TechSmith®

Snagit® 12

Snagit 12 Help

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Snagit

Snagit helps users transform the level and quality of their communication with video and images. Users can capture any image and enhance it with effects or create a quick video of their computer screen.

Capture

Capture anything on your screen with Snagit.

- **Capture an Image**
- **Record a Video**
- **Working with the Capture Window**

Edit

Preview, edit, and enhance captures in **Snagit Editor**.

- **Edit Images**
- **Edit Video**

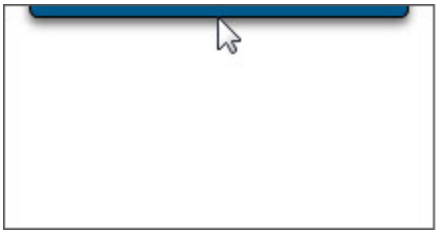
Share

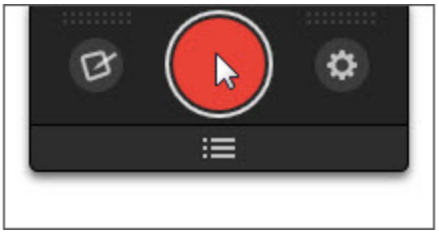
Quickly **share captures** using one of Snagit's outputs:

- Avoid file attachments and uploading large files by getting a link to share a capture anywhere.
- Control the privacy settings and who can see your capture.
- Host captures online for commenting or collaboration.
- Add images directly into your open documents, spreadsheets, or presentations or another application.
- Include an image or a link to a video capture in an email to replace lengthy communication.
- Upload captures to social media applications such as Twitter and Facebook.
- Easily copy or send captures to other applications on your computer.

Working with the Capture Window

Move your cursor over the blue bar at the top of the screen to expand the Capture window.





Use the Capture window to start an image capture, video capture, profile capture, or to change the capture settings and preferences.

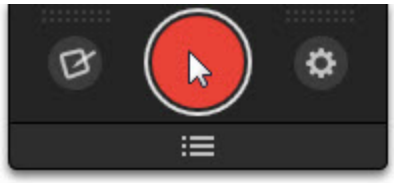
Move the Capture Window

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

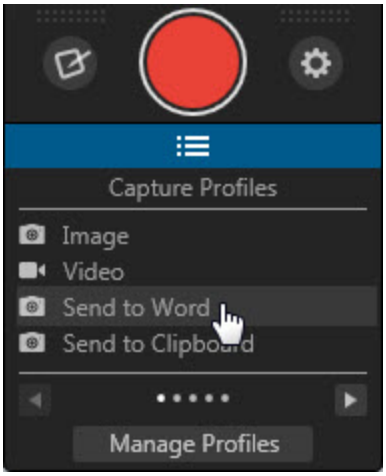
1. Move the cursor over blue bar at the top of the screen.
2. The Capture window expands. Click and drag the window to the desired location on the screen.

Taking a Capture

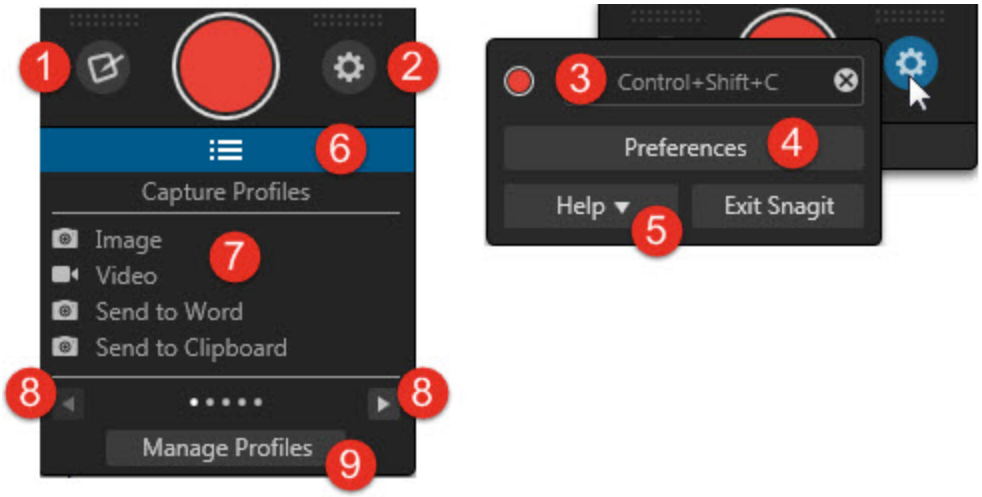
To start an image or video capture, click the red **Capture** button. See **Capture an Image** or **Record a Video**.



To start a profile capture, click the **Profile List** button and then click a profile from the list. See **Save Capture Settings with Profiles**.



Other Capture Options

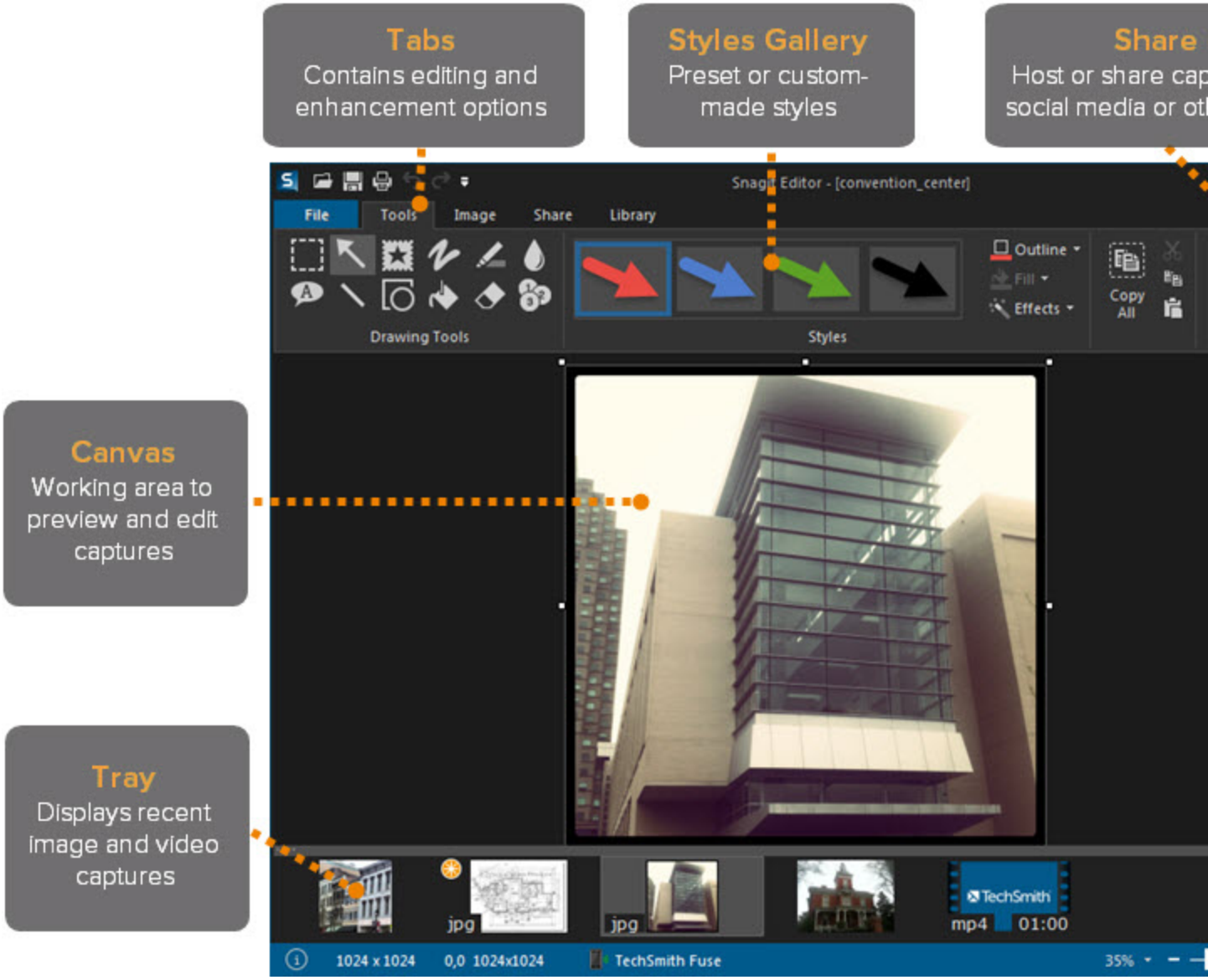


	Option	Description
1	Open Snagit Editor	Open **Snagit Editor** to preview, edit, and share image or video captures.
2	Additional options and help button	Click to change the Capture hotkey, get help, or open the Preferences dialog.
3	Change Hotkey field	The global capture hotkey (PRINT SREEN) allows you to start an image or video capture at anytime. To change the hotkey: 1. Click ⊗ in the Hotkey field. 2. Press the desired key combination on the keyboard. The new hotkey appears in the field.
4	Preferences button	Open the Preferences dialog to set additional program options. See **Program Preferences**.
5	Help button	Open the help file, the video tutorial, and other program options.
6	View Profiles button	Show or hide the list of profiles. See **Save Capture Settings with Profiles**.
7	Profiles list	The list of profiles available. Click a profile to start the capture. Hover over a profile in the list to view its settings. See **Save Capture Settings with Profiles**.

	Option	Description
8	Previous and Next Profile Group buttons	Click the buttons to navigate through the list of profiles by profile group.
9	Manage Profiles button	Open the Manage Profiles dialog to view the current profile settings and **add**, **edit**, or **organize** profiles.

Snagit Editor Overview

Use Snagit Editor to preview, edit, and share captures. To open Snagit Editor, click the Snagit Editor button in the Capture window.



- **Edit Images**
- **Open Captures Tray**
- **Canvas**
- **Styles Gallery**
- **Share**

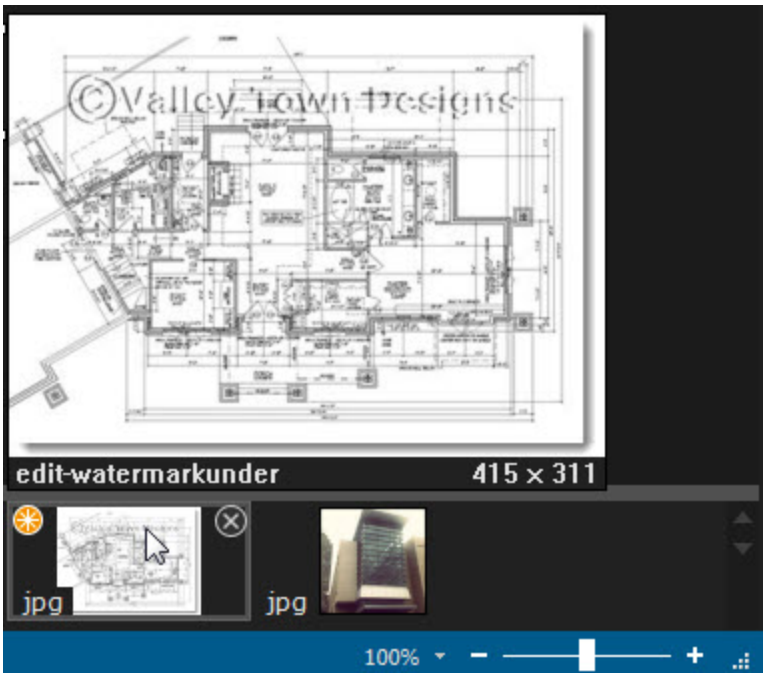
Open Captures Tray

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

The tray shows the last 18 captures or files opened in Snagit Editor. To view more of the recent captures, select Library tab > Search pane > Recent captures.

Capture Thumbnail Tips

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



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

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

Save a Capture

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

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

Remove a Capture from the Tray

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

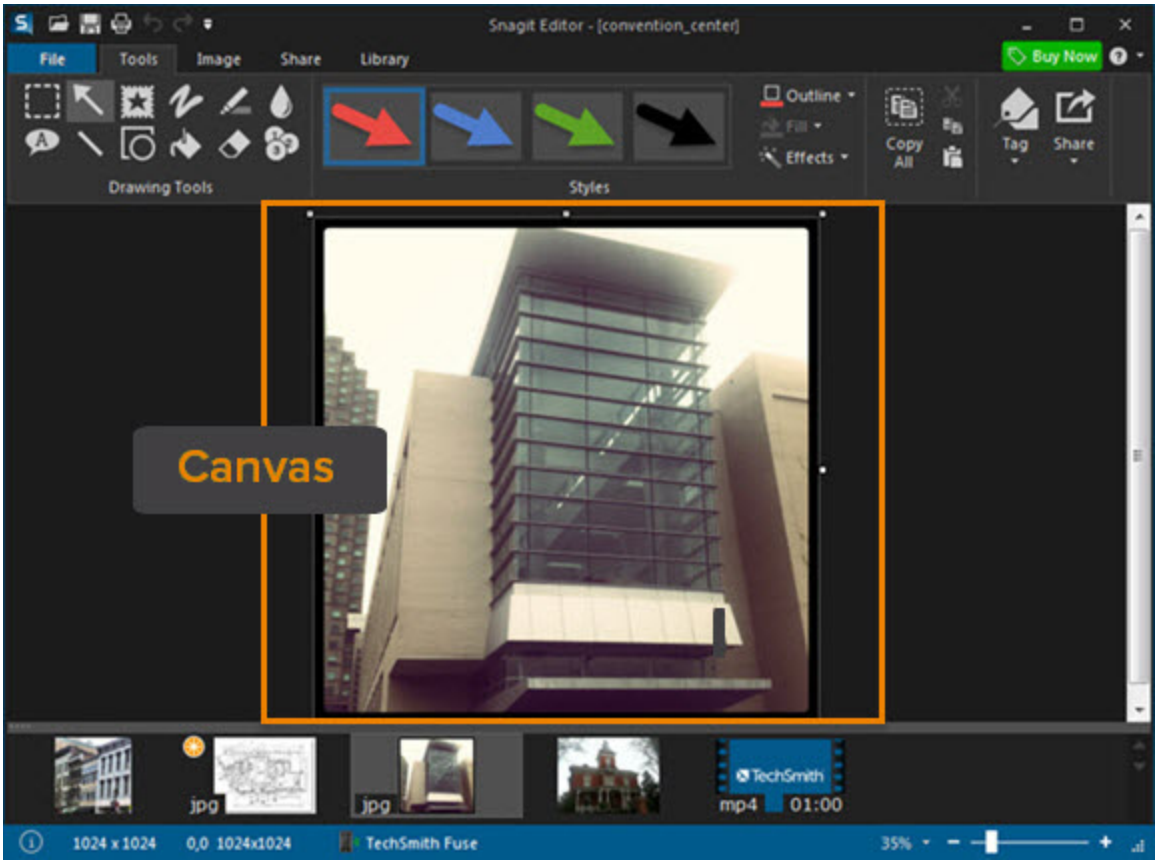
Removing a capture from the tray does not delete the file. Click the **Library** tab to find the capture.

Delete a Capture

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

Canvas

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



Preview Captures

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

- **Zoom In or Out**
- **Video Playback**

Draw or Arrange Objects on the Canvas

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

- Draw attention with **arrows**, **text**, and **callouts** or by **highlighting** an area.
- Hide sensitive information with a **blur** or cover up with a **shape**.
- Add a sequence of numbers or letters to **label steps** within a capture.
- **Arrange objects** on the canvas.
- **Combine** multiple captures.

Canvas Tasks

- **Make a Selection**
- **Resize an Image**
- **Add Image Effects**
- **Remove Unwanted Areas in an Image**

Tips for Working on the Canvas

- To edit moveable objects on the canvas at a later time, save images as a **SNAG file**.
- Drag a handle on the edge of an image on the canvas to create more working space.
- The checkerboard pattern on the canvas represents transparent areas in an image. To keep this transparency, save the image to a file format that supports transparency. See **Transparency**.
- To change the background color around the canvas:
  - Right-click on the canvas and select Background Color and choose a color.
  - Or, select File > Editor Options > General tab > Background Color.

Quick Access Toolbar

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

Change the Location of the Quick Access Toolbar

Click **Customize Quick Access Toolbar** and select Show Below the Ribbon or Show Above the Ribbon.

Add a Tool or Command

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

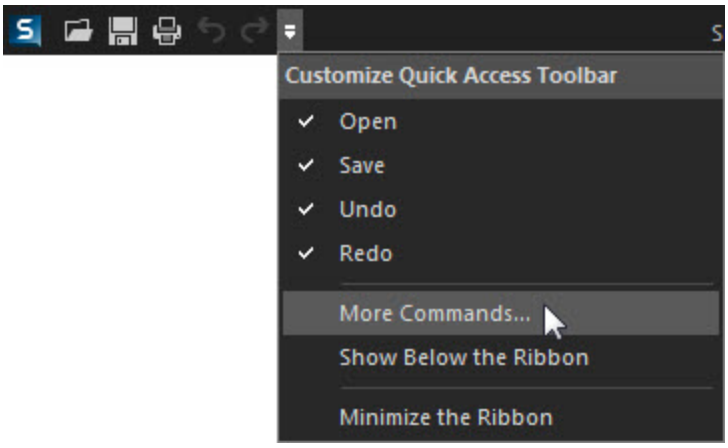
Remove a Tool or Command

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

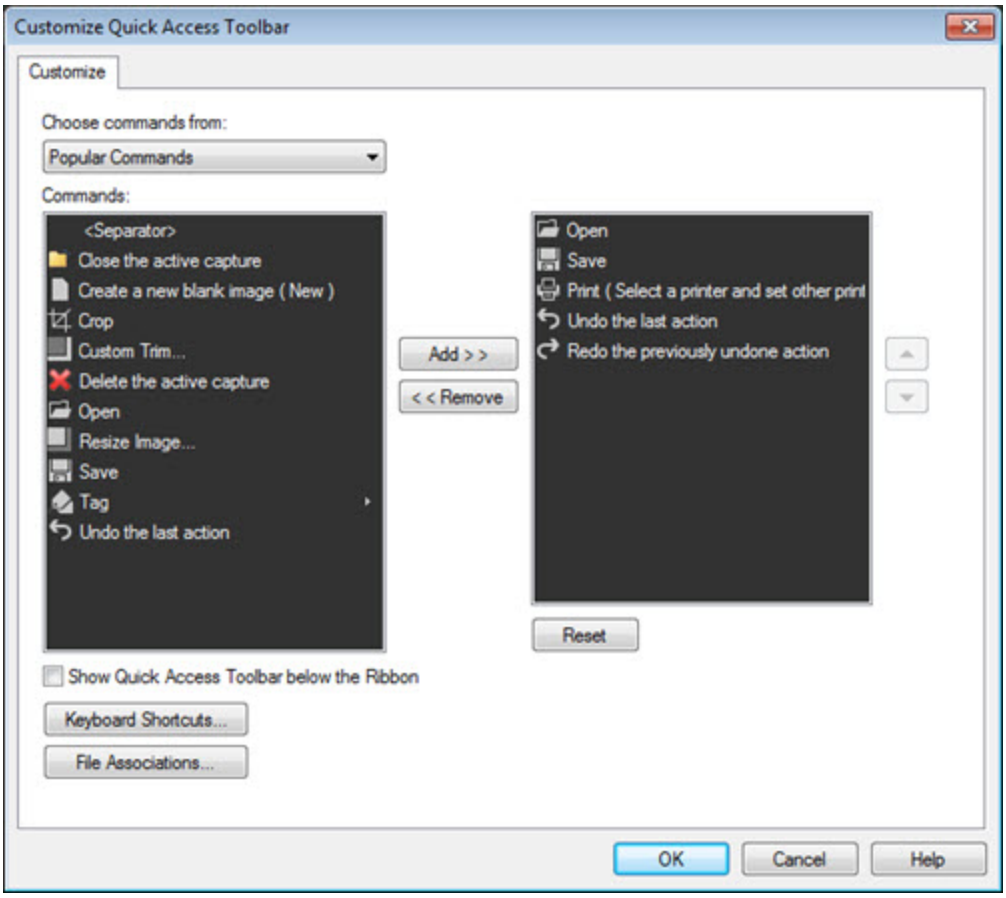
Customize the Quick Access Toolbar

You can add tools, remove tools, or change the order of the tools in the Quick Access Toolbar.

1. Select Customize Quick Access Toolbar > More Commands.



2. The Customize Quick Access Toolbar dialog appears.

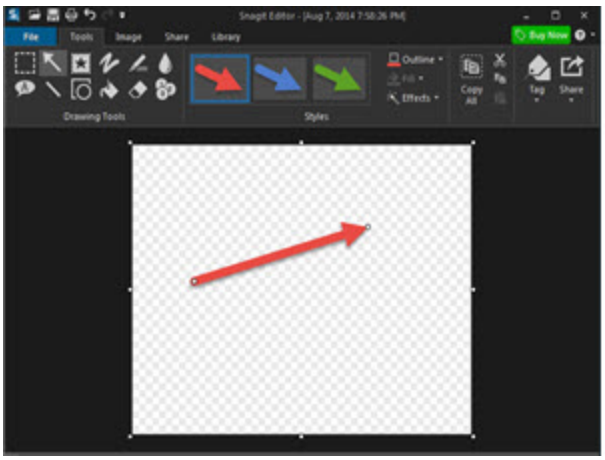


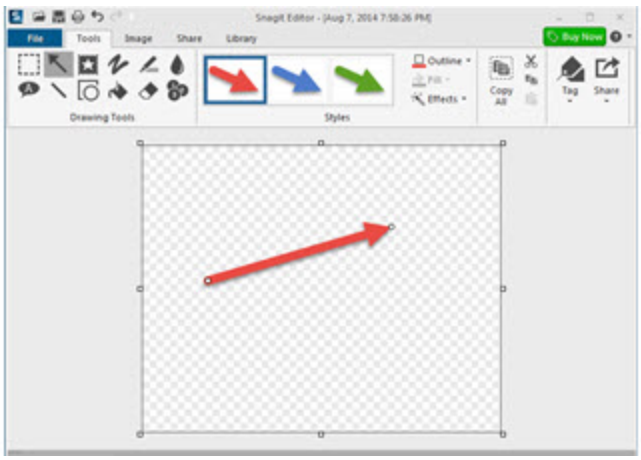
- To add a new tool or command, select the category and then click to select a tool or command from the list. Click the **Add** button.
- To move the position of a tool or command within the toolbar, click to select the tool or command from the list on the right. Click the up or down buttons to change the position. The tool or command at the top of the list appears as the first tool in the Quick Access Toolbar.
- To remove a tool or command, click to select the tool or command from the list on the right. Click the **Remove** button.

