
Version 8.1

Snagit Online Help Guide

By TechSmith Corp.

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Getting Started With SnagIt

Welcome to SnagIt!

Thank you for choosing *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.

The following topics will help you to quickly get started using SnagIt and become comfortable with the interface:

- **Taking Your First Capture**
- **SnagIt Tutorial Videos**
- **Interface Overview**
- **SnagIt's Most Popular Captures**
- **Information for Previous SnagIt Users**
- **Command Line Options**

[What's New in this Version](#)

System Requirements

To run *SnagIt*, your system must meet these specifications:

- Microsoft Windows 98, Me, 2000, or XP installed and configured on your system.
- Windows Me, 2000, and XP users require Internet Explorer 5.0 or later.
- Windows 98, Me, 2000 users require Windows Installer 2.0.
- Windows 98 users require Internet Explorer 5.5 or later.
- 90 MHz processor (400 MHz recommended.)
- 16 MB RAM (64 MB recommended.)
- 20 MB of free hard disk space (30 MB for CD-ROM installations due to video tutorials.)
- *Web Capture* mode requires Internet Explorer 5.5 or later.
- *SnagIt* Instant Messenger output requires either Windows Messenger 4.7 or later, or MSN Messenger 6.0 - 6.2.
- For mail output, a 32-bit MAPI mail client.
- For audio recording and playback, a Windows-supported sound card and microphone.

- To use the *Keep Links* option, you must have Internet Explorer 5.0 or later, or Firefox 1.0 or later. (Most current versions recommended.)
- To use the *Keep Links* option, you must have Active Accessibility 2.0.
- *SnagIt* add-ins for Microsoft Word, Excel, PowerPoint, and Outlook work with Office 2000, Office XP, or later.
- *SnagIt* add-in for Microsoft Internet Explorer works with Internet Explorer 5.0 or later.
- *SnagIt* plug-in for Adobe FrameMaker works with FrameMaker version 5.5 or later.

Getting Additional Help

If you cannot find what you are looking for in this help system, please see the **Help Menu** topic for more ways to get help with *SnagIt*.

Enterprise Installation

For information on enterprise installation of *SnagIt*, please go to the [SnagIt Documentation Web site](#) and find the section titled “**SnagIt Enterprise Installation Guide**”. This section provides links to the Enterprise Installation documents for specific versions of *SnagIt*.

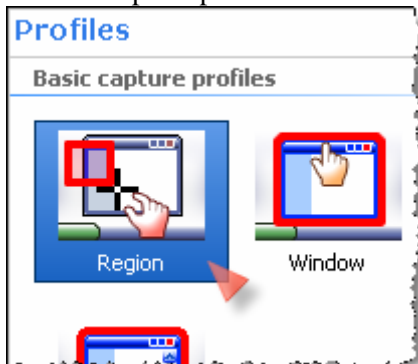
Taking Your First Capture

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.
2. Without minimizing what you want to capture, open *SnagIt*.

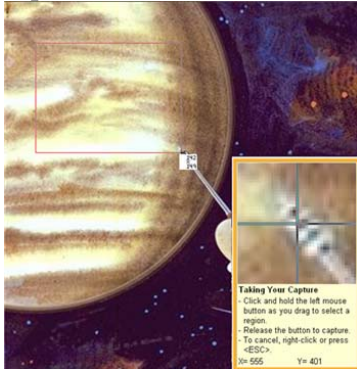


3. Select a capture profile from *Basic Capture Profiles*.



4. Click **Capture**.

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.

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

See **Selecting an Output in the Capture Preview Window** for more information on choosing an output.

6. Click **Done** to close the *Capture Preview* window.

If you do not choose an output before clicking **Done**, you are prompted to save the capture as a file. This is a very simple capture procedure. As you become more comfortable with *SnagIt*, you will find that there are many other ways to take, edit, and share captures.

SnagIt Tutorial Videos

We invite you to view the *SnagIt* tutorial videos. By watching just a few short videos, you'll quickly get an overview of all of *SnagIt*'s capabilities.

