



**USER GUIDE**  
*Version 1.0*

# PointCapture™ Software Users Guide

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# PointCapture™ Software Users Guide

## ***Important Notices***

### **Note to Unregistered Software Users**

- ❑ CaptureWorks, Inc. grants trial software use of PointCapture™ for an evaluation period without charge, after which it may be purchased or removed from your computer.
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# PointCapture™ Software Users Guide

## **CHAPTER 1 -Introduction**

### **System Requirements**

- ❑ Microsoft Windows™ 98, NT, 2000, XP
- ❑ Microsoft Internet Explorer 4.1+

Also, it is assumed that you are a user of Microsoft PowerPoint™ and that you have existing PowerPoint presentations on your computer.

### **Welcome To PointCapture™ for Windows!**

If you use PowerPoint a lot, PointCapture was designed to save you lots of time by eliminating the need to search PowerPoint™ presentations one-by-one to locate the presentation and/or slide contents you seek. You use PointCapture's powerful search tools along with your search terms to bring the presentations and/or slides *to you!* You can also preview, organize and build a new presentation from existing slides right in PointCapture.

PointCapture will help you:

- Find PowerPoint presentations buried in your computer folders, using powerful data and text filtering and search tools.
- Locate slides containing certain (text, numbers, dates) slide contents that might otherwise take you a long time to manually find by yourself.
- Locate PowerPoint files that meet certain PowerPoint *File>Properties* criteria, such as Author and create date. You can even search custom fields.
- Do a combined *File>Properties* and slide search, such as Any slide containing the phrase “*incentive program*”, by Author=”*Sally Jones*”.
- Instantly *preview* the presentations and slides.
- Select all or a subset of the slides to build a new PowerPoint presentation.

As you can see, PointCapture™ software offers a highly efficient and easy way to find just the content you need for your next presentation!

On your own, you will discover the many useful benefits of PointCapture. Enjoy and write us at [support@captureworks.com](mailto:support@captureworks.com) with your comments and suggestions.

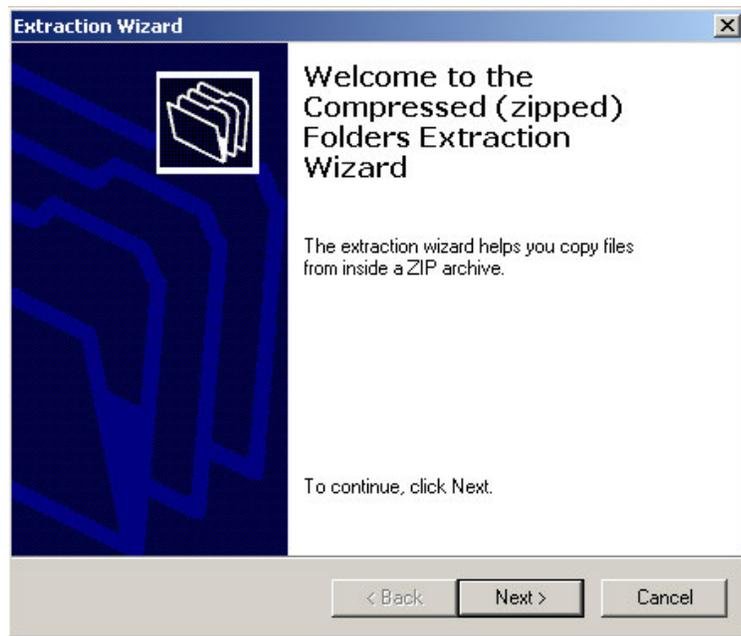
Thank you for your purchase.

# PointCapture™ Software Users Guide

## CHAPTER 2 -Installation

### Installing PointCapture

- Right-click **PointCapture.zip** file and choose Extract to ...and choose to extract to Desktop.
- Double-click the newly extracted PointCapture folder that is now on your Desktop
- Double-click the **PointCapture.exe** application to start the PointCapture install.
- By default, the installer will choose the C:/Programs folder on your hard drive as the location for PointCapture install. Use the Browse button if you want to install PointCapture to a different location.



### Activating PointCapture for Evaluation or Purchase

When first launching PointCapture, you are prompted to either Try Out or Register and purchase a PointCapture software license. Click *Try Out* if you want to evaluate PointCapture for a period of time. Click *Register* to buy it. If you are buying the software, the CaptureWorks Quick Purchase dialog will appear.

If you have already purchased PointCapture, use your registration code in the Enter Registration Code field and click **OK**.

**If you are purchasing PointCapture, the purchase and registration process requires a live Internet connection. If no active connection is detected, you will be prompted to call CaptureWorks to complete the transaction. Optionally, press the Cancel button and then initiate your Internet connection. If you want to continue with your purchase now via your Internet connection, exit and then restart PointCapture to prompt the registration dialogue to appear again.**

### Uninstalling PointCapture

1. Under the **START** menu, select **Control Panel**.
2. Double-click **Add or Remove Programs**.
3. In the displayed list navigate to PointCapture. Select it and click **Change/Remove**. PointCapture will be removed from your computer.

# PointCapture™ Software Users Guide

## CHAPTER 3 –PointCapture Overview

### PointCapture Summary

PointCapture’s powerful search tools enable you to make broad or very specific Microsoft PowerPoint™ file content searches, preview the slides, and use them to quickly build new presentations.

