

How to Use Snagit

Starting the Program

Depending on your computer settings, Snagit may or may not automatically start up when you start your computer. You will know that Snagit is running if you see this icon in the area near the clock:



Snagit is running if you see this toolbar somewhere on the edge of your desktop:

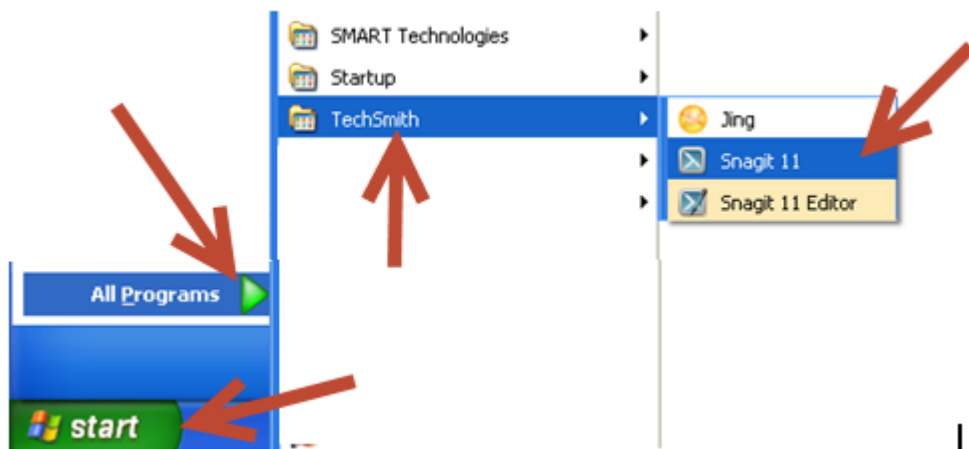


If Snagit is not already running, you can open it by double clicking on the desktop icon:



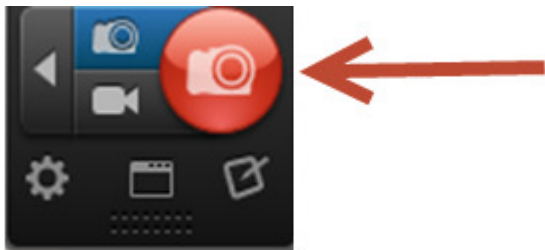
You can also open it from the Start Menu:

Start > Programs > TechSmith > Snagit 11.

