GenevaLogic
ACTIVE TEACHING SYSTEMS

Pointer^2
User Guide

Instructions for Installing and Using
Your On-Screen Annotation Tool

Notice

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Welcome to Pointer

Pointer is an easy-to-use tool that helps instructors and presenters (or anyone who uses a computer) to make more effective presentations and enhance lessons, training materials and documentation. With Pointer, you have the best possible tool to focus the attention of your classroom or training lab during a computer based presentation. Pointer is also great for annotating documents and lessons in preparation for a class or training session.

- Mark specific areas on the screen using a number of different annotation tools such as highlighters, color pens, transparent or opaque areas, spotlights, magnifiers, text, graphics, and much more. You have complete flexibility in controlling the look of your annotations, including color and line thickness. Once you place an annotation on the screen, you can freely move it.
- Achieve your desired results in seconds with a simple click, whether you want to cover an area of the screen, add a graphic, insert selected text or delete a selection.
- You can apply Pointer tools to a specific program window. As you move windows around, your annotations stay in their original location.
- Create screenshots of a window, the entire desktop or a selected region of the desktop. You can save screenshots in bitmap, jpeg, or HTML file formats for use in 3rd party programs, including any Microsoft Office application.

Technical Support

GenevaLogic offers a number of resources to help you make the most of Pointer. When you need additional support, try one of the following.

Refer to Pointer Help

Pointer Help offers a information about common Pointer tools. You can open Help from the shortcut bar.

Visit Our Web Site

Our Web site, www.genevalogic.com, offers a list of support resources, including Frequently Asked Questions, user documentation, and software updates.

Contact Our Technical Support Team

You can contact Technical Support by phone, e-mail, or our Web site.

In North America

Phone: 866-725-7803 (toll free)

E-mail: support.us@genevalogic.com

Web: www.genevalogic.com

Our hours are 7:30 AM–4:30 PM Pacific Time.

All Other Locations

Outside of North America, the technical support of our products is provided through our international network of distributors and resellers. Please contact the local GenevaLogic distributor in your area. For a list of distributors, visit our international support page at www.genevalogic.com.

Installation

Before you begin to install Pointer, verify that your computer meets the following system requirements. You must also have a valid serial number to activate Pointer. (You can install a 30-day evaluation version without a serial number.)

Operating System

- Windows 98, Me, NT4, 2000 Professional or XP Professional

Processor

- 486/66 MHz processor

Install Pointer

After you have verified that your computer meets the system requirements, you can begin to install Pointer.

NOTE: Vision 6 Users must install Vision before installing Pointer.

1. Log on to the computer as an administrator.
2. Quit all programs.
3. Quit all virus protection utilities or filters.
4. Run the Pointer Setup program.
   - When you are installing from a file that you downloaded, open the folder where you saved the Setup program, and then double-click **Pointer2_XSetup.exe**.
   - When you are installing from a CD, insert the CD in the proper drive, point to **Pointer**, and then select **Install Pointer**.

5. Click **Next** to start the installation.
6. Read and accept the licensing agreement.
7. The wizard guides you through the Pointer installation. Follow the instructions on the screen.
8. After you complete the installation, restart the computer and any virus protection utilities that you use.

Start and Configure Pointer

After you install Pointer you can start the program from the **Start** menu. Click **Start**, point to **All Programs**, and then navigate to the GenevaLogic folder and click Pointer.

When Pointer starts for the first time, it appears on your desktop as a small floating window. You see the window title bar similar to the one below:

About the Pointer Shortcut Bar

Before you start using the Pointer tools, it is important to set up the Pointer toolbar layout and position so that you can use it in a manner that fits into your presentation style.

The window itself has certain default characteristics that are designed to make the program as easy and unobtrusive as possible to use. By default the Pointer window:

- Floats on top of all open windows on the desktop.
- Uses small buttons to take up as little space as possible on the desktop.
- Sizes itself so that the shortcut bar takes up as little space as possible.

Docking the Shortcut bar

A special feature of Pointer that allows the shortcut bar to be as unobtrusive as possible is that it can be docked to any edge of your computer desktop. When docked to an edge of the desktop, Pointer resizes your application windows slightly to ensure no application component is blocked by the shortcut bar. You can also configure the shortcut bar so that it auto-hides when not in use.

To dock the shortcut bar:

- Drag the shortcut bar to any edge of your desktop. When the shortcut bar and mouse cursor make contact with any edge of the desktop, the shortcut bar resizes itself and docks to the edge.

To undock the shortcut bar

- Place the mouse cursor on an empty section of the Pointer shortcut bar and drag toward the center of the desktop. The shortcut bar resizes and becomes a floating window on your desktop.

To auto-hide the docked shortcut bar:

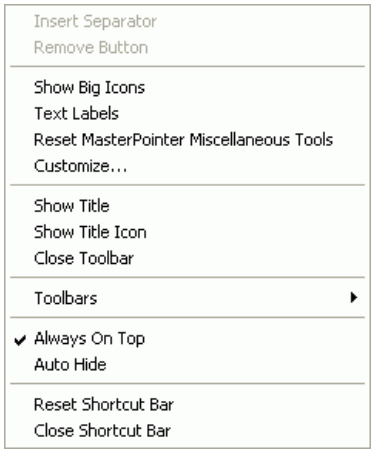
1. Right-click an empty section of the Pointer shortcut bar.
2. In the pop-up menu that appears, select the **Auto Hide** option. With auto-hide selected, the shortcut bar hides from view when not in use and reappears when the mouse curser comes in contact with the edge of the desktop to which the shortcut bar is docked.

Configure the Pointer Shortcut Bar

The behavior and characteristics of the Pointer shortcut bar can be modified in one of two ways: through a context sensitive pop-up menu, or by way of the Pointer **Properties** window.

