



SNAGGIT[®]

THE LEADER IN SCREEN CAPTURE

Getting Started Guide
Version 8.0

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Welcome to SnagIt

Thank you for your purchase of SnagIt. SnagIt is the premier application to use for all of your screen capturing needs. Whatever you can see on your screen, SnagIt easily captures for your immediate use. Once you've taken your capture, SnagIt lets you edit, enhance, save, and use the capture for numerous tasks.

This *Getting Started Guide* will quickly teach you the key concepts for using SnagIt. You will be guided in a simple step by step process through the following topics:

- Taking your first capture.
- Getting familiar with SnagIt's main user interface and features
- Capturing with SnagIt
- Getting familiar with SnagIt's *Capture Preview* window
- Exploring the most popular editing and special effects features.
- Modifying Profile settings
- Working with Profiles
- Using SnagIt *Editor*.
- Using *Catalog Browser*.

This guide is intended to provide you an excellent introduction to *SnagIt*. Please refer to the SnagIt help file for a comprehensive explanation of all the features.

We hope you enjoy SnagIt.



This Getting Started Guide was created using SnagIt and SnagIt Editor.

Taking Your First Capture

Taking a capture with SnagIt is simple. Follow these steps to complete and view your capture:

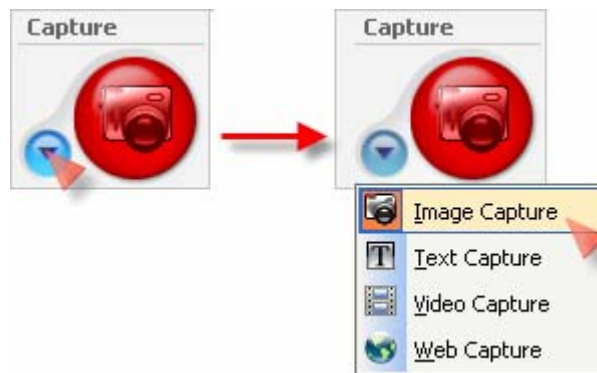
- 1 Make sure what you want to capture is open on your computer desktop. Without minimizing what you want to capture, open SnagIt.
- 2 Select a capture profile from the *Basic capture profiles*.
- 3 Click **Capture**.
- 4 The SnagIt window disappears and you see a box with an explanation of how to complete the capture. Follow the instructions to complete the capture.



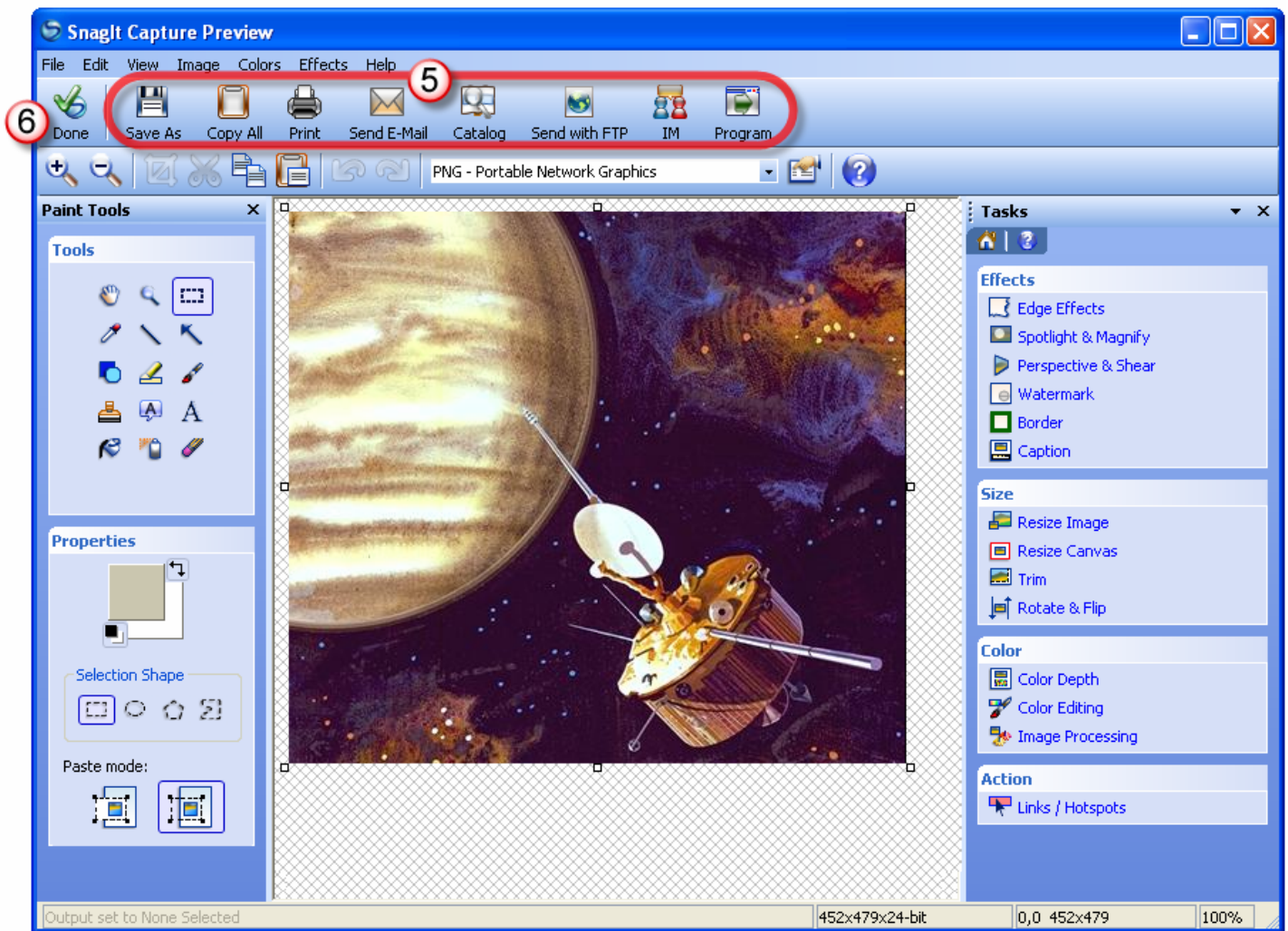
Key Concepts

About the Capture Profile: Many of the most common types of captures have been saved as capture profiles and are ready for you to use as soon as SnagIt is installed. Profiles contain a set of capture instructions including the mode, input settings, capture options, and more. To choose a capture profile to work with, simply click a profile icon.

The Different Capture Modes: The *Capture Mode* controls the way that SnagIt captures information. This includes the ability to take image, text, video, and Web captures. To choose another *Capture Mode*, click the down arrow next to the *Capture* button to open the *Mode* dropdown menu, and then click the desired mode in the menu.




- 5 When complete, the capture appears in the *Capture Preview* window. Click an output on the *Output Options* toolbar.
- 6 Click **Done** to close the *Capture Preview* window.



