

# H@rdcopy

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

## Example



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## 1 Contents

<b>1</b>	<b>Contents</b>	<b>3</b>
<b>2</b>	<b>General</b>	<b>11</b>
2.1	Program Functions	11
2.2	System Requirements	12
2.3	Possible Applications:	12
<b>3</b>	<b>First Steps</b>	<b>13</b>
3.1	Installation Already Existing	13
3.2	After the Installation	13
3.3	Settings	14
3.3.1	Example „Settings → Functions“	14
3.4	Some Example-Settings	18
3.4.1	You Want to See before, What is Printed	18
3.4.2	Set a Key (e.g. Pause with Cut (Rectangle))	18
3.4.3	Open a File	18
3.4.4	No Printout with a Click onto the Hardcopy Icon in the System Tray	18
3.4.5	Eliminate Printer Icon in the Foreground Window	18
3.4.6	Display a Printer Icon in the Foreground Window	19
<b>4</b>	<b>Working with Hardcopy</b>	<b>21</b>
4.1	Start Hardcopy	21
4.2	The Hardcopy Window	22
4.3	Positioning Toolbar / Color Palette	23
4.4	The Color Palette / Select Color	24
<b>5</b>	<b>Menus</b>	<b>25</b>
5.1	File	25
5.1.1	New	25
5.1.2	Open	25
5.1.2.1	Several Images in One File	26
5.1.2.2	Open Several Files	27
5.1.3	Image Explorer	29
5.1.3.1	Refresh / F5	29
5.1.3.2	Find	29
5.1.3.3	Copy File(s)	30
5.1.3.4	Copy File(s) (Add)	30
5.1.3.5	Paste File(s)	30
5.1.3.6	Double-click	30
5.1.3.7	Open	30
5.1.3.8	New Window	30
5.1.3.9	Print	30
5.1.3.10	Mail	30
5.1.3.11	Remove	30
5.1.3.12	Window / Show-Functions	31
5.1.3.12.1	Sort	31
5.1.3.12.2	Image Size / Column Width	31
5.1.3.13	Canon Digital Camera Support	32
5.1.4	Close	32

5.1.5	Save As	33
5.1.6	Save Automatically	35
5.1.7	Save in Database	35
5.1.8	Mass Convert	35
5.1.9	Create Internet – Photographic Gallery	37
5.1.10	Slide Show	39
5.1.10.1	Also Work in Subdirectories	39
5.1.10.2	Sort	39
5.1.10.3	Full Screen Mode	39
5.1.10.4	Enlarge Images	39
5.1.10.5	Show Title	39
5.1.10.6	Show Text Extension	39
5.1.10.7	Show Text Extension Only First Line	39
5.1.10.8	Time Settings	39
5.1.10.9	Play the Sound	40
5.1.10.10	Integration into the Hardcopy Help Menu	40
5.1.10.11	Command File	40
5.1.10.12	Start with Explorer / File Manager	41
5.1.11	Print	41
5.1.12	Print Preview	41
5.1.13	Print Setup	41
5.1.14	Mail	41
5.1.15	FTP	41
5.1.16	Last Files	41
5.1.17	Exit	41
<b>5.2</b>	<b>Edit</b>	<b>43</b>
5.2.1	Undo	43
5.2.2	Redo	43
5.2.3	Cut	43
5.2.4	Auto Trim	43
5.2.5	Copy	43
5.2.6	Copy to WinWord, Excel, ...	43
5.2.7	Paste	44
5.2.8	Paste into Image	44
5.2.9	New Window	44
5.2.10	Macro	45
5.2.11	Basic	45
5.2.12	Select	46
5.2.12.1	Copy Region into the Clipboard	46
5.2.12.2	Cut Region	46
5.2.12.3	Copy Region within the Window	47
5.2.12.4	Move Region	48
5.2.12.5	Increase or Decrease Region	49
5.2.12.6	Move Area	50
5.2.13	Select Rectangle Transparent	51
5.2.14	Select Rounded Rectangle	51
5.2.15	Select Ellipse	52
5.2.16	Select Color	52
5.2.17	Select Freehand	52
5.2.18	Select Screen Ratio	53
5.2.19	Select Video Ratio	53
5.2.20	Select Ratio 16:9	54
5.2.21	Center Region	55
5.2.22	Center Region (delete old)	55
5.2.23	Increase Region	56
5.2.24	Decrease Region	56
5.2.25	Invert Region	56
5.2.26	Border Inside Region	57
5.2.27	Border Outside Region	57

5.2.28	Border Inside + Outside Region	57
5.2.29	Insert Text	58
5.2.30	Create/Update Title	59
5.2.31	Create/Update/Insert Text Extension	61
5.2.32	Add Audio File	63
5.2.33	Insert Cursor	63
5.2.34	Set Size of the Mouse Cursor to Insert	63
5.2.35	Start Tool	64
5.2.36	One Image per Page	64
5.2.37	Set Next Number to 1	64
5.2.38	Set Next Number	64
5.2.39	Reset Page Counter	64
5.2.40	Set Page Counter	64
5.2.41	Empty Clipboard	64
<b>5.3</b>	<b>Image</b>	<b>65</b>
5.3.1	Flip Vertical	65
5.3.2	Flip Horizontal	65
5.3.3	Vertical + Horizontal	65
5.3.4	Rotate	66
5.3.5	Rotate Right	67
5.3.6	Rotate Left	67
5.3.7	Rotate 180 °	67
5.3.8	Size	68
5.3.8.1	Size	68
5.3.8.2	Size background	68
5.3.8.3	Enlarge	68
5.3.8.4	Reduce	68
5.3.9	Zoom	68
5.3.9.1	Fit	68
5.3.9.2	Zoom In	69
5.3.9.3	Zoom Factor 1:1	69
5.3.9.4	Zoom Out	69
5.3.10	Average	69
5.3.11	Median	69
5.3.12	Sharpen	69
5.3.13	Gamma Correction	69
5.3.14	Brightness	69
5.3.15	Contrast	70
5.3.16	Histo Contrast	70
5.3.17	Hard Shadow	71
5.3.18	Posterize	72
5.3.19	Mosaic	72
5.3.20	Oil Painting Effect	72
5.3.21	Half-Tone	72
5.3.22	Tile	72
5.3.23	Wallpaper	72
5.3.24	Noise	72
5.3.25	Emboss	72
5.3.26	Watermark	72
5.3.27	Underlay Image	72
5.3.28	Share Horizontal	72
5.3.29	Share Vertical	72
5.3.30	Perspective Horizontal	72
5.3.31	Perspective Vertical	72
5.3.32	Special	73
5.3.32.1	Full Screen	73
5.3.32.2	Hardcopy Every n Seconds	73
5.3.32.3	Read Hardcopy File Every n Seconds	73

