

# Snagit<sup>®</sup>

## Getting Started Guide

 TechSmith<sup>®</sup>

©TechSmith Corporation. All Rights Reserved.

## Getting Started Guide

### Snagit on Windows

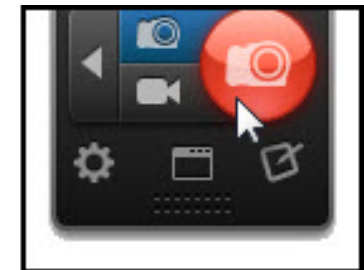
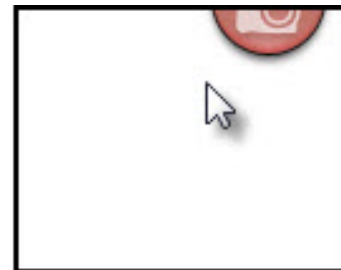
#### What is Screen Capture?

A screen capture is a snapshot or recording of anything on your computer screen—your desktop, a window, an application, a region, a hidden window, or a webpage.

Screen captures allow you to communicate efficiently. With Snagit, you can quickly capture anything on your screen, edit and enhance your capture, and then send it to common sharing destinations quickly and easily.

#### Capturing with OneClick

OneClick provides quick access for your capturing needs. Move the cursor over the red Capture button at the top of the screen to expand the OneClick options.



#### Image Capture

Image capture provides the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region all from a single capture option.

To start an Image Capture:

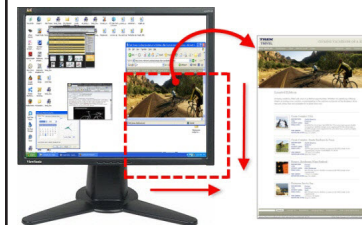
1. In OneClick, click the Image Capture button.



2. Click the red Capture button or press the PRINT SCREEN key.

Item to Capture	Capture Steps
<p><b>Entire Screen</b></p>	<ol style="list-style-type: none"> <li>1. Move the crosshairs until an orange dashed border appears around the entire screen. Moving the cursor to the top, bottom, or side of the screen is usually the best way to highlight the entire screen.</li> <li>2. Click to select the area.</li> </ol>
<p><b>Region</b></p>	<ol style="list-style-type: none"> <li>1. Hold the left mouse button while dragging to select the desired area on the screen. Press M to show or hide the magnifier for pixel perfect accuracy.</li> </ol>
<p><b>Window</b></p>	<ol style="list-style-type: none"> <li>1. Move the crosshairs over the window to capture until an orange dashed border appears around the window.</li> <li>2. Click to select the window.</li> </ol>

### Scrolling Window



1. Move the crosshairs over the window to capture.
2. Click an arrow to capture the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. Arrows do not appear if scrolling capture is not available in that window.

Scrolling Hotkeys:

- Press H to scroll horizontally.
- Press V to scroll vertically.
- Press B to scroll the entire area.

## Video Capture

Video capture records the action on the screen along with microphone audio or system audio. Note: Video capture and playback requires Microsoft .NET Framework version 4.0 or later.

1. In OneClick, select the Video Capture Button.



2. Click the Capture button.
3. Click and drag to select an area to record.
4. Enable the Microphone Audio or System Audio buttons to record audio.
5. Click the Rec button or press Shift+F9.

## Video Selection Guides

If you plan to share the video to a location that requires specific dimensions, it is recommended to record at these dimensions or at the same aspect ratio.

Snagit includes video guides that show standard or recommended dimensions for common video sharing destinations such as YouTube, the web, and on mobile devices.

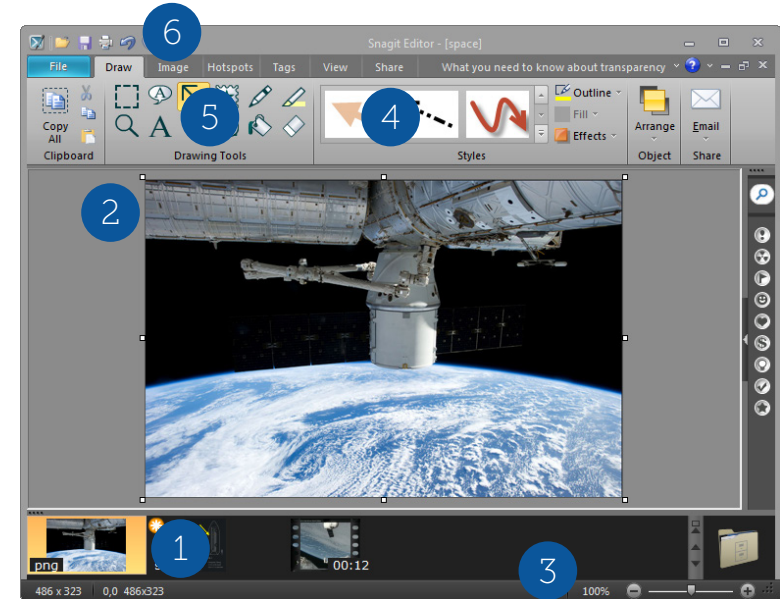
1. Press G to turn the guides on or off
2. Click and drag to select the recording area. As you drag the cursor, the guide dimly appears when you are near a standard dimension.
3. Continue to drag the cursor until the border highlights to match the guide