Key Concepts

Edit: You can edit your capture in a number of ways. For example, *Crop* allows you to select a region to save while trimming away the rest of the image. Use the **Selection** tool to drag a region around the portion of

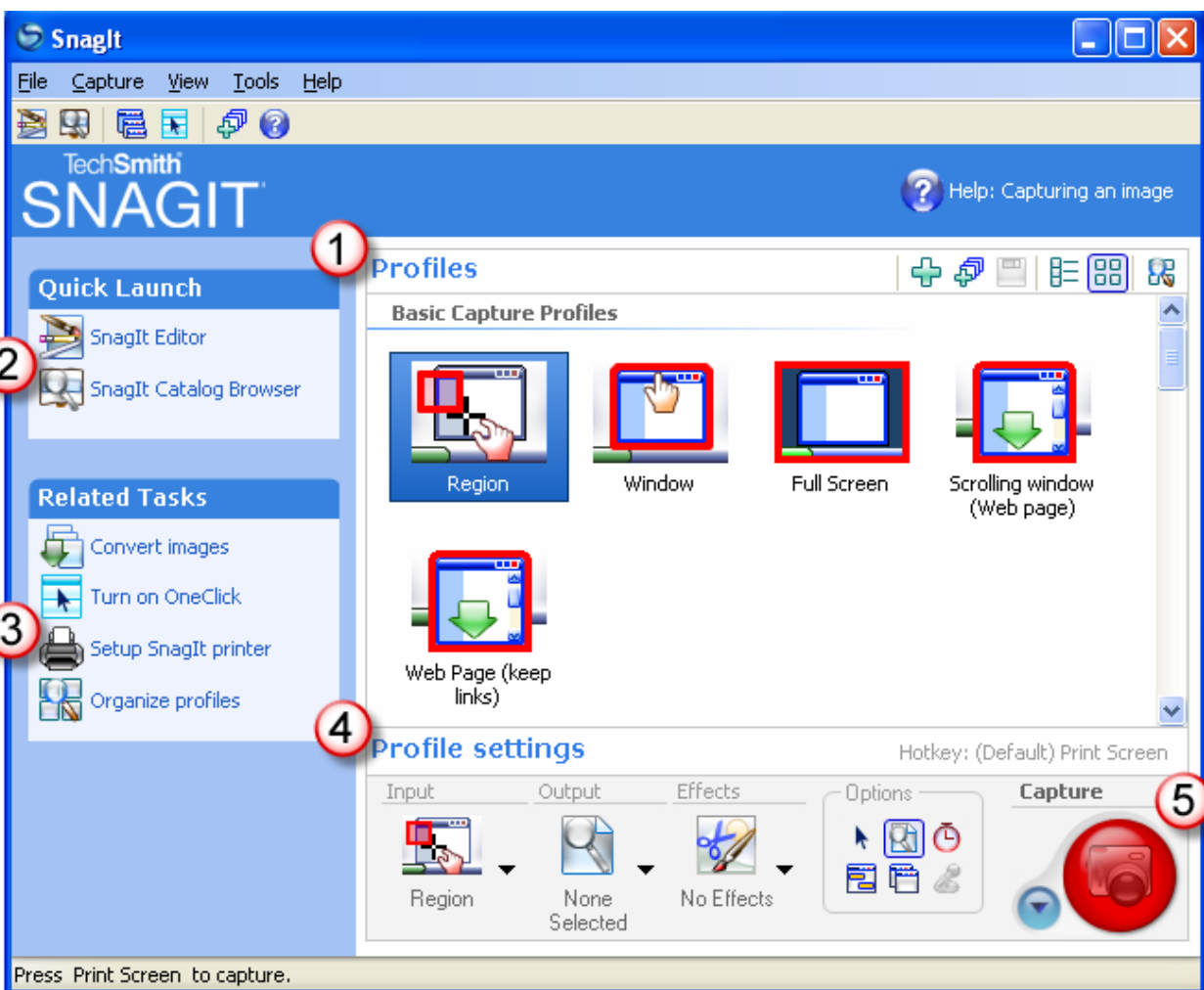
the capture you want to save. Click on the **Crop** tool .

Output Options Toolbar: Use the *Preview Window*'s various output options on the *Output Options* toolbar to send your capture to any number of outputs “on the fly.” For example, click on the *Clipboard* option to copy this capture to the *Windows Clipboard*. The default behavior of the *Basic capture profiles* is to have no output selected prior to capture. You can select an output prior to capture by using the *Output* dropdown menu in the *Profile settings* pane in the SnagIt main interface.

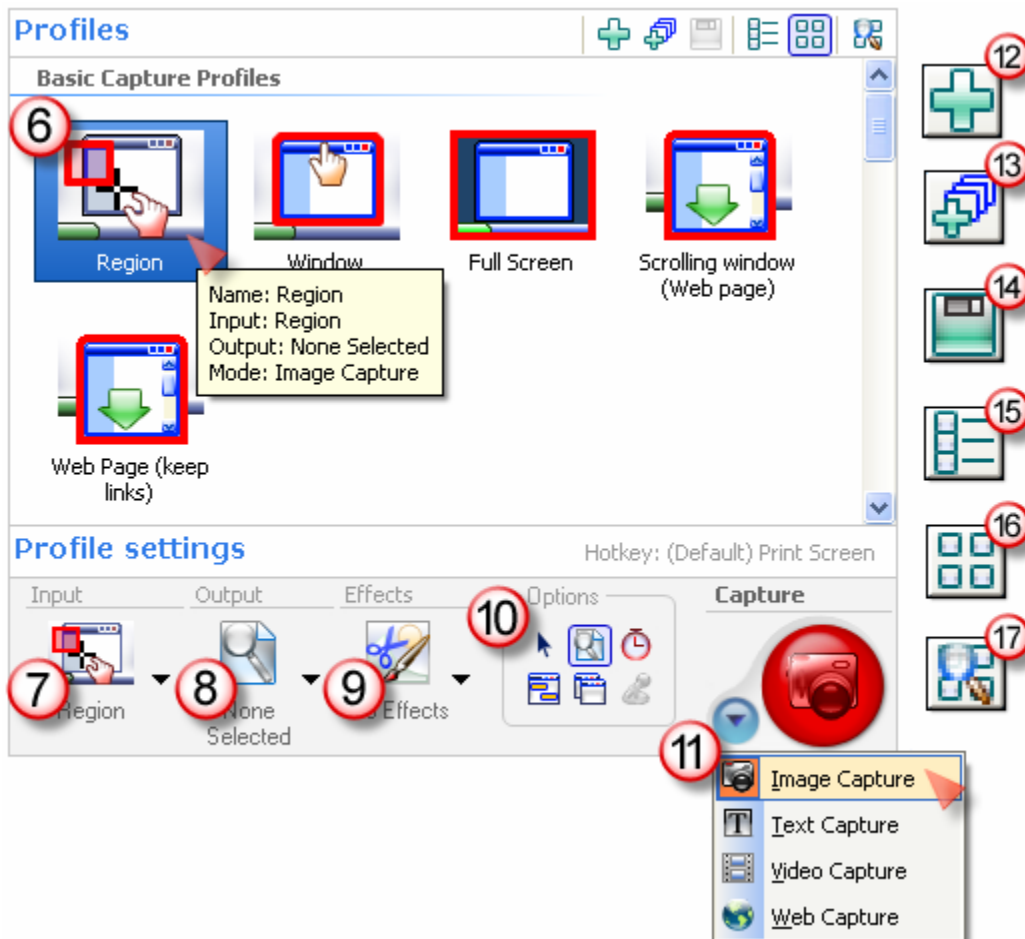
SnagIt Main Interface Overview

SnagIt has an easy-to-use and intuitive interface. Below you will find a basic overview of the different components of the *Normal* view. Basically SnagIt is comprised of capture profiles in the *Profiles* pane on the top and the selected profile's attributes in the *Profile settings* pane on the bottom. Once you select a profile, simply click the **Capture** button.