There are two ways to access the tutorial videos:

- **From the CD-ROM**
Access these videos by selecting **Help > Tour** in the main menu.
- **From the Web**
Click the link below to go to the *SnagIt Learning Center*. In the *SnagIt Learning Center*, find and click the link to the tutorial videos to play all of the videos.
[SnagIt Learning Center](#)

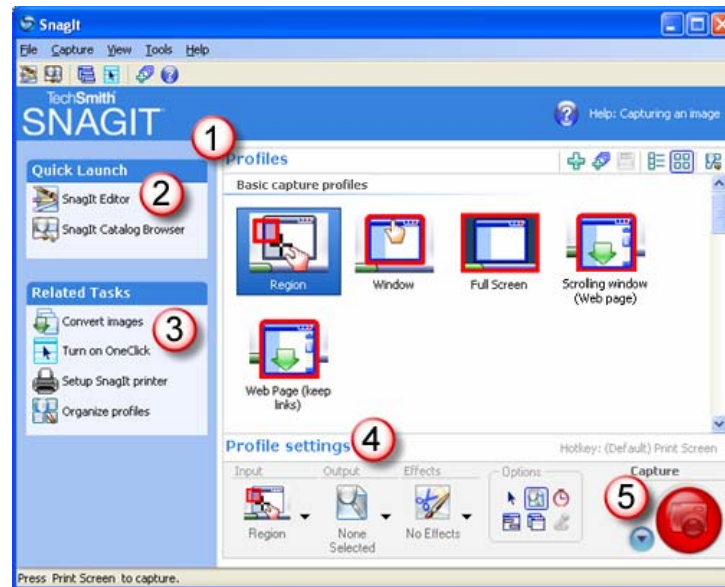
Interface Overview

SnagIt is comprised of capture profiles in the *Profiles* pane and the selected profile's attributes in the *Profile settings* pane.

The following information will help you become familiar with the *SnagIt* interface:

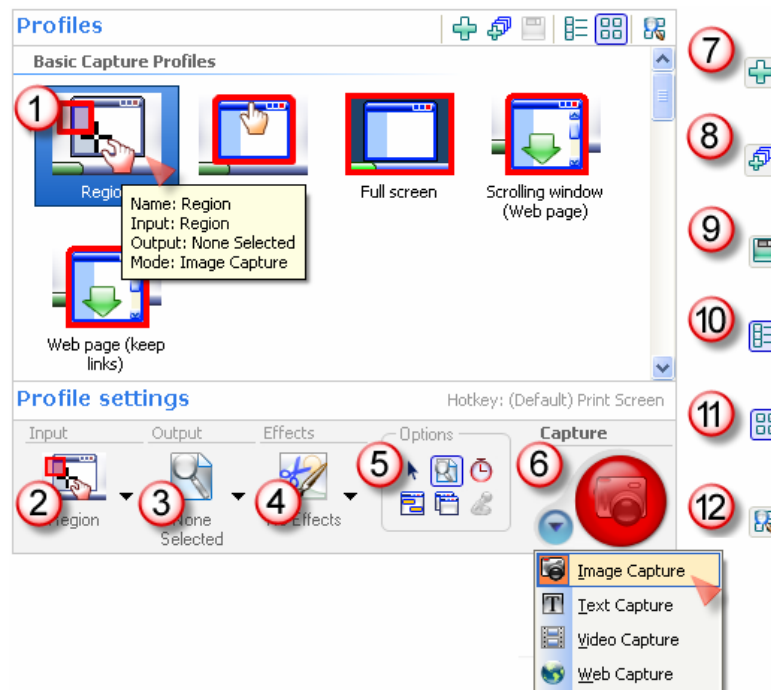
- Getting Familiar with the Main Screen – Part 1
- Getting Familiar with the Main Screen – Part 2

Getting Familiar with the Main Screen – Part 1



1	Profiles are a fast and powerful way to configure what you want to capture. All of the settings you see in the <i>Profile settings</i> pane make up one profile. See Preconfigured Profiles for information on using the profiles that are located in this pane.
2	Quick Launch gives access to the <i>Snagit Editor</i> and <i>Snagit Catalog</i> companion applications.
3	Related Tasks provides easy access to the following tasks: <i>Convert images</i> , <i>Turn on OneClick</i> , <i>Setup Snagit printer</i> , and <i>Organize profiles</i> .
4	Profile settings are updated when a profile is selected in the <i>Profiles</i> pane. You can customize a capture by making changes to the settings before taking a capture. See Using the Profile Settings Pane for information on how to use this pane.
5	The Capture button performs the capture. You can also use the default global hotkey, <PRINT SCREEN> .

