

H@rdcopy

A keystroke (or a mouse-click)
and the screen (or the window)
is printed out or saved.

Example



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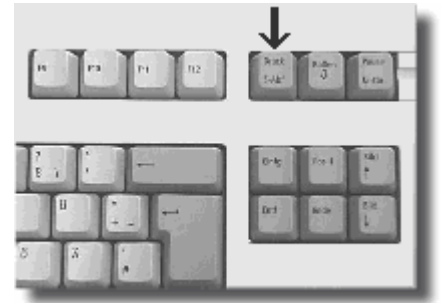
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2 General

2.1 Program Functions

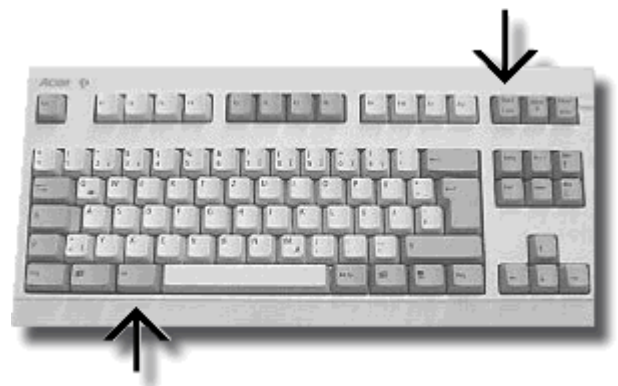
PrintScreen Key

If the PrintScreen key is pressed, the actual screen will be printed out.



Alt + PrintScreen Key

If the Alt key is hold down and the PrintScreen key is pressed, the actual window will be printed out.



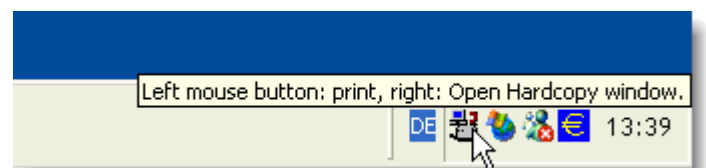
Mouse Click

A mouse click onto the printer icon in the title bar prints out this window.



Mouse Click

A mouse click onto the Hardcopy icon in the System Tray prints out the actual screen.



A click with the right mouse button onto this icon opens the Hardcopy window.

If required a menu with the most important functions can also be put at disposal (see *Settings* → *Options* → *System Tray*).

2.2 System Requirements

The program Hardcopy can be installed under each of the following operating systems:

- **Windows 95**
- **Windows 98**
- **Windows Me**
- **Windows NT**
- **Windows 2000**
- **Windows XP**

2.3 Possible Applications:

- Documentation of errors
- Documentation of programs
- Documentation for the revision / commercial requirements
- If SAP® is used the revision will be pleased in particular about the additional SAP® – information!
(This is in particular important with tests of new SAP®-releases or with new projects like introduction of the Euro, ...)
- Printout in programs, which don't contain any print functions
- Printout of all visible information, even if this is not provided in that program
- Archive: saving in files or in a data base
- The same functions are available with a scanner.

3 First Steps

3.1 Installation Already Existing

If a preceding version is installed on the computer, it will be not necessary to uninstall or to delete this version.

If there are problems during the installation:

- Install the new version without the option "Add to Start Up group"
- Restart the PC
- Install the new version once more
(if required now with the option "Start Up group").

3.2 After the Installation

After a standard-installation some Hardcopy functions are directly available:

- With pressing of the PrintScreen key the actual screen is printed out
- If the Alt key is hold down and the PrintScreen key is pressed, then the actual window will be printed out
- A click onto the printer icon in the title bar prints out this window.



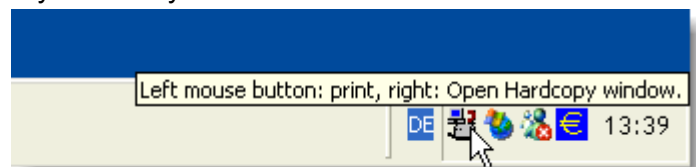
If you want to open the Hardcopy window, for example in order to have a look at an image or to change the settings, please use

Start → Programs → Hardcopy Print Screen → Hardcopy

You can use the Hardcopy icon in the System Tray as well:

click onto the Hardcopy icon with the right mouse button, if you want to open the Hardcopy window.

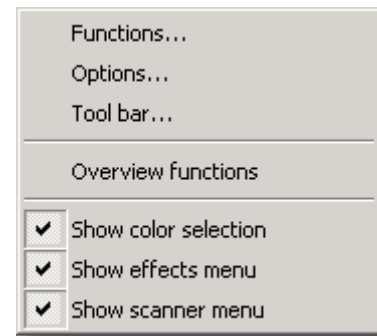
If you move the mouse above that icon, a corresponding text will be displayed.



