

How to capture and print chart images:

(For absolute beginners)

1. GO FULL SCREEN

The Zoomify charts are all viewable in a special full screen zoomify viewer. To activate the full-screen mode you need to click the end button on the right hand side, when you hover your cursor over this button it should say "Full Screen"



Click end button for "Full Screen Mode"

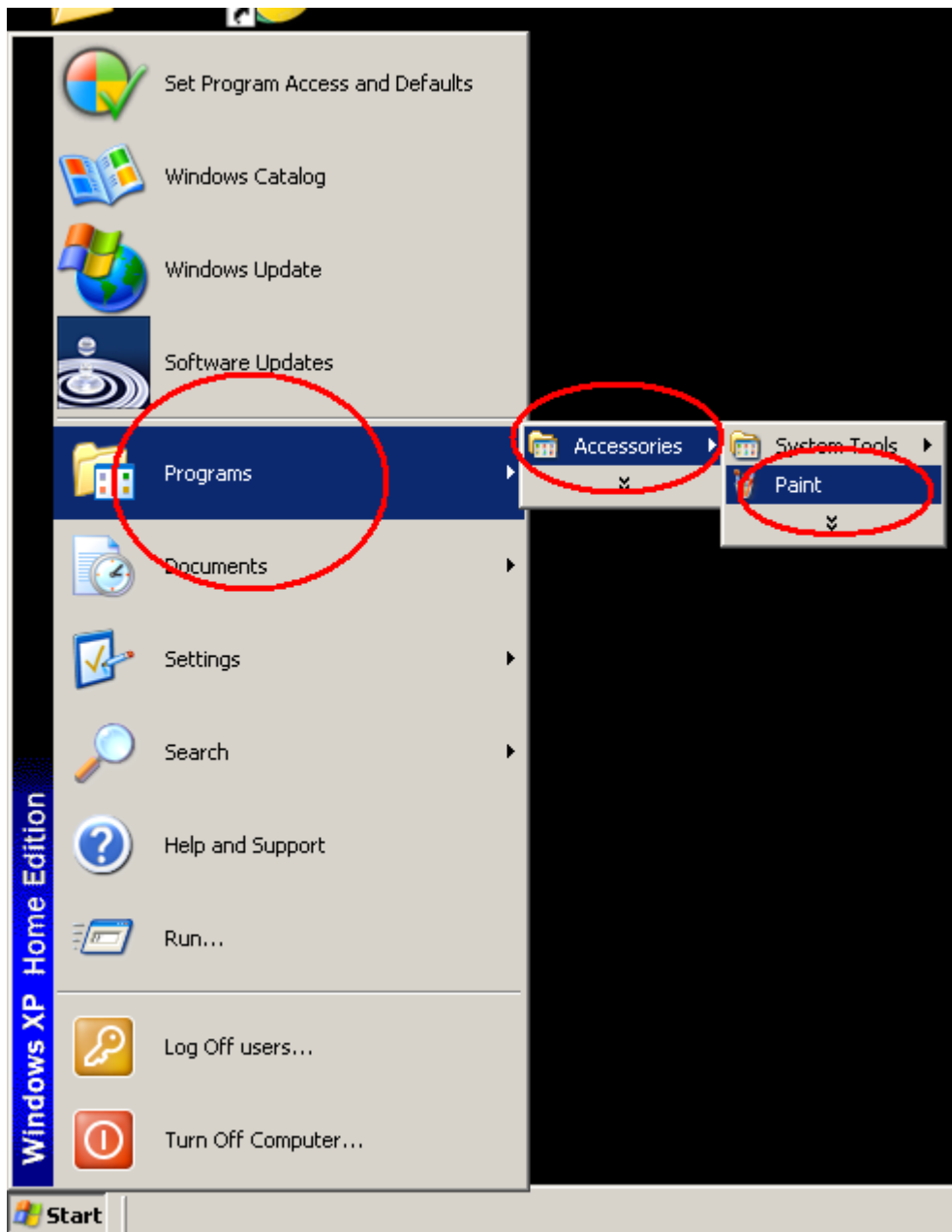
Tip: Remember at all times you can revert to a normal view by hitting the "esc" button, OR clicking on the full-screen button shown above. The full-screen viewer has been tested with Internet Explorer and Firefox, there are issues with Google Chrome

