



by The Software Labs ...the Print-Screen Capture Experts!

## ScreenPrint Platinum Quick Start Tutorial

- ☞ Click **File** > **Print** on the menu bar to print this document ☞
- ☞ Click **Help** > **Contents** on ScreenPrint's menu bar for the complete help file ☞

### How do I start ScreenPrint?

1. Windows 95 – Windows 7: Double click the ScreenPrint icon  on your desktop.  
Windows 8, click the **Run ScreenPrint Platinum tile**.
2. If the ScreenPrint icon is not on your desktop:
  - Click the **Windows Start** button.
  - Click **Programs**.
  - Click **ScreenPrint Platinum 5**.
  - Click **Run ScreenPrint**.

Note: In Windows 8 you cannot capture the Metro screen. ScreenPrint can be accessed and configured from the Desktop.

### How do I print or capture my screen?

- Press the **Print Screen key**, which is located on the right side top row of your keyboard.
- The key is labeled “Print Screen” or “Prtsc.”
- Tap it once to print and/or capture your screen.

When you press the Print Screen Key, ScreenPrint will automatically minimize to the **System Tray** or **Notification Area**.



ScreenPrint Icon —↑

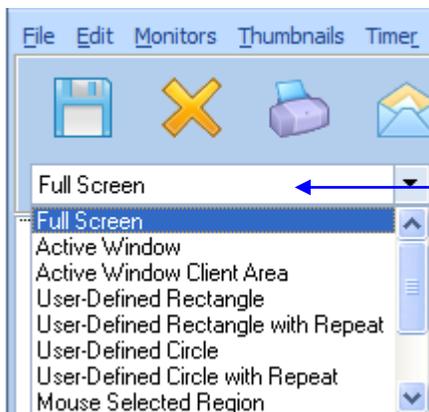
### **To restore ScreenPrint to your screen or to Exit:**

- Double-click the ScreenPrint icon  in the System Tray or right click it and select **Restore ScreenPrint**.
- If you see ScreenPrint on your Taskbar, click it once to restore it to your screen.
- To shut down ScreenPrint, right click the ScreenPrint icon in the System Tray and click **Exit**.

### What if the Print Screen key doesn't work?

1. If you downloaded ScreenPrint from our Web site, make sure you **installed** it and then **ran** it after downloading. If the Print Screen key still doesn't work, then
2. Click this link for instructions: <http://www.softwarelabs.com/hotkeys.pdf>

## How do I print or capture different areas of my screen?



- Click the down-arrow button on the right side of the **Capture Method box** and select a capture method (Full Screen, Active Window, etc.).
- Scroll to the bottom of the Capture Method box to see all the capture methods.

**Capture Method box**

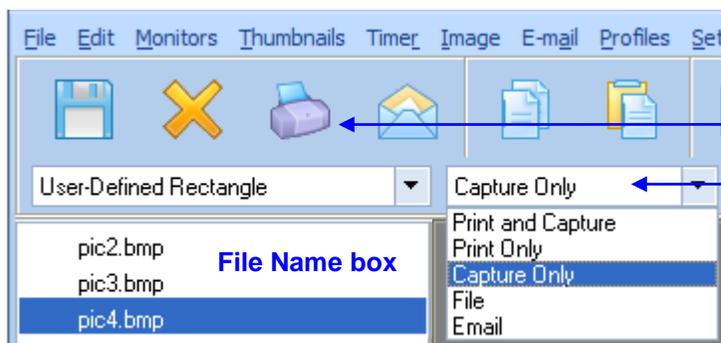
- See ScreenPrint's Help File for instructions on the use of the following capture methods:

**with Repeat**

**User Defined Rectangle or Circle**  
**User Defined Rectangle or Circle**

**Mouse Selected Region**  
**SuperScroll**

## How do I Print Only, Capture Only or both when I press the Print Screen key?



Click the down-arrow button on the right side of the **Output box** and make a selection.