Action	Hotkey
Start or Pause Recording	SHIFT+F9
Stop Recording	SHIFT+F10

The video capture opens in Snagit Editor for you to preview and share. To edit video captures, share the capture to Camtasia Studio (sold separately).

## Snagit Editor

Use Snagit Editor to preview, edit, and share captures.



### 1. Open Captures Tray

Shows recent captures and open images. The selected capture appears on the canvas.

### 2. Canvas

Displays the capture selected within the tray. Preview captures, add or arrange objects on image captures, and edit images.

### 3. Zoom In or Out for Precise Editing

Drag the Zoom slider to adjust the zoom percentage. To view at actual dimensions, drag the slider to 100% or select View tab > 100%.

### 4. Style Gallery

A collection of ready-made styles or effects for image captures.

## 5. Drawing Tools

Tools to enhance images. Add text, callouts, arrows, stamps, lines, shapes, pen drawings, highlighter marks, blur an area, flood fill, or erase sections.

## 6. Effects

Add effects to a selection or to the entire canvas to enhance images.

## Transparency

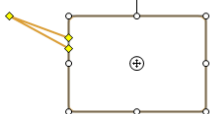
Snagit captures transparency. Transparency is represented by a checkerboard pattern on the canvas.

## SNAG File Format

To edit your capture again later, save a copy as a SNAG file. This file format saves all the information about your capture so you can move or change items such as callout text, tool properties, etc. This file format can only be opened in Snagit on Windows.

## Add a Callout

1. On the Draw tab, select the Callout tool.
2. Click to select a callout from the style gallery or adjust the properties to create your own style.
3. Click and drag on the canvas to draw the callout.
4. Click within the callout and enter text.
5. To edit the callout's size and position:



- **Yellow handles:** Drag the handles to change the shape and size of the callout tail.
- **White handles:** Drag the handles to change the height and width of the callout.
- **Green handles:** Drag the handle to rotate the orientation of the callout.
- **Anchor point:** Click and drag on the anchor point to rotate the callout around the tail.

## Style Gallery

The Style Gallery is a collection of ready-made styles or effects for image captures.

### Apply a Style from the Gallery:

1. On the Draw tab, select a drawing tool.
2. The styles available appear in the Styles group to the right of the tools. Click to select a style from the gallery.
3. Depending on the tool selected, click or click and drag on the canvas to add the style.

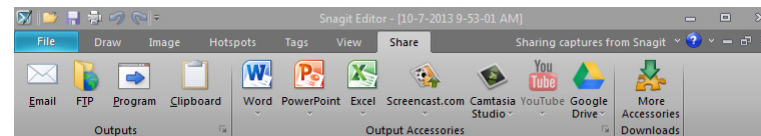
### Add a Customized Style to the Gallery

Right-click on an annotation on the canvas and choose Add to Quick Styles.

## Share Your Captures

Snagit can automatically send your captures to various destinations called outputs. Select one of the following methods to share your captures:

1. Before capture, select the share location in the Profile Settings pane in the Classic Capture window. In Snagit Editor, click the Finish Profile button on the Share tab to send the capture to the selected output.
2. In Snagit Editor, click an output from the Share tab. Snagit disables any outputs that do not support the file format of the selected capture.



## More Resources

### Free Training and Support

The TechSmith website offers a range of help including video, written, phone, online, and in-product assistance. And it's FREE!

### Online Tutorials

[www.techsmith.com/tutorial.html](http://www.techsmith.com/tutorial.html) - Go from novice to expert in no time flat with our library of product-specific training videos and documentation.

### Technical Support

[Support.techsmith.com](http://Support.techsmith.com) – A friendly, knowledgeable voice is just a phone call away.

U.S. and Canada - 1.800.517.3001

Outside of U.S. and Canada - +1.517.381.2300

User-to-User Forums, Blogs, and More!

### Snagit provides additional resources within the product:

Snagit Help File – Search and browse the in-product help file for quick answers.

## Getting Started Guide

### Snagit on Mac

### What is Screen Capture?

A screen capture is a snapshot or recording of anything on your computer screen—your desktop, a window, an application, a region, a hidden window, or a webpage.