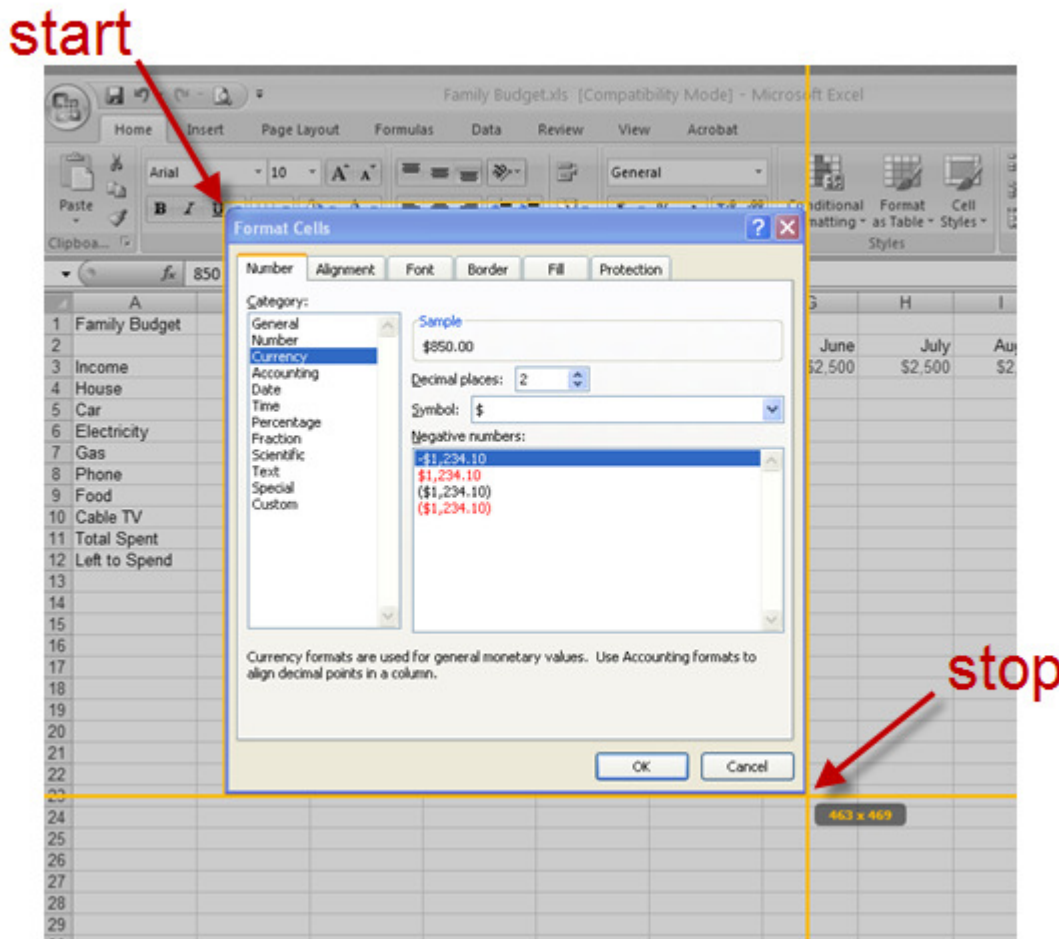


Basic Screen Area Capture

Hover over the SnagIt toolbar, and then single click on the red Capture button.

