

# **Screenshot Captures Methods & Standards**

## Introduction

There is a company-wide need for the collection, storage, and mutual use of screenshots. Over time, these screenshots have been captured in disparate formats and resolutions that are apparent when new screen shots are used beside old ones. File sizes also vary. Very large screenshot files may have poor quality. This is an important consideration to minimize download time, yet maintain quality. In an effort to unify our screenshots and create a common repository of screenshots to draw from, a committee representing the different users of screenshots has evaluated the different methods and formats and offer the following standards for creation of screenshots.

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## Method

### Snagit

Snagit by TechSmith has been selected as the preferred capture software.

A free trial version can be downloaded at <http://www.snagit.com/download.asp>

Snagit is intuitive, and with a little practice can be mastered easily.

### Settings

The first setting to make is for your monitor. It is important that all screenshots have the same resolution. The optimal resolution is **1280 x 1024**. If your computer is unable to meet these requirements, please have someone else within your team capture the screenshots.

Your monitor settings can be adjusted by selecting:

*Control Panel*

*Display*

*Settings*

*Screen area: 1280 x 1024*

*OK*

### Capture

Launch Snagit.

Input: Select **Active Window** (This captures the active window – not your entire desktop.)

(An option that you may choose to use from time to time is “region” which enables you to target your snapshot area with crosshairs – cropping exactly what you’d like to highlight.)

Output: Select **File**, and under Output>Properties, select “ask for file name” so that you always have the opportunity to name the file. There is a section within this document that will help you give it a meaningful name.

Save: The default/auto settings are suitable for everything we need.

It is important to save the file as a **.bmp format**.

**When this process is complete, you have captured a 1280 x 1024 .bmp file.**

# Suggestions

One of the deciding factors on how successful the screenshot will be is its appearance before capturing. Open the window of the item you wish to capture as large as possible. Optimize the column widths (most software enables you to move these columns) so that all of the information is showing without excessive whitespace between the next column. Because most screenshots are condensed to as small as 2-3 inches wide, excess whitespace forces the rest of the copy to be very small.

It is easier to crop or “blow up” regions of a screen shot in other applications. Concentrate on capturing a clean, crisp screenshot and make any crops in the final application.