3.3 Settings

The possible adjustments are set with the menu „**Settings**“:

- Under „**Functions...**“ you can assign the desired function to a key or an icon
- Under „**Options...**“ you can adjust all global settings like date / time / print PC-name / number of Hardcopies per page / etc.
- Under „**Toolbar...**“ you can adjust, which toolbar should be displayed, or specify the compilation of the toolbar corresponding to your personal ideas.

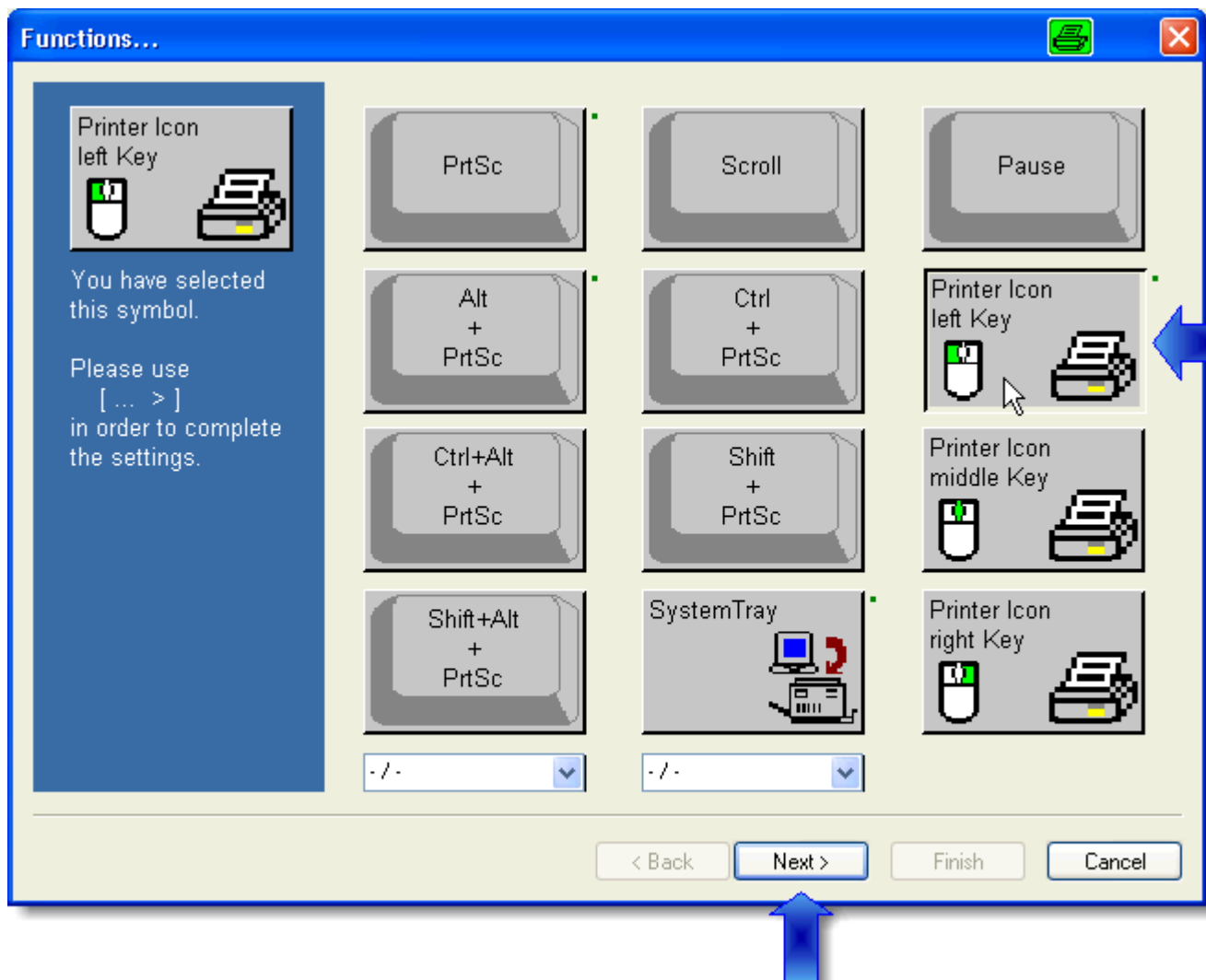


3.3.1 Example „Settings → Functions“

For assigning a key or an icon to a specified function Hardcopy puts a comfortable assistant at your disposal.