<b>5.4</b>	<b>Color</b>	<b>75</b>
5.4.1	Invert	75
5.4.2	Gray Scale	75
5.4.3	Black and White	75
5.4.4	Swap Black and White	75
5.4.5	Hue	75
5.4.6	Saturation	75
5.4.7	Solarize	75
5.4.8	RGB Merge	75
5.4.9	Dye	75
5.4.10	Fill	76
5.4.11	Equalize Color	76
5.4.12	Increase Contrast	76
5.4.13	Number of Colors	76
<b>5.5</b>	<b>Effects</b>	<b>79</b>
5.5.1	Show Effects Menu	79
5.5.2	Use Effect Menu	79
<b>5.6</b>	<b>Capture</b>	<b>81</b>
5.6.1	Screen Object	81
5.6.2	Rectangle	81
5.6.3	From an EXE or DLL	81
<b>5.7</b>	<b>Scan</b>	<b>83</b>
5.7.1	Choose Scanner	83
5.7.2	Scan with GUI	83
5.7.3	Multi Scan with Scan-Software	83
5.7.4	Multi Scan to Image List	83
5.7.5	Start Scan	83
<b>5.8</b>	<b>Image List</b>	<b>85</b>
5.8.1	Next Image	85
5.8.2	Previous Image	85
5.8.3	First Image	85
5.8.4	Last Image	85
5.8.5	Update Image	85
5.8.6	Insert Image	85
5.8.7	Append Image	85
5.8.8	Delete Image	85
5.8.9	Create Image List	85
5.8.10	Create AVI File	85
5.8.11	Create from Video	85
5.8.12	Animate	85
5.8.13	Open Animation	86
5.8.14	Image List Dialog	86
5.8.15	Tips: Create Image List	86
5.8.16	Tips: Print Image List	86
<b>5.9</b>	<b>Paint</b>	<b>87</b>
5.9.1	Procedure	87
5.9.2	Draw a Rectangle	88
5.9.3	Draw a Filled Rectangle	88
5.9.4	Draw a Circle / Ellipse	88
5.9.5	Draw a Filled Circle / Ellipse	88
5.9.6	Draw a Filled Rounded Rectangle	89
5.9.7	Draw a Pixel / Freehand Paint	89
5.9.8	Draw a Line	89
5.9.9	Line Width	90
5.9.10	Fill	90
5.9.11	Fill with Tolerance	91
5.9.12	Color Picker	91

5.9.13	Color Palette	91
<b>6</b>	<b>Settings</b>	<b>93</b>
<b>6.1</b>	<b>Settings - Functions</b>	<b>93</b>
6.1.1	Keys / Symbols	93
6.1.2	Function	95
6.1.3	Processing	97
6.1.3.1	Print	97
6.1.3.2	Select Printer	97
6.1.3.3	Ask for Printer	97
6.1.3.4	Open Hardcopy Window	97
6.1.3.5	Call „Save As...“	97
6.1.3.6	Copy to the Clipboard	97
6.1.3.7	Insert into the Current Image	97
6.1.3.8	Request Title	97
6.1.3.9	Request Text Extension	97
6.1.3.10	Text Extension from File	97
6.1.3.11	All Monitors	98
6.1.3.12	This Monitor	98
6.1.3.13	Save Automatically	98
6.1.3.14	View File Name	98
6.1.3.15	File Name	98
6.1.3.16	File Format	98
6.1.3.17	File Compression	98
6.1.3.18	Copy to WinWord	98
6.1.3.19	Copy to Excel	98
6.1.3.20	Copy to PowerPoint	98
6.1.3.21	Copy to ?	98
6.1.3.22	Start Tool	99
6.1.3.23	Send by E-mail	99
6.1.3.24	Transfer with FTP	99
6.1.3.25	Create/Add to Image List	99
6.1.3.26	Insert Cursor	101
6.1.3.27	Gray Scale	101
6.1.3.28	Black and White	101
6.1.3.29	Invert Black and White	101
6.1.3.30	Invert	101
6.1.3.31	No Taskbar	101
6.1.3.32	Landscape	101
6.1.3.33	Delete SAP® Background	101
6.1.3.34	Delete Color	101
6.1.3.35	Resolution	101
6.1.3.36	Macro	101
6.1.3.37	Basic Script	101
6.1.3.38	Settings Sets	102
6.1.3.39	Reset	102
6.1.3.40	Size	102
<b>6.2</b>	<b>Settings - Options</b>	<b>105</b>
6.2.1	Print	105
6.2.1.1	Font	105
6.2.1.2	Page Number	105
6.2.1.3	Date	105
6.2.1.4	Host Name	105
6.2.1.5	User Name	105
6.2.1.6	File Name	105
6.2.1.7	SAP® - Info	105
6.2.1.8	Printout Accompanying Text	105
6.2.2	Margins	107
6.2.2.1	Set Margins	107