Change the Appearance of Snagit Editor

You can customize the color and look of the Snagit Editor interface.

Change the Color Theme for Snagit Editor





1. Open Snagit Editor.
2. Select File > Editor Options > General tab > Editor color scheme.

Change the Canvas Background Color

To improve the display when previewing images in Snagit Editor, you can change the canvas background color to show more contrast between the application and the capture. For example, change the canvas background color when you are working with a dark image or adding a dark colored border onto an image.

1. Open Snagit Editor.
2. Select File > Editor Options > General tab > Editor background color. Or, right-click on the canvas and select Background Color.

Capture

Snagit helps you capture anything on your screen.

Take Your First Capture

- **Capture an Image**
- **Record a Video**

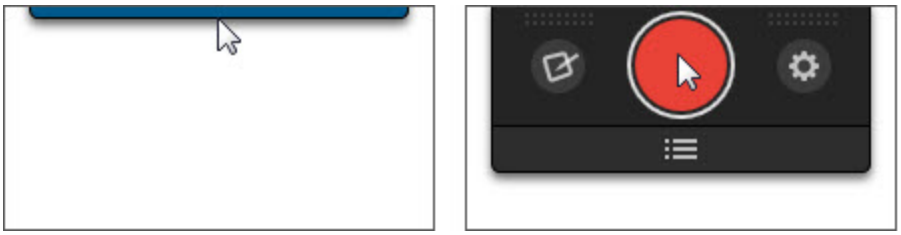
Save Your Capture Settings

Set up profiles to automatically remember your captures settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at any-time.

See **Save Capture Settings with Profiles**.

Working with the Capture Window

Move your cursor over the blue bar at the top of the screen to expand the Capture window.



Use the Capture window to start an image capture, video capture, profile capture, or to change the capture set-tings and preferences.

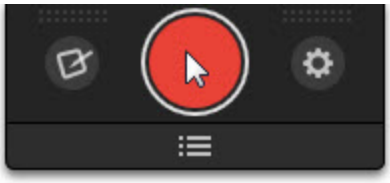
See **Working with the Capture Window**.

Capture an Image

Use Snagit to capture a snapshot of anything on your screen.

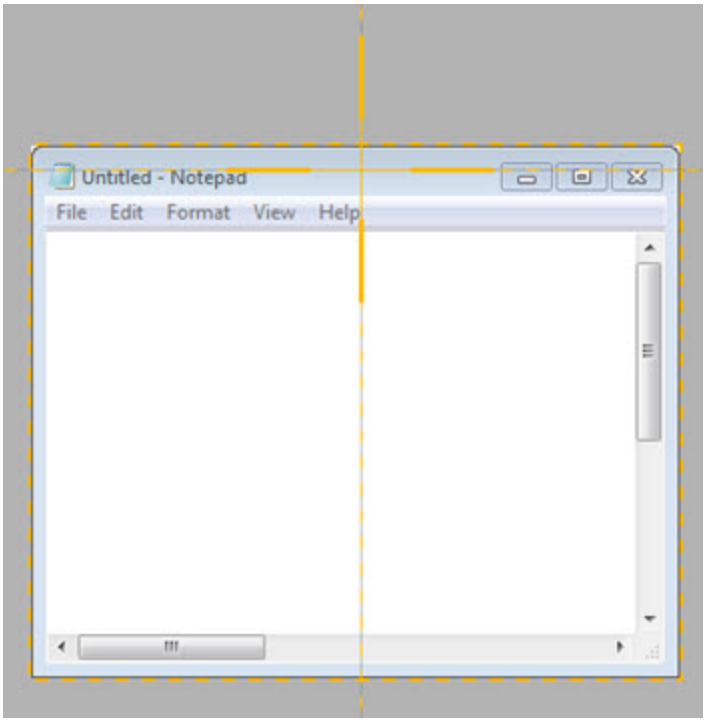
1. Open or set up what you want to capture.
2. Move the cursor over the Capture window. The Capture window expands.

3. Click the **Capture** button or press the global capture hotkey, Print Screen.

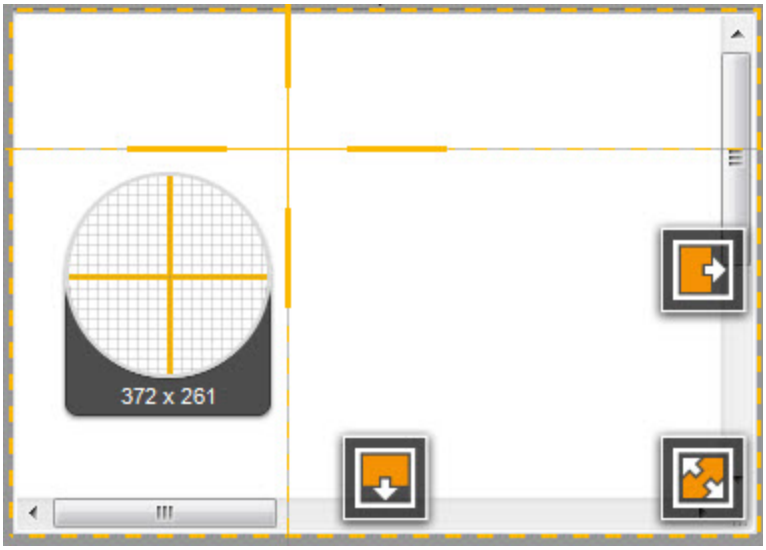


4. The orange crosshairs appear. Complete one of the following to select the area to capture:
   - **Fullscreen:** Click the Fullscreen button to capture the entire screen.

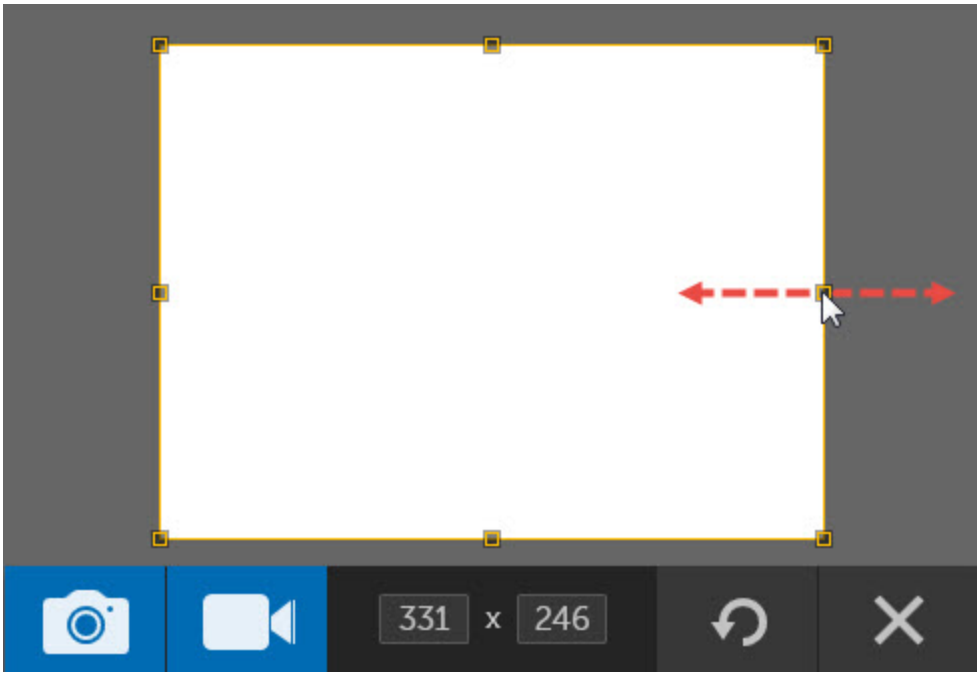
- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.



- **Region:** Click and drag to select the desired area on the screen.
- **Scrolling Area:** Move the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area. If arrows do not appear, see **Other Scrolling Profiles**.



5. Drag the handles to adjust the selected area. To enter a specific size, double-click the current dimensions and enter a custom width and height in pixels.



6. Click the **Capture Image** button to finalize the capture when capturing the entire screen, a window, or region.

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

Image Capture Tips:

- When selecting the area, use the magnifier for pixel accuracy. To hide the magnifier, press M.
- To cancel a capture, press ESC.

See also

- **Edit Images**
- **Share**

Capture Hotkeys

Hotkeys provide keyboard shortcuts for common tasks.

To customize the hotkeys, see **Hotkeys Tab** and **Profile Hotkeys**.

Image Capture

During Image Capture	Hotkey
Global capture Select an area to capture on the screen and choose to take an image or a video capture.	PRINT SCREEN
Move crosshairs 1 pixel	Arrow keys
Capture 1:1 aspect ratio (square)	Hold SHIFT
Take a capture	ENTER
Start a region selection	SHIFT+ENTER
Show/Hide magnifier	M
Show capture help	F1
Scroll horizontally	H
Scroll vertically	V
Scroll both horizontal and vertically	B

Video Capture

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

Record a Video

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

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

1. Select the Video Recording Area

Snagit offers the flexibility to select the desired recording area including the entire screen, a specific region or window, or at standard video dimensions.

Learn how to adjust the recording area to get exactly what you need.

See **Select the Video Recording Area**

2. Set up Audio Recording

Narrate your video by recording microphone audio or capture the audio from your speakers by recording system audio.

See **Record Audio**

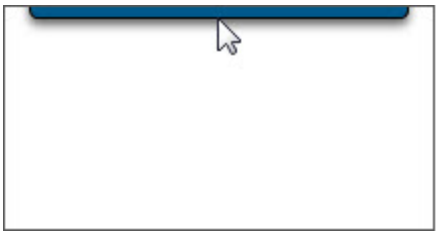
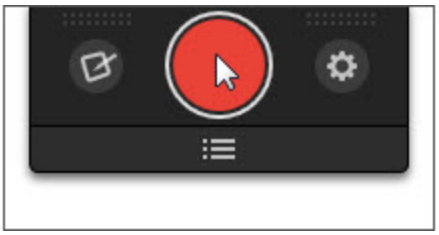
3. Start and Stop the Video Capture

Learn more about the hotkeys and controls to start, pause, and stop video capture.

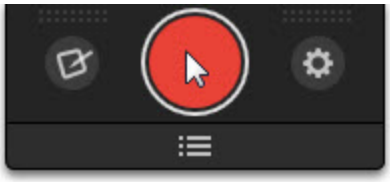
See **Start and Stop a Video Capture**

Select the Video Recording Area

1. Open or set up what you want to capture.
2. Move your cursor over the Capture window. The Capture window expands.

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



4. The orange crosshairs appear. Complete one of the following to select the area to record:
   - **Fullscreen:** Click the Fullscreen button to capture the entire screen.
   - **Window:** Move the cursor over the window to record. When an orange dashed border appears around the window, click to select the highlighted area.
   - **Region:** Click and drag to select the desired area on the screen.
   - To select a standard video dimension, see **Video Selection Guides**.
5. The video recording area is highlighted on the screen and the current dimensions display in the center of the recording toolbar.
   - To resize the video recording area, drag the handles in or out.
   - To enter specific dimensions, double-click the current dimensions and type a width and height in pixels.
   - To move the video recording area, click within the selected area and drag it to a new location.

6. Click the **Video Capture** button.

The video recording countdown begins. If you are recording a large area or the entire screen, the recording toolbar minimizes to the notification area.

By default, Snagit records microphone audio and system audio. Continue with **Record Audio** or **Start and Stop a Video Capture**.

See also

- **Record a Video**
- **Record Audio**
- **Start and Stop a Video Capture**
- **Edit Video**

Video Selection Guides

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

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

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

1. When selecting an area to record, press G to turn the guides on or off.
   - Hold SHIFT to draw a square.
   - Hold CTRL+SHIFT to lock the selection to a 4:3 aspect ratio.
   - Hold CTRL to lock the selection to a 16:9 aspect ratio.
2. Click and drag to select the recording area. As you drag your cursor near one of the standard dimen-

sions, the guide dimly appears.

3. Continue to drag the cursor until the border highlights to match the guide.

See also

- Select the Video Recording Area
- Record a Video

Record Audio

By default, Snagit records microphone audio and system audio in the video. You can turn the audio recording on or off while recording a video.

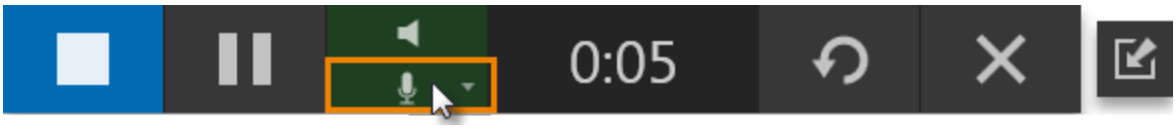
Microphone Audio Recording

Snagit can record audio from your computer's microphone or a USB microphone. Microphone audio is recorded by default.

Turn Microphone On or Off During a Recording

1. If the recording toolbar is minimized, click the Snagit recording icon in the notification area.

2. On the recording toolbar, click the **Microphone Audio** button to turn microphone recording on or off.

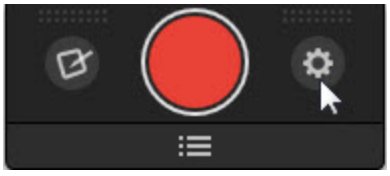


- Microphone On:

- Microphone Off:

Change the Microphone Settings

1. In the Capture window, click the **Additional Options and Help** button.



2. Click the **Preferences** button.
3. On the Advanced tab, select an audio device from the Microphone dropdown.
4. To test that the selected device is on and connected, speak as you would during recording. The Input level should move as you speak.

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

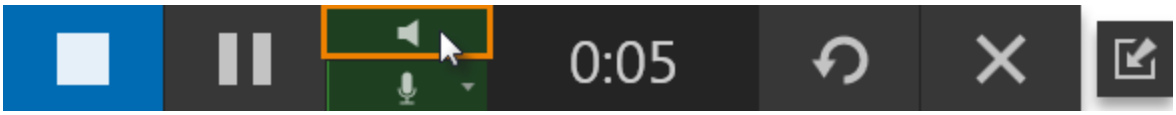
System Audio Recording

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

Turn System Audio On or Off During a Recording

1. If the recording toolbar is minimized, click the Snagit recording icon in the notification area.

2. On the recording toolbar, click the **System Audio** button to turn system audio recording on or off.



   - System Audio On:

   - System Audio Off:

See also

- **Record a Video**
- **Select the Video Recording Area**
- **Start and Stop a Video Capture**
- **Edit Video**

Start and Stop a Video Capture

After you **select the video recording area** and click the Video Capture button, the recording countdown begins.

If you are recording a large area or the entire screen, the recording toolbar minimizes to the notification area.

Option	User Action or Hotkey
Start the Recording Click the Record button to start or resume recording.	**Record** button or press SHIFT + F9

Option	User Action or Hotkey
Restart the Recording Did you make a mistake and want to start over? Click the Restart button to delete the current recording and start over using the same recording settings.	**Restart** button
Pause the Recording Do you need to collect your thoughts or did an interruption occur? Click the Pause button to take a break. Click the Resume button to continue the recording.	**Pause** button or press SHIFT+F9
Stop the Recording Are you done recording and ready to preview your video? Click the Stop button to end the recording.	**Stop** button or press SHIFT+F10

After recording, the video opens in Snagit Editor where you can **preview**, **cut out** mistakes or unwanted sections, or share the video capture. The MPEG-4 video is saved to the AutoSave folder.

See also

- **Record a Video**
- **Select the Video Recording Area**
- **Record Audio**
- **Edit Video**

Save Capture Settings with Profiles

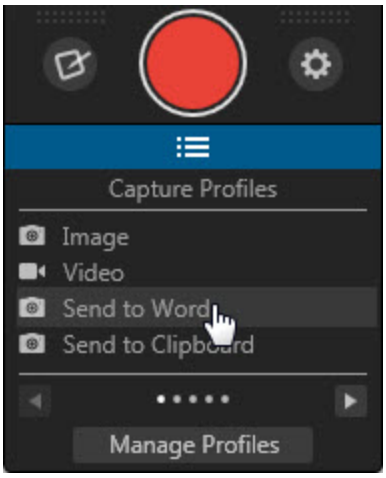
Set up profiles to remember your capture settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at anytime.

A profile consists of a capture type, selection mode, effects, sharing destination, and a hotkey. See **Profile Settings**.

Capture Using a Profile

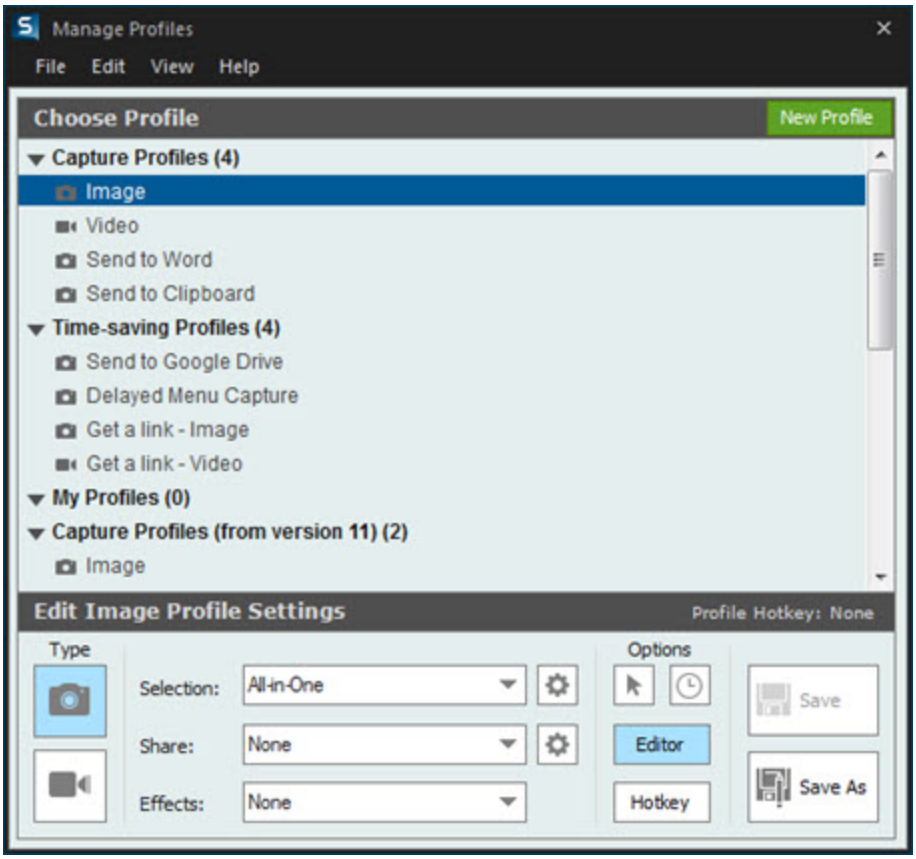
1. Open or set up what you want to capture.
2. In the Capture window, click the **View Profiles** button.

3. Click a profile from the list or press the **profile's hotkey**.



Manage Profiles

Use the Manage Profiles dialog to view the current profile settings and **add**, **edit**, or **organize** profiles. To open the Manage Profiles from the Capture window, select View Profiles button > Manage Profiles button.



To learn more on managing profiles, see:

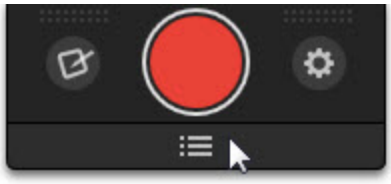
- **Add a Profile**
- **Edit a Profile**
- **Organize Profiles**
- **Profile Settings**
- **Profile Hotkeys**

Add a Profile

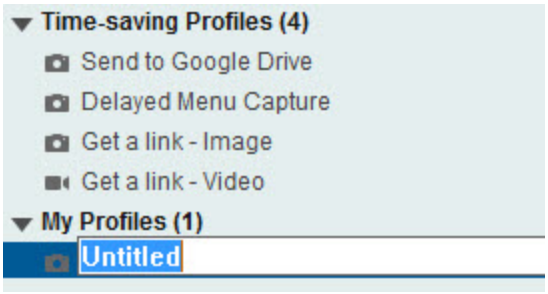
Set up **profiles** to automatically remember your capture settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at any-time.

A profile consists of a capture type, selection mode, effects, sharing destination, and a hotkey. See **Profile Settings**

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the desired profile settings at the bottom of the dialog. See **Profile Settings**.

6. Click **Save**.

See also

- **Save Capture Settings with Profiles**
- **Profile Settings**
- **Profile Hotkeys**
- **Edit a Profile**
- **Organize Profiles**

Edit a Profile

Set up **profiles** to automatically remember your capture settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at any-time.

A profile consists of a capture type, selection mode, effects, sharing destination, and a hotkey. See **Profile Settings**

1. In the Capture window, click the **View Profiles** button.

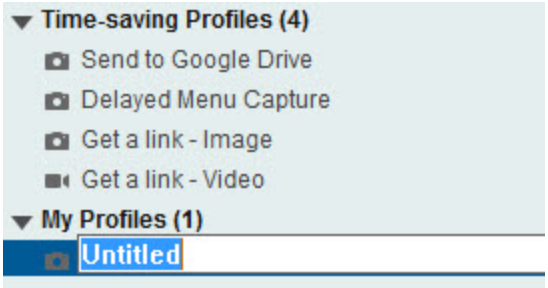
2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears.Click to select a profile from the list.
4. The current settings for the selected profile appear on the bottom of the dialog. Change the desired profile settings. See **Profile Settings**.

5. Click **Save**.

Change the Profile Name

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Double-click the profile to change from the list.
4. Type a new name.



5. Press Enter.

See also

- **Save Capture Settings with Profiles**
- **Profile Settings**
- **Add a Profile**
- **Profile Hotkeys**
- **Organize Profiles**

Profile Settings

Set up **profiles** to automatically remember your capture settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at any-time.

To open the profile settings:

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.
3. Select a profile from the list.