To modify shortcut bar properties via the context sensitive pop-up menu:

1. Right-click an empty section of the Pointer shortcut bar. The following menu appears.



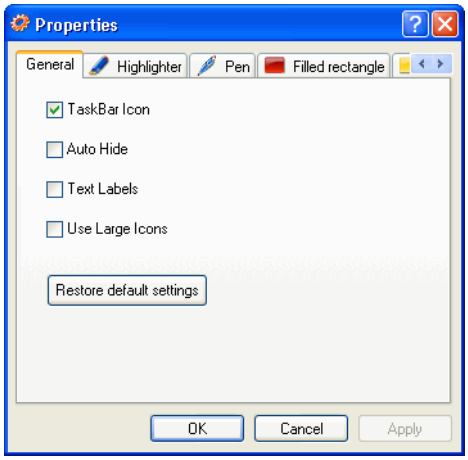
2. Change a property by clicking on a menu option. The following table describes each of these properties

Menu Item	Description
Insert Separator	Inserts a separator between buttons in the shortcut bar.
Remove Button	Removes the selected button from the shortcut bar.
Show Big Icons	Changes the button to a larger format.
Text Labels	Places labels under the buttons.
Reset Pointer Tools	Resets the toolbar properties to the default settings for the toolbar selected.
Customize…	Opens the Customize Toolbar dialog box from which you can drag additional Pointer buttons to the shortcut bar and/or buttons from other GenevaLogic products that are installed on the computer.
Show Title	Adds a title to the selected toolbar in the shortcut bar.
Show Title Icon	Adds an icon to the selected toolbar in the shortcut bar.
Close Toolbar	Closes the selected toolbar within the shortcut bar.
Toolbars	Displays a list of the toolbars that can be displayed in the Pointer shortcut bar.
Always On Top	Forces the Pointer shortcut bar to always float on top of all desktop windows.
Auto Hide	When the shortcut bar is docked to an edge of the screen this setting forces the shortcut bar to hide from view when not in use.
Reset Shortcut Bar	Resets the Pointer shortcut bar to its original settings.
Close Shortcut Bar	Closes the Pointer shortcut bar.

To modify shortcut bar properties via the Pointer properties window:

1. In the Pointer shortcut bar, select the **Properties** button.

The **Properties** window appears.



The **General** tab in the **Properties** window contains the settings that affect how the Pointer window behaves. There are four settings that you can change, each of which is described below:

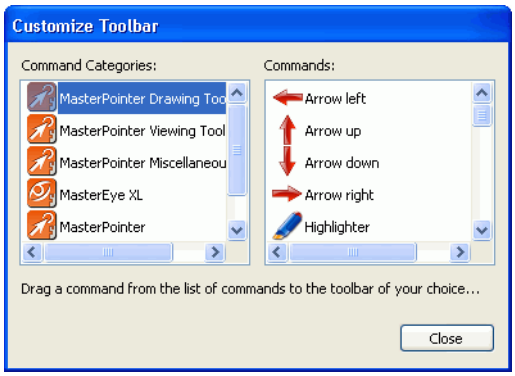
- **TaskBar Icon** – This setting determines whether a shortcut icon is placed in the Windows system tray (the notification area at the far right of the taskbar). When the Pointer icon is visible in the taskbar, double-click it to start Pointer. To remove the icon from the taskbar, clear this check box.
- **Auto Hide** – This setting determines whether the contents of a Pointer shortcut bar that is docked to the edge of the screen is hidden when not in use. Clear this check box to keep the Pointer shortcut bar visible.
- **Text Labels** – This setting determines whether text labels for each button in the shortcut bar appear.
- **Use Large Icons** – This setting determines whether or not large icons are used in the Pointer window for each of the buttons. Select or clear this check box depending on your preference.
- **Restore default settings** – This button restores the shortcut bar properties to its original settings.

Add or Remove Tools from the Shortcut Bar

Pointer comes with over 20 different annotations and tools available by default in the Pointer shortcut bar. You have the ability to customize Pointer so that the toolbars within the shortcut bar display only those tools you wish to use.

To add tools:

1. Right-click an empty section of the Pointer shortcut bar.
2. Select the **Customize…** menu option. The Customize Toolbar window appears.



   The left-hand list contains available command categories and the right-hand list contains the commands available for each category. Depending on what GenevaLogic products you have installed, the list of command categories may look slightly different.

3. Select the command category that contains the tool you wish to add to the shortcut bar.
4. In the **Commands** list, drag the item you want it to the Pointer shortcut bar.
5. You can continue adding tools using the same procedure or click the **Close** button to close the **Customize Toolbar** window.

To remove tools from the shortcut bar:

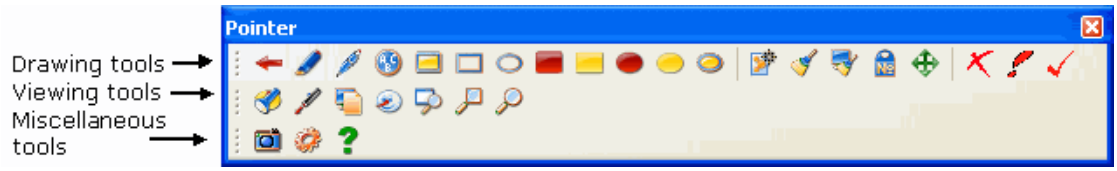
1. Right-click the button in the shortcut bar you wish to remove.
2. In the context sensitive pop-up menu that appears, select **Remove Button menu**.

Common Features

You access all Pointer tools using the buttons in the Pointer shortcut bar. To select an annotation or tool, simply click the appropriate button. Your mouse pointer may change depending on the properties set for that annotation or tool.

