Snagit 10

Snagit Add-Ins

By TechSmith Corporation

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Snagit Add-Ins

Snagit Add-ins are small, custom toolbars in your Microsoft® Word®, PowerPoint®, Excel®, Internet Explorer®, Windows Explorer®, and Adobe FrameMaker® applications. With just one click of the mouse, Snagit Add-ins make it simple to capture anything on your screen while giving you complete control over every aspect of the screen capture process from within your familiar desktop working environment.

Snagit Add-ins are the perfect one-step, productivity tools for all of your screen capture needs *while* working within the Microsoft Office, Internet Explorer, Windows Explorer, or Adobe environment.

For information on the different capture types, see **What Would You Like to Capture?**

The Snagit Add-ins include:

- **Snagit Microsoft Word Add-In**
- **Snagit Microsoft Excel Add-In**
- **Snagit Microsoft PowerPoint Add-In**
- **Snagit Microsoft Outlook Add-In**
- **Snagit Internet Explorer and Windows Explorer Add-In**
- **Snagit FrameMaker Add-In**

Snagit Microsoft Word Add-In

The Snagit Word Add-in is a small custom toolbar in your Microsoft® Word® application. With a single click, Snagit makes it simple to capture anything on your screen without leaving Word.

In Word 2007, the toolbar appears in the **Add-Ins** tab > **Custom Toolbars** group. In Word 2003, choose **View > Toolbars > Snagit**.

For information on the different capture types, see **What Would You Like to Capture?**

Use the Microsoft Word Add-In

1. Within Word, select the capture type from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.
4. Click the **Finish** button. The capture displays in the Word document.

Customize the Microsoft Word Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

- Select **Preview in Editor** to immediately open your capture to edit.

- Select **Copy into document** to insert the capture into the current document or choose **None** to send the capture to the *Output option* selected the clipboard or a file.
- Select **Time delay before capturing** to give yourself time to set up the capture. Menu captures always use Time delay.

Snagit Microsoft Excel Add-In

The Snagit Excel Add-in is a small custom toolbar in your Microsoft® Excel® application. With a single click, Snagit makes it simple to capture anything on your screen without leaving Excel.

> In Excel 2007, the toolbar appears in the **Add-Ins** tab > **Custom Toolbars** group. In Excel 2003, choose **View > Toolbars > Snagit**.

For information on the different capture types, see **What** Would You Like to Capture?

Use the Microsoft Excel Add-In

1. Within Excel, select the capture option from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.
4. Click the **Finish** button. The capture displays in the Excel spreadsheet.

Customize the Microsoft Excel Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

- Select **Preview in Editor** to immediately open your capture to edit.
- Select **Copy into document** to insert the capture into the current document or choose **None** to send the capture to the *Output option* selected, the clipboard or a file.
- Select **Time delay before capturing** to give yourself time to set up the capture. Menu captures always use Time delay.

Snagit Microsoft PowerPoint Add-In

The Snagit PowerPoint Add-in is a small custom toolbar in your Microsoft® PowerPoint® application. With a single click, Snagit makes it simple to capture anything on your screen without leaving PowerPoint.

> In PowerPoint 2007, the toolbar appears in the **Add-Ins** tab > **Custom Toolbars** group. In PowerPoint 2003, choose **View > Toolbars > Snagit**.

For information on the different capture types, see **What** Would You Like to Capture?

Use the Microsoft PowerPoint Add-In

1. Within PowerPoint, select the capture option from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.
4. Click the **Finish** button. The capture displays in the PowerPoint presentation.

Insert a Flash file into a Presentation

Click the **Insert Flash into Presentation** button to insert a Flash file (.swf) into a PowerPoint presentation.

Customize the Microsoft PowerPoint Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

- Select **Keep links** to take a capture that retains links and hotspots and paste the capture right into your PowerPoint presentation.
- Select **Preview in Editor** to immediately open your capture to edit.
- Select **Copy into document** to insert the capture into the current document or choose **None** to send the capture to the *Output option* selected, the clipboard or a file.
- Select **Time delay before capturing** to give yourself time to set up the capture. Menu captures always use Time delay.
- Select **Insert as a New Slide** to insert the capture as a new slide using the current design template and you can choose the layout from the **Slide type** drop down menu.

