

# Snagit<sup>®</sup> 10

## Getting Started Guide

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# Introduction

If you have just a few minutes or want to know just the basics, this is the place to start. This guide is designed to show you how to capture images from your screen, add annotations or other edits, and then send that capture somewhere useful.

If you want more information on a particular step, or just want to spend some time getting to know a feature in depth, check out the written and video tutorials on the Learning Center on the TechSmith website (<http://www.techsmith.com/learn/snagit>).

# Getting Started with Snagit 10

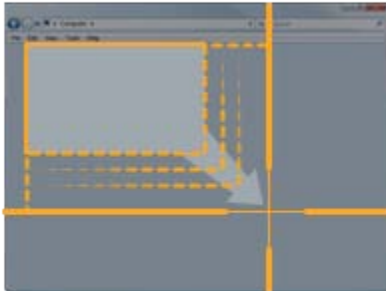
To take a screen capture, click the large red Capture button, or press the default hotkey, the **<Print Screen>** key. By default, the selected profile is All-in-One.



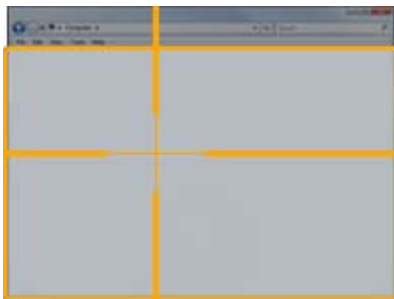
When using the All-in-One profile:



- ▶ Click and drag to select a **region**.



- ▶ Hover to select a **window** or region inside a window. (Hover over the title bar to capture the full window.)



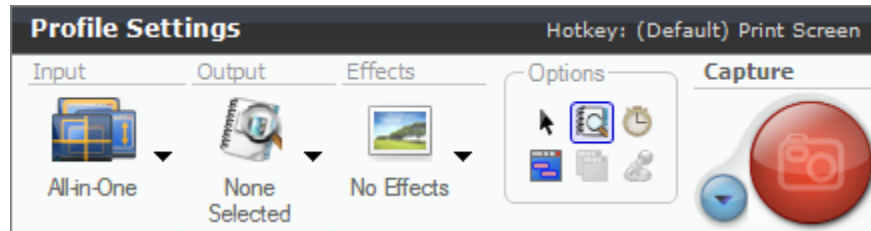
- ▶ To capture a **scrolling window**, click the orange arrow that points in the direction you wish to scroll (vertical, horizontal, or both).



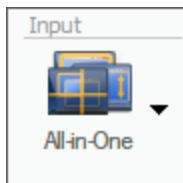
Your capture is sent to the Editor, which opens automatically to display your capture.

# Customize Your Capture

Changing Snagit settings allows you to capture exactly what you need. Save your settings for easy re-use in a profile, or try out some of the different default profiles.

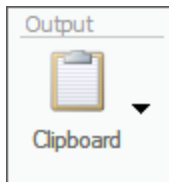


## Input



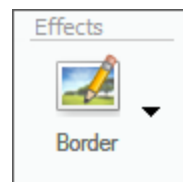
The input type is how Snagit determines what area of the screen to capture. There are lots of inputs to choose from, but the *All-in-One* input combines the three most popular (*Region*, *Window*, and *Scrolling Window*) into one input.

## Output



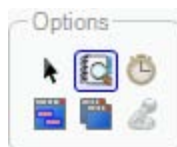
This is what Snagit does with your capture after you take it. You can send it to your Clipboard, e-mail, an FTP server, automatically save it as a file on your computer, or upload it to Screencast.com. You can even send it straight to another program. By default, the capture is previewed in the Editor.

## Effects



Snagit can automatically add effects to captures before they are sent to their output destination, or before they are previewed in the Editor. By setting an effect to be done automatically, you can skip the need to use the Editor entirely.

## Options



Six global options exist for captures. These options aren't available for all types of captures; unavailable options appear disabled.

## Capture Modes

Snagit has four capture modes. The mode determines what is captured when you use Snagit.

