

Snagit[®]

Help Document

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Welcome to Snagit

Snagit helps you create and share high-quality [screen captures](#) for your presentations, documents and blogs. Snagit's streamlined workflow combined with Editor's [Open Captures Tray](#) allows you to continuously capture then save, edit, and share at a later time.



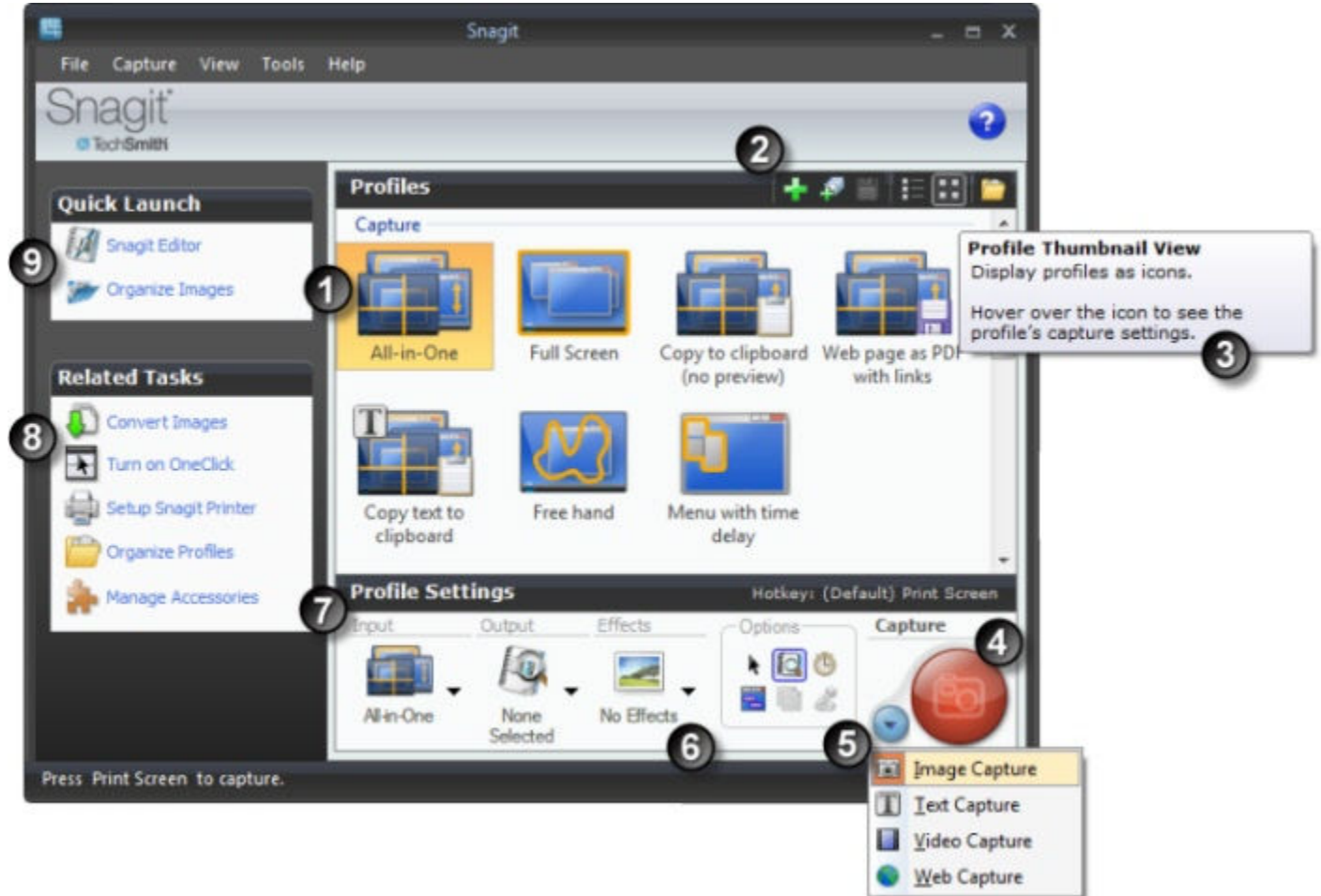
In [Snagit](#)...

- ▶ Save often-used [capture settings](#) as [Profiles](#).
- ▶ Apply [edge effects](#), [filters](#), and other [effects](#) during capture.

In [Editor](#)...

- ▶ Add [stamps](#), [arrows](#), [callouts](#), [edge effects](#), and [more](#).
- ▶ Assign [keywords](#) and [flags](#) to captures and other media files.
- ▶ Use the powerful [search capabilities](#) to find captures according to keywords, flags, or other [information](#) automatically gathered during capture.
- ▶ [Email](#), [copy and paste](#), and [print](#) your screen captures, or upload them to your website.

Snagit Interface Overview



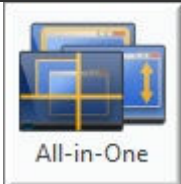

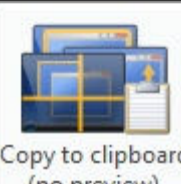
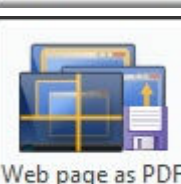

1	A Profile includes an Input, Output, and Effects combination. The Capture Profile Properties display as a tooltip when the mouse hovers over the profile icon.
2	Use the Profile Toolbar to create and edit profiles. <ul style="list-style-type: none"> ▶ New Profile saves the current Profile Settings as a new capture profile. ▶ Use New Profile Wizard to create a new profile by walking you through all Profile Settings. ▶ Save Profile overwrites a selected profile with the current Profile Settings. ▶ List View displays the profiles in a list. ▶ Thumbnail View displays the profiles as icons. ▶ Organize Profiles displays the <i>Organize Profiles</i> dialog box.
3	Find informational tips throughout Snagit and Snagit Editor as you hover over icons, buttons, etc.
4	Click the Capture button to initiate the capture. You can also use the default global hotkey , < PRINT SCREEN >. See also Hotkeys .
5	A Capture Mode is the type of capture you want to take. To change the mode , click on the blue button next to the Capture button. There are five different capture modes: Image Capture , Text Capture , Video Capture , Web Capture , Printer Capture .
6	Options define how the capture looks or if you preview your capture in Editor before sending it to Output. For example, options include: capture the mouse cursor, set a timer or delayed capture, capture multiple areas, etc.



7	Use the Profile Settings to select the capture Mode and Input, Output, and Effects. Profile Settings update when you select different profiles in the Profiles pane.
8	Related Tasks provides easy access to: Convert images , Turn on OneClick , Setup Snagit printer , Organize profiles , and Manage Accessories .
9	Quick Launch gives access to Snagit Editor and Editor's Library view.

Default Profiles

Snagit comes with seven default profiles. These profiles are designed to fit common capture needs.

For more information on profiles, including how to create your own, see [Snagit Profiles: A Faster, More Efficient Way to Capture](#)

Profile	Description	Profile Settings
 <p>All-in-One</p>	An all purpose profile, All-in-One fits the needs of most users most of the time. The <i>All-in-One</i> input can capture regions, windows, and scrolling windows.	Mode: Image Input: All-in-One Output: Preview in Editor
 <p>Full Screen</p>	Captures the entire screen. If using multiple monitors, captures all monitors.	Mode: Image Input: Full Screen Output: Preview in Editor
 <p>Copy to clipboard (no preview)</p>	Uses the <i>All-in-One</i> input to capture regions, windows, or scrolling windows and sends them directly the Clipboard. Bypasses the Editor.	Mode: Image Input: All-in-One Output: Clipboard
 <p>Web page as PDF with links</p>	Uses the <i>All-in-One</i> input to capture regions, windows, or scrolling windows along with any hyperlinks in the captured area. Saves the hyperlinks as hotspots in the image in a PDF file. Bypasses the Editor.	Mode: Image Input: All-in-One Output: PDF
 <p>Copy text to clipboard</p>	Uses the <i>All-in-One</i> input to capture RTF text from regions, windows, or scrolling windows. The text is placed on your Clipboard and previewed in Editor.	Mode: Text Input: All-in-One Output: Clipboard, Preview in Editor

 <p>Free hand</p>	Uses the <i>Free Hand</i> input to capture a region defined by the user with a free hand drawing selector.	<p>Mode: Image Input: Free hand Output: Preview in Editor</p>
 <p>Menu with time delay</p>	Uses <i>Menu</i> input to capture program menus. Timed Capture option is enabled, which causes a delay between when a capture is initiated and when it is taken. A timer appears on-screen to indicate when the capture is taken.	<p>Mode: Image Input: Menu Output: Preview in Editor Options: Timed Capture</p>

Snagit Hotkeys

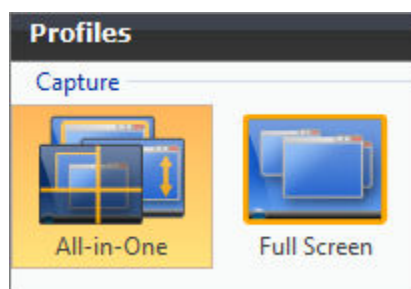
Hotkeys provide keyboard shortcuts for common tasks. To customize the hotkeys, select **Snagit > Tools > Program Preferences > Hotkeys** or right-click on a profile and select [Set Hotkey](#).

To Do This	Press
Global capture Initiate a capture with the currently selected profile.	<Print Screen>
Hide/Unhide Snagit	<CTRL + SHIFT + X>
Repeat Last Capture	<CTRL + SHIFT + R>

Image Capture

Capture an image of anything on your screen. Use the following basic capture procedure to take your first capture.

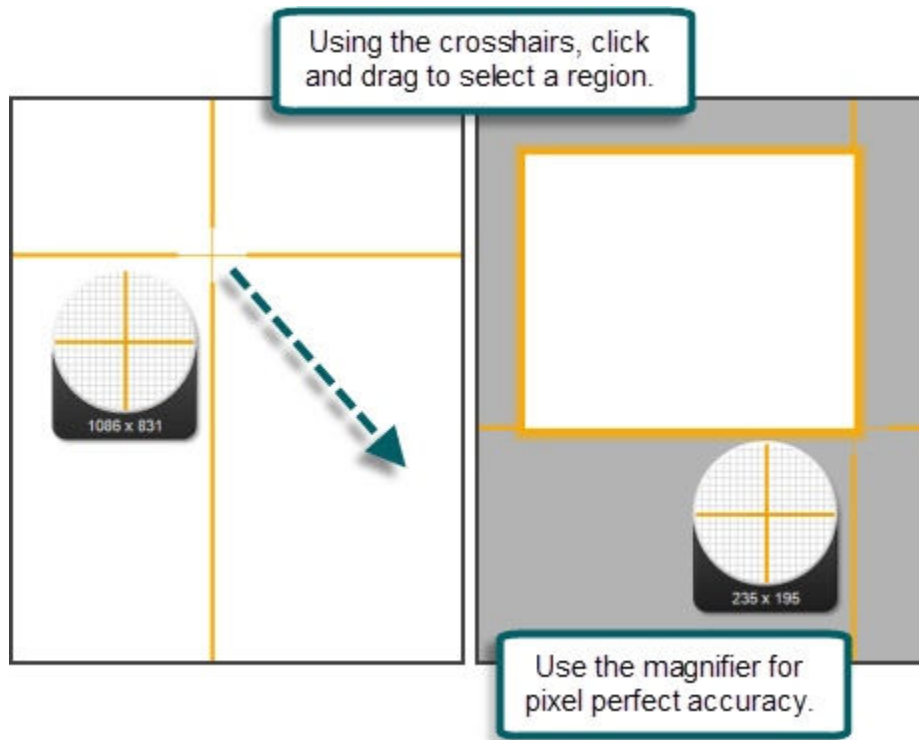
1. Open what you want to capture.
2. Without minimizing what you want to capture, open Snagit.
3. Select a capture profile from the [Basic Capture Profiles](#).



4. Click **Capture**.



5. The Snagit interface disappears and capture crosshairs appear on the screen.





When complete, the capture appears in [Editor](#). In Editor:

- ▶ Use the [Draw tab](#) to annotate the capture.
- ▶ Use the [Image tab](#) to add [Effects](#).
- ▶ To share the capture, click an Output on the [Send tab](#).

In Editor, the capture remains in the [Open Captures Tray](#) and in [Recent captures](#).

Capture a Region, Window, or Scroll a Window

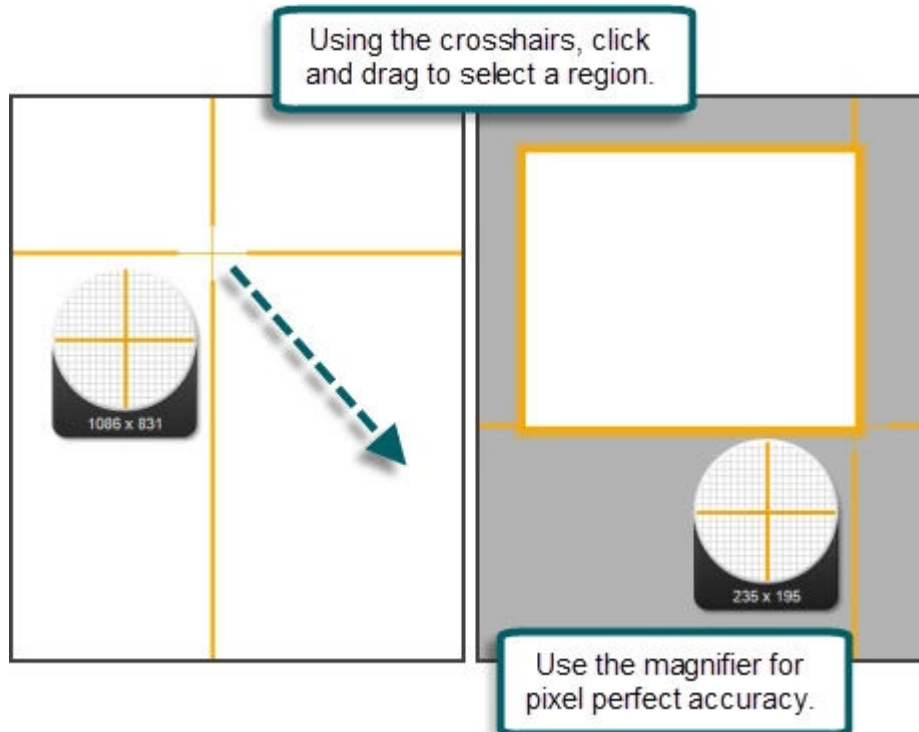
All-in-One Capture Input

The All-in-One input in Snagit allows you to capture a region, window, or to scroll a window during capture. This combines the input settings of Region, Window, and Scrolling Window.

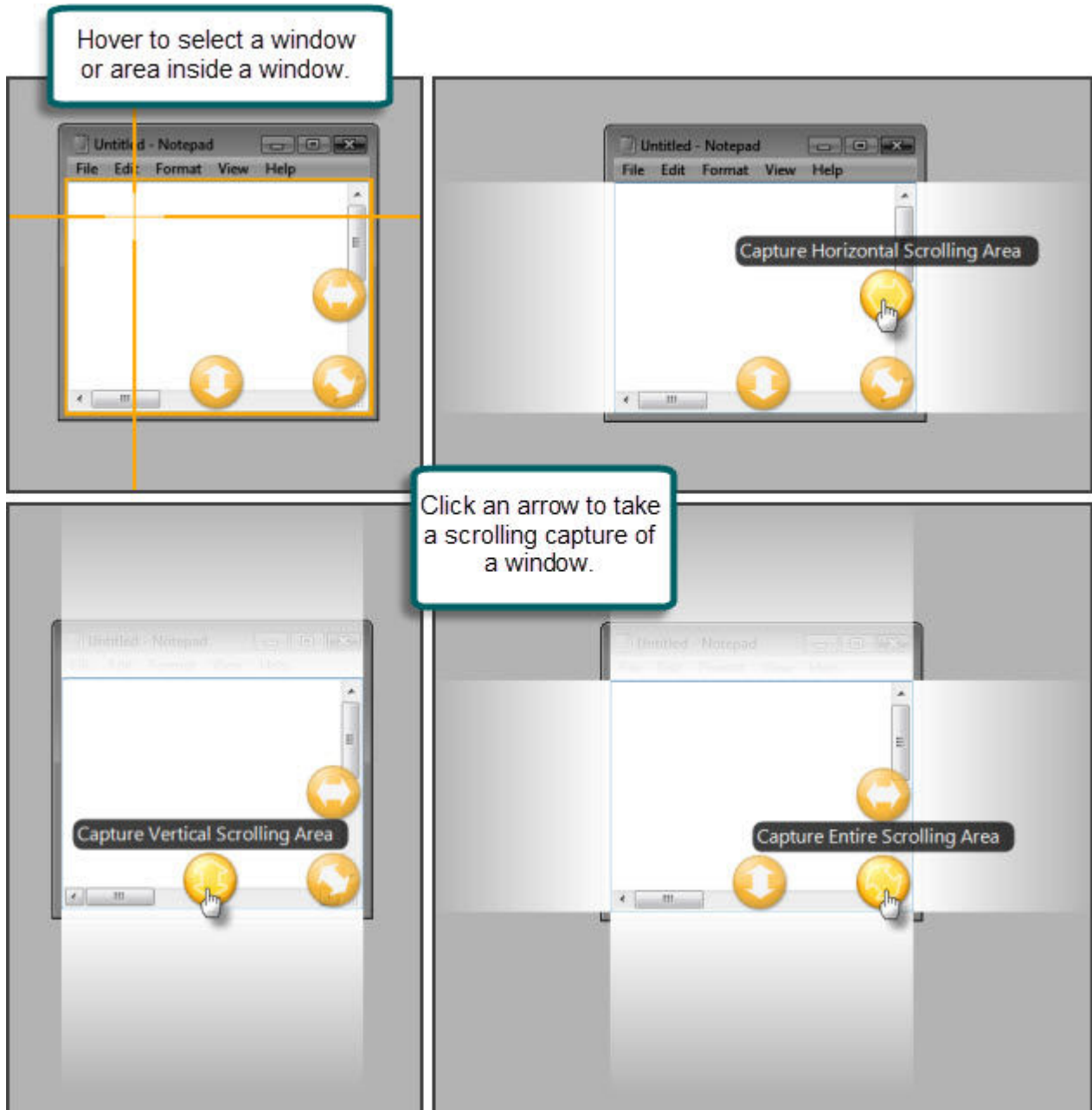
The default profile is All-in-One, a capture selection method that includes Region, Window, and Scrolling Window inputs.

Region


- ▶ Using the crosshairs, click and drag to select a region.
- ▶ Use the magnifier for pixel perfect accuracy.

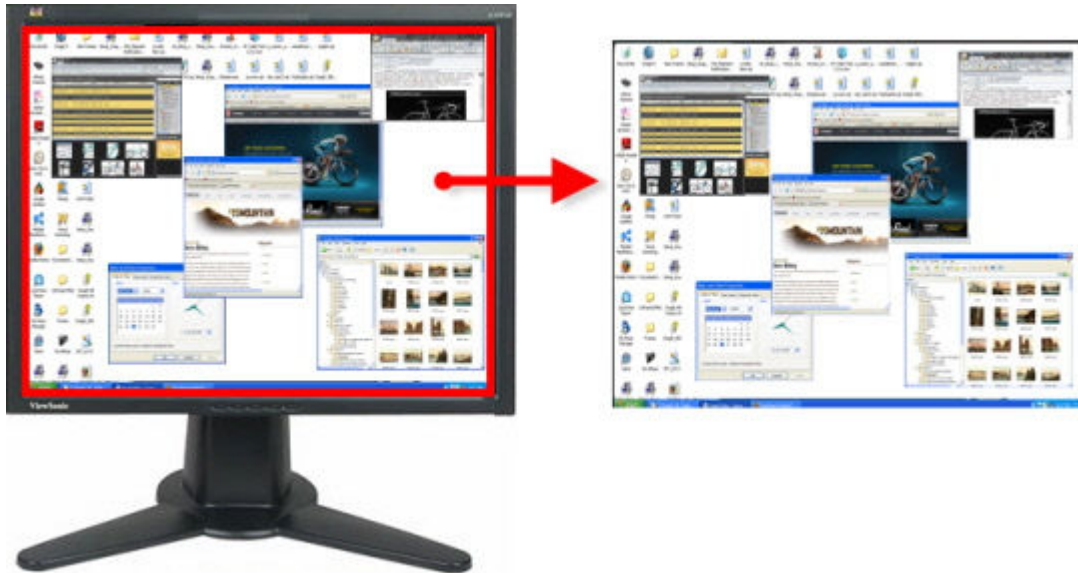


Window, Scroll a Window



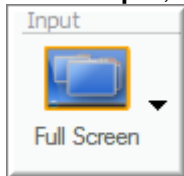
Capture the Entire Screen

 If you have multiple monitors, Full Screen captures both monitors. To only capture one monitor, use **Capture a Region**.



Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **Full Screen**.

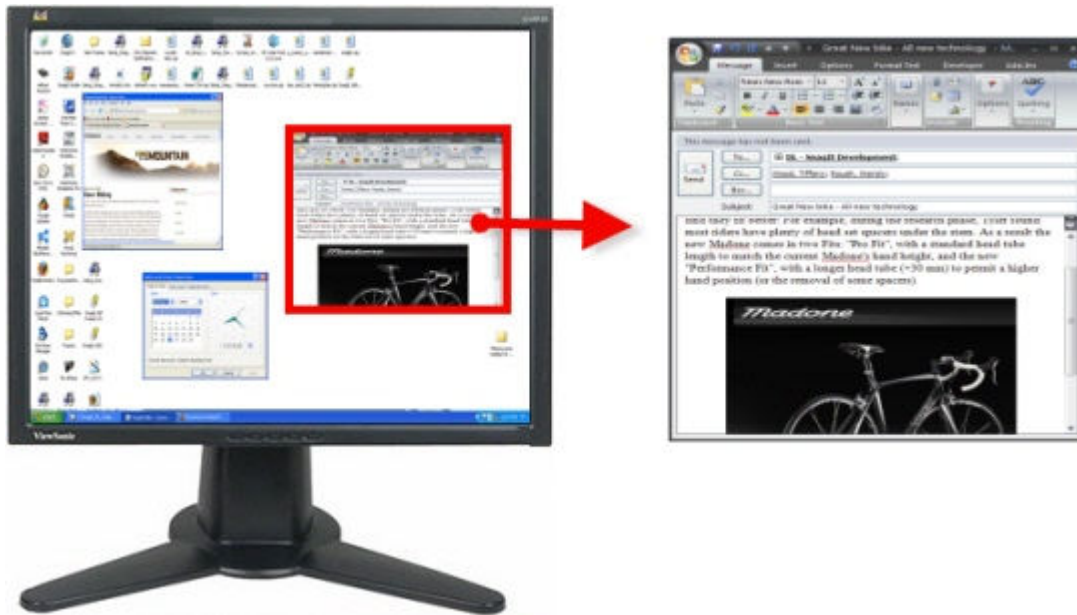


3. Select the **Output** and **Effects**.
4. Click the **Capture** button or press the global **capture hotkey**. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

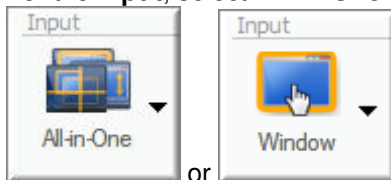
Capture a Window

Capture a window or an element on the window such as the window frame, scroll bar, open menu, window control button, toolbar, and title.



Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **All-in-One** or **Window**.



3. Select the **Output** and **Effects**.
4. Click the **Capture** button or press the **capture hotkey**.
5. Orange crosshairs appear. Hover to select a window or an area inside the window. Click to complete the capture. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

Capture a Region




Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **All-in-One** or **Region**.



3. Select the **Output** and **Effects**.
4. Click the **Capture** button or press the **capture hotkey**.
5. Using the crosshairs, click and drag to select a region.

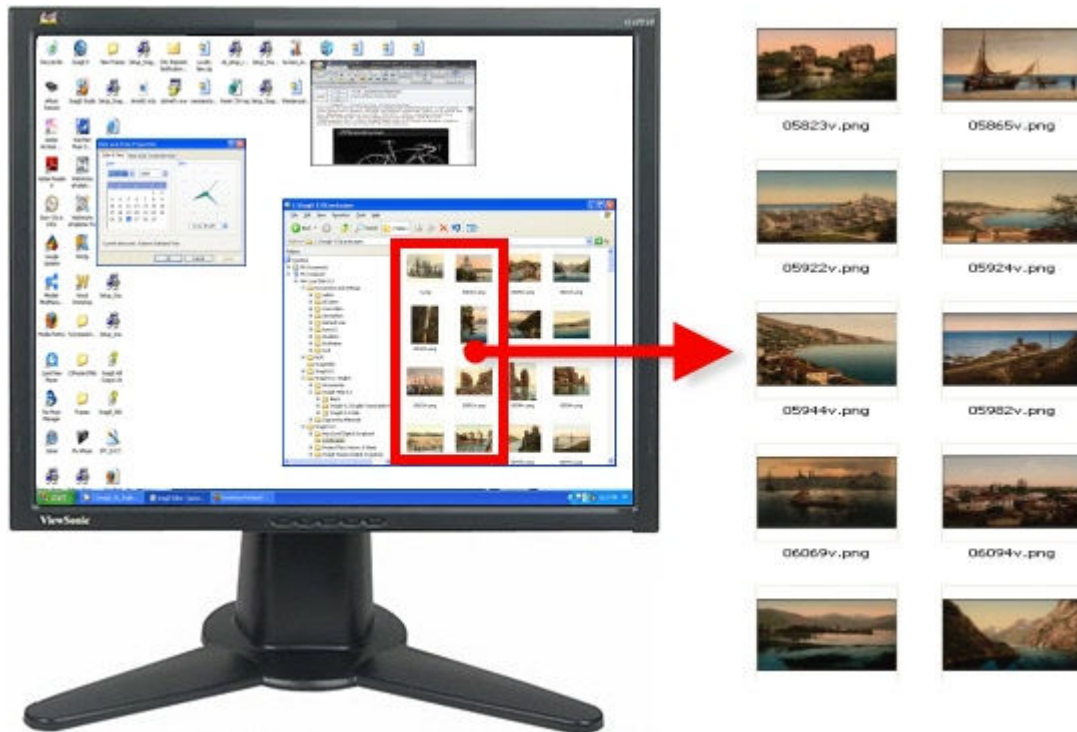
 Use the magnifier window to help see the edges of the region.

6. Release the mouse to complete the capture. The capture is sent to the selected Output.

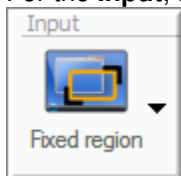
For additional capture options, see [Image Capture](#).

Capture a Fixed Region

Capture a preset rectangular area you specify.



1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **Advanced > Fixed Region**.

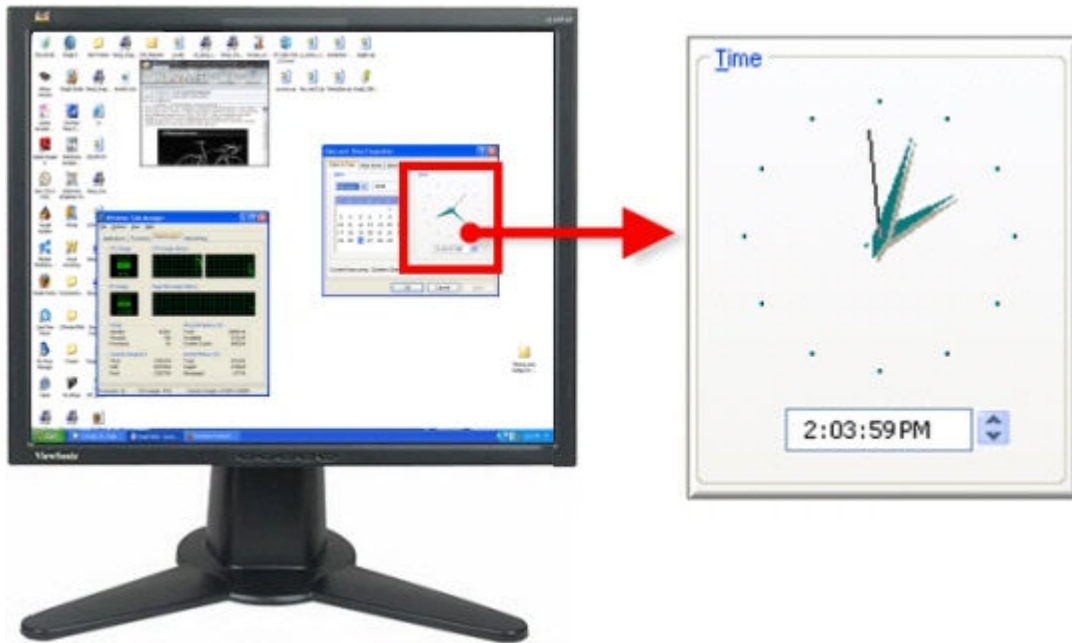


3. Select **Input > Properties**, and in the **Fixed Region** tab enter the width and height of the fixed region. Click **OK**.
4. Select the **Output** and **Effects**.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appear. Move the crosshairs to choose a region. Click to complete the capture. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

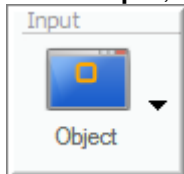
Capture an Object

Capture a small item on your computer screen such as a toolbar button, icon, etc.



Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **Advanced > Object**.

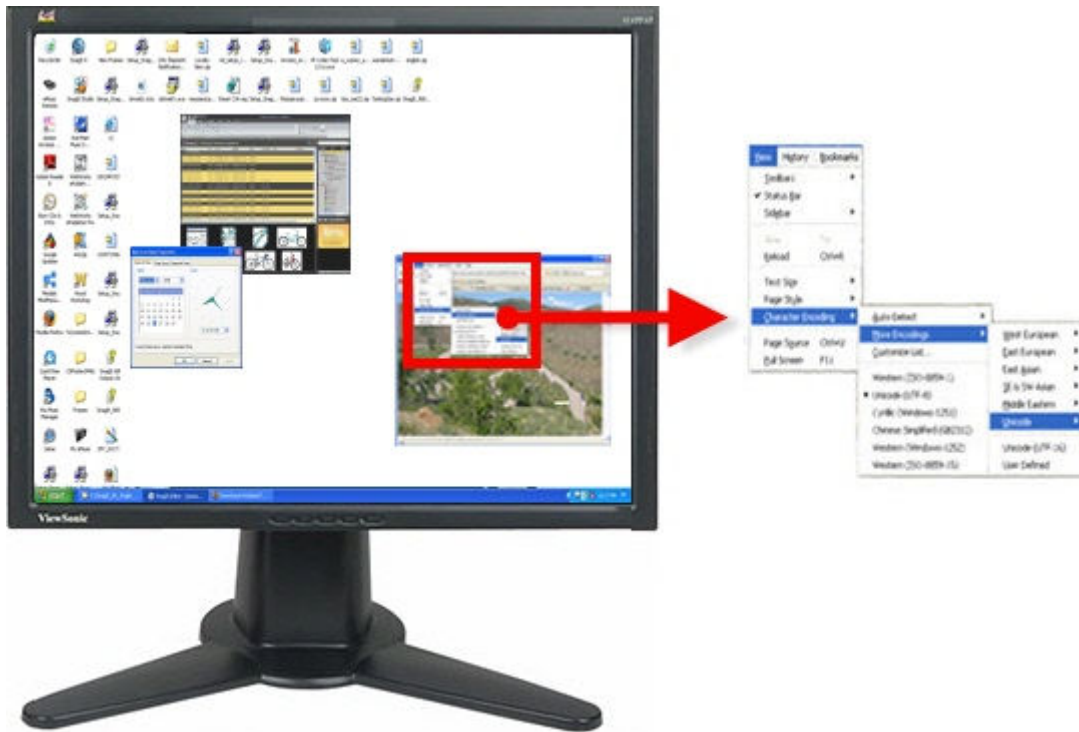


3. Select the Output and **Effects**.
4. Click the **Capture** button or press the **capture hotkey**.
5. Orange crosshairs appear. Move the crosshairs to choose an object. Click to complete the capture. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

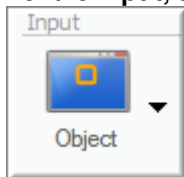
Capture a Menu

Capture a drop-down or cascading menu.



Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **Advanced > Object**.



3. Select **Snagit > Options > Timed Capture** button. The *Timer Setup* dialog box appears.



4. In the *Delay / Schedule* tab, select the **Enable delayed / scheduled capture** option.
5. Click **OK**.
6. Select the Output and **Effects**.
7. Click the **Capture** button or press the **capture hotkey**.
8. Open the menu to capture. Do not move the mouse or the open menu until the capture is taken.
9. Click the mouse to complete the capture. The capture is sent to the selected Output.

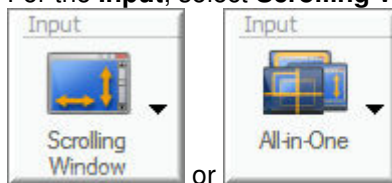
For additional capture options, see [Image Capture](#).

Scrolling Image Capture



Setup Instructions

1. In Snagit, select **Image capture mode**.
2. For the **Input**, select **Scrolling Window**.

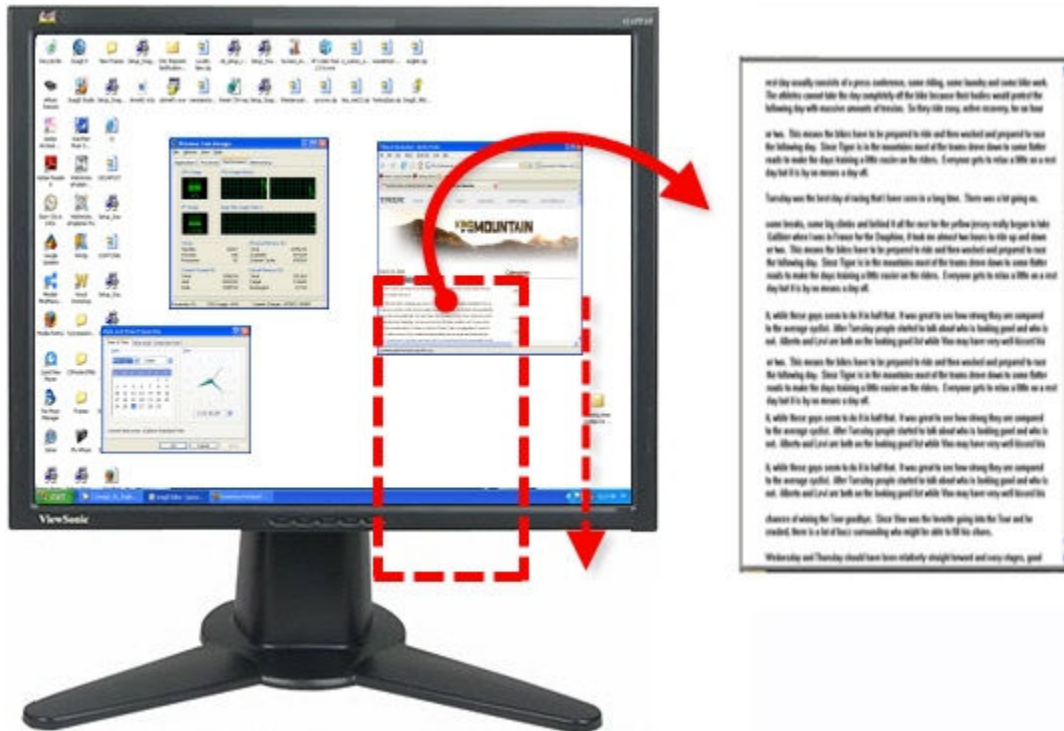


3. Select the Output and **Effects**.
4. Click the window to give it focus.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appear. Move the crosshairs to choose a window. Click the arrow button to choose a scrolling direction to complete the capture.
7. The capture area begins to **scroll automatically**, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

For many other scrolling image capture instructions, see [Take Scrolling, Large, or Oversized Image Captures](#).

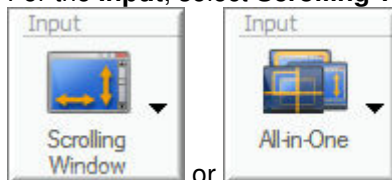
For additional capture options, see [Image Capture](#).

Scrolling Text Capture



Setup Instructions

1. In Snagit, select **Text capture mode**.
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and **Effects**.
4. Click the window to give it focus.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appear. Move the crosshairs to choose a window. Click the arrow button to choose a scrolling direction to complete the capture.
7. The capture area begins to **scroll automatically**, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

Capture a Shape

Take a capture using different shapes to define the capture area.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Shape** > then the desired shape.
3. Click the **Capture** button or press the [capture hotkey](#).
4. Orange crosshairs appear. Move the crosshairs over the area to capture.
-or-
Click and drag to capture the region.
5. Drag the cursor over the area to capture. An orange border defines the area to capture as you drag.
6. Use the tips below to correctly define the shape and close the capture shape.

Free Hand	Capture a closed loop. The loop automatically closes when you release the mouse. When mouse is released, the capture is taken.
Ellipse	Hold <SHIFT> during the capture to create a perfect circle. When the mouse is released, the capture is taken.
Rounded Rectangle	Hold <SHIFT> during the capture to create a perfect square. When the mouse is released, the capture is taken.
Triangle	The height and width are determined by the mouse movement. Hold <SHIFT> during the capture to create a perfect equilateral triangle. When the mouse is released, the capture is taken.
Polygon	The area must be a closed shape with straight lines. <ul style="list-style-type: none"> ▶ Each time you click, a new line starts. ▶ Double-click to close the shape. ▶ When mouse is released, the capture is taken.

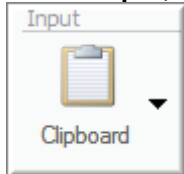
For additional capture options, see [Image Capture](#).

Capture Clipboard Contents


Capture the graphic or text contents from the Windows Clipboard.

Setup Instructions

1. In Snagit, select Image or Text capture [mode](#).
2. For the **Input**, select **Advanced** > **Clipboard**.



3. Select the Output and [Effects](#).
4. Click the **Capture** button or press the [capture hotkey](#).
5. The capture is sent to the selected Output.

 If you have text on the clipboard, and you select the image capture mode, Snagit makes an image Output file even if the captured item is text. If you select the text capture mode, Snagit makes an ASCII text file from the text Input.

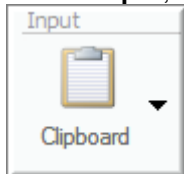
For additional capture options, see [Image Capture](#).

Create a Capture Clipboard Chain


Enable Snagit to capture every time you copy something to the Windows Clipboard.


Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Advanced** > **Clipboard**.



3. Select **Input**, select **Advanced** > **Clipboard Chain**.
4. Select the Output and [Effects](#).
5. Click the **Capture** button or press the [capture hotkey](#). A confirmation dialog box appears.
6. The clipboard contents are automatically captured each time you copy something to the Clipboard.

 To disable Clipboard Chain capturing, in Snagit, select Input, select **Advanced** > **Clipboard Chain**.

 If you have text on the Clipboard, and you select the Image capture mode, Snagit makes an image Output file even if the captured item is text.

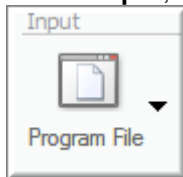
For additional capture options, see [Image Capture](#).

Capture from Program File


Capture bitmap images, icons, or cursors contained in an .EXE or .DLL file.

Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Advanced** > **Program File**.



3. Select the Output and [Effects](#).
4. Click the **Capture** button or press the [capture hotkey](#).
5. The Open dialog box appears. Browse and select a file with an .EXE or.DLL extension. Click **Open**.
6. Select an image in the *Images* area.

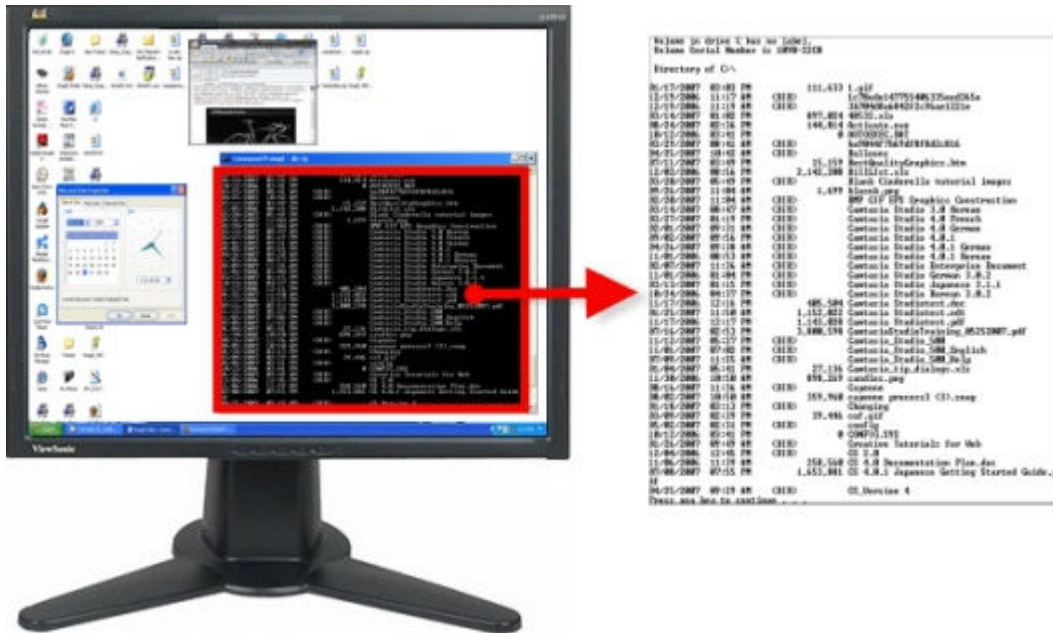
 If the image is larger than the preview pane, click on the image within the pane and drag into view.


7. Click **OK**. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

Capture in Full-screen DOS

Capture the contents of a **full screen** MS-DOS session window. Snagit automatically inverts the colors of the capture.



 You must press the <**Print Screen**> key to capture the DOS application.

Setup Instructions

1. In Snagit, select Image capture [mode](#).

- For the **Input**, select **Advanced > Full-screen DOS**.



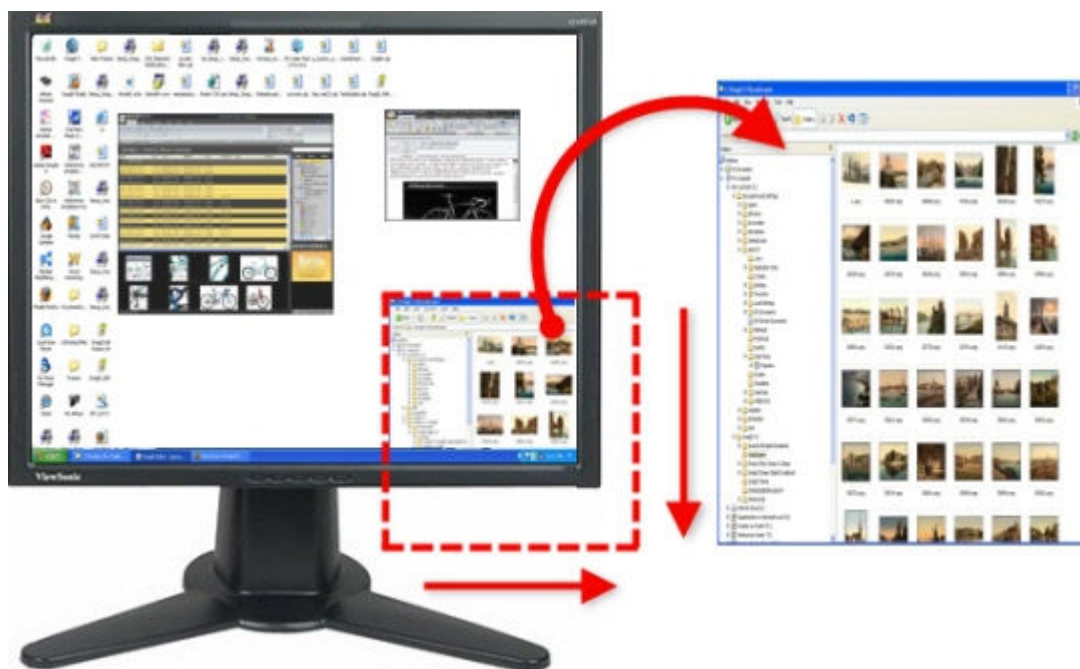
- Select the Output and **Effects**.
- Open MS-DOS to the screen to capture. Click **<ALT + ENTER>** to change between windowed MS-DOS mode and full-screen MS-DOS.
- Press the **<Print Screen>** key. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

Capture Off-Screen or Window Larger than Screen

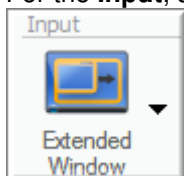
Select a partially-shown window and capture the full window or capture windows larger than the screen including the window frame.

 Available on Windows XP and Vista only.



Setup Instructions

- In Snagit, select Image capture **mode**.
- For the **Input**, select **Advanced > Extended Window**.




- Select the Output and **Effects**.
- Click the **Capture** button or press the **capture hotkey**.

5. An orange rectangle appears. Move the rectangle to choose a window. Click to complete the capture.
6. The [Extended Window Capture Preview](#) dialog box opens. Use to adjust the size of the window if necessary.
7. Click **OK**. The capture is sent to the selected Output.

For additional capture options, see [Image Capture](#).

Capture from a Scanner or Camera

Capture images from a connected TWAIN-compliant device such as an optical scanner or digital camera

 A TWAIN-compliant optical scanner or digital camera must be connected and configured in your computer before selecting this Input.

Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Advanced > Scanners and Cameras**.
3. If you have more than one TWAIN-compliant device connected to your computer, select **Input > Properties > Scanners and Cameras** tab. Select the correct device. Click **OK**.
4. Select the Output and [Effects](#).
5. Click the **Capture** button or press the [capture hotkey](#).
6. The TWAIN driver for the selected device displays a user interface to select the image(s) to acquire. Please see your device documentation for the use of this interface.

For additional capture options, see [Image Capture](#).

Capture Multiple Areas of the Screen

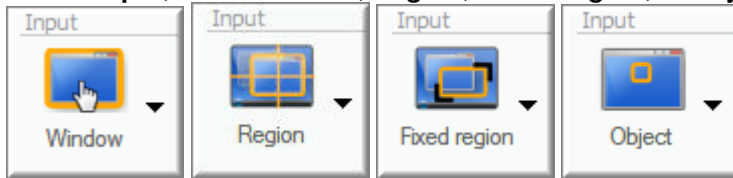
Select multiple areas of the screen to capture.



Setup Instructions

1. In Snagit, select Image capture [mode](#).


2. For the **Input**, select **Window**, **Region**, **Fixed Region**, or **Object**.



3. Select **Input** > **Properties** > **General** tab to select the capture background color. Transparent is the default color. Click **OK**.
4. Select the Output and [Effects](#).
5. Click the **Multiple Area Capture** button in the **Options** area.



6. Click the **Capture** button or press the [capture hotkey](#).
7. As you select areas, colors invert to show the selection. Select multiple areas.
- **Window Input:** Use the cursor to select more than one window on your screen.
 - **Region Input:** Click and drag the cursor to select more than one region on your screen.
 - **Fixed Region Input:** Use the cursor to select more than one fixed-size region on your screen. Set the fixed region size with **Input** > **Properties** > **Fixed Region**. Uncheck the *Use fixed starting point* option.
 - **Object Input:** Use the cursor to select more than one object on your screen.

 To unselect an area, hold <ALT> and left-click.

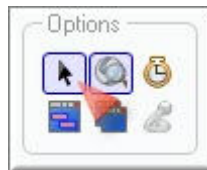
8. To finish capturing, right-click and select **Finish** from the popup menu. The image captured shows only those areas you selected in their original locations.

Selection Directions


For additional capture options see [Image Capture](#).

Include the Cursor in an Image Capture

Use the **Include Cursor** option to capture the mouse pointer in an image capture.



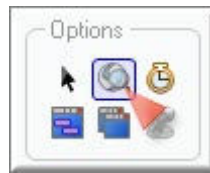
To include the cursor, click the **Include Cursor** button. The image above shows the Include Cursor option selected. To turn off, click the **Include Cursor** button again.

 Use the [capture timer option](#) or position the cursor and use the hotkey combination to take your capture to make sure the cursor is in the correct position.

Preview a Capture in Snagit Editor

Use the **Preview in Editor** option to open a capture in Snagit Editor before sending it to the desired Output.

In Snagit Editor make edits, add annotations, apply keywords and flags, or discard the capture.



To view your capture in Snagit Editor, click the **Preview in Editor** button. The image above shows the **Preview in Editor** option selected. To turn off, click the **Preview in Editor** button again.

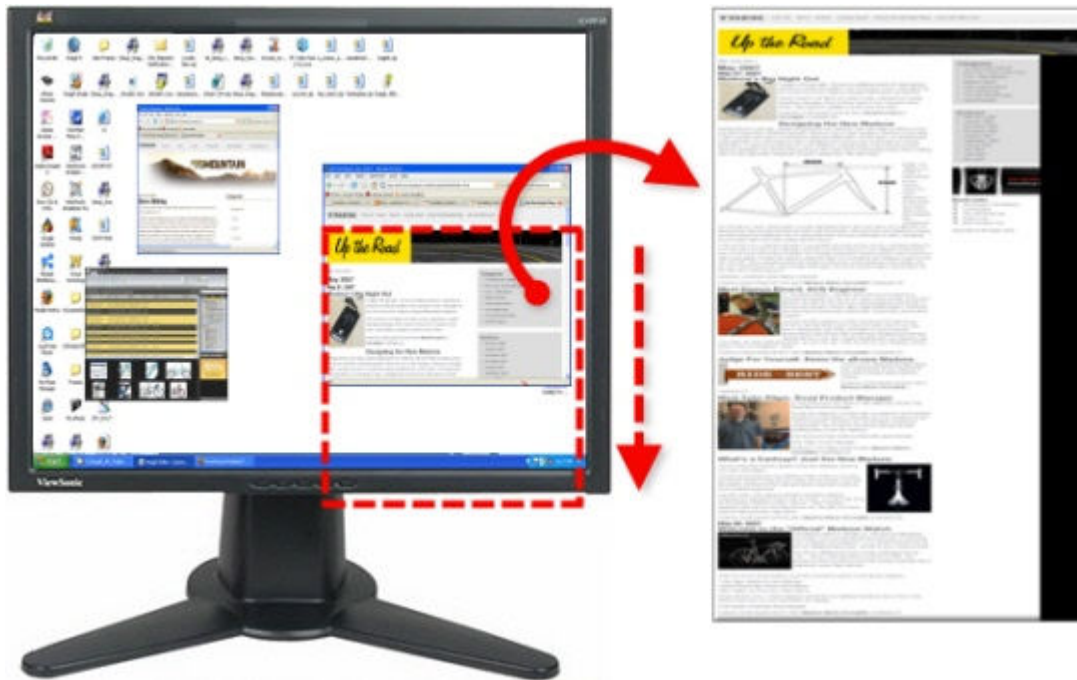
Scrolling, Large, or Oversized Image Captures (Auto Scroll)

Snagit's Auto Scroll feature captures images too long or wide to see in a window or browser. Different Auto Scroll options help you get exactly the capture you need.