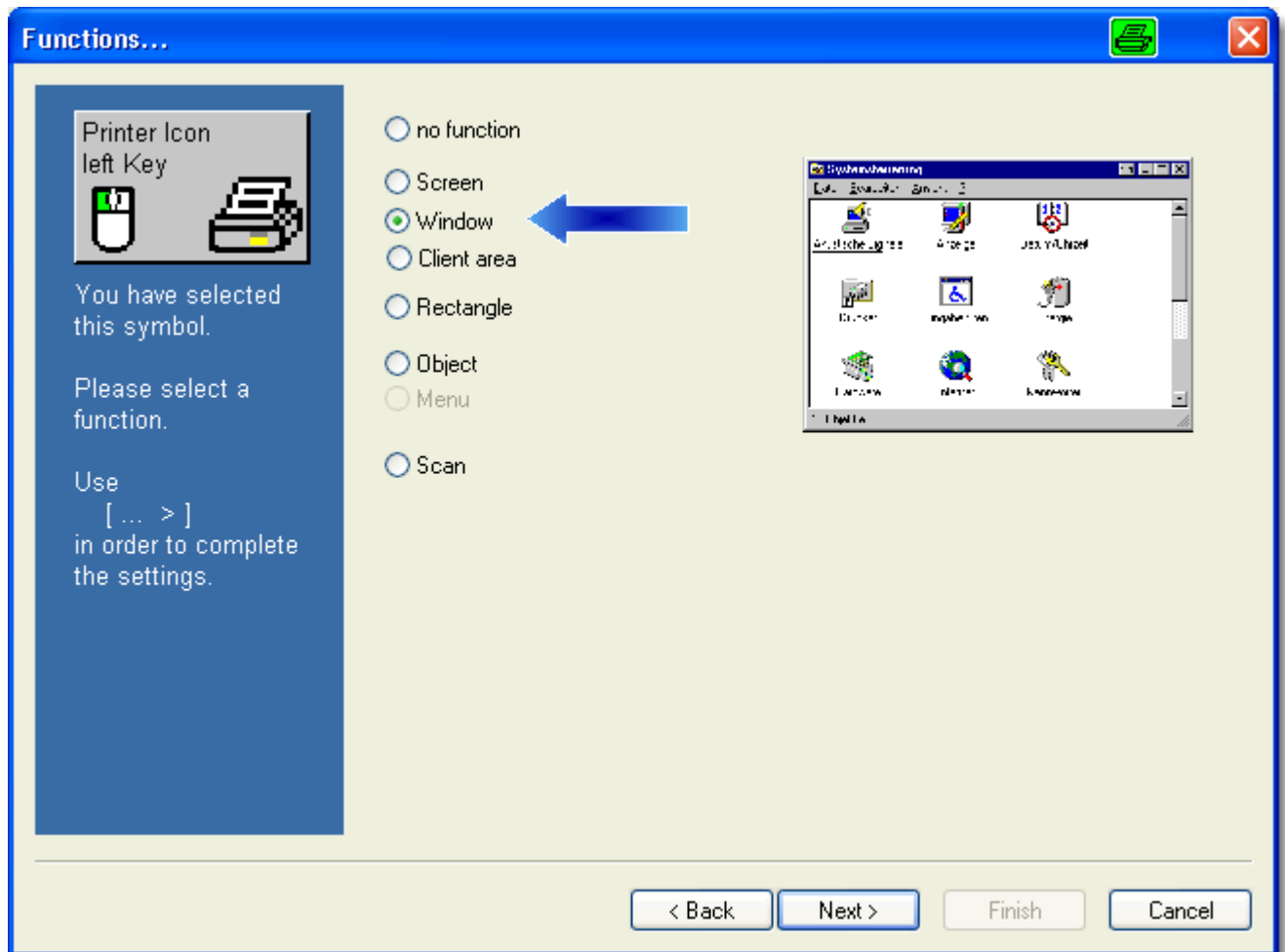
Please, use the menu „**Settings Functions...**“ for starting the assistant.

Step 1: select key or icon



In the preceding example „**Printer icon left key**“ was selected.