**Image:** An image of your screen.

**Text:** The text displayed on the screen.

**Video:** A video of your screen.

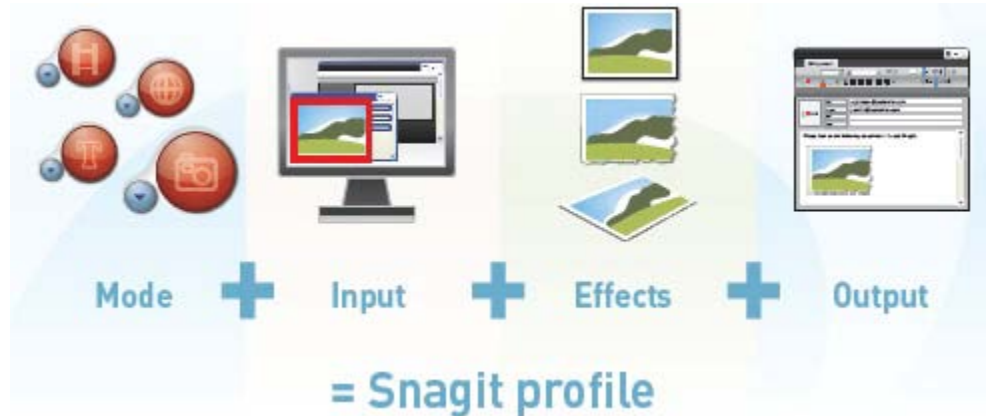
**Web:** Images or other kinds of files from a Web site.

To take captures of your screen, leave Snagit in *Image* mode (the default).

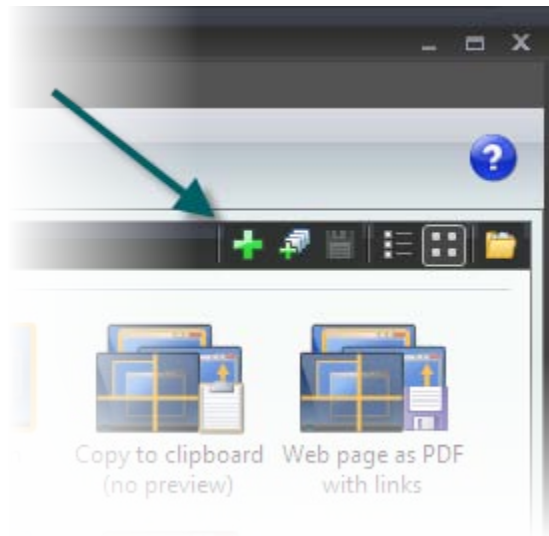
## Save Settings as a Profile

A profile is a saved selection of mode, input, output, effect, and option settings.

Instead of configuring common capture settings over and over again, save them as a profile. Selecting that profile uses that combination of settings when you use the capture button or default hotkey.



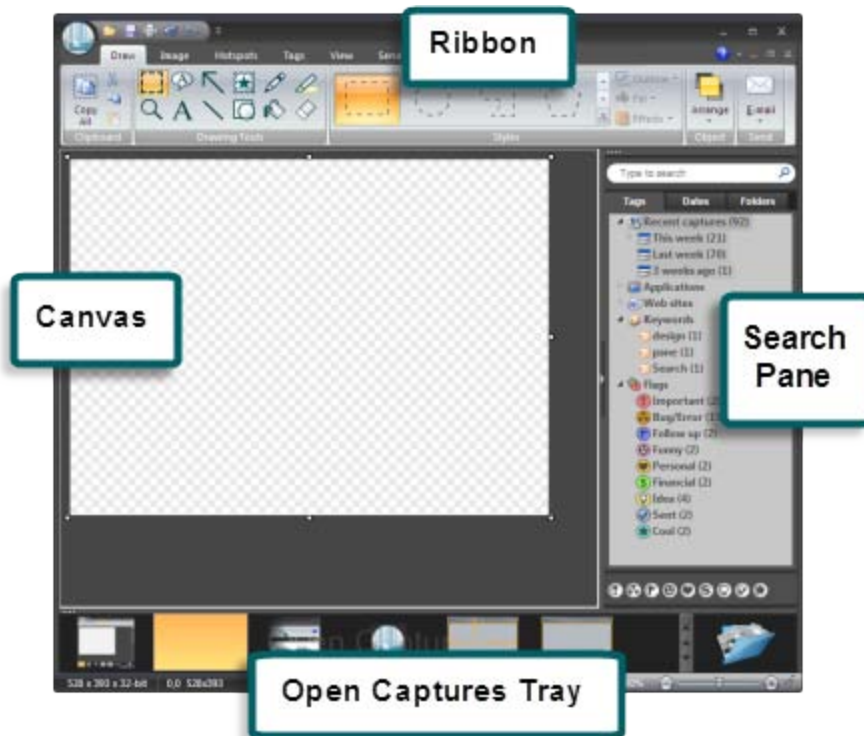
Once you build the capture you want, you can save those settings in a profile. Profiles appear in the area above the *Profile Settings* pane and give you quick access to stored setting configurations. To save your current settings as a new profile, click the **Save as New Profile** button.