Date	User	Name	Event Kind	Version	Comment
07/10/01 11:24:12	bmccarth	.._index.jsp	create version	Vmain1195	adding earnings release
07/09/01 15:12:28	bmccarth	.._index.jsp	create version	Vmain1194	adding new home page image
07/02/01 16:32:41	chowe	.._index.jsp	create version	Vmain1192	fix link_style on q1 earnings announcement
07/02/01 15:55:33	chowe	.._index.jsp	create version	Vmain1191	
07/02/01 15:45:24	chowe	.._index.jsp	create version	Vmain1190	adding pr announcement
06/29/01 10:50:47	bmccarth	.._index.jsp	create version	Vmain1189	changing link to webinar
06/28/01 18:55:39	bmccarth	.._index.jsp	create version	Vmain1188	adding latest release
06/27/01 11:16:40	bmccarth	.._index.jsp	create version	Vmain1187	adding new release
06/25/01 11:43:26	bmccarth	.._index.jsp	create version	Vmain1186	adding new customer video (Spherion)
06/22/01 13:57:07	bmccarth	.._index.jsp	create version	Vmain1185	changing URL to trade up; adding webinar
06/18/01 10:02:12	bmccarth	.._index.jsp	create version	Vmain1184	replacing home page image
06/14/01 10:34:35	eronan	.._index.jsp	create version	Vmain1eng_branch63	
06/13/01 11:39:41	bmccarth	.._index.jsp	create version	Vmain1183	adding new customer video image
06/11/01 15:59:46	bmccarth	.._index.jsp	create version	Vmain1182	edit
06/11/01 15:48:43	bmccarth	.._index.jsp	create version	Vmain1181	edit
06/11/01 15:36:08	bmccarth	.._index.jsp	create version	Vmain1180	replacing news story
06/08/01 17:03:22	dtarbox	.._index.jsp	create version	Vmain1179	clean up commented-out code to reduce file size
06/08/01 13:42:22	bmccarth	.._index.jsp	create version	Vmain1178	edit
06/07/01 15:59:09	bmccarth	.._index.jsp	create version	Vmain1177	edit
06/07/01 15:55:51	bmccarth	.._index.jsp	create version	Vmain1176	adding new software development paradox tease
06/07/01 15:43:29	bmccarth	.._index.jsp	create version	Vmain1175	adding new release
06/06/01 13:01:16	bmccarth	.._index.jsp	create version	Vmain1174	replacing news item
06/06/01 12:02:40	bmccarth	.._index.jsp	create version	Vmain1173	adding link to Workbench
06/05/01 11:04:04	bmccarth	.._index.jsp	create version	Vmain1172	removing Derry's addition
06/05/01 09:19:02	ddeng	.._index.jsp	create version	Vmain1171	
06/05/01 08:25:23	bmccarth	.._index.jsp	create version	Vmain1170	edit
06/05/01 06:18:33	bmccarth	.._index.jsp	create version	Vmain1169	adding JavaOne releases
06/04/01 13:41:12	bmccarth	.._index.jsp	create version	Vmain1168	living launch link at bottom of page
06/04/01 13:39:31	bmccarth	.._index.jsp	create version	Vmain1167	replacing launch graphic with Ericson
06/01/01 13:01:10	bmccarth	.._index.jsp	create version	Vmain1166	adding new release
05/30/01 14:58:56	ddeng	.._index.jsp	create version	Vmain1165	waiting
05/30/01 10:15:30	ddeng	.._index.jsp	create version	Vmain1164	Add IBM Workbench
05/29/01 16:18:18	bmccarth	.._index.jsp	create version	Vmain1163	adding new release
05/29/01 14:46:45	eronan	.._index.jsp	create version	Vmain1eng_branch62	
05/21/01 12:42:59	bmccarth	.._index.jsp	create version	Vmain1162	updating news story
05/21/01 12:33:09	bmccarth	.._index.jsp	create version	Vmain1161	adding Microsoft release
05/19/01 16:08:22	bmccarth	.._index.jsp	create version	Vmain1160	adding Rainier image
05/17/01 15:35:07	bmccarth	.._index.jsp	create version	Vmain1159	merge for Rainier
05/16/01 14:22:39	bmccarth	.._index.jsp	create version	Vmain1varner2	edit
05/16/01 13:51:39	bmccarth	.._index.jsp	create version	Vmain1varner1	adding Rainier release
05/16/01 13:41:10	bmccarth	.._index.jsp	create version	Vmain1varner0	adding Rainier release
05/15/01 13:08:20	bmccarth	.._index.jsp	create version	Vmain1158	updating recent news
05/12/01 18:12:35	dtarbox	.._index.jsp	create version	Vmain1157	testote links to customer stories
05/11/01 22:31:35	dtarbox	.._index.jsp	create version	Vmain1156	change feature story to Test RT while programs ...
05/07/01 13:12:06	bmccarth	.._index.jsp	create version	Vmain1155	adding Ericson video
05/04/01 08:54:55	bmccarth	.._index.jsp	create version	Vmain1154	living image for the second time
05/03/01 11:36:49	bmccarth	.._index.jsp	create version	Vmain1153	image edits
05/03/01 11:29:31	bmccarth	.._index.jsp	create version	Vmain1152	replacing video image with edited J.D. Edwards
05/03/01 11:01:12	bmccarth	.._index.jsp	create version	Vmain1151	replacing Customer Video temporarily
05/03/01 08:46:54	dtarbox	.._index.jsp	create version	Vmain1150	remove RUC early bid reg note
05/02/01 15:00:43	bmccarth	.._index.jsp	create version	Vmain1149	adding customer story
05/02/01 15:07:26	bmccarth	.._index.jsp	create version	Vmain1148	adding Rational Edge link to leftnav
05/02/01 11:18:31	bmccarth	.._index.jsp	create version	Vmain1147	adding new news story
04/30/01 13:11:29	bmccarth	.._index.jsp	create version	Vmain1146	edit