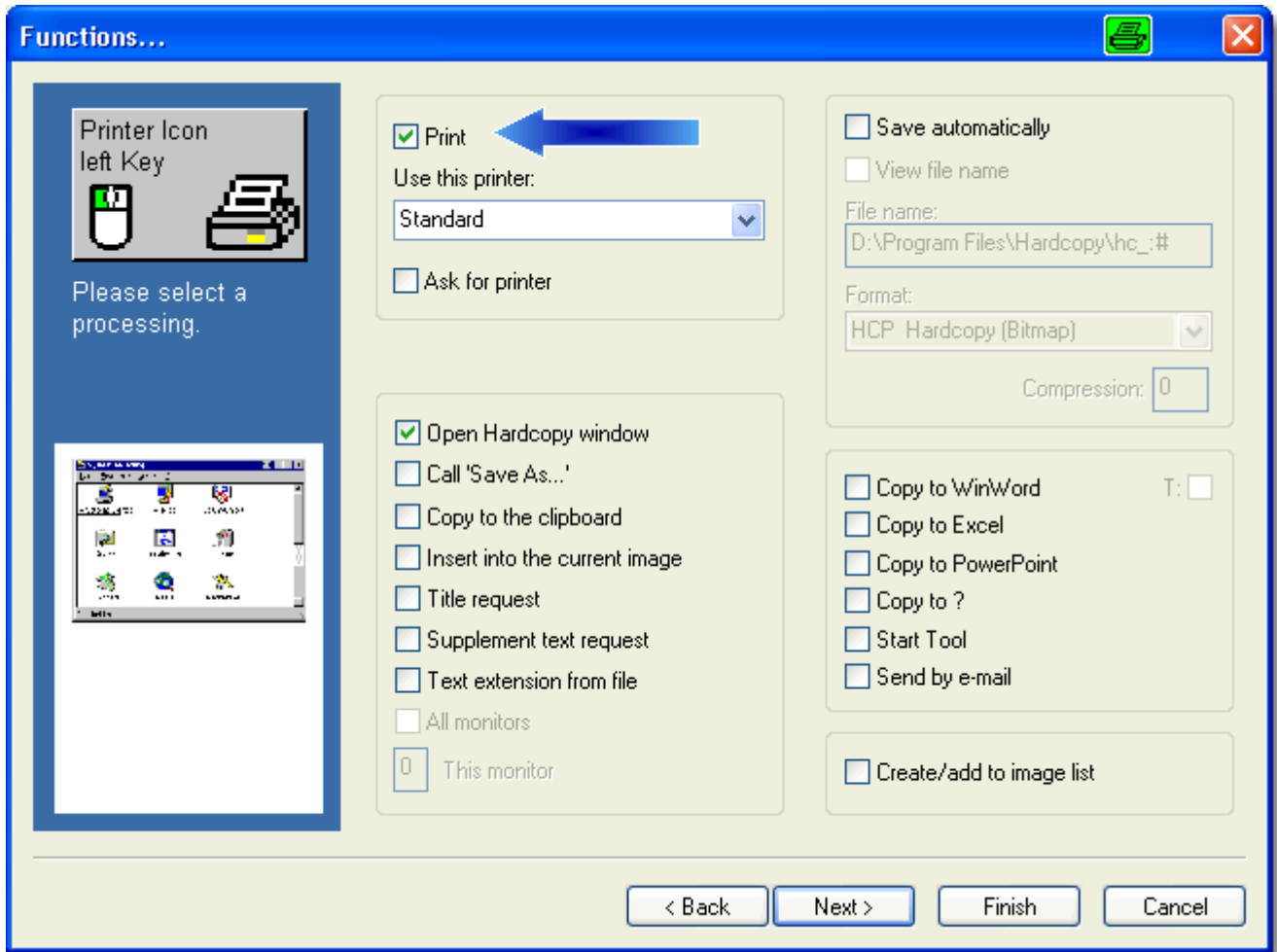
With [**Next >**] the selection is confirmed.