The settings assigned to the selected profile appear at the bottom of the dialog.

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

Type

- **Image:** Capture anything on your screen as an image file.
- **Video:**]Record the action on the screen and audio (from a microphone or system audio) as a MPEG-4 video file.

Selection

Selection defines the area or type of content to capture on the screen. Snagit provides selection options designed to capture difficult to capture items such as menus and content not visible in a window without using the scroll bars.

> The All-in-One Selection option is recommended for most captures. All-in-One can capture the entire screen, a window, an area of the screen, or a scrolling region (image only) all from a single profile.

Click the **Selection Properties** button to edit additional selection settings.

Effects

Automatically apply effects to a capture such as a caption, a border, an edge effect, a watermark, and more.

> Effects can only be applied to image captures. To apply effects to video captures, share the video capture to **Camtasia Studio** .

Share (Outputs)

Select a Share output to send the capture directly to your desired destination. See **Share**.

Click the **Share Properties** button to edit additional output settings.

Capture Options

- **Include Cursor:** Enable this option to include the cursor in image captures. The cursor is automatically included in video captures.
- **Timed Capture:** Enable this option to set up a delayed or scheduled capture. See **Set Up a Time-Delayed Capture** or **Set Up a Scheduled Capture**.
- **Preview Capture in Snagit Editor:** Opens the capture in Snagit Editor. You can preview, draw on the capture, add text or callouts, add effects, and share to various outputs in **Snagit Editor**.
- **Assign a Hotkey:** Click to enter a keyboard combination to use as the hotkey. Hotkeys allow you to start the profile capture at anytime.

See also

- **Save Capture Settings with Profiles**
- **Add a Profile**
- **Edit a Profile**
- **Profile Hotkeys**

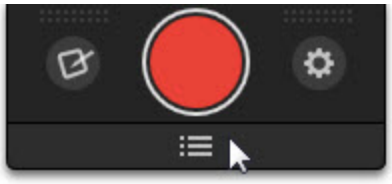
Profile Hotkeys

Set up **profiles** to automatically remember your capture settings.You can assign a custom hotkey to each profile to:

- Maintain the cursor's position on the screen.
- Immediately start captures without interacting with the Snagit application.
- Save time by quickly taking multiple captures with unique captures settings, eliminating the time it takes to set up captures individually.

Assign or Change a Profile Hotkey

1. In the Capture window, click the **View Profiles** button.

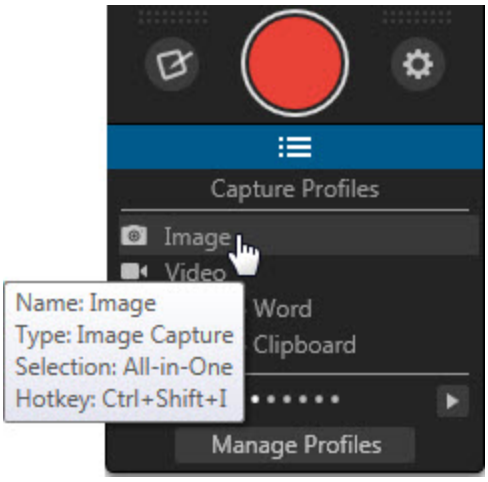


2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click to select a profile from the list.
4. The profile settings for the selected profile appear at the bottom of the dialog. Click the **Hotkey** button.

5. Select the desired keyboard combination for the hotkey and click **OK**.

View the Profile Hotkey

In the Capture window, click the **View Profiles** button. Hover over the profile in the list. If a hotkey was assigned to the profile, the hotkey appears in the tooltip.



In the Manage Profiles dialog, the assigned hotkey appears in line with the profile name.

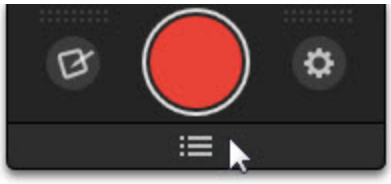
See also

- **Save Capture Settings with Profiles**
- **Profile Settings**
- **Add a Profile**
- **Edit a Profile**

Organize Profiles

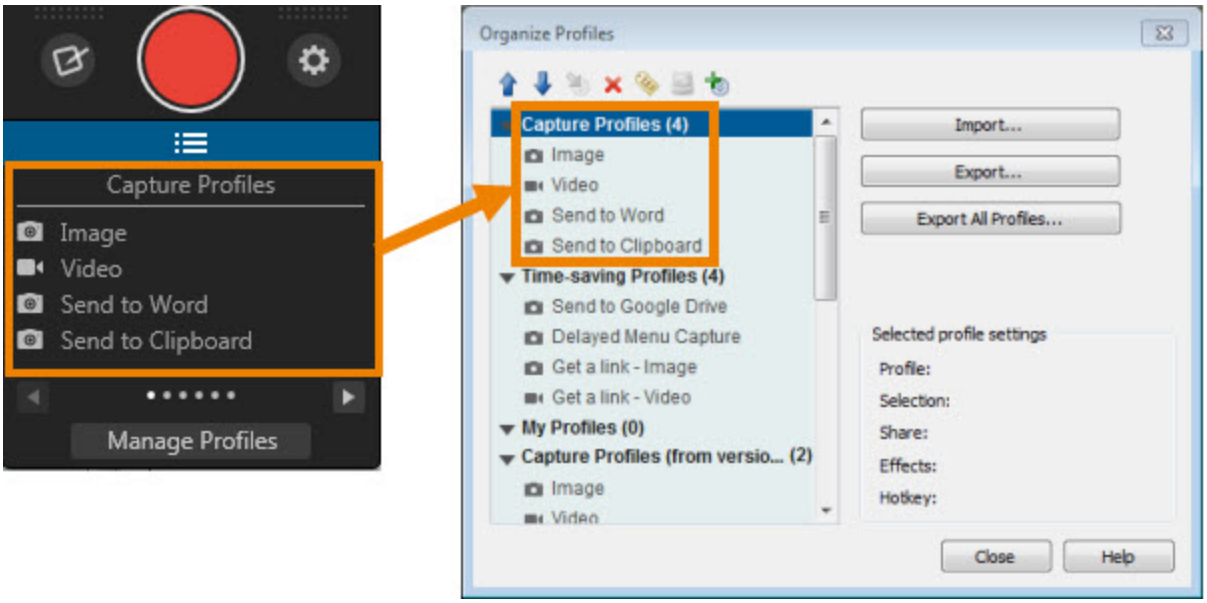
Set up **profiles** to automatically remember your capture settings. To open the Organize Profiles dialog:

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. Select File > Organize Profiles.

You can control the name, order, and grouping of the profiles in the list. The profile group at the *top* of the list displays as the *first page* in the profiles list. Each profile group starts a new page in the profiles list.



Organize Profiles

Click to select a profile from the list.

Option	
Move Up or Move Down	Move the selected profile up or down a position within the current profile group.
Move Profile To Group	Move the selected profile to another profile group.
Delete Profile	Delete the selected profile.
Rename Profile	Rename the selected profile. Enter a name into the field and click OK.
Hotkey	Add a hotkey or edit the existing hotkey for the selected profile. Select the desired keyboard combination for the hotkey and click OK. See **Profile Hotkeys**.

Organize Profile Groups

Click to select a profile group from the list.

Option	
Move Up or Move Down	Move the selected profile group up or down a position within the list of profile groups.
Delete Group	Delete the selected profile group.
Rename Group	Rename the selected profile group. Enter a name into the field and click OK.
Add New Group	Add a new profile group. Enter a name into the field and click OK. The new profile group is added to the bottom of the profile list.

See also

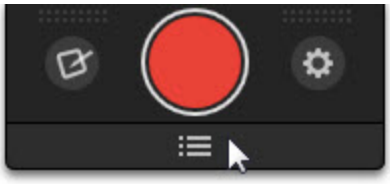
- **Save Capture Settings with Profiles**
- **Share Capture Settings**

Share Capture Settings

Set up **profiles** to automatically remember your capture settings. Import and export Snagit Profile files (SNAGPROF) to share your capture settings with others.

Import a Profile or a Profile Group

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. Select File > Import Profiles.
4. Select a Snagit Profile file (SNAGPROF) and click **Import**.
5. For individual profiles, the Select Group dialog appears. Select a profile group to add the imported profile into. Click **OK**.

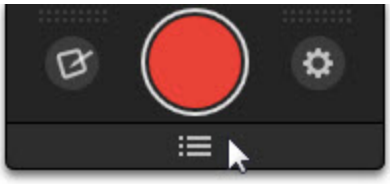
Export a Single Profile or Profile Group

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.
3. Select File > Organize Profiles.
4. Click to select a profile or profile group from the list.
5. Click the **Export** button.
6. The Export Group As or the Export Profile As dialog appears. You can optionally include all the personal settings associated with the profile such as hotkeys, passwords, output settings, etc.
7. Click **Export**.

Export All Profiles

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. Select File > Export All Profiles.

4. Select a location to save the file. You can optionally include all the personal settings associated with the profile such as hotkeys, passwords, output settings, etc.
5. Click **Export**.

See also

- **Save Capture Settings with Profiles**
- **Organize Profiles**

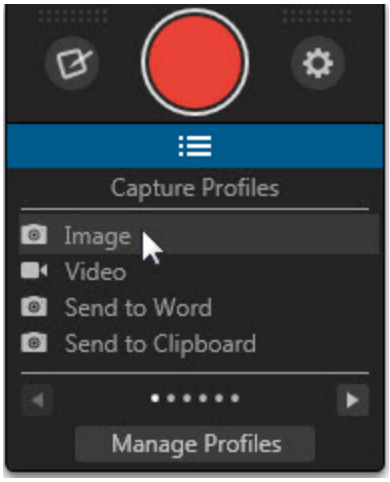
Capture with a Profile

Set up profiles to remember your capture settings. Choose to add an effect or automatically send the capture to a specific sharing destination. Assign a hotkey to the profile to start the capture at any time.

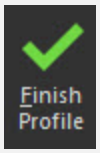
A profile consists of a capture type, selection mode, effects, sharing destination, and a hotkey. See **Profile Settings**.

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

3. Click a profile to start the capture.



> If you select to open the capture in Snagit Editor after capture, click the **Finish Profile** button on the Tools tab to send the capture to the selected output.



Default Profiles

Snagit provides two sets of profiles to get you started: Capture Profiles and Time-saving Profiles. Click the **View Profiles** button in the Capture window to view the list of profiles.

Capture Profiles

Profile	When to Use
Image	Capture an image of a window, a region on the screen, the entire screen, or a scrolling window all from a single capture profile. The image opens in Snagit Editor after capture.
Video	Record the action on the screen and audio (from a microphone or system audio) as a MPEG-4 video file. The video capture opens in Snagit Editor after recording.
Send to Word	Capture an image and insert the capture into a new or open Microsoft Word document.
Send to Clipboard	Capture an image and copy the capture onto the Clipboard for quick pasting (CTRL+V) into other programs or locations.

Time-saving Profiles

Profile	When to Use
Send to Google Drive	Capture an image and send the capture to Google Drive for image hosting, sharing the captures with others, or collaboration.
Delayed Menu Capture	Capture an image of a dropdown or cascading menu. This profile has a 5-second delay to open the menu before capture.

Profile	When to Use
Get a Link - Image	Capture an image and copy the URL to the capture onto the Clipboard. Paste the link into an email, a feedback form or comment field, an instant message, or another location for quick sharing.
Get a Link - Video	Capture a video and copy the URL to the capture onto the Clipboard. Paste the link into an email, a feedback form or comment field, an instant message, or another location for quick sharing.

Scrolling Profiles

Profile	When to Use
Alternative Scroll	Capture an image of a scrolling area. Use this profile as an alternative method for capturing a scrolling area if you did not obtain the desired results from the All-in-One Capture type. See **Capture using the Alternative Scroll Profile**
Scroll a Region	Capture an image of a specific scrolling area. This profile allows you to select the area and control where to end the capture. Use this profile when you do not want to capture the comments or the bottom of a web page. See **Set up the Profile**.
Custom Scroll	Capture a portion within a scrolling area. This profile allows you to capture only what you need by removing the navigation or extra space on the side from the selection. See **Set up the Profile**.

Add a Profile

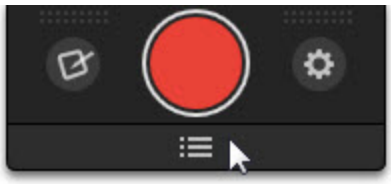
Learn how to **set up a profile** and capture using the profile for these common captures:

- **Capture a Region**
- **Capture a Window**
- **Capture a Scrolling Window**
- **Capture a Menu**
- **Capture a Free Hand Area**

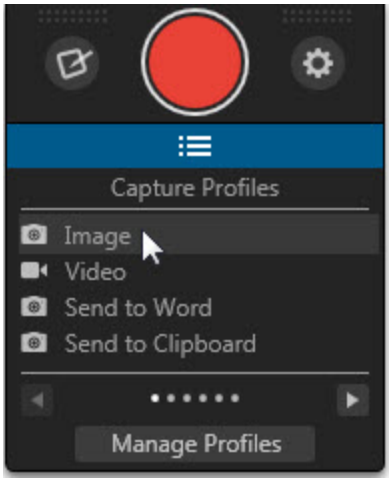
- **Capture the Entire Screen**
- **Capture Multiple Areas of the Screen**
- **Take Multiple Captures of the Same Size on the Screen**
- **Capture a Fixed Region**
- **Set Up a Scheduled Capture**
- **Set Up a Time-Delayed Capture**
- **Capture from a Scanner or Camera**

Capture a Region

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



3. Click the Image profile to start the capture.



> To set up a new profile for region capture, see **Add a Profile**. Use the **All-in-One** or **Region** options for the Selection in the **Profile Settings**.

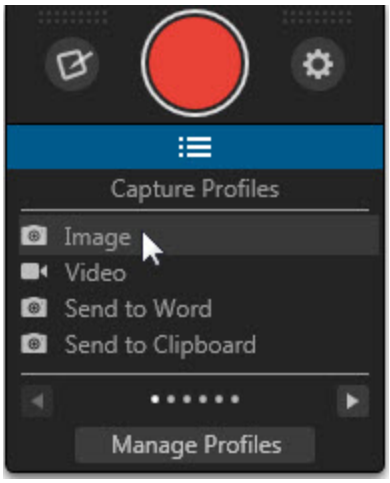
4. The orange crosshairs appear. Click and drag to select the desired area on the screen.

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

Capture a Window

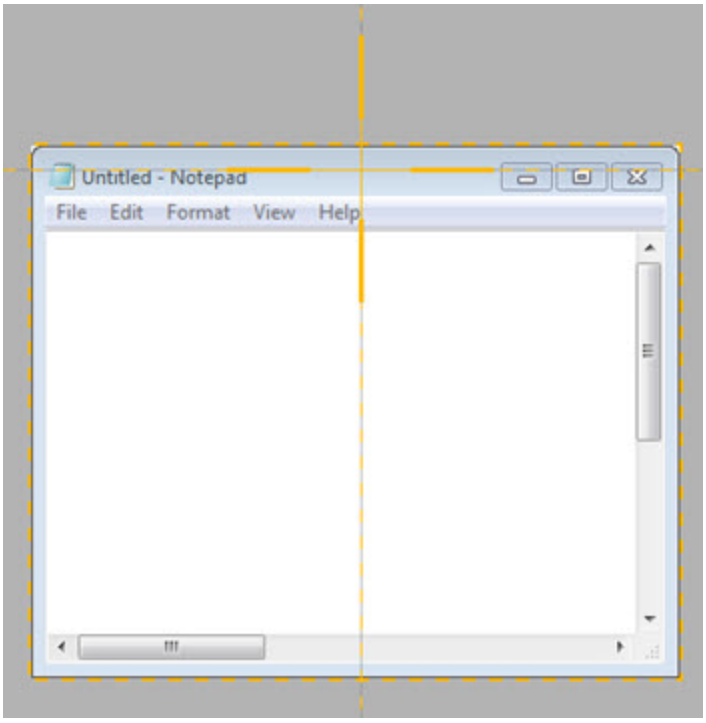
1. Open or set up what you want to capture.
2. In the Capture window, click the **View Profiles** button.

3. Click the Image profile to start the capture.



> To set up a new profile for region capture, see **Add a Profile**. Use the All-in-One or Window options for the Selection in the **Profile Settings**.

4. The orange crosshairs appear. Move the cursor over the window to record. When an orange dashed border appears around the window, click to select the highlighted area.

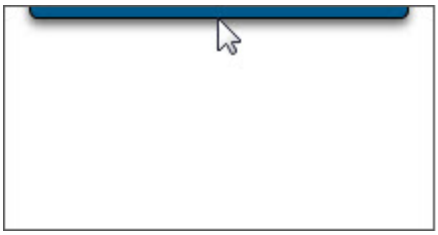


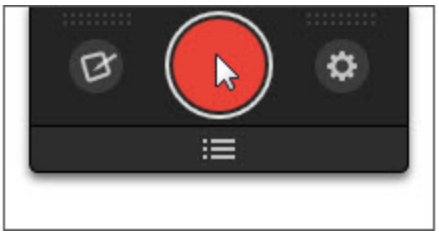
The capture opens in Snagit Editor where you can preview, edit, and share the capture.

Capture a Scrolling Window

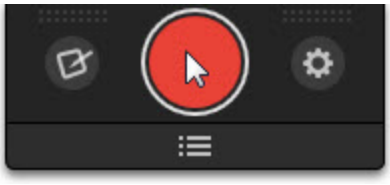
Snagit can capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.

1. Open or set up what you want to capture.
2. Move your cursor over the Capture window.



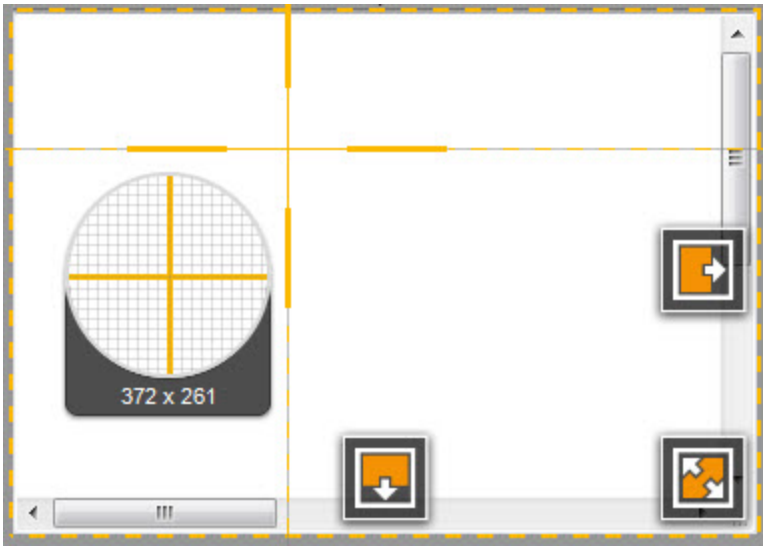


3. The Capture window expands. Click the **Capture** button or press the global capture hotkey PRINT SCREEN.



4. The orange crosshairs appear. Move the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.

If arrows do not display in the window or if an error message appears, see **Other Scrolling Profiles**.



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

Additional Scrolling Capture Types

The following are alternative scrolling capture options to Snagit's automatic scrolling capture:

- **Set up the Profile:** Capture a user-defined scrolling region and control when to end the scrolling capture. This is ideal for when you do not want to capture the comments or ads at the bottom of a web page.
- **Set up the Profile:** Capture an image of a portion of a scrolling area. This profile allows you to capture only what you need by removing the navigation or extra space on the side from the selection.
- **Capture using the Alternative Scroll Profile:** Capture an image of a scrolling area. Use this profile as an alternative method for capturing a scrolling area if you did not obtain the desired results from the All-in-One Capture type.

Capture using the Alternative Scroll Profile

Snagit can capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.

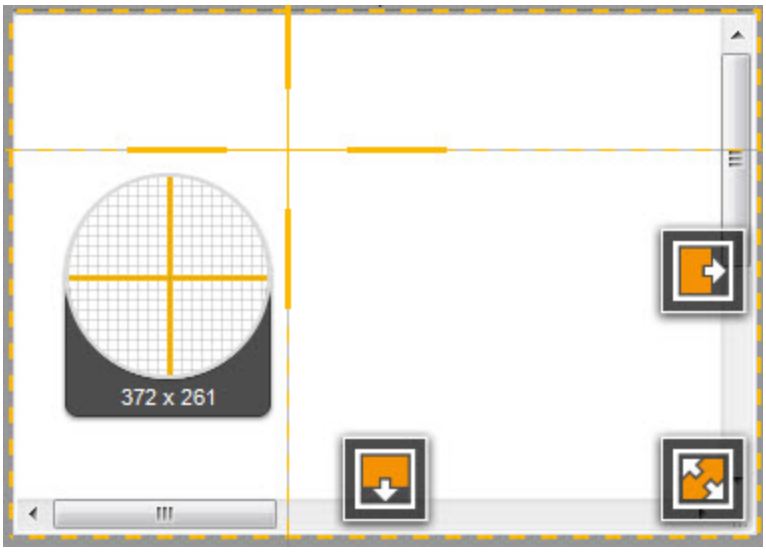
It is recommended to first use the All-in-One Capture type for capturing scrolling areas. See **Capture a Scrolling Window**. If you did not obtain the desired results from All-in-One Capture, use the Alternative Scroll profile as an alternative method.

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

3. Navigate to the **Alternative Scroll** profile. Click the profile in the list to start the capture.

   > If the Alternative Scroll profile does not appear in the profile list, you can download the profile **here**.

4. The orange crosshairs appear. Move the cursor over the window. Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.
   If arrows do not display in the window or if an error message appears, see **Other Scrolling Profiles**.



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

See also

- **Capture a Scrolling Window**
- **Set up the Profile**
- **Set up the Profile**
- **Other Scrolling Profiles**
- **Capture with a Profile**

Capture a Custom Scrolling Area

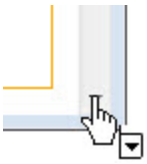
Use the Custom Scroll profile to capture a portion within a scrolling area. This profile allows you to capture only what you need by removing the navigation or extra space on the side from the selection.