---

6.2.2.2	Display Ruler	107
6.2.3	Alignment	109
6.2.3.1	Print 1:1	109
6.2.3.2	Print Border	109
6.2.3.3	Printout Centered Horizontally	109
6.2.3.4	Printout Centered Vertically	109
6.2.3.5	Print Landscape	109
6.2.3.6	Automatic Landscape	109
6.2.4	Title	111
6.2.4.1	Print Title	111
6.2.5	Text Extension	113
6.2.5.1	Print Text Extension	113
6.2.5.1.1	Logging	113
6.2.5.1.2	Output Only Right up to "I"	113
6.2.5.1.3	Text Extension into the Image	113
6.2.5.1.4	Directory for "Text Extension from File"	113
6.2.6	Logo	115
6.2.6.1	Logo Position	115
6.2.6.2	Logo Height	115
6.2.6.3	Logo File Name	115
6.2.7	Number per Page	117
6.2.7.1	Number of Images Horizontally	117
6.2.7.2	Number of Images Vertically	117
6.2.7.3	Time in Seconds	117
6.2.8	Printer	119
6.2.8.1	Floyd-Steinberg Dithering	119
6.2.8.2	Enable Fast Printout	119
6.2.9	Scanner	119
6.2.9.1	Standard	119
6.2.9.2	This Setting	119
6.2.10	Color	121
6.2.10.1	Optimize Color Reduction	121
6.2.10.2	Black and White Transition	122
6.2.11	Mail	125
6.2.11.1	Standard E-mail Address	125
6.2.11.2	Send Directly	125
6.2.11.3	File Format	125
6.2.11.4	File Compression	125
6.2.11.5	Use Temporary File only	125
6.2.11.6	MAPI / SMTP	125
6.2.11.7	SMTP-Server	125
6.2.11.8	Your E-mail Address	125
6.2.11.9	Server with Authentication	125
6.2.11.10	User Name	125
6.2.11.11	Password	125
6.2.12	FTP	127
6.2.12.1	Host	127
6.2.12.2	User Name	127
6.2.12.3	Password	127
6.2.12.4	Subdirectory	127
6.2.12.5	File Format	127
6.2.12.6	File Compression	127
6.2.12.7	Use Temporary File only	127
6.2.13	Tool	129
6.2.13.1	Tool	129
6.2.13.2	PowerPoint Version	129
6.2.13.3	Copy to ?	129
6.2.14	File Types	131
6.2.14.1	Assign File Types to the Program Hardcopy	131

6.2.15	Explorer	133
6.2.15.1	Test All Files	133
6.2.15.2	Also Multimedia files	133
6.2.15.3	Canon Digital Camera Support	133
6.2.15.4	Turning on Device Starts Hardcopy	133
6.2.15.5	Zoom Little Images	133
6.2.15.6	Show Preview Images (Thumbnails)	133
6.2.15.7	Prefix for Database Table Names	133
6.2.15.8	Test	134
6.2.16	Database	137
6.2.16.1	Create or Select	137
6.2.16.2	New	137
6.2.16.3	Delete	137
6.2.16.4	Select Table	137
6.2.16.5	Format	137
6.2.17	Save	139
6.2.17.1	Message Box, if the File Exists	139
6.2.17.2	DPI (Dots per Inch)	139
6.2.18	Automatic Save	139
6.2.18.1	View File Name	139
6.2.18.2	File Name	139
6.2.18.3	Format	139
6.2.18.4	File Compression	139
6.2.19	Characterize SAP® Application	141
6.2.20	Canon Digital Camera Support	147
6.2.20.1	Export Format	147
6.2.20.2	Accept Entries from the Camera	147
6.2.21	Language	149
6.2.22	Monitor Definition	151
6.2.23	System Tray	153
6.2.23.1	Use System Tray	153
6.2.23.2	Use Menu in System Tray	153
6.2.23.3	Swap Mouse Buttons	153
6.2.23.4	System Tray Text	153
6.2.23.5	System Tray Icon	153
6.2.24	Close Button Processing	155
6.2.24.1	First Hardcopy Window	155
6.2.24.2	Remaining Hardcopy Windows	155
6.2.25	Logging	157
6.2.25.1	Enable Logging	157
6.2.25.2	Name of the Log File	157
6.2.25.3	Display of Log File	157
6.2.26	Intern	159
6.2.26.1	Last Class Name	159
6.2.27	Extra Settings	161
6.2.27.1	Position Printer Icon	161
6.2.27.2	With Start Reset Page Counter	161
6.2.27.3	Set Page Counter to Image List Number	161
6.2.27.4	Beep when Command Completed	161
6.2.27.5	Delete Clipboard after Printout	161
6.2.27.6	Number of Undo / Redo	161
6.2.27.7	Settings Sets	161
6.2.27.8	Number of Seconds for Generating Next Hardcopy	161
6.2.27.9	Number of Seconds for Reading Next Hardcopy	161
6.2.27.10	Begin Hardcopy from Startup	161
6.2.27.11	No Message with Save Error	162
<b>6.3</b>	<b>Settings Toolbar</b>	<b>165</b>
6.3.1	Toolbars	165
6.3.2	Buttons	165

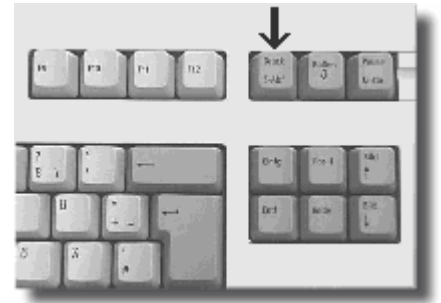
<b>6.4</b>	<b>Overview Functions</b>	<b>167</b>
<b>6.5</b>	<b>Settings Sets</b>	<b>169</b>
6.5.1	Set Selection	169
6.5.2	Copy 1. Set	169
6.5.3	Reset	169
<b>6.6</b>	<b>Show Color Selection</b>	<b>170</b>
<b>6.7</b>	<b>Show Effects Menu</b>	<b>170</b>
<b>6.8</b>	<b>Show Scanner Menu</b>	<b>170</b>
<b>7</b>	<b>Installation</b>	<b>171</b>
7.1	Start of the Installation	171
7.2	Installation Directory	171
7.3	Program Group	171
7.4	Uninstall	171
7.5	Requirements of Resources Depending on the Type of Installation	171
<b>8</b>	<b>Start Hardcopy as System Service</b>	<b>172</b>
8.1	Disadvantages	172
8.2	Procedure	172
8.3	Tips / Remarks	172
<b>9</b>	<b>Appendix</b>	<b>173</b>
9.1	File Formats	173