Step 2: select area

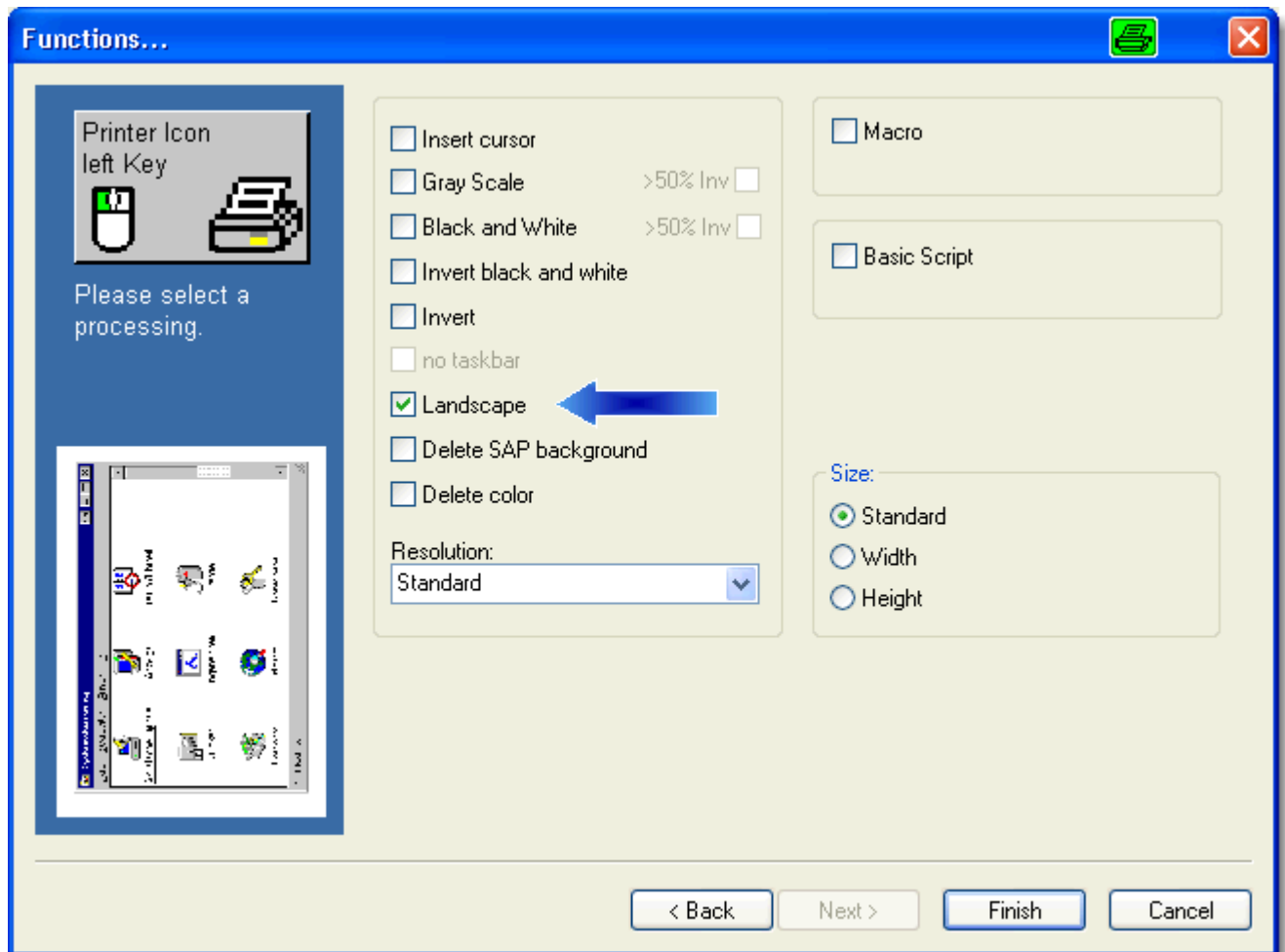
In the preceding example „**Window**“ was selected.
(This is the common set for the printer icon in the foreground window.)

With [**Next >**] the selection is confirmed.

Step 3: select functions



In the preceding example (only) „**Print**” was selected.
With [**Next >**] the selection is confirmed and you can carry out further selections.
With [**Finish**] the selections are saved and the assistant is closed.

Step 4: if required, you can select additional functions

In the preceding example „**Landscape**“ was selected.
(This selected function is also displayed to you correspondingly.)

With [**Finish**] the settings are saved and the assistant is closed.

If you click now into another window, the printer icon will be displayed in the title bar of this window.
 A click onto this icon prints out this window.

3.4 Some Example-Settings

3.4.1 You Want to See before, What is Printed

- Right mouse button onto the Hardcopy icon in the System Tray
- Menu Settings → Functions
- Click the desired key, e.g.: Alt+PrintScreen key
- Click "Next >" twice
- Deselect "Print"
- Select "Open Hardcopy window"
- Click on "Finish"
- Minimize Hardcopy window
- Press the key
- The Hardcopy window is opened; if you want to print really now, click on the printer icon in the Hardcopy toolbar.

3.4.2 Set a Key (e.g. Pause with Cut (Rectangle))

- Right mouse button onto the Hardcopy icon in the System Tray
- Menu Settings → Functions
- Click on "Pause"
- Click on "Next >"
- Select "Rectangle"
- Click on "Next >"
- Select "Print" (if required)
- Select further option (if required)
- Click on "Finish".

3.4.3 Open a File

- Right mouse button onto the Hardcopy icon in the System Tray
- Select either in the menu File → Open
- Or select in the menu File → Image Explorer.

3.4.4 No Printout with a Click onto the Hardcopy Icon in the System Tray

- Right mouse button onto the Hardcopy icon in the System Tray
- Menu Settings → Functions
- Click on "System Tray"
- Click on "Next >"
- Select "No function"
- Click on "Finish".

3.4.5 Eliminate Printer Icon in the Foreground Window

- Right mouse button onto the Hardcopy icon in the System Tray
- Menu Settings → Functions
- Click on "Printer icon left key"
- Click on "Next >"
- Select "No function"
- Click on "Finish".

