



Snagit on Windows® 11

Snagit 11.1 Help File

Version 11.1.0

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Welcome to Snagit

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



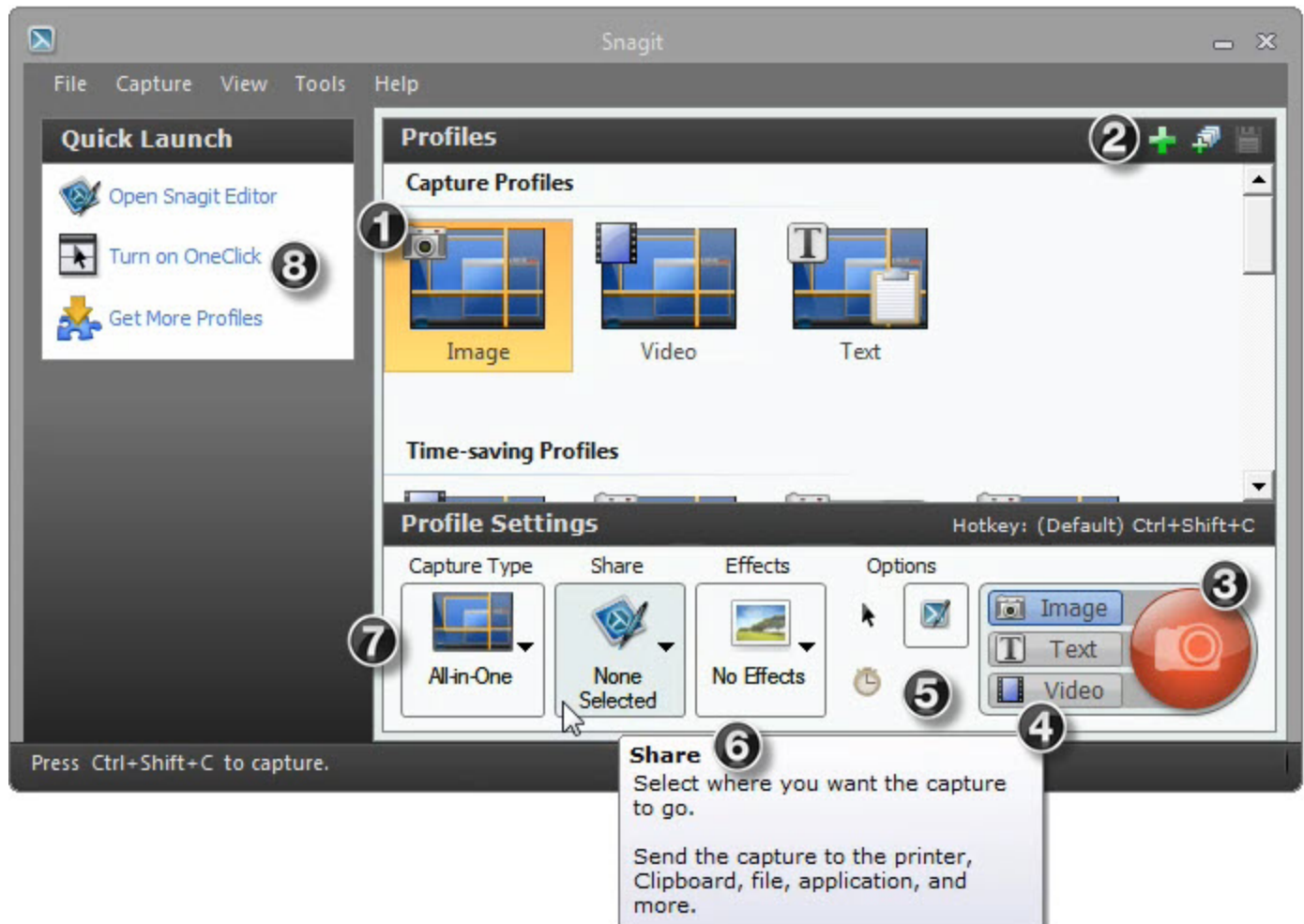
In Snagit:

- ▶ Save often-used **capture settings** as Profiles.
- ▶ Apply **edge effects**, **filters**, and other **effects** during capture.

In Editor:

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

Snagit Interface Overview




1	A Profile includes a Capture type, Share Output and Effects combination. The Capture Profile Properties display as a tooltip when the mouse hovers over the profile icon.
2	Use the Profile Toolbar to create and edit profiles. <ul style="list-style-type: none"> ▶ New Profile saves the current Profile Settings as a new capture profile. ▶ Use New Profile Wizard to create a new profile by walking you through all Profile Settings. ▶ Save Profile overwrites a selected profile with the current Profile Settings.
3	Click the Capture button to initiate the capture. You can also use the default global hotkey, PRINT SCREEN . See Hotkeys .

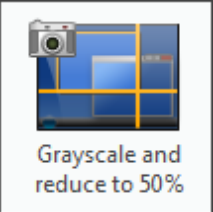
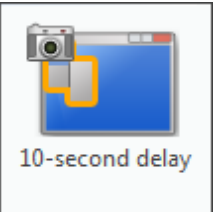

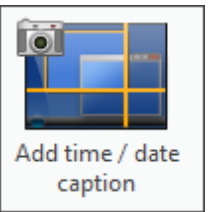
4	A capture mode is the type of capture you want to take. To change the mode, click on the Image , Video , or Text button next to the Capture button. There are three different capture modes: Image Capture , Text Capture , and Video Capture .
5	Options define how the capture looks or if you preview your capture in Editor before sending it to an Output. For example, options include: <ul style="list-style-type: none">▶ Capture the mouse cursor▶ Set a timed or delayed capture▶ Preview in Editor
6	Find informational tips throughout Snagit as you hover over icons, buttons, etc.
7	Use the Profile Settings to select the capture mode, Capture Type, Share Output, and Effects. Profiles Settings update when you select different profiles in the Profiles pane.
8	Quick Launch gives access to Snagit Editor and Turn on OneClick .

Default Profiles

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

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

Profile	Description	Profile Settings
 <p>Image</p>	An all-purpose profile, All-in-One Capture® takes image captures of regions, windows, scrolling windows, and the entire screen.	Mode: Image Capture Type: All-in-One Share: None Options: Preview in Editor
 <p>Video</p>	An all-purpose profile, All-in-One Capture® takes video captures of regions, windows, and the entire screen.	Mode: Video Capture Type: All-in-One Share: None Options: Cursor and Preview in Editor
 <p>Text</p>	An all-purpose profile, All-in-One Capture® takes text captures of regions, windows, and the entire screen.	Mode: Text Capture Type: All-in-One Share: Clipboard Effects: Space formatted Options: Preview in Editor
 <p>Share via Screencast.com</p>	Uses the All-in-One capture type to capture video and the cursor from regions, windows, or the entire screen. The video is uploaded to Screencast.com where you can share the video with your audience through a URL.	Mode: Video Capture Type: All-in-One Share: Screencast.com Options: Cursor

Profile	Description	Profile Settings
 <p>Grayscale and reduce to 50%</p>	<p>The image is converted from full color to grayscale. The image size (dimensions) is reduced by 50%. This is often helpful for printed handouts.</p>	<p>Mode: Image</p> <p>Capture Type: All-in-One</p> <p>Share: None</p> <p>Effects: Grayscale Scale 50%</p> <p>Options: Preview in Editor</p>
 <p>10-second delay</p>	<p>Uses Menu capture type to capture program menus. Timed Capture option is enabled, which causes a delay between when a capture is initiated and when it is taken. A timer appears on-screen to indicate when the capture is taken.</p>	<p>Mode: Image</p> <p>Capture Type: Menu</p> <p>Share: None</p> <p>Options: Cursor, Preview in Editor, Timed Capture</p>
 <p>Insert into Word with border</p>	<p>Uses the All-in-One capture type to capture an image from regions, windows, or the entire screen. The capture is inserted into a Word document and includes a border.</p>	<p>Mode: Image</p> <p>Capture Type: All-in-One</p> <p>Share: Word</p> <p>Effects: Border</p>
 <p>Add time / date caption</p>	<p>Uses the All-in-One capture type to capture an image from regions, windows, or the entire screen. You can preview the time/date caption in Snagit Editor.</p>	<p>Mode: Image</p> <p>Capture Type: All-in-One</p> <p>Share: None</p> <p>Effects: Caption</p> <p>Options: Preview in Editor</p>

Snagit 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, select **Snagit > Tools > Program Preferences > Hotkeys** or right-click on a profile and select **Set Hotkey**.

Snagit	Hotkey
Global capture Initiate a capture with the currently selected profile.	PRINT SCREEN
Hide/Show Snagit	CTRL+SHIFT+X
Repeat last capture	CTRL+SHIFT+R

Image Capture

During Image Capture	Hotkey
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

Video Capture

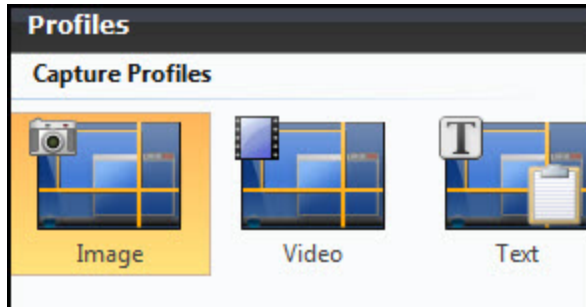
During Video Recording	Hotkey
Start, pause, resume recording	SHIFT+F9
Stop recording	SHIFT+F10

For a list of Snagit Editor hotkeys, see [Snagit Editor Hotkeys](#).

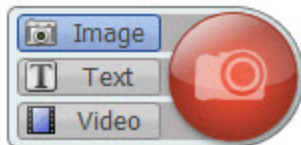
Image Capture

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

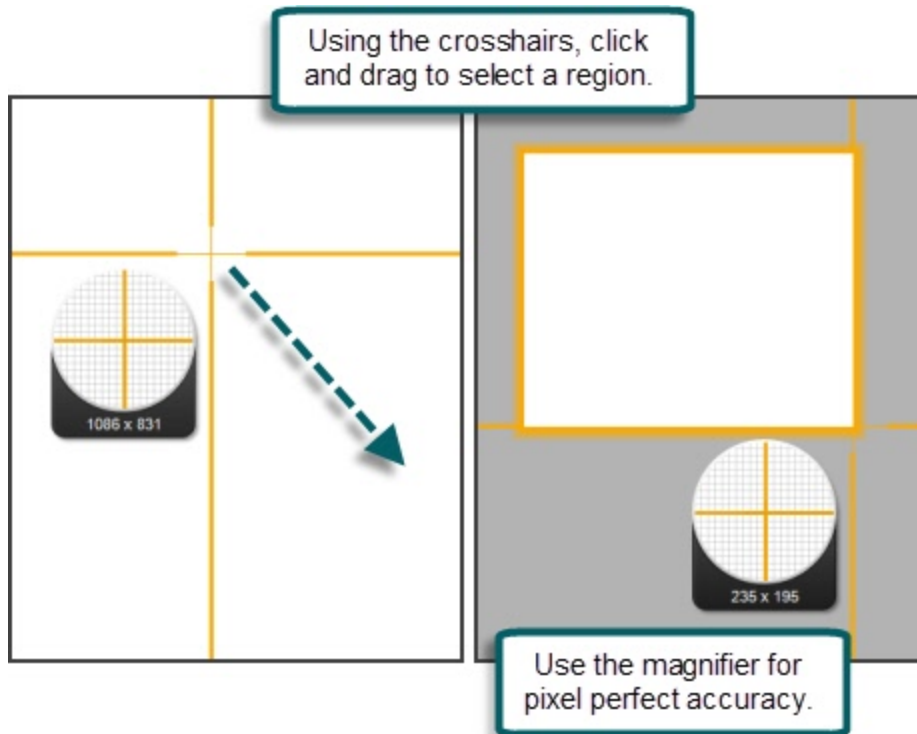
1. Open what you want to capture.
2. Without minimizing what you want to capture, open Snagit.
3. Select a capture profile from the **Default Profiles**.

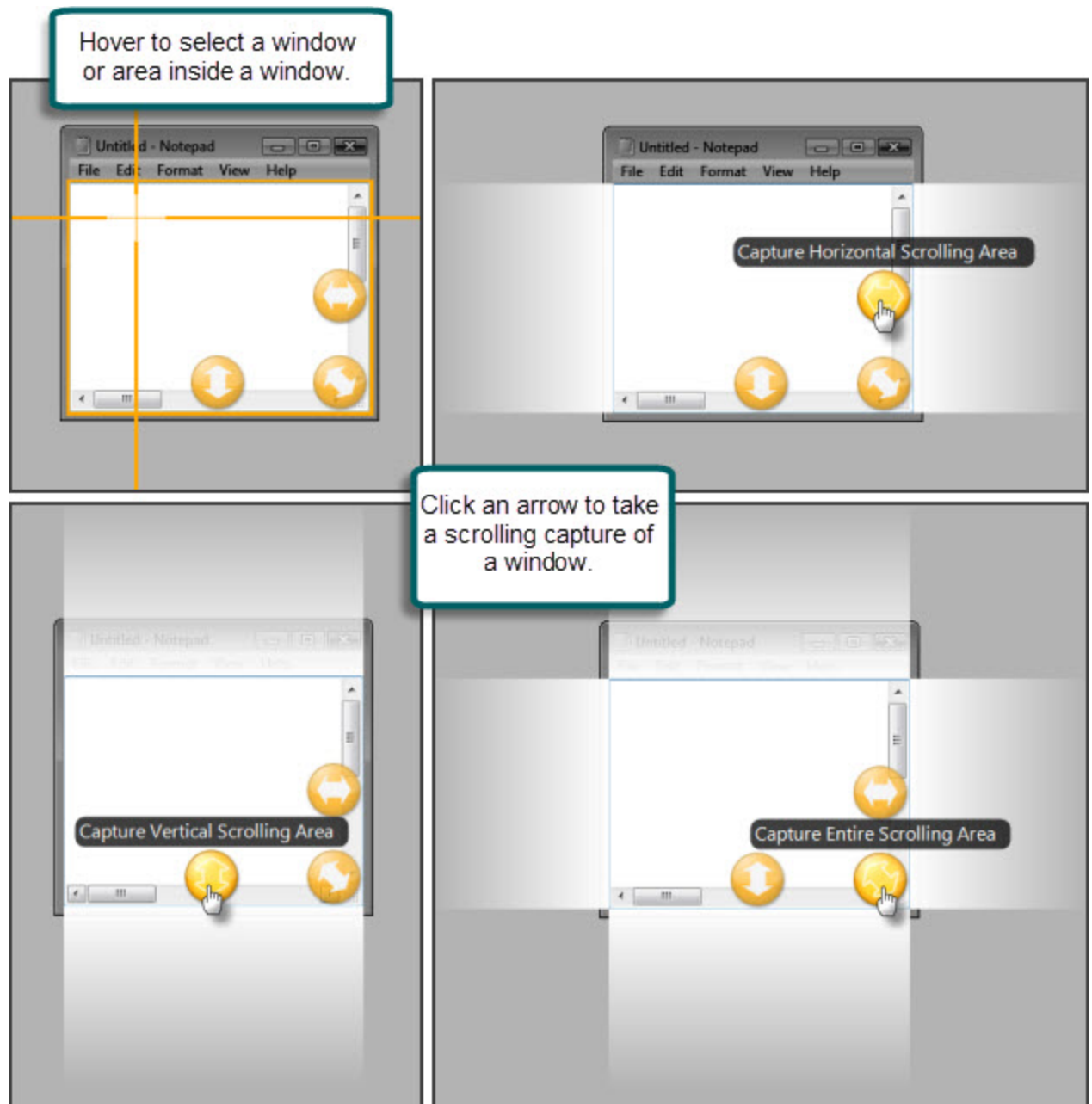


4. Click **Capture**.



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





When complete, the capture is opened in Snagit Editor.

Once the image is in Snagit Editor:

- ▶ Use the **Draw** tab to annotate the capture.
- ▶ Use the **Image** tab to add **Effects**.
- ▶ To share the capture, click an output on the **Share** tab.

In Editor, the capture remains in the **Open Captures Tray** and in **Recent captures** in the search pane.

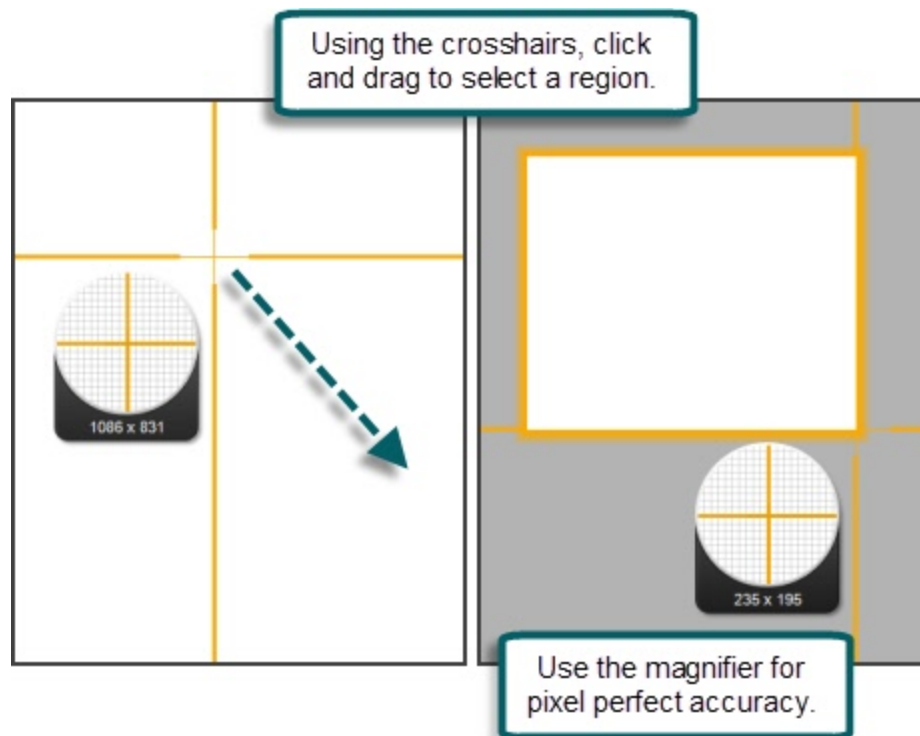
Capture a Region, Window, or Scroll a Window

All-in-One Capture® Type

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

The default profile uses All-in-One Capture.

Region

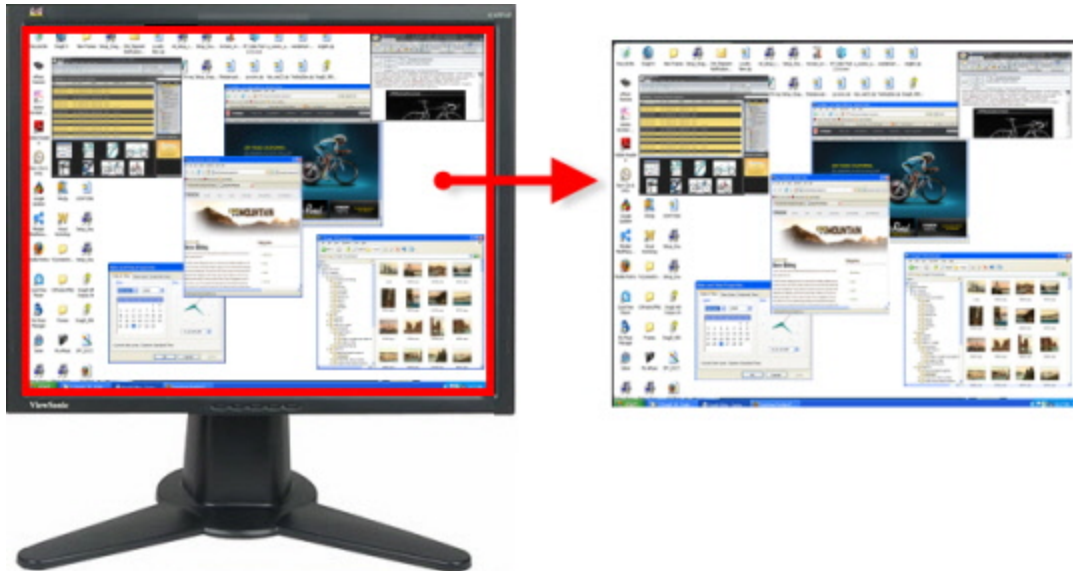


Window, Scroll a Window



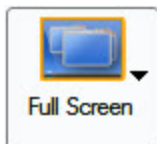
Capture the Entire Screen

If you have multiple monitors, Full Screen captures both monitors. To only capture one monitor, use [Capture a Region](#).



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Full Screen**.

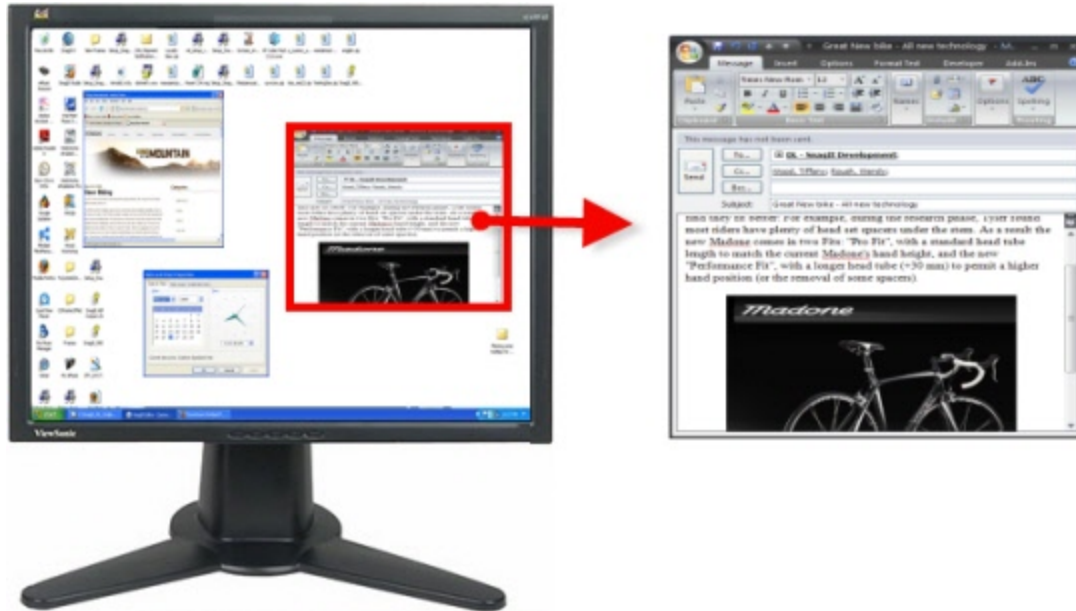


3. Select the Share Output and [Effects](#).
4. Click the **Capture** button or press the global capture [hotkey](#). The capture is sent to the selected Output.

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

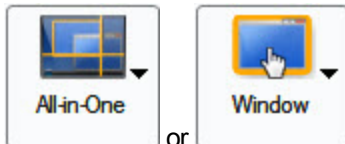
Capture a Window

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



Setup Instructions

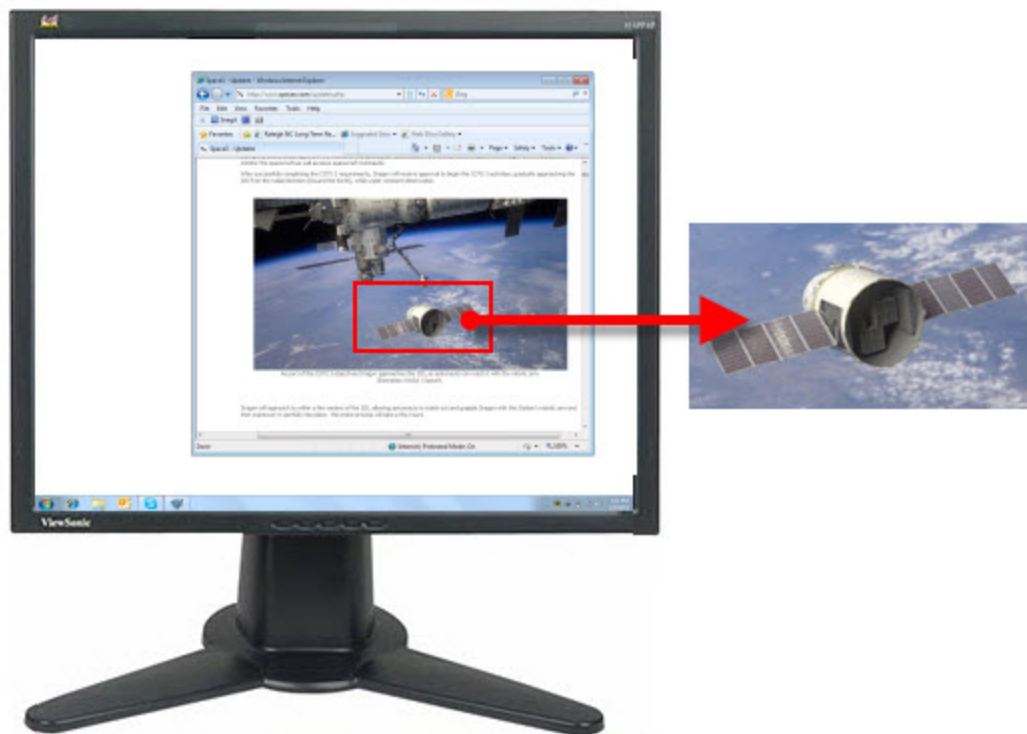
1. Select Image capture mode.
2. For the Capture Type, select **All-in-One** or **Window**.



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

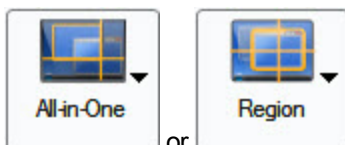
For additional capture options, see [Image Capture](#).

Capture a Region



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **All-in-One** or **Region**.



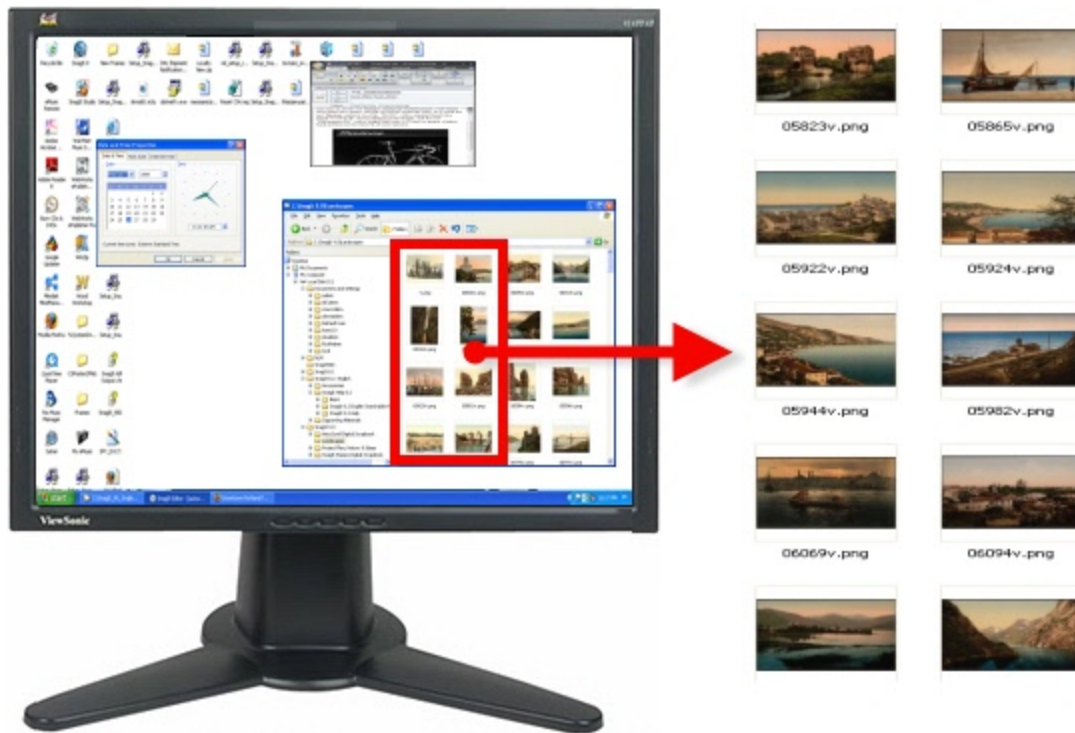
3. Select the Share Output and **Effects**.
4. Click the **Capture** button or press the capture **hotkey**.
5. Using the crosshairs, click and drag to select a region.

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

6. Release the mouse to complete the capture. The capture is sent to the selected Output.
- For additional capture options, see [Image Capture](#).

Capture a Fixed Region

Capture a preset rectangular area.

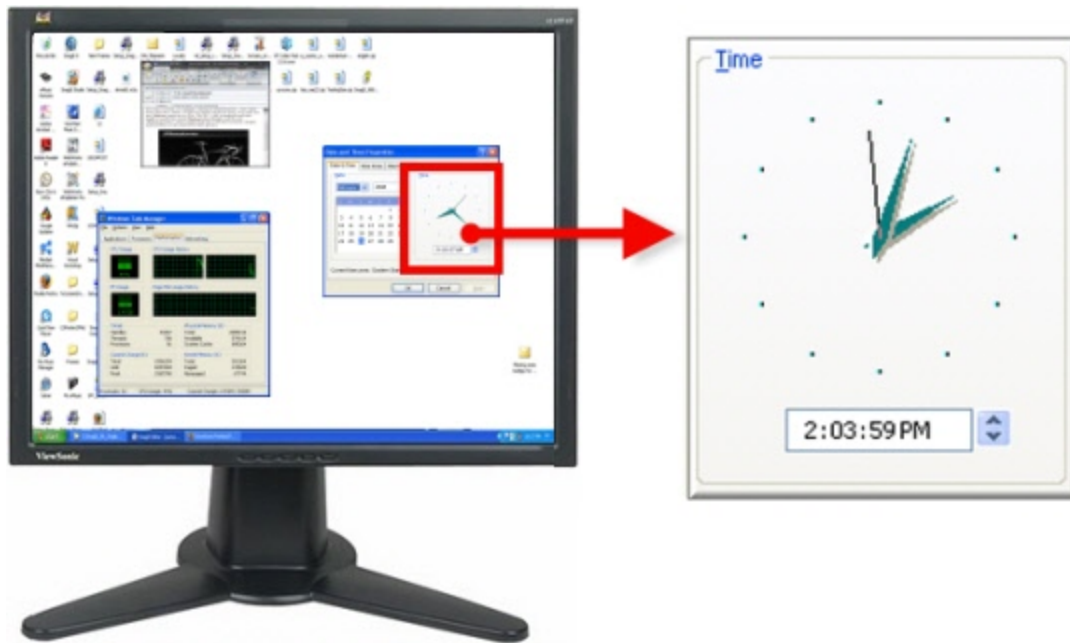


1. Select Image capture mode.
2. For the Capture Type, select Advanced > Fixed Region.
3. Select Input > Properties, and in the Fixed Region tab enter the width and height of the fixed region. Click **OK**.
4. Select the Share Output and **Effects**.
5. Click the **Capture** button or press the capture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

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

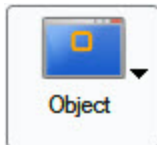
Capture an Object

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



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Object.

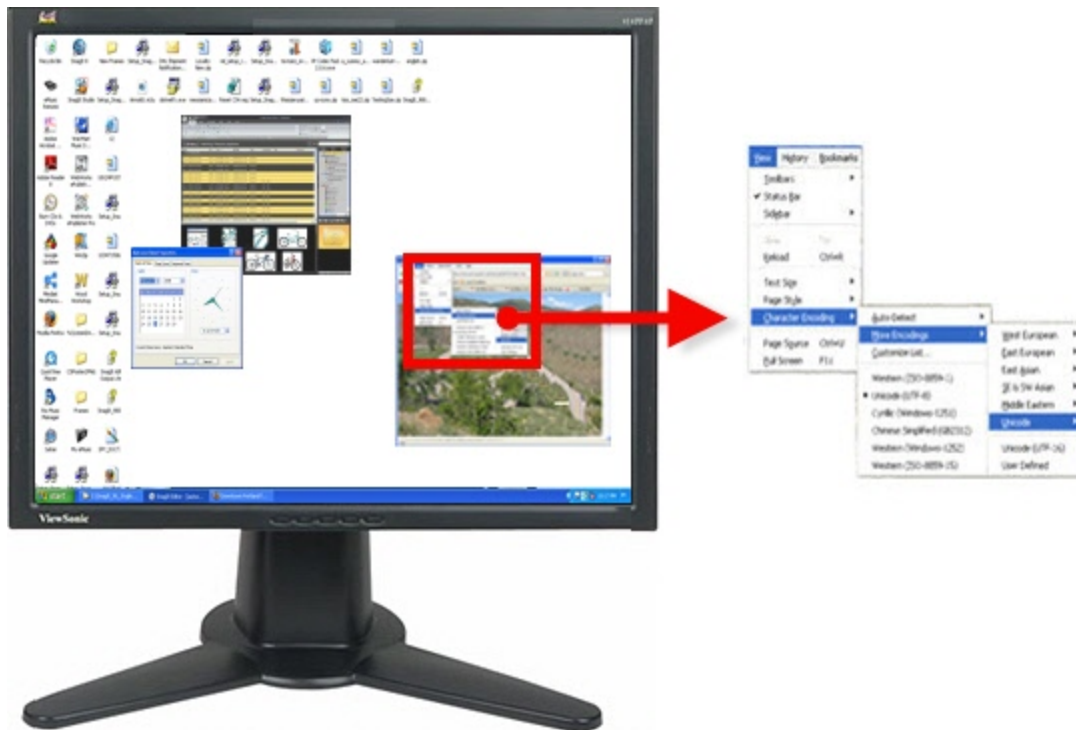


3. Select the Share Output and **Effects**.
4. Click the **Capture** button or press the capture **hotkey**.
5. Orange crosshairs appear. Move the crosshairs to select an object.

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

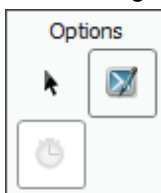
Capture a Menu

Capture a dropdown or cascading menu.



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Object.
3. Select Snagit > Options > Timed Capture button. The Timer Setup dialog appears.



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

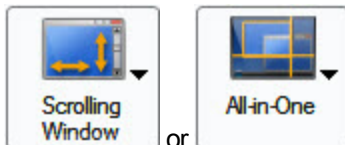
For additional capture options, see [Image Capture](#).

Capture a Scrolling Image



Setup Instructions

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

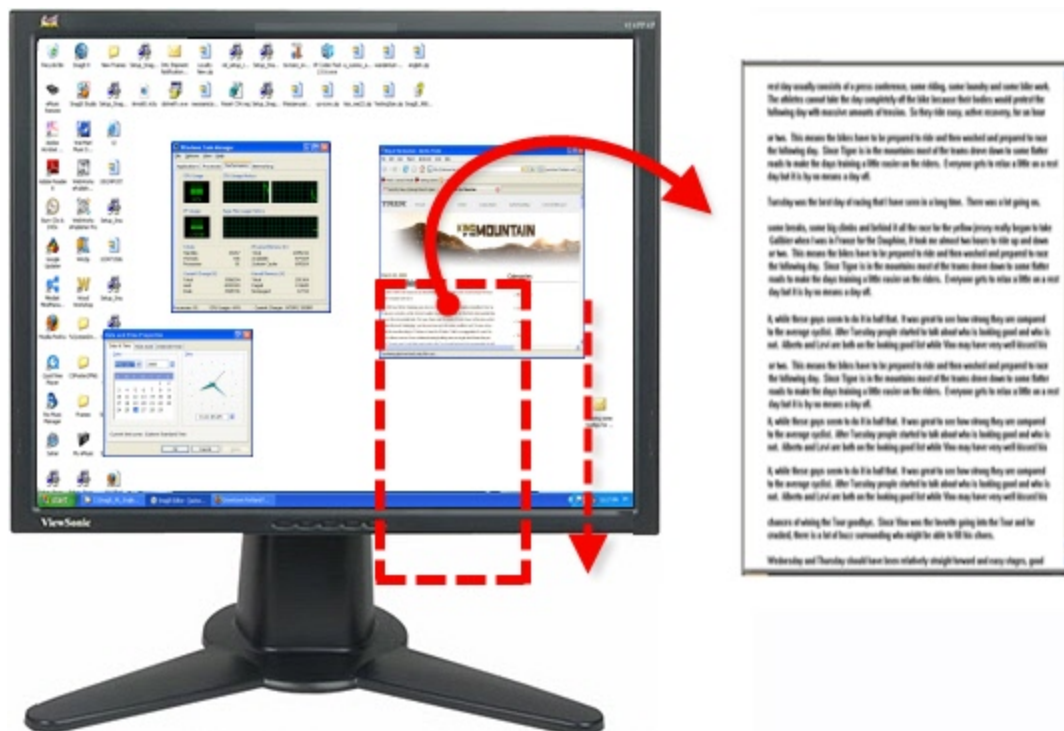


3. Select the Share Output and **Effects**.
4. Click the window to give it focus.
5. Click the **Capture** button or press the capture **hotkey**.
6. Orange crosshairs appear. Move the crosshairs to select a window. Click the arrow button to select a scrolling direction to complete the capture.
7. The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

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

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

Capture Scrolling Text



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

Setup Instructions

1. Select Text capture mode.
2. For the Capture Type, select **Scrolling Window**.

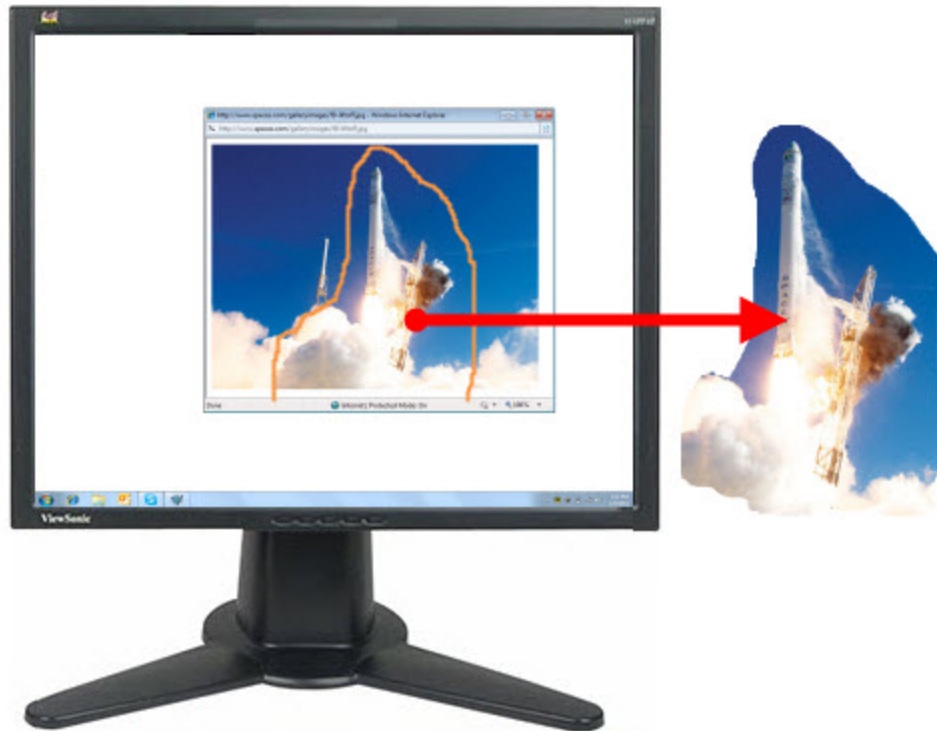


3. Select the Share Output and **Effects**.
4. Click the window to give it focus.
5. Click the **Capture** button or press the capture **hotkey**.
6. Orange crosshairs appear. Move the crosshairs to select a window. Click the arrow button to select a scrolling direction to complete the capture.
7. The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

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

Capture a Free Hand Area

Take a capture of an area by drawing with the mouse.



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Free Hand**.
3. Click the **Capture** button or press the capture **hotkey**.
4. The cursor changes to a small pair of scissors. Click and drag the mouse to draw a loop around an area to be captured. The screen outside the capture area is grayed out. When the mouse is released, the capture is taken.

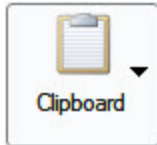
For additional capture options, see [Image Capture](#).

Capture Clipboard Contents

Capture the graphic or text contents from the Windows Clipboard.

Setup Instructions

1. Select Image or Text capture mode.
2. For the Capture Type, select Advanced > Clipboard.



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

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

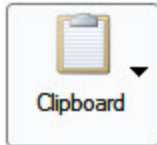
For additional capture options, see [Image Capture](#).

Create a Capture Clipboard Chain

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

Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Clipboard.



3. Select Capture Type > Advanced > Clipboard Chain.
4. Select the Share Output and **Effects**.
5. Click the **Capture** button or press the capture **hotkey**. A confirmation dialog appears.
6. The Clipboard contents are automatically captured each time you copy something to the Clipboard.

To disable Clipboard Chain capturing, in Snagit, select Capture Type > Advanced > Clipboard Chain or select a profile with a different capture type.