PointCapture will help you:

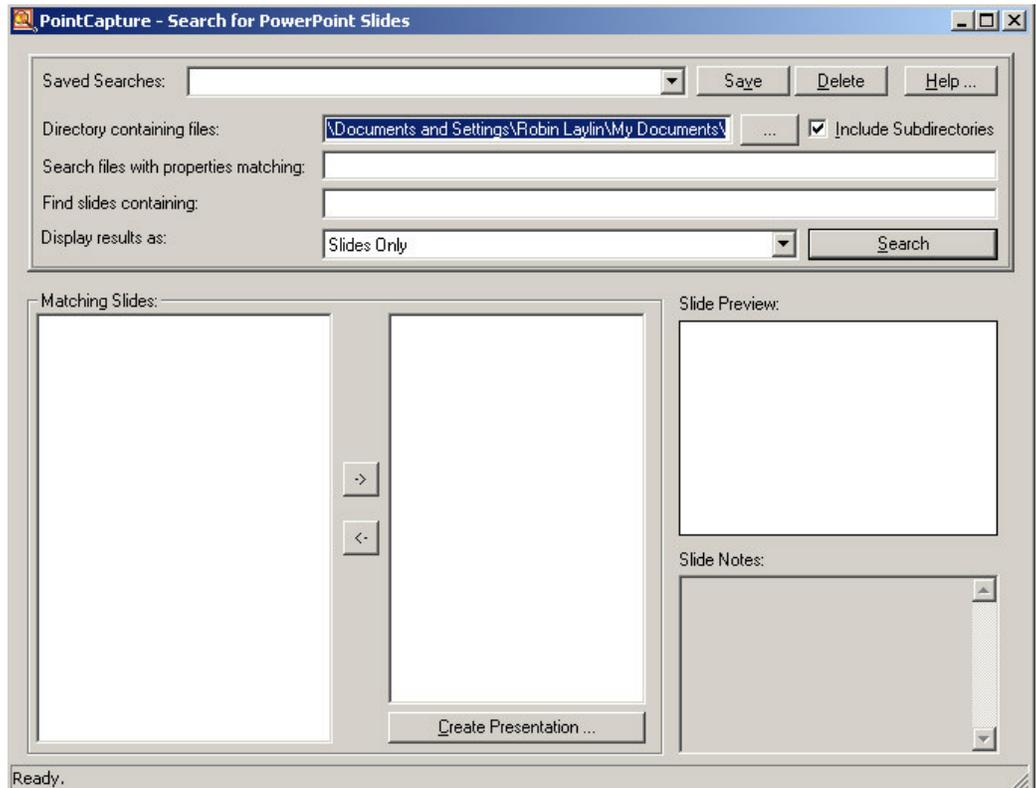
- Find PowerPoint presentations buried in your computer folders, using powerful data and text filtering and search tools.
- Locate slides containing certain (text, numbers, dates) slide contents that might otherwise take you a long time to manually find by yourself.
- Locate PowerPoint files that meet certain PowerPoint *File>Properties* criteria, such as Author and create date. You can even search custom fields.
- Do a combined *File>Properties* and slide search, such as Any slide containing the phrase “incentive program”, by Author=”Sally Jones”.
- Instantly *preview* the presentations and slides.
- Select all or a subset of the slides to build a new PowerPoint presentation.

### PointCapture Program Window Organization

For speed and ease of use, all of your:

Search, slide preview, slide selection and new presentation generation activities take place in the one window shown here.

The **Help** button on the right side puts you in easy reach of this User Guide.

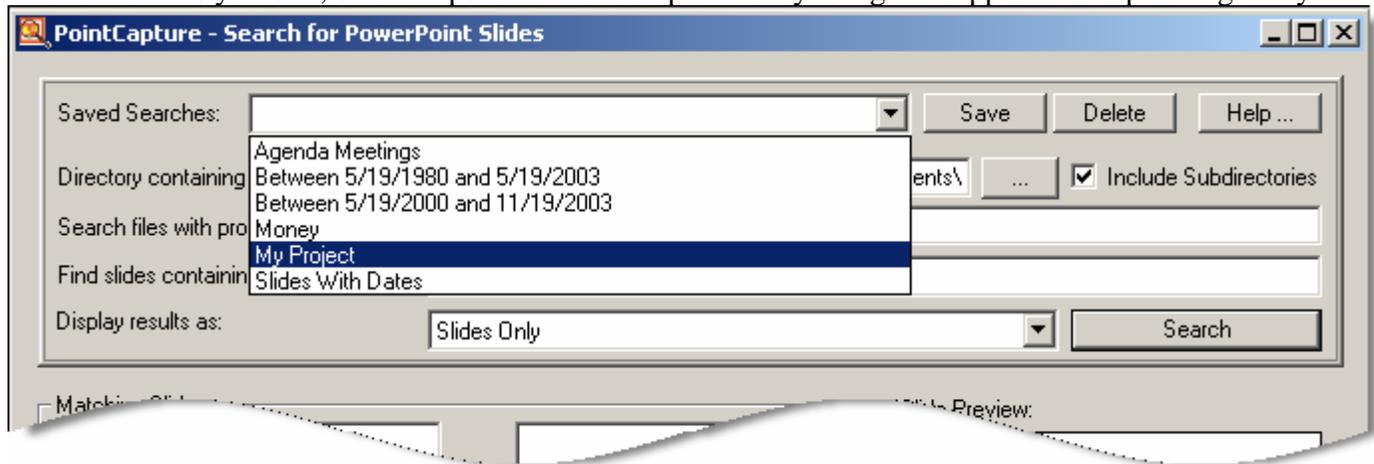


# PointCapture™ Software Users Guide

## PowerPoint File and Slide Search Options

### Saved Searches Field

PointCapture includes some search examples you might typically use to locate presentation files created by an author (or other PowerPoint *File>Property* fields), specific slides containing text, data and numeric content, and a combination of *File>Property* and slide content searches. You can also bypass saved-searches and directly fill-in the fields yourself, but it helps to learn-the-ropes first by using the supplied examples to guide you.



### Adding, Modifying and Deleting Saved Searches

You can add, modify or delete Saved Searches to make a list of searches that you would repeatedly use.