- 1 **Capture Profiles** in the *Profiles* pane allow you to take a capture quickly. Capture profiles are a fast and powerful way to configure your capture. All the capture settings you see in the *Profile settings* pane make up one profile.
- 2 **Quick Launch** gives access to the SnagIt *Editor* and SnagIt *Catalog Browser* companion applications.
- 3 **Related Tasks** provides easy access to the following tasks: *Convert images*, *Turn on OneClick*, *Setup SnagIt printer*, and *Organize profiles*.
- 4 **Profile Settings** are updated when a profile is selected in the *Profiles* pane. Customize a capture by making changes in the *Profile settings* pane before taking a capture.
- 5 **Capture Button** performs the capture. You can also use the default global hotkey which is the <**Print Screen**> key on the keyboard.



- ⑥ **Capture Profile Properties** display in a tool tip. Properties include the hotkey, input, output, mode, and effects.
- ⑦ Use the *Input* menu to choose what to capture. To access, click **Input** in the *Profile settings* pane and select the desired option from the menu. Options differ according to the *Capture Mode* selected.
- ⑧ Use the *Output* menu to choose what happens after the capture is taken. To access, click **Output** in the *Profile settings* pane and select the desired option from the menu. Options differ according to the *Capture Mode* selected.
- ⑨ Use **Effects** to apply special effects during the capture process. To access, click **Effects** in the *Profile settings* pane and select the desired option from the dropdown menu. Options differ according to the *Capture Mode* selected.
- ⑩ **Options** define how the capture looks or if you preview your capture before sending it to output. Options differ according to the *Mode* and *Input* selected and may include: ability to capture cursor, set timer or delayed capture, capture multiple areas, etc.
- ⑪ **Capture Mode** controls the way that SnagIt captures information. This includes image, text, video, and Web captures. To change the *Mode* , use the dropdown menu next to the *Capture* button.
- ⑫ **New Profile** allows you to save the current settings within the *Profile Settings* pane as a new capture profile. New profiles display within *My Profiles* in the *Profiles* pane.
- ⑬ **New Profile Wizard** allows you to create a new profile from “scratch” by walking you through all capture settings. New capture profiles display within *My Profiles* in the *Profiles* pane.
- ⑭ **Save Profile** allows you to overwrite a selected profile with the current settings selected in the *Profile Settings* pane.
- ⑮ **List View** displays the *Profiles* in a list.
- ⑯ **Thumbnail View** displays the *Profiles* as icons.
- ⑰ **Organize Profiles** displays the *Organize Profiles* dialog box.



Capturing with SnagIt

The primary function of SnagIt is to capture data in many different forms on your system.

There are Five Different Capture Modes in SnagIt



Image Capture SnagIt captures an image of your screen or any portion of it. You can capture images of any software application, DirectX games, from scanners, or anything else you see on your computer screen. Once captured, you can send the image to many outputs including a graphic file, the printer, e-mail, or even a Web server.



Text Capture SnagIt captures the text you see on the screen as editable, ASCII text. SnagIt can even save the text in tab delimited format so that it can be easily imported into spreadsheets or database applications for sorting and other manipulation.



Video Capture SnagIt records any on-screen activity on your Windows desktop. Capture all your mouse movements and application action, and then save the video as an AVI file. You can also use SnagIt to create time-lapse video of desktop activity over a period of time.



Web Capture SnagIt lets you simultaneously capture all the image, audio, video, and user-defined file types from a Web site. All you need to do is type in the Web site address, choose the number of levels of directories from the root Web address, and then choose the file types to include in the search.

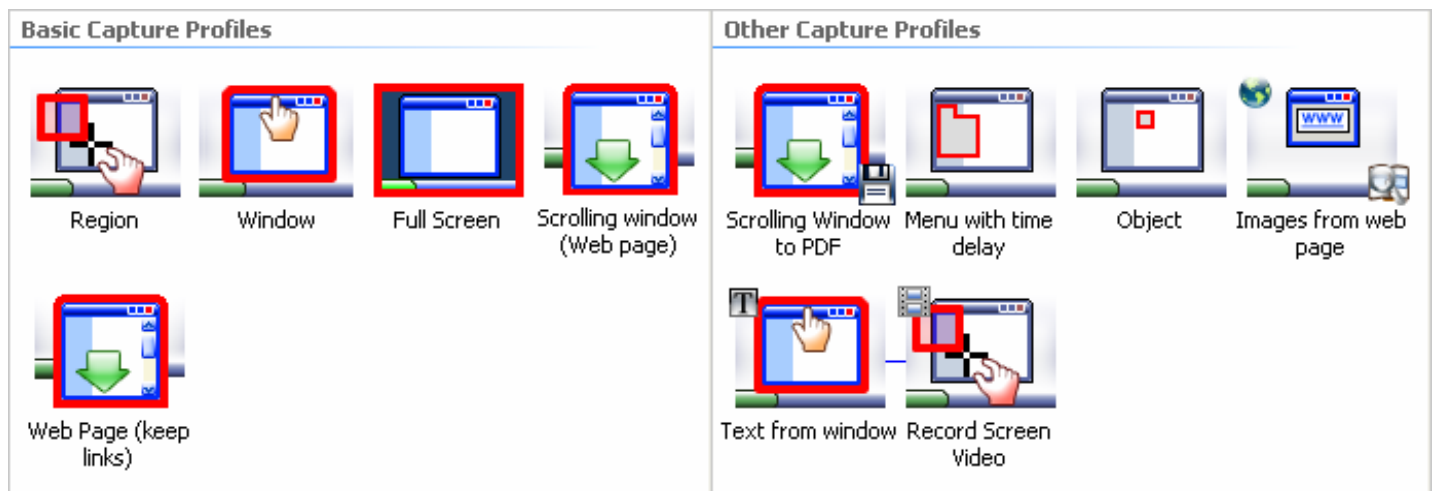


Setup SnagIt printer

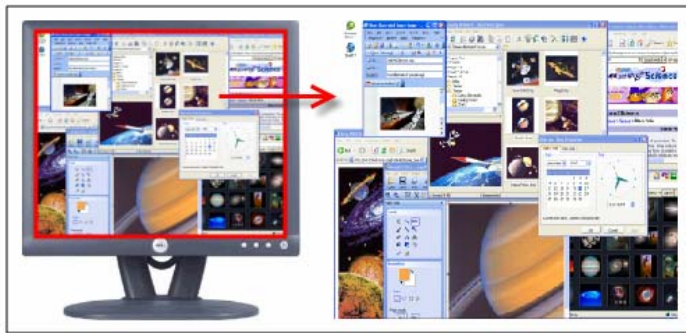
Printer Capture SnagIt captures anything you would normally send to a printer and spools it to an image file instead. You do this by printing to the *SnagIt 8 Printer* from any Windows application. Printer Capture settings are accessed by selecting **SnagIt Printer Capture Settings** from the **Tools** menu in the SnagIt main interface.

