



# Snagit<sup>®</sup>

## Genealogy Research Guide Windows

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## Introduction

Get started telling your family's story using Snagit. This guide walks you through the steps to [capture](#), [enhance](#), [organize](#), [save, and share](#) your family history. This guide is broken up into sections. Each section includes a step-by-step walkthrough of some key things you will need to know for your genealogy research, as well as some additional resources.

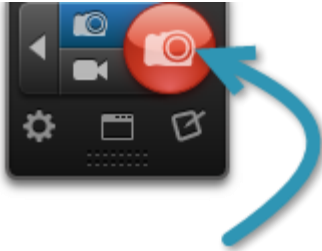
You might be wondering if you have time to do all this research. But, if you devote a small amount of time during the day, you can be on your way to telling your family's story. All it takes is 15 minutes during lunches or before you go to bed to start building up a good library of pages in your family's history.

Start your genealogy search in places such as [familysearch.org](http://familysearch.org), archived newspapers, and library websites. Search for family information through birth certificates, death certificates, obituaries, and news clippings, or events from the day the person was born.

# Capturing Genealogy Information

## Capturing Images in Snagit

1. First locate what you want to capture. Locate Snagit's OneClick on your screen and click the red capture button to start your capture.



2. The crosshairs appear. Click and hold your left mouse button, then drag across the screen to capture what you want. Or, click the arrow button near the bottom of the screen to capture a scrolling page.

1940 CENSUS

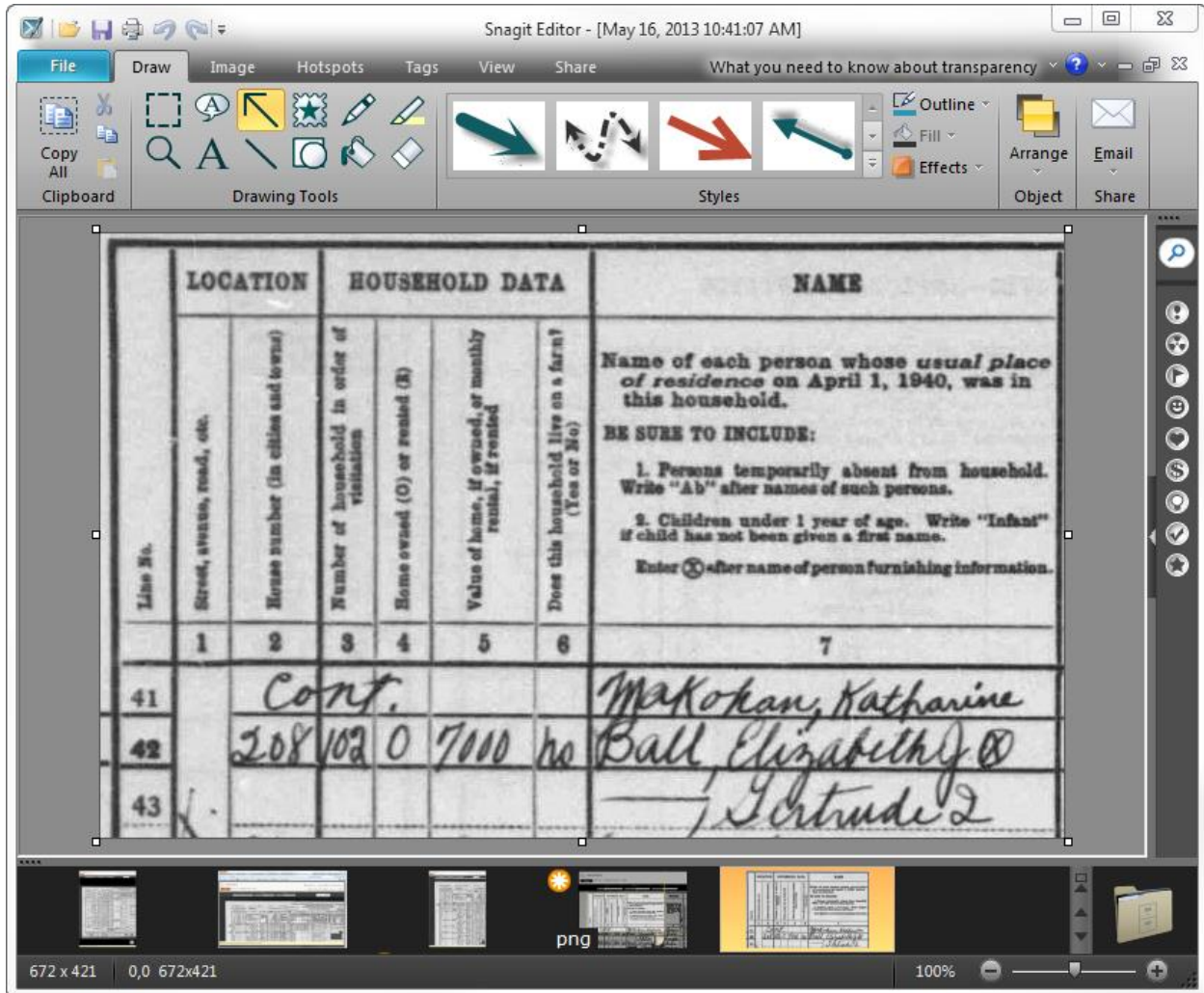
Close New York » Cattaraugus County » Olean