2: TO SAVE A PORTION OF YOUR CHART

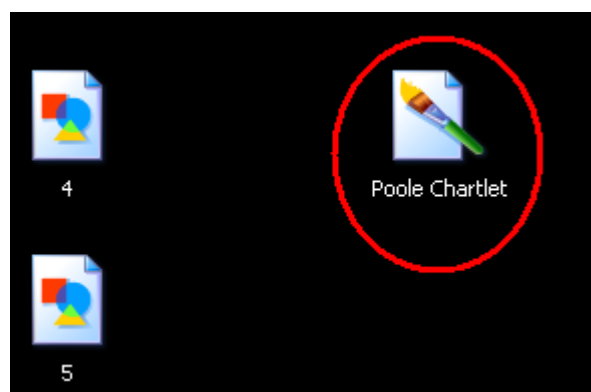
Tip: Taking a screenshot. Size and drag the chart around to get the view you want showing on the screen. Left mouse button when held down allows you to drag the image around, double-click left mouse button enlarges view. Alternatively use the slider bar in the viewer, see pic above. Press the keyboard key labelled "prt sc" (print screen). This saves your current view to your clipboard.

Next open "Paint" or other image manipulation program, and paste in your screenshot, either by using the drop-down menu or pressing "ctrl" and "v" together. The image that was on your screen should appear.

"Paint" is a windows native program, it can be located (if you've don't know where it is) by clicking The "Start" button at the bottom left hand side of your screen, then clicking "Programs", then "Accessories" , finally "Paint".



Once you chosen image is showing on screen within “Paint” or other image program, “Save” the image, either use the toolbar at the top, go “File” then “Save As”, or simply press the “ctrl” button on the keyboard together with the key “S”. Chart images are best saved as PNG, BMP etc and NOT JPEGs for quality.



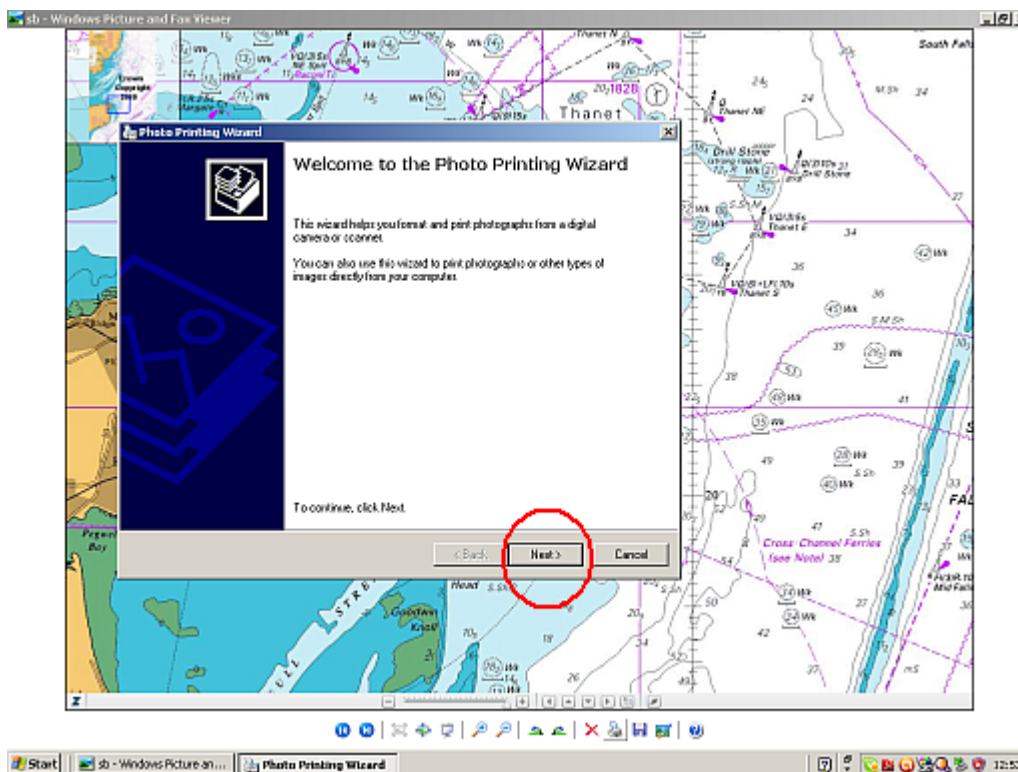
Give your image a name, like “Poole Entrance” or whatever and save it on your desktop. You now have this image off-line and can look at it anytime you want.