Toolbars

By default, Pointer comes with three distinct toolbars that appear within the shortcut bar. Each of these toolbars is labeled below.



- **Drawing Tools** – Use these tools to create, move, label and erase annotations on the computer screen.
- **Viewing Tools** – These are the tools that affect how the computer screen or items on the computer screen are viewed.
- **Miscellaneous Tools** – These tools include the Snap screen capture utility, Pointer Properties and Pointer Help.

Drawing and Viewing Tools – The drawing and viewing tools are described in detail on the following pages. All Pointer drawing and viewing tools are covered even though only a subset of the tools are visible in the shortcut bar when you first install Pointer.

Common behavior is described in this section followed by a detailed description of describing each tool's unique features in the following section, *Pointer Tools*.

To begin using a tool:

- Click a tool button in the Pointer shortcut bar and then click the desired location on your desktop where you want the object to appear.

  Your mouse pointer may change depending on the tool selected. For example, when you select the arrow tool, your pointer becomes an arrow. Some tools require that you create the annotation or viewing object on the desktop before you can start to use it. You can also create a custom sized annotation or viewing tool by dragging the mouse cursor across the screen.

To move an annotation or viewing tool use one of three methods:

- Click the object and drag the annotation to its new location. This functionality applies to the following tools:

Arrow	filled oval
Pen	Clipart Annotations
Text	Zoom
Rectangle Outlined	Rectangle Magnifier
Filled Rectangle	Oval Magnifier
Oval Outlined	

NOTE: Clipart annotations are represented by their own button after you import them into the toolbar. Clipart buttons that appear by default in the toolbar include the following:

- Select the **Move objects** button from the Pointer shortcut bar and then click the desired object on your desktop to move it.

  Once you are finished moving the object, right-click or click the **Move objects** button again to deactivate it. This functionality applies to all objects created with the drawing tools.

- You can click and move the **Arrow**, **Spotlight**, and **Laser** objects after you create them.

  You can continue to move these objects this way until you right-click and delete the object from your desktop.

To remove an object from your desktop use one of three methods:

- Click the **Erase Selection** button, and then select the area around the annotation or viewing tool. Release the mouse button to delete it.

- Click the **Erase All** button to erase all annotations and viewing tools from your desktop.

- Click the object to place focus on it, and then right-click. In the pop-up menu that appears, select **Remove**.

  You can apply this procedure to the following tools:

	Arrow		Filled Oval
	Pen		Clipart Annotation
	Text		Zoom
	Rectangle Outlined		Rectangle Magnifier
	Filled Rectangle		Oval Magnifier
	Oval Outlined		

NOTE: Clipart annotations are represented by their own button after you import them into the toolbar. Clipart buttons that appear by default in the toolbar include the following:

To change the size of an object:

- Right-click the object you want, and then drag the mouse to resize it. With the exception of highlighter style annotation objects, you can resize all objects this way.

Pointer Tools

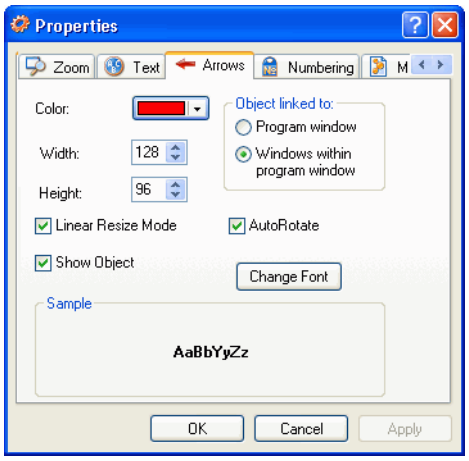
Each tool within Pointer functions in a specific manner and has properties which can be modified to change the behavior of the annotation. This section describes each tool's function and its properties, which you can configure. Properties for all the tools are modified in the **Properties** window which you access by clicking the **Properties** button in the shortcut bar.

Arrow

The Arrow annotation tool can be used to dynamically point out different items in a presentation such as PowerPoint, or can be fixed in place to direct attention to a specific area of your screen. You can create multiple pointer buttons when you wish to point to several items at once.

You can modify and move the arrow with your mouse or right-click the arrow to open a context sensitive pop-up menu. By default, Pointer starts the arrow in AutoRotate mode. This means that you can click the arrow to rotate it any way you wish. Double-click it to reverse the arrow's direction.

Arrow Properties



- **Color:** Change the object's color.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the arrow object after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.
- **AutoRotate:** When selected, the arrow automatically rotates around the center point of your screen as you move the object. When cleared, the arrow no longer rotates but remains pointed in the same direction as you move the arrow around the screen.

- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object, use its context sensitive pop-up menu.

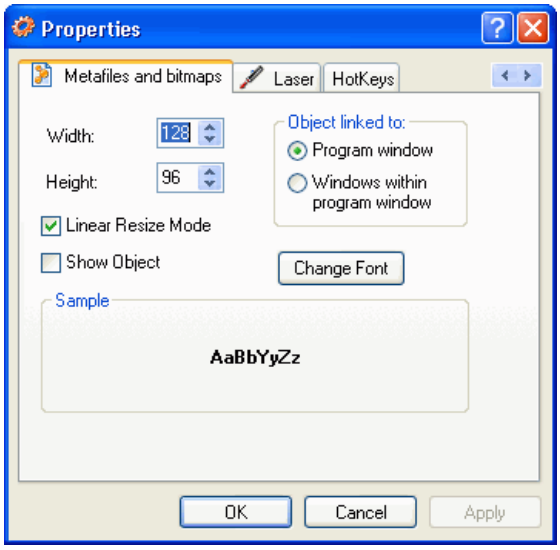
Clipart

Pointer comes with 50 clipart graphics you can add to the Pointer shortcut bar. To import clipart:

1. Click the **Add Clipart** button. The **Open a File** window appears.
2. To locate the graphics included with Pointer, browse to the directory C:\Program Files\GenevaLogic\Pointer\ClipArt.
3. Select one of the graphics. Once you select a graphic, it appears in the Pointer shortcut bar as a button.
4. To display the graphic on the screen, click it and use the same procedure you use to add an Arrow.

