text objects can be initiated from toolbar of the **Edit and Preview Clips** window. When the appropriate button is clicked in the toolbar, a special cursor appears, and you should click on any page to create a text object at that point. The newly created text object turns into an editing mode that is indicated by the blinking caret symbol. You can type in any characters from the keyboard, inserting new lines wherever necessary. If you click outside the text object, the editing mode exits. To start editing again, double click on the text object.








The text object can be manipulated much like any other clips, that is, it can be moved, scaled and involved in clipboard operations. The only limitation is cropping, which that is not supported for text objects. When scaling, the font size of the selected text object is changed proportionally. Properties of the text in the selected object can be set up in a special text options dialog.

Text Options Dialog

Properties of a text object in the **Clip Book** can be viewed and adjusted in a special dialog. The dialog represents the options of the text including font name, font size, text color, style and alignment. Font names and sizes are listed in combo boxes, and other options are exposed on a toolbar. The list of names comprises all fonts installed in the operating system.

When the text object is resized, the size of text is scaled accordingly. The value selected in the font size combo box shows the actual size of the text. It may differ from predefined values available in the list of the combo box. It's also possible to type in the size manually; after pressing **Enter** the new size will be applied to the selected text.

The toolbar in the dialog contains options described in the table below.

Toolbar Button	Description
	Opens a dialog specific for the operating system to choose the color of the text.
	Toggles bold style of the text.
	Toggles italic style of the text.
	Toggles underline style of the text.
	Applies left alignment to the text.
	Applies center alignment to the text.
	Applies right alignment to the text.

Options Dialog

The options dialog allows you to configure the following options described in the table below.

Keyboard mode	Description
None	Not using keyboard mode.
Prt Sc Key	Open Easy Capture Manager by pressing Prt Sc Key.
Ctrl + Prt Sc Key	Open Easy Capture Manager by pressing Ctrl + Prt Sc Key.

Easy Capture Manager User Interface

The **Easy Capture Manager** interface is organized for the user's convenience.

There are two ways to perform different operations within the program:












- Toolbar buttons – allow you to access the most frequently used operations quickly. As a rule, toolbar buttons are duplicated in context menus.
- Context menu – the list of operations available by right-clicking on the **Clip Book** pane. The set of context menu operations varies depending on the object type.

The **Toolbars** topic of the given help document is intended to describe the use of the **Easy Capture Manager** toolbar buttons in the **Clip Book** pane. The use of **Easy Capture Manager Edit and Preview** Clips toolbar buttons is described in the **Toolbars (Edit and Preview Clips)** topic.

The **Context menus** topic describes the usage of the **Easy Capture Manager** context menu options. It explains the relationship between the **Context menu** and **Toolbar** buttons.

Toolbars

Easy Capture Manager provides quick access to frequently used operations via the program toolbar.

Toolbar Button	Context menu	Description
	-	Starts the Easy Capture Manager selection mode on the screen.
	-	Opens the Edit and Preview Clips window.
	-	Invokes print menu of Easy Capture Manager.
	-	Opens the Options Dialog of Easy Capture Manager.
	-	Invokes help menu of Easy Capture Manager.
Checkbox for selecting pages	-	Selects all pages in the current page layout for printing and deleting.
	Add Page	Adds a new page to the end of the current page collection in the Clip Book panel.
	Delete Page	Removes all pages selected with checkboxes in the Clip Book panel.
	-	Displays or hides border lines of print page margins.
	-	Opens Page Setup dialog allowing you to choose the current page format and orientation.
	-	Loads a page layout stored on disk in Easy Capture Manager specific format.
	-	Saves the current page layout to a disk file (in Easy Capture Manager specific format, in PDF or TIFF formats).

Print menu items allow you to choose printing mode of **Easy Capture Manager**.

















Menu Item	Description
Print	Allows you to print selected pages on a default printer.
Print Setup...	Allows you to open a system Print dialog where it's possible to select the target printer and to set up various printing options.

Help menu items allow you to view help information on **Easy Capture Manager**.

Menu Item	Description
Help	Allows you to view the help topics.

Toolbars (Edit and Preview Clips)

Easy Capture Manager provides quick access to frequently used operations via the program toolbar of the **Edit and Preview Clips** window.