The Save Profile button saves your current settings in the currently selected profile. This replaces the settings in the default profiles if one of those are selected. You probably want to create a new profile instead of making changes to an existing one.

# Editor Overview

The Editor is used to add text, callouts (like speech bubbles), edge effects, borders, combine multiple images, and more.



## The Ribbon

This is where most of Snagit Editor's commands are located. Each tab contains related functions. For instance, you'll find all the drawing tools on the Draw tab of the ribbon.

## Canvas

The canvas is the work area used to display and edit your capture.

## Open Captures Tray

The Tray is where all open captures appear. It includes recent captures as well as any files you open with Snagit Editor. Select a thumbnail in the Tray to edit that image.

## The Search Pane and Library

Snagit automatically stores all of your captures and opened and saved files in the Library. With the powerful searching and filtering power of the Search Pane, it's easy to find the capture you're looking for.

# The Ribbon

Most of Snagit Editor's commands are located in the ribbon. The ribbon is a tabbed interface that groups together similar functions. Here's a brief overview of where you can find what you're looking for.

## Application Button



Tasks like opening and saving files are located in the Application menu. This is also where you access Editor-wide settings and options.

## Get a Live Preview

Not quite sure what an effect does, or perhaps which effect you want? The ribbon has a live preview to show you what your capture looks like with that effect applied. To view a live preview of an effect or style change, hover your mouse cursor over the desired button in the ribbon. If available, a live preview of the change shows on the capture on your canvas.

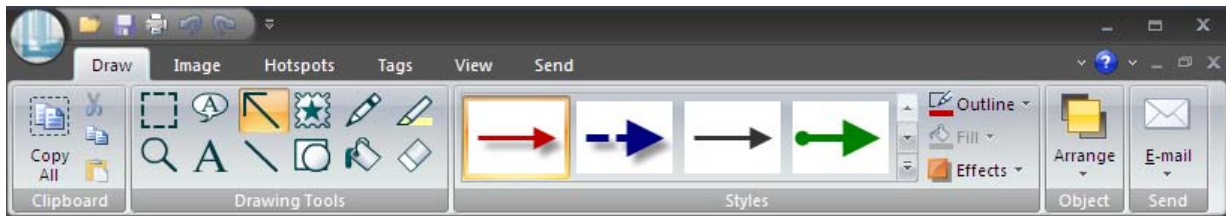
## Ribbon Tabs

The following pages give a brief tour of the various tabs found in Snagit. This is only a quick overview; if you need a detailed explanation or need to find a specific function, check the in-product help file for more information on each tab. To access the help file, press <F1> or click the blue help button in the upper right corner of Snagit Editor.



If the ribbon tabs are in your way, you can hide them by double-clicking the name of the tab. Double-click again to show them again.

## Draw



The *Draw* tab contains Editor's drawing and annotation tools. After selecting a drawing tool, select a style from the style gallery, or use the *Outline*, *Fill*, and *Effects* menus to create your own.