## 2 General

### 2.1 Program Functions

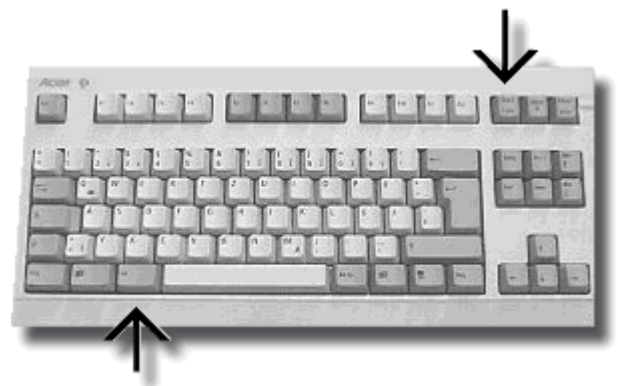
#### PrintScreen Key

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.



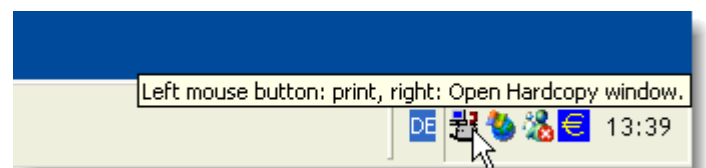
#### Mouse Click

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.



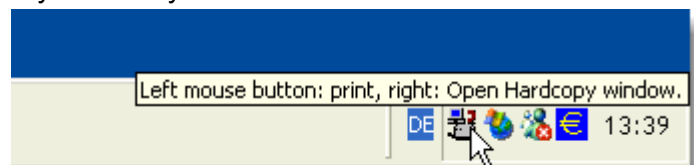
If you want to open the Hardcopy window, for example in order to have a look at an image or to change the settings, please use

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.

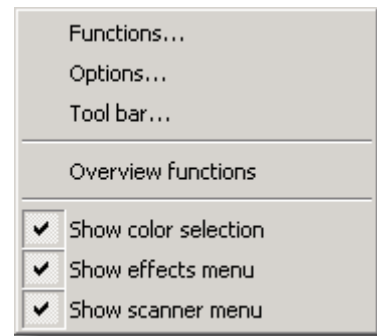
If you move the mouse above that icon, a corresponding text will be displayed.