Getting Familiar with the Main Screen – Part 2



①	Capture Profile Properties display in the form of a tooltip. Properties include the input, output, mode, and hotkey and effects, if applicable.
②	Input allows you to select what you want to capture. To access the input options, select Input in the <i>Profile settings</i> pane and the desired option from the dropdown menu. Options differ according to the capture mode selected.
③	Output allows you to select what happens to the capture once it is taken. To access the output options, click Output in the <i>Profile settings</i> pane and the desired option from the dropdown menu. Options differ according to the capture mode selected.
④	Effects apply special effects during the actual capture process. To access the effects options, click Effects in the <i>Profile settings</i> pane and the desired option from the dropdown menu. Options differ according to the capture mode selected.
⑤	Options are preferences that further 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 may include: ability to capture cursor, set timer or delayed capture, capture multiple areas, etc.
⑥	Capture Mode controls the way that <i>SnagIt</i> captures information. This includes image, text, video, and Web captures. To change the mode, use the dropdown menu attached to the Capture button.
⑦	New Profile allows you to save the current settings within the <i>Profile settings</i> pane as a new capture profile. New capture profiles display within <i>My Profiles</i> in the <i>Profiles</i> pane.
⑧	New Profile Wizard allows you to create a new profile from “scratch” by walking you through all profile settings. New capture profiles display within <i>My Profiles</i> in the <i>Profiles</i> pane.

9	Save Profile allows you to overwrite a selected profile with the current settings selected in the <i>Profile settings</i> pane.
10	List View displays the profiles in a list. This is the default view for <i>SnagIt 7</i> .
11	Thumbnail View displays the profiles as icons. This is the default view for <i>SnagIt 8</i> .
12	Organize Profiles displays the <i>Organize Profiles</i> dialog box.

SnagIt's Most Popular Captures

The following graphics show you several of the different ways you can capture with *SnagIt*.

With *SnagIt*'s more than 40 ways to capture, the creative possibilities for creating screen captures are endless.

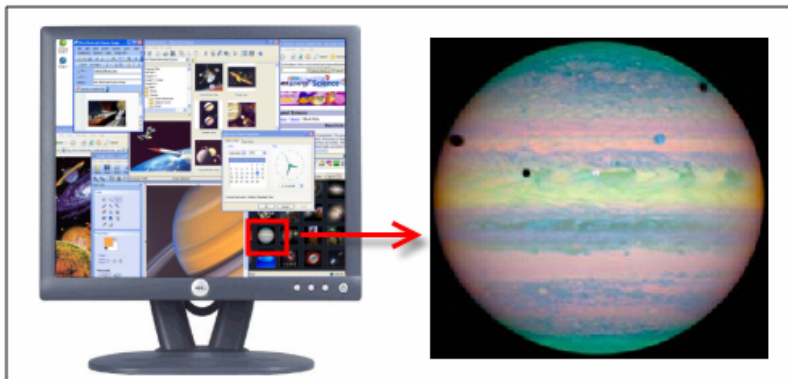
Screen Capture



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

For more information, see **Capturing the Entire Screen**.