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

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

Capture from a Scanner or Camera

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

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

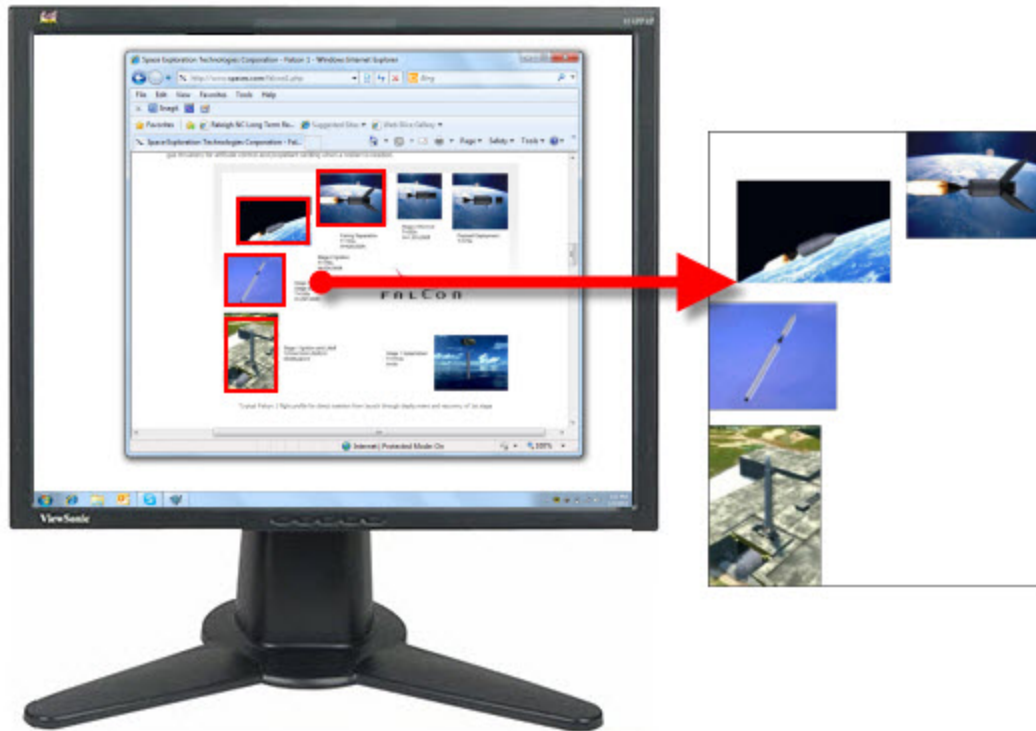
Setup Instructions

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

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

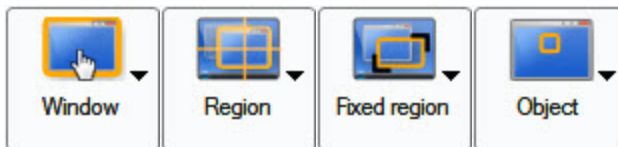
Capture Multiple Areas of the Screen

Select multiple areas of the screen to capture.



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Window**, **Region**, **Fixed Region**, or **Object**.



3. Select Capture Type > Properties > General tab to select the capture background color. Transparent is the default color. Click **OK**.
4. Select the Share Output and **Effects**.
5. Select Capture Type > Multiple Area.
6. Click the **Capture** button or press the capture **hotkey**.
7. As you select areas, colors invert to show the selection. Select multiple areas.
 - ▶ **Window:** Use the cursor to select more than one window on your screen.
 - ▶ **Region:** Click and drag the cursor to select more than one region on your screen.
 - ▶ **Fixed Region:** Use the cursor to select more than one fixed-size region on your screen. Set the fixed region size by selecting Capture Type> Properties > Fixed Region > Properties > Fixed Region > Use fixed starting point option.

- **Object:** Use the cursor to select more than one object on your screen.

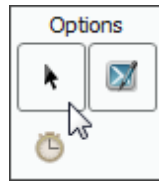
To deselect an area, hold **ALT** and click the area to remove from the selection.

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

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

Include the Cursor in an Image Capture

Click the **Cursor** button in the Options to capture the mouse pointer in an image capture.



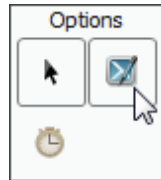
The image above shows the **Cursor** option selected. To turn it off, click the **Cursor** button again.

Use the **capture timer option** or position the cursor and use the hotkey combination to take your capture to make sure the cursor is in the correct position.

Preview a Capture in Snagit Editor

Click the **Preview in Editor** button in the Options to open a capture in Snagit Editor before sending it to the desired Output.

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



The image above shows the **Preview in Editor** option selected. To turn it off, click the **Preview in Editor** button again.

Scrolling Large or Oversized Image Captures (Auto Scroll)

Snagit's Auto Scroll feature captures images too long or wide to see in a window or browser.

For specific examples of scrolling captures, see:

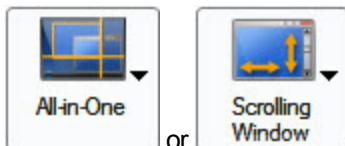
- ▶ **Web Page Longer than Browser Window**
- ▶ **Web Page Longer and Wider than Browser Window**
- ▶ **Vertical Region of Web Page with Active Links**
- ▶ **Region of Web Page Not Visible In Browser Window**
- ▶ **Secondary Web Page Window Longer and Wider than Browser Window**
- ▶ **Region of Web Page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

Web Page Longer than a Browser Window



Setup Instructions

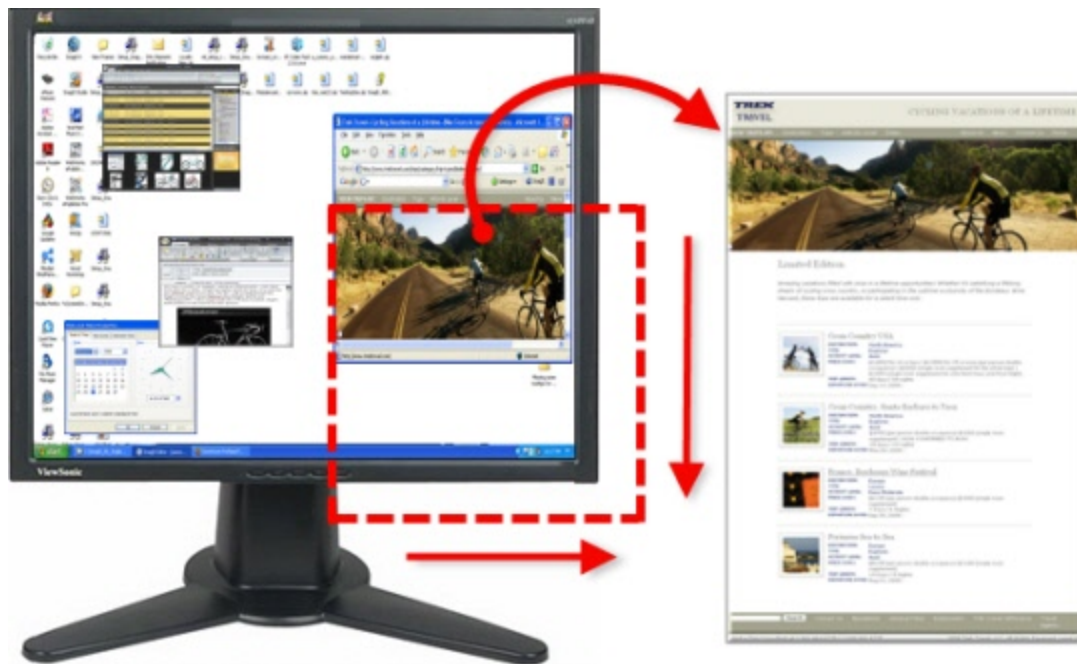
1. Select Image capture mode.
2. For the Capture Type, select **All-in-One** or **Scrolling Window**.



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

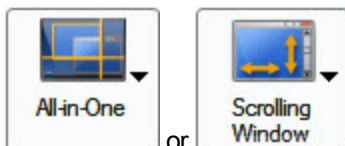
For additional capture options, see **Scrolling, Large, or Oversized Image Captures**.

Web Page Longer and Wider than a Browser Window



Setup Instructions

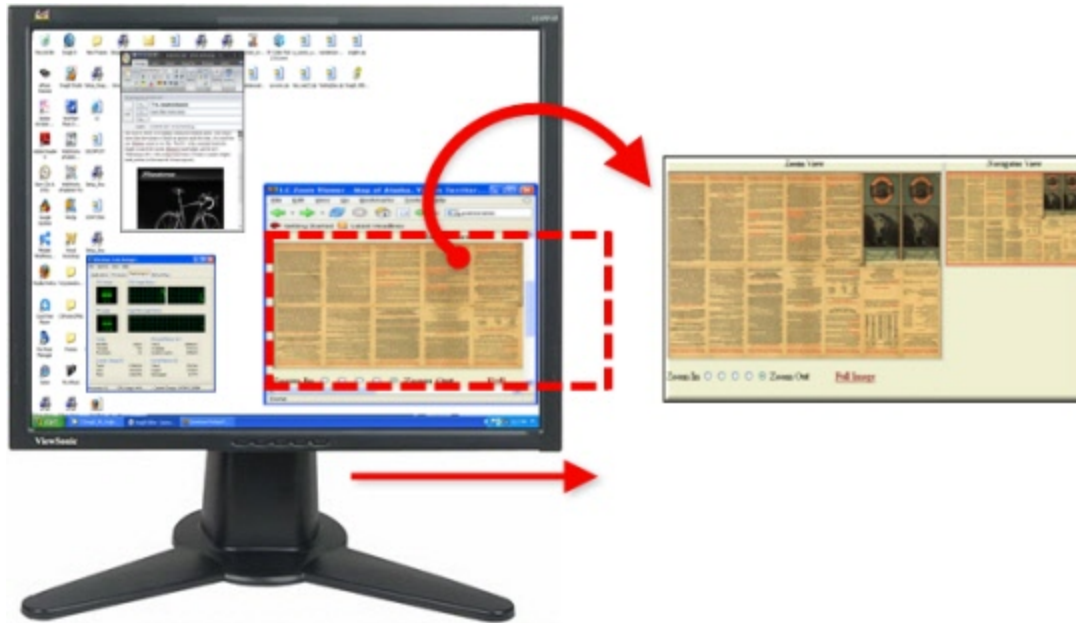
1. Select Image capture mode.
2. For the Capture Type, select **All-in-One** or **Scrolling Window**.



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

For additional capture options, see **Scrolling, Large, or Oversized Image Captures**.

Web Page Wider than the Browser Window



Setup Instructions

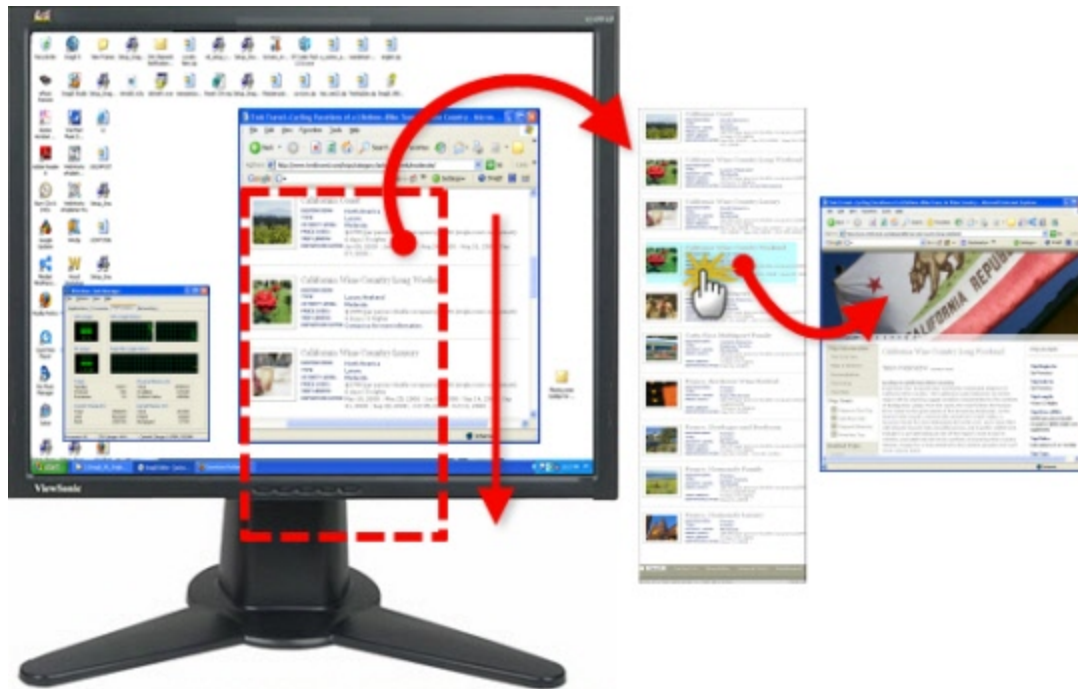
1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



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

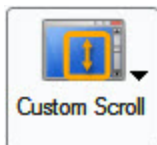
For additional capture options, see [Scrolling, Large, or Oversized Image Captures](#).

Vertical Region of Web Page with Active Links



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Custom Scroll.



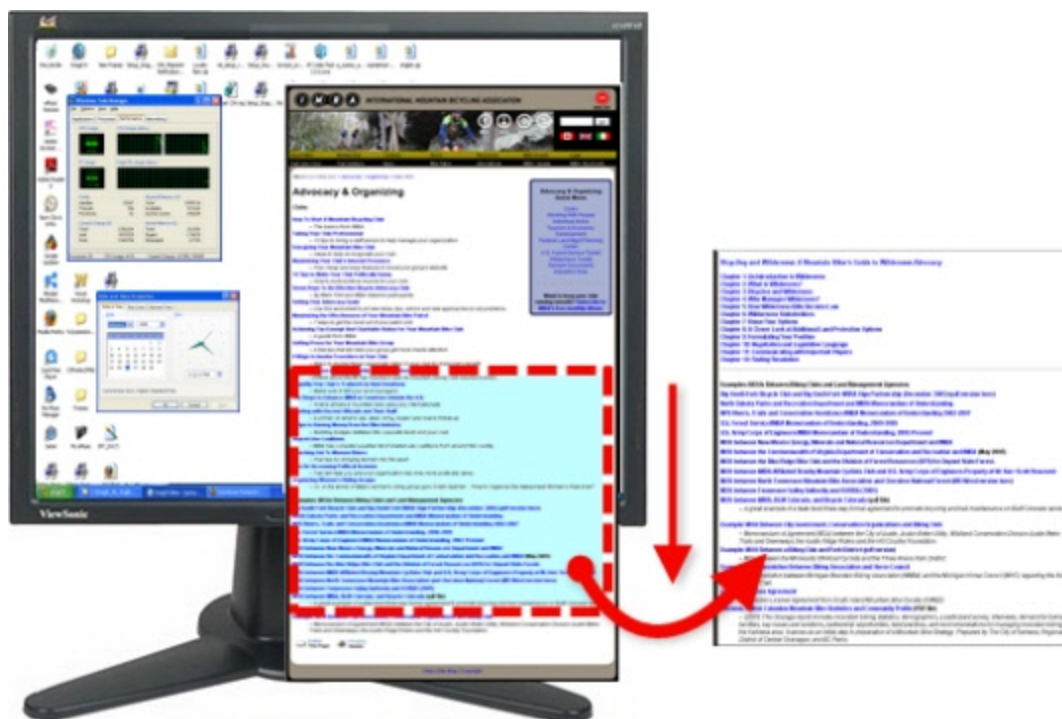
3. Select Capture Type > Keep Links.
4. Select the Share Output and **Effects**.
5. Click the browser window to give it focus.
6. Click the **Capture** button or press the capture **hotkey**.
7. Drag the cursor over the area to capture. An orange rectangle appears.
8. Click the down arrow on the window's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



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

For additional capture options, see **Scrolling, Large, or Oversized Image Captures**.

Region of a Web Page Not Visible in a Browser Window



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



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

For additional capture options, see **Take Scrolling, Large, or Oversized Image Captures**.

Secondary Web Page Window Longer and Wider than a Browser Window

Capture a scrolling window nested within a browser window.



Setup Instructions

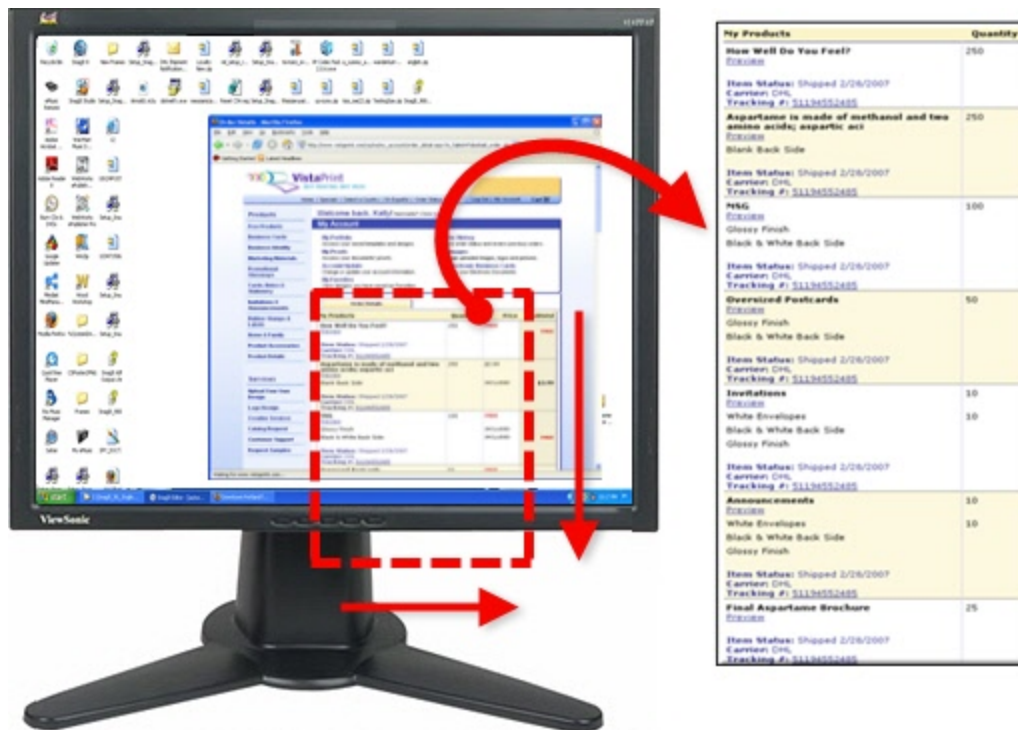
1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



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

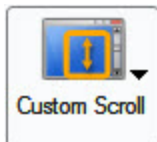
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Region of Web Page Longer than a Browser Window



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Custom Scroll.



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

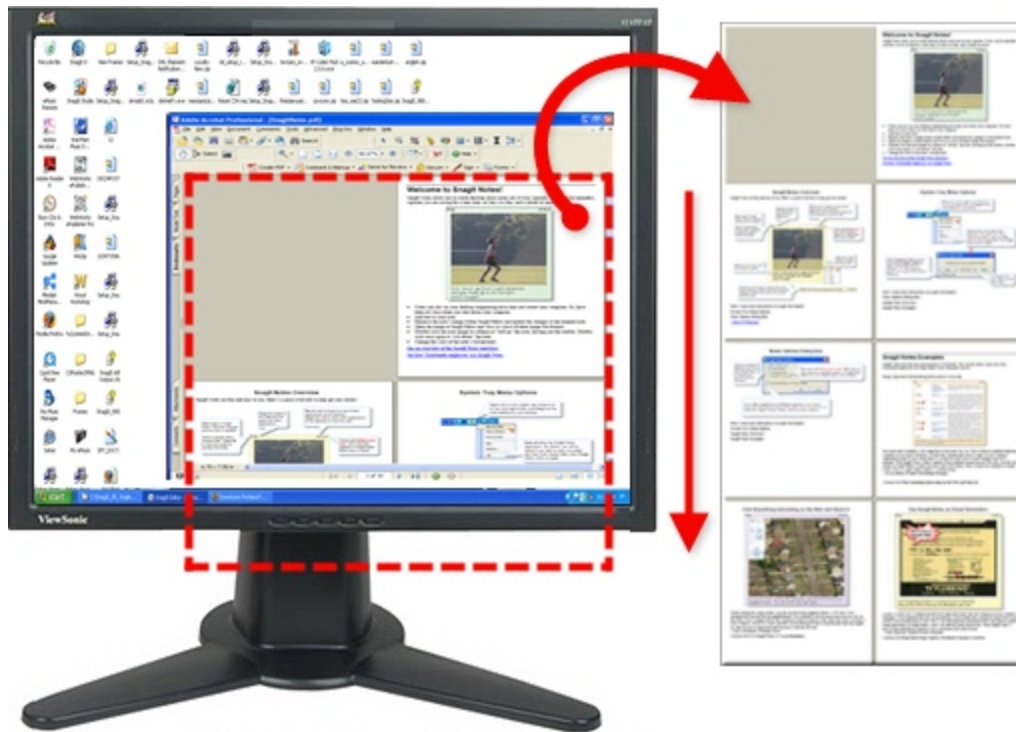


7. Snagit pauses to configure the capture. The capture area begins to scroll automatically continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.

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

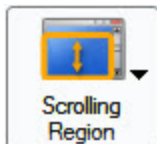
For additional capture options, see [Take Scrolling, Large, or Oversized Image Captures](#).

Spreadsheet Longer than the Application Window



Setup Instructions

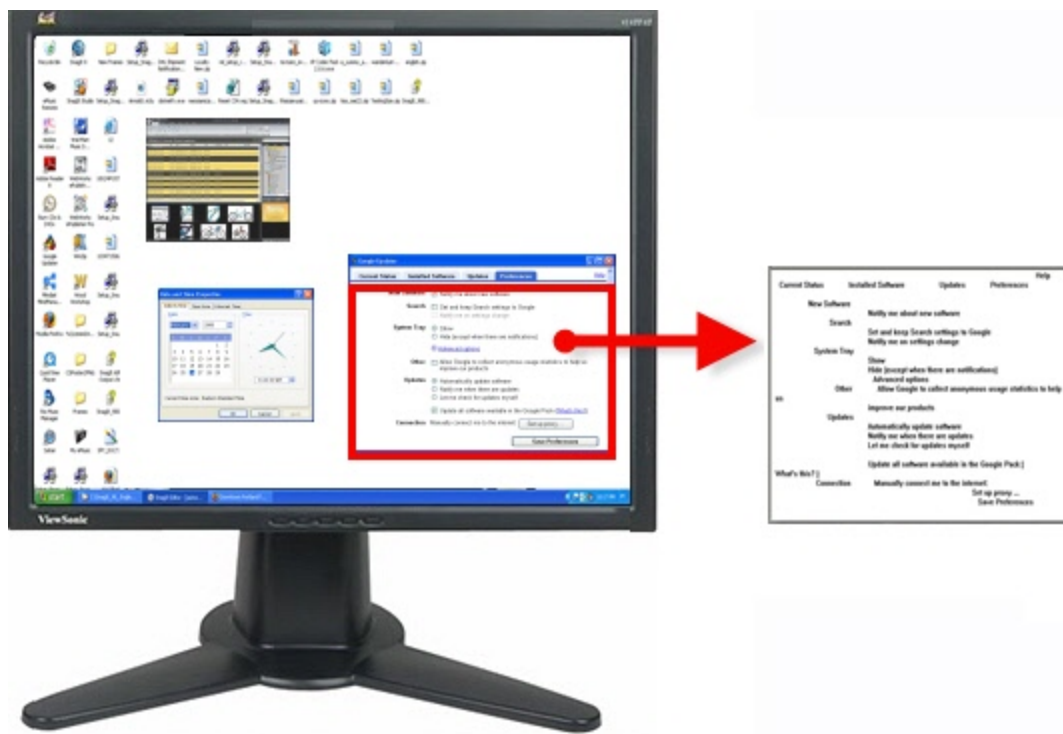
1. Select Image capture mode.
2. For the Capture Type, select Advanced > Scrolling Region.



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

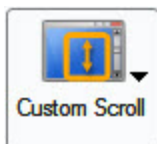
For additional capture options, see [Scrolling](#), [Large](#), or [Oversized Image Captures](#).

Capture an Application Window Containing a List of File Names or Other Data



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select Advanced > Custom Scroll.



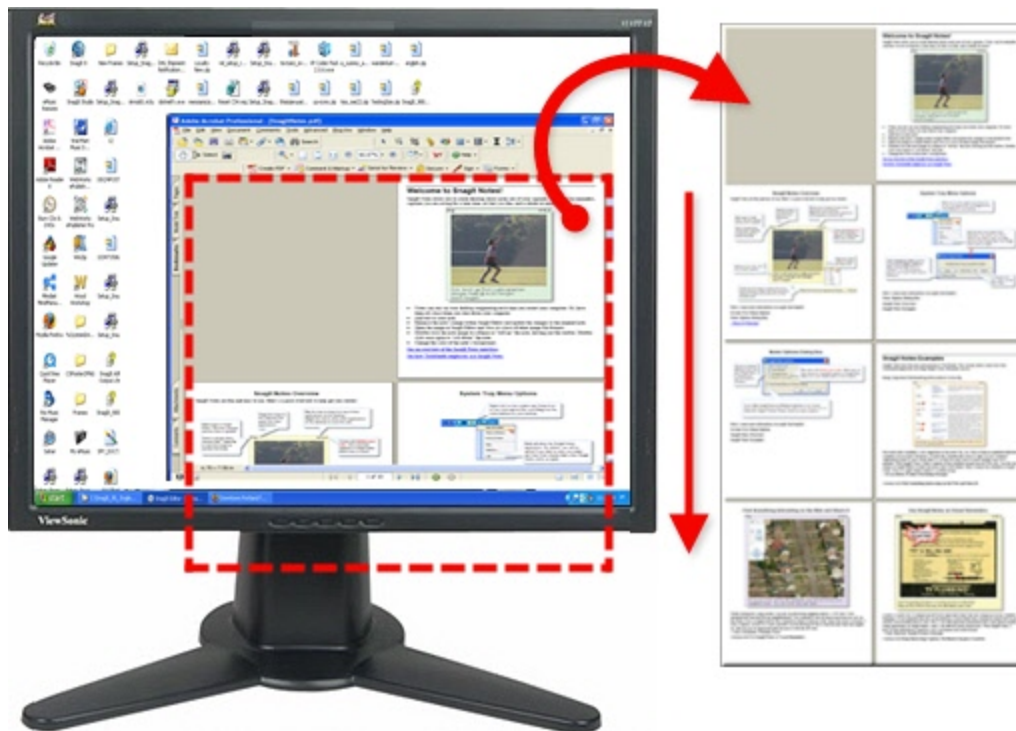
3. Select the **Share Output** and **Effects**.
4. Click the application window to capture. Scroll to the area to capture.
5. Click the **Capture** button or press the capture **hotkey**.
6. Drag the cursor over the area to capture. An orange rectangle appears.
7. Click the down arrow on the window's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



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

For additional capture options, see **Take Scrolling, Large, or Oversized Image Captures**.

Multiple Page PDF Document



Setup Instructions

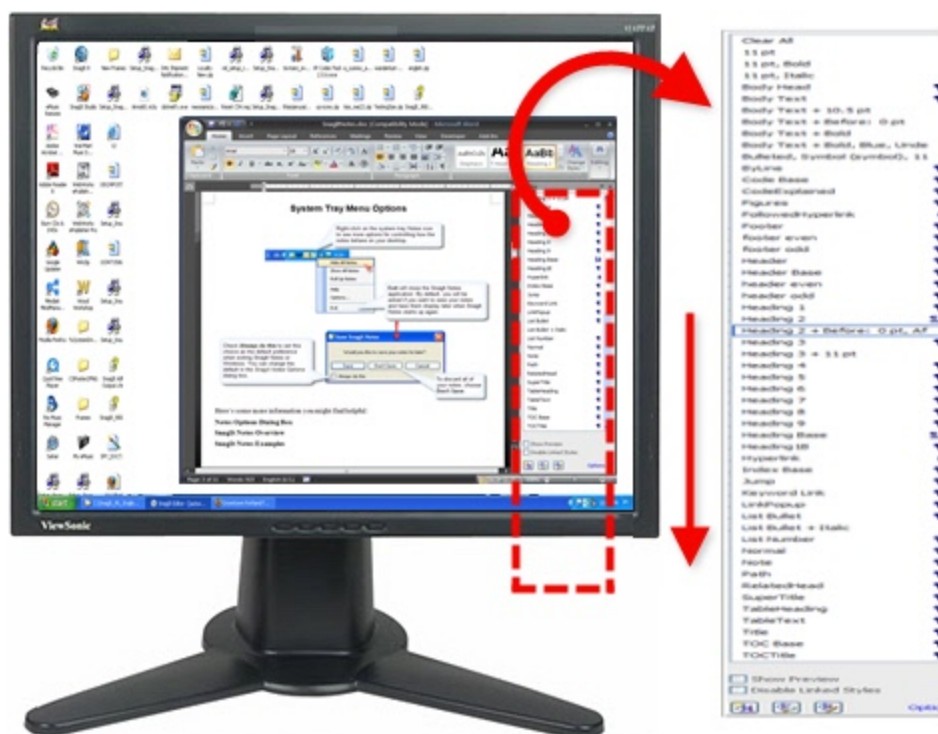
1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



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

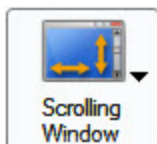
For additional capture options, see **Take Scrolling, Large, or Oversized Image Captures**.

Scrolling Pane within an Application Window



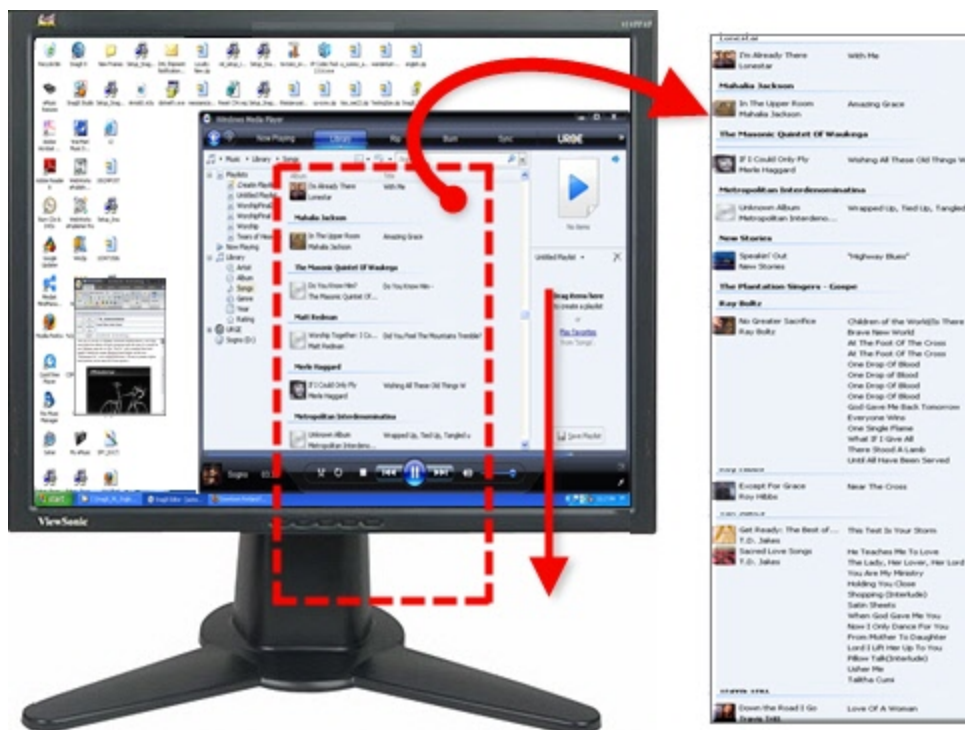
Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



3. Select the Share Output and **Effects**.
4. Click the application window to capture.
5. Click the **Capture** button or press the capture **hotkey**.
6. Orange crosshairs appear. Move the crosshairs to select a browser window. Click an arrow to select a scrolling direction to complete the capture. Snagit pauses to configure the capture.
7. The capture area begins to scroll automatically continuing until the lower edge of the scrolling window is reached. The capture is sent to the selected Output.
8. For additional capture options, see **Take Scrolling, Large, or Oversized Image Captures**.

Music or Video Playlist within an Application Window



Setup Instructions

1. Select Image capture mode.
2. For the Capture Type, select **Scrolling Window**.



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

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

Scrolling Capture Troubleshooting

There are many factors that can interfere with, or prevent scrolling capture. Browser type, browser version, browser content, security settings, and extensions add to the complexity.

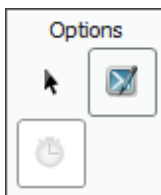
For the latest news, workarounds, and troubleshooting advice, please visit [Scrolling Capture Troubleshooting](#) on the TechSmith website.

Take a Timed, Delayed, or Scheduled Image Capture

- ▶ Use the Snagit Capture Timer option to perform unattended captures at intervals that you define. Examples include following stock market tickers, monitoring factory floor equipment, and monitoring remote computer operations.
- ▶ Use the **Capture Timer** option (in the Capture menu) with the FTP Share destination to automatically update a Web site with screen captures, or to automatically send email with the screen capture as an attachment.
- ▶ Use the **Delayed/Scheduled Capture** option to set up a delayed capture (after a number of seconds) or a scheduled capture (at a certain time or date).
- ▶ Use both options together to begin interval capture at some user-defined future date/time.

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

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



For more information see

- ▶ [Set Up a Time Delayed Capture](#)
- ▶ [Set Up a Time Scheduled Capture](#)
- ▶ [Set Up Capture Timer for Intermittent Capturing](#)

Set Up a Time Delayed Capture

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

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

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

Set Up a Time Scheduled Capture

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

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

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

Set Up Capture Timer for Intermittent Capturing

Capture screens intermittently at predefined times.

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

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

For additional capture options, see [Set Up a Time Scheduled Capture](#) and [Set Up a Time Delayed Capture](#).

Add an Effect during Image Capture

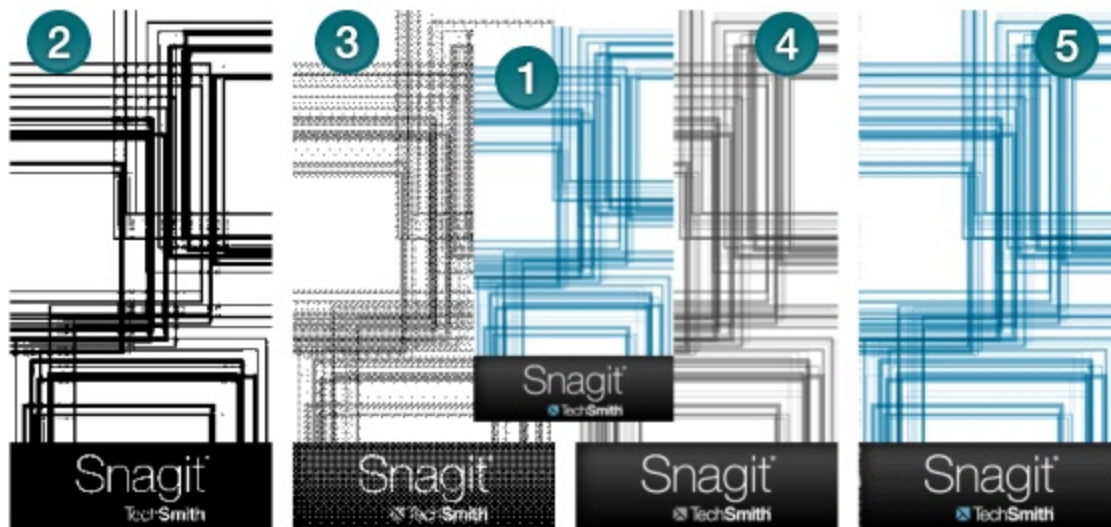
Use Effects in the Profile Settings pane to automatically apply the following during the capture process:

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

Halftone, Monochrome, or Grayscale Effect

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

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



Setup Instructions

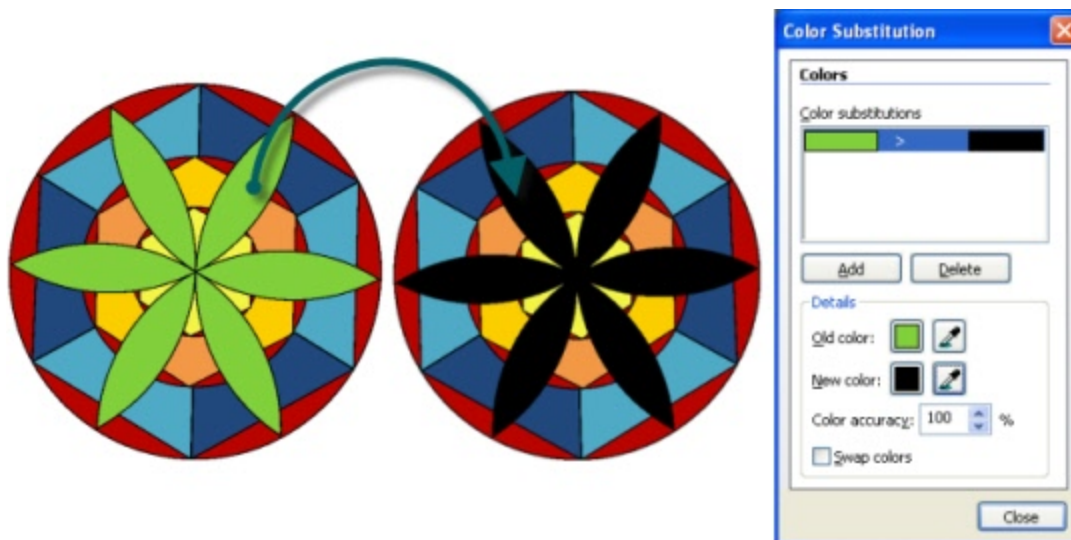
1. In Snagit, select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Color Mode. From the menu, select the desired option.
4. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

To disable the Color Depth effect, select Effects > Color Mode > None.

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

Single Color Substitution Effect

The Color Substitution Effect replaces one color with a different color during the capture process.



Setup Instructions

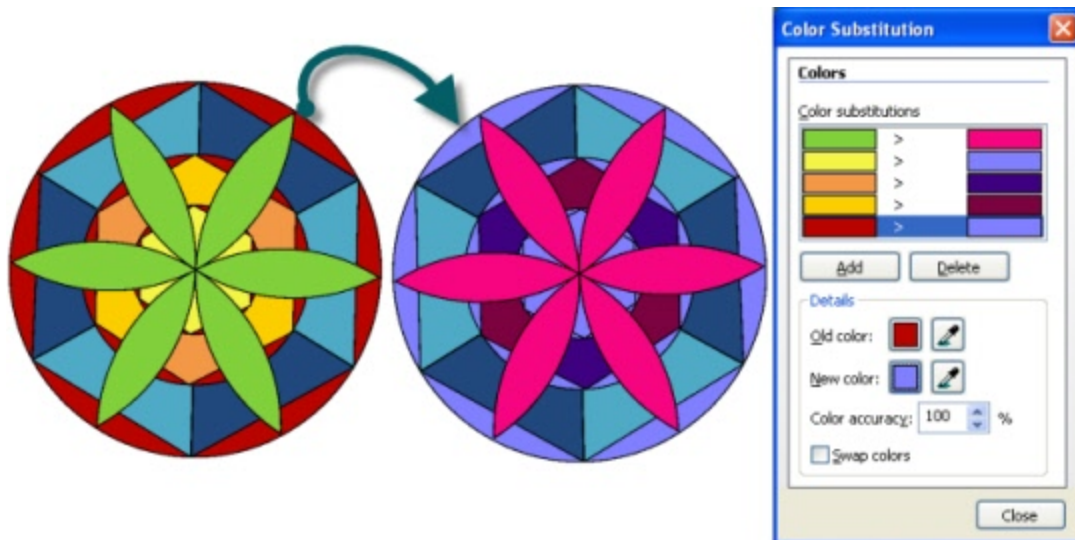
1. Select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Color Substitution > Color Substitution. The Color Substitution task pane appears.
4. Click the **Add** button.
5. Use the **Old Color** tool or the adjacent **Color** swatch to select the color to remove.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

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

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

Multiple Color Substitution Effect

The Color Substitution Effect replaces more than one color during the capture process.



Setup Instructions

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

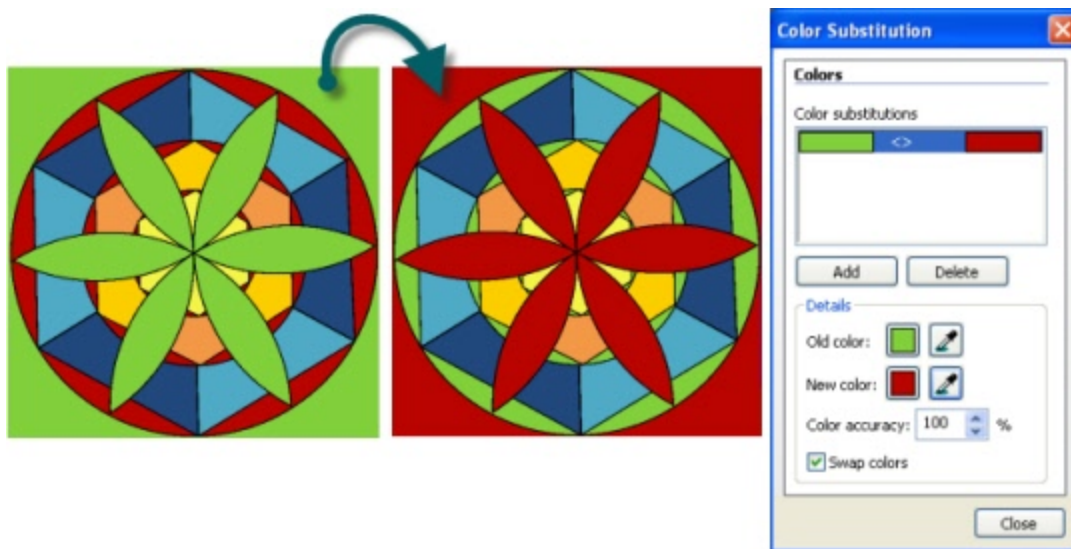
To disable the Color Substitution Effect, select Effects > Color Substitution > None.

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

Swap Colors Effect

The Color Substitution Effect swaps two colors with each other during the capture process.

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



Setup Instructions

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

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

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

Invert Color Effect

The Invert Colors effect inverts RGB color values during the capture process. There are no custom options for this effect. The following graphic shows a sample of the Invert Color effect.