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

3. Navigate to the **Custom Scroll** profile. Click the profile in the list to start the capture.

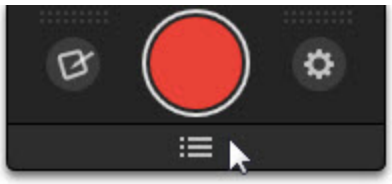
   > If the Custom Scroll profile does not appear in the profile list, you can download the profile **here** or **set up the profile**.

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

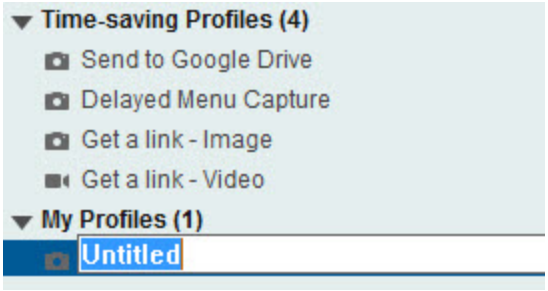


Set up the Profile

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Advanced > Custom Scroll
6. Click **Save**.

To learn more about profiles see **Save Capture Settings with Profiles**and **Profile Settings**.

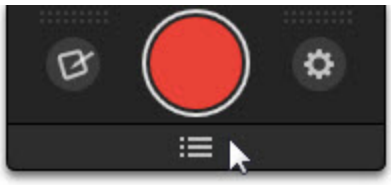
See also

- Capture a Scrolling Window
- Set up the Profile
- Capture using the Alternative Scroll Profile
- Other Scrolling Profiles
- Capture with a Profile

Capture a Scrolling Region

Use the Scrolling Region profile to capture a scrolling area and select when to end the capture. This option is ideal for when you do not want to capture the comments or ads at the bottom of a web page.

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



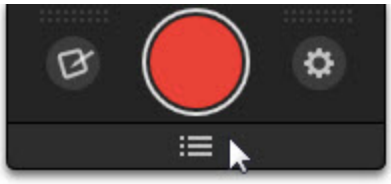
3. Navigate to the **Scroll a Region** profile. Click the profile in the list to start the capture.

> If the Scrolling Region profile does not appear in the profile list, you can download the profile here or set up the profile.

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

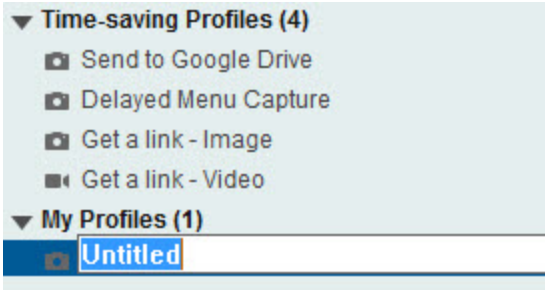
Set up the Profile

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.

4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Advanced > Scrolling Region
6. Click **Save**.

To learn more about profiles see **Save Capture Settings with Profiles**and **Profile Settings**.

See also

- **Capture a Scrolling Window**
- **Capture using the Alternative Scroll Profile**
- **Set up the Profile**
- **Other Scrolling Profiles**
- **Capture with a Profile**

Scrolling Capture Troubleshooting

Snagit can capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.

If you are unable to capture a scrolling window or if the scroll arrows do not appear during **image capture**, follow the recommended troubleshooting options below.

Other Scrolling Profiles

If you did not obtain the desired results from scrolling using the All-in-One Capture type, try the following alternative scrolling methods:

- **Capture using the Alternative Scroll Profile**
- **Set up the Profile**
- **Set up the Profile**

Scrolling Capture Support

If you still experience issues with capturing a scrolling area, view the following support articles:

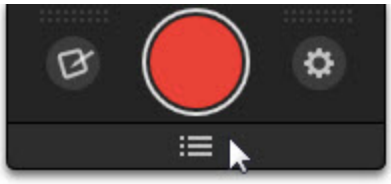
- If an error message appears after capture, see this **support article**.
- If the scroll arrows do not appear when taking a scrolling capture, see this **support article**.

Capture a Menu

Use the Delayed Menu Capture profile to capture a dropdown or cascading menu.

Capture a Menu

1. In the Capture window, click the **View Profiles** button.



2. Click the Delayed Menu Capture profile to start the capture.
3. The 5 second countdown begins. Move the cursor over the menu to capture.

> To change the length of the capture delay, select Manage Profiles > Delayed Menu Capture profile > Timed Capture button in the profile settings > Delay (seconds) field.

See also

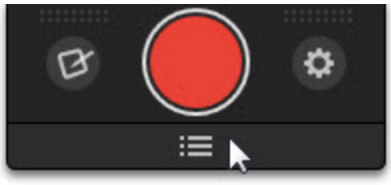
- **Set Up a Time-Delayed Capture**
- **Save Capture Settings with Profiles**
- **Menu Tab**

Capture a Free Hand Area

Use the Free Hand option to capture an area drawn with the mouse.

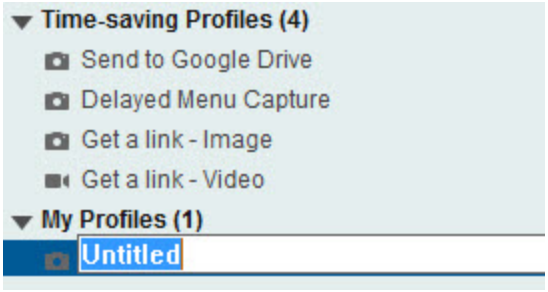
Set up the Profile

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.

4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Free Hand
6. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture a Free Hand Area

1. In the Capture window, click the **View Profiles** button.

2. Navigate to the Free Hand profile set up above. Click the profile in the list to start the capture.
3. The cursor changes to a scissors icon. Hold down the left mouse button and drag around the area you want to capture. Release the left mouse button to capture.

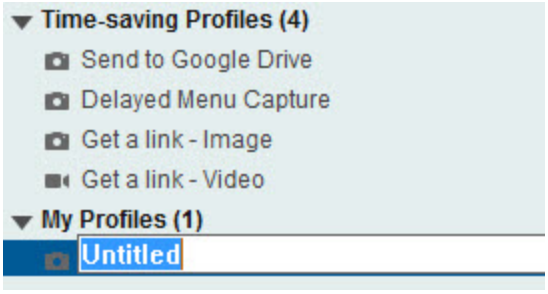
Capture the Entire Screen

Set up the Profile

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.

3. The Manage Profiles dialog appears. Click the **New Profile** button.



4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.
5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Full Screen
6. Click **Save**.

Capture the Entire Screen

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

3. Navigate to the Full Screen profile set up above. Click the profile in the list to start the capture.

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

Capture a Fixed Region

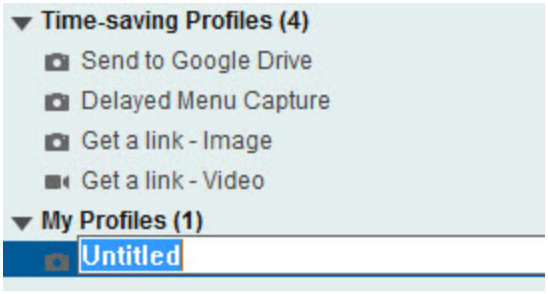
Use the Fixed Region option to:

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

Set up the Profile

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Advanced > Fixed Region
6. Click the **Selection Properties** button.

7. On the Fixed Region tab, enter the desired dimensions and a fixed starting point (optional). Click **OK**.
8. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture a Fixed Region

1. In the Capture window, click the **View Profiles** button.

2. Navigate to the Fixed Region profile set up above. Click the profile in the list to start the capture.
3. If you selected fixed dimensions and a fixed starting point, the capture opens in Snagit Editor. If you selected only fixed dimensions, the orange crosshairs appear with the preset rectangle, move the rect-

angle over the area you want to capture on the screen. Click to select the area within the orange rectangle.

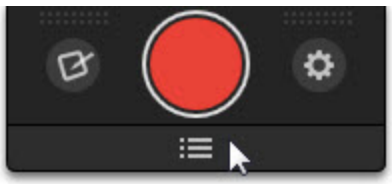
To capture multiple fixed-sized areas, see **Take Multiple Captures of the Same Size on the Screen**.

Capture Multiple Areas of the Screen

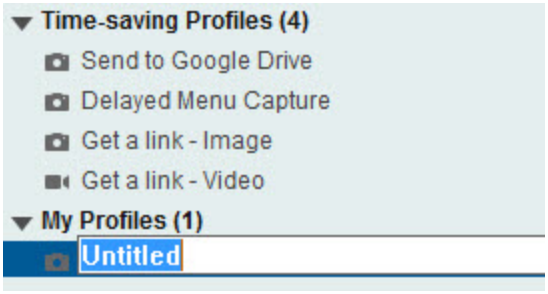
Use the Multiple Area option to capture multiple areas on the screen in a single capture.

Set up the Profile

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.

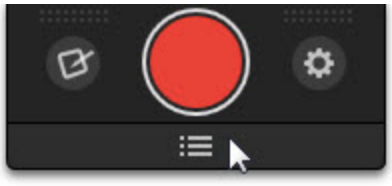


5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Multiple Area
6. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture Multiple Areas of the Screen

1. In the Capture window, click the **View Profiles** button.



2. Navigate to the Multiple Area profile set up above. Click the profile in the list to start the capture.

3. The orange crosshairs appear. Complete any of the following to capture an area:
   - **Window:** Move the cursor over the window. When a dashed orange border appears around the window, click to capture.
   - **Region:** Click and drag to select the desired area.
4. As you select areas, the colors invert to show the selection. To undo a selection, press ALT+the left mouse button.
5. To complete the capture, right-click and select **Finish**.

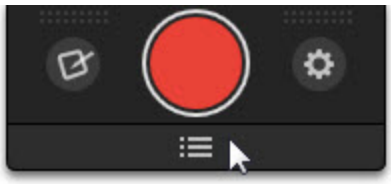
Take Multiple Captures of the Same Size on the Screen

Use the Fixed Region option to capture multiple areas on the screen at a fixed size in a single capture:

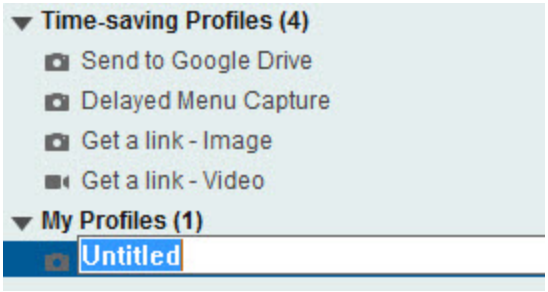
- Save time and skip resizing captures in Snagit Editor.
- Capture the same size requirements for all your captures.

Set up the Profile

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Advanced > Fixed Region
   - **Selection:** Multiple Area
6. Click the **Selection Properties** button.

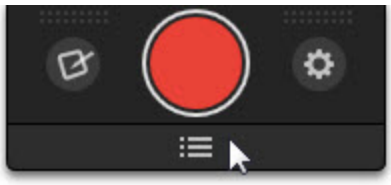
7. On the Fixed Region tab, enter the desired dimensions. Click **OK**.

8. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture a Fixed Region

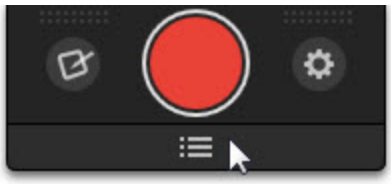
1. In the Capture window, click the **View Profiles** button.



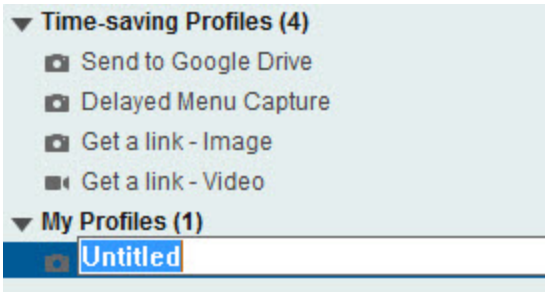
2. Navigate to the Fixed Region profile set up above. Click the profile in the list to start the capture.
3. The orange crosshairs appear with the preset rectangle, move the rectangle over the area you want to capture on the screen. Click to select the area within the orange rectangle. Repeat this process you have completed the desired selections.
4. As you select areas, the colors invert to show the selection. To undo a selection, press ALT+the left mouse button.
5. To complete the capture, right-click and select **Finish**.

Set Up a Scheduled Capture

1. In the Capture window, click the **View Profiles** button.



2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the desired **Profile Settings**.

6. Click the **Timed Capture** button.

7. The Timer Setup dialog appears. Select the **Schedule capture** option.
8. Select a date and time for the capture.
9. Click **OK**.
10. Click **Save**.

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

See also

- **Set Up a Time-Delayed Capture**

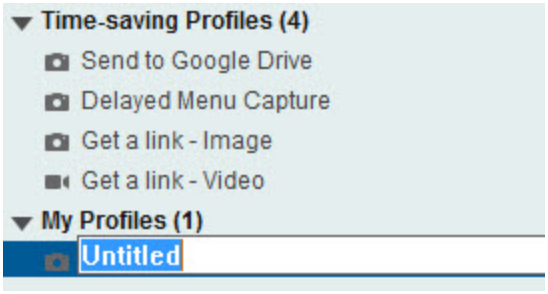
Set Up a Time-Delayed Capture

Use the Timed Capture option to add extra time before starting the capture to open a menu or set up items on the screen.

Set up the Profile

1. In the Capture window, click the **View Profiles** button.

2. Click the **Manage Profiles** button.
3. The Manage Profiles dialog appears. Click the **New Profile** button.
4. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



5. Select the desired **Profile Settings**.

6. Click the **Timed Capture** button.

7. The Timer Setup dialog appears. Select the Delay capture option.
8. Enter the time delay in seconds.
9. Click **OK**.
10. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture with a Delay

1. In the Capture window, click the **View Profiles** button.

2. Navigate to the Capture Delay profile set up above. Click the profile in the list to start the capture.
3. The countdown begins.

See also

- **Set Up a Scheduled Capture**

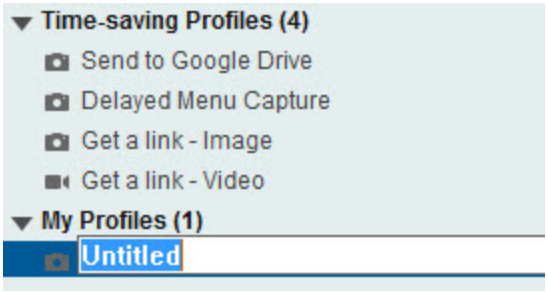
Capture from a Scanner or Camera

Use the Scanner or Camera option to capture an image from a connected TWAIN-compliant device such as an optical scanner or digital camera.

Set up the Profile

1. Make sure the TWAIN-compliant optical scanner or digital camera is connected to your computer.
2. In the Capture window, click the **View Profiles** button.

3. Click the **Manage Profiles** button.
4. The Manage Profiles dialog appears. Click the **New Profile** button.
5. A new profile appears under "My Profiles." Enter a name for the profile and press Enter.



6. Select the following profile settings at the bottom of the dialog:
   - **Type:** Image
   - **Selection:** Advanced > Scanners and Cameras

7. Click **Save**.

To learn more about profiles, see **Save Capture Settings with Profiles** and **Profile Settings**.

Capture from a Scanner or Camera

> The TWAIN-compliant optical scanner or digital camera must be connected and configured to your computer before capture.

1. In the Capture window, click the **View Profiles** button.

2. Navigate to the Scanner and Camera profile set up above. Click the profile in the list to start the capture.
3. The TWAIN driver for the selected device displays an interface to select the images. See the device's documentation.

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 12.
3. Click the **Properties** button to setup any special print properties such as layout and paper.
4. In the Print dialog box, click **OK** to complete the capture.

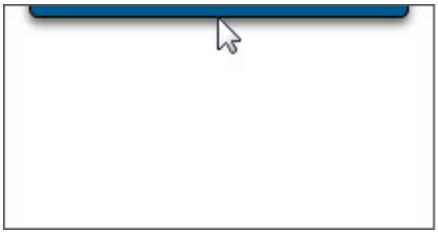
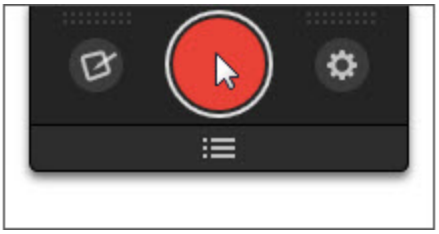
See also

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

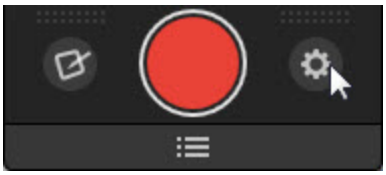
Customize Your Printer Capture

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

1. Move the cursor over the Capture window. The Capture window expands.

2. Click the Additional Options button.



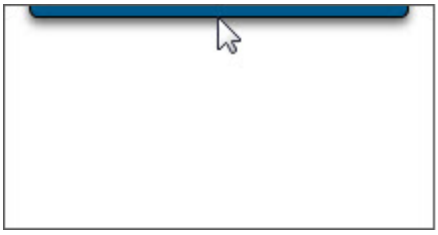
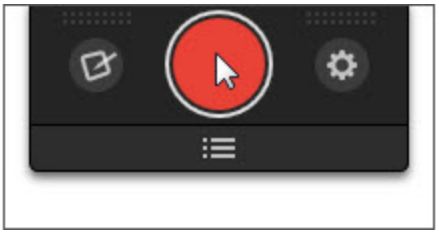
3. Click the Preferences button
4. On the Advanced tab, click the Printer Capture Settings button.
5. The Snagit Printer Capture Settings dialog box appears. Click the **Type Properties** button.
6. On the Snagit Printers tab, click the **Properties** button to setup special print properties such as layout and paper. Click **OK**.
7. Click the **Share** dropdown to select an Output. Click the **Properties** button to customize the Output.
8. Click the **Effects** dropdown to add a special effect to the capture. Depending on the Effect, you may see a task pane where you customize the Effect.
9. Click **OK**. The settings will be used next time you use Printer Capture from within a host application.

Set up a Printer Capture profile to create and save several different Snagit printers.

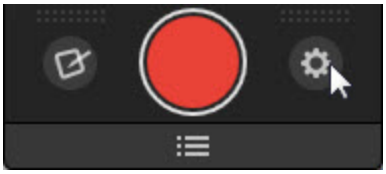
Create a Snagit Printer Capture Profile

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

1. Move the cursor over the Capture window. The Capture window expands.

2. Click the Additional Options button.



3. Click the Preferences button
4. On the Advanced tab, click the Printer Capture Settings button.
5. Click the Type Properties button.
6. The Capture Type Properties dialog box displays. In the Snagit Printers tab, click the **Add a Snagit Printer** button.
7. In the Snagit Printer Name dialog box, enter the name for this printer.
8. 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.
9. Click **OK**. A confirmation dialog box appears.
10. Click **OK**.
11. Click the **Properties** button. The Document Properties dialog box displays. Select layout and paper-/quality options. Click **OK**.
12. Your new printer appears within the drop down list box in the Type Properties dialog box. Click **OK** to return to the Snagit Printer Capture Settings dialog box.
13. Click the **Share** dropdown to select an Output. Click the **Properties** button to customize the Output.
14. Click the **Effects** dropdown to add a special effect to the capture. Depending on the effect, you may see a task pane where you customize the effect.
15. After the options are selected, in the Snagit Printer Capture Settings dialog box, click **OK**.

For additional capture options, see **Capture What You Can Print**.

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

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

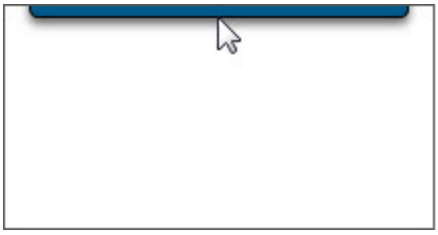
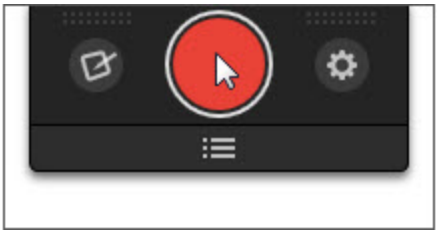
Capture Multiple Page Documents as Individual Images

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

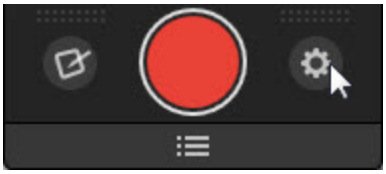
> Are you trying to convert, modify, or save many images at once? See **Batch Conversion**.

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

1. Move the cursor over the Capture window. The Capture window expands.

2. Click the Additional Options button.



3. Click the Preferences button.
4. On the Advanced tab, click the Printer Capture Settings button.
5. Select Share Properties > Image File tab. In the File format area, select any file format except PDF, SNAG, or TIF. Click **OK**.
6. In Snagit Printer Capture Settings dialog box, click **OK**.
7. In the host application, select the Snagit 12 printer as the current printer. Print the desired number of pages within the host application. The capture displays in Editor.
8. Click **Finish Profile** to complete the capture.
9. The Save Multiple Images dialog box displays. Select the following options:
   - Select an **Output Folder** for your captures.
   - Enter a **Prefix** in the filename for the captures
   - Enter a number in the filename for each of the captures in this series that is going to be saved. This option is used in conjunction with the prefix option. By default, the number of images to save appears.
   - Specify the file format for image captures.
   - Select **Options** to access customization options for this particular file format.
10. Click **OK** to complete the capture.

For additional capture options, see **Capture What You Can Print**.

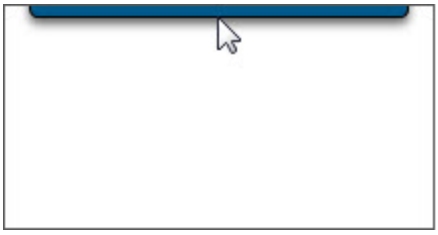
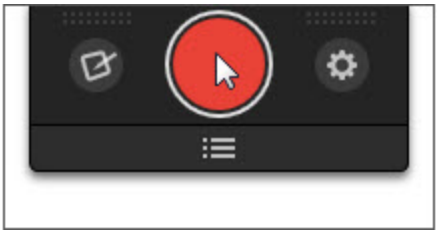
Capture and View a Multiple Page Document with Printer Capture

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

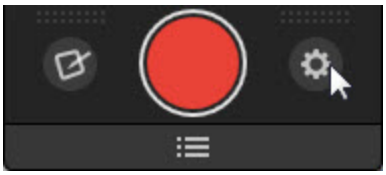
With the multipage file format, when the capture is complete, it displays in the Editor window where you can use the Multipage viewing tools to page through the capture pages.