Zoom +/- 50% Brightness +/- 0% Contrast +/- 0%

| Line No. | LOCATION<br>Street, avenue, road, etc. | HOUSEHOLD DATA                     |  |                              |   | NAME<br>Name of each person whose usual place of residence on April 1, 1940, was in this household.<br><b>BE SURE TO INCLUDE:</b><br>1. Persons temporarily absent from household. Write "Ab" after names of such persons.<br>2. Children under 1 year of age. Write "Infant" if child has not been given a first name.<br>Enter Ⓞ after name of person furnishing information. | RELATION<br>Relationship of this person to the head of the household, as wife, daughter, father, mother-in-law, grandson, lodger, lodger's wife, servant, hired hand, etc. | CODE<br>(Leave blank) | Sex - Male (M), Female (F) |   |
|----------|--|------------------------------------|--|------------------------------|---|---|--|-----------------------|----------------------------|---|
|          |  | House number (in cities and towns) | Number of household in order of visitation | Home owned (O) or rented (R) | Value of home, if owned, or monthly rental, if rented |   |  |                       |                            | Does this household live on a farm? (Yes or No) |
|          | 1                                      | 2                                  | 3  | 4                            | 5   | 6   | 7  | 8                     | 9                          |   |
| 41       |  | Cont.                              |  |                              |   |   | Makokan, Katharine   | Lodger                | 6                          | F   |
| 42       |  | 208 102                            | 0  | 7000                         | no  |   | Ball, Elizabeth  | Head                  | 0                          | F   |
| 43       |  |                                    |  |                              |   |   | Vertua   | Daughter              | 2                          | F   |
| 44       |  | 212 103                            | 0  | 1900                         | no  |   | Ball, Franc  | Head                  | 0                          | F   |
| 45       |  |                                    |  |                              |   |   | Witch, Planc   |                       | 5                          | M   |

674 x 346

3. The image opens in the Snagit Editor.



## More Resources

Want to learn more about capturing in Snagit? Check out these tutorials:

Capture Quickly Using OneClick <http://www.techsmith.com/tutorial-snagit-oneclick-current.html>

Capture Images and share via email <http://www.techsmith.com/tutorial-snagit-snagit-basics-capture-share-email.html>

Capture a Scrolling Region <http://www.techsmith.com/tutorial-snagit-scrolling-region.html>

Streamlining with Capture Profiles <http://www.techsmith.com/tutorial-snagit-streamline-with-capture-profiles.html>

## Enhancing Your Images

There are many ways you can enhance your images in Snagit. In this guide, we will show you a few we think will be the most useful when researching your family history. In Snagit Editor, you can highlight an area, draw objects, add text, or use image effects like the cutout tool.