3.4.6 Display a Printer Icon in the Foreground Window

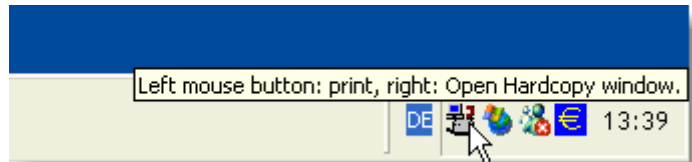
- Right mouse button onto the Hardcopy icon in the System Tray
- Menu Settings → Functions
- Click on "Printer icon left key"
- Click on "Next >"
- Select "Window"
- Click on "Next >"
- Select "Print"
- Click on "Finish“.

4 Working with Hardcopy

4.1 Start Hardcopy

In case the standard-installation was used, the program Hardcopy is already started (by the Start Up group or by the installation, if that is carried out at that moment).

If the program Hardcopy is started, the Hardcopy icon will be displayed in the System Tray:



If this icon is not available, you can start Hardcopy over the Start menu:

Start → Programs → Hardcopy Print Screen → Hardcopy

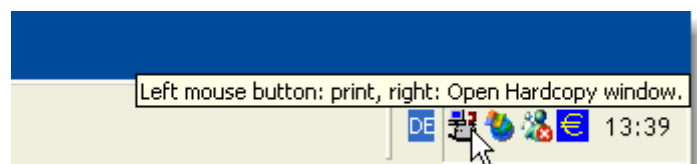
Hardcopy is equipped with a set of standard functions:

- If you actuate the PrintScreen key, then the actual screen will be printed out
- If you hold down the Alt key and press the PrintScreen key, then the actual window will be printed out

- The foreground window has an additional icon in his title bar; this icon should symbolize a printer. If you click onto this icon with the left mouse button, the actual window will be also printed out



- If you click onto the Hardcopy icon in the System Tray, then the screen will be printed out.