1. Original capture
2. Invert Colors



Setup Instructions

1. Select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Color Substitution > Invert Colors.
4. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

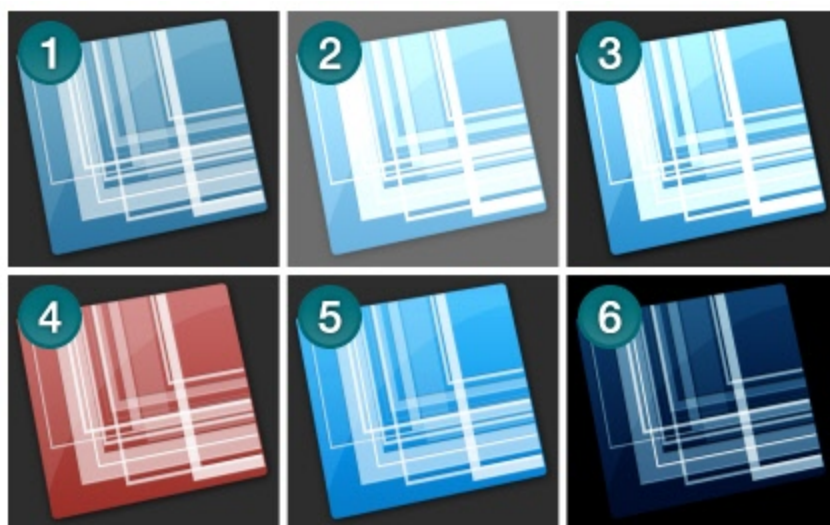
To disable the Invert Color effect, select Effects > Color Depth > None.

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

Brightness, Contrast, Hue, or Saturation Effect

The Color Correction effect adjusts brightness, contrast, hue, saturation, and gamma properties during the capture process.

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 high-est.
6. Gamma: Adjust the intensity of colors by changing the gamma constant used to map the intensity values. Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5.



Setup Instructions

1. Select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects> Color Correction.
4. Create your own effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

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

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

Image Scaling Effect

The Image Scaling effect scales your image during the capture process to a specific size using preset or custom settings.

Setup Instructions

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

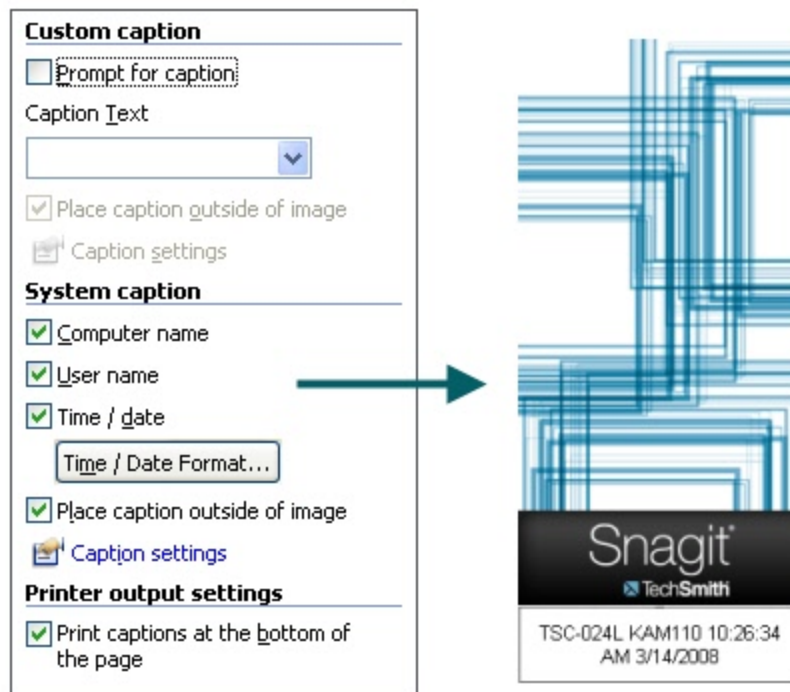
To give the edges a smooth appearance, select Effects > Image Scaling > Smooth Scaling.

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

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

Caption Effect

The Caption effect adds text, formatted to your specifications, during the capture process. Include a time/date stamp, system-related data, a title, or other text within your capture. You can customize the font, color, and placement of captions.



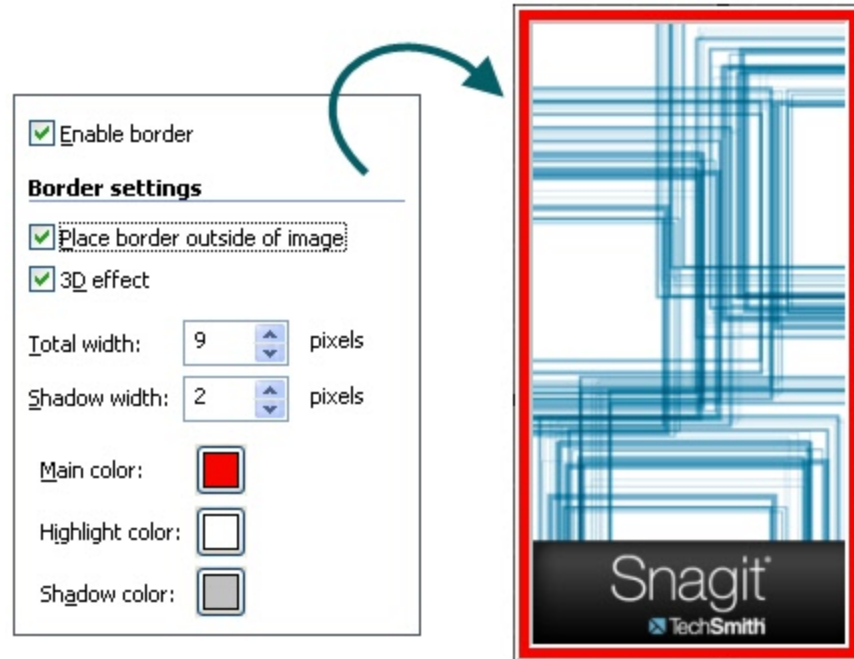
Setup Instructions

1. Select Image or Text capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Caption.
4. Create your own effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

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

Border Effect

The Border effect adds a custom border around the image during the capture process. Customize with a 3D-look, shadow, color, and more.



Setup Instructions

1. Select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects> Border.
4. Click the **Enable border** option.
5. Create an effect using the available settings. Click **OK**.
6. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

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

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

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

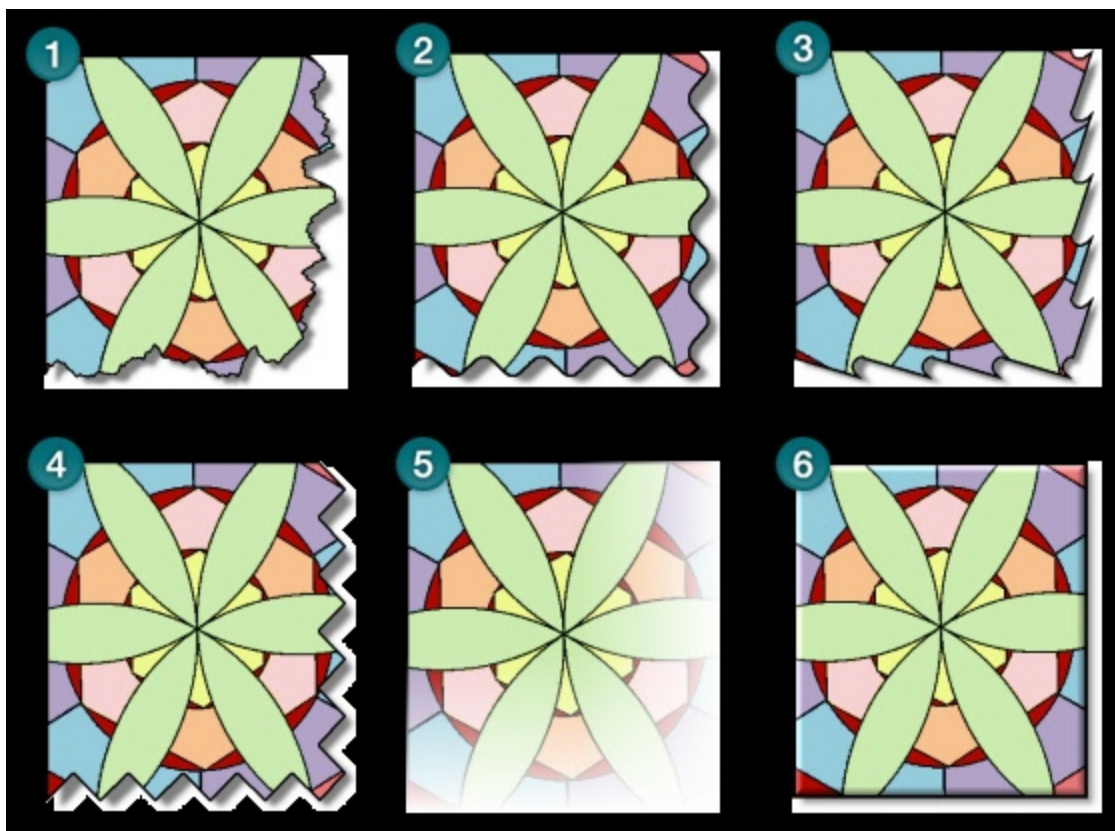
Edge Effects add a professional, finished look to your image during the capture process. Edge Effects include drop shadow, torn, faded, wave, saw, shark tooth and beveled edge.

Customize the effect by adjusting the:

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

The following graphic shows a:

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



Setup Instructions

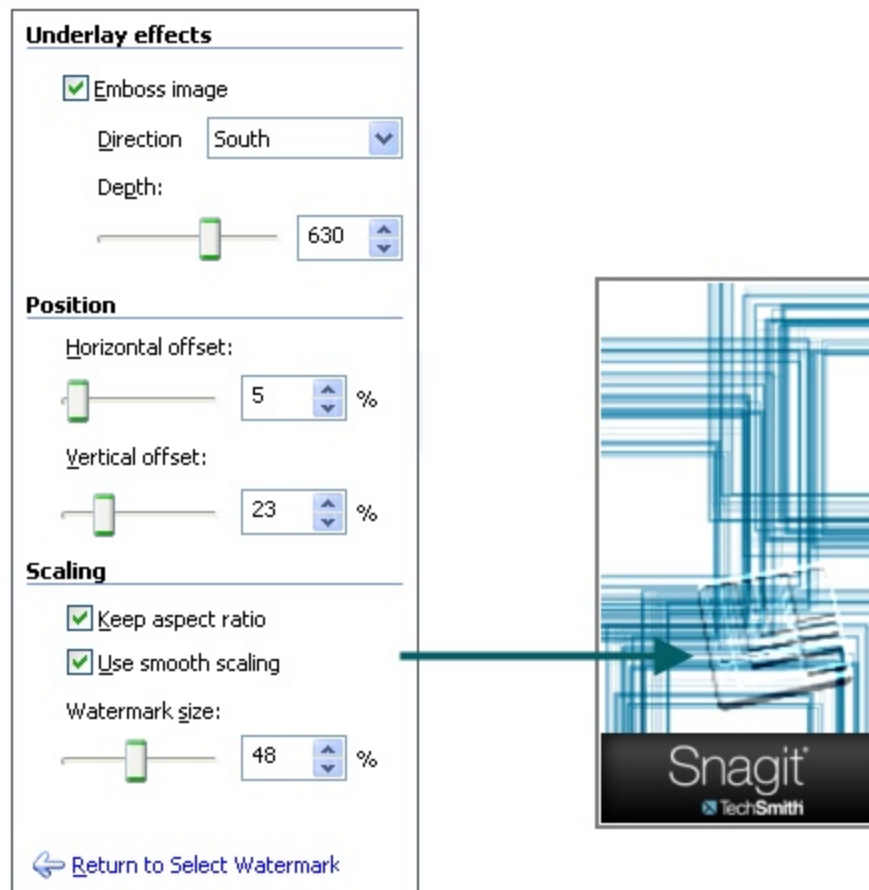
1. In Snagit, select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Edge Effects. Select an effect from the flyout menu.
4. Create your own effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

To disable an Edge Effect, select Effects > Edge Effects > None.

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

Watermark Effect

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



Setup Instructions

1. In Snagit, select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Watermark.
4. Browse to select a graphic file.
5. Click **Advanced settings** to customize the effect using the available settings. Click **OK**.
6. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

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

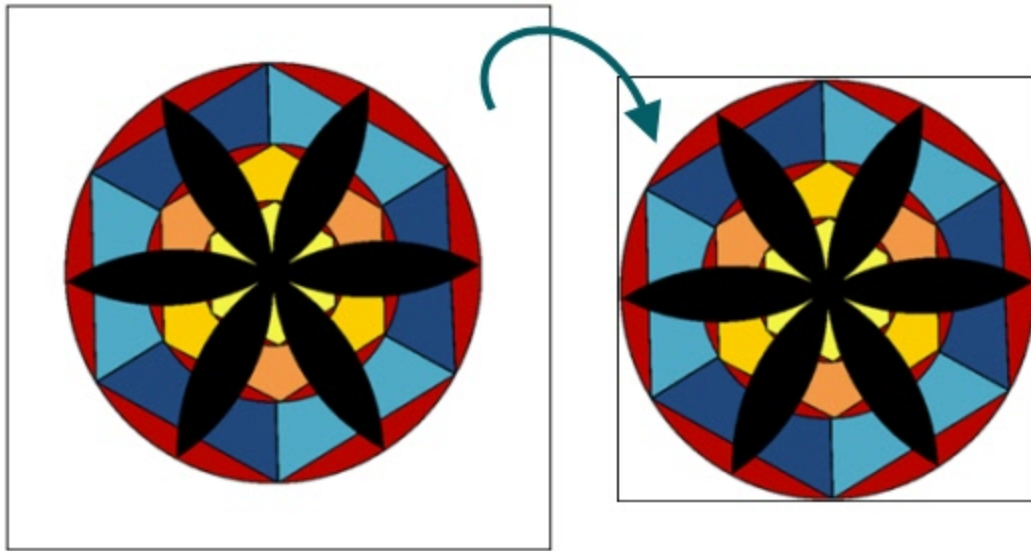
For additional effects, see [Add an Effect during Image Capture](#).

Trim Effect

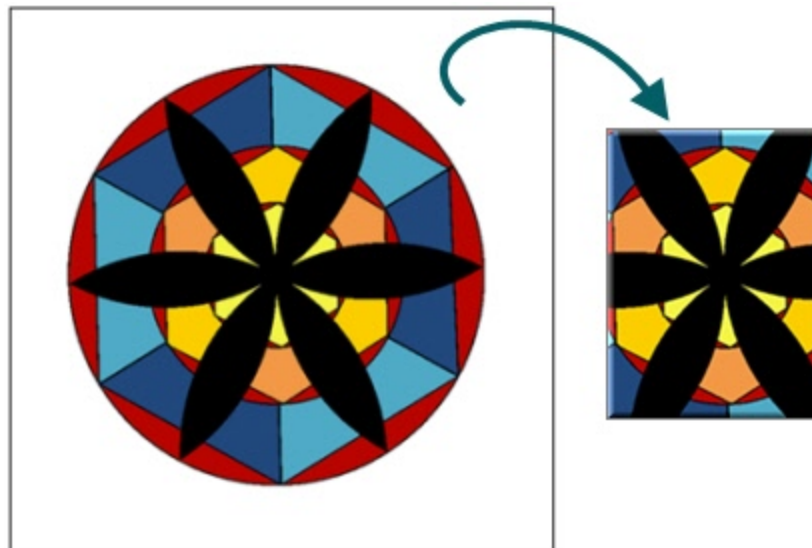
The Trim Effect cuts the outside borders the image during the capture process. Trim the top, bottom, and sides of your capture.

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

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



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



Setup Instructions

1. Select Image capture mode.
2. Select the Capture Type and Share settings.
3. Select Effects > Trim.

4. Select **Automatic** or customize the Effect using the available settings. Click **OK**.
5. Click the **Capture** button or press the capture **hotkey**. The capture is sent to the selected Output.

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

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

Transparent Background Capture Options

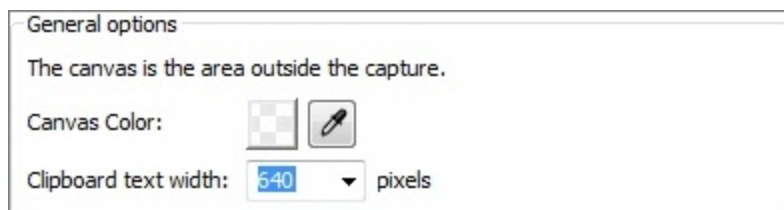
The default canvas color and the appearance of title bars taken with the Window selector can be changed on the General tab of the Capture Type Properties dialog.

To change the canvas color or title bar appearance, select Capture Type > Properties > General tab

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

Default Canvas Color

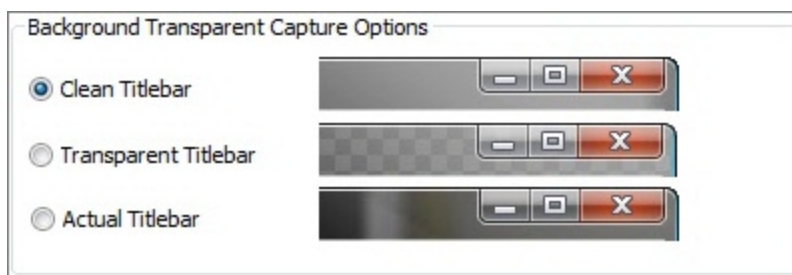
The canvas color is a global setting that affects all captures sent to Editor. The default canvas color is transparent.



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

Window Capture Transparency Options

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



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

Video Capture

Snagit video capture records a region, window, or your entire screen as well as audio (if available) and saves it as a video file. You can then save your video or share it directly online. While Snagit does not have video editing capability, you can save individual frames from your video capture as images.

Snagit video captures are recorded using the H.264 codec and saved as MPEG-4 files (using the .mp4 file extension).

For a step-by-step guide to recording video with Snagit, see [Record a Video Capture](#).

For an overview of the recording interface, see [Recording Interface Overview](#).

Video capture and playback in Snagit requires the Microsoft .NET Framework version 4.0 or later. For more information on the .NET Framework requirement, see [.NET Requirement for Video Capture and Playback](#).

See also

- ▶ [Record a Video Capture](#)
- ▶ [Recording Interface Overview](#)
- ▶ [Aspect Ratio Selection Guides](#)
- ▶ [Record Audio in a Video Capture](#)
- ▶ [MPEG-4 Video Format](#)
- ▶ [What Happened to AVI Files?](#)
- ▶ [Video Capture Settings](#)
- ▶ [Video Capture Tips](#)

Record a Video Capture

To record a video capture using Snagit:

1. Select the **Video** profile (or select your capture settings in the Profile Settings pane and change the capture mode to **Video**).
2. Click the **Capture** button or use the associated hotkey. Orange cross hairs appear.
3. Position the cross hairs to select a window or full screen. Click and drag the cross hairs to select a specific region.

Hold the <CTRL> key as you click and drag a region to lock the aspect ratio to 4:3 (standard). Hold the <SHIFT> key to obtain a 16:9 aspect ratio (widescreen).

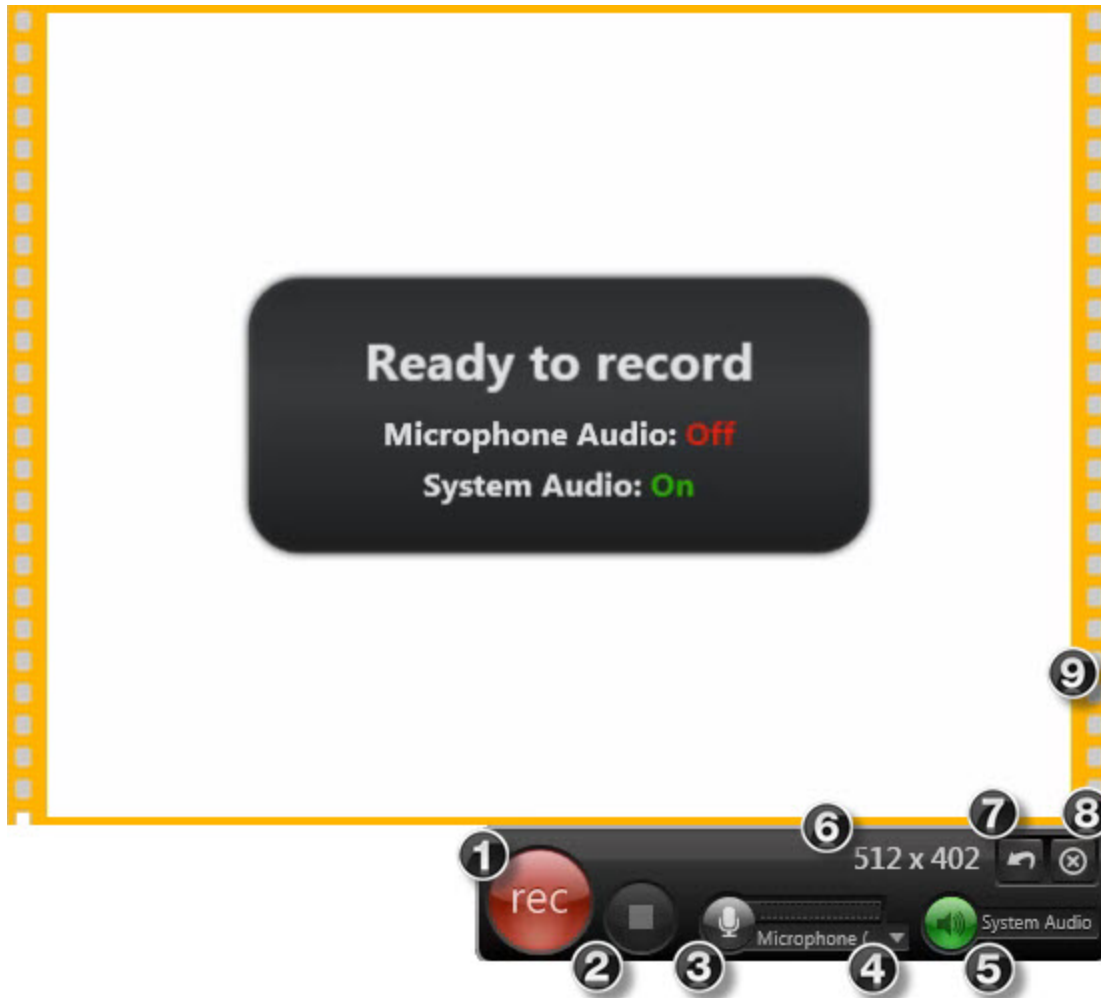
- After selecting a capture area, click and drag inside the selection frame to move it. Click the **Redo Selection** button to start the selection process over.
 - Optionally, click the down arrow to the right of the Microphone Audio button to change the audio source. Click the **System Audio** button to record audio from your computer. For more information on recording audio for video capture, see [Record Audio in a Video Capture](#).
4. Click the **Record** button or press <SHIFT+F9> to begin recording the screen. For more information about the recording interface, see [Recording Interface Overview](#)
 - While recording, the Record button becomes the **Pause** button (SHIFT + F9). Click the button to pause the video capture without ending the recording.
 - When paused, click the **Restart Recording** button to abandon the current video capture while keeping the current selection.
 5. Click the **Stop** button or press <SHIFT + F10> to finish the recording.

Review your recording in Snagit Editor, save individual frames as images, save your recording as an MP4 video file, or send your recording to online destinations using [Output accessories](#). For more information, see [Video Playback Controls](#).







Recording options like frame rate and recording codec have been removed. See [Video Capture Settings](#) for more details.

Recording Interface Overview

The recording interface appears after selecting the recording area in video capture mode.

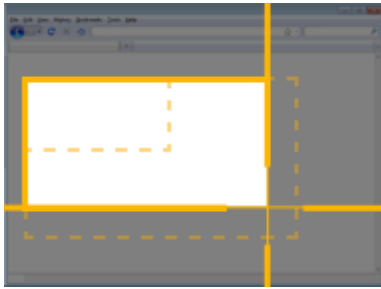


1	Click the Record button or press (Shift + F9) to begin recording your screen.
2	While recording, click the Stop button or press (Shift + F10) to end your recording.
3	Click the Microphone Audio button to mute and un-mute microphone audio while recording. The bar next to the button indicates the audio level.

	<p>Click the dropdown menu to select the microphone audio source. Audio devices can be selected or changed only before starting the recording.</p> <p>For more information on selecting a microphone audio source, see Record Audio in a Video Capture.</p>
	<p>Click the System Audio button to record the sound from your computer such as mouse clicks, application alerts, audio playing from your speakers, etc.</p>
	<p>The current video recording dimensions display here. To select a standard video size, see Aspect Ratio Selection Guides.</p>
	<p>Click the Redo Selection button to select a different recording area before starting the recording.</p> <p>After a recording has been started paused, click the Restart button to cancel the current recording but keep the current recording area.</p>
	<p>Click the Cancel button to abandon the current recording and selected area.</p>
	<p>Filmstrips indicate the recorded area. These filmstrips animate while Snagit is recording.</p>

To move the recording area before recording, click within the filmstrip frame and drag the frame to a new location.

Aspect Ratio Selection Guides



When selecting a region before recording a video capture, guides are provided to help you create a video with common aspect ratios and dimensions.

The aspect ratio of a video recording is a comparison of the height and width of the recording. For instance, most wide-screen laptops have an aspect ratio of 16:9. That means that for every 16 pixels wide the screen is, there are a corresponding 9 pixels in height.

This matters because most video hosting destinations have a fixed aspect ratio. If you want your video capture to match those dimensions, using the selection guides during the region selection process can help.

Press **<G>** on your keyboard during the capture process to toggle the preset selection guides on and off.

Hold **<CTRL>** to lock your region selection to the 4:3 aspect ratio.

Hold **<SHIFT>** to lock your region selection to the 16:9 aspect ratio.

Aspect Ratio	Dimensions	Description
4:3	320 x 240	The dimensions used on classic iPods.
4:3	640 x 480	Common (standard) dimensions used to share video on the Web.
16:9	1280 x 720	Common wide-screen dimensions for HD quality video on the Web. Also known as 720p.
16:9	1920 x 1080	Dimensions for 1080p HD video.

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. For more information on audio and video capture, see Record Audio in a Video Capture .
Include Cursor	On (default)	Include the mouse cursor in the video capture.
Preview in Editor	On (default)	Preview the video capture in Snagit Editor after recording.

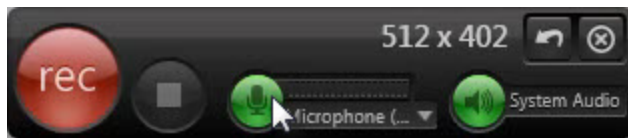
Snagit version 10.0 and earlier had additional video settings. These options, such as the ability to select a recording codec, have been removed. Snagit recordings are now made with H.264 encoding inside MPEG-4 container files.

Record Audio in a Video Capture

Record Microphone Audio

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

1. After selecting the area to record, click the **Microphone Audio** button. The button is green when microphone audio is enabled.



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 recording device issues, check the input levels there.

You can mute the microphone audio while recording by clicking the microphone button on the recording toolbar.

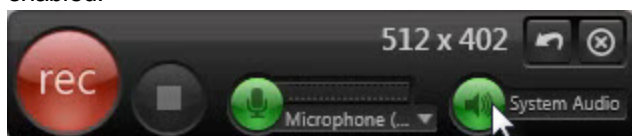
See [Record a Video Capture](#)

Recording system audio

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.

After selecting the area to record, click the **System Audio** button. The button is green when system audio is enabled.



See [Record a Video Capture](#)

MPEG-4 Video Format

Snagit video captures are saved as MPEG-4 (MP4) video files encoded using the H.264 codec. This format is compatible with nearly all modern video editors and websites that host and play video.

Snagit version 10.0 and earlier used AVI files for video recording. For information on what happened to AVI files that were in your Snagit Library, see [What Happened to AVI Files?](#).

In previous versions of Snagit, it was possible to select the codec that was used with the AVI file format. In Snagit version 11 and later, only the H.264 codec is available.

What Happened to AVI Files?

Snagit version 11 and later use MPEG-4 video files to playback and save video captures. Earlier versions used AVI video files. Because of the change to the video player in Snagit Editor, AVI video files from earlier versions of Snagit cannot be played in the Editor.

The first time Snagit runs after upgrading to version 11 or later, any auto-stored (unsaved) AVI files in your Library are saved to a location of your choice.

AVI files created with Snagit can no longer be played in Snagit Editor, but they can still be used in other video programs such as Camtasia Studio or Windows Media Player.

Video Capture Tips

- ▶ Snagit records anything on your screen. Clean up your browser and desktop by closing or removing all nonessential applications, browser toolbars, and desktop icons. A plain background on your desktop is better than a busy wallpaper image. It makes your video file smaller and is less distracting for viewers.
- ▶ Use slow, deliberate mouse movements. Do not click around the screen too fast.
- ▶ Do not move the cursor around the screen as you speak. Try to keep the cursor still in the area of focus in the recording.

Video Scripting and Narration Tips

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

Audio Tips

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

Text Capture

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

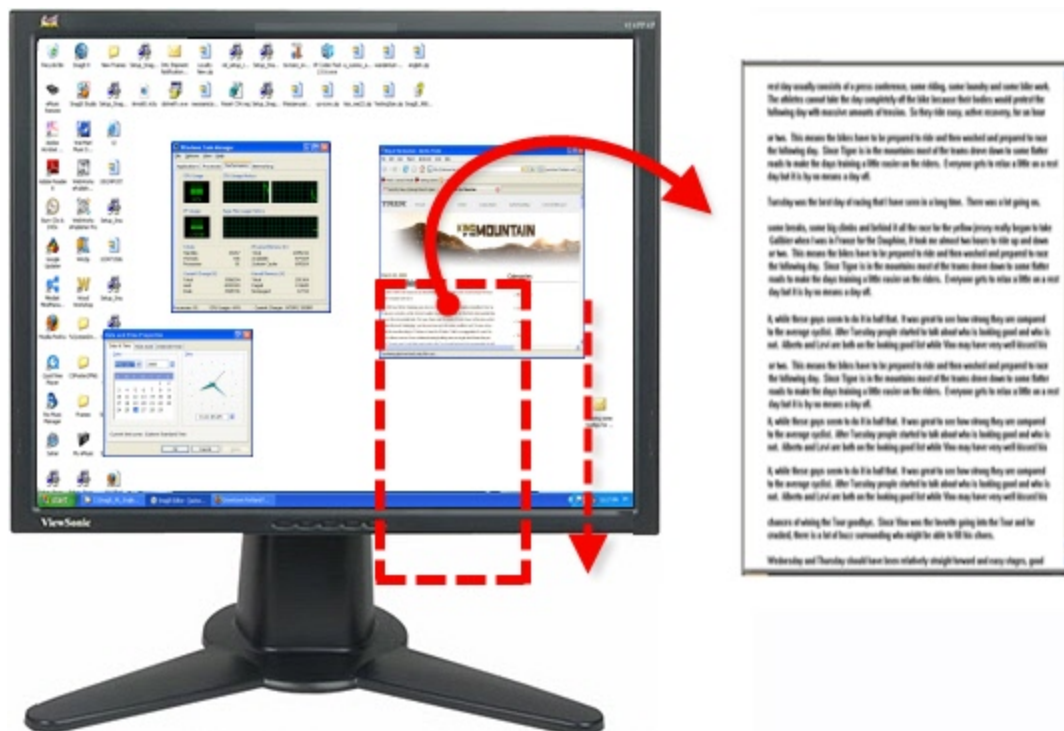
- ▶ Capture text from screens that do not allow copy and paste in Windows.
- ▶ Send Output to a variety of destinations.
- ▶ Annotate and time stamp the captured text.
- ▶ Collect captured text in one file to keep a running log of captured passages. Use the text as notes from a Web browser or email,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

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

For additional capture options, see:

- ▶ [Text Longer than a Browser Window](#)
- ▶ [Text from a Dialog Box](#)
- ▶ [Text in a Scrolling Region Longer Than Window](#)
- ▶ [Text from an Object on the Screen](#)
- ▶ [Set Up Folders and File Naming Conventions for Text Capture](#)

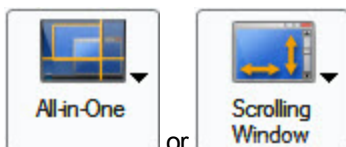
Text Longer than a Browser Window



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

Setup Instructions

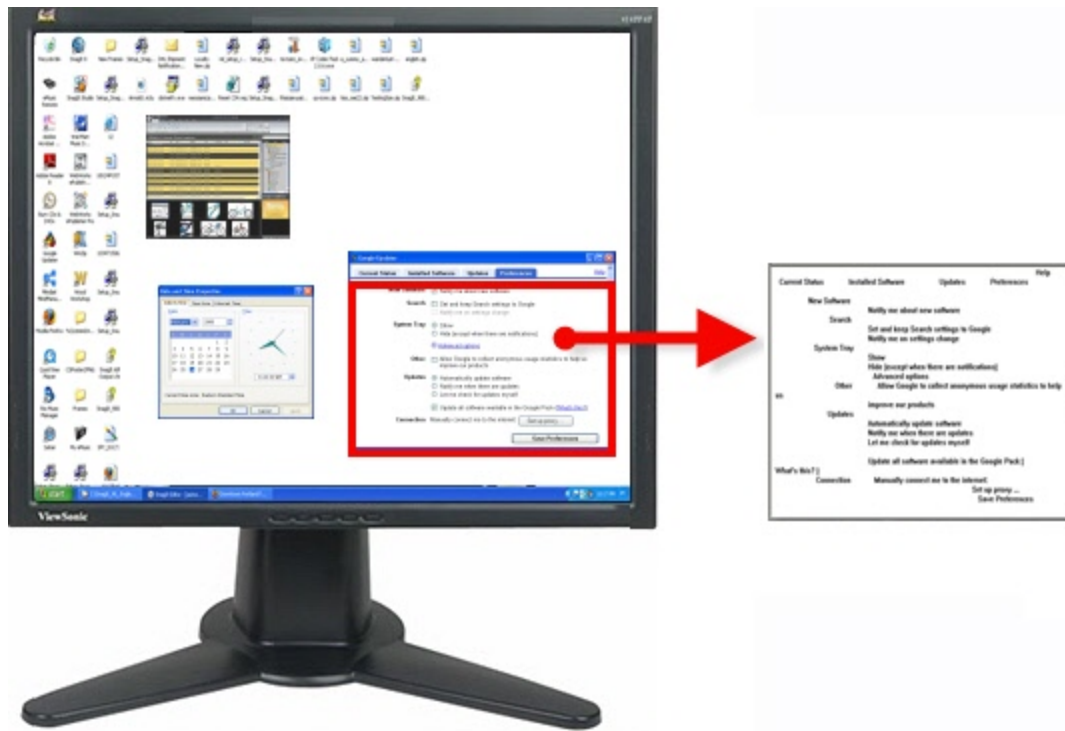
1. Select Text capture mode.
2. For the Capture Type, select **All-in-One** or **Scrolling Window**.



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

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

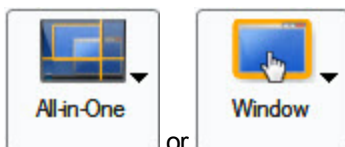
Text from a Dialog Box



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

Setup Instructions

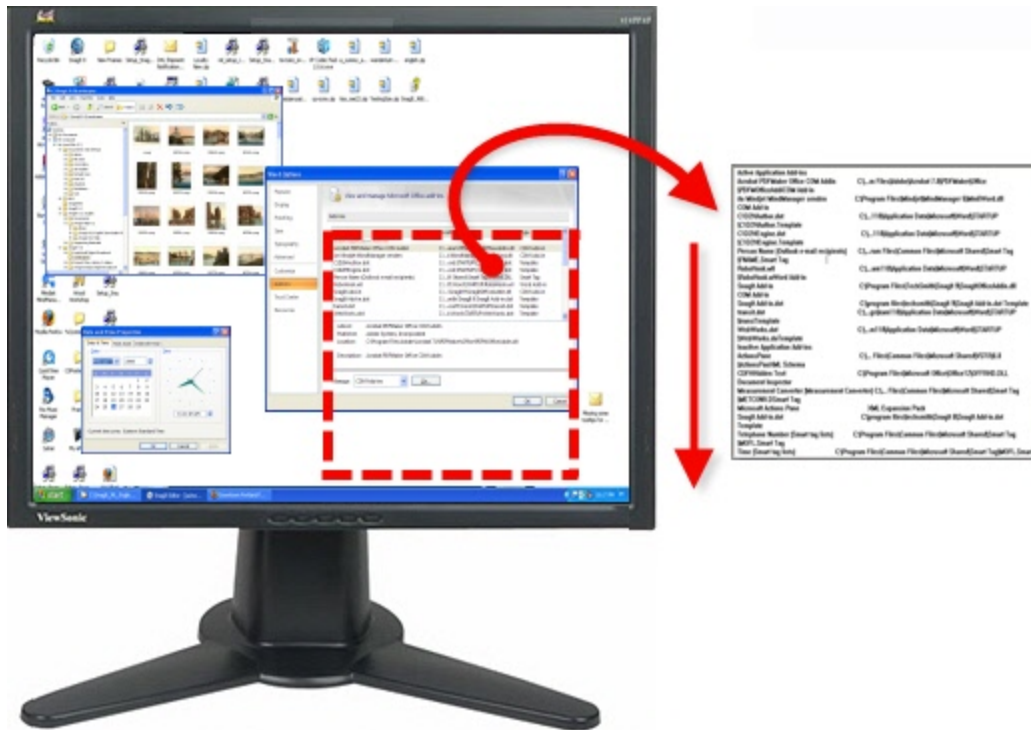
1. Select Text capture mode.
2. For the Capture Type, select **All-in-One** or **Window**.



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

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

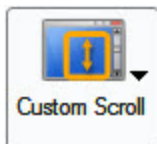
Text in a Scrolling Region Longer than a Window



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

Setup Instructions

1. Select Text capture mode.
2. For the Capture Type, select Advanced > Custom Scroll.



3. Select the Share setting.
4. Select Effects > Layout to remove blank lines or columns. Click the browser window to give it focus.
5. Click the **Capture** button or press the capture **hotkey**.
6. Drag the cursor over the area to capture. An orange rectangle appears.

7. Click the down arrow on the window's vertical scrollbar.



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

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

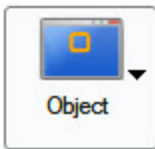
Text from an Object on the Screen

Use the Object capture type to capture data for objects on the screen.

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

Setup Instructions

1. Select Text capture mode.
2. For the Capture Type, select **Object**.



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

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

Set Up Folders and File Naming Conventions for Text Capture

Snagit > Text capture mode > Share down arrow > Properties > Text File tab

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

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

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.

For more information, see:

- ▶ [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 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** down arrow to select an Output. Use the **Properties** button to customize the Output.
5. Click the **Effects** down arrow to add a special effect to the capture. Depending on the Effect, you may see a task pane where you customize the Effect.
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.

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

Create a Snagit Printer Capture Profile

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

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

To Use a Printer Capture Profile

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

To change the settings for a Snagit Printer 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 Image Files

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

Are you trying to convert, modify, or save many images at once? If so, please learn about [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.

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, 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 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 multi-page 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.

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, 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 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.

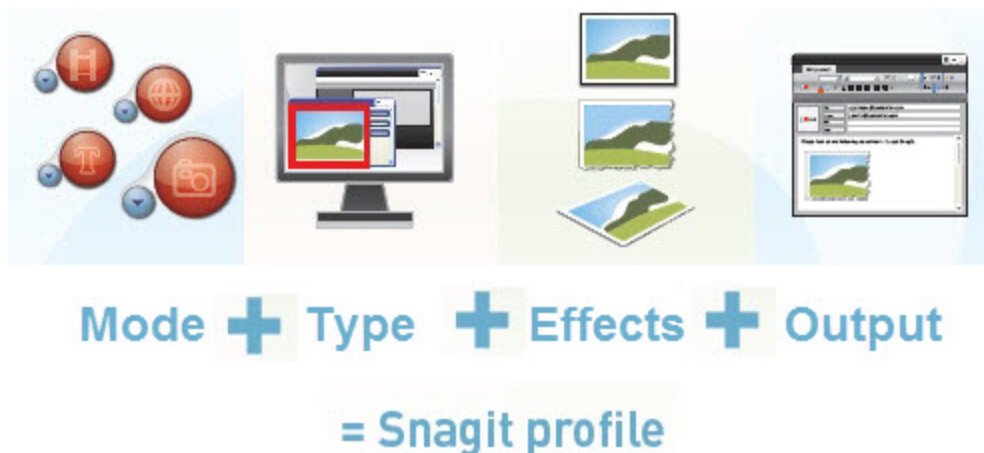
For additional capture options, see [Capture What You Can Print](#).

Snagit Profiles: A Faster, More Efficient Way to Capture

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

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

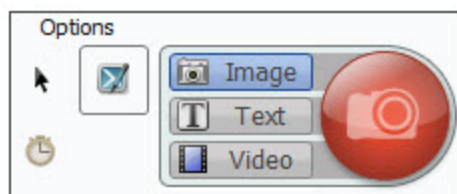
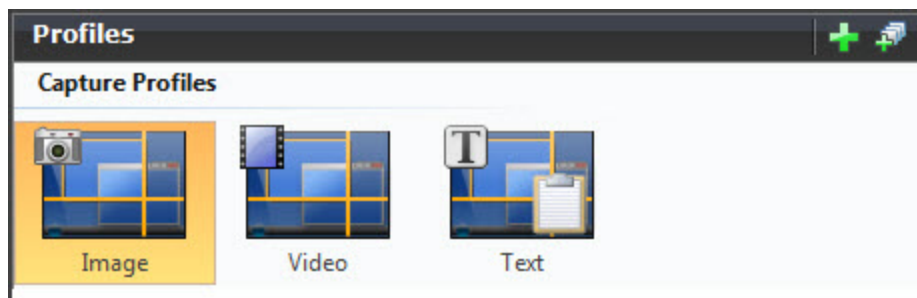
When you save a Capture Mode, Capture Type, Share Output, and Effect combination, this is called a **Profile**. Profiles make the capture process quicker and more efficient.