These are the Default Capture Profiles

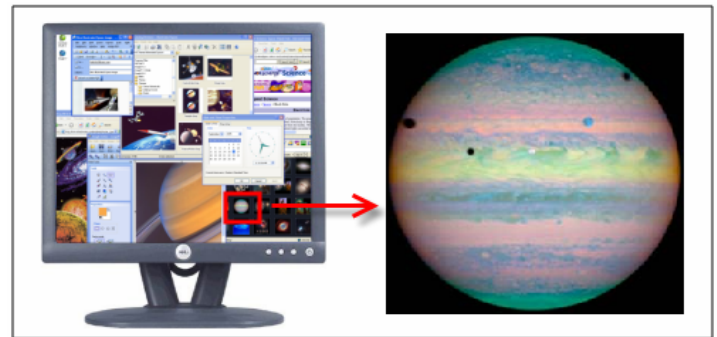
They are preconfigured for you so you can begin to take captures right away. Each profile has an icon associated with it to show you what you will capture using that profile.



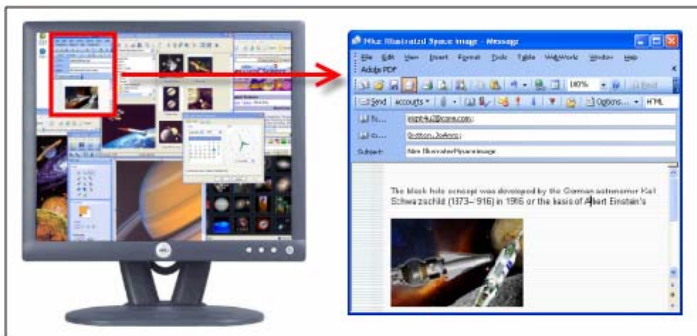
Below are just a few of over forty different ways SnagIt can capture.



Screen: Capture everything that shows on your computer desktop including the cursor if desired.



Rectangular Region: Capture a rectangular shape anywhere on your desktop.



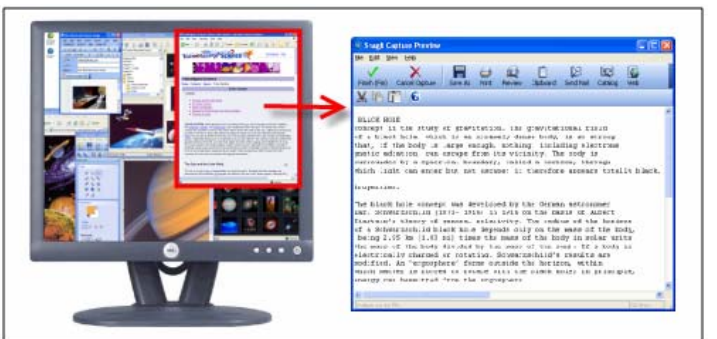
Window: Capture an application window, dialog box, window frame, etc.



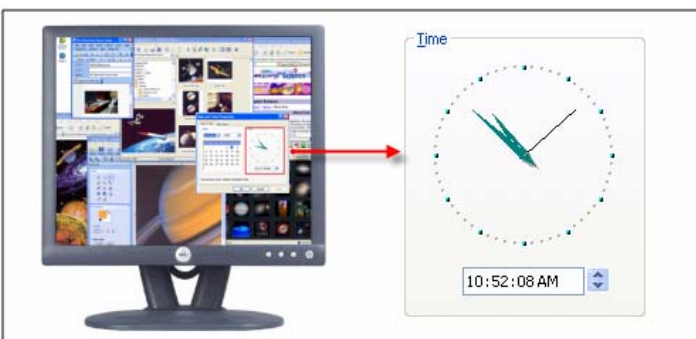
Scrolling Window: Capture the contents of a window, including the part not seen.



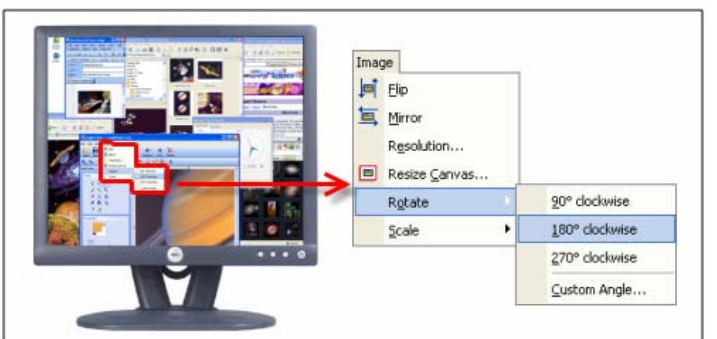
Game (DirectX): Capture scenes from DirectX games or DirectX media players.



Text: Capture text in tab delimited format to import into spreadsheets or database applications.



Object: Capture a specific item on your computer desktop such as a button, icon, toolbar, etc.



Menu: Capture dropdown and cascading menus from Windows programs.

Capture Preview Window Overview

The *Capture Preview* window allows you to preview and edit a screen capture before it is sent to an *Output*. Choose from an array of professional quality effects to get just the right look. All *Basic capture profiles* have *Output* set to *Preview Window* to allow you to decide what to do with a capture after it is taken.

For added convenience, many of SnagIt's most popular and useful effects and tools have been added to a handy *Tasks Pane* located on the right side of the image canvas.

The *Tasks Pane* options are accessed by clicking on the active links. Once a link is clicked, if there are no settings to configure, the effect will be applied to the capture right away.

If the option has various settings to select or configure, a related task page will display. Once you have made your selections in the task page, click anywhere on the canvas to close the task page and exit back to the *Tasks pane*.

- 1 **Done.** Click **Done** to close the *Capture Preview* window. If you have not chosen an *Output*, you will be prompted to save the file.
- 2 **Output Options.** On the *Outputs* toolbar, select any tool to perform that output operation. Tooltips let you know what each tool is. Beneath the *Outputs* toolbar you will find another toolbar containing basic editing options such as *Crop*, *Cut*, *Copy*, and *Paste*.

- 3 **Paint Tools.** This is the *Paint Tools* pane. These tools allow you to paint, draw, highlight, add text, and more, right on top of your capture. Within the *Properties* pane, enable antialias to give a smooth look to your drawing lines or enable drop shadow to give your drawing a 3D, professional look. Select the color block to change the drawing tool's color.
- 4 **Tasks Pane.** Use the *Effects*, *Size*, *Color*, and *Action* options found in the *Tasks* pane to enhance your captures in an unlimited number of ways. Let your imagination run wild and have fun creating!



Use the *Capture Preview* window or *SnagItEditor* to enhance your captures with professional quality editing tools, special effects, stamps, and color adjustments.

The *Tasks* pane options are accessed by clicking on the active links. Once a link is clicked, if there are no settings to configure, the effect is applied to the capture right away.

If the option has various settings to select or configure, a related task page displays. Once you have made your selections in the task page, click anywhere on the canvas to close the task page and exit back to the *Tasks* pane.

Additionally, most of the special effects shown here can be automatically applied during capture through the use of a *Capture Effect*. Select and apply effects within the *Profiles settings* pane located in the main SnagIt interface.