Snagit Microsoft Outlook Add-In

The Snagit Outlook Add-in is a small custom toolbar in your Microsoft® Outlook® application. With a single click, Snagit makes it simple to capture anything on your screen without leaving Outlook.

You must manually paste your capture into appointments, tasks, journal entries, etc. due to technical limitations in Outlook.

Your capture is automatically inserted only if you use Microsoft Word as your default editor for e-mail. This only works for e-mail messages. To make Word your e-mail editor, from within Outlook, choose **Tool** > **Options** > **Mail Format** > **Use Microsoft Word to e-mail messages**.

In Outlook 2007, the toolbar appears in the **Add-Ins** tab > **Custom Toolbars** group. In Outlook 2003, choose **View > Toolbars > Snagit**.

For information on the different capture types, see **What** Would You Like to Capture?

Use the Microsoft Outlook Add-In

1. Within Outlook, select the capture option from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.

4. Click the **Finish** button. The capture displays in an e-mail.

Customize the Microsoft Outlook Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

- Select **Preview in Editor** to immediately open your capture to edit.
- Select **Copy into document** to insert the capture into the current document or choose **None** to send the capture to the *Output option* selected, the clipboard or a file.
- Select **Time delay before capturing** to give yourself time to set up the capture. Menu captures always use Time delay.

Snagit Internet Explorer and Windows Explorer Add-In

The same options are available for Internet Explorer and Windows Explorer.

The Snagit Internet Explorer and Windows Explorer Add-in is a small custom toolbar in Internet Explorer and Windows Explorer. With a single click, Snagit makes it simple to capture anything on your screen without leaving Internet Explorer and Windows Explorer.

For information on the different capture types, see **What** Would You Like to Capture?

Use the Internet Explorer and Windows Explorer Add-In

1. Select the capture option from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.
4. Click the **Finish** button. The capture is sent to the selected output.

Customize the Internet Explorer and Windows Explorer Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

- Select **Show capture type on toolbar** and **Show output type on toolbar** to add additional dropdown menus on the Snagit toolbar.
- Select **Preview in Editor** to immediately open your capture to edit.
- **Select an output type** to define where to send the image after capture:
- Select **Ask for a File Name** to enter a file name after each capture.
- Select **Automatic File Name** to automatically name and sequentially number your saved image files.
- Select **Send Email** to send your capture as an e-mail attachment.
- Select **Clipboard** to copy the capture to the Windows clipboard.
- Add an optional **File prefix** to all your captures.

Snagit FrameMaker Add-In

The Snagit FrameMaker Add-in is a small custom toolbar in your Adobe® FrameMaker® application. With a single click, Snagit makes it simple to capture anything on your screen without leaving FrameMaker.

For information on the different capture types, see **What** Would You Like to Capture?

Use the FrameMaker Add-In

1. Select the capture option from the drop-down menu in the Snagit toolbar.
2. Click the **Snagit Capture** button. The capture appears in Snagit Editor.
3. Edit or annotate your capture in Editor.
4. Click the **Finish** button. The capture displays in the FrameMaker file.

Customize the FrameMaker Capture

Click the **Setup** button on the Snagit toolbar to customize your capture.

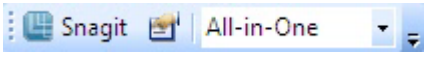
- Select **Preview in Editor** to immediately open your capture to edit.
- Select **Copy into document** to insert the capture into the current document or choose **None** to send the capture to the *Output* option selected the clipboard or a file.
- Select **Time delay before capturing** to give yourself time to set up the capture. Menu captures always use Time delay.
- Select **Import by reference** to keep the graphics linked to the source file. FrameMaker stores the pathname to the source file in the document. If you edit the source file, FrameMaker updates the document with the latest version.
- Use **Custom image scaling (dpi)** to automatically apply image scaling to the capture.

What Would You Like to Capture?

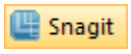
All-in-One

Capture a region, window, or scrolling window.

1. In the Snagit Add-in toolbar, choose **All-in-One**.



2. Click the **Snagit Capture** button.

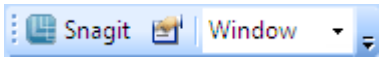


3. Orange crosshairs appear. Move them to select a window, click and drag to select a region, or click a scroll arrow on a window to automatically scroll.