- Selecting one of the provided example Saved Searches using the drop-down arrow will pre-fill one or more of the search details fields that follow it. Experiment and select a few of the example searches to observe how the fields below are filled in, as each Saved Search is a different example on how to find-by-content.
- At any time, you can modify or delete Saved Search criteria provided in the examples for your own search purposes. For example, selecting the *My Project* example causes the phrase “Project XYZ” to appear in *Find Slides Containing* field. You can use this example to understand how you would locate slides containing the word “Project XYZ”, and you may substitute the word “Project XYZ” with a word or words that help you locate your specific content in one more slides and presentations.
- You can add and save a search by typing in a title for your Saved Search and press **Save**. Saving your searches puts the search terms in fast and easy reach the next time you need to use it.
- Use the **Delete** button to remove saved searches. First select the saved search item that you want to delete, and then press the Delete button.

# PointCapture™ Software Users Guide

## Directory Containing Files Field

By default, the drive and directory search is directed to *C:\My Documents*. You can modify this to point to another drive and directory of your choice.

① Try to be as specific as you can in telling PointCapture where your presentations are located to keep the search as fast as possible. For instance, if you think that all of the PowerPoint files you want to search through are within *C:\MyDocuments\Marketing*, then specifically name the folder. Keep in mind that PointCapture searches for specific content in each presentation on your hard drive. If you need to run broader searches across, such as your entire hard drive, the search can take considerably longer.

## Include Subdirectories Checkbox

By default, the *Include Subdirectories* box is checked so that *all* folders under your chosen drive/directory are included in the search. If you un-check this box, the search will be limited to the single directory you indicated in the *Directory containing files* field.

## Search Files with Properties Matching Field

You can perform your searches at two levels of specificity in PointCapture. The first is at the *PowerPoint File>Properties* level and the second reaches down to the slide level. **We suggest that you initially avoid using this field until you are comfortable using the *Find Slides Containing* field below.**

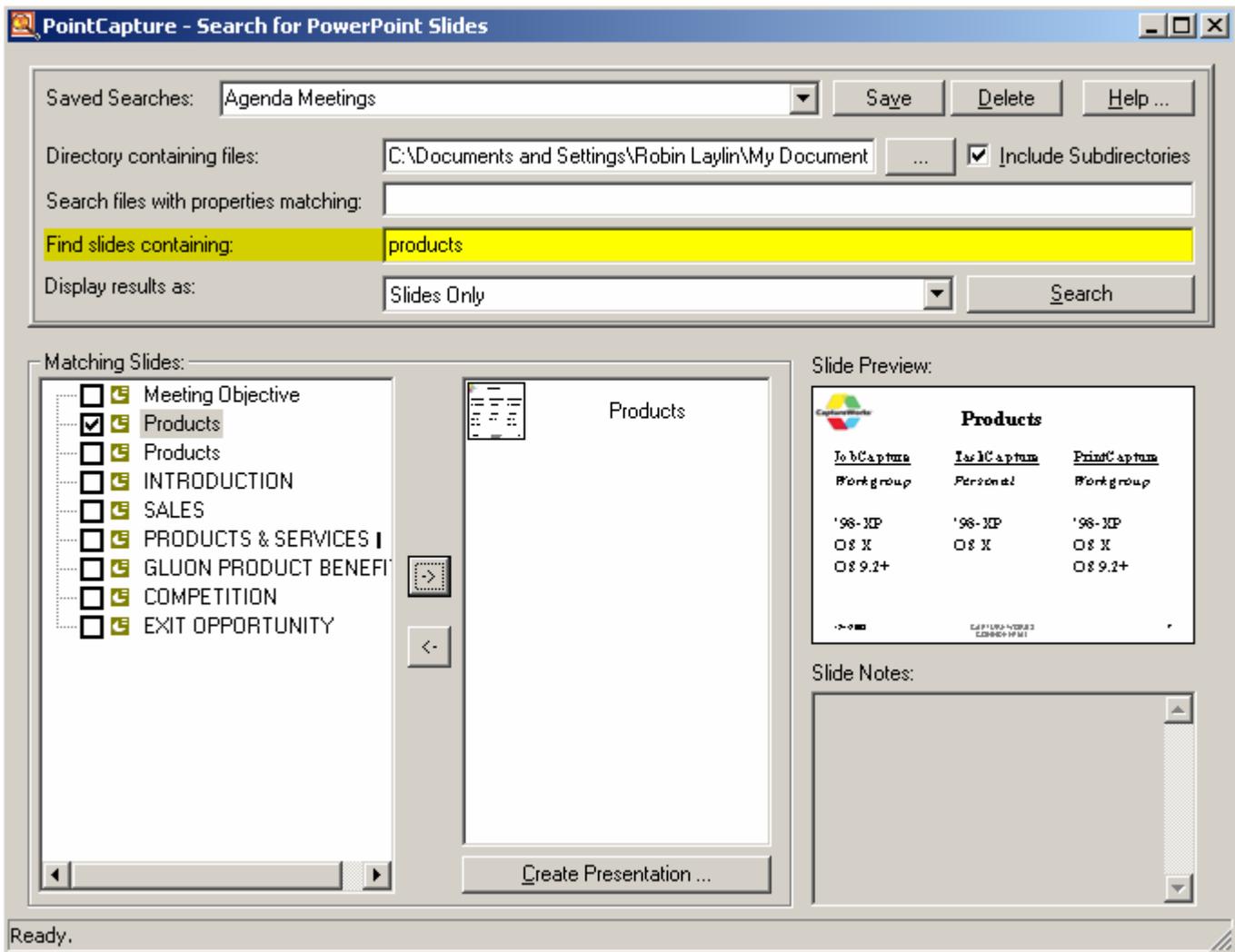
By way of example, at the *File>Properties* level, you would state that you want to find presentations created by a specific author or that were created in a certain timeframe. You would use the second level of search, the *Find Slides Containing* field, to define the content that was created within the confines of a specific author or timeframe. You can use these search levels together or individually.