Drop Shadow



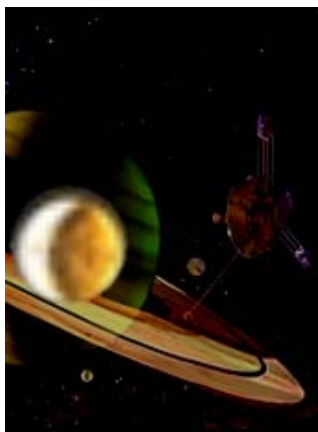
Fade Edge



Torn Edge



Wave Edge



Spotlight & Magnify



Stamps



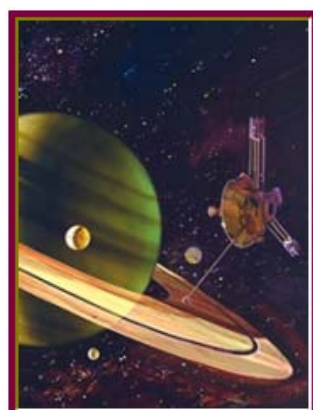
Annotations



Callouts



Perspective & Shear



Border



Links / Hotspots

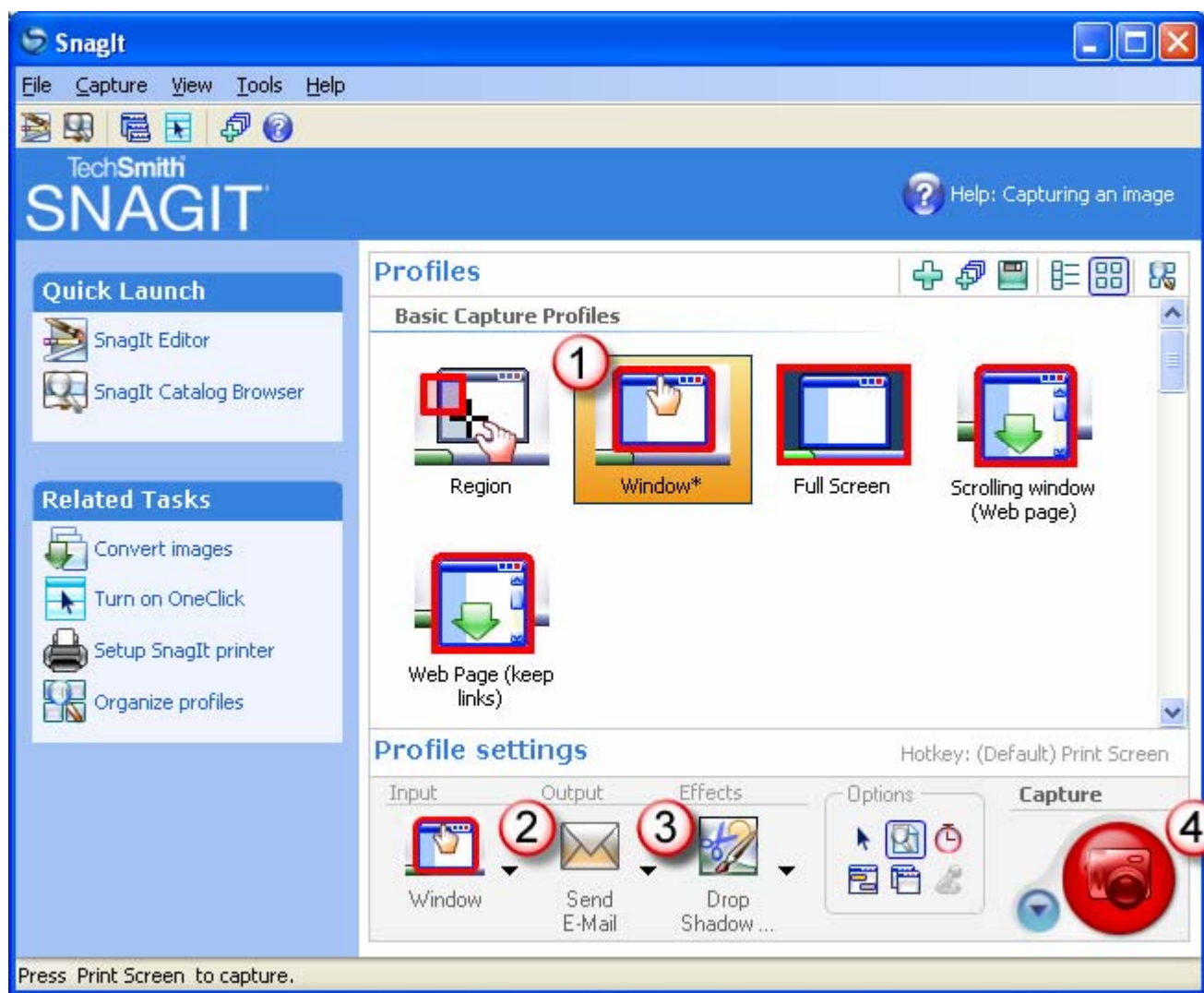


Watermark

Modifying Profile Settings

There will be times when you will want to take a capture and there is not an existing profile to suit your needs. Creating a new profile by modifying an existing one is simple and easy to do. Here's how:


- 1 **Change Capture Profile.** In the *Profiles* pane, select **Window**.
- 2 **Change Output.** In the *Profile settings* pane, select **Send Mail** from the *Output* dropdown menu.
- 3 **Add an Effect.** In the *Profile settings* pane, select **Edge Effect > Drop Shadow Edge** from the *Effects* dropdown menu.
- 4 **Take Capture.** Click the **Capture** button to begin the capture. Move the rectangle around the screen to highlight a window. Click with mouse to capture.