For specific examples of scrolling captures, see:

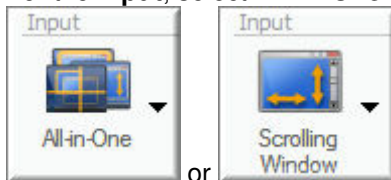
- ▶ Web Page Longer than Browser Window
- ▶ Web Page Longer and Wider than Browser Window
- ▶ Vertical Region of Web Page with Active Links
- ▶ Region of Web Page Not Visible In Browser Window
- ▶ Secondary Web Page Window Longer and Wider than Browser Window
- ▶ Region of Web Page Longer than Browser Window
- ▶ Web Page Wider than the Browser Window
- ▶ Spreadsheet Longer than the Application Window
- ▶ Application Window Containing List of File Names or Other Data
- ▶ Multiple Page PDF Document
- ▶ Scrolling Pane within an Application Window
- ▶ Music or Video Playlist within an Application Window

Web Page Longer than Browser Window



Setup Instructions

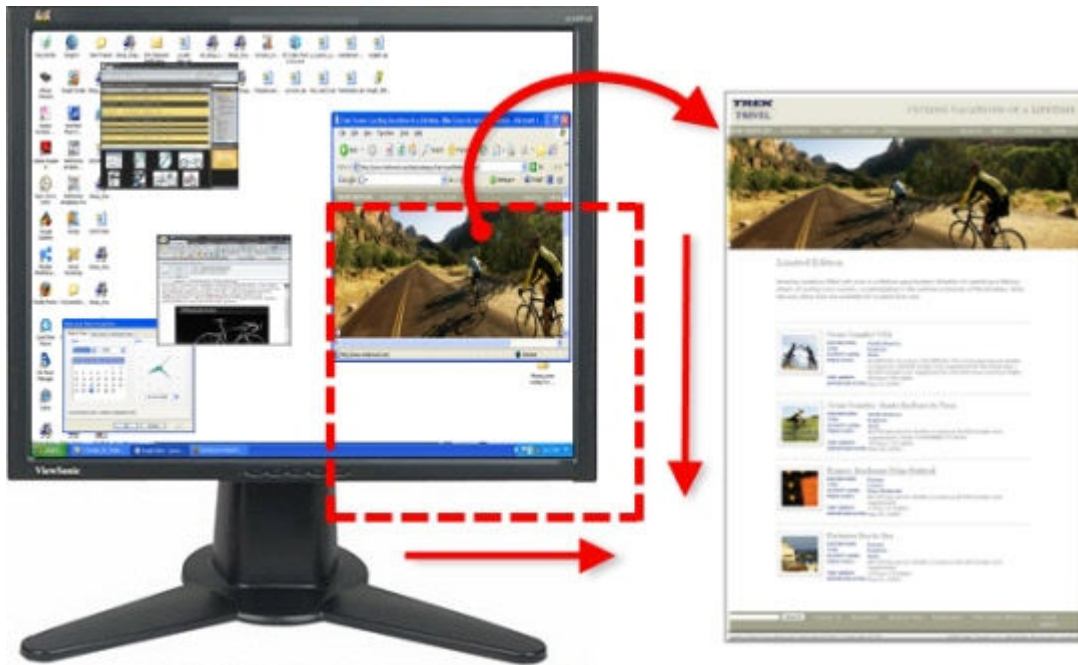
1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **All-in-One** or **Scrolling Window**.



3. Select the **Output** and [Effects](#).
4. Click the browser window to give it focus.
5. Click the **Capture** button or press the [capture hotkey](#).
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

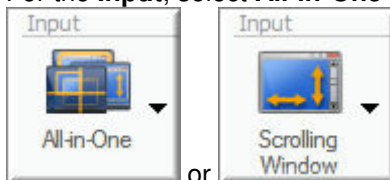
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Web Page Longer and Wider than Browser Window



Setup Instructions

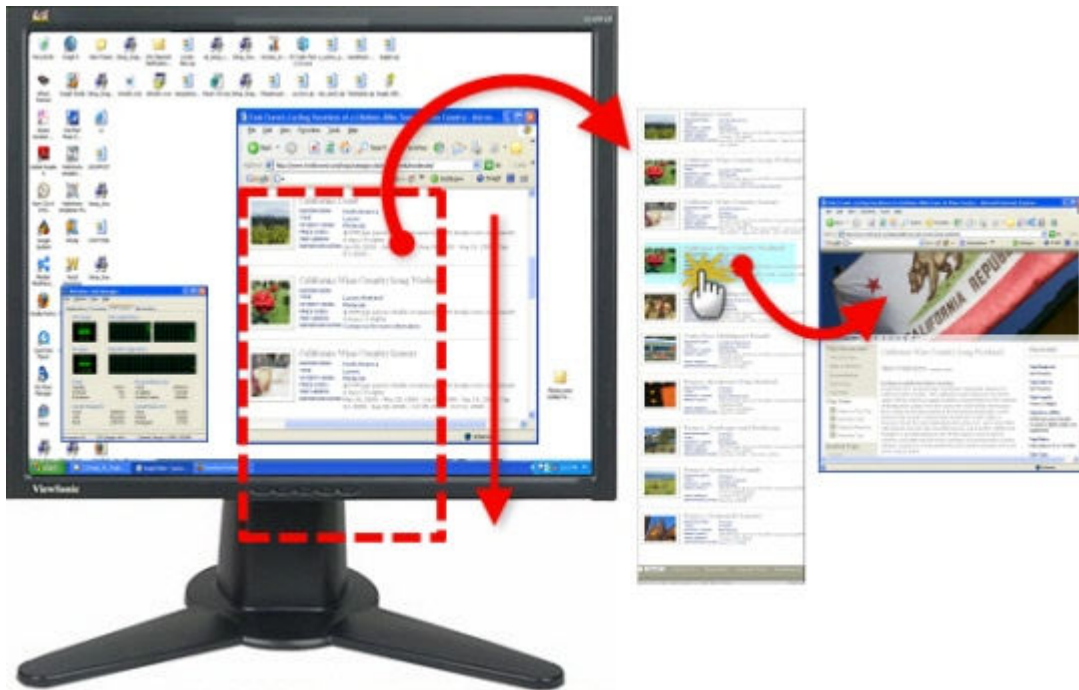
1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **All-in-One** or **Scrolling Window**.



3. Select the **Output** and **Effects**.
4. Click the browser window to give it focus.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached.
8. Once the bottom is reached, Snagit returns to the top of the window, moves over, and finishes scrolling. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Vertical Region of Web Page with Active Links



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Advanced > Custom Scroll**.



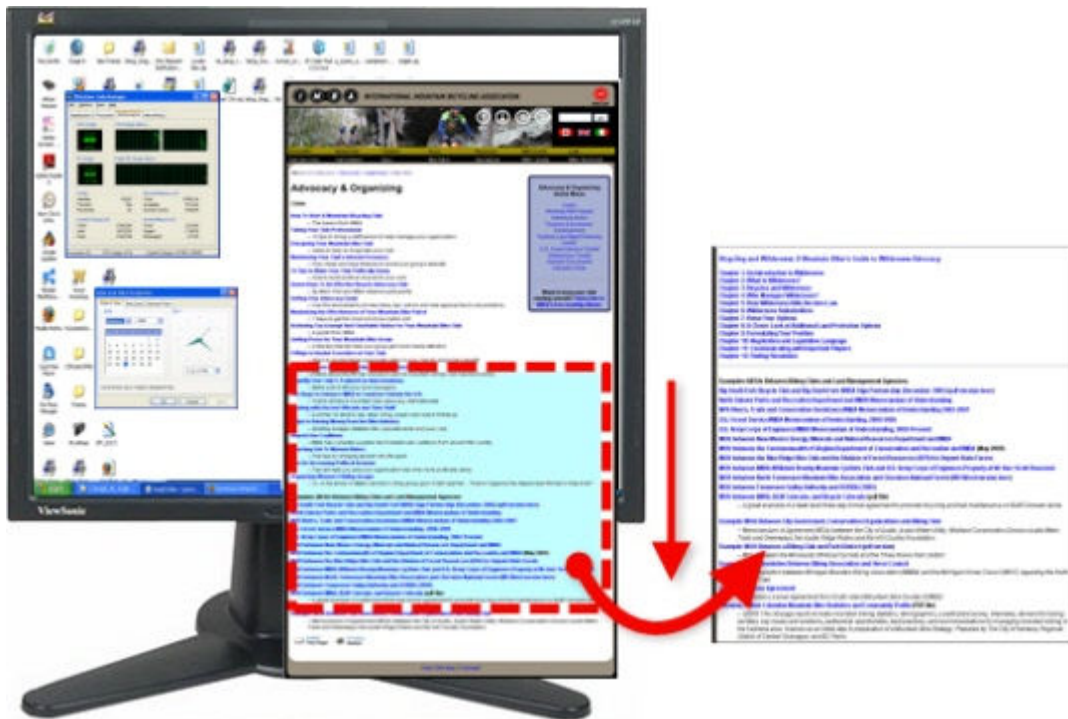
3. Select the **Input** down arrow > [Keep Links](#).
4. Select the Output and [Effects](#).
5. Click the browser window to give it focus.
6. Click the **Capture** button or press the [capture hotkey](#).
7. Drag the cursor over the area to capture. An orange rectangle appears.
8. Click the down arrow on the window's vertical scrollbar.



9. Snagit pauses momentarily to configure the capture. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Region of Web Page Not Visible In Browser Window



Setup Instructions

1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and **Effects**.
4. Click the browser window to give it focus. Scroll down to the area to capture.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically. Left-click the browser window to end the capture at the desired location. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

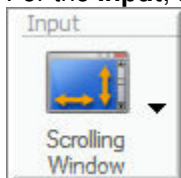
Secondary Web Page Window Longer and Wider than Browser Window

Capture a scrolling window nested within a browser window.



Setup Instructions

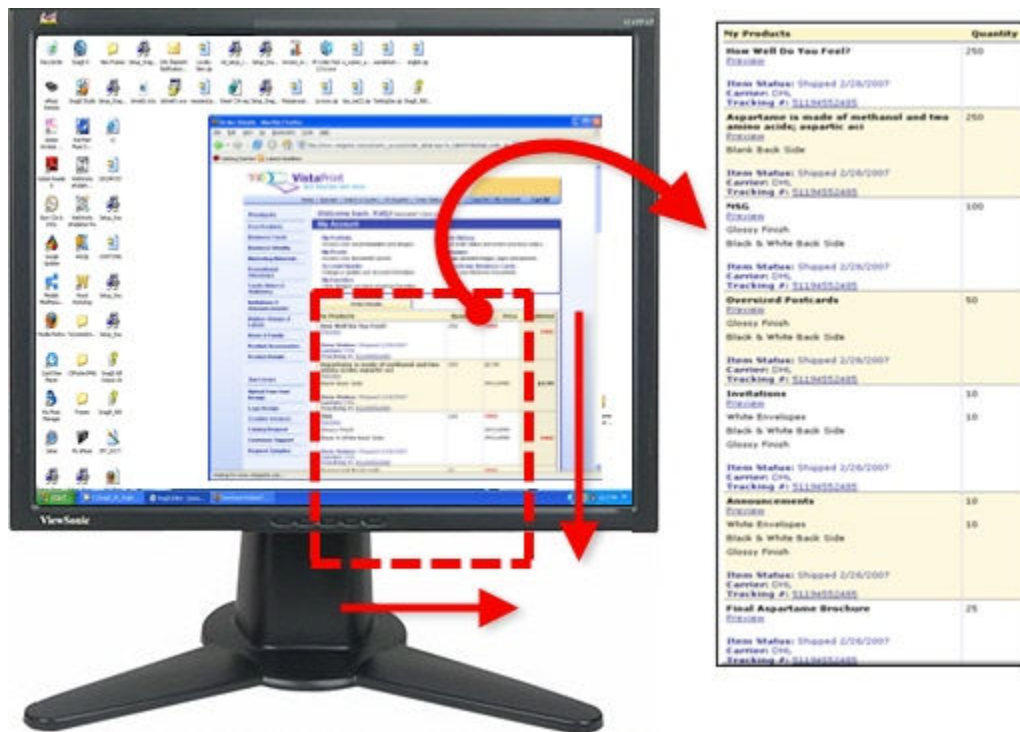
1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and [Effects](#).
4. Click the browser window to capture to give it focus. Scroll down to the area to capture.
5. Click the **Capture** button or press the [capture hotkey](#).
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture is sent to the selected Output.

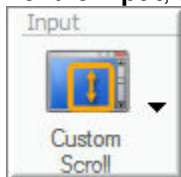
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Region of Web Page Longer than Browser Window



Setup Instructions

1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Advanced > Custom Scroll**.



3. Select the Output and **Effects**.
4. Click the browser window to capture to give it focus. Scroll down to the area to capture. Click the **Capture** button or press the **capture hotkey**.
5. Drag the cursor over the area to capture. An orange rectangle appears.
6. Click the down arrow on the window's vertical scrollbar.

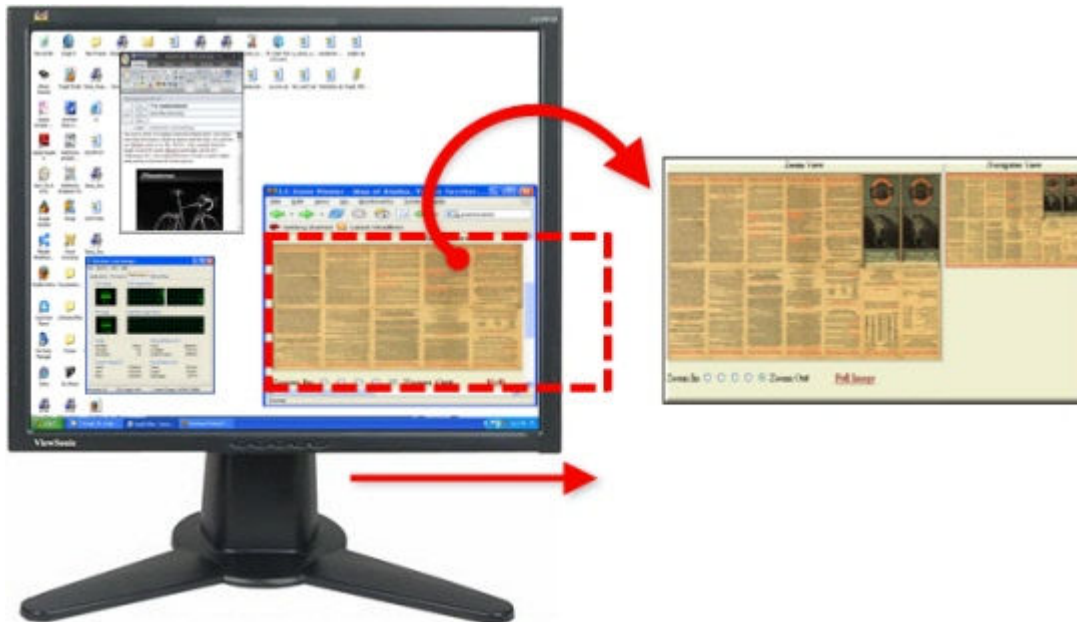


7. Snagit pauses momentarily to configure the capture. The capture area begins to scroll automatically continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

When selecting the custom scroll region, do not include the scroll bars.

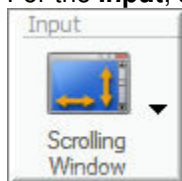
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Web Page Wider than the Browser Window



Setup Instructions

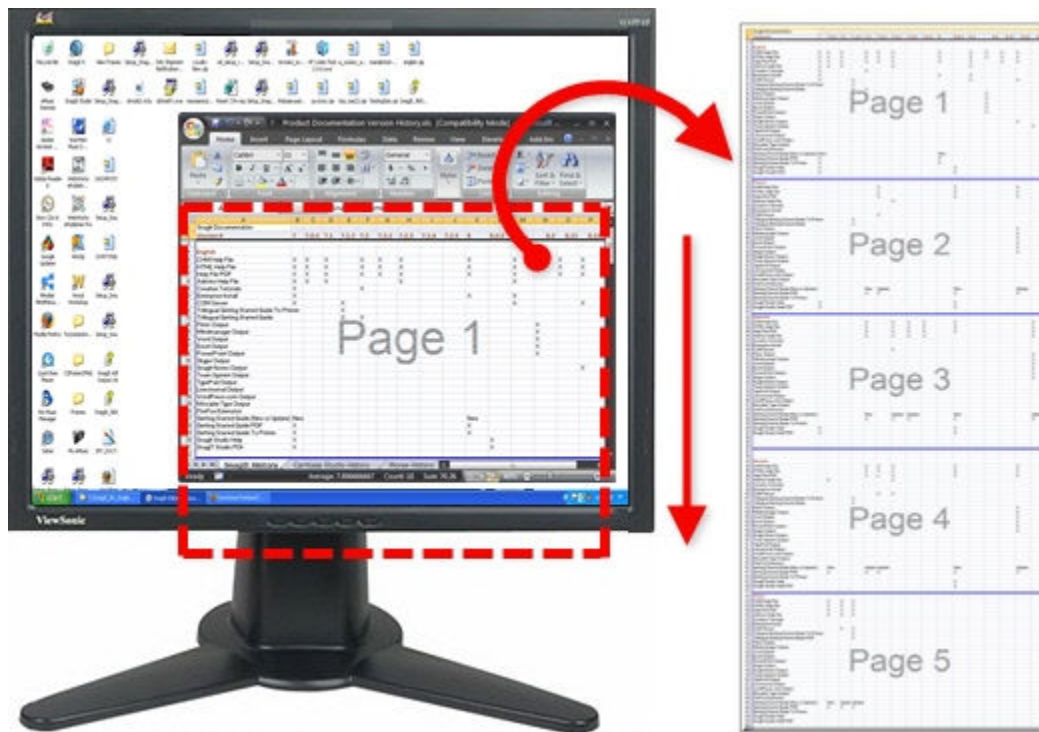
1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and [Effects](#).
4. Click the browser window give it focus.
5. Click the **Capture** button or press the [capture hotkey](#).
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically continuing until the horizontal edge of the scrolling window is reached. The capture is sent to the selected Output.

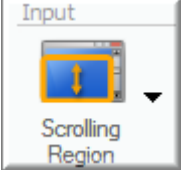
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Spreadsheet Longer than the Application Window



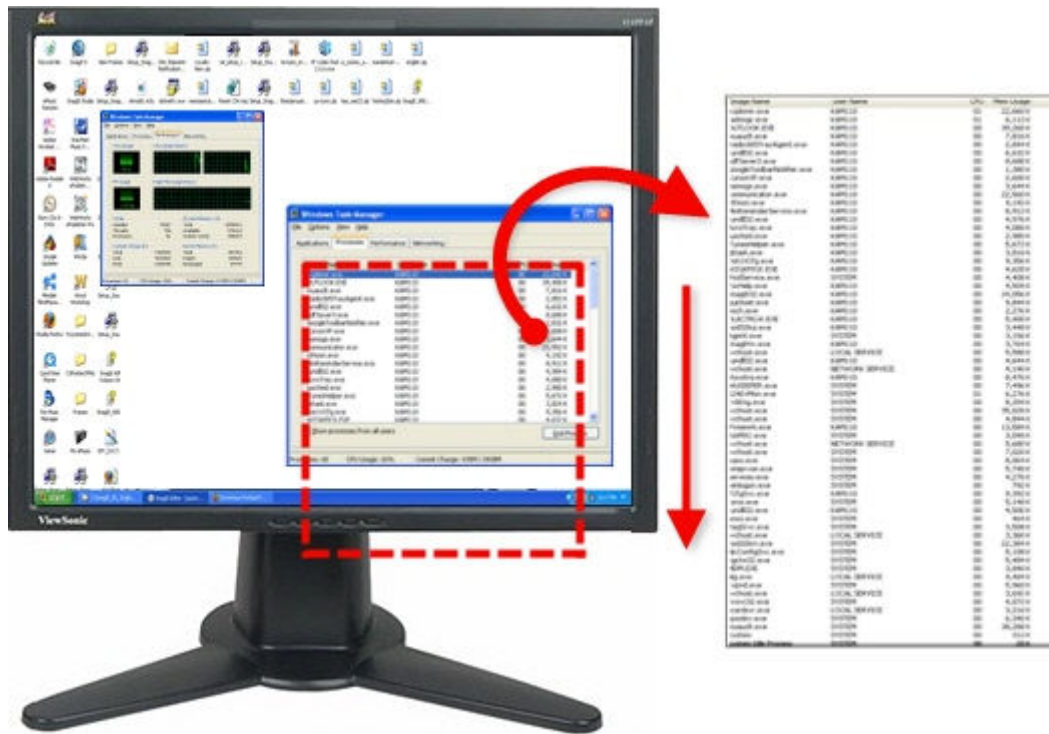
Setup Instructions

1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Advanced > Scrolling Region**.


3. Select the Output and **Effects**.
4. Click the **Capture** button or press the **capture hotkey**.
5. Drag the cursor over the area to capture. Hold down the left mouse button until an orange rectangle appears. Continue to drag the cursor down over the area to capture.
6. Release the mouse to complete the capture. The capture is sent to the selected Output.

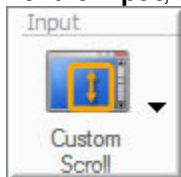
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Application Window Containing List of File Names or Other Data



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. For the **Input**, select **Advanced > Custom Scroll**.



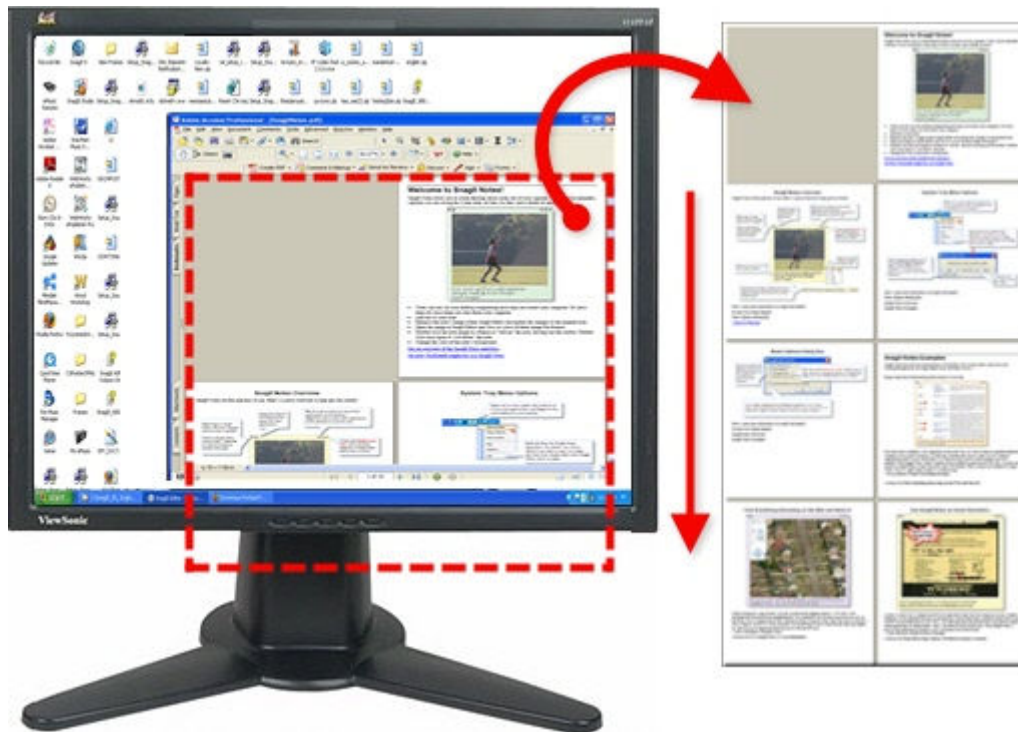
3. Select the Output and [Effects](#).
4. Click the application window to capture. Scroll to the area to capture.
5. Click the **Capture** button or press the [capture hotkey](#).
6. Drag the cursor over the area to capture. An orange rectangle appears.
7. Click the down arrow on the window's vertical scrollbar.



8. Snagit pauses momentarily to configure the capture. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

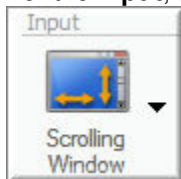
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Multiple Page PDF Document



Setup Instructions

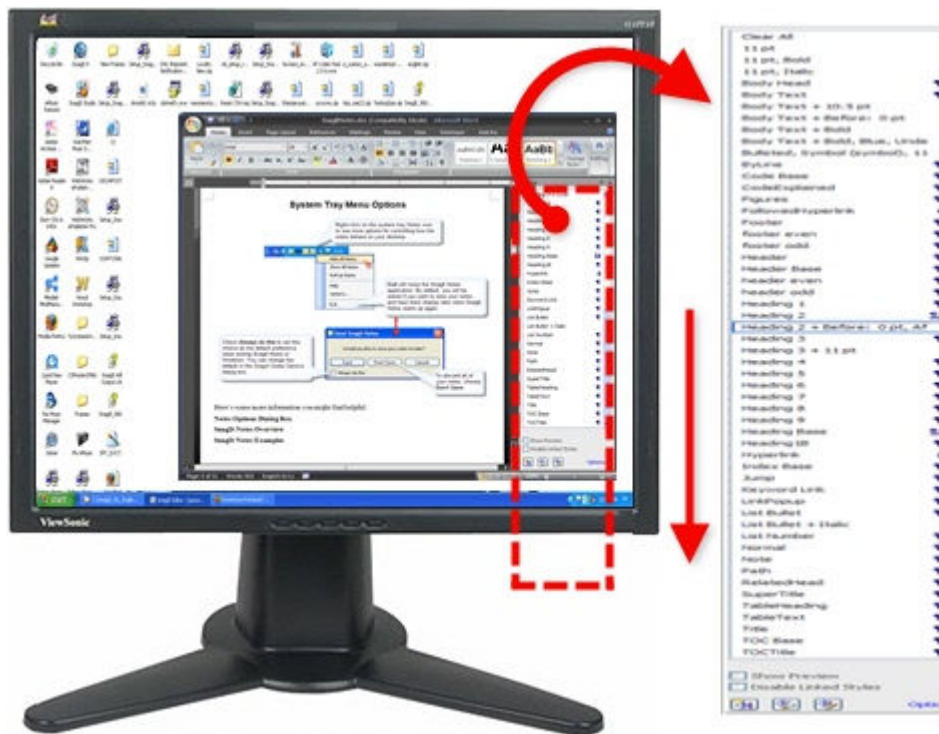
1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and **Effects**.
4. Click the document to capture.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically continuing until the horizontal edge of the scrolling window is reached. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Scrolling Pane within an Application Window



Setup Instructions

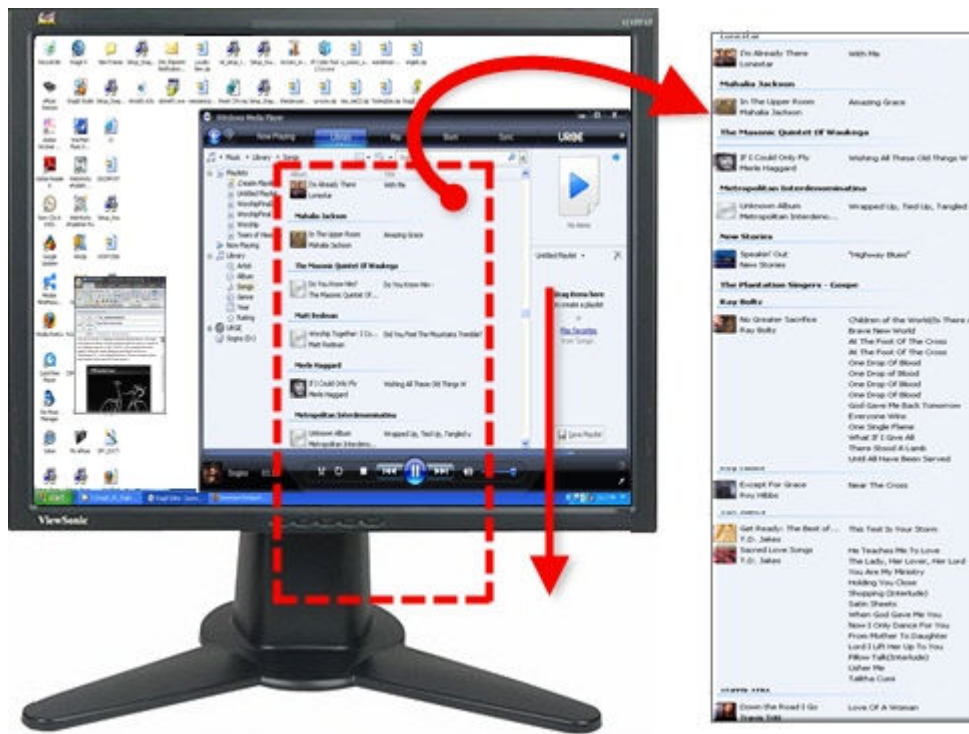
1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Scrolling Window**.



3. Select the Output and **Effects**.
4. Click the application window to capture.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Music or Video Playlist within an Application Window



Setup Instructions

1. In Snagit, select Image capture **mode**.
2. For the **Input**, select **Scrolling Window**.




3. Select the Output and **Effects**.
4. Click the application window to capture.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appears. Move the crosshairs to choose a browser window. Click an arrow to choose a scrolling direction to complete the capture. Snagit pauses momentarily to configure the capture.
7. The capture area begins to scroll automatically continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

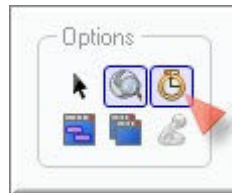
Take a Timed, Delayed, or Scheduled Image Capture

- ▶ Use the Snagit Capture Timer option to perform unattended captures at intervals that you define. Examples include following stock market tickers, monitoring factory floor equipment, and monitoring remote computer operations.
- ▶ Use the **Capture Timer** option with the Web Output (FTP) to automatically update a Web site with screen captures, or to automatically send email with the screen capture as an attachment.

- ▶ Use the **Delayed/Scheduled Capture** option to set up a delayed capture (after a number of seconds) or a scheduled capture (at a certain time or date).
- ▶ Use both options together to begin interval capture at some user-defined future date/time.

 Snagit is not accessible in the meantime and cannot be used for additional screen captures when a delayed/scheduled capture is set.

The **Timed Capture** option appears in the *Options* portion of the *Profile Settings* pane.




For more information see:

- ▶ Set Up a Time Delayed Capture
- ▶ Set Up a Time Scheduled Capture
- ▶ Set Up Capture Timer for Intermittent Capturing

Set Up a Time Delayed Capture


1. In Snagit, select **Image capture mode**.
2. Select the Input, Output and **Effects**.
3. Select the **Timed Capture** option in the *Options* portion of the *Profile Settings* pane. The *Timer Setup* dialog box appears.
4. Select the **Delay/Schedule** tab > **Enable Delayed/Scheduled capture** option.
5. Select the **Delayed Capture** option. The **Delay** and **Display a countdown** options are now available.
6. Type a Delay between 1 and 60 seconds, or use the arrows to select the number of seconds to delay.
7. Check the **Display a countdown** box to see a countdown in the lower right corner of the screen prior to capture.
8. Click **OK**.
9. Click the **Capture** button or press the **capture hotkey**. The capture is sent to the selected Output.

 To stop a delayed capture you have started, select the Stop button on the Snagit toolbar or press the hotkey.

For additional capture options, see [Set Up a Time Scheduled Capture](#) and [Set Up Capture Timer for Intermittent Capturing](#).

Set Up a Time Scheduled Capture


1. In Snagit, select **Image capture mode**.
2. Select the Input, Output and **Effects**.
3. Select the **Timed Capture** option in the *Options* portion of the *Profile Settings* pane.
4. The *Timer Setup* dialog box appears. Select the **Delay/Schedule** tab > **Enable delayed/scheduled capture** option.
5. **Select the Scheduled capture** option.
6. Type a future **Date** and **Time** using the format shown next to the selection boxes. Or, use the arrows to select the date and time.
7. Click **OK**.
8. Click the **Capture** button or press the **capture hotkey**. The capture is sent to the selected Output.

 To stop a delayed capture you have started, select the Stop button on the Snagit toolbar or press the hotkey.

For additional capture options, see [Set Up a Time Scheduled Capture](#) and [Set Up Capture Timer for Intermittent Capturing](#).

Set Up Capture Timer for Intermittent Capturing

Capture screens intermittently at predefined times.

 In timed capture [mode](#), the hide and repeat hotkeys operate. The Input and Output options for Capture Timer captures must be set so that the captures can occur unattended. If Snagit detects a combination of capture options that cannot be used, the status displays "Timer unavailable" and the timer will not start.

1. In Snagit, select **Image capture mode**.
2. Select the Input, Output and [Effects](#).
3. Select the **Timed Capture** option in the *Options* portion of the *Profile Settings* pane. The *Timer Setup* dialog box appears.
4. Select the **Capture Timer** tab > **Enable timer-activated capture** option.
5. To remove redundant captures (for example, when the screen does not change for a period of time), enable **Discard identical captures**.
6. Specify the frequency of captures in **Hours**, **Minutes**, or **Seconds**.
7. Click **OK**.
8. Click the **Capture** button or press the [capture hotkey](#).
9. Snagit automatically captures at the timed intervals you specify. Press <CTRL+SHIFT+P> to stop taking timed captures.

For additional capture options, see [Set Up a Time Scheduled Capture](#) and [Set Up Capture Timer for Intermittent Capturing](#).

Add an Effect during Image Capture

Use Effects in the *Profile Settings* pane to automatically apply the following during the capture process:

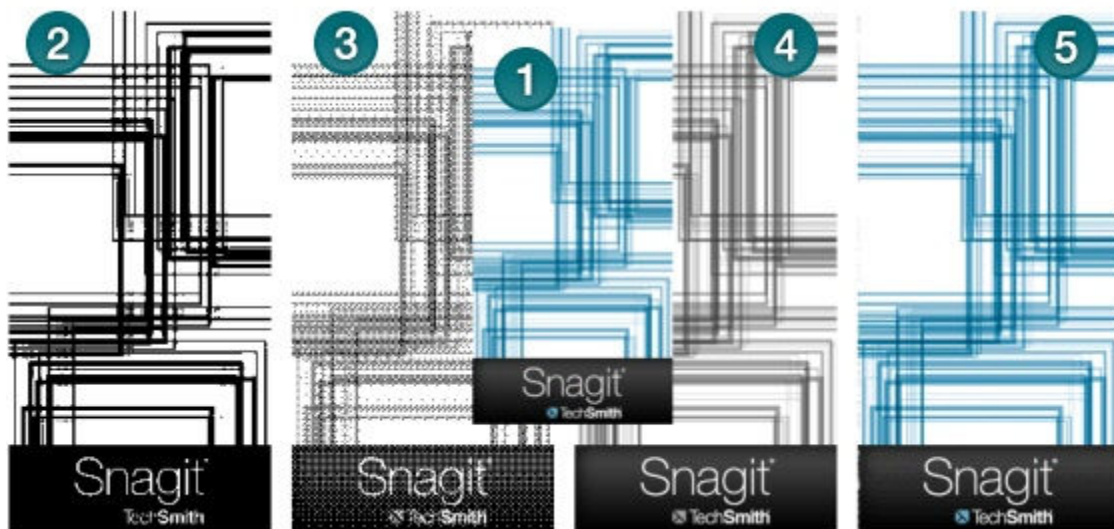
- ▶ Page Curl Effect
- ▶ Halftone, Monochrome, or Grayscale Effect
- ▶ Single Color Substitution Effect
- ▶ Multiple Color Substitution Effect
- ▶ Swap Colors Effect
- ▶ Invert Color Effect
- ▶ Brightness, Contrast, Hue, or Saturation Effect
- ▶ Image Resolution Effect
- ▶ Image Scaling Effect
- ▶ Caption Effect
- ▶ Border Effect
- ▶ Fade, Torn, Saw, Sharktooth, Beveled, and Wave Edge Effects
- ▶ Watermark Effect

- ▶ Trim Effect
- ▶ Page Curl Effect

Halftone, Monochrome, or Grayscale Effect

Use the Color Depth Effect to change the capture to halftone, monochrome, or grayscale during the capture process. The following graphic shows a sample of each Effect.

1. Original capture
2. Monochrome
3. Halftone
4. Grayscale
5. Custom



Setup Instructions

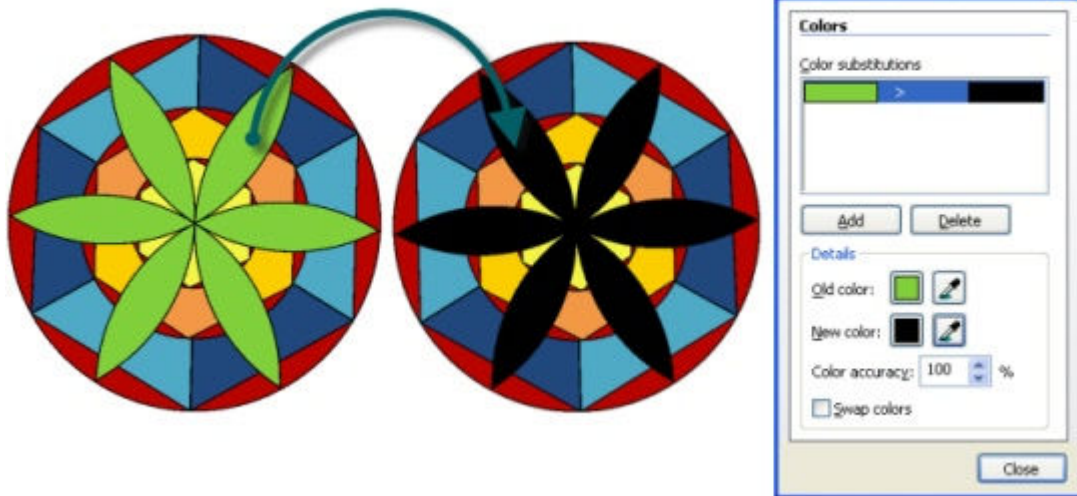
1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Color Depth**. From the flyout menu, select the desired option. Or, select **Custom Color Depth** to create your own Effect using the available settings. Click **OK**.
4. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable the Color Depth Effect, select **Effects** down arrow > **Color Depth** > **None**.

For additional effects, see [Add an Effect during Image Capture](#).

Single Color Substitution Effect

Use the Color Substitution Effect to replace one color with a different color during the capture process.



Setup Instructions

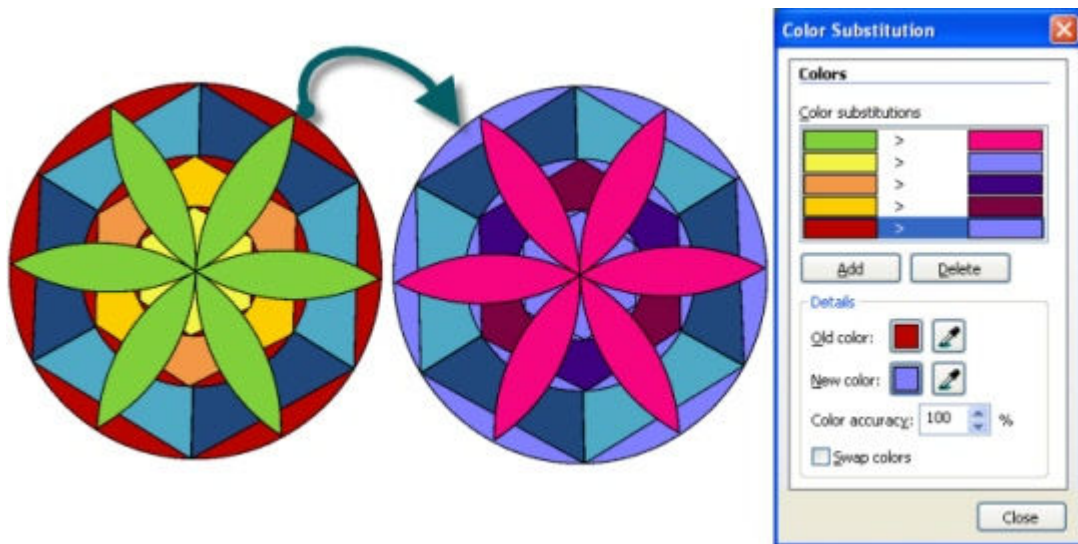
1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects > Color Substitution > Color Substitution**. The *Color Substitution* task pane appears.
4. Click the **Add** button.
5. Use the **Old Color** tool or the adjacent **Color** swatch to select the color to remove. (In example above, green.)
6. Use the **New Color** tool or the adjacent **Color** swatch to select the color to replace the old color in the capture. (In example above, black.)
7. In **Color accuracy**, specify the range of colors close to the Old color to include in the substitution. Select the default value of 100% to use only the exact color identified. Select a lower value to increase the range of colors for the color substitution.
8. Click **Close**.
9. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable the Color Substitution effect, select **Effects** down arrow > **Color Substitution > None**.

For additional effects, see [Add an Effect during Image Capture](#).


Multiple Color Substitution Effect

Use the Color Substitution Effect to replace more than one color during the capture process.



Setup Instructions


1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects > Color Substitution > Color Substitution**. The *Color Substitution* task pane appears.
4. Click the **Add** button.
5. Use the **Old Color** tool or the adjacent **Color** swatch to select the color to remove from the capture. (In example above, white.)
6. Use the **New Color** tool or the adjacent **Color** swatch to select the color to replace the old color in the capture. (In example above, green.)
7. Click **Add** to add another color to change. Repeat steps 5 and 6 for every color to change.
8. In **Color accuracy**, specify the range of colors close to the Old color to include in the substitution. Select the default value of 100% to use only the exact color identified. Select a lower value to increase the range of colors for the color substitution.
9. Click **Close**.
10. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

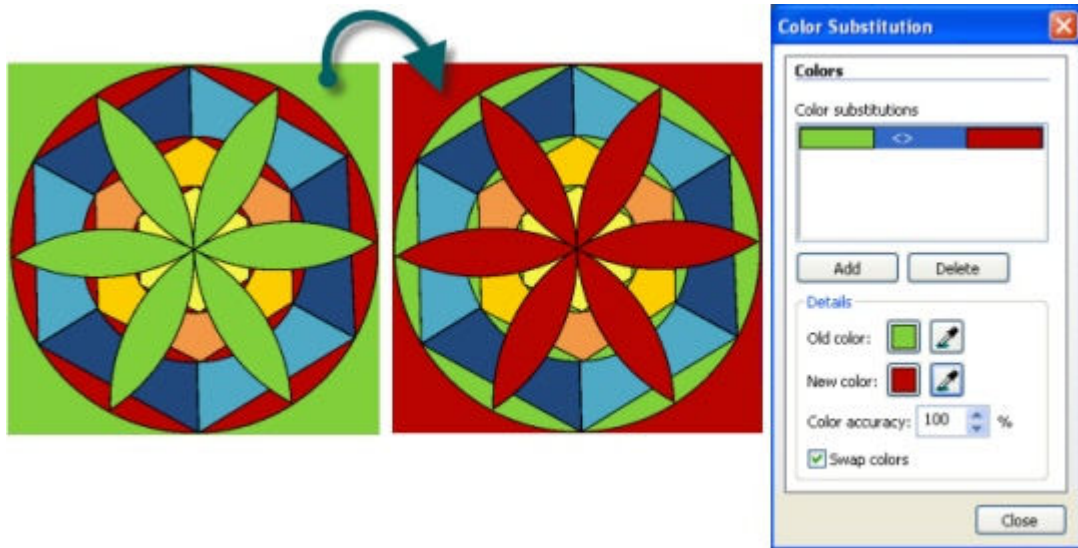
 To disable the Color Substitution Effect, select **Effects** down arrow > **Color Substitution > None**.

For additional effects, see [Add an Effect during Image Capture](#).

Swap Colors Effect

Use the Color Substitution Effect to swap two colors with each other during the capture process.

 You must select both the old and new colors from within the image. In this example, everything green was swapped with red.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the desired Input and Output.
3. Select **Effects** down arrow > **Color Substitution** > **Color Substitution**. The *Color Substitution* task pane appears.
4. Use the **Old Color** tool or the adjacent **Color** swatch to select the color to remove in the capture.
5. Use the **New Color** tool or the adjacent **Color** swatch to select the color to replace the old color in the capture.
6. In **Color accuracy**, specify the range of colors close to the Old color to include in the substitution. Select the default value of 100% to use only the exact color identified. Select a lower value to increase the range of colors for the color substitution.
7. Enable the **Swap colors** option.
8. When the desired Effect is achieved, click **Close**.
9. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

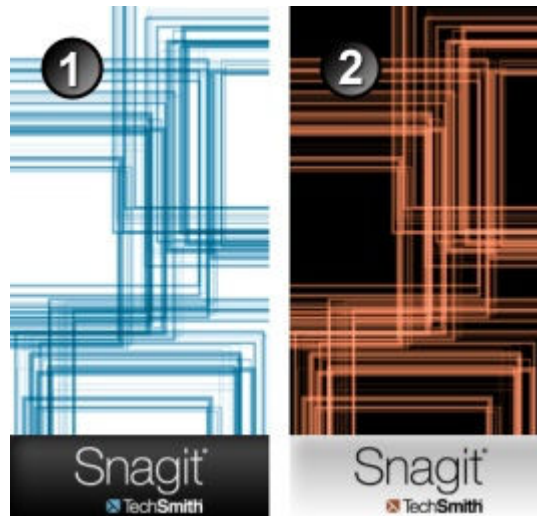
 To disable the Color Substitution effect, select **Effects** down arrow > **Color Substitution** > **None**.

For additional effects, see [Add an Effect during Image Capture](#).

Invert Color Effect

Use the Invert Colors Effect to invert RGB color values during the capture process. There are no custom options for this Effect. The following graphic shows a sample invert color Effect.

1. Original capture
2. Invert Colors



Setup Instructions

1. In Snagit, select Image capture mode.
2. Select the Input and Output.
3. Select **Effects** down arrow > **Color Substitution** > **Invert Colors**.
4. Click the **Capture** button or press the capture hotkey. The capture is sent to the selected Output.

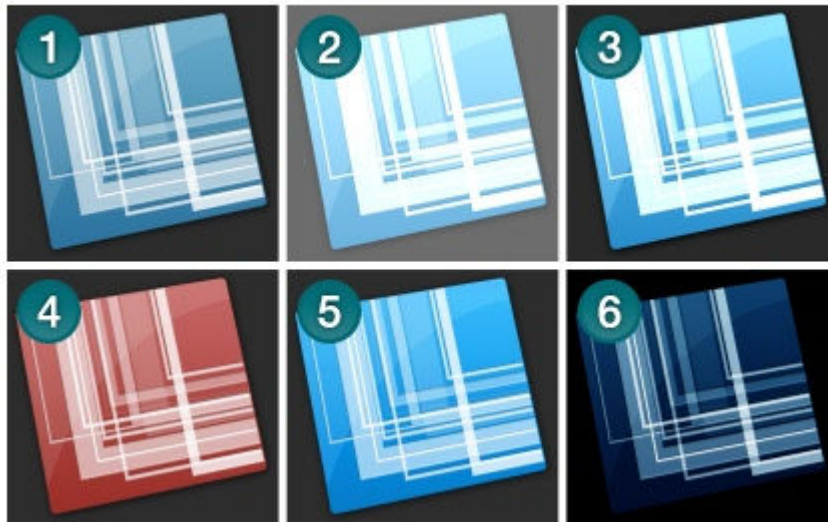
 To disable the Invert Color effect, select **Effects** down arrow > **Color Depth** > **None**.

For additional effects, see [Add an Effect during Image Capture](#).

Brightness, Contrast, Hue, or Saturation Effect


Use the Color Correction Effect to change the capture's brightness, contrast, hue, saturation, and gamma properties during the capture process. The following graphic shows a sample:

1. Original capture
2. Brightness
3. Contrast: Change the contrast between the light and dark colors.
4. Hue: Change is similar to rotating a color wheel to select a different mixture of colors.
5. Saturation: The quantity of a color in pixels, from gray at the lowest saturation to rich color in the highest.
6. Gamma: Adjust the intensity of colors by changing the gamma constant used to map the intensity values. Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5.



Setup Instructions


1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Color Correction**.
4. Create your own Effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable the Color Correction effect, select **Effects** down arrow > **Color Correction**. Set all options to zero (with the exception of the Gamma option which should be set to 1.0). Click **OK**.

For additional effects, see [Add an Effect during Image Capture](#).

Image Resolution Effect

Use the Image Resolution Effect to set an image resolution in dots per inch or allow Snagit to configure the DPI automatically using the default setting. For most captures, the default setting of 96 DPI is sufficient.

 The Image Resolution controls how other applications display and print Snagit captured images. Adjusting the image resolution **does not** affect the way Snagit displays or prints the image.

Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Image Resolution**.
4. By default, the **Auto configure** option is enabled. To enter a custom DPI setting, remove the check mark and enter the desired DPI in the **Resolution** field. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.


For additional effects, see [Add an Effect during Image Capture](#).


Image Scaling Effect

Use the Image Scaling Effect to scale your image during the capture process to a specific size using preset or custom settings.

Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Image Scaling**. A flyout menu appears. Select one of the preset options (continue with step 5). Or, select **Resize Image** to set a custom size. The *Resize Image* task pane appears.
4. Enable **Keep Aspect Ratio** to keep the image aspect ratio fixed while changing the width or height. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

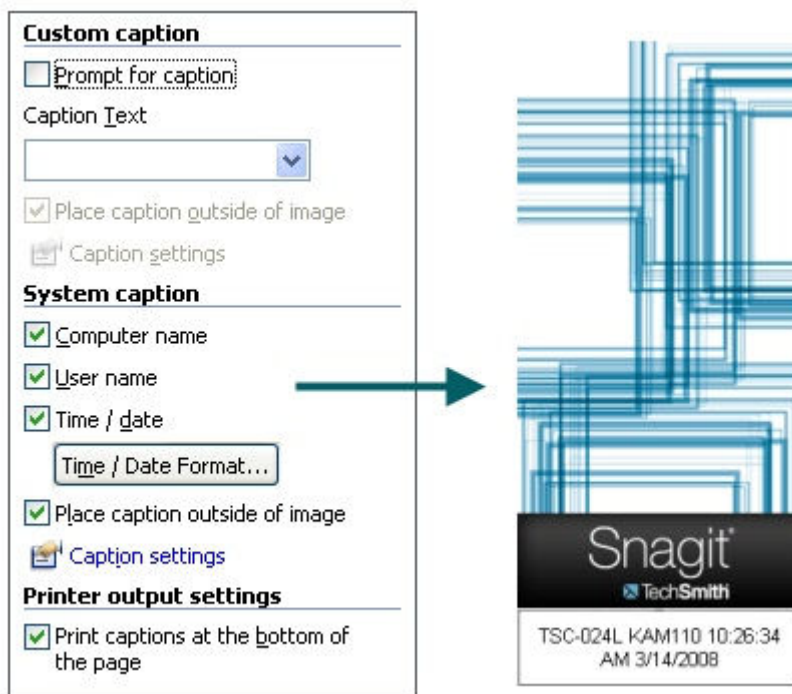
 To give the edges a “smooth” appearance, select **Effects** down arrow > **Image Scaling** > **Smooth Scaling**.

 To disable an Image Scaling effect, select **Effects** down arrow > **Image Scaling** > **None**.