ClipArt Properties

ClipArt properties are found under the **Metafiles and bitmaps** tab in the **Properties** window.



- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.

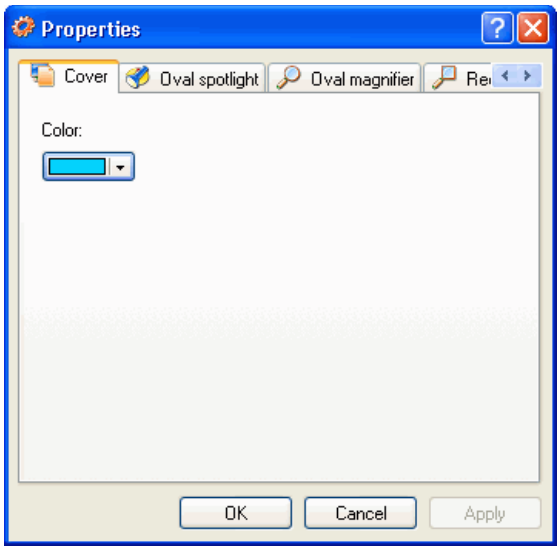
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the clipart object after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.
  - **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object use its pop-up menu.

Cover

The cover page viewing tool is intended to cover up areas of the screen that are not currently meant to be viewed. When you click this button, small bars appear at the edges of the screen. Drag these bars across the areas you want to cover like a foil, from all sides and all corners.

Right-click the cover to view a context sensitive pop-up menu where you can specify the cover page default settings. To turn off the cover page, click the **Cover** button a second time or select **Exit** from the context sensitive pop-up menu.

Cover Properties



- **Color:** Change the cover color.

Erase All

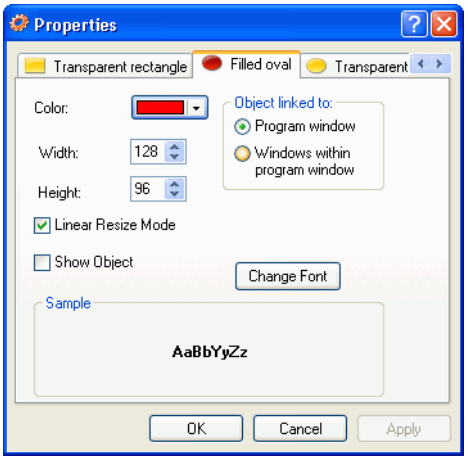
Click this button to erase all objects on your screen.

Erase Selection

This tool allows you to erase selected objects. Select the button and then draw a frame around the object you want to erase. Release the mouse button and the object is erased. No other selections are affected.

Filled Oval

The Filled Oval tool lets you draw an opaque oval on your computer screen. When you click the button, the tool is activated for one time use. When you double-click this button, you can create multiple ovals in a row. When you finish creating multiple ovals, right-click to stop the feature.



Filled Oval Properties

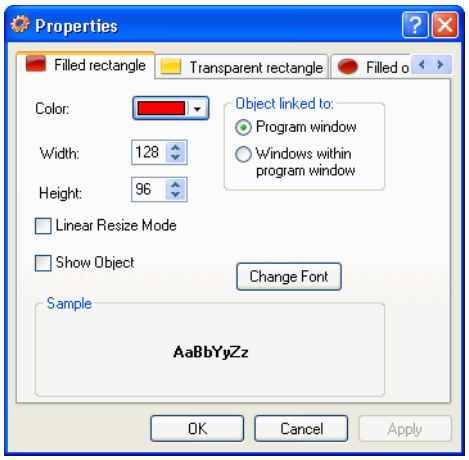
- **Color:** Change the object's color.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the filled oval after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.
- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object use its context sensitive pop-up menu.

Filled Rectangle

The Filled Rectangle tool lets you draw an opaque rectangle on your computer screen.

When you click the button, the tool is activated for one time use. When you double-click this button, you can create multiple rectangles in a row. When you finish creating multiple rectangles, right-click to stop the feature.

Filled Rectangle Properties



- **Color:** Change the object's color.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the filled rectangle object after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.

- **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object use its context sensitive pop-up menu.

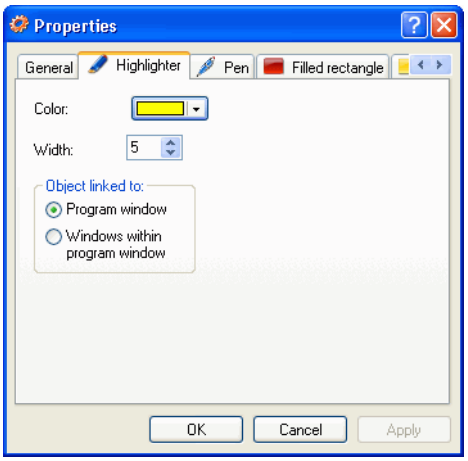
Freeze Screen

Click this button to freeze the entire screen. Once the screen is frozen, only the Pointer features remain active. Right-click to stop this feature.

Highlighter

The Highlighter tool lets you freeform draw with a transparent color. When you click the button, the tool is activated for one time use. When you double-click this button, you can highlight multiple areas in a row. When you finish highlighting repeatedly, right-click to stop the feature.

Highlighter Properties



- **Color:** Change the object’s color.