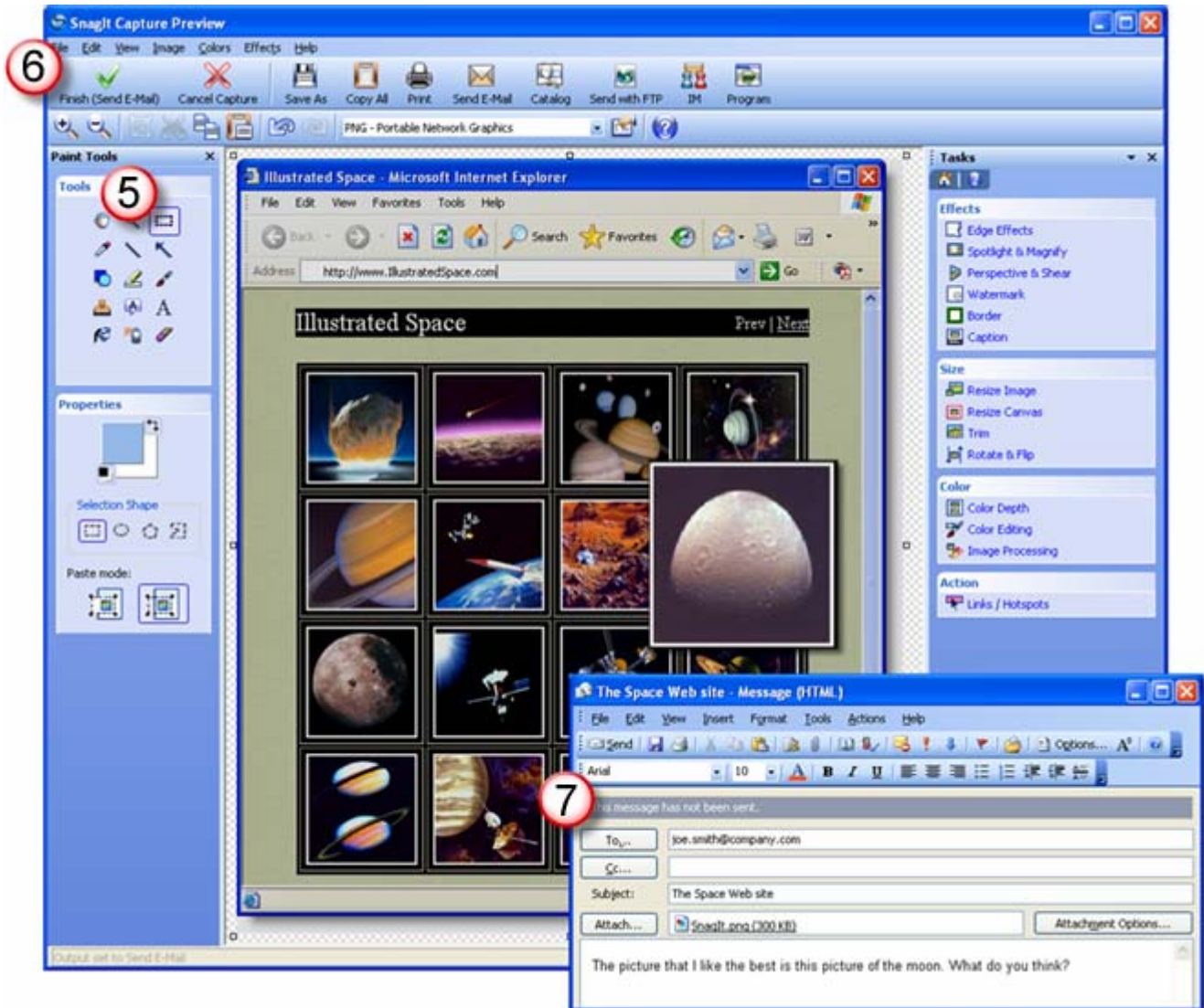


Key Concepts

Unsaved Profile: Once you change any of the settings for a profile, the selected profile has an orange box around it and an asterisk next to the profile name.



The modified profile settings remain “loaded” in the *Profile settings* pane, even when you complete a capture or close Snagit, until you save the profile, click another profile, or click the modified profile again. The orange box and asterisk go away and the profile appears with a blue box again.


- 5 **Make a Selection.** Choose the **Selection** tool  in the *Tools* task pane. Choose a shape in the *Properties* task pane and drag an area on the capture. Choose **Spotlight & Magnify** from the *Effects* task pane. Select the desired *Options*.
- 6 **Finish to Send to Output.** Click on the **Finish** button, which will reflect the current output.
- 7 **Address Mail.** Your capture is automatically attached as a PNG file in an email message. Address your message as desired and then click **Send**.



Key Concepts

Undo/Redo: Don't like what you just did? SnagIt gives you the power of an unlimited *Undo/Redo* feature.

To undo your steps, click the **Undo** tool . Did you like that look after all? Click on the **Redo** tool .

Spotlight Effect: For an interesting special effect, choose the **Freehand Selection** tool  and use this to outline an object in your capture. Apply the *Spotlight & Magnify* effect from the *Tasks* pane.

Highlight Tool: With the **Highlight** tool , create focus on your capture using any color.

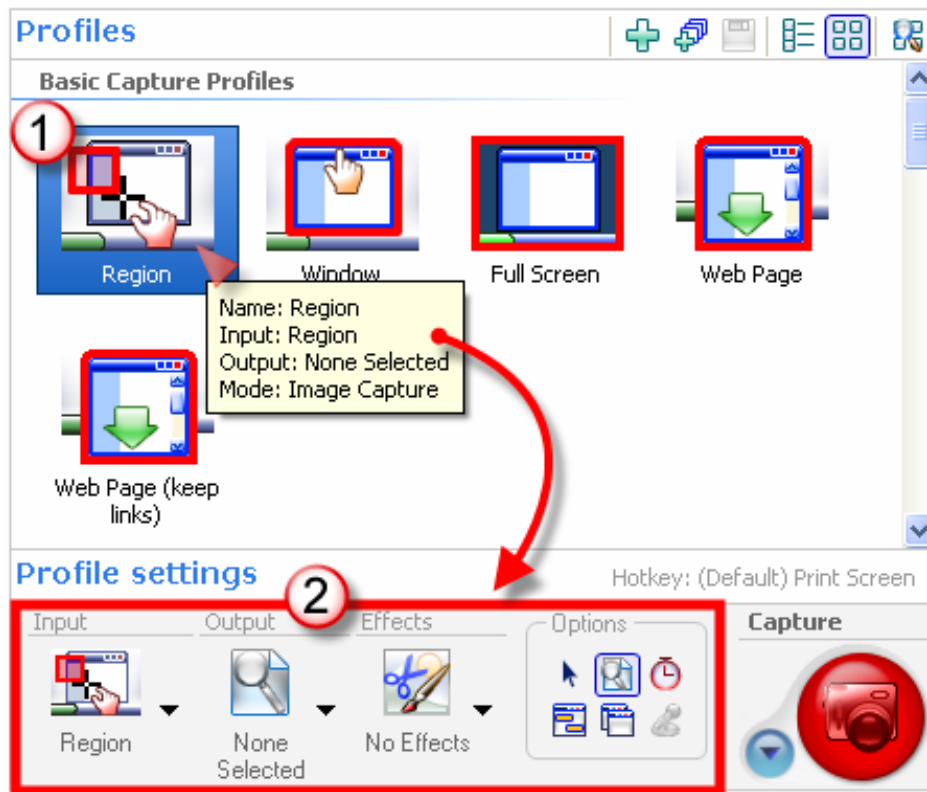
Working with Profiles

SnagIt *Profiles* are a very important part of SnagIt and understanding how to use, create, and edit profiles allows you to seamlessly fit the process of taking screen captures into your typical work routine.

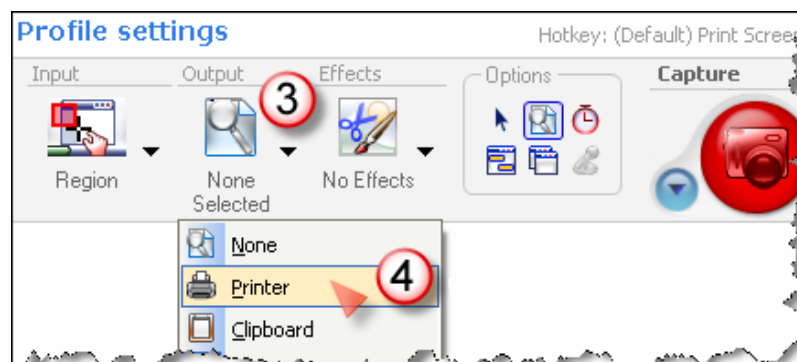
Profiles allow you to quickly take a capture using a set of predefined capture instructions which include the capture mode, input and output settings, effects, and more. The profiles can be found within the *Profiles* pane on SnagIt's main interface. You can also easily create and save new profiles.

We'll now walk you through how to modify an existing profile's settings and saving it as a new profile.