### Highlight an Area



1. In the Snagit Editor, click the Draw tab.
2. Select the Highlight Area tool.
3. Click and drag over the area you want to highlight. Note: Don't worry if you don't get it exactly right, you can always adjust it later using the handles. Or, click in the middle and drag it anywhere on your image.

## Add Text Captions

Once your image is in the Editor you can add text or captions. Add information about the image or point out things within the image. You can also use it to take notes about the picture that you can use later, such as identifying people or places.



1. In the Snagit Editor, click on the Draw tab.
2. Select the Text Tool.
3. Click and drag over the area where you want to place text and start typing. Note: Don't worry if you don't get it exactly right, you can always adjust it later using the handles. Or, click in the middle and drag it anywhere on your image.
4. Right-click on the textbox to bring up the text mini toolbar to change the text attributes. You can change things like font size, color, and style.

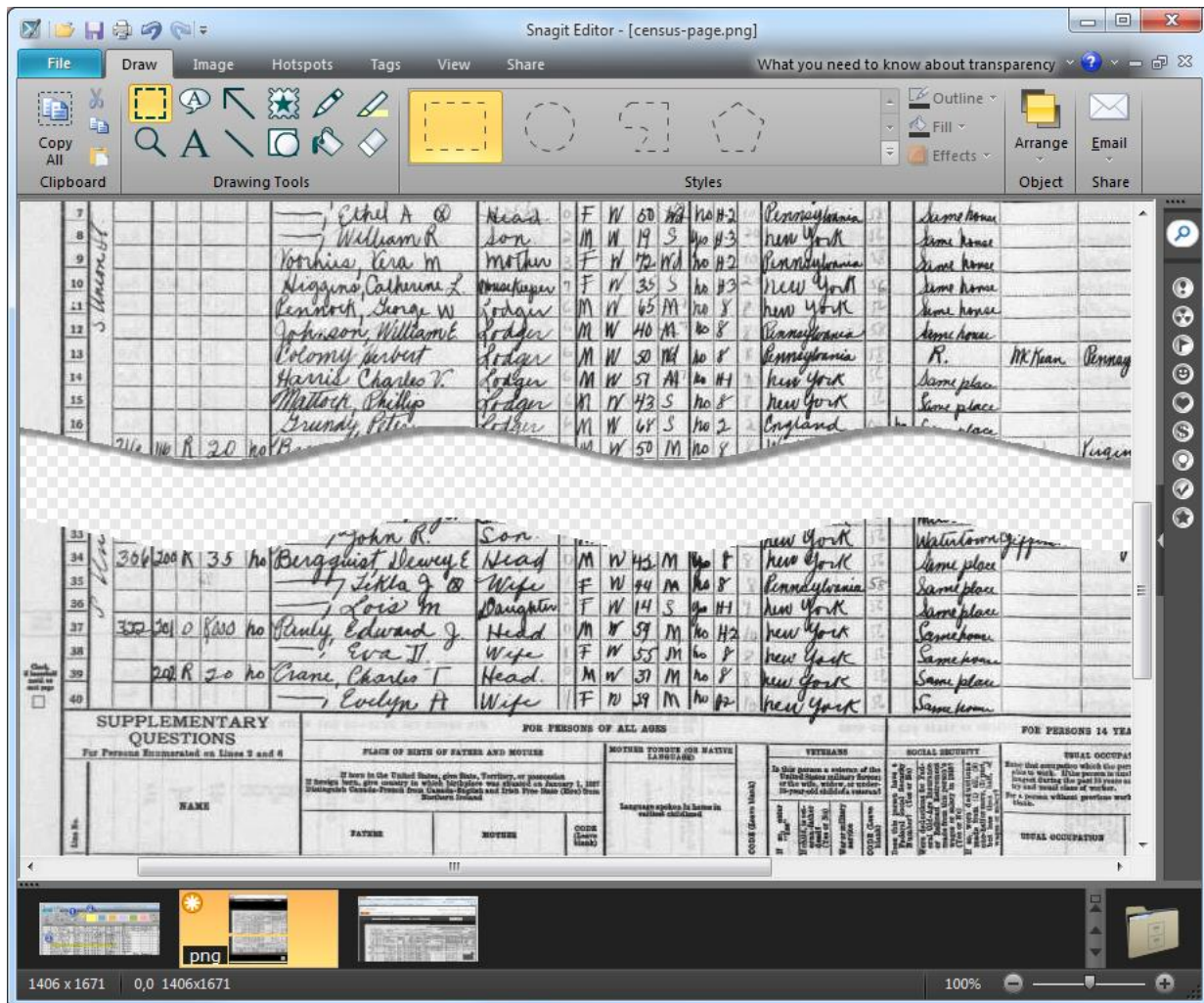