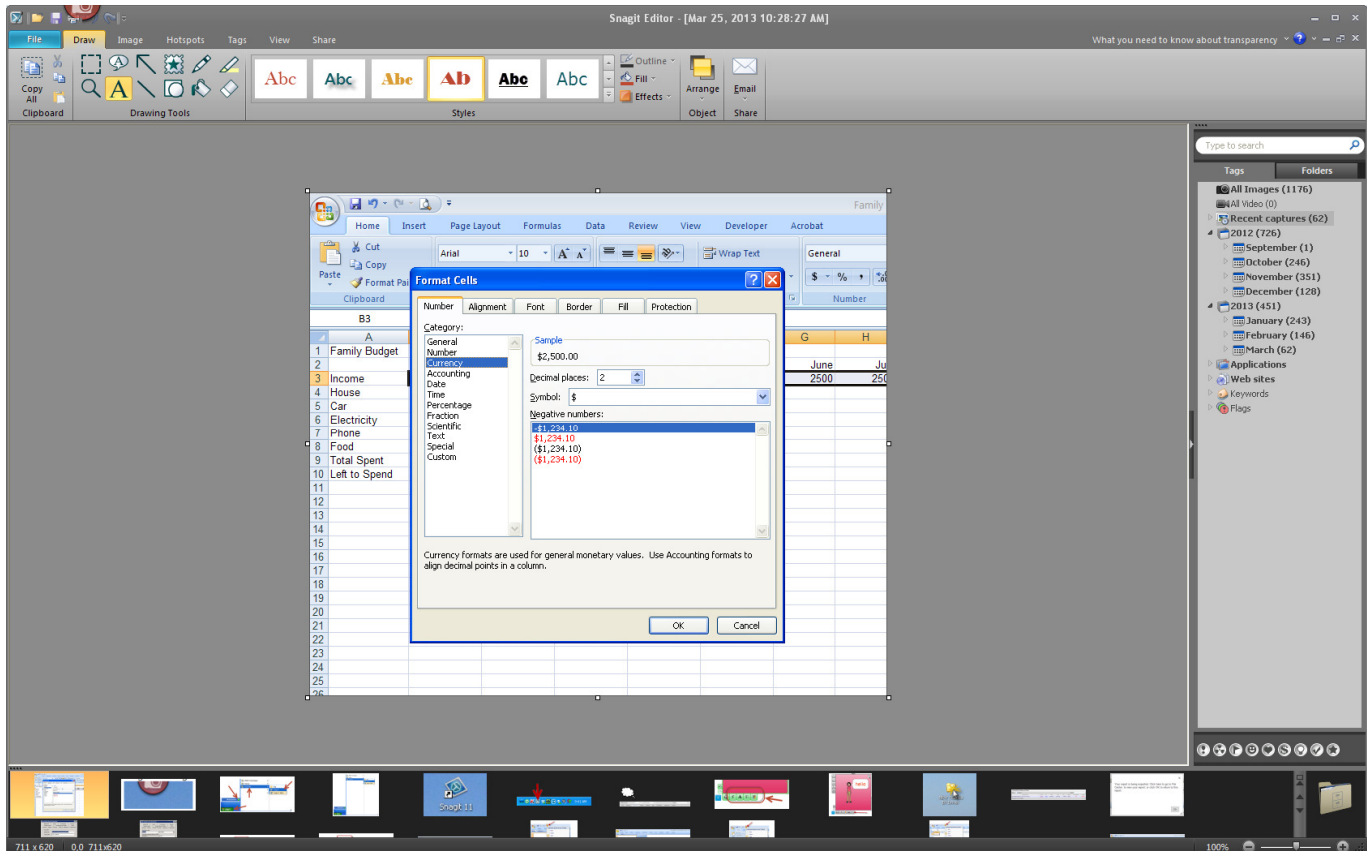


Your screen will “gray out” and two yellow intersecting lines will appear. Click and drag to select the area of your screen you wish to capture. **NOTE: Begin in the upper left corner and drag down to the lower right corner.** The selected area will brighten, while the unselected areas will remain grayed out. Release the mouse to capture the selected area.

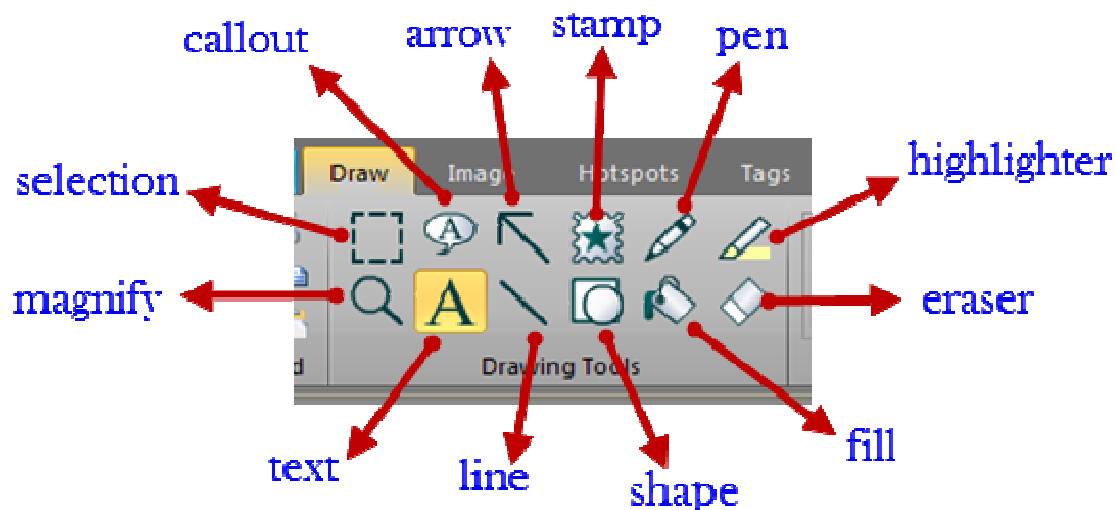


Annotate Your Capture

When your capture is complete, it will open in Snagit Editor, which will allow you to annotate on your captured image.