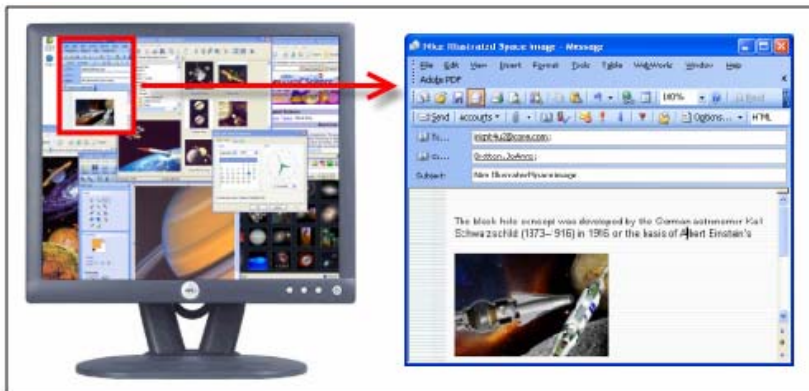
Rectangular Region



Capture a rectangular shape anywhere on your desktop.

For more information, see **Capturing a Region**, and **Capturing a Fixed Region**.

Window



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

For more information, see **Capturing a Selected Window** and **Capturing the Active Window**.

Scrolling Window



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

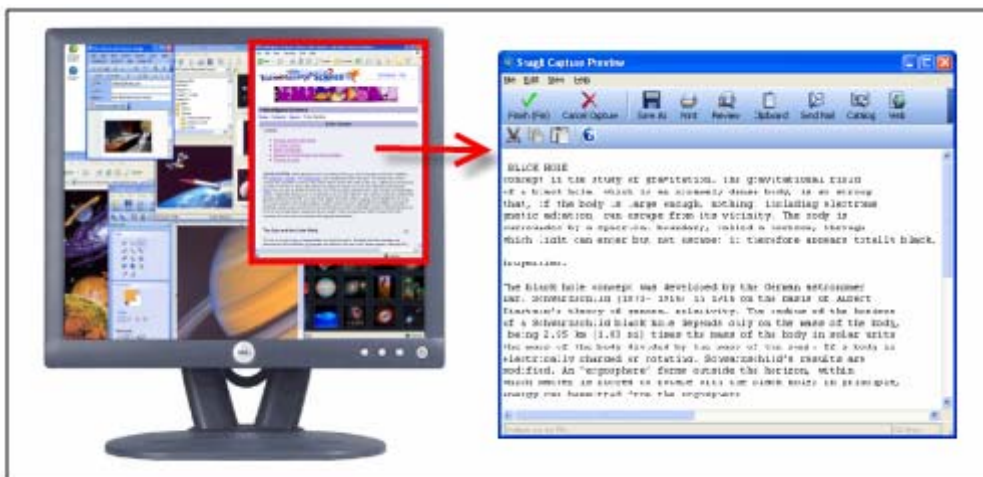
For more information, see **Auto Scroll Window Capture**, **Scrolling Region Capture**, **Scroll Active Window Capture**, and **Custom Scroll Capture**.

Game (DirectX)



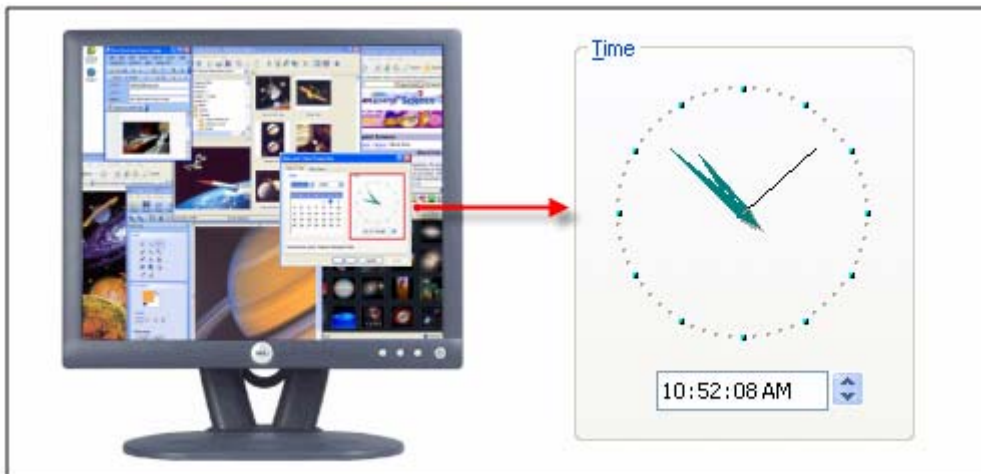
Capture scenes from DirectX games or DirectX media players.
 For more information, see **DirectX**.