### 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.

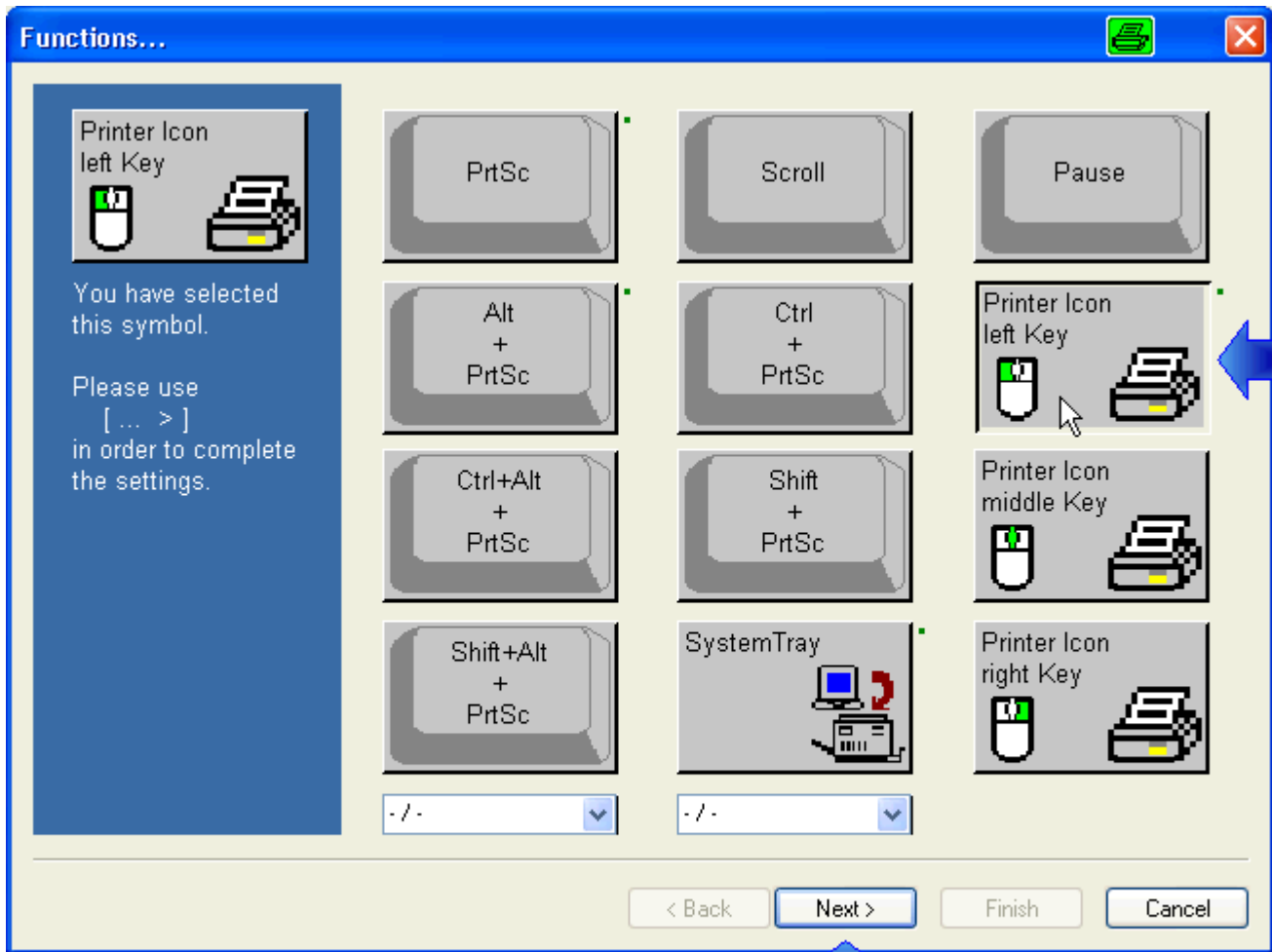


#### 3.3.1 Example „Settings → Functions“

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

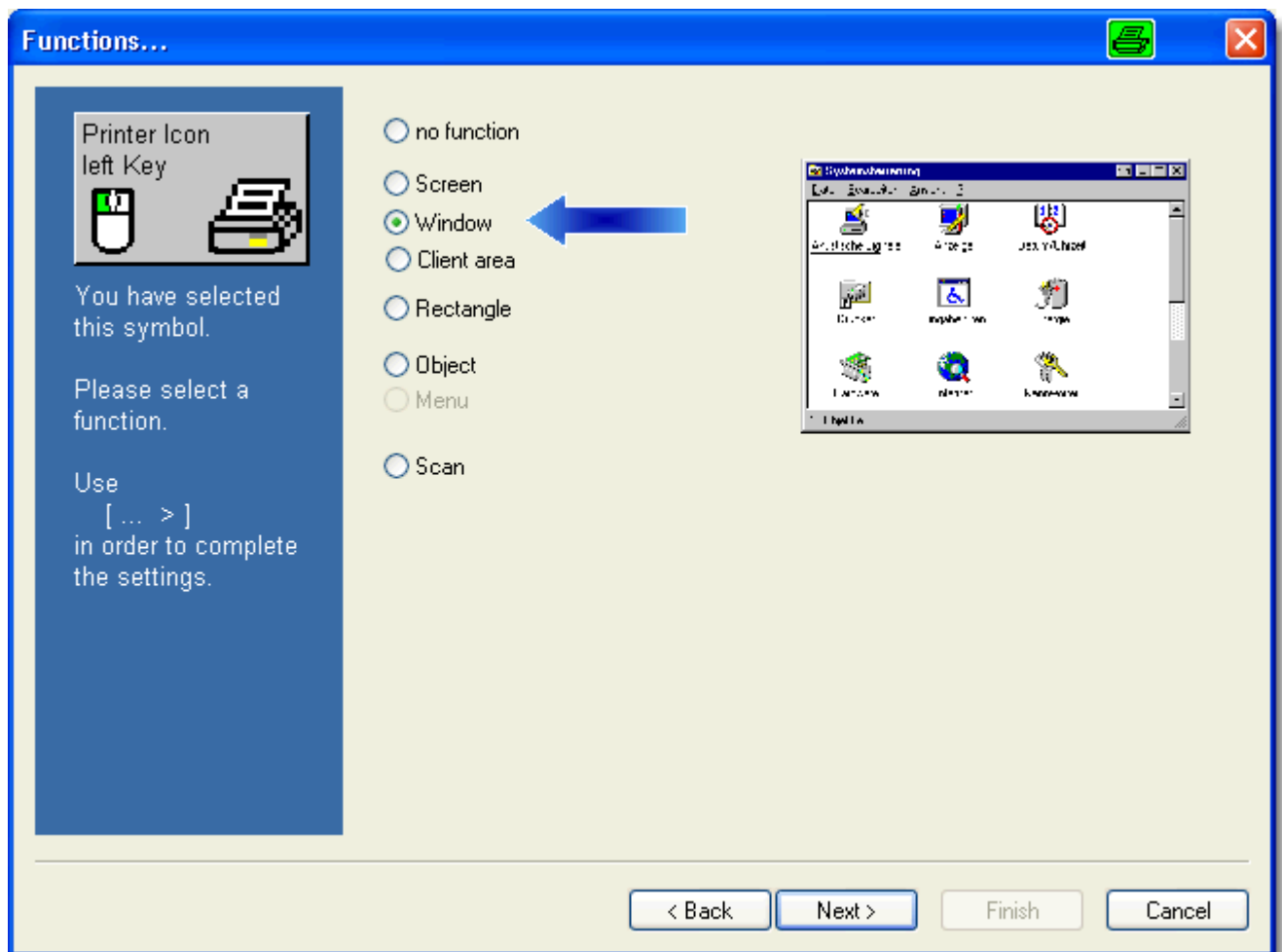
Please, use the menu „**Settings Functions...**“ for starting the assistant.