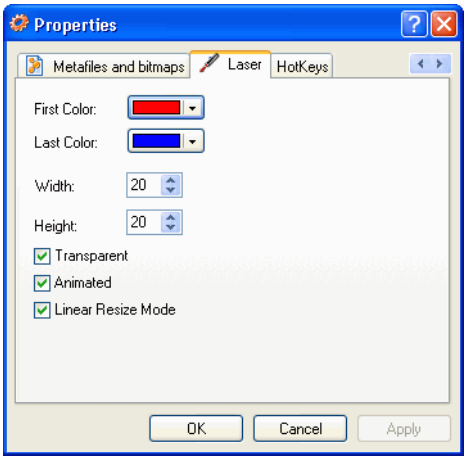
- **Width:** Modify the default line width.

- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Windows within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

Laser

Click this button to turn on the laser feature. Your pointer becomes a crosshair, which you click to size the laser before it appears. Use the laser to draw attention to important areas on the screen.

Laser Properties



- **First Color:** Select the laser's basic color.
- **Last Color:** Select the laser's second color in animated mode.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Transparent:** When this check box is selected, the laser display is transparent.

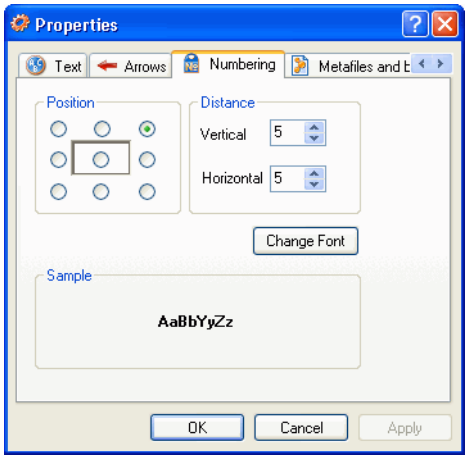
- **Animated:** The program animates the laser display with the second color you selected.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.

Move Objects

When selected, the Move Objects tool allows you to click and move Pointer objects on your screen. Click the button to activate the move feature. To turn this feature off, click the button a second time or right-click.

Numbering

Use this tool to sequentially and automatically number your objects as you place them on the screen. Press the button to activate numbering and press the button a second time to deactivate numbering.

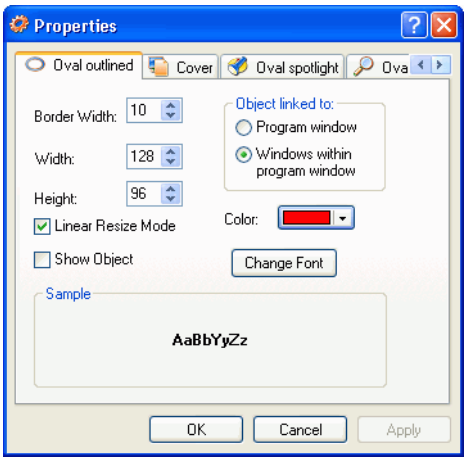


Numbering Properties

- **Position:** This determines the position of the number in reference to the object the number is applied to. The default location the upper right corner of the object.
- **Distance:** Enter the distance in pixels between the number and the object.
- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object use its context sensitive pop-up menu.

Oval Outlined

Use this tool to create an oval border around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click this button, you can create multiple ovals in a row. When you finish creating multiple ovals, right-click to stop the feature.



Oval Outlined Properties

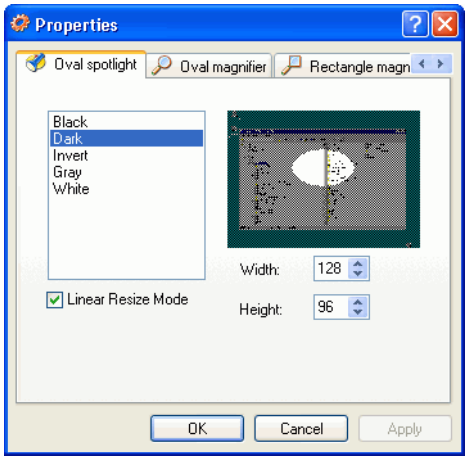
- **Frame Width:** Specify the default width of the frame line.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the oval outlined object after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a

program is subdivided, the selection refers only to the one respective subdivision.

- **Color:** Change the selection color.
- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object, use its context sensitive pop-up menu.

Oval Spotlight

The Oval Spotlight tool lets you create a spotlight that you can move across the screen. Use it to highlight an area of the screen while blocking or graying out the portion of the screen outside the spotlight. Click and draw a border that specifies the size of the spot. Right-click and move the mouse to customize the spotlight size precisely. You move the spotlight as you move your mouse. Right-click to turn off the spotlight.

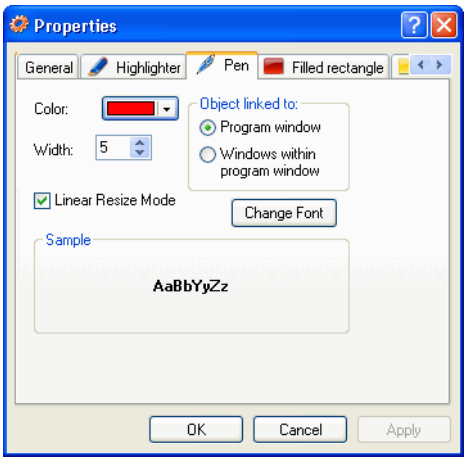


Oval Spotlight Properties

- **Background:** From the list of colors, select the background for the spot's display.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.

Pen

The Pen tool lets you freeform draw while holding down the left mouse button. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button again and again. Right-click to turn off this feature.