Text



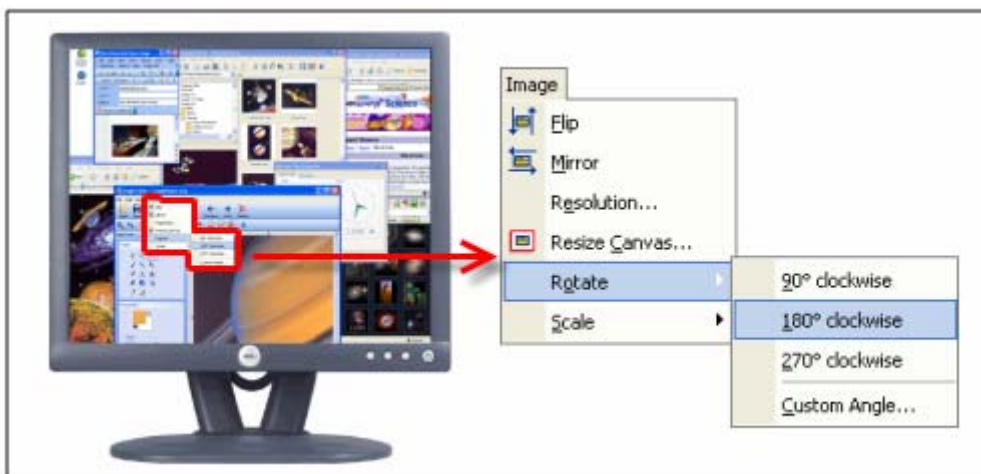
Capture text in tab-delimited format to import into spreadsheets or database applications.
 For more information, see **Text Output to a Text File**.

Object



Capture a specific item on your computer desktop such as a button, icon, toolbar, etc. For more information, see **Capturing an Object** and **Capturing a Shape**.

Menu




Capture dropdown and cascading menus from Windows programs. For more information, see **Capturing a Menu**.

Information for Previous SnagIt Users

If you have used the previous version of *SnagIt*, you will notice several important changes to the Version 8 interface.

- The most noticeable change is the look of the main interface. You will find the new interface easy to use with its improved workflow design.

If you would rather work with a look similar to *SnagIt* 7, click the **List View** button  on the *Profiles* pane toolbar.

- All *Basic Capture Profiles* are configured to have no output set and the *Preview Window* option turned on. Once your capture is in the *Capture Preview* window, you can select your output. **Note:** You must always have an output selected or have the *Preview Window* option turned on.
- You are now given the option to save files to PDF. For more information, see **PDF Page Setup Options**.
- You can now keep links when capturing a Web page. You can e-mail or save your capture as a Web page with image (an MHTML file), Adobe PDF, or Macromedia Flash file (SWF) and still have clickable links. You can also copy and paste your capture into Microsoft PowerPoint and the image retains all links and hotspots. For more information, see **Links/Hotspots Task Page**.
- All of *SnagIt Studio*'s editing features are now contained in *SnagIt Editor* and the *Capture Preview* window. If you still have a need for *SnagIt Studio*, select **Tools > SnagIt Studio** to download and use *SnagIt Studio*.

Command Line Options

Click the items below to see the command line arguments that *SnagIt* accepts on the Windows Run command line.

SnagIt Program Command Line Options

The following table summarizes the description and use of each *SnagIt Program Command Line* option.

Option	Description
/h	Hides the <i>SnagIt</i> window at startup.
/n	Disables keyboard input to <i>SnagIt</i> (For use with DDE programs.)
/i	Starts <i>SnagIt</i> as a minimized icon.
/S	Causes <i>SnagIt</i> to do a capture using current settings and close when finished or canceled. This option runs <i>SnagIt</i> hidden with hotkeys disabled.
/SC	Causes <i>SnagIt</i> to do a capture using current settings and continue to operate after the capture (not close). This option runs <i>SnagIt</i> hidden with hotkeys disabled.
/OC	Opens the <i>Catalog Browser</i> directly.
/OE	Opens the <i>Editor</i> directly.
<filename>	Opens the image file specified directly in the <i>Editor</i> . This can also be used with /OC which then sets the initial folder displayed in the <i>Catalog Browser</i> .
/t	Starts <i>SnagIt</i> with the system tray icon disabled.