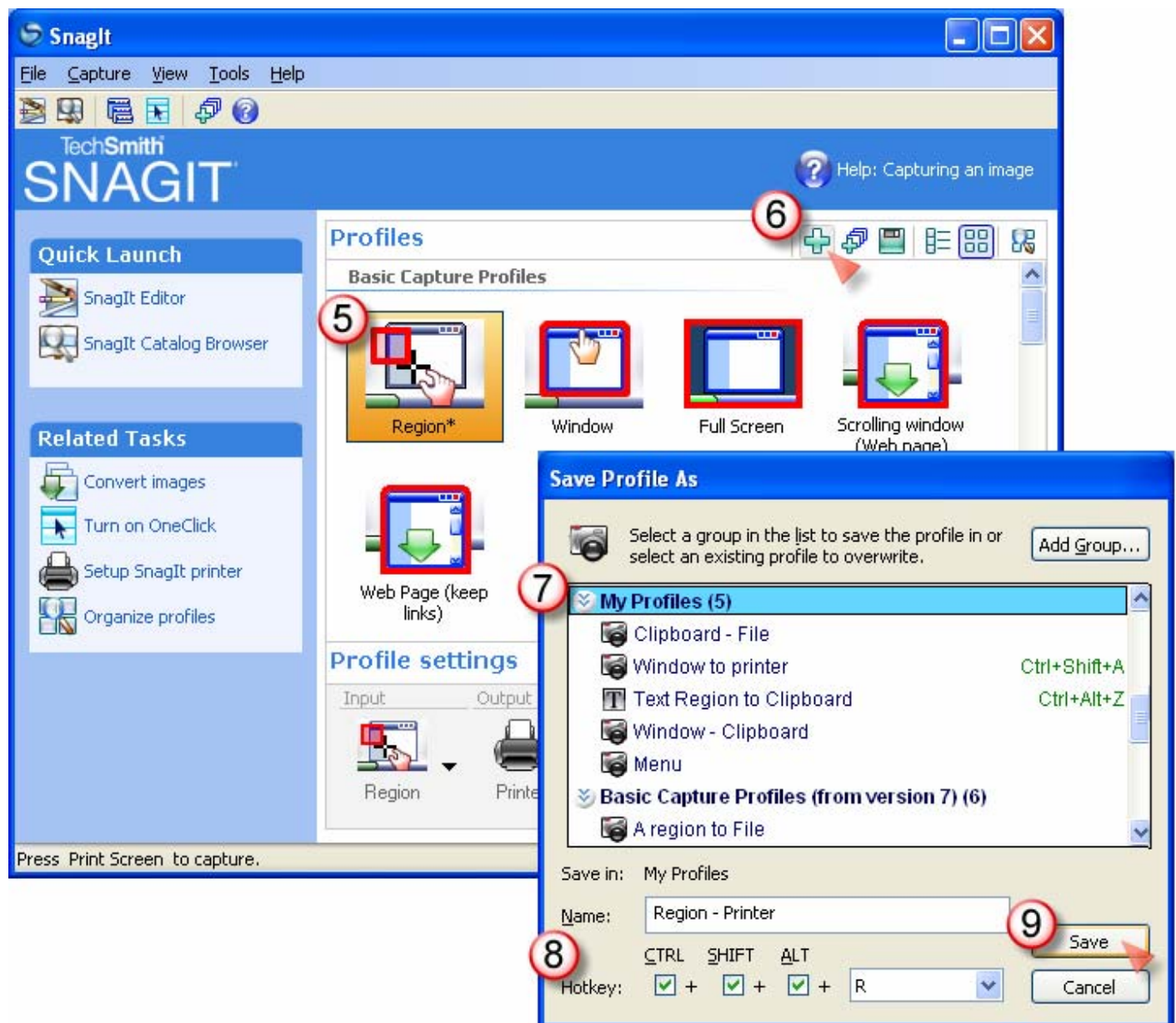
- 1 **Select a Capture Profile.** In the *Profile settings* pane, click the **Region** capture profile.
- 2 Notice that the capture settings are loaded into the *Profile settings* pane and the frame surrounding the capture profile is blue.



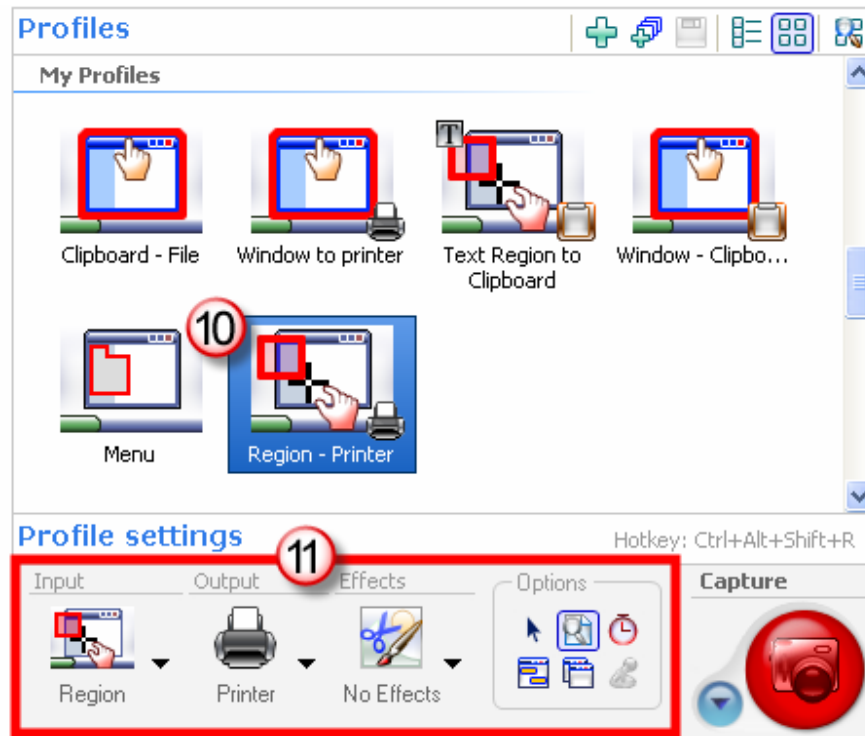
- 3 **Change Output Setting.** In the *Profile settings* pane, click **Output** to open the *Output* dropdown menu.
- 4 In the *Output* dropdown menu, click **Printer**.




- 5 **Modified Profile.** Notice that the frame around the profile turns orange and an asterisk appears next to the profile name.
- 6 **Save as a New Profile.** Click the **New Profile** button. The *Save Profile As* dialog box displays.
- 7 **Choose a Profile Group.** In the *Save Profile As* dialog box, select the group in which to save your new profile. By default, the *My Profiles* group is selected. However, you can select a different group, add a new group, or overwrite an existing profile
- 8 **Choose a Name.** The *Save Profile As* dialog box displays. A default name is entered for you. Enter a new name, or do nothing to accept the default name. Add a hotkey if desired. Click **Save**.
- 9 **Save New Profile.** Click **Save**.




- 10 Profile is Saved in Profiles Pane.** Your new profile is now stored under the selected profile group within the *Profiles* pane. Again, the default is the *My Profiles* group.
- 11 Profile Settings Display.** Additionally, when the new profile is selected, the settings are updated in the *Profile settings* pane.



