

Create Optimal Screenshots for CorelDRAW.com Forums

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STEP A: Take the Shot.



1. To copy anything you see to the Windows Clipboard, press the **Print Screen** button on your keyboard. (To copy a single dialog box, press **ALT + Print Screen**.)
2. Open Photo-PAINT and press **CTRL + SHIFT + N**.
3. Use the **Crop Tool** (press **D** key) to draw a cropping rectangle around the area of interest. Ensure crop area you've created is *less than* 650 pixels in *either dimension*, then double-click inside rectangle to crop to that area. If your image is only a dialog box, it could be small enough already.
4. Press **CTRL + 1** to see your shot at **1:1**. (the one at top left of your keyboard)
6. Add notes to the image with the text tool if required.
7. **Never upsample or downsample screen shots in Photo-PAINT. They'll just go blurry.**

Next: **consider the amount of hues in the example to be exported.** Screen shots of the user interface or diagrams/drawings/clipart will often have less than 256 hues. If this is the case, go to **Step B**.

Are there *more than* 256 discreet hues? A photo will almost always have more. Those are the only good candidates for a JPEG. Go to **Step C on the next page**. **Note:** Some Fountain Fills and/or Transparencies may still have less than 256 shades! For example, an image that's grayscale only!

STEP B: Less Than 256 Hues

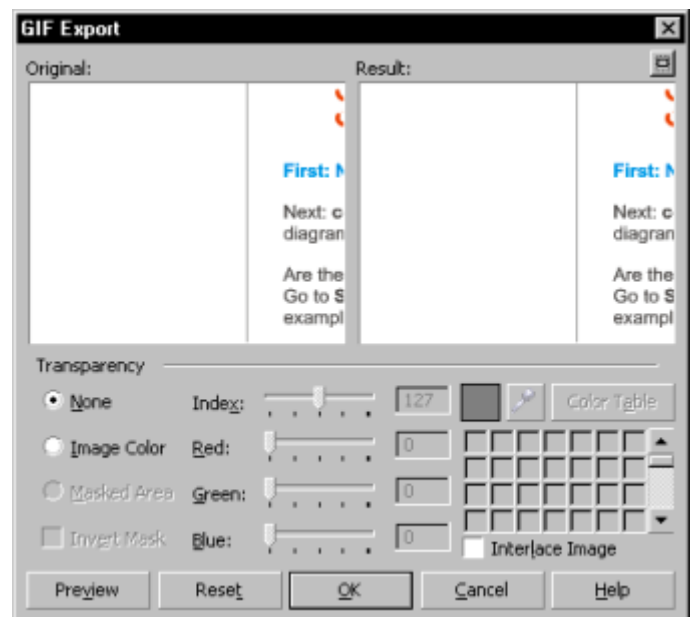
In Photo-PAINT, Press **CTRL+E**, Choose **GIF** from the list. Name your file and choose the save location.

1. Always use all settings shown in Fig. 1. Press OK.
2. Always use all settings in Fig 2. Press OK.

Fig. 1



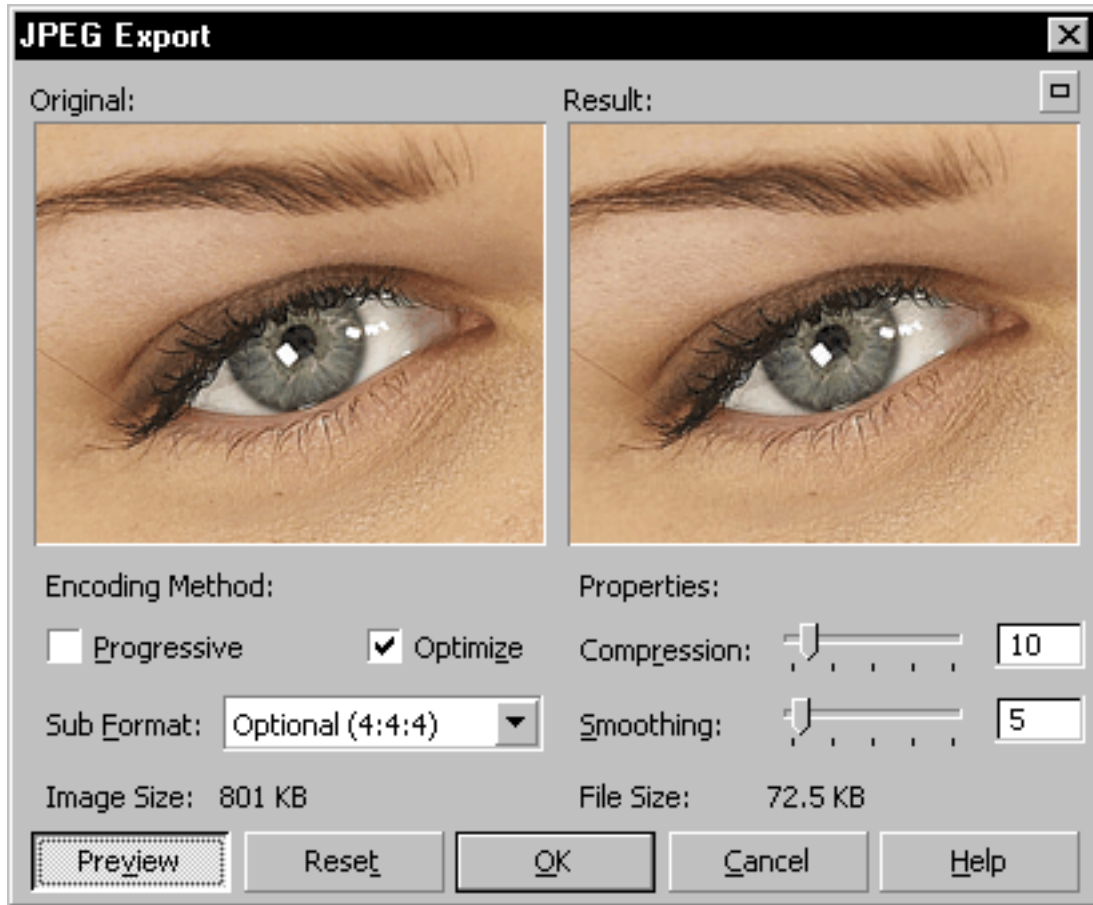
Fig. 2



STEP C: More Than 256 Hues

In Photo-PAINT, Press **CTRL+E**, Choose **JPG** from the list. Name your file and choose the save location. Always use all settings shown in Fig. 1. Press OK.

Fig. 1



BONUS! Pop Quiz

Q: Upsampling and/or downsampling screenshots in Photo-PAINT:

1. is a good idea overall
2. is a sensible way to reduce the size of the image
3. offers professional-level results
4. None of the Above

Q: Images such as line drawings, clipart, or text-only often have less than 256 colors. Therefore, they should be saved as:

1. GIF
2. JPEG