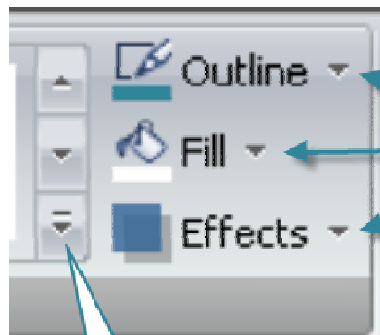


The Drawing Toolbar



Using the Drawing Tools

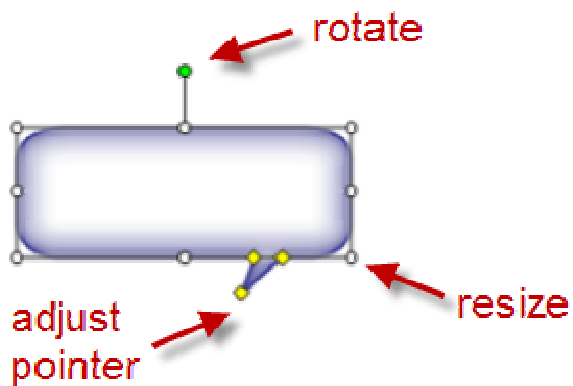
- To use a tool, single click it in the toolbar, then click on your capture.
- To move a drawing object, hover over it until you see the crosshairs.
- To delete a drawing object, single click it to highlight it, and then press the Delete key on your keyboard.
- More styles for the selected drawing tool are available from the drop down arrows on the right of the tool panel.
-



applicable for
some drawing
tools

Click here to see more styles for
the selected drawing tool.

Annotations can be resized and rotated.



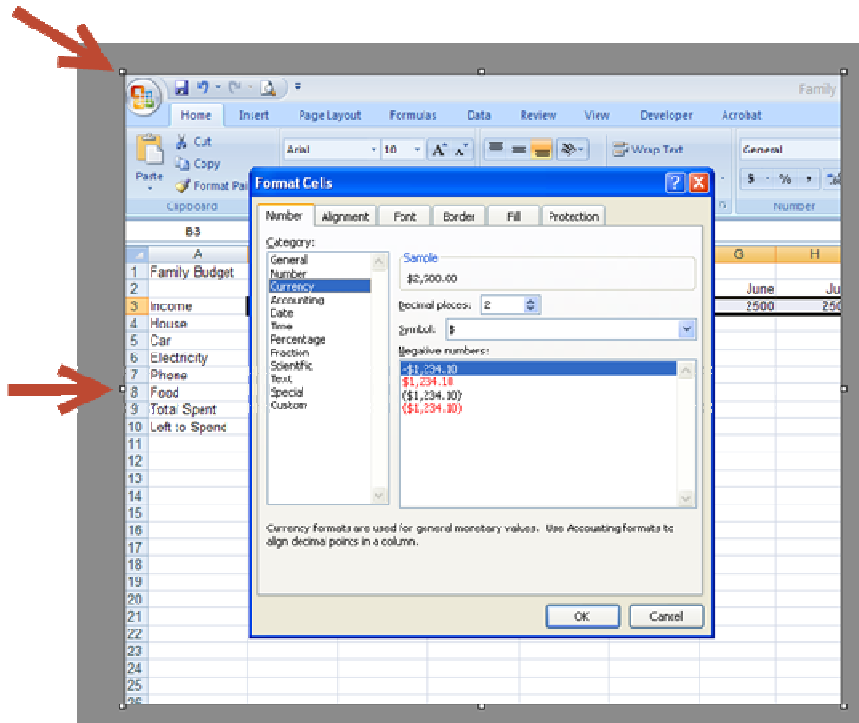
Use the **Arrange** button to flip group, align, and order drawn objects.