## Cut Out Areas

Use the Cut Out tool in Snagit Editor to keep the information you need and eliminate what you don't. This tool is great for decreasing the size of a long capture.



1. In the Snagit Editor, click the Image tab.
2. Click the Cut Out dropdown and select the style of cut out.
3. Click and drag over the area you want to remove. Note: The section must extend horizontally or vertically across your entire image.



Snagit removes the selected portion and gives the edges a nice look. Snagit provides several cut out border options. The image above uses a wave border.

## More Resources

Want to learn more about other drawing tools or image effects in Snagit? Check out these tutorials:

Annotate with Drawing Tools: <http://www.techsmith.com/tutorial-snagit-annotate-with-drawing-tools.html>

Customize Tools Using Quick Styles: <http://www.techsmith.com/tutorial-snagit-save-and-share-styles.html>

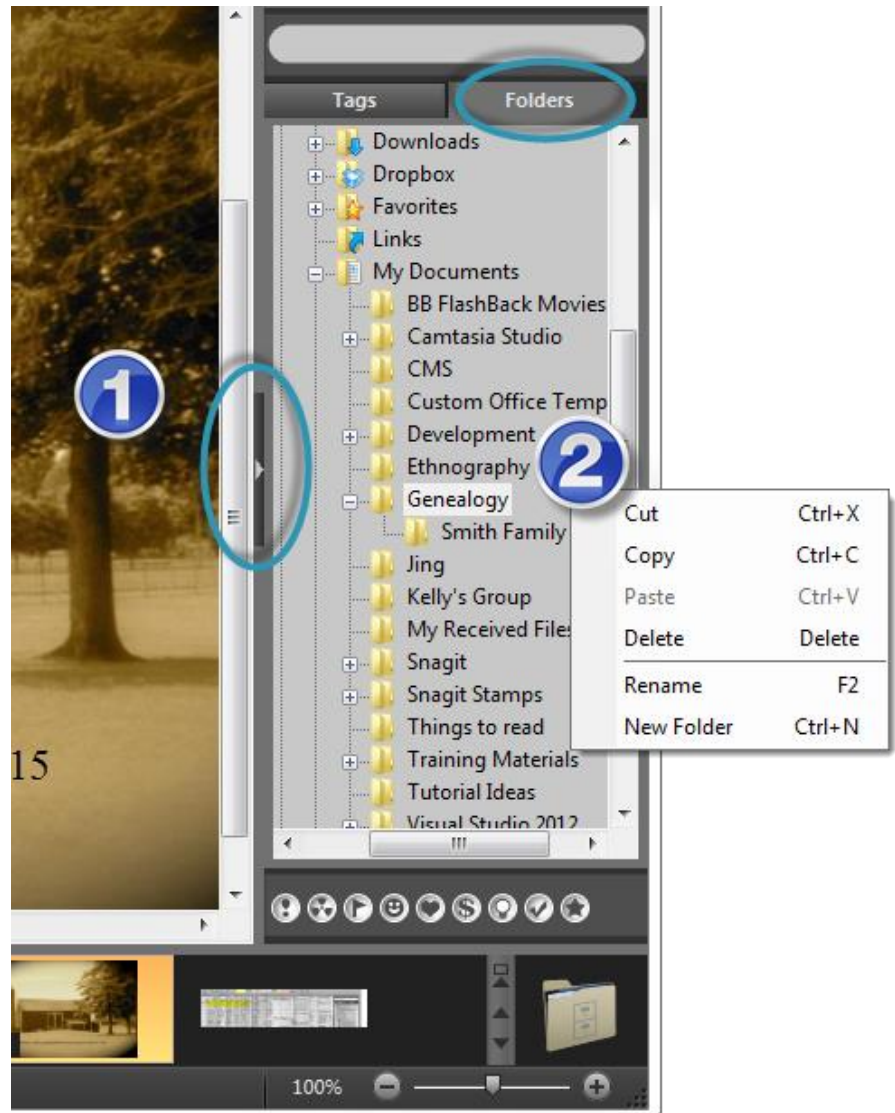
Enhancing Your Image with Effects: <http://www.techsmith.com/tutorial-snagit-enhance-your-image-with-effects.html>