> Multi-page file capability is only available when you set your Printer Capture Output setting to File and specify the PDF or TIF format in the Share Properties dialog box.
>
> If you have taken a Printer Capture using the configuration for multipage file Output but select to complete your capture in Editor using the Save As option within Editor instead of clicking on the Finish Profile button in the Share tab only the current image will be saved as an image file.

1. Move the cursor over the Capture window. The Capture window expands.

2. Click the Additional Options button.



3. Click the Preferences button.
4. On the Advanced tab, click the Printer Capture Settings button.
5. Select Share > File.
6. Select Share Properties button > Image File tab > File Format > PDF or TIF. Click **OK** to save changes.
7. Within the Snagit Printer Capture Settings dialog box, click **OK**.
8. Select Snagit 12 printer as the current printer. Print the desired number of pages within an application. The capture displays in Editor.
9. Click **Finish Profile** to complete the capture.
10. The Save As dialog box appears. Select the location to save this capture to and enter the file a name. Keep the PDF or TIF file format.

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

For additional capture options, see **Capture What You Can Print**.

Bring Content Into Snagit Editor

Import images or videos into Snagit Editor for editing and sharing.

Import from Your Computer

In Snagit Editor, select File > Open. Select an image, video, or Snagit Capture file (SNAG) and click Open.

Import from a Mobile Device

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

See **Import an Image or Video from a Mobile Device**.

Import from Google Drive

Use **Google Drive** to store images or videos so they are accessible on any device at anytime. To import images or videos from Google Drive into Snagit Editor, see **Import Content from Google Drive**.

Import from My Places

My Places allows you to set up shortcut locations to quickly import, export, or share your captures to a cloud storage destination such as OneDrive for Business.

OneDrive for Business is a place where you can store, sync, and share your work files. In Snagit version 12.3, add OneDrive for Business as a destination in My Places to:

- Access your files from any computer or device.
- Share files with your coworkers for collaboration.
- Send a link to quickly communicate or to get feedback from others.

See **Import from My Places**.

Import an Image or Video from a Mobile Device

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

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

- iOS version 7 and later (phones and tablets)
- Android version 4.0 and later
- Windows 8.1 and later or Windows RT

Import images or videos from a mobile device

1. Install TechSmith Fuse from **Google Play**, **Windows Store**, or the **App Store** onto your mobile device.
2. In Snagit Editor, select File > Connect Mobile Device. The Connect Mobile Device dialog opens.
3. Connect your computer and mobile device to the same network. See **Troubleshooting TechSmith Fuse**.
4. Open TechSmith Fuse on your mobile device. Select an image or video to send.
5. Tap Connect to Snagit.
6. The Scanner appears. Point your camera at the QR code in the Connect to Mobile Device dialog. See **Tips for scanning the QR code**.

The image or video is sent to the tray in Snagit Editor.

Tips for scanning the QR code

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

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

About connecting TechSmith Fuse and Snagit

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

See also

- **Troubleshooting TechSmith Fuse**
- **About Mobile Sharing with TechSmith Fuse**

Troubleshooting TechSmith Fuse

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

- **Unable to send files from TechSmith Fuse to Snagit**
- **Unable to scan QR code**
- **QR code is missing**

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

Unable to send files from TechSmith Fuse to Snagit

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

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

Unable to scan QR code

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

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

QR code is missing

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

A QR code may be generated if:

- The network/router is disconnected or needs to be reset.
- The specified port is already in use.

If a QR code is not generated:

- Check your network or firewall settings.
- Connect your mobile device and computer to another network.

See also

- **Import an Image or Video from a Mobile Device**
- **About Mobile Sharing with TechSmith Fuse**

About Mobile Sharing with TechSmith Fuse

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

- Connect TechSmith Fuse to Snagit from a mobile device. See **Import an Image or Video from a Mobile Device**.
- Select Snagit Editor > File > Editor Options > Advanced tab > Enable sharing to Snagit.

Once Mobile Sharing is turned on, you can connect Fuse to Snagit. Mobile Sharing continues to run until it is turned off.

Turn Mobile Sharing Off:

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

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

See also

- **Import an Image or Video from a Mobile Device**
- **Troubleshooting TechSmith Fuse**

Import Content from Google Drive

Use **Google Drive** to store images or videos so they are accessible on any device at anytime.

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

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

See also

- **Upload Capture to Google Drive for Hosting or Collaboration**

Import from My Places

Import your files from a shortcut in My Places, such as OneDrive for Business.

1. In Snagit Editor, select File > Import from My Places.
   You may be prompted to sign in to your TechSmith Account.
2. Select a location from My Places.
   If you do not have any locations in My Places or to import from a new location, see **Add or Remove a Place**.

3. Browse to select the file to import.
4. Click **Import**.

The file opens in the tray and on the canvas in Snagit Editor.

See also

- **Export to My Places**
- **Add or Remove a Place**
- **Share to My Places**

Export to My Places

Export a file to OneDrive for Business to access your files at any time across computers or devices.

1. In Snagit Editor, select File > Export to My Places.
   You may be prompted to sign in to your TechSmith Account.
2. Select a location from My Places.
3. If you do not have any locations in My Places or to export to a new location, see **Add or Remove a Place**.
4. Enter a file name.
5. Click **Export**.

The capture uploads to the selected My Places location.

See also

- **Import from My Places**
- **Add or Remove a Place**
- **Share to My Places**

Edit Images

Snagit Editor provides many ways to preview, edit, and enhance image captures.

Drawing Tools

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

- Draw attention with **arrows**, **text**, and **callouts** or by **highlighting** an area.
- Hide sensitive information with a **blur** or cover up with a **shape**.
- Add a sequence of numbers or letters to **label steps** within a capture.

Effects and Image Editing

Enhance the borders or the entire image with the image effects located on the Image tab.

- **Add Image Effects**
- **Color Effects**
- **Image Filters**
- **Add a Watermark**

Common Editing Tasks

- **Make a Selection**
- **Arrange Objects on the Canvas**
- **Combine Images**
- **Cut, Copy, and Paste**
- **Remove Unwanted Areas in an Image**
- **Zoom In or Out**
- **Resize an Image**

Make a Selection

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

Selection shapes include:

- **Rectangle Selection**
- **Ellipse Selection**
- **Freehand Selection**
  Creates a closed loop. The loop automatically closes when you release the mouse.
- **Polygon Selection**
  Creates a closed, polygonal-shaped area with straight line sides. Each time you click the mouse, a new line starts. Continue clicking to complete the shape. Double-click to finish the selection.

Make a Selection

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

Select Multiple Areas of the Canvas

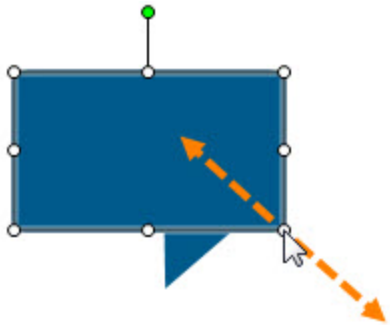
1. On the Tools tab, click the Selection tool.
2. Select a shape.
3. Click and drag the cursor on the canvas to make the first selection.
4. Hold SHIFT and drag to select another area on the canvas.

Arrange Objects on the Canvas

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

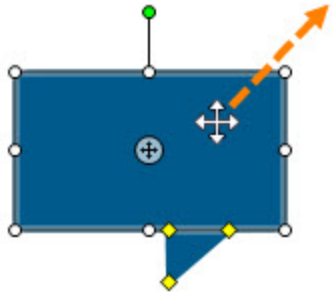
Resize Objects

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



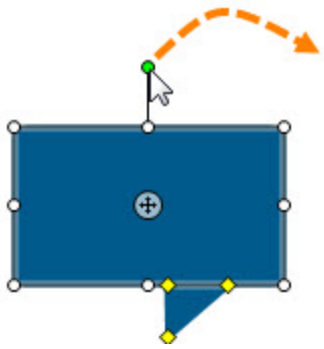
Move Objects

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



Rotate Objects

1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. If an object can be rotated, a green handle appears at the top of the objects. Drag this handle around the object to rotate it.



Rotate the Entire Canvas

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

Flip Objects

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

Flip the Entire Canvas

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

Order Objects

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

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

Align Objects

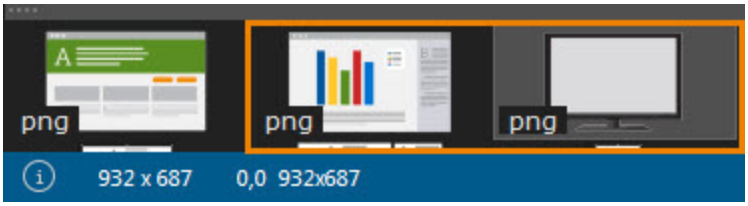
1. Click to select a vector object on the canvas. SHIFT+click to select multiple objects.
2. Right-click on the object and select Align and the position.

Combine Images

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

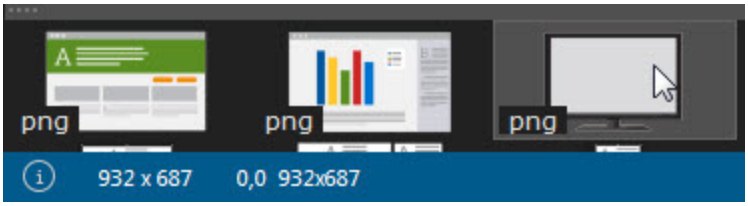
Combine images to show a comparison of two items (such as a before and after), enhance an image, or piece two items together.

1. Open the images to combine in the tray:

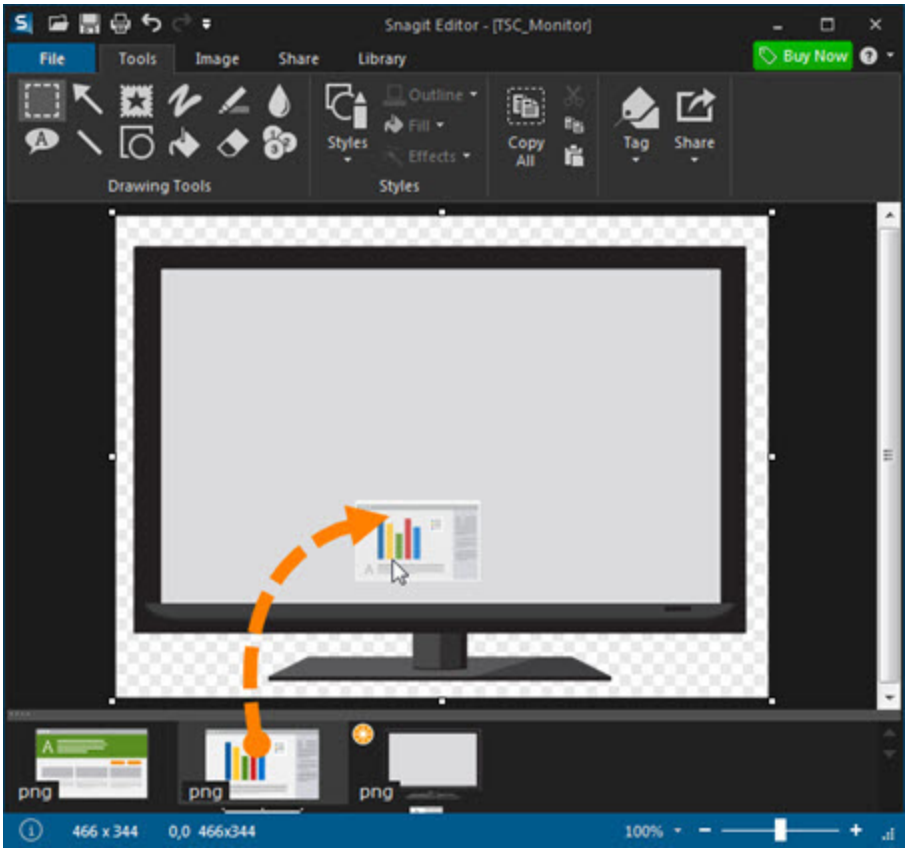


   - In Snagit Editor, select File > Open.
   - Take an image capture. See **Capture an Image**

2. To display the main image on the canvas, click to select the image in the tray.



3. Drag the other image from the tray onto the canvas.



4. The image is added as an editable object. After adding the image, you can:
   - Click and drag the pasted image on the canvas to change its position.

- Drag a white handle in or out to resize the pasted image.

- Right-click on the pasted image and select Flatten to make the pasted image a permanent part of the image.

Cut, Copy, and Paste

Copy Entire Canvas to the Clipboard

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

Copy a Selection to the Clipboard

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

Cut Out Part of an Image

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

Cut an Object

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

Cut all Objects

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

Paste onto the Canvas

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

See also

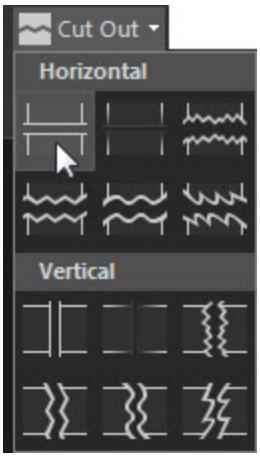
- **Make a Selection**
- **Remove Unwanted Areas in an Image**
- **Cut Out Unwanted Video Sections**

Remove Unwanted Areas in an Image

Cut Out a Section

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

1. On the Image tab, click **Cut Out** and select a cut out edge effect.



2. A line appears on the canvas. Click and drag on the canvas to select the area to remove.

Trim an Image

To remove the extra area from the top, bottom, or side of an image capture, select one of the following:

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

Crop an Image

Remove all of an image except for the selected area.

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

See also

- **Cut, Copy, and Paste**

Create Source Graphics for Future Editing

Save images to the SNAG file format when you may need to incorporate feedback, make revisions, or update an image at a later time.

The SNAG file format saves the current state of an image and allows for editing of any vector-based objects on the canvas such as text, callouts, stamps, shapes, and pasted captures.

> The SNAG file format can only be opened in Snagit on Windows.

About Vector Graphics

The SNAG file format retains vector-based objects.

If a capture or image containing vector objects is 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 changed or separated from the image.

Flatten Objects on the Canvas

When you flatten a vector object on the canvas, it becomes a permanent part of the image and cannot be edited. To flatten:

- Right-click on the object on the canvas and select Flatten or press CTRL+T.
- Right-click on an object on the canvas and select Flatten All or press CTRL+SHIFT+T.

Zoom In or Out

> Changing the zoom percentage only affects the preview and not the final size of the capture. See **Resize an Image**.

Change the View Percentage

- Drag the Zoom slider in the bottom, right corner of Snagit Editor.

- Click the Zoom Percentage dropdown and select the percentage.

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

Turn on the Pixel Grid

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

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

Scale Down a Capture to Fit the Viewing Area

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

> Videos are always scaled to fit in the viewing area.

Pan the Canvas

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

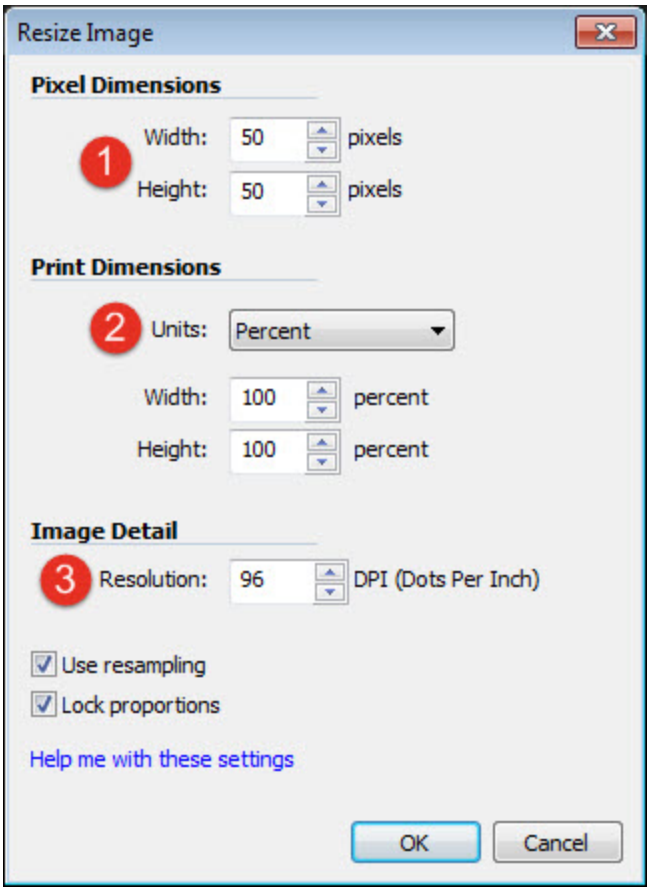
Resize an Image

> Snagit Editor > Image tab > Resize button

Resize the Entire Image

Change the size of an image to a specific dimension in pixels, inches, centimeters, or by percentage.

> All vector-based objects must be flattened to resize the entire canvas.



1. Pixel Dimensions

Enter a value in pixels to change the dimensions of the image.

2. Print Dimensions

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

3. Image Detail

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

Other Options

- **Use resampling:** When this option is enabled, Snagit resamples the image file when changing dimensions or resolution to create a smoother image with less blurring due to up- or down-sizing. When Use resampling is disabled, changing the resolution (DPI) of the image does not affect the pixel dimensions.
- **Lock proportions:** When enabled, the ratio of the width to height in the Pixel Dimensions and Print Dimensions fields is locked. Changing the width automatically changes the height and vice versa. Turning this option off can result in skewed images.

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

Resize the Entire Canvas

The Resize Canvas option crops the canvas to the new dimensions entered.

1. Click Image tab > Resize > Resize Canvas option.
2. The Resize Canvas dialog appears. Enter a new value in pixels for the width and height.
3. Select the image placement.
4. Close the dialog.

Resize the Canvas with Custom Trim

Resize the canvas by removing pixels from each edge.

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

Drawing Tools

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

- **Make a Selection**
- **Arrow**
- **Stamp**
- **Pen**
- **Highlight**
- **Blur**
- **Text and Callouts**
- **Line**
- **Shape**
- **Fill**
- **Erase**
- **Step**
- **Drawing Tools Properties**
- **Styles Gallery**

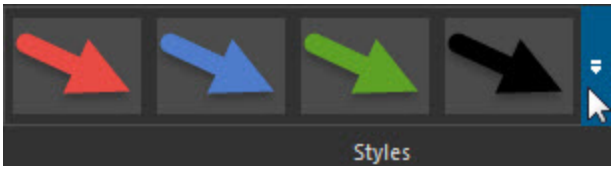
Arrow

The Arrow tool creates vector-based arrows. Choose from a variety of arrows in the Styles Gallery or create your own.

Add an Arrow

1. Select Snagit Editor > Tools tab > Arrow tool.

2. Select an arrow style from the **Styles Gallery**.



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

Add a Curved Arrow

1. Select Snagit Editor > Tools tab > Arrow tool.

2. Select a curved arrow style in the Styles Gallery.
3. Click and drag on the canvas to draw the arrow.
4. Click and drag on the arrow body to set the curve point(s).
5. Drag the white handles to modify the curves.

Add a Custom Arrow

1. Select Snagit Editor > Tools tab > Arrow tool.

2. Select the **Outline**, **Shadow**, and **Opacity** options for the arrow.
3. Click and drag on the canvas to draw the arrow.

Blur

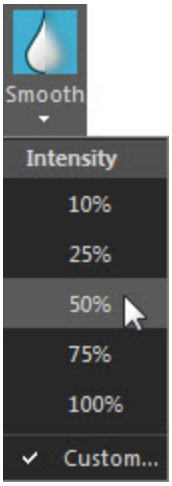
The Blur tool hides or masks sensitive information in a capture such as a username, password, email address, personal information, faces, etc.

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

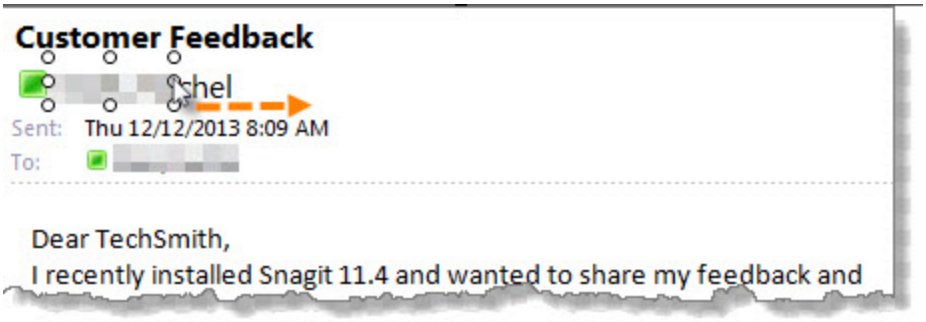
- **Pixelate Blur:** Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture.

Blur an Area

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



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



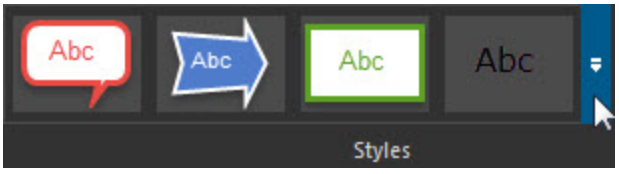
4. To move the blur, click and drag within the blurred area.
5. To resize the blur, click the blurred area and drag one of the white handles in or out.

Text and Callouts

The Callout tool creates a variety of shapes that include text. Choose from arrows, balloons, and other shapes in the **Styles Gallery**.

Add a Callout

1. Select Snagit Editor > Tools tab > Callout tool.
2. Select a callout style from the **Styles Gallery**.

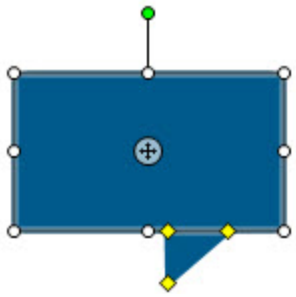


3. Click and drag the cursor on the canvas to draw a callout. If the callout style includes a tail, the starting point of the callout is at the tail.