Using a Saved Search as a guided example, select the My Project to see how the search terms finds slide content “Project XYZ” created by the Author “Me”. Change the Author name to one you know is in a PowerPoint *File>Properties*, and the search will use that name to qualify any slide containing the phrase “Project XYZ” (or a phrase you want to use).

The *Appendix* at the end of this Guide provides examples of using Regular Expressions with this field.

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## Find Slides Containing Field



Assuming you read the previous paragraph, you use text, symbols (such as \$), numbers, and dates in the *Find Slides Containing* field to find slides matching your specified query information. You may use this field alone or together with the *Search Files with Properties Matching* field. Using the Saved Search examples to illustrate input examples is a good way to learn how to use these fields together or separately.

# PointCapture™ Software Users Guide

## Search Examples For Slides

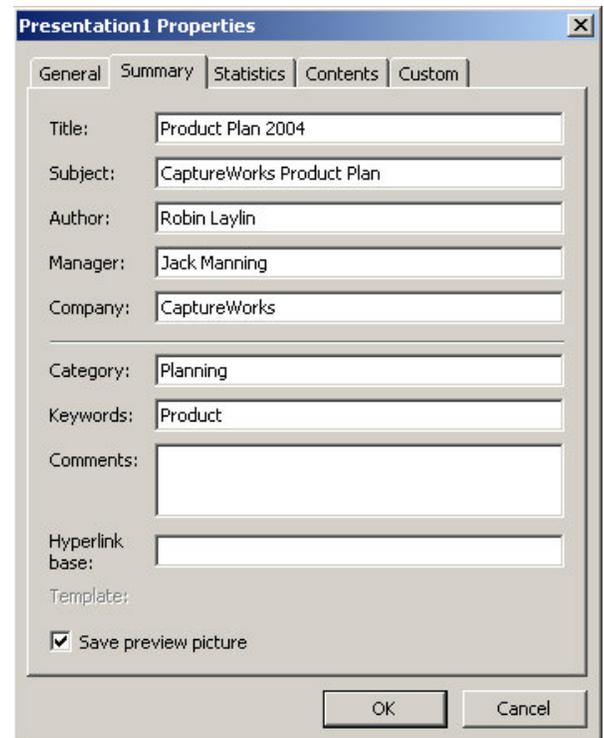
Slide Search Type	Search Input Example	Search Meaning	Search Result
Single word	product	Any slide containing the word <i>product</i>	Only slides matching the word “product”
Phrase	software product	Any slide with <i>software</i> AND <i>product</i>	Only slides matching the word “software” and “product” on the same slide
Phrase	“software product”	Any slide with <i>software product</i>	Only slides matching “software product”
Phrase	\$1,000,000	Any slide containing <i>\$1,000,000</i>	Only slides matching “\$1,000,000”
Phrase	03/01/2004 due date	Any slide containing <i>03/01/2004</i> AND <i>due</i> AND <i>Date</i>	Any slides matching “03/01/2004” AND ”due” AND “date”
Phrase	“March 1, 2004 due date”	Any slide containing <i>March 1, 2004 due date</i>	Only slides matching the entire string “March 1, 2004 due date”

## Search By PowerPoint File Properties

Each PowerPoint has a File Properties record associated with it, and you can use PointCapture’s *Search Files With Properties Matching* field to find presentations that contain text, dates and numbers as they are stored in one or more PowerPoint Property records. If you were to open one of your existing presentations, you can see that file’s properties by clicking File>Properties on the menu. It will look similar to the picture at right.

To narrow a presentation search on information stored in the properties record, you use the field names to tell PointCapture which record field you want to search to find text, number and dates.

The table on the following page illustrates some of the searches you can do.



# PointCapture™ Software Users Guide

## Search Examples For PowerPoint File Properties

PowerPoint Properties Field	Search Input Example	Search Result
Title	<i>Title= "product plan 2004"</i>	Only files with title "product plan 2004"
Subject	<i>Subject="captureworks product plan"</i>	Only files with subject "captureworks product plan"
Author	<i>Author= "Jack Manning"</i>	Only files with author "robin laylin"
Keywords	<i>Keywords=</i>	Only files with keyword "captureworks product plan"
Comments	<i>Comments=draft</i>	Only files with comment "draft"
Template	<i>Template= "my template"</i>	Only files with template "my template"
"Last author"	<i>"Last author"= "John Doe"</i>	Only files with last author "john doe"
"Revision number"	<i>"Revision number"=4</i>	Only files with revision number "4"
"Application name"	<i>"Application name"=powerpoint</i>	Only files with application name "powerpoint"
"creation date"	<i>"creation date"= "december 02, 2003"</i>	Only files with creation date "december 02, 2003"
Category	<i>Category=planning</i>	Only files with category "planning"
Manager	<i>Manager= "jack manning"</i>	Only files with "jack manning"
Company	<i>Company=captureworks</i>	Only files with "captureworks"

## Examples Of Combined Searches For PowerPoint File Properties and Slides

Search Need	Input For Search Files With Properties Matching field	Input for Slides Containing field
All files by author "Jack" having a slide phrase "product plan"	<i>Author = jack</i>	<i>"product plan"</i>
All files created in the date range "12/1/2003-12/31/2003" by author "jack" with slide phrase "Business Plan"	<i>Author = jack and "Creation date" &gt;= 12/1/2003 and "Creation date" &lt;= 12/31/2003</i>	<i>"business plan"</i>
All files modified in a date range "12/1/2003-6/30/2003" with slide phrase "Business Plan"	<i>"Modified date" &gt;= 12/1/2003 and "Modified date" &lt;= 5/30/2003</i>	<i>"business plan"</i>
All files with Keywords "product" and slide phrase "2004 strategy"	<i>Keywords = product</i>	<i>"2004 strategy"</i>

### Search Button

When you have filled in the directory and search fields to reflect your search requirements, press the **Search** button to start the search process.