Screen captures allow you to communicate efficiently. With Snagit, you can quickly capture anything on your screen, edit and enhance your capture, and then send it to common sharing destinations quickly and easily.

### Capture Window

The capture window provides quick access for your capturing needs. Move the cursor over the red Capture button on the upper right side of the screen to expand the capture window options.


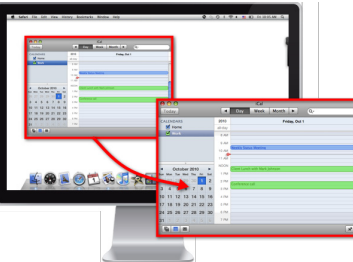


### Image Capture

Image Capture provides the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region all from a single Capture option.

To start an Image Capture:

1. In the Capture window, click the Image Capture button.
2. Click the Capture button or press the shortcut, Shift+Control+C.

Item to Capture	Capture Steps
<p><b>Entire Screen</b></p>	<ol style="list-style-type: none"> <li>1. Move the crosshairs until an orange dashed border appears around the entire screen. Moving the cursor to the top, bottom, or side of the screen is usually the best way to highlight the entire screen.</li> <li>2. Click to select the area.</li> </ol>
<p><b>Region</b></p> 	<ol style="list-style-type: none"> <li>1. Hold the left mouse button while dragging to select the desired area on the screen. Press M to show or hide the magnifier for pixel perfect accuracy.</li> </ol>
<p><b>Window</b></p> 	<ol style="list-style-type: none"> <li>1. Move the crosshairs over the window to capture until an orange dashed border appears around the window.</li> <li>2. Click to select the window.</li> </ol>

### Scrolling Window



1. Move the crosshairs over the window to capture.
2. Click an arrow to capture the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. Arrows do not appear if scrolling capture is not available in that window.

#### Scrolling Hotkeys:

- Press H to scroll horizontally.
- Press V to scroll vertically.
- Press B to scroll the entire area.

### Video Capture

Video capture records the action on the screen along with microphone audio or system audio.

1. In the Capture window, select the Video Capture Button.



2. Click the Capture button or press Shift+Control+V.
3. Click and drag to select an area to record.
4. Enable the Microphone Audio or System Audio buttons to record audio.
5. Click the Rec button or press Shift+Command+V.

## Video Selection Guides

If you plan to share the video to a location that requires specific dimensions, it is recommended to record at these dimensions or at the same aspect ratio.

Snagit includes video guides that show standard or recommended dimensions for common video sharing destinations such as YouTube, the web, and on mobile devices.

1. Press G to turn the guides on or off.
2. Click and drag to select the recording area. As you drag the cursor, the guide dimly appears when you are near a standard dimension.
3. Continue to drag the cursor until the border highlights to match the guide.

Action	Hotkey
Start or Pause Recording	Option+Shift+Command+S
Stop Recording	Shift+Control+V

The video capture opens in Snagit Editor for you to preview and share. To edit video captures, share the capture to Camtasia Studio (sold separately).

## Snagit Editor

Use Snagit Editor to preview, edit, and share captures.



### 1. Open Captures Tray

Shows recent captures and open images. The selected capture appears on the canvas.

### 2. Canvas

Displays the capture selected within the tray. Preview captures, add or arrange objects on image captures, and edit images.

### 3. Zoom In or Out for Precise Editing

Drag the Zoom slider to adjust the zoom percentage. To view at actual dimensions, drag the slider to 100% or press Command+0.

### 4. Drawing Tools

Tools to enhance images. Add text, callouts, arrows, stamps, lines, shapes, pen drawings, highlighter marks, blur an area, flood fill, or erase sections.



## 5. Style Gallery

A collection of ready-made styles or effects for image captures

## 6. Effects

Add effects to a selection or to the entire canvas to enhance images.

## Transparency

Snagit captures transparency. Transparency is represented by a checkerboard pattern on the canvas.

## Working on the Canvas

Only the highlighted portion on the canvas will appear in the final saved image. Use the following actions to control the highlighted area:

- **Trim a Capture:** Drag the edges of the canvas in to cut out the unwanted portions of the capture.
- **Crop a Capture:** Click the Crop button to permanently remove the portions of the image outside the highlighted area on the canvas.
- **Create Additional Blank Workspace:** Drag the edges of the canvas out. Or, click the Crop button and then drag the edges of the canvas out.

## SNAGPROJ File Format

To edit your capture again later, save a copy as a SNAGPROJ file. This file format saves all the information about your capture so you can move or change items such as callout text, tool properties, etc. This file format can only be opened in Snagit on Mac.