Install Program Command Line Options

The following is the description and use of the *Install Program Command Line* option.

Option	Description
/S	Performs the installation silently - no prompting the user. See the readme.txt file included in the installation directory.

The SnagIt Main Interface

The SnagIt Main Interface Overview

The menus available in the main *SnagIt* interface depend on which **View** you are using. There are three views to choose from: **Normal View**, **Classic View**, and **Compact View**. Each view provides the same functionality for taking captures and working with the companion applications but the functionalities are accessed in different ways.

For more information on each of the views, see the following topics:

- **Normal View**
- **Classic View**
- **Compact View**

Users that are experienced with using *SnagIt* may want to use hotkeys or keyboard shortcuts to help save time as they work. See **Main Interface Hotkeys** for information on the hotkeys available in the main interface.

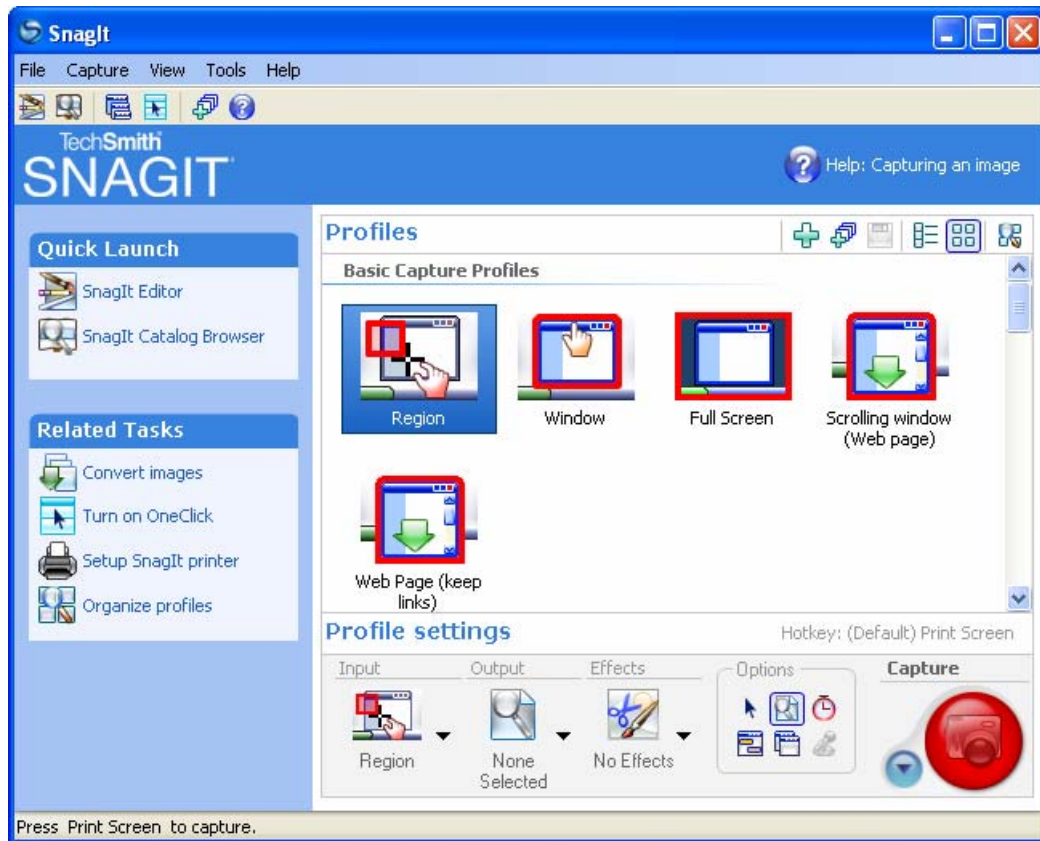
Normal View

Normal View is the default view of *SnagIt*. When you first install *SnagIt* and start it up, you are in *Normal View*. There are many benefits to working within *Normal View*. For instance, you can take your captures faster, create and save profiles easier, and access the companion applications and wizards quickly from the tabbed screens.

