

SAS Press Author Guidelines

How to Set Up FullShot and Capture Screens

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| Audience | SAS Press authors who plan to include screen captures in their books. |
| Prerequisites | FullShot software must be installed on the PC you will use to capture your screens. |
| Deliverables | All screen captures must be saved in TIF format and delivered electronically in a folder named "Screen Captures" to your acquisitions editor. |

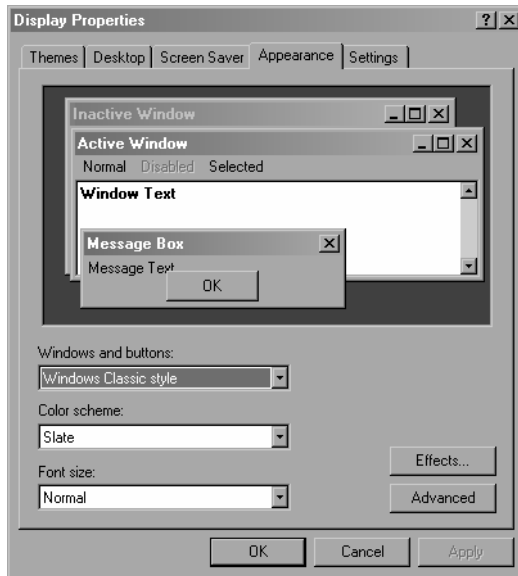
Follow these steps to ensure that you are using the correct Windows and FullShot settings, that your screen captures are saved in the appropriate format (TIF), and that you send your Screen Captures folder to the appropriate location for inclusion in your book:

1. How to Set the Color Scheme in the Windows Environment
2. How to Set Up FullShot
3. How to Use FullShot
4. How to Send Files to SAS Press

How to Set the Color Scheme in the Windows Environment

Follow these steps to set your color scheme:

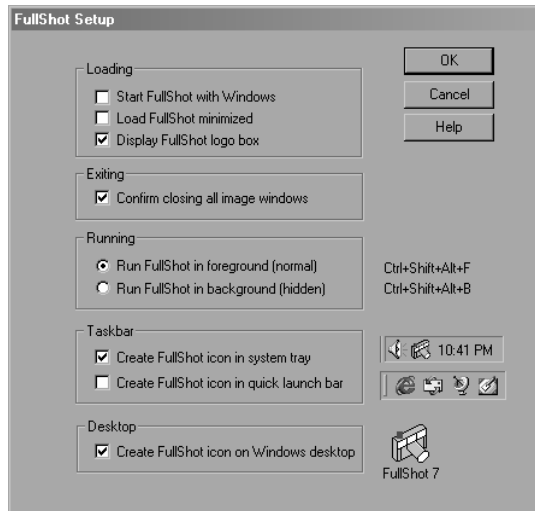
1. On the Windows desktop, right-click the mouse and select **Properties** to open the Display Properties window.
2. In the Display Properties window, select the **Appearance** tab.
 - a. From the **Windows and buttons** drop-down list, select **Windows Classic style**.
 - b. From the **Color scheme** drop-down list, select **Slate**.
3. Click **Apply**, and then **OK**.



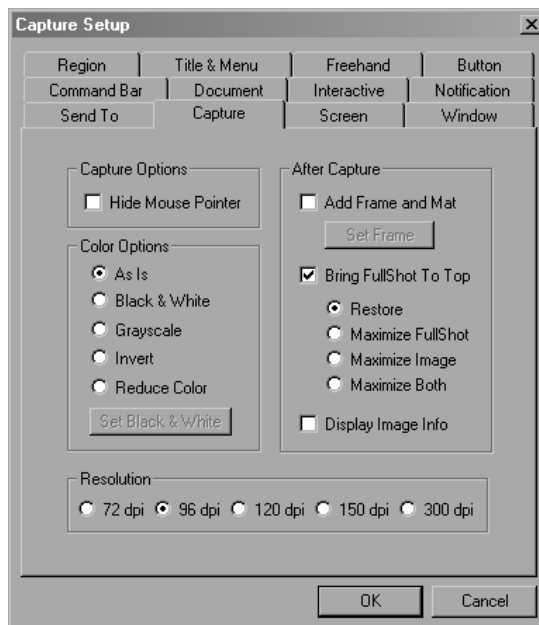
How to Set Up FullShot

The first time that you use FullShot, follow these steps to set up the software. You will need to perform these steps only once.