3: TO PRINT THIS IMAGE

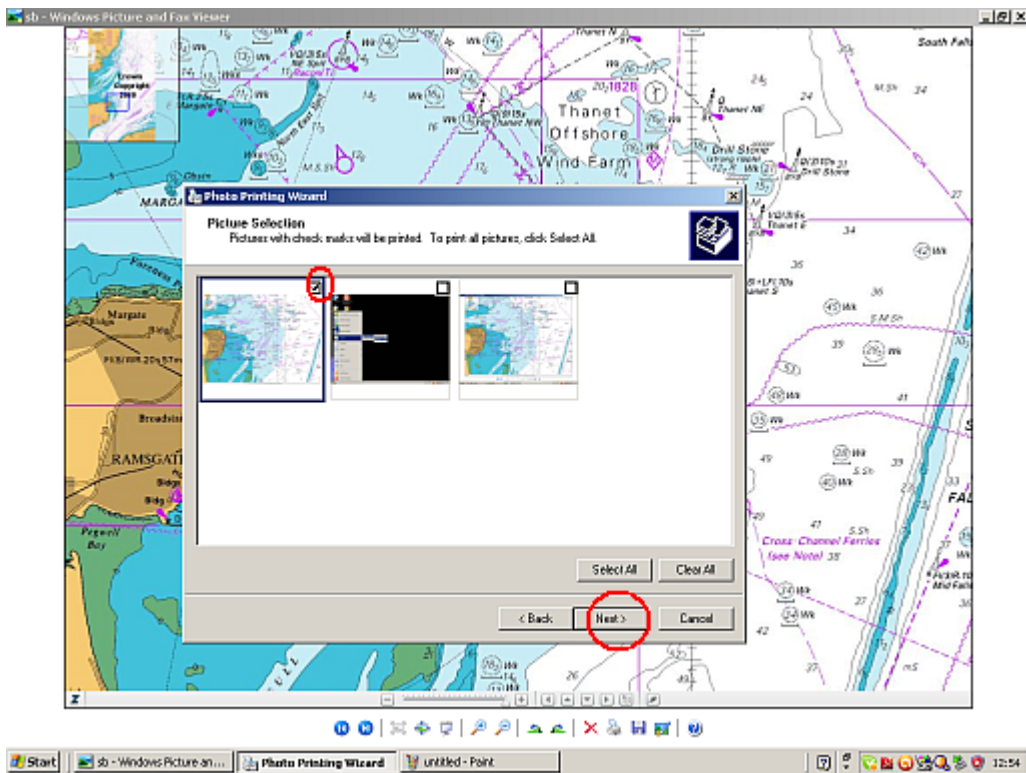
After closing “Paint” you should find your image in the location you saved it, eg. Desktop, My Pictures, etc. Double click the icon of your saved image, it will open in the windows viewer.