Built-In Profiles

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

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



- ▶ Edit or export pre-configured profiles.
- ▶ Use a pre-configured profile as the basis for a new profile.

Capture Modes

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

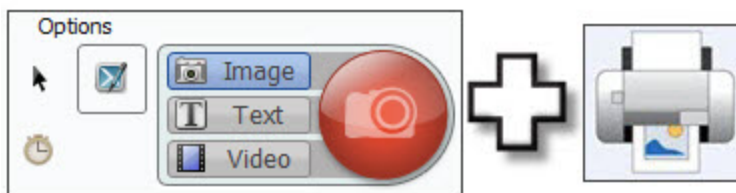


Image Capture to capture an image of anything on your screen. Send the image to one or more Outputs including a graphic file, the printer, email, Snagit Editor or even a Web server.

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

Video Capture to record onscreen activity on your Windows desktop. Capture mouse movements and application action, then save the video as a MPEG-4 video file. (Video capture and playback requires Microsoft .NET Framework 4.0.)

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

Capture Type

Capture Type tells Snagit what to capture on the screen.



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

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

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

Effects

Effects tell Snagit how to customize the image capture.



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

Share Output

Share tells Snagit where to send the capture.

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

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

There are more than twenty ways to share your capture.



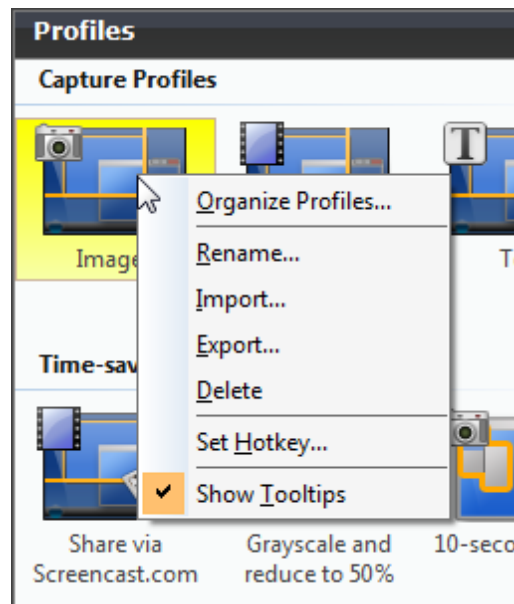
For more information

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

Profile Context-Sensitive Menu Options

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

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



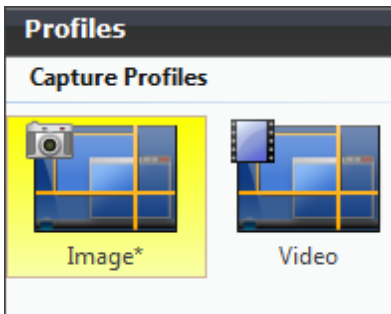
For more information

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

Create a New Profile Based on an Existing Profile

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

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



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

1. **Select a Profile close to what you need.**
For example, in the Profiles pane, click the **Image** profile.
2. **If necessary, change the Share Output.**
For example, in the Profile Settings pane, select Share > Email from the dropdown list.
3. **Include an Effect to add a special Effect, specific size, color, or resolution requirement.**
For example, in the Profile Settings pane, select Effects > Edge Effect > Drop Shadow Edge from the dropdown menu.
4. **Customize the Edge Effect in the Edge Effect task page.**
For example, in the Drop Shadow Edge task page, set the **Shadow Depth** to **40**.
5. **Click the Capture button to take the capture.**
For example, move the rectangle around the screen to highlight a window. Click with the mouse to capture. The capture displays within the Capture Preview window.

Save Profile Options



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



To save the settings as a new profile, click the **Save As New Profile** button at the top right of the Snagit screen.

For more information

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

- ▶ **Profile Hotkeys**
- ▶ **Organize and Sort Profiles**
- ▶ **Profile Context Sensitive Menu Options**

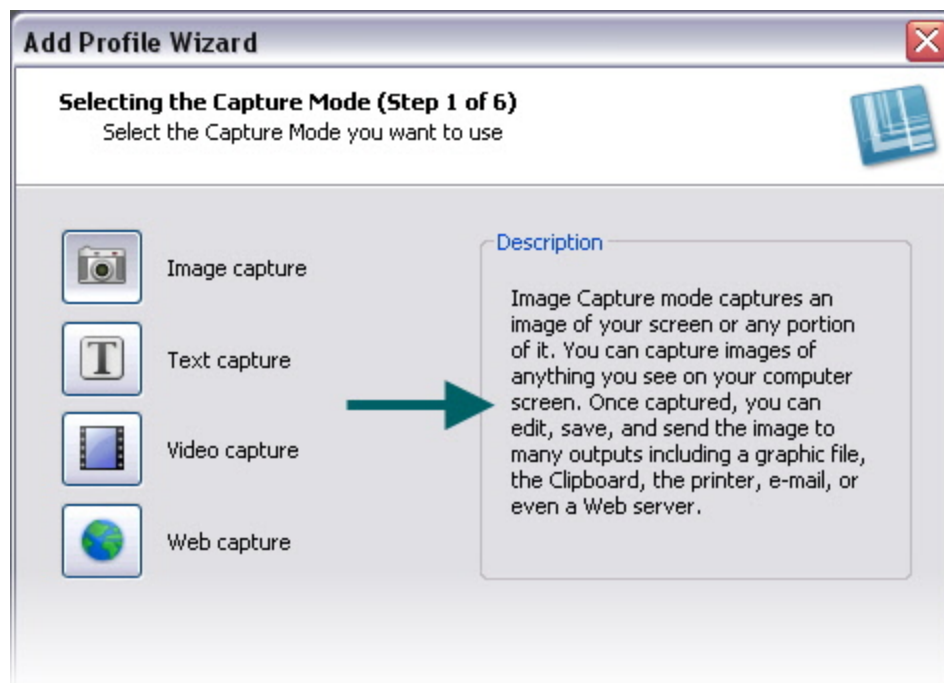
Create a New Profile with the Profile Wizard



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

Profile Wizard Instructions

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



For more information

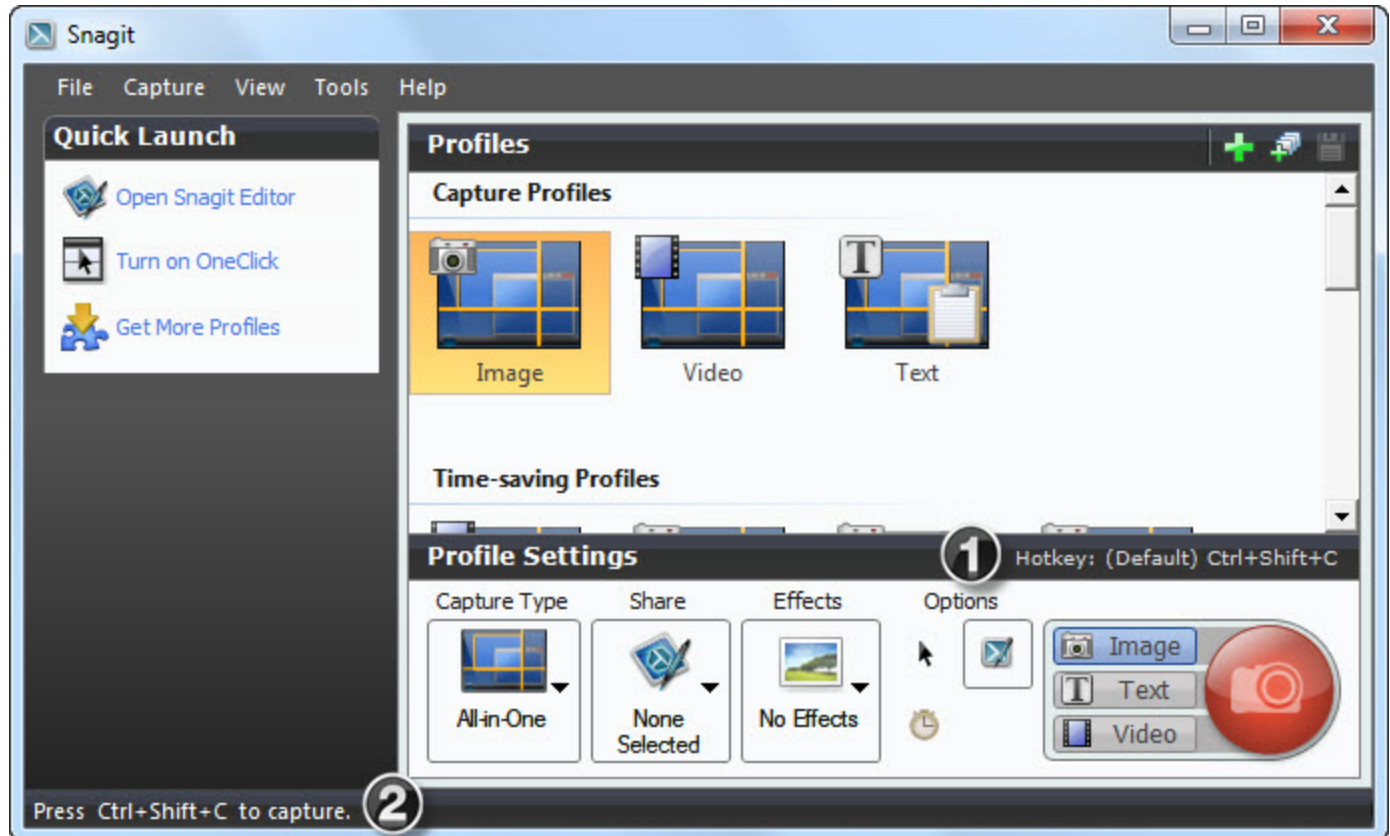
- ▶ [Snagit Profiles: A Faster, More Efficient Way to Capture](#)
- ▶ [Create a New Profile Based on an Existing Profile](#)
- ▶ [Profile Hotkeys](#)
- ▶ [Organize and Sort Profiles](#)

Profile Hotkeys

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

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

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



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

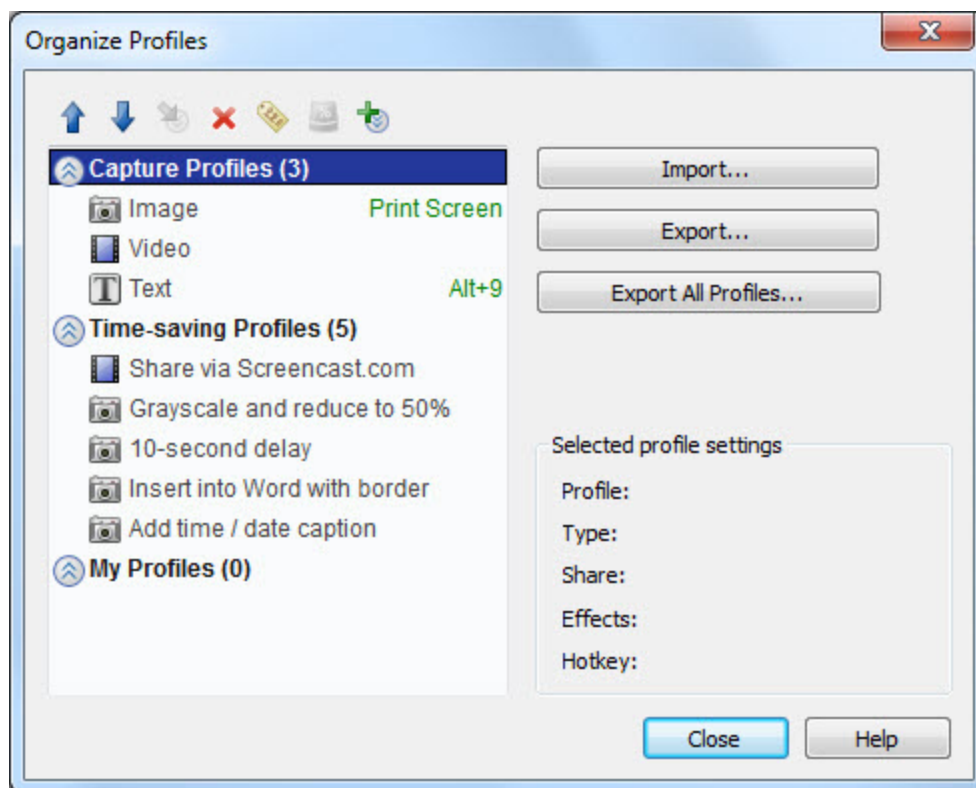
For more information

- ▶ **Snagit Hotkeys**
- ▶ **Snagit Editor Hotkeys**
- ▶ **Snagit Profiles: A Faster, More Efficient Way to Capture**

Organize and Sort Profiles

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

- ▶ From Snagit, select File > Organize Profiles.
- ▶ Right-click a profile and select Organize Profiles.



Import and Export Profile Tips

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

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

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

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

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

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

For more information

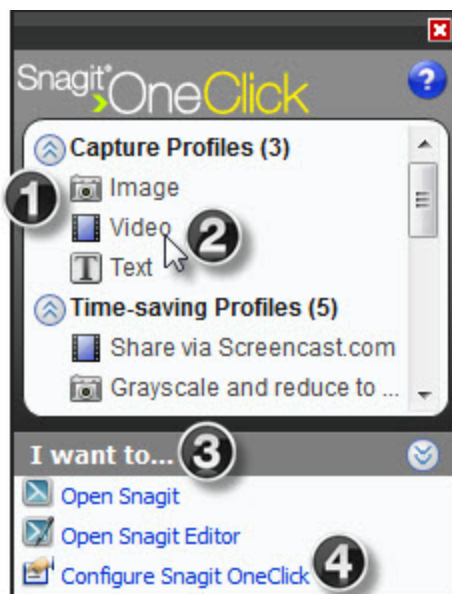
- ▶ **Snagit Profiles: A Faster, More Efficient Way to Capture**
- ▶ **Create a New Profile with the Profile Wizard**

Snagit OneClick - The Fastest Way to Capture

Profiles are automatically synched to Snagit OneClick.

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

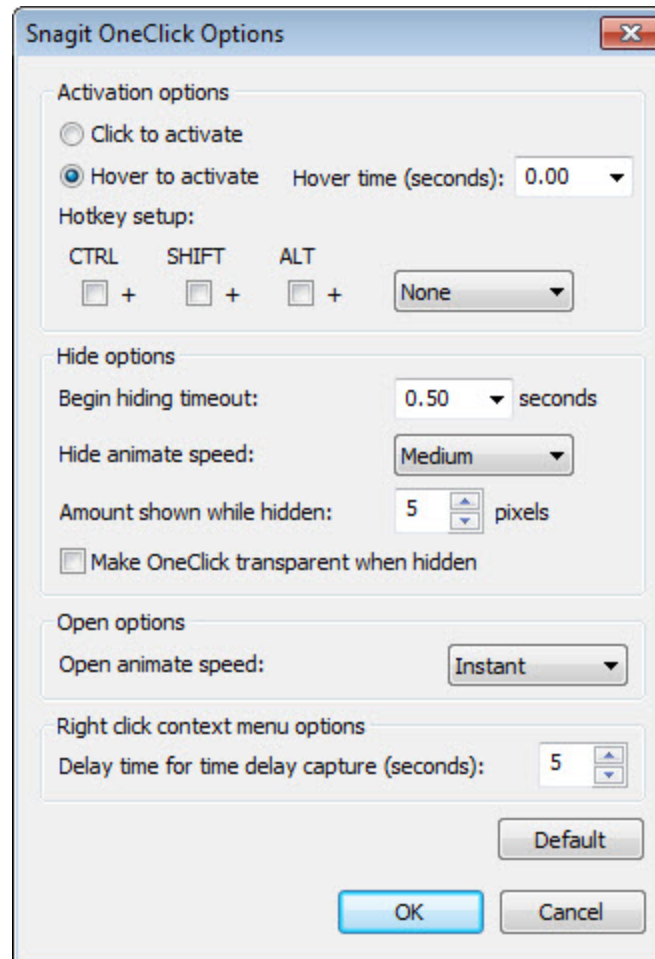
- ▶ OneClick appears on the side of your monitor. A balloon tip displays to let you know where OneClick is hidden.
- ▶ An orange bar appears on the monitor side where OneClick is hidden. To access OneClick while it is hidden, pass your cursor over the orange bar.
- ▶ Drag OneClick to a location around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



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

OneClick Configuration Options

Select Turn on OneClick > I want to > Configure Snagit OneClick



The Snagit OneClick Options dialog box is divided into several sections:

- Activation options:**
 - ☐ Click to activate
 - ☒ Hover to activate. Hover time (seconds): 0.00
- Hotkey setup:**
 - CTRL ☐ + SHIFT ☐ + ALT ☐ + None
- Hide options:**
 - Begin hiding timeout: 0.50 seconds
 - Hide animate speed: Medium
 - Amount shown while hidden: 5 pixels
 - ☐ Make OneClick transparent when hidden
- Open options:**
 - Open animate speed: Instant
- Right click context menu options:**
 - Delay time for time delay capture (seconds): 5

Buttons at the bottom: Default, OK, Cancel.

Option	Description
Click to activate	Click on the orange OneClick bar to access OneClick rather than hovering over the orange bar.
Hover to activate	Hover over the orange OneClick bar to access OneClick rather than clicking on the orange bar. The Hover time (ms) box lets you specify how long you need to hover before OneClick appears.
Hotkey setup	Select a combination of CTRL, SHIFT, ALT, and a key from the dropdown list to set a hotkey for using OneClick. When you press the hotkey combination OneClick appears.
Begin hiding	Define the length of time (in seconds) that OneClick waits before hiding.

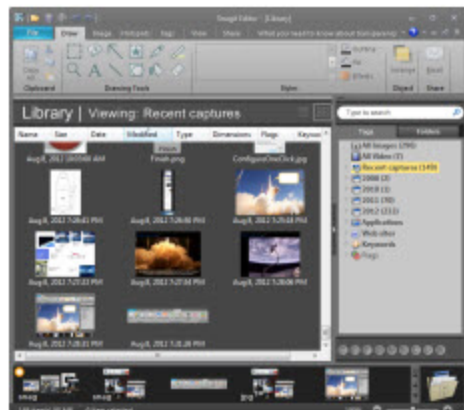
Option	Description
timeout (sec-onds)	
Hide animate speed	Specify how quickly OneClick hides: Slow , Medium , Fast , or Instant .
Amount shown while hidden	Determine how much (in pixels) of OneClick appears on your screen while hidden.
Make OneClick transparent when hidden	Make OneClick completely disappear from the edges of your screen when hidden.
Open animate speed	Set how quickly OneClick opens: Slow , Medium , Fast , or Instant .
Delay time for Time Delay Capture(s)	Set up a delay prior to captures, type the length of the delay, in seconds, in this box.
Default	Select Default to restore the options in this dialog box back to their original settings.

Welcome to Snagit Editor

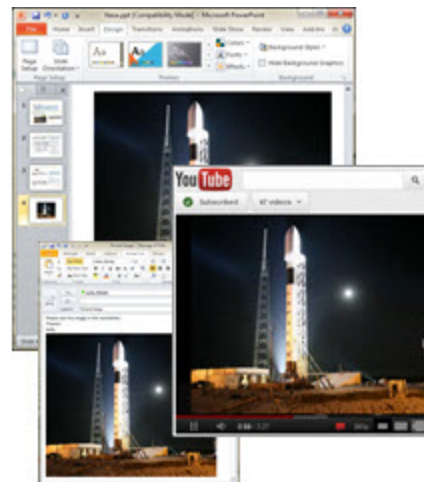
Use Snagit Editor to apply professional, quality finishing touches to your captures. Also share or locate, view, and manage captures and multimedia files.



Edit



Manage



Share

- ▶ The **Open Captures Tray** automatically stores captures.
- ▶ **Editing options** include flip, mirror, shear, rotate, crop, and cut.
- ▶ Add custom **edge effects** such as drop shadow, torn or faded edges, and **enhancements** such as arrows, cursors, lines, text, and much more.
- ▶ Use the **Search Pane**, find and move/organize captures.
- ▶ In the **Library**, view captures as a thumbnail or a list view and sort by name, size, type, date, dimensions, flags or keywords.
- ▶ **Share captures** via email or FTP, send to Microsoft Office applications, Screencast.com, or YouTube (videos only).

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

- ▶ **View** more than one capture at a time.
- ▶ **Assemble multiple images** together.
- ▶ Visually select groups of images to email, **batch convert**, and more.

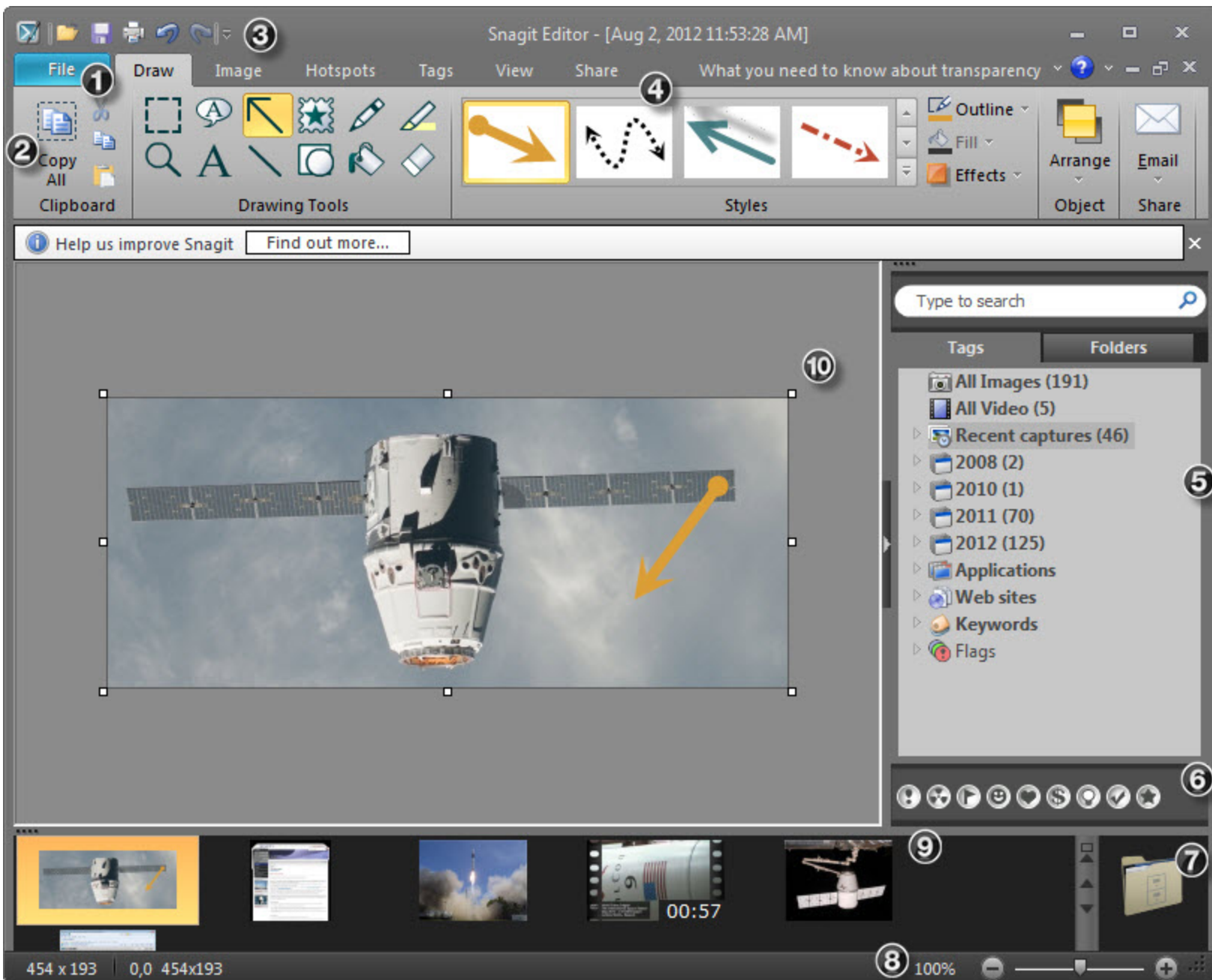
For more information



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

Get Familiar with the Editor

To open Snagit Editor, do one of the following:

- ▶ Select Windows Start menu > All Programs > TechSmith > Snagit 11 Editor
- ▶ Click **Snagit Editor** on the Quick Launch pane in Snagit.
- ▶ Select Tools > Open Snagit Editor from the Snagit menu bar.

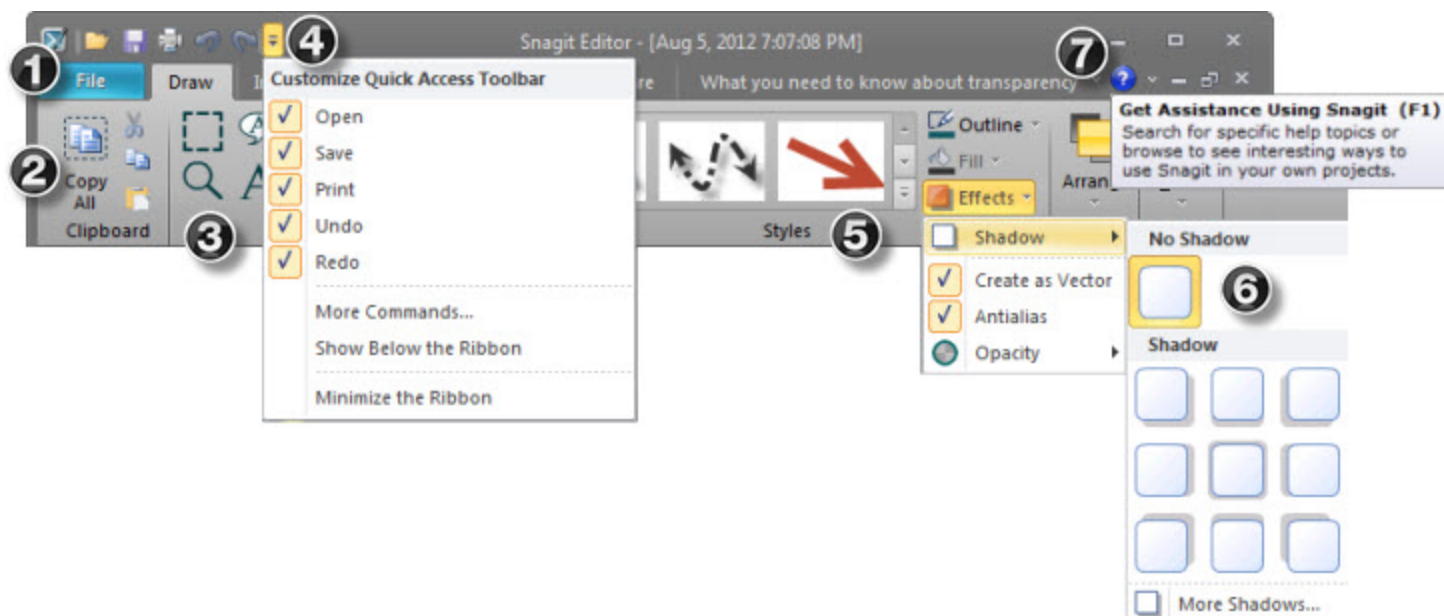


1	<p>Click File to access basic commands such as New, Open, Save, Save As, Send, Print, Delete, and Close.</p> <p>Also select:</p> <ul style="list-style-type: none"> ▶ Convert Images to batch convert images. ▶ Resources to access the Snagit Web site, find out about other TechSmith products, download Snagit Accessories, and more. Also open the About Snagit dialog that contains the version number and copyright information. ▶ Editor Options button to set application preferences.
2	<p>The Ribbon helps you quickly find the tools and options you need to complete a task.</p>
3	<p>Customize the Quick Access Toolbar with the tools and commands used most frequently. Right-click icons and options throughout the ribbon to add to the Quick Access Toolbar.</p>
4	<p>The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a style from the gallery and drag or click on the canvas.</p> <p>Click the gallery's More button  to see more style options to choose from. Right-click a modified object on the canvas and select Add to Quick Styles to add it to the gallery.</p>
5	<p>With the Search Pane find and view images, videos and text captures by date, folder, keywords, and more.</p>
6	<p>Click to assign Flags such as <i>Important</i>, <i>Idea</i>, or <i>Personal</i> to captures or media files.</p> <p>All assigned flags display in color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.</p> 
7	<p>Use the Library to locate, view, and manage captures and multimedia files in thumbnail or list view. Select multiple files to save, convert file formats, print, and e-mail in batches.</p>
8	<p>Use the Zoom Slider to enlarge the view for an image or the thumbnails in Library view.</p>
9	<p>Open Captures Tray displays thumbnails of recent captures as well as all open media files.</p>
10	<p>The Canvas is where you edit or annotate your captures. Add Callouts, Arrows, Stamps, and more.</p>


The Ribbon Tabs

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

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

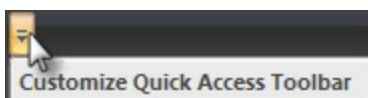


<p>1</p>	<p>Click File to access basic commands such as New, Open, Save, Save As, Send, Print, Delete, and Close.</p> <p>Also select:</p> <ul style="list-style-type: none"> ▶ Convert Images to batch convert images. ▶ Resources to access the Snagit Web site, find out about other TechSmith products, download Snagit Accessories, and more. Also open the About Snagit dialog that contains the version number and copyright information. ▶ Editor Options button to set application preferences.
<p>2</p>	<p>Tools and options are located throughout the ribbon and are organized in logical groups. Click icons with down arrows to see more options and effects for a particular tool.</p>
<p>3</p>	<p>Find groups of related tools and options in the ribbon. Right click on a tool or option to add it to the Quick Access Toolbar.</p>
<p>4</p>	<p>Customize the Quick Access Toolbar with the tools and commands used most frequently. Right-click icons and options throughout the ribbon to add to the Quick Access Toolbar.</p>
<p>5</p>	<p>The Quick Styles Gallery is a collection of ready-made styles or effects. To use, select a</p>

	<p>style from the gallery and drag or click on the canvas.</p> <p>Click the gallery's More button  to see even more style options to choose from. Right-click a modified object on the canvas and select Add to Quick Styles to add it to the gallery.</p>
6	Arrows next to the option icons indicate dropdown menus of additional effects and options.
7	Throughout the Editor interface, as you hover over commands and tools enhanced screen tips appear and F1 help links (press the <F1> key while the tip displays to open the help file topic.)

Minimize or Maximize the Ribbon from the Quick Access Toolbar

1. Click the **Customize Quick Access Toolbar** down arrow.



2. Select **Minimize the Ribbon**.
3. To use the tools and commands while the ribbon is minimized, click the name of the tab you want to use. The ribbon appears. The ribbon minimizes again once you click the canvas.

To restore the Ribbon, repeat steps 1-2.

Minimize or Maximize the Ribbon Using the Tabs

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

Minimize or Maximize the Ribbon Keyboard Shortcut


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

Things You Cannot Do with the Ribbon

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

Draw Tab



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

Complete a Profile or Add-In Capture

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

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

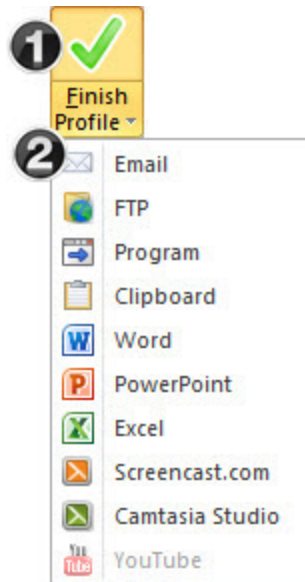
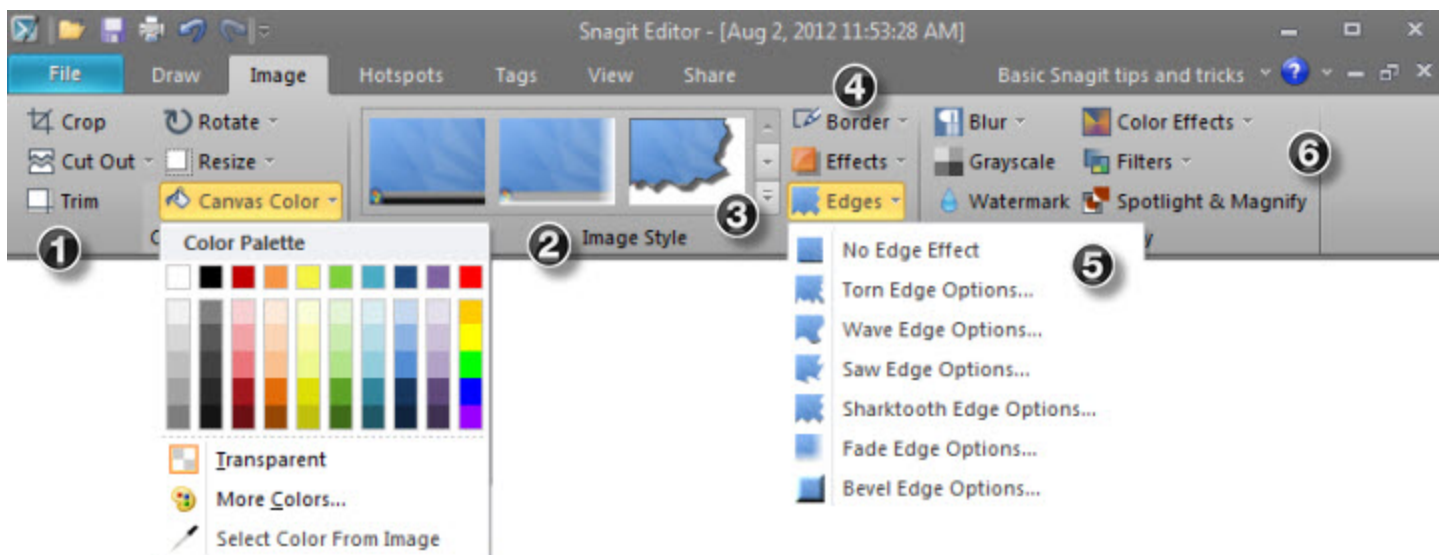




Image Tab



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

Hotspots Tab

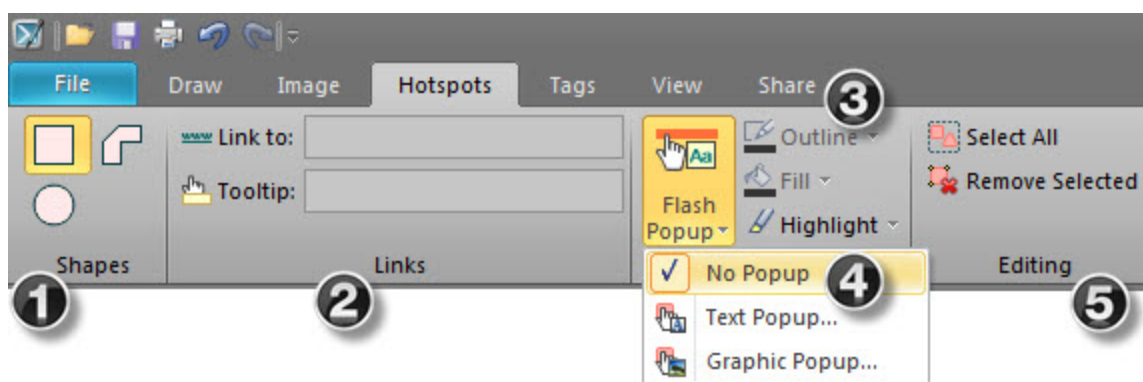
Create or modify links and hotspots in a capture or, insert new hotspots. Click on a hotspot to view and modify the hotspot properties or reposition and resize the hotspot.

You can only see the hotspots in the Hotspots tab.

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

To Add a Link or Hotspot

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



1	In the Shapes group, select the shape of the hotspot. Drag on the canvas to create.
2	In the Links group, enter the following: <ul style="list-style-type: none"> ▶ Link address: Enter the address for the link. ▶ Tooltip: Enter the text that appears when you hover over the hotspot with the mouse. This tooltip is only works in files saved in the MHT format. Use Flash popups for tooltips in SWF files.
3	In the Flash Popup group select the following options: <ul style="list-style-type: none"> ▶ Outline: Only available with the Text Flash popup option. Select a color for the text popup border. ▶ Fill: Only available with the Text Flash popup option. Select a color for the text popup background.

	<ul style="list-style-type: none"> ▶ Highlight: Available for both text and graphic popups. Select the color the hotspot turns when you hover over the hotspot with the mouse.
4	<p>Click Flash Popup to select No Popup, Text Popup, or Graphic Popup.</p> <ul style="list-style-type: none"> ▶ For a text popup, add and format text and click OK. ▶ For a graphic popup, browse and select a graphic and click OK. <p>The Outline, Fill, and Highlight options for popups enable after you select an option.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>To use the hotspots with Flash Popup properties, you must use the Email Output or save as a Macromedia Flash file (SWF). Flash is used for interactive images intended for Web sites or for viewing within a browser.</p> </div>
5	<p>The Editing group contains the following commands:</p> <ul style="list-style-type: none"> ▶ Select all: Select all hotspots on the canvas. ▶ Remove Selected: Delete hotspots currently selected.

Image File Types that Support Hotspots

To use hotspots in your final image, you must 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)

Hotspots Not Supported Dialog

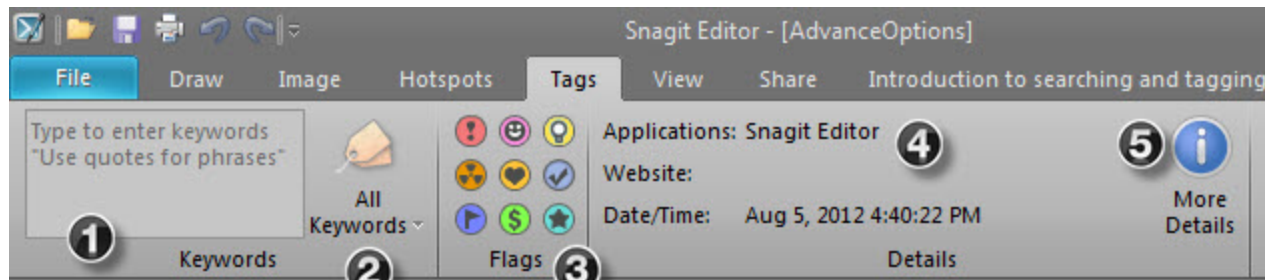
There are two versions of the Hotspots Not Supported dialog:


- ▶ Hotspots Not Supported
- ▶ Flash Hotspots Not Supported

In these dialogs, you can do one of the following:

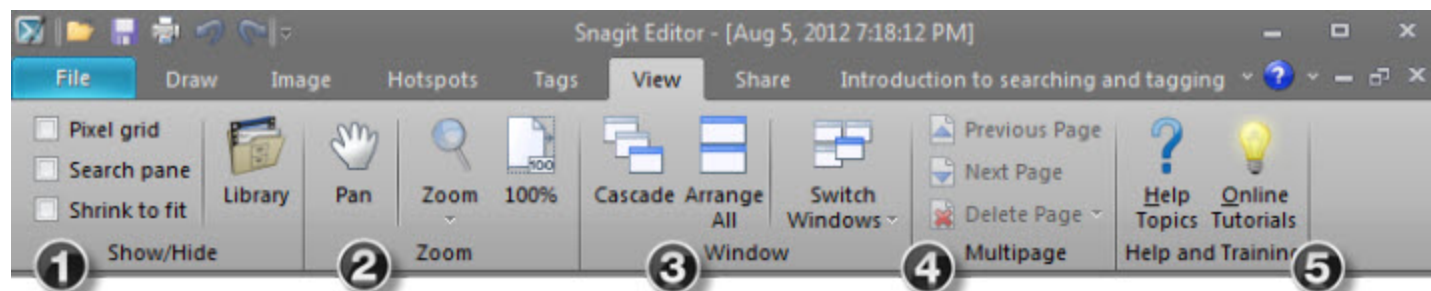
- ▶ Discard hotspots or advanced Flash hotspots and save the capture as the current file type.
- ▶ Keep the hotspots and select a new file type.
- ▶ Cancel the save and go back to your capture.