##### Step 1: select key or icon



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

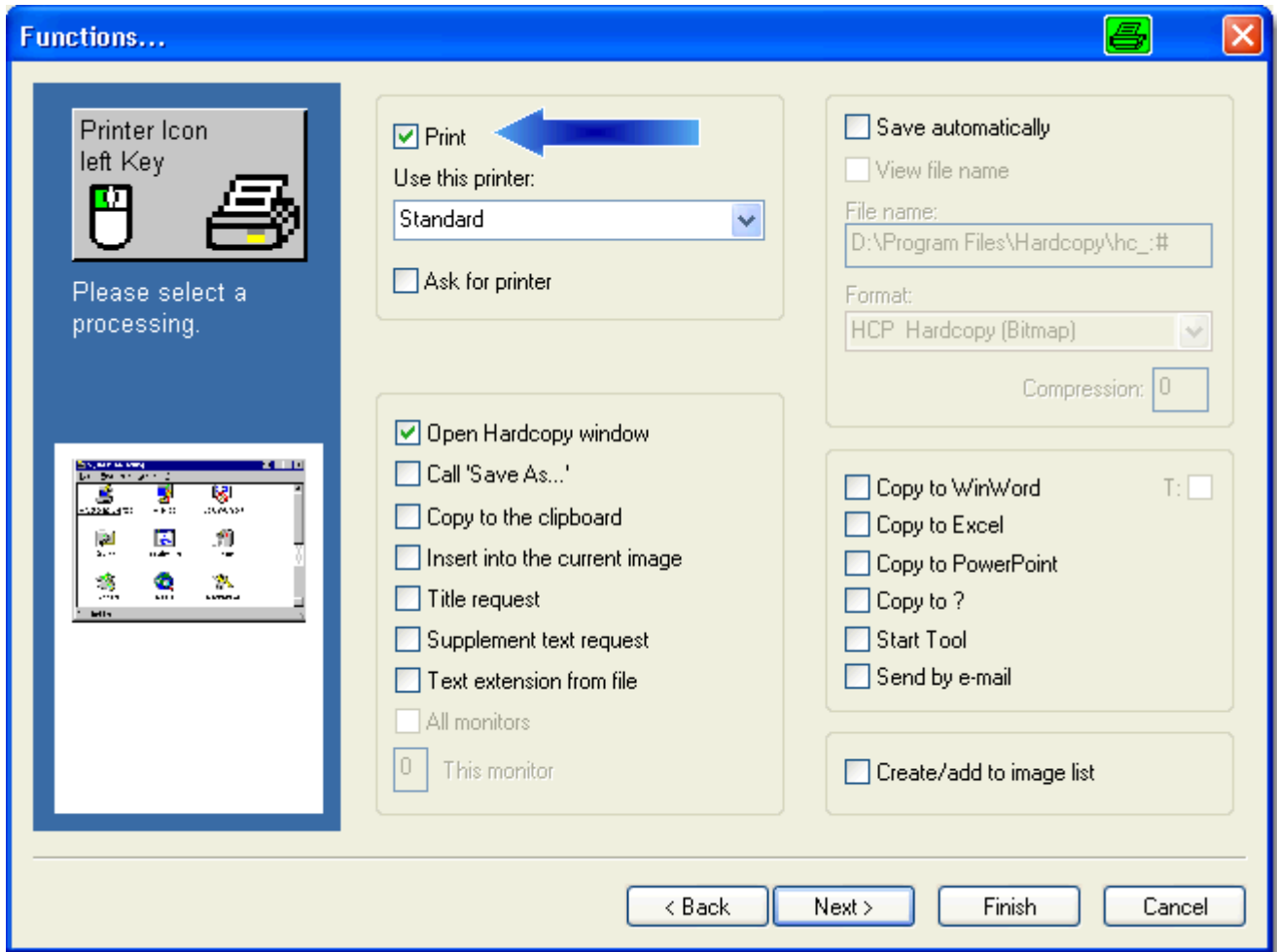
With [ **Next >** ] the selection is confirmed.

**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.

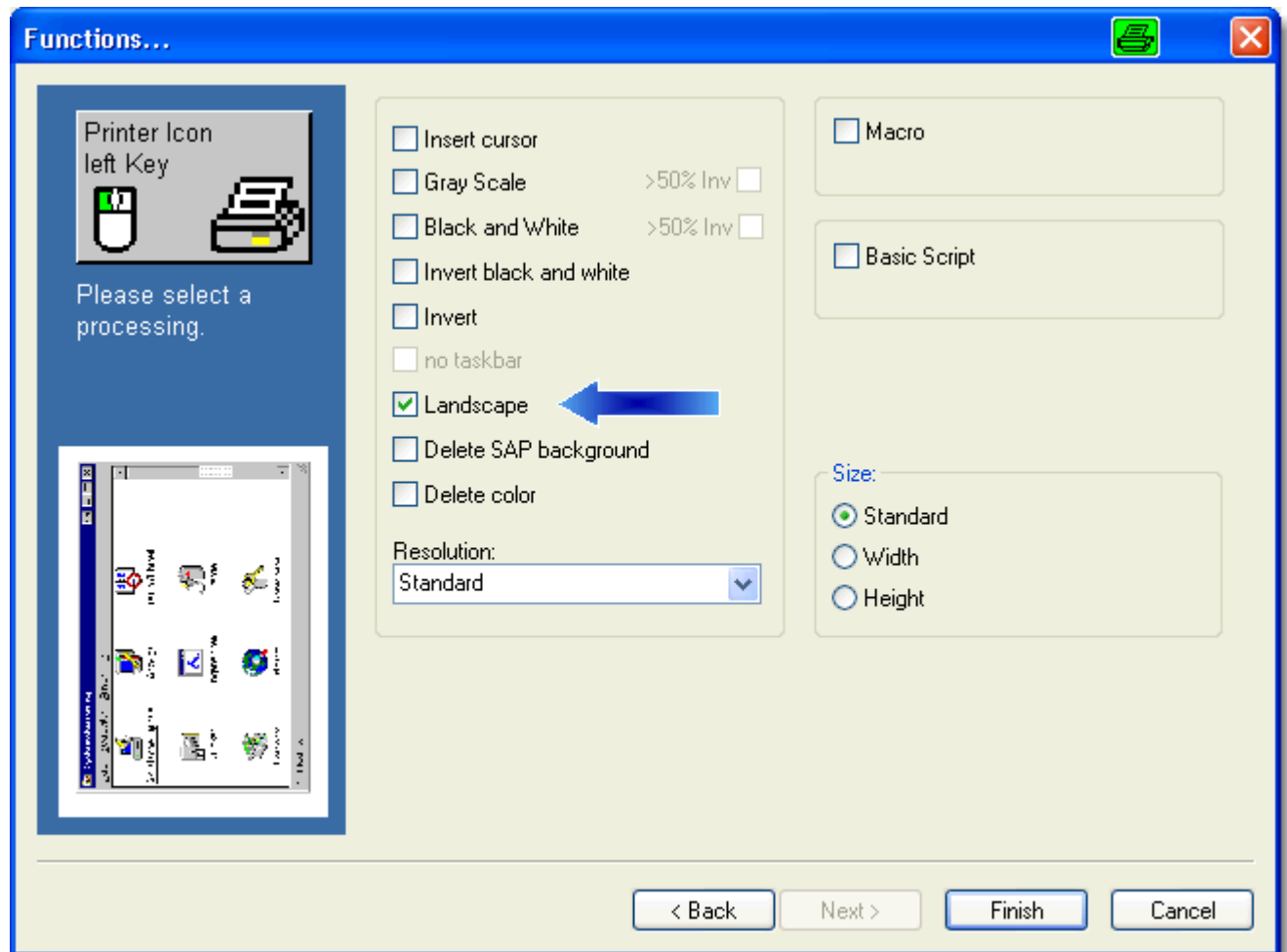
**Step 3: select functions**



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“.

