# Purpose

The purpose of this document is to describe what steps were taken to create the Options article dialog screenshots. The entirety of this process is done on Microsoft Windows 7 or later.

# Details

1. Set up the environment by running the following commands: mspaint.exe (for Paint) and charmap.exe (for Character Map).
2. Start GEDKeeper and use the menu to go to “Service\Options…”.
3. Press “Alt + PrtScr” to capture the dialog to the Windows clipboard.
4. Navigate to Paint and do the following:
   1. Use the menu to go to “File\Properties” and set the width and height values to 1. Click “OK”.
   2. Click on the “Paste” button.
   3. Click on the “Shapes” button and select “Rounded rectangle” shape.
   4. Click on the “Size” button and select “5px”.
   5. Click on “Color 1” then select “Indigo” from the color palette.
   6. Create a rounded rectangle around the tab in the Options screenshot.
   7. If there is an inner tab, such as with “Interface\All lists”, then do the following:
      1. Draw a rounded rectangle around the inner tab.
      2. Click on the color “Light turquoise”.
5. Navigate to Character Map and do the following:
   1. Change the font to “Wingdings”.
   2. Click on the arrow you want (i.e., 0xDF for ) and click “Select”.
   3. Click on the circled number you want (i.e., 0x81 for ) and click “Select”.
   4. Click the “Copy” button to place it on the Windows clipboard.
6. Navigate back to Paint and do the following:
   1. Click the “Text” tool (looks like the letter “A”).
   2. Click on “Color 2” and choose “Green”.
   3. Place your cursor next to the option you want to document and left click the mouse.
   4. Click the “Paste” button.
   5. Select the pasted characters so we can change their characteristics.
   6. Ensure the font says “Wingdings” and the size says “16”.
   7. Click the “Opaque” button.
   8. Resize the textbox (dashed rectangle) to be the size of your characters.