Tags Tab



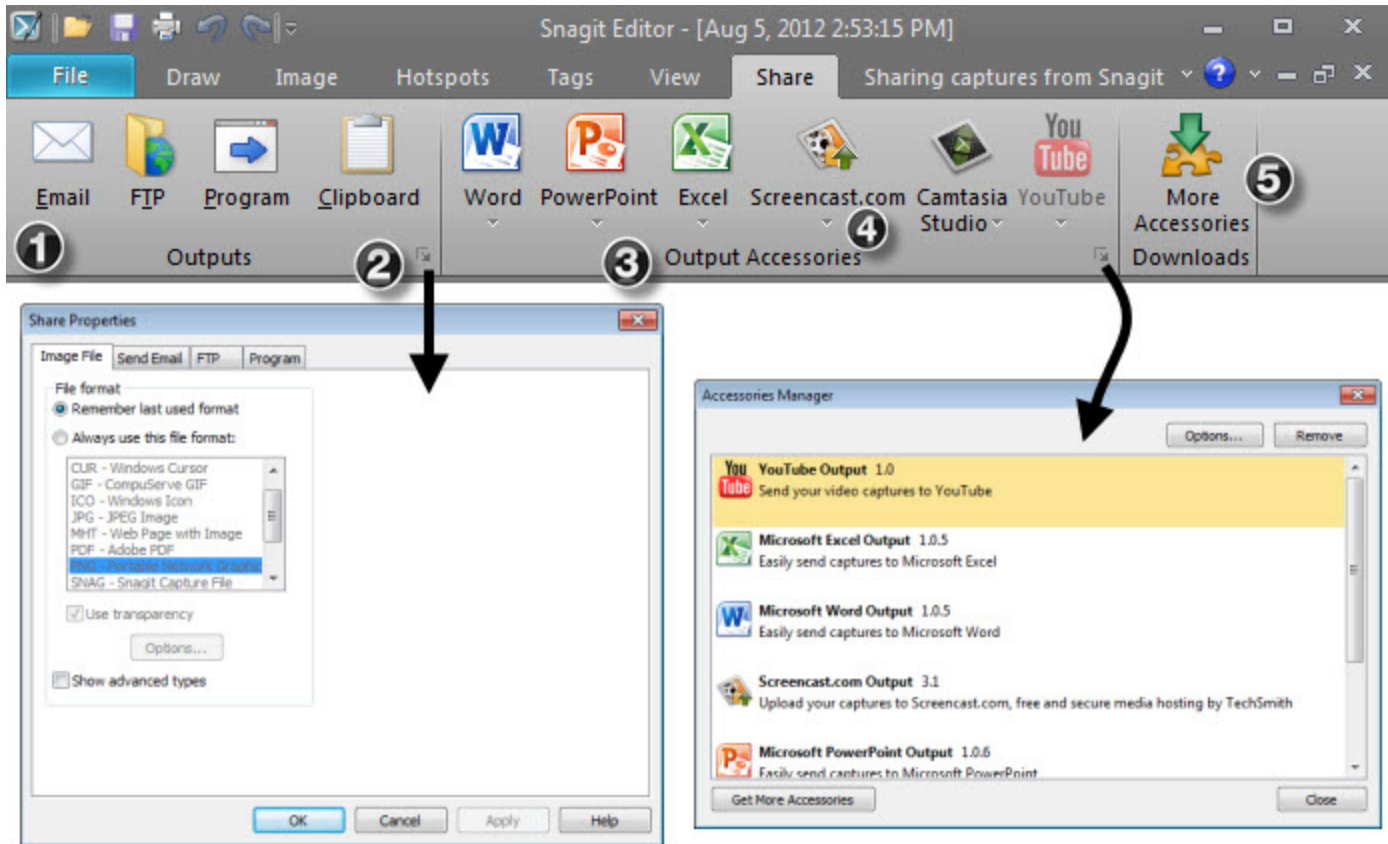
1	<p>Use the Keywords group to assign keywords to the current capture or media file, thumbnails highlighted in the Open Captures Tray, or thumbnails highlighted in the Library. Enter keywords in quotes to create a phrase.</p>
2	<p>The All Keywords dropdown menu lists all the keywords used. Select a keyword from the list to apply it to the current capture, thumbnails highlighted in the Open Captures Tray, or thumbnails highlighted in the Library.</p>
3	<p>The Flags group contains icons you can assign to the current capture, capture thumbnails highlighted in the Open Captures Tray, or thumbnails highlighted in the Library.</p> <ul style="list-style-type: none"> ▶ The first three flags assigned to a capture display in the Tray. ▶ Use the Tags tab in the Search Pane to find media based on assigned flags. ▶ All assigned flags display in color in the vertical flag row of the Search Pane when the pane is collapsed or at the bottom of the Search Pane when the pane is expanded. 
4	<p>The Details group contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that Web page displays. Click the link to go to that page. Use the metadata to search for captures. For example, all captures from a specific application or taken on a specific date.</p>
5	<p>Click the More Details icon to view the Details dialog. This contains additional metadata.</p>

View Tab



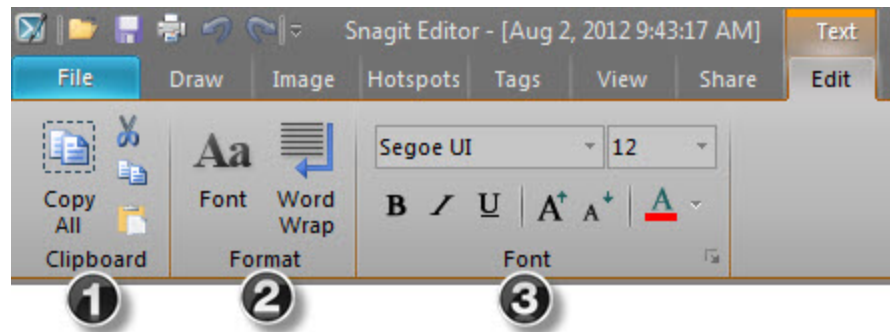
1	<p>The Show/Hide group gives options for turning on the pixel grid view, opening and closing the Search Pane, determining whether large images are scaled to fit in the viewing area, and opening and closing the Library.</p> <p>When using Pixel grid, zoom in to 600% or higher to bring the gridlines into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

Share Tab



1	The Outputs group contains the outputs that are automatically installed with Snagit. Click an Output to send the current capture or media file to that destination.
2	Use the Output Properties to customize the selected Output.
3	The Outputs Accessories group contains more Outputs included with Snagit or downloaded and installed from the TechSmith website.
4	Click on the arrow below an Output icon to access the Output's options and help file (if applicable).
5	Click More Accessories to download more outputs from the TechSmith website .

Edit Tab (Text Only)



1	The Clipboard group contains the following tools and commands: Copy All, Cut, Copy, Paste.
2	Use the Format group to change the appearance of the text. <ul style="list-style-type: none">▶ Font opens the Edit Text dialog. Use to format the text's font, size, color, and more.▶ Word Wrap wraps text lines to the width of the window.
3	The Font group is used to edit the formatting of RTF text.

The Quick Access Toolbar

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



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

Change the Location of the Quick Access Toolbar

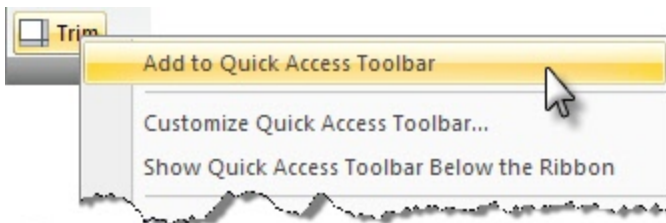
1. Click **Customize Quick Access Toolbar**.



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

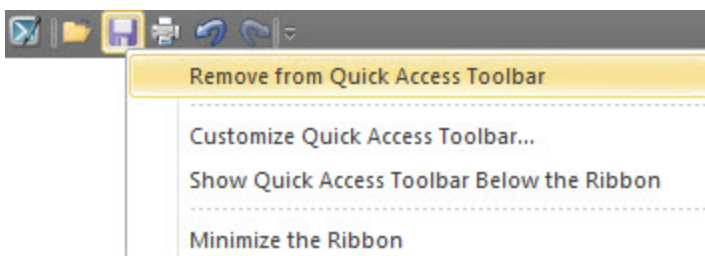
Add a Tool or Command

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



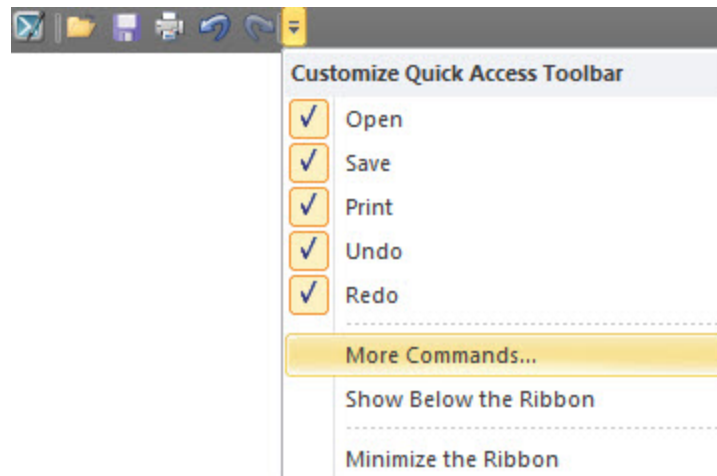
Remove a Tool or Command

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



Use the More Commands Option to Customize the Quick Access Toolbar

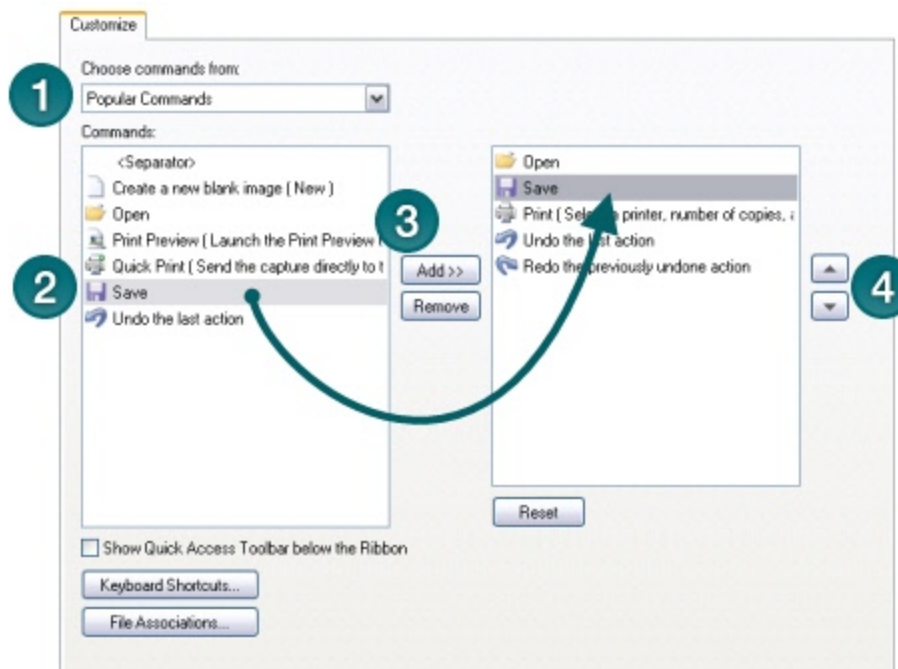
The **More Commands** option opens the Customize the Quick Access Toolbar screen. Use to add new tools and commands, remove tools and commands, and set the tools and commands placement in the toolbar.



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

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

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



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


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

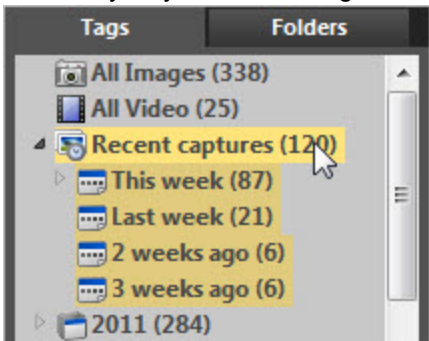
Open Captures Tray

The **Open Captures Tray** contains recently taken captures and media files opened via the **Application Button > Open** or **Library**.

The following is a general overview of how the Tray works.



1	<p>The Open Captures Tray contains recently taken captures and media files opened via the Snagit Button > Open option or through the Library.</p> <p>When capturing, the Tray automatically stores the captures for you. You do not need to save each time you take a capture.</p>
2	<p>When you modify a saved image or text file an orange starburst appears on the thumbnail. When you save the file, the starburst disappears.</p> 
3	<p>Hover over a thumbnail to see an enlarged view. The enlarged view displays the dimensions of the file and the file name if saved.</p>
4	<p>Click the Quick View button to see a snapshot of all the media content in the Tray. Use the scroll bar to move up and down through the Quick View. Click on a thumbnail to view one of</p>


	the media files.
5	Drag the upper left corner of the Quick View box to make it smaller or larger.
6	<p><i>Where did my captures go?</i> This message appears in the Quick View box when a capture drops from the Tray view. The Tray only stores a certain number of media files before they drop out of view. However, these captures are not deleted. To view unsaved captures and saved files, click Search Pane > Tags tab > Recent captures. The media files appear in the Library as you move through the search results.</p> 
7	<p>Right-click a thumbnail to access the context menu.</p> <ul style="list-style-type: none"> ▶ Copy the contents to the Clipboard. ▶ Close the file and remove it from the Tray. You can reopen the file at a later time. ▶ Delete permanently deletes a saved file or a stored capture. You <u>cannot</u> reopen deleted files at a later time. ▶ Thumbnail Size changes the thumbnails to Small, Medium, or Large size. ▶ Properties opens the Details page that contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that web page displays.

Open Captures Tray Tips

Helpful Information Displayed in the Tray

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



1	The X,Y coordinates of the cursor in relation to the upper left corner (0,0) of the canvas.
2	The size (dimensions) of the image in pixels.
3	The file format of all media files displays in the lower left corner of the thumbnails.
4	An orange starburst appears next to the thumbnail when you modify a saved image or text file. Saving the file removes the starburst. 
5	Hover over a thumbnail to see an enlarged view.
6	The enlarged view displays the name of the saved file and the file dimensions. (Unsaved captures do not display a name.)

How Long do Captures Remain in the Tray?

By default, captures and media files remain in the Tray until you accrue 25 captures. Then, as you continue to gather new captures, the older ones begin to drop out of view. However, these captures are not deleted. To

view unsaved captures or saved files, click Snagit Editor > Search Pane > Tags tab > Recent captures. The media files appear in the **Library** as you move through the search results.

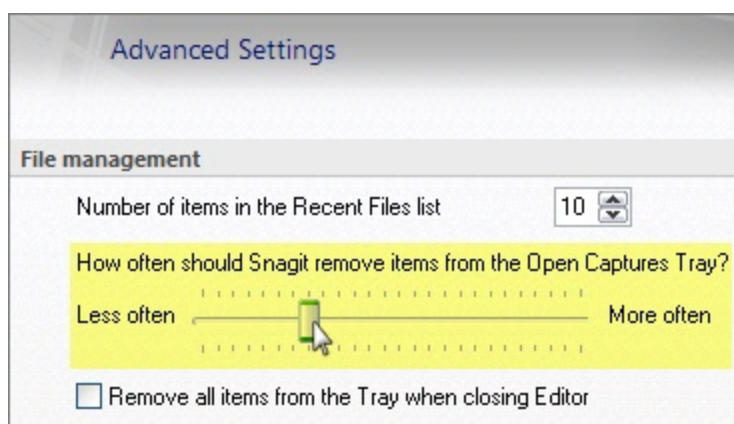
The following captures or media files never drop out of view:

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

Customize the Open Captures Tray

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

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



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

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

Do I Need to Save the Captures in the Tray?

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

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



When Should I Save Captures in the Tray?

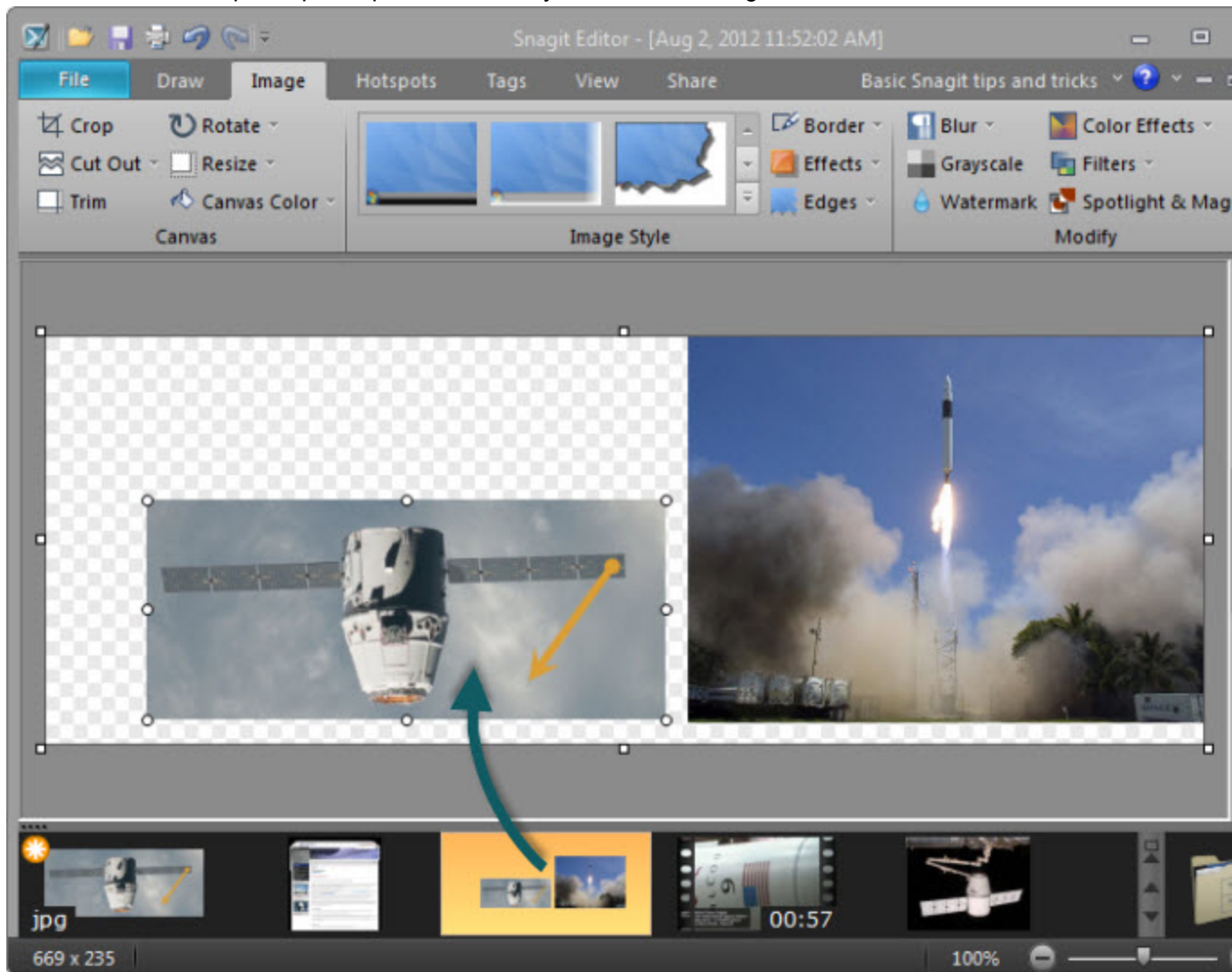
If you need to access the capture outside of Editor, you need to save the file. For example, to insert a graphic as a link using Microsoft Word, you need to save the capture as a file.

Drag from the Tray into an Open Capture or Image File

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

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

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



Resize the Tray

Drag the divider between the Tray and the canvas.



Copy an Image to the Clipboard

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

Close a Capture or Media File

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

-or-

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

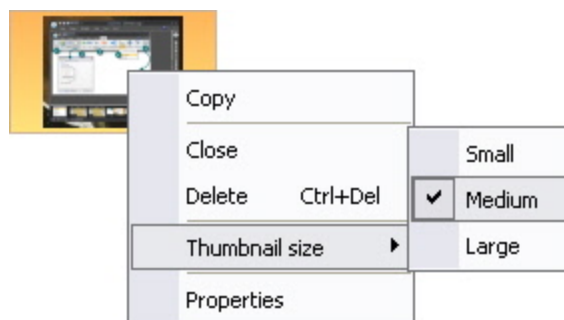


View a Capture or Media File

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

Change the Thumbnail Display Size

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



Delete a Capture or Media File

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

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

View a Snapshot of the Captures in the Tray

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



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

Preview Video Captures in Snagit Editor

The Snagit Editor can only playback videos; there are no editing tools for video in Snagit. To edit your Snagit video captures, use a separate video editor application, such as Camtasia Studio by TechSmith.

Camtasia Studio is a video editor that can help you take your screen recordings and videos to the next level. When you send your Snagit content to Camtasia Studio, you gain the ability to edit and enhance your videos with transitions, callouts, and more. Your polished, professional looking video can be produced and shared in a variety of formats.

Learn more about the video capabilities in Jing, Snagit, and Camtasia Studio.

To send your video capture directly to Camtasia Studio, use the **Camtasia Studio output** on the Share tab.

For more information about Camtasia Studio, as well as a link to a free trial, please visit the **Camtasia Studio page on the TechSmith website**.

Video Playback Controls

When viewing a video capture in Snagit Editor, the playback controls are located beneath the video capture in the main workspace.


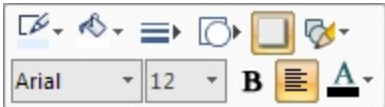

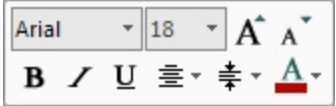



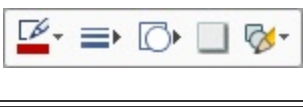



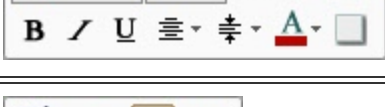






	Button Name	Description
1	Playhead	Use the playhead to manually move through the video capture.
2	Mute Audio / Volume	Click to mute or unmute audio during playback. Use the volume slider to adjust playback volume.
3	Jump to beginning	Jump to the beginning of the video capture.
4	Previous frame	Move the playhead to the previous frame of the video capture.
5	Play / Pause	Play or pause the video capture.
6	Next frame	Move the playhead to the next frame of the video capture.
7	Jump to end	Jump to the end of the video capture.
8	Capture frame	Extract the currently displayed frame as an image capture. This image is immediately opened in the Open Captures Tray.
9	Time	Displays the time at the location of the playhead and the total time of the video capture.

Mini Toolbar

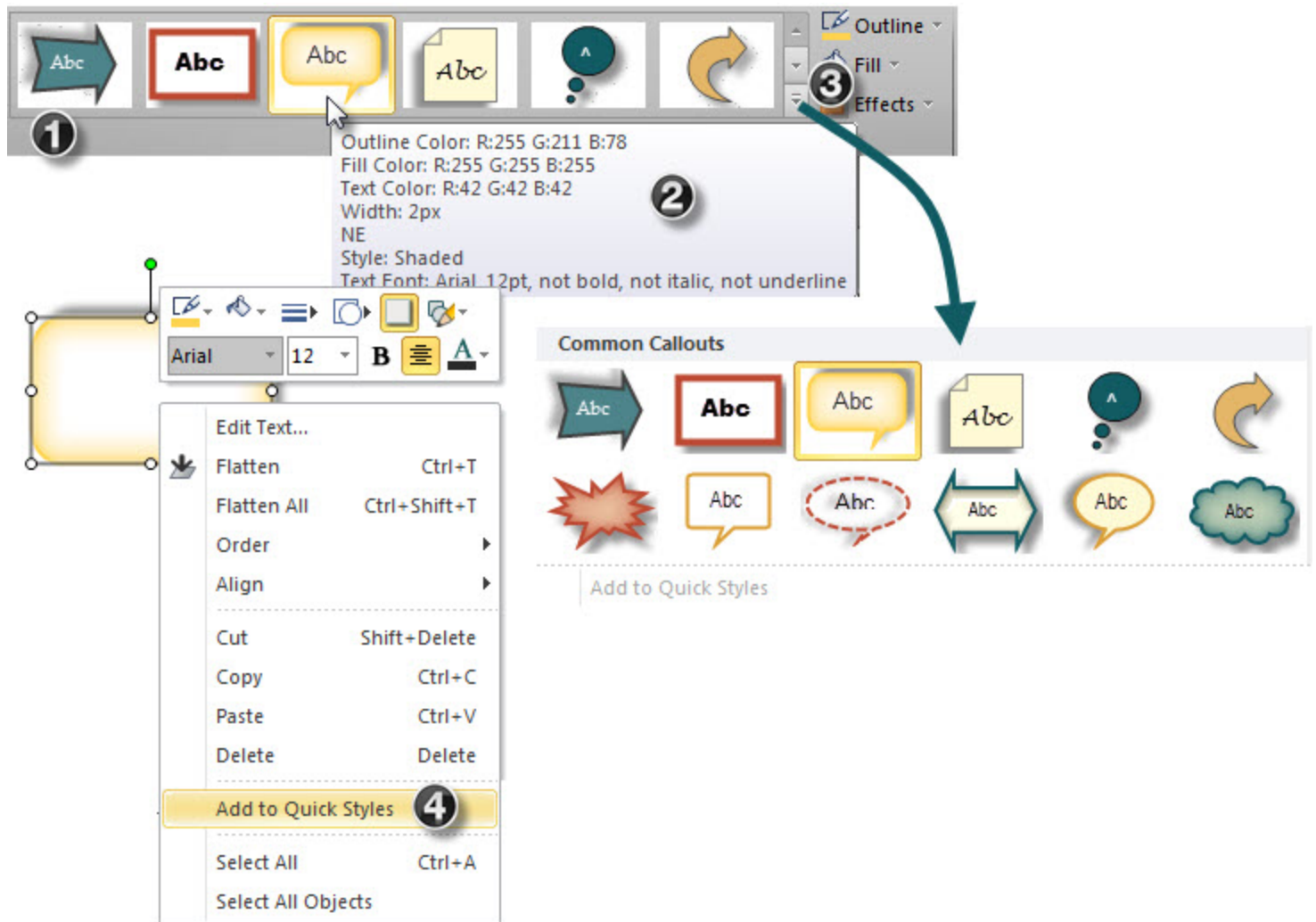
The Mini toolbar provides quick access to the options available for many of the tools on the Draw tab. When you select a vector object on the canvas, or when you right-click a vector object, the Mini toolbar appears.


The Mini toolbar is available for the following tools:

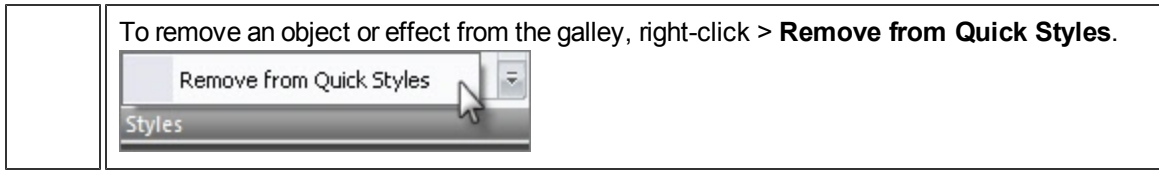
Callout 	
Callout Text 	
Arrow 	
Pen 	
Highlighter 	
Text 	
Line 	
Shape 	

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

The Quick Styles Gallery



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



Snagit Editor Hotkeys

The following hotkeys cannot be modified:

	Hotkey:
Open	CTRL + O
Save	CTRL + S
Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Print	CTRL + P
New	CTRL + N
Zoom In	NumPad +
Zoom Out	NumPad -
Actual Size	NumPad /
Show Pixel Grid	CTRL + G (at 600% or higher)
Open Help	F1
Close Current Capture	CTRL + W

Customize Keyboard Shortcuts

You can assign a custom keyboard shortcut to most of the tools and commands within Editor.

1. In Snagit Editor, select Snagit Button > File > Editor Options button > Customize > Keyboard Shortcuts button.
2. Select a category and a command.
3. Enter the shortcut keystrokes.
4. Click **Assign**.

Common Editor Tasks

This section gives instructions for performing common editing tasks.

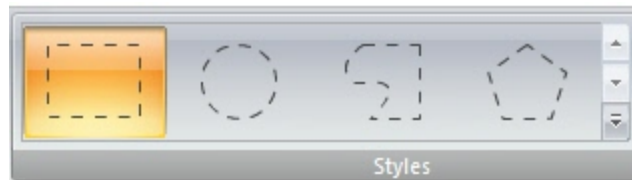
For more information, see:

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

Make a Selection on the Canvas

Draw tab > Drawing Tools group.

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



Selection shapes include:

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

Make a Selection

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

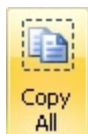
Select Multiple Areas of the Canvas

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

Copy, Paste, Cut, Crop, and Delete Tasks

Draw tab > Clipboard group and Image tab > Canvas group

Copy Entire Canvas to the Clipboard (Copy All)



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

Copy a Selection to the Clipboard

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

Cut Out Part of an Image

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

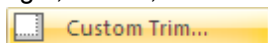
Trim Unwanted Canvas

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



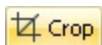
-or-

Use the **Custom Trim** tool (Image tab > Resize menu) to specify how many pixels to remove from the top, right, bottom, and left sides of the canvas.



Crop to the Size of the Selection

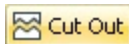
1. Select an area of the canvas you want to keep using the **Selection** tool.
2. Click **Crop**.



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

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

1. Click **Cut Out** and select the type of cut out edge effect to be used.



2. Use the tool to select the area to remove; the effect is applied.

Delete a Selection

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



Delete an Object

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



Delete all Objects

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



Delete the Entire Canvas and all of the Objects

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



View and Zoom Tasks

View tab > Zoom group.

Zoom In or Out on Canvas

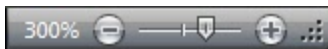
1. Click Draw tab > Drawing tools group > Zoom In/Out tool.



2. Click canvas to zoom in.
3. Right-click canvas to zoom out.

-or-

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

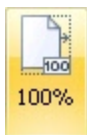


-or-

1. Click View tab > Zoom group > Zoom tool.



2. Select a magnification level from the list.
3. To return to normal view, click the **100%** icon .



View More than One Capture or File

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

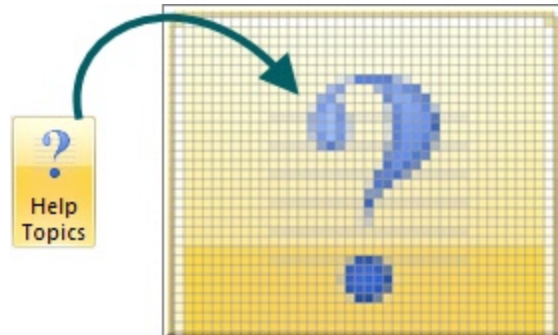


Select from:

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

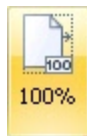
Turn on Pixel Grid

Pixel grid view gives a pixel by pixel view of the canvas.



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

Return to Original Image Size



Click View tab > Zoom tools > 100% icon .

Shrink to Fit View Mode

When enabled, Snagit will automatically adjust the zoom level so large images will be scaled to fit in your viewing area. Videos are always scaled to fit in the viewing area.

View Using the Pan Tool

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

1. Click View tab > Zoom tools > Pan tool .



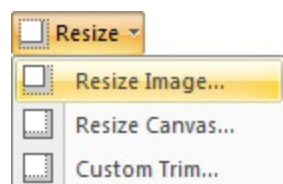
2. Click the canvas and drag.

Press and hold **<CTRL+ SHIFT>** and then click and drag the mouse to pan while working in the other tabs.

Resize Tasks

Image tab > Canvas group > 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.

Pixel Dimensions

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

Print Dimensions

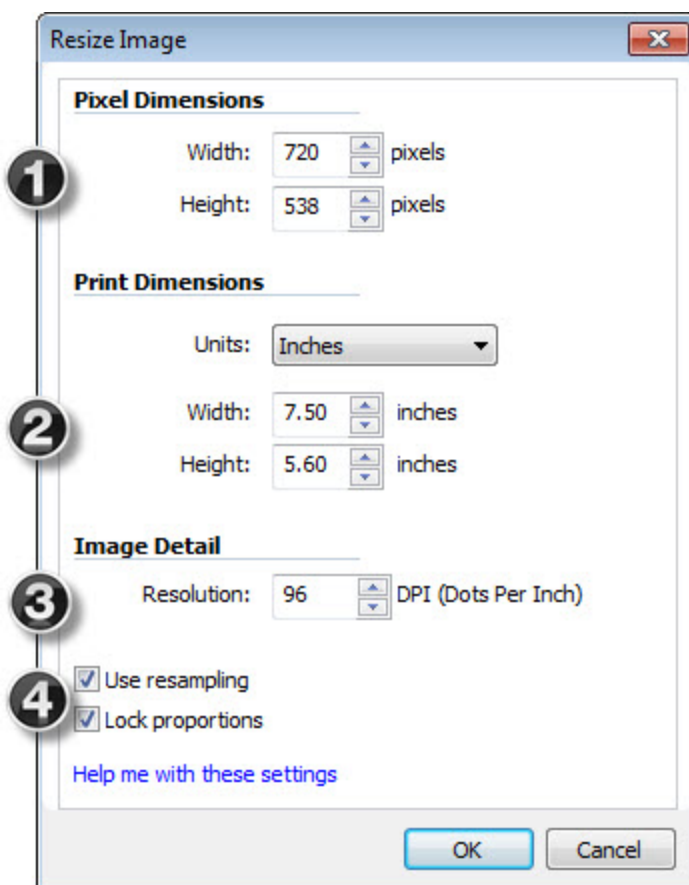
- 2 Select a unit (inches, centimeters, or percent) and enter a width and height to resize the image. The print dimensions are calculated based on the resolution specified in the Image Detail section. The units displayed are for printing the file as is or for programs that display a ruler (such as desktop publishing applications); they do not match the display dimensions of the image on your monitor.

Image Detail

- 3 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

- 4 **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.

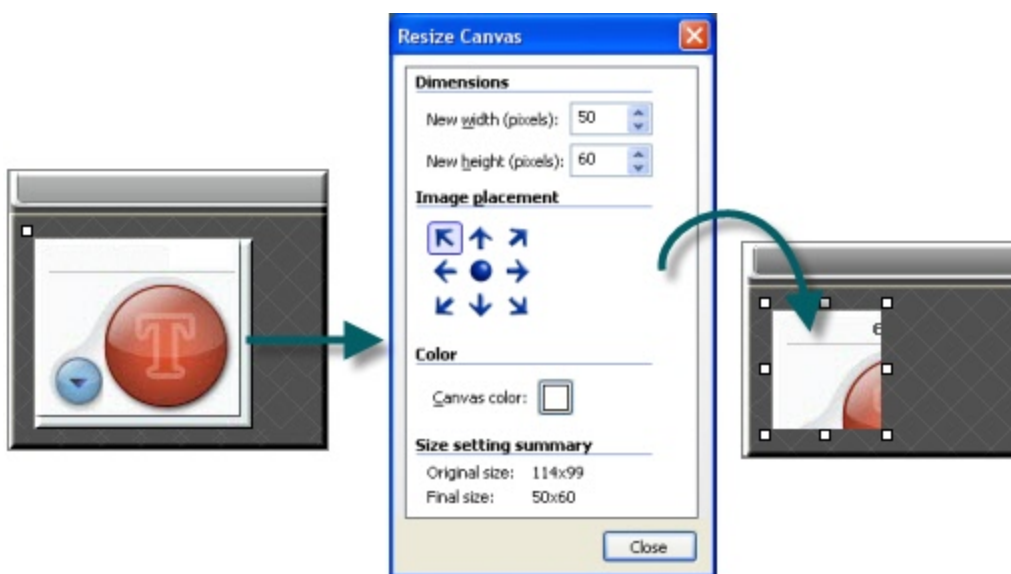


Lock proportions: When enabled, the ratio of the width to height in the Pixel Dimensions and Print Dimensions fields is locked. Changing the width automatically changes the height and vice versa. Turning this option off can result in skewed images.

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 in the **Print > Page Setup** dialog to sizing take precedence over the print dimensions listed in the Resize Image dialog.

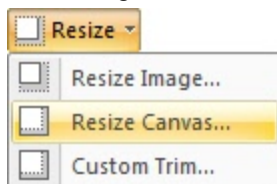
Resize the Entire Canvas

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



There are two ways to perform this task.

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



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

2. The Resize Canvas task page appears. Make selections and click Close.
 - Enter a new width and height.
 - Select image placement.

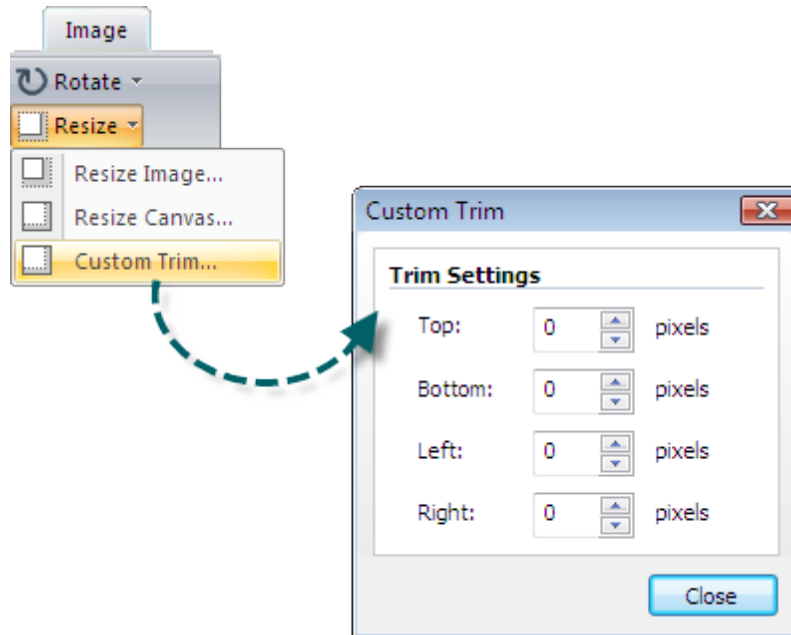
-or-

- ▶ 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 tool > 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.

Work with Vector Objects

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

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

Snagit's vector-based tools include: **Callouts**, **Arrows**, **Stamps**, **Freehand Pen**, **Highlight**, **Line**, and **Shapes**.

Three 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.

Save Captures or Files that Contain Vector Objects

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

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

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



Snagit Capture File Format (.snag)

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

Vector Objects Tips

- ▶ Resize an object by clicking and dragging the white dots (handles) around the object. Hold **<SHIFT>** to maintain the vector object's aspect ratio.
- ▶ Right-click an object and select **Flatten** to permanently make an object part of the background of the image. After you flatten an object, you cannot select and move or modify the object. The only way to unflatten an object is by using the Undo button.
- ▶ You must flatten all vector objects and select the entire canvas to apply perspective & shear, resize image, or rotate effects.

- ▶ To draw a new vector object on top of an existing vector object, hold the **<ALT>** key while creating the new object.
- ▶ New vector objects are always placed “in front”. So, you can move the newest object over a previously created object.
- ▶ To use the flood fill or eraser behind an existing vector object, hold the **<ALT>** key while clicking to draw. This allows you to start drawing under the object and not select the existing object.
- ▶ To use the eraser or flood fill on a vector object, flatten the object. To flatten a vector object, right-click an object and select **Flatten**.
- ▶ If a printer capture with multiple pages has vector objects, these are automatically flattened when you move to another page. This means that once you switch pages within a capture, the vector object becomes part of the background and you can no longer move the object.

Select or Unselect More Than One Vector Object

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

Arranging Objects on the Canvas

Group and Ungroup Objects

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

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

Align Objects

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

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

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

Change the Order of Objects

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

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

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

► **Send Backward**

Send the selected object backward one layer.

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

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

Flip an Object:

1. Click object to give it focus.
2. Click Draw tab > Object group > Arrange button > Flip > Horizontal or Vertical.

-or-

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

Flip a Selection:

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

-or-

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

Flip the Contents of the Entire Canvas:

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

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

-or-

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

Rotate the Entire Canvas

Flatten all vector objects to rotate the entire canvas.

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

1. Image tab > Canvas group > Rotate button > Select degree of rotation from the list or click **Custom** to select an exact degree for rotation.
2. In the Custom Angle dialog, customize the rotation effect.
3. Click **OK**.

Option	Description
Angle	Use the slider to determine the angle of rotation in increments from zero to

Option	Description
	360 degrees.
Resize Canvas to Fit	Automatically increase the size of the canvas when rotating the capture.

Transparency

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

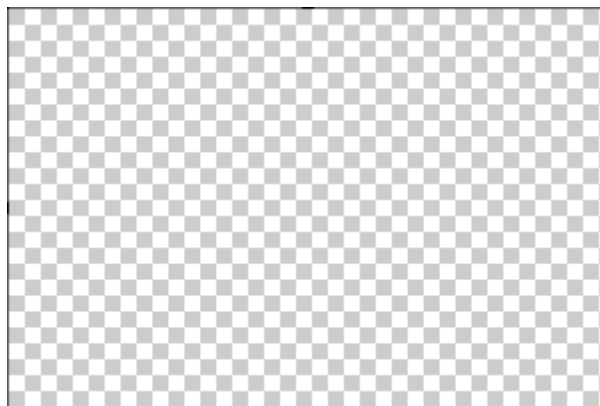


This means that edge effects like drop shadows and torn edges do not have a border. Instead, the effect is applied and the added area is transparent.

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

Editor

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

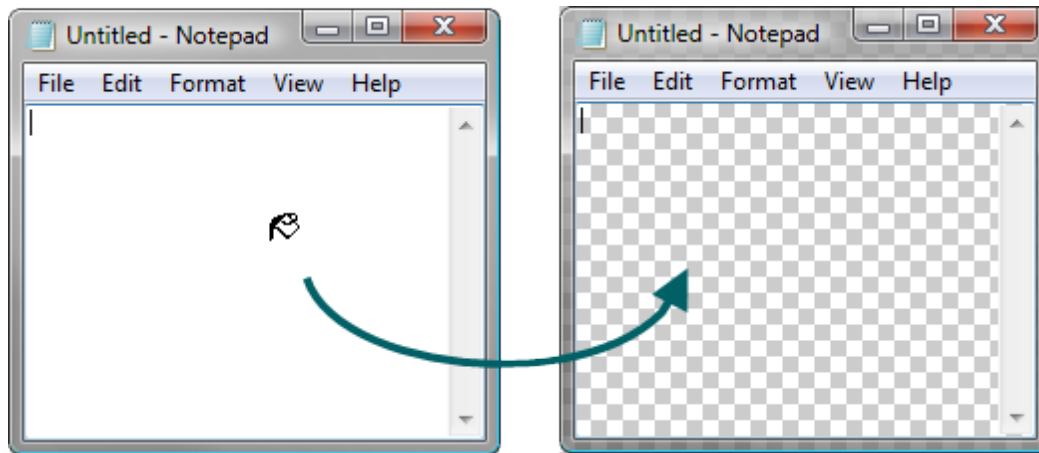


Changing the canvas color to another color removes transparency from the canvas, filling it with another color. Change the canvas to white to simulate earlier versions of Snagit.