Several other frequently used commands are here as well. The **Copy**, **Cut**, and **Paste** buttons are on the *Draw* tab, as well as a handy dropdown containing all the items on the *Send* tab. This is also where the *Finish Profile* button is located for sending edited captures to their output destinations.

## Image



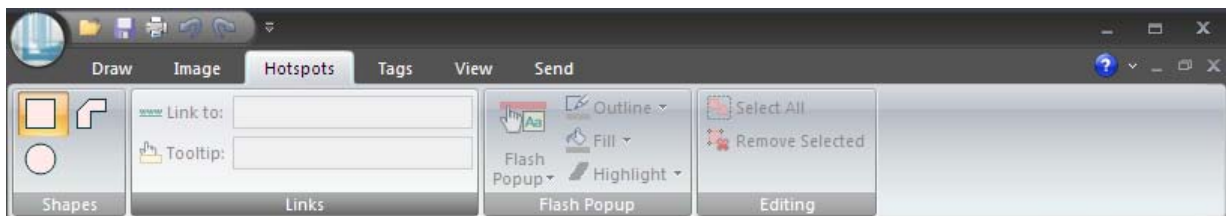
The *Image* tab contains tools that affect how the entire image appears.

Crop, trim, and resizing tasks are all located in the *Canvas* group. Items in this group change the size, border, and orientation of the image.

The *Image Style* group has a gallery of image effects that add borders, edge effects, or make changes to the perspective of the image. You can customize image effects using the *Border*, *Effects*, and *Edges* menus. Most image effects can be applied to a selection as well as the entire image.

The *Modify* group contains tools that modify the entire image. These tools change the image's color and opacity, or add effects like watermarks and magnification. Other options include color effects and filters.

## Hotspots



The *Hotspots* tab contains the tools used to add hotspots such as hyperlinks and mouse-over pop-ups to captures.

Captures with hotspots must be saved in a hotspot compatible format, such as SWF.



## Tags

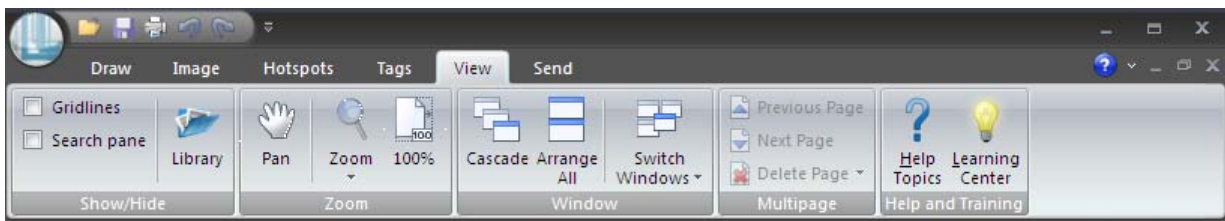


The *Tags* tab contains information about your capture and allows you to add keywords and flags to your capture. The tags and keywords make it easy to sort and find captures in the Snagit Editor Library.

Add *Keywords* to your capture for detailed tagging, or use the default colored *Flags* for easy visual tagging. *Flags* show in the Library, the Open Captures Tray, and search pane.

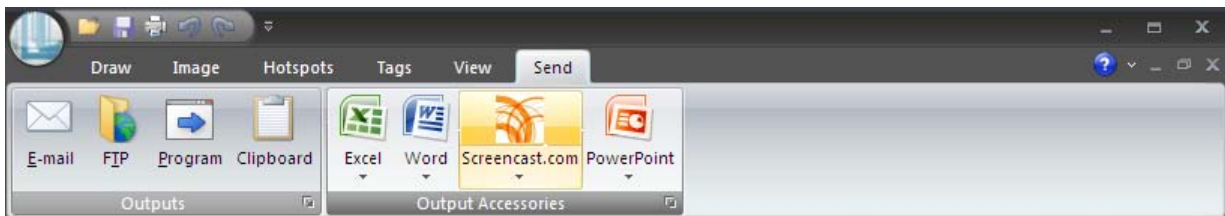
Metadata (information about the capture and when and where was captured) is located in the *Details* group. This information includes the application captured from, as well as the website URL if the capture was of a browser window. This metadata can be searched and filtered using the search pane to locate specific captures (such as all the screenshots taken of Firefox windows, or all the screenshots of [www.techsmith.com](http://www.techsmith.com)).