## Add a Callout

1. On the Tools tab, select the Callout tool.
2. Click to select a callout from the style gallery or adjust the properties to create your own style.
3. Click and drag on the canvas to draw the callout.
4. Double-click within the callout and enter text.
5. To edit the callout's size and position:



- **Yellow handles:** Drag the handles to change the shape and size of the callout tail.
- **White handles:** Drag the handles to change the height and width of the callout.
- **Green handles:** Drag the handle to rotate the orientation of the callout.
- **Anchor point:** Click and drag on the anchor point to rotate the callout around the tail.

## Style Gallery

The Style Gallery is a collection of ready-made styles or effects for image captures.

### Apply a Style from the Gallery:

1. On the Tools tab, select the desired tool.
2. The styles available appear in the Styles group to the right of the tools.
3. Click to select a style from the gallery.
4. Depending on the tool selected, click or click and drag on the canvas to add the style.

### Add a Customized Style to the Gallery

1. Select the desired tool or effect and edit the properties below.
2. As you edit the properties, the customized style appears in the Style Gallery.
3. Click the Add Style button to permanently add the style to the gallery.

### Effects

Add an effect the entire canvas to enhance your image captures.

- You can apply multiple effects to an image capture.
- Applying the Perspective Effect flattens the capture.
- Click the gear icon to view and edit the effect's properties.
- You can save the customized effects to the style gallery for future use.

#### Apply an Effect:

1. Click the Effects tab.
2. Click an effect or click a style from the style gallery.
3. Click the gear icon to adjust the properties for the effect.

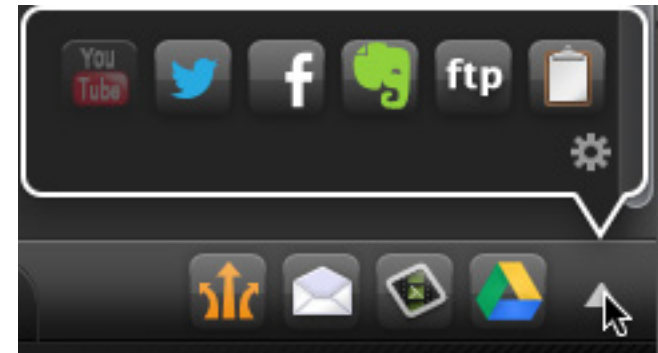
#### Remove an Effect:

- Click the green effect to disable.
- Or, click the No Effects style in the gallery.

### Share Your Captures

The output buttons in Snagit Editor allow you to quickly share to popular destinations such as Microsoft Outlook or Entourage, Mail, Screencast.com, Camtasia for Mac, Google Drive, YouTube, Twitter, Facebook, Evernote, and FTP. The output buttons are located above the tray.

1. Click to select a capture in the tray.
2. Click an output button or select an option from the Share menu. Snagit disables any outputs that do not support the file format of the selected capture.



The first time you share to an output, you will need to enter your account information. You can save your account settings and set up multiple accounts to the same destination, such as a work account and a personal account, in the Snagit Preferences.

## More Resources

### Free Training and Support

The TechSmith website offers a range of help including video, written, phone, online, and in-product assistance. And it's FREE!

### Online Tutorials

[www.techsmith.com/tutorial.html](http://www.techsmith.com/tutorial.html) - Go from novice to expert in no time flat with our library of product-specific training videos and documentation.

### Technical Support

[Support.techsmith.com](http://Support.techsmith.com) – A friendly, knowledgeable voice is just a phone call away.

U.S. and Canada - 1.800.517.3001

Outside of U.S. and Canada - +1.517.381.2300

User-to-User Forums, Blogs, and More!

### Snagit provides additional resources within the product:

- Snagit Help File – Search and browse the in-product help file for quick answers.
- Keyboard Shortcuts – Learn the shortcuts for completing common tasks within Snagit on Mac. Select Help > Keyboard Shortcuts.



www.techsmith.com  
Phone: +1.517.381.2300  
2405 Woodlake Drive  
Okemos, MI 48864-5910

People everywhere use TechSmith's screen capture and recording software to communicate clearly and creatively, deliver engaging multimedia presentations, and analyze product usability and customer experience. For over 20 years, we've helped people communicate visually and look great doing it.

Camtasia, Camtasia Studio, Camtasia Relay, DubIt, EnSharpen, Enterprise Wide, Expressshow, Jing, Morae, Rich Recording Technology (RRT), Snagit, Screencast.com, SmartFocus, TechSmith, TechSmith and T Design logo, TSOC, and UserVue are registered marks of TechSmith Corporation. Other trademarks and registered trademarks are the properties of their respective companies. The absence of a name, mark or logo in the above list does not constitute a waiver of any intellectual property rights that TechSmith Corporation has established in any of its product, feature, service names, marks or logos.  
©2013 by TechSmith Corporation. All rights reserved.