For additional effects, see [Add an Effect during Image Capture](#).

Caption Effect


Use the Caption Effect to add text, formatted to your specifications, during the capture process. Include a time/date stamp, system-related data, a title or free text. Use the custom settings to change the font, font, size and color, position of the text, and more. The following graphic shows a sample.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
 2. Select the Input and Output.
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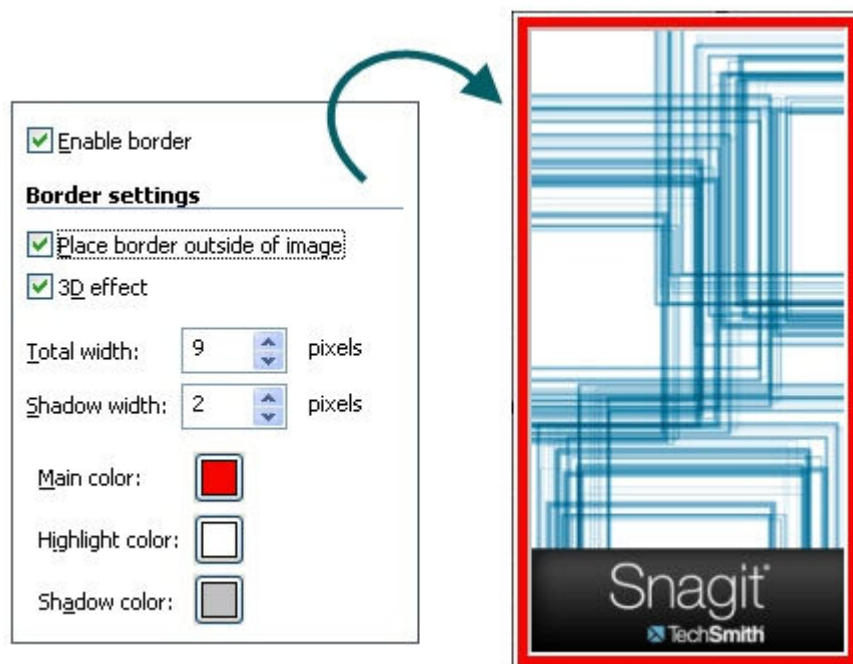
3. Select **Effects** down arrow > **Caption**.
4. Create your own Effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable a Caption effect, select **Effects** down arrow > **Caption**. Within the *Caption* task page, remove the text from the *Text* field. Click **OK**.

For additional effects, see [Add an Effect during Image Capture](#).


Border Effect

Use the Border Effect to add a custom border around the image during the capture process. Customize with a 3D look, shadow, color, and more. The following graphic shows a sample.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Border**.
4. Click the **Enable border** option.
5. Create your own Effect using the available settings. Click **OK**.
6. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable a Border effect, select **Effects** down arrow > **Border**. Disable the **Enable border** option. Click **OK**.

For additional effects, see [Add an Effect during Image Capture](#).

Fade, Torn, Saw, Sharktooth, Beveled, and Wave Edge Effects

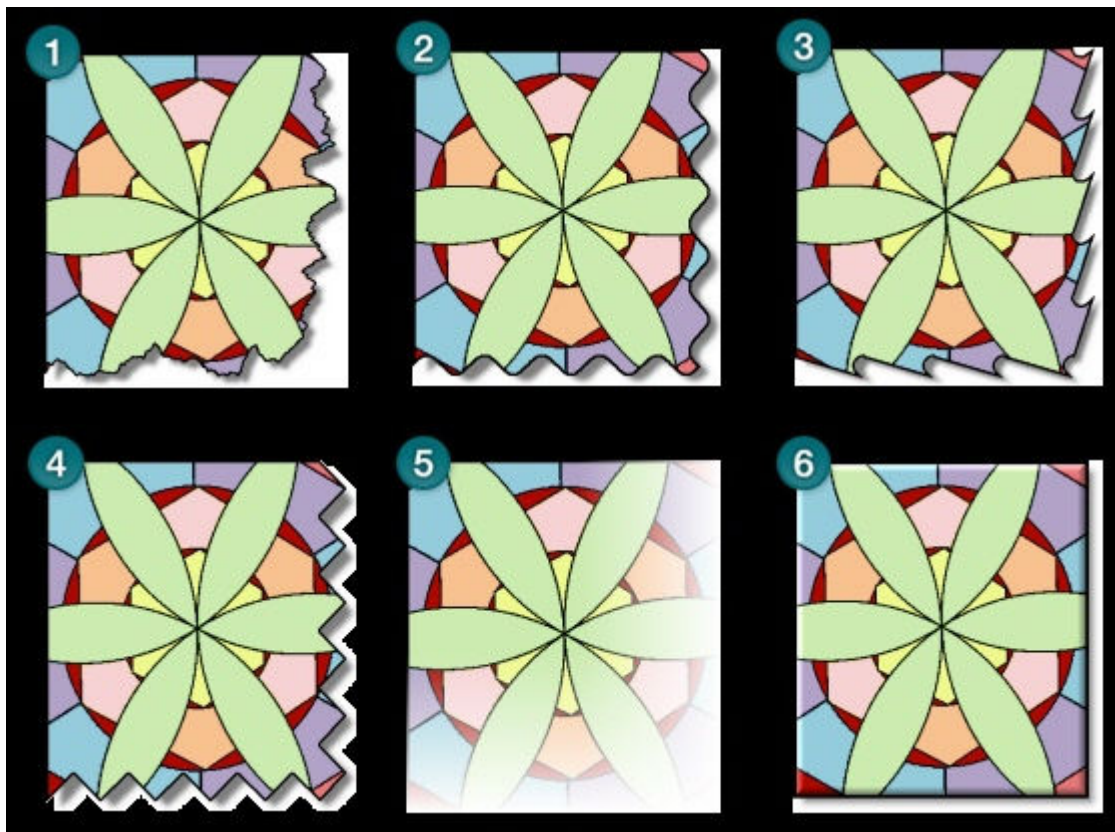
Use an Edge Effect to add a professional, finished look to your image during the capture process. The Edge Effects include drop shadow, torn, faded, wave, saw, shark tooth and beveled edge.

Customize the Effect by adjusting the:

- ▶ Size and location of the Effect.
- ▶ Shadow size, location and color.
- ▶ Outline and defining its size and color.
- ▶ Background color

The following graphic shows a:

1. Torn Edge
2. Wave Edge
3. Saw Edge
4. Sharktooth Edge
5. Fade Edge
6. Beveled Edge



Setup Instructions

1. In Snagit, select Image capture mode.
2. Select the Input and Output.
3. Select **Effects** down arrow > **Edge Effects**. Select an Effect from the flyout menu.
4. Create your own Effect using the available settings. Click **OK**.

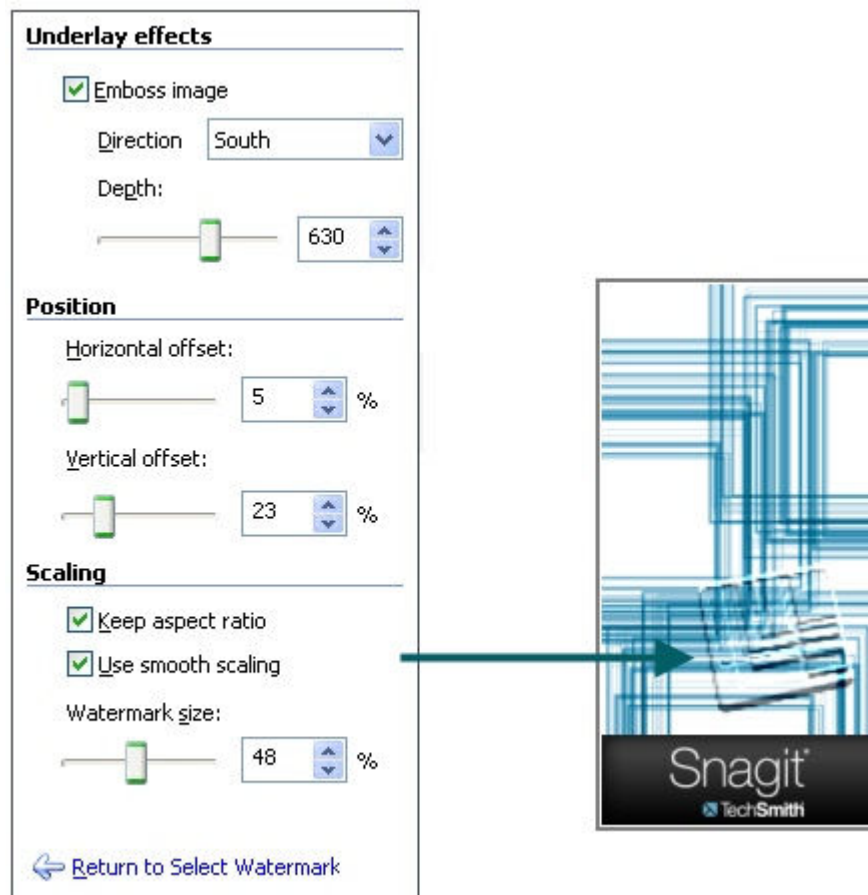
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable an Edge effect, select **Effects** down arrow > **Edge Effects** > **None**.

For additional effects, see [Add an Effect during Image Capture](#).


Watermark Effect

Use the Watermark Effect to add a graphic file to the image during the capture process. Add logos, titles, signatures, banner ads and more. You can also customize the image file with emboss, transparent, and more. Experiment to discover the variety of creative ways you can use the Watermark Effect.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Watermark**.
4. Browse to select a graphic file.
5. Click **Advanced settings** to customize the Effect using the available settings. Click **OK**.
6. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable a Watermark effect, select **Effects** down arrow > **Watermark**. Disable the **Enable watermark** option. Click **OK**.

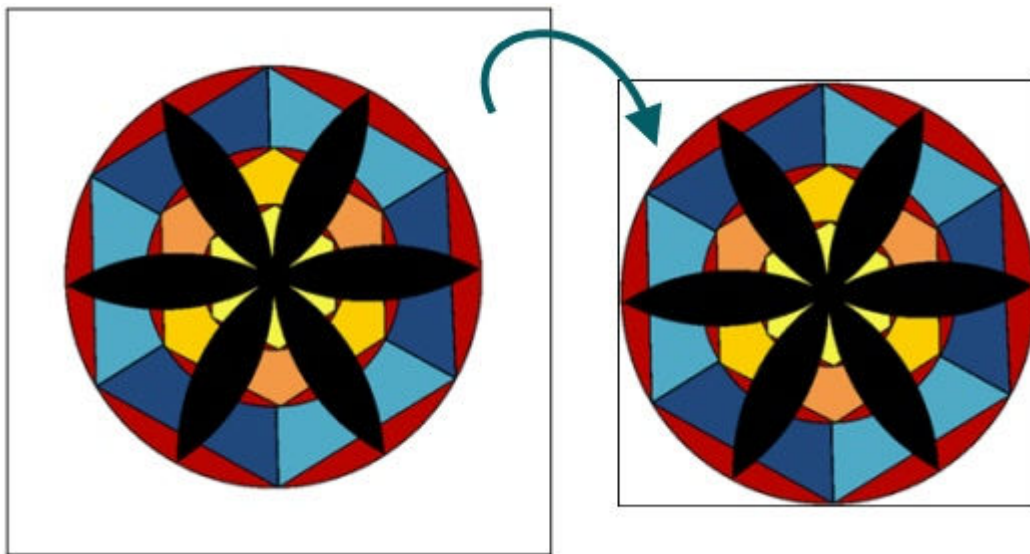
For additional effects, see [Add an Effect during Image Capture](#).

Trim Effect

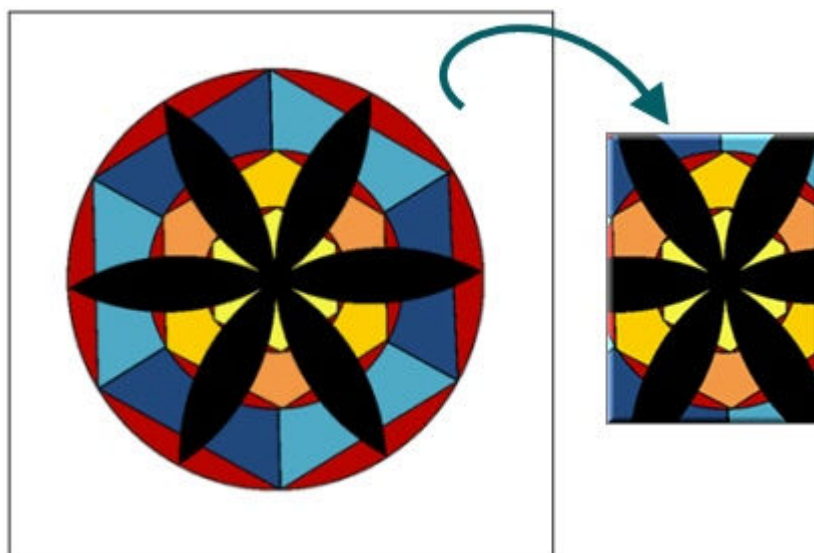
Use the Trim Effect to cut the outside borders the image during the capture process. Trim the top, bottom, and sides of your capture.

Set up a **Custom** trim Effect or select **Automatic** trimming which allows Snagit to determine the best trim based on the amount solid color around the edges of your capture.

The following graphic shows the **Automatic** trim option:




The following graphic shows an example of a **Custom** trim:



Setup Instructions

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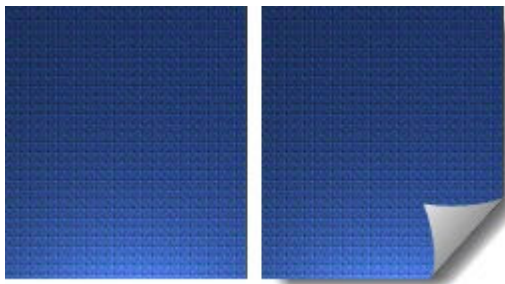
1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Trim**.
4. Select **Automatic** or customize the Effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable a Trim effect, select **Effects** down arrow > **Trim**. Click the **None** option. Click **OK**.

For additional effects, see [Add an Effect during Image Capture](#).

Page Curl Effect

The Page Curl effect adds the look of a curled page to your image. The curl can be applied to any of the four corners of an image. The effect size is based on a percentage of the image and is user adjustable.



Setup Instructions

1. In Snagit, select Image capture [mode](#).
2. Select the Input and Output.
3. Select **Effects** down arrow > **Page Curl**.
4. Select **Automatic** or customize the Effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

For additional effects, see [Add an Effect during Image Capture](#).

Transparent Background Capture Options

The default canvas color and the appearance of title bars taken with the Window selector can be changed on the General tab of the Input Properties dialog.


To change the canvas color or title bar appearance, select **Input** > **Properties** > *General* tab

For more information on what transparency is, see [What You Need to Know About Transparency](#).

Default Canvas Color

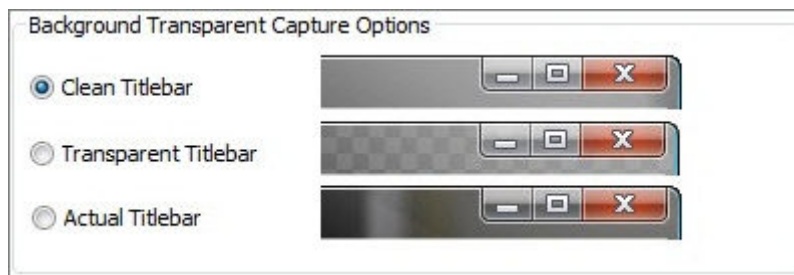
The canvas color is a global setting that affects all captures sent to Editor. The default canvas color is transparent.




 If you prefer the white canvas of previous Snagit versions, changing the default canvas color to white creates a similar experience. However, remember that the checkerboard of the transparent canvas does not appear in saved images.

Window Capture Transparency Options

When the Window input or the Window selector in the All-in-One input is used to capture a window, Snagit can capture the transparency of Windows Aero themed title bars. The default behavior places a “clean” white background behind title bars.



 This option only affects captures taken with the Window input or Window selector in the All-in-One input. Region selections always appear exactly as they do on your screen.

Text Capture

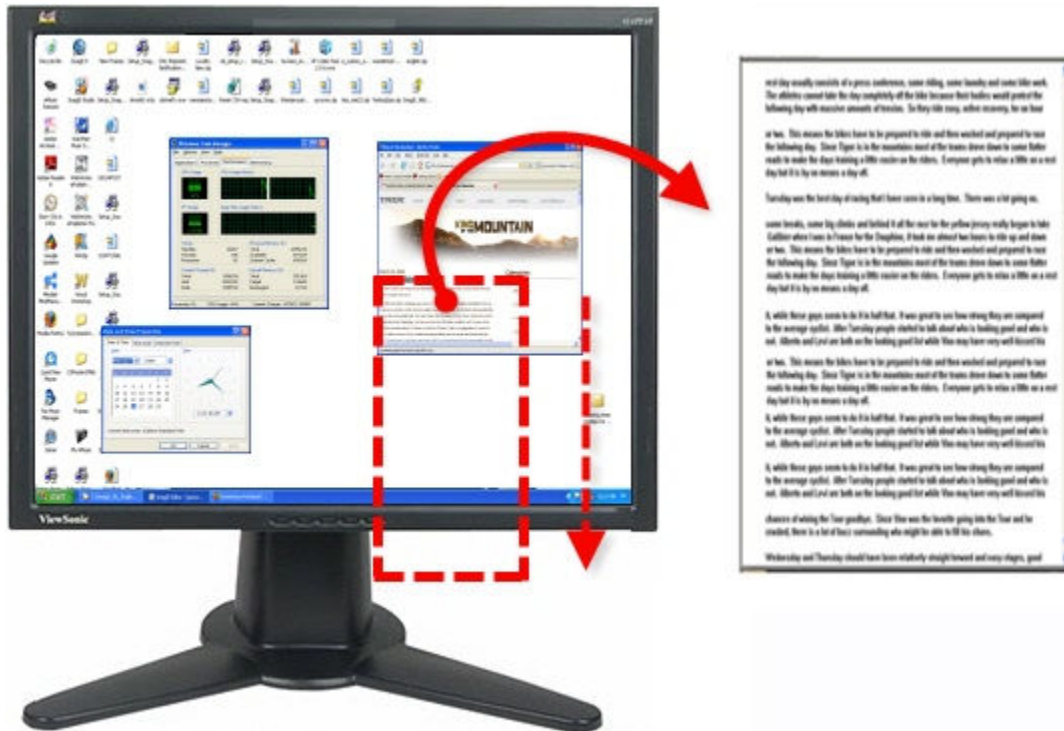
Text mode provides a solution for anyone copying text from the screen or a dialog box. Text captures include only the text on the screen, not graphics. Text capture includes the following features:

- ▶ Capture text from screens that do not allow copy and paste in Windows.
- ▶ Send Output to a variety of destinations.
- ▶ Annotate and time stamp the captured text.
- ▶ Collect captured text in one file to keep a running log of captured passages. Use the text as notes from a Web browser or email, or to capture a series of error messages from a program to send to technical support.
- ▶ Customize the text Output using the **Output Properties**.

For additional capture options, see:

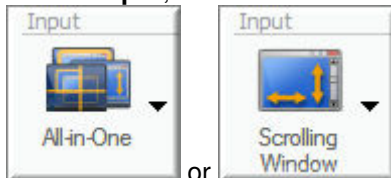
- ▶ Text Longer than a Browser Window
- ▶ Text from a Dialog Box
- ▶ Text in a Scrolling Region Longer Than Window
- ▶ Text from an Object on the Screen
- ▶ Text from a DOS Application
- ▶ Add a Caption Effect to a Text Capture
- ▶ Set Up Folders and File Naming Conventions for Text Capture

Text Longer than a Browser Window



Setup Instructions

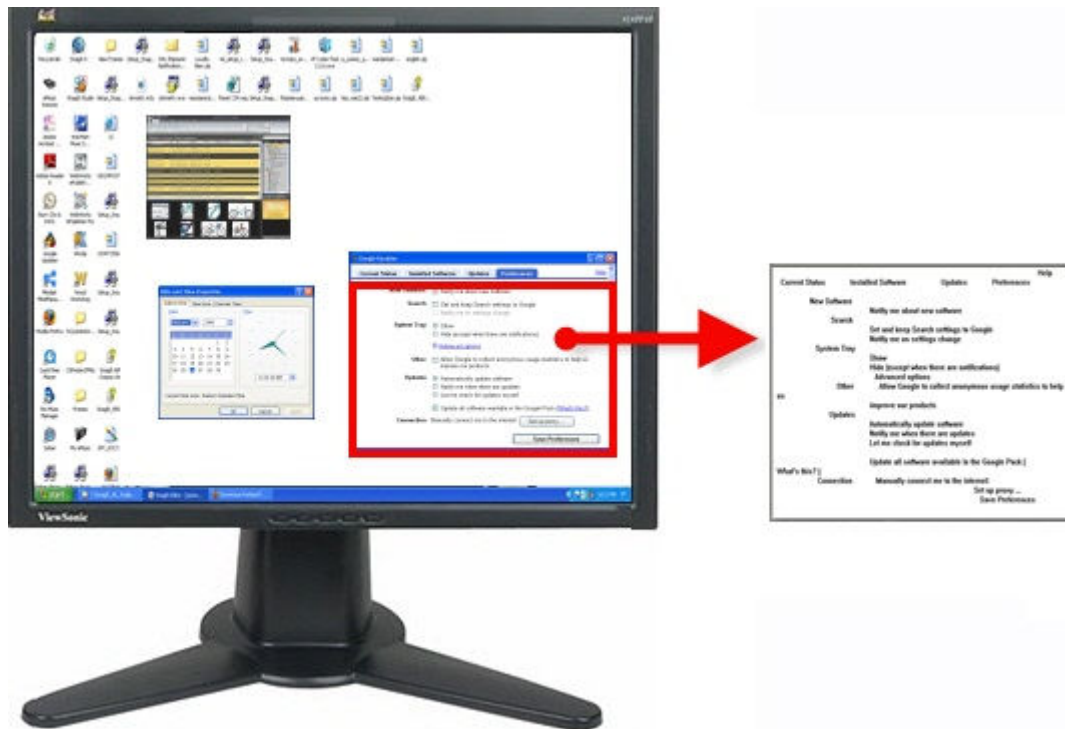
1. In Snagit, select **Text capture mode**.
2. For the **Input**, select **All-in-One** or **Scrolling Window**.



3. Select the Output and **Effects**.
4. Click the browser window to give it focus.
5. Click the **Capture** button or press the **capture hotkey**.
6. Orange crosshairs appear. Move the crosshairs to choose a window. Click the arrow button to choose a scrolling direction to complete the capture.
7. The capture area begins to **scroll automatically**, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

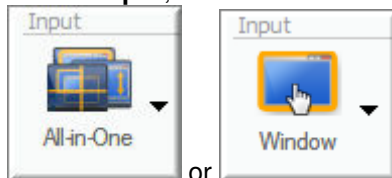
For additional capture options, see [Text Capture](#).

Text from a Dialog Box



Setup Instructions

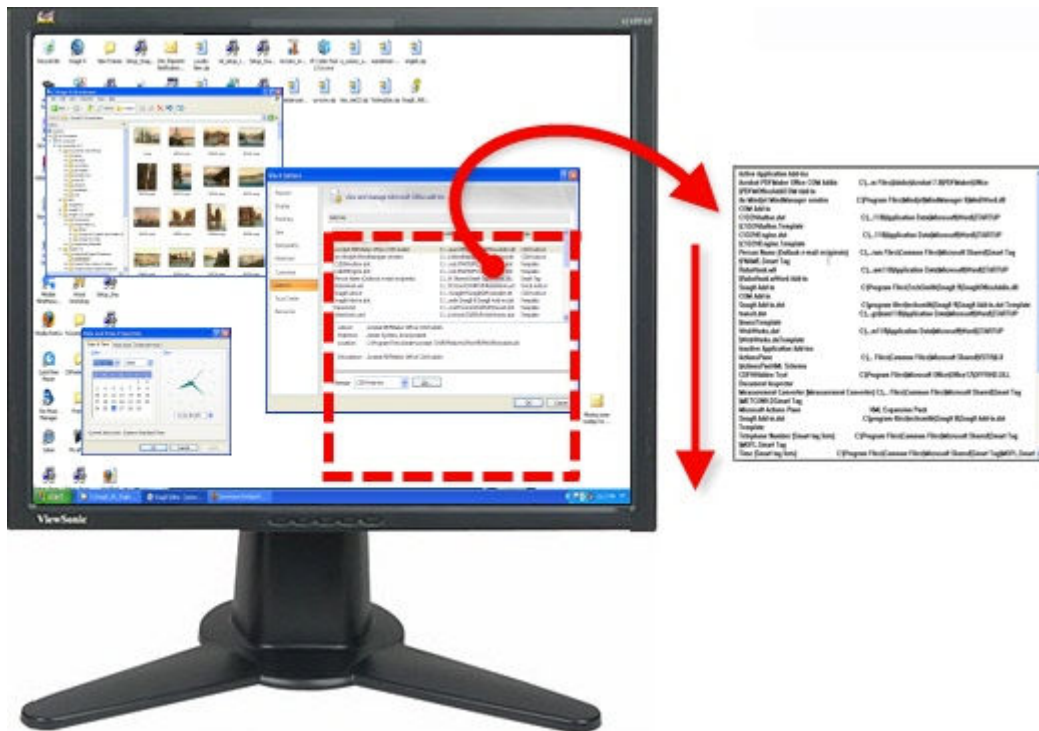
1. In Snagit, select **Text capture mode**.
2. For the **Input**, select **All-in-One** or **Window**.



3. Select the Output.
4. Select **Effects > Layout** to remove blank lines or columns.
5. Click the dialog box to capture.
6. Click the **Capture** button or press the [capture hotkey](#).
7. Orange crosshairs appear. Move the crosshairs to choose a window. Click the arrow button to choose a scrolling direction to complete the capture. The capture is sent to the selected Output.

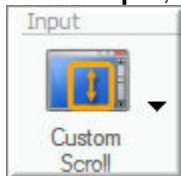
For additional capture options, see [Text Capture](#).

Text in a Scrolling Region Longer Than Window



Setup Instructions

1. In Snagit, select **Text capture mode**.
2. For the **Input**, select **Advanced > Custom Scroll**.



3. Select the Output.
4. Select **Effects > Layout** to remove blank lines or columns. Click the browser window to give it focus.
5. Click the **Capture** button or press the [capture hotkey](#).
6. Drag the cursor over the area to capture. An orange rectangle appears.
7. Click the down arrow on the window's vertical scrollbar.



8. Snagit pauses momentarily to configure the capture. The capture area begins to scroll automatically, continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

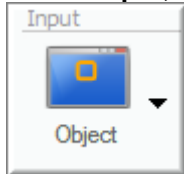
For additional capture options, see [Text Capture](#).

Text from an Object on the Screen

Use Object to capture data for objects on the screen. Select what Object data to capture for Object Input while using the Text capture [mode](#).

Setup Instructions

1. In Snagit, select **Text capture mode**.
2. For the **Input**, select **Object**.

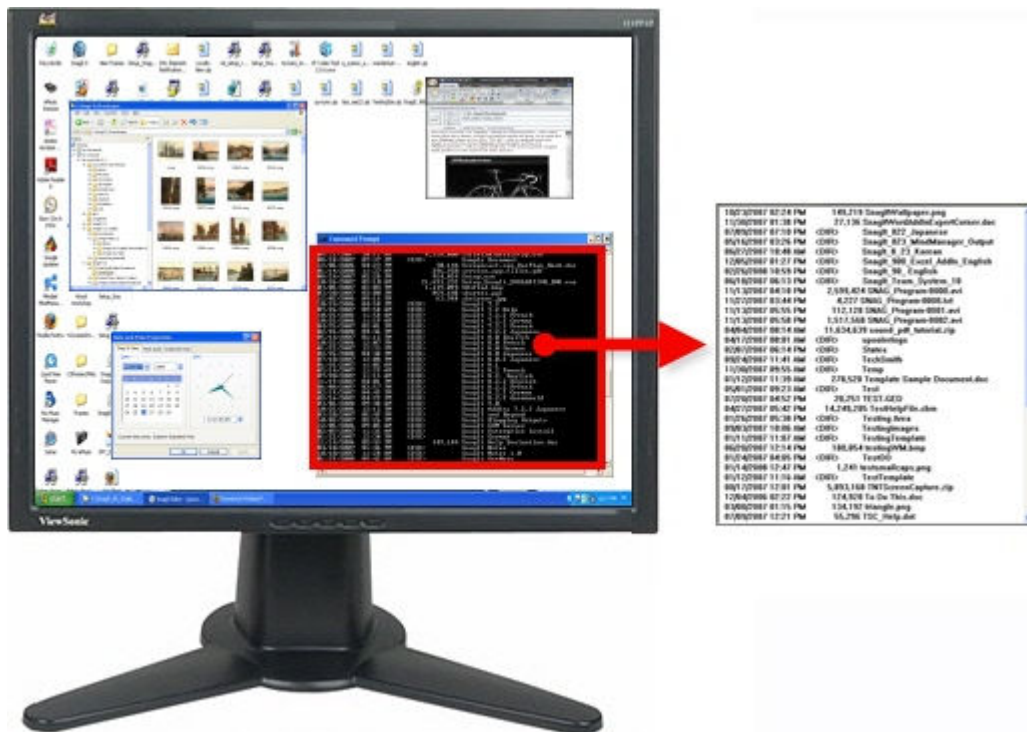



3. Select **Input > Properties > Object** tab to define the object data to capture. Click **OK**.
4. Select the Output.
5. Select **Effects > Layout** to remove blank lines or columns.
6. Click the **Capture** button or press the [capture hotkey](#).
7. Move the cursor over the area to capture. An orange rectangle appears.
8. Click the mouse to complete the capture. The capture is sent to the selected Output.

For additional capture options, see [Text Capture](#).

Text from a DOS Application

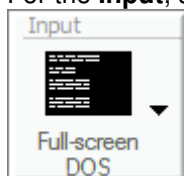
Capture the contents of a **full screen** MS-DOS session window. Snagit automatically inverts the colors of the capture.



 You must press the **<Print Screen>** key to capture the DOS application.

Setup Instructions

1. In Snagit, select **Text capture [mode](#)**.
2. For the **Input**, select **Advanced > Full-screen DOS**.



This will automate two Snagit parameters:

- The Clipboard Chain option is turned to “on” allowing Snagit to capture when you use the [capture hotkey](#).
 - The Input is set to Clipboard.
3. Select the Output.
 4. Select **Effects > Layout** to remove blank lines or columns.
 5. Open MS-DOS to the screen to capture. Click **<ALT + ENTER>** to change between windowed MS-DOS mode and full-screen MS-DOS.
 6. Press the **<Print Screen>** key. The capture is sent to the selected Output.


For additional capture options, see [Text Capture](#).

Add a Caption Effect to a Text Capture

Use the Text Caption Effect to add a caption during the capture process. Captions can include a time/date stamp, system-related data, a title or free text within your capture. You can customize the font, color, and placement of captions.


Setup Instructions

1. In Snagit, select **Text capture [mode](#)**.
2. Select the Input and Output.
3. Select **Effects > Layout** to remove blank lines or columns.
4. Select **Effects** down arrow **> Caption**.
5. Check the **Enable Caption** option.
6. Create your own Effect using the available settings. Click **OK**.
7. Click the **Capture** button or press the [capture hotkey](#). The capture is sent to the selected Output.

 To disable the Caption effect, select **Effects** down arrow **> Caption**. Uncheck the **Enable Caption** option. Click **OK**.

For additional capture options, see [Text Capture](#).

Set Up Folders and File Naming Conventions for Text Capture

 Snagit, Text capture [mode](#) > Output down arrow > Properties > Text File tab

Use the **Text File** tab options to customize the file name, file format, caption, and location options for text captures.

Option	Description
TXT - Text File	Default option for a text capture.

Annotate captures	Add a caption to the text capture Output.
Caption prefix	Enter the text to appear before each text caption.
Append to file	Add each text capture to a single file.
Ask for file name	Enter a file name before saving the capture Output.
Fixed file name	Assign the same file name assigned to each text capture. This is useful for continually and automatically updating the same Output file.
Name	If you use the Fixed File Name option, type the file name for the text Output file in this field.
Automatic file name	Automatically give your capture a file name and location. To change the default auto name, then select the Options button.
Output folder	Select a location for your captures.


Video Capture

Use Video capture [mode](#) to create a video recording of your screen. Snagit records on-screen activity on your Windows desktop. Capture all your mouse movements and application action then, save the video as an AVI file. You can also use Snagit to create time-lapse video of desktop activity over a period of time.

 The maximum size of an AVI file produced by Snagit is 1 GB. Before you reach this size, a warning is displayed. Once the size limit is reached, the recording stops. Click **Stop** to finish the recording; click **Cancel** to abandon and delete the recording.

Use the following tips to limit the AVI file size:

- ▶ Limit the size of the program window captured. Do not add unnecessary content (size or length).

 Use Snagit Region Input selection to select a smaller area to capture than "pan" across the screen by pausing and moving the capture area while capturing, thereby making a much smaller video file.

- ▶ Limit the video frames capture speed.
- ▶ Limit the length of the video capture sequence. Snagit captures video sequences in real-time seconds and minutes. The shorter your sequence, the smaller the AVI files.
- ▶ Change compression. By default, Snagit selects the best compression to use for your capture and system. Experimenting with the settings is also possible.

For additional tips, see [Video Capture Tips](#).

Record Your First Video Capture

1. In Snagit, select **Video capture [mode](#)**.
2. Select the Output.
3. Click the **Capture** button or press the [capture hotkey](#).
4. An orange rectangle appears. Use the rectangle to choose a window to capture or drag the mouse to select a region. The *Video Capture* dialog box appears.
5. Click **Start** to begin recording.
6. Press **<CTRL+Shift+P>** to end recording. The video renders for a moment. After rendering, the capture is sent to the selected Output.

For more information, see:

- ▶ [Record a Video with a Caption Effect](#)
- ▶ [Record a Video in Time-Lapse Capture Mode](#)


- ▶ Record a Video and Upload to the Web via FTP
- ▶ Video Capture Tips

Record a Video with a Caption Effect

Use the Caption Effect to add text, formatted to your specifications, during the capture process. Include a time/date stamp, system-related data, a title or free text. Use the custom settings to change the font, font, size and color, position of the text, and more.

Setup Instructions


1. In Snagit, select **Video capture [mode](#)**.
2. Select the Input and Output.
3. Select **Effects** down arrow > **Caption**.
4. Enable the **Enable Caption** option.
5. Create your own Effect using the available settings. Click the **Options** button in the *Caption* group box to customize the font and caption location. Click **OK**. Click **OK** to exit the *Video Caption* dialog box.
6. Click the **Capture** button or press the [capture hotkey](#).
7. An orange rectangle appears. Use the rectangle to choose a window to capture or drag the mouse to select a region. The *Video Capture* dialog box appears.
8. Click **Start** to begin recording.
9. Press <**CTRL+Shift+P**> to end recording. The video renders for a moment. After rendering, the capture is sent to the selected Output.

 To disable the Caption effect, select **Effects** down arrow > **Caption**. Within the *Caption* task page, disable the **Enable Caption** option. Click **OK**.

For additional capture options, see [Video Capture](#). For additional tips, see Video Capture Tips.

Record a Video in Time-Lapse Capture Mode

Use Time-lapse capture [mode](#) to capture at one frame rate and playback at a slower/faster rate. Set the timing to slow or very slow frame rates for setting up a monitoring application or capturing program activities that requires lengthy processing times.

 If the Time-lapse capture mode is on, the audio recording and camera recording features are disabled.

Setup Instructions

1. In Snagit, select **Video capture [mode](#)**.
2. Select the Input and Output.
3. Select **Input** down arrow > **Properties** > **Video tab** > Enable **Time-lapse capture** option.
4. Click the **Time-lapse Setup** button. The *Time-lapse capture Setup* dialog appears. Enter the desired **Capture rate**. Click **OK**. Click **OK** to exit the *Video* tab.
5. Click the **Capture** button or press the [capture hotkey](#).
6. An orange rectangle appears. Use the rectangle to choose a window to capture or drag the mouse to select a region. The *Video Capture* dialog box appears.
7. Click **Start** to begin recording.
8. Press <**CTRL+Shift+P**> to end recording. The video renders for a moment. After rendering, the capture is sent to the selected Output.



To disable the Time-lapse Effect, select **Input** down arrow > **Properties** > **Video** tab > **Enable Auto configuration** option. Click **OK**.

For additional capture options, see [Video Capture](#). See also Video Capture Tips.

Record a Video and Upload to the Web via FTP

Use the FTP options to send the video directly to a location on the Web. When using FTP Output, you must first configure the properties on the *FTP* tab.

Setup Instructions

1. In Snagit, select **Video capture mode**.
2. Select the Input.
3. Select **Output > FTP**.
4. Select **Output** down arrow > **Properties > FTP tab**.
5. Enter the correct [FTP information](#). Click **OK**.
6. Click the **Capture** button or press the [capture hotkey](#).
7. An orange rectangle appears. Use the rectangle to choose a window to capture or drag the mouse to select a region. The *Video Capture* dialog box appears.
8. Click **Start** to begin recording.
9. Press <**CTRL+Shift+P**> to end recording. The video renders for a moment. After rendering, the capture is sent to the selected Output.

FTP Options

Option	Description
FTP Server	Specify the IP Address or DNS Name of the target FTP server.
Port	Specify the port on the server used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server to store the captured files.
Use passive FTP	Select to connect with the FTP server in passive mode.
Show progress	Display a progress bar.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	Name files automatically with a sequential number included. For example, if you specify a sequence limit of 9, files are written with the prefix from the File Name or Prefix box, then a numeral string that writes nine files before overwriting the first one.
Use temp/rename replacement method	Send your screen capture to the server with a temporary file name then renames the temporary file to the name specified in the File Name or Prefix box.
Server authentication	Enter the User Name and Password if authentication is required.
User name	Type in the correct User Name for Server authentication.
Password	Type in the correct Password for Server authentication.
Use proxy server	Enter the Proxy Server and Port. (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)
Proxy server and port	Enter the Proxy Server/Port in this field.

For additional capture options, see [Video Capture](#). For additional tips, see Video Capture Tips.

Video Capture Tips

- ▶ If you are recording more than one video, decide on a standard set of Snagit options for your organization. For example, will your videos highlight the cursor? Should your videos all be the same size? Will you record with a caption or system stamp?
- ▶ Practice, practice, practice. Overall, how much and how often you practice will be the key to creating professional videos.
- ▶ Snagit records anything on your screen. Clean up your browser and desktop by closing or removing all nonessential applications, browser toolbars, and desktop icons. A plain background on your desktop is better than a busy wallpaper image.
- ▶ Practice using the mouse around the screen in a slow, fluid motion.

Video Scripting and Narration Tips

- ▶ For lengthy or involved sequences of action, write a script before recording.
- ▶ Avoid narration filler by using words such as “umm” or “ahh.” Speak slowly and enunciate properly.
- ▶ Include an overview of the recording in the first line or two of the script.
- ▶ To eliminate the sound of paper shuffling, tape the script pages together and hang them near the monitor so they are easy to read. Print the script in large type to make it easy to read while recording.

Audio Tips

- ▶ Generally, USB microphones provide a better sound than other microphones (minus the high-end equipment) since you do not have to rely on your computer’s sound card. USB microphones use less computer resources, and record far better audio than an analog mic connected to your computer’s audio card.
- ▶ Experiment with different volume levels and placement settings allowing different distances from the microphone to select the right one.
- ▶ Record in a quiet location.

Capture What You Can Print

Use Printer Capture to capture and manipulate the print Output from any application as a digital image. You can create an image file of what the printed material would look like if you had printed it on a printer. Snagit does not need to be running when you select the Snagit Printer from within an application; it starts automatically and begins the capture using the Printer Capture settings.

With Snagit Printer Capture, you can:

- ▶ Print anywhere without being connected to a printer. Transfer or email the capture to a system with a printer.
- ▶ Convert any file format that can be printed into standard graphic file formats or electronic documents. This eliminates the need to scan paper Output to create electronic documents.
- ▶ Add graphic file format export to any application that can print.
- ▶ Share documents without special software to view them.
- ▶ Annotate Output, add a watermark, or include a border or frame.

Print using Snagit Printer Capture

1. From within an application, select **File > Print** (or the equivalent in that application).
2. From the list of printers, select **Snagit 10**.
3. Click the **Properties** button to setup any special print properties such as layout and paper.
4. In the *Print* dialog box, click **OK** to complete the capture.

For more information, see:

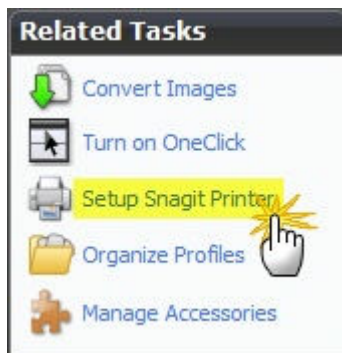
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- ▶ Customize your Printer Capture
- ▶ Create a Snagit Printer Capture Profile
- ▶ Capture and View a Multiple Page Document with Printer Capture
- ▶ Capture and Save Multiple Page Documents as Individual Image Files

Customize your Printer Capture

You can set up a printer capture to include an Output, Effect, and the destination folder for your captures prior to capturing in an application.

1. Within Snagit in the *Related Tasks* pane, click **Setup Snagit printer**.



2. The *Snagit Printer Capture Settings* dialog box appears. Click the **Properties** button to setup special print properties such as layout and paper.
3. Click the **Output** down arrow to select an Output. Use the **Output Properties** button to customize the Output.
4. Click the **Effects** down arrow to add a special Effect to the capture. Depending on the Effect, you may see a task pane where you customize the Effect.
5. Click **OK**. The settings will be used next time you use Printer Capture from within a host application.

 Set up a [Printer Capture profile](#) to create and save several different Snagit printers.

For additional capture options, see [Capture What You Can Print](#).

Create a Snagit Printer Capture Profile


You can create several different Printer Capture profiles to use during a printer capture. You can customize the Output, filters, layout, and more and save the configuration with a name that you specify.

1. In Snagit, select **Tools > Snagit Printer Capture Settings > Input Properties** button. The *Input Properties* dialog box displays.
2. In *Printers* tab, click the **Add a Snagit Printer** button.
3. In the *Printer Name* dialog box, enter the name for this printer. To help you remember what settings are enabled for each printer, the name should correspond to the settings that you will select. For example, Send Email with a Border or Capture Preview Window with Drop Shadow. Click **OK**. A confirmation dialog box appears. Click **OK**.
4. Select the **Properties** button. The *Document Properties* dialog box display. Select layout and paper/quality options. Click **OK**.
5. Your new printer appears within the dropdown list box in the *Input Properties* dialog box. Click **OK** to return to the *Snagit Printer Capture Settings* dialog box.
6. Click the **Output** down arrow to select an Output. Use the **Output Properties** button to customize the Output.
7. Click the **Effects** down arrow to add a special Effect to the capture. Depending on the Effect, you may see a task pane where you customize the Effect.
8. After the options are selected, in the *Snagit Printer Capture Settings* dialog box, click **OK**.

For additional capture options, see [Capture What You Can Print](#).

To use a Printer Capture profile


1. From within the host application, select **File > Print** (or the equivalent in that application).
2. From the list of printers, select the printer that you just created.
3. Click the **Properties** button to setup special print properties such as layout and paper.
4. In the *Print* dialog box, click **OK** to complete the capture.

 To change the settings for a Snagit Printer profiles repeat the process given above but select the printer to change within the Snagit Printers tab.

Capture and View a Multiple Page Document with Printer Capture

Save a Printer Capture as a multipage file to include all of the pages of the capture within one image file. If you do not save the Printer Capture using the multipage file format, each page of the capture is saved as an individual image file.

With the multipage file format, when the capture is complete, it displays in the Editor window where you can use the Multipage viewing tools to page through the capture pages.

 Multipage file capability is only available when you set your Printer Capture Output setting to File and specify PDF or TIF format in the Output Properties dialog box.

If you have taken a Printer Capture using the configuration for multipage file Output but select to complete your capture in Editor using the Save As option within Editor instead of clicking on the **Finish Profile** button in the Send tab only the current image will be saved as an image file.


1. In Snagit, select **Tools > Snagit Printer Capture Settings > Output > File**.
2. Select **Output Properties** button > **Image File** tab > **File Format > PDF** or **TIF**. Click **OK** to save changes.
3. Within the *Snagit Printer Capture Settings* dialog box, click **OK**.
4. Select **Snagit 10 printer** as the current printer. Print the desired number of pages within an application. The capture displays in Editor.
5. Click **Finish Profile** to complete the capture.
6. The *Save As* dialog box displays. Select the location to save this capture to and enter the file a name. Keep the PDF or TIF file format.

To edit the file, use Adobe Acrobat to open the PDF or Snagit Editor to open the TIF file.

For additional capture options, see [Capture What You Can Print](#).

Capture and Save Multiple Page Documents as Individual Image Files

From within a host application, you can use *Printer Capture* to capture multiple pages at one time and save each page as an individual image file.

 Multipage file capability is only available when you set your Printer Capture Output setting to File and do not specify PDF, SNAG, or TIF format in the *Output Properties* dialog box.

1. In Snagit, select **Tools > Snagit Printer Capture Settings > Output > File**.
2. Select **Output Properties** button > **Image File** tab > **File format > any file format except PDF or TIF**. Click **OK**.
3. In *Snagit Printer Capture Settings* dialog box, click **OK**.

4. Select the Snagit 10 printer as the current printer. Print the desired number of pages within the host application. The capture displays in Editor.
5. Click **Finish Profile** to complete the capture.
6. The *Save Multiple Images* dialog box displays. Select the following options:
 - Select an Output **Folder** for your captures.
 - Enter a **Prefix** in the filename for the captures
 - Enter a number in the filename for each of the captures in this series that is going to be saved. This option is used in conjunction with the prefix option. By default, the number of images to save appears.
 - Specify the file format for image captures.
 - Select **Options** to access customization options for this particular file format.
7. Click **OK** to complete the capture.

For additional capture options, see [Capture What You Can Print](#).

Web Capture

Web capture captures images or other kinds of files from a Web site. Enter the Web site address and select the Web page link depth (the number of links away from the first Web page) to include in the search.

With Web capture you can:

- ▶ Specify public Web site URL to capture all images used on the site.
- ▶ Capture image files, for example GIF, JPG, and PNG.
- ▶ Capture audio files, for example MP3, WAV, WMA.
- ▶ Capture video files, for example AVI, MPG, WMV.
- ▶ Capture other files from Microsoft Word, PowerPoint, and Excel.
- ▶ Preview the images from the Web site, then include or exclude them from the final scan.
- ▶ Direct the files to a folder on your PC so they can be browsed and viewed using Snagit Editor's Library.

 This [mode](#) does not capture Web pages. Use the [Web page capture profile](#).

Setup Instructions


1. In Snagit, select **Web** capture [mode](#).
2. For the Input, select Prompt for Address.
3. For the **Effects**, select **Properties**.
 - In the **General** tab, select the number in the Link search depth field. Also enter domains to ignore.
 - In the **Images** tab, select the type of image files to capture and set size restrictions.
 - In the **Audio** tab, select the type of audio files (if any) to capture and set size restrictions.
 - In the **Video** tab, select the type of video files (if any) to capture and set size restrictions.
 - In the **Custom** tab, enter the extensions of all other type of files (if any) to capture and set size restrictions.
4. Click **OK**.
5. Click the **Capture** button or press the [capture hotkey](#). Enter the web address at the prompt and click **OK**. As Snagit captures, the *Web Capture Progress* dialog box displays.
6. When the capture is complete, the *Select Output Folder* dialog box appears. Browse and select the folder to store your capture in. Click **OK**. The captures display with Snagit Editor's Library view.

For more information, see:

- ▶ Web Capture Folder and File Naming Conventions
 - ▶ Web Capture Preferences
- www.techsmith.com

► Web Capture Proxy Settings

Web Capture Folder and File Naming Conventions


 Snagit > Web capture mode > Output > Properties > File tab.

Use the **File** tab to configure the location, folder options, and naming options for files containing Web capture Output.

Option	Description
Ask for folder name	Enter a new folder name after each capture.
Fixed folder name	Use the same folder name for each new capture.
Create a subfolder for each capture	Add each new capture in a subfolder within the designated Output Folder.
Use a single folder to store all images	All of the capture images to be stored within the same folder.
Create a hierarchy of folders to store images	Create folders to match the structure of the Web sites captured.
Rename files automatically	Automatically rename captured files with the same name.
Overwrite files	Always overwrite a file that already exists in the capture folder.

For additional capture options, see [Web Capture](#).


Web Capture Preferences

 Snagit > Web capture mode > Input > Properties > Web Capture Preferences tab

Option	Description
Work offline	Only scans files stored on your computer in the Internet cache (see Windows Control Panel > Internet Options > Temporary Internet Files).
HTTP Request Timeout (seconds)	Set the number of seconds Snagit waits until the host you are scanning answers. The default setting is 60 seconds.
Primary capture method (requires IE 5.5 or later)	Capture all Web content. If you use Internet Explorer 5.5 or later, this option is enabled by default.
Disable scripting (blocks pop-ups)	Block pop-ups on the Web pages.
Secondary capture method	If you do not have Internet Explorer 5.5 or later, this option is enabled by default. Enabling this option enables the <i>Allow Web site cookies</i> option and the <i>Proxy Settings</i> button. When using this option, there may be some Web content that you cannot capture, especially true when capturing from a site using frames. As an alternate option, enable the Primary capture method option and redo your capture.
Allow Web site cookies	Permit cookies to store on your computer. This option may be necessary to scan some Web sites.
Proxy Settings	Open the <i>Proxy Settings</i> dialog box. Continue with Web Capture Proxy Settings

For additional capture options, see [Web Capture](#).


Web Capture Proxy Settings

 Web mode > Input Properties > Web Preferences tab > Secondary capture method > Proxy Settings button

Option	Description
Use Web Browser's Proxy Settings	This default option works in most cases. This setting reads your Web browser's proxy settings and uses them for Web capture. It is designed to eliminate the need to configure your connection settings manually in Snagit.
Direct Connection (No Proxy)	Select to use a direct connection (No Proxy).
Manually Configure Proxy Settings	Select if there is a proxy in your Web connection and you need to specify a different one. You may need to reconfigure proxy settings if your network proxy information changed since your browser was installed.
Host	For manual configuration, type an IP address for your proxy host. If you do not have this information, contact your system administrator for help.
Port	For manual configuration, type a port number. The default proxy port is 80, but your system can use another.
Enable Proxy Authentication	Select this option if a username and password are needed to make outside connections. Enter the Username and Password.

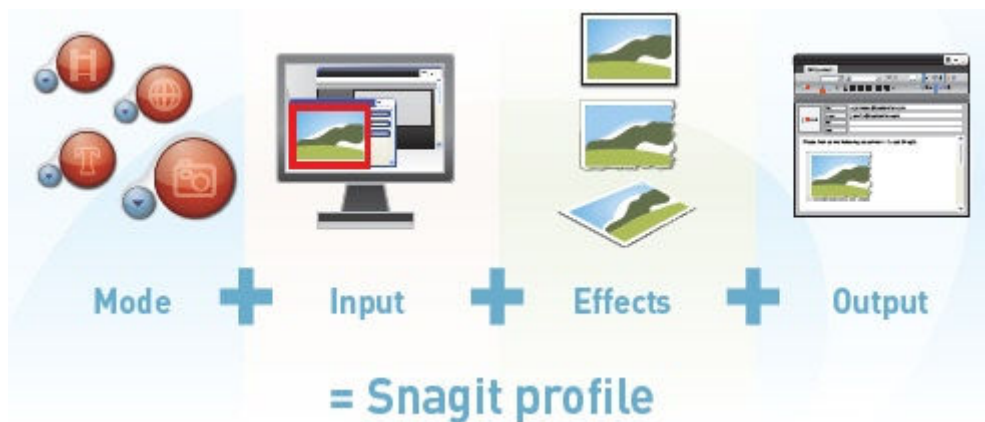
For additional capture options, see [Web Capture](#).

Snagit Profiles: A Faster, More Efficient Way to Capture

 If you had a previous version of Snagit installed on your computer, profiles are automatically imported into Snagit during installation.

Capturing with Snagit can be as simple as clicking the Capture button. But, the real power behind Snagit lies with its unique and systematic method of creating not just any capture – but the right capture!

When you save a Capture Mode, Input, Effect, and Output combination, this is called a **Profile**. Profiles make the capture process quicker and more efficient.

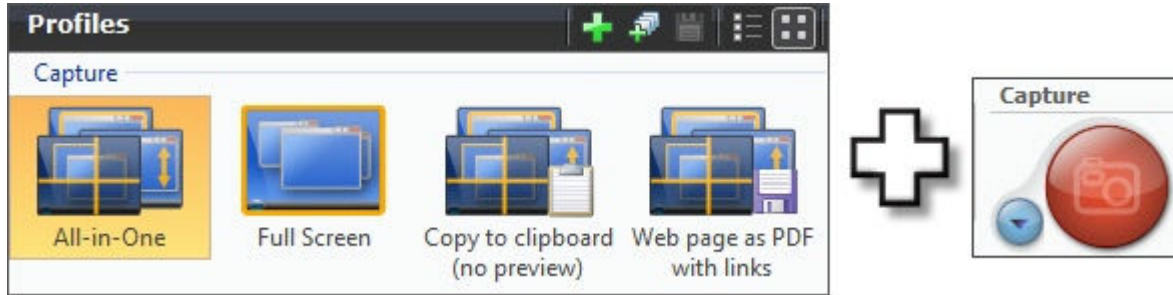


Built-In Profiles

Snagit includes several built-in or preconfigured profiles to help you begin capturing quickly. Find the profiles in the center of the Snagit screen.

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The quickest way to capture when you are just learning to use Snagit is to select a profile and click the **Capture** button.



- ▶ Built-in profiles have no Output set and **Preview in Editor** is enabled. In Editor, add annotations and select an Output. To complete the capture, click **Finish** in Editor's *Send* tab.
- ▶ Edit or export preconfigured profiles.
- ▶ Use a preconfigured profile as the basis for a new profile.

Capture Modes

A **Mode** is the type of capture you want to take. To change the mode, click on the blue button next to the **Capture** button.



Image Capture to capture an image of anything on your screen. Send the image to one or more Outputs including a graphic file, the printer, email, Snagit Editor or even a Web server.

Text Capture to capture the text you see on the screen as editable ASCII text. You can save the text in tab delimited format to import into spreadsheets or database applications.

Video Capture to record onscreen activity on your Windows desktop. Capture mouse movements and application action, then save the video as an AVI file. You can also use Snagit to create time-lapse video of desktop activity over a period of time.

Web Capture to capture all the images from a Web site as graphic files. Just enter a Web site address and select the Web page link depth, which is the number of levels of directories from the root Web address to include in the capture.

Printer Capture to capture anything you would send to a printer and send it to an image file instead. Print to the Snagit virtual printer **from within any Windows application**. Within Snagit, select **Tools > Snagit Printer Capture Settings** to configure the Printer Capture settings.

Input

Input tells Snagit what to capture on the screen.

The capture Mode and the Input define exactly what to capture. Think of the Mode as the general capture category and the Input as the more specific category. Each mode has its own particular Input options.



For example, if Image Capture is the Mode, you can select Full Screen as the Input. This means that Snagit captures the entire PC screen as an image.

Or, if you select Image Capture as the Mode and Window as the Input, you get to select the single window on your screen that you want to capture. Each capture mode has its own set of Input options and associated Properties.

Effects

Effects tell Snagit how to customize the capture.



Snagit [Effects](#) include Captions, [Borders](#), [Edge Effects](#), Watermarks, and more. Additionally, you can convert and substitute colors, change image scale and resolution, and trim images. Select [Effects](#) to automatically apply to your capture.

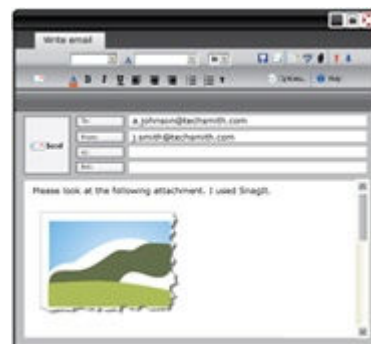
Output

Output tells Snagit where to send the capture.

Select File to save your capture as one of twenty eight file formats, or select Email to [send](#) your capture as an attachment or in the body of an email message.

Snagit Outputs allow you to send your capture directly to your blog, or to a Microsoft application such as Word or PowerPoint.

Overall, there are more than twenty ways to [share](#) your capture.




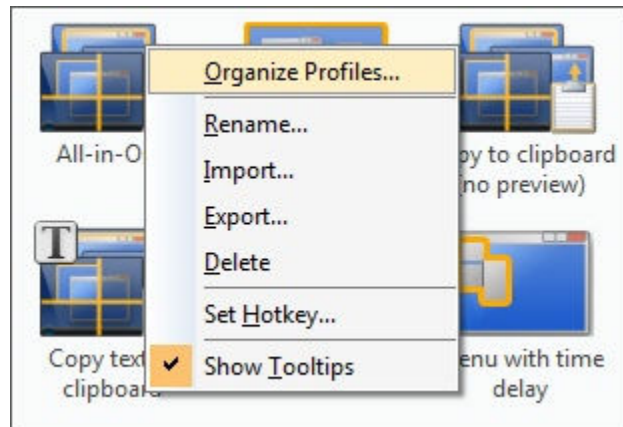
For more information, see:

- ▶ Profile Context Sensitive Menu Options
- ▶ Create a New Profile Based on an Existing Profile
- ▶ Create a New Profile with the Profile Wizard
- ▶ Profile Hotkeys
- ▶ Organize and Sort Profiles

Profile Context Sensitive Menu Options

Right-click on a profile or group of profiles to open the context menu.

 The options apply to the profile or profile group that you right-clicked on – not the profile or profile group currently selected within the Profiles pane.



For more information, see:

- ▶ Snagit Profiles: A Faster, More Efficient Way to Capture
- ▶ Create a New Profile with the Profile Wizard
- ▶ Create a New Profile Based on an Existing Profile
- ▶ Profile Hotkeys

Create a New Profile Based on an Existing Profile

Save new settings as an updated profile, as a new profile, or use the profile settings once and do not save them.

When you change profile settings, the profile selected in the *Profiles* pane has a yellow box around it and an asterisk next to the profile name to indicate you have modified a profile.





The following instructions provide a general method for changing your settings followed in parenthesis by a specific example. Substitute any profile and select your desired profile settings.

- ▶ **Select a Profile close to what you need.**
(In the *Profiles* pane, click the *Window* profile.)
- ▶ **If necessary, change the Output.**
(In the *Profile settings* pane, select **Output** > **Email** from the dropdown list.)
- ▶ **Include an Effect to add a special Effect, specific size, color, or resolution requirement.**
(In the *Profile settings* pane, select **Effects** > **Edge Effect** > **Drop Shadow Edge** from the dropdown menu.)
- ▶ **Customize the Edge Effect in the Edge Effect task page.**
(In the *Drop Shadow Edge* task page, set the **Shadow Depth** to 40.)

- ▶ **Click the Capture button to take the capture.**
(Move the rectangle around the screen to highlight a window. Click with the mouse to capture. The capture displays within the *Capture Preview* window.)

Save Profile Options

- ▶ To save the settings as the current profile's new defaults, click the **Save Profile's Current Settings** button  at the top right of the Snagit screen.
- ▶ To save the settings as a new profile, click the **Save As New Profile** button  at the top right of the Snagit screen.

For more information, see:

- ▶ Snagit Profiles: A Faster, More Efficient Way to Capture
- ▶ Create a New Profile with the Profile Wizard
- ▶ Profile Hotkeys
- ▶ Organize and Sort Profiles
- ▶ Profile Context Sensitive Menu Options

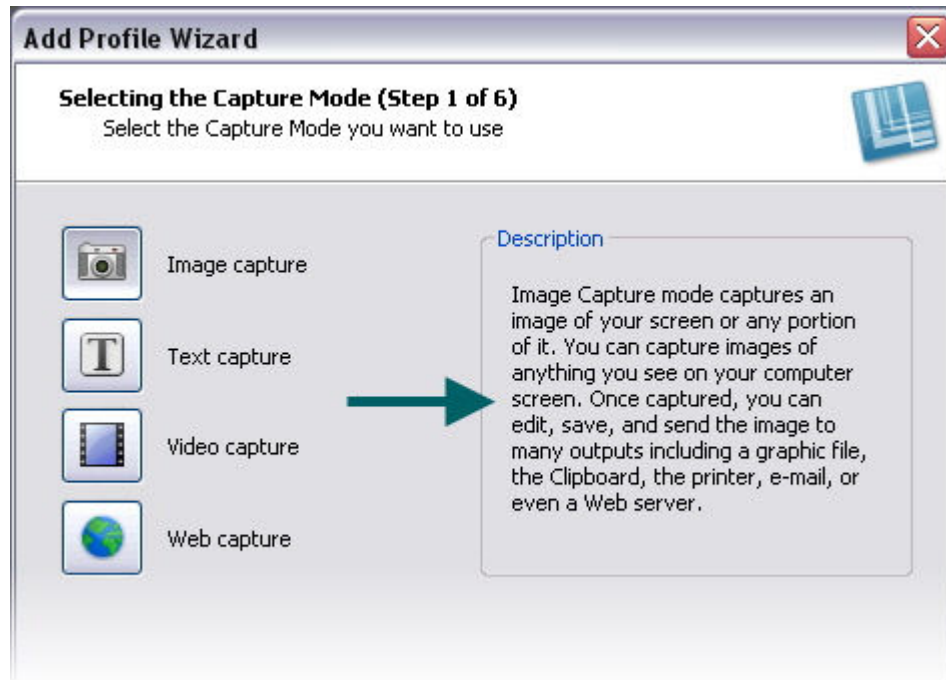
Create a New Profile with the Profile Wizard

Use the **Add New Profile Wizard** to create a new profile rather than modifying and saving an existing capture profile. To access the *Add New Profile Wizard*, click the **Add New Profile Wizard** button in Snagit.



Profile Wizard Instructions

Follow the instructions on each dialog box, and read the *Description* fields for additional information as you hover over each option.



For more information, see:

- ▶ [Snagit Profiles: A Faster, More Efficient Way to Capture](#)
- ▶ [Create a New Profile Based on an Existing Profile](#)
- ▶ [Profile Hotkeys](#)
- ▶ [Organize and Sort Profiles](#)


Profile Hotkeys

Use a hotkey to quickly take captures without interacting with the Snagit interface.

- ▶ Customize the hotkey(s) for Snagit or on a per capture profile basis.
- ▶ Profile hotkeys invoke a specific set of capture commands. Each profile can have its own hotkey.
- ▶ [Snagit OneClick](#) gives you access to your capture profiles while Snagit is reduced to the system tray.

When a profile hotkey is set, the Snagit interface gives you three visual clues to help you remember what that hotkey is:



 To customize the hotkeys, select Snagit > Tools > Program Preferences > Hotkeys or right-click on a profile and select Set Hotkey.

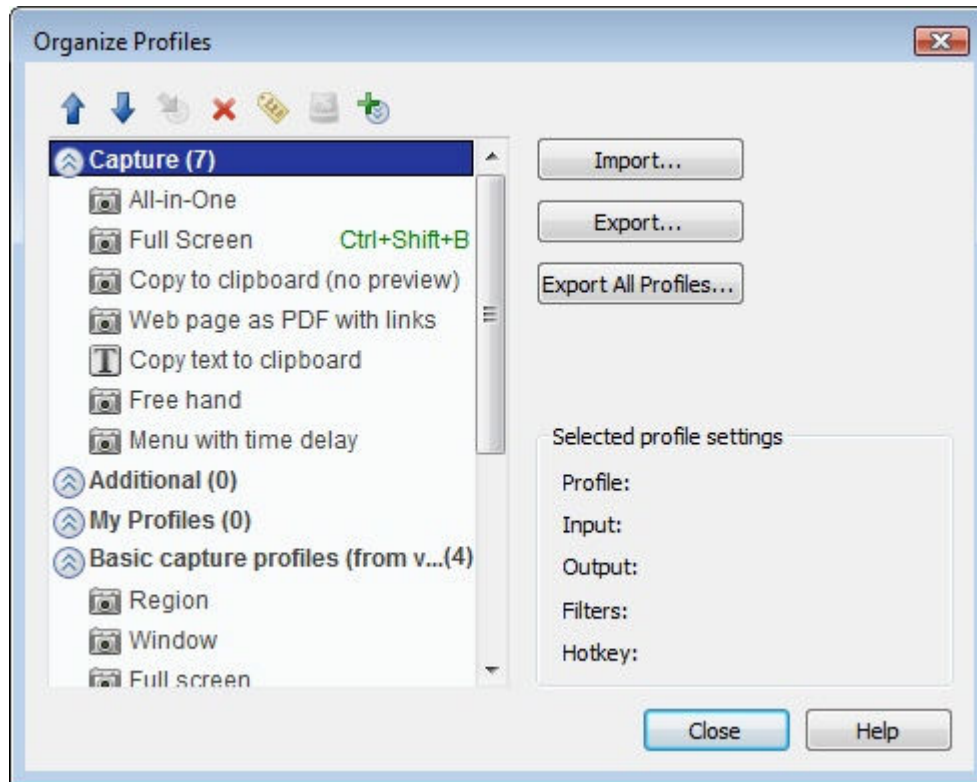
For more information, see:

- ▶ [Snagit Hotkeys](#)
- ▶ [Snagit Profiles: A Faster, More Efficient Way to Capture](#)

Organize and Sort Profiles

Use the **Organize Profiles** options to change the order of your capture profiles within the *Profiles* pane and import or export profiles using a .snagprof file. To access the Organize Profiles options:

- ▶ From Snagit, select **File > Organize Profiles**.
- ▶ Right-click a profile and select **Organize Profiles**.
- ▶ Click **Organize Profiles** in the *Related Tasks* area of Snagit.



Import and Export Profile Tips


- ▶ When you import a profile, if there is an existing profile with the **same** name, the existing profile **is not** overwritten. The imported profile is added to the profile group.
- ▶ Groups that **do not** have identical names are directly imported into the *Profiles* pane.
- ▶ In Windows Explorer, double-click on a profile file (.snagprof) and import it directly into Snagit.

When you import a group of profiles that already exist within the *Profiles* pane, click:

- ▶ **Merge** to decide for each group to merge, rename the group, or skip a group,
- ▶ **Merge All** to merge all the groups without being prompted
- ▶ **Skip** to skip a group you do not want to import

Select to *Include the following items* with a profile or group of profiles:


- ▶ **Hotkeys** or **Password** included in the profile or group
- ▶ **Machine specific items** including Output directories, Web addresses, codecs, font settings, etc.
- ▶ **Program Output** to import or export information related to *External Program Output*

 Program Output is disabled by default for security measures and prohibits the import of a profile using external program Output that could potentially launch a destructive application or virus on your system. Keep this option disabled if you are not sure of the quality or source of the profiles.

For more information, see:

- ▶ Snagit Profiles: A Faster, More Efficient Way to Capture
- ▶ Create a New Profile with the Profile Wizard

Snagit OneClick – The Fastest Way to Capture

 Profiles are automatically synced to **Snagit OneClick**.


Snagit OneClick provides a quick and easy way to take a capture from your desktop. OneClick provides access to your capture profiles when Snagit is minimized to the system tray. To enable and configure OneClick, within Snagit, in the *Related Tasks* pane, click **Turn on OneClick**.

- ▶ OneClick appears on the side of your monitor. A balloon tip displays to let you know where OneClick is hidden.
- ▶ An orange bar appears on the monitor side where OneClick is hidden. To access OneClick while it is hidden, pass your cursor over the orange bar.
- ▶ Drag OneClick to a location around the edge of the monitor.

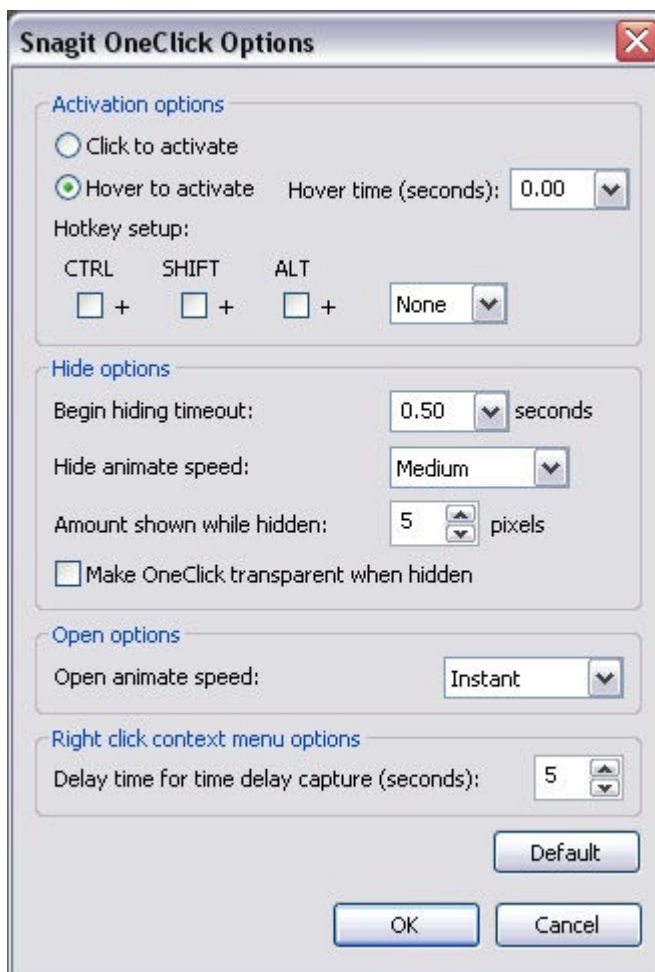


1	OneClick contains the Capture Profiles located in the Profiles pane. Profiles or hotkeys created within Snagit are automatically updated to OneClick.
2	To take a capture using OneClick, click on a profile. The capture is taken and OneClick is hidden again from view until you need it again.
3	The I want to option gives you quick access to Snagit and Snagit Editor .
4	Click the Configure Snagit OneClick link to customize OneClick.

OneClick Configuration Options

 OneClick > I want to > Configure Snagit OneClick

Configure the behavior and appearance of OneClick with your preferences.



Option	Description
Click to activate	Click on the orange OneClick bar to access OneClick rather than hovering over the orange bar.
Hover to activate	Hover over the orange OneClick bar to access OneClick rather than clicking on the orange bar. The Hover time (ms) box lets you specify how long you need to hover before OneClick appears.
Hotkey setup	Select a combination of CTRL, SHIFT, ALT, and a key from the dropdown list to set a hotkey for using OneClick. When you press the hotkey combination OneClick appears.
Begin hiding timeout (seconds)	Define the length of time (in seconds) that OneClick waits before hiding.
Hide animate speed	Specify how quickly OneClick hides: Normal , Fast , Slow , or Instant .
Amount shown while hidden	Determine how much (in pixels) of OneClick appears on your screen while hidden.
Make OneClick transparent when hidden	Make OneClick completely disappear from the edges of your screen when hidden.
Open animate speed	Set how quickly OneClick opens: Normal , Fast , Slow , or Instant .
Delay time for Time Delay Capture(s)	Set up a delay prior to captures, type the length of the delay, in seconds, in this box.
Default	Select Default to restore the options in this dialog box back to their original settings.

Welcome to Snagit Editor

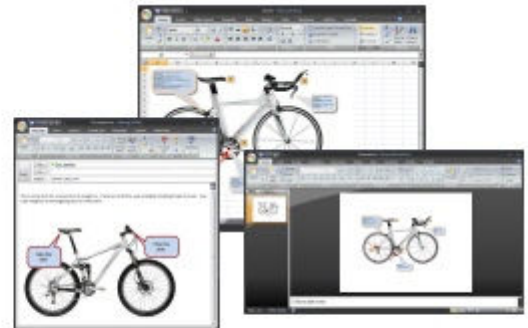
Use Snagit Editor to apply professional, quality finishing touches to your captures. Also share or locate, view, and manage captures and multimedia files.



Edit



Search



Share

- ▶ The [Open Captures Tray](#) automatically stores captures.
- ▶ [Editing options](#) include flip, mirror, shear, rotate, crop, and cut.
- ▶ Adjust the [color depth](#), [add text](#), or view the frames of a [video capture](#).
- ▶ Add custom [edge effects](#) such as drop shadow, torn or faded edges, and [enhancements](#) such as arrows, cursors, lines, text, and much more.
- ▶ Use the [Search Pane](#), find and move/organize captures.
- ▶ In the [Library](#), view captures as a thumbnail or a list view and sort by name, size, type, date, dimensions, flags or keywords.
- ▶ [Share captures](#) via email or FTP, send to Office applications, or print multiple images.

Because Snagit and Snagit Editor are two separate applications that can exist side by side....

- ▶ [View](#) more than one capture at a time.
- ▶ [Assemble multiple images](#) together.
- ▶ Visually select groups of images to e-mail, [batch convert](#), and more.

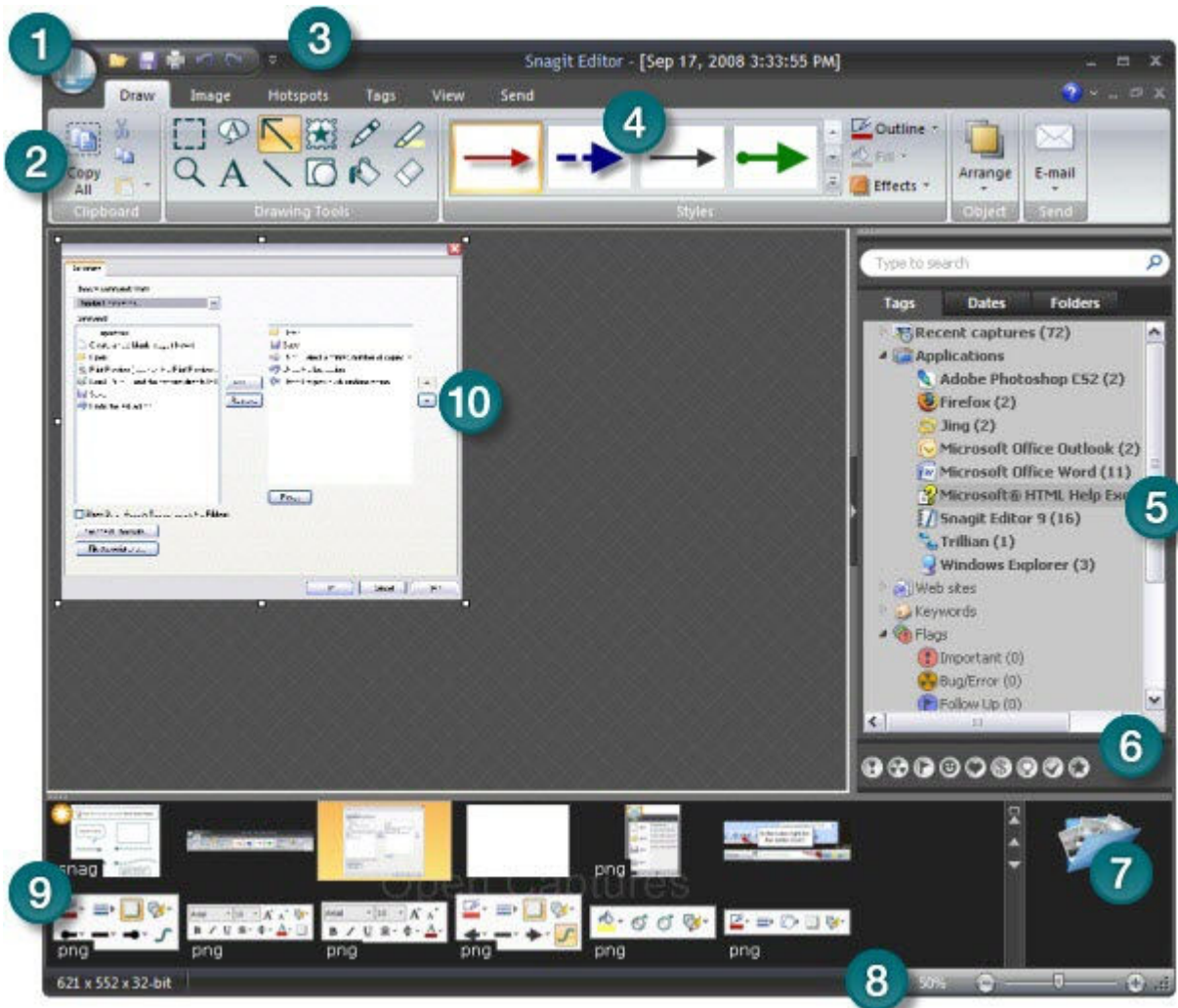
For more information, see:

- ▶ Get Familiar with the Editor
- ▶ The Ribbon Tabs
- ▶ The Quick Access Toolbar
- ▶ Open Captures Tray



Get Familiar with the Editor

To open Snagit Editor, do one of the following:

- ▶ Select Windows **Start menu** > **All Programs** > **Snagit 10** > **Snagit 10 Editor**
- ▶ Click **Snagit Editor** on the *Quick Launch* pane in Snagit.
- ▶ Select **Tools** > **Snagit Editor** from the Snagit menu bar.



1	<p>Click the Snagit Button to access basic commands such as New, Open, Save, Save As, Send, Print, Delete, and Close.</p> <p>Also select:</p> <ul style="list-style-type: none"> ▶ Convert Images to batch convert images. ▶ Resources to access the Snagit Web site, find out about other TechSmith products, download Snagit Accessories, and more. Also open the <i>About Snagit</i> dialog box that contains the version number and copyright information. ▶ Editor Options button to set application preferences.
2	The Ribbon helps you quickly find the tools and options you need to complete a task.
3	Customize the Quick Access Toolbar with the tools and commands used most frequently. Right-click icons and options throughout the ribbon to add to the Quick Access Toolbar.

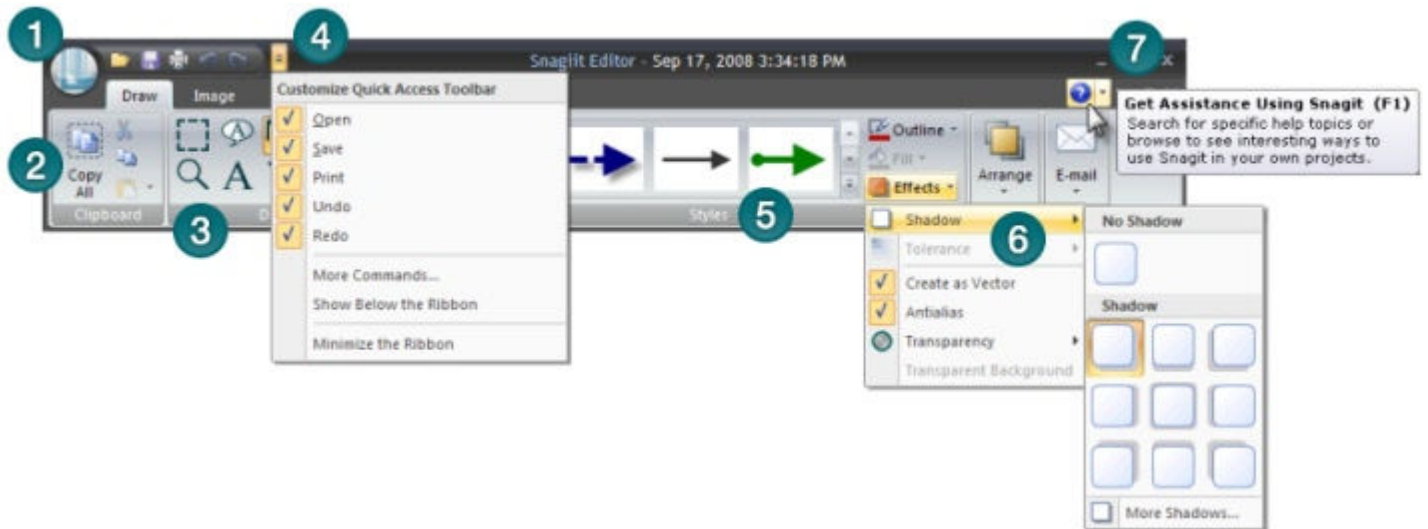
<p>4</p>	<p>The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a style from the gallery and drag or click on the canvas.</p> <p>Click the gallery's More button  to see even more style options to choose from.</p> <p>Right-click a modified object on the canvas and select Add to Quick Styles to add it to the gallery.</p>
<p>5</p>	<p>With the Search Pane find and view images, videos and text captures by date, folder, keywords, and more.</p>
<p>6</p>	<p>Click to assign Flags such as <i>Important</i>, <i>Idea</i>, or <i>Personal</i> to captures or media files.</p> <p>All assigned flags display in color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.</p> 
<p>7</p>	<p>Use the Library to locate, view, and manage captures and multimedia files in thumbnail or list view. Select multiple files to save, convert file formats, print, and e-mail in batches.</p>
<p>8</p>	<p>Use the Zoom Slider to enlarge the view for an image or the thumbnails in Library view.</p>
<p>9</p>	<p>Open Captures Tray displays thumbnails of recent captures as well as all open media files.</p>
<p>10</p>	<p>The Canvas is where you edit or annotate your captures. Add Callouts, Arrows, Stamps, and more.</p>

The Ribbon Tabs


The Ribbon helps you quickly find the tools and options you need to complete a task. Tools and options are organized into groups that are collected together under specific tabs.

Each tab relates to a particular type of activity such as adding annotations with the drawing tools or interactive Hotspots.

[For tips for interacting with the ribbon, see the table below.](#)

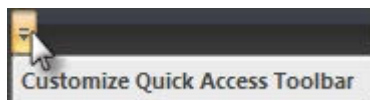


<p>1</p>	<p>Click the Snagit Button to access basic commands such as New, Open, Save, Save As, Send, Print, Delete, and Close.</p> <p>Also select:</p>
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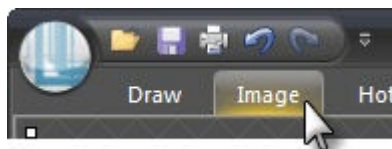
	<ul style="list-style-type: none"> ▶ Convert Images to batch convert images. ▶ Resources to access more Snagit resources on the TechSmith Web site. ▶ Editor Options button to set application preferences.
2	Tools and options are located throughout the ribbon and are organized in logical groups. Click icons with down arrows to see more options and effects for a particular tool.
3	Find groups of related tools and options in the Ribbon. Right click on a tool or option to add it to the Quick Access Toolbar .
4	Customize the Quick Access Toolbar with the tools and commands used most frequently. Right-click icons and options throughout the ribbon to add to the Quick Access Toolbar.
5	<p>The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a style from the gallery and drag or click on the canvas.</p> <p>Click the gallery's More button  to see even more style options to choose from.</p> <p>Right-click a modified object on the canvas and select Add to Quick Styles to add it to the gallery.</p>
6	Throughout the Editor interface, as you hover over commands and tools enhanced screen tips appear and F1 help links (press the F1 key while the tip displays to open the help file topic.)
7	Arrows next to the option icons indicate dropdown menus of additional effects and options.

Minimize or Maximize the Ribbon from the Quick Access Toolbar

1. Click the **Customize [Quick Access Toolbar](#)** down arrow.



2. Select **Minimize the Ribbon**.
3. To use the tools and commands while the Ribbon is minimized, click the name of the tab you want to use. The ribbon will appear. Once the canvas is clicked on, the ribbon will minimized again.



To restore the Ribbon, repeat steps 1-2.

Minimize or Maximize the Ribbon Using the Tabs

1. To quickly minimize the Ribbon, double-click the name of a tab.
2. Double-click a tab again to restore the Ribbon.

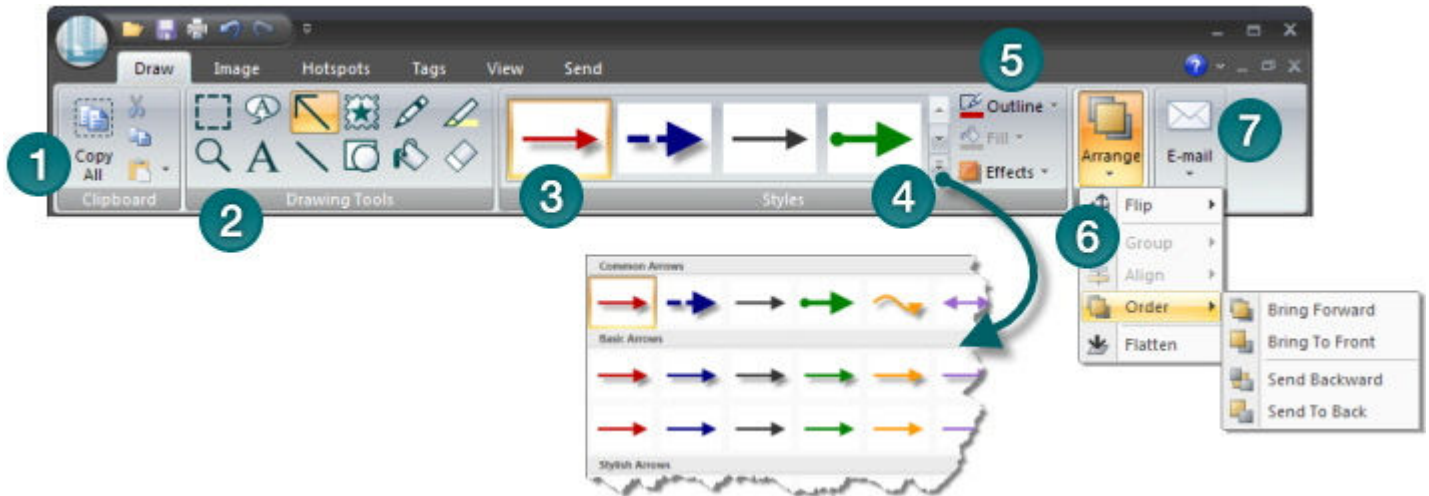
Minimize or Maximize the Ribbon Keyboard Shortcut


To minimize or restore the Ribbon, press **<CTRL+F1>**.

Things You Cannot Do with the Ribbon

- ▶ Add to or rearrange the commands on the Ribbon
- ▶ Change or remove a command or group on the Ribbon
- ▶ Add tabs to the Ribbon.
- ▶ Switch to the toolbars and menus from earlier versions of Snagit.

Draw Tab



1	The Clipboard group contains the following tools and commands: <u>Copy All</u> , <u>Cut</u> , <u>Copy</u> , and <u>Paste</u> .
2	The Drawing Tools group contains the following tools and commands: <u>Selection</u> , <u>Zoom</u> , <u>Callout</u> , <u>Text</u> , <u>Arrow</u> , <u>Line</u> , <u>Stamp</u> , <u>Shape</u> , <u>Pen</u> , <u>Fill</u> , <u>Highlight</u> , <u>Eraser</u> .
3	The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a style from the gallery and drag or click on the canvas.
4	Click the gallery's More button  to see even more style options to choose from. Right-click a vector object on the canvas and select Add to Quick Styles to add it to the gallery's Quick Styles category.
5	The Outline, Fill, and Effects options for the selected tool are available in the Styles group. Click the down arrow on an icon to expose the available options.
6	The Arrange group contains the vector object options for arranging and aligning objects. Right-click on an object to view vector object options.
7	The Send group contains Output options. Click the top of the icon to send the contents of the canvas to the output listed. Click the bottom of the icon to select a new output from a list. The Output icon changes to a Finish Profile icon if you use a profile capture with a designated output. Continue with Complete a Profile or Add-In Capture . When you close Editor, the Finish Profile icon closes and the Output icon displays when you open Editor again.

Complete a Profile or Add-In Capture

When you take a capture in Snagit with an assigned Output **and** the Preview in Editor option selected, the **Finish Profile** icon appears in the **Draw** tab > **Send** group instead of the Output icon.

- To complete the capture, click green checkmark on the **Finish Profile** button.
- To change the Output, click the arrow on the **Finish Profile** button. Select a new output from the list.

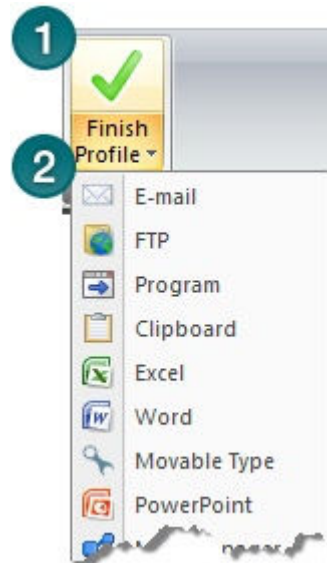
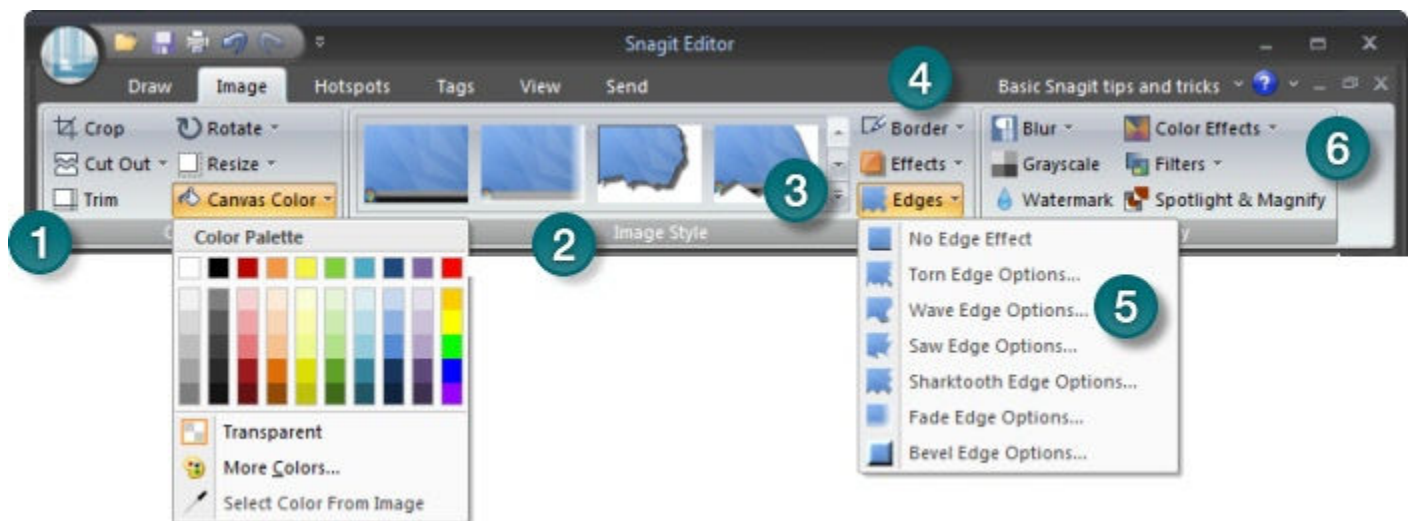




Image Tab



1	The Canvas group contains the following tools and commands: Crop , Cut Out , Trim , Rotate , Resize , Canvas Color .
2	The Edge Effects in the Quick Styles Gallery add a professional, finished look to a selection or the entire canvas. Edge effects include drop shadow, torn, faded, wave, saw, shark tooth and beveled edge. Click an effect in the gallery to apply the effect to a selection or the entire canvas.
3	Click the gallery's More button  to see even more Edge Effects to choose from. Custom Edge Effects added to the gallery appear in the Quick Styles category.
4	The Styles group contains Border , Effects , and Edge Effects options for a selected tool. Effects include Shadow, Perspective , Shear , and Edges . Click the down arrow on a tool to view the available options.
5	Click Edges  to access the Edge Effects customize options. In the customize task pane, create an effect and click Add to Quick Styles to reuse the effect at a later time.
6	The Modify group contains the following effects: Blur , Grayscale , Watermark , Filters , and Spotlight and Magnify .

Hotspots Tab

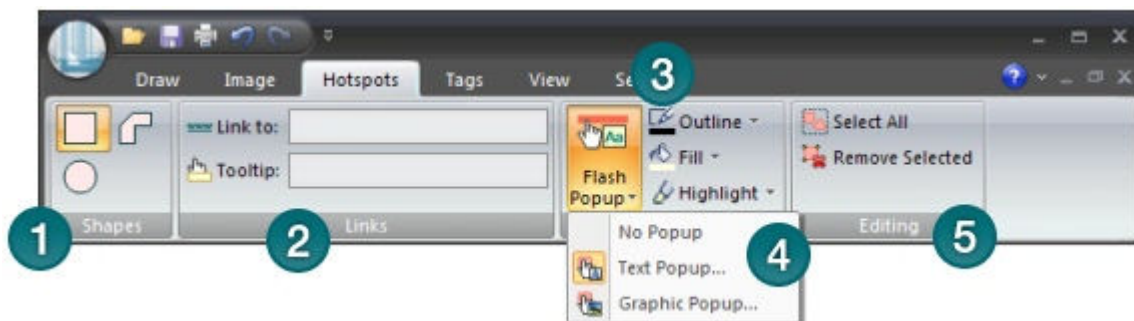
Create or modify links and hotspots in a capture or, insert new hotspots. Click on a hotspot to view and modify the hotspot properties or reposition and resize the hotspot.

 You can only see the hotspots in the **Hotspots** tab.

- ▶ Once you complete the hotspots, email or save the image in a format that supports hotspots. See also [Image File Types that Support Hotspots](#) and [Hotspots Not Supported Dialog Box](#).
- ▶ Copy the image to the clipboard and paste it into Microsoft PowerPoint to retain all hotspots and Flash Popups.

To add a link or hotspot:

1. Select the shape of the [Selection](#) tool.
2. Drag to create a hotspot on the canvas.
3. Add hotspot properties including tooltip and link address.




1	In the Shapes group, select the shape of the hotspot. Drag on the canvas to create.
2	In the Links group, enter the following: <ul style="list-style-type: none"> ▶ Link address: Enter the address for the link. ▶ Tooltip: Enter the text that appears when you hover over the hotspot with the mouse.
3	In the Flash Popup group select the following options: <ul style="list-style-type: none"> ▶ Outline: Only available with the Text Flash popup option. Select a color for the text popup border. ▶ Fill: Only available with the Text Flash popup option. Select a color for the text popup background. ▶ Highlight: Available for both text and graphic popups. Select the color the hotspot turns when you hover over the hotspot with the mouse.
4	Click Flash Popup to select No Popup , Text Popup , or Graphic Popup . <ul style="list-style-type: none"> ▶ For text option, add and format text and click OK. ▶ For graphic option, browse and find graphic and click OK. The Outline , Fill , and Highlight options for the popups enable after you select an option. <p> To use the hotspots with Flash Popup properties, you must use the E-mail Output or save as a Macromedia Flash file (SWF). Flash is used for interactive images intended for Web sites or for viewing within a browser.</p>
5	The Editing group contains the following commands: <ul style="list-style-type: none"> ▶ Select all: Select all hotspots on the canvas. ▶ Remove Selected: Delete hotspots currently selected.

Image File Types that Support Hotspots

To use hotspots in your final image, you must e-mail or save your image as one of the following:

- ▶ Web page with image (MHTML file)
- ▶ Adobe PDF (PDF)
- ▶ Macromedia Flash file (SWF)
- ▶ Snagit Capture File (SNAG) Save as a Snagit Capture File (SNAG) to open later in Snagit Editor. SNAG files support both hotspots and Flash Popup properties.

To use hotspots in a capture embedded in an e-mail (only with Outlook or Outlook Express), you can use one of the following file types:

- ▶ Portable Network Graphics (PNG)
- ▶ JPEG image (JPG)
- ▶ CompuServe GIF (GIF)
- ▶ Windows Bitmap (BMP)

Hotspots Not Supported Dialog Box

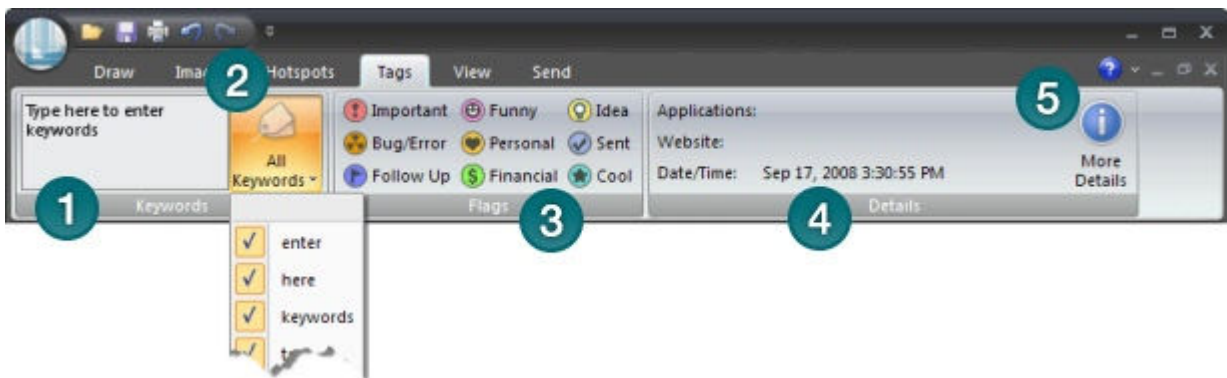
There are two versions of the *Hotspots Not Supported* dialog box:

- ▶ Hotspots Not Supported
- ▶ Flash Hotspots Not Supported


In these dialog boxes, you can do one of the following:

- ▶ Discard hotspots or advanced Flash hotspots and save the capture as the current file type.
- ▶ Keep the hotspots and select a new file type.
- ▶ Cancel the save and go back to your capture.

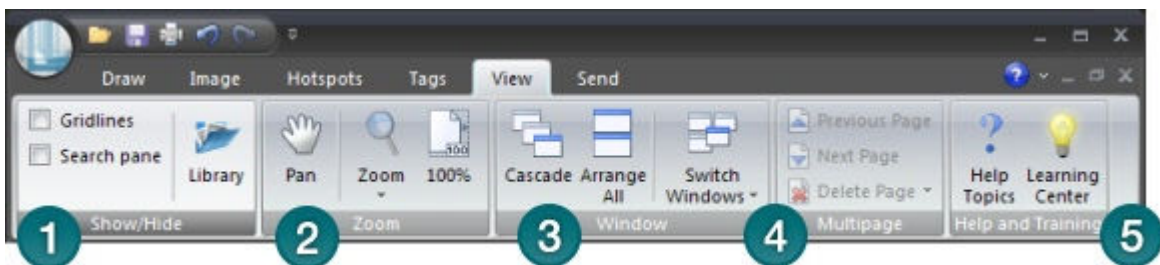
Tags Tab



1	Use the Keywords group to assign keywords to the current capture or media file, thumbnails highlighted in the Open Captures Tray , or thumbnails highlighted in the Library . Enter keywords in quotes to create a phrase.
2	The All Keywords lists all the keywords used. Select a keyword from the list to apply it to the current capture, thumbnails highlighted in the Open Captures Tray , or thumbnails highlighted in the Library.
3	The Flags group contains icons you can assign to the current capture, capture thumbnails highlighted in the Open Captures Tray , or thumbnails highlighted in the Library . <ul style="list-style-type: none"> ▶ The first three flags assigned to a capture display in the Tray. ▶ Use the Tags tab in the Search Pane to find media based on assigned flags.

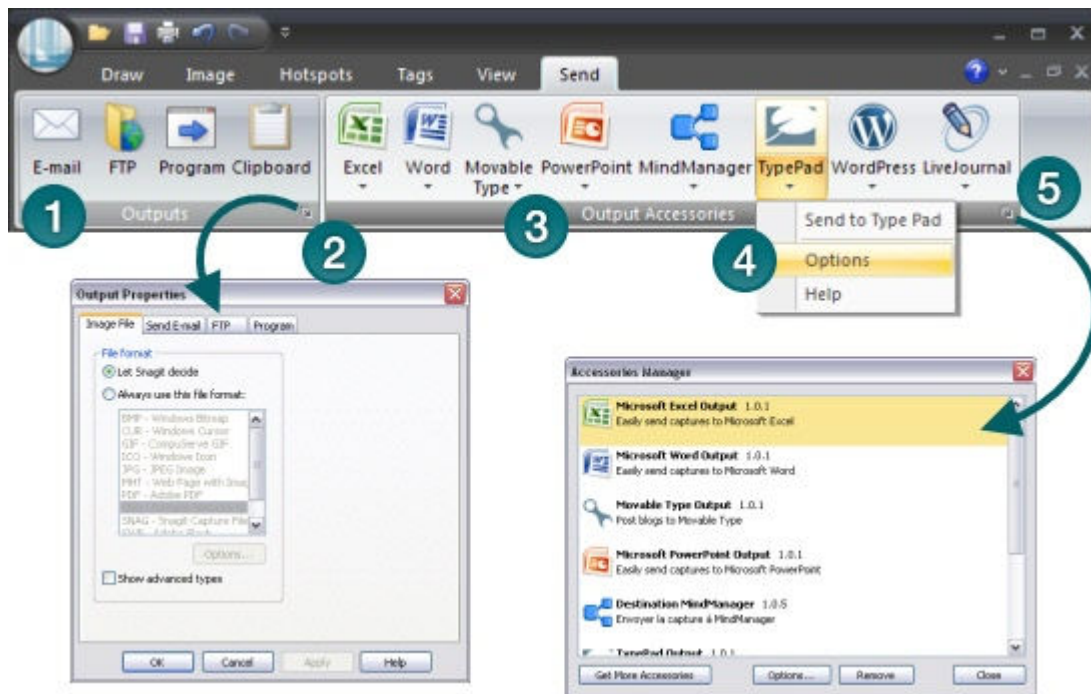
	<p>▶ All assigned flags display in color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.</p> 
<p>4</p>	<p>The Details group contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that Web page displays. Click the link to go to that page. Use the metadata to search for captures. For example, all captures from a specific application or taken on a specific date.</p>
<p>5</p>	<p>Click the More Details icon to view the <i>Details</i> dialog box. This contains additional metadata.</p>

View Tab



<p>1</p>	<p>The Show / Hide group gives options for turning on the gridline view, opening and closing the Search Pane, and opening and closing the Library. When using Gridlines, zoom in to 600% or higher to bring the gridlines into view.</p>
<p>2</p>	<p>The Zoom group contains the Pan option, zoom magnification levels, and an option to return the view to 100% view.</p> <ul style="list-style-type: none"> ▶ The Pan tool moves the canvas around in the window without changing the zoom level. To use, click Pan. Click the capture and drag. Press <Ctrl + Shift + Drag> to pan while working in other tabs. ▶ To change zoom levels, click the down arrow on the Zoom icon. Select a magnification level from the list. To return to normal view, click the 100% icon.
<p>3</p>	<p>Use the Window group options to switch from viewing just one capture or open media file to viewing multiple open files.</p> <ul style="list-style-type: none"> ▶ Cascade to view files in a cascading array. ▶ Arrange All to arrange windows in vertical rows. ▶ Switch Window to foreground and view a particular file or capture. Select the window name from the list.
<p>4</p>	<p>Use the Multipage group options to page through multipage capture files.</p>
<p>5</p>	<p>The Help and Training group gives access to the main help file and the Snagit Learning Center on the TechSmith Web site.</p>

Send Tab



1	The Outputs group contains the outputs that are automatically installed with Snagit. Click an Output to send the current capture or media file to that destination.
2	Use the Output Properties to customize the currently selected Output.
3	The Outputs Accessories group contains Outputs downloaded and installed from the TechSmith Web site.
4	Click on an Output's down arrow to access the options and Output's help file.
5	Click to open the <i>Accessories Manager</i> task pane to download more Accessories (stamps, outputs, and profiles) from the TechSmith Web site. Also remove an Output or open an Output's <i>Options</i> task pane. (The <i>Accessories Manager</i> is also available within Snagit > Related Tasks > Manage Accessories)

Video Control Tab



1	The Playback options in the Controls group play, pause, or stop the video. Use the first, previous, next, and last frame options to move through the video frame-by-frame.
2	The Save Frame option in the Output group saves the current video frame as an image file.

Edit Tab (Text Only)



1	The Clipboard group contains the following tools and commands: Copy All , Cut , Copy , Paste .
2	Use the Format group to change the appearance of the text. <ul style="list-style-type: none"> ▶ Font to open the <i>Edit Text</i> dialog box. Use to format the text's font, size, color, and more. ▶ Word Wrap to wrap text lines from line to line, rather than in one continuous long line.
3	The Font group is used to edit the formatting of RTF text.

The Quick Access Toolbar

Customize the **Quick Access Toolbar** with the tools and commands you use most frequently.



- ▶ Right-click icons and options throughout the ribbon to add to the Quick Access Toolbar.
- ▶ Move the Quick Access Toolbar to the area below the Ribbon.
- ▶ Use **More Commands** to add tools and options from a list of every available Editor option.

Change the Location of the Quick Access Toolbar

1. Click **Customize Quick Access Toolbar**
2. In the list, click **Show Below the Ribbon**.



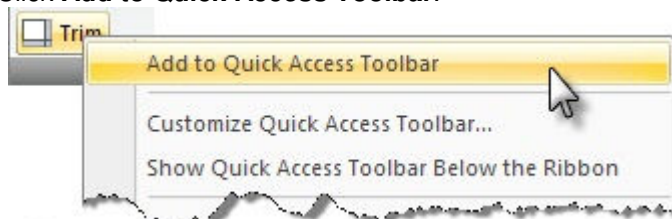
-Or-

1. Click **Customize Quick Access Toolbar**
2. In the list, click **Show Above the Ribbon**.



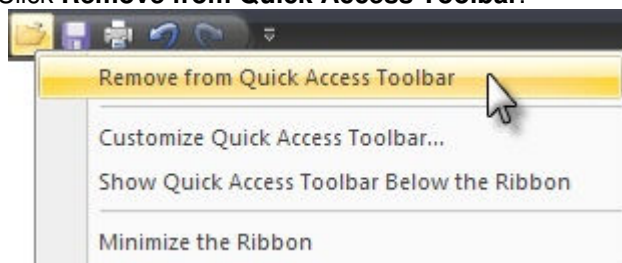
Add a Tool or Command

1. Right-click on a tool or command in a ribbon tab.
2. Click **Add to Quick Access Toolbar**.



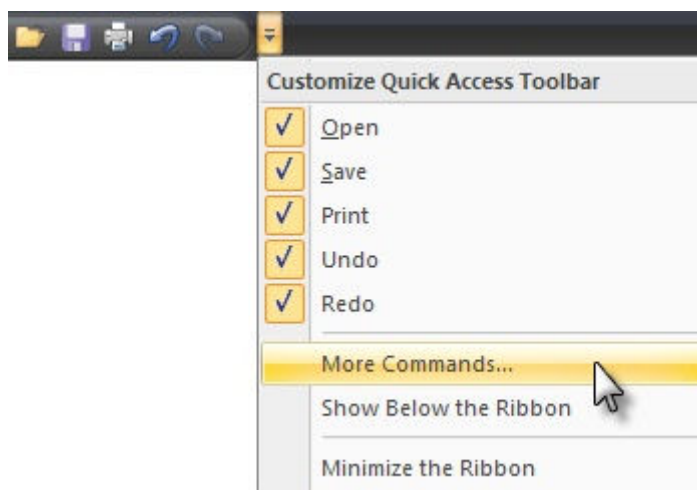
Remove a Tool or Command

1. Right-click on a tool or command in the Quick Access Toolbar.
2. Click **Remove from Quick Access Toolbar**.



Use the More Commands Option to Customize the Quick Access Toolbar

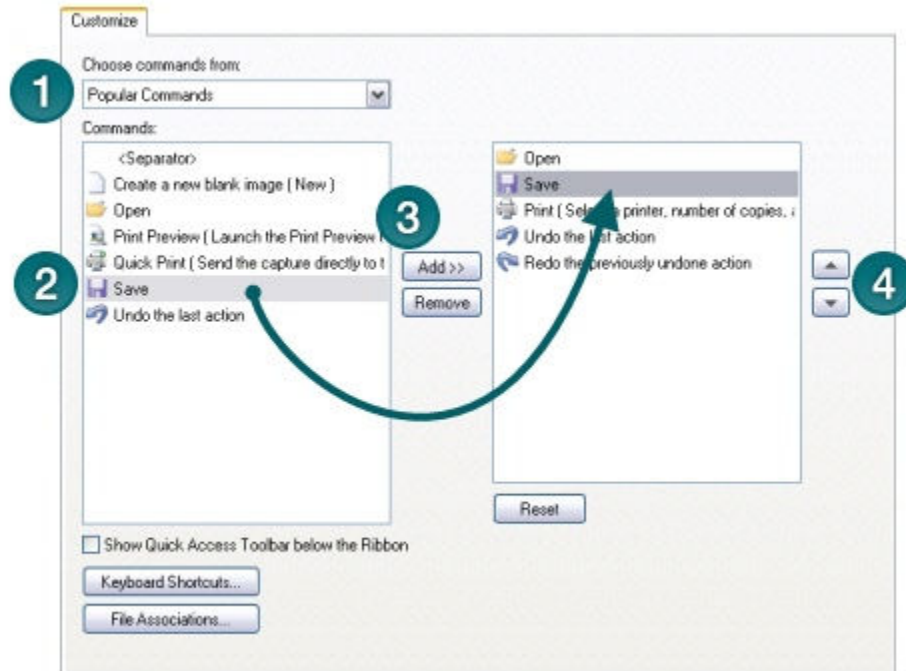
The **More Commands** option opens the *Customize the Quick Access Toolbar* screen. Use to add new tools and commands, remove tools and commands, and set the tools and commands placement in the toolbar.



 This option is also available from **Snagit Button > Editor Options button > Customize** button.

To **add** new tools or commands to the toolbar:

1. From the **Choose commands from** list, select the category of tools and commands. For a list of all tools and commands, select **All Commands**.
2. Click to highlight the tool or command to add to the toolbar.
3. Click **Add**.
4. Use the arrow buttons to move the command or tool to new location on the toolbar.



To **remove** tools or commands from the toolbar:


1. From the list on the right of the screen, select a tool or command to remove.
2. Click **Remove**.


Open Captures Tray

The **Open Captures Tray** contains recently taken captures and media files opened via the **Snagit Button > Open** or [Library](#).

The following is a general overview of how the Tray works. For more specific Tray information, see **Open Captures Tray**.



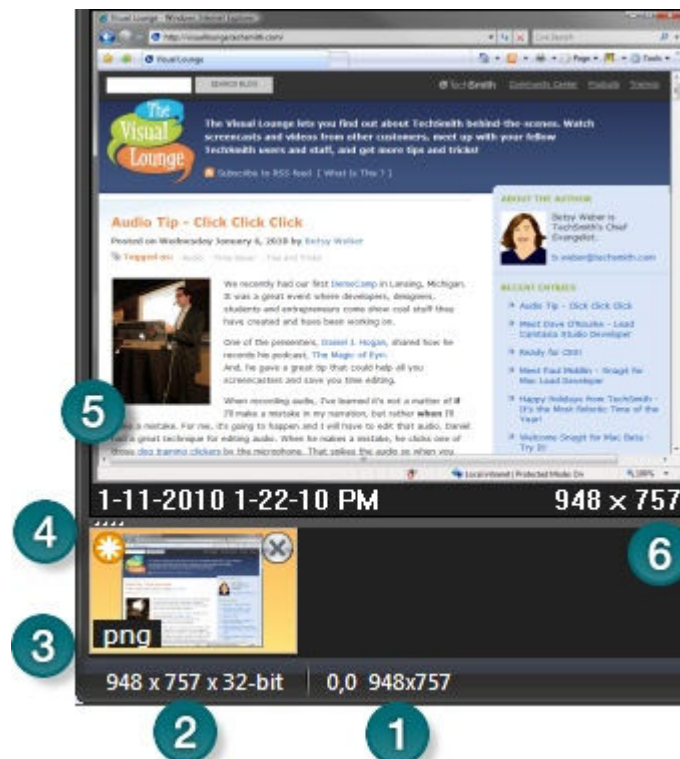
<p>1</p>	<p>The Open Captures Tray contains recently taken captures and media files opened via the Snagit Button > Open option or through the Library.</p> <p>When capturing, the Tray automatically stores the captures for you. You do not need to save each time you take a capture.</p>
<p>2</p>	<p>When you modify a saved image or text file an orange starburst appears on the thumbnail. When you save the file, the starburst disappears.</p> 
<p>3</p>	<p>Hover over a thumbnail to see an enlarged view. The enlarged view displays the dimensions of the file and the file name if saved.</p>
<p>4</p>	<p>Click the Quick View button to see a snapshot of all the media content in the Tray.</p> <p>Use the scroll bar to move up and down through the Quick View.</p> <p>Click on a thumbnail to view one of the media files.</p>
<p>5</p>	<p>Drag the upper left corner of the Quick View box to make it smaller or larger.</p>
<p>6</p>	<p>Where did my captures go? This message appears in the Quick View box when a capture drops from the Tray view. The Tray only stores a certain number of media files before they drop out of view. However, these captures are not deleted. To view unsaved captures and saved files, click Search Pane > Tags tab > Recent captures. The media files appear in the Library as you move through the search results.</p>

	
7	Right-click a thumbnail to access the context menu. <ul style="list-style-type: none"> ▶ Copy the contents to the Clipboard. ▶ Close the file and remove it from the Tray. You can reopen the file at a later time. ▶ Delete permanently deletes a saved file or a stored capture. You cannot reopen deleted files at a later time. ▶ Thumbnail Size changes the thumbnails to Small, Medium, or Large size. ▶ Properties opens the <i>Details</i> page that contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that Web page displays.


Open Captures Tray Tips

Helpful Information Displayed in the Tray

The Tray displays the following information about your capture or a saved media file.



1	The X,Y coordinates of the image in relation to the entire canvas display in the status bar at the bottom, left corner of the Tray.
2	The dimensional size and color depth of the image.

3	The file format of all media files displays in the lower left corner of the thumbnails.
4	An orange starburst appears next to the thumbnail when you modify a saved image or text file. Saving the file removes the starburst. 
5	Hover over a thumbnail to see an enlarged view.
6	The enlarged view displays the name of the saved file and the file dimensions. (Unsaved captures do not display a name.)


How Long do Captures Remain in the Tray?

By default, captures and media files remain in the Tray until you [accrue 25 captures](#). Then, as you continue to gather new captures, the older ones begin to drop out of view. However, these captures are not deleted. To view unsaved captures or saved files, click **Snagit Editor** > [Search Pane](#) > **Tags** tab > **Recent captures**. The media files appear in the [Library](#) as you move through the search results.

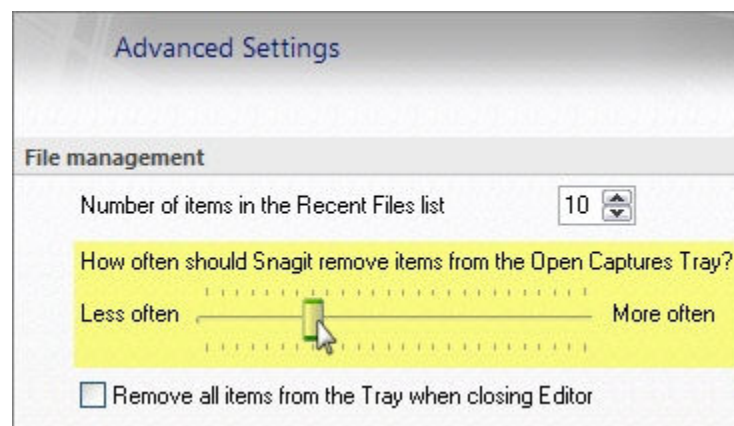
The following captures or media files never drop out of view:

- ▶ Saved media files with unsaved changes.
- ▶ The capture or media file currently active.

Customize the Open Captures Tray

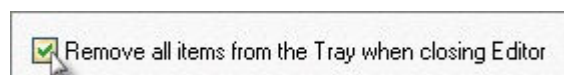
 Snagit Button > Editor Options button > Advanced button > *Advanced Settings* screen.

The number of captures and media files stored in the Tray and the duration of how long they remain in the Tray is based on the following setting in the *Advanced Settings* screen.



- ▶ The default setting is **More often**. This setting stores 25 capture or media files before they begin to drop out of view after about one hour.
- ▶ The **Less Often** setting stores 100 captures or media files before they begin to drop out of view after about one week.

Enable the **Remove all items from the Tray when closing Editor** option to remove captures or media files from the Tray each time you close Editor,



Do I Need to Save the Captures in the Tray?

When capturing, the Tray automatically [stores the captures](#). Captures with annotations or edits do not need to be saved when exiting Editor. Just close Editor and when you reopen, the captures will be just like you left them.

The Tray may also contain media files that have been opened via the **Snagit Button > Open** option or from the [Library](#). If you modify these files, you must save or the discard the changes before you can close Editor. Modified files appear with a starburst on the thumbnail. Once the changes are saved, the starburst is removed.



When Should I Save Captures In the Tray?

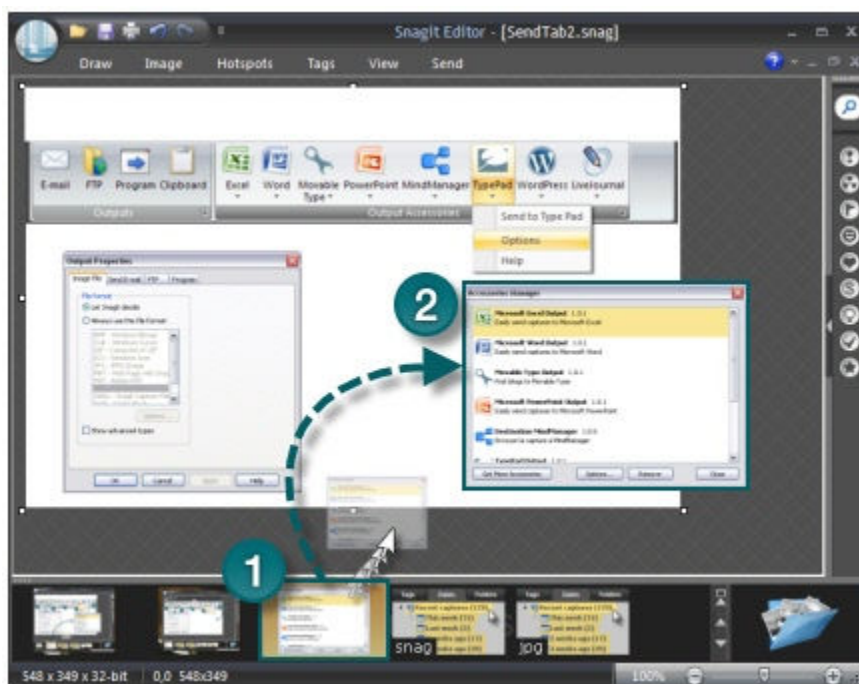
If you need to access the capture outside of Editor, you need to save the file. For example, to insert a graphic as a link using Microsoft Word, you need to save the capture as a file.

Drag from the Tray into an Open Capture or Image File

Combine captures or image files by dragging a thumbnail from the Tray onto an open capture or file.

Open the capture or file that you want to add the capture to. Then:

1. Click and drag the thumbnail to *include* onto the canvas and drop it there. It is now a [vector object](#).
2. The thumbnail of the open capture updates in the Tray to reflect the changes.



Resize the Tray

Drag the divider between the Tray and the canvas.



Copy a Capture or Media File to the Clipboard

1. Right-Click a thumbnail to access the context menu.
2. Click **Copy**. The entire capture or media file is copied to the Clipboard.

Close a Capture or Media File

1. Right-Click a thumbnail to access the context menu.
2. Click **Close**.

-Or-

Click the **Close** icon in the corner of a thumbnail.

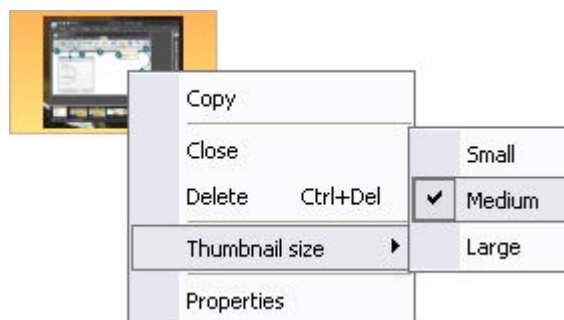


View a Capture or Media File

Double-click a thumbnail to view the full size capture or media file.

Change the Thumbnail Display Size

Right-click a thumbnail and select > **Thumbnail size** > **Small**, **Medium**, or **Large**.



Delete a Capture or Media File

Delete permanently deletes a saved file or a stored capture. You cannot open deleted captures and files at a later time.

1. Right-click a thumbnail > **Delete**. You are prompted to confirm the delete action.
2. Click **Yes** to delete.

View a Snapshot of the Captures in the Tray

Click the **Quick View** button to see a snapshot view of all the media content in the Tray.


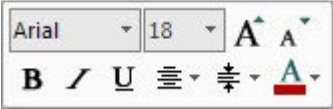








- ▶ Use the scroll bars to move up and down through the *Quick View* box.
- ▶ Click on a thumbnail in the *Quick View* box to view one of the media files.

Mini Toolbar

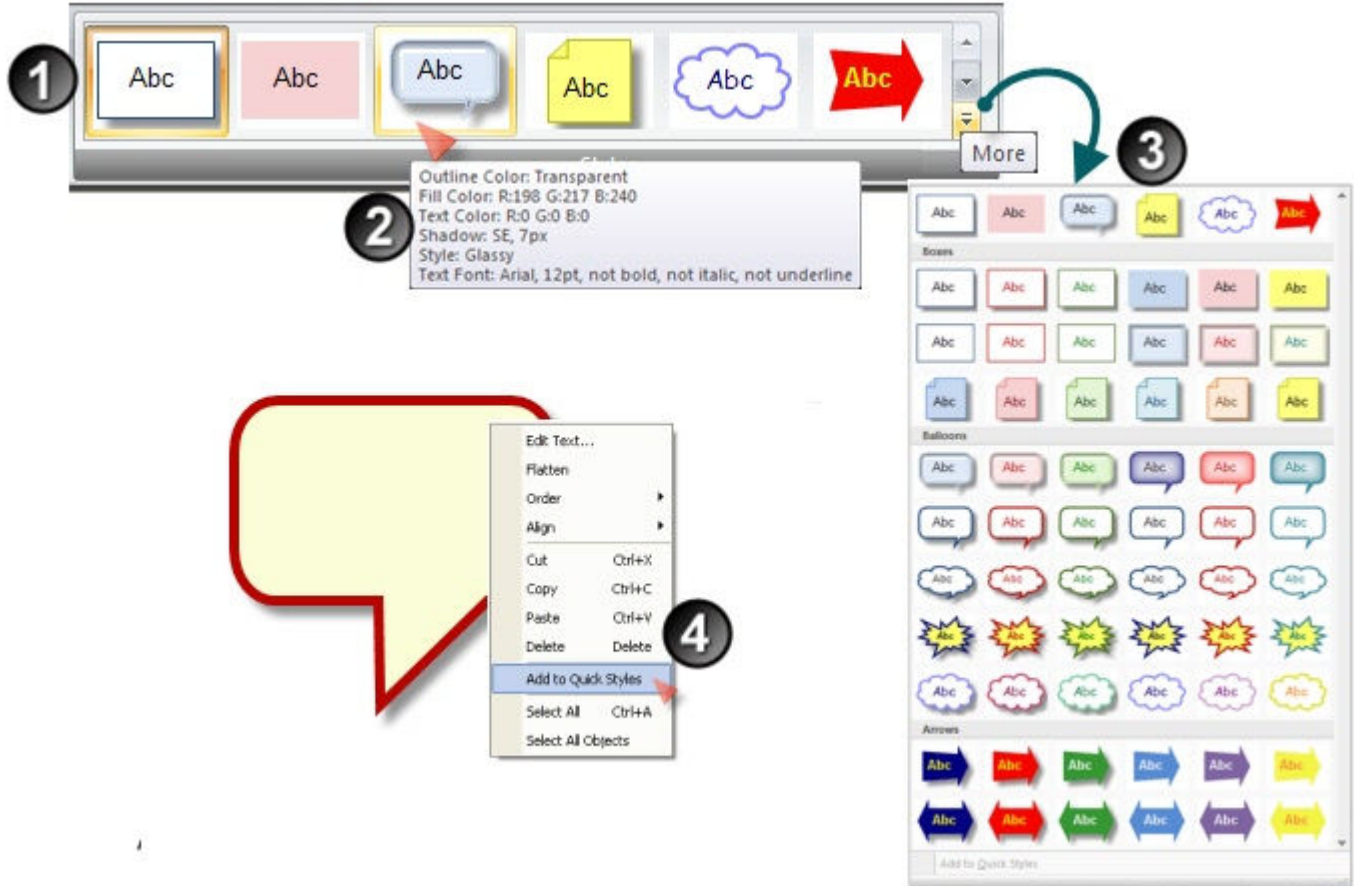
The Mini toolbar provides quick access to the options available for many of the tools on the **Draw** tab. When you select a vector object on the canvas, or when you right-click a vector object, the Mini toolbar appears.


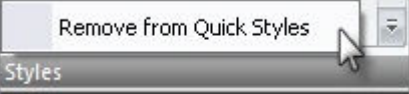
The Mini toolbar is available for the following tools:

- ▶ Callout: 
- ▶ Callout Text: 
- ▶ Arrow: 
- ▶ Pen: 
- ▶ Highlighter: 
- ▶ Text: 
- ▶ Line: 
- ▶ Shape: 

To turn off the Mini toolbar, select **Snagit Button > Editor Options...** and uncheck *Show Mini Toolbar on selection*.

The Quick Styles Gallery



1	The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a style from the gallery and drag or click on the canvas.
2	Hover over a gallery item to see the details of an object or effect. For instance, see the color values, shadow size, width, and more.
3	Click the gallery's More button  to see even more style options to choose from.
	Right-click a vector object on the canvas and select Add to Quick Styles to add it to the gallery's Quick Styles category.
4	Right-click an object and select Add to Quick Styles to add your own custom object or effect to the gallery. Custom objects or effects that are added to the gallery appear in the Quick Styles category.
	To remove an object or effect from the galley, right-click > Remove from Quick Styles .
	

Snagit Editor Hotkeys



These keyboard shortcuts cannot be modified.

To Do This:	Press This Key Combination:
Open	CTRL + O
Save	CTRL + S
Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Print	CTRL + P
New	CTRL + N
Zoom In	NumPad +
Zoom Out	NumPad -
Actual Size	NumPad /
Show Grid	CTRL + G (at 600% or higher)
Open Help	F1
Close Editor	ESC

Customize Keyboard Shortcuts

You can assign a custom keyboard shortcut to most of the tools and commands within Editor. For example, if you use the **Crop** tool, then you could assign the shortcut <Ctrl+Shift+L>. Then, each time you make a [selection](#) and press that shortcut, Editor performs the [crop](#).



To assign shortcuts:

1. Click **Snagit Editor** > **Snagit Button** > **Editor Options** button > **Custom** button > **Keyboard Shortcut** button.
2. Within the *Customize* task pane, select a category.
3. Select a command in that category.
4. Enter the shortcut keystrokes.
5. Click **Assign**.

Common Editor Tasks

This section gives instructions for performing common editing tasks.

For more information, see:

- ▶ Make a Selection on the Canvas
- ▶ Copy, Paste, Cut, Crop, and Delete Tasks
- ▶ View and Zoom Tasks
- ▶ Resize Tasks

Make a Selection on the Canvas

 Draw tab > Drawing Tools group.

Use the **Selection** tool to select a portion of the image for copy, cutting, pasting, image effects, etc. Also use the Selection tool to move selected areas within an image.



Selection shapes include:

- ▶ **Rectangle Selection**
Hold <SHIFT> while dragging to create a perfect square. If you select multiple areas of your image, this only works for the first selection.
- ▶ **Ellipse Selection**
Hold <SHIFT> while dragging to create a perfect circle. If you selecting multiple areas of your image, this only works for the first selection.
- ▶ **Free Hand Selection**
Creates a closed loop. The loop automatically closes when you release the mouse.
- ▶ **Polygon Selection**
Creates a closed, polygonal shaped area with straight line sides. Each time you left-click, a new line starts. Continue clicking to complete the shape. Double-click to finish the selection.


To make a selection:

1. Click the **Selection** tool.
2. Select a shape.
3. Drag the cursor on the canvas.

Select Multiple Areas of the Canvas

1. Click the **Selection** tool.
2. Select a shape.
3. Drag the cursor on the canvas to make the first selection.
4. Hold down <SHIFT> and drag multiple areas on the canvas.

Copy, Paste, Cut, Crop, and Delete Tasks



 Image tab > Canvas group.

Copy Entire Canvas to the Clipboard (Copy All)





Click **Copy All** to copy the entire canvas to the Windows clipboard for use in other applications.


Copy a Selection to the Clipboard

1. Select an area of the canvas using the **Selection** tool .
2. Click **Copy**  or press <Ctrl + C>.


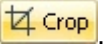
Cut Out Part of an Image

1. Select an area of the canvas using the **Selection** tool .
2. Click the **Cut** tool  or press <Delete>.

Trim Unwanted Canvas


Use the **Trim**  tool to cut the outside borders of the canvas. The trimmed area is based on the amount of solid color around the edges of the canvas.

Crop to the Size of the Selection



1. Select an area of the canvas using the **Selection** tool  you want to keep.
2. Click **Crop** .

Cut Out a Portion of the Canvas and Join the Pieces Together


Delete a vertical or horizontal section of the capture and join the two pieces together, with or without an accompanying edge effect.

1. Click **Cut Out**  and select the type of cut out edge effect to be used.
2. Use the tool to select the area to remove; the effect is applied.


Delete a Selection

1. Select an area of the canvas using the **Selection** tool .
2. Click the **Cut** tool  or press <Delete>.


Delete an Object

1. Click an object to give it focus. Press <Shift> to select more than one object.
2. Click the **Cut** tool  or press <Delete>.


Delete all Objects

1. Right-click canvas > **Select all objects**.
2. Click the **Cut** tool  or press <Delete>.


Delete the Entire Canvas and all of the Objects

1. Right-click canvas > **Select all**.
2. Click the **Cut** tool  or press <Delete>.

View and Zoom Tasks

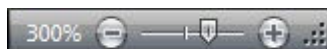
 View tab > Zoom group.

Zoom In or Out on Canvas


1. Click **Draw** tab > **Drawing** tools group > **Zoom In/Out** tool .
2. Click canvas to zoom in.
3. Right-click canvas to zoom out.

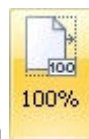
-Or-

1. While in a tab, use the **Zoom Slider** to in the bottom, right corner to zoom in and out.



-Or-

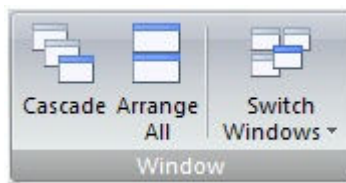
1. Click **View** tab > **Zoom** group > **Zoom** tool .
2. Select a magnification level from the list.



3. To return to normal view, click the **100%** icon.

View More than One Capture or File

Use the options in **View** tab > **Window** group to switch from viewing just one capture or open media file to viewing multiple open files.

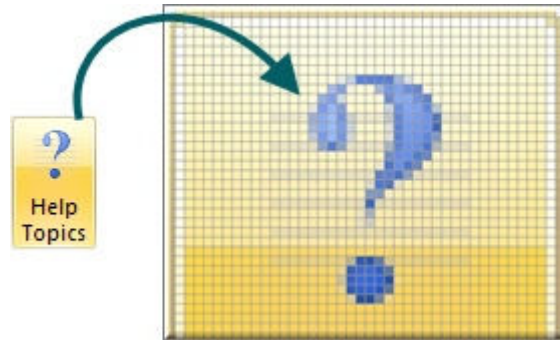


Select from:

- ▶ **Cascade** to view files in a cascading array.
- ▶ **Arrange All** to arrange windows in vertical rows.
- ▶ **Switch Window** to view a particular file or capture. Select the window name from the list.

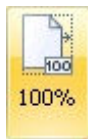
Turn on Gridlines

Gridline view gives a pixel by pixel view of the canvas.



1. Click **View** tab > **Show/Hide** group > **Gridlines**.
2. Zoom to 600% or higher to see the gridlines.

Return to Original Image Size




Click **View** tab > **Zoom** tools > **100%** icon .

View Using the Pan Tool


The **Pan** tool moves the canvas around in the window without changing the zoom level.



1. Click **View** tab > **Zoom** tools > **Pan** tool .
2. Click the canvas and drag.

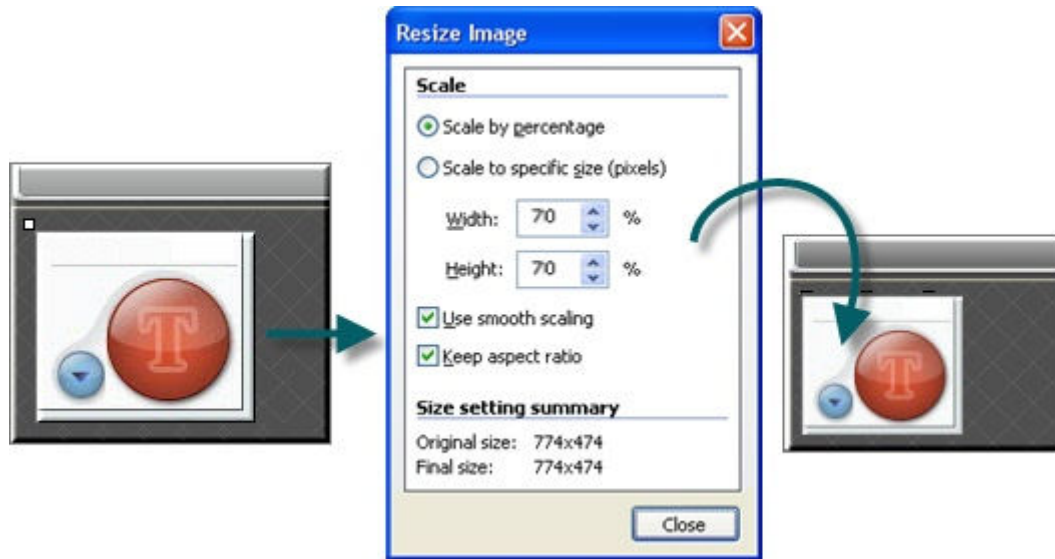
 Press **<Ctrl + Shift + Drag>** to pan while working in the other tabs.

Resize Tasks

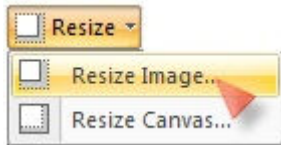
 Image tab > Canvas group > Resize button


Resize Entire Capture or Image File

Scale the capture or image file to a specific size using the custom size options.



1. Click **Image** tab > **Canvas** group > **Resize** tool > **Resize Image** option



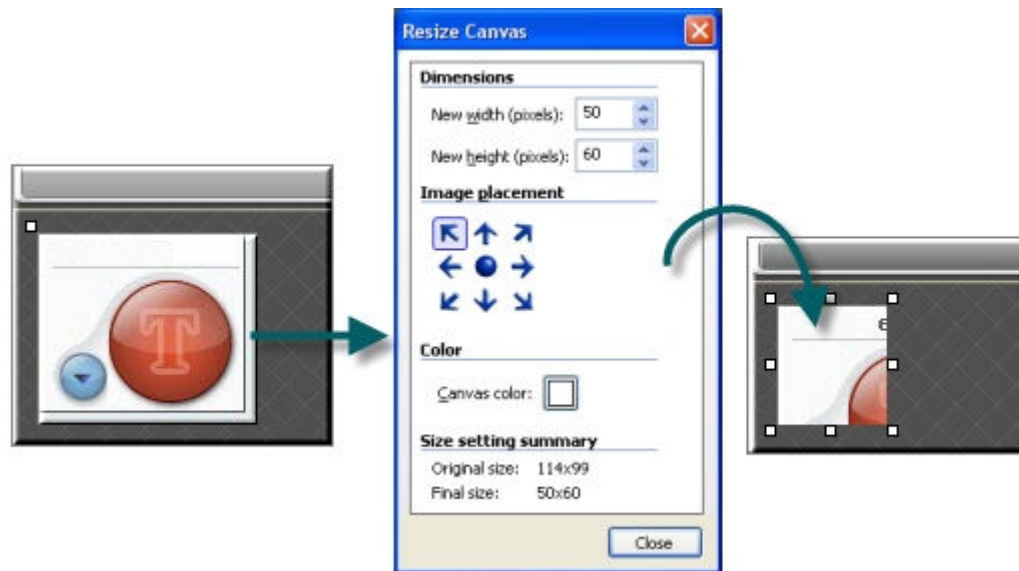
 You must flatten all vector-based to resize the entire canvas. If there are [vector objects](#) on the canvas, you are prompted to flatten objects and continue.

The *Resize Image* task page appears. Make selections and click **Close**.

2. Enter a new width and height.
 - Select **Smooth Scaling** to give the capture or image edges a “smooth” appearance. The Smooth Scaling option also improves the readability of the scaled down capture.
 - If necessary, change color of canvas when making the canvas larger than the capture.
 - **Keep aspect ratio** maintains the correct proportion when changing the width or height.

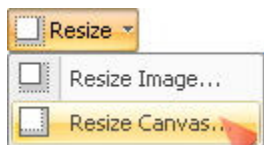
Resize the Entire Canvas


When you resize the canvas, whatever is on the canvas is cropped.



There are two ways to perform this task.

1. Click **Image** tab > **Canvas** group > **Resize** tool > **Resize Canvas** option.




 All **vector-based** objects must be flattened in order to resize the entire canvas. If there are **vector-based** objects on the canvas, you are prompted to flatten objects and continue.

2. The *Resize Canvas* task page appears. Make selections and click **Close**.
 - Enter a new width and height.
 - Select image placement.
 - If necessary, change color of canvas when making the canvas larger than the capture.

-Or-

1. Grab a handle of the canvas and drag to new size.

 You do not need to flatten **vector-based** objects for this method of resizing. However, objects off the canvas during the resizing are lost.

Work with Vector Objects

Some Snagit Editor tools create vector-based objects. Useful properties of vector objects:

- ▶ Float on the canvas so they can be moved, repositioned, aligned, grouped, and more.
- ▶ Can be resized and their properties changed. For example, their overall height and width, outline width, and outline or fill color.
- ▶ Effects such as opacity and shadows can be applied.

Snagit's vector-based tools include: [Callouts](#), [Arrows](#), [Stamps](#), [Freehand Pen](#), [Highlight](#), [Line](#), [Shapes](#).

Create Vector Objects in These Three Ways

- ▶ Paste the contents of the Clipboard on the canvas.

- ▶ Make a selection on the canvas, copy to the Clipboard, then paste back on the canvas.
- ▶ Drag a thumbnail from the Tray to the canvas. Existing objects in the capture or image remain separate vector objects.

Save Captures or Files that Contain Vector Objects

You do not need to save captures in the Tray that have vector objects when Editor is closed. All vector objects remain in place and can be changed, moved, sized, and deleted when the capture is opened again. However, to use the captures as image files outside of the Editor environment, you must save the captures.

The Tray may also contain media files that have been opened via the **Snagit Button > Open** option or from the [Library](#). If you modify these files with vector objects, you must save or discard the changes before you can close Editor.

Modified files appear with a starburst on the thumbnail. Once the changes are saved, the starburst is removed.



Snagit Capture File Format (.snag)

The .SNAG file format is an Editor-only format that retains vector-based objects. If captures or image files containing vector objects are saved as a format other than a .SNAG file, the vector objects are flattened and made a permanent part of the image. Once flattened, the vector objects cannot be separated from the image.

Vector Objects Tips

- ▶ Resize an object by clicking and dragging the white dots (handles) around the object. Hold **<SHIFT>** to maintain the vector object's aspect ratio.
- ▶ Right-click an object and select **Flatten** to permanently make an object part of the background of the image. After you flatten an object, you cannot select and move or modify the object. The only way to unflatten an object is by using the Undo button.
- ▶ You must flatten all vector objects and select the entire canvas to apply perspective & shear, resize image, or rotate effects.
- ▶ To draw a new vector object on top of an existing vector object, hold the **<ALT>** key while creating the new object.
- ▶ New vector objects are always placed "in front". So, you can move the newest object over a previously created object.
- ▶ To use the flood fill or eraser behind an existing vector object, hold the **<ALT>** key while clicking to draw. This allows you to start drawing under the object and not select the existing object.
- ▶ To use the eraser or flood fill on a vector object, flatten the object. To flatten a vector object, right-click an object and select **Flatten**.
- ▶ If a printer capture with multiple pages has vector objects, these are automatically flattened when you move to another page. **This means that once you switch pages within a capture, the vector object becomes part of the background and you can no longer move the object.**

Select or Unselect More Than One Vector Object

- ▶ Hold down **<SHIFT>** as you click each object.
- ▶ To unselect one or more of the selected objects, click the object again.
- ▶ As you hold down **<SHIFT>** and pass the cursor over objects, either a plus sign (if the object is not already selected) or a minus sign (if the object is already selected) displays.
- ▶ To select all vector objects, right-click on canvas and select **Select All Objects**.

Arranging Objects on the Canvas

Group and Ungroup Objects

 Draw tab > Object group > Arrange button > Group > Group or Ungroup.

- ▶ **Group** multiple vector objects together to make moving easier. After objects are grouped together, they behave as one vector object.
- ▶ **Ungroup** previously grouped vector objects. After objects are ungrouped, they behave as individual vector objects.

Align Objects

 Draw tab > Object group > Arrange button > Select align option from list.

Use to change the alignment of two or more selected objects:

- ▶ **Left**
Align the left edges of the selected objects.
- ▶ **Center**
Align the horizontal centers of the selected objects.
- ▶ **Right**
Align the right edges of the selected objects.
- ▶ **Top**
Align the top edges of the selected objects.
- ▶ **Middle**
Align the vertical centers of the selected objects.
- ▶ **Bottom**
Align the bottom edges of the selected objects.


Change the Order of Objects

 Draw tab > Object group > Arrange button > Order > Select order option from list.

Move a vector object backward and forward through layers of vector objects. Each time a new vector object is added, it is created on a new layer that is in front of the existing objects.

- ▶ **Bring to Front**
Bring the selected object to the front most layer of objects. The object is in front of all other objects.
- ▶ **Send to Back**
Send the selected object to the back most layer of objects. The object is behind of all other objects.
- ▶ **Bring Forward**
Bring the selected object forward one layer.
- ▶ **Send Backward**
Send the selected object backward one layer.

Flip an Object, a Selection, or the Canvas Vertically or Horizontally

 Draw tab > Object group > Arrange button > Flip > Horizontal or Vertical.

Flip an Object:

1. Click object to give it focus.

2. Click **Draw** tab > **Object** group > **Arrange** button > **Flip** > **Horizontal** or **Vertical**.
-Or-

Image tab > **Canvas** group > **Rotate** button  > **Flip** > **Horizontal** or **Vertical**.

Flip a Selection:




1. Select an area of the canvas using the **Selection** tool .
2. Click **Image** tab > **Object** group > **Arrange** button > **Flip** > **Horizontal** or **Vertical**.
-Or-

Image tab > **Canvas** group > **Rotate** button  > **Flip** > **Horizontal** or **Vertical**.

Flip the Contents of the Entire Canvas:

 All vector objects must be flattened to flip the entire canvas.


1. Make sure all vector objects are deselected.
2. Click **Image** tab > **Object** group > **Arrange** button > **Flip** > **Horizontal** or **Vertical**.
-Or-

Image tab > **Canvas** group > **Rotate** button  > **Flip** > **Horizontal** or **Vertical**.

Rotate the Entire Canvas

 Flatten all vector objects to rotate the entire canvas.

Rotate the entire canvas by the number of degrees specified. Use the **Custom Angle** option to turn the image in custom increments from zero to 360 degrees.

1. **Image** tab > **Canvas** group > **Rotate** button  > Select degree of rotation from the list or click **Custom** to create a custom look.
2. In the *Custom Angle* task pane, customize the rotation effect.
3. Click **OK**.

Option	Description
Angle	Use the slider to determine the angle of rotation in increments from zero to 360 degrees.
Resize Canvas to fit	Automatically increase the size of the canvas when rotating the capture.
Canvas Color	Set a color for the canvas when rotating the capture makes the canvas larger.

Transparency

Snagit supports transparency while capturing and editing. Transparency means that a part of your image is clear or see-through. Transparent images can be put on web pages or presentation slides for compelling and professional looking visuals.

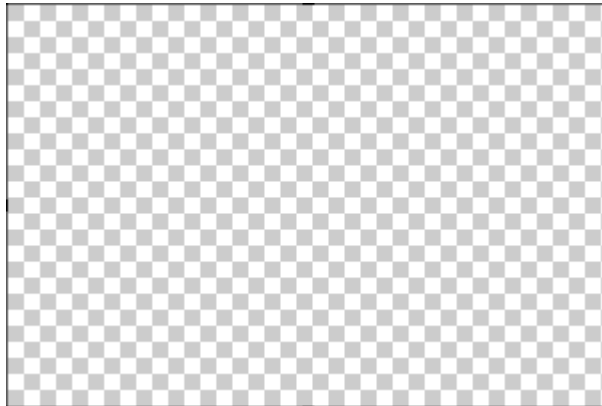



This means that edge effects like drop shadows and torn edges no longer add a white border to your captures. Instead, the effect is applied and the added area is transparent.

If you have questions about how transparency works, whether in Snagit or in general, see [What You Need to Know About Transparency](#) in the Tutorial section of this file, or on the web on the TechSmith [Learning Center](#).

Editor

Transparency in the Editor is represented by a checkerboard pattern on the canvas. This checkerboard pattern does not appear in your saved image; it only appears to represent areas that are transparent.

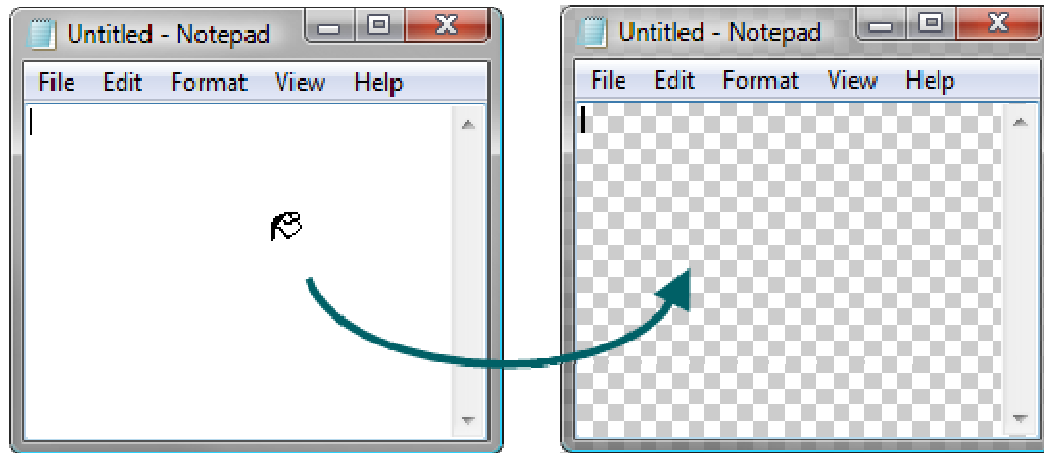


 Changing the canvas color to another color removes transparency from the canvas, filling it with another color. Change the canvas to white to simulate earlier versions of Snagit.

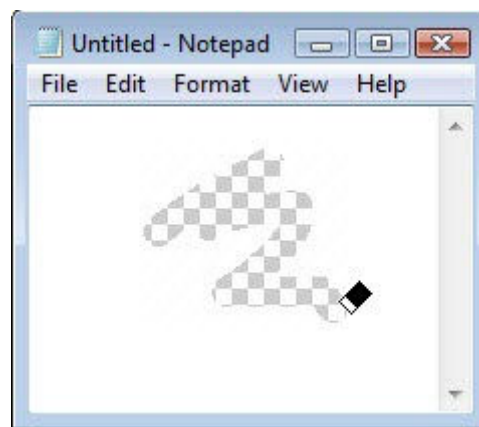
To change the canvas color: **Image** tab > **Canvas** group > **Canvas Color**

Draw tools

The **Fill** tool can be used to fill an area with transparency.



The **Eraser** tool can be used to remove a section of the image, leaving behind only the transparent canvas.



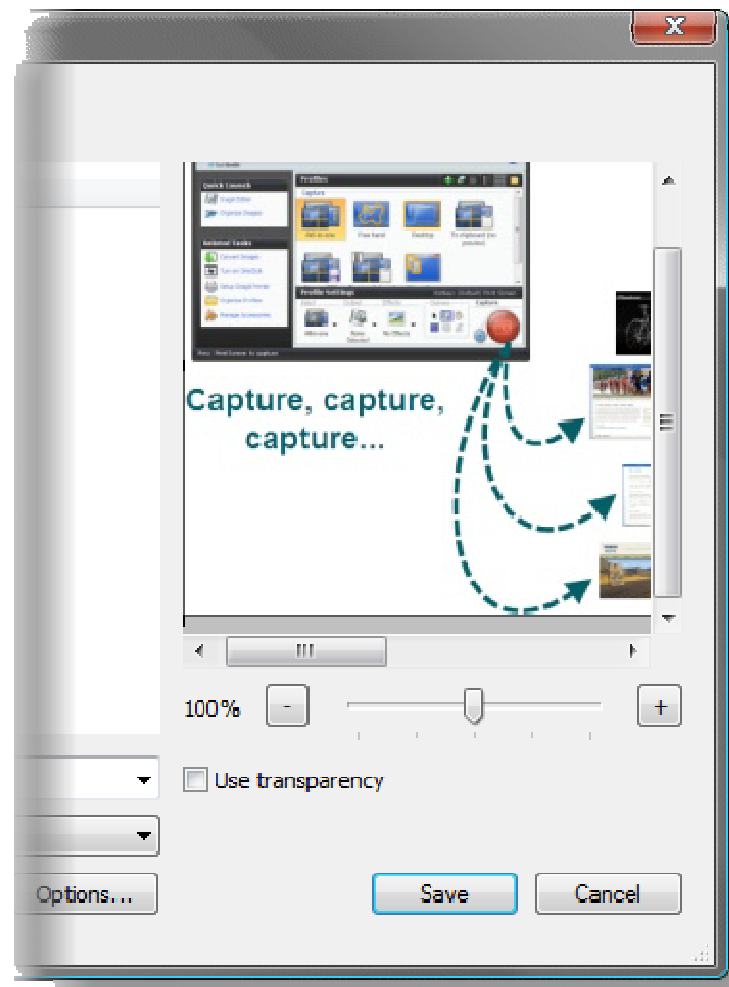
Cut, Copy and Paste


Cut, copy and pasting of selections inside and from the Snagit Editor retains transparency information.

⚠ Images pasted into the Editor from outside programs do not retain transparency information, and are pasted as opaque images. To get a transparent image in to the Editor, open the image file inside the Editor.

Save an Image with Transparency

A preview window in the *Save* dialog shows your image as it will be saved, depending on the format selected. Transparency can be disabled for the above formats by deselecting the *Use transparency* checkbox.



 Transparency is not available in all file formats. Transparency is supported in SNAG, PNG, ICO, and CUR files. Single color transparency is available in GIF files.

Draw Tools and Special Effects


Use the drawing tools and special effects to give captures and image files a polished and professional look. Or, add annotations such as callouts and arrows.



For more information, see:


- ▶ Callouts
- ▶ Arrows
- ▶ Stamps
- ▶ Freehand Pen
- ▶ Highlight Tool
- ▶ Text
- ▶ Lines
- ▶ Geometric Shapes
- ▶ Flood Fill an Area with Color
- ▶ Erase a Portion of the Canvas
- ▶ Image Effects
- ▶ Color Effects
- ▶ Filters
- ▶ [Edges](#)

Callouts


Use the **Callout** tool  to create a variety of shapes that include text. Choose from a variety of arrows, balloons, and other shapes in the Quick Style Gallery. Control callout shape, size, color, orientation, drop shadow, and text font, size, style, layout, and color.

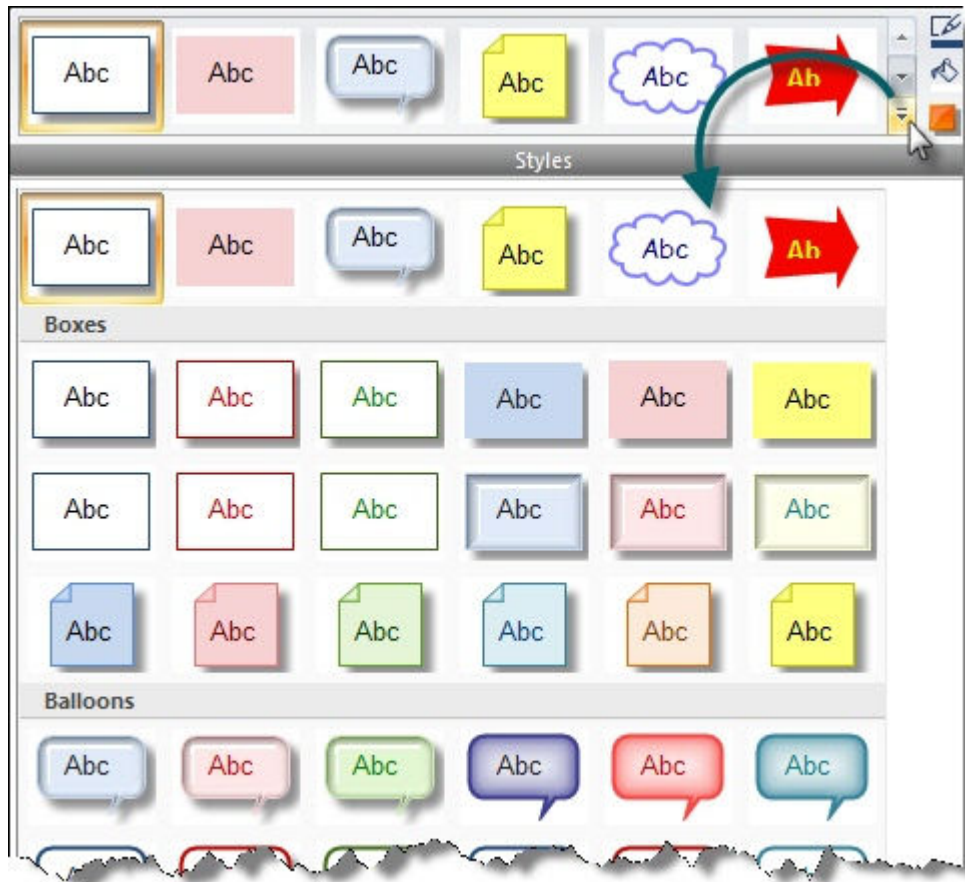


1. Select **Draw** tab > **Drawing Tools** group > **Callout** tool.
2. Select a shape from the **Styles** group.
3. Drag the mouse on the canvas to apply callout.
4. Enter text.
5. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.

 Double-click the callout to access the *Edit Text* dialog box again, if necessary.

Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Callout** tool. Then select **Styles** group > **More** button .
2. Select the shape and style from the Quick Styles Gallery.



Change the Callout Gradient Style

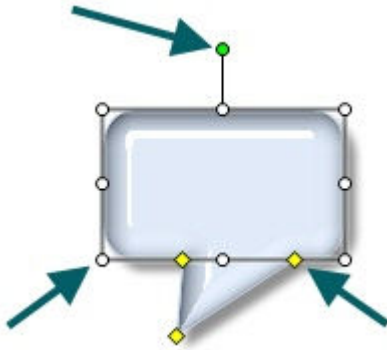
1. Click a callout on the canvas to give it focus.
2. Select **Styles** group > **Fill** > **Gradient**. Select from **No Gradient**, **Shaded**, or **Glassy**. An example of each style is seen below.



Move, Reshape, or Rotate a Callout

1. To move a callout, click on the center of the callout and drag to a new location.

2. Use the colored handles to control the following:



Yellow: Drag these handles to change the shape and size of the callout tail.

White: Drag these handles to change the height and width of the callout.

Green: Grab and drag this handle to rotate the orientation of the callout.

Change the Callout Outline or Color

Click a callout on the canvas to give it focus.

- ▶ For **Outline** changes: Select **Styles** group > **Outline**. From here, change the width, outline color, or the general shape of the callout.
- ▶ For **Fill color** changes: Select **Styles** group > **Fill**. From here, change the fill color, remove the fill color, or change the gradient.

Set the Opacity Level

Opacity is the ability to see through the callout. The graphic below shows a variety of effects with different opacity level and gradients.



1. Click a callout on the canvas.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Callout Shadow

Click a callout on the canvas to give it focus.

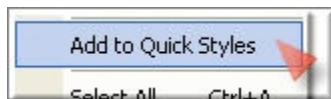
- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add a Custom Callout to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom callouts so they can be reused.

1. Click a callout on the canvas to give it focus.

2. Right-click the callout.
3. From the popup menu, click [Add to Quick Styles](#). The callout is now available in the Quick Styles Gallery.




Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

To turn antialiasing on or off:

1. Click a callout on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Antialias**.

Arrows


Use the **Arrow** tool  to create [vector-based](#) arrows. Choose from a variety of arrows in the Quick Style Gallery or create your own.

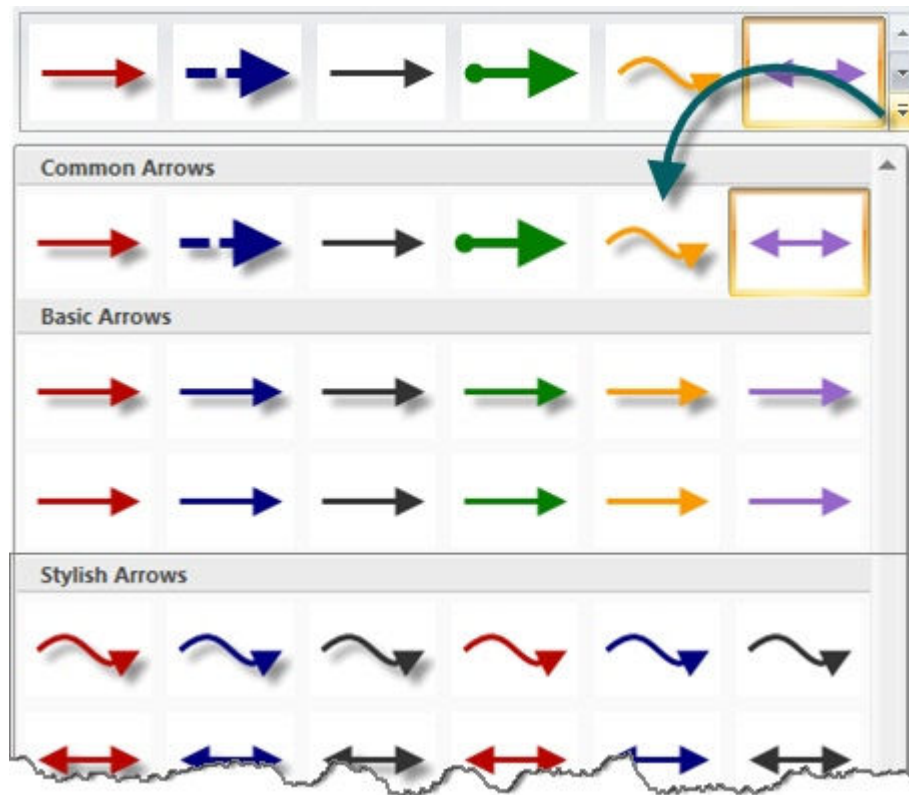


To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. Select a style from the **Styles** group.
3. Drag the mouse on the canvas to apply arrow.

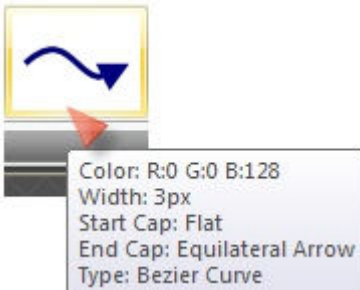
Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. Select **Styles** group > **More** button .
3. Select an arrow from the Quick Styles Gallery.



Draw a Bezier Curved Arrow

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. In the **Quick Style Gallery**, select a curved arrow style.



3. Click and drag the arrow on the canvas.
4. Click and drag again to set the first curve point.
5. Click and drag again to set the second curve point.
6. Drag the white object handles to modify the curves.

Select the Arrow Color from Colors on the Canvas

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. Select **Styles** group > **Outline** > **Select color from image**.
3. Click on the canvas to pick a fill color.
4. Drag cursor on canvas to create arrow.

-Or-

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. Hold the **<CTRL>** key to use the eyedropper to select a color from the canvas.

3. Release the <CTRL> key after color selection.
4. Drag cursor on canvas to create arrow.

Pick a Custom Arrow Color

1. Select **Draw** tab > **Drawing Tools** group > **Arrow** tool.
2. Select **Styles** group > **Outline** option > **More Outline Colors** > *Colors* task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Drag cursor on canvas to create arrow.

Change the Look of the Arrow Head or End

1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Ends**. Select a style from the menu or click **Custom Ends** to create a new look.

Change the Arrow Width

1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Width**. Select a width from the menu or click **Custom Lines** to create a new width.

Change the Look of the Arrow Line

1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Dashes**. Select a style from the menu or click **Custom Lines** to create a new look.

Move or Reshape an Arrow

- ▶ To move an arrow, click down on the center of the arrow and drag to a new location.
- ▶ Use the white handles to change the shape and size of the arrow.
- ▶ Hold down <SHIFT> to keep the arrow straight as you draw a vertical, horizontal, or diagonal arrow.

Set the Arrow Opacity Level

Opacity is the ability to see through the arrow. The graphic below shows a sample of effects that can be achieved by controlling the opacity level.



1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Arrow Shadow

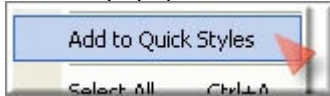
Click an arrow on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add a Custom Arrow to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom arrows so they can be reused.

1. Click an arrow on the canvas to give it focus.
2. Right-click the arrow.
3. From the popup menu, click [Add to Quick Styles](#). The arrow is now available in the Quick Styles Gallery.



Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

To turn antialiasing on or off:


1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Antialias**.

Stamps

Use Snagit Stamps to annotate your graphics with [vector](#) artwork especially designed for screen captures. Choose from a variety of stamps in the Quick Style Gallery, download more from the TechSmith website, or create your own.



To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Stamp** tool .
2. Select a category and then a stamp from the **Styles** group.
3. Click the mouse on the canvas to apply stamp.

Move or Resize a Stamp

Click a stamp on the canvas to give it focus.

- ▶ To move a stamp, click down on the center of the stamp and drag to a new location.
- ▶ To resize a stamp, drag the white handles to change the height and width.

Set the Opacity Level

Opacity is the ability to see through the stamp. The graphic below shows a sample of different opacity levels.



1. Click a stamp on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Stamp Shadow

Click a stamp on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

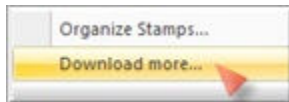
Add a Custom Stamp to the Quick Styles Gallery

Save custom stamp to reuse.

1. Click a stamp on the canvas to give it focus.
2. Right-click the stamp.
3. From the popup menu, click **Add to My Stamps**. The stamp is now available in the My Stamps category of the Quick Styles Gallery.

Download More Stamps from the TechSmith Web Site

1. Click a stamp on the canvas to give it focus.
2. Click the **Download more...** link at the bottom of the Quick Styles Gallery.



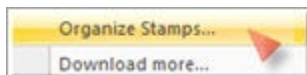
3. The TechSmith Web site opens to the stamp download page.

Organize Stamps

Use the *Organize Stamps* task pane to add new categories of stamps, delete stamps, add existing graphics as stamps, and more.


To access the *Organize Stamps* task pane:

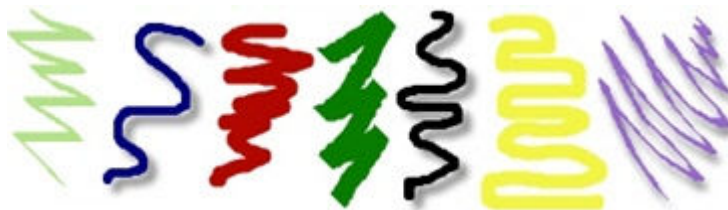
1. Click the **Organize Stamps** link at the bottom of the Quick Styles Gallery.



2. If prompted, enter a *Custom Stamp Folder* location and click **OK**.

Freehand Pen


Use the **Pen** tool  to create vector-based, freehand lines. Choose from a variety of pen line in the Quick Style Gallery or create your own.

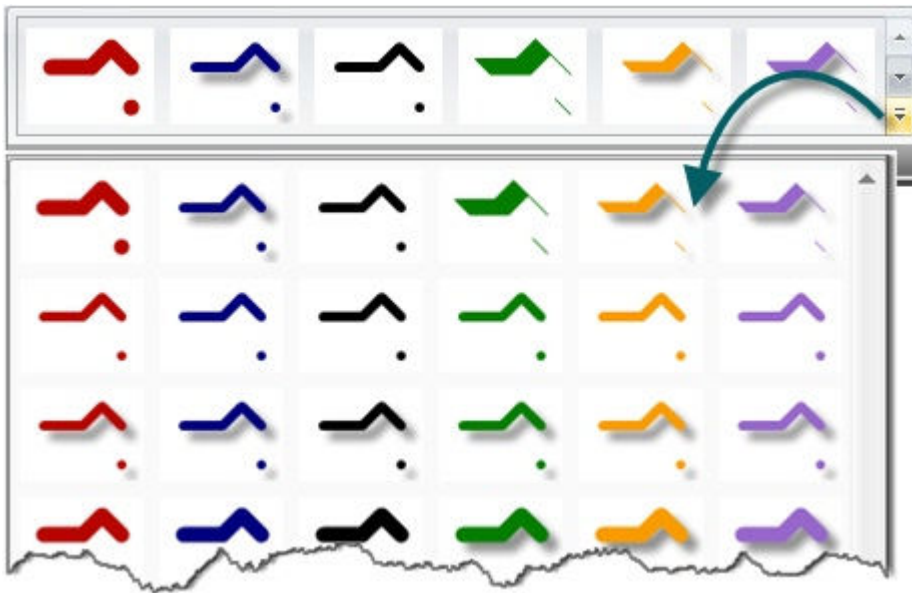


1. Select **Draw** tab > **Drawing Tools** group > **Pen** tool.

2. Select a style from the **Styles** group.
3. Drag the mouse on the canvas to apply pen line.

Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Pen** tool.
2. Select **Styles** group > **More** button .
3. Select a pen style from the Quick Styles Gallery.



Select the Pen Color from Colors on the Canvas

1. Select **Draw** tab > **Drawing Tools** group > **Pen** tool.
 2. Select **Styles** group > **Outline** > **Select color from image**.
 3. Click on the canvas to pick a fill color.
 4. Drag cursor on canvas to create pen line.
- Or-
1. Select **Draw** tab > **Drawing Tools** group > **Pen** tool.
 2. Hold the <CTRL> key to use the eyedropper to select a color from the canvas.
 3. Release the <CTRL> key after color selection.
 4. Drag cursor on canvas to create pen line.

Pick a Custom Color

1. Select **Draw** tab > **Drawing Tools** group > **Pen** tool.
2. Select **Styles** group > **Outline** option > **More Outline Colors** > **Colors** task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Drag cursor on canvas to create pen line.

Change the Shape of the Pen Line

1. Click a pen line on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Shape**. Select a style from the menu.

Change the Pen Width

1. Click a pen line on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Width**. Select a width from the menu or click **Custom Lines** to create a new width.

Move or Reshape a Pen Line

- ▶ To move a pen line, click down on the center of the line and drag to a new location.
- ▶ To change the shape of a pen line, right-click a pen line and select **Edit Points**. Use the yellow points to change the shape of the line. Select **Edit Points** again to remove the points from view.
- ▶ Hold down <SHIFT> to keep the line straight as you draw a vertical, horizontal, or diagonal line.

Set the Opacity Level

Opacity is the ability to see through the pen line. The graphic below shows a sample of effects that can be achieved by controlling the opacity level.



1. Click a pen line on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Pen Line Shadow

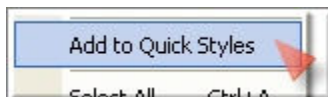
Click a pen line on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add a Custom Pen Line to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom pen lines so they can be reused.

1. Click a pen line on the canvas to give it focus.
2. Right-click the pen line.
3. From the popup menu, click [Add to Quick Styles](#). The pen line is now available in the Quick Styles Gallery.



Antialiasing for Smooth Lines


Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

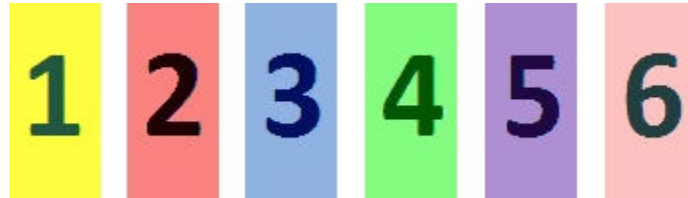
To turn antialiasing on or off:

1. Click a pen line on the canvas to give it focus.

2. Select **Styles** group > **Effects** > **Antialias**.

Highlight Tool


Use the **Highlight** tool  to highlight a rectangular region of the canvas using a color.

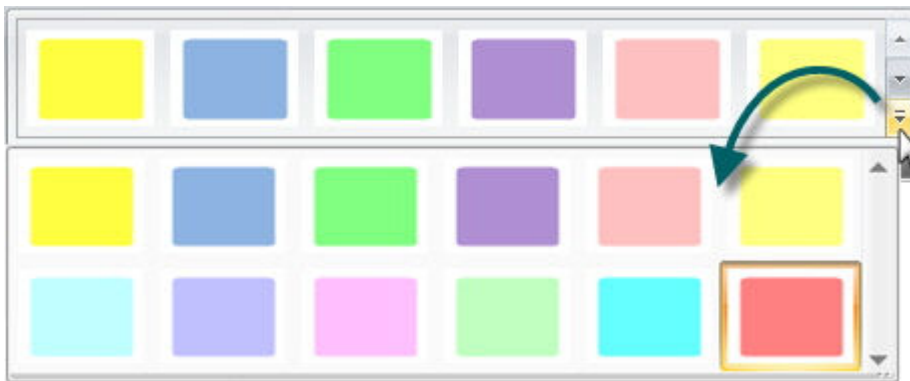


To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
2. Select a color in the **Styles** group.
3. Click and drag on canvas to apply highlight color.

Select a Color from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
2. Select **Styles** group > **More** button .
3. Select the color from the dropdown gallery menu.



Select the Fill Color from Colors on the Canvas

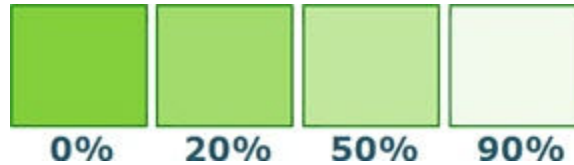
1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
 2. Select **Styles** group > **Outline** > **Select color from image**.
 3. Click on the canvas to pick a fill color.
 4. Drag cursor on canvas to create highlight.
- Or-
1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
 2. Hold the <CTRL> key to use the eyedropper to select a color from the canvas.
 3. Release the <CTRL> key after color selection.
 4. Drag cursor on canvas to create highlight.

Pick a Custom Fill Color

1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
2. Select **Styles** group > **Outline** option > **More Outline Colors** > *Colors* task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Drag cursor on canvas to create highlight.


Set Fill Opacity Level

Control the saturation of the highlight color. The higher the percentage number the less saturated the color.



1. Select **Draw** tab > **Drawing Tools** group > **Highlight** tool.
2. Select **Styles** group > **Effects** > **Tolerance** > Select tolerance percentage.
3. Drag cursor on canvas to create highlight.


Text

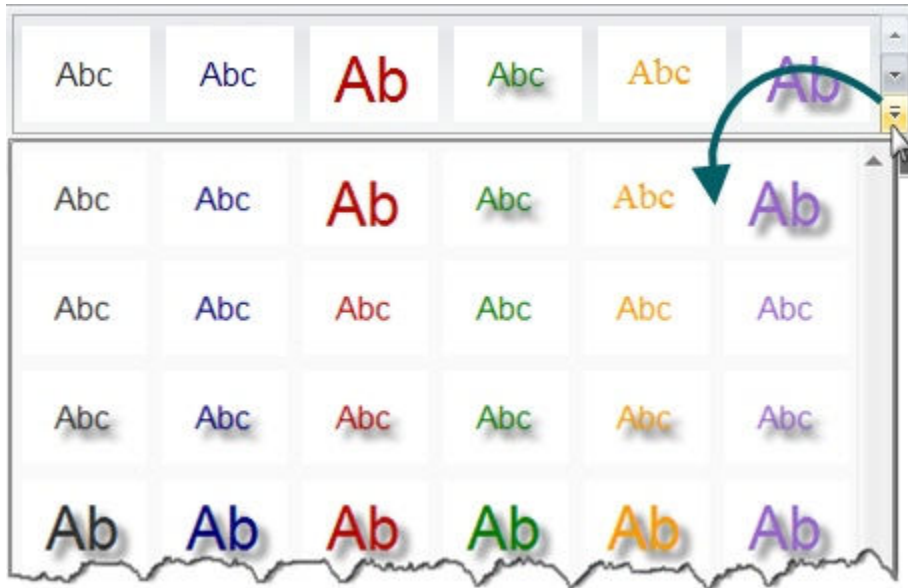
Use the **Text** tool  to create vector-based text on the image. Control text font, size, style, layout, drop shadow, antialiasing, color, frame, box style and fill color.

To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Text** tool.
2. Select a style from the **Styles** group.
3. Drag the mouse on the canvas to create a text box.
4. Enter text.
5. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.

Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Text** tool.
2. Select **Styles** group > **More** button .
3. Select the text style from the Quick Styles Gallery.



Select the Text Color from Colors on the Canvas

1. Select **Draw** tab > **Drawing Tools** group > **Text** tool.
 2. Drag the mouse on the canvas to create text box.
 3. Select **Styles** group > **Outline** > **Select color from image**.
 4. Enter text.
 5. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.
- Or-

1. Select **Draw** tab > **Drawing Tools** group > **Text** tool.
2. Drag the mouse on the canvas to create text box.
3. Hold the <CTRL> key and use the eyedropper to select a color from the canvas.
4. Release the <CTRL> key after color selection.
5. Enter text.
6. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.

Pick a Custom Text Color

1. Select **Draw** tab > **Drawing Tools** group > **Text** tool.
2. Select **Styles** group > **Fill** option > **More Fill Colors** > **Colors** task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Drag the mouse on the canvas to create text box.
5. Enter text.
6. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.

Move or Resize a Text Box

- To move a text box, click down on the center of the box and drag to a new location.
- Use the white handles to change the height and width of the text box.
- Use the green handle on top of a text box to rotate the text box.

Set the Text Opacity Level

Opacity is the ability to see through the text.

1. Click a text box on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Text Shadow

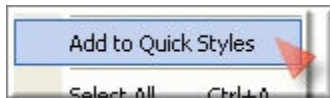
Click a text box on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add Custom Text to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom text styles so they can be reused.

1. Click a text box on the canvas to give it focus.
2. Right-click the text.
3. From the popup menu, click [Add to Quick Styles](#). The text style is now available in the **Quick Styles Gallery**.




Antialiasing for Smooth Lines

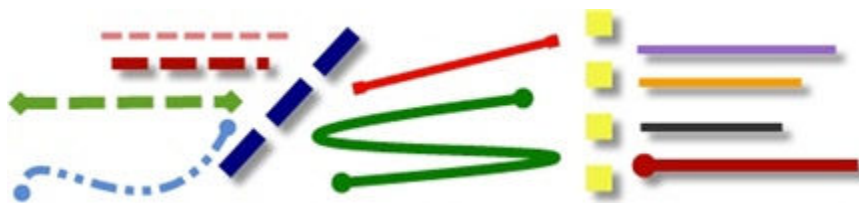
Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

To turn antialiasing on or off:

4. Click a text box on the canvas to give it focus.
5. Select **Styles** group > **Effects** > **Antialias**.

Lines


Use the **Line** tool  to create [vector-based](#) lines. Select from a variety of lines in the Quick Style Gallery or create your own.



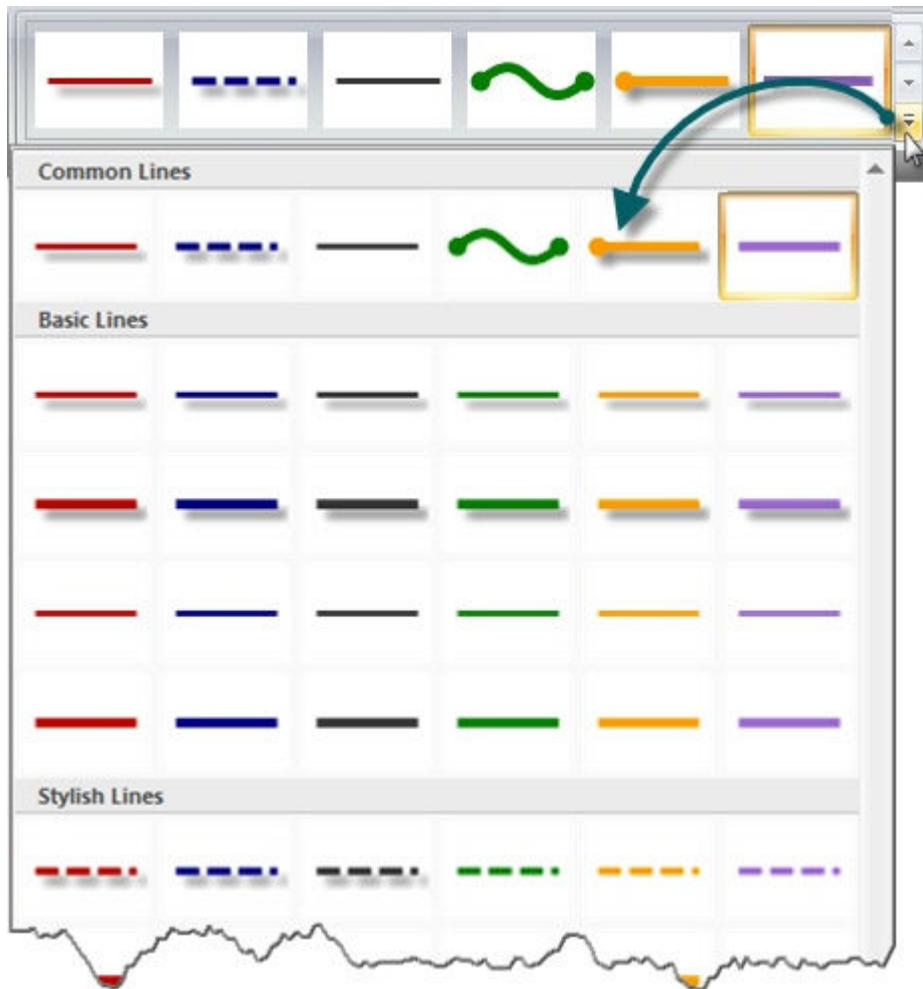
To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. Select a style from the **Styles** group.
3. Drag the mouse on the canvas to apply line.

Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. Select **Styles** group > **More** button .

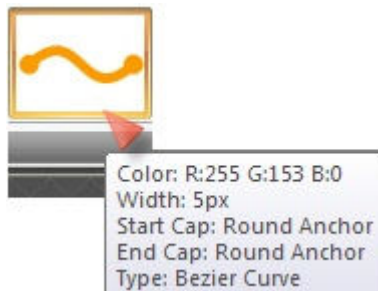
3. Select the line from the **Quick Styles Gallery**.



Draw a Bezier Curved Line

To draw a curved line:

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. In the **Quick Style Gallery**, select a curved line style.



3. Click and drag the line on the canvas.
4. Click and drag again to set the first curve point.
5. Click and drag again to set the second curve point.
6. Drag the white object handles to modify the curves.

Select the Line Color from Colors on the Canvas

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. Select **Styles** group > **Outline** > **Select color from image**.
3. Click on the canvas to pick a fill color.
4. Drag cursor on canvas to create line.

-Or-

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. Hold the <CTRL> key to use the eyedropper to select a color from the canvas.
3. Release the <CTRL> key after color selection.
4. Drag cursor on canvas to create line.

Pick a Custom Line Color

1. Select **Draw** tab > **Drawing Tools** group > **Line** tool.
2. Select **Styles** group > **Outline** option > **More Outline Colors** > *Colors* task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Drag cursor on canvas to create line.

Change the Look of the Line Ends

1. Click a line on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Ends**. Select a style from the menu or click **Custom Ends** to create a new look.

Change the Line Width

1. Click a line on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Width**. Select a width from the menu or click **Custom Lines** to create a new width.

Change the Look of the Line

1. Click a line on the canvas to give it focus.
2. Select **Styles** group > **Outline** option > **Dashes**. Select a style from the menu or click **Custom Lines** to create a new look.

Move or Reshape a Line

- ▶ To move a line, click down on the center of the line and drag to a new location.
- ▶ Use the white handles to change the shape and size of the line.
- ▶ Hold down <SHIFT> to keep the line straight as you draw a vertical, horizontal, or diagonal line.

Set the Opacity Level

Opacity is the ability to see through the line. The graphic below shows a sample of effects that can be achieved by controlling the opacity level.



1. Click a line on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Line Shadow

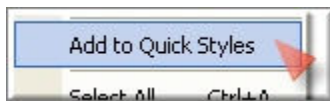
Click a line on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add a Custom Line to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom lines so they can be reused.

1. Click a line on the canvas to give it focus.
2. Right-click the line.
3. From the popup menu, click [Add to Quick Styles](#). The line is now available in the Quick Styles Gallery.




Antialiasing for Smooth Lines

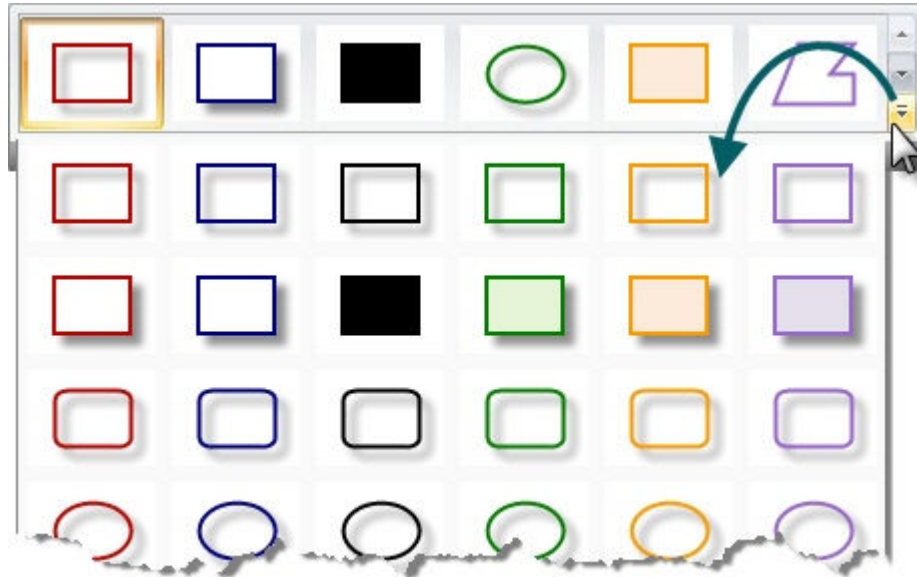
Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

To turn antialiasing on or off:

1. Click an arrow on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Antialias**.

Geometric Shapes


Use the **Shape** tool  to create **vector-based** objects in the form of geometric shapes. Select from a variety of shapes and styles in the Quick Style Gallery. Control callout shape, size, color, drop shadow, and more.

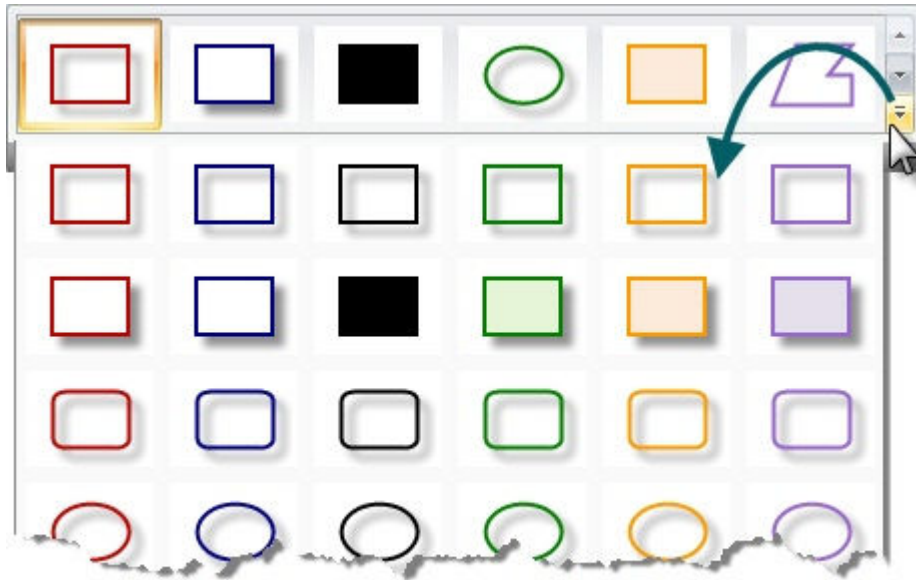


To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Shape** tool.
2. Select a shape from the **Styles** group.
3. Drag the mouse on the canvas to draw the shape.
4. Hold down <SHIFT> to draw a perfect circle, rectangle, or square.

Select a Style from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Shape** tool. Then select **Styles** group > **More** button .
2. Select the shape and style from the Quick Styles Gallery.



Move or Reshape a Shape

- ▶ To move a shape, click down on the center of the shape and drag to a new location.
- ▶ Use the white handles to change the shape and size of the shape.
- ▶ Hold down <SHIFT> to draw a perfect circle, rectangle, or square.

Draw a Polygon Shape

To draw a polygon shape:

1. Select **Draw** tab > **Drawing Tools** group > **Shape** tool.
2. In the **Quick Style Gallery**, select a polygon style.



3. Click and drag a line on the canvas.
4. Click and drag again and again to get the desired shape.
5. Double-click the canvas to close the shape.
6. Drag the white object handles to modify the angles.

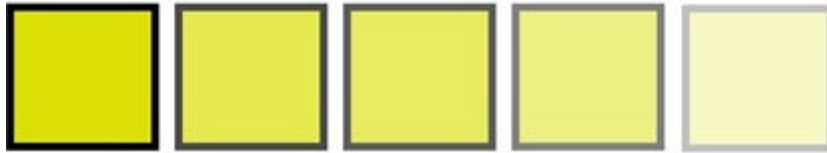
Change the Shape Outline or Color

Click a shape on the canvas to give it focus.

- ▶ For **Outline** changes: Select **Styles** group > **Outline**. From here, change the width, outline color, or the general shape of the shape.
- ▶ For **Fill color** changes: Select **Styles** group > **Fill**. From here, change or remove the fill color.

Set the Opacity Level

Opacity is the ability to see through the shape. The graphic below shows a variety of effects that can be achieved by controlling the opacity level.



1. Click a shape on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.

Add, Remove, or Customize the Shape Shadow

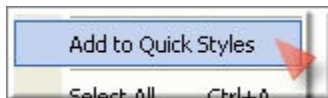
Click a shape on the canvas to give it focus.

- ▶ To add a shadow, select **Styles** group > **Effects** > **Shadow** > Select the shadow effect using the icons.
- ▶ To remove a shadow, select **Styles** group > **Effects** > **Shadow** > **No Shadow** icon.
- ▶ To add a custom shadow, select **Styles** group > **Effects** > **Shadow** > Click **More Shadows**. Use the options in the *Drop Shadow* task pane to create a custom look. Click **OK**.

Add a Custom Shape to the Quick Styles Gallery

The Quick Styles Gallery is used to save custom shapes so they can be reused.

1. Click a shape on the canvas to give it focus.
2. Right-click the shape.
3. From the popup menu, click [Add to Quick Styles](#). The shape is now available in the Quick Styles Gallery.




Antialiasing for Smooth Lines


Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to “on” for all of Editor’s [vector-based](#) tools.

To turn antialiasing on or off:

1. Click a shape on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Antialias**.

Flood Fill an Area with Color


Use the **Fill** tool  to flood-fill an enclosed, flattened area using a color.

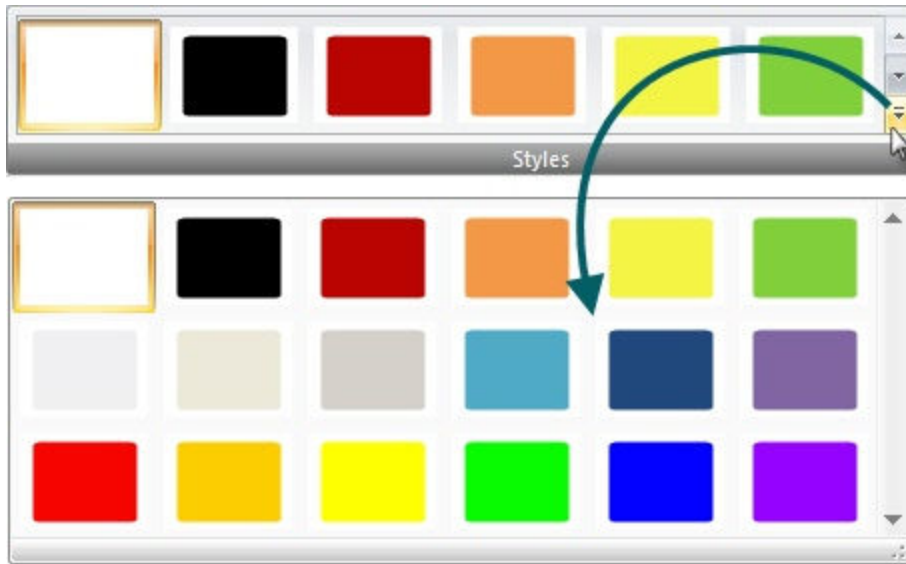
 **Vector-based** objects cannot be flood-filled. To flood-fill a vector object, it must first be flattened. To flatten a vector object, right-click the object and click **Flatten**.

To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select a color in the **Styles** group.
3. Click on canvas to apply color.

Select a Color from the Quick Style Gallery

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select **Styles** group > **More** button .
3. Select the color from the Quick Styles Gallery.



Select the Fill Color from Colors on the Canvas

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select **Styles** group > **Outline** > **Select color from image**.
3. Click on the canvas to pick a fill color.
4. Click on canvas to apply color.

-Or-

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Hold the <CTRL> key to use the eyedropper to select a color from the canvas.
3. Release the <CTRL> key after color selection.
4. Click on canvas to apply color.

Pick a Custom Fill Color

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select **Styles** group > **Fill** option > **More Fill Colors** > *Colors* task pane.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Click on canvas to apply color.

Set Fill Tolerance Level

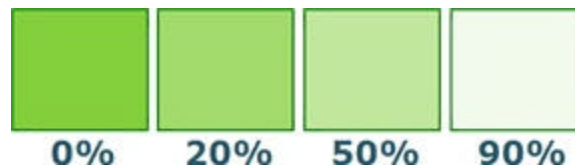
Control the matching of the fill color in relation to the surrounding colors. A fill tolerance of zero means an exact color match. A tolerance level above zero matches similar colors. The higher the number the less precise the match needs to be.


1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select **Styles** group > **Effects** > **Tolerance** > Select tolerance percentage > Click on canvas to apply color.



Set Fill Opacity Level

Control the saturation of the fill color. The higher the percentage number, the less transparent and more saturated the color will be.



 This option is a build up effect. Therefore, when desiring a more transparent look, you need to start out with a higher opacity percentage (lower saturation) and work your way up to the desired color effect.

1. Select **Draw** tab > **Drawing Tools** group > **Fill** tool.
2. Select **Styles** group > **Effects** > **Tolerance** > Select tolerance percentage.
3. Click on canvas to apply color. Since this is a build up effect, continue clicking on canvas to apply another layer of color.

Erase a Portion of the Canvas

Use the **Eraser** tool  to freehand erase. Control the color, width, opacity and antialiasing.

To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Erase** tool.
2. Select a style from the **Styles** group.
3. Click and drag the mouse on the canvas to apply eraser.

Change the Eraser Width

1. Select **Draw** tab > **Drawing Tools** group > **Erase** tool.
2. Select **Styles** group > **Outline** option > **Width**. Select a width from the menu or click **Custom Lines** to create a new width.

Set the Opacity Level

Opacity is the ability to see through the eraser. The graphic below shows a sample of effects that can be achieved by controlling the opacity level.



1. Select **Draw** tab > **Drawing Tools** group > **Erase** tool.

2. Select a style from the **Styles** group.
3. Select **Styles** group > **Effects** > **Opacity** > Select the opacity level or click **Custom** to enter a specific percentage.
4. Click and drag the mouse on the canvas to apply eraser.

Antialiasing for Smooth Lines

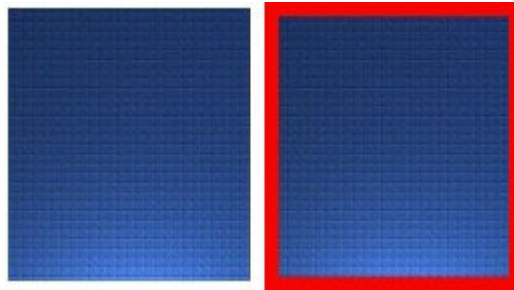
This option is enabled by default.

1. Click a line on the canvas to give it focus.
2. Select **Styles** group > **Effects** > **Antialias**.


Image Effects

Border

Add a custom border around a selection or the entire canvas.

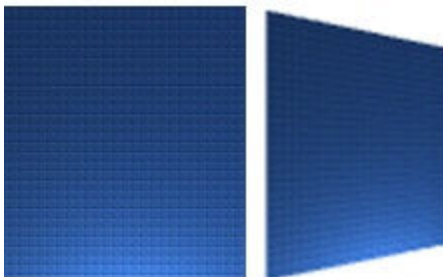


To use this tool:

1. To add a border to a portion of the canvas, use **Draw** tab > **Drawing Tools** group > **Selection** tool and drag a selection on the canvas.
-Or-
 To add a border to the entire canvas, do not make a selection.
2. To select the border color from colors on the canvas, Select **Image** tab > **Image Style** group > **Border** tool  > **Select color from image**.
-Or-
 For a custom color Select **Image** tab > **Image Style** group > **Border** tool > **More Colors** > *Colors* task pane. Select a color from the **Standard** or **Custom** tab. Click **OK**.
3. To select a border width, select **Image** tab > **Image Style** group > **Border** tool > Select a width from the menu or click **Custom Lines** to create a new width.

Perspective

Add a perspective effect to the entire canvas.

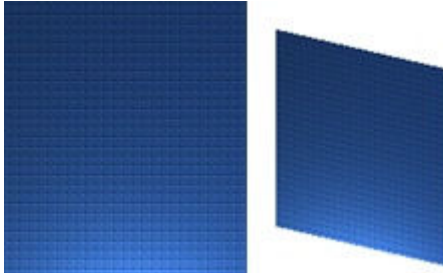


To use this tool:

1. Select **Image** tab > **Image Style** group > **Effects** tool  > **Perspective**.
2. Select an effect from the menu or click **Perspective/Shear Options** to create a unique look.

Shear

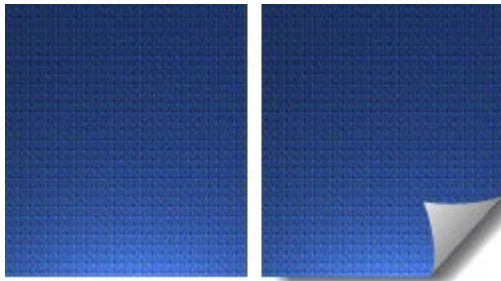
Add a shear effect to the entire canvas.




To use this tool:

1. Select **Image** tab > **Image Style** group > **Effects** tool  > **Shear**.
2. Select an effect from the menu or click **Perspective Shear Options** to create a unique look.

Page Curl

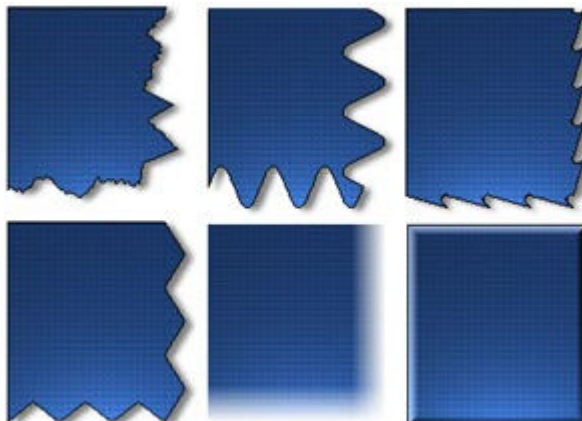


To use this tool:

1. Select **Image** tab > **Image Style** group > **Effects** tool  > **Page Curl**.
2. Select an effect from the menu or click **Page Curl Options** to create a unique look.

Edges

Use an Edge effect to add a professional, finished look to a selection or the entire canvas.

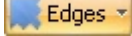


The Edge effects include drop shadow, torn, faded, wave, saw, shark tooth and beveled edge. Customize the effect by adjusting the:

- ▶ Size and location of the effect.
- ▶ Shadow size, location and color.
- ▶ Outline and defining its size and color.
- ▶ Background color

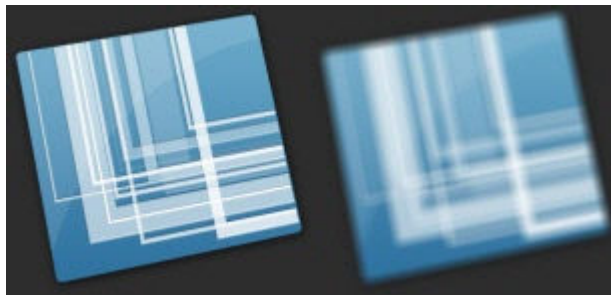
To use this tool:

1. To add an edge effect to a portion of the canvas, use **Draw** tab > **Drawing Tools** group > **Selection** tool and drag a selection on the canvas.
-Or-
To add an edge effect to the entire canvas, do not make a selection.
2. Select an edge effect from the Quick styles Gallery.
-Or-

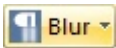
For a custom look select **Image** tab > **Image Style** group > **Edges** tool . Select an effect from the menu. Customize the effect using the available settings. Click **OK**.

Blur

This effect can be applied to a selection or the entire canvas.

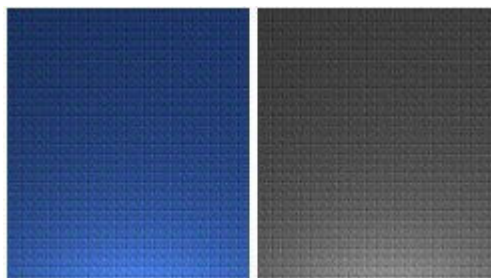


To use this tool:


1. To blur a portion of the canvas, use **Draw** tab > **Drawing Tools** group > **Selection** tool and drag a selection on the canvas.
-Or-
To blur the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Blur** tool .
3. Select the blur level or click **Custom** to enter a specific percentage.

Grayscale

This effect must be applied to the entire canvas.



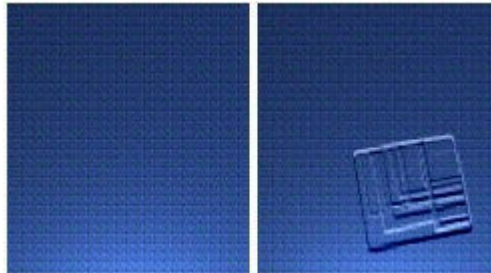
To use this tool:

1. Select **Image** tab > **Modify** group > **Grayscale** tool .


Watermark

Add a graphic file to the canvas. Add logos, titles, signatures, banner ads, etc. The image file can be overlain, underlain, embossed, transparent, and more. Experiment to discover the variety of creative ways you can use the Watermark effect.

This effect must be applied to the entire canvas.

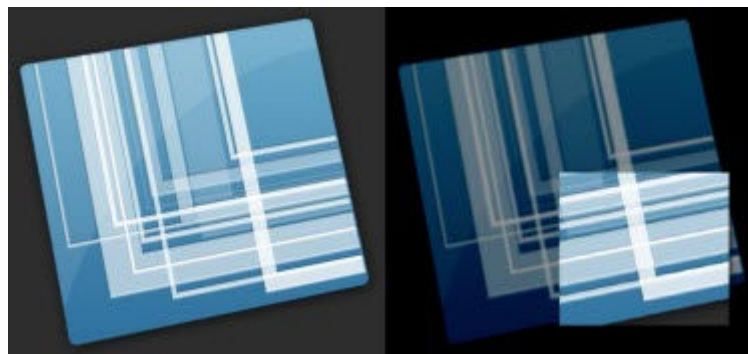


To use this tool:

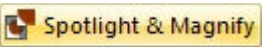
1. Select **Image** tab > **Modify** group > **Watermark** tool .
2. In the *Watermark* task pane, browse to select a graphic file.
3. Click **Advanced settings** to customize the effect using the available settings.
4. Click **OK**.

Spotlight and Magnify

Select a portion of the capture and modify it using a magnification effect as well as darkening and blurring effects.



To use this tool:

1. Select **Draw** tab > **Drawing Tools** group > **Selection** tool and drag a selection on the canvas.
2. Select **Image** tab > **Modify** group > **Spotlight & Magnify** tool .
3. In the *Spotlight and Magnify* task pane, customize the effect using the available settings. Click **OK**.

Color Effects

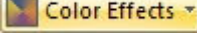
 Editor > Image tab > Modify group > Color Effects button

Use the Color Effects options to apply color conversion and special effects to your image.

Color Depth


Customize the colors, color order, dithering and palette of an image. This effect must be applied to the entire canvas.

To use this tool:

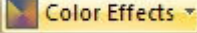
1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Color Depth**.
2. In the *Color Depth* task pane, make all changes.
3. Click **OK**.

GIF Transparent Color

Use to set a color in a GIF image to transparent.

 This effect works only with GIF, ICO, and CUR files. It has no effect on other types of files and does not affect images copied to the clipboard.

To use this tool:

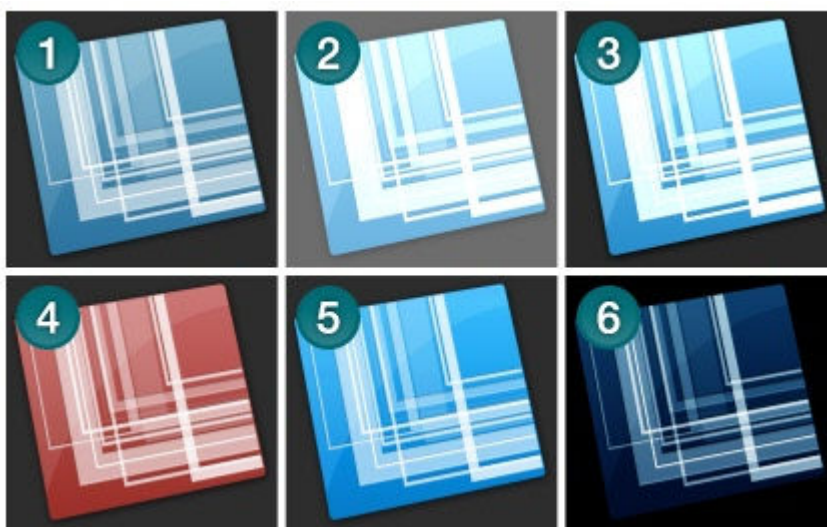
1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Transparent Color**.
2. If you are asked to change to 256 Color, select **Yes**.
3. In the *Transparent Color* task pane use the color picker to select the transparent color from the canvas. Click **Close**.
4. When the capture is ready to save, save in GIF, ICO, or CUR file format.

Color Correction

Use to change the brightness, contrast, hue, saturation, and gamma properties for a selection or the entire canvas.

The following graphic shows a sample of the following effects:

1. **Original** capture
2. **Brightness**
3. **Contrast**: Change the contrast between the light and dark colors.
4. **Hue**: Change is similar to rotating a color wheel to select a different mixture of colors.
5. **Saturation**: The quantity of a color in pixels, from gray at the lowest saturation to rich color in the highest.
6. **Gamma**: Adjust the intensity of colors by changing the gamma constant used to map the intensity values. Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5.