4. Enter text.
5. Select the callout, highlight the text, or right-click to access the Mini toolbar for font options.

Move, Reshape, or Rotate a Callout

1. To move a callout, click within the callout and it drag to a new location.
2. To rotate the callout around the tail, click the anchor point in the center of the callout and drag around the callout tail.
3. Use the handles to control the following:



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

Add a Custom Callout

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

Erase

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

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

Fill

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

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

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

Set Fill Tolerance Level

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

1. Select Tools tab > Fill tool > Fill > Tolerance > Select tolerance percentage.
2. Click on the canvas to apply the color.

Set Fill Opacity Level

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

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

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

Highlight

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

Highlight an Area

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

Line

The Line tool creates vector-based lines.

Add a Line

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

Add a Curved Line

1. Select Snagit Editor > Tools tab > Line tool.
2. Select a curved line style from the **Styles Gallery**.
3. Click and drag on the canvas to draw the line.
4. Click and drag the line to set the curve point(s).
5. Drag the white handles to modify the curves.

Move or Reshape a Line

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

Pen

The Pen tool creates vector-based, freehand lines.

Draw with the Freehand Pen

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

Move or Reshape a Pen Line

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

Customize the Pen Tool

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

Make a Selection

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

Selection shapes include:

- **Rectangle Selection**
- **Ellipse Selection**
- **Freehand Selection**
  Creates a closed loop. The loop automatically closes when you release the mouse.
- **Polygon Selection**
  Creates a closed, polygonal-shaped area with straight line sides. Each time you click the mouse, a new line starts. Continue clicking to complete the shape. Double-click to finish the selection.

Make a Selection

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

Select Multiple Areas of the Canvas

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

Shape

The Shape tool creates vector-based geometric shapes.

Add a Shape

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

Move or Reshape a Shape

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

Stamp

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

Add a Stamp

1. Select Snagit Editor > Tools tab > Stamp tool.

2. Click the More button. In the Styles Gallery, select a category and then a stamp.
3. Click the mouse on the canvas to add the stamp.

Move or Resize a Stamp

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

Add a Custom Stamp to the Quick Styles Gallery

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

The stamp appears in the My Stamps category of the **Styles Gallery**.

Download More Stamps from the TechSmith Website

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

The TechSmith website opens to the Stamp Download page.

Organize Stamps

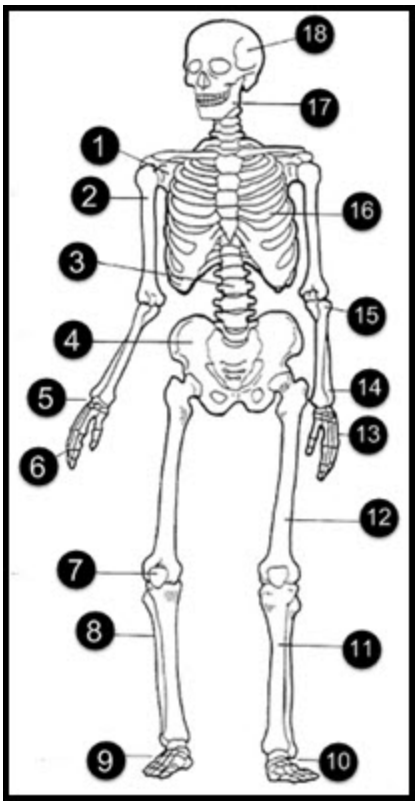
The Organize Stamps dialog box allows you to add new categories of stamps, delete stamps, add existing graphics as stamps, and more.

To access the Organize Stamps dialog box:

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

Step

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



Add Steps to a Capture

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

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

Start a New Sequence

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

Enter a Specific Value for a Step

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

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

See also

- **Stamp**

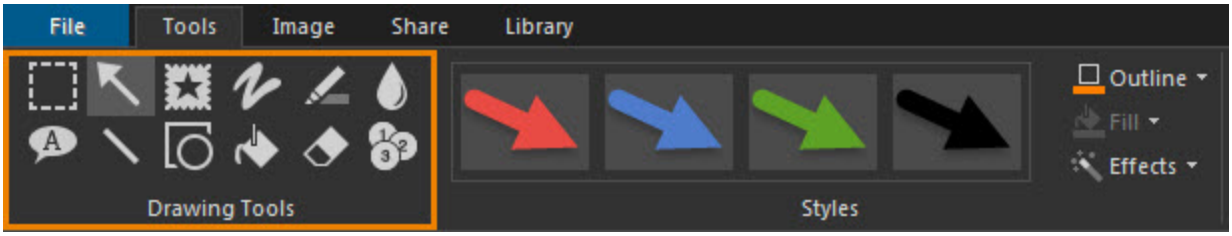
Styles Gallery

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

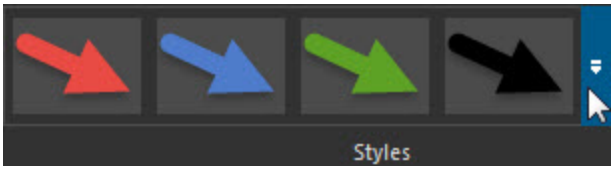
Apply a Style

For the Drawing Tools:

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



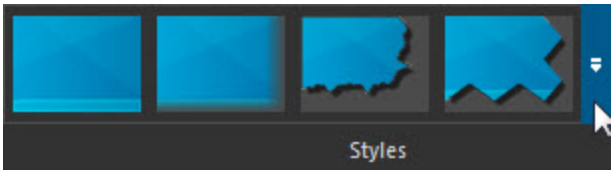
2. Click the **More** button in the Styles Gallery to view all the available styles.



3. Click to select a style from the gallery. To view the properties set for a style, hover the cursor over the style in the Style Gallery.
4. Depending on the tool selected, either click to add the object onto the canvas or click and drag to draw the object on the canvas.

For Image Effects:

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



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

The style is applied to the entire canvas.

Add a Custom Style to the Quick Styles

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

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

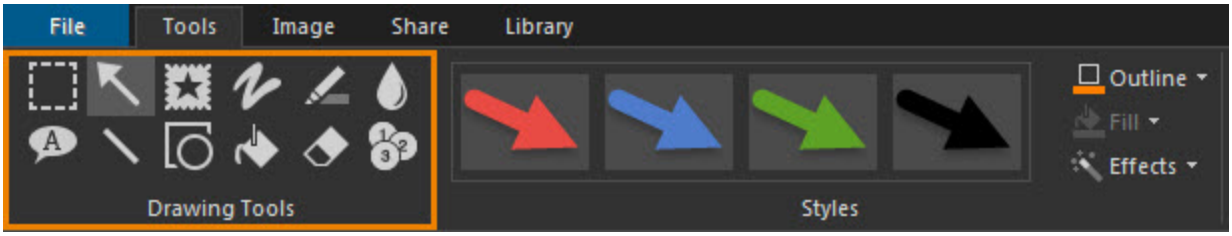
Remove a Style from the Quick Styles

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

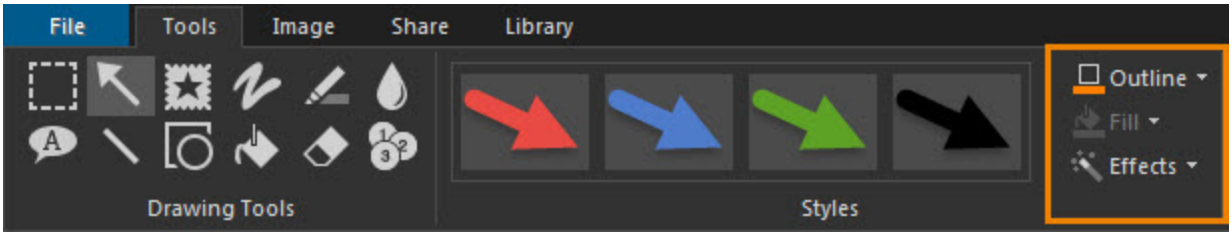
Drawing Tools Properties

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

1. Click to select a drawing tool.



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



Outline

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

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

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

Shape

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

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

End Style

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

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

Fill

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

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

Shadow

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

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

Opacity

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

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

Antialiasing (Smooth Lines)

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

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

Padding

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

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

Select a Color from the Canvas

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

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

Mini Toolbar

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

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

Add Image Effects

Enhance your image with the options on the Image tab in Snagit Editor:

- **Color Effects**
- **Image Filters**
- **Add a Border**
- **Add an Edge Effect**
- **Add a Watermark**
- **Apply Effects to Multiple Images (Batch Conversion)**

> The options on the Image tab are only available for images. To apply effects to a video, import the video capture into **Camtasia Studio**.

Add an Effect from the Styles Gallery

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

1. On the Image tab, click the **More** button in the Styles Gallery.
2. Click to select a style. Move your cursor over a style in the Styles Gallery to view its properties.

The style is applied to the entire canvas.

Add a Border

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

A border is added around the entire canvas.

Add an Effect

Image effects apply to the entire canvas.

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

Add an Edge Effect

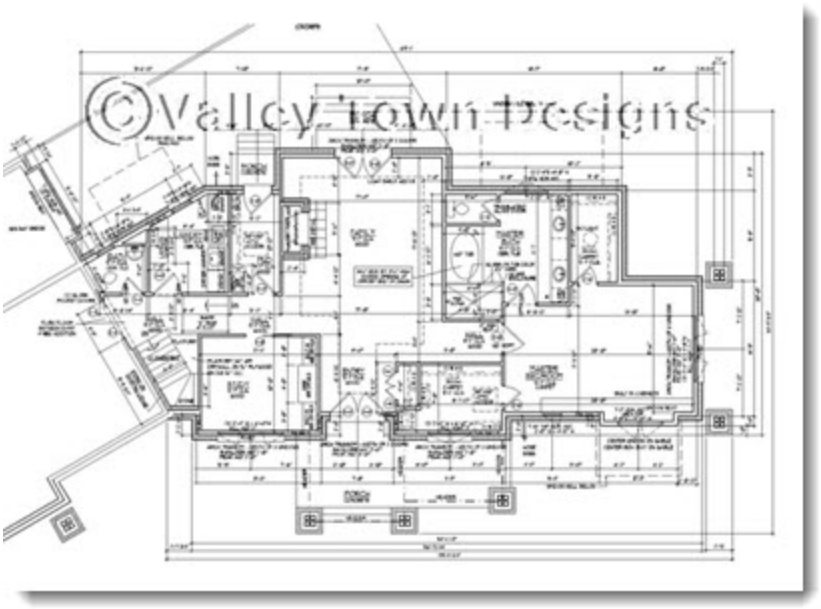
Edge effects apply to one to four sides of an image capture.

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

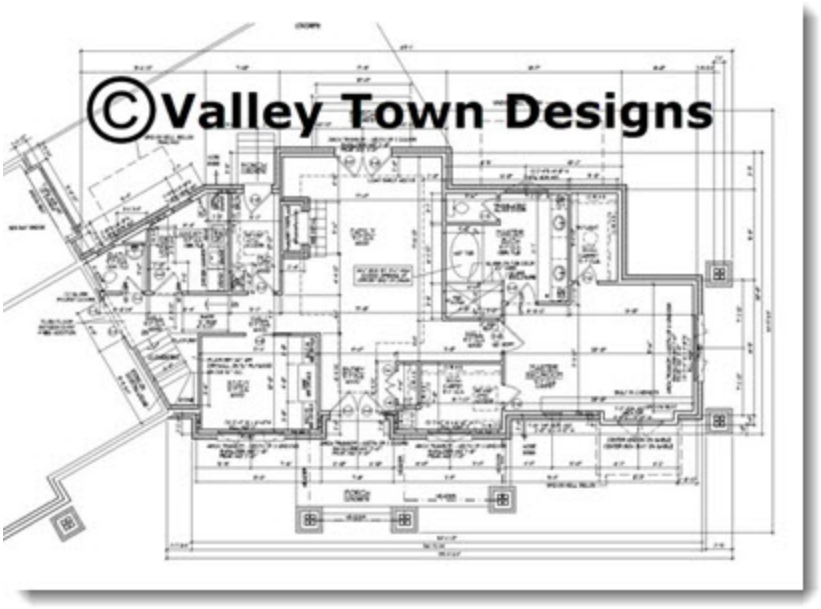
Add a Watermark

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

1. In Snagit Editor, select Image tab > Watermark.
2. The Watermark dialog appears. Click the **Browse** button to select an image to use for the watermark.
3. Select the Display Effect:
   - **Underlay:** Gives the watermark icon an embossed appearance.



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



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

Apply Effects to Multiple Images (Batch Conversion)

With batch conversion, you can modify multiple images by:

- Converting the files to another format.
- Applying the same effect(s) to the files.
- Saving a group of images to a new file location.
- Applying a naming scheme to the files.

Open the Batch Conversion Wizard

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

Color Effects

Snagit Editor > Image tab > Color Effects option

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

Color Correction

Change the following color correction properties for a selection or the entire canvas:

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

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

Invert Colors

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

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

Color Substitution

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

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

Histo-Contrast

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

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

Halftone

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

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

Intensity Detect

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

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

Stretch Intensity

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

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

Histogram Equalize

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

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

Monochrome

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

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

Image Filters

Snagit Editor > Image tab > Modify group > Filters option

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

Remove Noise

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

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

Sharpen

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

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

Posterize

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

Apply to a selection or the entire canvas.

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

Solarize

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

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

Oil Painting

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

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

Edge Enhance

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

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

Add Noise

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

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

3. Use the Level slide control and select a channel to achieve the desired look.
4. Click Close.

Emboss

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

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

Edge Detect

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

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

Add Hotspots

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

Use hotspots to create:

- **Links:** Select a region of your image and turn it in to a hyperlink with an optional tooltip. Link to a web site, or another image using a file path.
- **Highlights:** Select a color and opacity level for a highlight that appears when the mouse cursor passes over.
- I**mage or text popups:** Select another image file or enter a text to appear when the hotspot is moused-over.

> Draw tools and effects can only be applied to image captures. To apply annotations and effects to a video capture, import the video capture into Camtasia Studio. See **Edit Videos in Camtasia Studio**.

Add a Hotspot

> The Hotspots tab is hidden by default, to show the Hotspots tab, select Snagit Editor > File

menu > Editor Options button > General tab > enable Show Hotspots tab.

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

Image File Types that Support Hotspots

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

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

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

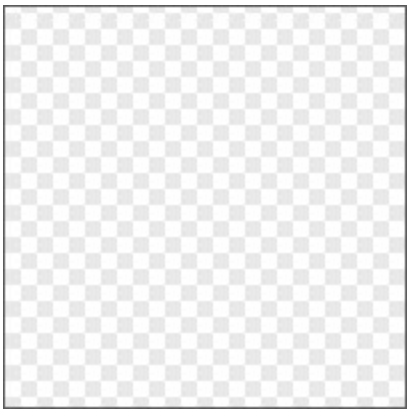
- Portable Network Graphics (PNG)
- JPEG image (JPG)
- CompuServe GIF (GIF)
- Windows Bitmap (BMP)

Transparency

Snagit supports transparency in capture and editing. Transparency means that a part of your image is clear or see-through.

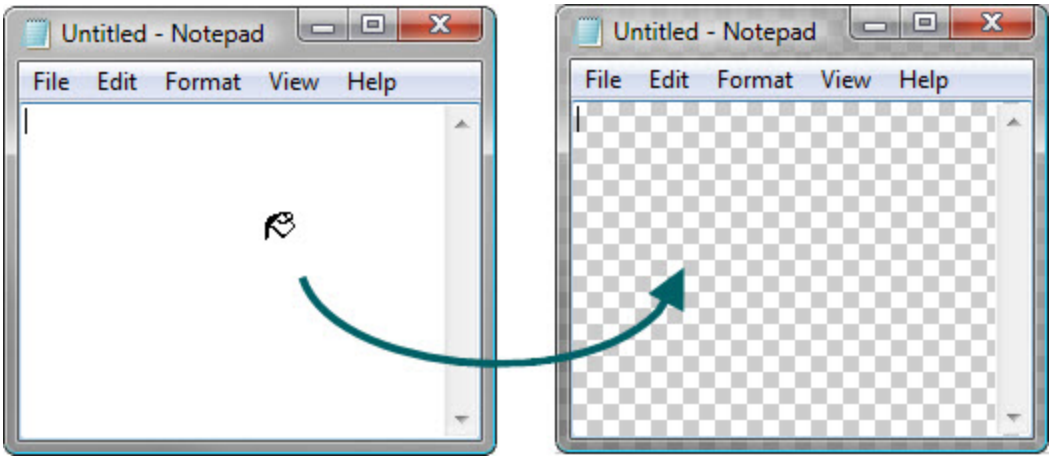
Transparency in Snagit Editor

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

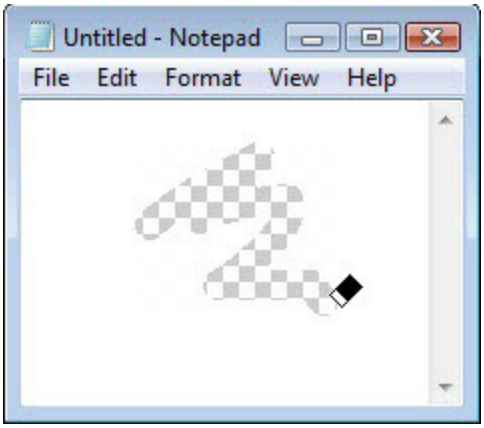


Fill or Erase an Area with Transparency

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



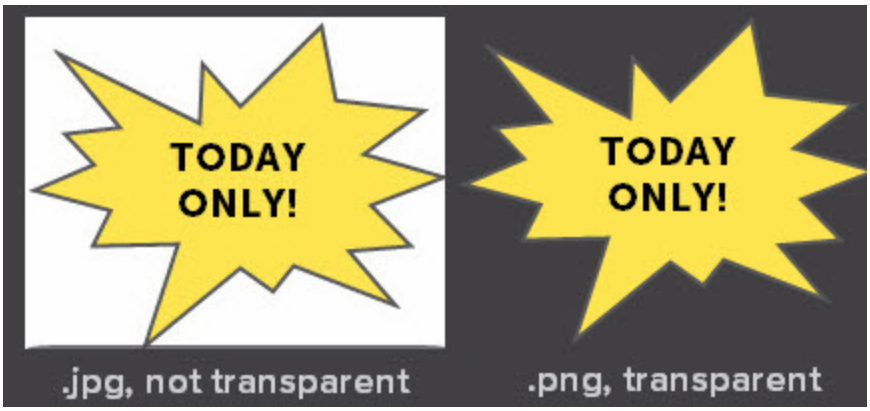
The **Erase** tool can be used to remove a section of the image, leaving behind only the transparent canvas.



Save a Transparent Image

To maintain transparency, save the image to a file format that supports transparency: CUR, GIF, ICO, PNG, TIF, or SNAG.

Transparent areas in an image show the background or any other colors or objects the image is placed over.



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

Edit Video

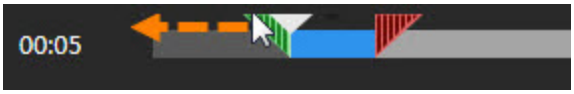
After recording a video capture, the MPEG-4 video file opens in Snagit Editor for previewing and editing.

1. **Preview**
   To learn how to review the video before sharing with others, see **Video Playback**.
2. **Cut**
   To learn how to cut out unwanted parts of a video such as mistakes, um's or coughs, or trim the beginning or end of the video, see **Cut Out Unwanted Video Sections**.
3. **Save and Share**
   Learn more about the ways to share a video from Snagit.

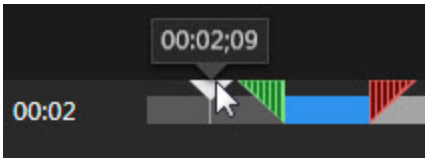
> For additional editing options, import the video capture into **Camtasia Studio**.

Cut Out Unwanted Video Sections

Cut out unwanted parts of a video such as mistakes, ums or coughs, or trim the beginning or end of the video.

1. Drag the Start handle on the timeline to the location to start the cut.
   

2. Drag the End handle on the timeline to the location to end the cut.

3. To preview the cut, drag the playhead to where you want to start the video playback. Click the **Play** button.
   

4. Click the **Cut** button.

The sections cut out of a video are shown as a yellow line on the timeline.

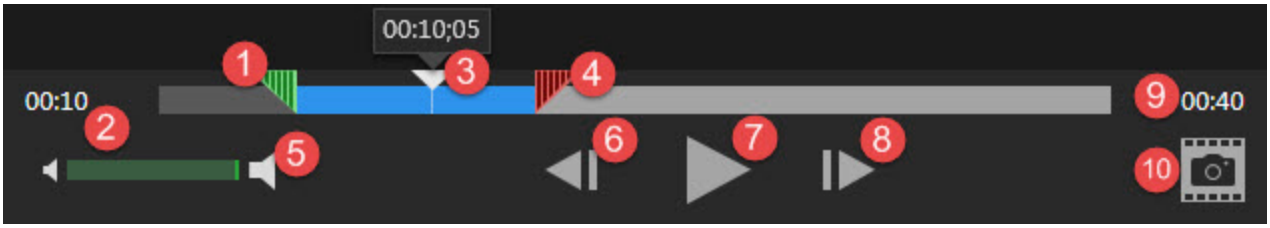
> For additional editing options, import the video capture into **Camtasia Studio**.

See also

- **Record a Video**
- **Video Playback**
- **Share**

Video Playback

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



	Video Control	Description
1	Start handle	Drag the handle to select the starting point for a **video cut**.
2	Elapsed time	Displays the elasped time at the playhead's position on the timeline.
3	Playhead	Controls which frame in the video is displayed. Drag the playhead to jump to a specific point in the video.
4	End handle	Drag the handle to select the end point for a **video cut**.
5	Mute audio / volume slider	Click the Mute button to mute audio playback in the video. Drag the volume slider to adjust the playback volume.
6	Previous Frame	Click to move back one frame. Hold down the button to rewind.
7	Play / Pause	Play or pause the video.
8	Next Frame	Click to move forward one frame. Hold down the button to fast forward.