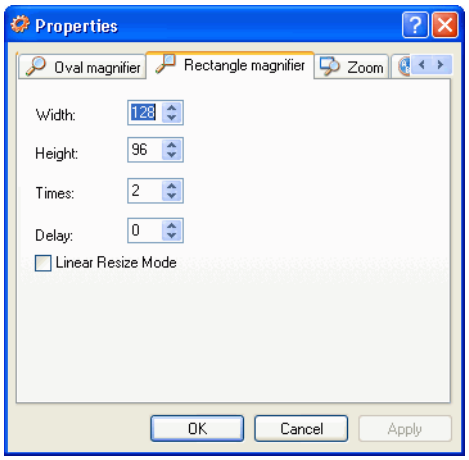
Pen Properties

- **Color:** Change the object's color.
- **Width:** Modify the line width.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Object Linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object, use its context sensitive pop-up menu.

Rectangular & Oval Magnifier

Use the Magnifier viewing tools to magnify a selected portion of the screen. Select the magnifier button and then use your mouse to drag across the area you wish to magnify. The screen content within the selected area appears in a magnified window. You can click and move this window anywhere on the screen. Right-click and move your pointer to resize the magnifier window.



Magnifier Properties

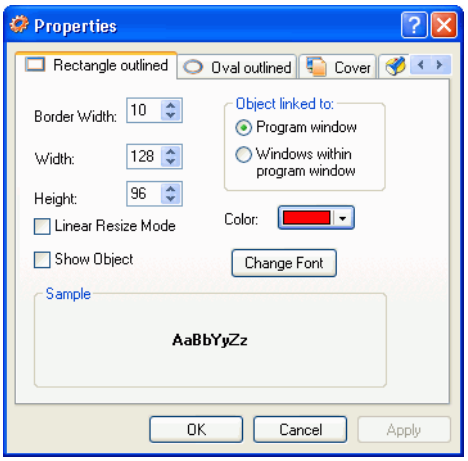
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Times:** Specify the factor by which the selected areas are magnified.
- **Delay:** Automatic time interval needed to update the magnifier content.

NOTE: This option is not available in Oval Magnifier Properties.

- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.

Rectangle Outlined

Use this tool to create a rectangular frame around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button again and again. Right-click to turn off this feature.



Rectangle Outlined Properties

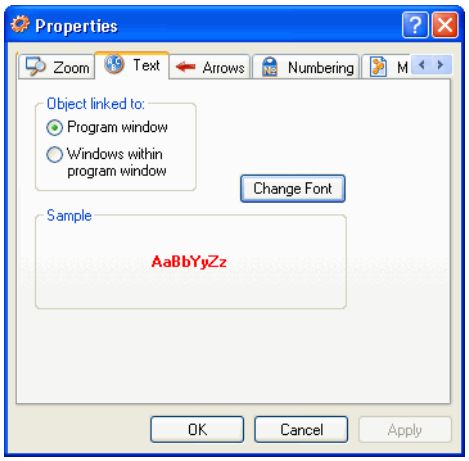
- **Border Width:** Specify the default width of the frame line.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Linear Resize Mode:** After you draw the object, you can change its size when you right-click and drag. When the check box is selected, all size modifications are retained proportionately.
- **Show Object:** When selected, the mouse pointer changes to the rectangle outlined object after the object is selected from the Pointer window. When cleared, the mouse pointer does not change to the selected object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a

program is subdivided, the selection refers only to the one respective subdivision.

- **Color:** Change the object's color.
- **Change Font:** You can add text to the object. This button allows you to set the default font characteristics for the object. To add text to the object, use its context sensitive pop-up menu.

Text

The Text tool allows you to insert text at any location on your screen. Click this button, then use the mouse to draw a frame at the approximate location where you want to insert the text. After you have entered the text, click outside the text box. To edit the text or modify the color, right-click the text to open the pop-up menu.



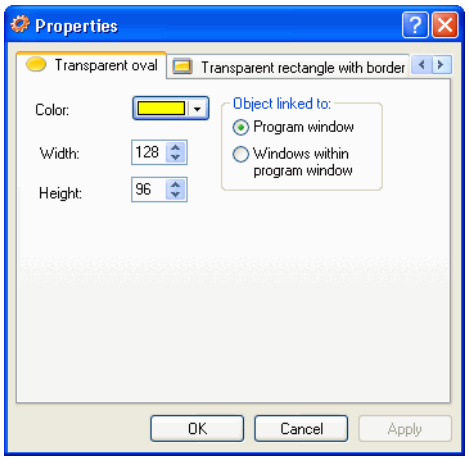
Text Properties

- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

- **Change Font:** This button allows you to set the default font characteristics for the text object.

Transparent Oval

Use this tool to create a transparent oval around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button again and again. Right-click to turn off this feature.

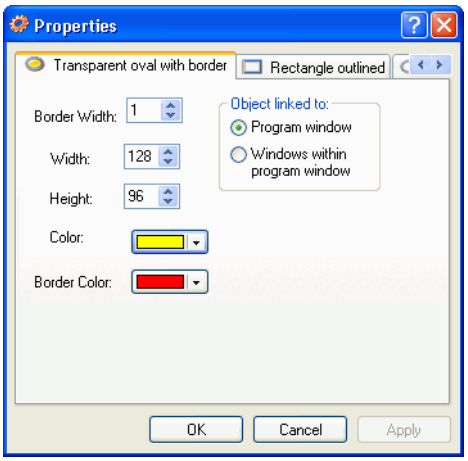


Transparent Oval Properties

- **Color:** Change the object's color.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

Transparent Oval with Border

Use this tool to create a transparent, framed oval around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button again and again. Right-click to turn off this feature.