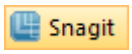
Window

Capture an application or browser window.

1. In the Snagit Add-in toolbar, choose **Window**.



2. Click the **Snagit Capture** button.

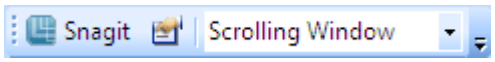


3. An orange rectangle appears. Move the rectangle to choose a window. Click to complete the capture.

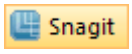
Scrolling Window

Capture an application or browser window longer than the screen.

1. In the Snagit Add-in toolbar, choose **Scrolling Window**.



2. Click the **Snagit Capture** button.

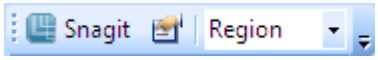


3. An orange rectangle appears. Move the rectangle to choose a window.
4. Click a scroll arrow to start the capture. The capture area scrolls automatically, continuing until the lower edge of the scrolling window is reached.

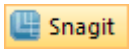
Region

Capture any area of the screen.

1. In the Snagit Add-in toolbar, choose **Region**.



2. Click the **Snagit Capture** button.

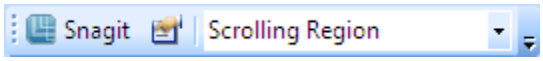


3. Click and drag the cursor to create an orange border around the area to capture.
4. Release the mouse to complete the capture.

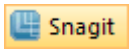
Scrolling Region

Capture an area longer than the screen.

1. In the Snagit Add-in toolbar, choose **Scrolling Region**.



2. Click the **Snagit Capture** button.

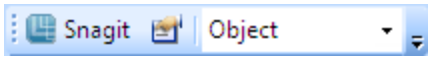


3. An orange rectangle appears. Move the rectangle to choose a browser window. Click to start the capture. Snagit pauses momentarily to configure the capture.
4. The capture area begins to scroll automatically. Left-click the browser window to end the capture at the desired location.

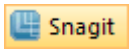
Object

Capture an object on the screen including buttons, icons, and more.

1. In the Snagit Add-in toolbar, choose **Object**.



2. Click the **Snagit Capture** button.

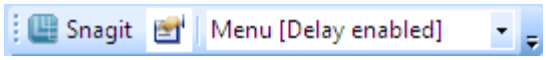


3. Use the orange rectangle to hover over the object to capture. Click to complete the capture.

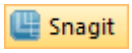
Dropdown Menu

Capture an application window's dropdown menu. When capturing a menu, time delay is automatically turned on so you can set up the capture.

1. In the Snagit Add-in toolbar, choose **Menu [Delay enabled]**.



2. Click the **Snagit Capture** button.

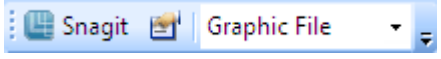


3. Open the menu to capture.
4. When the time delay time ends, the menu capture is taken.

Open and Edit Graphic File

Open an image file to edit and insert into an application. Use Snagit Editor to add annotations and make edits. Save the image file and insert the new version into the Excel spreadsheet, Word document or PowerPoint slide.

1. In the Snagit Add-in toolbar, click the **Options** button .
2. The *Options* dialog box appears. Enable the **Preview in Editor** option.
3. Click **Close**.
4. In the Snagit Add-in toolbar choose **Graphic File**.



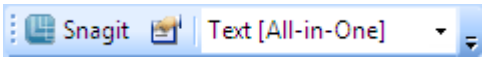
5. Click the **Snagit Capture** button. The *Open* dialog box appears. Select the image to insert into Excel.
6. Click **Open**.

7. The image opens in Editor. Make all edits and save file.

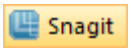
Text (Scrolling Region)

Capture an area of text and insert into an application. Capture from dialog boxes, web pages, error messages, and more. Paste the text into the Excel document using a tabular data spreadsheet format.

1. In the Snagit Add-in toolbar, choose **Text (Scrolling Region)**.



2. Click the **Snagit Capture** button.



3. An orange rectangle appears. Move the rectangle to choose a window. Click to start the capture. Snagit pauses momentarily to configure the capture.
4. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached.