



Snagit® 11

Snagit 11.4 Help

Version 11.4.0

January 2014

© 2014 TechSmith Corporation

All rights reserved

This manual, as well as the software described in it, is furnished under license and may be used or copied only in accordance with the terms of such license. The content of this manual is furnished for informational use only, is subject to change without notice and should not be construed as a commitment by TechSmith Corporation. TechSmith Corporation assumes no responsibility or liability for any errors or inaccuracies that may appear in this manual.

Trademarks

All-in-One Capture, Camtasia, Camtasia Relay, Camtasia Studio, Coach's Eye, DubIt, EnSharpen, Enterprise Wide, Expressshow, Jing, Morae, Rich Recording Technology (RRT), Screencast.com, ScreenChomp, Show The World, SmartFocus, Snagit, TechSmith, TechSmith Fuse, TSCC and UserVue are either registered marks or marks of TechSmith Corporation in the U.S. and/or other countries. This list is not a comprehensive list of all TechSmith Corporation marks. The absence of a name/mark or logo in this notice does not constitute a waiver of any intellectual property rights that TechSmith Corporation has established in any of its product, feature or service names/marks or logos. All other marks are the property of their respective owners.

Contents

Contents	i
Welcome to Snagit	1
Capture	2
OneClick Overview	2
Classic Capture Window	4
Profiles	6
Profile Settings	8
Create a New Profile	12
Profile Hotkeys	13
Edit a Profile	14
Organize Profiles	16
Share Profiles	18
Image Capture	19
Capture the Entire Screen	21
Capture a Window	23
Capture a Region	24
Capture Multiple Areas of the Screen	26
Capture a Menu	28
Capture a Fixed Region	30
Capture a Free Hand Area	30
Set Up a Scheduled Capture	31
Set Up a Time-Delayed Capture	32
Capture from a Scanner or Camera	33
Capture a Scrolling Window	33
Capture a Custom Scrolling Area	36
Capture a Scrolling Region	37
Scrolling Capture Troubleshooting	38
1. Determine if the Content is Supported	38
2. Check and Adjust the Web Browser Settings	38
3. Capture using Custom or Region Scrolling	38

4. View Additional Troubleshooting Resources	38
Video Capture	39
Video Selection Guides	42
See also	43
Video Recording Toolbar	43
Video Playback in Snagit Editor	44
Video Capture Settings	45
Microsoft .NET Framework Requirement	46
Text Capture	46
Capture What You Can Print	49
Customize Your Printer Capture	50
Create a Snagit Printer Capture Profile	50
Capture and Save Multiple Page Documents as Individual Images	51
Capture and View a Multiple Page Document with Printer Capture	52
Capture Hotkeys	52
Edit	54
Open Captures Tray	55
Capture Thumbnail Tips	55
Save a Capture	56
Remove a Capture from the Tray	56
Delete a Capture	56
Canvas	57
About Vector Objects	58
Transparency	58
Quick Access Toolbar	61
Common Editing Tasks	63
Make a Selection on the Canvas	63
Arrange Objects on the Canvas	64
Combine Captures	65
Cut, Copy, and Paste	66
See also	66
Remove Unwanted Sections in an Image	67

See also	67
Zoom In or Out on a Capture	67
Resize	68
	69
1. Pixel Dimensions	69
2. Print Dimensions	69
3. Image Detail	69
Other Options	69
Add Hotspots	70
Image File Types that Support Hotspots	71
Snagit Editor Hotkeys	71
Drawing Tools	73
Arrows	74
Add a Curved Arrow	74
Blur	75
Callouts	77
Move, Reshape, or Rotate a Callout	77
Erase	78
Flood-Fill an Area with Color or Transparency	78
Set Fill Tolerance Level	79
Set Fill Opacity Level	79
Freehand Pen	79
Move or Reshape a Pen Line	79
Highlight	79
Lines	80
Add a Curved Line	80
Move or Reshape a Line	80
Shapes	81
Move or Reshape a Shape	81
Stamps	81
Move or Resize a Stamp	81
Add a Custom Stamp to the Quick Styles Gallery	82

Download More Stamps from the TechSmith Website	82
Organize Stamps	82
Step Tool	82
Start a New Sequence	83
Enter a Specific Value for a Step	83
See also	83
Text	83
Move or Resize a Text Box	84
Styles Gallery	84
Drawing Tool Properties	85
Add Image Effects	87
Add an Effect from the Styles Gallery	87
Add a Border	88
Add an Effect	88
Add an Edge Effect	88
Watermark an Image	88
Color Effects	89
Color Correction	90
Invert Colors	90
Color Substitution	91
Histo-Contrast	91
Halftone	91
Intensity Detect	91
Stretch Intensity	92
Histogram Equalize	92
Monochrome	93
Image Filters	93
Remove Noise	93
Sharpen	93
Posterize	94
Solarize	94
Oil Painting	95

Edge Enhance	95
Add Noise	95
Emboss	96
Edge Detect	96
Apply Effects to Multiple Captures (Batch Conversion)	96
Import Images and Videos from Mobile Devices	97
Import images or videos from a mobile device	97
Troubleshooting TechSmith Fuse	99
About Mobile Sharing with TechSmith Fuse	100
View the Capture History	100
Search for Captures	100
Browse the Capture History	101
Viewing Captures in the Library	101
Add Flags or Keywords to Organize Captures	101
Share	103
Email Output	105
FTP Output	105
Program Output	106
Clipboard Output	107
Microsoft Word Output Accessory	107
Microsoft PowerPoint Output Accessory	107
Microsoft Excel Output Accessory	108
Screencast.com Output Accessory	108
Google Drive Output Accessory	109
Import Images and Videos from Google Drive	109
Upload Images and Videos to Google Drive	110
Camtasia Studio Output Accessory	110
YouTube Output Accessory	110
Snagit Technical Reference	112
Program Preferences	112
Program Options Tab	112
Hotkeys Tab	113

Notifications Tab	114
Update Options Tab	114
Capture Modes	115
Capture Type Properties	116
General Tab	116
Fixed Region Tab	117
Menu Tab	117
Scrolling Tab	118
Scanners and Cameras Tab	118
Extended Window Tab	119
Links / Hotspots Tab	119
Object Tab	120
Snagit Editor Options	120
Back Up and Restore	124
Spell Check	125
Output Share Properties	125
Share Properties Image File Tab	126
What File Format Should I Choose?	128
File Format Options Dialog	129
PDF Page Setup Options	130
Automatic File Name Options	131
Share Properties Send Email Tab	132
Share Properties FTP Tab	132
Share Properties Program Tab	133
Share Properties Page Setup Options Tab	134
Share Properties Print Tab	136
Share Properties Text File Tab	137
Share Properties Video File Tab	137
Snagit Command Line Options	138

Welcome to Snagit

Snagit gives you all the tools you need to create eye-catching images and videos for easy sharing.

Capture

Snagit helps you to capture anything on your screen. Snagit captures image, video, or text on the screen.

- ▶ **Image:** Capture anything on your screen including the entire screen, a window, an area of the screen, or a scrolling region. See [Image Capture](#).
- ▶ **Video:** Records the action on the screen and audio (from a microphone or system audio) as a MPEG-4 video file. See [Video Capture](#).
- ▶ **Text:** Capture the text from the desktop, window, application, or website. See [Text Capture](#).

Use [OneClick](#) for quick access for your capturing needs.



Edit

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

Snagit Editor provides a number of ways to enhance image captures:

- ▶ Draw attention with [arrows](#) and [callouts](#).
- ▶ Hide sensitive information with a [blur](#).
- ▶ Add other annotations and effects with the [Draw Tools](#).
- ▶ Create your own custom annotations and effects and save them to the [Quick Styles](#).
- ▶ Combine captures from the [Open Captures Tray](#).

The [library](#) within Snagit Editor maintains a history of your captures and makes it easy to tag and find captures.

Share

Quickly share captures to popular destinations using the outputs and output accessories.

To learn more about the outputs, see [Share](#).

Capture

Snagit helps you to capture anything on your screen. Snagit captures image, video, or text on the screen.

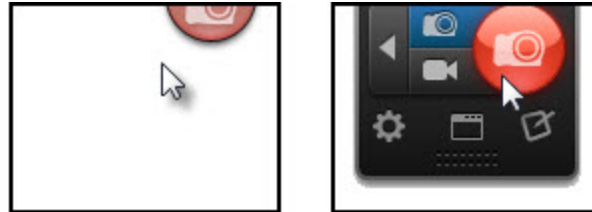
- ▶ **Image:** Capture anything on your screen including the entire screen, a window, an area of the screen, or a scrolling region. See [Image Capture](#).
- ▶ **Video:** Records the action on the screen and audio (from a microphone or system audio) as a MPEG-4 video file. See [Video Capture](#).
- ▶ **Text:** Capture the text from the desktop, window, application, or website. See [Text Capture](#).

Use [OneClick](#) for quick access for your capturing needs.



OneClick Overview

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



OneClick is always present on the screen unless you Exit Snagit or select the Turn off OneClick option in the [classic capture window](#).

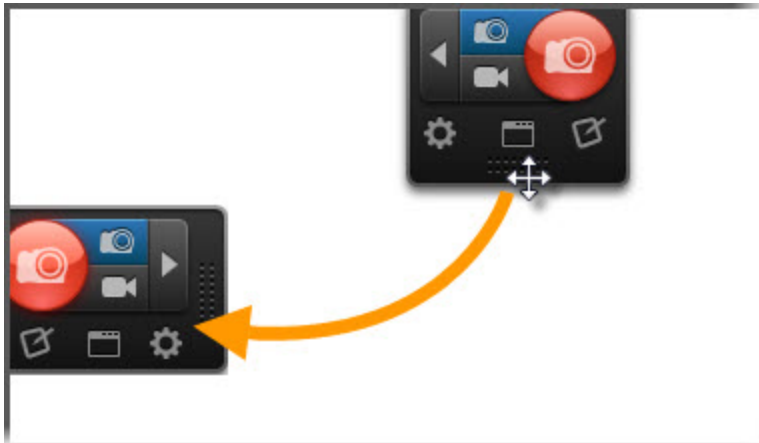
OneClick requires Microsoft .NET Framework version 4.0 or later. Microsoft .NET Framework version 4.0 is included in the Snagit installation process. You can also download it [here](#).

If you do not have Microsoft .NET Framework 4.0 installed, capture using the [classic capture window](#).

Change the Location of OneClick

By default, OneClick appears at the top-center of the screen. OneClick can be docked anywhere along the left side, the right side, or the top of the screen.

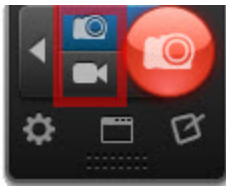
1. Move the cursor over the OneClick **Capture** button.
2. OneClick expands. Click and drag the bottom edge of OneClick to the desired location on the screen.



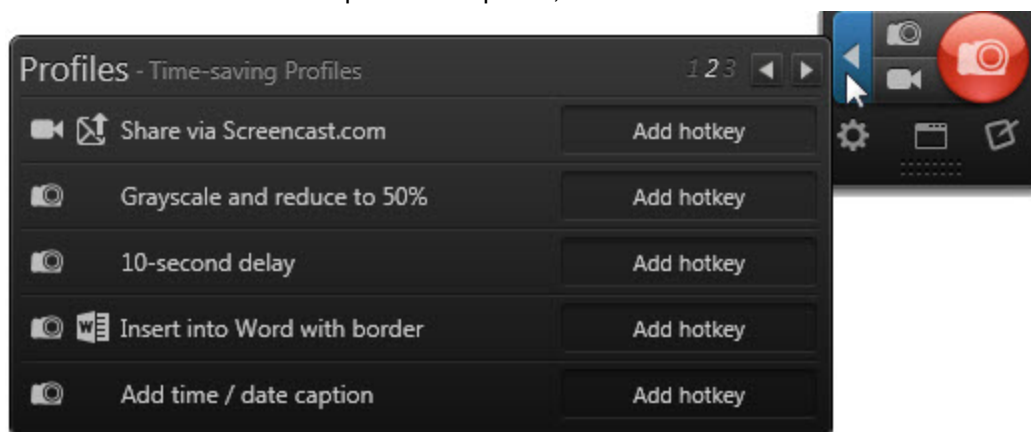
Capture with OneClick

OneClick provides two options for quick capture:

- **Image and Video Capture buttons:** Provide the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region (image only) all from a single capture option. To learn how to take a capture with these options, see [Image Capture](#) or [Video Capture](#).




- **Profiles:** Profiles are a set of saved capture settings which consists of a capture mode, capture type, effects, and sharing destination. Snagit includes several pre-configured profiles to help you begin capturing quickly. Set up custom profiles to fulfill your specific capture needs such as automatically adding an effect to all captures to comply with your website standards or sharing captures to the same location. To learn how to take a capture with a profile, see [Profiles](#).



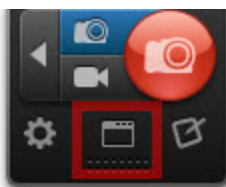
Additional Options in OneClick






1	<p>The Image and Video Capture options provide the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region (image only) all from a single capture option.</p> <ul style="list-style-type: none"> ▶ To set a hotkey for these capture options, click within the Hotkey field. Press the desired key combination on the keyboard. The new hotkey appears in the field. ▶ To delete a hotkey, click  in the Hotkey field. <p>When a hotkey is not assigned, the global capture hotkey PRINT SCREEN takes a capture with the selected profile or capture settings. See Profile Hotkeys.</p>
2	<p>Open the Program Preferences dialog where you can access Snagit program settings, edit hotkeys, control updates and notification options.</p>
3	<p>Open the Snagit help file.</p>
4	<p>Close Snagit. To open Snagit, select the Start button > All Programs > TechSmith > Snagit 11.</p>
5	<p>Open the classic capture window to view, edit, and manage profiles.</p>
6	<p>Open Snagit Editor to view, annotate, and edit captures.</p>

Classic Capture Window

Use the classic capture window to manage profiles and access other program options. To open the classic capture window, click the **Classic Capture Window** button in OneClick.



1	The Tools menu provides access to batch conversion, the Snagit Printer Capture, and other program options.
2	Click the Turn off OneClick option to hide OneClick and use the classic capture window for capturing. OneClick provides quick access to capture options and profiles in a compact view.
3	The Profiles pane displays the list of available profiles. Profiles are a set of saved capture settings. Snagit includes several pre-configured profiles to help you begin capturing quickly. See Profiles .
4	Use the profile toolbar to add or edit profiles. See Create a Profile .

	<ul style="list-style-type: none"> ▶ Save as New Profile : Saves any changes made in the profile settings as a new profile. ▶ Add New Profile Wizard : Opens the Add New Profile wizard to create a new profile. ▶ Save Profile : Saves the current changes to the selected profile. Profiles highlight in yellow and an asterisk appears next to the profile name to indicate unsaved changes.
5	Hover the cursor over a profile to view its profile settings.
6	Use the profile settings to create a new profile or edit the settings for an existing profile. See Profile Settings .
7	Displays the global capture hotkey or the hotkey for the selected profile.
8	Click the Capture button to capture with the current profile or selected profile settings.

Profiles

Profiles are a set of saved capture settings. Snagit includes several pre-configured profiles to help you begin capturing quickly. You can create your own [custom profiles](#) and [assign hotkeys](#) to fit your specific capture needs.

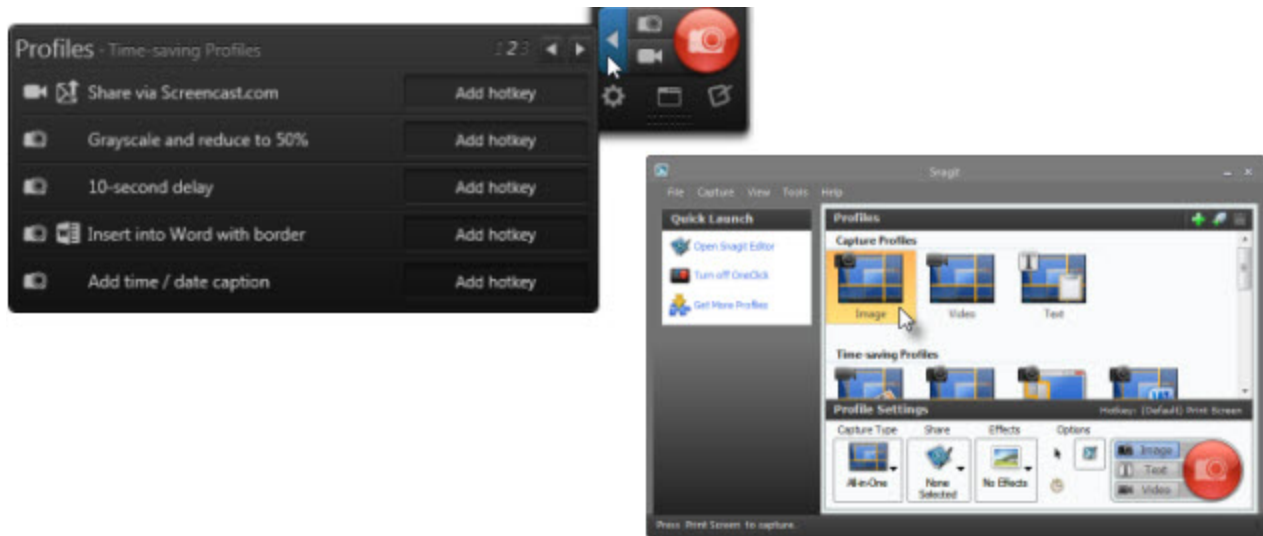
A profile consists of a capture mode, capture type, effects, and sharing destination. See [Profile Settings](#).



Mode + Type + Effects + Share

Accessing Profiles

A list of profiles appears in [OneClick](#) and the [classic capture window](#).



► **Capture Profiles**

The image, video, and text profiles provide the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region (image and text only) all from a single profile.

► **Time-Saving Profiles**

Time-saving profiles include frequently-used capture tasks such as delayed capture, sharing a video directly to Screencast.com, and more.

► **My Profiles**

Are you taking the same type of captures repeatedly? Does your organization have required standards for all captures? Set up your own custom profiles. See [Create a Profile](#).

► **Profiles from Previous Versions**

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

Take a Capture Using a Profile

1. Open or set up what you want to capture.
2. Select a profile in OneClick or in the classic capture window.



3. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.



Assign a custom hotkey to each profile. Hotkeys allow you to:

- ▶ Quickly switch between commonly used profiles.
- ▶ Maintain the cursor's position on the screen.
- ▶ Take captures without interacting with the Snagit interface.

See also

- ▶ [Create a Profile](#)
- ▶ [Edit a Profile](#)
- ▶ [Profile Settings](#)
- ▶ [Organize Profiles](#)
- ▶ [Share Profiles](#)
- ▶ [Profile Hotkeys](#)

Profile Settings

Profiles are a set of saved capture settings. Snagit includes several pre-configured profiles to help you begin capturing quickly. You can create your own **custom profiles** and **assign hotkeys** to fit your specific capture needs.

A profile consists of a capture mode, capture type, effects, and sharing destination.



Mode + Type + Effects + Share

In the **classic capture window**, you can view the current profile settings, [edit an existing profile](#), and [create a new profile](#). To access the profile settings, click the **Classic Capture Window** button in OneClick.



Capture Mode



Snagit offers three capture modes:

- ▶ **Image:** Captures an image as a Snagit Capture file (SNAG). You can save the capture as another image file format in Snagit Editor.
- ▶ **Video:** Captures a MPEG-4 video file.
- ▶ **Text:** Captures text within the selected area as an editable Rich Text Format file (RTF).

Snagit does not support text capture on some operating systems and web browsers. See [Text Capture Support](#).

The **Capture** button displays an icon of the selected capture mode.



Capture Type



The capture type defines the area or type of content to capture on the screen. Snagit provides capture types designed to capture tough to capture items such as menus and scrolling areas.

The All-in-One capture type is selected by default. The flexible All-in-One capture type can capture the entire screen, a window, an area of the screen, or a scrolling region (image and text only) all from a single profile.

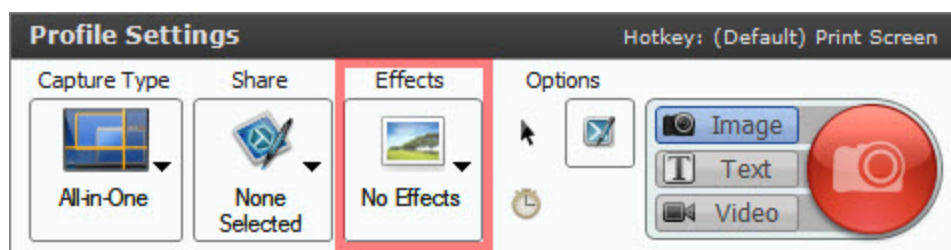
To learn more about which capture types are supported in each capture mode, see [Capture Modes](#).

Share (Outputs)



Select a Share output to send the capture directly to your desired destination. See [Share](#).

Effects

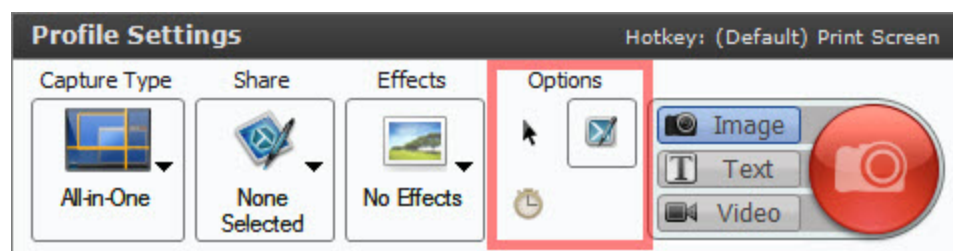


Automatically apply effects to a capture such as captions, borders, edge effects, watermarks, and more.



Effects can only be applied to image captures. To apply effects to video captures, share the capture to [Camtasia Studio](#) version 7.0 or later.

Options



- ▶ **Include Cursor:** Enable this option to capture the cursor in image captures. Snagit captures the cursor as a vector object and is editable in Snagit Editor.

The cursor is automatically captured in video capture mode.

- ▶ **Preview Capture in Snagit Editor:** Opens the capture in Snagit Editor. Snagit Editor allows you to preview the capture, add annotations and effects (image only), and share to various outputs. Disable this option to skip previewing in Snagit Editor and send the capture directly to the selected share output.
- ▶ **Time Capture:** Enable this option to set up a delayed or scheduled capture. See [Set Up a Time-Delayed Capture](#) or [Set Up a Scheduled Capture](#).

See also

- ▶ [Profiles](#)
- ▶ [Create a Profile](#)

- ▶ [Edit a Profile](#)
- ▶ [Profile Hotkeys](#)

Create a New Profile

Profiles are a set of saved capture settings. Snagit includes several [pre-configured profiles](#) to help you begin capturing quickly. You can create your own custom profiles and [assign hotkeys](#) to fit your specific capture needs.

A profile consists of a capture mode, capture type, effects, and sharing destination. See [Profile Settings](#).



Mode + Type + Effects + Share

Create a Profile Based on an Existing Profile

1. In [OneClick](#), click the **Classic Capture Window** button.



2. Click to select a profile in the Profiles pane.
3. Select the desired capture type, effect(s), output, and capture mode settings. For more information, see [Profile Settings](#).



4. Click the **Save as New Profile** button.



5. The New Profile Name dialog appears. Select a profile group to save the new profile within or click the **Add Group** button to create a new profile group.
6. Enter a name for the new profile into the Name field.
7. Click **Save**.

Create a Profile with the Add New Profile Wizard

1. In **OneClick**, click the **Classic Capture Window** button.



2. Click the **Add New Profile Wizard** button.



3. Follow the instructions on each page in the wizard and click **Next**.
4. On the Save a New Profile page, select a profile group to save the new profile within or click the **Add Group** button to create a new profile group.
5. Enter a name for the new profile into the Name field.
6. Click **Finish**.

See also

- ▶ [Edit a Profile](#)
- ▶ [Organize Profiles](#)
- ▶ [Share Profiles](#)
- ▶ [Profile Hotkeys](#)

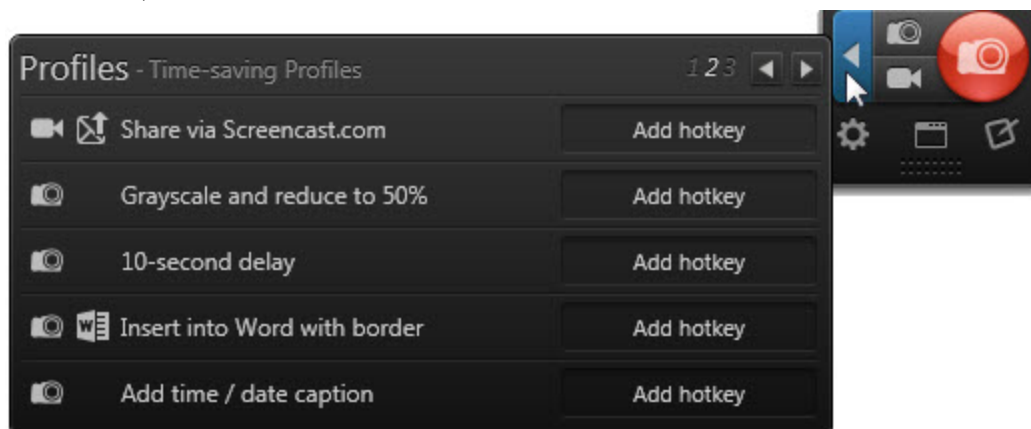
Profile Hotkeys

Assign a custom hotkey to each profile. Hotkeys allow you to:

- ▶ Quickly switch between commonly used profiles.
- ▶ Maintain the cursor's position on the screen.
- ▶ Take captures without interacting with the Snagit interface.

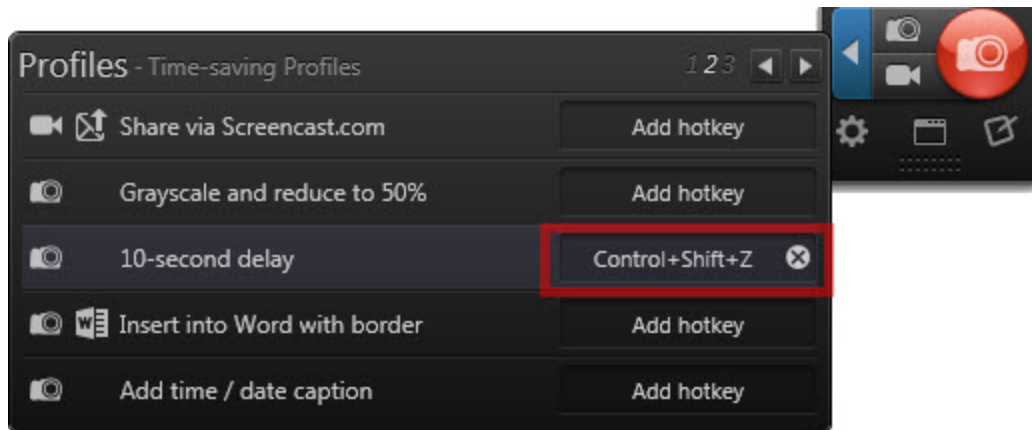
Assign a Profile Hotkey

1. In OneClick, click the **Profiles** button.



2. Click within the Hotkey field for the profile you want to assign a hotkey.

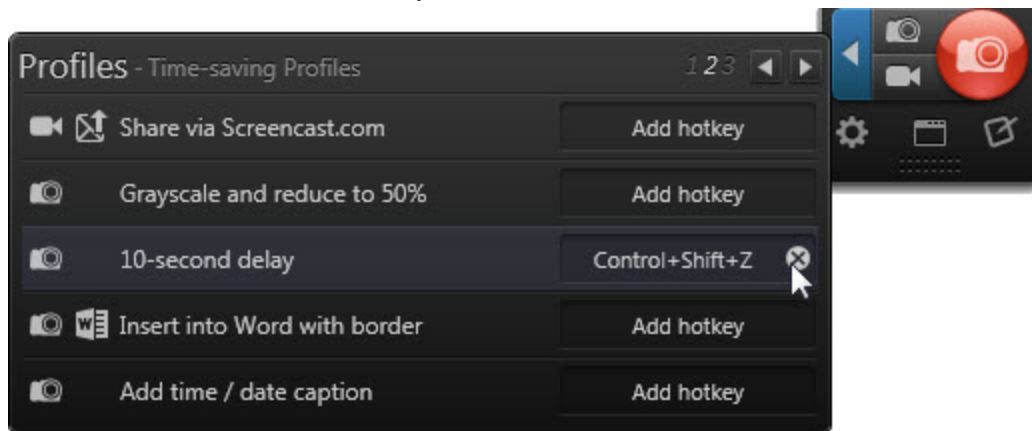
3. Press the key combination for the hotkey on the keyboard.



The field updates with the key combination entered.

Delete a Profile Hotkey

1. Click the **Delete** button in the Hotkey field.



2. The hotkey is cleared from the field.

See also

- ▶ [Hotkeys Tab](#)
- ▶ [Capture Hotkeys](#)
- ▶ [Snagit Editor Hotkeys](#)

Edit a Profile

Profiles are a set of saved capture settings. Snagit includes several **pre-configured profiles** to help you begin capturing quickly. You can create your own **custom profiles** and **assign hotkeys** to fit your specific capture needs.

A profile consists of a capture mode, capture type, effects, and sharing destination. See [Profile Settings](#).

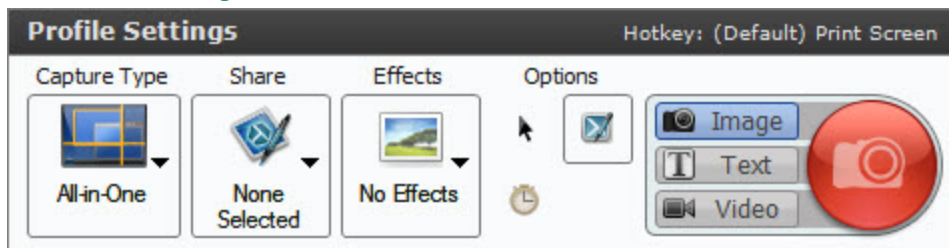


Mode + Type + Effects + Share

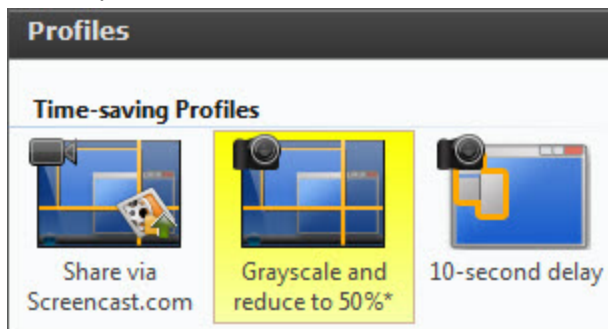
1. In **OneClick**, click the **Classic Capture Window** button.



2. Click to select a profile in the Profiles pane.
3. Select the desired capture type, effect(s), output, and capture mode settings. For more information, see [Profile Settings](#).



4. The selected profile highlights in yellow and an asterisk appears next to the profile name to indicate that the profile has been modified.



5. Click the **Save Profile** button to save the current changes to the selected profile.



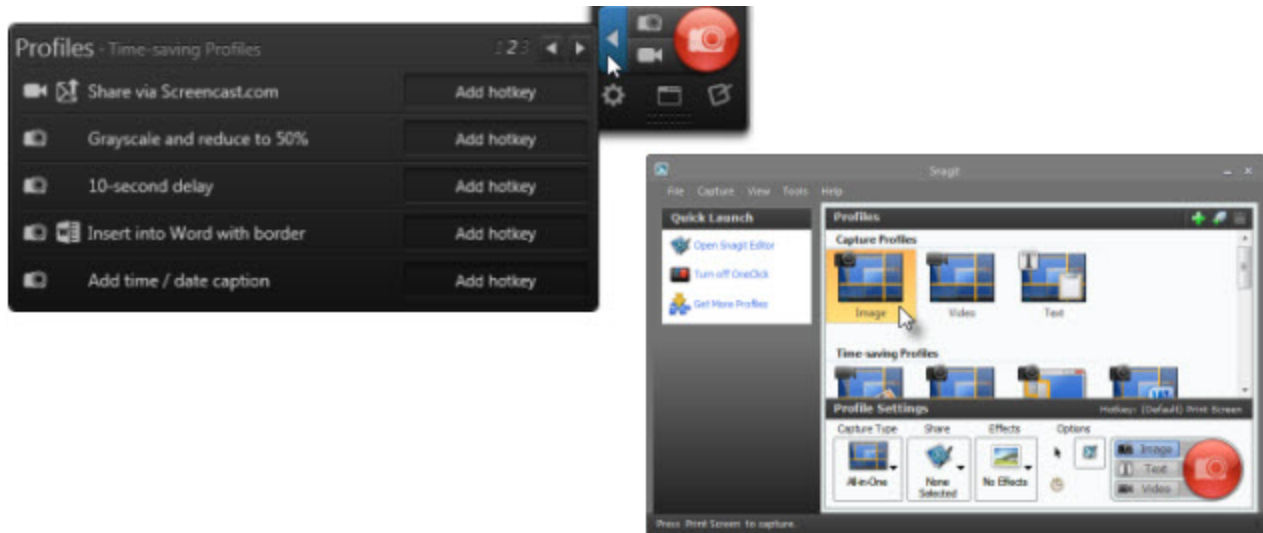
See also

- ▶ [Profiles](#)
- ▶ [Create a Profile](#)
- ▶ [Organize Profiles](#)

- **Share Profiles**
- **Profile Hotkeys**

Organize Profiles

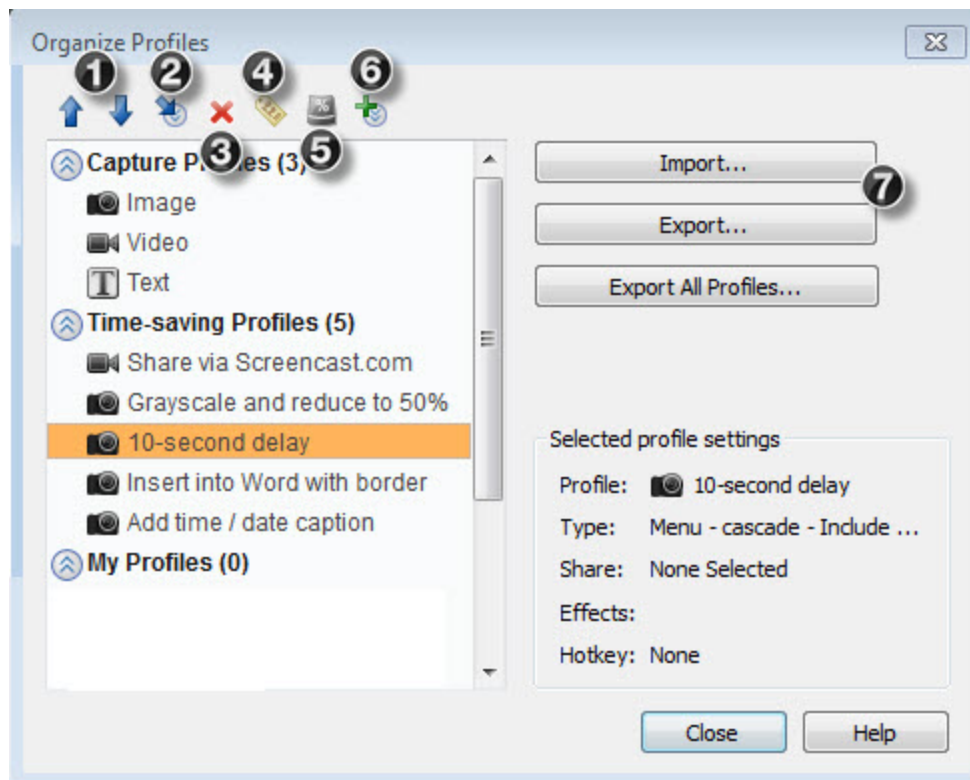
The Organize Profiles options allow you to change the name, order, and grouping of how profiles appear within the list. Snagit Profiles appear in two locations: OneClick and the classic capture window.



To open the Organize Profiles dialog:

1. In OneClick, click the **Classic Capture Window** button.
2. Select File > Organize Profiles.

Organize Profile Options



1	Use these buttons to move the selected profile or profile group up or down within the list.
2	Click the Move To Group button to move the selected profile to another group. Select the desired group and click OK .
3	Delete the selected profile or profile group.
4	Click the Rename button to change the name of the selected profile or profile group.
5	Click the Set Hotkey button to customize the profile hotkey. Hotkeys allow you to capture without interacting with Snagit or changing the current state of the screen.
6	Click the Add Group button to add a new profile group.
7	Use the Import and Export buttons to share Profile files (SNAGPROF) with others.

See also

- ▶ [Share Profiles](#)
- ▶ [Profiles](#)

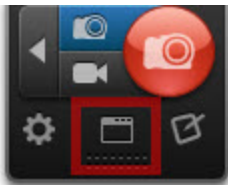
Share Profiles

Profiles are a set of saved capture settings which consist of a capture mode, capture type, effects, and sharing destination. See [Profile Settings](#). You can create your own **custom profiles** and **assign hotkeys** to fit your specific capture needs.

Import and export Snagit Profile files (SNAGPROF) to share your capture settings with others.

Export a Profile

1. In OneClick, click the **Classic Capture Window** button.



2. Select File > Organize Profiles.
3. Select a profile to export from the list of profiles.
4. Click the **Export** button.

Import a Profile

1. In OneClick, click the **Classic Capture Window** button.



2. Select File > Organize Profiles > Import button.
3. Select a Snagit Profile file (SNAGPROF) to import and click **Import**.
4. The Import Profile dialog appears. Select which profile group to add the imported profile under.
5. Select to import any of the following profile settings:
 - Hotkeys
 - Passwords
 - Machine specific
 - Program output
6. Click **OK**.

See also

- ▶ [Create a Profile](#)
- ▶ [Edit a Profile](#)

- ▶ **Profiles**
- ▶ **Profile Settings**

Image Capture

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

1. Open or set up what you want to capture.
2. Click the **Image Capture** button.

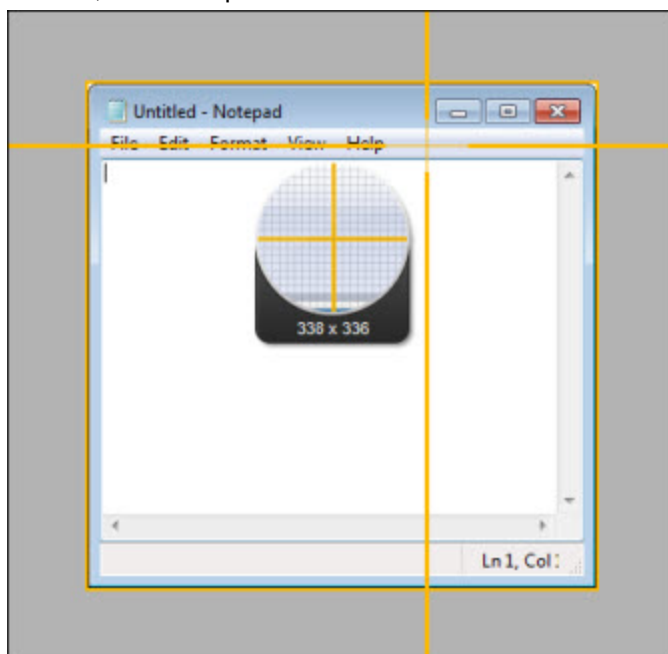


3. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.

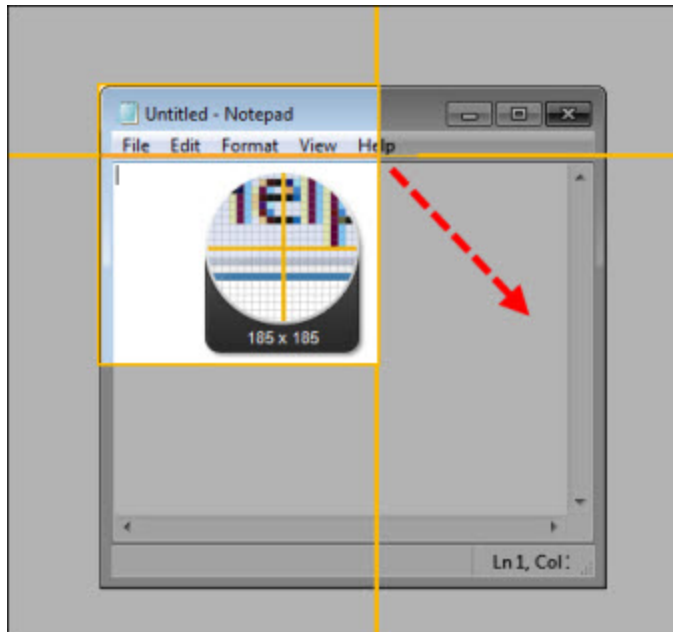


To customize the hotkey for the **Image Capture** button, see [Hotkeys Tab](#).

4. The orange crosshairs appear. Complete one the following to capture:
 - **Entire Screen:** Drag the cursor until an orange border appears around the entire screen. Dragging the cursor to the top or side of the screen is usually the best way to highlight the entire screen. Click to select the highlighted area.
 - **Window:** Drag the cursor over the window. When a dashed orange border appears around the window, click to capture.

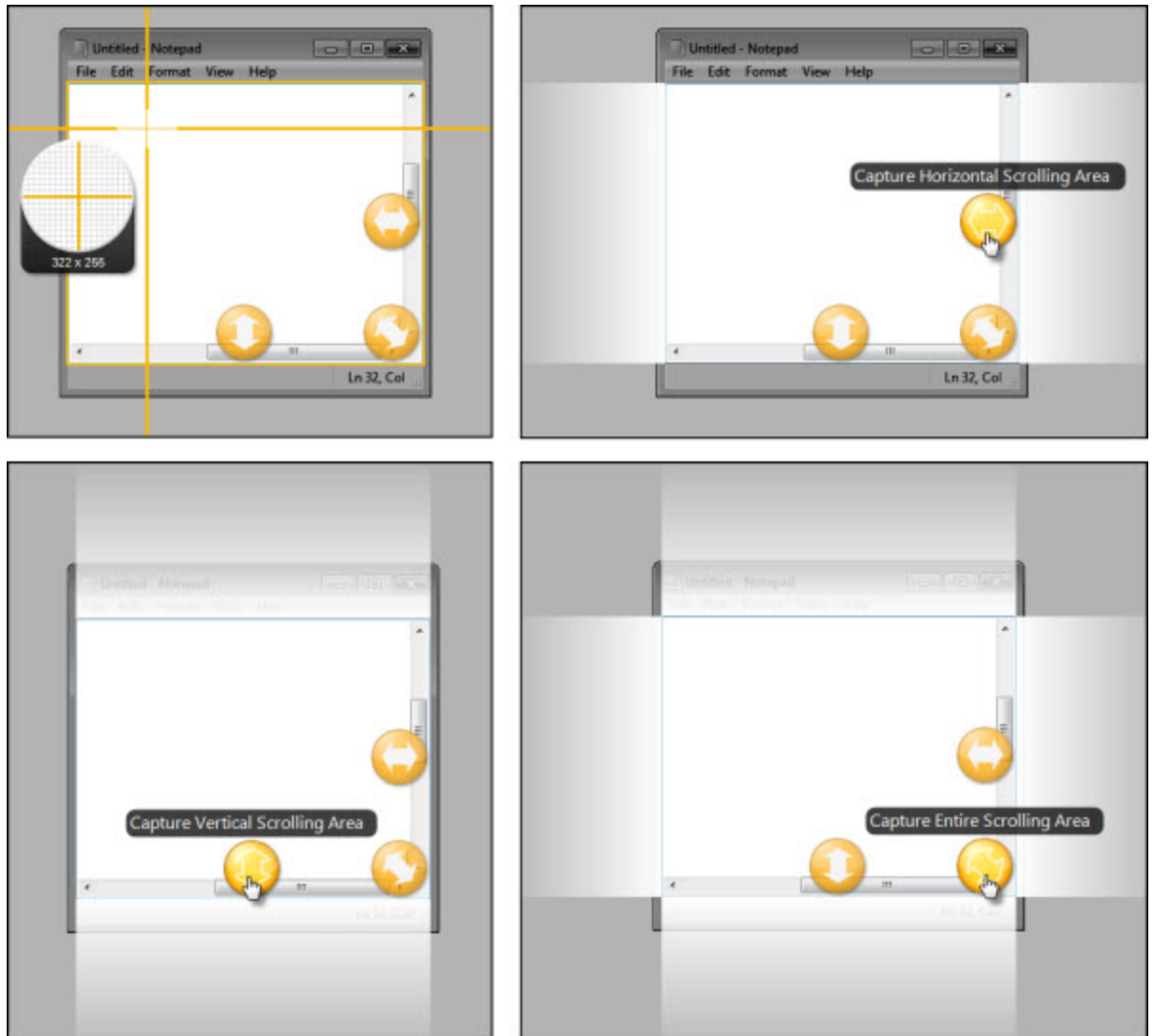


- **Region:** Click and drag to select the desired area. Use the magnifier for pixel perfect accuracy.



- **Scrolling Area:** Drag the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. If arrows do not appear,

see [Scrolling Capture Troubleshooting](#).



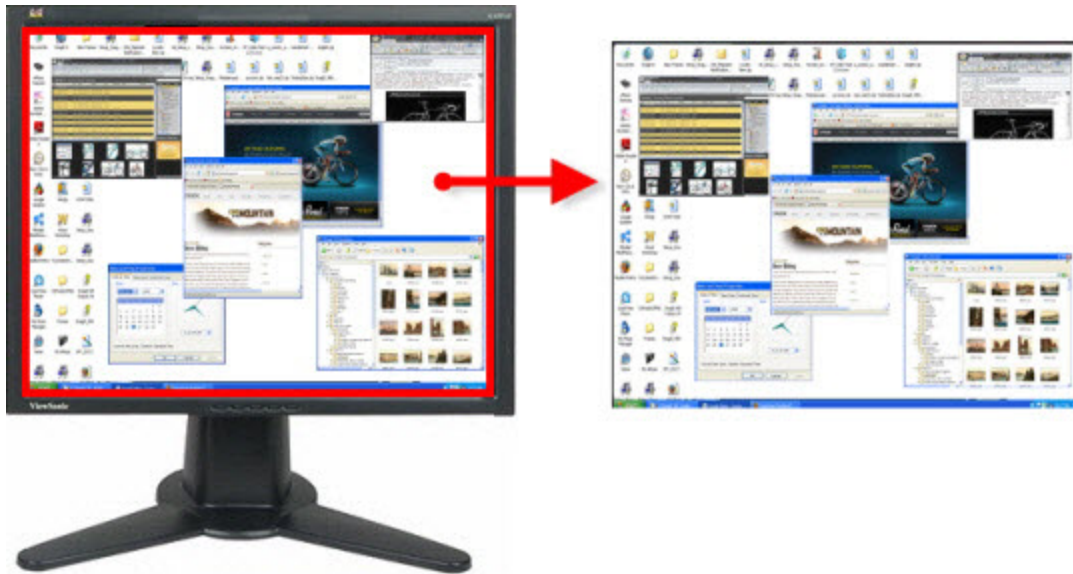
The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

Image Capture Tips:

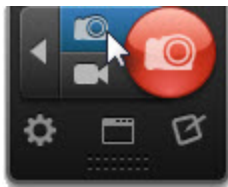
- ▶ When selecting an area to capture, use the magnifier for pixel perfect accuracy. To show or hide the magnifier, press M.
- ▶ To cancel a capture, press ESC.
- ▶ For more image capture hotkeys, see [Capture Hotkeys](#).

Capture the Entire Screen

To capture multiple monitors, you must select a region across the monitors. See [Capture a Region](#).



1. Open or set up what you want to capture.
2. Click the **Image Capture** button.



3. Click the **Capture** button or press the All-in-One Image Capture hotkey.

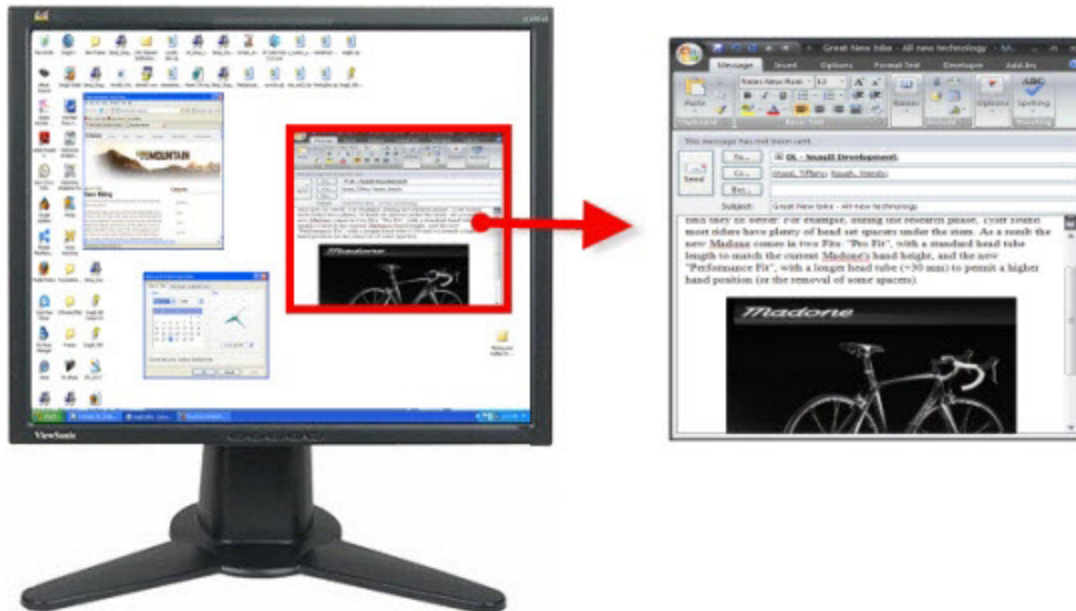


To customize the hotkey for the **Image Capture** button, see [Hotkeys Tab](#).

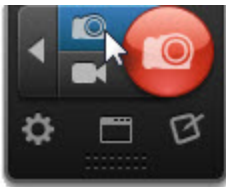
4. The orange crosshairs appear. Drag the cursor until an orange border appears around the entire screen. Dragging the cursor to the top or side of the screen is usually the best way to highlight the entire screen.
5. Click to select the highlighted area.

The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

Capture a Window



1. Open or set up what you want to capture.
2. Click the **Image Capture** button.

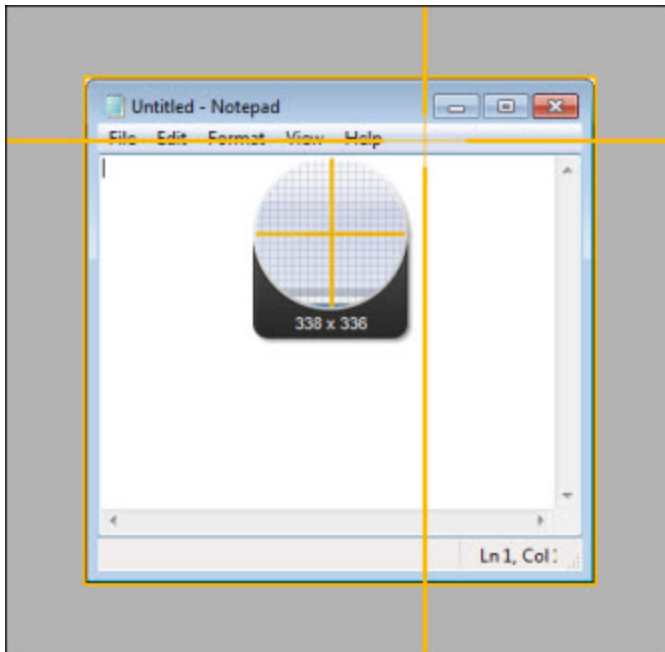


3. Click the **Capture** button or press the All-in-One Image Capture hotkey



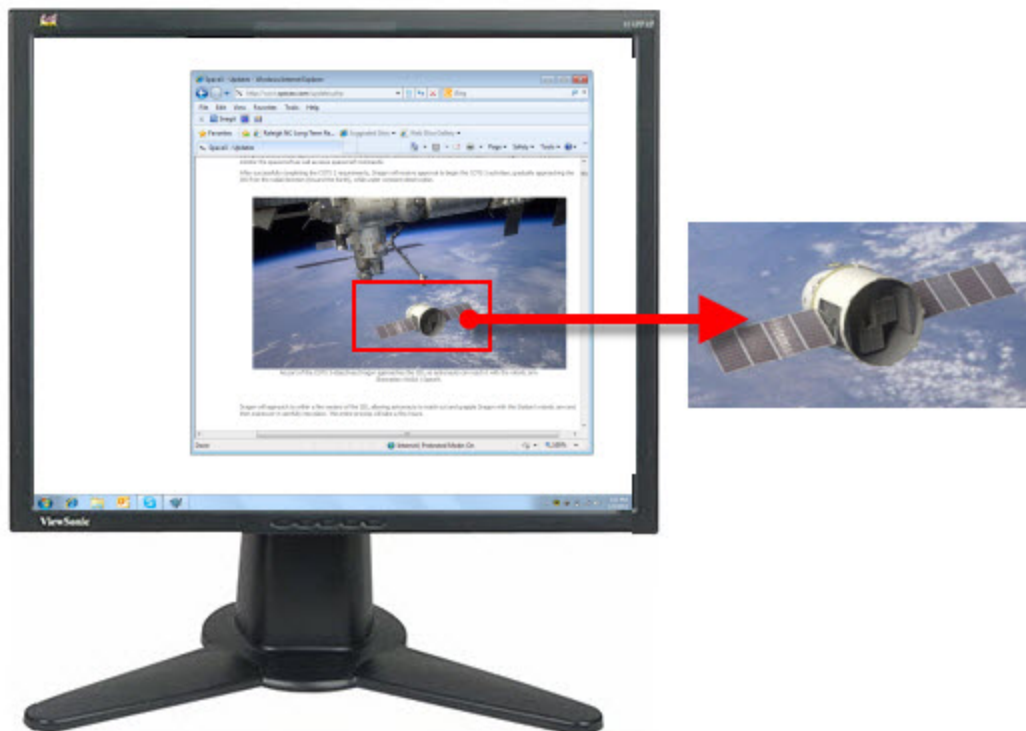
To customize the hotkey for the **Image Capture** button, see [Hotkeys Tab](#).

4. The orange crosshairs appear. Move the cursor over the window to capture. A dashed orange border appears around the window. Click to select the window.



The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

Capture a Region



1. Open or set up what you want to capture.
2. Click the **Image Capture** button.

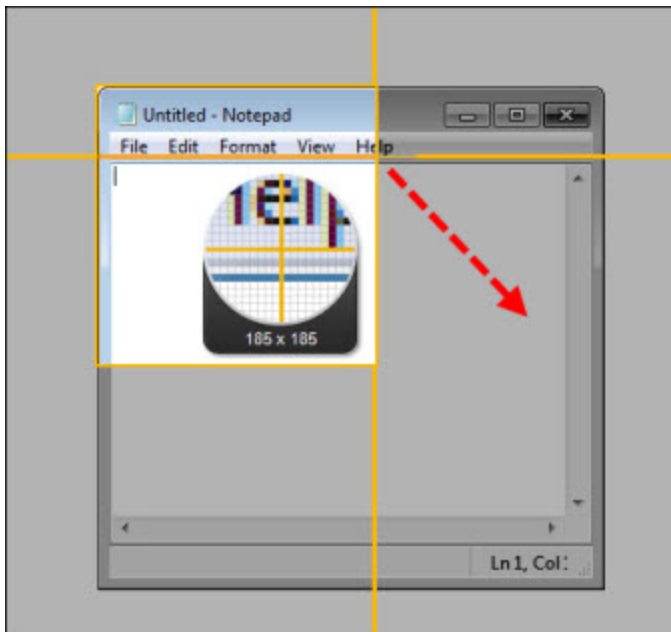


3. Click the **Capture** button or press the All-in-One Image Capture hotkey.



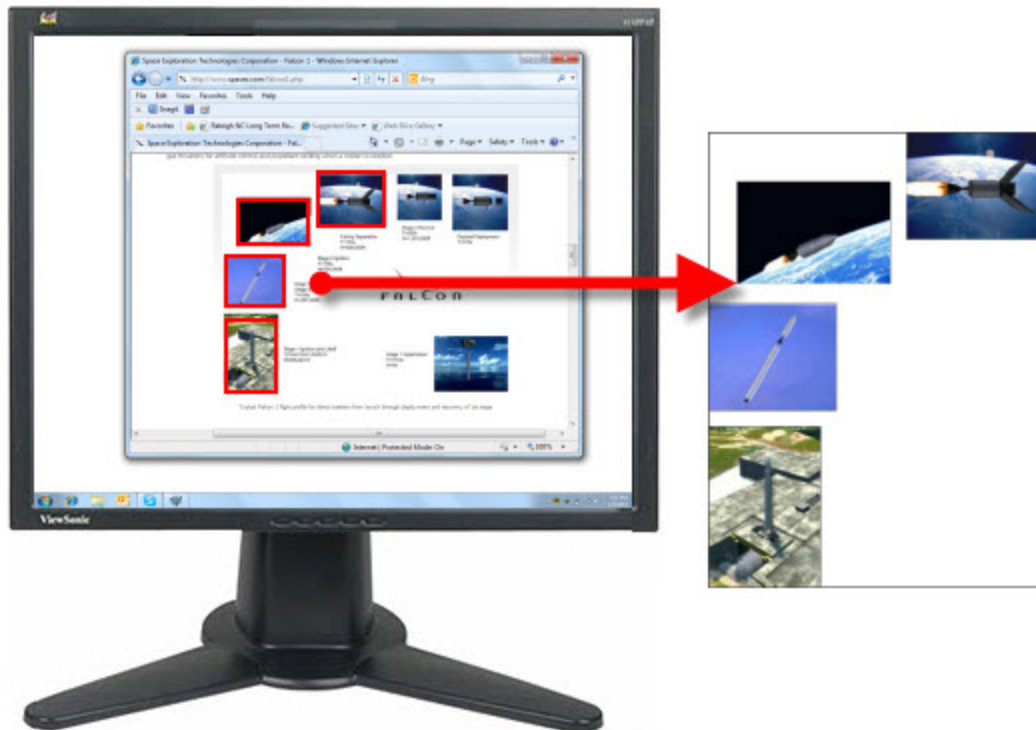
To customize the hotkey for the **Image Capture** button, see [Hotkeys Tab](#).

4. The orange crosshairs appear. Click and drag to select the desired area. Use the magnifier for pixel perfect accuracy.

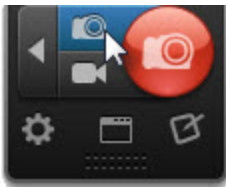


The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

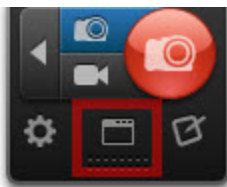
Capture Multiple Areas of the Screen



1. Open or set up what you want to capture.
2. In OneClick, select the **Image Capture** button.



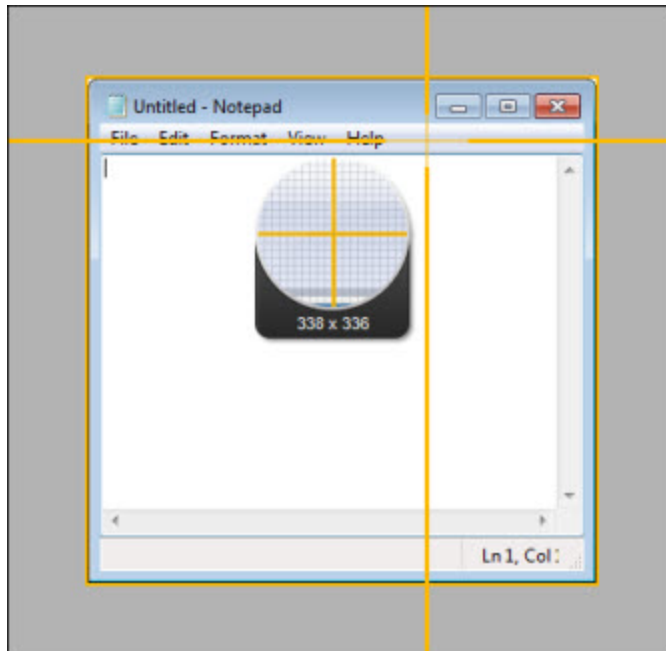
3. Click the **Classic Capture Window** button.



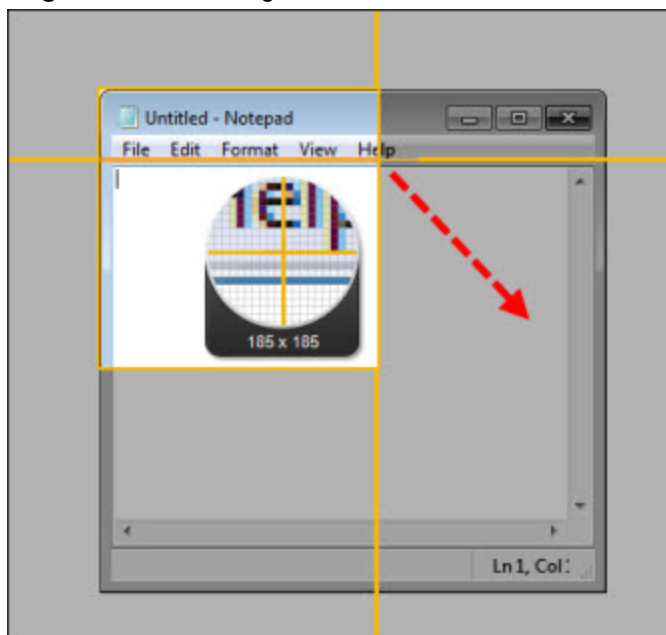
4. In the Profile Settings, select Capture Type > Multiple Area.
5. Click the **Capture** button.



6. The orange crosshairs appear. Complete any of the following to capture an area:
 - **Window:** Drag the cursor over the window. When a dashed orange border appears around the window, click to capture.



- **Region:** Click and drag to select the desired area. Use the magnifier for pixel perfect accuracy.



7. As you select areas, the colors invert to show the selection. To undo a selection, press ALT+the left mouse button.
8. To complete the capture, right-click and select **Finish**.

The capture opens in Snagit Editor where you can preview, edit, and share the capture.

Take Multiple Captures of the Same Size on the Screen

Capture multiple areas of the screen all at the same size. This option is great for capturing buttons or thumbnail images.

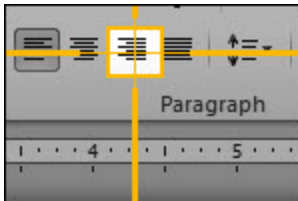
1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select Capture Type > Advanced > Fixed Region.
4. Select Capture Type > Properties.
5. The Capture Type Properties dialog appears. Enter the desired dimensions.
6. Click **OK**.
7. Select Capture Type > Multiple Area.
8. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.



9. The orange crosshairs appear with the preset rectangle, move the rectangle over the area you want to capture on the screen. Click to select the area within the orange rectangle. Repeat this process until you have completed all the desired selections.

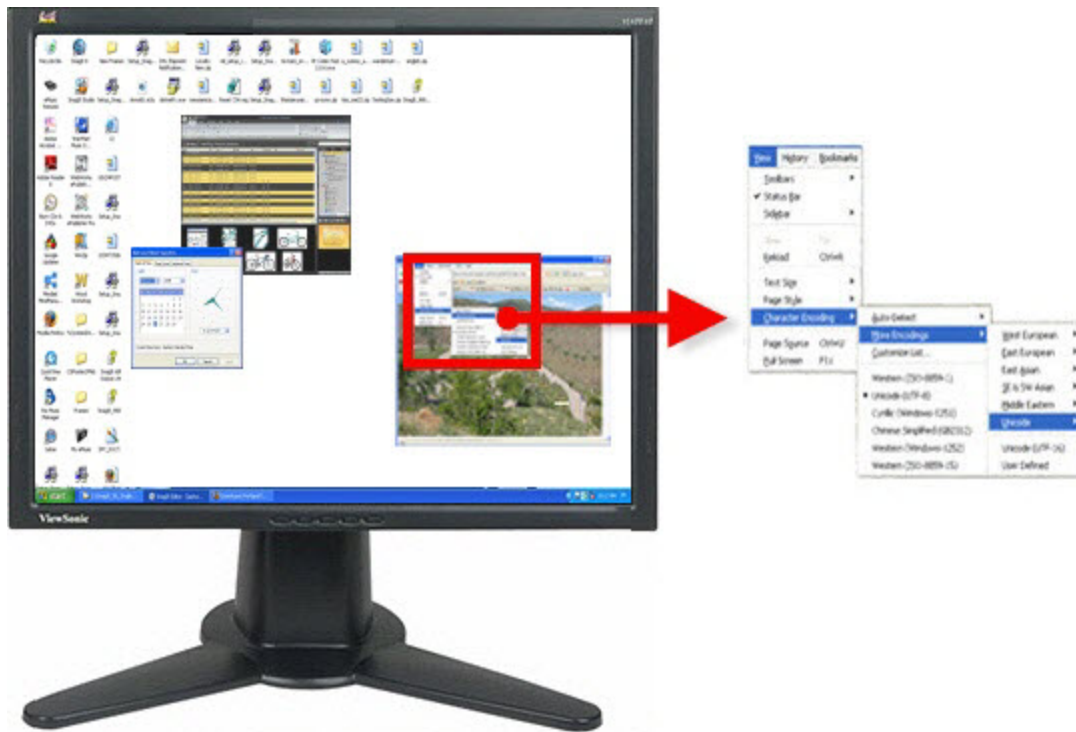


10. As you select areas, the colors invert to show the selection. To undo a selection, press ALT+the left mouse button.
11. To complete the capture, right-click and select **Finish**.

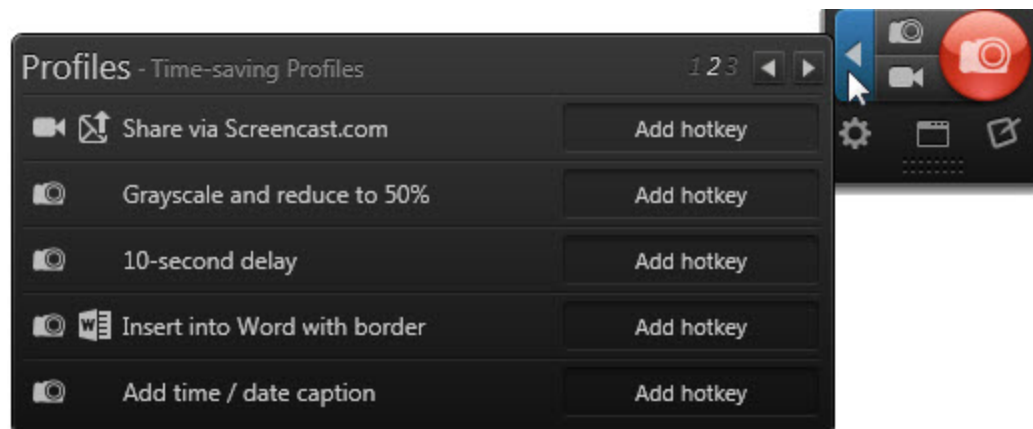
The capture opens in **Snagit Editor** where you can preview, edit, and share the capture. The capture only shows the areas selected in their original locations.

Capture a Menu

Capture a dropdown or cascading menu.



1. In OneClick, click the **Profiles** button.



2. Select the 10-second delay profile.

To change the length of the capture delay, click the **Classic Capture Window** button in OneClick. In the Profile Settings, click the Timed Capture option to open the Timer Setup dialog.

3. Click the **Capture** button or press the **profile's hotkey**.



4. The countdown begins. Move the cursor over the menu to capture.

The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

See also

- ▶ [Capture Type Menu Tab](#)

Capture a Fixed Region

Use the Fixed Region capture type when you want to:

- ▶ Save time and skip resizing captures in Snagit Editor.
- ▶ Repeatedly capture the same location on the screen.
- ▶ Capture the same size requirements for all your captures.

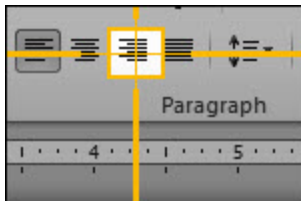
1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select Capture Type > Advanced > Fixed Region.
4. Select Capture Type > [Properties](#).
5. The Capture Type Properties dialog appears. Enter the desired dimensions and a fixed started point (optional).
6. Click **OK**.
7. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.



8. If you selected fixed dimensions and a fixed starting point, the capture opens in Snagit Editor. If you selected only fixed dimensions, the orange crosshairs appear with the preset rectangle, move the rectangle over the area you want to capture on the screen. Click to select the area within the orange rectangle.

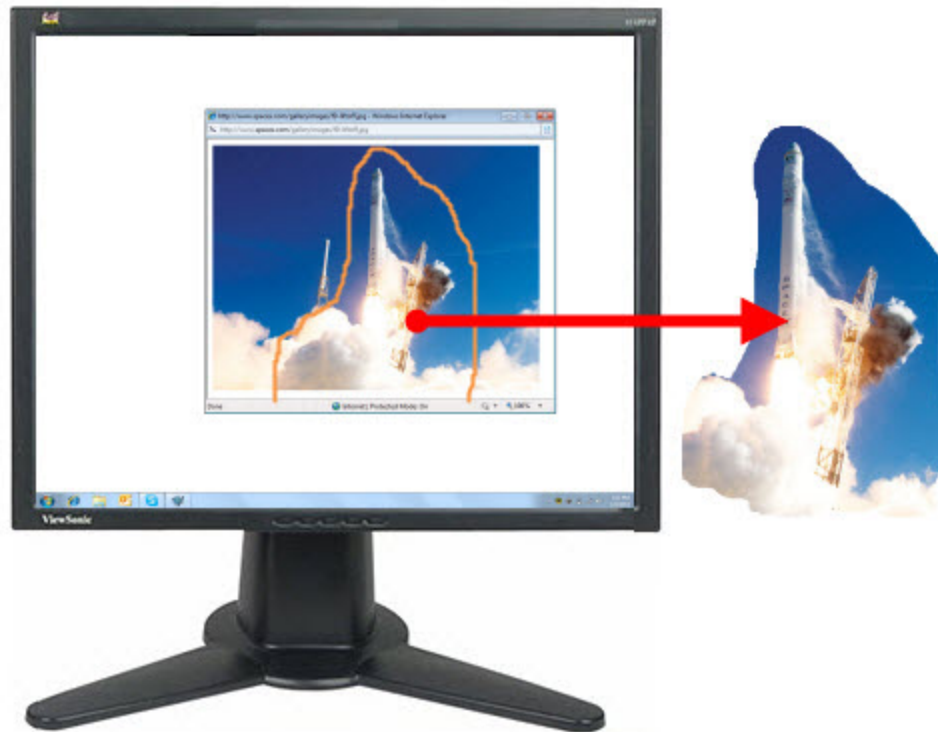


The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

To capture multiple fixed-sized areas, see [Capture Multiple Areas of the Screen](#).

Capture a Free Hand Area

Capture a free hand area drawn with the mouse.



1. Open or set up what you want to capture.
2. In OneClick, click the **Classic Capture Window** button.



3. Select the Image Capture Profile.
4. In the Profile Settings, select Capture Type > Free Hand.
5. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.

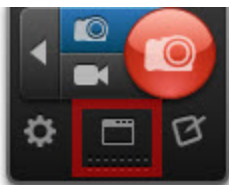


6. The cursor changes to a scissors icon. Hold down the left mouse button and drag around the area you want to capture. Release the left mouse button to capture.

The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

Set Up a Scheduled Capture

1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select the desired Capture Type, Share, and Effects settings.
4. In the Profile Settings > Options, select the Timed Capture setting.
5. The Timer Setup dialog appears. Select the Scheduled capture option.
6. Select a date and time for the capture.
7. Click **OK**.
8. Click the **Capture** button.



The capture is sent to the selected Output after the scheduled capture time.

When using timer-activated capture, disable all popup notifications and select the **Log events to a file** option in the **Notifications tab** in the Program Preferences dialog. This enables Snagit to operate unattended. If any errors occur, Snagit logs the errors and continues running.

See also

- ▶ [Set Up a Time-Delayed Capture](#)
- ▶ [Capture a Menu](#)

Set Up a Time-Delayed Capture

1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select the desired Capture Type, Share, and Effects settings.
4. In the Profile Settings > Options, select the Timed Capture setting.
5. The Timer Setup dialog appears. Select the Delayed capture option.
6. Enter the time delay in seconds.
7. Click **OK**.
8. Click the **Capture** button.



9. The countdown begins.

See also

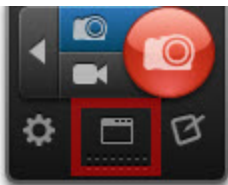
- ▶ [Set Up a Scheduled Capture](#)
- ▶ [Capture a Menu](#)

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 Capture Type.

1. In OneClick, click the **Classic Capture Window** button.



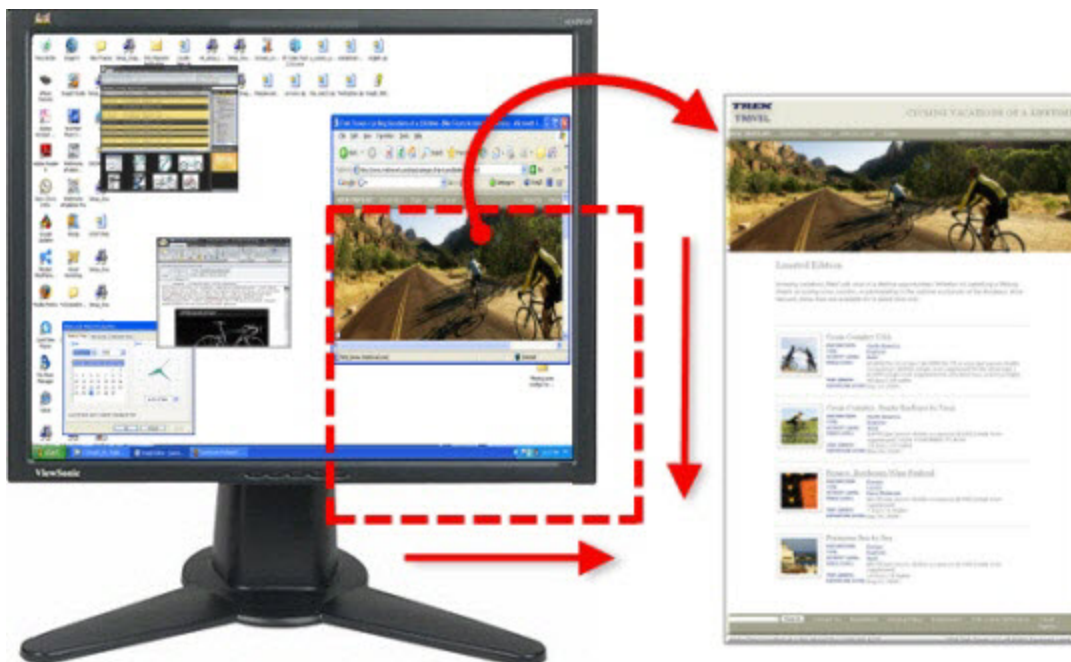
2. Select the Image Capture Profile.
3. In the Profile Settings, select Capture Type > Advanced > Scanners and Cameras.
4. Select the Effects and Outputs in the Profile Settings.
5. Click the **Capture** button.



The TWAIN driver for the selected device displays a user interface to select the images to acquire. Please see your device documentation for the use of this interface.

Capture a Scrolling Window

Snagit offers the ability to automatically capture the content not visible in a web browser or application window without scrolling.



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

1. Open or set up what you want to capture.
2. Click the **Image Capture** button.



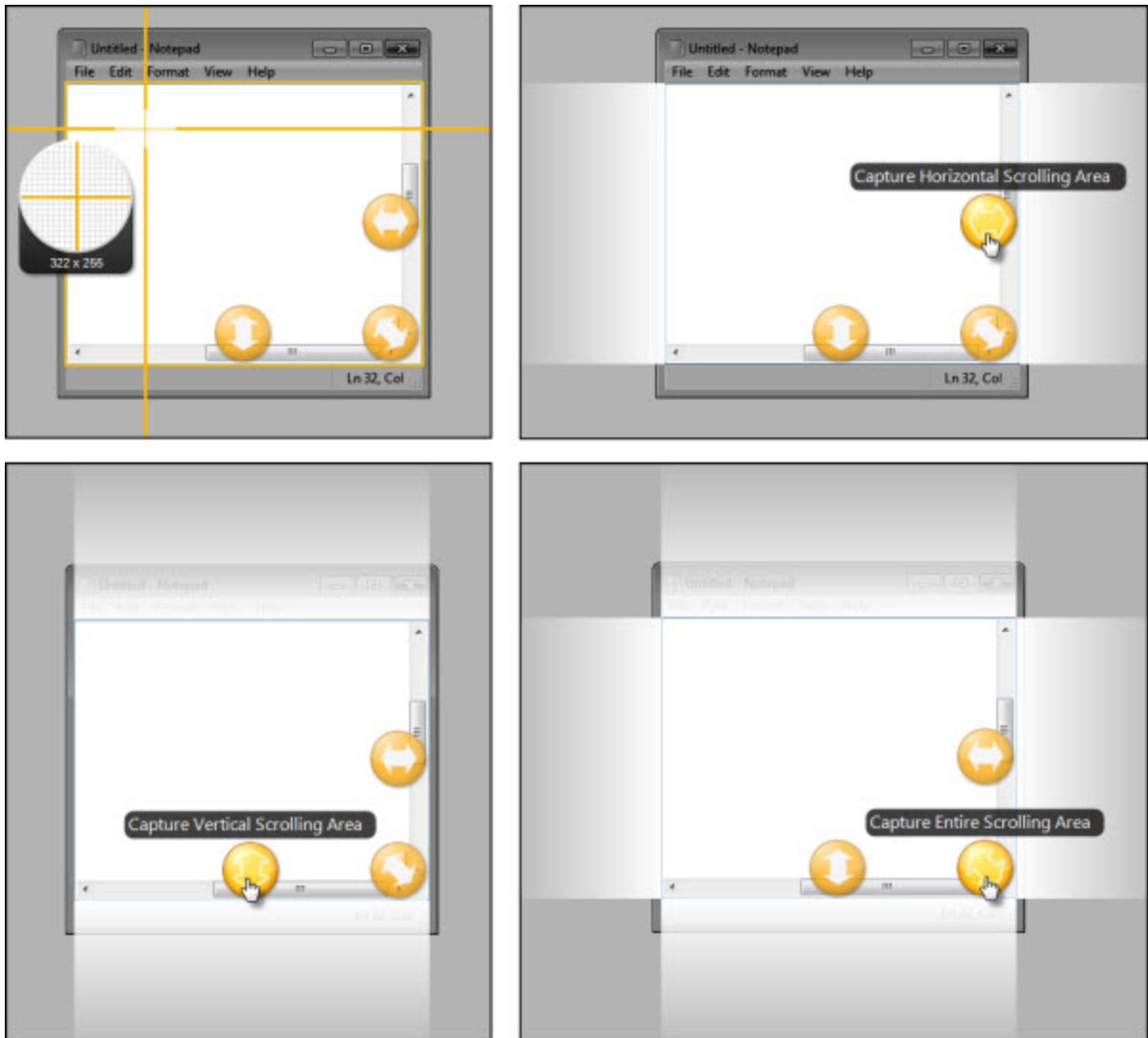
3. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.



To customize the hotkey for the **Image Capture** button, see [Hotkeys Tab](#)

4. The orange crosshairs appear. Drag the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. If arrows do not appear, see

Scrolling Capture Troubleshooting.



The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

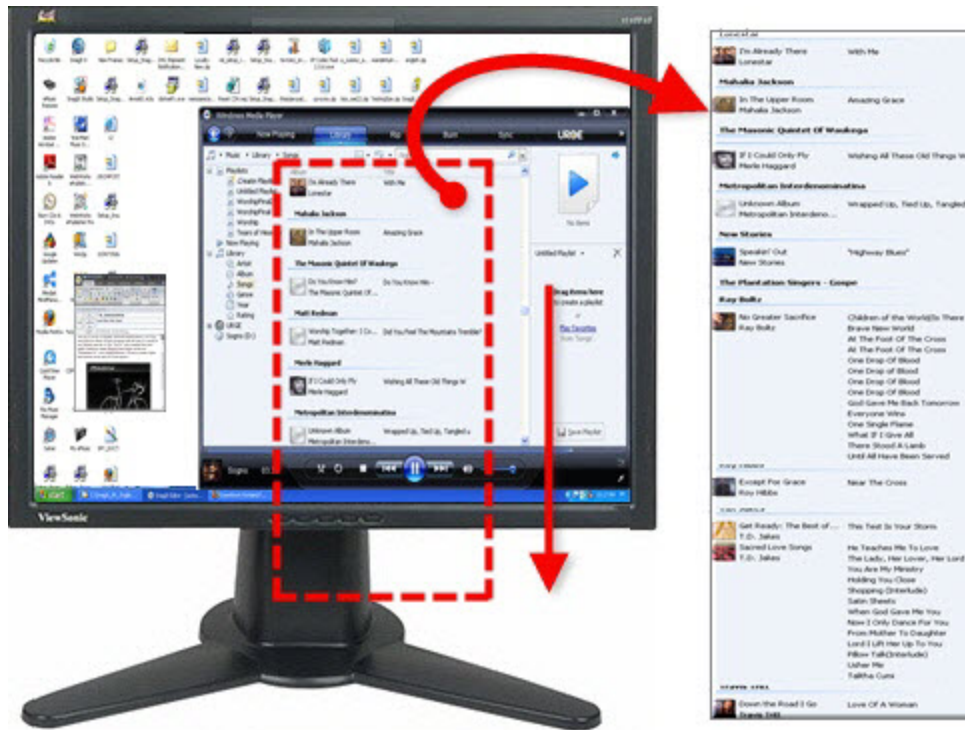
Additional Scrolling Capture Types

The following are alternative scrolling capture options to Snagit's automatic scrolling capture featured in All-in-One:

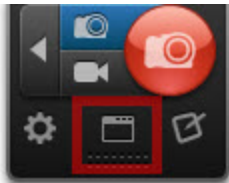
- ▶ **Capture a Scrolling Region:** Capture a user-defined scrolling region and control when to end the scrolling capture. Ideal for when you do not want to capture the comments or ads at the bottom of a web page.
- ▶ **Capture a Custom Scrolling Area:** Capture a user-defined vertical scrolling area such as a specific area or frame within a web page.

Capture a Custom Scrolling Area

Use the Custom Scroll Capture Type to define a specific vertical scrolling area to capture. This capture option is ideal for capturing only a portion of a web page or a scrolling frame within a page.



1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select Capture Type > Advanced > Custom Scroll.
4. Click the **Capture** button or press the global hotkey PRINT SCREEN.



5. Click and drag to select an area. Make sure to select an area within the window.
6. The cursor changes to a pointer when you release the mouse button. Click the down arrow on the window's vertical scrollbar to start the scrolling capture.

The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

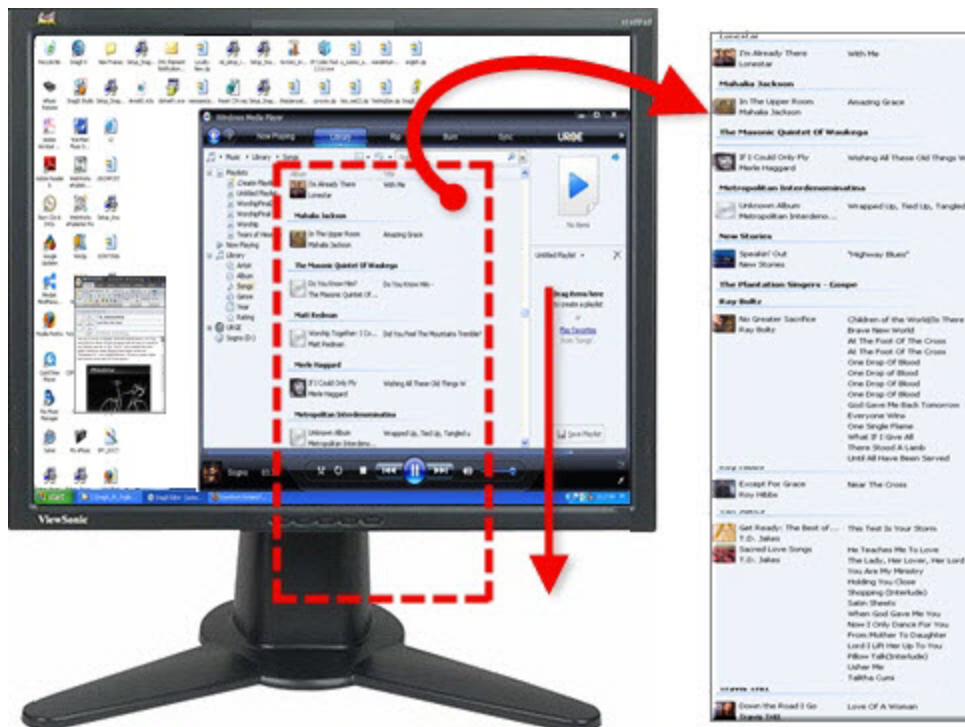
See also

- ▶ [Capture a Scrolling Window](#)
- ▶ [Capture a Scrolling Region](#)

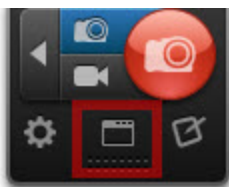
► Scrolling Capture Troubleshooting

Capture a Scrolling Region

Capture a user-defined scrolling region and control when to end the scrolling capture. This capture option is ideal for when you do not want to capture the comments or ads at the bottom of a web page.



1. In OneClick, click the **Classic Capture Window** button.



2. Select the Image Capture Profile.
3. In the Profile Settings, select Capture Type > Advanced > Scrolling Region.
4. Click the **Capture** button or press the global hotkey PRINT SCREEN.



5. Click and drag to select an area. Release the mouse button to complete the capture.

The capture opens in **Snagit Editor** where you can preview, edit, and share the capture.

See also

- [Capture a Scrolling Window](#)
- [Capture a Custom Scrolling Area](#)
- [Scrolling Capture Troubleshooting](#)

Scrolling Capture Troubleshooting

Snagit offers the ability to capture content not entirely visible in a web browser or application window without scrolling. There are several variables that can interfere with Snagit's ability to capture a scrolling window.

If you are unable to capture a scrolling window or the scroll arrows do not appear using **Image Capture**, follow the recommended troubleshooting steps below to capture a scrolling window.

1. Determine if the Content is Supported

Make sure you have the latest version of Snagit installed. To check for updates, open the classic capture window and select Help > Check for Update.

Snagit 11 supports the latest version of the following web browsers:

- ▶ Firefox
- ▶ Internet Explorer
- ▶ Chrome

Snagit 11 does not support:

- ▶ PDF scrolling (if the PDF content is protected by the creator)
- ▶ Opera
- ▶ Safari (on Windows)
- ▶ Web-based email (ex. Gmail)
- ▶ SAP
- ▶ Dropdown menus with scroll bars
- ▶ A frame with scrollbars inside a window or application

2. Check and Adjust the Web Browser Settings

- ▶ Open the same URL in a different web browser. Try capturing a scrolling area in the alternate web browser.
- ▶ Try capturing a scrolling area of a different web page. Some web pages may not allow the page to be captured due to security settings.
- ▶ Disable any web browser extensions, add-ons, or plug-ins, especially ones that modify the look or functionality of the web page. To learn how to adjust these settings, see the web browser's help.
- ▶ Enable the Status bar when capturing from Internet Explorer. Select View > Toolbars. If the View menu is not visible, press the ALT key.
- ▶ Try capturing from an alternative view such as a print-friendly or mobile view.
- ▶ Check if any dialog boxes, Find windows, or other pop-ups have focus on the screen instead of the content to capture.

3. Capture using Custom or Region Scrolling

If the scroll arrows do not appear when taking a scrolling capture, try using one of Snagit's alternative scrolling methods: **Custom Scroll** or **Scrolling Region**.

4. View Additional Troubleshooting Resources

If you still experience issues with capturing a scrolling area, view the [scrolling capture support articles](#).

Video Capture

Video capture records the action on the screen and audio (from a microphone or system audio) as a MPEG-4 video file. Use Snagit videos to:

- ▶ Walk someone through a process or issue.
- ▶ Record a demonstration or how-to video.
- ▶ Give audio and visual feedback.
- ▶ Record a small portion of a video to playback in a presentation

Video capture and video playback in Snagit Editor requires Microsoft .NET Framework version 4.0 or later. Microsoft .NET Framework 4.0 is included in the Snagit installation process. You can also download it [here](#).

Select the Recording Area

1. Open or set up what you want to capture.
2. Click the **Video Capture** button.



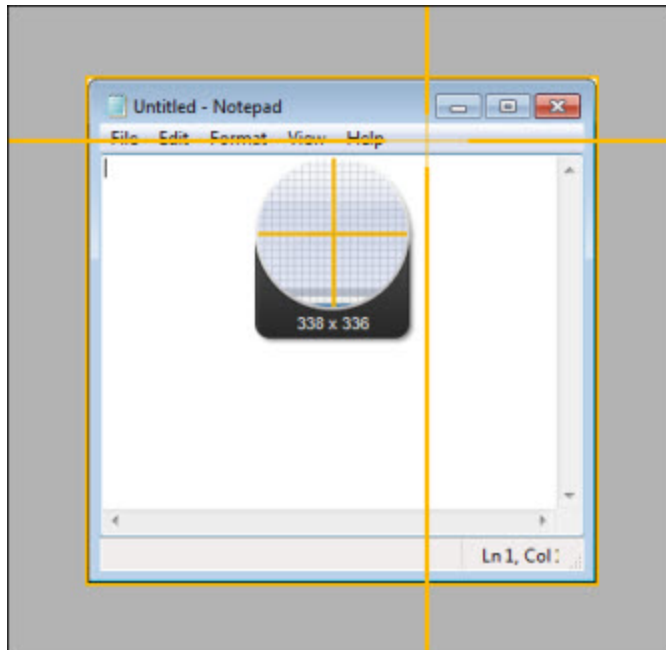
3. Click the **Capture** button.



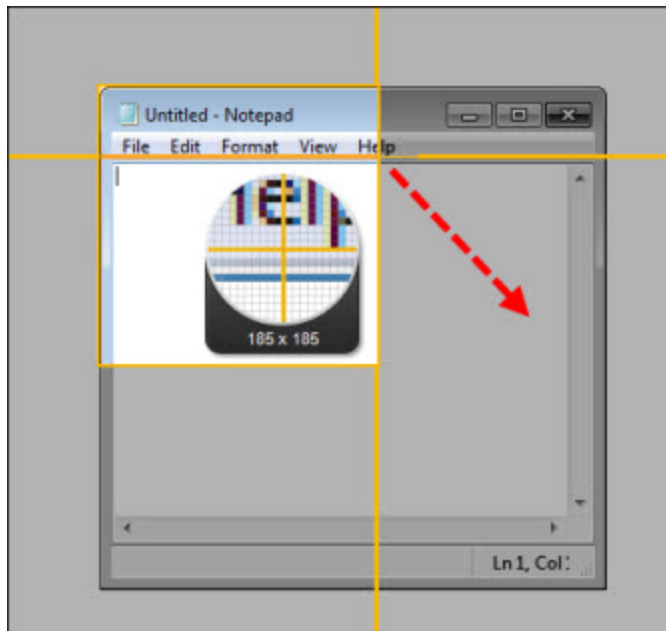
To customize the hotkey for the **Video Capture** button, see [Hotkeys Tab](#).

4. The orange crosshairs appear. Complete one of the following to select an area to capture:
 - **Entire Screen:** Drag the cursor until an orange border appears around the entire screen. Dragging the cursor to the top or side of the screen is usually the best way to highlight the entire screen. Click to select the highlighted area.

- **Window:** Drag the cursor over the window. When an orange border appears around the window, click to capture.



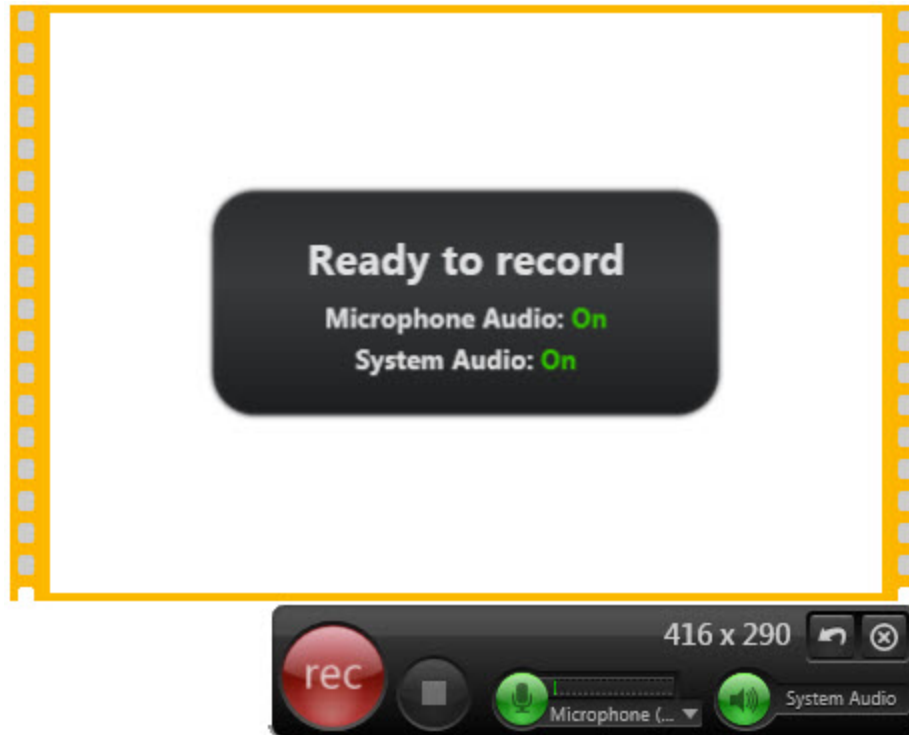
- **Region:** Click and drag to select the desired area. Use the magnifier for pixel perfect accuracy.



- To select a standard video dimension, see [Video Selection Guides](#).
5. After selecting the area to record, you can:
- Drag the selection borders to change the recording area.
 - Click and drag within the recording area to move the position on the screen.

Record Audio with a Video Capture

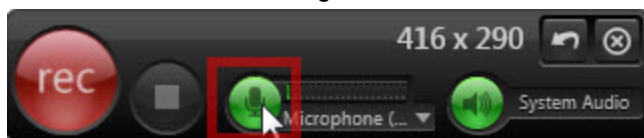
After selecting the area to record, the **Video Recording toolbar** appears under selected area. You can select to record microphone audio or system audio with a video recording.



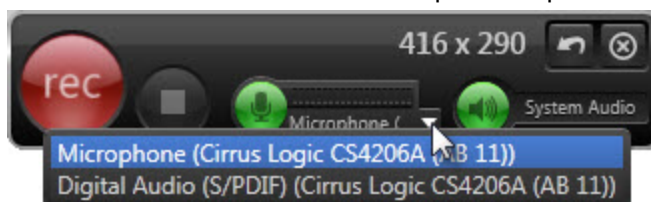
Set up Microphone Audio Recording

Snagit can record audio from your computer's microphone or a USB microphone.

1. On the Video Recording toolbar, click the **Microphone Audio** button. Microphone audio recording is enabled when the button is green.



2. Select an audio device from the microphone dropdown.



3. To make sure the selected device is on and connected properly, speak as you would during recording. The audio meter (the bar to the right of the Microphone button) should move as you speak.

The list of available recording devices is generated from the recording devices in the

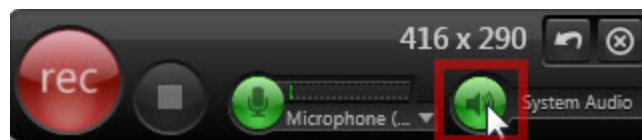
Windows Control Panel > Sound dialog. To troubleshoot a recording device issue, check the input levels there.

Set up System Audio Recording

System audio is the sound from your computer such as mouse clicks, application alerts, audio playing from your speakers, etc.

Snagit does not support recording system audio on Microsoft Windows XP or Windows Vista.

On the Video Recording toolbar, click the **System Audio** button. System audio recording is enabled when the button is green.



Start, Pause, or Stop the Video Recording

- ▶ **Start:** Click the **Record** button or press SHIFT+F9. The recording countdown starts.
- ▶ **Pause:** Click the **Pause** button or press SHIFT+F9. Click this button again to resume the recording.
- ▶ **Stop:** Click the **Stop** button or press SHIFT+F10.

The capture opens in Snagit Editor where you can preview and share the capture. The MPEG-4 video is saved to the AutoSave folder. To edit the video capture, import the video into [Camtasia Studio Output Accessory](#).

Video Selection Guides

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

Snagit's video guides show standard or recommended dimensions for common video sharing destinations such as YouTube, web sites, and mobile devices.

Aspect Ratio	Dimensions	Description
4:3	320 x 240	Dimensions for classic iPods.
4:3	640 x 480	Common dimensions for web videos.
16:9	1280 x 720	Common wide screen dimensions for HD quality video. Also known as 720p.
16:9	1920 x 1080	Dimensions for 1080p HD videos.

1. When selecting an area to record, press G to turn the guides on or off.
 - Hold CTRL to lock the selection to a 4:3 aspect ratio.
 - Hold SHIFT to lock the selection to a 16:9 aspect ratio.

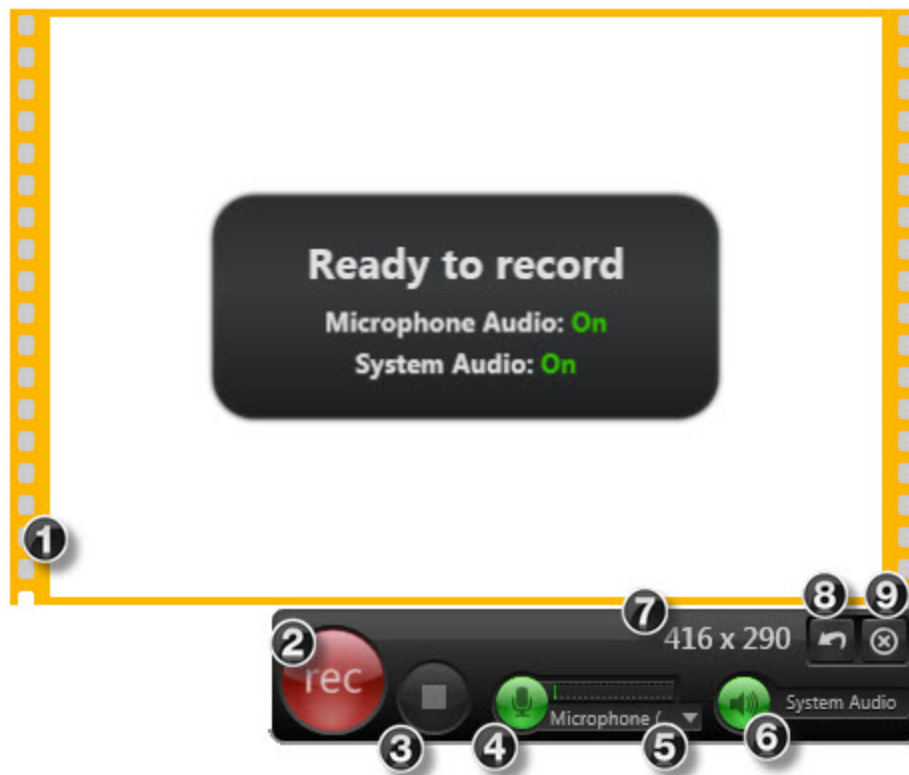
2. Click and drag to select the recording area. As you drag your cursor near one of the standard dimensions, the guide dimly appears.
3. Continue to drag the cursor until the border highlights to match the guide.

See also

- ▶ [Video Capture](#)
- ▶ [Video Recording Toolbar](#)

Video Recording Toolbar

After [selecting the area to record](#), the Video Recording toolbar appears under selected area.



1	<p>The filmstrips show the selected recording area.</p> <ul style="list-style-type: none"> ▶ To resize the recording area, drag the border in or out. ▶ To move the recording area, click within the selected area and drag it to a new location.
2	<p>Click the Record button or press SHIFT+F9 to start the video recording.</p>
3	<p>Click the Stop button or press SHIFT+F10 to finalize the video and preview it in Snagit Editor.</p>

4	Click the Microphone Audio button to mute and un-mute the audio while recording. The audio meter to the right of the button indicates the audio level. See Record Audio with a Video Capture .
5	Click the dropdown to select an audio device for the microphone audio source. Audio devices change during recording. See Record Audio with a Video Capture . The list of available recording devices is generated from the recording devices in the Windows Control Panel > Sound dialog. To troubleshoot a recording device issue, check the input levels there.
6	Click the System Audio button to record the sound from your computer such as mouse clicks, application alerts, audio playing from your speakers, etc. <div data-bbox="397 661 1291 756">Snagit does not support recording system audio on Microsoft Windows XP or Windows Vista.</div>
7	Shows the current video recording dimensions. To select a standard video size, see Video Selection Guides .
8	Before starting a recording, click the Redo Selection button to select a new recording area. After starting a recording, click the Restart button to cancel the current recording and keep the same recording area.
9	Click the Cancel button to discard the current recording and selected recording area.

Video Playback in Snagit Editor

After recording a video capture, the MPEG-4 video file opens in Snagit Editor for previewing and playback. The playback controls appear under the video in Snagit Editor.

Video capture and video playback in Snagit Editor requires Microsoft .NET Framework version 4.0 or later. Microsoft .NET Framework 4.0 is included in the Snagit installation process. You can also download it [here](#).



	Video Control	Description
1	Playhead	The playhead controls which frame in the video is displayed. Drag the playhead to jump to a specific point in the video.
2	Mute Audio / Volume Slider	Click the Mute button to mute the audio playback in the recording. Drag the volume slider to adjust the playback volume.
3	Jump to Beginning	Jump to the beginning of the video capture.
4	Previous Frame	Move the playhead to the previous frame in the video capture.
5	Play / Pause	Play or pause the video capture.
6	Next Frame	Move the playhead to the next frame in the video capture.
7	Jump to End	Jump to the end of the video capture.
8	Capture Frame	Capture the current video frame as a still image. The image is immediately opened in the Open Captures Tray .
9	Time	Displays the elapsed time at the playhead's location and the total time of the video capture.

Video Capture Settings

Most settings for the video recording process are fixed.

Setting	Value	Description
Frame rate	15 (max)	The number of frames recorded per second. The frame rate may drop below 15 depending on your computer and what is being recorded. The frame rate cannot be changed.
Audio	On (default)	The microphone source for the audio recorded during video capture is selected in the recording interface
Include cursor	On (default)	Automatically includes the mouse cursor in the video capture.
Preview	On	Opens the video capture in Snagit Editor after stopping the recording. See

Setting	Value	Description
in Editor	(default)	Video Playback in Snagit Editor.

Snagit 10.0 and below had additional video settings. These options, such as the ability to select a recording codec, have been removed. Snagit recordings are now made with h.264 encoding inside MPEG-4 container files.

See also

▶ [Video Capture](#)

Microsoft .NET Framework Requirement

Some features in Snagit require Microsoft .NET Framework version 4.0 or later. Microsoft .NET Framework 4.0 is included in the Snagit installation process. You can also download it [here](#).

The features in Snagit that require .NET are:

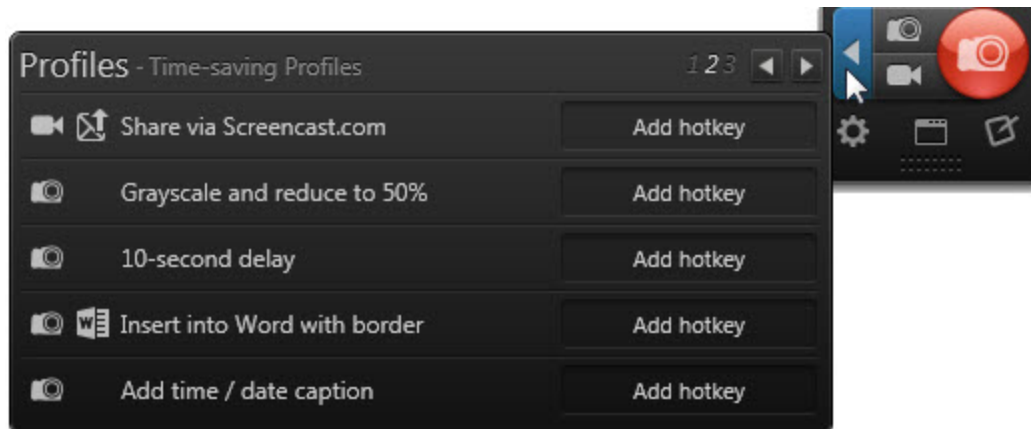
- ▶ OneClick
- ▶ Video recording and playback
- ▶ Snagit Updater
- ▶ Google Drive Output Accessory
- ▶ Import media from a mobile device with TechSmith Fuse

Text Capture

The Text capture profile provides the flexibility to capture text on the entire screen, a window, an area of the screen, or a scrolling region all from a single capture option.

Snagit does not support text capture on some operating systems and web browsers. See [Text Capture Support](#).

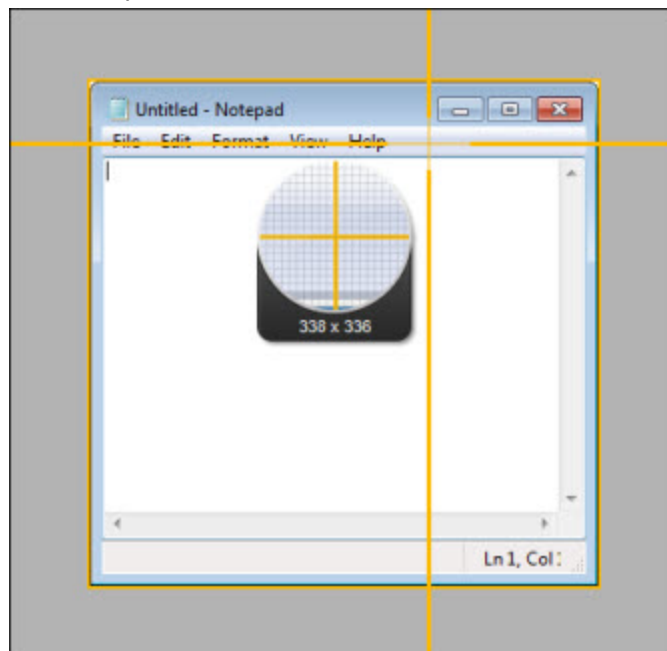
1. Open or set up what you want to capture.
2. In OneClick, click the **Profiles** button.



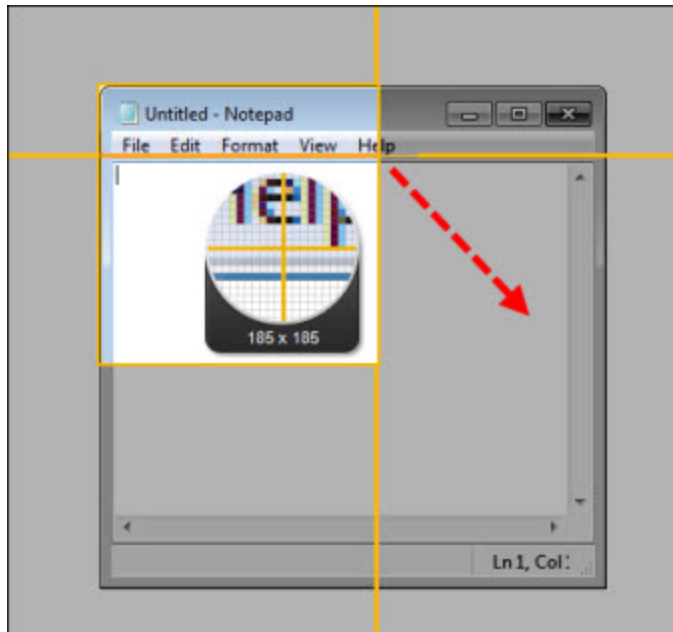
3. Select the Text capture profile.
4. Click the **Capture** button or press the profile's hotkey.



5. The orange crosshairs appear. Complete one the following to capture:
 - **Entire Screen:** Drag the cursor until an orange border appears around the entire screen. Dragging the cursor to the top or side of the screen is usually the best way to highlight the entire screen. Click to select the highlighted area.
 - **Window:** Drag the cursor over the window. When an orange border appears around the window, click to capture.

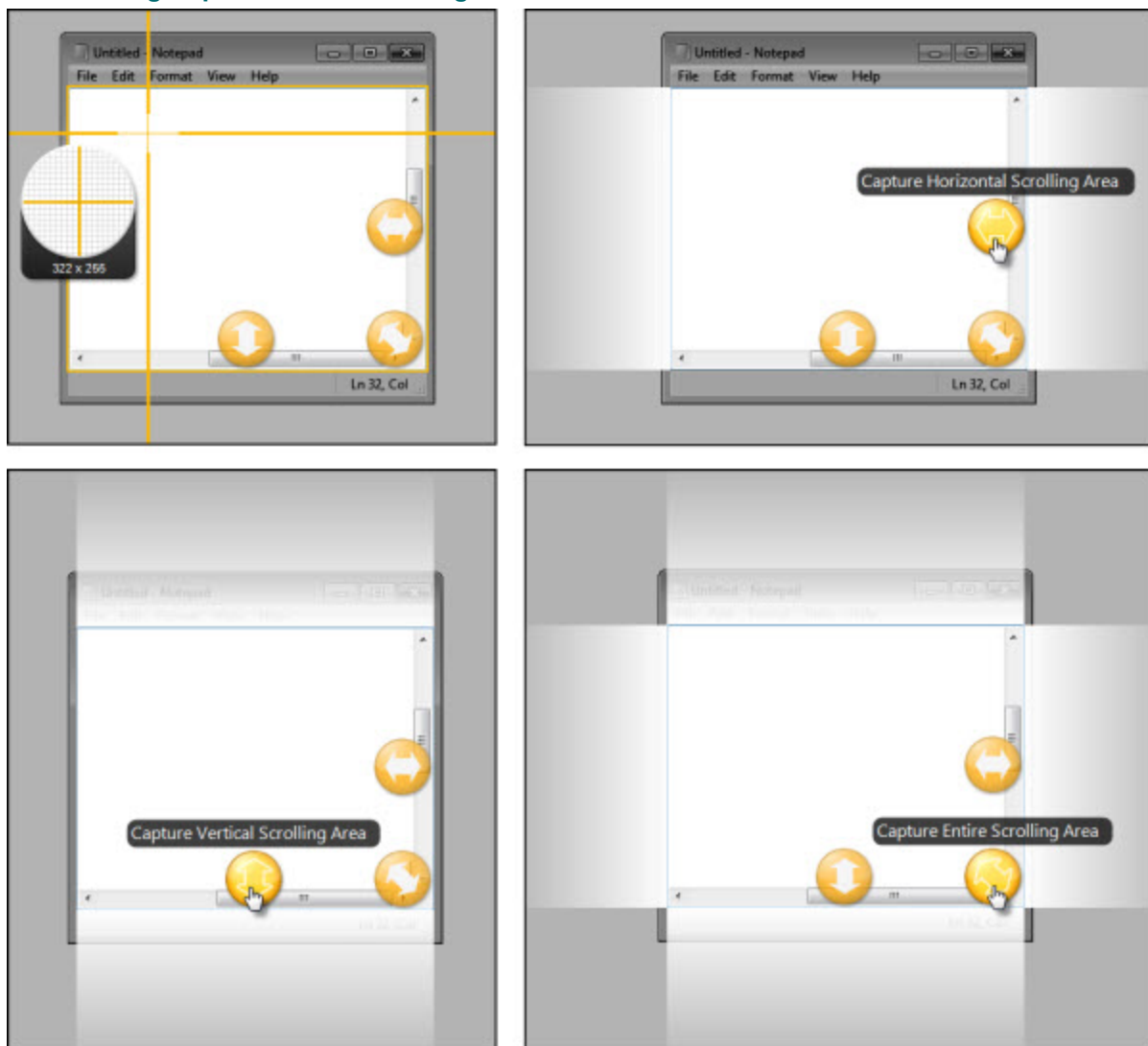


- **Region:** Click and drag to select the desired area. Use the magnifier for pixel perfect accuracy.



- **Scrolling Area:** Drag the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. If arrows do not appear,

see [Scrolling Capture Troubleshooting](#).



6. The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture. On the Share tab, click the **Finish** button to send the capture to the Clipboard. Press CTRL+V to paste the text into another 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.
- ▶ 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 11.
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.

See also

- ▶ [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. Select Tools > Snagit Printer Capture Settings.
2. The Snagit Printer Capture Settings dialog box appears. Click the **Type Properties** button.
3. On the Snagit Printers tab, click the **Properties** button to setup special print properties such as layout and paper. Click **OK**.
4. Click the **Share** dropdown to select an Output. Click the **Properties** button to customize the Output.
5. Click the **Effects** dropdown to add a special effect to the capture. Depending on the Effect, you may see a task pane where you customize the Effect.
6. 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.

Create a Snagit Printer Capture Profile

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

1. Select Tools > Snagit Printer Capture Settings > Type Properties button.
2. The Capture Type Properties dialog box displays. In the Snagit Printers tab, click the **Add a Snagit Printer** button.
3. In the Snagit Printer Name dialog box, enter the name for this printer.
4. 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.
5. Click **OK**. A confirmation dialog box appears.
6. Click **OK**.

7. Click the **Properties** button. The Document Properties dialog box displays. Select layout and paper/quality options. Click **OK**.
8. Your new printer appears within the drop down list box in the Type Properties dialog box. Click **OK** to return to the Snagit Printer Capture Settings dialog box.
9. Click the **Share** dropdown to select an Output. Click the **Properties** button to customize the Output.
10. Click the **Effects** dropdown to add a special effect to the capture. Depending on the effect, you may see a task pane where you customize the effect.
11. 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](#).

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

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

Capture and Save Multiple Page Documents as Individual Images

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.

Are you trying to convert, modify, or save many images at once? See [Batch Conversion](#).

Multi-page 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 Share Properties dialog box.

1. Select Tools > Snagit Printer Capture Settings > Share > File. Click **OK**.
2. Select Share Properties > Image File tab. In the File format area, select any file format except PDF, SNAG, or TIF. Click **OK**.
3. In Snagit Printer Capture Settings dialog box, click **OK**.
4. In the host application, select the Snagit 11 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](#).

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.

Multi-page file capability is only available when you set your Printer Capture Output setting to File and specify the PDF or TIF format in the Share 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 Share tab only the current image will be saved as an image file.

1. Select Tools > Snagit Printer Capture Settings > Share > File.
2. Select Share 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 11 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 appears. 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 Hotkeys

Hotkeys provide keyboard shortcuts for common tasks. As long as Snagit is running in the system tray, captures can be initiated using the global capture hotkey.

To customize the hotkeys, see [Hotkeys Tab](#) and [Profile Hotkeys](#).

Image Capture

During Image Capture	Hotkey
Global capture Takes a capture with the currently selected capture settings.	PRINT SCREEN
Move crosshairs 1 pixel	Arrow keys
Capture 1:1 aspect ratio (square)	Hold SHIFT
Take a capture	ENTER
Start a region selection	SHIFT+ENTER
Show/Hide magnifier	M
Show capture help	F1
Scroll horizontally	H
Scroll vertically	V
Scroll both horizontally and vertically	B

Video Capture

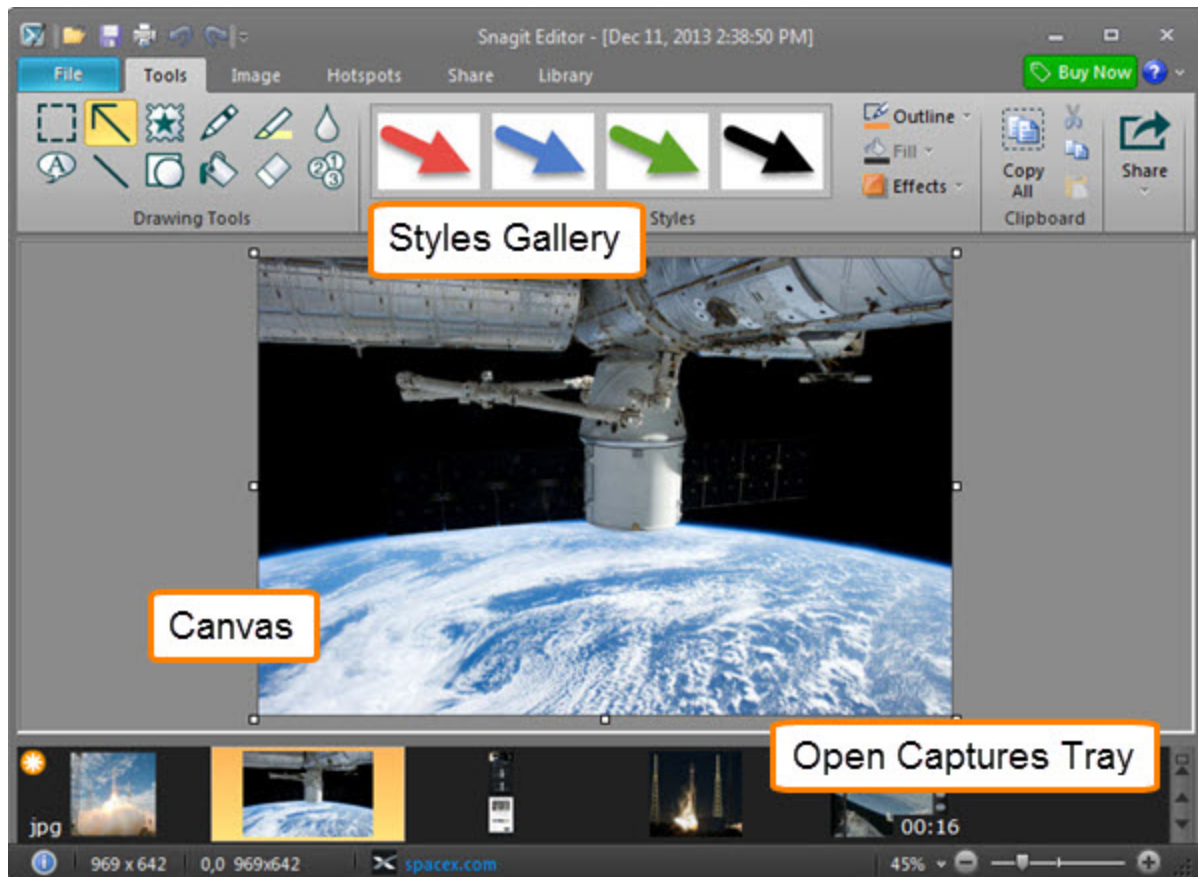
During Video Recording	Hotkey
Start, pause, resume recording	SHIFT+F9
Stop recording	SHIFT+F10

See also

- ▶ [Hotkeys Tab](#)
- ▶ [Profile Hotkeys](#)
- ▶ [Snagit Editor Hotkeys](#)

Edit

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



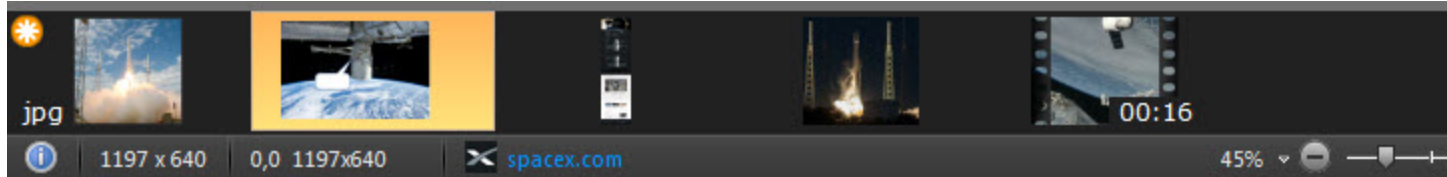
To edit video captures, import the videos into [Camtasia Studio Output Accessory](#). You can only preview, [playback](#), and [share](#) video captures in Snagit Editor.

To learn more about Snagit Editor, see:

- ▶ [Common Editing Tasks](#)
- ▶ [Drawing Tools](#)
- ▶ [Add Image Effects](#)
- ▶ [Open Captures Tray](#)
- ▶ [Canvas](#)
- ▶ [View the Capture History](#)
- ▶ [Share](#)

Open Captures Tray

The Open Captures Tray shows all recent image captures, videos captures, and other files opened or edited in Snagit Editor. The thumbnail selected in the tray appears on the **canvas** in Snagit Editor.



Snagit shows the last 25 captures or files opened in Snagit Editor within the tray. To see more of your recent captures, select Library tab > Search button > Recent captures.

Capture Thumbnail Tips

- ▶ To see a larger preview of the thumbnail, hover the cursor over a thumbnail in the tray.

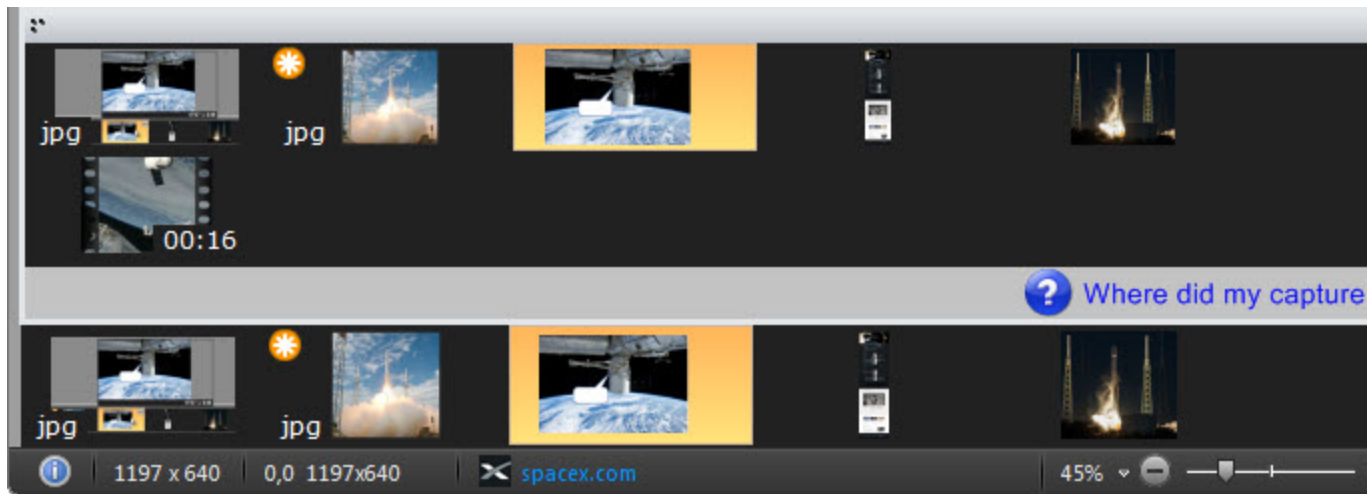


- ▶ The Status bar displays information about the capture selected in the tray such as the dimensions, the X and Y coordinates of the cursor on the canvas, and the application or website the file was captured from (if available).



- ▶ The file format displays on the lower left corner of the thumbnails.
- ▶ To change the thumbnail size in the tray, right-click on a capture in the tray and select **Thumbnail Size**> Small, Medium, or Large option.

- ▶ Click the **Quick View** button to view a snapshot of all the media in the tray.



Save a Capture

Snagit automatically saves any unsaved captures as a SNAG file. If there are any unsaved changes to a capture, an orange sunburst appears on the capture thumbnail.



To save a capture, select File > Save or Save As.

Remove a Capture from the Tray

Snagit automatically saves the history of any files captured, opened, or edited in Snagit in the Library. Click the Close icon on a thumbnail to remove it from the tray.



Removing a capture from the tray does not delete the file. Go to the [Library tab](#) to find the capture again.

Delete a Capture

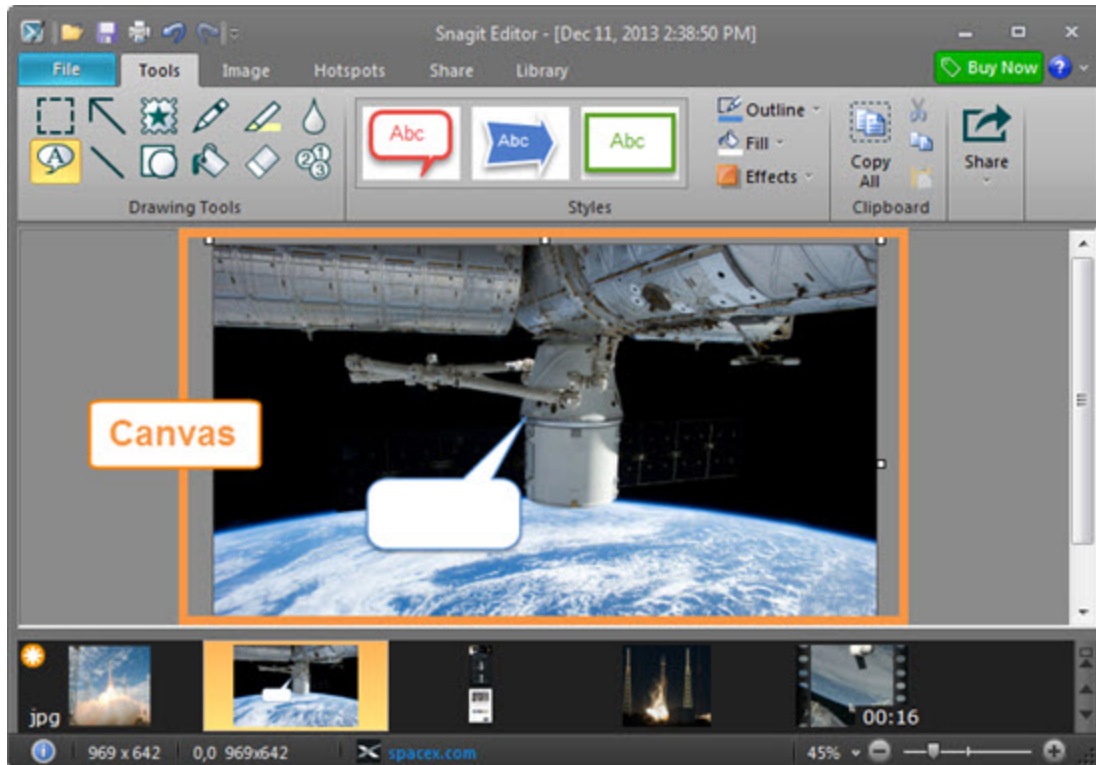
To permanently delete a file, right-click on the thumbnail in the tray or in the Library and select **Delete**.

See also

- ▶ [View the Capture History](#)
- ▶ [Customize the Open Captures Tray](#)
- ▶ [Video Playback in Snagit Editor](#)
- ▶ [Combine Captures](#)
- ▶ [Canvas](#)

Canvas

The canvas is the area in Snagit Editor to preview and edit captures. The canvas displays the capture selected in the **Open Captures Tray**.



Preview Captures

Use the canvas to preview image or video captures before sharing.

- ▶ **Zoom In or Out on a Capture**
- ▶ **Video Playback in Snagit Editor**

Draw or Arrange Objects on the Canvas

The **Drawing Tools** on the Tools tab provide several ways to annotate and enhance image captures:

- ▶ Draw attention with **arrows** and **callouts** or by **highlighting** an area.
- ▶ Hide sensitive information with a **blur**.
- ▶ Add a sequence of numbers or letters to **label steps** within a capture.
- ▶ **Arrange Objects on the Canvas**
- ▶ **Combine multiple captures**

Canvas Tasks

- ▶ **Make a Selection on the Canvas**
- ▶ **Resize**
- ▶ **Add Image Effects**
- ▶ **Remove Unwanted Sections in an Image**

Tips for Working on the Canvas

- ▶ Save images to the SNAG file format to edit vector objects and text at a later time. The SNAG file format can only be opened in Snagit on Windows.
- ▶ Drag a white handle on the edge of the canvas out to create more working space.



- ▶ The checkerboard pattern on the canvas represents transparent areas in an image. To keep this transparency, save the image to a file format that supports transparency. See [Transparency](#).

About Vector Objects

Several of Snagit Editor's drawing tools create vector-based objects that can be moved, resized, rotated, and edited at a later time.

Ways to Create Vector Objects

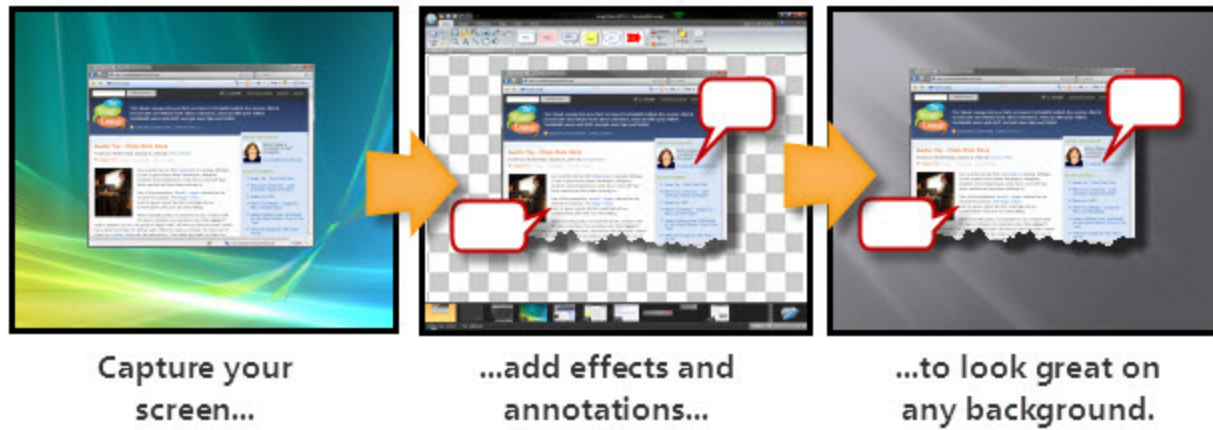
- ▶ Paste the contents of the Clipboard on the canvas.
- ▶ Make a selection on the canvas, copy to the Clipboard, then paste back on the canvas.
- ▶ Drag a thumbnail from the Tray to the canvas. Existing objects in the capture or image remain separate vector objects.
- ▶ Add an arrow, stamp, pen drawing, callout, line, shape, or step onto the canvas.

Snagit Capture File Format (SNAG)

The SNAG file format retains vector-based objects and can only be opened in Snagit. 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.

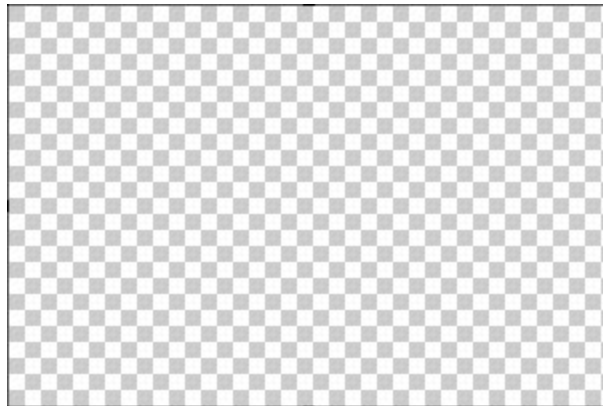
Transparency

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.



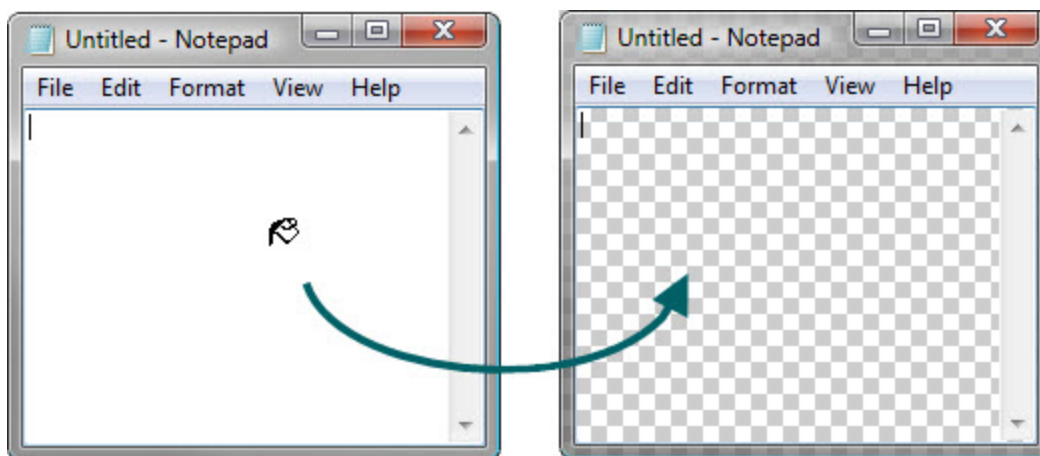
Transparency in Snagit Editor

Transparency in the Editor is represented by a checkerboard pattern on the canvas.

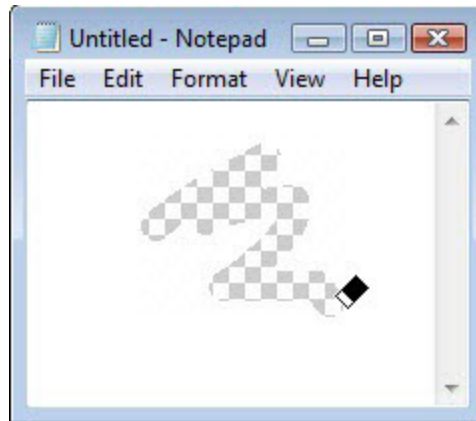


Transparency in Drawing Tools

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



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



Why Should You Care About Transparency?

Use a transparent background for images that have jagged edges or that will be placed on a page with a different colored background. For example, the screenshot on the left below has no transparency; the screenshot on the right has a transparent canvas and a partially transparent shadow.



Save a Transparent Image

To maintain transparency, save the image to a file format that supports transparency.

To see a preview of the transparency, hover the cursor over the thumbnail in the **Open Captures Tray**.

File Format	Supports Transparency?
PNG	Yes
JPG	No
BMP	No
GIF	Single
TIF	Yes
SNAG	Yes

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 all available Editor options.

Change the Location of the Quick Access Toolbar

1. Click **Customize Quick Access Toolbar**.



2. In the list, click **Show Below the Ribbon**.

-or-

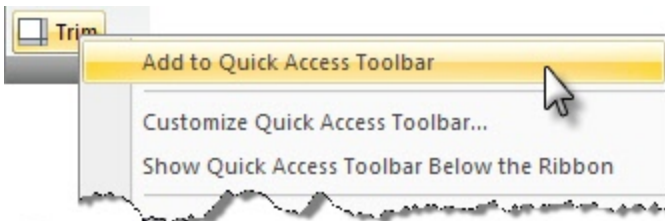
1. Click **Customize Quick Access Toolbar**.



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**.

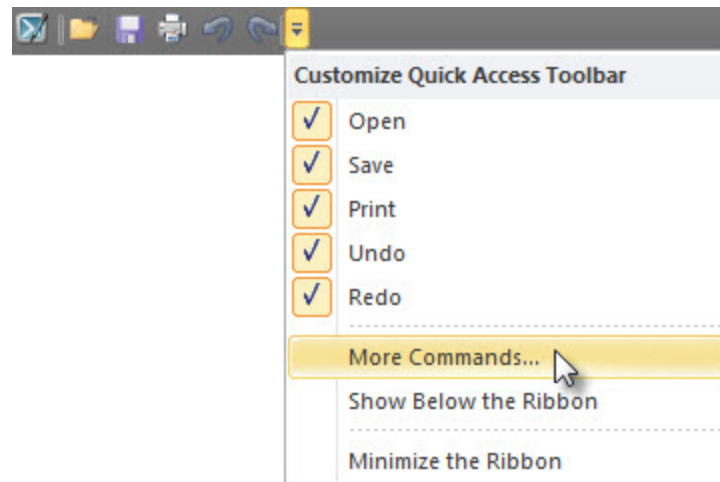


Remove a Tool or Command

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

Customize the Quick Access Toolbar

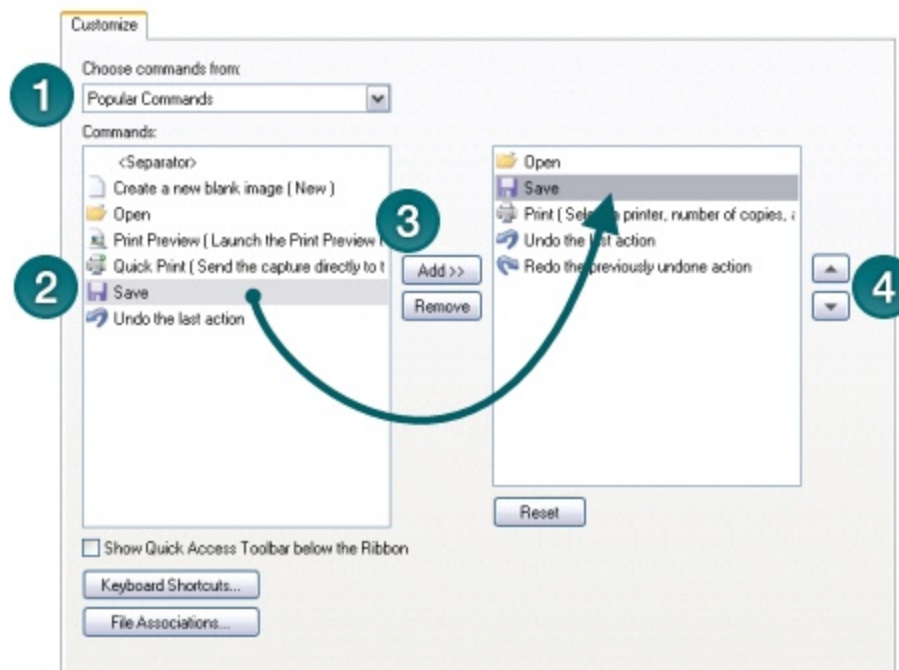
The More Commands option opens the Customize the Quick Access Toolbar screen. Use it to add new tools and commands, remove tools and commands, and set the tools and commands placement in the toolbar.



This option is also available from File > Editor Options button > Customize tab.

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:

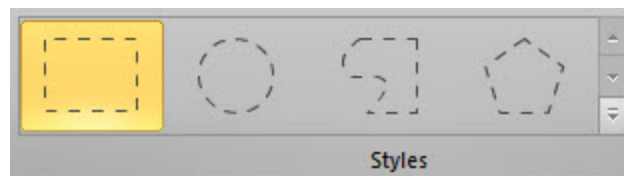
1. From the list on the right of the screen, select a tool or command to remove.
2. Click **Remove**.

Common Editing Tasks

- ▶ **Make a Selection on the Canvas**
- ▶ **Arrange Objects on the Canvas**
- ▶ **Combine Captures**
- ▶ **Cut, Copy, and Paste**
- ▶ **Remove Unwanted Sections in an Image**
- ▶ **Zoom In or Out on a Capture**
- ▶ **Add Hotspots**
- ▶ **About Vector Objects**
- ▶ **Resize**
- ▶ **Snagit Editor Hotkeys**

Make a Selection on the Canvas

The Selection tool selects a portion of the image on the canvas to copy, cut, paste, crop, move, etc.



Selection shapes include:

- ▶ **Rectangle Selection**
Hold SHIFT while dragging the cursor 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 select multiple areas of your image, this only works for the first selection.
- ▶ **Freehand 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 click the mouse, a new line starts. Continue clicking to complete the shape. Double-click to finish the selection.

Make a Selection

1. On the Tools tab, click the Selection tool.
2. Select a shape.
3. Click and drag the cursor on the canvas.

Select Multiple Areas of the Canvas

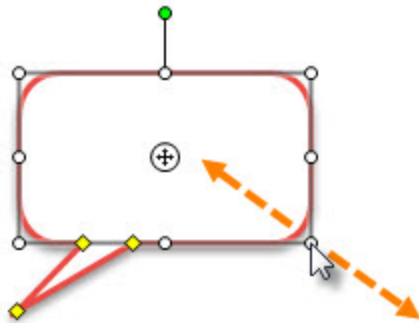
1. On the Tools tab, click the Selection tool.
2. Select a shape.
3. Click and drag the cursor on the canvas to make the first selection.
4. Hold SHIFT and drag to select another area on the canvas.

Arrange Objects on the Canvas

Vector objects cannot be edited if they are flattened. Save a SNAG file to maintain vector images for editing.

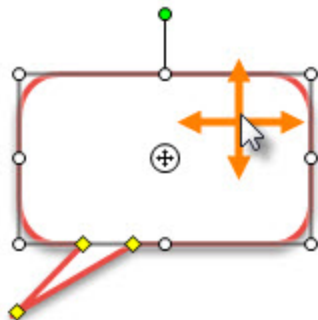
Resize Objects

1. Click to select a vector object on the canvas.
2. Drag a white handle in or out to resize the object.



Move Objects

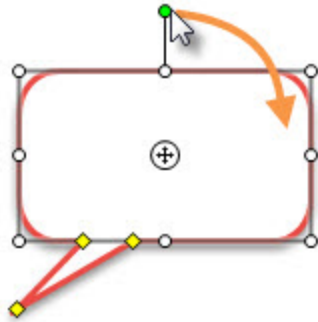
1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. Click and drag within the object to a new position on the canvas.



Rotate Objects

1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.

2. If an object can be rotated, a green handle appears at the top of the objects. Drag this handle around the object to rotate it.



Rotate the Entire Canvas

1. Select Image tab > Rotate > select a rotation option.
2. If you have any unflattened objects, select **Flatten objects and continue**.

Flip Objects

1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. Right-click on the object and select Flip > Horizontal or Vertical.

Flip the Entire Canvas

1. Select Image tab > Rotate > Flip > Horizontal or Vertical.
2. If you have any unflattened objects, select **Flatten objects and continue**.

Order Objects

Move a vector object forward or backward through layers of vector objects.

1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. Right-click on the object and select Order > select an order option.

Align Objects

1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. Right-click on the object and select Align and the position.

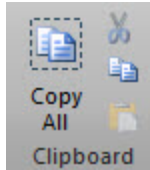
Combine Captures

In Snagit Editor, you can combine multiple image captures or objects together on the canvas.

1. Open the images to combine in the **tray**.
2. Click to select the image in the tray that you want to add the other image(s) to.
3. Drag the other image from the tray onto the canvas.

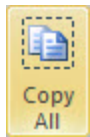
The pasted image is now a vector object that can be moved, resized, and edited on the canvas.

Cut, Copy, and Paste



Copy Entire Canvas to the Clipboard

On the Tools tab, click **Copy All** to copy the entire canvas to the Clipboard for use in other applications or to paste into another capture.



Copy a Selection to the Clipboard

1. Select an area of the canvas using the **Selection tool**.
2. On the Tools tab, click **Copy** or press CTRL+C.



Cut Out Part of an Image

1. Select an area of the canvas using the **Selection tool**.
2. On the Tools tab, click **Cut** or press CTRL+X.



Cut an Object

1. Click an object on the canvas. SHIFT+click to select multiple objects.
2. On the Tools tab, click **Cut** or press CTRL+X.



Cut all Objects

1. Right-click on the canvas and choose **Select All Objects**.
2. On the Tools tab, click **Cut** or press CTRL+X.



Paste onto the Canvas

After copying (CTRL+C) or cutting (CTRL+X) an object or selection from the canvas, on the Tools tab, click the **Paste** button or press CTRL+V.

See also

- ▶ **Make a Selection on the Canvas**
- ▶ **Remove Unwanted Sections in an Image**

Remove Unwanted Sections in an Image

Cut Out a Section

Delete a vertical or horizontal section of an image capture and join the two pieces together.

1. On the Image tab, click Cut Out and select a cut out edge effect.
2. A line appears on the canvas. Click and drag on the canvas to select the area to remove.

Trim an Image

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.

Remove the extra area from the top, bottom, or side of an image capture.

- ▶ Drag a white handle on the edge on the canvas in to trim.
- ▶ To remove extra canvas space, on the Image tab, click the Trim button. The trimmed area is based on the amount of solid color or transparency around the edges of the canvas.

Crop an Image

Remove all of an image except for the selected area.

1. On the Tools tab, click the **Selection** tool.
2. Click and drag on the canvas to select an area.
3. On the Image tab, click the **Crop** button.

See also

- ▶ [Blur](#)
- ▶ [Cut, Copy, and Paste](#)

Zoom In or Out on a Capture

Changing the zoom percentage only affects the preview and not the final size of the capture.
See [Resize](#).

Change the View Percentage

- ▶ Drag the Zoom slider in the bottom, right corner of Snagit Editor.
- ▶ Click the Zoom Percentage dropdown and select the percentage.



To view an image at its original size, click the Zoom Percentage dropdown and select **Actual Size (100%)**.

Turn on the Pixel Grid

The Pixel Grid view shows the pixel grid lines on the canvas for captures zoomed to 600% or higher.

1. Click the Zoom Percentage dropdown and select a zoom percentage of 600% or higher.
2. Click the Zoom Percentage dropdown and select **Pixel Grid**.

Scale Down a Capture to Fit the Viewing Area

By default, Snagit only shows a portion of a large image or capture on the canvas. To automatically scale down the image to fit within the canvas, click the Zoom Percentage dropdown and select **Shrink to Fit**.

Videos are always scaled to fit in the viewing area.

Pan the Canvas

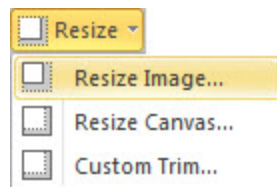
Snagit only shows a portion of large images on the canvas. To view a portion of the image not within the viewing area, hold CTRL+SHIFT and drag the cursor to pan to view the hidden areas.

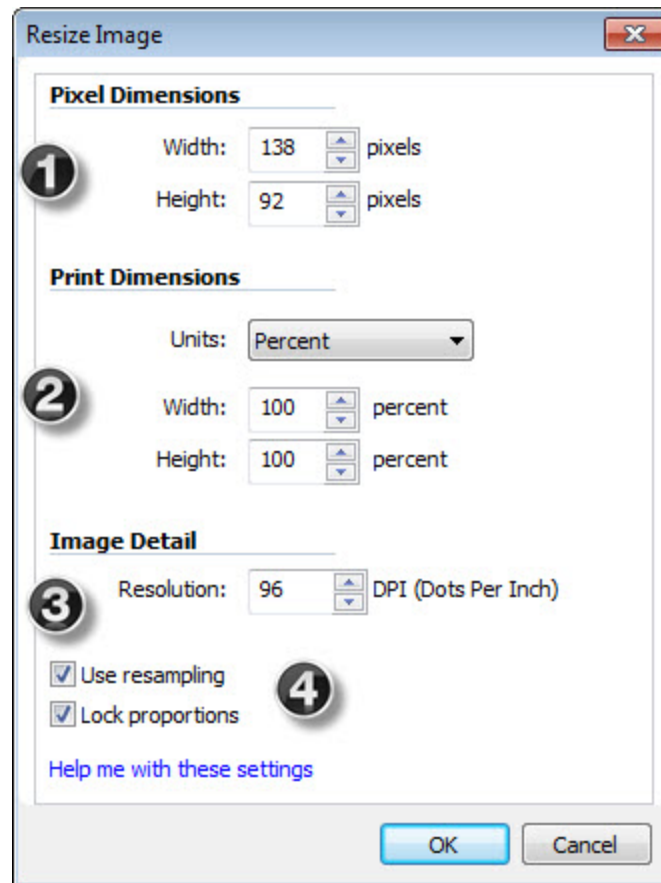
Resize

Image tab > Resize button

Resize the Entire Image

Change the size of the capture or image file to a specific dimension in pixels, inches, centimeters, or by percentage. Changing the values in the Pixel Dimensions, Print Dimensions, or Image Detail fields causes the values in the other fields to automatically adjust to display your changes.





1. Pixel Dimensions

Enter the exact dimensions, in pixels, to resize the image.

2. Print Dimensions

Select a unit (inches, centimeters, or percent) and enter a width and height to resize the image.

3. Image Detail

Change the DPI resolution of the image to adjust the dots per inch (or more specifically for screen captures, the pixels per inch). The Windows default is 96. Increasing or lowering the DPI with Use resampling enabled automatically affects the pixel dimensions as well as the print dimensions. Unless you have a specific need for a changed DPI (usually when working with a printer), it is recommended that the DPI resolution setting be left at the default value of 96.

Other Options

Use resampling: When this option is enabled, Snagit resamples the image file when changing dimensions or resolution to create a smoother image with less blurring due to up- or down-sizing. When Use resampling is disabled, changing the resolution (DPI) of the image does not affect the pixel dimensions.

Lock proportions: When enabled, the ratio of the width to height in the Pixel Dimensions and Print Dimensions fields is locked. Changing the width automatically changes the height and vice versa. Turning this option off can result in skewed images.

Snagit makes a "best guess" for print dimensions based on the image resolution (DPI) and the pixel dimensions. These print dimensions are for printing with default settings. If the image is larger than your paper size, Snagit auto sizes the capture to fit on the page. Changes made to sizing in the Print > Page Setup dialog take precedence over the print dimensions listed in the Resize Image dialog.

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 > Resize > 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 dialog appears. Make selections and click Close.
 - Enter a new width and height.
 - Select image placement.

-or-

- ▶ 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.

Resize the Canvas with Custom Trim

Resize the canvas by removing pixels from each edge.

1. Click Image tab > Canvas group > Resize > Custom Trim.
2. Select how many pixels to remove from each side of the canvas.

A live preview of the removed pixels is shown on your canvas, so you can preview your image as you remove pixels.

Add Hotspots

A hotspot is a region in an image that contains interactive elements, such a hyperlink, tooltip, or pop-up graphic. In Snagit, choose to add hotspots that highlight, link, or pop up useful information when you move the cursor over the hotspot region.

Use hotspots to create:

- ▶ **Links:** Select a region of your image and turn it in to a hyperlink with an optional tooltip. Link to a web site, 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.

Draw tools and effects can only be applied to image captures. To apply annotations and effects to a video capture, import the video capture into Camtasia Studio. See [Camtasia Studio Output Accessory](#).

Add a Hotspot

The Hotspots tab is hidden by default, to show the Hotspots tab, select Snagit Editor > File menu > Editor Options button > General tab > enable Show Hotspots tab.

1. On the Hotspots tab, select a shape.
2. Click and drag to draw a hotspot on the canvas.
3. Add hotspot properties including the tooltip and link.

Image File Types that Support Hotspots

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

- ▶ Web page with image (MHT 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 email (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)

Snagit Editor Hotkeys

Hotkeys provide keyboard shortcuts for common tasks.

Command	Hotkey
Open	CTRL+O
New Image	CTRL+N

Command	Hotkey
Save	CTRL+S
Save All	CTRL+SHIFT+S
Undo	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Copy All (Draw tools)	CTRL+SHIFT+C
Bring Forward	CTRL+SHIFT+F
Send Backward	CTRL+SHIFT+B
Flatten	CTRL+T
Group	CTRL+SHIFT+G
Ungroup	CTRL+SHIFT+U
Print	CTRL+P
Show Pixel Grid (at 600% or higher)	CTRL+G
Open Help	F1
Close Current Capture	CTRL+W
Delete Active Capture	CTRL+DELETE

Customize the Editor Hotkeys

1. In Snagit Editor, select File > Editor Options button > Customize > Keyboard Shortcuts.
2. Select a Category and a Command.
3. Click within the Press a new hotkey field.
4. Press the new key combination.
5. Click **Assign**.

To customize capture hotkeys, see [Hotkeys Tab](#) and [Profile Hotkeys](#).

See also

- [Capture Hotkeys](#)

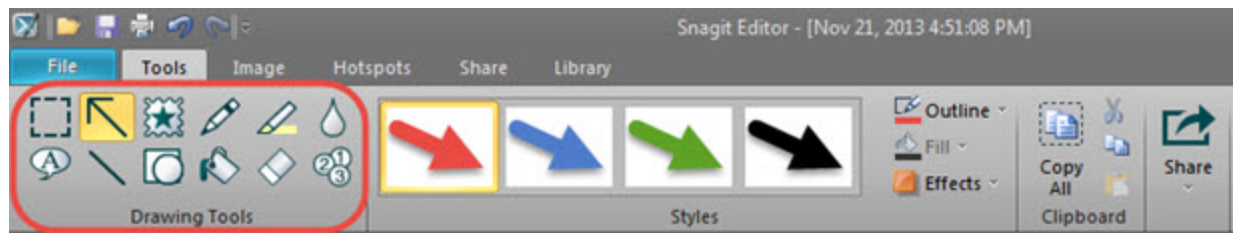
Drawing Tools

The Drawing Tools on the Tools tab provide several ways to annotate and enhance image captures:

- ▶ Draw attention with **arrows** and **callouts** or by **highlighting** an area.
- ▶ Hide sensitive information with a **blur**.
- ▶ Add a sequence of numbers or letters to **label steps** within a capture.
- ▶ Create your own custom annotations and save them to the **Quick Styles**.

Draw tools and effects can only be applied to image captures. To apply annotations and effects to a video capture, import the video capture into Camtasia Studio. See [Camtasia Studio Output Accessory](#).

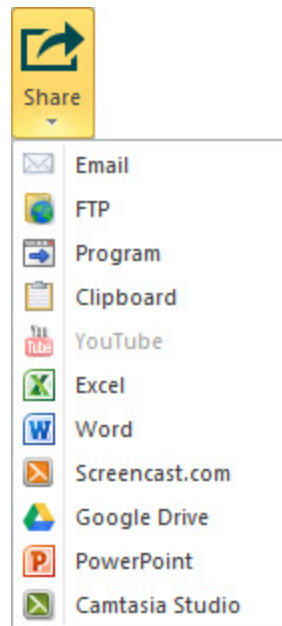
To access the Drawing Tools, open Snagit Editor and click the Tools tab.



To learn more about the Drawing Tools, see:


- ▶ **Selection**
- ▶ **Arrows**
- ▶ **Stamps**
- ▶ **Pen**
- ▶ **Highlight**
- ▶ **Blur**
- ▶ **Callouts**
- ▶ **Text**
- ▶ **Lines**
- ▶ **Shapes**
- ▶ **Fill**
- ▶ **Erase**
- ▶ **Steps**

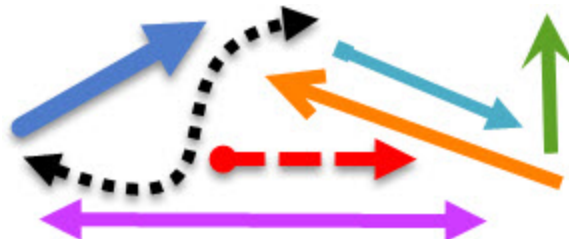
To quickly share a capture from the Tools tab, click the **Share** button and select an output.



To learn more about the Share outputs, see [Share](#).

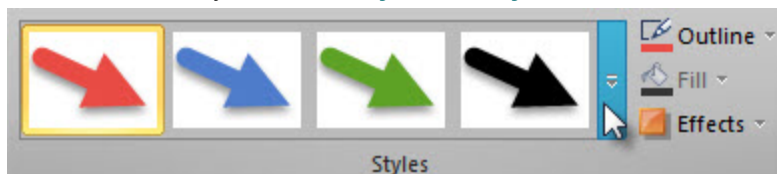
Arrows

The **Arrow** tool  creates vector-based arrows. Choose from a variety of arrows in the [Styles Gallery](#) or create your own.



Add an Arrow

1. Select Snagit Editor > Tools tab > Arrow tool.
2. Select an arrow style from the [Styles Gallery](#).



3. Click and drag on the canvas to draw the arrow.

Add a Curved Arrow

1. Select Snagit Editor > Tools tab > Arrow tool.
2. Select a curved arrow style in the Styles Gallery.
3. Click and drag on the canvas to draw the arrow.

- Click and drag on the arrow body to set the curve point(s).



- Drag the white handles to modify the curves.

Add a Custom Arrow

- Select Snagit Editor > Tools tab > Arrow tool.
- Select the **Outline**, **Shadow**, and **Opacity** options for the arrow.
- Click and drag on the canvas to draw the arrow.

Blur

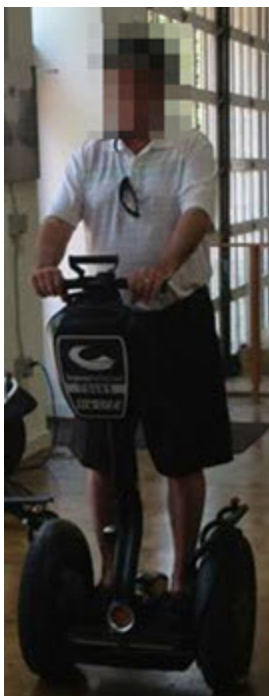


The Blur tool hides or masks sensitive information in a capture such as a username, password, email address, personal information, faces, etc.

- **Smooth Blur:** Reduces the details in a capture similar to viewing through an out-of-focus lens. Use to apply depth or to blur the details in sensitive information.

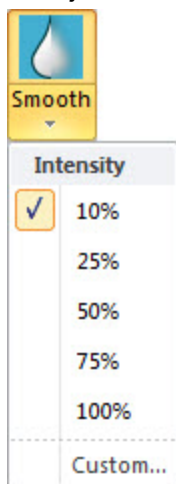


- ▶ **Pixelate Blur:** Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture.

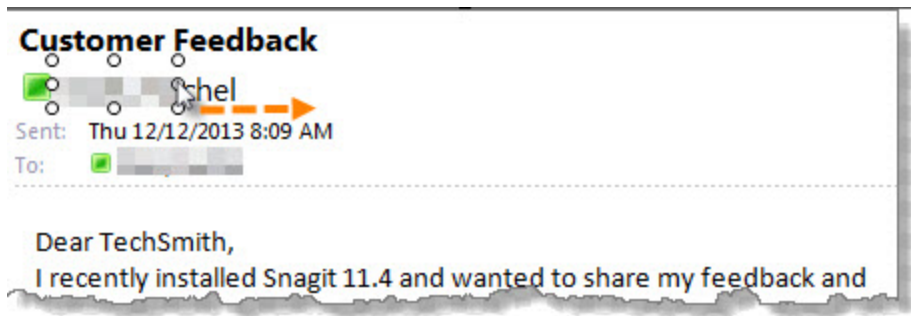


Blur an Area

1. Select Snagit Editor > Tools tab > Blur tool > Smooth button or Pixelate button.
2. To adjust the blur intensity percentage, click the dropdown on the Smooth or Pixelate button.




- Click and drag on the canvas to draw the area to blur.



- To move the blur, click and drag within the blurred area.
- To resize the blur, click the blurred area and drag one of the white handles in or out.

Callouts

The Callout tool  creates a variety of shapes that include text. Choose from arrows, balloons, and other shapes in the [Styles Gallery](#).



Add a Callout

- Select Snagit Editor > Tools tab > Callout tool.
- Select a callout style from the [Styles Gallery](#).

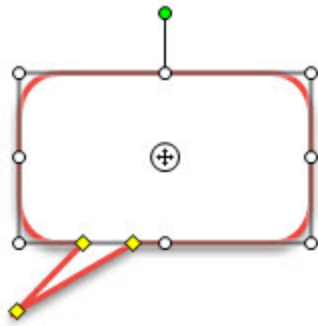


- Click and drag the cursor on the canvas to draw a callout. If the callout style includes a tail, the starting point of the callout is at the tail.
- Enter text.
- Select the callout, highlight the text, or right-click to access the Mini toolbar for font options.

Move, Reshape, or Rotate a Callout

- To move a callout, click within the callout and it drag to a new location.
- To rotate the callout around the tail, click the anchor point in the center of the callout and drag around the callout tail.

- Use the colored handles to control the following:



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

Add a Custom Callout

- Select Snagit Editor > Tools tab > Callout tool.
- Select the **Outline**, **Shape**, **Fill**, **Shadow**, **Opacity**, and **Padding** options for the callout.
- Click and drag the cursor on the canvas to draw a callout. If the callout style includes a tail, the starting point of the callout is at the tail.
- Enter text.

Erase



The **Erase** tool erases any flattened part of a capture, exposing the canvas beneath.

- Select Snagit Editor > Tools tab > Erase tool.
- Select an eraser style from the **Styles Gallery** or select the **Outline** and **Opacity** options to customize the tool.
- Click and drag the cursor on the canvas to apply eraser.

Flood-Fill an Area with Color or Transparency



The Fill tool flood-fills an enclosed, flattened area using a color.

Vector-based objects must be flattened to be flood-filled. To flatten a vector object, right-click the object and click **Flatten**.

- Select Snagit Editor > Tools tab > Fill tool.
- Select a color from the **Styles Gallery** or select the **Fill** and **Opacity** options to customize the tool.
- Click on the canvas to apply the 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 Tools tab > Fill tool > Fill > Tolerance > Select tolerance percentage.
2. Click on the canvas to apply the 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 appearance, start out with a lower opacity percentage (lower saturation) and work your way up to the desired color effect.

1. Select Tools tab > Fill tool > Effects > Opacity > Select opacity percentage.
2. Click on the canvas to apply the color.

Freehand Pen

The Pen tool  creates vector-based, freehand lines.

Draw with the Freehand Pen

1. Select Snagit Editor > Tools tab > Pen tool.
2. Select a pen style from the [Styles Gallery](#).
3. Click and drag the cursor on the canvas to draw with the pen.

Move or Reshape a Pen Line

- ▶ To move a pen line, click and drag the pen line to a new location.
- ▶ To change the shape of a pen line, right-click a pen line and select Edit Points. Drag the white points to change the shape of the line.
- ▶ Hold the SHIFT key to keep the line straight as you draw a vertical, horizontal, or diagonal line.

Customize the Pen Tool

1. Select Snagit Editor > Tools tab > Pen tool.
2. Select the [Outline](#), [Shape](#), [Shadow](#), and [Opacity](#) options for the pen line.
3. Click and drag the cursor on the canvas to draw a pen line.

Highlight

The Highlight tool  highlights a rectangular region of the canvas using a color.

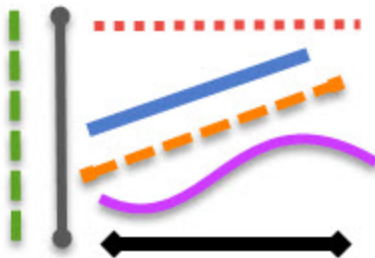


Highlight an Area

1. Select Snagit Editor > Tools tab > Highlight tool.
2. Select a highlight color from the **Styles Gallery** or select the **Fill** and **Opacity** options to customize the highlight.
3. Click and drag on canvas to apply a highlight color.

Lines

The Line tool  creates vector-based lines.



Add a Line

1. Select Snagit Editor > Tools tab > Line tool.
2. Select a line style from the **Styles Gallery** or select the **Outline**, **End Style**, **Shadow**, and **Opacity** options to customize the line.
3. Click and drag the cursor on the canvas to create a line.

Add a Curved Line

1. Select Snagit Editor > Tools tab > Line tool.
2. Select a curved line style from the **Styles Gallery**.



3. Click and drag on the canvas to draw the line.
4. Click and drag the line to set the curve point(s).
5. Drag the white handles to modify the curves.

Move or Reshape a Line

- ▶ To move a line, click and drag the line to a new location.
- ▶ Drag the white handles in or out to change the shape and length of the line.

Shapes



The Shape tool creates vector-based geometric shapes.

Add a Shape

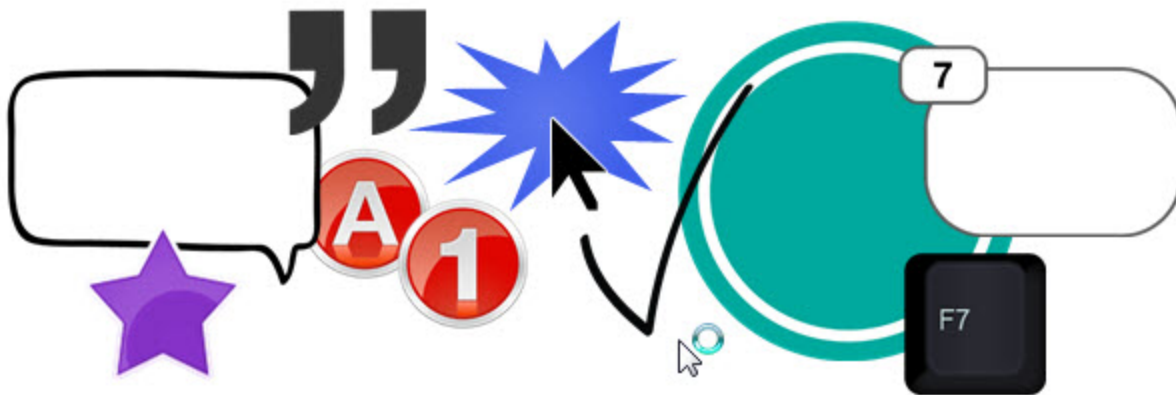
1. Select Snagit Editor > Tools tab > Shape tool.
2. Select a shape from the [Styles Gallery](#) or select the [Outline](#), [Shape](#), [Fill](#), [Shadow](#), and [Opacity](#) options for the shape.
3. Click and drag the cursor on the canvas to draw the shape.
4. Hold SHIFT to draw a perfect circle or square.

Move or Reshape a Shape


- ▶ To move a shape, click and drag the shape to a new location.
- ▶ Drag the white handles in or out to change the size of the shape.
- ▶ Hold SHIFT to draw a perfect circle or square.

Stamps

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



Add a Stamp

1. Select Snagit Editor > Tools tab > Stamp tool.
- 
- A small icon of a square with rounded corners, containing a white star with a black outline, representing the Stamp tool.
2. Click the **More** button. In the Styles Gallery, select a category and then a stamp.
 3. Click the mouse on the canvas to add the stamp.

Move or Resize a Stamp

- ▶ To move a stamp, click and drag the stamp to a new location.
- ▶ To resize a stamp, drag the white in or out to change the height and width.

Add a Custom Stamp to the Quick Styles Gallery

To save a custom stamp to reuse, right-click the stamp on the canvas and select **Add to My Stamps**.

The stamp appears in the My Stamps category of the [Styles Gallery](#).

Download More Stamps from the TechSmith Website

Select Tools tab > Stamp tool > More button on the Styles Gallery > Download more link.

The TechSmith website opens to the Stamp Download page.


Organize Stamps

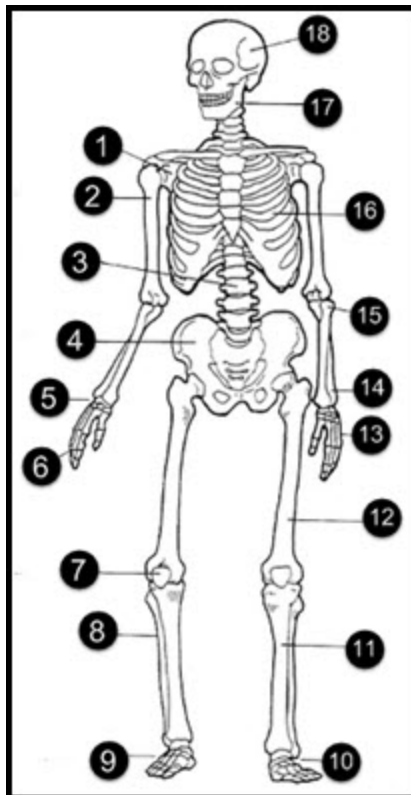
The Organize Stamps dialog box allows you to add new categories of stamps, delete stamps, add existing graphics as stamps, and more.

To access the Organize Stamps dialog box:

1. Select Tools tab > Stamp tool > More button on the Styles Gallery > Organize Stamps link.
2. If prompted, enter a Custom Stamp Folder location and click **OK**.

Step Tool

The Step tool  adds a series of numbers or letters in sequence to label steps or other items on an image capture.



Add Steps to a Capture

1. Select Snagit Editor > Tools tab > Step tool.
2. Select a style from the **Styles Gallery** or select the **Outline**, **Shape**, **Fill**, **Shadow**, and **Opacity** options for the step graphic.
3. Move the cursor to the desired location on the canvas and click the mouse to add the step.
4. The cursor icon shows the next step number or letter in the sequence. Repeat step 3 until all steps are added to the capture.

Save the file as a SNAG file to edit the style, value, or placement of the steps at a later time.

Start a New Sequence

1. Select Tools tab > Step tool > Restart Sequence button.
2. Move the cursor to the desired location on the canvas and click the mouse to add the step. The step restarts to 1 or A.

Enter a Specific Value for a Step

You can start a sequence at a specific number or letter value other than 1 or A, or edit the values for existing steps on the canvas.

1. Right-click on the step on the canvas and select Edit Value or double-click the step on the canvas.
2. Enter a value and click the Checkmark button. Values must follow the sequence of 1 to 9999, A to Z, or AA to ZZZZZ. The following values are not supported:
 - Combination of numbers and letters (1b).
 - Characters other than numbers and letters (%).
 - Combination of uppercase and lowercase letters (Ab).

See also

► **Stamps**

Text

The Callout tool  creates vector-based text on the image.

Add Text

1. Select Snagit Editor > Tools tab > Callout tool.
2. Select a text style from the **Styles Gallery** or customize your own style.
3. Click and drag the mouse on the canvas to create a text box.
4. Enter text.
5. Select the vector object and highlight text or right-click the text box to access the **Mini toolbar** for font options.

Move or Resize a Text Box

- ▶ To move a text box, click within the text box and drag it to a new location.
- ▶ Drag the white handles in or out to change the height and width of the text box.
- ▶ Drag the green handle above the text box to rotate the text box.

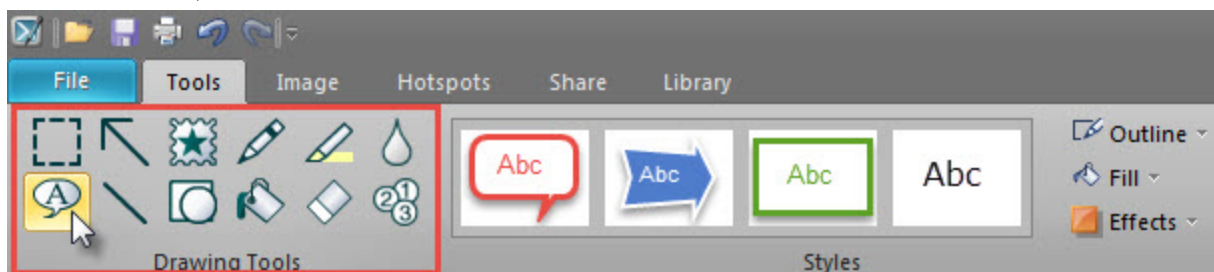
Styles Gallery

The Styles Gallery is a collection of preset styles for the **Drawing Tools** and **Image Effects**.

Apply a Style

For the Drawing Tools:

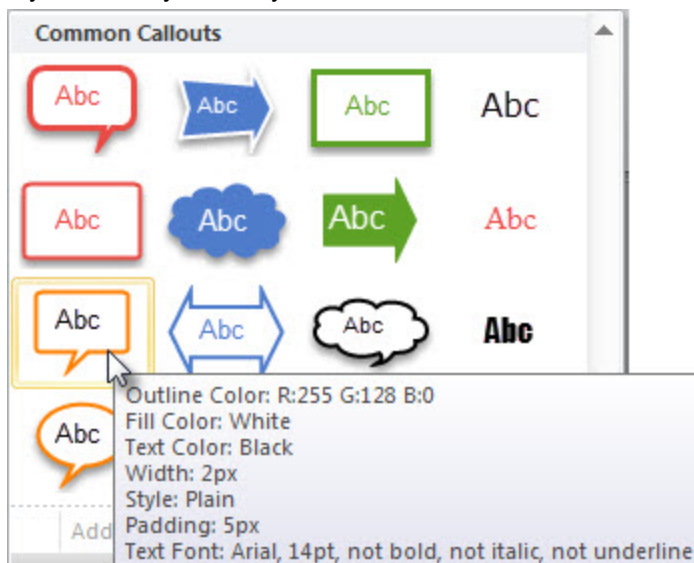
1. On the Tools tab, click to select a tool.



2. Click the **More** button in the Styles Gallery to view all the available styles.



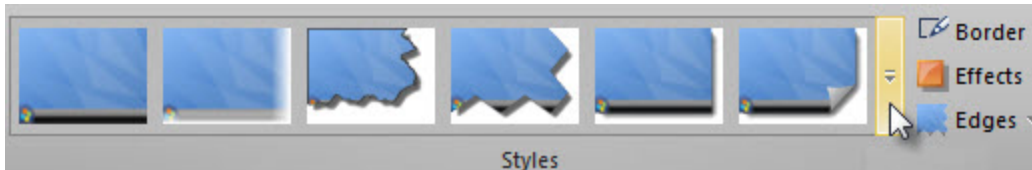
3. Click to select a style from the gallery. To view the properties set for a style, hover the cursor over the style in the Style Gallery.



4. Depending on the tool selected, either click to add the object onto the canvas or click and drag to draw the object on the canvas.

For Image Effects:

1. On the Image tab, click the **More** button in the Styles Gallery to view all the available styles.



2. Click to select a style from the gallery. To view the properties set for a style, hover the cursor over the style in the Style Gallery.

The style is applied to the entire canvas.

Add a Custom Style to the Quick Styles

- ▶ For the Drawing tools, right-click on the object on the canvas and select **Add to Quick Styles**.
- ▶ For Image Effects, click the **More** button in the Styles Gallery and select **Add to Quick Styles**.

Snagit saves the style to Quick Styles at the bottom of the Styles Gallery.

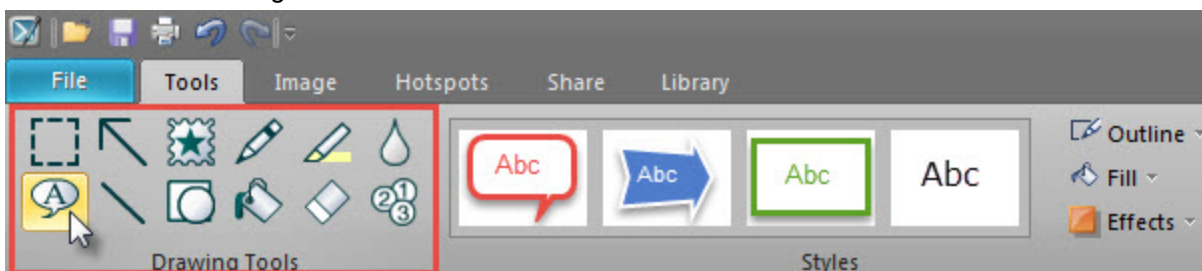
Remove a Style from the Quick Styles

Right-click on the style in the Quick Styles and select **Remove from Quick Styles**.

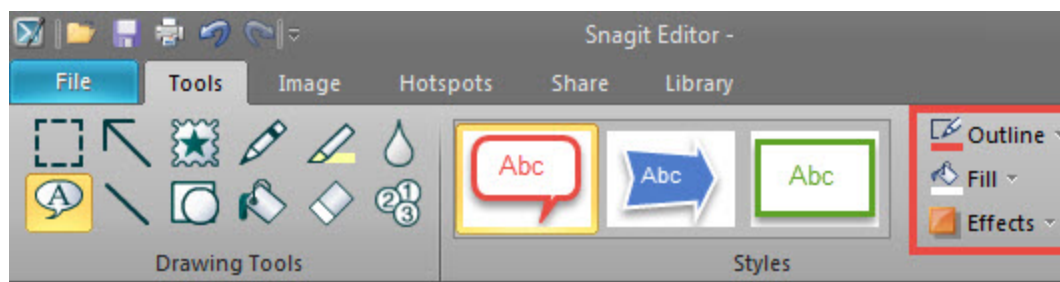
Drawing Tool Properties

The Drawing Tools on the Tools tab provide several ways to annotate and enhance image captures. Snagit provides a collection of preset styles in the **Styles Gallery**. You can also create your own style using the properties below:

1. Click to select a drawing tool.



2. Select the desired options from the dropdown menus to customize the object on the canvas.



Outline

Set the properties for the line or border on a Drawing Tool. Select the color, width, and dashes style for the outside line or border.

- ▶ To set the color of the outline for a tool, select Tools tab > Outline dropdown and click to select a color.
- ▶ To set the width of the outline for a tool, select Tools tab > Outline dropdown > Width.
- ▶ To set the dash style for the outline for a tool, select Tools tab > Outline dropdown > Dashes.

Outline is available for the **Arrow**, **Pen**, **Callout**, **Line**, **Shape**, **Erase**, and **Step** tools.

Shape

To set the shape for a tool, select Tools tab > Outline dropdown > Shape.

Shape is available for the **Pen**, **Callout**, **Shape**, and **Step** tools.

End Style

Select the arrowhead or end style for the **Arrow** and **Line** tools.

To set the end style, select Tools tab > Outline dropdown > Ends.

Fill

1. Select Tools tab > Fill.
2. Complete one of the follow to select a color:
 - Click to select a color from the Color Palette.
 - Click **More Outline Colors** to select a custom color.
 - To select a color from the image on the canvas. Click Select Color From Image. Move the eye-dropper cursor over the desired color on the canvas. Click to select the color.

Fill is available for the **Highlight**, **Callout**, **Shape**, **Fill**, and **Step** tools.

Shadow

To set the shadow for a tool, select Tools tab > Effects > Shadow. Select More Shadows to create a custom shadow.

Shadow is available for the **Arrow**, **Stamp**, **Pen**, **Callout**, **Line**, **Shape** and **Step** tools.

Opacity

To set the opacity for a tool, select Tools tab > Effects > Opacity. To enter a specific opacity percentage, select the Custom Opacity option.

Opacity is available for the **Arrow**, **Stamps**, **Pen**, **Highlight**, **Callout**, **Line**, **Shape**, **Erase**, and **Step** tools.

Create as Vector

The Create as Vector option enables drawing objects to be edited on the canvas.

The Create as Vector option is available for the **Arrow**, **Stamps**, **Pen**, **Callout**, **Line**, **Shape** and **Step** tools.

Antialiasing (Smooth Lines)

The Antialiasing option makes lines appear smooth and not jagged. To turn off antialiasing, select Tools tab > Effects > Antialias.

Antialiasing is available for the **Arrow**, **Pen**, **Callout**, **Line**, **Shape**, and **Erase** tool.

Padding

Padding sets the amount space between the edge of the callout and the text within the callout. To set the padding, select Tools tab > Effects > Padding.

Padding is available for the **Callouts** tool.

Select a Color from the Canvas

Selecting a color from the canvas is available for all the Drawing Tools.

- ▶ Click to select a color from the Color Palette.
- ▶ Select Outline dropdown > More Outline Colors option.
- ▶ Select Outline dropdown > Select Color From Image option. Move the eyedropper cursor over the desired color on the canvas. Click to select the color.

Mini Toolbar

The mini toolbar provides quick access to the drawing tool properties when editing a vector object on the canvas. The mini toolbar appears when you select or right-click on a vector object.

To turn off the Mini toolbar, select File > Editor Options button and disable Show Mini Toolbar on selection.

Add Image Effects

The Image tab provides several effects to enhance an image:

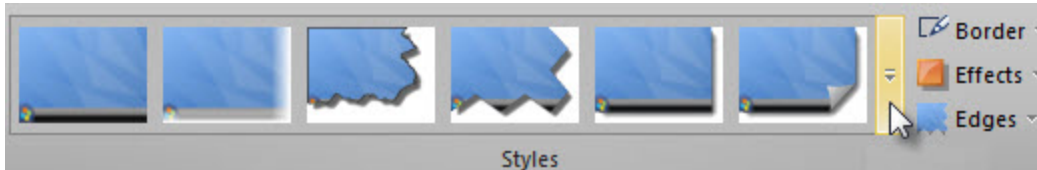
- ▶ **Add an Effect from the Styles Gallery**
- ▶ **Add a Border**
- ▶ **Add an Effect**
- ▶ **Add an Edge Effect**
- ▶ **Color Effects**
- ▶ **Image Filters**
- ▶ **Watermark an Image**
- ▶ **Apply Effects to Multiple Captures (Batch Conversion)**

The options on the Image tab are only available for image captures. To apply effects to video captures, see [Camtasia Studio Output Accessory](#).

Add an Effect from the Styles Gallery

The **Styles Gallery** is a collection of preset styles for the image effects.

1. On the Image tab, click the **More** button in the **Styles Gallery** to view all the available styles.



2. Click to select a style from the gallery. To view the properties set for a style, hover the cursor over the style in the Style Gallery.

The style is applied to the entire canvas.

Add a Border

1. On the Image tab, select the Border option.
2. From the Border dropdown, select a color and width.

The Border option adds a border around the entire image on the canvas.

Add an Effect

Image effects apply to the entire image.

1. On the Image tab, select the Effects option.
2. Select an effect from the Shadow, Page Curl, Perspective, or Shear options.

Add an Edge Effect

Edge effects apply to one to four sides of an image capture.

1. On the Image tab, select the Edges option and select from Torn Edge, Wave Edge, Saw Edge, Shark-tooth Edge, Fade Edge, or Bevel Edge.
2. A dialog appears with the Edge effect options. Select the desired options and click OK.

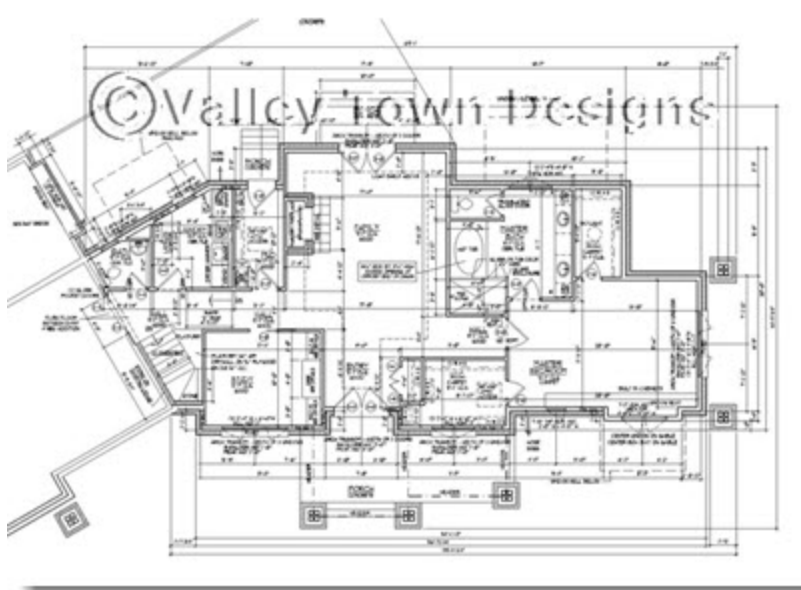
Watermark an Image

Adding a watermark is a common way of identifying images and discouraging unauthorized use online. Learn how to overlay text, a logo, or copyright information as a watermark over an image capture.

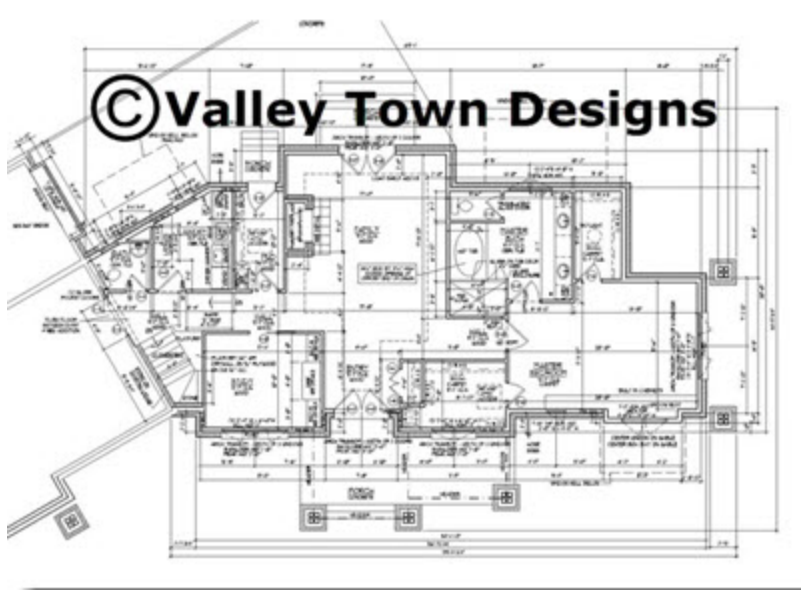
1. In Snagit Editor, select Image tab > Watermark.
2. The Watermark dialog appears. Click the **Browse** button to select an image to use for the watermark.

3. Select the Display Effect:

- **Underlay:** Gives the watermark icon an embossed appearance.



- **Overlay:** Maintains the colors and places the original image on top of the capture.



4. For additional watermark customization options, click Advanced settings.
5. Click **Close**.

Color Effects

Snagit Editor > Image tab > Modify group > Color Effects option

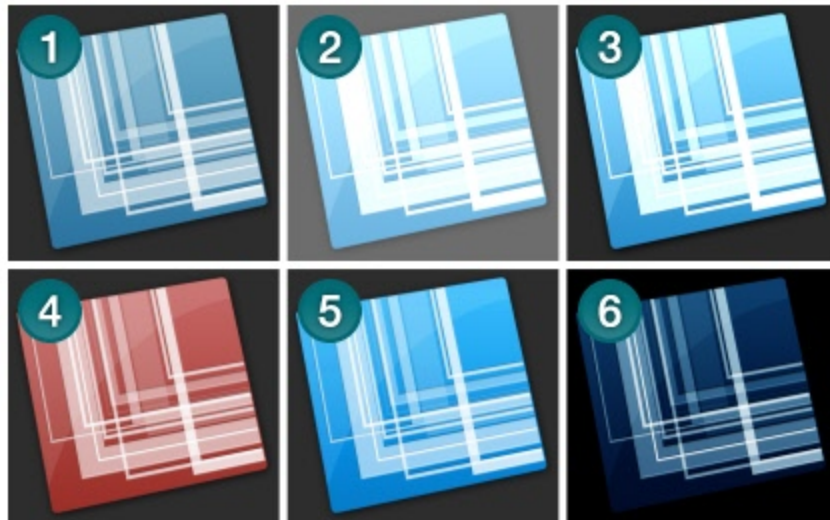
The Color Effects options apply color conversion and special effects to your image.

Color Correction

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:

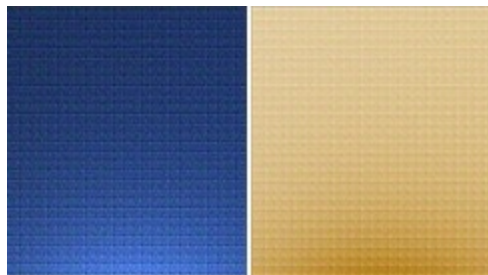
1. **Original** capture.
2. **Brightness**: Lighten or darken the entire image.
3. **Contrast**: Change the contrast between the light and dark colors.
4. **Hue**: Change is similar to rotating a color wheel to select a different mixture of colors.
5. **Saturation**: The quantity of a color in pixels, 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.



1. Select Image tab > Modify group > Color Effects > 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.



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

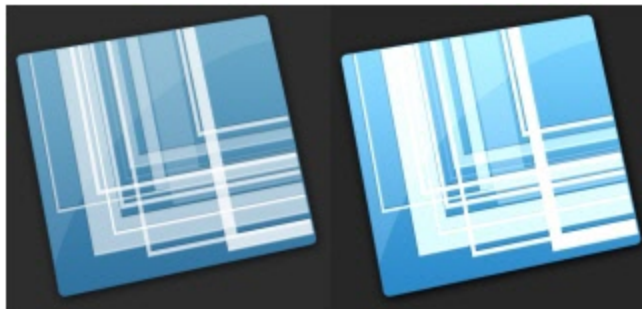
Color Substitution

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

- ▶ Select Image tab > Modify group > Color Effects > Color Substitution.

Histo-Contrast

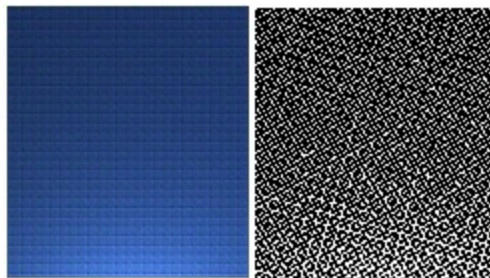
Use to increase or decrease the contrast using a histogram to find the median brightness. Apply to a selection or the entire canvas.



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

Halftone

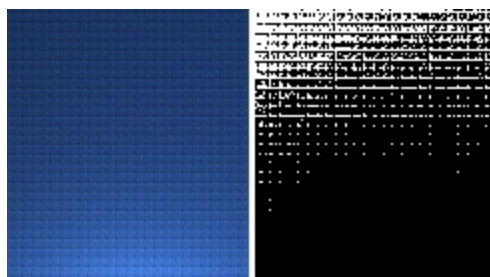
Use to apply a dithered black and white effect to the entire canvas.



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

Intensity Detect

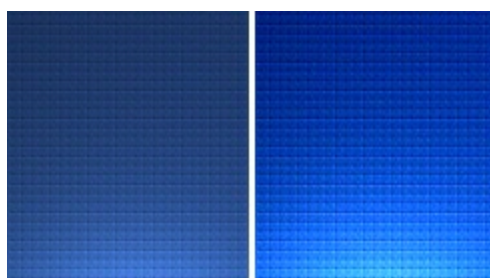
Use to find the low and high thresholds in a specified intensity range. Apply to a selection or the entire canvas.



1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Color Effects > Intensity Detect.
3. Use the slide control to modify the effect's appearance.
4. Click **Close**.

Stretch Intensity

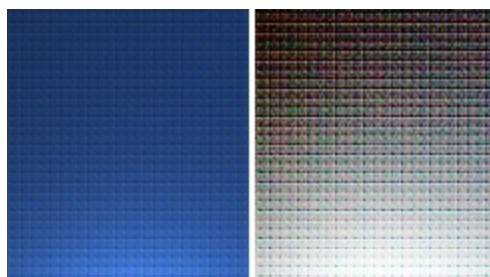
Use to increase the contrast by centering, maximizing, and proportioning the range of intensity values. Apply to a selection or the entire canvas.



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

Histogram Equalize

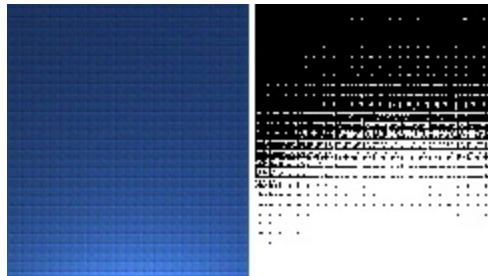
Use to make linear the number of pixels per gray level in the image. This can be used to show details in dark areas. Apply to a selection or the entire canvas.



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

Monochrome

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



1. Select Image tab > Modify group > Color Effects > Monochrome.
2. Use the slide control to select the appearance of the effect.
3. Click **Close**.

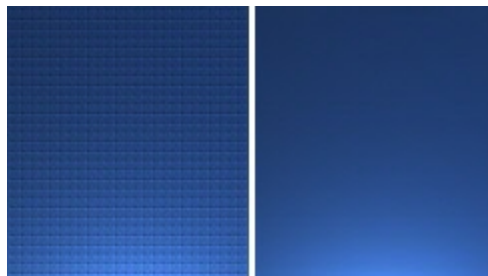
Image Filters

Snagit Editor > Image tab > Modify group > Filters option

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

Remove Noise

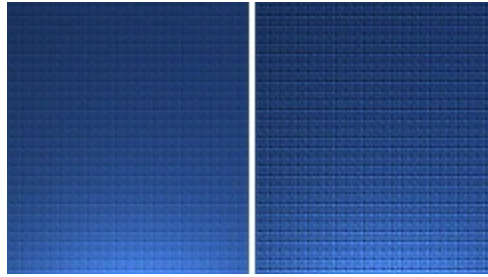
Remove pixels to reduce the detail and create a smoother texture. Apply to a selection or the entire canvas.



1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters > Remove Noise.
3. Select the sample size options.

Sharpen

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

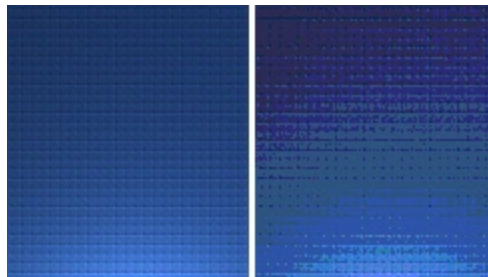


1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters > Sharpen.
3. Select effect percentage from the menu or click **Custom** to select a custom effect.

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.

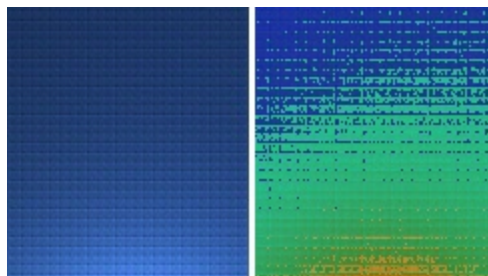
Apply to a selection or the entire canvas.



1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters > Posterize.
3. Select the level per color planes from the menu or click **Custom** to select a custom effect.

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.

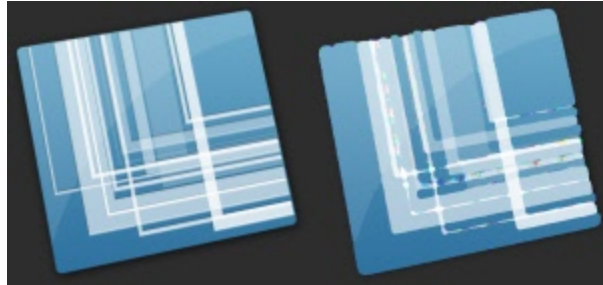


1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.

2. Select Image tab > Modify group > Filters > Solarize.
3. Select the threshold from the menu or click **Custom** to select a custom effect.

Oil Painting

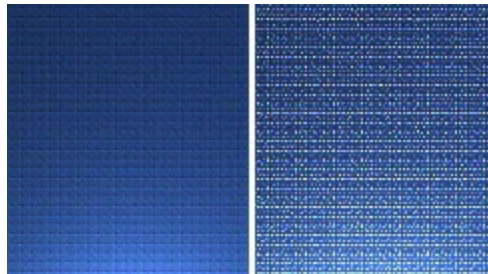
Apply an oil painting effect to a selection or the entire canvas.



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

Edge Enhance

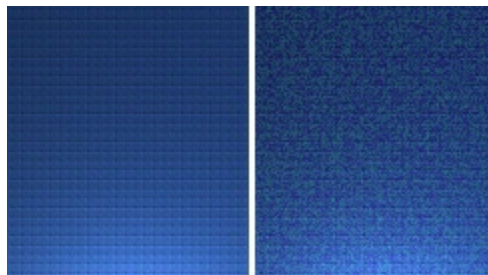
Increase the contrast along the edges in the image. Apply to a selection or the entire canvas.



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

Add Noise

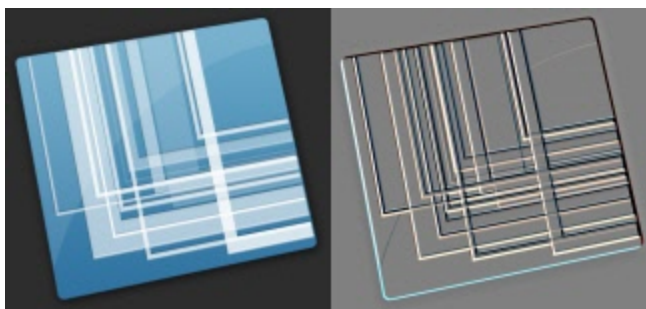
Reduce the detail and add a grainy texture. Apply to a selection or the entire canvas.



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

Emboss

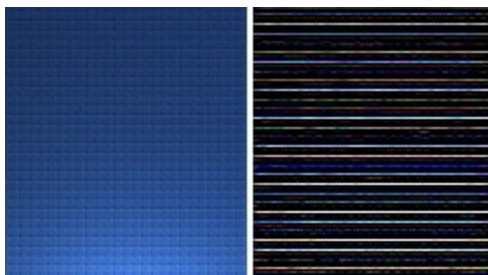
Apply a bas-relief effect that highlights areas of contrast with black or white pixels and colors the low contrast areas a medium gray. Bands of color appear when there is a large difference in the contrast. Apply to a selection or the entire canvas.



1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters > 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.



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

Apply Effects to Multiple Captures (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 a webpage.

Open the Batch Conversion Wizard

To open the Batch Conversion Wizard:

- ▶ In Snagit Editor > File > Convert Images.
- ▶ In Snagit Editor > Library tab > Right-click a thumbnail > Batch Conversion Wizard.

The Batch Conversion Wizard screen appears. Follow the instructions on each page.

Import Images and Videos from Mobile Devices

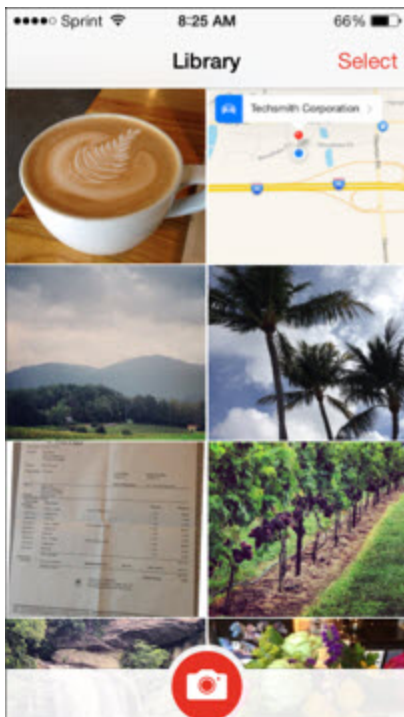
TechSmith Fuse is a mobile app that allows you to send images and videos from your mobile device directly to Snagit. You can capture, collaborate, and access your content - wherever you are.

Fuse is available from the App Store of Google Play and supported on mobile devices running the following operating systems:

- ▶ iOS version 7 and later (phones and tablets)
- ▶ Android version 2.3 and later

Import images or videos from a mobile device

1. Select File > Connect Mobile Device in Snagit Editor.
2. Install TechSmith Fuse from Google Play or the App Store onto your mobile device.
3. Connect your computer and mobile device to the same network. See [Troubleshooting TechSmith Fuse](#).
4. Open TechSmith Fuse. Select an image or video to send.



5. Under Send To, tap Snagit.
6. Tap Connect to Snagit.
7. The Scanner appears. Point your camera at the QR code in the Connect to Mobile Device dialog. See [Tips for scanning the QR code](#).



The image or video is sent to the Open Captures Tray in Snagit Editor.

To edit video captures, import the videos into Camtasia Studio using the [Camtasia Studio Output Accessory](#). You can only preview, [playback](#), and [share](#) video captures in Snagit Editor.

Tips for scanning the QR code

Follow these tips for scanning the QR code using TechSmith Fuse on your mobile device:

- ▶ Make sure the device is on and connected to the same network as the computer running Snagit.
- ▶ Aim the camera on the device at the QR code on the computer screen.
- ▶ Position the camera so that the QR code is centered within the corners of the Scanner screen in TechSmith Fuse on your mobile device or tablet.

About connecting TechSmith Fuse and Snagit

- ▶ Opening the Connect Mobile Device dialog turns on the Mobile Sharing option.
- ▶ You must scan the QR code in Snagit to establish a connection between the mobile device and Snagit for sending the mobile files.
- ▶ Your mobile device and the computer running Snagit must be connected to the same network.
- ▶ You must have Snagit open on your computer.

See also

- ▶ [Troubleshooting TechSmith Fuse](#)
- ▶ [About Mobile Sharing with TechSmith Fuse](#)

Troubleshooting TechSmith Fuse

If TechSmith Fuse cannot connect or send files to Snagit, see the following:

- ▶ [Unable to send files from TechSmith Fuse to Snagit](#)
- ▶ [Unable to scan QR code](#)
- ▶ [QR code is missing](#)

For additional help, see the support article on the TechSmith website.

Unable to send files from TechSmith Fuse to Snagit

If you are unable to send files from TechSmith Fuse to Snagit Editor, check the following:

- ▶ Make sure Snagit is open on the computer when sending files from TechSmith Fuse to Snagit.
- ▶ Select Snagit Editor > File > Editor Options button > Advanced tab > Enable sharing to Snagit to make sure that Mobile Sharing is turned on.
- ▶ You must scan the QR code in Snagit to establish a connection between the mobile device and Snagit for sending the mobile files. See [Import media from a mobile device into Snagit](#).
- ▶ Your mobile device and the computer running Snagit must be connected to the same network.
- ▶ Reset the router or wireless network.
- ▶ Check your network or firewall settings.

Unable to scan QR code

If TechSmith Fuse cannot scan the QR code located in the Connect Mobile Device dialog (Snagit Editor > File > Connect Mobile Device), check the following:

- ▶ Make sure the device is connected to the same Wi-Fi network as the computer running Snagit.
- ▶ Aim the camera on the device at the QR code on the computer screen.
- ▶ Position the camera so that the QR code is centered within the corners of the Scanner screen in TechSmith Fuse on your mobile device or tablet.

QR code is missing

In Snagit, an error message appears in the Connect Mobile Device dialog (Snagit Editor > File > Connect Mobile Device) if a QR code cannot be generated.

A QR code may be generated if:

- ▶ The network/router is disconnected or needs to be reset.
- ▶ The specified port is already in use.
- ▶ If a QR code is not generated:
 - ▶ Check your network or firewall settings.
 - ▶ Connect your mobile device and computer to another network.

See also

- ▶ [Import Images and Videos from Mobile Devices](#)
- ▶ [About Mobile Sharing with TechSmith Fuse](#)

About Mobile Sharing with TechSmith Fuse

Mobile Sharing allows Snagit to receive files from TechSmith Fuse. It is turned off by default and will only turn on if you:

- ▶ Connect TechSmith Fuse to Snagit from a mobile device. See [Import Images and Videos from Mobile Devices](#).
- ▶ Select Snagit Editor > File > Editor Options > Advanced tab > Enable sharing to Snagit.
- ▶ Once Mobile Sharing is turned on, you can connect Fuse to Snagit. Mobile Sharing continues to run until it is turned off.

Turn Mobile Sharing Off:

Select Snagit Editor > File > Editor Options > Advanced tab > Enable sharing to Snagit. Mobile Sharing may also turn off if interrupted. This can happen if:

- ▶ Your network/router becomes disconnected or needs to be reset.
- ▶ Your computer automatically generates new IP addresses.
- ▶ You change network providers.

See also

- ▶ [Import Images and Videos from Mobile Devices](#)
- ▶ [Troubleshooting TechSmith Fuse](#)

View the Capture History

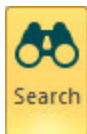
The library shows your capture history. Captures are categorized by:

- ▶ **Capture Type**
- ▶ **Recent Captures:** Captures taken in the past four weeks and any files viewed or saved in Snagit.
- ▶ **Date (Year and Month)**
- ▶ **Applications:** All applications Snagit captured from
- ▶ **Websites:** All websites Snagit captured from
- ▶ **Keywords:** List of keywords assigned to captures in Snagit
- ▶ **Flags:** Flag icons assigned to captures in Snagit

To access the library, open Snagit Editor and click the Library tab.

Search for Captures

1. In Snagit Editor, select Library tab > Search button.



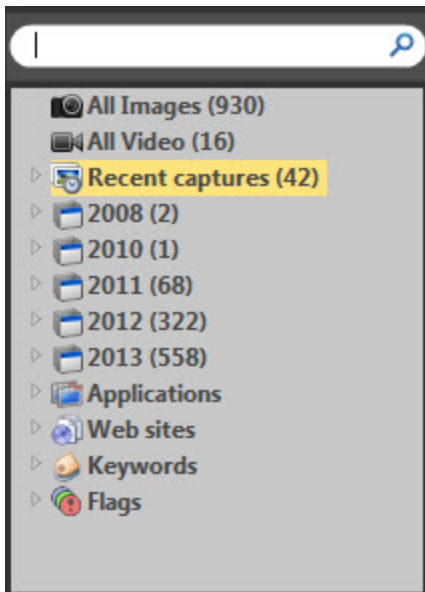
2. Enter a search term in the Search field. You can search by file name, by application or website captured from, by flags, or by keywords.
3. The search results appear below the search field. Click an item in the search results to view the captures in the library.
4. To open a capture in the [Open Captures Tray](#), double-click the capture in the library.

Browse the Capture History

1. In Snagit Editor, select Library tab > Search button.





2. Captures are categorized by date (month and year), applications, websites, keywords, or flags. Click a category in the Search pane to view the captures within that category in the library.



3. To open a capture in the **Open Captures Tray**, double-click the capture in the library.

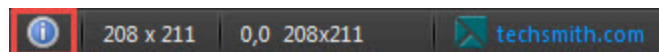
Viewing Captures in the Library

Click the List View button  or the Thumbnail View button  to switch the view for captures in the library.

Drag the Zoom slider to change the size of the capture thumbnails in the library.



Snagit captures other information during capture. To view this metadata information, click the Details button on the Library tab.



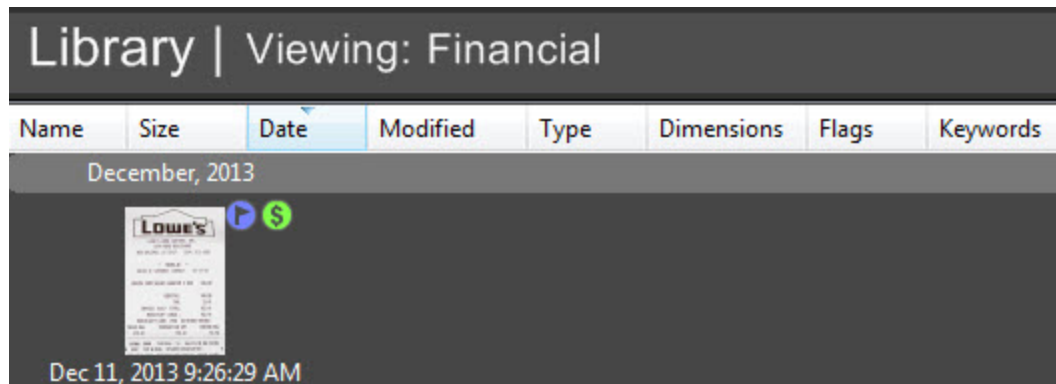
To open a capture in the **Open Captures Tray**, double-click a thumbnail in the library.

Add Flags or Keywords to Organize Captures

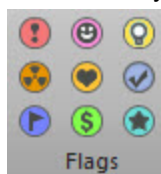
The Library tab shows your **capture history**. You can assign flags or keywords to help organize your captures.

Flags

Flags are visual icons assigned to captures. Flags appear on capture thumbnails in the **library** and in the **Open Captures Tray**.



1. Open Snagit Editor and select the Library tab.
2. Click to select a capture in the library.
3. On the Library tab, click to assign the desired flags.

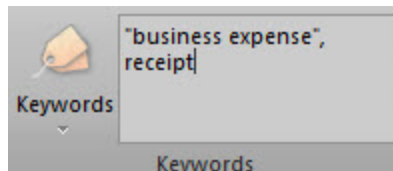


Keywords

Assign keywords to captures to help group or find captures easily at a later time.

Keywords are only visible in Snagit.

1. Open Snagit Editor and select the Library tab.
2. Click to select a capture in the library.
3. To assign a keyword, complete any of the following:
 - In the Keywords field, enter a keyword.
 - ◆ To enter a keyword that contains multiple words, place quotation marks around the phrase.
 - ◆ To add multiple keywords to a capture, separate keywords by commas.



- To assign an existing keyword, click the Keywords dropdown and select the desired keyword.

Share

Quickly share captures to popular destinations using the outputs and output accessories.

Select an Output before Capture

1. In OneClick, select a profile, the **Image Capture** button, or the **Video Capture** button.
2. Click the **Classic Capture Window** button.



3. In the Profiles Settings, select the desired output from the Share dropdown.
4. Click the **Capture** button and take the capture

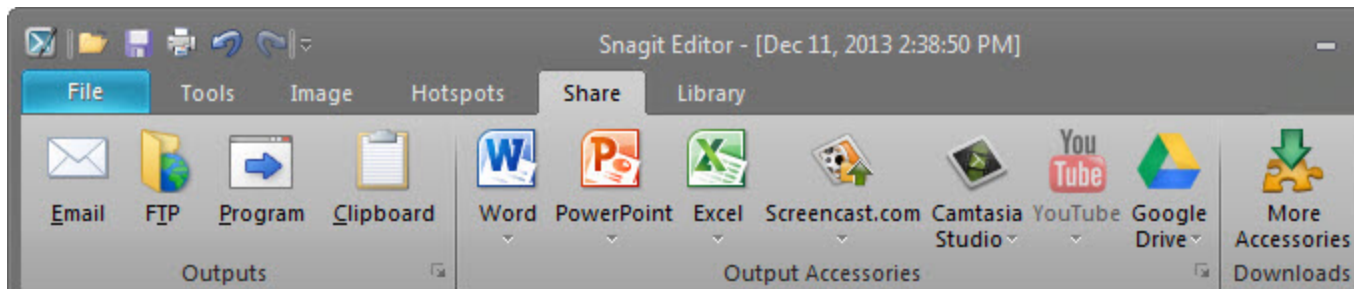


5. The capture opens in Snagit Editor. Click the **Finish Profile** button on the Share tab to send the capture to the selected output.

Disable the Preview Capture in Snagit Editor option, to send the capture to the selected output immediately after capture.

Select an Output in Snagit Editor

1. In Snagit Editor, click the Share tab.



2. Click an **Output** button to share a capture with the default settings or click the Output button dropdown to edit the settings before sharing. Snagit disables any outputs that do not support the file format of the selected capture.

Default Outputs

Output	Image	Video	Text
Email Insert the capture into a new email message.	✓		✓
FTP Send the capture to an FTP server using file transfer protocol.	✓	✓	✓
Program Send the capture to another program. Select from a list of programs available that support the capture's file format.	✓	✓	✓
Clipboard Copy the capture onto the Windows Clipboard for quick pasting into other locations or programs.	✓		✓
Word Insert the image capture into a Microsoft Word document.	✓		
PowerPoint Insert the image capture into a Microsoft PowerPoint presentation slide.	✓		
Excel Insert the image capture into a Microsoft Excel workbook.	✓		
Screencast.com Upload the capture to TechSmith's image and video hosting service and provides a URL or embed code for quick sharing.	✓	✓	
Camtasia Studio Import the image or video capture into Camtasia Studio, screen recording and video editing software.	✓	✓	
YouTube Upload the video capture to your YouTube account.		✓	
Google Drive Output Accessory Uploads the selected capture to Google Drive for image or video hosting. A link to the image or video on Google Drive is copied to the Clipboard.	✓	✓	

Download More Output Accessories

- ▶ In the classic capture window, select Tools > Open Accessories Manager > Get More Accessories.
- ▶ In Snagit Editor, select Share tab > More Accessories.

After downloading a new accessory, double-click the Snagit accessory file (SNAGACC) to install the accessory.

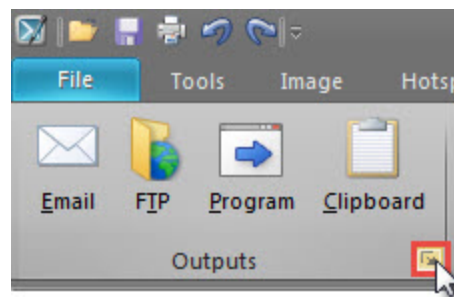
Email Output

Insert an image or text capture into a new email message using your default mail client, such as Microsoft Outlook or Outlook Express.

Web-based email clients are not supported.

Additional Options

To access additional email options, click **Share Properties** button on the Share tab.

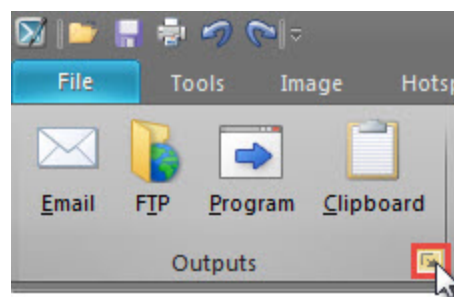


FTP Output

Send an image, video, or text capture to an FTP server for publishing on a website.

FTP Settings

To access FTP options, click **Share Properties** button on the Share tab.



Option	Description
FTP server	Enter the IP address or DNS name of the target FTP server.
Port	Enter the port number (usually 21 for FTP).
Remote path	Enter the directory path on the target server where you want to send the capture.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the progress dialog.
Use temp / rename replacement method	Send the capture to the server with a temporary file name. Rename the temporary file to the name specified in the File Name or Prefix field.
Server authentication	If the FTP server does not allow for anonymous FTP, enter the username and password for server authentication.
Use proxy server	Select to use a firewall or proxy server.
Proxy server and port	If the Use proxy server option is enabled, enter the Proxy Server/Port. A proxy server uses a different IP or DNS name, such as proxy.companyname.com:8080.

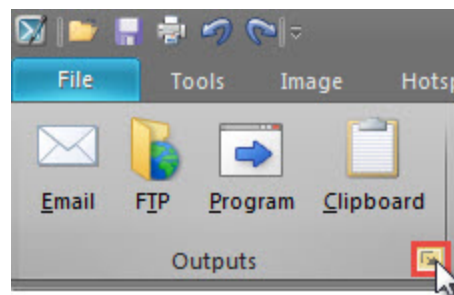
Program Output

Send an image, video, or text capture to another program. Select from a list of programs available that support the capture's file format.

1. In Snagit Editor, select a capture in the tray.
2. On the Share tab, click the Program output button.
3. The Program Output dialog appears. Select a program from the list and click **OK**.

Additional Options

To access additional program options, click **Share Properties** button on the Share tab.



Clipboard Output

Copy an image or text capture onto the Windows Clipboard for quick pasting into other locations or programs.

1. In Snagit Editor, select an image or text capture in the tray.
2. On the Share tab, click the Clipboard output button.
3. Snagit copies the capture onto the Windows Clipboard. Press CTRL+V to paste the capture into another program.

Some programs, such as web-based email, may not support transparency in pasted images. To disable transparency for clipboard output, in Snagit Editor, Select File > Editor Options > General tab > Disable image transparency on clipboard.

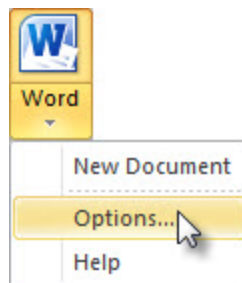
Microsoft Word Output Accessory

Insert an image capture into a Microsoft Word document.

1. In Snagit Editor, select an image capture in the tray.
2. On the Share tab, click the Word output button.

Additional Options

On the Share tab, click the Word Output dropdown and select Options.



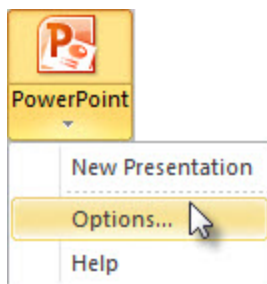
Microsoft PowerPoint Output Accessory

Insert an image capture into a Microsoft PowerPoint presentation slide.

1. In Snagit Editor, select an image capture in the tray.
2. On the Share tab, click the PowerPoint output button.

Additional Options

On the Share tab, click the PowerPoint Output dropdown and select Options.



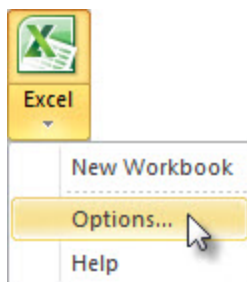
Microsoft Excel Output Accessory

Insert an image capture into a Microsoft Excel workbook.

1. In Snagit Editor, select an image capture in the tray.
2. On the Share tab, click the Excel output button.

Additional Options

On the Share tab, click the Excel Output dropdown and select Options.



Screencast.com Output Accessory

The Screencast.com output uploads the selected capture to Screencast.com for image or video hosting. Screencast.com provides a URL for easy sharing to your audience and an embed code for embedding the capture on a website or blog. Use the Screencast.com output to:

- ▶ Collaborate quickly on projects without slowing down to save and open attachments.
- ▶ Avoid concerns over viruses, file sizes, and incompatibilities.
- ▶ Use visuals in places that don't accept attachments (e.g. blog comments, forum posts, Twitter).
- ▶ Collect a library of visual examples; view them from any computer.
- ▶ Gather comments on your images, control who sees the images, offer an RSS feed, and more with Screencast.com's additional features.

Upload a Capture to Screencast.com

1. Select the video capture to upload from the tray.
2. Click the Screencast.com output button.
3. If it is your first time using the output, the Output to Screencast.com dialog appears. Enter your sign in information and click **Send**.

When the upload is complete, a message appears informing you that the capture link or embed code is on the clipboard, ready for pasting and sharing into an email, instant message, or another location.

Screencast.com Options

To access the Screencast.com output options, select Share tab > Screencast.com output dropdown > Options.

Option	Description
Sign-in	Prompt for sign-in information every time Always use this sign-in information
Default folder	Select a folder from the dropdown or create a new folder. To select a folder, you must have your email address and password entered in the Sign-in section above.
Prompt for file name	Prompts you to enter a file name before the capture is uploaded or you can use the existing file name in Snagit.
Show comments on view page	Allow viewers to comment on the uploaded capture on Screencast.com.
Clipboard	Choose whether the URL, HTML embed code, or URL with a thumbnail is added to the Clipboard after uploading a capture to Screencast.com.

Google Drive Output Accessory

Import Images and Videos from Google Drive

1. In Snagit Editor, select File > Import from Google Drive.
2. If you have not previously logged into your Google account, the Connect with Google Drive dialog appears. Enter your email and password and click **Sign in**.
3. Click **Accept** in the Connect with Google Drive dialog.
4. The Import from Google Drive dialog appears. Click to select the image or video to import into Snagit. Shift+click to import multiple images or videos.
5. Click the **Import** button.

Snagit adds the images or videos into the tray in Snagit Editor.

To edit video captures, import the videos into Camtasia Studio using the **Camtasia Studio Output Accessory**. You can only preview, **playback**, and **share** video captures in Snagit Editor.

Upload Images and Videos to Google Drive

1. In Snagit Editor, select an image or video capture in the tray.
2. On the Share tab, click the **Google Drive** output accessory button.
3. If you have not previously logged into your Google account, the Connect with Google Drive dialog appears. Enter your email and password and click **Sign in**.
4. Click **Accept** in the Connect with Google Drive dialog.
5. The Send to Google Drive dialog appears. Enter a file name, select the folder to upload the capture to, and click **Upload**.

Snagit uploads the image or video into the selected Google Drive folder and copies the URL onto the Clipboard. Videos may take some time to process in Google Drive.

Camtasia Studio Output Accessory

You must have Camtasia Studio version 7.0 or later installed to share captures using this output.

Import an image or video capture into Camtasia Studio, TechSmith's screen recording and video editing software. Use Camtasia Studio to:

- ▶ Trim or edit portions of the video capture before sharing with others.
- ▶ Import still images to use as source files in your Camtasia Studio video.
- ▶ Enhance your video capture with callouts, text, titles, captions, effects, and much more.

Learn more about enhancing and editing your video capture in Camtasia Studio [here](#).

Share an Image to Camtasia Studio

1. In Snagit Editor, select an image capture in the tray.
2. On the Share tab, click the Camtasia Studio output button.

Snagit imports the image capture as a PNG file into the Clip Bin in Camtasia Studio.

Share a Video to Camtasia Studio

1. In Snagit Editor, select a video capture in the tray.
2. On the Share tab, click the Camtasia Studio output button.

Snagit imports the MPEG-4 video into the Clip Bin in Camtasia Studio.

YouTube Output Accessory

Upload a video capture to YouTube for video hosting. YouTube provides a URL for easy sharing to your audience or an embed code for embedding the capture on a website or blog.

YouTube resizes the video to fit within their standard dimensions. For best results, record at YouTube's recommended dimensions.

Upload a Video Capture to YouTube

1. Select the video capture to upload from the tray.
2. Click the YouTube output button.
3. The Connect with YouTube dialog appears. Sign in using a YouTube or Google account.
4. Click the **Allow Access** button.
5. Enter a video title.
6. Select a Category.
7. Select to copy the video's URL or copy the HTML embed code onto the Clipboard.
8. Select the privacy setting for the video.
9. Click the **Upload** button.
10. The video uploads onto your YouTube account and the video's URL or the HTML embed code is copied to the Clipboard.

To access your YouTube account information from the output accessory, select Share tab > YouTube output accessory dropdown > Account.

Snagit Technical Reference

This section contains information for dialog boxes, menus, and other Snagit program options.

- ▶ [Capture Modes](#)
- ▶ [Capture Type Properties](#)
- ▶ [Command Line Options](#)
- ▶ [Program Preferences](#)
- ▶ [Output Share Properties](#)

Program Preferences

OneClick > Additional options and help > More preferences

- ▶ [Program Options tab](#)
- ▶ [Hotkeys tab](#)
- ▶ [Notifications tab](#)
- ▶ [Update Options tab](#)

Program Options Tab

OneClick > Additional options and help > More preferences > Program Options tab

Option	Description
Run Snagit when Windows starts	Opens and runs Snagit on computer startup.
Hide Snagit before capturing	Temporarily close Snagit during capture. This prevents Snagit from overlapping the content to capture.
Show magnifier	Display the magnifier during a region capture to help capture pixel perfect accuracy.
Show help text	Display the help window during capture to give additional capture instructions.
Use tray icon	Adds Snagit icon to the system tray. Double-click the icon to open Snagit.
Close to tray	If Use tray icon is enabled, this option provides access to Snagit from the tray icon when you close Snagit.
Minimize to tray	If Use tray icon is enabled, this option minimizes Snagit to the tray when you close Snagit.

Option	Description
Color scheme	Select a color for the Snagit interface theme. Black is the default setting.
Make Editor the active window on capture	Snagit forces the Snagit Editor into the foreground (with focus) after a capture.
Always keep Editor running in background	If enabled, snagiteditor.exe remains running in Windows Task Manager even if you close Snagit Editor. Enabling this option allows captures to open more quickly.
Paste images as HTML for Outlook Express	Pastes images into Outlook Express using HTML to allow the image to display correctly. See Email Output .
Embed images when sending email (Outlook/Outlook Express only)	If enabled, Snagit inserts the image directly into the body of an email message. Embedding images requires the email client to use HTML format for emails and send pictures with email option enabled. If disabled, Snagit attaches the image file to an email message. See Email Output .
File Associations	Select the files extensions you want Snagit Editor to open by default and click Save .
Reset Configuration	Restores all settings to the program defaults for the selected profile.
Clear History	Clear all entries from the recent lists and dropdown menus in Snagit.

Hotkeys Tab

OneClick > Additional options and help > More preferences > Hotkeys tab

Customize the key combinations for Snagit's capture hotkeys. Hotkeys allow you to:

- ▶ Maintain the cursor position on the screen during capture.
- ▶ Quickly access common commands without interacting with the Snagit interface.

Option	Description
Global capture	The global capture hotkey takes a capture with the currently selected capture settings. PRINT SCREEN is the default.
Show/hide Snagit	Shows or hides Snagit's capture interfaces: OneClick and the classic capture window. CTRL+SHIFT+X is the default.
Repeat last capture	Takes a capture using the last settings used for a capture.
Video capture	After selecting the area to record for a video capture, this hotkey starts,

Option	Description
start/pause/resume	pauses, or resumes the video recording. SHIFT+F9 is the default.
Video capture stop	For a video capture, this hotkey stops the video recording. SHIFT+F10 is the default.
OneClick Image capture	Takes a capture using the Image Capture which provides the flexibility to capture the entire screen, a window, an area of the screen, or a scrolling region all from a single capture option.
OneClick Video capture	Takes a capture using the Video Capture which provides the flexibility to capture the entire screen, a window, or an area of the screen all from a single capture option.
Restore Defaults	Click Restore Defaults to restore the hotkeys back to the original settings.

See also

- [Profile Hotkeys](#)

Notifications Tab

OneClick > Additional options and help > More preferences > Notifications tab

Option	Description
Assistance notifications	Select the types of program alerts and assistance tips to show: errors, warnings, tips, and balloon tips.
Log events to a file	Logs errors only or information and errors to a designated file. Select this option when running unattended captures. See Set Up a Scheduled Capture and Set Up a Time-Delayed Capture .
Log file	Type the name of the log file or click the Browse button to locate the file.
Max lines	Enter the maximum number of lines to save in the log file.
Audible alert when	Choose to play a sound when a hotkey is pressed or when a capture is finished. These alerts are disabled by default.

Update Options Tab

OneClick > Additional options and help > More preferences > Update Options tab

Option	Description
Enable automated update checking	Snagit automatically checks for program updates by default.
Days between checks	Enter the number of days between checking for updates.
Prompt before update check	Snagit prompts before checking for an update. You must be connected to the Internet to check for updates.

Capture Modes

Snagit offers three capture modes: Image, Text, and Video. The following capture modes are supported for each capture type:

Capture Type	Image Capture	Text Capture	Video Capture
All-in-One	✓	✓	✓
Entire Screen	✓	✓	✓
Selected Window	✓	✓	✓
Region	✓	✓	✓
Fixed Region	✓	✓	✓
Object	✓	✓	
Menu	✓		
Scrolling Window	✓	✓	
Scrolling Region	✓		
Custom Scroll	✓	✓	
Freehand	✓		
Clipboard	✓	✓	

Capture Type	Image Capture	Text Capture	Video Capture
Clipboard Chain	✓	✓	
Graphic File	✓		
Extended Window	✓		
Scanner or Camera	✓		
Multiple Areas of the Screen	✓		
Include the Cursor	✓		✓
Keep Active Links	✓		
Record Audio			✓

See Also

- ▶ [Profile Settings](#)

Capture Type Properties

Classic capture window > Capture Type dropdown > Properties

- ▶ [General Tab](#)
- ▶ [Fixed Region Tab](#)
- ▶ [Menu Tab](#)
- ▶ [Scrolling Tab](#)
- ▶ [Scanners & Cameras Tab](#)
- ▶ [Extended Window Tab](#)
- ▶ [Links / Hotspots Tab](#)
- ▶ [Object Tab](#)

General Tab

Classic capture window > Capture Type dropdown > Properties > General tab

These options apply to the Image capture mode.

Option	Description
Canvas color	Select the background color to fill in the canvas when taking captures with the irregular shapes. The default canvas color is transparent.
Clipboard text width (in pixels)	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.
Window capture title bar transparency	Select how Snagit captures transparent Windows Aero theme title bars.

Fixed Region Tab

Classic capture window > Capture Type dropdown > Properties > Fixed Region tab

These options apply to the Image, Text, and Video capture mode.

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 Region	Click the Select button to draw the region to capture on the screen.

See also

► [Capture a Fixed Region](#)

Menu Tab

Classic capture window > Capture Type dropdown > Properties > Menu tab

These options apply to the Image capture mode.

Option	Description
Include menu bar	Include the menu bar in menu captures.
Capture cascaded menus	Include cascading menus in menu captures.

See also

► [Capture a Menu](#)

Scrolling Tab

Classic capture window > Capture Type dropdown > Properties > Scrolling tab

These options apply to the Image and Text capture modes.

Option	Capture Mode	Description
Foreground the scrolling window	Image Text	Brings a selected scrolling window into view during a capture.
Scroll delay	Image Text	If you experience issues with scrolling, try increasing the scroll delay.
Scroll from top of document	Image Text	Select this option if vertical is selected for the scroll direction.
Scroll from left of document	Image	Select this option if horizontal is selected for the scroll direction.
Scroll direction	Image	Select the direction for the scrolling capture: Vertical, Horizontal, or Both.

Scanners and Cameras Tab

Classic capture window > Capture Type dropdown > Properties > Scanners and Cameras tab

These options apply to the Image capture mode.

Select the scanner or camera source device if you do not want to use the system default device.

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 Capture Type 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.

Extended Window Tab

Classic capture window > Capture Type dropdown > Properties > Extended Window tab

These options apply to the Image capture mode.

The Extended Window capture type captures the area of a window that is not visible on the screen. Extended Window also captures the window frame.

Option	Description
Use default capture size	To set a fixed resize amount when resizing windows before capture, enable the Use default capture size option. Disable this option 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 Capture Preview window before a capture. This can help you set the capture dimensions.

Links / Hotspots Tab

Classic capture window > Capture Type dropdown > Properties > Links / Hotspots tab

These options apply to the Image capture mode. 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.

Object Tab

Classic capture window > Capture Type dropdown > Properties > Object tab

These options apply to the Text capture mode.

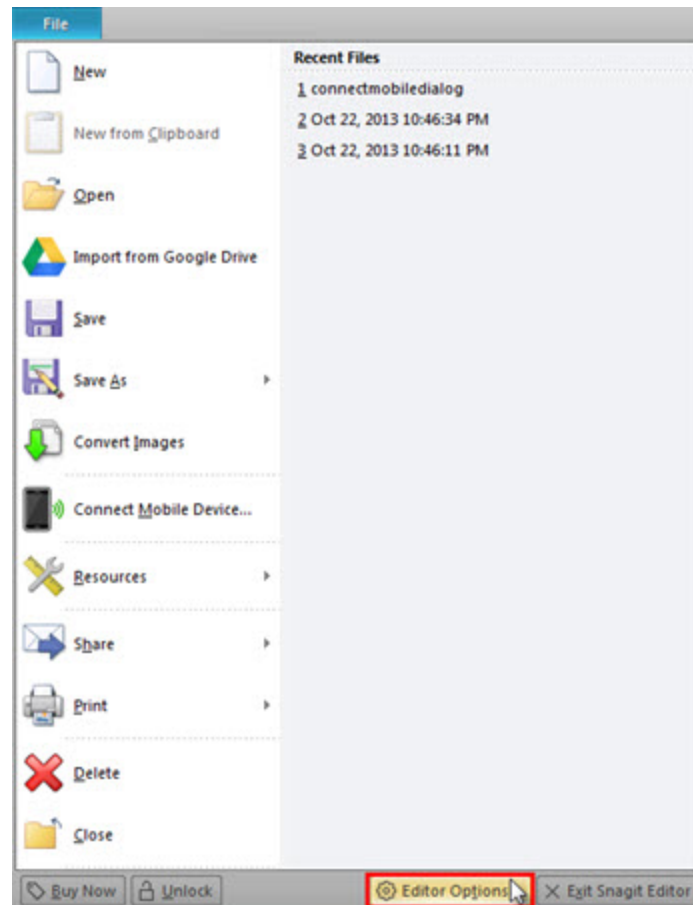
Select which items to include in a text capture.

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.

Snagit Editor Options

Snagit Editor > File > Editor Options

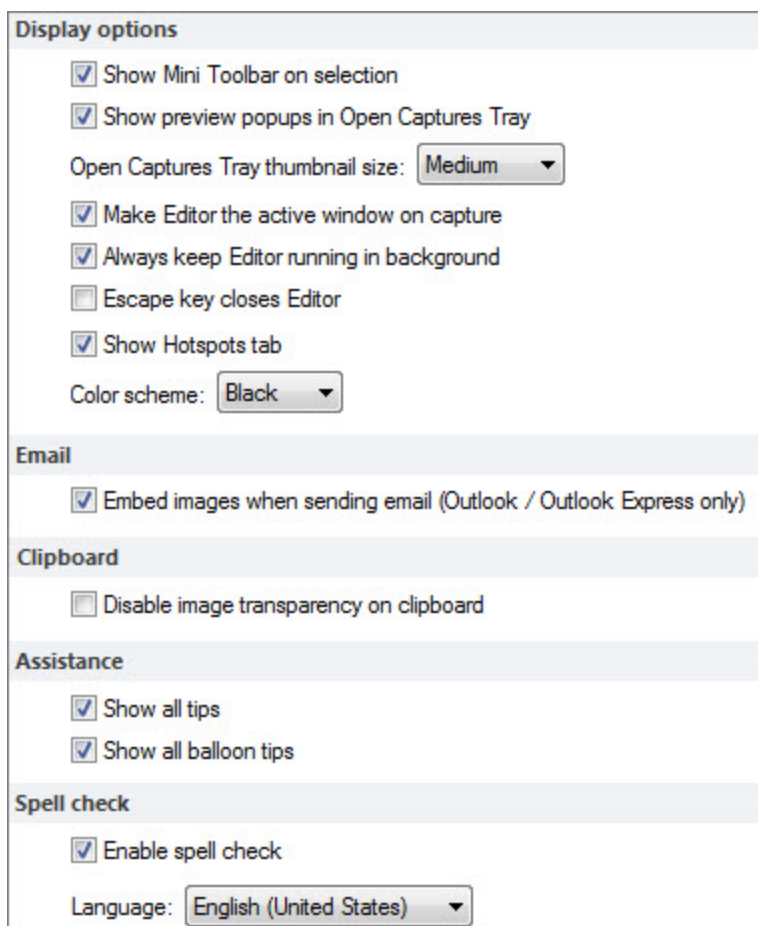
The Snagit Editor Options provides access to **program preferences**, including the Open Captures Tray settings, the **Quick Access Toolbar** options, and more.



General Tab

Snagit Editor > File > Editor Options > General

Set the preferences for the Snagit Editor display, Open Captures Tray thumbnails, **spell check** within callouts and text, and assistance tips.



The screenshot shows the 'Display options' dialog box with the following settings:

- ☒ Show Mini Toolbar on selection
- ☒ Show preview popups in Open Captures Tray
- Open Captures Tray thumbnail size: **Medium**
- ☒ Make Editor the active window on capture
- ☒ Always keep Editor running in background
- ☐ Escape key closes Editor
- ☒ Show Hotspots tab
- Color scheme: **Black**

Email

- ☒ Embed images when sending email (Outlook / Outlook Express only)

Clipboard

- ☐ Disable image transparency on clipboard

Assistance

- ☒ Show all tips
- ☒ Show all balloon tips

Spell check

- ☒ Enable spell check
- Language: **English (United States)**

Advanced Settings Tab

Snagit Editor > File > Editor Options > Advanced

The Advanced Settings tab controls how files are saved and the settings for the Open Captures Tray.

By default, Snagit automatically saves new captures in the library. Disabling this option, closes and deletes any unsaved captures when Snagit Editor closes. It is recommended to keep this option enabled.

To learn more about backing up and restoring captures, see [Back Up and Restore](#).

Mobile Sharing

TechSmith Fuse is a mobile app that allows you to send images and videos to Snagit Editor. To learn more about Mobile Sharing, see [About Mobile Sharing with TechSmith Fuse](#) and [Import Images and Videos from Mobile Devices](#).

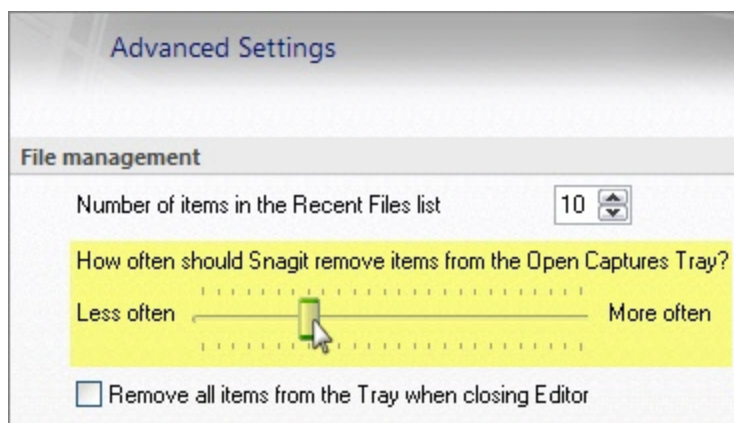
- ▶ **Allow sharing to Snagit:** You can import images and videos from your mobile device into the Snagit Editor for enhancing (image only) and sharing. Turn on this option to allow sharing between your mobile device and Snagit.
- ▶ **Keep original image dimensions:** Snagit automatically resizes mobile images for better viewing in Snagit Editor. Enable this option to import mobile images at the original dimensions.

- **Connection name:** TechSmith Fuse remembers each connection and allows you to choose which instance of Snagit to send the mobile images or videos to. You can customize the name of each connection to be sure you are sending the files to the correct computer running Snagit.

Customize the Open Captures Tray

Snagit Editor > File > 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.

Customize Tab

Snagit Editor > File > Editor Options > Customize

For more information on these options, see:

- [Quick Access Toolbar](#)
- [Snagit Editor Hotkeys](#)

Resources Tab

Snagit Editor > File > Editor Options > Resources

Check for program updates, contact technical support, view the free online tutorials on the TechSmith Web site, and find Snagit information, including the version and build number.

Improve Snagit Tab

Snagit Editor > File > Editor Options > Improve Snagit

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.

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.

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

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

Back Up and Restore

Snagit automatically stores 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 > File > Editor Options > Advanced > Backup/Restore Automatically Stored Files

1. Click **Backup** to create an archive of automatically stored captures (files not saved with a file name by you) in your library.
2. Select a file name and a location for the file. The file has a .snagarchive extension.

Restore

Snagit Editor > File > Editor Options > Advanced > Backup/Restore Automatically Stored Files

1. Select Restore to restore a previously created archive.
2. Browse to a 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.

Spell Check

Spell check is available for the Text and Callout drawing tools in the Snagit Editor and the Text > Edit control tab used to edit text captures.

When a word is misspelled, a red line appears beneath the word. The red line is only displayed in callouts or text boxes when text is actively being edited.

Enable or Disable Spell Check

Snagit Editor > File > Editor Options > General Tab > Enable spell check

Change Language

Snagit Editor > File > Editor Options > General Tab > Language dropdown

- ▶ Snagit is installed with the following spell check dictionaries:
 - English (United States)
 - English (Great Britain)
 - German
 - French
- ▶ Only one dictionary can be used to spell check text at a time.

Add a New Language Dictionary

Spell check in Snagit uses Hunspell, the same open source spell checker used by applications like OpenOffice.org, Mozilla Firefox, and Google Chrome. To add additional language dictionaries for use in Snagit, download a Hunspell compatible dictionary and place it in the following directory:

C:\Program Files\TechSmith\Snagit 11\dictonaries

If Hunspell compatible, the added dictionary appears in the Language dropdown in the Editor Options.

Output Share Properties

Classic capture window > Share dropdown > Properties

Snagit Editor > Share tab > Outputs group > Share Properties dialog

- ▶ **Share Properties Image File Tab**
- ▶ **Automatic File Name Options**
- ▶ **Share Properties Send Email Tab**
- ▶ **Share Properties FTP Tab**
- ▶ **Share Properties Program Tab**

- [Share Properties Page Setup Options Tab](#)
- [Share Properties Print Tab](#)
- [Share Properties Text File Tab](#)

Share Properties Image File Tab

Classic capture window > Share dropdown > Properties > Image File tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > Image File tab

Define the preferences for file format, file naming, and location for file storage. These options apply to Image and Printer capture modes.

Option	Description
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 .
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.
Folder	Select a folder for your captures.

Image File Format Properties

Classic capture window > Share dropdown > Properties > Image File tab > File Format

Snagit provides many different file formats to use for Image and Printer captures.

Alpha transparency is only available in the .png, .tif, and .snag file formats.

Select the Show advanced types option to view all file types or disable this option 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?

File Format	Available Options
.bmp - OS/2 Bitmap	Colors Subfile Type
.bmp - Windows Bitmap	Colors Subfile Type
.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 Subfile Type Transparency On
.ico - Windows Icon	Colors Append if file exists Transparency On
.jpg - JPEG image JPEG image 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 Subfile Type
.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
.pdf - Adobe PDF	PDF Page Setup
.png - Portable Network Graphics The PNG format is a lossless compression	Colors

File Format	Available Options
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.	
.psd - Adobe PhotoShop	Colors
.ras - SUN Raster	Colors
.snag - Snagit Capture File 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 will be flattened and made a permanent part of the image. Once flattened, the vector objects cannot be separated from the image.	No options available
.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 Subfile Type
.wfx - WinFax	Colors Subfile Type
.wmf - Windows Metafile Format	Colors
.wpg - WordPerfect	Colors

File Format Options Dialog

Classic capture window > Share dropdown > Properties > Image File tab > Always use this file format > Options button

The options available in the File Format dialog depend on the file format selected on the **Image File tab**.

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.

PDF Page Setup Options

Classic capture window > Share dropdown > Properties > Image File tab > Always use this file format: PDF > Options button > PDF Page Setup

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 (in inches) of the margins for the PDF.
Orientation	Select the page orientation.

Option	Description
Image lay-out	<ul style="list-style-type: none"> ► Fit on page (shrink): Shrinks the capture to fit onto one page. ► Allow to span multiple pages: Maintains the original size of the capture and allows the capture to span across multiple pages.
Preview	Preview the PDF setup settings.

Automatic File Name Options

Classic capture window > Share dropdown > Properties > Image File Tab > Automatic File Name > Options

Snagit Editor > Share tab > Outputs group > Share Properties dialog > 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.

Option	Description
Format	<p>Displays the file name components (i.e. computer name and date). Type in the field or select options from the File name components list.</p> <p>You can use dashes (-) and spaces to separate the different components.</p>
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 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 automatic numbering. 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 Ask before overwriting existing file names enabled, the files are overwritten.
Starting number	Select the first number to use for your saved files.

Share Properties Send Email Tab

Classic capture window > Share dropdown > Properties > Send Email tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > Send Email tab

Options apply to Image, Text, and Printer capture mode.

Option	Description
Prompt each time for email settings	Select to enter new email settings each time you send capture output by email.
Don't prompt. Use preset email defaults	Preset email settings to send your capture to a specific recipient or address.

Share Properties FTP Tab

Classic capture window > Share dropdown > Properties > FTP tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > FTP tab

Option	Description
FTP server	Enter the IP address or DNS name of the target FTP server.
Port	Enter the port number (usually 21 for FTP).
Remote path	Enter the directory path on the target server where you want to send the capture.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the progress dialog.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	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	Send the capture to the server with a temporary file name. Rename the temporary file to the name specified in the File Name or Prefix field.

Option	Description
method	
Server authentication	If the FTP server does not allow for anonymous FTP, enter the username and password for server authentication.
Use proxy server	Select to use a firewall or proxy server.
Proxy server and port	If the Use proxy server option is enabled, enter the Proxy Server/Port. A proxy server uses a different IP or DNS name, such as proxy.companyname.com:8080.

Share Properties Program Tab

Classic capture window > Share dropdown > Properties > Program tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > Program tab

Define preferences for 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 Program output list.
Edit	Edit the parameters for an application currently listed within Program output list.
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.

Share Properties Page Setup Options Tab

Classic capture window > Share dropdown > Properties > Print tab > Page Setup Options 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	<p>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.</p> <p>The actual capture is not resized.</p>
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	<p>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.</p> <p>Click on a handle and drag the image to position on the page. Or, click on a handle and resize the image.</p> <p>The actual capture is not resized.</p>
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	<p>Determine the placement of the image on the page.</p> <p>Select an Image Position by clicking one of the buttons in the positioning cluster to select a location on the printed page.</p>
Sample image size	<p>Use these options to preview your capture.</p> <p>This option is not available in the Editor.</p>

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.

Share Properties Print Tab

Classic capture window > Share dropdown > Properties > Print tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > Print tab

Define print preferences for captures.

Options apply to Image, Text, and Printer capture modes.

Options	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 Image and Printer capture modes. See Share Properties Page Setup Options for more information.

Share Properties Text File Tab

Classic capture window > Share dropdown > Properties > Text File tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > 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.

Share Properties Video File Tab

Classic capture window > Share dropdown > Properties > Video File Tab

Snagit Editor > Share tab > Outputs group > Share Properties dialog > Video File Tab

The following options customize the naming and saving process when sending a video capture to an output.

Option	Description
Ask for file name	Enter a file name before saving the video capture.
Fixed file name	Assign the same file name to each video capture. Enable this option if you continually and automatically update the same video capture file.

Option	Description
Name	Enter a file name for the Fixed file name option.
Automated file name	Automatically assign a file name and location to video captures. Send your capture to the output without going through the manual naming process in the Save As dialog. Click the Options button to change the default auto name.
Folder	Select a folder for your video captures.

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 complete a capture using current settings and close when finished or canceled. This option runs Snagit hidden with hotkeys disabled.
/SC	Causes Snagit to complete a capture using current settings and continue to operate after the capture (not close). This option runs Snagit hidden with hotkeys disabled.
/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.