	Video Control	Description
9	Time	Displays the total duration of the video capture.
10	Capture Frame	Capture the current video frame as a still image. The image opens in the tray.

View the Capture History

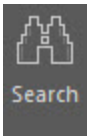
The library shows your capture history. Captures are categorized by:

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

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

Search for Captures

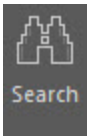
1. In Snagit Editor, select Library tab > **Search** button.



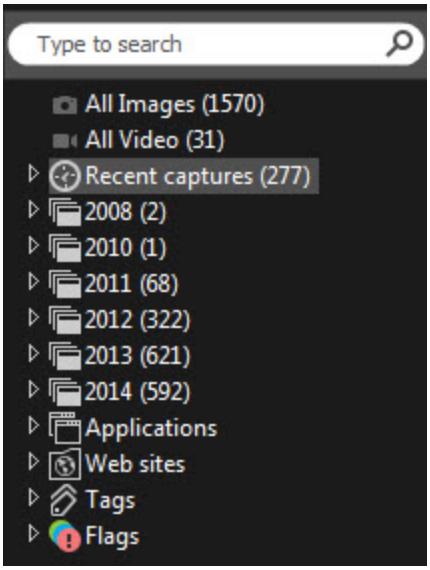
2. Enter a search term in the Search field. You can search by file name, by application or website captured from, by flags, or by tags.
3. The search results appear below the search field. Click an item in the search results to view the captures in the library.
4. To open a capture in the **tray**, double-click the capture in the library.

Browse the Capture History

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



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



3. To open a capture in the **tray**, double-click the capture in the library.

Viewing Captures in the Library

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

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

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

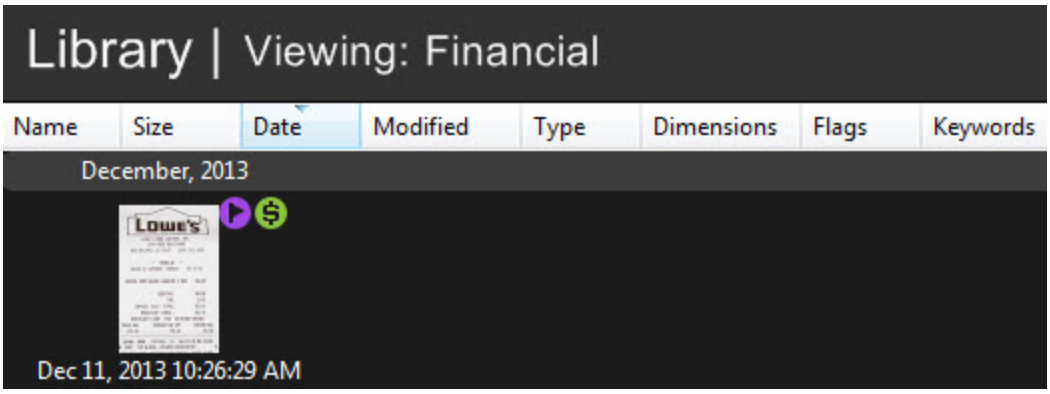
To open a capture in the **tray**, double-click a thumbnail in the library.

Add Tags or Flags to Organize Captures

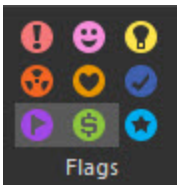
The Library tab shows your **capture history**. You can assign flags or tags to help organize your captures.

Flags

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



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

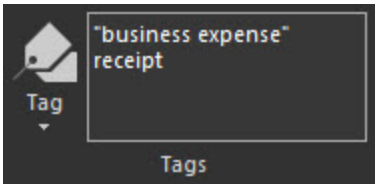


Tags

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

> Tags are only visible in Snagit.

1. Open Snagit Editor and select the Library tab.
2. Click to select a capture in the library.
3. To assign a tag, complete any of the following:
   - In the Tags field, enter a tag.
     - To enter a tag that contains multiple words, place quotation marks around the phrase.



   - To assign an existing tag, click the Tags dropdown and select the desired tag.

Share

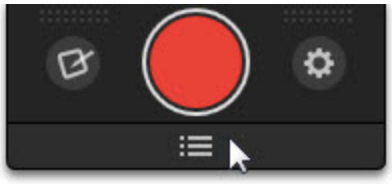
Quickly share captures to popular destinations using the outputs.

Select an Output Before Capture

Set up profiles to remember your capture settings. Choose to automatically send the capture to a specific sharing destination.

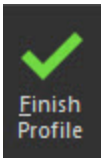
To add an output to a profile:

1. In the Capture window, select **View Profiles** button.



2. Click the **Manage Profiles** button.
3. Click to select a profile or **create a new profile**.
4. In the Profile Settings, select an output from the Share dropdown.
5. Disable the Editor option in Snagit to send the capture to the selected output immediately after capture.
6. Click **Save**.

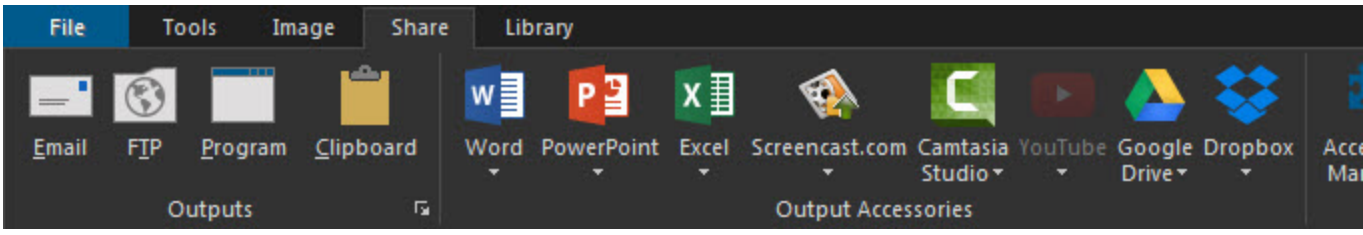
After capturing with a profile, the capture opens in Snagit Editor. Click the **Finish Profile** button on the Tools or Share tab to send the capture to the selected output.



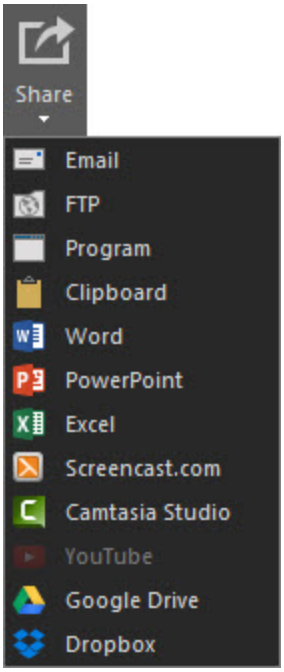
Select an Output in Snagit Editor

There are two ways to share your captures in Snagit Editor:

1. Click an output on the Share tab.



2. On the Tools tab, select an output from the Share dropdown.



Snagit disables any outputs that do not support the file format of the selected capture in the tray.

Outputs

Output	Image	Video
Email Insert the capture into a new email message.	✓	
FTP Send the capture to an FTP server using file transfer protocol.	✓	✓
Program Send the capture to another program. Select from a list of program's that support the capture's file format.	✓	✓
Clipboard Copy the capture onto the Windows Clipboard for quick pasting into other locations or applications.	✓	
YouTube Upload the video capture to your YouTube account.		✓

Output	Image	Video
Microsoft Excel Insert the capture into a Microsoft Excel workbook.	✓	
Microsoft Word Insert the capture into a Microsoft Word document.	✓	
Microsoft OneNote 2013 Insert an image capture into a Microsoft OneNote 2013 notebook.	✓	
Screencast.com Upload the capture to TechSmith's hosting service. Screencast.com provides a URL or embed code for quick sharing.	✓	✓
Google Drive Upload the capture to Google Drive for image or video hosting. A link to the capture is copied to the Clipboard.	✓	✓
Microsoft PowerPoint Insert the capture into a Microsoft PowerPoint presentation slide.	✓	
Camtasia Studio Import image captures to use as assets in a video project. Import video captures to edit or use as source clips in a project.	✓	✓
Dropbox Upload the capture to Dropbox for image or video hosting. A link to the capture is copied to the Clipboard.	✓	✓
TechSmith Relay Upload the capture to your TechSmith Relay account.	✓	✓
My Places Upload the capture to Microsoft OneDrive for Business to access it at any time across computers or devices.	✓	✓

Download More Outputs

TechSmith offers additional outputs you can download online.

To open the Accessories web page in Snagit Editor, select the Share tab > Accessories

Manager > More Accessories.

Email a Capture

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

Web-based email clients are not supported.

1. In Snagit Editor, click to select an image in the tray.
2. Select one of the following:
   - On the Share tab, click the **Email** button.
   - On the Tools tab, click the **Share** button and select **Email**.

To customize the email options, click the Share Properties button on the Share tab.

Send Captures to a FTP Server

Send captures from Snagit to a FTP (File Type Protocol) server. Use FTP to transfer large files or files to an outside network using a secure connection.

1. In Snagit Editor, select an image or video in the tray.
2. Select one of the following:
   - On the Tools tab, click the **Share** button and select **FTP**.
   - On the Share tab, click the **FTP** button.
3. The Send with FTP dialog appears. Select the **FTP options** and click **OK**.

FTP Options

Option	Description
FTP server	Enter the IP address or DNS name of the target FTP server.
Port	Enter the port number (usually 21 for FTP).
Remote path	Enter the directory path to the server.
Use passive FTP	Connect to the FTP server in passive mode.
Show progress	Display the send progress dialog.
Use temp / rename replacement	Send the capture to the server with a temporary fie name. Renames the temporary file to the name entered in the File Name or Prefix field.

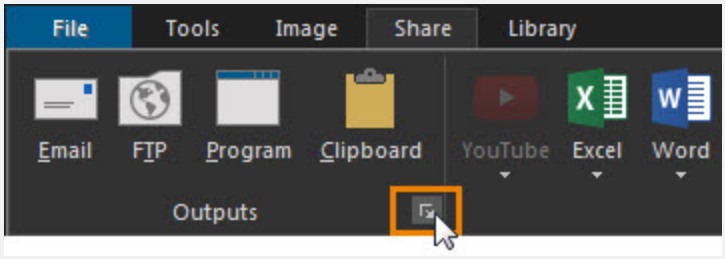
Option	Description
method	
Server authentication	If the FTP server does not allow for anonymous FTP, enter the username and password for server authentication.
Use proxy server	Select to use a firewall or proxy server.
Proxy server and port	Enter the Proxy Server/Port. A proxy server uses a different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

Open Capture in Another Program

Send an image or video capture to open in another program.

1. In Snagit Editor, select a capture in the tray.
2. Select one of the following:
   - On the Share tab, click the **Program** button.
   - On the Tools tab, click the **Share** button and select **Program**.
3. A list of the default programs that support the file format of the selected capture appears. Click to select a program from the list and click **OK**.

You can add more programs to the list, by selecting Share tab > Share Properties button > Program Tab > Add button.



Copy Capture onto the Clipboard

Copy an image onto the Windows Clipboard for quick pasting into other applications, documents, or locations on the computer.

1. In Snagit Editor, select an image in the tray.
2. Select one of the following:
   - On the Tools tab, click the **Share** button and select **Clipboard**.
   - On the Share tab, click the **Clipboard** button.

3. Snagit copies the image onto the Windows Clipboard. Press CTRL+V to paste the capture into another application.

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

Insert Capture into a Word Document

Insert an image into a Microsoft Word document.

1. In Snagit Editor, click to select an image in the tray.
2. Select one of the following:
   - On the Share tab, click the **Word** button.
   - On the Tools tab, click the **Share** button and select **Word**.

To customize the Word options on the Share tab, click the Word dropdown and select Options.

Insert Capture into a Presentation Slide

1. In Snagit Editor, click to select an image in the tray.
2. Select one of the following:
   - On the Share tab, click the **PowerPoint** button.
   - On the Tools tab, click the **Share** button and select **PowerPoint**.

To customize the Microsoft PowerPoint options on the Share tab, click the PowerPoint dropdown and select Options.

Insert Capture into a Spreadsheet

Insert an image into a Microsoft Excel workbook.

1. In Snagit Editor, click to select an image in the tray.
2. Select one of the following:
   - On the Share tab, click the **Excel** button.
   - On the Tools tab, click the **Share** button and select **Excel**.

To customize the Excel options on the Share tab, click the Excel dropdown and select Options.

Microsoft OneNote 2013

Microsoft OneNote is a digital notebook that provides a single place for all of your notes and information. Use the OneNote 2013 output in Snagit to insert an image capture into a OneNote notebook.

1. In Snagit Editor, click to select an image in the tray.
2. Select one of the following:
   - On the Share tab, click the **OneNote 2013** button.
   - On the Tools tab, click the **Share** button and select **OneNote 2013**.

OneNote inserts the image capture into the open OneNote document at the location of the cursor.

To customize the OneNote 2013 options on the Share tab, click the OneNote 2013 dropdown and select Options.

Get a Link or Embed Code for Sharing

Upload an image or video onto Screencast.com for hosting. Screencast.com provides a URL for quick sharing or an embed code for adding the capture onto a website or blog. Share to Screencast.com to:

- Collaborate quickly on projects without slowing down to save or open attachments.
- Avoid the concerns faced when sharing between two computers or over a network such as viruses, file sizes, and incompatibility.
- Include visuals to communicate in places that don't accept attachments (e.g. blog comments, forum posts, twitter).
- Provide in depth feedback without a long email write up.
- Allow comments on your images or videos, control who accesses the content, offer an RSS feed, and more with Screencast.com's additional features.

1. In Snagit Editor, click to select an image or video in the tray.
2. Select one of the following:
   - On the Share tab, click the **Screencast.com** button.
   - On the Tools tab, click the **Share** button and select **Screencast.com**.
3. If it is your first time sharing to Screencast.com, you may need to sign in to your TechSmith Account.

> To learn more about TechSmith Accounts or how to sign into a different account, see **TechSmith Account**.

After uploading, a message appears informing that the URL or embed code is on the Clipboard. Paste the URL into an email, instant message, or another location for quick sharing.

Screencast.com Options

To customize the Screencast.com options on the Share tab, click the Screencaast.com dropdown and select Options.

Option	Description
Sign-in	Displays the name and email address of the TechSmith Account signed in.

Option	Description
	To sign in to another account, see **TechSmith Account**.
Default folder	Snagit uploads all captures shared to Screencast.com into the selected folder.
Prompt for file name and folder	Enable this option to enter a file name and select a folder different than the default folder when you upload a capture.
Show comments on view page	Allow viewers to comment on the uploaded capture on Screencast.com.
Clipboard	Select one of the following to copy to the Clipboard after uploading a capture to Screencast.com: ▶ URL ▶ URL with a Thumbnail ▶ HTML embed code

Edit Videos in Camtasia Studio

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

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

- Import still images to use as source files in your Camtasia Studio video.
- Enhance your video capture with callouts, text, titles, captions, effects, and much more.

Learn more about enhancing and editing your video capture in Camtasia Studio **here**.

1. In Snagit Editor, click to select an image or video in the tray.
2. Select one of the following:
   - On the Share tab, click the **Camtasia Studio** button.
   - On the Tools tab, click the **Share** button and select **Camtasia Studio**.

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

Upload Video to YouTube

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

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

1. In Snagit Editor, click to select a video in the tray.
2. Select one of the following:
   - On the Share tab, click the **YouTube** button.
   - On the Tools tab, click the **Share** button and select **YouTube**.
3. The Connect with YouTube dialog appears. Sign in using a YouTube or Google account.
4. Click the **Allow Access** button.
5. Enter a video title.
6. Select a Category.
7. Select to copy the video's URL or copy the HTML embed code onto the Clipboard.
8. Select the privacy setting for the video.
9. Click the **Upload** button.

The video uploads onto your YouTube account and the video's URL or the HTML embed code is copied to the Clipboard.

Upload Capture to Google Drive for Hosting or Collaboration

Upload images and videos into Google Drive to host content so it is accessible from any web browser or mobile device. Control who can view, edit, and comment on the content.

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

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

See also

- **Import Content from Google Drive**

Share to TechSmith Relay

The TechSmith Relay output uploads the selected capture to your company space and saves securely in the cloud or behind your own firewall.

1. In Snagit Editor, click to select an image or video in the tray.
2. Select one of the following:
   - On the Share tab, click the TechSmith Relay button.
   - On the Tools tab, click the Share button and select TechSmith Relay.
3. You must have Snagit configured for TechSmith Relay for the Output button to work.

TechSmith Relay uploads and then publishes the video or image capture.

> Stay connected to the Internet until the media has finished uploading. If you lose your network connection, the upload will pause until you reconnect.

Dropbox

Upload images and videos to Dropbox to host content so it is accessible from any web browser or mobile device.

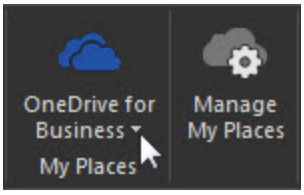
1. In Snagit Editor, click to select an image or video in the tray.
2. Select one of the following:
   - On the Share tab, click the **Dropbox** button.
   - On the Tools tab, click the **Share** button and select **Dropbox**.
3. If you have not previously connected Snagit to your Dropbox account, the Connect with Dropbox dialog appears. Enter your email and password and click **Sign in**.
4. Click **Allow**.
5. The Dropbox Share Options dialog appears. Enter a file name, select the folder to upload the capture to, and click **Upload**.

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

Share to My Places

Upload the capture to OneDrive for Business to access it at any time across computers or devices.

1. Click to select a file to share in the tray.
2. In Snagit Editor, select Share tab > My Places.
3. Select a location from the dropdown.
   If you do not have any locations in My Places or to share to a new location, see **Add or Remove a Place**.



4. Enter a file name.
5. Click **Share**.

The capture uploads to the selected My Places location.

See also

- **Export to My Places**
- **Add or Remove a Place**

Add or Remove a Place

Use My Places to add a list of shortcut locations to import, export, or share access to files at any time across computers or devices.

Add a Place

1. Select one of the following in Snagit Editor:
   - File > Import from My Places.
   - File > Export to My Places.
   - Share tab > Manage My Places.

   You may be prompted to sign in to your TechSmith Account.
2. Click the **Add** button.
3. Click **OneDrive for Business**.
4. Enter an email and password.
5. Click **Sign in**.

The shortcut location is added to My Places.

Remove a Place

1. Select one of the following in Snagit Editor:
   - File > Import from My Places.
   - File > Export to My Places.
   - Share tab > Manage Places.
2. Click to select the Place to remove from My Places.
3. Click the **Remove** button.
4. Click **Yes**.

The shortcut location is deleted from My Places.

See also

- **Import from My Places**
- **Export to My Places**

- **Share to My Places**

Snagit Technical Reference

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

- Program Preferences
- Selection Properties
- Snagit Editor Options
- Snagit Editor Hotkeys
- Snagit Command Line Options
- Share Properties

Program Preferences

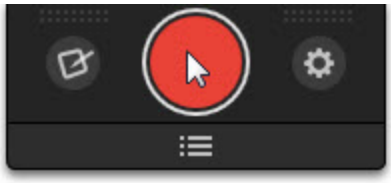
Capture window > Additional options and help > Preferences

- General Tab
- Hotkeys Tab
- Advanced Tab

General Tab

Capture window > Additional options and help > Preferences > General tab

Option	Description
Run Snagit when Windows starts	Opens and runs Snagit on computer startup.
Hide Snagit before capturing	Temporarily close Snagit during capture. This prevents Snagit from overlapping the content to capture.
Show magnifier	Display the magnifier during a region capture to help capture pixel perfect accuracy. Press the M key during selection to turn the magnifier on or off.
Capture Window and Notification Area Icon	Select how to display Snagit's capture options on the screen: ▸ **Enable Capture window:** Displays at the top

Option	Description
	of the screen. See **Working with the Capture Window**.  ▶ **Enable Notification Area Icon:** Displays in the bottom right corner of the screen. ▶ **Enable Capture Window and Notification Area Icon:** Turn on both of the above options.
Make Editor the active window on capture	Snagit forces the Snagit Editor into the foreground (with focus) after a capture.
Always keep Editor running in background	If enabled, snagiteditor.exe remains running in Windows Task Manager even if you close Snagit Editor. Enabling this option allows captures to open more quickly.
Paste images as HTML for Outlook Express	Pastes images into Outlook Express using HTML to allow the image to display correctly. See **Email a Capture**.
Embed images when sending email (Outlook/Outlook Express only)	If enabled, Snagit inserts the image directly into the body of an email message. Embedding images requires the email client to use HTML format for emails and send pictures with email option enabled. If disabled, Snagit attaches the image file to an email message. See **Email a Capture**.

Hotkeys Tab

Capture Window > Additional options and help > Preferences > Hotkeys tab

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

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

Option	Description
Global capture	The global capture hotkey allows you to select an area on the screen and then choose to take an image or video capture. PRINT SCREEN is the default.
Show/hide Snagit	Shows or hides Snagit's capture interfaces. CTRL+SHIFT+X is the default.
Repeat last capture	Take a capture using the last settings used for a capture.
Video capture star/-pause/resume	After selecting the area to record for a video capture, this hotkey starts, pauses, or resumes the video recording. SHIFT+F9 is the default.
Video capture stop	For a video capture, this hotkey stops the video recording. SHIFT+F10 is the default.
Restore Defaults	Click **Restore Defaults** to restore the hotkeys back to the original settings.

See also

- **Profile Hotkeys**
- **Capture an Image**
- **Record a Video**

Advanced Tab

Capture Window > Additional options and help > Preferences > Advanced tab

Option	Description
Audible alert when	Choose to play a sound when a hotkey is pressed or when a capture is finished. These alerts are disabled by default.
Improve Snagit	Send anonymous information about your Snagit usage to help improve Snagit. Click the **More Info** button to view more details on the TechSmith website.
Show video countdown	Select to display a 3 second recording countdown before starting the video recording after clicking the Record button.
Enable automated update checking	Snagit automatically checks for program updates by default.

Snagit Editor Options

Snagit Editor > File > Editor Options

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

General Tab

Snagit Editor > File > Editor Options > General

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

See also

- **Change the Appearance of Snagit Editor**

Advanced Settings Tab

Snagit Editor > File > Editor Options > Advanced

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

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

To learn more about backing up and restoring captures, see **Back Up and Restore**.