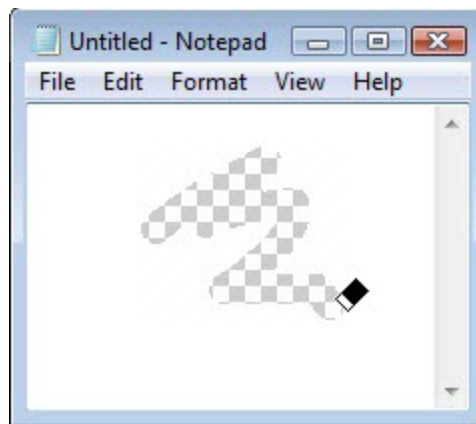
To change the canvas color, select Image tab > Canvas group > Canvas Color

Draw tools

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



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



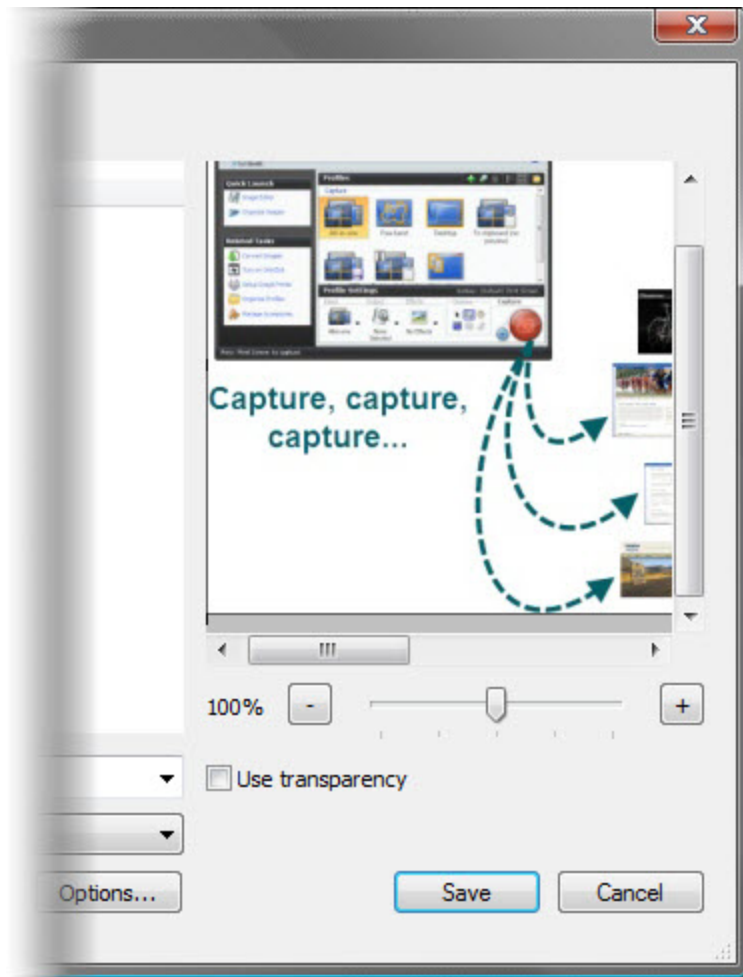
Cut, Copy and Paste

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

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

Save an Image with Transparency

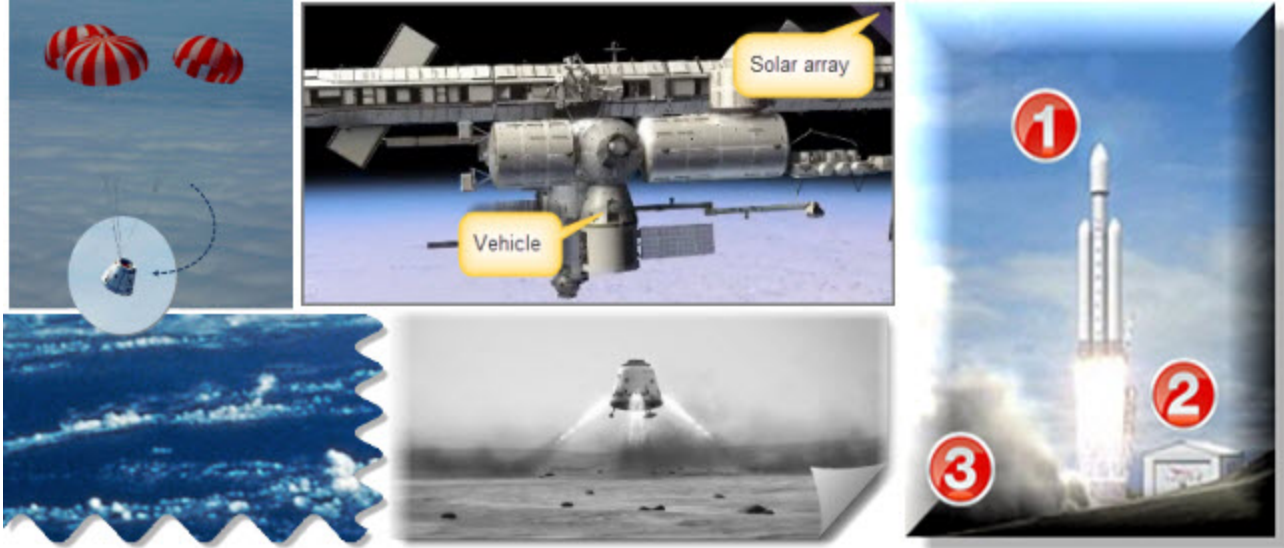
A preview window in the Save dialog shows your image as it will be saved, depending on the format selected. Transparency can be disabled for the above formats by deselecting the **Use transparency** checkbox.



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

Draw Tools and Special Effects

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



For more information, see:

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

Callouts



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

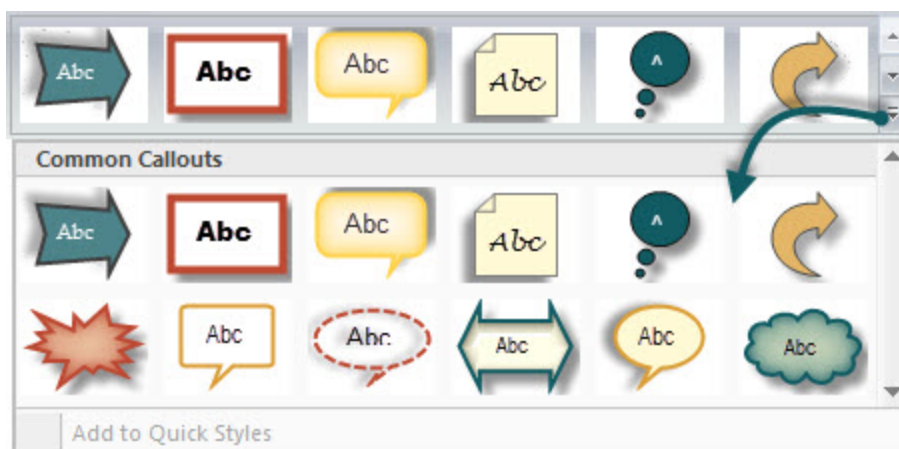


1. Select Draw tab > Drawing tools group > Callout tool.
2. Select a shape from the Styles group.
3. Click and drag the mouse on the canvas to apply a callout.
4. Enter text.
5. Select the vector object, highlight the text, or right-click to access the Mini toolbar for font options.

Double-click the callout to edit text again, if necessary.

Select a Style from the Quick Style Gallery

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



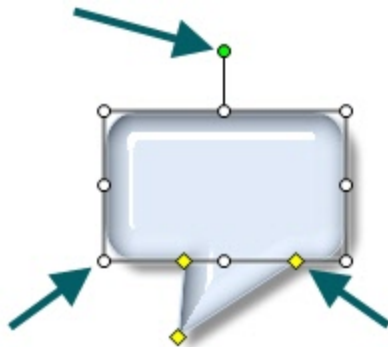
Change the Callout Gradient Style

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



Move, Reshape, or Rotate a Callout

1. To move a callout, click on the center of the callout and drag to a new location.
2. Use the colored handles to control the following:



- ▶ **Yellow:** Drag these handles to change the shape and size of the callout tail.
- ▶ **White:** Drag these handles to change the height and width of the callout.
- ▶ **Green:** Grab and drag this handle to rotate the orientation of the callout.

Change the Callout Outline or Color

Click a callout on the canvas to give it focus.

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

Set the Opacity Level

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



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

Add, Remove, or Customize the Callout Shadow

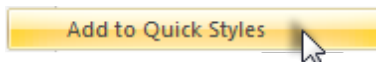
Click a callout on the canvas to give it focus.

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

Add a Custom Callout to the Quick Styles Gallery

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

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



Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges appear jagged. The antialiasing option is turned to "on" for all of Editor's vector-based tools.

To turn antialiasing on or off:

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

Arrows



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



To use this tool:

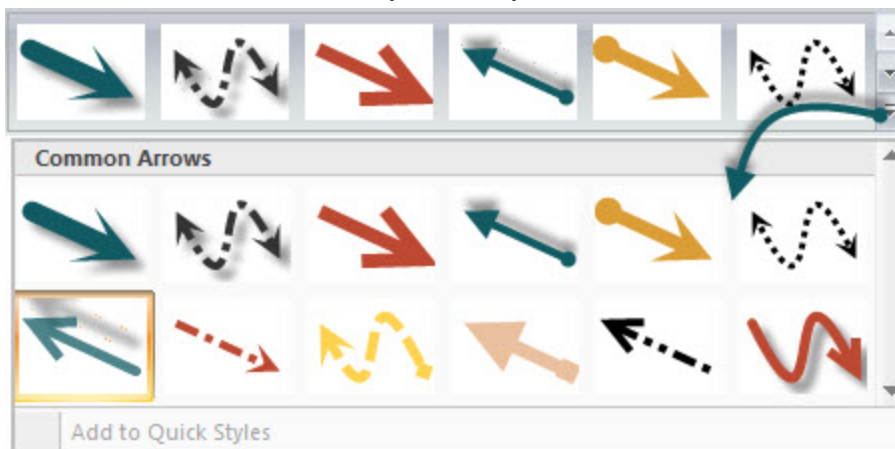
1. Select Draw tab > Drawing Tools group > Arrow tool.
2. Select a style from the Styles group.
3. Click and drag the mouse on the canvas to apply an arrow.

Select a Style from the Quick Style Gallery

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

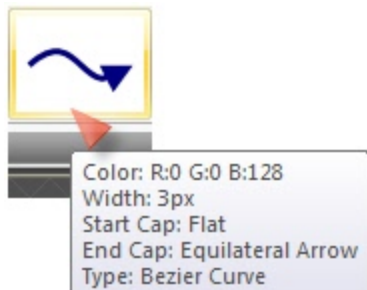


3. Select an arrow from the Quick Styles Gallery.



Draw a Bezier Curved Arrow

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



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

Select the Arrow Color from Colors on the Canvas

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

-Or-

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

Pick a Custom Arrow Color

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

Change the Look of the Arrow Head or End

1. Click an arrow on the canvas to give it focus.
2. Select Styles group > Outline option > Ends. Select a style from the menu or click Custom Ends to select the head or end style.

Change the Arrow Width

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

Change the Look of the Arrow Line

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

Move or Reshape an Arrow

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

Set the Arrow Opacity Level

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



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

Add, Remove, or Customize the Arrow Shadow

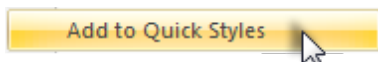
Click an arrow on the canvas to give it focus.

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

Add a Custom Arrow to the Quick Styles Gallery

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

1. Click an arrow on the canvas to give it focus.
2. Right-click the arrow and click **Add to Quick Styles**. The arrow is now available in the Quick Styles Gallery.



Antialiasing for Smooth Lines

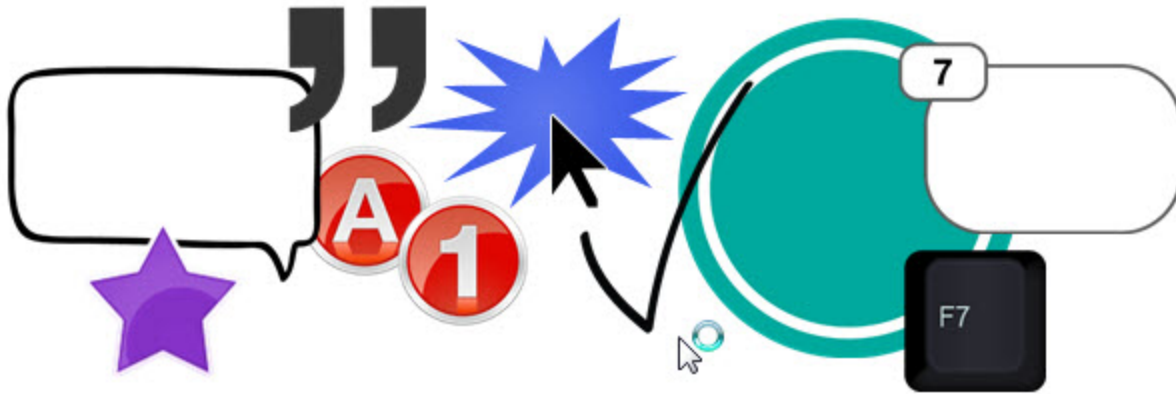
Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges appear jagged. The antialiasing option is enabled by default for all vector-based tools.

To turn antialiasing on or off:

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

Stamps

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



To use this tool:

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

Move or Resize a Stamp

Click a stamp on the canvas to give it focus.

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

Set the Opacity Level

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



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

Add, Remove, or Customize the Stamp Shadow

Click a stamp on the canvas to give it focus.

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

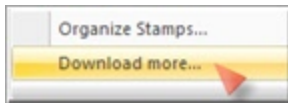
Add a Custom Stamp to the Quick Styles Gallery

Save custom stamp to reuse.

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

Download More Stamps from the TechSmith Website

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



3. The TechSmith website opens to the stamp download page.

Organize Stamps

Use the Organize Stamps dialog box to add new categories of stamps, delete stamps, add existing graphics as stamps, and more.

To access the Organize Stamps dialog:

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



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

Freehand Pen



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



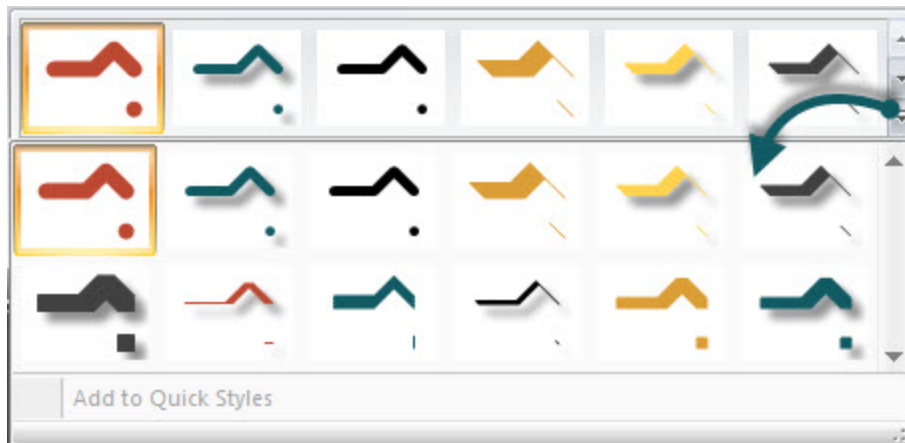
1. Select Draw tab > Drawing Tools group > Pen tool.
2. Select a style from the Styles group.
3. Click and drag the mouse on the canvas to draw with the pen.

Select a Style from the Quick Style Gallery

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



3. Select a pen style from the Quick Styles Gallery.



Select the Pen Color from Colors on the Canvas

1. Select Draw tab > Drawing Tools group > Pen tool.
2. Select Styles group > Outline > Select color from image.
3. Click on the canvas to pick a fill color.
4. Click and drag the mouse on the canvas to draw with the pen.

-or-

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

3. Release the <CTRL> key after color selection.
4. Click and drag the mouse on the canvas to draw with the pen.

Pick a Custom Color

1. Select Draw tab > Drawing Tools group > Pen tool.
2. Select Styles group > Outline option > More Outline Colors > Colors task pane.
3. Select a color from the Standard or Custom tab. Click **OK**.
4. Click and drag the mouse on the canvas to draw with the pen.

Change the Shape of the Pen Line

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

Change the Pen Width

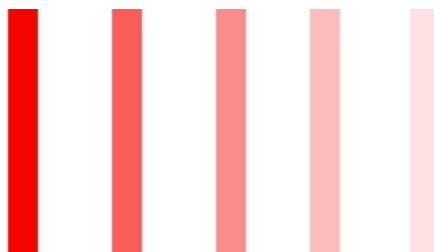
1. Click a pen line on the canvas to give it focus.
2. Select Styles group > Outline option > Width. Select a width from the menu or click **Custom Lines** to select a new width.

Move or Reshape a Pen Line

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

Set the Opacity Level

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



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

Add, Remove, or Customize the Pen Line Shadow

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

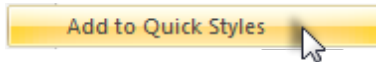
- ▶ To add a shadow, select Styles group > Effects > Shadow > Select the shadow effect using the icons.
- ▶ To remove a shadow, select Styles group > Effects > Shadow > No Shadow icon.

- To add a custom shadow, select Styles group > Effects > Shadow > Click More Shadows. Use the options in the Drop Shadow task pane to create a custom look. Click **OK**.

Add a Custom Pen Line to the Quick Styles Gallery

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

1. Click a pen line on the canvas to give it focus. (The pen line has to be created as a vector object.)
2. Right-click the pen line.
3. From the popup menu, click Add to Quick Styles. The pen line is now available in the Quick Styles Gallery.



Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to "on" for all of Editor's vector-based tools.

To turn antialiasing on or off:

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

Highlight Tool



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



To use this tool:

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

Select a Color from the Quick Style Gallery

1. Select Draw tab > Drawing Tools group > Highlight tool.
2. Select the color from the gallery menu.



Select the Fill Color from Colors on the Canvas

1. Select Draw tab > Drawing Tools group > Highlight tool.
2. Select Styles group > Outline > Select color from image.
3. Click on the canvas to pick a fill color.
4. Click and drag cursor on canvas to create highlight.

-or-

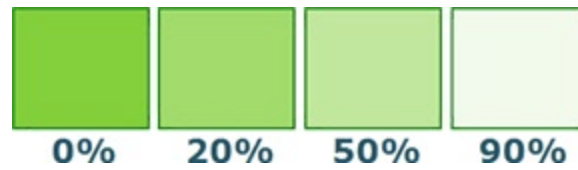
1. Select Draw tab > Drawing Tools group > Highlight tool.
2. Hold the **<CTRL>** key to use the eyedropper to select a color from the canvas.
3. Release the **<CTRL>** key after color selection.
4. Click and drag cursor on canvas to create highlight.

Pick a Custom Fill Color

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

Set Fill Opacity Level

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



1. Select Draw tab > Drawing Tools group > Highlight tool.
2. Select Styles group > Effects > Opacity > Select opacity percentage.
3. Click and drag cursor on canvas to create highlight.

Text



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

To use this tool:

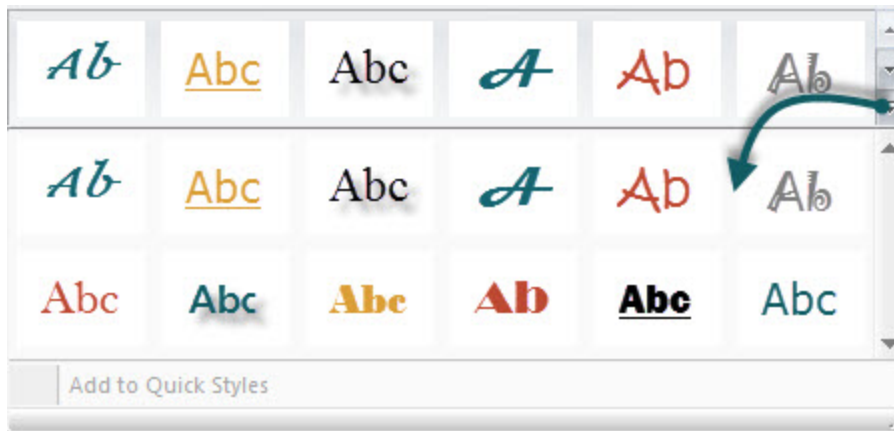
1. Select Draw tab > Drawing Tools group > Text tool.
2. Select a style from the Styles group.
3. Click and drag the mouse on the canvas to create a text box.
4. Enter text.
5. Select the vector object and highlight text, or right-click, to access the Mini toolbar for font options.

Select a Style from the Quick Style Gallery

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



3. Select the text style from the Quick Styles Gallery.



Select the Text Color from Colors on the Canvas

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

-or-

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

Pick a Custom Text Color

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

Move or Resize a Text Box

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

Set the Text Opacity Level

Opacity is the ability to see through the text.

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

Add, Remove, or Customize the Text Shadow

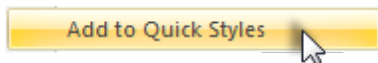
Click a text box on the canvas to give it focus.

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

Add Custom Text to the Quick Styles Gallery

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

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



Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges appear jagged. The antialiasing option is turned to "on" for all of Editor's vector-based tools.

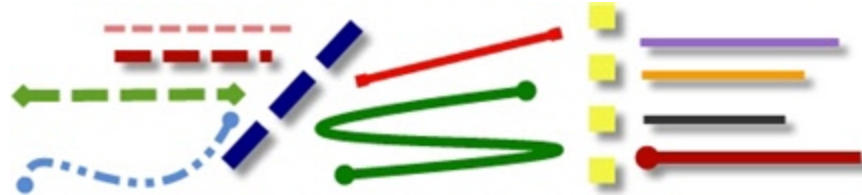
To turn antialiasing on or off:

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

Lines



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



To use this tool:

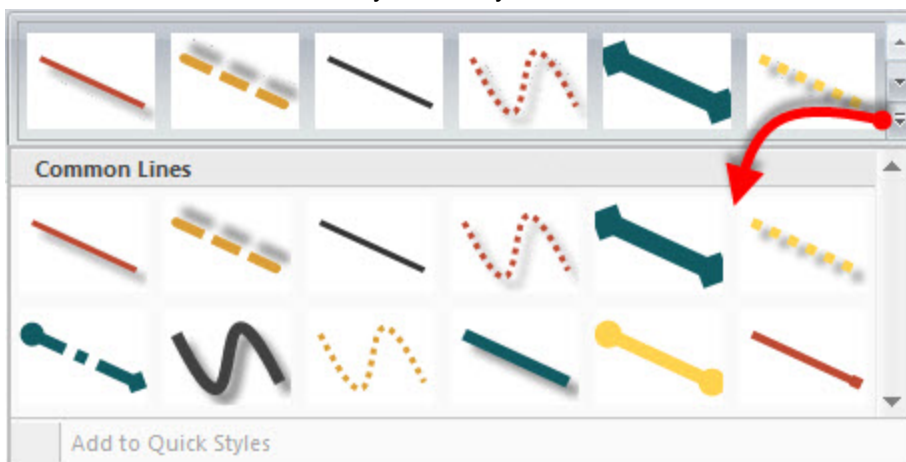
1. Select Draw tab > Drawing Tools group > Line tool.
2. Select a style from the Styles group.
3. Click and drag the mouse on the canvas to create a line.

Select a Style from the Quick Style Gallery

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



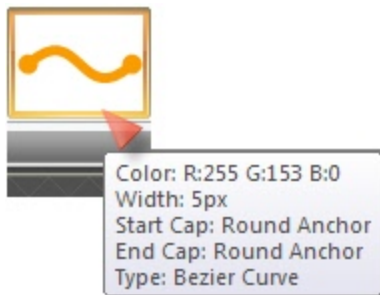
3. Select the line from the Quick Styles Gallery.



Draw a Bezier Curved Line

To draw a curved line:

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



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

Select the Line Color from Colors on the Canvas

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

-or-

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

Pick a Custom Line Color

1. Select Draw tab > Drawing Tools group > Line tool.
2. Select Styles group > Outline option > More Outline Colors > Colors dialog box.
3. Select a color from the **Standard** or **Custom** tab. Click **OK**.
4. Click and drag the mouse on the canvas to create a line.

Change the Look of the Line Ends

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

Change the Line Width

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

Change the Appearance of the Line

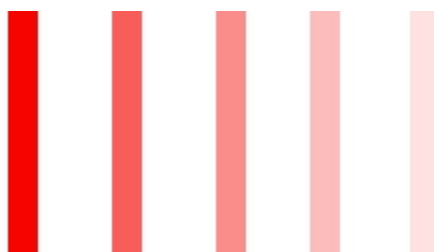
1. Click a line on the canvas to give it focus.
2. Select Styles group > Outline option > Dashes. Select a style from the menu or click **Custom Lines** to select a new appearance.

Move or Reshape a Line

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

Set the Opacity Level

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



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

Add, Remove, or Customize the Line Shadow

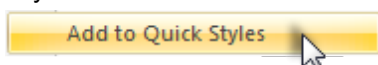
Click a line on the canvas to give it focus.

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

Add a Custom Line to the Quick Styles Gallery

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

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



Antialiasing for Smooth Lines

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

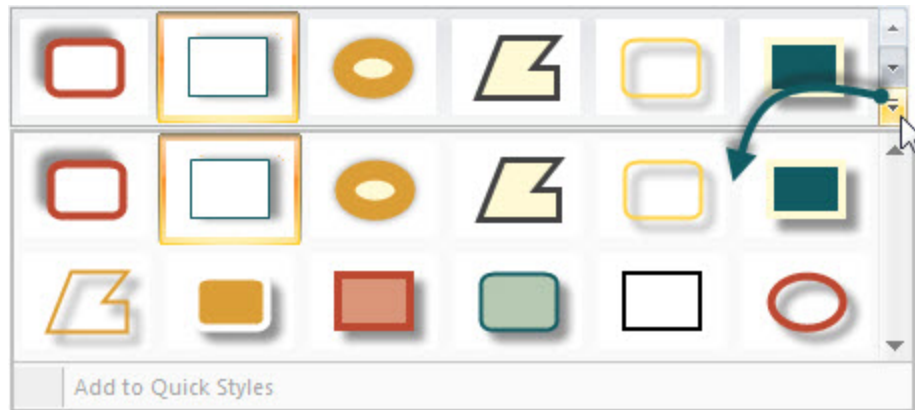
To turn antialiasing on or off:

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

Geometric Shapes



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



To use this tool:

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

Select a Style from the Quick Style Gallery

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



Move or Reshape a Shape

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

Draw a Polygon Shape

To draw a polygon shape:

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



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

Change the Shape Outline or Color

Click a shape on the canvas to give it focus.

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

Set the Opacity Level

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



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

Add, Remove, or Customize the Shape Shadow

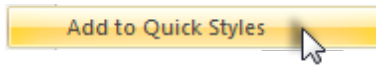
Click a shape on the canvas to give it focus.

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

Add a Custom Shape to the Quick Styles Gallery

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

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



Antialiasing for Smooth Lines

Antialiasing is a technique used to make lines appear smooth. Without antialiasing being applied, object edges will appear jagged. The antialiasing option is turned to "on" for all of Editor's vector-based tools.

To turn antialiasing on or off:

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

Flood Fill an Area with Color



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

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

To use this tool:

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

Select a Color from the Quick Style Gallery

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



3. Select the color from the Quick Styles Gallery.



Select the Fill Color from Colors on the Canvas

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

-or-

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

Pick a Custom Fill Color

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

Set Fill Tolerance Level

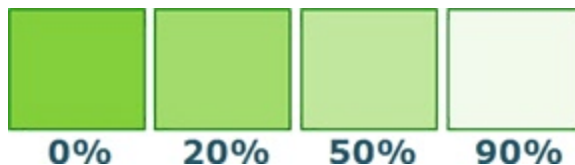
Control the matching of the fill color in relation to the surrounding colors. A fill tolerance of zero means an exact color match. A tolerance level above zero matches similar colors. The higher the number the less precise the match needs to be.

1. Select Draw tab > Drawing Tools group > Fill tool.
2. Select Styles group > Effects > Tolerance > Select tolerance percentage > 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 higher opacity percentage (lower saturation) and work your way up to the desired color effect.

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

Erase a Portion of the Canvas



Use the **Eraser** tool to freehand erase any flattened part of a capture, exposing the canvas beneath. Control the width, opacity and antialiasing.

To use this tool:

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

Change the Eraser Width

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

Set the Opacity Level

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



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

Antialiasing for Smooth Lines

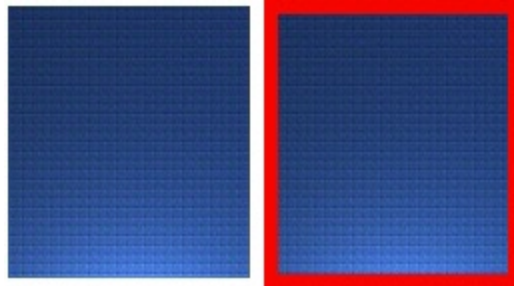
This option is enabled by default.

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


Image Effects

Border

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

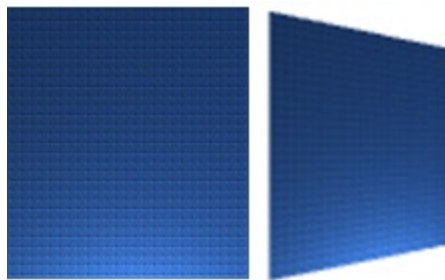


To use this tool:


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

Perspective

Add a perspective effect to the entire canvas.

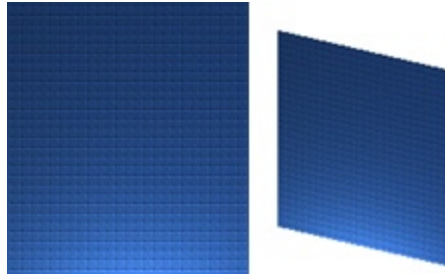


To use this tool:

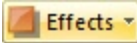
1. Select Image tab > Image Style group > Effects tool  > Perspective.
2. Select an effect from the menu or click **Perspective/Shear Options** to create a custom effect.

Shear

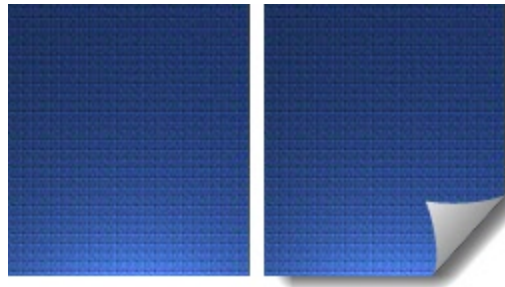
Add a shear effect to the entire canvas.



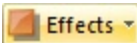
To use this tool:

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

Page Curl

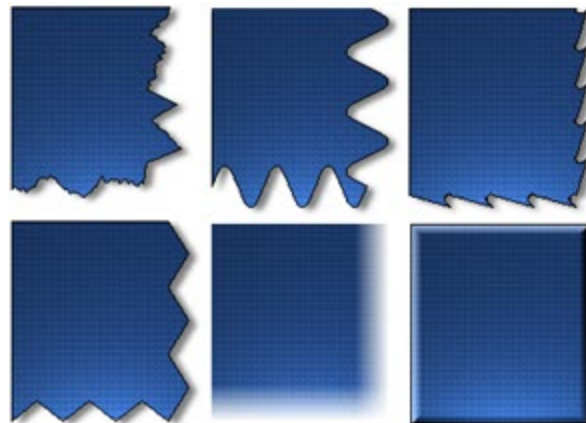


To use this tool:

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

Edges

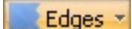
Use an Edge effect to add a professional, finished look to a selection or the entire canvas.



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

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

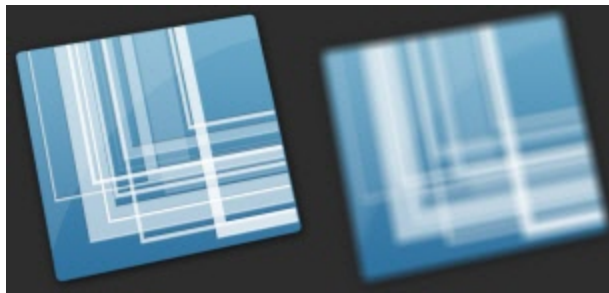
To use this tool:

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


Select an effect from the menu. Customize the effect using the available settings. Click **OK**.

Blur

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

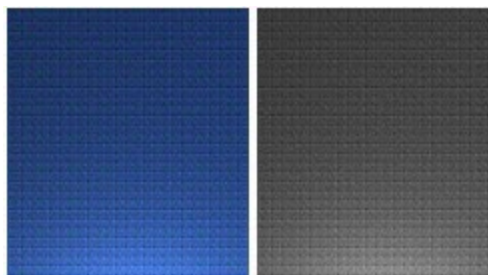


To use this tool:

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

Grayscale

This effect must be applied to the entire canvas.



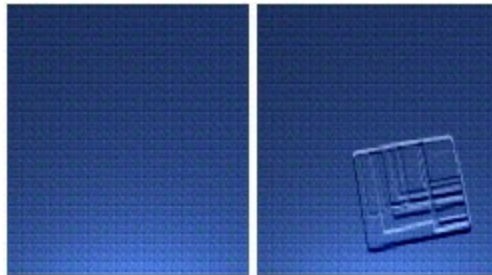
To use this tool:

- ▶ Select Image tab > Modify group > Grayscale tool .

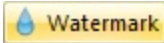
Watermark

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

This effect must be applied to the entire canvas.

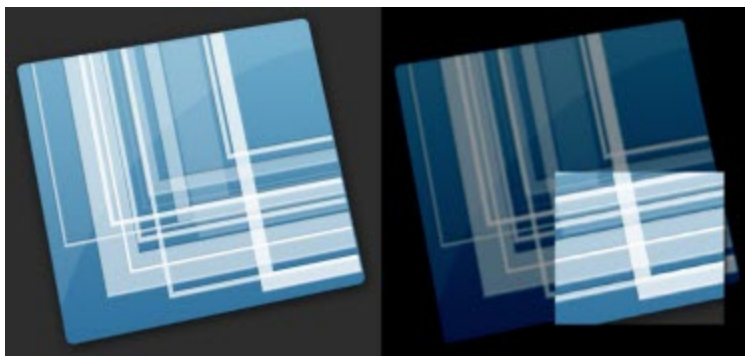


To use this tool:

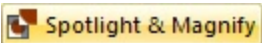
1. Select Image tab > Modify group > Watermark tool .
2. In the Watermark dialog, browse to select a graphic file.
3. Click **Advanced settings** to customize the effect using the available settings.
4. Click **OK**.

Spotlight and Magnify

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



To use this tool:

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

Color Effects

Editor > Image tab > Modify group > Color Effects button

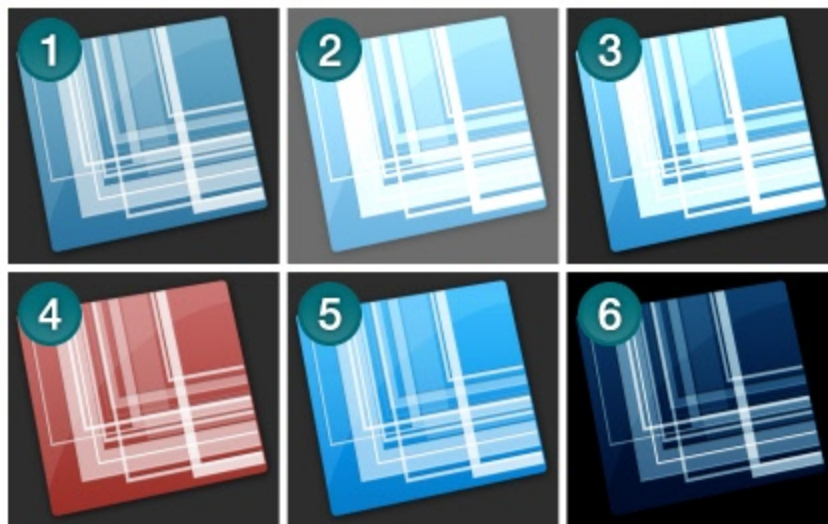
Use the Color Effects options to apply color conversion and special effects to your image.

Color Correction


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

The following graphic shows a sample of the following effects:

1. **Original** capture.
2. **Brightness**: 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.

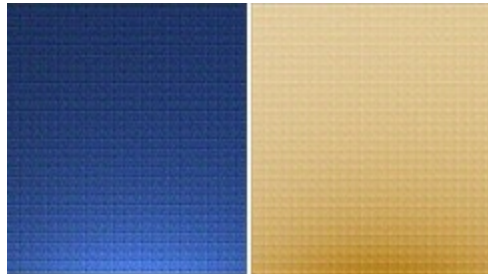


To use this tool:

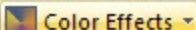
1. Select Image tab > Modify group > Color Effects tool  > Color Correction.
2. Create your own effect using the available settings.
3. Click **OK**.

Invert Colors

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

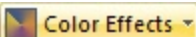


To use this tool:

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

Color Substitution

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

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

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

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

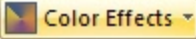
Histo-Contrast

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



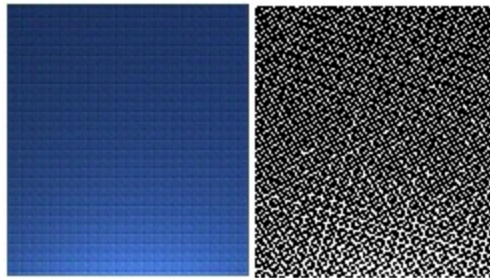
To use this tool:

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


2. Select Image tab > Modify group > Color Effects tool  > Histo-Contrast.
3. Select effect percentage from the menu or click **Custom** to select a custom effect.

Halftone

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

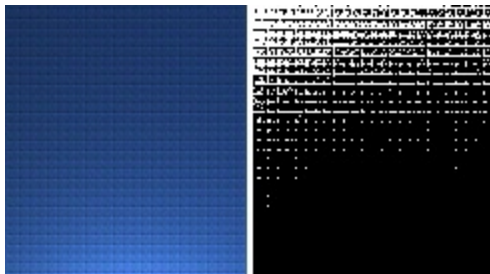


To use this tool:

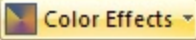
1. Select Image tab > Modify group > Color Effects tool  > Halftone.
2. Select effect degree from the menu or click **Custom** to select a new effect.

Intensity Detect

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

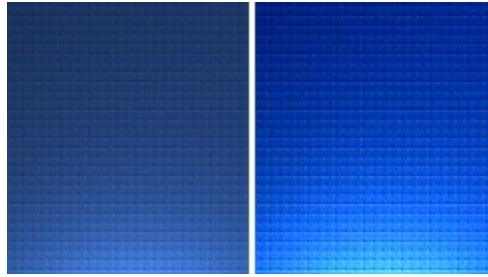


To use this tool:

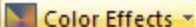
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Color Effects tool  > Intensity Detect.
3. Use the slide control to select the effect's appearance.
4. Click **Close**.

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.

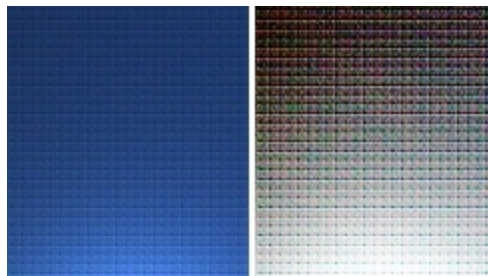


To use this tool:

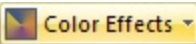
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Color Effects tool  > Stretch Intensity.

Histogram Equalize

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

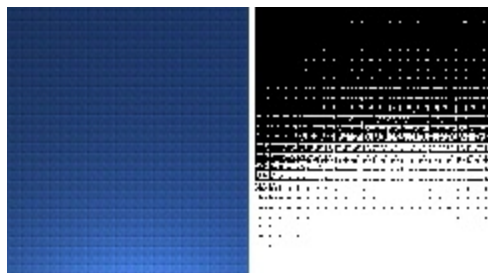


To use this tool:

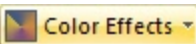
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Color Effects tool  > Histogram Equalize.

Monochrome

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



To use this tool:

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

3. Click **Close**.

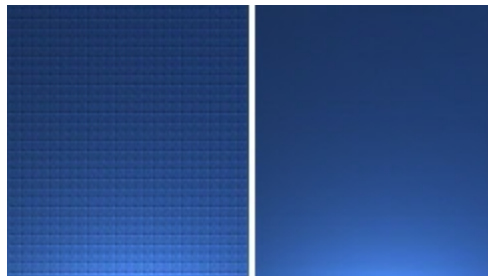
Filters

Editor > Image tab > Modify group > Filters button

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

Remove Noise

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

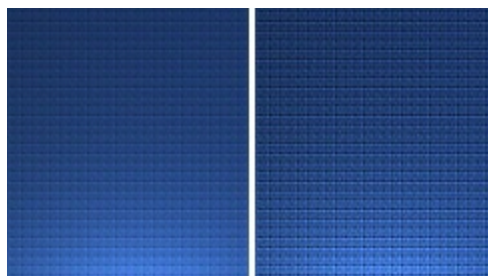


To use this tool:

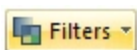
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters tool  > Remove Noise.
3. Select effect percentage from the menu or click **Custom** to select a custom percentage.

Sharpen

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



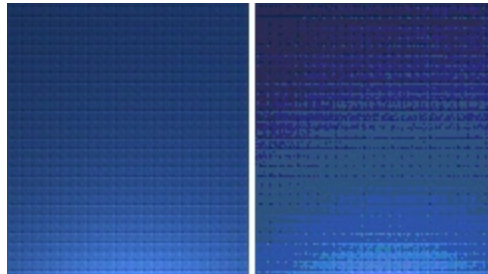
To use this tool:

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

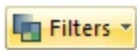
Posterize

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.

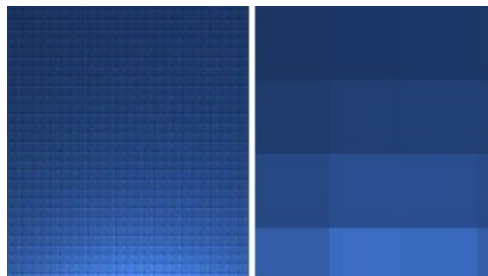


To use this tool:


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 tool  > Posterize.
3. Select the level of planes from the menu or click **Custom** to select a custom effect.