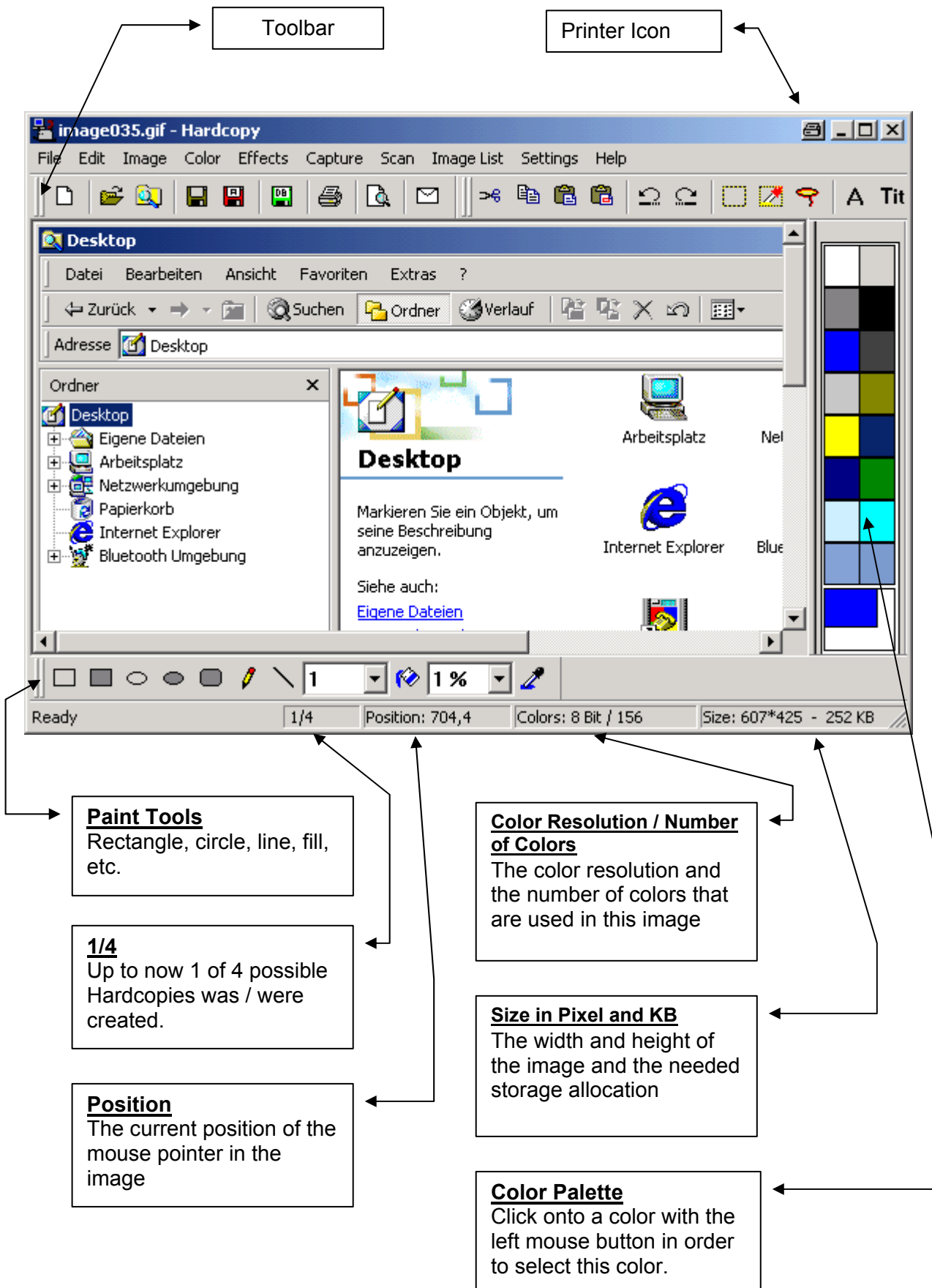


If you want to make modifications on an image or change the settings in Hardcopy, please open the Hardcopy window:

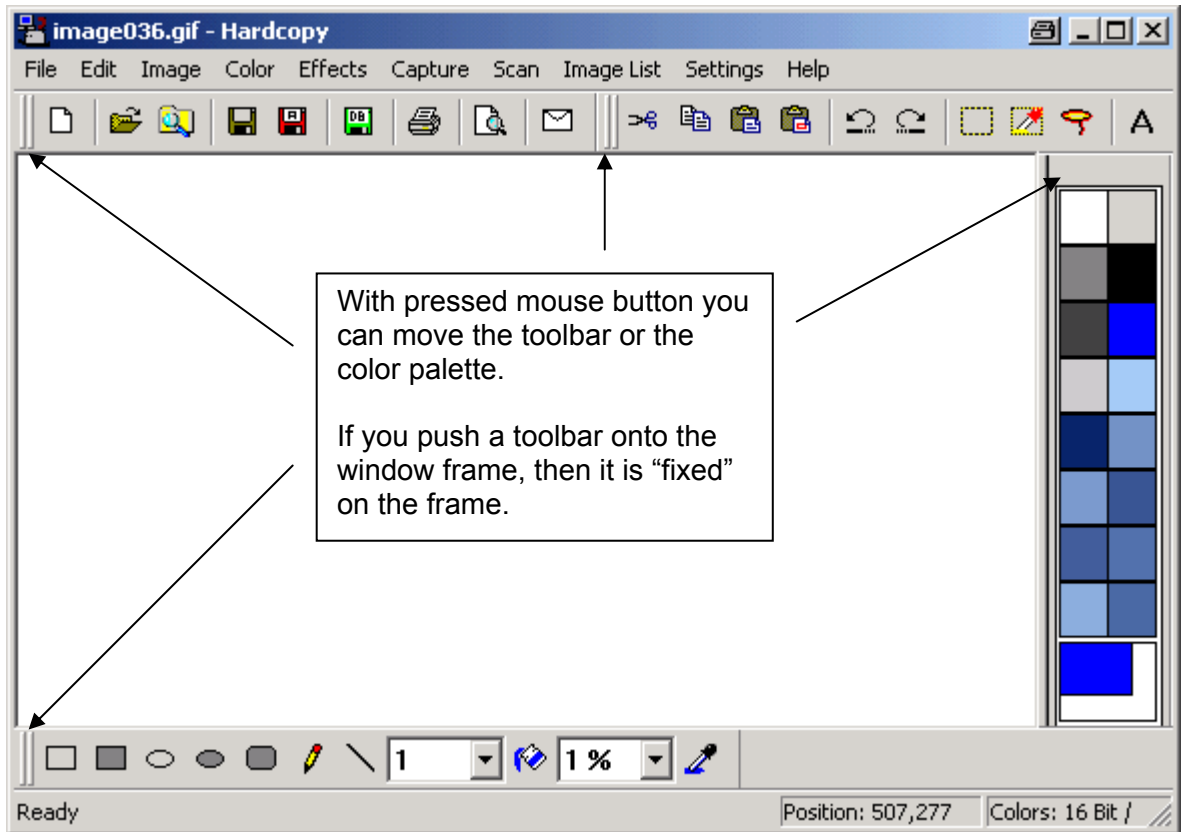
Click on the Hardcopy icon in the System Tray with the right mouse button or use:

Start → Programs → Hardcopy Print Screen → Hardcopy

4.2 The Hardcopy Window



4.3 Positioning Toolbar / Color Palette



4.4 The Color Palette / Select Color

Color Picker
In order to select a color from the image

Paint Functions

Color Selection
Click with the left mouse button onto a color in order to use this color as the foreground color.
Click with the right mouse button onto a color in order to use this color as the background color.
With a double-click (left or right) you can select another color.