Toolbar Button	Context menu	Description
Checkbox for selecting pages	-	Selects all the pages in the current page layout for printing and deleting.
	Add Page	Adds a new page to the end of the current page collection in the Edit and Preview Clips .
	Delete Page	Removes the selected page in the Edit and Preview Clips .
	-	Displays or hides border lines of print page margins.
	-	Opens Page Setup dialog allowing you to choose the current page format and orientation.
	-	Invokes <u>print menu</u> of Easy Capture Manager.
	-	Increases the zoom value of the current view. If Fit Page , Fit Width , or a column view is selected, this toolbar button switches the Edit and Preview Clips view to a zoom value. If the largest zoom has been achieved, the button is disabled.
	-	Decreases the zoom value of the current view. If Fit Page , Fit Width , or a column view is selected, this toolbar button switches the Edit and Preview Clips view to a zoom value. If the lowest possible zoom has been achieved, the button is disabled.
	Undo	Discards the last change in the current page layout.
	Redo	Repeats the last change of the current page layout rolled back by the previous Undo operation.
	Delete	Removes the selected clip from the selected page.
	-	Loads a page layout stored on disk in Easy Capture Manager specific format.
	-	Saves the current page layout to a disk file (in Easy Capture Manager specific format, in PDF or TIFF formats).
	-	Saves the current page layout to a disk file in PDF format.
	-	Starts the text input mode in the current page layout. A special cursor appears, and you should click on any page to create a <u>text object</u> at that point. The target page becomes selected, and the <u>text object</u> turns to the editing mode.
	-	Opens a dialog displaying <u>properties</u> of the text object selected.
	-	Invokes <u>help menu</u> of Easy Capture Manager.




The toolbar also provides a combo box for selecting the form of representation of the current page layout. There are a few available forms enumerated in the combo box:



- View zoom values (in the range of 15% - 300%)
- Fit Page
- Fit Width
- View 2 Columns
- View 3 Columns
- View 4 Columns

See the [Edit and Preview Clips](#) article for details of the functionality of the view forms.

Context Menus

Easy Capture Manager provides convenient and quick access to frequently used operations via context menus. The context menu is opened by right-clicking in the **Clip Book** panel or in the **Edit and Preview Clips** window. The menu has a distinct set of items when opened on a clip or outside all clips. Items not applicable in the given context are not displayed. The full set includes the following items.

Context Menu Item	Toolbar Button	Description
Undo		Discards the last change in the current page layout.
Redo		Repeats the last change of the current page layout rolled back by the previous Undo operation.
Cut	–	Cuts the selected clip from the page and puts it into the operating system clipboard. Then the clip can be pasted in the Clip Book panel or any other application (a standard one supplied with the operating system, Microsoft Office, etc.).
Copy	–	Copies the selected clip from the page and puts it into the operating system clipboard. Then the clip can be pasted in the Clip Book panel or any other application (a standard one supplied with the operating system, Microsoft Office, etc.).
Paste	–	Inserts Easy Capture Manager clip (if any) from the operating system clipboard to the selected page. You can also paste data placed on the clipboard by other applications. For example, you can paste contents copied from Microsoft Office applications into the Clip Book panel as a clip.
Delete		Removes the selected clip from the selected page.
Fit to Width	–	Resizes and moves the selected clip if necessary to put its left border to the left margin line and the right border to the right margin line of the current page.
Fit to Height	–	Resizes and moves the selected clip if necessary to put its top border to the top margin line and the bottom border to the bottom margin line of the current page.

Context Menu Item	Toolbar Button	Description
Custom Scaling...	–	Opens a dialog that allows you to set up a scale value for the selected clip. The scale is relative to the original clip size captured from the screen (initial value is 100%). The dialog opened for a clip shows its current scale. It's possible to change the value using spin box or edit control in the dialog. When the Preview option is set, changing the scale value is reflected in the status of the selected clip immediately. The Cancel button restores the original scale of the clip, OK applies the latest scale value.
New Page Layout	–	Deletes all pages and adds an empty page to the Clip Book panel or the Edit and Preview Clips window.
Add Page		Adds a new page to the end of the current page collection in the Clip Book panel or the Edit and Preview Clips window.
Delete Page		Removes all pages selected with checkboxes in the Clip Book panel or the Edit and Preview Clips window.
Bring to Front	–	Makes the selected clip topmost on the selected page.
Bring Forward	–	Moves the selected clip by one position up among all clips on the selected page.
Send Backward	–	Moves the selected clip by one position down among all clips on the selected page.
Send to Back	–	Moves the selected clip to the lowest position among all clips on the selected page.

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