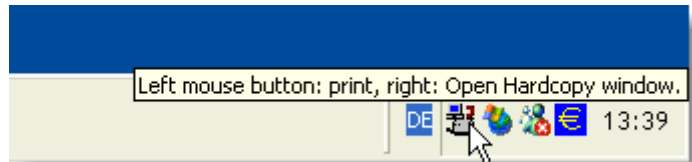


## 4 Working with Hardcopy

### 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**

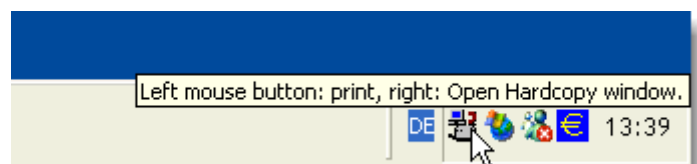
#### Hardcopy is equipped with a set of standard functions:

- 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.

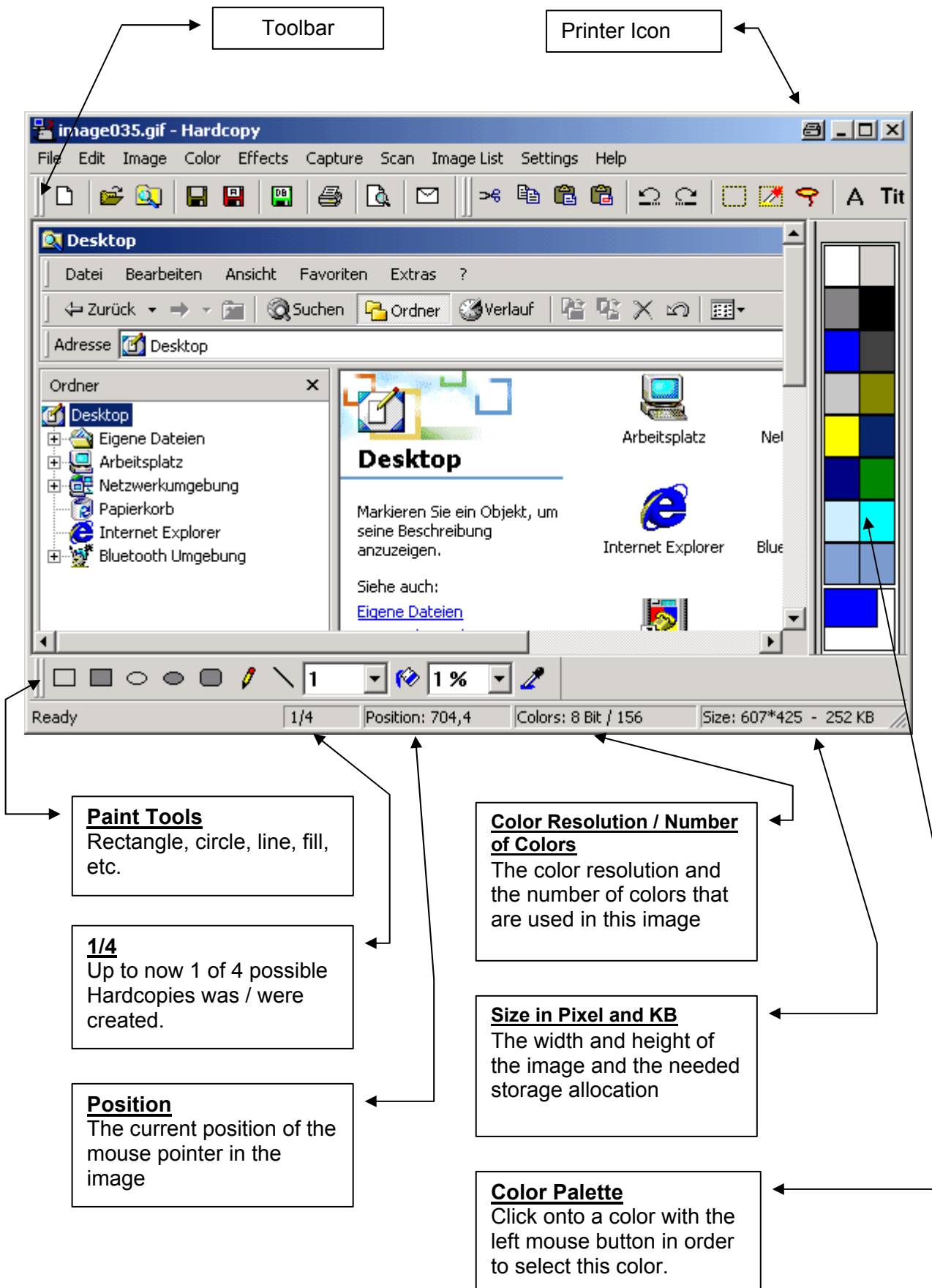


If you want to make modifications on an image or change the settings in Hardcopy, please open the Hardcopy window:

