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 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.

Method

Snaglt

Snaglt by TechSmith has been selected as the preferred capture software. A free trial version can be downloaded at http://www.snagit.com/download.asp Snaglt 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 1280×1024 . 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 Snaglt.

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**.

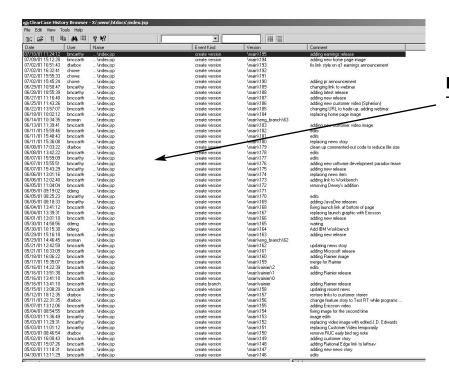
When this process is complete, you have captured a 1280 x 1024 .bmp file.

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 whitspace 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.



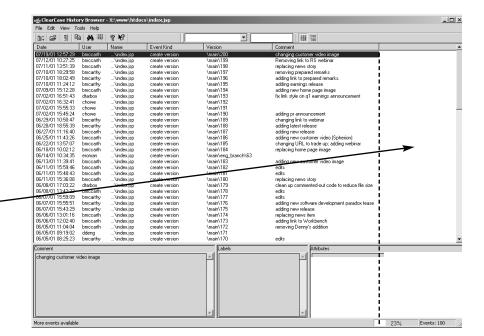
Example:

Too much white space between columns

Example:

Evenly spaced and "balanced" columns

Try to eliminate unnecessary extra white space



Guidelines for Naming Screenshots

In order to better manage and archive product screenshots, please follow the process outlined below when naming screenshots.

A screenshot name should begin with the product code (see list below) followed by an intuitive key word describing the function it is highlighting. Snaglt will append the .bmp file extension at the end of the name. Do not use spaces or special characters such as "&" in your file name.



Example:

This window would be viewed by a user implementing customizations through the Rational ClearQuest Designer

Name: CQdesigner.bmp

APEX Rational Apex Rational ClearCase CC **CCLT** Rational ClearCase LT Rational ClearCase MultiSite **CCMS CCDD** Rational ClearDDTS Rational ClearQuest CQ Rational ClearQuest MultiSite **CQMS RDN** Rational Developer Services **RPW** Rational Process Workbench Rational PureCoverage PC PF Rational Purify Rational Purify Plus PP Rational QualityArchitect QA QF Rational Quantify Rational RequisitePro RP RB Rational Robot RO **Rational Rose** Rational Rose Data Modeler **RODM ROP** Rational Rose Purify **RORT** Rational Rose RealTime Rational SiteLoad SL Rational SoDa **SODA** Rational Suite AnalystStudio **RSAS** Rational Suite ContentStudio **RSCS** Rational Suite DevelopmentStudio **RSDS** Rational Suite Enterprise **RSE** Rational Suite Team Unifying Platform **RSTUP** Rational Suite TestStudio **RSTS** Rational TeamTest TT TM Rational TestManager Rational Unified Process **RUP**

Rational Visual Test

VT

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.

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.