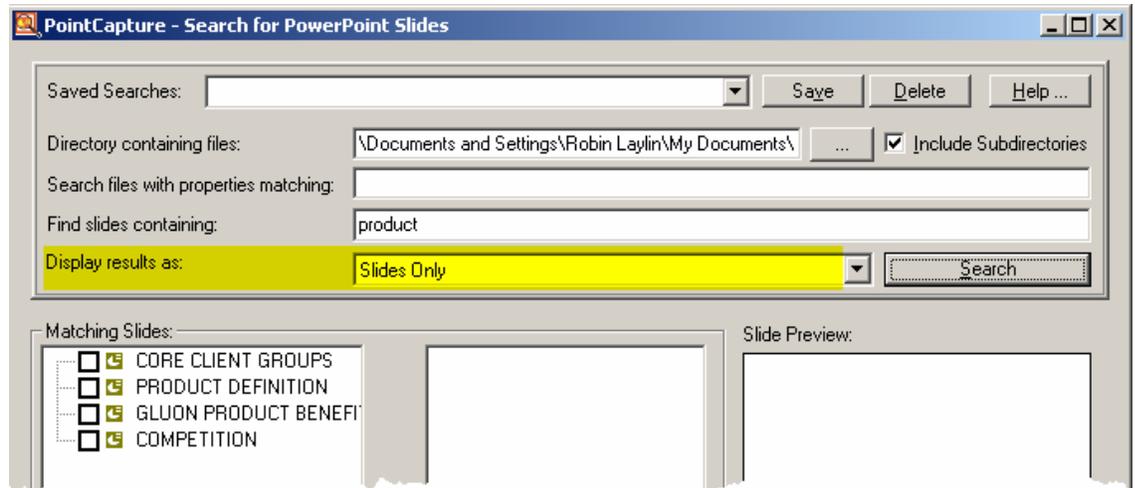
**!** If your search path is broad, such as your entire hard drive, PointCapture will take more time to return a result. Keep in mind that PointCapture is searching every PowerPoint file, searching its *File>Properties* as well as each slide. If you have many presentations, try to be as specific as possible using your *Directory containing files* field (see above).

# PointCapture™ Software Users Guide

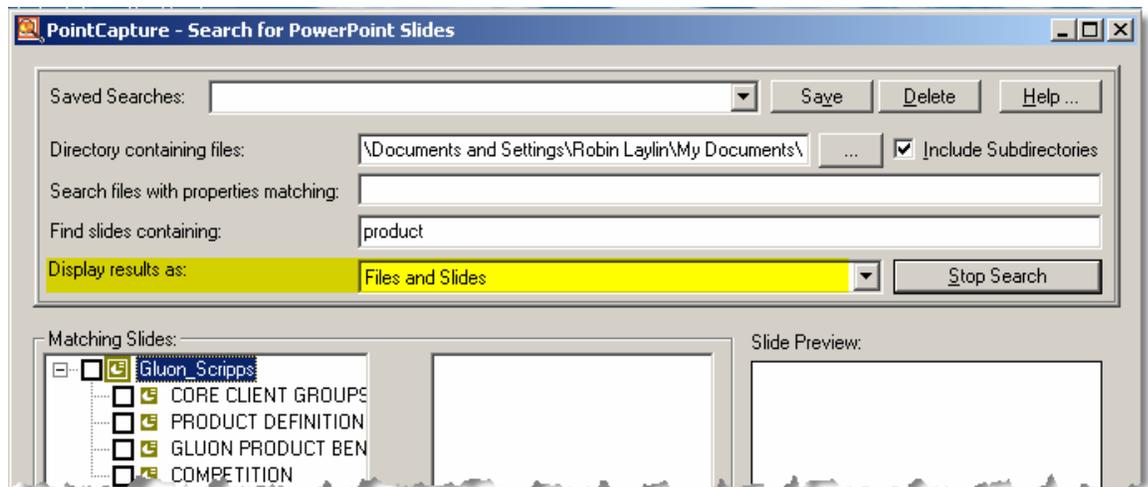
## Display Results As Field

Once you have performed the search, you have the option to have them displayed in different ways. Experiment with each option to determine which you prefer.