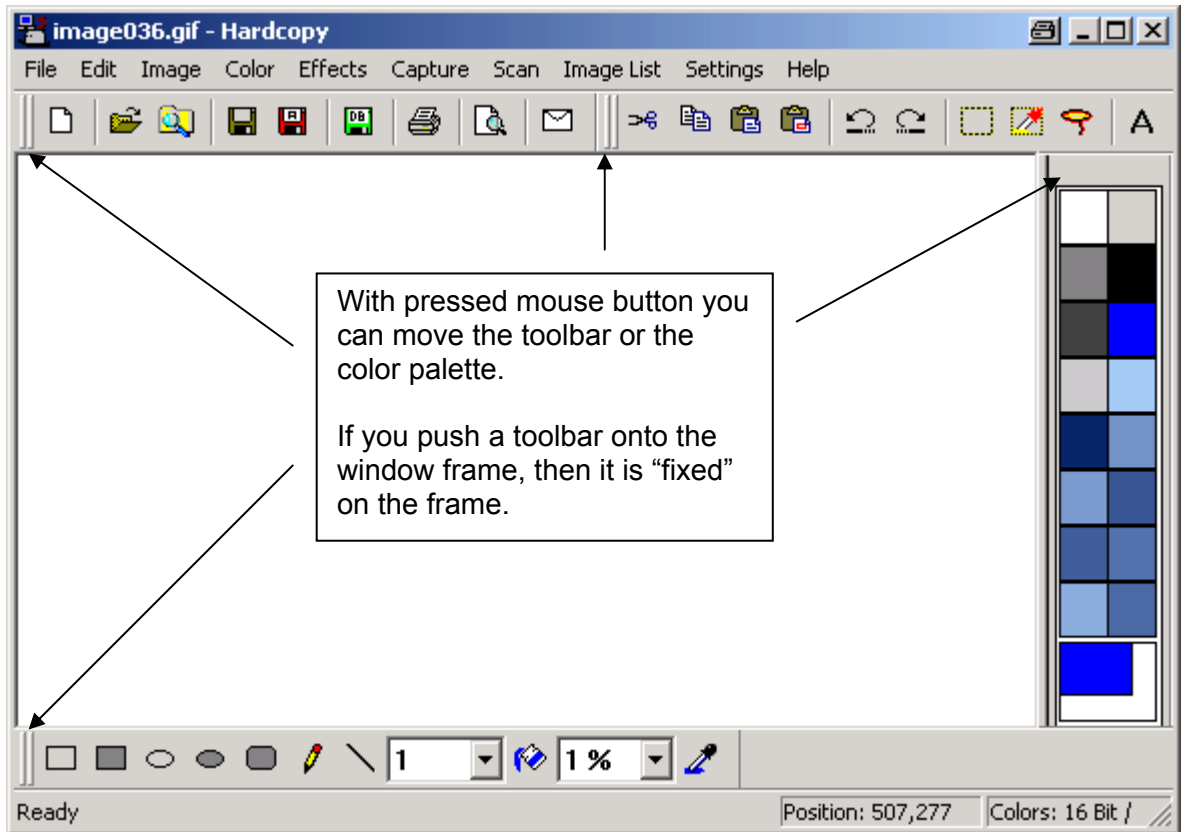
Click on the Hardcopy icon in the System Tray with the right mouse button or use:

**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*

image035.gif - Hardcopy  
File Edit Image Color Effects Capture Scan Image List Settings Help  
Ready 1/4 Position: 704,4 Colors: 8 Bit / 156 Size: 607\*425 - 252 KB

## 5 Menus

### 5.1 File



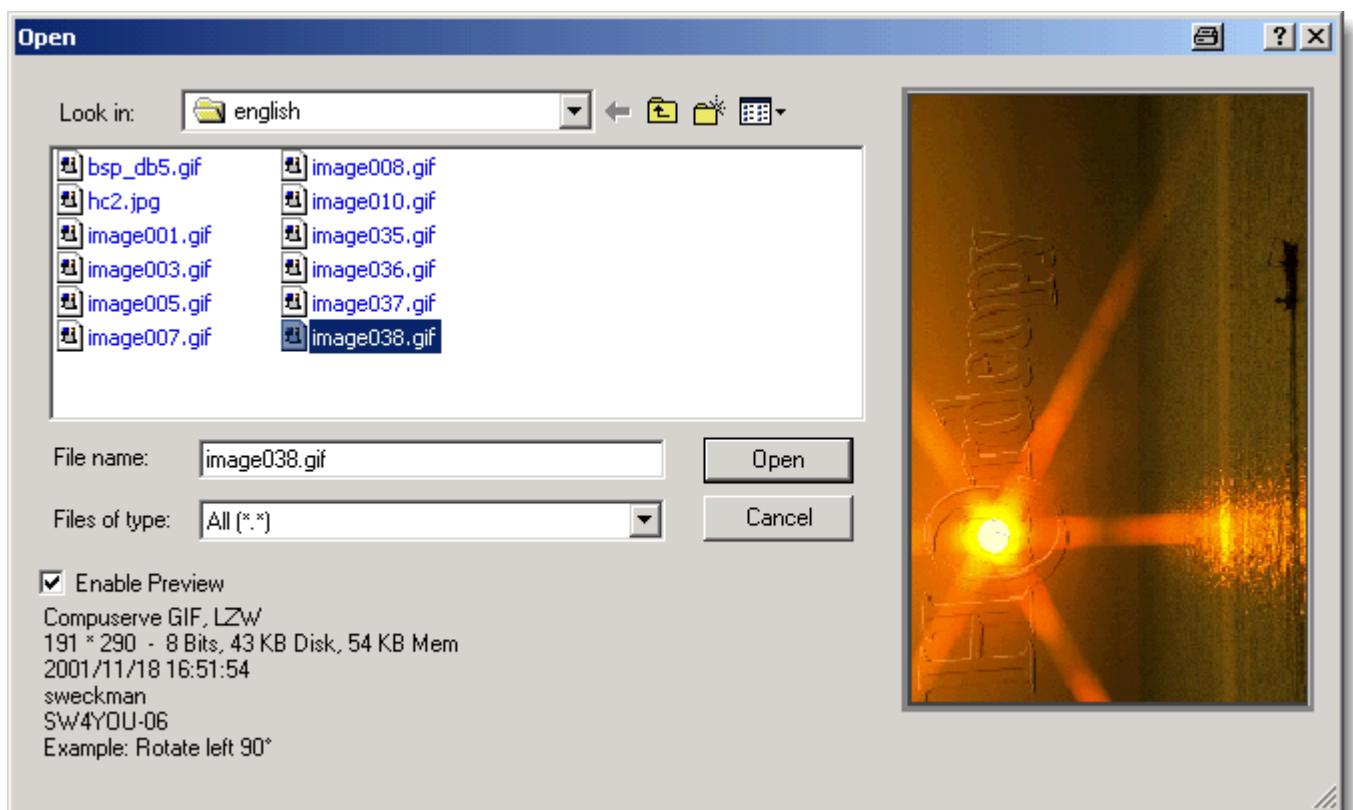
#### 5.1.1 New

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**