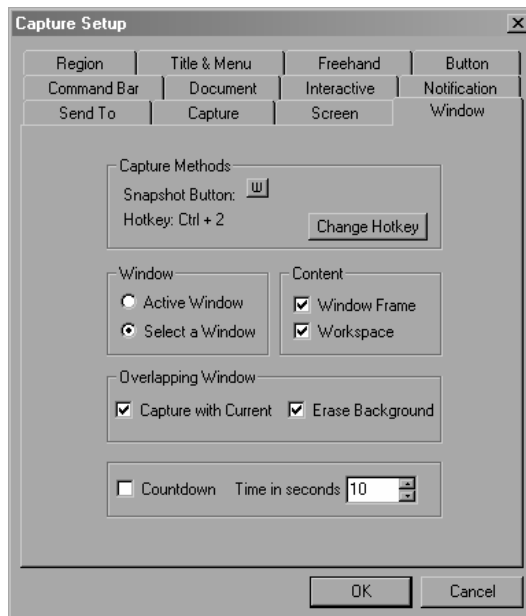
1. From your **Start** menu, select **Start → Programs → FullShot X → FullShot X**.
2. In the main FullShot window, select **Options → FullShot Setup**.
 - a. In the FullShot Setup window, in the Loading box, deselect **Start FullShot with Windows**.
 - b. Click **OK**.



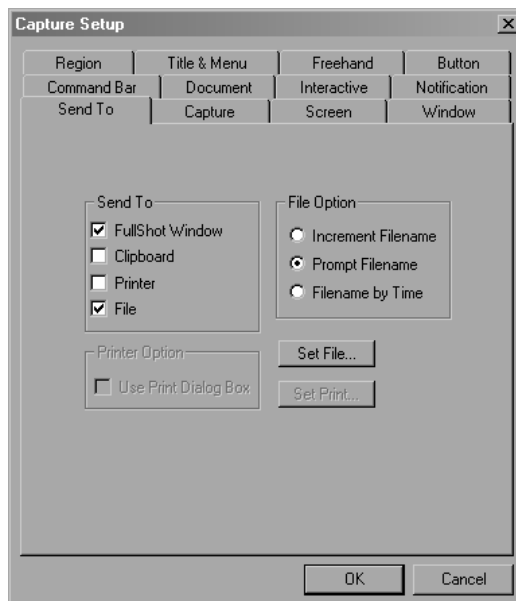
3. In the main FullShot window, select **Options → Capture Setup**.
 - a. In the Capture Setup window, click the **Capture** tab.
 - i. In the **Color Options** box, select **As Is**.
 - ii. In the **Resolution** box, select **96 dpi**.
 - iii. Click **OK**.



- b. In the Capture Setup window, click the **Window** tab.
 - i. In the **Window** box, click **Select a Window**.
 - ii. Click **OK**.

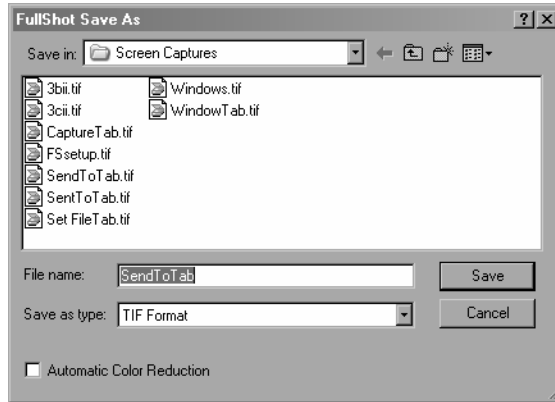


- c. In the Capture Setup window, click the **Send To** tab.
 - i. In the **Send To** box, select **FullShot Window** and **File**. This enables you to see each capture as you take it and before you save it to a file.
 - ii. In the **File Option** box, select **Prompt Filename** so that FullShot will prompt you for each file name.



- iii. Click the **Set File** button, which opens the **FullShot Save As** window.
- iv. In the **File name** field, name the file. Make sure each file has a unique name that identifies it by chapter and number; i.e., *display1.1* and *display1.2* would be the first two figures in chapter 1.

- v. In the **Save as type** field, select **TIF Format**. This enables you to save each file in TIF format, which is the required format for SAS Press screen captures.
- vi. Deselect the **Automatic Color Reduction** check box if it is selected. Automatic Color Reduction will reduce the quality of the images.
- vii. Click **Save**.



- 4. Click **OK**.

How to Use FullShot

Follow these steps to use FullShot:

1. In FullShot, resize the screen to the size that you want to appear in the book. Resizing the screen in FullShot is better than resizing the screen capture itself, which will diminish the quality of the screen capture. If your screens are consistently sized, your book will look much more professional. **Note:** The maximum book column width is 5.70 inches.
2. Capture your screens using the W (window) or R (region) buttons in FullShot.
3. Select **File->Save** Image to save the screens to the Screen Captures folder.

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