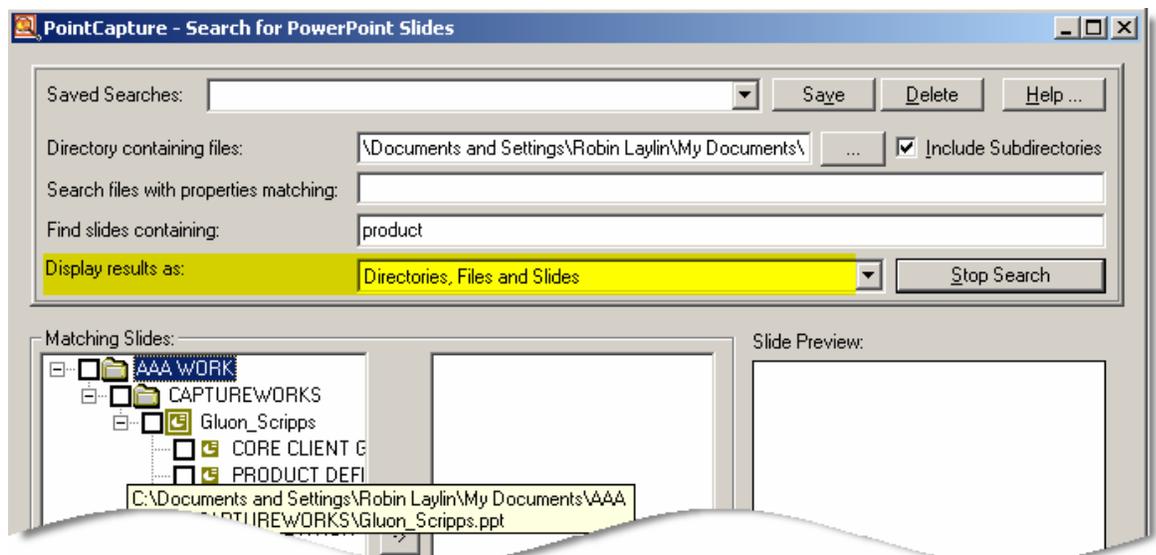
### 1. Slides only



### 2. Slides organized by PowerPoint File name



### 3. Directories, Files and Slides

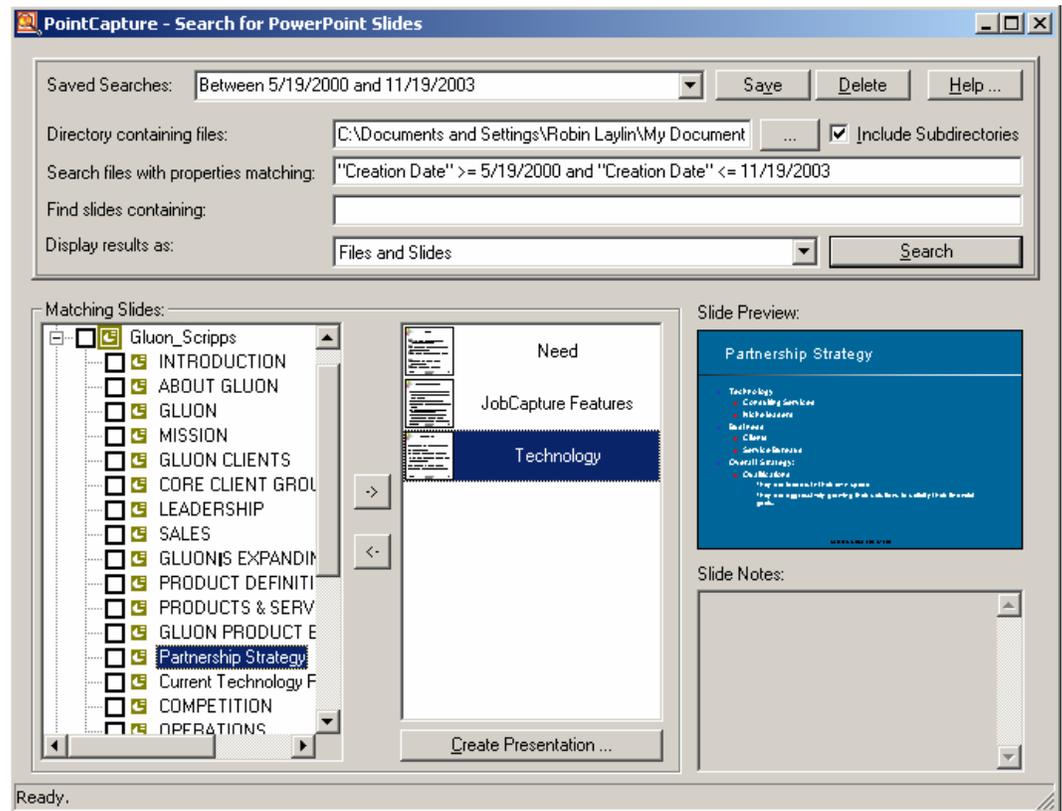


# PointCapture™ Software Users Guide

## Matching Slides Section

Your search results appear here in Windows Explorer layout.

- If you chose to show only the matching slides, you will see a list of slides.
- If you chose to show slides by PowerPoint file name, click the + symbol to expand the list to show the slide details, and the – sign to collapse it.
- If you chose to have your slides shown by Directory, File, and Slides, you will see the full path of all files and slides for your search. The + symbol will expand the list and the – sign will collapse it.