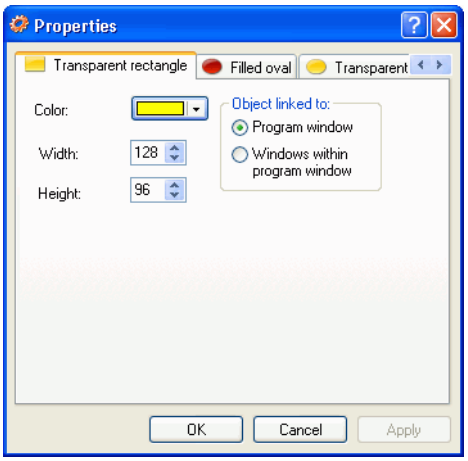


Transparent Oval with Border Properties

- **Border Width:** Specify the default width of the frame line.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Color:** Change the object's color.
- **Border Color:** Change the frame color.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

Transparent Rectangle

Use this tool to create a transparent rectangle around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button repeatedly. Right-click to turn off this feature.

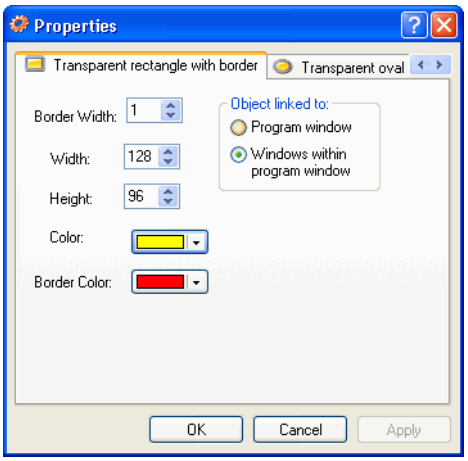


Transparent Rectangle Properties

- **Color:** Change the object's color.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked in. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

Transparent Rectangle with Border

Use this tool to create a transparent, framed rectangle around a selected portion of the screen. When you click the button, the tool is activated for one time use. When you double-click the button, the tool can be used multiple times without having to click the button again and again. Right-click to turn off this feature.

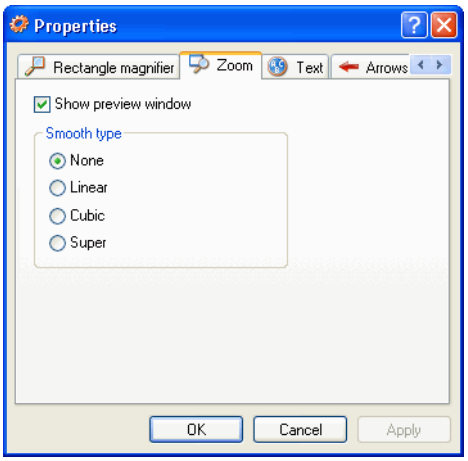


Transparent Rectangle with Border Properties

- **Border Width:** Specify the default width of the frame line.
- **Width:** Change the default width of the object.
- **Height:** Change the default height of the object.
- **Color:** Change the object's color.
- **Border Color:** Change the frame color.
- **Object linked to:**
  - **Program Window:** All selections refer only to the program window you are currently working in. This means that when a window within a program is subdivided, the selection refers to the entire program window, including all subdivisions.
  - **Window within the Program Window:** All selections refer to the entire program window you worked on. This means that when a window within a program is subdivided, the selection refers only to the one respective subdivision.

Zoom

Use the zoom tool to expand a selected portion of your screen so that it occupies the entire screen. Select the zoom button and drag the mouse across the area you wish to expand. The program enlarges the selection to occupy your entire screen. You can move this magnified section anywhere with the mouse. Right-click to zoom in and out.



Zoom Properties

- **Show Preview Window:** Displays the section currently being magnified in a small preview window. This facilitates navigation with MaxiZoom.
- **Smooth type:** These settings refer to the preview window display qualities. Depending on the setting, the program assembles the image displayed in this window very quickly or slowly. The following options are available:
  - **None**
  - **Linear**
  - **Cubic**
  - **Super**

Snap

Snap is a tool that allows you to create varieties of screenshots. The following options are available: screenshots (window, full screen and specified region), camera shots (cam), scans (all scanners), import and export of graphics (.bmp or .jpg files) and export in HTML.

As soon as you have taken the screen shot a small window is created in the snap gallery to display the image. You can save these screenshots and access them again later. For more information on how to use Snap, see page 37.

Properties

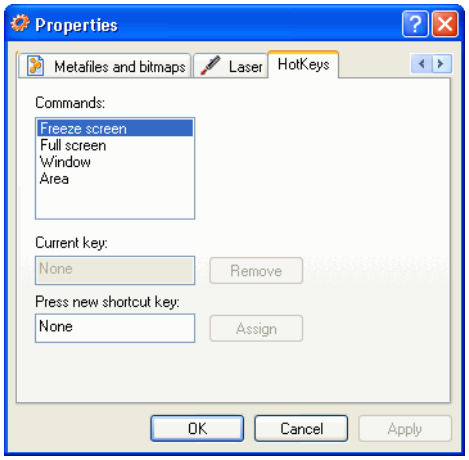
Click this button to open the **Properties** window. From this window, you can access and modify all the object properties.

Help

Click this button to open the Pointer online help file.

Hot Keys

The **Hot Keys** tab allows you to determine shortcut keys that can be used to create screen shots in Snap.



- **Commands:** This window lists the commands that are available for assignment to shortcuts.
- **Current Shortcut:** This field displays the currently assigned shortcut. Click **Remove** to remove a previously assigned key combination.