**Print Icon**

**Output box**

**File Name box**

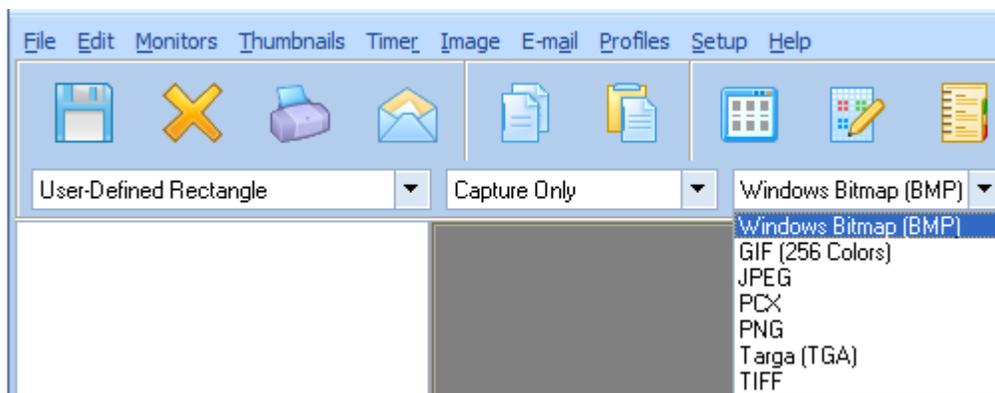
### **To print images you already captured:**

Select one or more filenames in the **File Name box** and then click the **Print icon**.

For more print options, on the menu bar click **File > Print** and select from the dropdown menu.

## How do I capture images in different graphic formats?

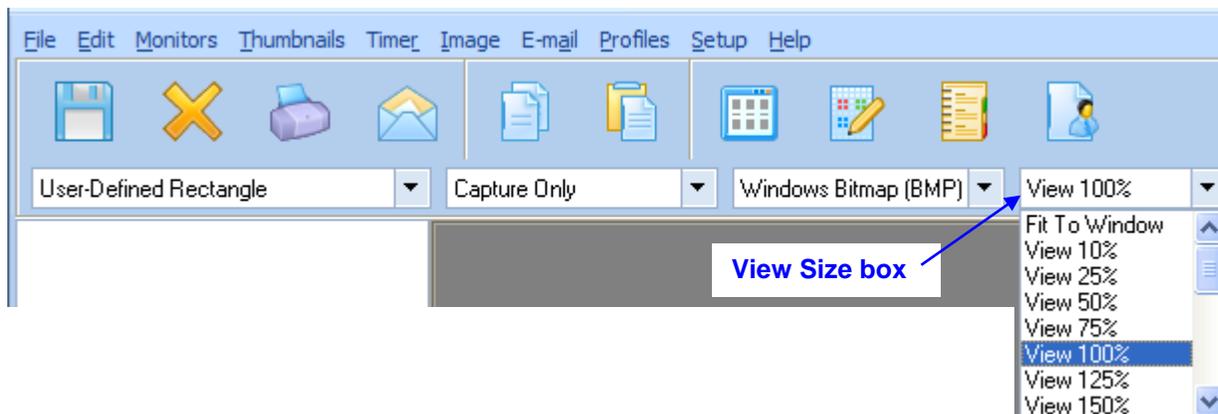
Click the down-arrow button on the right side of the Capture Format box and select a graphic format.



**Graphic Format Box**

## How do I view images larger or smaller than actual size?

Click the down-arrow button on the right side of the **View Size box** and select a larger or smaller view.



**Note:** This function increases or decreases the size of the image for viewing only. It does not change the size of the printed image, which you can do by opening an image in the **Editor** and resizing it with the **Image/Resize** function.