## Previewing PowerPoint Slides

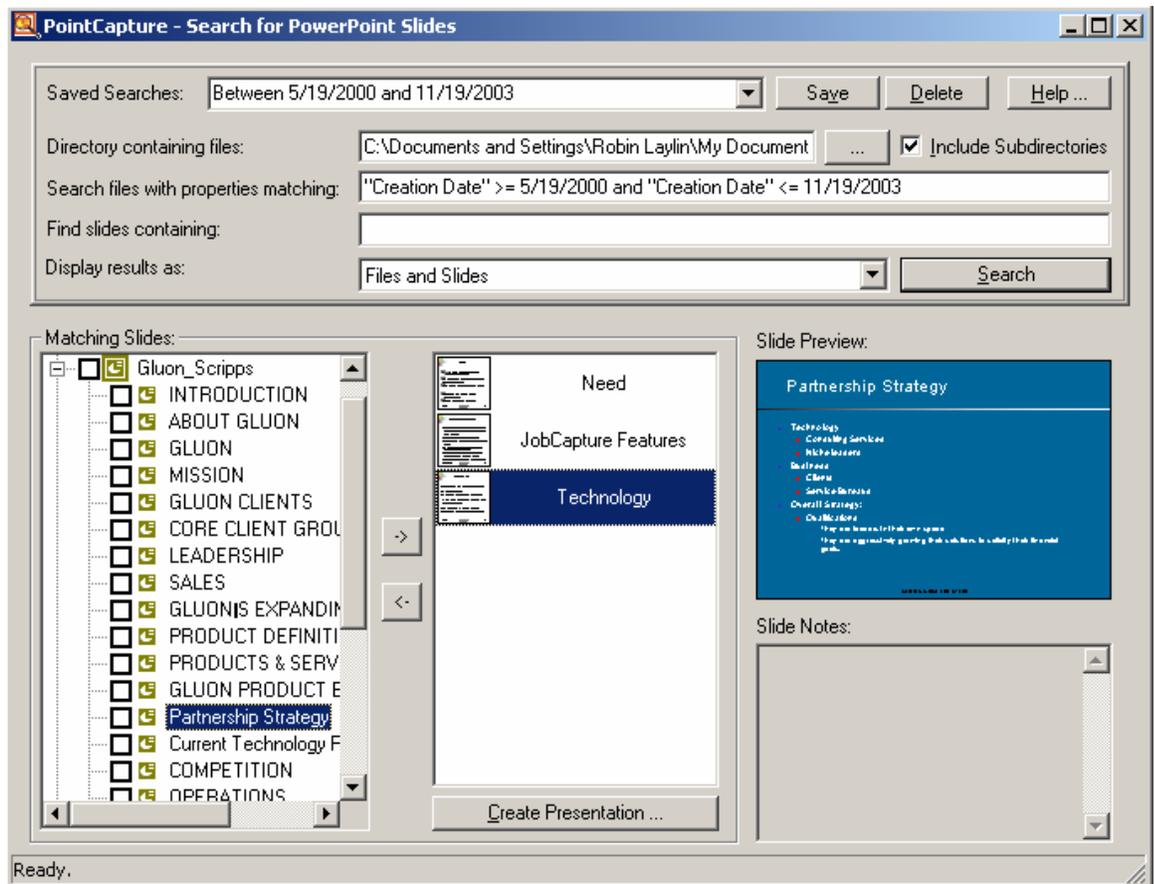
- In all cases, **hovering** your mouse pointer over the slide name in the *Matching Slides* section will show the file name and file path.
- In all cases, **single-clicking a slide** in the *Matching Slides* box or the presentation builder section to the right will show the slide in the Preview Window.
- In all cases, double-clicking a slide in the *Matching Slides* box or the presentation builder section to the right will show the slide appearing in PowerPoint.
- If there are any notes associated with a slide, they will appear in the *Slide Notes* section.

# PointCapture™ Software Users Guide

## Building a New Presentation from Your Search Results

Clicking the blank box next to any slide located in the *Matching Slides* box that you want to use for a new presentation. When you have finished selecting the slides, click the right hand arrow  to move the selected slides into the presentation builder box to the right of *Matching Slides*. To remove one or more slides, use the left hand arrow .

To arrange the order of the slides in the presentation builder section, simply click and drag a slide to move it up or down. Once you have found and incorporated all the slides that you need, press the *Create Presentation* button. PointCapture will build a new PowerPoint file and present them in the PowerPoint application.



# PointCapture™ Software Users Guide

## ***CHAPTER 4 –Support, Privacy and Piracy Policies***

### ***PointCapture Product Support***

#### ***Your Purchase Code***

When you purchase your PointCapture software license and obtain your purchase code, write it down in here so that you can refer to it for support **PointCapture purchase code:** \_\_\_\_\_

#### ***Limited Complimentary Technical Support***

- ❑ Sixty consecutive (60) days of complimentary technical support assistance from your purchase date for PointCapture software from CaptureWorks, Inc. (OEM product is excluded). To receive online, phone or any other form of offered technical support (not including this guide), you will need to supply your serial number and the name you used when purchasing the software, and your full contact information so please keep the information in a safe place for ready reference.
- ❑ Submit all support requests through the CaptureWorks online support request page at <http://www.captureworks.com/>, including the information requirements discussed immediately above. Missing or incomplete information will result in either no response or a delayed response.

#### ***Fee Based Technical Support***

- ❑ Fast support is available by telephone at 973-763-9494 for which you will be charged \$25 per 10 minutes of phone call time. To make the most of your time on the phone with us, please have your credit card ready when you call, as well as a specific description of your issues. We want to help resolve problems that may arise, but we cannot provide free support
- ❑ If at the time we aware that your phone-in problem is a bug, you will not be charged and we will update customers via the CaptureWorks support page, and, if deemed necessary, also by e-mail.
- ❑ If after-the-fact we determine that your phone-in problem is a software bug for which only we are responsible to fix, then we will credit back our charge for taking your call.
- ❑ CaptureWorks, Inc and its employees are not responsible for software operation conflicts or deficiencies resulting from other party software applications or operating system. We will make reasonable efforts to remedy issues which are in our control to correct, but callers will be billed in the event we diagnose the problem source is located in the other party application or operating system.

#### ***Reporting problems with PointCapture***

- ❑ CaptureWorks will promptly read your submissions and respond back to you in a reasonable timeframe. Submit your reports through the CaptureWorks online support request page at <http://www.captureworks.com/support.htm>.

#### ***Software Updates***

- ❑ Registered users can obtain software updates at <http://www.captureworks.com>. If you are using unregistered software, you may have to purchase and register your software to obtain an update.

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## *Software Piracy*

### **Introduction**

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### **What is Piracy?**

Piracy includes any unauthorized use of CaptureWorks Software or the unauthorized use of the trademarks used in association with the CaptureWorks Software.

Two of the most common forms of software piracy are:

- **End-User Copying:** friends loaning disks to each other, or organizations under reporting the number of software installations they have made.
- **Counterfeiting:** large scale duplication and distribution of illegally copied software.