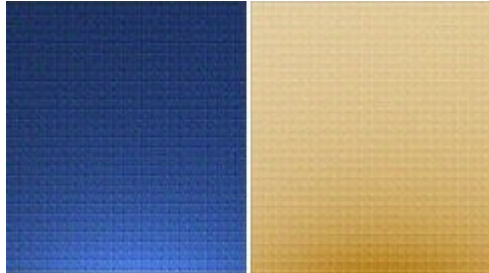
To use this tool:

1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Color Correction**.


2. Create your own effect using the available settings.
3. Click **OK**.

Invert Colors

Use to invert RGB color values for a selection or the entire canvas.



To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Invert Color**.

Color Substitution

Use to replace one color with a different color. This effect must be applied to the entire canvas. To use this tool:

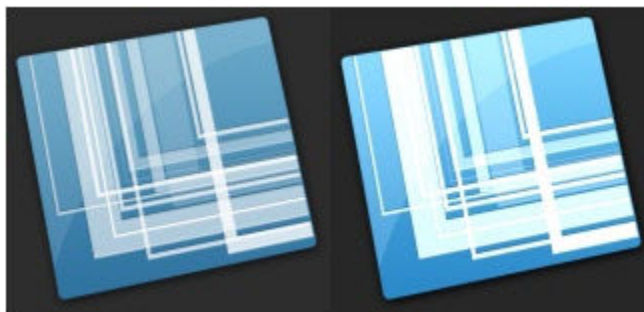
1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Color Substitution**.

For specific examples for the use of this effect, continue with:


- ▶ **Single Color Substitution Effect**
- ▶ **Multiple Color Substitution Effect**
- ▶ **Swap Colors Effect**

Histo-Contrast

Use to increase or decrease the contrast using a histogram to find the median brightness. Apply to a selection or the entire canvas.

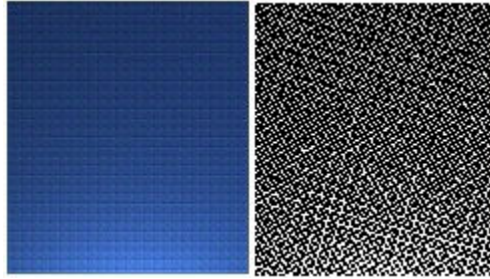


To use this tool:

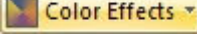
1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Histo-Contrast**.
3. Select effect percentage from the menu or click **Custom** to create a new look.

Halftone

Use to apply a dithered black and white effect to the entire canvas.

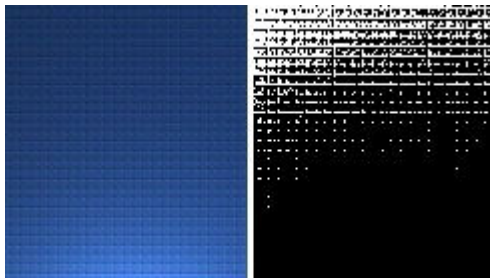


To use this tool:

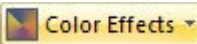
1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Halftone**.
2. Select effect percentage from the menu or click **Custom** to create a new look.

Intensity Detect

Use to find the low and high thresholds in a specified intensity range. Apply to a selection or the entire canvas.

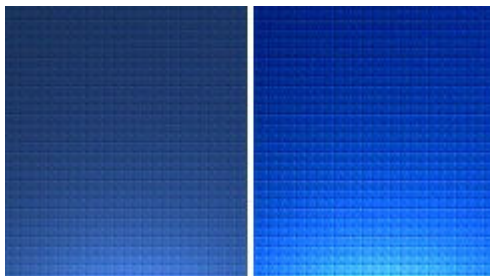


To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Intensity Detect**.
3. Use the slide control to achieve desired look.
4. Click **Close**.

Stretch Intensity

Use to increase the contrast by centering, maximizing, and proportioning the range of intensity values. Apply to a selection or the entire canvas.



To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.

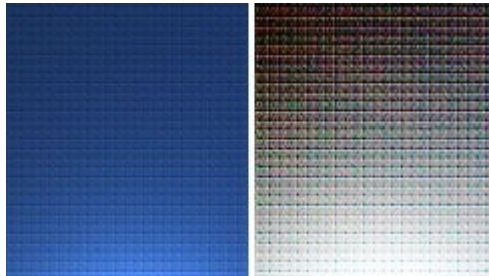
-Or-

To apply the effect to the entire canvas, do not make a selection.

2. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Stretch Intensity**.

Histogram Equalize

Use to make linear the number of pixels per gray level in the image. This can be used to show details in dark areas. Apply to a selection or the entire canvas.



To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.

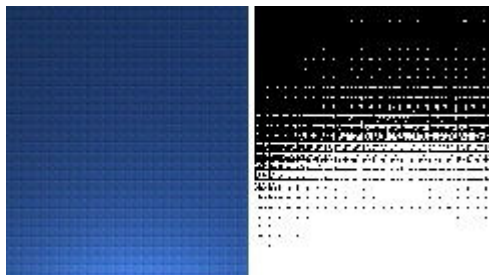
-Or-

To apply the effect to the entire canvas, do not make a selection.

2. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Histogram Equalize**.

Monochrome

Use to apply a dithered black and white effect to the entire canvas.



To use this tool:

1. Select **Image** tab > **Modify** group > **Color Effects** tool  > **Monochrome**.

2. Use the slide control to achieve desired look.

3. Click **Close**.

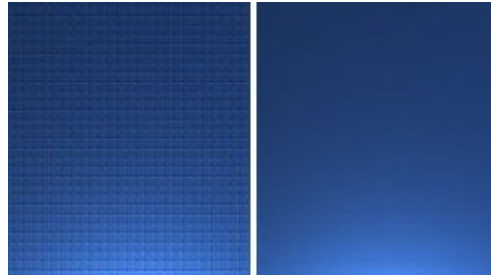
Filters

 Editor > Image tab > Modify group > Filters button


Use the Filter options to apply special effects to modify your captures. Use one or combine them to get exactly the right look.

Remove Noise

Remove pixels to reduce the detail and create a smoother texture. Apply to a selection or the entire canvas.

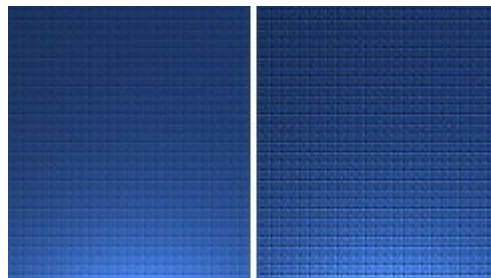


To use this tool:


1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Remove Noise**.
3. Select effect percentage from the menu or click **Custom** to create a new look.

Sharpen

Change the color of each pixel to the median color to create a crisper look. Apply to a selection or the entire canvas.



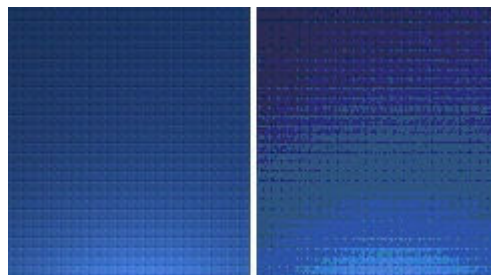
To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Sharpen**.
3. Select effect percentage from the menu or click **Custom** to create a new look.


Posterize

Apply a poster effect, reducing the number of bits per color channel. This decreases the number of colors and levels of lightness in the image or selection. The result is a flatter-looking image with bands of color rather than smooth gradients.

Apply to a selection or the entire canvas.

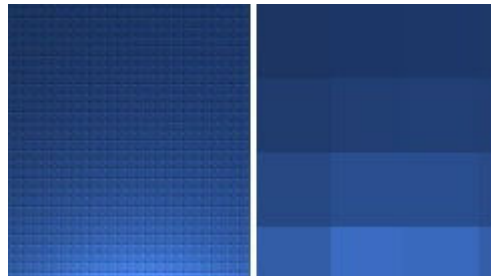


To use this tool:

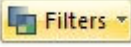
1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Posterize**.
3. Select the level of planes from the menu or click **Custom** to create a new look.

Pixelate

Create a mosaic effect by dividing the image into tiles of a specified size. Apply to a selection or the entire canvas.

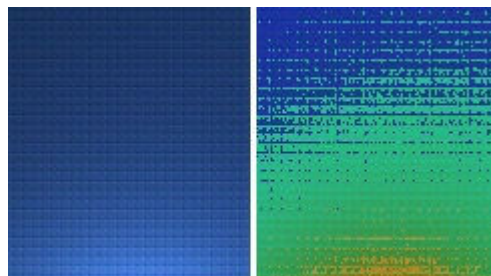


To use this tool:


1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Pixelate**.
3. Select the tile size from the menu or click **Custom** to create a new look.

Solarize

This effect mimics the accidental exposure of photographic film to light, but lets you control the threshold level. Apply to a selection or the entire canvas.

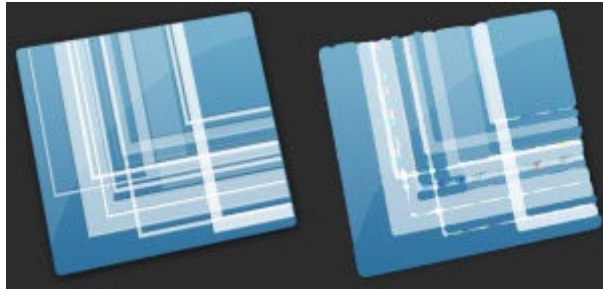


To use this tool:


1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Solarize**.
3. Select the level of planes from the menu or click **Custom** to create a new look.

Oil Painting

Apply an oil-painting effect to a selection or the entire canvas.

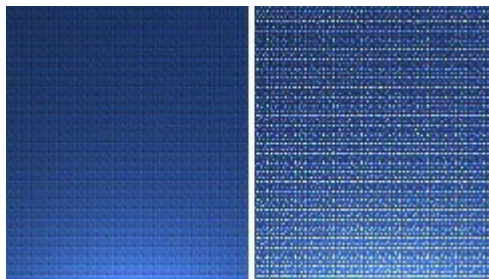


To use this tool:


1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Oil Painting**.
3. Select the sample size from the menu or click **Custom** to create a new look.

Edge Enhance

Increase the contrast along the edges in the image. Apply to a selection or the entire canvas.

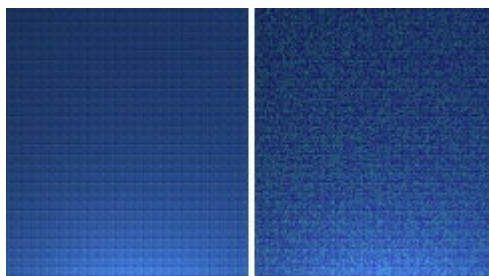


To use this tool:

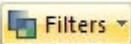
1. To apply effect to a portion of the canvas, drag a selection on the canvas.
-Or-
To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Edge Detect**.
3. Repeat for a more intense effect.

Add Noise

Reduce the detail and add a grainy texture. Adding a small percentage of noise to an image can reduce the appearance of scratches and other imperfections. Apply to a selection or the entire canvas.

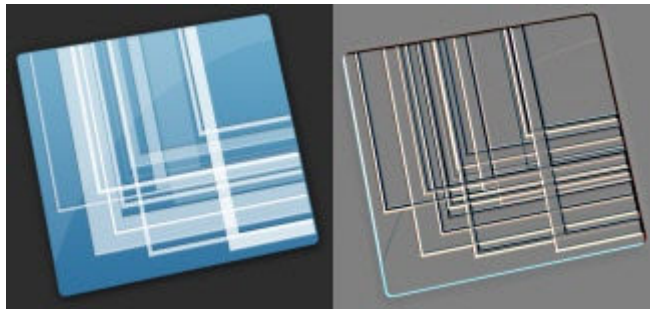


To use this tool:


1. To apply effect to a portion of the canvas, drag a selection on the canvas.
 -Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Add Noise**.
3. Use the Level slide control and select a channel to achieve the desired look.
4. Click **Close**.

Emboss

Apply a bas-relief effect that highlights areas of contrast with black or white pixels and colors the low contrast areas a medium grey. Bands of color appear when there is a large difference in the contrast. Apply to a selection or the entire canvas.

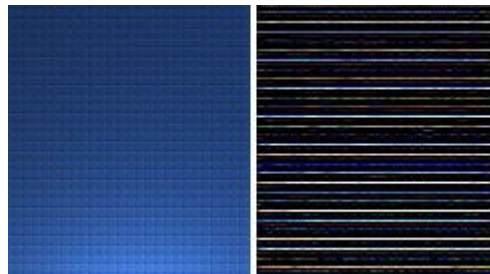


To use this tool:

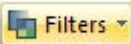
1. To apply effect to a portion of the canvas, drag a selection on the canvas.
 -Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Emboss**.
3. Select the depth and direction to achieve the desired look.
4. Click **Close**.

Edge Detect

Increase the contrast along the edges of a selection or the entire canvas.



To use this tool:

1. To apply effect to a portion of the canvas, drag a selection on the canvas.
 -Or-
 To apply the effect to the entire canvas, do not make a selection.
2. Select **Image** tab > **Modify** group > **Filters** tool  > **Edge Detect**.
3. Select the **Edge filter** and **Filter subtype** to achieve the desired look.
4. Click **Close**.

Change Image Resolution


Set an image resolution in dots per inch. This option can be used to control how *other* applications display and print Snagit images. Adjusting the image resolution **does not** affect the way Snagit displays or prints the image.

 This effect must be applied to the entire canvas.

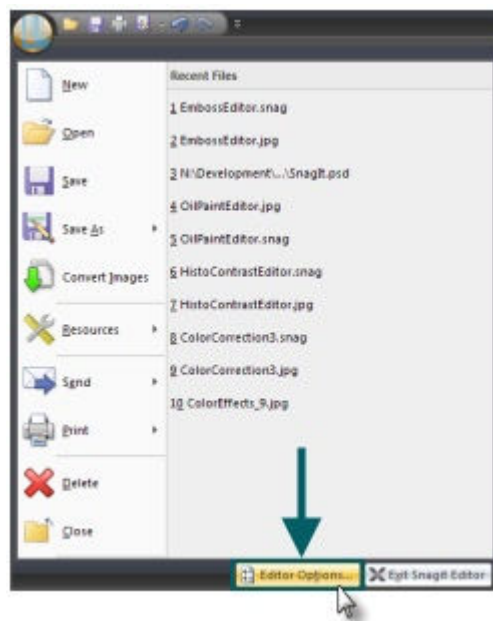
To use this tool:

1. Select **Image** tab > **Modify** group > **Filters** tool  > **Resolution DPI**.
2. Enter the resolution.
3. Click **OK**.

Snagit Editor Options

 Snagit Editor > Snagit button > Editor Options button

The **Snagit Editor Options** give access to Editors' program preferences, the [Open Captures Tray](#) settings, the [Quick Access Toolbar](#) options, and more.



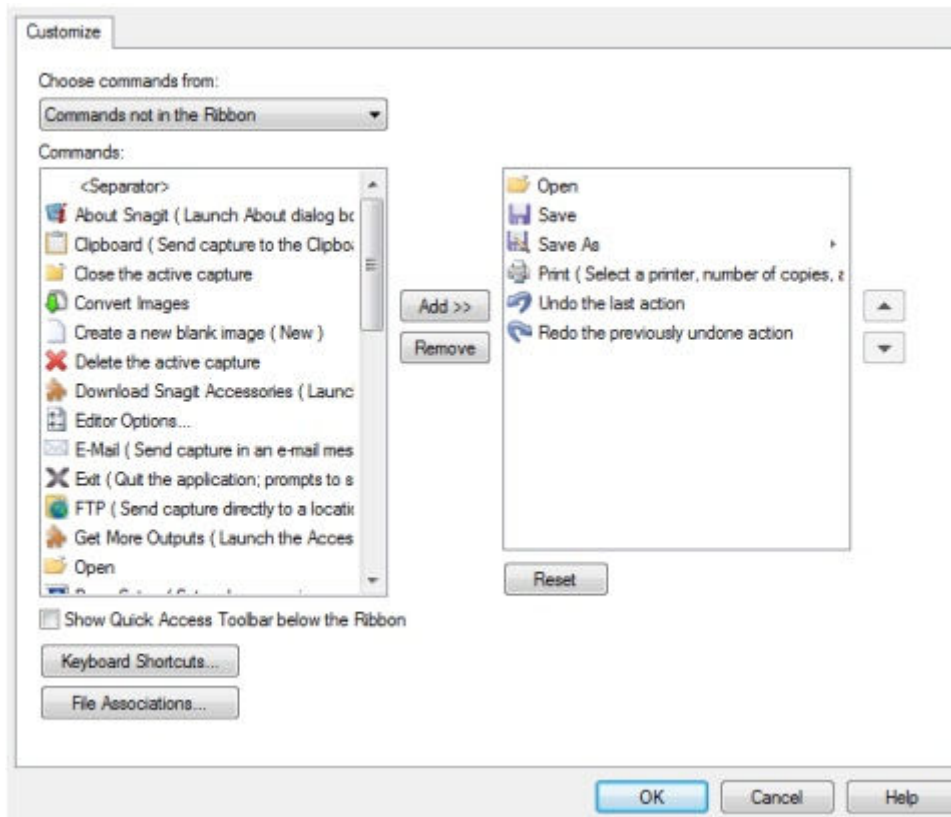
General Screen

 Snagit Editor > Snagit button > Editor Options button > General button.

Set the default preferences for how Editor responds after capturing with Snagit, how parts of the [Open Captures Tray](#) display, turn enhanced screen tips and balloon tips on or off, change Snagit's color scheme, and more.

A checkmark lets you know an option is enabled or "turned on".

Customize the [Quick Access Toolbar](#), assign the [Keyboard Shortcuts](#), and set File Associations (the types of file formats that Snagit Editor will open by default).



Resources

 Snagit Editor > Snagit button > Editor Options button > Resources button.

Check for program updates, contact technical support, connect to the Snagit Learning Center on the TechSmith Web site, and find the about Snagit information that includes the version number.

Improve Snagit

 Snagit Editor > Snagit button > Editor Options button > Improve Snagit button.

Help us make Snagit even better!

We invite you to join the TechSmith User Design Initiative to help us improve the quality, reliability, and performance of Snagit.

If you participate, Snagit will collect anonymous information about your hardware configuration and how you use Snagit in order to identify trends and usage patterns. Your captures are not collected.

The developers at TechSmith will then analyze the data collected to figure out how users are really using Snagit and design features based on how Snagit customers actually work.


TechSmith is committed to protecting your privacy. We won't collect your name, address, or any other personally identifiable information. It's safe, secure, and completely anonymous.

Select the **More Information** button to visit a website with more details.

If you have agreed to participate, the **View Data** button displays a dialog with the actual data that is sent to TechSmith.

Backup and Restore

Snagit automatically stores your unsaved captures in the Library. The Backup feature creates an archive of these stored files. Use the Restore feature to replace your current Library with the Library backed up in the archive.

 Restore destroys any automatically stored captures in your current Library and replaces them with the captures in the archive.

Backup archives are especially useful when moving your Snagit Library to a new machine.

Backup

 Snagit Editor > Snagit button > Editor Options > Advanced > Backup/Restore Automatically Stored Files...

Select **Backup** to create an archive of automatically stored (unsaved) captures in your Library. Select a file name and a location for the file. The file has a *.snagarchive* extension.

Restore

 Snagit Editor > Snagit button > Editor Options > Advanced > Backup/Restore Automatically Stored Files...

1. Select **Restore** to restore a previously created archive.
2. Find the Snagit Library Archive file and click **Open**.
3. Confirm that you wish to restore the archived Library; this replaces your current Library. If you confirm, your archived Library is restored and Snagit restarts.

Editor Library

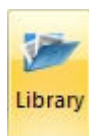
Use the Library to locate, view, and manage captures and multimedia files. Select multiple files to save, convert file formats, print, and e-mail in batches.

To Open the Library

- ▶ In **Snagit** > **Quick Launch** pane > **Organize Images**.
- ▶ In Editor, click the **Library** button in the [Open Captures Tray](#):



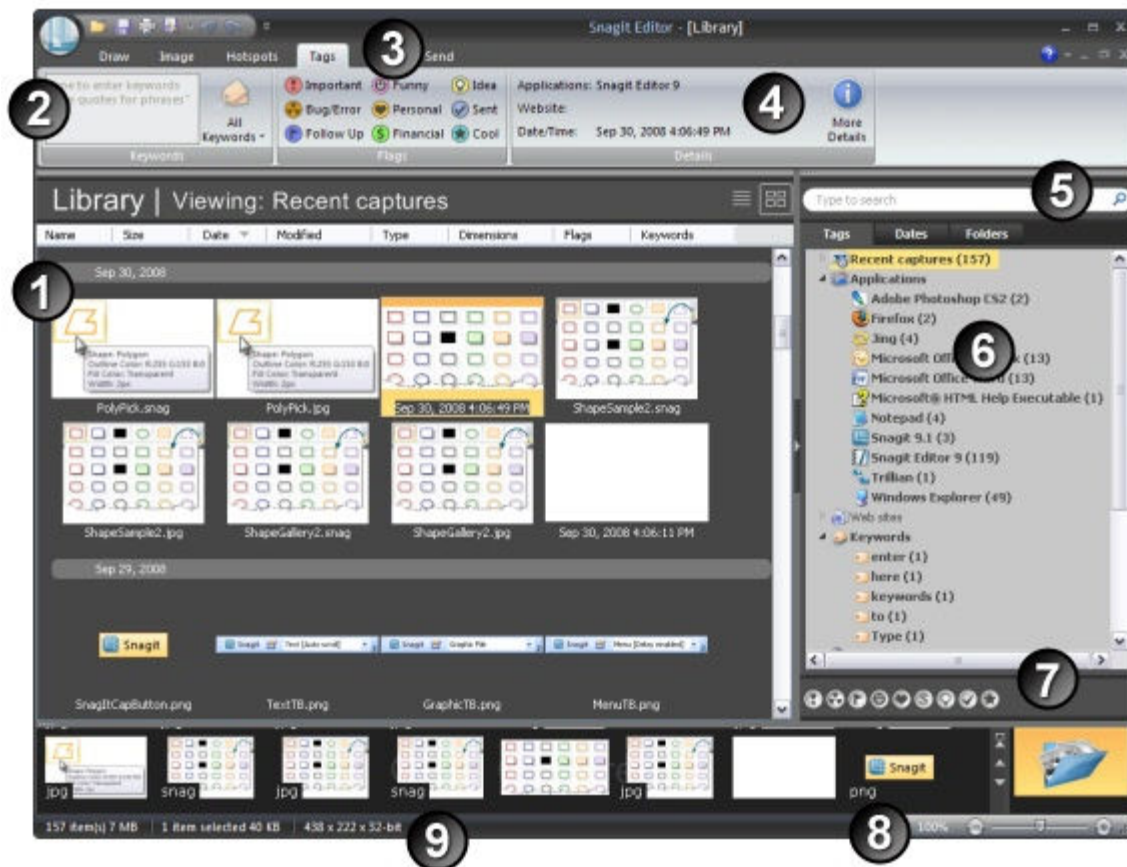
- ▶ In **Editor** > **View** tab > **Show/Hide** group > **Library** icon:








For more information, see:

- ▶ Get Familiar with the Library
- ▶ Library Tips and Tasks
- ▶ Search in the Library Search Pane
- ▶ Manage Captures, Files, and Folders within the Library
- ▶ Apply Effects and Modifications to Multiple Files (Batch Conversion)

Get Familiar with the Library




<p>1</p>	<p>The Library view displays captures and media files in either thumbnail view or list view. By default, Recent Captures in the Tags tab is selected.</p> <ul style="list-style-type: none"> ▶ To change the view, click the List View or Thumbnail View icons. ▶ To open a capture or media file, double-click a thumbnail. While viewing the file in Editor, click the Library button again to return to the previous search results.
<p>2</p>	<p>Use the Keywords group to assign keywords to thumbnails highlighted in the Library.</p> <ul style="list-style-type: none"> ▶ Enter keywords in quotes to create a phrase. ▶ All Keywords keeps a list of all keywords used. Select a keyword from the list to apply to thumbnails highlighted in the Library.
<p>3</p>	<p>Use the Flags group to apply visual icons to captures or media files.</p> <ul style="list-style-type: none"> ▶ You can assign Flags to one or more thumbnails highlighted in the Library. ▶ Click a Flag icon to assign. ▶ Search by Flags in the Search Pane.
<p>4</p>	<p>The Details group contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that Web page displays. Click the link to go to that page.</p> <div data-bbox="267 1711 706 1816" data-label="Image"> </div> <p>Use the metadata to search for captures. For example, all captures from a specific application or taken on a specific date. Click More Details to view additional metadata.</p>

5	Enter keywords in the Keyword Search field. As you type, the results display in the Tags tab. Click a category to view the related captures in the Library.
6	Use the Search Pane to find captures and media files. <ul style="list-style-type: none"> ▶ Search by date, folder, keywords, or even by application or Web site. ▶ To expand or collapse the Search Pane, click the toggle button. 
7	Only the first two flags assigned to a capture or media file display in the Tray. The ellipse symbol  lets you know more flags are assigned.  <p>All assigned flags display:</p> <ul style="list-style-type: none"> ▶ In color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.  <ul style="list-style-type: none"> ▶ Highlighted in the Tags tab > Flags group. 
8	Use the Zoom Slider to enlarge the view for the thumbnails in Library view.
9	The status bar at the bottom, left corner of the Tray tells you how many files are currently in the Library, the number of files selected, and the cumulative file size of the selected files.


Library Tips and Tasks

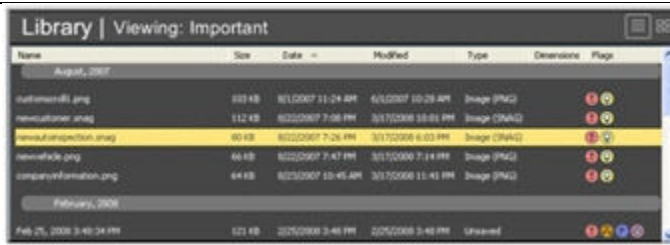
Change the View

The **Library** view displays captures and media files in either Thumbnail view or List view.

- ▶ **Thumbnail view** displays captures and media files as small graphic icons. Click the **Thumbnail View** icon  to view thumbnails.



- ▶ **List view** displays captures and media files as line items with details such as: file name, size, date of capture, modified date and time, file type, dimensions, assigned flags, and keywords. Click the **List View** icon  to view details.



Change the Size of the Thumbnails

Use the **Zoom Slider** to change the view for the thumbnails in Library view.



Assign Flags

Assign [Flags](#) such as *Important*, *Idea*, or *Personal* to captures or media files.

- ▶ Apply multiple flags to each capture or media file.
- ▶ All assigned flags display in color in the vertical flag row of the [Search Pane](#) when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.



- ▶ Search by Flags in the [Search Pane](#) > **Tags** tab.
- ▶ Search by Flag names (Important, Idea, Personal, etc.) in the Search pane.

To assign flags:

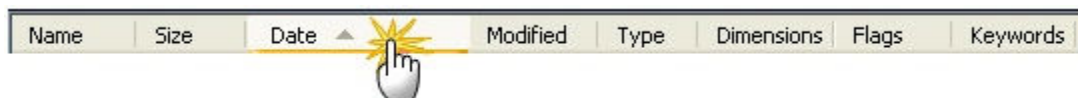
1. Highlight one or more captures or media files in the Library. Press <**Shift**> to select more than one capture or media file.
2. Select **Tags** tab > **Flags** group > Click a flag.

Assign Keywords

1. Highlight one or more captures or media files in the Library. Press <**Shift**> to select more than one capture or media file.
2. Select **Tags** tab > **Keywords** group > Type keywords. You can apply multiple flags to each capture or media file.

Sort the Search Results in the Library

In thumbnail view or list view, click a heading title to sort the captures or media files according to file name, size, date of capture, modified date and time, file type, dimensions, flags, and keywords.



Cut and Paste a Capture

When cutting and pasting a capture, it is pasted as an image file.

1. Highlight a capture in the Library.
2. Press <**Ctrl+X**> or right-click thumbnail > **Cut**.
3. Select [Search Pane](#) > **Folder** tab > Browse to select a drive or folder.
4. Right-click on the Library view and select **Paste**.
5. Browse to select a location and enter a name. Click **Save**.


Send Attachments in an E-Mail

1. Highlight one or more captures or media files in the Library. Press <Shift> to select more than one capture or media file.
2. Select **Send** tab > **Outputs** groups > **E-mail**. A new e-mail message appears with the captures or media files attached.

Upload to the Web via FTP

1. Highlight one or more captures or media files in the Library. Press <Shift> to select more than one capture or media file.
2. Select **Send** tab > **Outputs** groups > click **FTP**. The *Send with FTP* dialog box appears. Enter the FTP server information. Click **OK**.

Search in the Library Search Pane

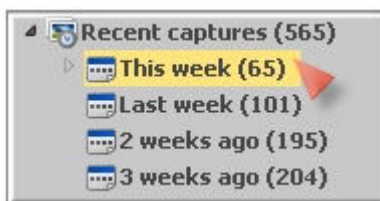
 You must manage Media files with keywords and flags assigned within Editor or you lose those keywords and flags.

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.

Search Recent Captures

The **Recent captures** category holds four weeks of captures and/or media files you viewed or saved.

1. Select **Search Pane** > **Recent Captures** > **Tags** tab > **Recent Captures** category. All recent captures and media files will appear in the Library.
2. To narrow the search, click a sub category. The Library updates with the new search results.




Search Using Keywords

1. Select **Search Pane** > **Tags** tab > **Keywords** category. (If this category is closed, double-click to open.)
2. A list of all keywords assigned to captures or media files appears.
3. Click a keyword to view the captures or media files in the Library.



-Or-

1. If necessary, review all of the keywords used in the **All Keyword** list.
2. Enter keywords for searching in the **Keyword Search** field. Click the **Refresh** button  if it is present.

 Use the **Clear** button  to clear the search criteria.


3. The captures or media files that match the search criteria display in categories in the Search Pane.



- Click a category and the captures and media files appear in the Library.

▼ The following characters are ignored in the search: . ! ; , () ? < > [] / \ + = " @ \$ % & *

Search by File Name

▼ When searching by file name, do not use a file extension (.jpg, .bmp, .png) in the Keyword Search field.

- In the **Keyword Search** field click the **Refresh** button  if available.
- Begin to type the file name. As you type, the search results continually update and sort into categories in the Search Pane.
- Click a category and the captures and media files appear in the Library.


 Use the **Clear** button  to clear the search criteria to start a new search.

Search Using Flags

- Select **Search Pane > Tags** tab > **Flags** category. (If this category is closed, double-click to open.)
- All assigned flags appear.
- Click a flag and all captures and media files assigned to that flag appear in the Library.

-OR-

- Search by Flag names (Important, Idea, Personal, etc.) in the Search pane.

 All assigned flags display in color in the vertical flag row of the [Search Pane](#) when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.



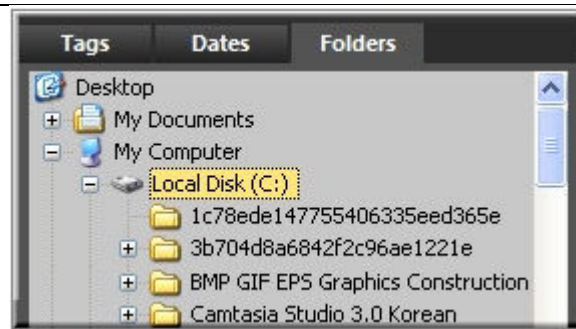
Search Using Dates (Year or Month)

- Select **Search Pane > Dates** tab.
- Select a **Year**. The captures and media files appear in the Library.
- Or, double-click a year to open the category to **Months**. Select a month and the captures and media files appear in the Library.



Search Using Folders

- Select **Search Pane > Folder** tab.
- Browse for files. Media files supported by Editor appear in the Library as you browse.



Manage Captures, Files, and Folders within the Library

! You must manage media files with keywords and flags assigned within Editor or you lose those 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.

Open a Capture or Media File in another Application

1. Highlight a capture or media file in the Library.
2. Right-click > **Open With** > **Choose Program**.
3. From the list, select the program. Click **OK**.

Save Unsaved Captures

1. Highlight a capture in the Library.
2. Press <Ctrl+S> or right-click thumbnail > **Save As**.
3. The *Save As* dialog box appears. Select a file format.
4. Browse to select a location and enter a name.
5. Click **Save**.

Drag One Unsaved Capture to a Folder

When dragging just one capture to a folder, you are prompted to save the capture as a file.

1. Highlight a capture in the Library.
2. Move to the [Search Pane](#) > **Folder** tab.
3. Browse to a drive or folder.
4. In the Library view, click and drag the selected capture to the folder.
5. The *Save As* dialog box appears.
6. Select a file format and enter a name.
7. Click **Save**.

Drag Several Unsaved Captures to a Folder

1. Press <Shift> to select more than one capture in the Library.
2. Select [Search Pane](#) > **Folder** tab.
3. Browse to a drive or folder.
4. In the Library, click and drag the selected captures to the folder.
5. The captures are saved as .snag files in the new location.

Rename a Saved File

1. Highlight a saved file in the Library.
2. Right-click > **Rename**.
3. Type a new name.

Create a New Folder

1. Select [Search Pane](#) > **Folder** tab.
2. Browse to a drive or folder.
3. Press <Ctrl+N> or right-click > **New Folder**.
4. The new folder appears. Type a new name.

Rename a Folder

1. Select [Search Pane](#) > **Folder** tab.
2. Browse to a folder.
3. Right-click > **Rename**.
4. Type a new name.

Delete a Folder

1. Select [Search Pane](#) > **Folder** tab.
2. Browse to a folder to delete.
3. Right-click > **Delete**.

Move a Folder

1. Select [Search Pane](#) > **Folder** tab.
2. Browse to a folder to cut.
3. Right-click > **Cut**.
4. Browse to a drive or folder.
5. Right-click > **Paste**.

Apply Effects and Modifications to Multiple Files (Batch Conversion)

Apply Snagit image editing filters to multiple captures in batch processing mode.

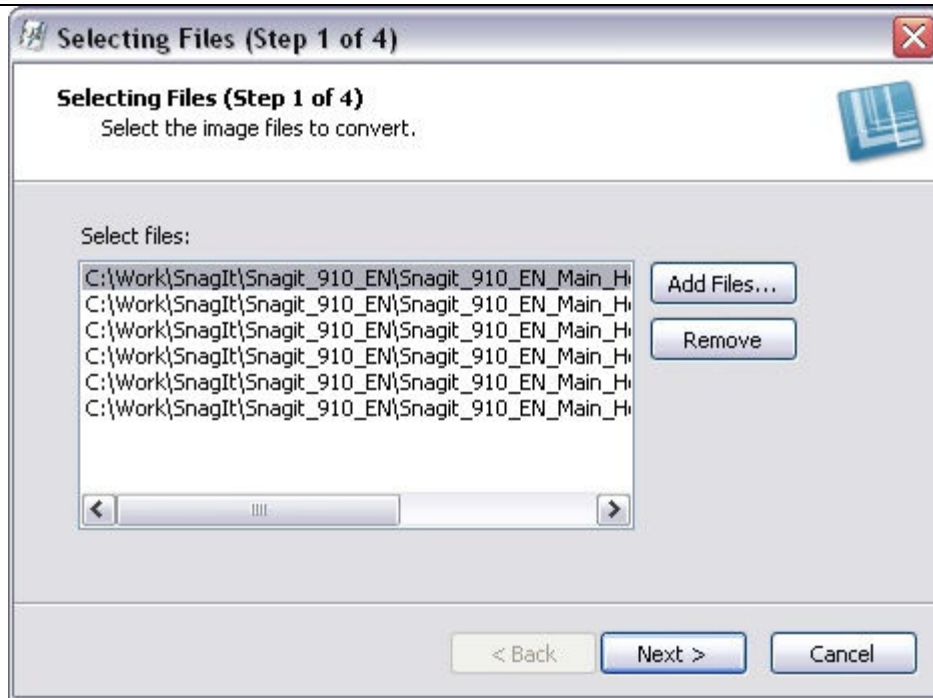
Convert one or more graphic image files from one format to another. For example, select six BMP files to convert to GIF and store them in another directory for inclusion on Internet Web Pages.

Open the Batch Conversion Wizard

To open the *Batch Conversion Wizard*:

- ▶ In **Editor** > **Snagit button** > **Convert Images**.
- ▶ In **Editor** > **Library** view > Right-click thumbnail > **Batch Conversion Wizard**.
- ▶ In **Snagit** > **Related Tasks** > **Convert Images**.

The *Batch Conversion Wizard* screen appears. Follow the instructions on each dialog box.



Print from the Library

Quick Print One or More Captures of Media Files

1. Highlight a capture or media file in the Library. Press **<Shift>** to select more than one or **<Ctrl+A>** to select all thumbnails.
2. Press **<Ctrl+P>** or right-click thumbnail **> Print**.
3. The *Print* dialog box appears. Select a printer if different from default.
4. Click the **Page Setup** button to select layout and paper options.
5. Click **Print**.

Print File Names at Bottom of Printed Page

1. Highlight a capture or media file in the Library. Press **<Shift>** to select more than one or **<Ctrl+A>** to select all thumbnails.
2. Press **<Ctrl+P>** or right-click thumbnail **> Print**.
3. The *Print* dialog box appears. Select a printer if different from default.
4. Click **Page Setup** button **> Layout** tab **> Enable Print file names at bottom of page > OK** button.
5. Click **Print**.

Print a Contact Sheet of Thumbnail in Library

Print thumbnails of captures and images in the Library or a selected folder. Select the number of images per column and row and include the file name.

1. Highlight multiple captures or media files in the Library. Press **<Shift>** to select more than one or **<Ctrl+A>** to select all thumbnails.
2. Press **<Ctrl+P>** or right-click thumbnail **> Print Multiple Images > Multiple Images Layout** button.
3. The *Multiple Images Layout* dialog box appears. Set preferences:
 - **Number of columns:** Number of images to print down the page.
 - **Number of rows:** Number of images to print across the page.
 - **Margins:** Margins along the outside of the page.

- **Spacing:** The space or "gutter" between the columns and rows.
 - **Automatically fit image:** Editor automatically scales the images.
 - **Keep aspect ratio:** Enable for scaled images to have undistorted height and width
 - **Manual fixed scale:** Manually set scaling percentages.
 - **Default:** Change settings to the defaults. The default settings are Top, Bottom, and Left Margins are printer dependent. Image location is Upper Left, and Image Scale is set to Fit Image on a Single Page.
4. **Print file names at bottom of page:** Print file names beneath each image.
 5. Click **OK**.
 6. Select a printer if different from default.
 7. Click **Print**.

Create an Image Gallery Web Page



There are many options for publishing an Image Gallery Web page to the Internet. A good place to look for help is the www.HTMLGoodies.com main site. Additionally, here is a link to an informative article entitled [Where do I put my Website?](#)

Use the **Create a Web Page** feature to create an HTML thumbnail sheet that links to full sized images. This is a quick way to display digital photographs, screen captures, artwork, and other graphics.

There are seven different types or themes of Web pages to choose from. Each theme is fully customizable and allows you to change the background, font colors, size of the thumbnails, transition effects, and much more.

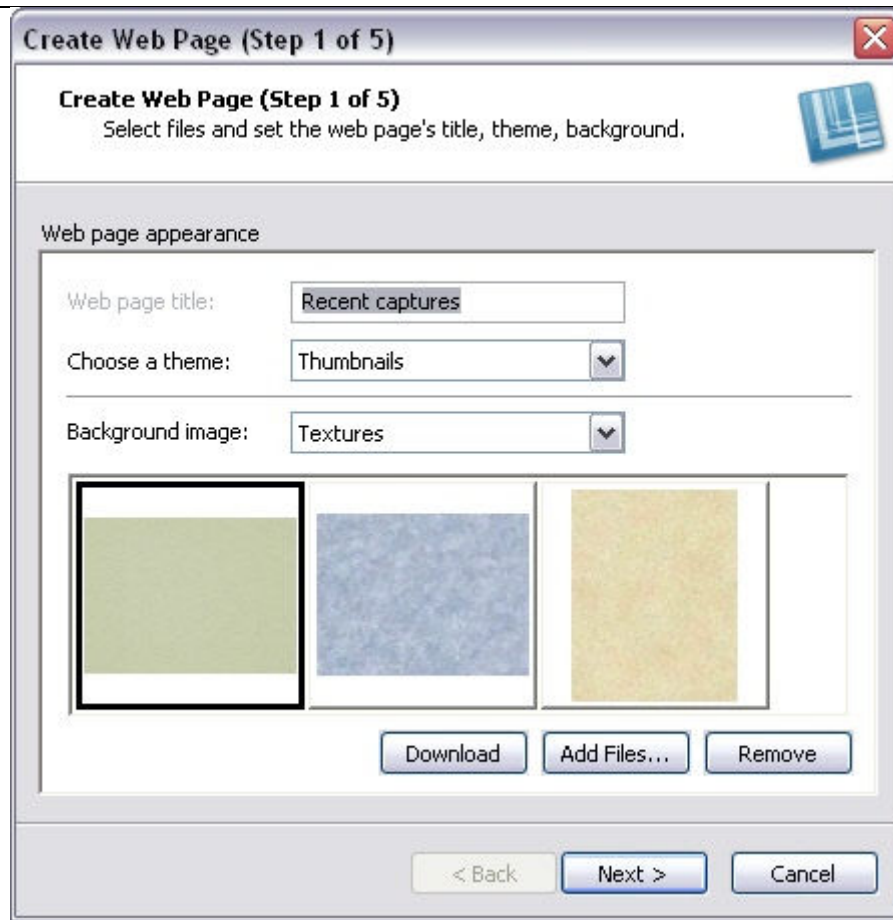
The Gallery Web Page creation process uses the **Create Web Page Wizard**.

Open the Create Web Page Wizard

To open the *Gallery Web Page Wizard*:


In **Editor > Library** view > Right-click thumbnail > **Create Web Page**.




The *Create Web Page Wizard* screen appears. Follow the instructions on each dialog box.





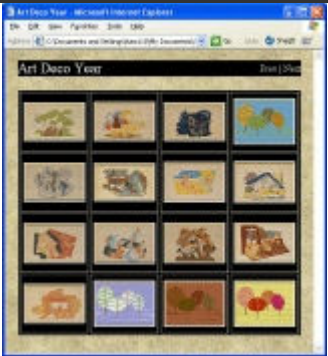


Web Page Themes and Options Overview

The following is an overview of the different themes, a thumbnail preview of the finished page, and a description of what features each theme contains. Each of these examples uses the same images, only the theme has changed.

Theme	Preview of Web Page	Design and Customizations
Cool Shades		<p>Design:</p> <ul style="list-style-type: none"> ▶ Vertical scroll. ▶ Thumbnail of each image with file name and size. ▶ Click a link to view the full size image within a separate browser window. ▶ Linked page numbering system for accessing the next page of images: Example: Go to Page 1, 2, 3. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Shaded, color background color for each image. ▶ Color or texture background for the main page. ▶ Thumbnail size and number per page. ▶ Font colors. ▶ Link colors.

Double Vision		<p>Design:</p> <ul style="list-style-type: none"> ▶ View of two thumbnail images side-by-side in a horizontal frame at the top of the page. ▶ Click a thumbnail to view the full size image within a separate browser window. Use the browser's Back button to return to the gallery page. ▶ Previous and Next link system for accessing the next or previous page of images: Example: Prev Next. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Add a transition that plays when the gallery is opened or when moving back to the gallery after an image is viewed in a separate browser window. ▶ Internet Explorer required for transitions. ▶ Background color behind the image display. ▶ Color or texture background for the main page. ▶ Thumbnail size. ▶ Font colors.
List		<p>Design:</p> <ul style="list-style-type: none"> ▶ Vertical scroll. ▶ A thumbnail of each image with file name and size. ▶ Click a thumbnail to view the full size image within a separate browser window. Use the browser's Back button to return to the gallery page. ▶ Previous and Next link system for accessing the next or previous page of images: Example: Prev Next. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Add a transition that plays when the gallery is opened or when moving back to the gallery after an image is viewed in a separate browser window. ▶ Internet Explorer required for transitions. ▶ Thumbnail size and number per page. ▶ Color or texture of background for the thumbnail table. ▶ Color or texture background for the main page ▶ Font colors. ▶ Link colors.
Navigator		<p>Design:</p> <ul style="list-style-type: none"> ▶ View of thumbnail images side-by-side in a horizontal viewer at the top of the page. ▶ Click a thumbnail to view the full size image below the viewer. ▶ Arrow link system for accessing the next or previous page of images: Example: >> or <<. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Thumbnail size and number per page. ▶ Color or texture of background for the thumbnail viewer.

		<ul style="list-style-type: none"> ▶ Color or texture background for the main page. ▶ Font colors. ▶ Link colors.
Slide Show		<p>Design:</p> <ul style="list-style-type: none"> ▶ Automated slide show of all images in the gallery. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Add a transition that plays when the gallery is opened or when moving back to the gallery after an image is viewed in a separate browser window. ▶  Internet Explorer required for transitions. ▶ Frame width and height. ▶ Duration of pause between each image. ▶ Color or texture background for the main page.
Stripes		<p>Design:</p> <ul style="list-style-type: none"> ▶ View of thumbnail images side-by-side in a horizontal frame with or without colored rows. ▶ Click a thumbnail to view the full size image within a separate browser window. Use the browser's Back button to return to the gallery page. ▶ Previous and Next link system for accessing the next or previous page of images: Example: Prev Next. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Thumbnail size. ▶ Number of thumbnails per row. ▶ Number of rows. ▶ Background color for every other row. ▶ Border color around each thumbnail. ▶ Add a transition that plays when the gallery is opened or when moving back to the gallery after an image is viewed in a separate browser window. ▶  Internet Explorer required for transitions.
Thumbnails		<p>Design:</p> <ul style="list-style-type: none"> ▶ View of thumbnail images side-by-side in a horizontal frame. ▶ Click a thumbnail to view the full size image within a separate browser window. Use the browser's Back button to return to the gallery page. ▶ Previous and Next link system for accessing the next or previous page of images: Example: Prev Next. <p>Customize:</p> <ul style="list-style-type: none"> ▶ Thumbnail size. ▶ Number of thumbnails per row. ▶ Number of rows and columns. ▶ Border color around each thumbnail. ▶ Color of background for the thumbnail frame. ▶ Color or texture background for the main page. ▶ Font colors.

		▶ Link colors.
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Snagit Technical Reference Guide

This section contains information pertaining to options found in Snagit dialog boxes and tabs.

Refer to the following reference information:

- ▶ Capture Modes and Input
- ▶ Capture Modes and Output
- ▶ Image File Format Types and Options
- ▶ Video Capture Output Properties
- ▶ Snagit Command Line Options
- ▶ Snagit Program Preferences


Capture Modes and Input

 While there are actually five capture **modes**, this topic only describes Image, Text, Video, and Web Capture modes. For more information on Printer Capture, see [Snagit Printer Capture](#).

Input	Image Capture	Text capture	Video capture	Web capture
All-in-One	✓	✓	✓	
Entire Screen	✓	✓	✓	
Selected Window	✓	✓	✓	
Region	✓	✓	✓	
Fixed Region	✓	✓	✓	
Object	✓	✓		
Menu	✓			
Scrolling Window	✓	✓		
Scrolling Region	✓	✓		
Custom Scroll	✓	✓		
Shape	✓			
Clipboard	✓	✓		
Clipboard Chain	✓	✓		
Graphic File	✓			

Program File	✓			
Full-screen DOS	✓	✓		
Extended Window Capture	✓			
Scanner or Camera	✓			
Multiple Areas of the Screen	✓			
Include the Cursor	✓		✓	
Keep Links in Capture	✓			
Record Audio			✓	
Fixed Address				✓
Prompt for Address				✓

Capture Input Properties

 Input drop-down menu > Properties.


Use the Input Properties options to customize a capture.

First, select the capture Mode and the capture Input. Select Input Properties to change any options. For example, enter the dimensions for a fixed region capture or change the scroll direction from horizontal to vertical for an auto scroll capture.

Input Properties	Available in Capture Mode	Description
General	Image	Change the background color to use outside the capture area. This is useful when capturing irregular shapes . Change the default transparency behavior for capturing Windows Aero themed window title bars.
Fixed Region	Image Text Video	Change the fixed region size. The fixed region is the rectangle used to capture a particular space on the screen. Click the Select button and draw a rectangle on the screen the size that you would like to use.
Menu	Image	Capture the menu bar and cascaded menus.
Scrolling	Image Text	<p>Define Auto Scroll options for Window, Active Window, Region and Fixed Region captures.</p> <p>The Foreground the Scrolling Window option brings a selected scrolling window into view during a capture.</p> <p>Try specifying a Scroll Delay if scrolling capture fails. Experiment with increasing the Scroll Delay, starting with 300 milliseconds.</p> <p>In the <i>Window Auto Scroll</i> options box, set the Scroll Direction:</p> <ul style="list-style-type: none"> ▶ If you select Vertical, also select Scroll from Top of Document.

		<ul style="list-style-type: none"> ▶ If you select Horizontal, also select Scroll from Left of Document. ▶ If you select Both, scroll is from the Top and Left.
Scanners & Cameras	Image	<p>Select the scanner or camera source device if you do not want to use the system default device.</p> <p>TWAIN is a standard software interface that allows applications to communicate with a digital imaging device. Snagit allows selection of a TWAIN device such as a scanner or camera as the capture source for images. This Input option allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC.</p> <p>See also Input Scanners & Cameras Properties.</p>
Extended Window (only available on Windows XP and Vista)	Image	<p>Capture windows bigger than the screen. Like Scrolling Window, Extended Window Capture captures more than is visible on your screen.</p> <p>Extended window capture captures the window frame, Auto Scroll does not. See also Input Extended Window Properties.</p>
Links / Hotspots	Image	<p>Select the type of links and hotspots to keep. See also Input Links / Hotspots.</p>
Object	Text	<p>Select what items to include in a Text capture. See also Input Object Tab.</p>
Video Capture Preferences	Video	<p>Use the Video Capture Properties options to control Snagit application preferences as they relate to video capture.</p> <p>For more information see:</p> <ul style="list-style-type: none"> Video Input Capture Preferences Properties Video Output File Tab Video Capture Frame Rate (Time-Lapse) Setup Video Capture Audio Format Setup
Fixed Address	Web	<p>Enter a default URL to use for a Web Capture.</p>
Web Capture Preferences	Web	<p>See Web Capture Preferences.</p>
Printer Capture Preferences Options	Printer	<p>Define where to store temporary printer capture files. Choose to close Snagit after the Printer Capture.</p>

Input General Tab


 Input drop-down menu > Properties > General tab.

Options apply to Image capture [mode](#).

Option	Description
Canvas Color	Select the background color to fill in the canvas when taking captures with the different shapes. The default canvas color is transparent.
Clipboard text width (in pixels)	<p>For use with Input > Clipboard only.</p> <p>Define the width of the capture for a text capture from the Clipboard. The default width is 640 pixels. Set width to zero (0) to use the Windows desktop width and height for the image dimensions.</p>
Window capture title bar transparency	Select how Window and All-in-One window selector captures transparent Windows Aero theme title bars. For more information, see Transparent

[Background Capture Options.](#)

Input Fixed Region Tab


 Input drop-down menu > Properties > General tab

The Fixed region is the rectangle used to capture a particular space on the screen.

Options apply to Image, Text, and Video capture [modes](#).