Pixelate

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

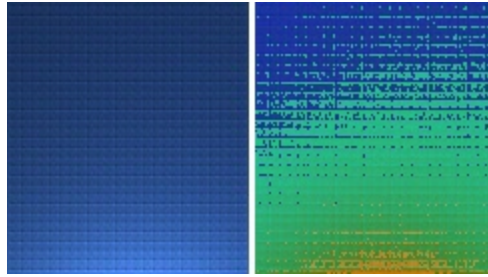


To use this tool:


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

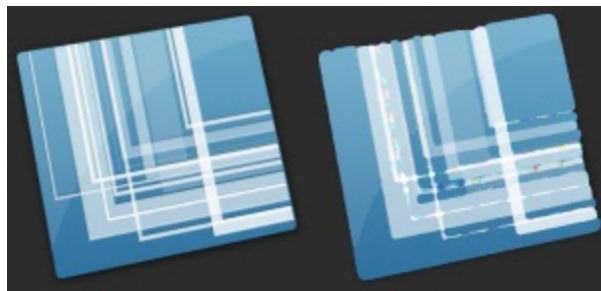


To use this tool:

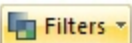
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters tool  > Solarize.
3. Select the level of planes from the menu or click **Custom** to select a custom effect.

Oil Painting

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

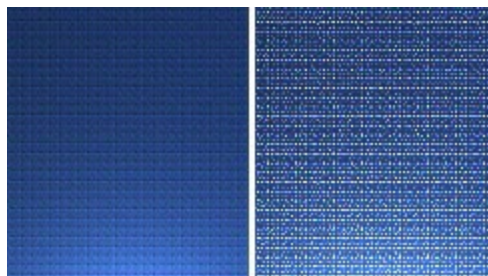


To use this tool:

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 tool  > 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.

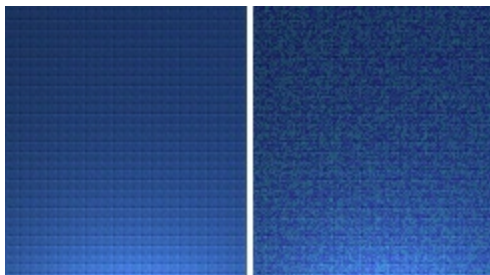


To use this tool:

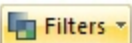
1. To apply effect to a portion of the canvas, drag a selection on the canvas. To apply the effect to the entire canvas, do not make a selection.
2. Select Image tab > Modify group > Filters tool  > Edge Detect.
3. Repeat for a more intense effect.

Add Noise

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

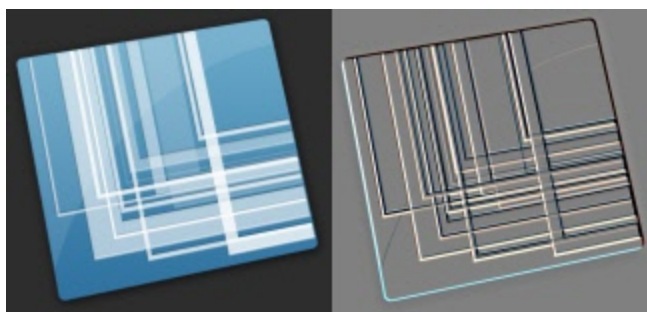


To use this tool:

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

Emboss

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



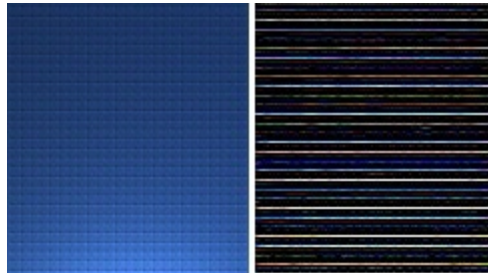
To use this tool:

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

3. Select the depth and direction to achieve the desired look.
4. Click **Close**.

Edge Detect

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



To use this tool:

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

Snagit Editor Options

Snagit Editor > File > Editor Options

The Snagit **Editor Options** give 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 default preferences for how Snagit Editor responds after capturing with Snagit, how parts of the **Open Captures Tray** display, turn enhanced screen tips and balloon tips on or off, change Snagit's color scheme, and more.

Some programs, like web-based email, may not accept your pasted image. This may be do to transparency settings, which can be disabled in this tab.

Spell check is available for the text and callout drawing tools and the Text > Edit control tab used to edit text captures. For more information on spell check and spell check dictionaries, see **Spell Check**.

The screenshot shows the 'Snagit Editor Options' dialog box with the 'General' tab selected. The dialog is organized into several sections, each with a title bar. The 'Display options' section includes checkboxes for 'Show Mini Toolbar on selection' and 'Show preview popups in Open Captures Tray', a dropdown for 'Open Captures Tray thumbnail size' set to 'Medium', checkboxes for 'Make Editor the active window on capture' and 'Always keep Editor running in background', an unchecked checkbox for 'Escape key closes Editor', and a 'Color scheme' dropdown set to 'Black'. The 'Email' section has a checked checkbox for 'Embed images when sending email (Outlook / Outlook Express only)'. The 'Clipboard' section has an unchecked checkbox for 'Disable image transparency on clipboard'. The 'Assistance' section has checked checkboxes for 'Show all tips' and 'Show all balloon tips'. The 'Spell check' section has a checked checkbox for 'Enable spell check' and a 'Language' dropdown set to 'English (United States)'.

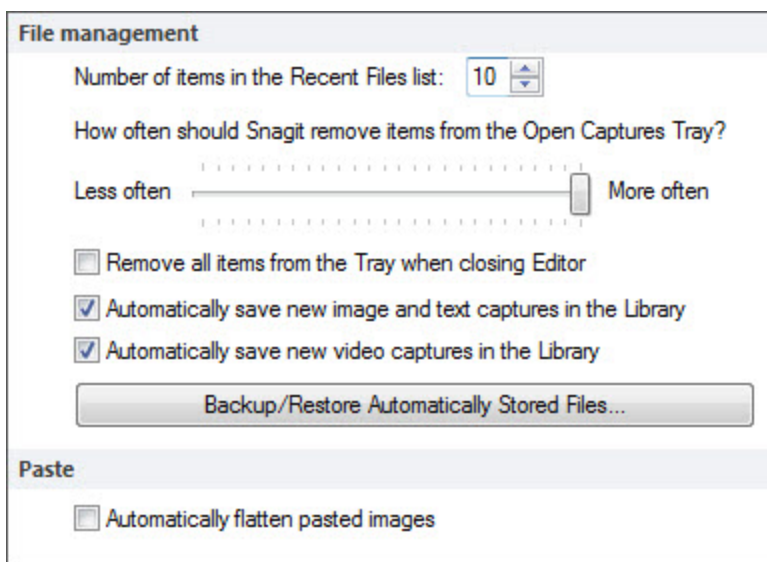
Section	Option	Value / State
Display options	Show Mini Toolbar on selection	<input checked="" type="checkbox"/>
	Show preview popups in Open Captures Tray	<input checked="" type="checkbox"/>
	Open Captures Tray thumbnail size	Medium
	Make Editor the active window on capture	<input checked="" type="checkbox"/>
	Always keep Editor running in background	<input checked="" type="checkbox"/>
	Escape key closes Editor	<input type="checkbox"/>
	Color scheme	Black
Email	Embed images when sending email (Outlook / Outlook Express only)	<input checked="" type="checkbox"/>
Clipboard	Disable image transparency on clipboard	<input type="checkbox"/>
Assistance	Show all tips	<input checked="" type="checkbox"/>
	Show all balloon tips	<input checked="" type="checkbox"/>
Spell check	Enable spell check	<input checked="" type="checkbox"/>
	Language	English (United States)

Change the color scheme to change the color of both Snagit and Snagit Editor to black, blue, or silver.

Advanced Settings Tab

Snagit Editor > File > Editor Options > Advanced

Set the default preferences for the number of items that show in the Recent File list, make changes to the way the **Open Captures Tray** stores captures, whether new captures are automatically saved, and initiate the Backup/Restore process.



By default, **Automatically save new image and text captures in the Library** and **Automatically save new video captures in the Library** are enabled. If you disable these options, any unsaved captures will not be stored in the Library and will be deleted when Snagit Editor closes.

Click the **Backup/Restore Automatically Stored Files** button to begin the Backup and Restore process.

For more information, see [Backup and Restore](#).

Customize

Snagit Editor > File > Editor Options > Customize

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

Resources

Snagit Editor > File > Editor Options > Resources

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

Improve Snagit

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.

Select the **More Information** button to visit a Web site 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.

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

1. Click **Backup** to create an archive of automatically stored captures (file 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 > Snagit button > 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 tools in the Snagit Editor and the Edit tab for 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 the dictionary is Hunspell-compatible, the added dictionary appears in the Language dropdown in the Editor Options.

Output Overview

Outputs send your Snagit captures where you need them, whether that's your email, another program, or your favorite web service. Some outputs (like YouTube) are video-specific, some (like Clipboard) only support images, and some (like Screencast.com and FTP) work with both video and images.

Snagit comes with a variety of outputs and more are available on the TechSmith website.

To use an output, select the **Output** in the Profile Settings pane before a capture, or select the output from the Share tab in Snagit Editor.

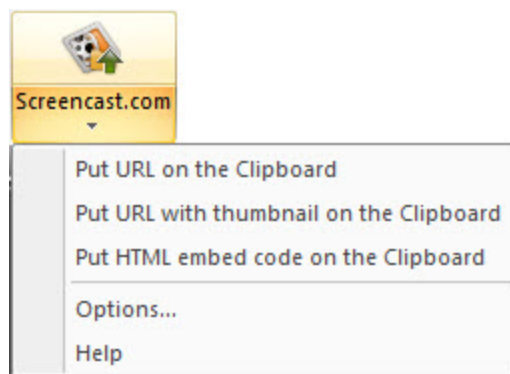
Default outputs:

- ▶ **Email**
- ▶ **FTP**
- ▶ **Program**
- ▶ **Clipboard**

Pre-installed output accessories:

- ▶ **Camtasia Studio**
- ▶ **Screencast.com**
- ▶ **YouTube**
- ▶ **Microsoft® Excel**
- ▶ **Microsoft® PowerPoint**
- ▶ **Microsoft® Word**

Options for each output are accessed through the dropdown menu below each output on the Share tab in Snagit Editor.

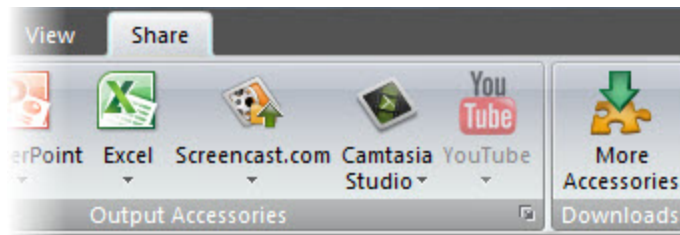


For help downloading new output accessories, see [Download More Share Destinations \(Outputs\)](#).

Download More Share Destinations (Outputs)

Additional output accessories are available on the TechSmith website, or directly through the Accessories Manager in Snagit. To access the Accessories Manager:

- ▶ In Snagit
 - Click Tools > Open Accessories Manager > Get More Accessories.
- ▶ In Snagit Editor
 - Go to Share tab > More Accessories. You are directed to the TechSmith website, and are able to download accessories, profiles, and stamps.

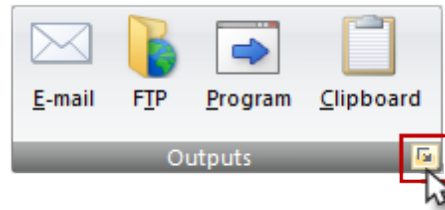


Once a new accessory is downloaded, double-click the Snagit accessory file (.snagacc extension) to install the accessory.

Email Output

The email output sends an image capture to a new email message using the system default mail client.

Options for the email output are accessed by clicking the **Output Options** button on the *Share* tab.



On the Send Email tab of the Share Properties dialog, choose whether to:

- ▶ Prompt each time for email settings

-or-

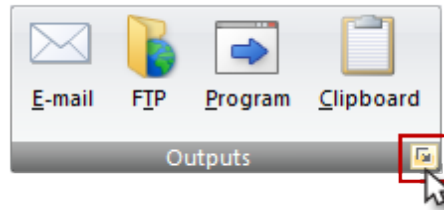
- ▶ Don't prompt. Use preset email defaults
 - Recipient name
 - Specific address
 - Subject
 - Message text

Additionally, you can select whether to embed images when sending email using Microsoft Outlook or Outlook Express.

FTP Output

The FTP output sends your image or video capture to an FTP server using file transfer protocol.

To set up a FTP destination, click the Output Options button on the Share tab.



FTP Output Settings

Option	Description
FTP server	Specify the IP Address or DNS Name of the target FTP server.
Port	Specify the port on the server used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server where you want to store captured files.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the Show Progress dialog box.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	Name files automatically with a sequential number included. Specify the Sequence Limit. For example, if you specify a sequence limit of 9, files are written with the prefix you specify in the File Name or Prefix box, then a numeral string that writes nine files before overwriting the first one. The default is zero (0) for no limit.
Use temp/re-name replacement method	Send your screen capture to the server with a temporary file name. Then rename the temporary file to the name specified in the File Name or Prefix box.
Server authentication	Select if authentication is necessary on the FTP server (it does not allow anonymous FTP). Supply the User name and Password.
User name	Enter the User name for Server authentication.
Password	Enter the Password for Server authentication.
Use proxy server	Use a firewall or proxy server.
Proxy server and port	If you have selected to use a firewall or proxy server, supply the Proxy Server/Port in this field. (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)

Program Output

The program output sends an image or video capture to another program that is able to accept the file format and command line file arguments. The program output runs the program's executable file (EXE) and passes along the name of the Snagit file that should be opened.

For information about additional options, see [Share Properties Program Tab](#).

For information on adding a new program to the output list, see [Share Properties Program Tab's Add Option](#).

Clipboard Output

The Clipboard output puts the currently open image capture on your Windows Clipboard. Paste the image (<CTRL+V>) to insert the image in the program of your choice that is able to accept images as input.

The Clipboard output does not work with video captures.

Some programs, like web-based email, may not accept your pasted image. This may be do to transparency settings. To disable transparency for clipboard captures, click Snagit button > Editor Options > General (tab) > Disable image transparency on clipboard.

Camtasia Studio Output

Camtasia Studio is TechSmith's screen recording and video editing software. To open an image or video capture in Camtasia Studio, use the Camtasia Studio Output accessory.

Camtasia Studio is a video editor that can help you take your screen recordings and videos to the next level. When you send your Snagit content to Camtasia Studio, you gain the ability to edit and enhance your videos with transitions, callouts, and more. Your polished, professional-looking video can be produced and shared in a variety of formats.

For more information about Camtasia Studio, as well as a link to a free, fully-functional trial, please visit the [Camtasia Studio product page on the TechSmith website](#).

The only option available for the Camtasia Studio output accessory is whether or not you are prompted for a file name or if the output accessory automatically names and saves the file to a default location before opening it in Camtasia Studio.

Images

When using the Camtasia Studio output accessory to send an image to Camtasia Studio from Snagit, the image is added to the Image section of the Clip Bin. This image is always in the PNG file format.

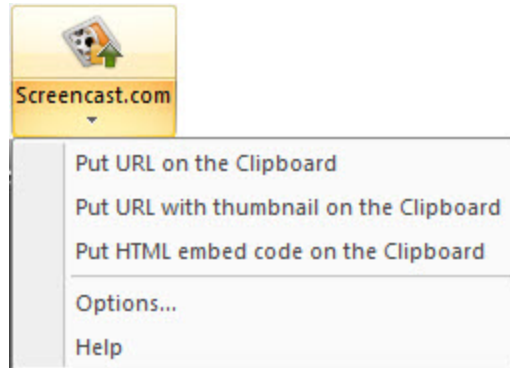
Videos

When using the Camtasia Studio output accessory to send a video to Camtasia Studio from Snagit, the video is added to the Video section of the Clip Bin. This video is always in the MPEG-4 video file format.

Screencast.com Output

Screencast.com is an image and video hosting service from TechSmith. Upload, organize, and share your images and videos leveraging multiple privacy options. Share your content directly on Screencast.com, or embed it on your blog or website.

Use the Screencast.com output to send your image or video directly from Snagit to your Screencast.com account. If you do not have a Screencast.com account, you can create one for free. Once your file has been uploaded, the link to your uploaded file is placed on your Clipboard. Paste this URL into emails, websites, or instant messages (IMs) to share your content.



For more information on using the Screencast.com output accessory, click the **Help** option in the output drop-down menu.

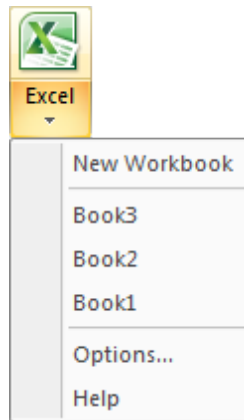
To learn more about Screencast.com and its unique capabilities, visit www.screencast.com. To learn how to use Screencast.com, visit the [Help Center](#).

Microsoft Excel Output

The Microsoft Excel output sends your image capture to an Excel workbook.

If no Excel workbook is currently open, the Excel output button in the Share tab opens a new workbook and sends your capture there. If there is a workbook currently open, it is inserted into that document.

To select which open Excel workbook your image capture is sent to, click the arrow below the output button to select from open Excel workbooks or a new workbook.



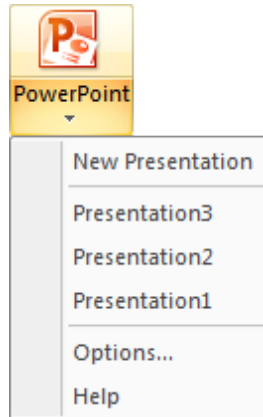
For more information on using the Microsoft Excel output accessory, click the **Help** option in the output drop-down menu.

Microsoft PowerPoint Output

The Microsoft PowerPoint output sends your image capture to a PowerPoint presentation.

If no PowerPoint presentation is currently open, the PowerPoint output button in the Share tab opens a new presentation and sends your capture there. If there is a presentation currently open, it is inserted into that presentation.

To select which open PowerPoint presentation your image capture is sent to, click the arrow below the output button to select from open PowerPoint presentations or a new presentation.



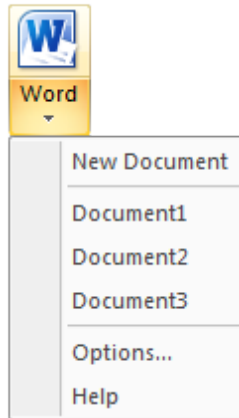
For more information on using the Microsoft PowerPoint output accessory, click the **Help** option in the output dropdown menu.

Microsoft Word Output

The Microsoft Word output sends your image capture to a Word document.

If no Word document is currently open, the Word output button in the Share tab opens a new document and sends your capture there. If there is a document currently open, it is inserted into that document.

To select which open Word document your image capture is sent to, click the arrow below the output button to select from open Word documents or a new document.



For more information on using the Microsoft Word output accessory, click the **Help** option in the output drop-down menu.

YouTube Output

The YouTube output accessory sends a video capture to your YouTube account. After it is processed on YouTube servers, the video capture is available in your YouTube channel.

The first time you use the YouTube output accessory, you must sign in using a YouTube or Google account.

To sign in, sign out, or change the currently signed in account, click **Account** in the dropdown menu beneath the YouTube output button.

The YouTube output can only output video files and is not available for image or text captures.

Editor Library

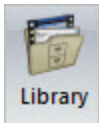
Use the Library to locate, view, and manage captures and multimedia files. Select multiple files to save, convert file formats, print, and email in batches.

To Open the Library

- ▶ In Editor, click the **Library** button in the Open Captures Tray:



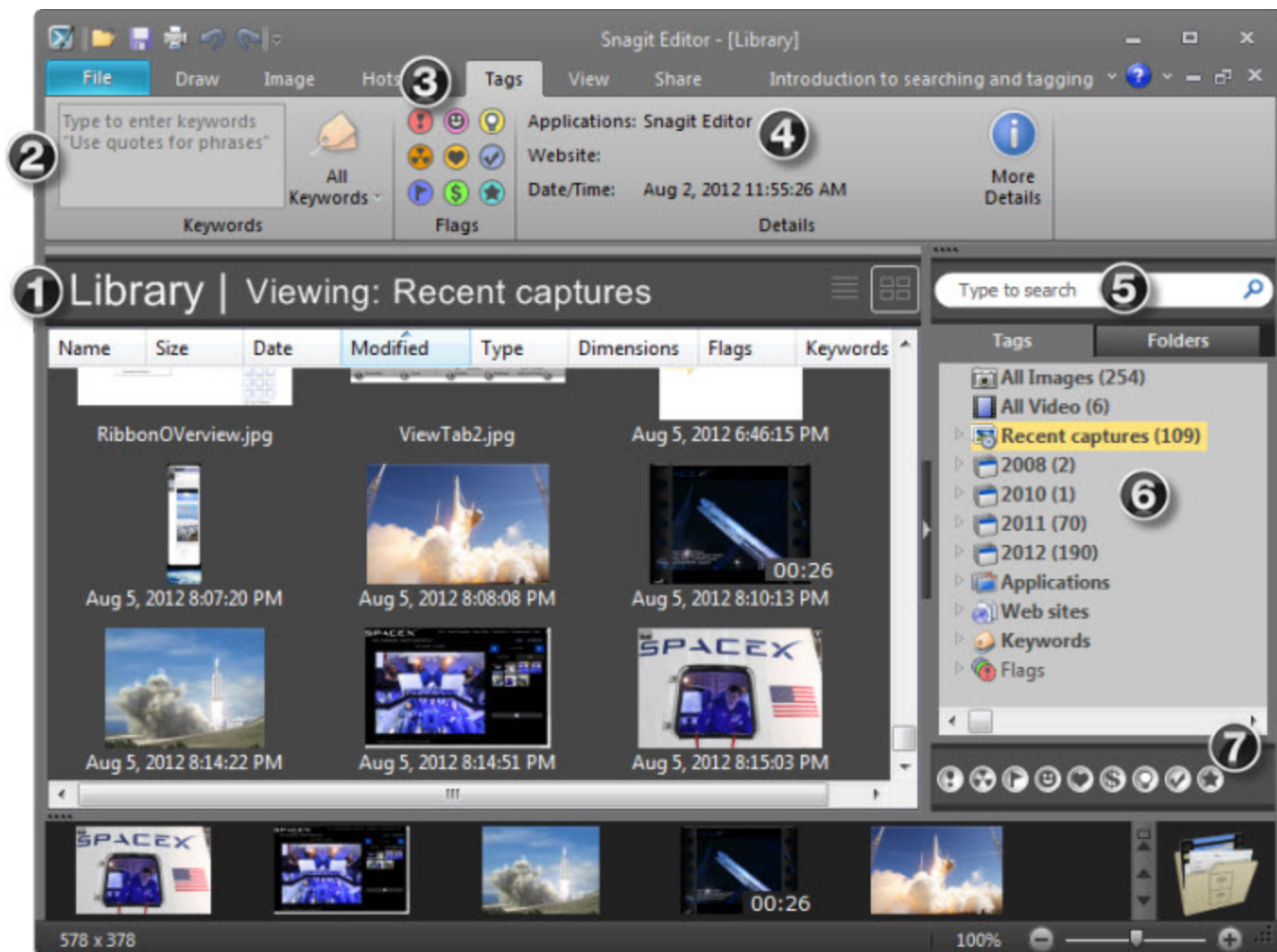
- ▶ In Editor > View tab > Show/Hide group > Library icon:





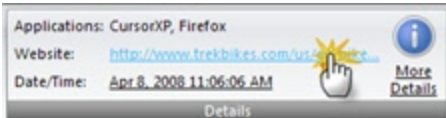
For more information




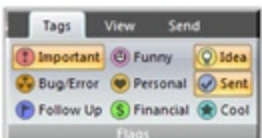
- ▶ [Get Familiar with the Library](#)
- ▶ [Library Tips and Tasks](#)
- ▶ [Search in the Library Search Pane](#)
- ▶ [Manage Captures, Files, and Folders within the Library](#)
- ▶ [Apply Effects and Modifications to Multiple Files \(Batch Conversion\)](#)

Get Familiar with the Library



- | | |
|---|---|
| 1 | <p>The Library view displays captures and media files in either thumbnail view or list view. By default, Recent Captures in the Tags tab is selected.</p> <ul style="list-style-type: none"> ▶ To change the view, click the List View  or Thumbnail View  icons. ▶ To open a capture or media file, double click a thumbnail. While viewing the file in Editor, click the Library button again to return to the previous search results. |
| 2 | <p>Use the Keywords group to assign keywords to thumbnails highlighted in the Library.</p> <ul style="list-style-type: none"> ▶ Enter keywords in quotes to create a phrase. |


	<ul style="list-style-type: none"> ▶ All Keywords keeps a list of all keywords used. Select a keyword from the list to apply to thumbnails highlighted in the Library.
3	<p>Use the Flags group to apply visual icons to captures or media files.</p> <ul style="list-style-type: none"> ▶ You can assign Flags to one or more thumbnails highlighted in the Library. ▶ Click a Flag icon to assign. ▶ Search by Flags in the Search Pane.
4	<p>The Details group contains information automatically gathered during capture. This is called metadata. For captures from the Web, an active link to that Web page displays. Click the link to go to that page.</p>  <p>Use the metadata to search for captures. For example, all captures from a specific application or taken on a specific date. Click More Details to view additional meta-data.</p>
5	<p>Enter keywords in the Keyword Search field. As you type, the results display in the Tags tab. Click a category to view the related captures in the Library.</p>
6	<p>Use the Search Pane to find captures and media files.</p> <ul style="list-style-type: none"> ▶ Search by date, folder, keywords, or even by application or Web site. ▶ To expand or collapse the Search Pane, click the toggle button.

7	<p>Only the first two flags assigned to a capture or media file display in the Tray. The ellipsis symbol  lets you know more flags are assigned.</p>  <p>All assigned flags display:</p> <ul style="list-style-type: none"> ▶ In color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.  <ul style="list-style-type: none"> ▶ Highlighted in the Tags tab > Flags group. 
8	<p>Use the Zoom Slider to enlarge the view for the thumbnails in Library view.</p>
10	<p>The status bar at the bottom left corner of the Tray tells you how many files are currently in the Library, the number of files selected, and the cumulative file size of the selected files.</p>


Library Tips and Tasks

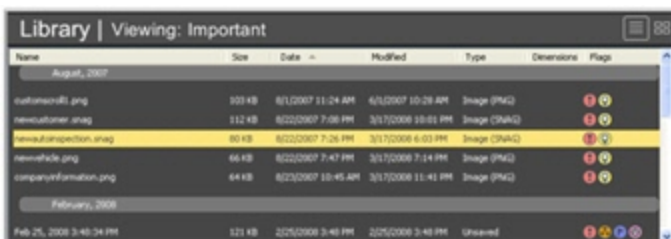
Change the View

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

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



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



Change the Size of the Thumbnails

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



Assign Flags

Assign Flags such as Important, Idea, or Personal to captures or media files.

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



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

To assign flags:

1. Highlight one or more captures or media files in the Library. Press **<SHIFT>** to select more than one capture or media file.

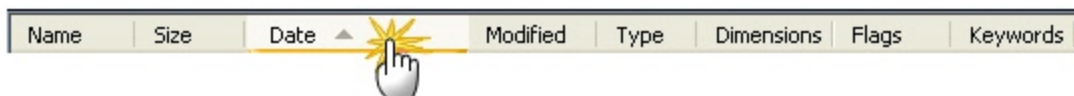
2. Select Tags tab > Flags group > Click a flag.

Assign Keywords

1. Highlight one or more captures or media files in the Library. Press **<SHIFT>** to select more than one capture or media file.
2. Select Tags tab > Keywords group > Type keywords. You can apply multiple keywords to each capture or media file.

Sort the Search Results in the Library

In thumbnail view or list view, click a heading title to sort the captures or media files according to file name, size, date of capture, modified date and time, file type, dimensions, flags, and keywords.



Cut and Paste a Capture

When cutting and pasting a capture, it is pasted as an image file.

1. Highlight a capture in the Library.
2. Press **<CTRL+X>** or right-click thumbnail > Cut.
3. Select Search Pane > Folder tab > Browse to select a drive or folder.
4. Right-click on the Library view and select **Paste**.
5. Browse to select a location and enter a name. Click **Save**.

Send Attachments in an E-Mail

1. Highlight one or more captures or media files in the Library. Press **<SHIFT>** to select more than one capture or media file.
2. Select Send tab > Outputs groups > Email. A new email message appears with the captures or media files attached.

Upload to the Web via FTP

1. Highlight one or more captures or media files in the Library. Press **<SHIFT>** to select more than one capture or media file.
2. Select Send tab > Outputs groups > click FTP. The Send with FTP dialog appears. Enter the FTP server information. Click **OK**.

Search in the Library Search Pane

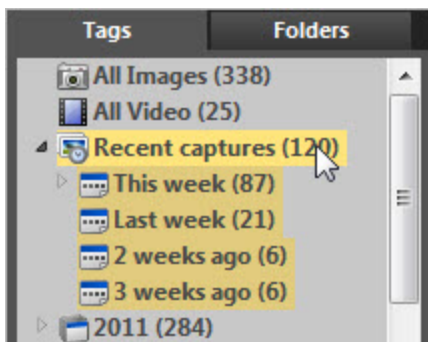
You must manage media files with keywords and flags assigned within Editor or you lose those keywords and flags.

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

Search Recent Captures

The Recent captures category holds four weeks of captures and/or media files you viewed or saved.

1. Select Search Pane > Recent Captures > Tags tab > Recent Captures category. All recent captures and media files will appear in the Library.
2. To narrow the search, click a sub category. The Library updates with the new search results.



Search Using Keywords

1. Select Search Pane > Tags tab > Keywords category. (If this category is closed, double-click to open.)
2. A list of all keywords assigned to captures or media files appears.
3. Click a keyword to view the captures or media files in the Library.



-or-

1. If necessary, review all of the keywords used in the All Keyword list.
2. Enter keywords for searching in the Keyword Search field. Click the Refresh button if it is present.

Use the Clear button to clear the search criteria.

3. The captures or media files that match the search criteria display in categories in the Search Pane.

4. Click a category and the captures and media files appear in the Library.

The following characters are ignored in the search: . ! ; , () ? < > [] / \ + = " @ \$ % & *

Search by File Name

When searching by file name, do not use a file extension (.jpg, .bmp, .png) in the Keyword Search field.

1. In the Keyword Search field click the **Refresh** button if available.
2. Begin to type the file name. As you type, the search results continually update and sort into categories in the Search Pane.
3. Click a category and the captures and media files appear in the Library.

Use the Clear button to clear the search criteria to start a new search.

Search Using Flags

1. Select Search Pane > Tags tab > Flags category. (If this category is closed, double-click to open.)
2. All assigned flags appear.
3. Click a flag and all captures and media files assigned to that flag appear in the Library.

-or-

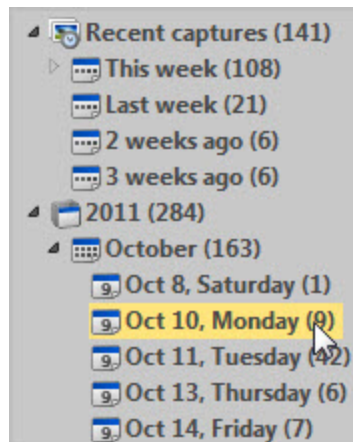
- ▶ Search by Flag names (Important, Idea, Personal, etc.) in the Search Pane.

All assigned flags display in color in the vertical flag row of the Search Pane when the pane is collapsed or, at the bottom of the Search Pane when the pane is expanded.



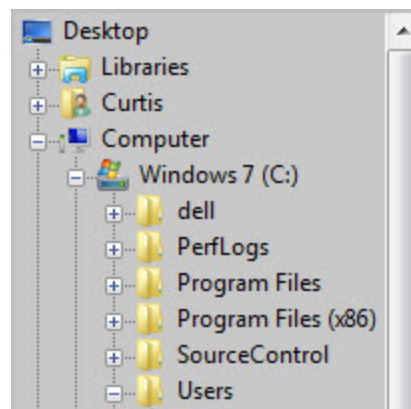
Search Using Dates (Year or Month)

1. Select Search Pane > Tags tab.
2. Select a Year. The captures and media files appear in the Library.
3. Or, double-click a year to open the category to Months. Select a month and the captures and media files appear in the Library.



Search Using Folders

1. Select Search Pane > Folder tab.
2. Browse for files. Media files supported by Editor appear in the Library as you browse.



Manage Captures, Files, and Folders within the Library

You must manage media files with keywords and flags assigned within Snagit Editor or you lose those keywords and flags.

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

Open a Capture or Media File in another Application

1. Highlight a capture or media file in the Library.
2. Right-click > Open With > Choose Program.
3. From the list, select the program. Click **OK**.

Save Unsaved Captures

1. Highlight a capture in the Library.
2. Press **<CTRL+S>** or right-click thumbnail > **Save As**.
3. The Save As dialog appears. Select a file format.
4. Browse to select a location and enter a name.
5. Click **Save**.

Drag One Unsaved Capture to a Folder

When dragging just one capture to a folder, you are prompted to save the capture as a file.

1. Highlight a capture in the Library.
2. Move to the Search Pane > Folder tab.
3. Browse to a drive or folder.
4. In the Library view, click and drag the selected capture to the folder.
5. The Save As dialog appears.
6. Select a file format and enter a name.
7. Click **Save**.

Drag Several Unsaved Captures to a Folder

1. Press **<SHIFT>** to select more than one capture in the Library.
2. Select Search Pane > Folder tab.
3. Browse to a drive or folder.
4. In the Library, click and drag the selected captures to the folder.
5. The captures are saved as SNAG files in the new location.

Rename a Saved File

1. Highlight a saved file in the Library.
2. Right-click > **Rename**.
3. Type a new name.

Create a New Folder

1. Select Search Pane > Folder tab.
2. Browse to a drive or folder.
3. Press **<CTRL+N>** or right-click > **New Folder**.
4. The new folder appears. Type a new name.

Rename a Folder

1. Select Search Pane > Folder tab.
2. Browse to a folder.
3. Right-click > **Rename**.
4. Type a new name.

Delete a Folder

1. Select Search Pane > Folder tab.
2. Browse to a folder to delete.
3. Right-click > **Delete**.

Move a Folder

1. Select Search Pane > Folder tab.
2. Browse to a folder to cut.
3. Right-click > **Cut**.
4. Browse to a drive or folder.
5. Right-click > **Paste**.

Apply Effects and Modifications to Multiple Files (Batch Conversion)

Apply Snagit image editing filters to multiple captures in batch processing mode.

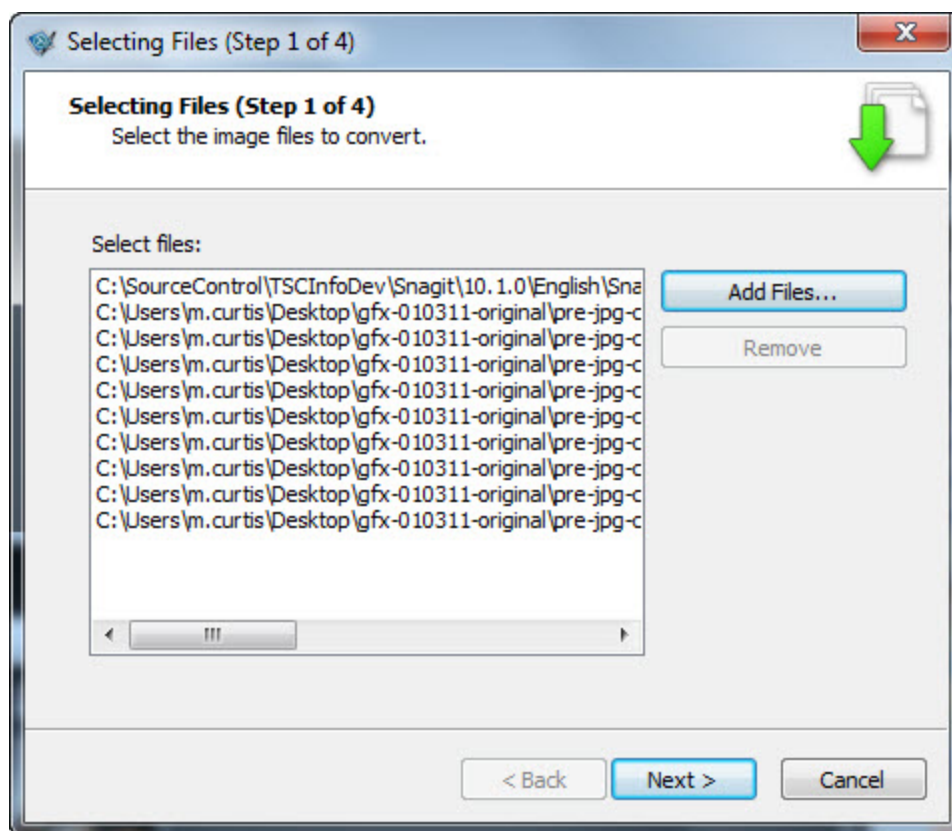
Convert one or more graphic image files from one format to another. For example, select six BMP files to convert to GIF and store them in another directory for inclusion on Internet Web pages.

Open the Batch Conversion Wizard

To open the Batch Conversion Wizard:

- ▶ In Editor > Snagit button > Convert Images.
- ▶ In Editor > Library view > Right-click thumbnail > Batch Conversion Wizard.
- ▶ In Snagit > Tools > Convert Images.

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



Print from the Library

Quick Print One or More Captures of Media Files

1. Highlight a capture or media file in the Library. Press **<SHIFT>** to select more than one or **<CTRL+A>** to select all thumbnails.
2. Press **<CTRL+P>** or right-click thumbnail > **Print**.
3. The Print dialog appears. Select a printer if different from default.
4. Click the **Page Setup** button to select layout and paper options.
5. Click **Print**.

Print File Names at Bottom of Printed Page

1. Highlight a capture or media file in the Library. Press **<SHIFT>** to select more than one or **<CTRL+A>** to select all thumbnails.
2. Press **<CTRL+P>** or right-click thumbnail > **Print**.
3. The Print dialog appears. Select a printer if different from default.
4. Click Page Setup button > Layout tab > Enable Print file names at bottom of page > OK button.
5. Click **Print**.

Print a Contact Sheet of Thumbnail in Library

Print thumbnails of captures and images in the Library or a selected folder. Select the number of images per column and row and include the file name.

1. Highlight multiple captures or media files in the Library. Press **<SHIFT>** to select more than one or **<CTRL+A>** to select all thumbnails.
2. Press **<CTRL+P>** or right-click thumbnail > Print Multiple Images > **Multiple Images Layout** button.
3. The Multiple Images Layout dialog box appears. Set preferences:
 - **Number of columns:** Number of images to print down the page.
 - **Number of rows:** Number of images to print across the page.
 - **Margins:** Margins along the outside of the page.
 - **Spacing:** The space or "gutter" between the columns and rows.
 - **Automatically fit image:** Editor automatically scales the images.
 - **Keep aspect ratio:** Enable for scaled images to have undistorted height and width
 - **Manual fixed scale:** Manually set scaling percentages.
 - **Default:** Change settings to the defaults. The default settings are Top, Bottom, and Left Margins are printer dependent. Image location is Upper Left, and Image Scale is set to Fit Image on a Single Page.
 - **Print file names at bottom of page:** Print file names beneath each image.
4. Click **OK**.
5. Select a printer if different from default.
6. Click **Print**.

Snagit Technical Reference Guide

This section contains information pertaining to options found in Snagit dropdown menus, dialog boxes, and tabs.

Refer to the following reference information:

- ▶ **Capture Modes and Input**
- ▶ **Capture Modes and Output**
- ▶ **Image File Format Types and Options**
- ▶ **Video Capture Output Properties**
- ▶ **Snagit Command Line Options**
- ▶ **Snagit Program Preferences**

Capture Modes and Capture Types

This topic describes Image, Text, and Video capture modes. For more information on Printer Capture, see [Snagit Printer Capture](#).
















Snagit offers three main capture modes: Image, Text and Video. Within each capture mode, there are several capture types. The default is the flexible All-in-One capture type.

Use capture modes and capture types together to create the desired capture settings. For example, if you wanted an image to always be the same size, you can capture an image (mode) using the fixed region input (type).

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

Each mode supports the following types:

Capture Type	Image Capture	Text Capture	Video Capture
All-in-One®	✓	✓	✓
Entire Screen	✓	✓	✓
Selected Window	✓	✓	✓
Region	✓	✓	✓
Fixed Region	✓	✓	✓
Object	✓	✓	
Menu	✓		
Scrolling Window	✓	✓	
Scrolling Region	✓		

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

Capture Type Properties

Capture Type dropdown menu > Properties.

Use the Capture Type Properties options to customize a capture.

First, select the capture mode (Image, Text, or Video) and the Capture Type. Select Capture Type Properties to change any options. For example, enter the dimensions for a fixed region capture or change the scroll direction from horizontal to vertical for an auto scroll capture.

Input Properties	Available in Capture Mode	Description
General	Image	Change the background color to use outside the capture area. This is useful when capturing irregular shapes. Change the default transparency behavior for capturing Windows Aero themed window title bars.
Fixed Region	Image Text Video	Change the fixed region size. The fixed region is the rectangle used to capture a particular space on the screen. Click the Select button and draw a rectangle on the screen the size that you would like to use.
Menu	Image	Capture the menu bar and cascaded menus.
Scrolling	Image Text	<p>Define Auto Scroll options for Window, Active Window, Region and Fixed Region captures.</p> <p>The Foreground the Scrolling Window option brings a selected scrolling window into view during a capture.</p> <p>Try specifying a Scroll Delay if scrolling capture fails. Experiment with increasing the Scroll Delay, starting with 300 milliseconds.</p> <p>In the Window Auto Scroll options box, set the Scroll Direction:</p> <ul style="list-style-type: none"> ▶ If you select Vertical, also select Scroll from Top of Document. ▶ If you select Horizontal, also select Scroll from Left of Document. ▶ If you select Both, scroll is from the Top and Left.
Scanners & Cameras	Image	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 Input option allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC. See also Input Scanners & Cameras Properties .