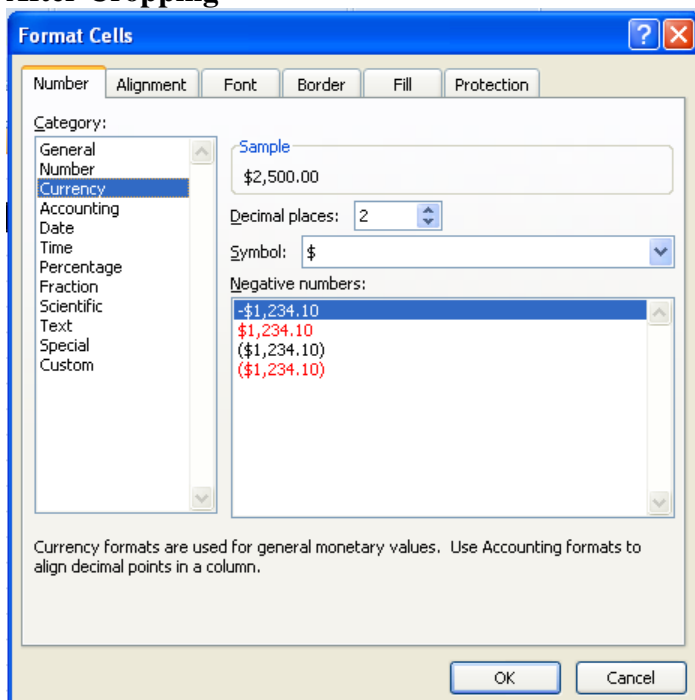
Cropping a Capture

To crop a capture, click and drag on one of the white squares on the side or corner of the capture.

Before Cropping

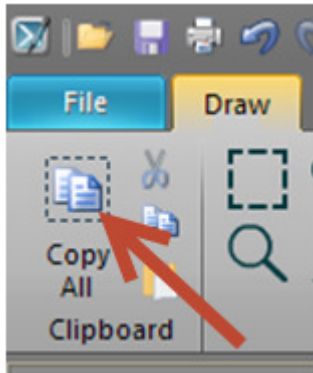


After Cropping



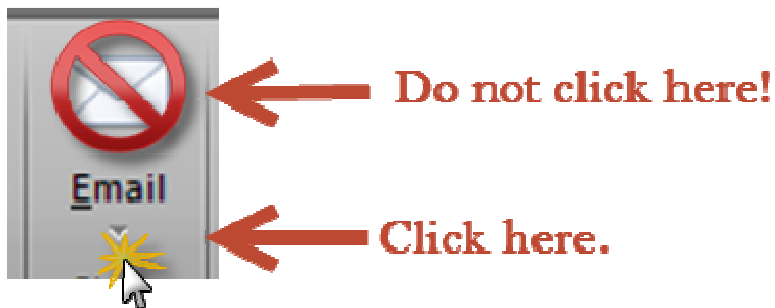
Using Your Capture

Copy the capture by clicking on the **Copy All** button. This will copy the capture and all of your annotations. The copied capture can be pasted into any document.

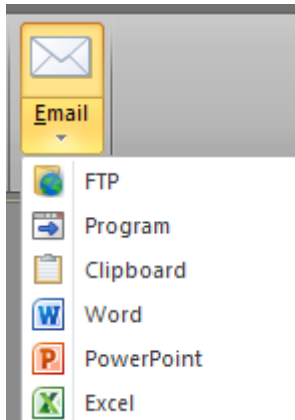


You can send your capture directly to any Microsoft Office document without having to copy and paste. Place your cursor in the Office document in the location in which you wish the capture to appear.

Click on the arrow below the Email button. **Do not click** on the Email button.

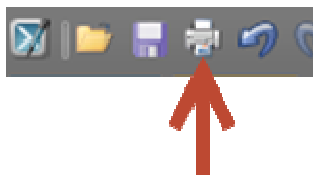


Then choose the Office program.