Sharing software with friends seems like no big deal, and there's no way it has anything to do with large-scale counterfeiting operations, right? Wrong. Both activities violate copyright laws and put the software users, including you, at considerable risk.

There are many forms of piracy. When determining if a product is pirated - consider the following:

Pirated software is often priced considerably lower than retail. This software is sometimes packaged as a CD-R copy in a jewel case with little or no supporting documentation. Software is often sold without any warranty coverage or support. This is also referred to as "bootlegging" or "counterfeiting." The software might also come in tampered CaptureWorks packaging.

OEM software is sold alone and not bundled with appropriate hardware. OEM software generally does not come with a manual and is also typically distributed as a CD-R copy in a jewel case.

Online services or websites that sell software significantly below retail or free may be selling the software illegally.

# PointCapture™ Software Users Guide

In order to avoid unintentionally acquiring an illegal product, make sure to obtain CaptureWorks Software from a reputable reseller. Double check the software to ensure that it comes with a end user license agreement, original disks, and authentic packaging. [Click here to purchase a license for legal product.](#)

Some may consider the act of acquiring pirated product or illegally downloading software as harmless. However, pirated products can carry viruses that can ruin your system. Furthermore, consumers may not receive upgrades or technical support for pirated software. Also, the economic impact of acquiring pirated product is staggering - not just for CaptureWorks or even the software industry - but also on the nation's economy. Lost revenues caused by software piracy can lead to millions of lost jobs and billions of lost tax revenue for the United States.

Penalties for pirating software are quite extensive. Piracy can expose you and/or your business to serious punishment, ranging from civil penalties to criminal prosecution, fines and even prison.

For more information on Software Piracy, visit the Business Software Alliance at [www.bsa.org](http://www.bsa.org) or the Software Information and Industry Association at [www.siiia.net](http://www.siiia.net).

## **Report Piracy:**

Piracy Hotline: 973-763-9494

Email: [Support@CaptureWorks.com](mailto:Support@CaptureWorks.com)

## ***Privacy Policy***

CaptureWorks does not rent, sell or lease User Information we have collected through our web site. However, we may share User Information, collected through our web site, with other third parties after giving you the opportunity to opt out prior to any information being exchanged. Local country laws are applied where they differ from this policy.

We are firmly committed to guarding the confidence you have placed in our company and to use, responsibly and professionally, any information you volunteer. We strive to collect only that information that we think is necessary for our legitimate business interests, such as to better understand you (our customer), to provide better service, to improve marketing of our products, to educate customers and to ensure that our proprietary information is protected. We are committed to using the information collected only for these purposes and those outlined below. Links to third party web sites, from this web site, are provided solely as a convenience for you. If you use these links, you will leave our site. We have not reviewed, nor do we monitor, these third party sites and we do not control, nor are we responsible for, any of these sites, their content or their privacy policy (if any).

## Appendix – Quick Reference for PointCapture Searches

### Search Examples For Slides

Slide Search Type	Search Input Example	Search Meaning	Search Result
Single word	product	Any slide containing the word <i>product</i>	Only slides matching the word “product”
Phrase	software product	Any slide with <i>software</i> AND <i>product</i>	Only slides matching the word “software” and “product” on the same slide
Phrase	“software product”	Any slide with <i>software product</i>	Only slides matching “software product”
Phrase	\$1,000,000	Any slide containing <i>\$1,000,000</i>	Only slides matching “\$1,000,000”
Phrase	03/01/2004 due date	Any slide containing <i>03/01/2004</i> AND <i>due</i> AND <i>Date</i>	Any slides matching “03/01/2004” AND “due” AND “date”
Phrase	“March 1, 2004 due date”	Any slide containing <i>March 1, 2004 due date</i>	Only slides matching the entire string “March 1, 2004 due date”

### Search Examples For PowerPoint File Properties

PowerPoint Properties Field	Search Input Example	Search Result
Title	<i>Title="product plan 2004"</i>	Only files with title “product plan 2004”
Subject	<i>Subject="captureworks product plan"</i>	Only files with subject “captureworks product plan”
Author	<i>Author="Jack Manning"</i>	Only files with author “robin laylin”
Keywords	<i>Keywords=</i>	Only files with keyword “captureworks product plan”
Comments	<i>Comments=draft</i>	Only files with comment “draft”
Template	<i>Template="my template"</i>	Only files with template “my template”
"Last author"	<i>"Last author"="John Doe"</i>	Only files with last author “john doe”
"Revision number"	<i>"Revision number"=4</i>	Only files with revision number “4”
"Application name"	<i>"Application name"=powerpoint</i>	Only files with application name “powerpoint”
"creation date"	<i>"creation date"="december 02, 2003"</i>	Only files with creation date “december 02, 2003”
Category	<i>Category=planning</i>	Only files with category “planning”
Manager	<i>Manager="jack manning"</i>	Only files with “jack manning”
Company	<i>Company=captureworks</i>	Only files with “captureworks”

### Examples Of Combined Searches On PowerPoint File Properties and Slides

Search Need	Input For Search Files With Properties Matching field	Input for Slides Containing field
All files by author “Jack” having a slide phrase “product plan”	<i>Author = jack</i>	<i>“product plan”</i>
All files created in the date range “12/1/2003-12/31/2003” by author “jack” with slide phrase “Business Plan”	<i>Author = jack and “Creation date” &gt;= 12/1/2003 and “Creation date” &lt;= 12/31/2003</i>	<i>“business plan”</i>
All files modified in a date range “12/1/2003-6/30/2003 with slide phrase “Business Plan”	<i>“Modified date” &gt;= 12/1/2003 and “Modified date” &lt;= 5/30/2003</i>	<i>“business plan”</i>
All files with Keywords ”product” and slide phrase “2004 strategy”	<i>Keywords = product</i>	<i>“2004 strategy”</i>