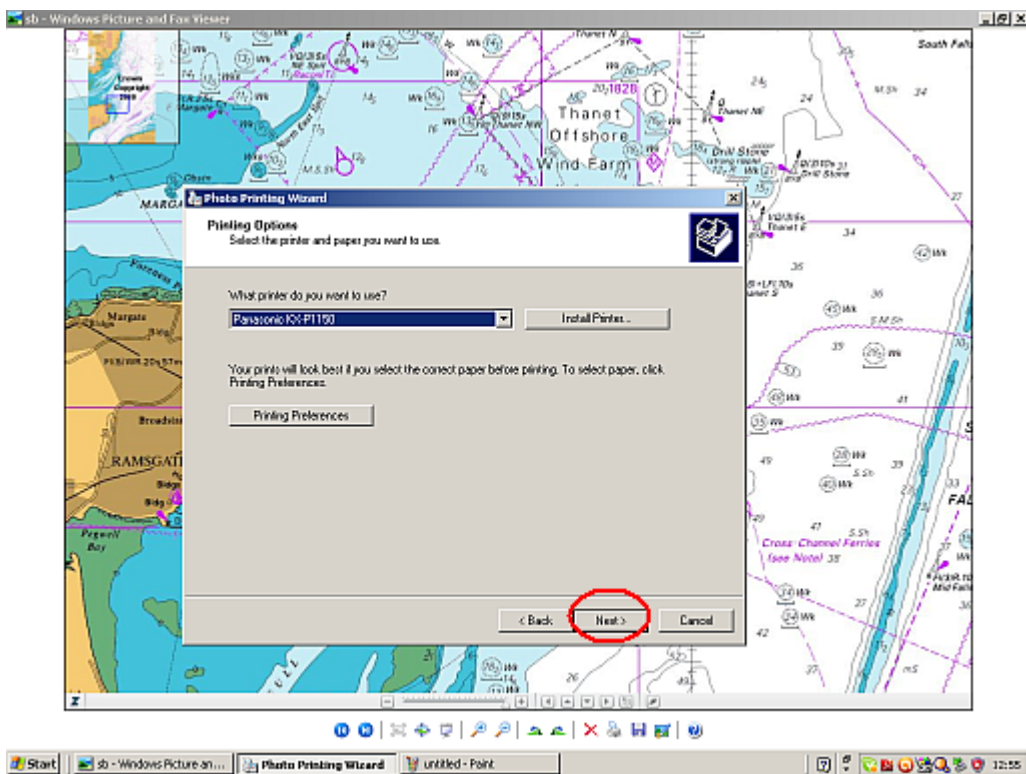
You can now use the print option located in the bottom toolbar, clicking this will open the photo printing wizard.



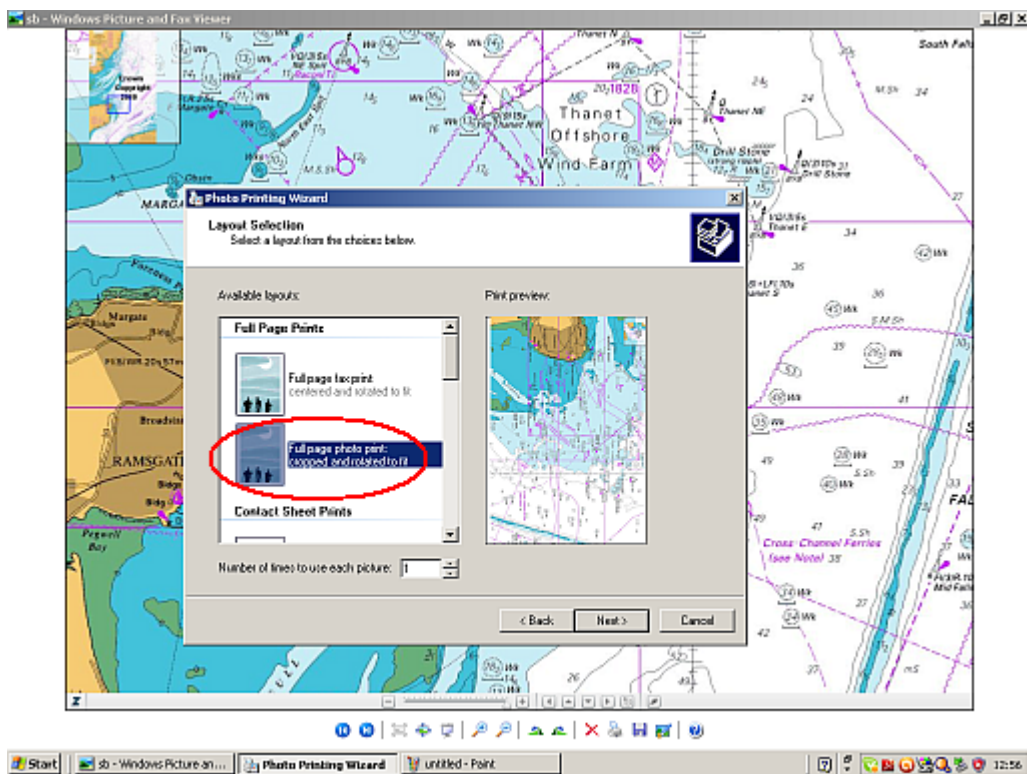
Choose the chartlet you want to print.



Choose the printer you intend to use:



Choose one of the first 2 options, with the second perhaps being the most useful. This rotates the image to fit the A4 paper and centers it.



Print it out on your colour printer, you can get really good copies using photo quality paper and inks. When you get your chartlet as you want, you could even print on card and laminate it (local copyshop) for a waterproof finish.