**Example:**  
Too much white space between columns

**Example:**  
Evenly spaced and “balanced” columns

Try to eliminate unnecessary extra white space

Date	User	Name	Event Kind	Version	Comment
07/19/01 12:57:29	bmccarth	.._index.jsp	create version	Vmain1190	changing customer video image
07/12/01 10:27:25	bmccarth	.._index.jsp	create version	Vmain1199	Removing link to RS webinar
07/11/01 13:51:39	bmccarth	.._index.jsp	create version	Vmain1198	replacing news story
07/10/01 18:29:58	bmccarth	.._index.jsp	create version	Vmain1197	removing prepared remarks
07/10/01 18:02:49	bmccarth	.._index.jsp	create version	Vmain1196	adding link to prepared remarks
07/10/01 11:24:12	bmccarth	.._index.jsp	create version	Vmain1195	adding earnings release
07/09/01 15:12:28	bmccarth	.._index.jsp	create version	Vmain1194	adding new home page image
07/02/01 16:51:43	dtarbox	.._index.jsp	create version	Vmain1193	fix link_style on q1 earnings announcement
07/02/01 16:32:41	chowe	.._index.jsp	create version	Vmain1192	
07/02/01 15:55:33	chowe	.._index.jsp	create version	Vmain1191	
07/02/01 15:45:24	chowe	.._index.jsp	create version	Vmain1190	adding pr announcement
06/29/01 10:50:47	bmccarth	.._index.jsp	create version	Vmain1189	changing link to webinar
06/28/01 18:55:39	bmccarth	.._index.jsp	create version	Vmain1188	adding latest release
06/27/01 11:16:40	bmccarth	.._index.jsp	create version	Vmain1187	adding new release
06/25/01 11:43:26	bmccarth	.._index.jsp	create version	Vmain1186	adding new customer video (Spherion)
06/22/01 13:57:07	bmccarth	.._index.jsp	create version	Vmain1185	changing URL to trade up; adding webinar
06/18/01 10:02:12	bmccarth	.._index.jsp	create version	Vmain1184	replacing home page image
06/14/01 10:34:35	eronan	.._index.jsp	create version	Vmain1eng_branch63	
06/13/01 11:39:41	bmccarth	.._index.jsp	create version	Vmain1183	adding new customer video image
06/11/01 15:59:46	bmccarth	.._index.jsp	create version	Vmain1182	edit
06/11/01 15:48:43	bmccarth	.._index.jsp	create version	Vmain1181	edit
06/11/01 15:36:08	bmccarth	.._index.jsp	create version	Vmain1180	replacing news story
06/08/01 17:03:22	dtarbox	.._index.jsp	create version	Vmain1179	clean up commented-out code to reduce file size
06/08/01 13:42:22	bmccarth	.._index.jsp	create version	Vmain1178	edit
06/07/01 15:59:09	bmccarth	.._index.jsp	create version	Vmain1177	edit
06/07/01 15:55:51	bmccarth	.._index.jsp	create version	Vmain1176	adding new software development paradox tease
06/07/01 15:43:29	bmccarth	.._index.jsp	create version	Vmain1175	adding new release
06/06/01 13:01:16	bmccarth	.._index.jsp	create version	Vmain1174	replacing news item
06/06/01 12:02:40	bmccarth	.._index.jsp	create version	Vmain1173	adding link to Workbench
06/05/01 11:04:04	bmccarth	.._index.jsp	create version	Vmain1172	removing Derry's addition
06/05/01 09:19:02	ddeng	.._index.jsp	create version	Vmain1171	
06/05/01 08:25:23	bmccarth	.._index.jsp	create version	Vmain1170	edit



## **Guidelines for Captions**

In order to help secure product coverage in trade journals, new product screen shots and captions will be posted at product launch time to a special “launch” news room on rational.com. To help journalists put these screen shots in context, please provide a 10-20 word description of each image. The captions should describe the image in the context of the overall announcement/ initiative, but should not sound like a marketing pitch.

### **Caption Example:**

The Rational Developer Network brings together both licensed and Rational original content, skill-building resources, and an online community of peers.

Forte for Java main window with Rational ClearCase integration loaded - Rational ClearCase toolbar displayed.

Forte for Java Explorer showing expanded Rational ClearCase View mounted.

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## **Storage/Usage**

Prior to company-wide announcement, captured screenshots will reside with the respective product managers. Managers should submit these screenshots with Word docs and other materials and content as requested/needed. Final storage of datasheet screenshots will be within individual art kits posted to the Resource Center (Art Gallery zone). Screenshots will be available on line in the news room as described in the captions section.