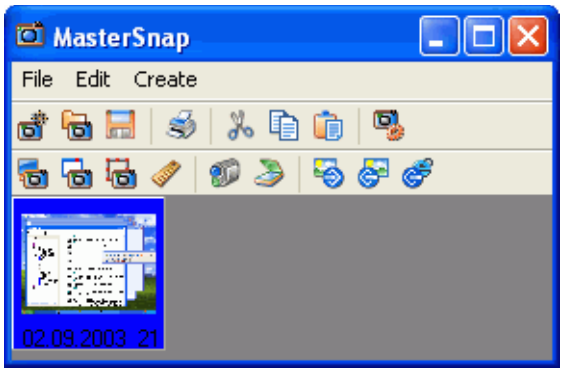
- **Press New Shortcut Key:** Use this field to define the key combination. Press any combination of keys. You may also use keys such as CTRL, SHIFT and ALT. Then click **Assign**.

Snap

Snap is a built in screen shot tool and gallery that allows you to take different types of screenshots of your desktop.

To access Snap, click the **Snap** button in the Pointer shortcut bar.

The Snap window appears:



Snap Tools

The following features are available from the Snap toolbar.

New

Click this button when you want to create a new snap gallery. When you have already created screenshots, the program prompts you to specify whether or not you want to save them.

Open

Use this command to open an existing snap gallery.

Save

This command saves your snap gallery.

Print

This command prints the snap gallery images according to your printer settings.

Cut

You can cut an image from the snap gallery and then insert it in any application.

Copy

Select an image in the snap gallery and then click this button to copy it to the Windows clipboard.

Paste

When you click this button, the program pastes the material in the clipboard into the snap gallery.

Properties

Click this button to open the **Properties** window for Snap.

Full Screenshot

Click this button to create a screenshot of the entire computer screen content.

Window Screenshot

Click this button to change the mouse pointer into a target, and then move the mouse across the screen to select the window you want to capture. When your window is selected, click it to create a screenshot.

Area Screenshot

Click this button and a crosshair appears on the screen. Click to specify the point of origin of the section you want to capture. Move the mouse across the desired section of the screen and then click again. Snap displays the specified section in the snap gallery.

Ruler

Click this button to open a window framed by a ruler. You can place this window anywhere on the screen. Once you have displayed the desired section in the window, you can go to the corners of the window and click the camera button to capture the content. To close the ruler, click the **Close** button.

Preview

When a camera is connected to your computer, you can capture images displayed in the preview window.

Scanner

You can insert scanned images into Snap directly from the scanner.

Import

You can import graphics into Snap in .bmp and .jpg file formats.

Export

You can export selected screenshots from Snap to the following file formats: bitmap, jpeg, and HTML.

Export in HTML

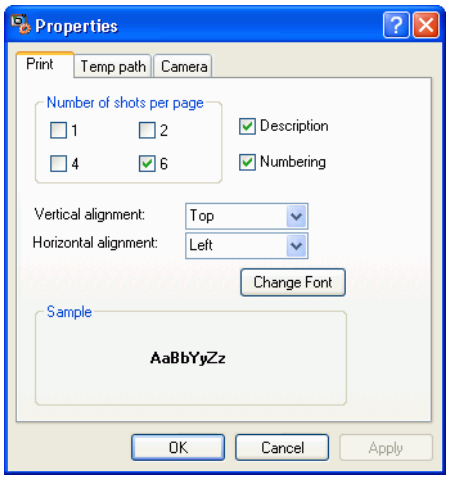
You can export one or all of the screenshots you created in HTML format.

NOTE: When you do not select any individual images for export, all images in the snap gallery are exported to the directory you have specified.

To view the export process in a browser, switch to the directory you just created and open the Index.htm file.

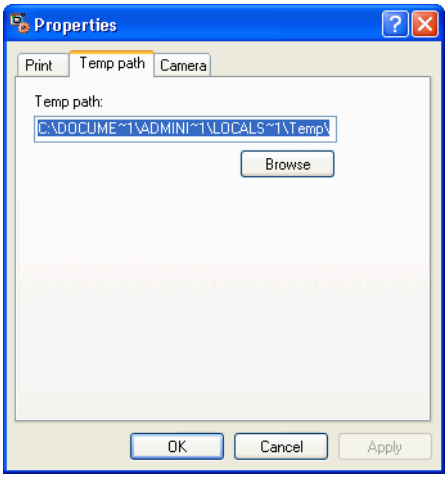
Snap Properties

To access the Snap properties, click the **Properties** button in the **Snap** window.



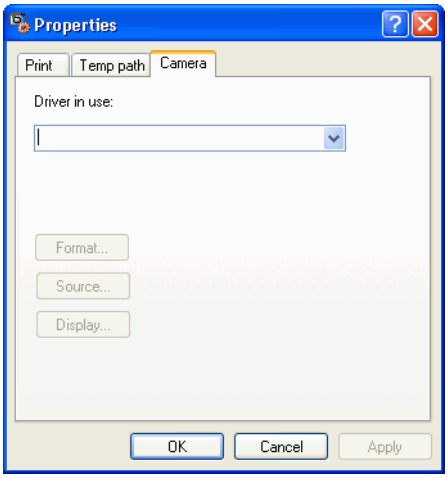
Print Tab

- **Number of shots per page:** Select how many pictures from the screenshot gallery you want to print per page.
- **Description:** You can print a description for every Snap. To change the default description, select **Change Shot Description** from the shortcut menu in the image you wish to change.
- **Numbering:** The program automatically numbers each Snap as it is being printed.
- **Orientation:** You can select whether you want to orient the printed page vertically or horizontally.
- **Change Font:** Specify a font for the description and the numbering.



Temp Path Tab

- **Temp path:** Specify the default path location where you want to store the screenshots.



Camera Tab

- **Driver in Use:** Specify which driver you want to use, when you have installed more than one driver.
- **Format:** Click this button to see the settings for the displayed video.
- **Source:** Click this button to see the settings for the source.
- **Display:** Click this button to see the setting for the Display. For more information on Pointer or to check for new versions, visit us online at www.GenevaLogic.com.