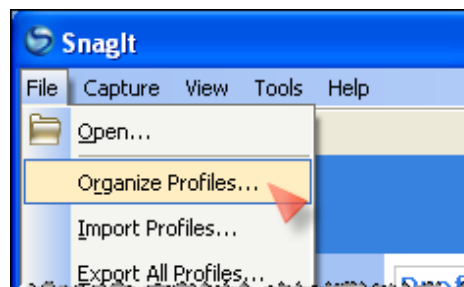
Key Concepts

Saving as an Updated Profile: You don't have to save the current settings as a new profile. Click the **Save Profile** button  to save the existing profile with updated capture settings.

Using your New Capture Profile: To use your new profile, click once on the profile to highlight it. Click the **Capture** button.

Add New Profile Wizard: This wizard allows you to create a new profile from “scratch” rather than modifying and saving an existing capture profile. The wizard walks you through choosing all capture settings. Click the **New Profile Wizard** button  located in the upper right-hand corner the *Profiles* pane on the SnagIt main interface.

Organizing your Profiles: You can change the order of your capture profiles within the *Profiles* pane. In the SnagIt main interface, on the **File** menu, click **Organize Profiles**. Use the various options in the *Organize Profiles* dialog box to add a new group, to move captures up or down within the list, or to add a hotkey. When finished organizing, click **Close**. The *Profiles* pane is updated.

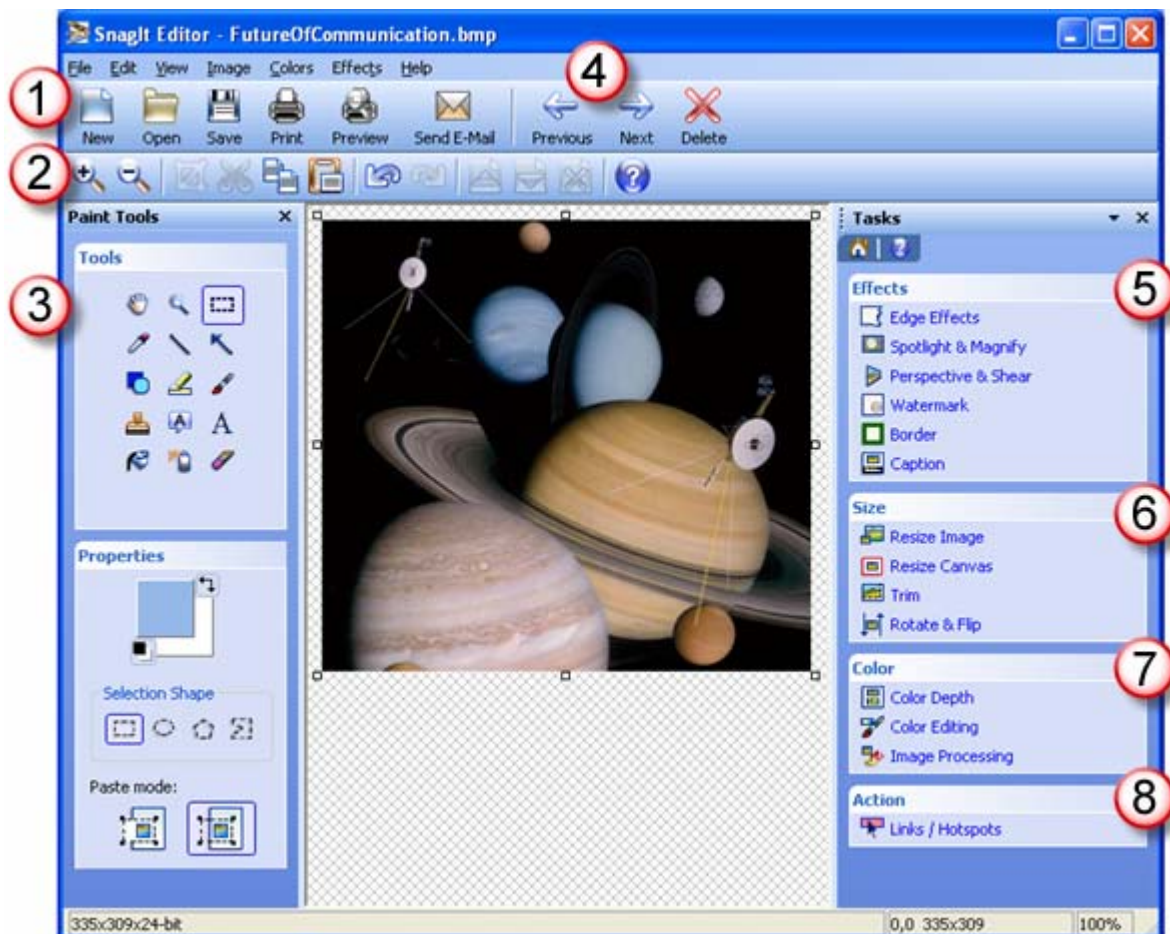


SnagIt Editor Overview

The SnagIt *Editor* is a great way to edit a screen capture after it is saved to a file since *Editor* allows you to apply professional quality finishing touches to your images without having to take a capture. Editing options include flip, reverse, shear, rotate, crop, and cut. Adjust the color depth, add text, or view the frames of a video capture. Add custom edge effects such as drop shadow, torn or faded edges, and enhancements such as arrows, cursors, lines, text, and much more.



You will see that SnagIt *Editor* is very similar in look and feel to the *Preview Window*. While they are very similar, notice the absence of the **Done**, **Finish**, and **Cancel** buttons. Most effects and enhancements are available in both the *Capture Preview* window and SnagIt *Editor*.

- ① **File Toolbar Options.** Choose from the items in the toolbar, like creating or opening an image. Tooltips describe each tool.
- ② **Toolbar Options.** On the toolbar, click on any tool to perform that operation.
- ③ **Paint Tools.** This is the *Paint Tools* pane. The paint tools allow you to paint, draw, highlight, and more in your image.
- ④ **Image Viewer.** SnagIt *Editor* has a built-in *Image Viewer* that allows you to quickly view, edit, and delete images within a folder without having to open each file individually.
- ⑤ **Effects.** Use the options found in the *Effects* task pane to enhance your captures with special graphic effects, such as adding a watermark, border, caption and more.
- ⑥ **Size.** Use the options found in the *Size* task pane to resize the canvas or image, trim excess canvas, rotate the capture, and more.
- ⑦ **Color.** Use the options found in the *Color* task pane to enhance your captures with special color effects and editing options. Change brightness, apply transparency, change to grayscale, and more.
- ⑧ **Action.** Use the *Links/Hotspots* options to create or modify links and hotspots in a capture.



Catalog Browser Overview

SnagIt's *Catalog Browser* allows you to locate, view, and manage captures and multimedia files in thumbnail view. The *Catalog Browser* can view images, text, and .avi files. You can select multiple files to save, convert file formats, print, and e-mail in batches.

- 1 **Toolbar.** You can access several commonly used options from the toolbar such as the *Web Page Creator* or the *Batch Conversion Wizard*. Move the mouse across the toolbar to display the tool tips.
- 2 **Browser Area.** Search and select the folder that contains your media files to update them to the thumbnail view frame.
- 3 **View Thumbnails.** Click on the *Thumbnail View* button  to see visual thumbnails. Click on the *Detail View* button  to see file details in browser format.
- 4 **Viewing Area.** The thumbnail images or file details display in this area. The view displayed depends upon which view is selected in the toolbar.
- 5 **Preview.** A larger view of the selected thumbnail displays in the *Preview Area*.