## View



The *View* tab contains various tools that change how you view images and windows. Use it to show gridlines between pixels, zoom or pan the canvas, or cascade multiple open windows. Links to the help file and the TechSmith.com Learning Center can also be found on the *View* tab.

## Send



The *Send* tab contains various output destinations and output accessories. Outputs are different places Snagit can send your capture.

Output accessories send your capture to specific program or web destinations. Output accessories can be downloaded from the TechSmith website. Destinations include popular blog services, productivity applications, and the Microsoft ® Office suite of applications.

# Canvas

## Basics of the Canvas

The canvas is the work area used to display and edit your capture. Initially, your capture takes up the entire canvas. Moving the crop handles (small white squares around the outside of your capture) or adjusting the canvas size on the *Image* tab gives you extra space to work on or crops your capture by removing canvas.

By default, the canvas color is transparent. This means any area where the canvas shows is transparent, or see-through, in your saved image (if your file format supports transparency). The canvas color can be changed on the Image tab in the Canvas group.

## Objects on the Canvas

When drawing tools like arrows, stamps, or callouts are used, they create vector objects that float above the canvas. Vector objects are like sticky notes on a picture; they can be moved around without changing what's underneath.

When a file is saved in an image format, all vector objects are flattened. To retain vector objects, save a copy of your image as a SNAG file, the Snagit file format. This format retains all vector object information as well as undo information.



When you save your image in a standard file format, vector objects are not flattened immediately in the Editor. Only after closing an image in the Editor or closing Editor itself is the image reloaded as a flattened file. This allows you to make adjustments to the image even after a save, but only if the image or Editor is not closed.

Images can be vector objects as well. Drag a thumbnail of an image from the Open Captures Tray to the canvas to add that image as a vector object. Pasted images or selections also exist on the canvas as vector objects.

## Selection Tool



The selection tool (*Draw* tab > *Drawing tools* group) is used to select a portion of the capture on the canvas. Once a selection is made, you have several options.

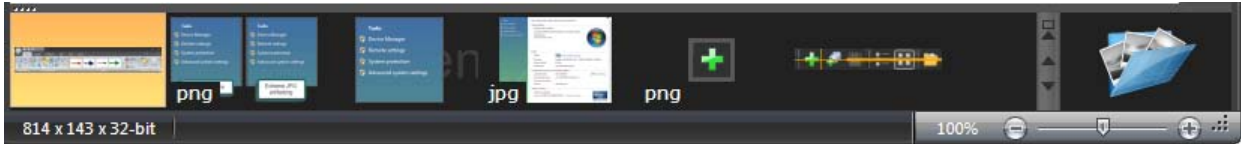
- ▶ **Copy:** Use the Copy button on the Draw tab or **<CTRL> + C** to copy the selection to the Clipboard. If pasted in Snagit Editor, the selection is pasted as a vector object on the canvas.
- ▶ **Cut:** Use the Cut button the Draw tab or **<CTRL> + X** to cut the selection out of the canvas and move it to the Clipboard. If pasted in Snagit Editor, the selection is pasted as a vector object on the canvas.
- ▶ **Drag:** Dragging a selection to a new location acts like a cut, removing the selection and moving it to a new location. Unlike using cut and paste, however, dragging a selection does not make a new vector object. Instead, the dragged selection becomes a part of the canvas after it is moved and deselected, meaning that it can no longer be edited.
- ▶ **Clone:** Hold down **<CTRL>** while dragging the selected area to move a copy of that selection to a new area, leaving the original selection in place. Like dragging a selected area, this does not make a new vector object. Instead, the dragged and cloned selection becomes a part of the canvas after it is moved and deselected, meaning that it can no longer be edited.