# Organizing Your Captures

## Create Folders in the Snagit Library for Your Research

Adding your images into folders in the Snagit Library can help you stay organized as you collect information. How you organize your folders is up to you. Choose a structure that makes sense for your research. In the example below, I chose to make a main folder and then created subfolders by family names. You could create folders by family members, separate branches, or by generation. Choose a folder structure that makes sense to you.

1. In the Snagit Editor, click the arrow to expand the Search Pane. Click the folders tab.
2. Right-click on the folder where you want to create your folder structure and select New Folder.



In this example, I created the Genealogy folder in my documents and then added a folder and named it "Smith Family." Create the folder structure that is right for you. Then, you can save your images into organized folders.

## Tag Your Captures

Another useful tool to help organize your captures is Tagging. Tagging allows you to assign keywords to your captures so you can locate them quickly. Keywords can include names, decades, birth location, deaths, or important dates. You may have other keywords you want to add.



1. In the Snagit Editor, click the Tags tab.
2. Type your keywords into the Keywords box. If you have a keyword that is more than two words, make sure to include parentheses around it.

Then, using the search pane, you can search your captures at a later point. For example, maybe you want to find all the pictures that contain a person in your family or all the pictures taken at the old farm house.

## More Resources

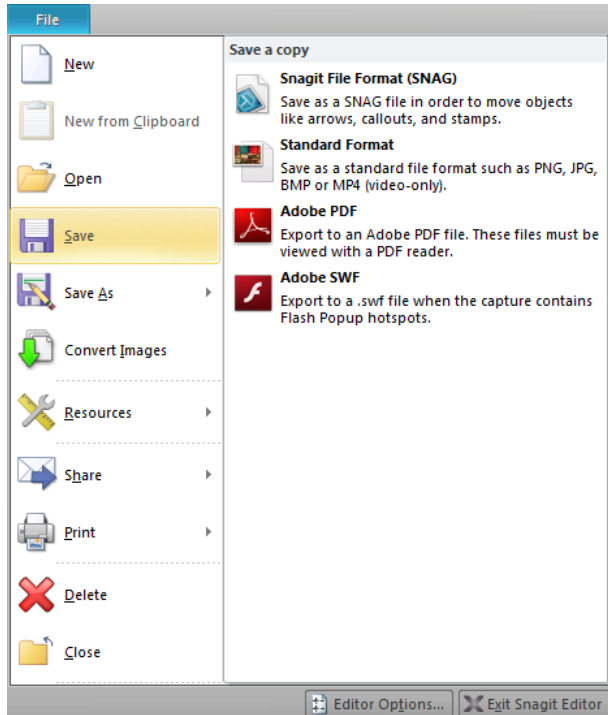
To learn more about organizing your captures in Snagit, check out this tutorial:

The Library and Organizing Captures: <http://www.techsmith.com/tutorial-snagit-library.html>