Foreground Color
The paint functions use this color, if you work with the left mouse button.

Background Color
The paint functions use this color, if you work with the right mouse button.

Exceptional Feature with Less than 257 Colors
If you change a special color, possibly the corresponding color of the image is changed.
If you don't want this, please use the menu:
Colors >> Number of colors >> 24 Bit

5 Menus

5.1 File



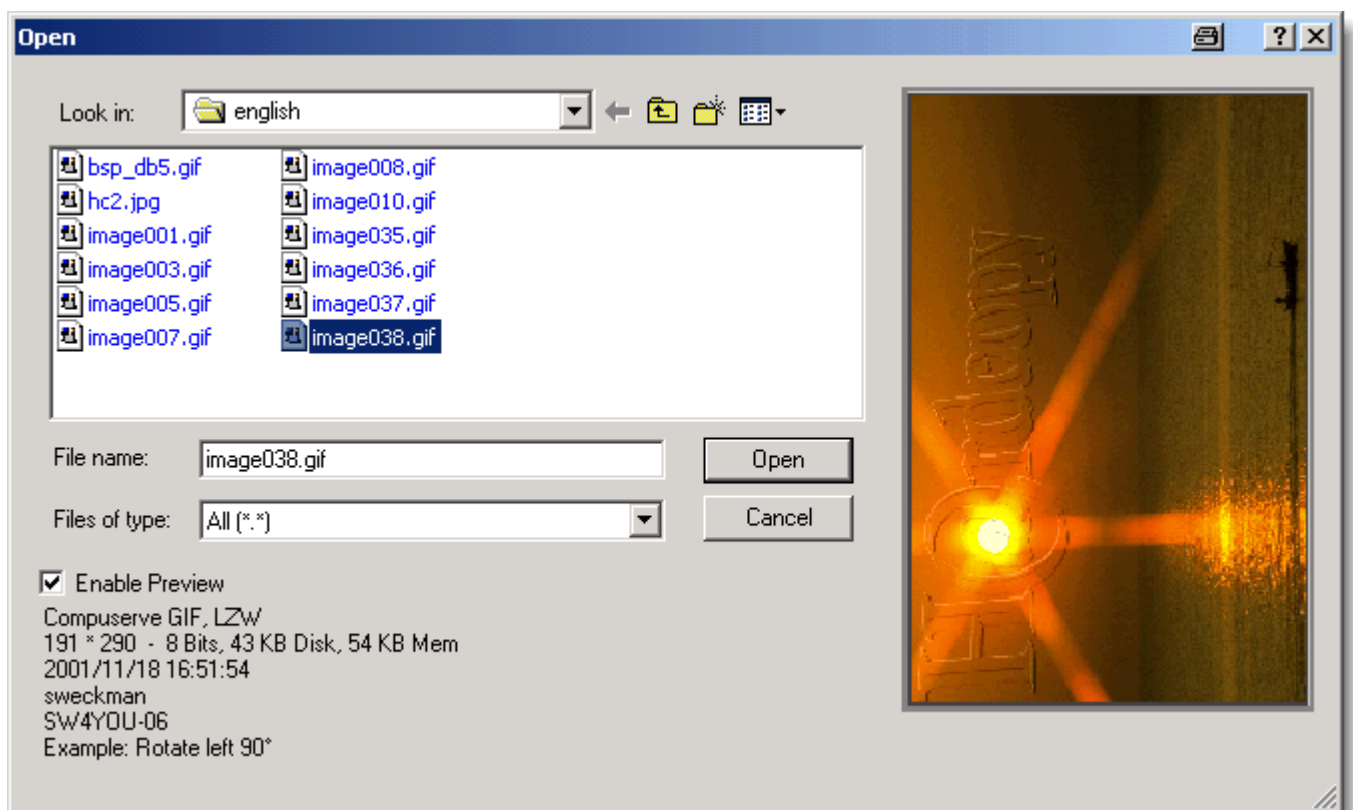
5.1.1 New

Delete an image and/or put an empty image at disposal with the selected background color.



5.1.2 Open

Opens an image file.



Tips:

- You can open a Hardcopy file (with the extension .hcp) by a double-click in the Explorer; from that any one time a further Hardcopy window is opened.
Further information under:
→→→ [6.2.14.1 Assign File Types to the Program Hardcopy](#)
- It is also possible to drag a file into the Hardcopy window directly from the Explorer (Drag + Drop).
With Drag + Drop you can push even a Hardcopy window; Hardcopy will open this file, if the Hardcopy window is active.
- You can open a Hardcopy file (with the extension .hcp) by a double-click in the Explorer; this starts a new Hardcopy window in the current directory.

Example