Option	Description
Width	Define the width of the fixed region in pixels.
Height	Define the height of the fixed region in pixels.
Use fixed starting point	Specify the coordinates of a fixed starting point for the fixed region.
Starting X	Specify the starting x-coordinate for the fixed region.
Starting Y	Specify the starting y-coordinate for the fixed region.
Select	Click the Select button and draw a rectangle on the screen the size that you would like to use.


Input Menu Tab

 Input drop-down menu > Properties > Menu tab.

Options apply to Image capture [mode](#).

Option	Description
Include menu bar	Include the menu bar in menu captures.
Capture cascaded menus	Include cascading menus in menu captures.

Input Scrolling Tab

 Input drop-down menu > Properties > Scrolling tab.


Define Auto Scroll options for Window, Active Window, Region and Fixed Region captures.

Options apply to Image and Text capture [mode](#).

Option	Available in this Capture Mode	Description
Foreground the scrolling window	Image Text	The Foreground the Scrolling Window option brings a selected scrolling window into view during a capture.
Scroll delay	Image Text	Try specifying a Scroll Delay if scrolling capture fails. Experiment with increasing the Scroll Delay, starting with 300 milliseconds.
Scroll from top of document	Image Text	If you select Vertical, also select Scroll from Top of Document.
Scroll from left of document	Image	If you select Horizontal, also select Scroll from Left of Document.
Scroll direction	Image	Select the direction for scrolling capture: Vertical,

	Horizontal, or Both.
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Input Scanners & Cameras Properties Tab

 Input drop-down menu > Properties > Scrolling tab.

Select the scanner or camera source device if you do not want to use the system default device.

Options apply to Image capture [mode](#).

TWAIN is a standard software interface that allows applications to communicate with a digital imaging device. Snagit allows selection of a TWAIN device such as a scanner or camera as the capture source for images. This Input option allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC.

Input Extended Window Properties Window or Tab

 Input drop-down menu > Properties > Extended Window tab.


Capture [windows bigger than the screen](#). Like Auto Scroll, Extended Window Capture captures more than is visible on your screen. Extended window capture captures the window frame, Auto Scroll does not. Resize the window to capture a size much larger than the screen.

If the window you want to capture is not resizable with the mouse, you cannot enter new resize dimensions. For example, a maximized window is not resizable.

Options apply to Image capture [mode](#). Available on Windows XP and Vista only.

Option	Description
Use default capture size	To set a fixed resize amount when resizing windows before capture, place a check mark in the Use default capture size box. Leave the box empty if you do not want the window to resize. Use this feature if you know exactly how much to resize a window to capture the necessary contents.
Width, Height	Enter the Width and Height in pixels. You must change Width and Height , either in the default capture size or interactively during preview, to get all of the window contents.
Show extended window capture preview	Open the <i>Capture Preview</i> window before a capture. This can help you set the capture dimensions.


Input Links / Hotspots Tab

 Input drop-down menu > Properties > Links/Hotspots tab.

Select the type of links and hotspots to keep.

Option	Description
Links only	Keep only links in the capture.
All clickable objects	Keep links and hotspots for all clickable objects (buttons, checkboxes, radio buttons, text fields, etc.) in the capture.

Input Object Tab


 Input drop-down menu > Properties > Object tab.

Select what items to include in a Text capture.

Options apply to Text capture [mode](#).

Option	Description
Object name	Include the Windows Object Name in the capture.
Object description	Include the Windows Object Description in the capture.
Object value	Include the object value in the capture.
Include object property names in capture	Include the object property names in the capture.
Show tray icon during capture	Include a blinking Snagit icon in the Windows System Tray while recording.
Capture layered windows	Capture moving images from programs with layered windows (for example, the animated assistant in Microsoft Word is shown in a layered window.)

Input Fixed Address Tab

 Input drop-down menu > Properties > Fixed Address tab.

Options apply to Web capture [mode](#).

Option	Description
Web page address	Enter or select the Web address for the capture.
Clear History	Clear the entries from the recent Web page address list. Once you select this option, you will be prompted to delete all entries.

Capture Modes and Output

The following table describes the types of output you can select in combination with the various [modes](#).

Output	Image Capture	Text Capture	Video Capture	Web capture
No Output	✓	✓	✓	
Printer	✓	✓		
Clipboard	✓	✓		
File	✓	✓	✓	✓
Send by E-mail	✓	✓	✓	
Snagit Editor	✓	✓	✓	✓
FTP	✓	✓	✓	
Program	✓	✓	✓	

Excel	✓			
Word	✓			
PowerPoint	✓			
Screencast.com	✓			
Multiple Outputs	✓	✓	✓	

See also [Printer Capture](#).

Capture Output Properties

 Output drop-down menu > Properties.

Output Properties options give you even more control over your capture output. Select your capture [mode](#) and capture Output, then define Output Properties if needed.

Output Tab	Available in Capture Mode	Description
Print	Image Text Printer	Select the Default Windows Printer or a Specific Printer. You can save specific printer properties for future Snagit captures.
Image File	Image Printer	Define how to save captured image files in the different graphic file formats.
Send Mail	Image Text Video Printer	Send the captured file using e-mail.
Program	Image Text Video Printer	Define preferences for Snagit output sent directly to an external program or software application.
FTP	Image Text Video Printer	Define data for the Output to the Web option. If you select Output > FTP , you must configure the properties on the Output Properties > FTP tab.
Text File	Text	Save the captured text to an ASCII text file.
Video File	Video	Save the captured video as an AVI file. See also Output File , Video Capture Frame Rate (Time-Lapse) Setup , and Video Capture Audio Format Setup .
File	Web	Save the Web capture images to files.

Output Image File Tab


 Output drop-down menu > Properties > Image File

Define preferences for file format, file naming, and location for file storage.

Options apply to Image and Printer capture [mode](#).

Option	Description
File format	<ul style="list-style-type: none"> ▶ Select the file format for image captures. ▶ Select Remember last used format to use the same type of file format as the previous capture. ▶ Select Always use this file format to select a file type for every capture.
Options	Access options for the file format chosen.
Show advanced types	Display the entire list of file format options, or just an abbreviated list of the most common types.
Ask for file name	Enter a file name after each capture.
Fixed file name	Enter a fixed file name for all of your captures. Use fixed file name if you want to continuously and automatically update a capture file.
Automatic file name	Snagit automatically names a series of captures for you. Use if you want to automate the capture process to run unattended. See Automatic File Name Options .
Output folder	Select an Output Folder for your captures.

Automatic File Name Options

 Output drop-down menu > Properties > Image File tab > Automatic file name > Options


Automatically name your captures, eliminating the need to stop after each capture to name the file and select the location to save the file. You can also create a unique file naming scheme and save it with a profile, making capturing even more convenient *and* customized.

Options apply to Image and Printer capture [mode](#).

Option	Description
Format	Displays the file name components, for example computer name and date. Type in the field or select options from the File name components list. You can use dashes (-) and spaces to separate the different components.
Preview	Displays you how your file name appears based on your selections. As you add components or text to the file name, this field automatically updates.
Ask before overwriting existing file names	Prevents Snagit from overwriting existing files.
File name components	Predefined types of information you can include in your file name.
Value	Displays the value(s) of the component selected.
Insert	Click Insert button to add a component to the Format field.
Prefix text	Enter text that appears at the beginning of the file name.
Number of digits	Enter the number of digits to use for the <i>Automatic Numbering</i> . If you select 3 digits, then once the number of files saved reaches 999, the numbering begins over again. If you do not have

	the <i>Ask before overwriting existing file names</i> enabled, the files are overwritten.
Starting number	Select the first number to use for your saved files.

Output Send E-Mail Tab


 Output drop-down menu > Properties > Send Email tab

Customize Snagit to send captures by e-mail.

Options apply to Image, Text, and Printer capture [mode](#).

Option	Description
Prompt each time for e-mail settings	Select to enter new e-mail settings each time you send capture output by e-mail.
Don't prompt. Use preset e-mail defaults	Preset e-mail settings to send your capture to a specific recipient or address.

Output Program Tab

 Output drop-down menu > Properties > Program tab.

Define preferences for Snagit output when you send directly to an external program or software application.

Options apply to Image, Text, Video, and Printer capture [mode](#).

Option	Description
Select the program to output to	Select the program to send the captures. This list is populated from your system registry and contains the applications Snagit can use to display your capture. As you add other applications to your system, this list automatically updates.
Add	Add an application to the <i>Program</i> output list.
Edit	Edit the parameters for an application currently listed within <i>Program</i> output list. See Output Edit Program .
Remove	Delete an application from the list.
Refresh	Search the system registry for applications.
Ask for file name	Select to manually enter a file name and location for each capture.
Automatic file name	Automatically give your capture a file name and location. To change the default automatic name, then click the Options button.
Options	See Automatic File Name Options .
Store files in	Select the drive, directory, and folder to store the saved captures before they are opened in a program.

Output Program Tab's Add Option

 Output drop-down menu > Properties > Program tab > Add button.

Manually add another application to the *Program* output list.

Option	Description
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Executable to run	Select another program's executable file to add to the <i>Program Output</i> list.
Display name	The application name displays in this field. You can change the name of the application.
Parameters	<p>Command line options for the selected program to run properly.</p> <p>You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed.</p> <p>Example:</p> <p>"-min -a -ex "c:\temp\test.zip" "<CaptureFilename>"</p> <p>This is an example of the parameters for WinZip. This command adds a new capture to a zip file named test.zip. For other parameters, consult the selected program's documentation.</p>


Output Edit Program Options

 Output drop-down menu > Properties > Program tab > Edit button.

Edit applications in the *Program* output list.

Option	Description
Executable to run	Select another program's executable file to add to the <i>Program Output</i> list.
Display name	The application name displays in this field. You can change the name of the application.
Parameters	<p>Command line options for the selected program to run properly.</p> <p>You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed.</p> <p>Example:</p> <p>"-min -a -ex "c:\temp\test.zip" "<CaptureFilename>"</p> <p>This is an example of the parameters for WinZip. This command adds a new capture to a zip file named test.zip. For other parameters, consult the selected program's documentation.</p>

Output FTP Tab

 Output drop-down menu > Properties > FTP tab.


Define preferences for Snagit output sent directly to a location on the Web using FTP

Options apply to Image, Text, and Printer capture [mode](#).

Option	Description
FTP server	Specify the IP Address or DNS Name of the target FTP server.
Port	Specify the port on the server used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server where you want to store captured files.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the Show Progress dialog box.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	Name files automatically with a sequential number included. Specify the Sequence Limit. For example, if you specify a sequence limit of 9, files are written with the prefix you specify in the File Name or Prefix box, then a numeral string that writes nine files before overwriting the first one. The default is zero (0) for no limit.

Use temp/rename replacement method	Send your screen capture to the server with a temporary file name. Then rename the temporary file to the name specified in the File Name or Prefix box.
Server authentication	Select if authentication is necessary on the FTP server (it does not allow anonymous FTP). Supply the User Name and Password.
User name	Enter the User Name for Server authentication.
Password	Enter the Password for Server authentication.
Use proxy server	Use a firewall or proxy server.
Proxy server and port	If you have selected to use a firewall or proxy server, supply the Proxy Server/Port in this field. (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)

Output Text File Tab

 Output drop-down menu > Properties > Text File tab.

Customize file name, file format, caption, and location options for Text captures.

Options apply to Text capture [mode](#).

Option	Description
TXT - Text File	Default option for a text capture.
Annotate captures	Add a caption to the text capture output.
Caption prefix	Enter text that appears before each text caption.
Append to file	Add each text capture to the end of a single file.
Ask for file name	Enter a file name for each capture.
Fixed file name	Assign the same file name to each text capture. Use to continually and automatically update the same output file.
Name	Enter the file name if using a Fixed file name.
Automatic file name	Snagit automatically names a series of captures for you. Use if you want to automate the capture process to run unattended. See Automatic File Name Options .
Output folder	Select a folder for your captures.

Output File Tab (Web Output)

 Output drop-down menu > Properties > File tab.


Customize file name, file format, caption, and location options for Web captures.

Options apply to Web capture [mode](#).

Option	Description
Ask for folder name	Enter a folder name after each capture.
Fixed folder name	Use the same folder name for each new capture.
Create a subfolder for each capture	Place each new capture in a subfolder within the designated Output Folder.
Use a single folder to store all images	Store all of the capture images within the same folder.

Create a hierarchy of folders to store images	Create folders to match the structure of the Web sites captured.
Rename files automatically	Automatically rename a captured file with the same name.
Overwrite files	Always overwrite a file that already exists in the capture folder.

Output Print Tab

 Output drop-down menu > Properties > Print tab.

Define print preferences for captures.

Options apply to Image, Text, and Printer capture [mode](#).

Option	Description
Remember last used settings	Print using the last print options used during a previous capture, in the Preview Window, or in Editor. This option is not available in Editor.
Use these settings	Set the default print options. This option is not available in Editor. In Editor, select File > Print > Page Setup to override the default settings.
Select printer	Select a printer. The default option is Default Windows Printer.
Properties	Change printer properties, such as paper size and orientation.
Page Setup	Only available in <i>Image</i> and <i>Printer</i> capture modes . See Output Page Setup Options for more information.

Output Page Setup Options

 Output drop-down menu > Properties > Print tab > Page Setup button.

Use the tabbed *Page Setup* dialog box to set up how your printed prints on the page. Use the *Layout* tab options to size scrolling captures or large captures over multiple pages.

Options in this dialog box automatically update in the *Printer Properties* dialog box options.

Options apply to Image and Printer capture [mode](#).

Layout Tab

Option	Description
Auto Size	Scale the image to closely match the size displayed on the screen in Editor. Click on a handle and drag the image to position on the page. Or, click on a handle and resize the image. The actual capture is not resized.
Fit on page(shrink)	Scale the image to fit on one page while preserving the correct aspect ratio of the original.
Fill page (stretch)	Scale the image to fit on one page while preserving the correct aspect ratio of the original by either stretching or shrinking the image to fill the whole page.
Fit to width (stretch)	Scale the image to fit the width of the page. The length is scaled in proportion and can end up being more than one page.
Manual scale	Apply a scaling percentage to the image to decrease or increase its size on the printed page. 100% is equal to the image filling up the whole page.

	Click on a handle and drag the image to position on the page. Or, click on a handle and resize the image. The actual capture is not resized.
Fixed size (inches)	Define the width and height. The printed capture matches the dimensions, scaling or distorting the image if necessary.
Keep aspect ratio	Keep the image aspect ratio fixed when changing the width or height. When setting dimensions, the numbers for width and height change interactively to keep aspect.
Image position	Determine the placement of the image on the page. Select an <i>Image Position</i> by clicking one of the buttons in the positioning cluster to select a location on the printed page.
Sample image size	Use these options to preview your capture. This option is not available in the Editor.

Paper Tab

Option	Description
Portrait	Sets the page orientation to portrait.
Landscape	Sets the page orientation to landscape.
Margins	Set the desired margins. Use the Top, Bottom, Left, and Right options to set the desired margins in inches.
Sample image size	Preview how your capture will look. This option is not available in the Editor.

Image File Format Types and Options

Snagit provides 28 different file formats to use for Image and Printer captures .


Alpha transparency is only available in the PNG and SNAG file formats.

Select the **Show advanced types checkbox** to view all 28 file or uncheck to view an abbreviated list of the most common types.

Select the file format for image captures.

- ▶ Select **Remember last used format** to use the same type of file format as the previous capture.
- ▶ Select **Always use this file format** to select a file type for every capture.

What File Format Should I Choose?

 Click the option in the *Available Options* column to see the description.

File Types	Available Options
BMP - OS/2 Bitmap	Colors SubfileType
BMP - Windows Bitmap	Colors SubfileType
CAL - CALS	Colors SubfileType
CMP - LEAD	Colors Quality

	SubfileType
CUR - Windows cursor	Colors Append if file exists Transparency On
EMF - Windows Enhanced Metafile Format	Colors
EPS - Encapsulated Postscript	Colors
GIF - CompuServe GIF GIF format is limited to 256 colors and is a lossless compression file format, a common choice for use on the Web. GIF is a good choice for storing line drawings, text, and iconic graphics at a small file size.	Colors SubfileType Transparency On
ICA - IBM IOCA [Wrapped]	Colors SubfileType
ICO - Windows Icon	Colors Append if file exists Transparency On
IMG - GEM Image	Colors
JPG - JPEG image JPG format is a lossy compressed file format. This makes it useful for storing photographs at a smaller size than a BMP. JPG is a common choice for use on the Web because it is compressed. For storing line drawings, text, and iconic graphics at a smaller file size, GIF or PNG are better choices because they are lossless.	Colors Quality SubfileType
MHT - Web Page with Image MHTML is similar to an HTML Web page, except that the HTML and images are combined into a single file. MHT is useful for quickly sharing an image along with simple links/hotspots with just one file and is most useful in e-mail, where the Web page, complete with images, is inserted directly into the body of the e-mail in Outlook and Outlook Express.	No options available.
MSP - Microsoft Paint	Colors
PCT - Macintosh Picture	Colors
PCX - PC Paintbrush	Colors
PDF - Adobe PDF	PDF Page Setup
PNG- Portable Network Graphics PNG format is a lossless compression file format, which makes it a common choice for use on the Web. PNG is a good choice for storing line drawings, text, and iconic graphics at a small file size. It also supports transparency.	Colors
PSD - Adobe PhotoShop 3.0	Colors
RAS - SUN Raster	Colors
RAW - IBM IOCA[Raw]	Colors SubfileType
SNAG - Snagit Capture File SNAG file format is an Editor-only format that retains vector-based objects. If captures or image files containing vector objects are saved as a format other than a .SNAG file, the vector objects will be flattened and made a	No options available.


permanent part of the image. Once flattened, the vector objects cannot be separated from the image.	
SWF - Macromedia Flash To use the hotspots with Flash Popup properties, you must use the E-mail Output or save as a Macromedia Flash file (SWF). Flash is used for interactive images intended for Web sites or for viewing within a browser.	No options available.
TGA - Truevision Targa	Colors
TIF - Tagged Image File	Colors SubfileType
WFX - WinFax	Colors SubfileType
WMF - Windows Metafile Format	Colors
WPG - WordPerfect	Colors

File Format Option Descriptions

Depending on the file format chosen, various options are available. See **Image File Format Types and Options** to find out which options are available for each file format.

Colors

Select the number of colors (color depth) to save in the image. The number of colors available depends on the selected file format.

 Transparency requires 32 bit color depth as well as a file type that supports alpha transparency.

Quality

JPG compression always loses some image quality. Quality specifies the quality of the compressed image, where 100 is the highest and 1 is the lowest. The higher the image quality adjustment, the longer it takes to convert and save the file.

Subfile Type

Select from available subfile types. Depending on the current Colors selection, various Subfile Types are available.

Progressive JPG files are the same as regular JPG files, but the image displays at full size as quickly as possible, and clarifies as it is loaded.

TIFF is a tag-based file format designed to promote universal interchanges of digital image data. There are many versions of TIFF. *Snagit* supports the standard TIFF formats.

Append if file exists

Add the new icon image to an existing Windows icon.

Transparency On

Use to set a single color in a GIF file or enable alpha transparency in a PNG or SNAG file. For more information, see [Transparency](#).

Title, Author, and Keywords


Enter the title and author to display in the Document Properties Description tab in the PDF reader.

Add keywords for an Adobe PDF document. Keywords are used in Description of the document and in document metadata. See Adobe Help documentation for more information on how to use keywords.

PDF Page Setup

Open the **PDF Page Setup** dialog box to preview and adjust page setup options, such as page size, margins, page orientation, and image layout.

Custom Color Depth

 Editor > Image tab > Modify group > Color Effects > Color Depth.


Customize the color resolution, dithering and palette of an image after capture.

Use a unique, **Optimized** palette to get the best possible image quality.

To verify a bitmap has a unique palette, open an image from a 8 bits per pixel (256 colors) or fewer file. By default, Snagit loads the palette stored in the file and relates it to the bitmap in memory. Or, let Snagit make an optimized palette for the image by decreasing a 24-bit image (16 million colors) to 8 bits per pixel (256 colors). Images with optimized palettes may exhibit some palette shift.

Option	Description
Colors	The options available range from Monochrome (1-bit) to True Color (32-bit).
Color Order	Specify the Color Order : Red-Green-Blue or Blue-Green-Red. Option only available with 16-bit or higher color, and only from <i>Editor</i> .
Dither Method (Option only available if Colors is set to 256 or fewer colors.)	Use the Dither Method list box options to make the image look smoother when an image's color resolution is decreased. Select from the following options: None , Floyd Steinberg , Stucki , Burkes , Sierra , Stevenson Arch , Jarvis , Ordered , and Clustered .
Palette (Option only available if Colors is set to 256 or fewer colors.)	Fixed Save the image using a fixed palette. A fixed palette prevents a decrease in the quality of image appearance when more than one image is open. Optimized (Recommended) Save the image using a palette optimized for this image. Identity Save the image using the Windows system palette. Use this selection if the image contains Windows screen colors.

PDF Page Setup Options

 Output drop-down menu > Properties > Image File tab > PDF file output > Options button > File Format Options dialog box > PDF Page Setup button.

Define how your PDF appears on the page.

Option	Description
Page size	Select the size of page for the PDF. Use the dropdown menu to select a preset size or select Custom and manually enter the height and width of the page in inches.
Margins	Select the size of the margins for the PDF in inches.
Orientation	Define the page orientation to portrait or landscape.
Image Layout	Define the capture to shrink to fit on one page or allow the capture to stay its original size and span multiple pages.
Preview	Preview the PDF page setup.

Video Capture Output Properties

Use the Video Capture Properties options to control Snagit application preferences as they relate to video capture.

For more information see:

- ▶ Video Input Capture Preferences Properties
- ▶ Video Output File Tab
- ▶ Video Capture Frame Rate (Time-Lapse) Setup
- ▶ Video Capture Audio Format Setup


Video Input Capture Preferences Properties

 Input drop-down menu > Properties > Video Capture Preferences tab.

Define Snagit video capture options

Option	Description
Temporary capture file directory	Select the directory to put temporary video. The AVI video capture file can be large. Select a TEMP directory on a drive with fast data transfer and plenty of space.
Pause before starting capture	Open a status screen before video capturing starts. The pause allows you to see video settings before you start recording.
Boost priority during capture	Select to give Snagit video recording higher priority to your computer CPU. We recommend you select this option unless the performance of the program is affected.
Hide capture rectangle	Turn off the video capture focus rectangle during captures.
Use fast internal compression during capture	Automatically use fast real-time compression during video capture. Depending on the codec compression speed, AVI rendering times may be long after capture.
Show tray icon during capture	Display a blinking Snagit icon in the Windows System Tray while recording.
Capture layered windows	Capture moving images from programs with layered windows (for example, the animated assistant in Microsoft Word is shown in a layered window.) Layered window capture applies to Microsoft Windows 2000 and XP or later.
Default	Reset the default Video Capture Preferences.

Video Output File Tab


 Output drop-down menu > Properties > Video File tab

Customize the configuration of your video capture output.

Option	Description
Auto configure	Snagit automatically configures video options such as frame rate and compression quality. Disable to configure the Video Options manually.
Frames per sec	Enter the frame rate for video capture.
Video Setup	Select a video compression codec, adjust compression quality, and specify key frame and data rates in the <i>Video Setup</i> dialog box.
Time-lapse capture	Capture a time-lapse video capture.
Time-Lapse Setup	Configure the AVI Capture and Playback rates in the <i>Frame Rate Setup</i> dialog box.


Audio Setup	Configure the name, format, and attributes of the audio output in the <i>Audio Format</i> dialog box.
Audio capture device	Select the audio capture device that you will be using for Video Capture.
Ask for file name	Enter a file name before saving the capture output.
Fixed file name	Assign the same file name to each capture. This is useful for continually and automatically updating the same output file.
Name	Enter the file name for the Fixed File Name option.
Automatic file name	Automatically assign your capture a file name and location. You can move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box. Click the Options button to change the default auto name.
Output folder	Select an Output Folder for your captures.

Video Capture Frame Rate (Time-Lapse) Setup

 Output drop-down menu > Properties > Video File tab > Time Lapse Setup button.

Option	Description
AVI Capture Rate	Define the number of frames to capture and specify a time scale.
AVI Playback Rate	Define the video playback rate.
Default	Restore the default frame rate configuration.

Video Capture Audio Format Setup

 Output drop-down menu > Properties > Video File tab > Audio Setup button.

Option	Description
Name	Assign a meaningful name to the Audio Formats. For example, select Telephone Quality includes 11.025kHz, 8 Bit, Mono attributes.
Save As	Save an audio recording profile.
Remove	Remove an audio recording profile from the dropdown list.
Format	Select the audio format for a new recording profile. Currently the only option is PCM (Pulse Coded Modulation), which is an uncompressed audio data format.
Attributes	For most of the attributes, the higher the number, the higher the quality of the recording and the larger the movie file. The attributes include (from left to right): Sample Rate in kHz Number of audio samples per second, or the fidelity of the audio recording. Sample Size in Bits How much data to record for each audio sample. An 8-bit sample size is possibly satisfactory for voice recording. Since using a 16-bit sample size doubles the size of the audio data you record, use it only if you must have the highest quality recording. Mono or Stereo The number of audio channels to record. Mono means record one audio channel, Stereo means record two audio channels (right and left).

	Stereo audio format doubles the size of the audio data you record, only use Stereo only if you record with a stereo microphone. Data Rate The data throughput of the audio stream in kilobytes per second (kbps).
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Snagit Command Line Options


Snagit Program Command Line Options

Option	Description
/h	Hides the Snagit window at startup.
/n	Disables keyboard input to Snagit (For use with DDE programs.)
/i	Starts Snagit as a minimized icon.
/S	Causes Snagit to do a capture using current settings and close when finished or canceled. This option runs Snagit hidden with hotkeys disabled.
/SC	Causes Snagit to do a capture using current settings and continue to operate after the capture (not close). This option runs Snagit hidden with hotkeys disabled.
/OC	Opens the Catalog Browser directly.
/OE	Opens the Editor directly.
<filename>	Opens the image file specified directly in Editor.
/t	Starts Snagit with the system tray icon disabled.

Install Program Command Line Options

Option	Description
/S	Performs the installation silently - no prompting the user. See the readme.txt file included in the installation directory.

Snagit Program Preferences


 Snagit > Tools menu > Program Preferences.

Set up and change preferences for general Snagit hotkeys, program options, notifications, and update options.

For more information see:

- ▶ Snagit Hotkeys Tab
- ▶ Snagit Program Options Tab
- ▶ Snagit Notifications Tab
- ▶ Snagit Update Options Tab

Snagit Hotkeys Tab

 Snagit > Tools menu > Program Preferences > Hotkeys tab.

Use the **Hotkeys** tab options to set and change general *Snagit* hotkeys.

Option	Description
Global Capture	Select the keys you push to start a capture.

hotkey	Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character. The global capture hotkey captures using the profile selected in the Snagit main interface.
Hide/Unhide hotkey	Select the keys you push to hide or show Snagit on your desktop. Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character.
Repeat Last Capture hotkey	Select the keys you push to have Snagit capture the last area again. Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character.
Default	Click Default to restore the options back to their original settings.

Snagit Program Options Tab


 Snagit > Tools menu > Program Preferences > Program Preferences tab.

Select general program options.


Option	Description
Run Snagit when Windows starts	Snagit will load each time Windows is started. Default setting.
Hide Snagit before capturing	Snagit will close temporarily before capturing and reopen after the capture is done. Default setting.
Show magnifier window	Snagit displays a zoom magnifier window when performing capture that requires selecting a region. Default setting.
Show help text window	Snagit displays a help window during capture that gives additional instructions about completing that capture. Default setting.
Use tray icon	Snagit places a small Snagit icon in the System Tray. Double-click this icon to open Snagit. Default setting.
Close to tray	Snagit minimizes the Snagit application icon to the tray when closed. This option is only available if you have also selected Use tray icon. Default setting.
Minimize to tray	Snagit minimizes the Snagit application icon to the tray when closed. This option is only available if you have also selected Use tray icon.
Foreground Editor	Snagit forces the Snagit Editor into the foreground (with focus) after a capture. Default setting. When capturing images from DirectX programs, deselect this option.
Paste Images as HTML for Outlook Express	Snagit pastes images into Outlook Express using HTML. This allows the image to display correctly. Each time you copy or paste, this option leaves files on your computer.
Embed images when sending e-mail (Outlook/Outlook Express only)	Snagit inserts images directly into an e-mail message. If you would rather have images attached to e-mail as files, turn this option off. It is selected by default. Embedding images requires that the client is configured to use the HTML e-mail format and the Send Pictures with E-Mail option to be enabled.
File Associations	Open the <i>File Associations</i> dialog box to set up the types of file formats to open within Snagit Editor. The following options are available: File types to associate with Snagit Editor: Use to select individual file types, one at a time. Select All: Use to select all of the file types at once. Clear All: Use to select all of the file types at once.
Reset Configuration	Returns all settings for the current profile to the program defaults. All other

	profiles remain unaffected by this change.
Clear History	Clear all of the entries from the recent lists or dropdown menus within Snagit.

Snagit Notifications Tab


 Snagit > Tools menu > Program Preferences > Notifications tab.

Snagit notifies of problems and errors.


 When using timer-activated capture, disable all popup messages and select the **Log Events to a File** option. This allows Snagit to operate unattended, since communications errors can occur for a number of reasons. Snagit logs the errors, and continues running.

Option	Description
Popup messages	Snagit will notify on errors and/or Show warnings when it encounters errors. Select Show all tips to enable general Snagit program tips. Deselect it to disable the tips. Select Show all balloon tips to enable Snagit balloon tips. Deselect it to disable the tips. These are the default settings
Log events to a file	Log events to a designated file. Also, use the radio buttons to select the type of event to write: Errors only or Information and errors .
Log file	Type the name of the log file or use the Browse button to locate the desired log file.
Max lines	Indicate the maximum number of lines to save.
Audible alert	Select the Hotkey is pressed option to set Snagit to make a sound when a hotkey is pressed. Select the Capture is finished option to set Snagit to make a sound when a capture is finished.

Snagit Update Options Tab

 Snagit > Tools menu > Program Preferences > Update Options tab.

Set Snagit to automatically check for program updates.

 When using timer-activated capture, disable all popup messages and select the **Log Events to a File** option. This allows Snagit to operate unattended, since communications errors can occur for a number of reasons. Snagit logs the errors, and continues running.

Option	Description
Enabled automated update checking	Snagit automatically checks for program updates on the Snagit Web site. Default setting.
Days between checks	Select the number of days between checking for updates. The default entry is 14 days.
Prompt before update check	Snagit will prompt for Internet access information before checking for an update. Typically, if you are on a dial-up connection, you need to sign on to your Internet provider in order to access the Web.

Tutorials

We've included a few tutorials in this help file. There are many more, written and video, located at the [TechSmith.com Learning Center on our web site](http://www.techsmith.com/learning-center).

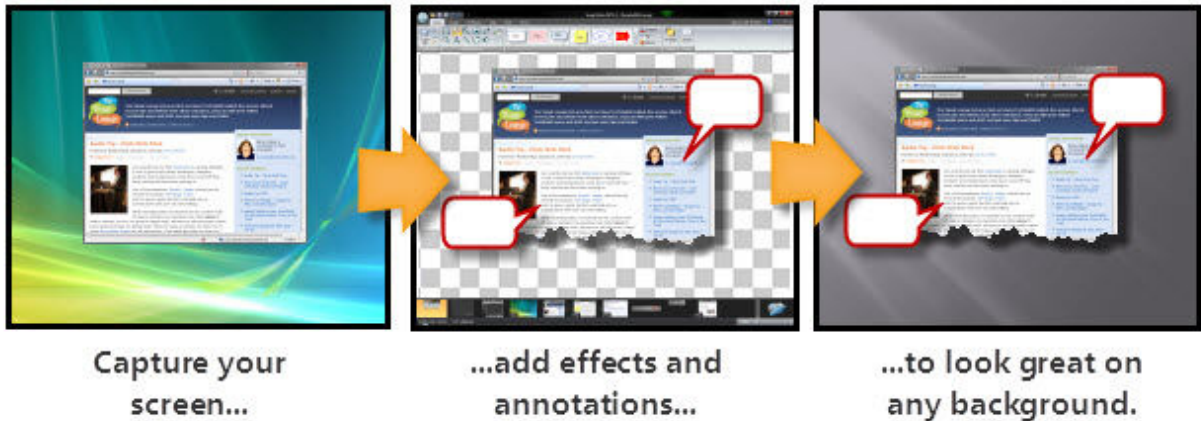
Available in this help file are the following tutorials:

- ▶ **What You Need to Know About Transparency**
- ▶ **Basic Snagit Tips & Tricks**
- ▶ **How to Use Hotspots**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

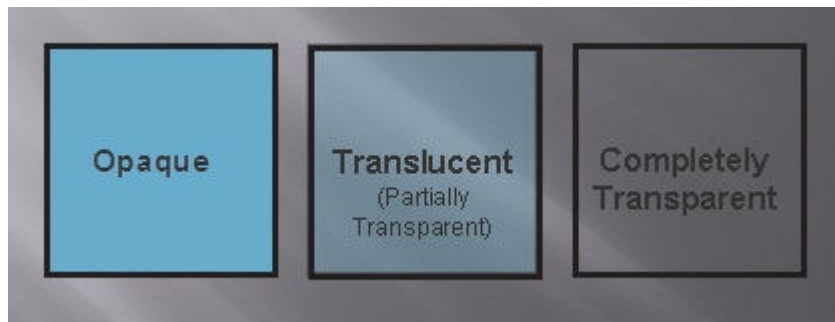
What You Need to Know About Transparency

What is Transparency?

Simply put, transparency is the ability to see through part or all of an image.



To understand how transparency in image files works, it's helpful to understand the terms **opaque**, **translucent**, and **transparent**.



Opaque means completely solid. You can't see through something that is opaque. In the real world, this might be a wall or a door.

Translucent means partially opaque and partially transparent. It's an in-between state. In the real world, this is like a stained glass window. You can see through it, but not in the way you see through clear glass. This state is referred to as **partially transparent** in image files.

Transparent means completely clear or see-through. Something that is transparent might as well be invisible. In the real world this is a clear glass window, or even the air that is all around us.

Why Should You Care About Transparency?

That's an easy question. It's going to make your images look great. When layered on top of other images, whether it's a web page with colored backgrounds or presentation slide templates, a transparent image is going to look professional and polished.

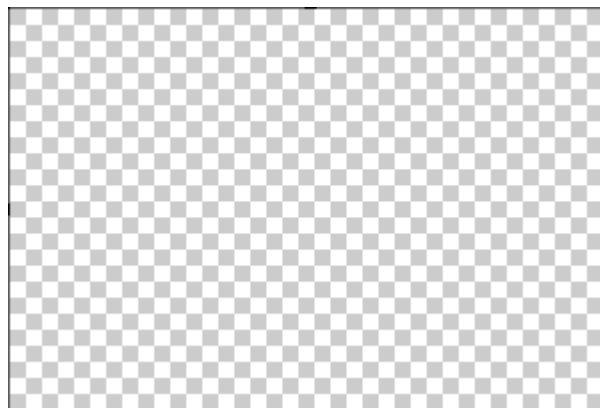
The screenshot on the left below has no transparency; the screenshot on the right has a transparent canvas and a partially transparent shadow.



Because image files are always rectangular, complete or partial transparency is the solution used to create the appearance of irregular edges or see-through portions.

Transparency in Snagit

In Snagit Editor (and most other graphics programs) transparency is represented by a white and gray checkerboard pattern. This pattern shows you what parts of the image you can see through.



When using the window selector of the All-in-One input or the Window input, Snagit captures the rounded corners of windows and the transparency of Aero themed title bars. It can also capture oddly shaped windows without grabbing the desktop or windows behind.

Snagit Editor can introduce transparency during editing with drawing tools and image effects. Edge effects like borders and drop shadows no longer add a background color to your image. Instead, they look great anywhere you put them.

Saving a Transparent Image

Snagit supports complete and partial transparency in capturing and editing. However, to have complete or partial transparency in your final saved image, you must use a file format that supports your desired level of transparency.

Complete and partial transparency is best supported by PNG and the SNAG file formats.

Common File Formats	Supports Transparency?
PNG	Yes
JPG	No
BMP	No
GIF	Single color, full transparency only
TIF	Yes
SNAG	Yes



What if I use a format that doesn't support transparency? The preview pane in the Save dialog box shows you how the saved image looks in your selected format.

For more information on using transparency in Snagit, see [Transparency](#).

Additional tutorials:

- ▶ **Basic Snagit Tips & Tricks**
- ▶ **How to Use Hotspots**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

Basic Snagit Tips & Tricks

Here are some tips and tricks that can help you get the most out of Snagit.

Whether assembling common captures into profiles or just changing the color scheme of the Snagit user interface, these tips can save you time and help you make great looking images.

Change the Color of the User Interface


Don't like Snagit's default black color scheme? Not a problem. Silver and blue themes for both Snagit and Snagit Editor are available.



In Snagit:

 *Tools > Program Preferences > Program Options tab > Color scheme dropdown*

In Snagit Editor:

 *Snagit button > Editor Options > General tab > Display options > Color scheme dropdown*

Create Profiles for Common Tasks

Find yourself changing the same settings over and over? Create profiles that match your most frequently used configurations.

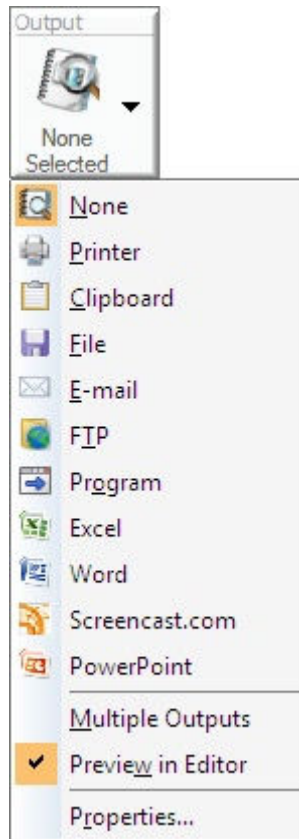
For more on profiles, see [Snagit Profiles](#).


Skip the Editor, Go Straight to an Output

Don't need to edit your screenshot, or perhaps you want to send your screenshot straight to the Clipboard? Change your capture output options to skip the Editor.

First, select an output from the *Output* dropdown menu in the *Profile Settings* pane. This could be the Clipboard, an output to a particular program, or even straight to a file.

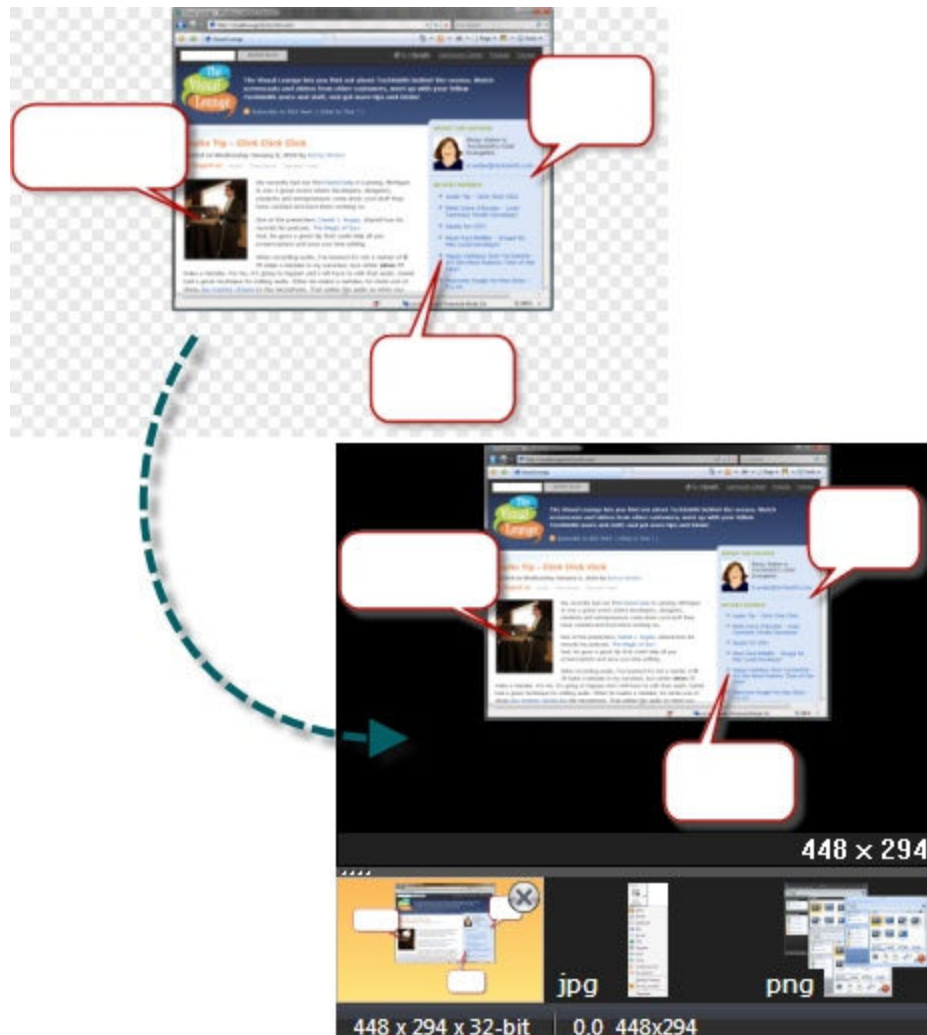
To skip previewing your capture in the Editor, deselect the **Preview in Editor** option in the same menu.



 If you want quick access to these settings, considering saving them as a profile.

Preview Transparency in the Tray

Curious how the transparent parts of your image look without the checkerboard pattern that indicates transparency in the Editor? Check out your Open Captures Tray.



The thumbnail previews in the Open Captures Tray show your transparent images on a black background and top of the dark gray background or the orange selection color of the Tray itself. This isn't always a preview of how your image looks on your intended background, but it gives you an idea of how it might look against a dark background.

Ctrl + Selection to Clone Areas

Holding **<CTRL>** while moving a selection created with the selection tool doesn't move the selection, but instead makes a copy. This copy flattens after you've moved it, just like a normal selection.

Use this technique to quickly "clone" an area to fill in gradients, create copies of buttons or text fields, or anything else you might want to quickly copy and place.

Use the SNAG File Format to Archive Projects

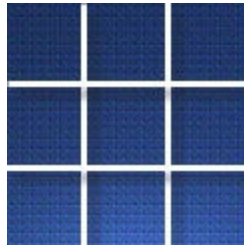
To save vector object information (all those callouts, pasted images, and the other stuff that makes the Editor neat), use the SNAG file format. When you take a capture, this is the format that Snagit uses to auto-store your image until you save it to your preferred file format.

If you want to edit your image again later, save a copy as a SNAG file. These files aren't viewable outside of Snagit, but they save all the information about your capture so you can move all the elements.

A Few Basic Design Tips

Screenshots benefit from the same ideas and techniques that a graphic designer might use when creating content. Here are a few to think about when creating images.

- ▶ **Rule of thirds:** The human eye finds some images more interesting than others. Dividing an image into thirds shows you where the most interesting parts of your image should be. Divide your image into thirds both horizontally and vertically, creating nine boxes. Try placing things like callouts, arrows, and text along those lines for maximum impact.



- ▶ **Color selection:** Use complimentary colors (colors located opposite on a color wheel) in your effects to create a look of cohesion in your image.



- ▶ **Think about context:** What do you want your audience to look at? Is it important that they see your screenshot in the larger context of what was on your screen, or is it better to trim all that away and just show the exact window or button that you want to call attention to? Deciding may help your image communicate your message better.

Additional tutorials:

- ▶ **What You Need to Know About Transparency**
- ▶ **Basic Snagit Tips & Tricks**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

How to Use Hotspots

A hotspot is a region of an image that contains special interactive elements, such as hyperlinks or popup tooltips. You can add hotspots to your images in Snagit that can highlight, hyperlink, or popup useful information when the mouse cursor passes over.

Hotspots can also be used to capture hyperlinks on web pages by enabling the **Keep Web Links Active** option in the *Profile Settings* pane.

- ⚠ You can only see and edit hotspots on the *Hotspots* tab.
- ⚠ Hotspots only work when you save your capture in a format that supports them, most commonly SWF. They can be viewed in most web browsers and HTML-enabled email programs.

Why Use Snagit Hotspots?

Use them to create:

- ▶ **Links:** Select a region of your image and turn it in to a hyperlink with an optional tooltip. Link to a website, or another image using a file path.
- ▶ **Highlights:** Select a color and opacity level for a highlight that appears when the mouse cursor passes over.
- ▶ **Image or text popups:** Select another image file or enter a text to appear when the hotspot is moused-over.

- ⚠ You cannot edit SWF files in the Snagit Editor. Before saving your capture with hotspots in a format that supports them, consider saving it as a SNAG file first, so the hotspots can be edited later.

Additional tutorials:

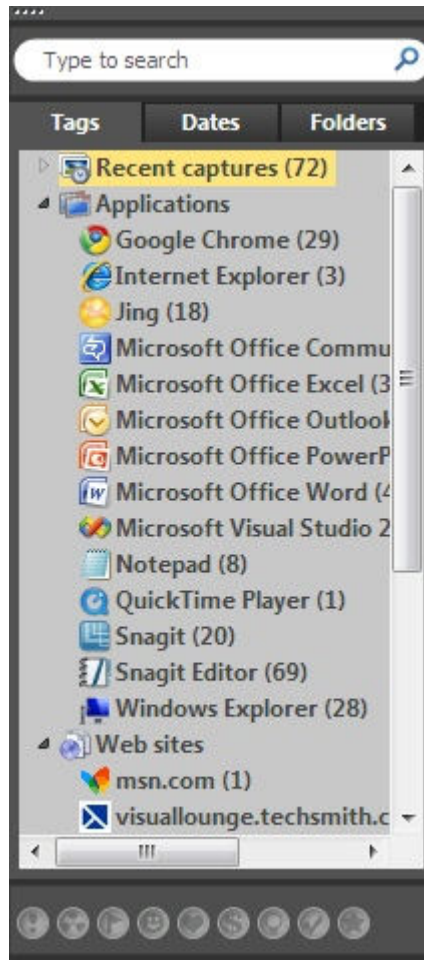
- ▶ **What You Need to Know About Transparency**
- ▶ **Basic Snagit Tips & Tricks**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

Introduction to Searching and Tagging

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.

Search Pane

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.



▶ **Search box**

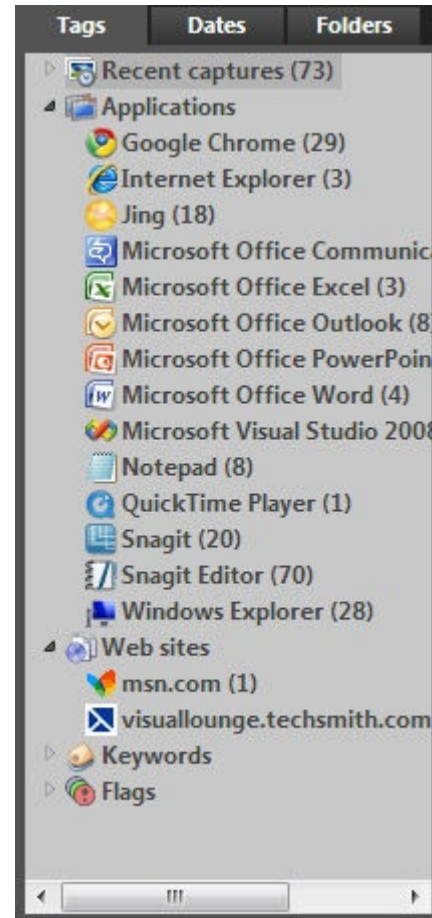
Use the search box to search file names, keywords, and any metadata that is taken with the capture. Metadata includes the program it was captured from, the web site address, and even the web site title. This is great if you know exactly what you want, or are looking across all your captures.



▶ **Tags**

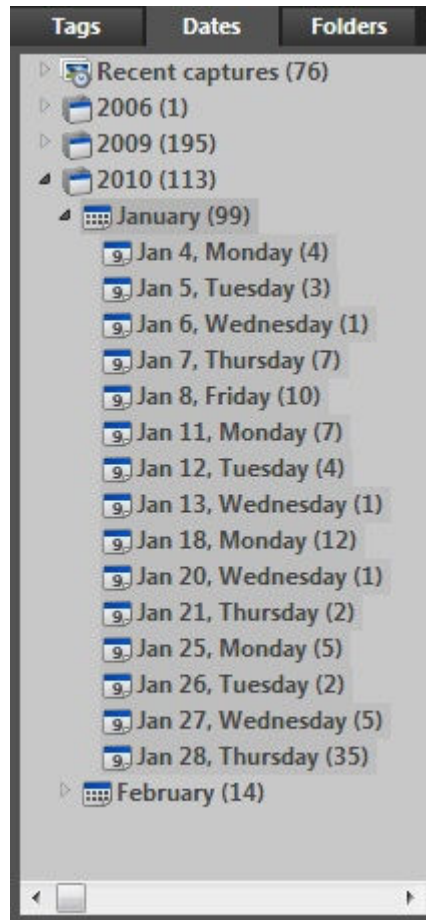
Browse your Library by a particular tag. Snagit creates tags automatically based on metadata.

- ▶ **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. For more information on keywords, see the [Tags Tab](#).
- ▶ **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.

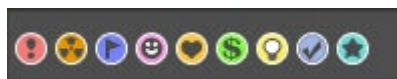


► **Folders**

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.

Additional tutorials:

- ▶ **What You Need to Know About Transparency**
- ▶ **Basic Snagit Tips & Tricks**
- ▶ **How to Use Hotspots**
- ▶ **Sharing Captures from Snagit**

Sharing Captures from Snagit

You've taken your capture and made your edits. What's next?

Snagit has a few handy tricks to help you and your capture get where ever it is you're going.

Copy All

Use the **Copy All** button to copy a flattened version of your image to the Clipboard. Paste it where ever you'd like to use your image. This is useful for pasting your capture in to an email, document, or other authoring tool.

Outputs

Snagit can automatically send your capture to various destinations. These destinations are called outputs.

You can choose an output while setting up a capture in the *Profile Settings* pane. After editing your capture, click the **Finish Profile** button to send your capture to the selected output.

You can also select an output from the *Send* tab (or the *Send* dropdown on the *Draw* tab) to send your capture to an output from the Editor.

Outputs include:

- ▶ E-mail
- ▶ FTP
- ▶ Program
- ▶ Clipboard
- ▶ Microsoft Office® Word, Excel, and PowerPoint
- ▶ Screencast.com, TechSmith's image and video hosting service

Output Accessories

The Microsoft Office and Screencast.com outputs are accessories; they operate just like the other outputs, but go to a specific program. Aside from the four that come installed with Snagit, you can download other output accessories from the TechSmith web site.

Output accessories contain special options that are unique to their destinations. The blog outputs allow you to compose a blog post to go alongside your capture. The Screencast.com output returns the URL of your uploaded image along with HTML code that includes a thumbnail when you paste that URL in an HTML capable field.

You can find the accessories download page by opening **Manage Accessories** from the Snagit Related Tasks list. Click the **Get More Accessories** button on the bottom left to go to the [Snagit Accessories web page](#).

Additional tutorials:

- ▶ **What You Need to Know About Transparency**
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