# Saving and Sharing Your Captures

## Saving Your Captures

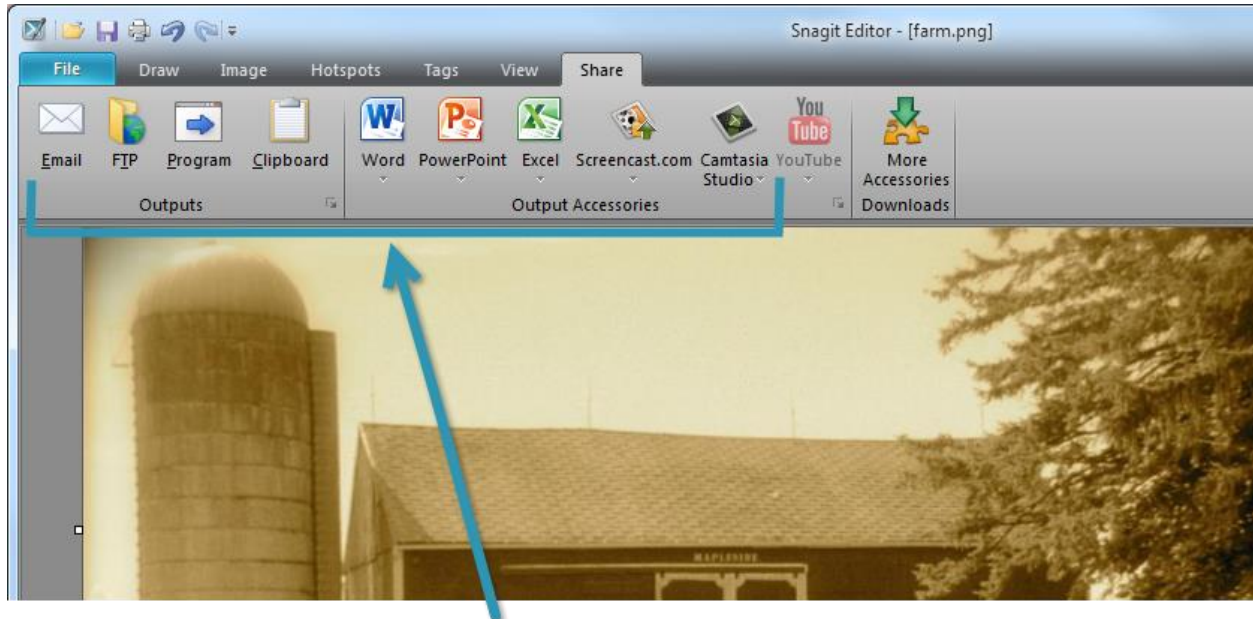
In Snagit, you can save your captures in multiple common formats including .png, .jpg, or .pdf. If your capture includes objects that you want to edit at a later time – such as callouts, arrows, or stamps – save your image in the SNAG file format. This format will allow you to come back to the image later and make adjustments or move objects around.



1. In the Snagit Editor, select File > Save.
2. Choose the save destination.
3. Choose the file format.
4. Name your image and click Save.

## Sharing Your Captures

Once you have your image just the way you want it, you may want to share it with others. For example, you could use the screencast.com output to send a link to your image via email to a family member so they could answer questions about individuals who are in a picture.



1. In the Snagit Editor, click the Share tab.
2. Click an output button to share to that output.
3. Follow the steps for the output you select.

## More Resources

To learn more about sharing with Snagit, check out these tutorials:

Sharing with Snagit: <http://www.techsmith.com/tutorial-snagit-sharing-with-snagit.html>

Capture Images and Share via Email: <http://www.techsmith.com/tutorial-snagit-snagit-basics-capture-share-email.html>

Share to Screencast.com: <http://www.techsmith.com/tutorial-snagit-screencastcom.html>

File Formats Overview: <http://www.techsmith.com/tutorial-snagit-file-formats-overview.html>

Try Snagit now: <http://www.techsmith.com/download/snagit/>

Buy Snagit now: <https://store.techsmith.com/order/snagit.asp>