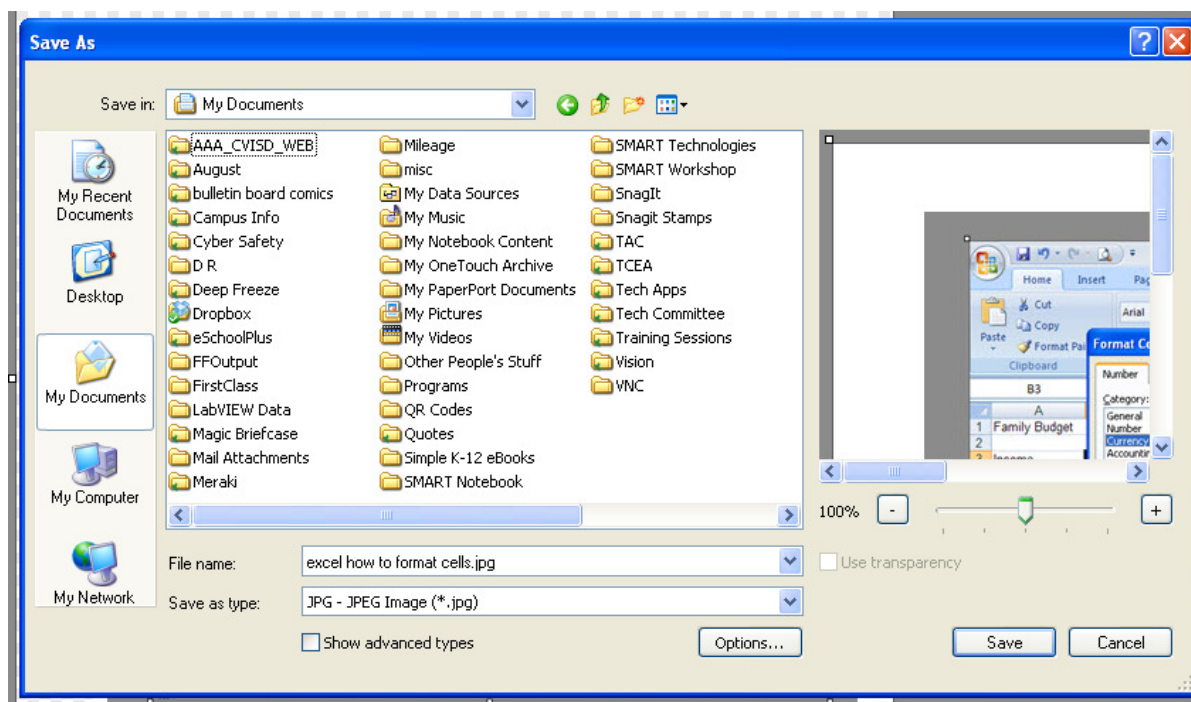
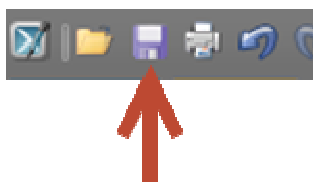


Save/Print Your Annotated Capture

The **Print** icon sends the capture and all annotations straight to your printer.



The **Save** icon saves the capture and all annotations. You choose the saving location, rename the file if desired, and select the file type. (The recommended file type is JPG – JPEG Image).



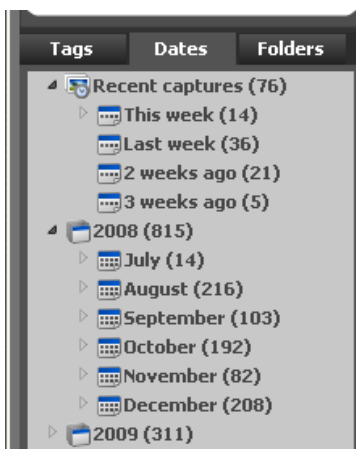
Revisiting Previous Annotations

Hover over the SnagIt toolbar, and then choose the **SnagIt Editor**.



Recent captures and annotations will appear at the bottom of the screen. Double click to open. All previous captures are fully editable.

To open a capture that does not appear at the bottom of the screen, in the far right-hand panel, choose the **Dates** tab. Then select a timeframe.




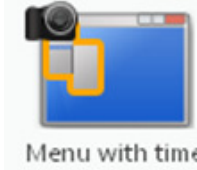






Using Other Capture Styles

Hover over the SnagIt icon, and then choose **open the classic SnagIt window**.



Scroll down to see the following choices. Make your selection then click the red capture button to begin.

 Window	 Full screen	 Scrolling window (Web page)	 Menu with time delay
captures the next window you click on	captures everything on screen, even dual monitors	captures entire webpage, even portions that cannot be seen without scrolling	captures drop down pop up menus
 Text from window	 Images from Web page	 Web page (keep links)	 Object
captures all text from any window or area – save as a text file	creates a file containing all of a webpage's images	captures a webpage – links on the capture are active	like a region capture, but it chooses the area

NOTE: All future captures will be the type you have just selected. When you wish to return to the basic area capture, repeat the steps above and choose **Region** as your capture type.



Moving the SnagIt Toolbar

To move the SnagIt toolbar to another location on your desktop, hover over the SnagIt toolbar. Click and hold on the two rows of dots. Drag the SnagIt toolbar to another location on the side of your desktop.