Input Properties	Available in Capture Mode	Description
Extended Window	Image	Capture windows bigger than the screen. Like Scrolling Window, Extended Window Capture captures more than is visible on your screen. Extended window capture captures the window frame, Auto Scroll does not. See also Input Extended Window Properties .
Links / Hotspots	Image	Select the type of links and hotspots to keep. See also Input Links / Hotspots .
Object	Text	Select what items to include in a Text capture. See also Input Object Tab .
Printer Capture Preferences Options	Printer	Define where to store temporary printer capture files. Choose to close Snagit after the Printer Capture.

Capture Type General Tab

Capture Type dropdown > General Tab menu > Properties > General tab.

Options apply to Image capture mode.

Option	Description
Canvas Color	Select the background color to fill in the canvas when taking captures with the different shapes. The default canvas color is transparent.
Clipboard text width (in pixels)	<p>For use with Input > Clipboard only.</p> <p>Define the width of the capture for a text capture from the Clipboard.</p> <p>The default width is 640 pixels. Set width to zero (0) to use the Windows desktop width and height for the image dimensions.</p>
Window capture title bar transparency	Select how Window and All-in-One Capture® window selector captures transparent Windows Aero theme title bars. For more information, see Transparent Background Capture Options .

Capture Type Fixed Region Tab

Input dropdown menu > Properties > Fixed Region tab

The Fixed region is the rectangle used to capture a particular space on the screen.

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

Option	Description
Width	Define the width of the fixed region in pixels.
Height	Define the height of the fixed region in pixels.
Use fixed starting point	Specify the coordinates of a fixed starting point for the fixed region.
Starting X	Specify the starting x-coordinate for the fixed region.
Starting Y	Specify the starting y-coordinate for the fixed region.
Select Region	Click the Select button and draw a rectangle on the screen the size that you would like to use.

Capture Type Menu Tab

Capture Type dropdown menu > Properties > Menu tab.

Options apply to Image capture mode.

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

Capture Type Scrolling Tab

Capture Type dropdown menu > Properties > Scrolling tab.

Define Auto Scroll options for Window, Active Window, Region and Fixed Region captures.

Options apply to Image and Text capture mode.

Options	Available in this Capture Mode	Description
Foreground the scrolling window	Image Text	The Foreground the Scrolling Window option brings a selected scrolling window into view during a capture.
Scroll delay	Image Text	Try specifying a Scroll Delay if scrolling capture fails. Experiment with increasing the Scroll Delay, starting with 300 milliseconds.
Scroll from top of document	Image Text	If you select Vertical, also select Scroll from Top of Document.
Scroll from left of document	Image	If you select Horizontal, also select Scroll from Left of Document.
Scroll direction	Image	Select the direction for scrolling capture: Vertical, Horizontal, or Both.

Capture Type Scanners & Cameras Properties Window or Tab

Capture Type dropdown menu > Properties > Scanner and Cameras tab.

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

Options apply to Image capture mode.

TWAIN is a standard software interface that allows applications to communicate with a digital imaging device. Snagit allows selection of a TWAIN device such as a scanner or camera as the capture source for images. This Input option allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC.

Capture Type Extended Window Properties Window or Tab

Capture Type dropdown menu > Properties > Extended Window tab.

Capture windows bigger than the screen. Like Auto Scroll, Extended Window Capture captures more than what is visible on your screen. Extended window capture captures the window frame, Auto Scroll does not. Resize the window to capture a size much larger than the screen.

If the window you want to capture is not resizable with the mouse, you cannot enter new resize dimensions. For example, a maximized window is not resizable.

Options apply to Image capture mode.

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.

Capture Type Links/Hotspots Tab

Capture Type dropdown menu > Properties > Links/Hotspots tab.

Select the type of links and hotspots to keep.

Option	Description
Links only	Keep only links in the capture.
All clickable objects	Keep links and hotspots for all clickable objects (buttons, checkboxes, radio buttons, text fields, etc.) in the capture.

Capture Type Object Tab

Capture Type dropdown menu > Properties > Object tab.

Select what items to include in a Text capture.

























Options apply to Text capture mode.





Option	Description
Object name	Include the Windows Object Name in the capture.
Object description	Include the Windows Object Description in the capture.
Object value	Include the object value in the capture.
Include object property names in capture	Include the object property names in the capture.
Show tray icon during capture	Include a blinking Snagit icon in the Windows System Tray while recording.
Show tray icon during capture	Capture moving images from programs with layered windows (for example, the animated assistant in Microsoft Word is shown in a layered window.)

Capture Modes and Share Destinations

Snagit offers three main capture modes: Image, Text and Video. Each mode allows your capture to be sent to various destinations. By default, your capture is sent to Snagit Editor, but you could also send it directly to Word, Screencast.com or many other places and programs.

Each mode supports the following share destinations:

Share Destination	Image Capture	Text Capture	Video Capture
No Output			
Printer			
Clipboard			
File			
Email			
Snagit Editor			
FTP			
Program			
Excel			
Word			
PowerPoint			
Screencast.com			
Camtasia Studio			

Share Destination	Image Capture	Text Capture	Video Capture
YouTube			
Multiple Destinations			

See also [Printer Capture](#).

Capture Share Destination Properties

Share dropdown menu > Properties.

These options give you even more control over your capture's share destination. Select your capture mode and share destination, then modify these properties if needed.

Output Tab	Available in Capture Mode	Description
Print	Image Text	Select the Default Windows Printer or a Specific Printer. You can save specific printer properties for future Snagit captures.
Image File	Image	Define how to save captured image files in the different graphic file formats.
Send Email	Image Text	Send the captured file using email.
Program	Image Text Video	Define preferences for Snagit output sent directly to an external program or software application.
FTP	Image Text Video	Define data for the Output to the Web option. If you select Output > FTP, you must configure the properties on the Output Properties > FTP tab.
Text File	Text	Save the captured text to an ASCII or RTF text file.
Video File	Video	Specify file naming conventions and folder location.

Share Image File Tab

Share dropdown menu > Properties > Image File

Define preferences for file format, file naming, and location for file storage.

Options apply to Image and Printer capture mode.

Option	Description
File format	<ul style="list-style-type: none"> ▶ Select the file format for image captures. ▶ Select Remember last used format to use the same type of file format as the previous capture. ▶ Select Always use this file format to select a file type for every capture.
Options	Access options for the file format chosen.
Show advanced types	Display the entire list of file format options, or just an abbreviated list of the most common types.
Ask for file name	Enter a file name after each capture.
Fixed file name	Enter a fixed file name for all of your captures. Use fixed file name if you want to continuously and automatically update a capture file.
Automatic file name	Snagit automatically names a series of captures for you. Use if you want to automate the capture process to run unattended. See Automatic File Name Options .
Folder	Select a folder for your captures.

Automatic File Name Options

Share dropdown menu > Properties > Image File tab > Automatic file name > Options

Automatically name your captures, eliminating the need to stop after each capture to name the file and select the location to save the file. You can also create a unique file naming scheme and save it with a profile, making capturing even more convenient and customized.

Option	Description
Format	Displays the file name components, for example computer name and date. Type in the field or select options from the File name components list. You can use dashes (-) and spaces to separate the different components.
Preview	Displays you how your file name appears based on your selections. As you add components or text to the file name, this field automatically updates.
Ask before overwriting existing file names	Prevents Snagit from overwriting existing files.
File name components	Predefined types of information you can include in your file name.
Value	Displays the value 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

Share dropdown menu > Properties > Send Email tab

Customize Snagit to send captures by email.

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 Program Tab

Share dropdown menu > Properties > 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. See Share Properties Edit Program .
Remove	Delete an application from the list.
Refresh	Search the system registry for applications.
Ask for file name	Select to manually enter a file name and location for each capture.
Automatic file name	Automatically give your capture a file name and location. To change the default automatic name, then click the Options button.
Options	See Automatic File Name Options .
Store files in	Select the drive, directory, and folder to store the saved captures before they are opened in a program.

Share Properties Program Tab's Add Option

Share dropdown menu > Properties > Program tab > Add button.

Manually add another application to the Program output list.

Option	Description
Executable to run	Select another program's executable file to add to the Program Output list.
Display name	The application name displays in this field. You can change the name of the application.
Parameters	<p>Command line options for the selected program to run properly.</p> <p>You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed.</p> <p>Example:</p> <p>"-min -a -ex "c:\temp\test.zip" "<CaptureFilename>"</p> <p>This is an example of the parameters for WinZip. This command adds a new capture to a zip file named <code>test.zip</code>. For other parameters, consult the selected program's documentation.</p>

Share Properties Edit Program Options

Share dropdown menu > Properties > Program tab > Edit button.

Edit applications in the Program output list.

Option	Description
Executable to run	Select another program's executable file to add to the Program Output list.
Display name	The application name displays in this field. You can change the name of the application.
Parameters	<p>Command line options for the selected program to run properly.</p> <p>You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed.</p> <p>Example:</p> <p>"-min -a -ex "c:\temp\test.zip" "<CaptureFilename>"</p> <p>This is an example of the parameters for WinZip. This command adds a new capture to a zip file named <code>test.zip</code>. For other parameters, consult the selected program's documentation.</p>

Share Properties FTP Tab

Share dropdown menu > Properties > FTP tab.

Define preferences for Snagit output sent directly to a location on the Web using FTP.

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

Option	Description
FTP server	Specify the IP Address or DNS Name of the target FTP server.
Port	Specify the port on the server used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server where you want to store captured files.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the Show Progress dialog.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	Name files automatically with a sequential number included. Specify the Sequence Limit. For example, if you specify a sequence limit of 9, files are written with the prefix you specify in the File Name or Prefix box, then a numeral string that writes nine files before overwriting the first one. The default is zero (0) for no limit.
Use temp/re-name replacement method	Send your screen capture to the server with a temporary file name. Then rename the temporary file to the name specified in the File Name or Prefix box.
Server authentication	Select if authentication is necessary on the FTP server (it does not allow anonymous FTP). Supply the User Name and Password.
User name	Enter the User Name for Server authentication.
Password	Enter the Password for Server authentication.
Use proxy server	Use a firewall or proxy server.
Proxy server and port	If you have selected to use a firewall or proxy server, supply the Proxy Server/Port in this field. (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)

Share Properties Text File Tab

Share dropdown menu > Properties > Text File tab.

Customize file name, file format, caption, and location options for Text captures.

Options apply to Text capture mode.

Option	Description
TXT - Text File	Default option for a text capture.
Annotate captures	Add a caption to the text capture output.
Caption prefix	Enter text that appears before each text caption.
Append to file	Add each text capture to the end of a single file.
Ask for file name	Enter a file name for each capture.
Fixed file name	Assign the same file name to each text capture. Use to continually and automatically update the same output file.
Name	Enter the file name if using a Fixed file name.
Automatic file name	Snagit automatically names a series of captures for you. Use if you want to automate the capture process to run unattended. See Automatic File Name Options .
Output folder	Select a folder for your captures.

Share Properties Print Tab

Share dropdown menu > Properties > Print tab.

Define print preferences for captures.

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

Option	Description
Remember last used settings	Print using the last print options used during a previous capture, in the Preview Window, or in Editor. This option is not available in Editor.
Use these settings	Set the default print options. This option is not available in Editor. In Editor, select Snagit button > 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 Output Page Setup Options for more information.

Share Properties Page Setup Options

Share dropdown menu > Properties > Print tab > Page Setup button.

Use the tabbed Page Setup dialog 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 automatically update in the Printer Properties dialog 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.

Image File Format Types and Options

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?

Click the option in the Available Options column to see the description.

File Types	Available Options
BMP - OS/2 Bitmap	Colors SubfileType
BMP - Windows Bitmap	Colors SubfileType
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

File Types	Available Options
	On
<p>JPG - JPEG image</p> <p>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.</p>	<p>Colors</p> <p>Quality</p> <p>SubfileType</p>
<p>MHT - Web Page with Image</p> <p>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.</p>	No options available
PDF - Adobe PDF	PDF Page Setup
<p>PNG - Portable Network Graphics</p> <p>The PNG format is a lossless compression file format, which makes it a common choice for use on the Web. PNG is a good choice for storing line drawings, text, and iconic graphics at a small file size. It also supports transparency.</p>	Colors
PSD - Adobe PhotoShop	Colors
RAS - SUN Raster	Colors
<p>SNAG - Snagit Capture File</p> <p>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.</p>	No options available
<p>SWF - Macromedia Flash</p> <p>To use the hotspots with Flash Popup properties, you must use the E-mail Output or save as a Macromedia Flash file (.swf). Flash is used for interactive images intended for Web sites or for viewing within a browser.</p>	No options available
TGA - Truevision Targa	Colors
TIF - Tagged Image File	<p>Colors</p> <p>Subfile Type</p>
WFX - WinFax	<p>Colors</p> <p>Subfile Type</p>

File Types	Available Options
WMF - Windows Metafile Format	Colors
WPG - WordPerfect	Colors

File Format Option Descriptions

Depending on the file format chosen, various options are available. See [Image File Format Types and Options](#) to find out which options are available for each file format.

Colors

Select the number of colors (color depth) to save in the image. The number of colors available depends on the selected file format.

Transparency requires 32 bit color depth as well as a file type that supports alpha transparency.

Quality

JPG compression always loses some image quality. Quality specifies the quality of the compressed image, where 100 is the highest and 1 is the lowest. The higher the image quality adjustment, the longer it takes to convert and save the file.

Subfile Type

Select from available subfile types. Depending on the current Colors selection, various subfile types are available.

Progressive JPG files are the same as regular JPG files, but the image displays at full size as quickly as possible, and clarifies as it is loaded.

TIFF is a tag-based file format designed to promote universal interchanges of digital image data. There are many versions of TIFF. Snagit supports the standard TIFF formats.

Append if file exists

Add the new icon image to an existing Windows icon.

Transparency On

Use to set a single color in a GIF file or enable alpha transparency in a PNG or SNAG file. For more information, see [Transparency](#).

Title, Author, and Keywords

Enter the title and author to display in the Document Properties Description tab in the PDF reader.

Add keywords for an Adobe PDF document. Keywords are used in Description of the document and in document metadata. See Adobe Help documentation for more information on how to use keywords.

PDF Page Setup

Open the PDF Page Setup dialog to preview and adjust page setup options, such as page size, margins, page orientation, and image layout.

PDF Page Setup Options

Share dropdown menu > Properties > Image File tab > PDF file output > Options button > File Format

Options dialog box > PDF Page Setup button.

Define how your PDF appears on the page.

Option	Description
Page size	Select the size of page for the PDF. Use the dropdown menu to select a preset size or select Custom and manually enter the height and width of the page in inches.
Page size	Select the size of the margins for the PDF in inches.
Orientation	Define the page orientation to portrait or landscape.
Image Lay-out	Define the capture to shrink to fit on one page or allow the capture to stay its original size and span multiple pages.
Preview	Preview the PDF page setup.

Video Capture Share Properties

Use the Video Capture Share Properties options to control Snagit application preferences as they relate to video capture.

For more information

- ▶ [Video Capture Type Properties](#)
- ▶ [Video Share Properties](#)

Video Capture Type Properties

Capture Type dropdown menu > Properties

Define a fixed region for video capture. This can be useful if videos need to always be the same size.

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 and draw a rectangle on the screen the size that you would like to use.

Video Share Properties

Share dropdown menu > Properties

Customize the way your videos are saved.

Option	Description
Ask for file name	Enter a file name before saving the capture output.
Fixed file name	Assign the same file name to each capture. This is useful for continually and automatically updating the same output file.
Name	Enter the file name for the Fixed File Name option.
Automatic file name	Automatically assign your capture a file name and location. You can move directly into the other application with your capture rather than going through the manual naming process via the Save As dialog. Click the Options button to change the default auto name.
Folder	Select a Folder for your 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 do a capture using current settings and close when finished or canceled. This option runs Snagit hidden with hotkeys disabled.
/SC	Causes Snagit to do a capture using current settings and continue to operate after the capture (not close). This option runs Snagit hidden with hotkeys disabled.
/OE	Opens the Editor directly.
<filename>	Opens the image file specified directly in Editor.
/t	Starts Snagit with the system tray icon disabled.

Install Program Command Line Options

Option	Description
/S	Performs the installation silently - no prompting the user. See the readme.txt file included in the installation directory.

Snagit Program Preferences

Snagit > Tools menu > Program Preferences.

Set up and change preferences for general Snagit hotkeys, program options, notifications, and update options.

For more information see:

- ▶ **Snagit Hotkeys Tab**
- ▶ **Snagit Program Options Tab**
- ▶ **Snagit Notifications Tab**
- ▶ **Snagit Update Options Tab**

Snagit Hotkeys Tab

Snagit > Tools menu > Program Preferences > Hotkeys tab.

Use the Hotkeys tab options to set and change general Snagit hotkeys.

Option	Description
Global Capture hotkey	<p>Select the keys you push to start a capture.</p> <p>Select a combination of boxes for CTRL, SHIFT, and/or ALT, and a keyboard character. The global capture hotkey captures using the profile selected in the Snagit main interface.</p>
Show/hide Snagit	<p>Select the keys you push to hide or show Snagit on your desktop.</p> <p>Select a combination of boxes for CTRL, SHIFT, and/or ALT, and a keyboard character.</p>
Repeat Last Capture hotkey	<p>Select the keys you push to have Snagit capture the last area again.</p> <p>Select a combination of boxes for CTRL, SHIFT, and/or ALT, and a keyboard character.</p>
Video capture start / pause / resume	Select the keys you push to start, pause and un-pause the video recording.
Video capture stop	Select the keys you push to stop the video recording.
Restore Defaults	Click Restore Default to restore the options back to their original settings.

Snagit Program Options Tab

Snagit > Tools menu > Program Preferences > Program Preferences tab.

Select general program options.

Option	Description
Run Snagit when Windows starts	Snagit will load each time Windows is started. Default setting.
Hide Snagit before capturing	Snagit will close temporarily before capturing and reopen after the capture is done. Default setting.
Show magnifier window	Snagit displays a zoom magnifier window when performing capture that requires selecting a region. Default setting.
Show help text	Snagit displays a help window during capture that gives additional instructions about completing that capture. Default setting.
Use tray icon	Snagit places a small Snagit icon in the System Tray. Double-click this icon to open Snagit. Default setting.
Close to tray	Snagit minimizes the Snagit application icon to the tray when closed. This option is only available if you have also selected Use tray icon. Default setting.
Minimize to tray	Snagit minimizes the Snagit application icon to the tray when closed. This option is only available if you have also selected Use tray icon.
Color Scheme	Choose a color for the Snagit interface theme. The default setting is black.
Make Editor the active window on capture	Snagit forces the Snagit Editor into the foreground (with focus) after a capture. Default setting.
Always keep Editor running in the background	If enabled, <code>snagiteditor.exe</code> will remain running in Windows Task Manager even if you close Editor. This allows captures to open more quickly.
Paste Images as HTML for Outlook Express	Snagit pastes images into Outlook Express using HTML. This allows the image to display correctly. Each time you copy or paste, this option leaves files on your computer.
Embed images when sending e-mail (Outlook/Outlook Express only)	Snagit inserts images directly into an e-mail message. If you would rather have images attached to e-mail as files, turn this option off. It is selected by default.

Option	Description
	Embedding images requires that the client is configured to use the HTML e-mail format and the Send Pictures with E-Mail option to be enabled.
File Associations	<p>Open the File Associations dialog box to set up the types of file formats to open within Snagit Editor. The following options are available:</p> <ul style="list-style-type: none">▶ File types to associate with Snagit Editor: Use to select individual file types, one at a time.▶ Select All: Use to select all of the file types at once.▶ Clear All: Use to select all of the file types at once.
Reset Configuration	Returns all settings for the current profile to the program defaults. All other profiles remain unaffected by this change.
Clear History	Clear all of the entries from the recent lists or dropdown menus within Snagit.

Snagit Notifications Tab

Snagit > Tools menu > Program Preferences > Notifications tab.

Enable or disable helpful notifications, alerts and log errors to file.

When using timer-activated capture, disable all popup messages and select the Log Events to a File option. This allows Snagit to operate unattended, since communications errors can occur for a number of reasons. Snagit logs the errors, and continues running.

Option	Description
Assistance	<p>Snagit will notify on errors and/or Show warnings when it encounters errors.</p> <p>Select Show all tips to enable general Snagit program tips. Deselect it to disable the tips.</p> <p>Select Show all balloon tips to enable Snagit balloon tips. Deselect it to disable the tips.</p>
Log events to a file	Log events to a designated file. Use the radio buttons to select the type of event to write: Errors only or Information and errors.
Log file	Type the name of the log file or use the Browse button to locate the desired log file.
Max lines	Indicate the maximum number of lines to save.
Audible alert	<p>Select the Hotkey is pressed option to set Snagit to make a sound when a hotkey is pressed.</p> <p>Select the Capture is finished option to set Snagit to make a sound when a capture is finished.</p>

Snagit Update Options Tab

Snagit > Tools menu > Program Preferences > Update Options tab.

Set Snagit to automatically check for program updates.

When using timer-activated capture, disable all popup messages and select the Log Events to a File option. This allows Snagit to operate unattended, since communications errors can occur for a number of reasons. Snagit logs the errors, and continues running.

Option	Description
Enabled auto-mated update checking	Snagit automatically checks for program updates on the Snagit Web site. Default setting.
Days between checks	Select the number of days between checking for updates. The default entry is 14 days.
Prompt before update check	Snagit will prompt for Internet access information before checking for an update. Typically, if you are on a dial-up connection, you need to sign on to your Internet provider in order to access the Web.

Tutorials

We've included a few tutorials in this help file. There are many more, written and video, located at www.techsmith.com.

Available in this help file are the following tutorials:

- ▶ **What You Need to Know About Transparency**
- ▶ **Basic Snagit Tips & Tricks**
- ▶ **How to Use Hotspots**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

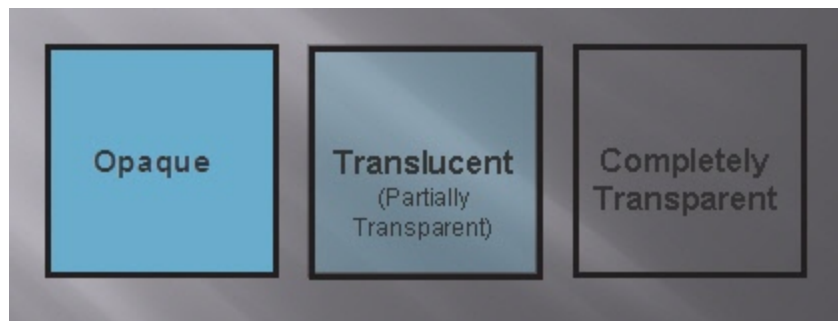
What You Need to Know About Transparency

What is Transparency?

Simply put, transparency is the ability to see through part or all of an image.



To understand how transparency in image files works, it's helpful to understand the terms **opaque**, **translucent**, and **transparent**.



Opaque means completely solid. You can't see through something that is opaque. In the real world, this might be a wall or a door.

Translucent means partially opaque and partially transparent. It's an in-between state. In the real world, this is like a stained glass window. You can see through it, but not in the way you see through clear glass. This state is referred to as partially transparent in image files.

Transparent means completely clear or see-through. Something that is transparent might as well be invisible. In the real world this is a clear glass window, or even the air that is all around us.

Why Should You Care About Transparency?

That's an easy question. It's going to make your images look great. When layered on top of other images, whether it's a web page with colored backgrounds or presentation slide templates, an image with a transparent canvas will look professional and polished.

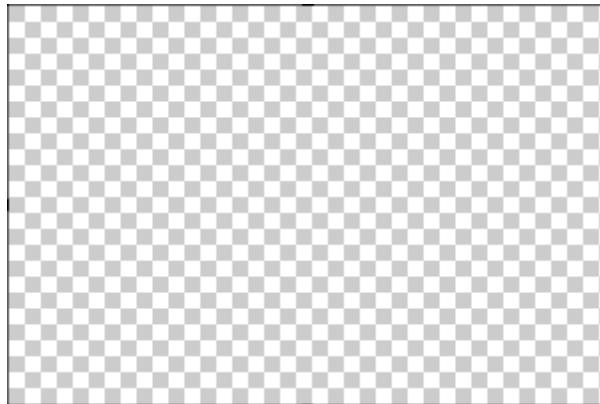
The screenshot on the left below has no transparency; the screenshot on the right has a transparent canvas and a partially transparent shadow.



Because image files are always rectangular, complete or partial transparency is the solution used to create the appearance of irregular edges or see-through portions.

Transparency in Snagit

In Snagit Editor (and most other graphics programs) transparency is represented by a white and gray check-board pattern. This pattern shows you what parts of the image you can see through.



When using the window selector of the All-in-One Capture® or the Window Capture Type, Snagit captures the rounded corners of windows and the transparency of Aero themed title bars. It can also capture oddly shaped windows without grabbing the desktop or windows behind.

Snagit Editor can introduce transparency during editing with drawing tools and image effects. Edge effects like borders and drop shadows no longer add a background color to your image. Instead, they look great anywhere you put them.

Saving a Transparent Image

Snagit supports complete and partial transparency in capturing and editing. However, to have complete or partial transparency in your final saved image, you must use a file format that supports your desired level of transparency.

Complete and partial transparency is best supported by PNG and the SNAG file formats.

Common File Formats	Supports Transparency?
.png	Yes
.jpg	No
.bmp	No
.gif	Single color, full transparency only
.tif	Yes
.snag	Yes

What if I use a format that doesn't support transparency? The preview pane in the Save dialog shows you how the saved image looks in your selected format.

For more information on using transparency in Snagit, see [Transparency](#).

Additional Tutorials

- ▶ [Basic Snagit Tips & Tricks](#)
- ▶ [How to Use Hotspots](#)
- ▶ [Introduction to Searching and Tagging](#)
- ▶ [Sharing Captures from Snagit](#)

Basic Snagit Tips & Tricks

Here are some tips and tricks that can help you get the most out of Snagit.

Whether assembling common captures into profiles or just changing the color scheme of the Snagit user interface, these tips can save you time and help you make great looking images.

Change the Color of the User Interface

Don't like Snagit's default black color scheme? Not a problem. Silver and blue themes for both Snagit and Snagit Editor are available.



In Snagit:

Tools > Program Preferences > Program Options tab > Color scheme dropdown

In Snagit Editor:

Snagit button > Editor Options > General tab > Display options > Color scheme dropdown

Create Profiles for Common Tasks

Find yourself changing the same settings over and over? Create profiles that match your most frequently used configurations.

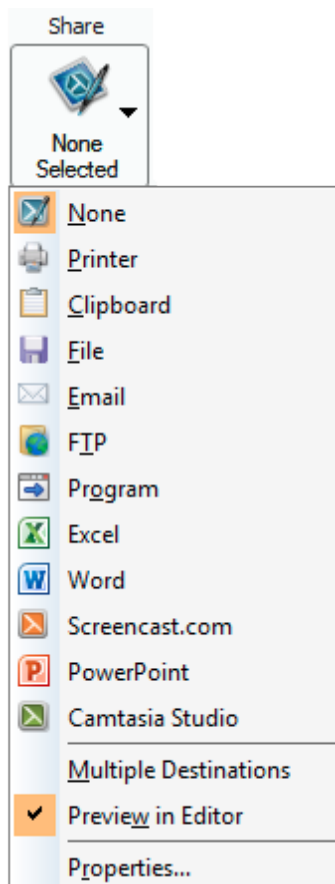
For more on profiles, see [Snagit Profiles](#).

Skip the Editor, Go Straight to an Output

Don't need to edit your screenshot, or perhaps you want to send your screenshot straight to the Clipboard? Change your capture output options to skip the Editor.

First, select an output from the Share dropdown menu in the Profile Settings pane. This could be the Clipboard, an output to a particular program, or even straight to a file.

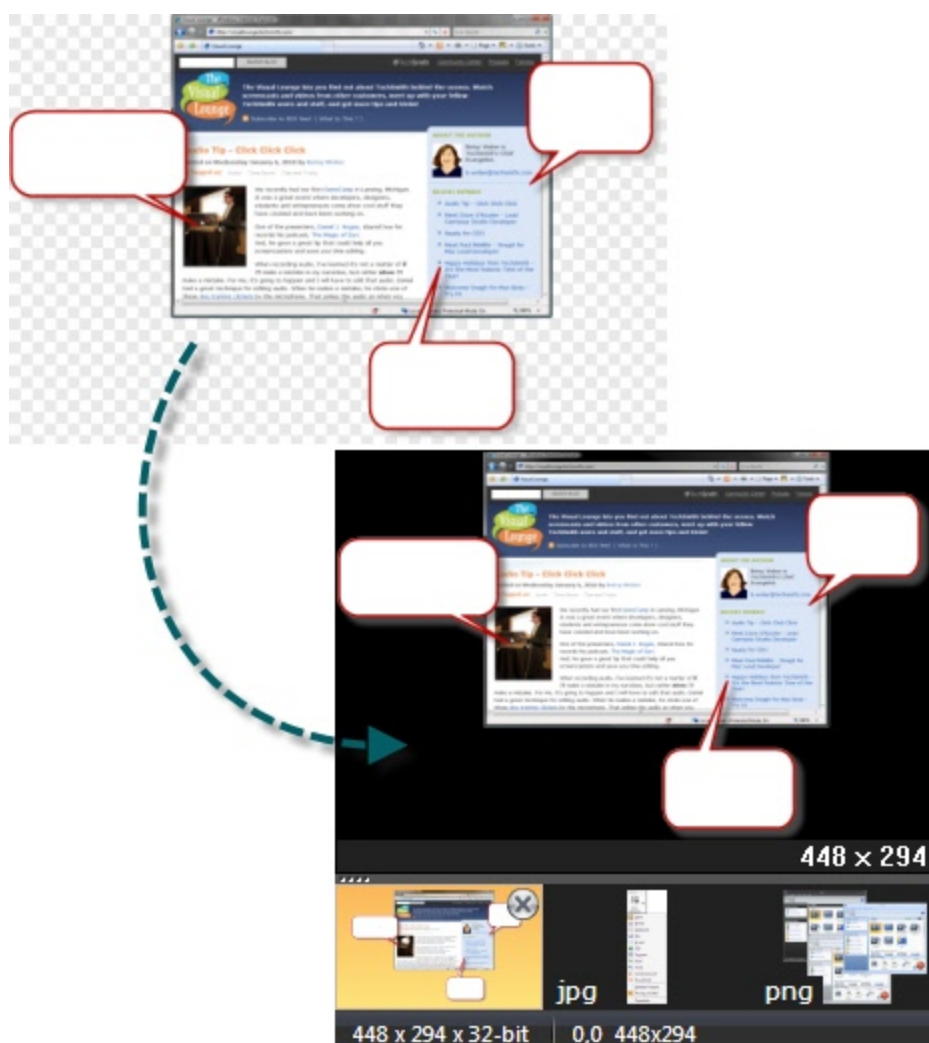
To skip previewing your capture in the Editor, deselect the **Preview in Editor** option in the same menu.



If you want quick access to these settings, consider saving them as a profile.

Preview Transparency in the Tray

Curious how the transparent parts of your image look without the checkerboard pattern that indicates transparency in the Editor? Check out your Open Captures Tray.



The thumbnail previews in the Open Captures Tray show your transparent images on a black background and on top of the dark gray background or the orange selection color of the Tray itself. This isn't always a preview of how your image looks on your intended background, but it gives you an idea of how it might look against a dark background.

CTRL+Selection to Clone Areas

Holding **CTRL** while moving a selection created with the selection tool doesn't move the selection, but instead makes a copy. This copy flattens after you've moved it, just like a normal selection.

Use this technique to quickly “clone” an area to fill in gradients, create copies of buttons or text fields, or anything else you might want to quickly copy and place.

Use the SNAG File Format to Archive Projects

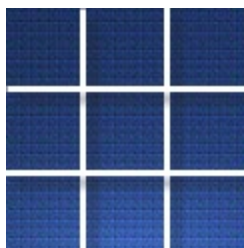
To save vector object information (all those callouts, pasted images, and the other stuff that makes the Editor neat), use the SNAG file format. When you take a capture, this is the format that Snagit uses to auto-store your image until you save it to your preferred file format.

If you want to edit your image again later, save a copy as a SNAG file. These files aren't viewable outside of Snagit, but they save all the information about your capture so you can move all the elements.

A Few Basic Design Tips

Screenshots benefit from the same ideas and techniques that a graphic designer might use when creating content. Here are a few to think about when creating images.

- ▶ **Rule of thirds:** The human eye finds some images more interesting than others. Dividing an image into thirds shows you where the most interesting parts of your image should be. Divide your image into thirds both horizontally and vertically, creating nine boxes. Try placing things like callouts, arrows, and text along those lines for maximum impact.



- ▶ **Color selection:** Use complimentary colors (colors located opposite on a color wheel) in your effects to create a look of cohesion in your image.



- ▶ **Think about context:** What do you want your audience to look at? Is it important that they see your screenshot in the larger context of what was on your screen, or is it better to trim all that away and just show the exact window or button that you want to call attention to? Deciding may help your image communicate your message better.

Additional Tutorials

- ▶ **What You Need to Know About Transparency**
- ▶ **How to Use Hotspots**
- ▶ **Introduction to Searching and Tagging**
- ▶ **Sharing Captures from Snagit**

How to Use Hotspots

A hotspot is a region of an image that contains special interactive elements, such as hyperlinks or popup tooltips. You can add hotspots to your images in Snagit that can highlight, hyperlink, or popup useful information when the mouse cursor passes over.

Hotspots can also be used to capture hyperlinks on web pages by enabling the Keep Web Links Active option in the Profile Settings pane.

You can only see and edit hotspots on the Hotspots tab.

Hotspots only work when you save your capture in a format that supports them, most commonly SWF. They can be viewed in most web browsers and HTML-enabled email programs.

Why Use Snagit Hotspots?

Use them to create:

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

You cannot edit SWF files in the Snagit Editor. Before saving your capture with hotspots in a format that supports them, consider saving it as a SNAG file first, so the hotspots can be edited later.

Additional Tutorials

- ▶ [What You Need to Know About Transparency](#)
- ▶ [Basic Snagit Tips & Tricks](#)
- ▶ [Introduction to Searching and Tagging](#)
- ▶ [Sharing Captures from Snagit](#)

Introduction to Searching and Tagging

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

Search Pane

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

Search box

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



Tags

Browse your Library by a particular tag. Snagit creates tags automatically based on metadata.

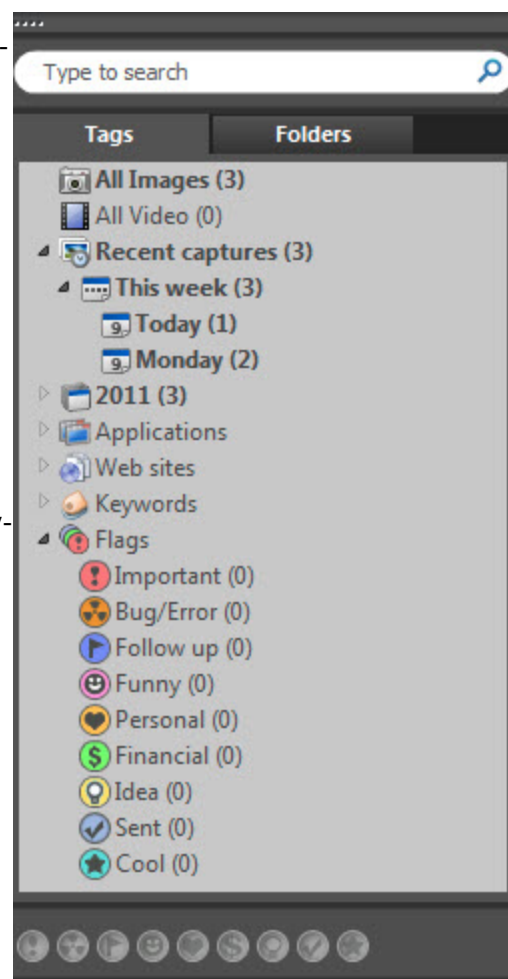
- ▶ **All Images:** View all image captures.
- ▶ **All Video:** View all video captures.
- ▶ **Recent captures:** View captures based on date. View captures from the past month, or view weekly breakdowns.
- ▶ **Applications:** View captures by the application they were captured from.
- ▶ **Web sites:** View captures based on the top level domain (e.g. www.techsmith.com).
- ▶ **Keywords:** View captures based on keywords entered on the Tags tab of the Editor. For more information on keywords, see the Tags Tab.
- ▶ **Flags:** View captures by the user-assigned flags (assigned from either the Tags tab or the bottom of the search pane).

Folders

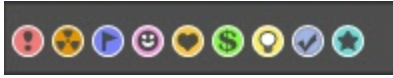
Browse your file system for image files. This view functions in a similar way to the Windows File Explorer.

Flags and Keywords

Flags function as visual markers; add them to a capture to make it stick out in your Tray or in the Library view. Each flag shows



as a small badge on top of image thumbnails. Snagit provides names for the various flags, but these are just suggestions. The multicolored flags can symbolize whatever you like; the important thing is that they stick out visually.



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

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

You must manage media files with keywords and flags assigned within Editor or you lose the keywords and flags.

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

Additional Tutorials

- ▶ [What You Need to Know About Transparency](#)
- ▶ [Basic Snagit Tips & Tricks](#)
- ▶ [How to Use Hotspots](#)
- ▶ [Sharing Captures from Snagit](#)

Sharing Captures from Snagit

You've taken your capture and made your edits. What's next?

Snagit has a few handy tricks to help you and your capture get where ever it is you're going.

Copy All

Use the **Copy All** button to copy a flattened version of your image to the Clipboard. Paste it where ever you'd like to use your image. This is useful for pasting your capture in to an email, document, or other authoring tool.

Outputs

Snagit can automatically send your capture to various destinations. These destinations are called outputs.

You can choose an output while setting up a capture in the Profile Settings pane under Share. After editing your capture, click the **Finish Profile** button to send your capture to the selected output.

You can also select an output from the Share tab (or the Share dropdown on the Draw tab) to send your capture to an output from the Editor.

Outputs include:

- ▶ E-mail
- ▶ FTP
- ▶ Program
- ▶ Clipboard
- ▶ Microsoft Office® Word, Excel, and PowerPoint
- ▶ Screencast.com, TechSmith's image and video hosting service
- ▶ Camtasia Studio
- ▶ YouTube

Output Accessories

The Microsoft Office, Screencast.com, Camtasia Studio, and YouTube outputs are accessories; they operate just like the other outputs, but go to a specific program. Aside from the six that come installed with Snagit, you can download other output accessories from the TechSmith web site.

Output accessories contain special options that are unique to their destinations. The blog outputs allow you to compose a blog post to go alongside your capture. The Screencast.com output returns the URL of your uploaded image along with HTML code that includes a thumbnail when you paste that URL in an HTML capable field.

You can find the accessories download page by selecting **Open Accessories Manager** from the Tools dropdown. Click the **Get More Accessories** button on the bottom left to go to the [Snagit Accessories web page](#). In the Editor, select **More Accessories** from the Share tab.

Additional Tutorials

- ▶ [What You Need to Know About Transparency](#)
- ▶ [Basic Snagit Tips & Tricks](#)
- ▶ [How to Use Hotspots](#)
- ▶ [Introduction to Searching and Tagging](#)

Changes in this Version

Snagit 11 has a number of improvements and introduces new functionality. We've also removed some rarely-used and outdated functionality.

Highlighted Improvements and New Functionality

- ▶ Record your screen (with microphone audio) with the brand new MPEG-4 (H.264 encoded) capability. Benefits include:
 - Great quality.
 - Easily shareable and small file size.
 - Web and mobile-friendly format.
 - Editable in almost all video editing tools (including Camtasia Studio).
 - Accepted by YouTube, Facebook, Screencast.com, and most hosting services.
 - Snagit's video recorder leverages real-time encoding, which means your video is ready, fast.
 - Adept at capturing high-motion content, such as live video.
 - No file size limit. (The AVI format in prior versions of Snagit had a 1 GB limit.)
- ▶ Streamlined interface and pre-loaded SNAG images in the tray to help new users be successful faster.
- ▶ Updated callouts, arrows, stamps, and other drawing tools, with more free stamps available on our website.
- ▶ Ability to paste an image from your clipboard onto a new canvas. For example, you want to work on an image taken from Word or the web.
- ▶ Updated Time-saving profiles, with more free profiles available on our website. Now work even smarter and faster.
- ▶ Ability to resize images by inches and centimeters (not just pixels).
- ▶ Option to automatically scale oversized images to fit on the canvas (by adjusting zoom levels).
- ▶ YouTube output.
- ▶ Various bug fixes, performance improvements, interface, and dialog changes.

Removed Functionality

In order to streamline development and improve performance of Snagit, some features have been removed. Usage data collected by the **TechSmith User Design Initiative** indicated that these features were rarely used or no longer relevant. Rather than continue to spend resources keeping these features up to date and working at the level you expect from TechSmith, they have been removed.

- ▶ AVI video capture: Including pause and pan, highlight cursor, set frame rate and compression settings.
- ▶ Web capture mode: Downloaded all images from a URL.
- ▶ Shape capture inputs: Triangle, rounded rectangle, ellipse, and polygon. These shapes can be created using the selection tool in Snagit Editor.
- ▶ Full screen DOS capture: Full screen DOS mode is no longer available in recent versions of the Windows operating system.
- ▶ DirectX capture: No longer able to select this codec.
- ▶ Rarely used file types: MSP, CAL, RAW (not the camera format), ICA, IOCAR, IOCAW, LEAD, PICT, PCX, and GEM.
- ▶ Capture from EXE/DLL: Captured icons from inside EXEs.

- ▶ Create Web Page: Creates a web page from a selection of images in the Library.
- ▶ FrameMaker add-in: Add-in to launch Snagit from inside of Adobe FrameMaker.
- ▶ Color Depth in Editor: All editing is done in 32-bit mode. Files can be saved to other color depths, but color depth can no longer be manipulated during the editing process.

If one of the above features was saved as a part of a custom profile, the first time that profile is used in Snagit 11 you are notified that the profile has been changed.

We apologize if we've removed a feature you liked. We hope that the trade-off of having more time to bring new widely used features and an improved user experience to Snagit is worth any inconvenience caused.