Mobile Sharing

TechSmith Fuse is a mobile app that allows you to send images and videos to Snagit Editor. To learn more about Mobile Sharing, see **About Mobile Sharing with TechSmith Fuse** and **Import an Image or Video from a Mobile Device**.

- **Allow sharing to Snagit:** You can import images and videos from your mobile device into the Snagit Editor for enhancing and sharing. Turn on this option to allow sharing between your mobile device and Snagit.
- **Keep original image dimensions:** Snagit automatically resizes mobile images for better viewing in Snagit Editor. Enable this option to import mobile images at the original dimensions.
- **Connection name:** TechSmith Fuse remembers each connection and allows you to choose which instance of Snagit to send the mobile images or videos to. You can customize the name of each connection to be sure you are sending the files to the correct computer running Snagit.

Customize the Open Captures Tray

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

The Advanced tab controls the number of captures and durations Snagit stores capture in the tray.

- The default setting is More often. This setting stores 25 capture or media files before they begin to drop out of view after about one hour.
- The Less Often setting stores 100 captures or media files before they begin to drop out of view after about one week.
- Enable the Remove all items from the Tray when closing Editor option to remove captures or media files from the tray each time you close Editor.

Customize Tab

Snagit Editor > File > Editor Options > Customize

For more information on these options, see:

- **Snagit Editor Hotkeys**

Resources Tab

Snagit Editor > File > Editor Options > Resources

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

Improve Snagit Tab

Snagit Editor > File > Editor Options > Improve Snagit

Help us make Snagit even better!

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

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

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

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

Back Up and Restore

Snagit automatically stores unsaved captures in the library.

- The Backup feature creates an archive of these stored files. Backup archives are especially useful when moving your Snagit library to a new machine.
- 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

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

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

Restore

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

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

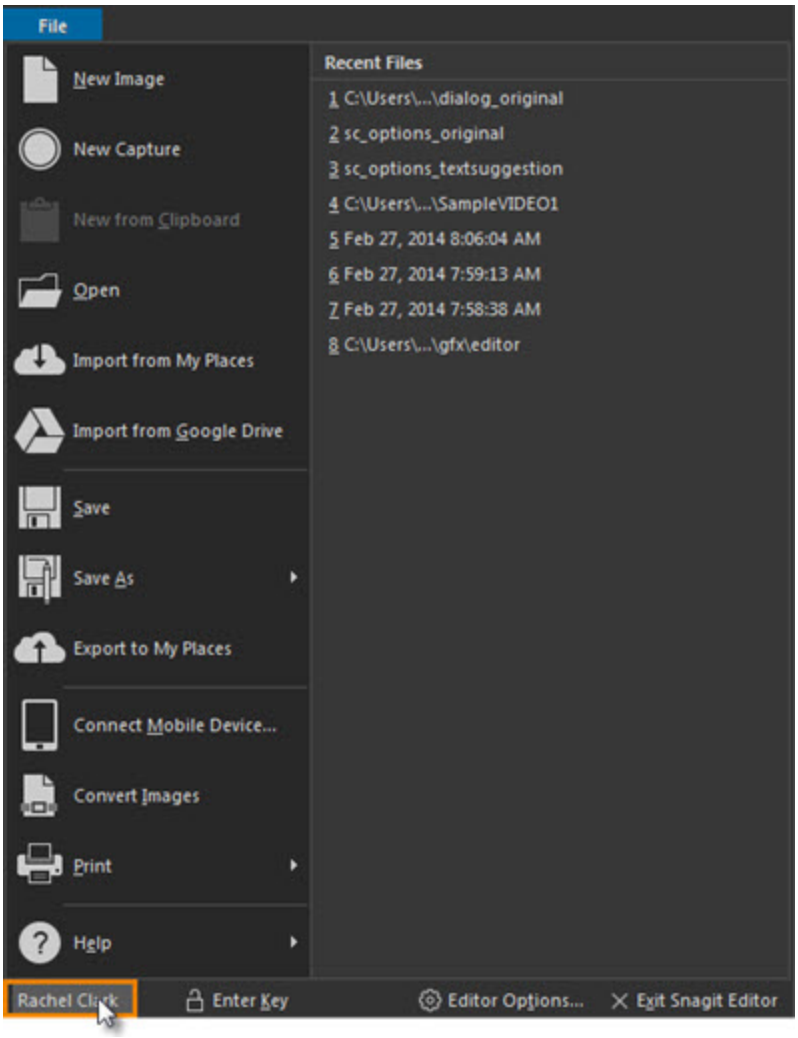
TechSmith Account

Your TechSmith Account controls your access between TechSmith products and services.

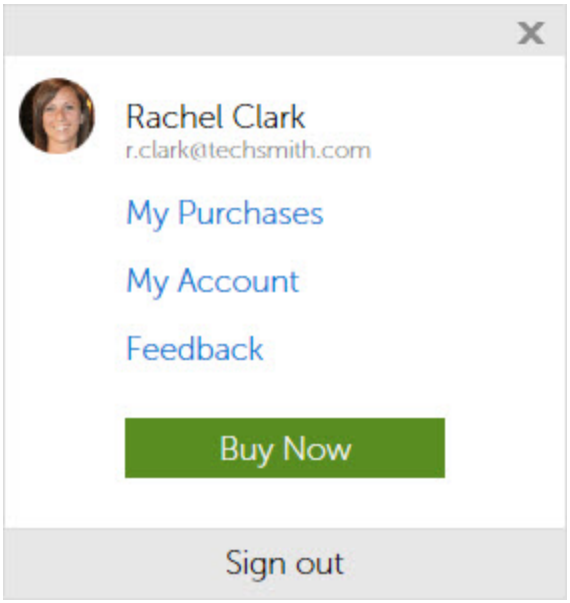
Access Your Account Information

Access your account information, purchases, switch accounts, or provide feedback from the TechSmith Account dialog.

In Snagit Editor, select File and click the account name at the bottom of the menu.



The TechSmith Account dialog appears.



Switch Accounts

To share to another Screencast.com account, you need to sign in using a different TechSmith account.

1. In Snagit Editor, select File and click the account name at the bottom of the menu.
2. The TechSmith Account Options dialog appears. Click **Sign out**.
3. In Snagit Editor, select File > Sign In at the bottom of the menu.
4. Click to select a sign in option.
5. Enter an email address and password.

Snagit signs you into the TechSmith account. You can now share to the Screencast.com account linked to this TechSmith account. See **Share to Screencast.com**.

Snagit Editor Hotkeys

Press the Alt key to display some of the hotkeys over the Snagit Editor interface.

Command	Hotkey
Open	CTRL+O
New Image	CTRL+N
Save	CTRL+S
Save All	CTRL+SHIFT+S
Undo	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Select All	CTRL+A
Copy All	CTRL+SHIFT+C
Bring Forward	CTRL+SHIFT+F
Send Backward	CTRL+SHIFT+B
Flatten	CTRL+T
Flatten All	CTRL+SHIFT+T

Command	Hotkey
Group	CTRL+SHIFT+G
Ungroup	CTRL+SHIFT+U
Print	CTRL+P
Show Pixel Grid (at 600% or higher)	CTRL+G
Open Help	F1
Close Current Capture	CTRL+W

Customize the Editor Hotkeys

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

To customize capture hotkeys, see **Hotkeys Tab** and **Profile Hotkeys**.

Selection Properties

> Capture Window > View Profiles > Manage Profiles > Selection Properties button in the Profile Settings

- **General Tab**
- **Fixed Region Tab**
- **Menu Tab**
- **Scrolling Tab**
- **Scanners & Cameras Tab**
- **Extended Window Tab**
- **Links and Hotspots Tab**

General Tab

> Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Settings > General tab

Option	Description
Canvas color	Select the background color to fill in the canvas when taking captures with the irregular shapes. The default canvas color is transparent.
Clipboard text width (in pixels)	Define the width of the capture for a text capture from the Clipboard. The default width is 640 pixels. Set width to zero (0) to use the Windows desktop width and height for the image dimensions.
Window capture title bar trans-parency	Select how Snagit captures transparent Windows Aero theme title bars.

Fixed Region Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Set-tings > Fixed Region tab

Option	Description
Width	Define the width of the fixed region in pixels.
Height	Define the height of the fixed region in pixels.
Use fixed starting point	Specify the coordinates of a fixed starting point for the fixed region.
Starting X	Specify the starting x-coordinate for the fixed region.
Starting Y	Specify the starting y-coordinate for the fixed region.
Select Region	Click the Select button to draw the region to capture on the screen.

See also

- **Capture a Fixed Region**

Menu Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Set-tings > Menu tab

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

See also

- **Capture a Menu**

Scrolling Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Settings > Scrolling tab

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

Scanners & Cameras Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Settings > Scanners and Cameras tab

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

TWAIN is a standard software interface that allows applications to communicate with a digital imaging device. Snagit allows selection of a TWAIN device such as a scanner or camera as the capture source for images. This Capture Type allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC.

Extended Window Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Settings > Extended Window tab

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

Option	Description
Use default capture size	To set a fixed resize amount when resizing windows before capture, enable the **Use default capture size** option. Disable this option if you do not want the window to resize. Use this feature if you know exactly how much to resize a window to capture the necessary contents.
Width, Height	Enter the Width and Height in pixels. You must change Width and Height, either in the default capture size or interactively during preview, to get all of the window contents.
Show extended window capture preview	Open the Capture Preview window before a capture. This can help you set the capture dimensions.

Links and Hotspots Tab

Capture window > View Profiles > Manage Profiles > Selection Properties in the Profile Settings > Links / Hotspots tab

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.

Share Properties

Capture window > View Profiles > Manage Profiles > Share Properties button in the Profile Settings

Snagit Editor > Share tab > Share Properties button

- Image File Tab
- Automatic File Name Options
- Send Email Tab
- FTP Tab
- Program Tab
- Page Setup Options Tab
- Print Tab

Image File Tab

Capture window > View Profiles > Manage Profiles > Share Properties in the Profile Settings > Image File tab

Snagit Editor > Share tab > Share Properties button > Image File tab

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

Option	Description
Ask for file name	Enter a file name after each capture.
Fixed file name	Enter a fixed file name for all of your captures. Use fixed file name if you want to continuously and automatically update a capture file.
Automatic file name	Snagit automatically names a series of captures for you. Use if you want to automate the capture process to run unattended. See **Automatic File Name Options**.
File format	Select the file format for image captures. Select Remember last used format to use the same type of file format as the previous capture. Select **Always use this file format** to select a file type for every capture.
Options	Access **options** for the file format chosen.
Show advanced types	Display the entire list of file format options, or just an abbreviated list of the most common types.
Folder	Select a folder for your captures.

Image File Format Properties

Capture window > View Profiles > Manage Profiles > Share Properties button in the Profile Settings > Image File tab > File Format

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

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

Select the Show advanced types option to view all file types or disable this option to view an abbreviated list of the most common types.

Select the file format for image captures.

- Select Remember last used format to use the same type of file format as the previous capture.
- Select Always use this file format to select a file type for every capture.

What File Format Should I Choose?

File Format	Available Options
.bmp - OS/2 Bitmap	**Colors** **Subfile Type**
.bmp - Windows Bitmap	**Colors** **Subfile Type**
.cur - Windows cursor	**Colors** **Append if file exists** **Transparency On**
.emf - Windows Enhanced Metafile Format	**Colors**
.eps - Encapsulated Postscript	**Colors**
.gif - CompuServe GIF GIF format is limited to 256 colors and is a lossless compression file format, a common choice for use on the Web. GIF is a good choice for storing line drawings, text, and iconic graphics at a small file size.	**Colors** **Subfile Type** **Transparency On**
.ico - Windows Icon	**Colors** **Append if file exists**

File Format	Available Options
	Transparency On
.jpg - JPEG image JPEG image format is a lossy compressed file format. This makes it useful for storing photographs at a smaller size than a BMP. JPG is a common choice for use on the Web because it is compressed. For storing line drawings, text, and iconic graphics at a smaller file size, GIF or PNG are better choices because they are lossless.	**Colors** **Quality** **Subfile Type**
.mht - Web Page with Image MHTML is similar to an HTML Web page, except that the HTML and images are combined into a single file. MHT is useful for quickly sharing an image along with simple links/hotspots with just one file and is most useful in e-mail, where the Web page, complete with images, is inserted directly into the body of the e-mail in Outlook and Outlook Express.	No options available
.pdf - Adobe PDF	**PDF Page Setup**
.png - Portable Network Graphics The PNG format is a lossless compression file format, which makes it a common choice for use on the Web. PNG is a good choice for storing line drawings, text, and iconic graphics at a small file size. It also supports transparency.	**Colors**
.psd - Adobe PhotoShop	**Colors**
.ras - SUN Raster	**Colors**
.snag - Snagit Capture File The SNAG file format is an Editor-only format that retains vector-based objects. If captures or image files containing vector objects are saved as a format other than a .SNAG file, the vector objects will be flattened and made a permanent part of the image. Once flattened, the vector objects cannot be separated from the image.	No options available
.swf - Macromedia Flash To use the hotspots with Flash Popup properties, you must use the E-mail Output or save as a Macromedia Flash file (.swf). Flash is used for interactive images intended for Web sites or for viewing within a browser.	No options available
.tga - Truevision Targa	**Colors**
.tif - Tagged Image File	**Colors** **Subfile Type**
.wfx - WinFax	**Colors** **Subfile Type**

File Format	Available Options
.wmf - Windows Metafile Format	Colors
.wpg - WordPerfect	Colors

File Format Options Dialog

Capture window > View Profiles > Manage Profiles > Share Properties > Image File tab > Always use this file format > Options button

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

Colors

Select the number of colors (color depth) to save in the image. The number of colors available depends on the selected file format.

Transparency requires 32 bit color depth as well as a file type that supports alpha transparency.

Quality

JPG compression always loses some image quality. Quality specifies the quality of the compressed image, where 100 is the highest and 1 is the lowest. The higher the image quality adjustment, the longer it takes to convert and save the file.

Subfile Type

Select from available subfile types. Depending on the current Colors selection, various subfile types are available.

Progressive JPG files are the same as regular JPG files, but the image displays at full size as quickly as possible, and clarifies as it is loaded.

TIFF is a tag-based file format designed to promote universal interchanges of digital image data. There are many versions of TIFF. Snagit supports the standard TIFF formats.

Append if file exists

Add the new icon image to an existing Windows icon.

Transparency On

Use to set a single color in a GIF file or enable alpha transparency in a PNG or SNAG file. For more information, see Transparency.

Title, Author, and Keywords

Enter the title and author to display in the Document Properties Description tab in the PDF reader.

Add keywords for an Adobe PDF document. Keywords are used in Description of the document and in document metadata. See Adobe Help documentation for more information on how to use keywords.

PDF Page Setup

Open the **PDF Page Setup Options** dialog box to preview and adjust page setup options, such as page size, margins, page orientation, and image layout.

PDF Page Setup Options

Capture window > View Profiles> Manage Profiles > Share Properties > Image File tab > Always use this file format: PDF > Options button > PDF Page Setup

Options	Description
Page size	Select the page size for the PDF. Use the dropdown menu to select a preset size or select Custom and manually enter the height and width of the page in inches.
Margins	Select the size (in inches) of the margins for the PDF.
Orientation	Select the page orientation.
Image lay-out	▶ **Fit on page (shrink):** Shrink the capture to fit onto one page. ▶ **Allow to span multiple pages:** Maintain the original size of the capture and allows the capture to span across multiple pages.
Preview	Preview the PDF setup settings.

Automatic File Name Options

Capture window > View Profiles > Manage Profiles > Share Properties > Image File Tab > Automatic File Name > Options

Snagit Editor > Share tab > Share Properties button > Image File Tab > Automatic File Name > Options

Automatically name your captures eliminating the need to stop after each capture to name the file and select the location to save the file. You can also create a unique file naming scheme and save it with a **profile**.

Option	Description
Format	Displays the file name components (i.e. 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.

Option	Description
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.

Send Email Tab

Capture window > View Profiles > Manage Profiles > Share Properties > Send Email tab

Snagit Editor > Share tab > Share Properties button > Send Email tab

Options apply to Image and Printer capture modes.

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.

FTP Tab

Capture window > View Profiles > Manage Profiles > Share Properties button in the Profile Settings > FTP tab

Snagit Editor > Share tab > Share Properties button > FTP tab

Option	Description
FTP server	Enter the IP address or DNS name of the target FTP server.
Port	Enter the port number (usually 21 for FTP).
Remote path	Enter the directory path on the target server where you want to send the capture.
Use passive FTP	Connect with the FTP server in passive mode.
Show progress	Display the progress dialog.
Fixed file name	Send a file at regular times to the server that always overwrites an existing file.
Automatic file name	Specify the Sequence Limit. For example, if you specify a sequence limit of 9, files are written with the prefix you specify in the File Name or Prefix box, then a numeral string that writes nine files before overwriting the first one. The default is zero (0) for no limit.
Use temp / rename replacement method	Send the capture to the server with a temporary file name. Rename the temporary file to the name specified in the File Name or Prefix field.
Server authentication	If the FTP server does not allow for anonymous FTP, enter the username and password for server authentication.
Use proxy server	Select to use a firewall or proxy server.
Proxy server and port	If the Use proxy server option is enabled, enter the Proxy Server/Port. A proxy server uses a different IP or DNS name, such as proxy.-companyname.com:8080.

Program Tab

Capture window > View Profiles > Manage Profiles > Share Properties in the Profile Settings > Program tab

Snagit Editor > Share tab > Share Properties button > Program tab

Define preferences for when you send directly to an external program or software application. Options apply to Image and Video capture modes.

Option	Description
Select the program to output to	Select the program to send the captures. This list is populated from your system registry and contains the applications Snagit can use to display your capture. As you add other applications to your system, this list automatically updates.
Add	Add an application to the Program output list.
Edit	Edit the parameters for an application currently listed within Program output list.
Remove	Delete an application from the list.
Refresh	Search the system registry for applications.
Ask for file name	Select to manually enter a file name and location for each capture.
Automatic file name	Automatically give your capture a file name and location. To change the default automatic name, then click the Options button.
Options	See **Automatic File Name Options**.
Store files in	Select the drive, directory, and folder to store the saved captures before they are opened in a program.

Page Setup Options Tab

Capture window > View Profiles > Manage Profiles > Share Properties in the Profile Settings > Print tab > Page Setup Options button.

Use the Page Setup dialog box to set up how your capture prints on the page. Use the Layout tab options to size scrolling captures or large captures over multiple pages.

Options in this dialog box automatically update in the Printer Properties dialog box options.

Options apply to Image and Printer capture mode.

Option	Description
Auto Size	Scale the image to closely match the size displayed on the screen in Editor. Click on a handle and drag the image to position on the page. Or, click on a handle and resize the image. The actual capture is not resized.
Fit on page (shrink)	Scale the image to fit on one page while preserving the correct aspect ratio of the original.
Fill page (stretch)	Scale the image to fit on one page while preserving the correct aspect ratio of the original by either stretching or shrinking the image to fill the whole page.

Option	Description
Fit to width (stretch)	Scale the image to fit the width of the page. The length is scaled in proportion and can end up being more than one page.
Manual scale	Apply a scaling percentage to the image to decrease or increase its size on the printed page. 100% is equal to the image filling up the whole page. Click on a handle and drag the image to position on the page. Or, click on a handle and resize the image. The actual capture is not resized
Fixed size (inches)	. Define the width and height. The printed capture matches the dimensions, scaling or distorting the image if necessary.
Keep aspect ratio	Keep the image aspect ratio fixed when changing the width or height. When setting dimensions, the numbers for width and height change interactively to keep aspect.
Image position	Determine the placement of the image on the page. Select an Image Position by clicking one of the buttons in the positioning cluster to select a location on the printed page.
Sample image size	Use these options to preview your capture. This option is not available in the Editor.

Paper Tab

Option	Description
Portrait	Sets the page orientation to portrait
Landscape	Sets the page orientation to landscape.
Margins	Set the desired page 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.

Print Tab

Capture window > View Profiles > Manage Profiles > Share Properties in the Profile Settings > Print tab

Snagit Editor > Share tab > Share Properties button > Print tab

Define print preferences for captures.

Options	Description
Remember last used settings	Print using the last print options used during a previous capture. This option is not available in Snagit Editor.
Use these settings	Set the default print options. In Snagit Editor, select File > Print > Page Setup to override the default settings.
Select printer	Select a printer. The default option is Default Windows Printer.
Properties	Change printer properties, such as paper size and orientation.
Page Setup	Only available in Image and Printer capture modes. See **Page Setup Options Tab** for more information.

Video File Tab

Capture window > View Profiles > Manage Profiles Share Properties in the Profile Settings > Video File Tab

Snagit Editor > Share tab > Share Properties button > Video File Tab

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

Option	Description
Ask for file name	Enter a file name before saving the video capture.
Fixed file name	Assign the same file name to each video capture. Enable this option if you continually and automatically update the same video capture file.
Name	Enter a file name for the Fixed file name option.
Automated file name	Automatically assign a file name and location to video captures. Send your capture to the output without going through the manual naming process in the Save As dialog. Click the Options button to change the default auto name.
Folder	Select a folder for your video captures.

Snagit Command Line Options

Option	Description
/h	Hides Snagit at startup.

Option	Description
/n	Disables keyboard input to Snagit (For use with DDE programs).
/i	Starts Snagit as a minimized notification area icon.
/S	Capture with current settings and close when finished or canceled. This option runs Snagit hidden with hotkeys disabled.
/SC	Capture with the current settings and leave Snagit open after capture. This option runs Snagit hidden with hotkeys disabled.
/ci	Start an image capture.
/cv	Start a video capture
/OE	Opens Snagit Editor.
<filename>	Opens the image file specified directly in Snagit Editor.
/t	Starts Snagit with the notification area icon disabled.
/n	Open a new image.
/L	Open the Library.
/ob	Batch conversion

Running Snagit on a Virtual Machine

To optimize the experience when running Snagit on a virtual machine, some appearance changes may occur. To learn more about these optimizations, see **this article**.

For more information on deploying Snagit for virtualization, see the **Snagit Deployment Resources website**.