## Zoom the Canvas

- ▶ Zoom tool on the Draw tab > Drawing Tools group
- ▶ Zoom slider in the lower right corner of the Editor window
- ▶ Holding CTRL and move the mouse scroll wheel.

# Open Captures Tray

The Open Captures Tray displays thumbnails of currently open captures. The currently selected capture is displayed on the Editor's canvas.



## Tray Overview

- ▶ An orange star means the capture has unsaved changes.



- ▶ For saved files, the file extension is displayed. Auto-saved images have no file type displayed.

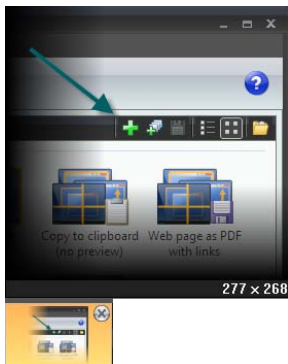


- ▶ Close a capture (removing it from the Tray) by clicking the close button that appears when hovering over the thumbnail. This closes the capture, but does not remove it from your Library. Re-open the capture by double-clicking it in the Library. Permanently delete a capture by right-clicking the thumbnail and selecting **Delete**.



## Tray Tips

- ▶ Drag thumbnails from the Tray to the canvas to mix images together.
- ▶ Hover over a thumbnail in the Tray for a larger preview, along with information about that capture.



- ▶ Expand the Tray by clicking . Scroll to view all open images.

# The Search Pane and Library

Snagit Editor includes a Library of all your previous captures. This could get overwhelming, but thanks to the powerful search and tagging capabilities of the Library, you can easily find the capture you're looking for.

The Search Pane is the way to browse or search your Library. The captures displayed in the main Library window are filtered by your search results or the selected options in the Tags, Dates, or Folders tabs.



To view the Library of your captures, click the **Library** button in the lower right corner of the Editor.

## Search box

Use the search box to search file names, keywords, and any metadata that is taken with the capture. Metadata includes the program it was captured from, the web site address, and even the web site title. This is great if you know exactly what you want, or are looking across all your captures.

## Filters

- ▶ **Tags:** Browse your Library by a particular tag. Snagit creates tags automatically based on metadata.
  - Recent captures: View captures based on date. View captures from the past month, or view weekly breakdowns.
  - Applications: View captures by the application they were captured from.
  - Web sites: View captures based on the top level domain (e.g. www.techsmith.com).
  - Keywords: View captures based on keywords entered on the *Tags* tab of the Editor.
  - Flags: View captures by the user-assigned flags (assigned from either the *Tags* tab or the bottom of the search pane).
- ▶ **Dates:** Browse your captures by year, months, or even specific day.
- ▶ **Folders:** Browse your file system for image files. This view functions in a similar way to the Windows File Explorer.

## Flags and Keywords

Flags function as visual markers; add them to a capture to make it stick out in your Tray or in the Library view. Each flag shows as a small badge on top of image thumbnails. Snagit provides names for the various flags, but these are just suggestions. The multicolored flags can symbolize whatever you like; the important thing is that they stick out visually.

Keywords are a bit more specific. They're all user defined. Think of keywords as a way to add information to your captures that shows up in searches and the *Tags* panel of the search pane. Try labeling captures with the name of project or the contents of the screen.

The important thing to remember about flags and keywords is that they help you find and view groups of related captures. If you need to organize your captures, think flags and keywords.

⚠ You must manage media files with keywords and flags assigned within Editor or you lose the keywords and flags. For example, to move files with keywords and/or flags from one folder to another, you must use the *Folder* tab within the Search Pane. If you use Windows Explorer or another method to move these files, all keywords and flags are permanently lost.

# More Information

For more information about using Snagit, check these resources.

## Documentation

In-product documentation is located in the help file. Access the help file by pressing **<F1>** or clicking the blue help button in the upper right corner of Snagit or Snagit Editor.

## Training

For free video and written training on how to use Snagit, check out the TechSmith.com Learning Center (<http://www.techsmith.com/learn>).

## Support

For free technical support for Snagit and other TechSmith products, visit our Support Center (<http://www.techsmith.com/support>).