## How do I view images in the Thumbnail Viewer?

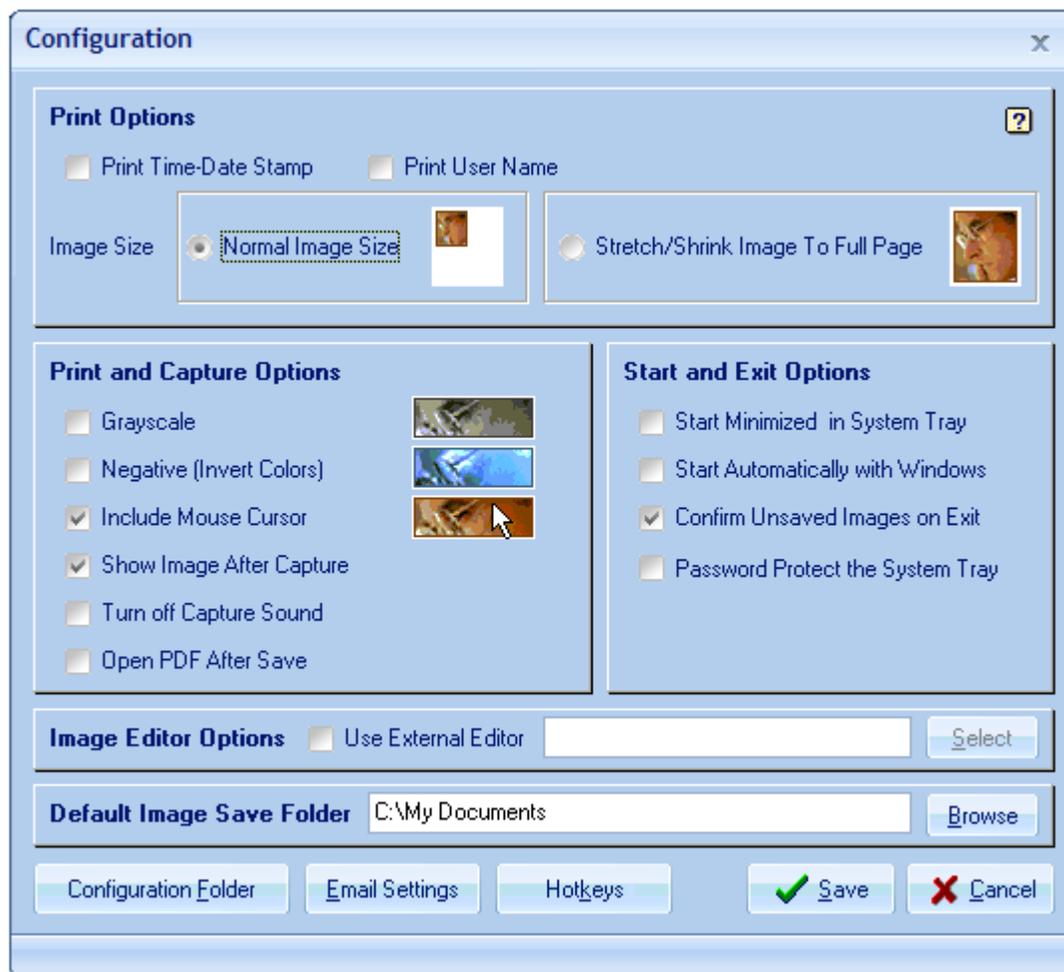
Thumbnails can be viewed in three sizes (small, medium or large) and at two resolutions (low quality and high quality).



- After you capture one or more images, click **Thumbnails** on the menubar and then select quality and size in the drop-down menu.
- Alternatively, click the **Thumbs icon**  to open the Thumbnail Viewer.
- To change the quality and size of thumbnails from within the Thumbnail Viewer, click **View** on the Thumbnail Viewer menubar and select image and quality size in the drop-down menu.

## How do I configure ScreenPrint's optional Settings?

To access ScreenPrint's optional settings, click **Setup** on the menubar to open the **Configuration window**.



**Print Options** control what is printed when you press the Print Screen key.

**Print and Capture Options** control how images are printed or captured (grayscale, invert colors), inclusion of the mouse cursor, and whether ScreenPrint automatically restores to your screen each time you press the Print Screen key.

**Start and Exit Options** control ScreenPrint's startup and exit behavior.

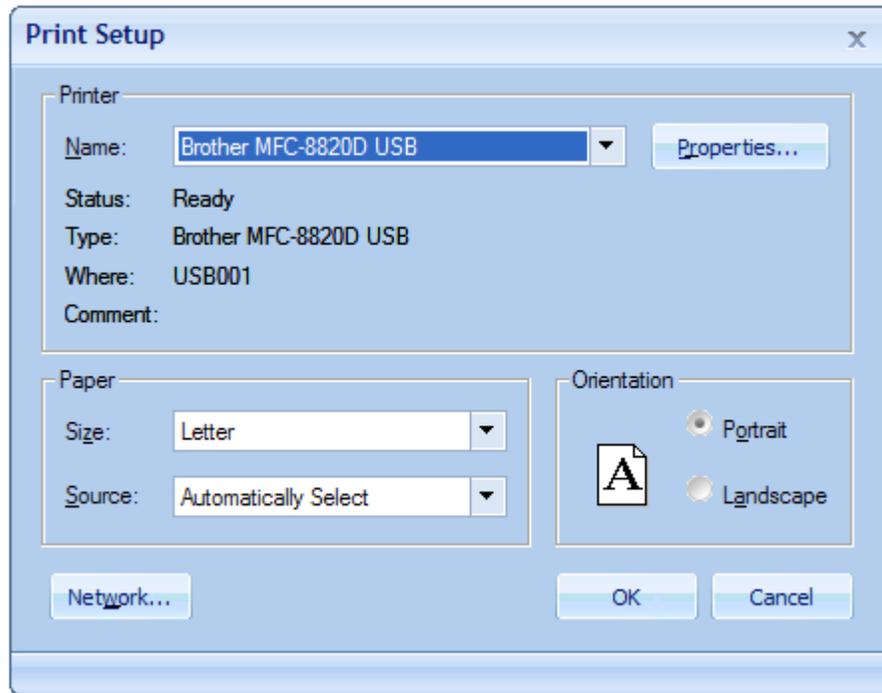
**Image Editor Options** allow you to open captured images in an editor (Photoshop, MS Paint, etc.) other than ScreenPrint's editor.

**Default Image Save Folder** allows you select the default location (drive/folder) to save captured images. [Do not select the \Program Files\ScreenPrint folder or the \My Documents\ScreenPrint folder. Do not use the word "ScreenPrint" in the folder name.](#)

**Configuration Folder** allows you to change the location (drive/folder) of ScreenPrint's configuration files. [Please carefully read the on-screen warning before changing the configuration folder location.](#)

## How do I configure my Printer?

Click **Setup** on the menubar and then click **Printer** to open the **Print Setup** window.



**Note:** ScreenPrint includes a unique feature that will **remember your selected printer and printer settings from session to session**. In other words, whatever printer you select will remain selected every time you run ScreenPrint. Other Windows programs revert to your default program from session to session.

## How do I uninstall ScreenPrint?

You can uninstall ScreenPrint in one of two ways:

1. Make sure ScreenPrint is NOT running and remove it via Windows' **Add/Remove Programs**.
2. Windows 95 – Windows XP: Uninstall via the Program Group:
  - Make sure ScreenPrint is NOT running (right click the ScreenPrint icon in the System Tray or Notification Area and click Exit).
  - Click the **Windows Start** button (see Windows 8 instructions below).
  - Click **Programs**.
  - Click **ScreenPrint Platinum 5**.
  - Click **Uninstall ScreenPrint Platinum**.

Windows 8: Right click the **ScreenPrint Platinum** tile and click **Uninstall**.

## Where can I find more information about using ScreenPrint?

ScreenPrint's **Help File** includes complete detailed instructions for every feature and function. To access the Help File, click **Help** on the menubar and then click **Contents**.

ScreenPrint's **FAQ** (Frequently Asked Questions) provides answers and solutions to the most common questions and problems. You can access the FAQ at: [www.softwarelabs.com/tsl4/3-spgfaq.htm](http://www.softwarelabs.com/tsl4/3-spgfaq.htm)

## **Technical Support**

You can obtain technical support by calling **1-425-653-2432**, Mon-Fri, 8am to 5pm PST. Technical support via email is available at: [www.softwarelabs.com/tsl4/3-support.htm](http://www.softwarelabs.com/tsl4/3-support.htm)