If you have changed to another view, to see the *Normal View* again, select **View > Normal View**.

For information on the tools and menus available in *Normal View*, see the following topics:

- **Quick Launch**
- **Related Tasks**
- **Normal View Menus**

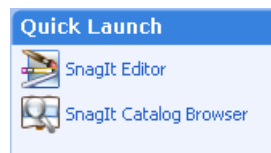


See also:

- **Interface Overview**
- **SnagIt Tutorial Videos**
- **Taking Your First Capture**

Quick Launch

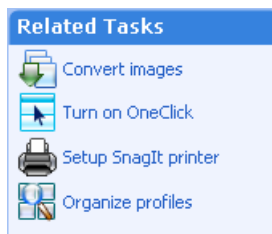
The *Quick Launch* pane gives you easy access to the *SnagIt Editor* and *SnagIt Catalog* companion applications.



For more information on these companion applications, see **SnagIt's Companion Applications**.

Related Tasks

The *Related Tasks* pane provides easy access to the following tasks: *Convert images*, *Turn on OneClick*, *Setup SnagIt printer*, and *Organize profiles*.



For more information on these items, see the following topics:

- **Batch Conversion**
- **SnagIt OneClick**
- **SnagIt Printer Capture**
- **Organizing Your Profiles**

Normal View Menus

There are five menus available in the *Normal View*.

- **File Menu**
- **Capture Menu**
- **View Menu**
- **Tools Menu**
- **Help Menu**

Classic View

For those who are familiar with older versions of *SnagIt*, *Classic View* is a previous view of *SnagIt* that existed before saved profiles were available.

Overall, *Classic View* gives access to a single profile which is the current capture settings. In this view, you need to change your input, output, etc. settings whenever you perform a different capture.

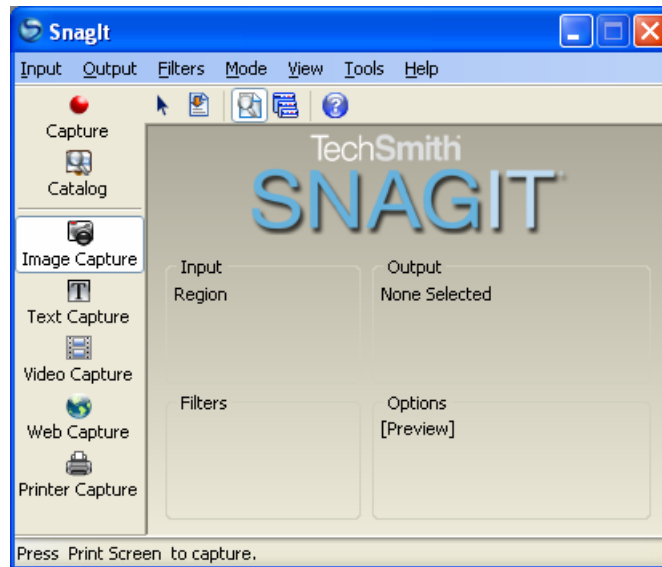
- The *Input*, *Output*, and *Filters* options are located in the menus on the menu bar.
- The *Mode* menu contains the same capture modes found in the side toolbar.

To use *SnagIt* in the *Classic View*, select **View > Classic View**.

For information on the tools and menus available in *Classic View*, see **Classic View Tools and Menus**.

To capture in *Classic View*:

1. Using the menus, select your mode, input, output, and other options or filters.
2. Click the **Capture** button.



Classic View Tools and Menus

Tools are available in both *Classic* and *Compact Views*, although they appear differently in the two views. For more information, see **Classic View and Compact View Tools**.

The following seven menus are available in *Classic View*:

- **Input Menu**
- **Output Menu**
- **Filters Menu**
- **Mode Menu**
- **View Menu**
- **Tools Menu**
- **Help Menu**

Compact View

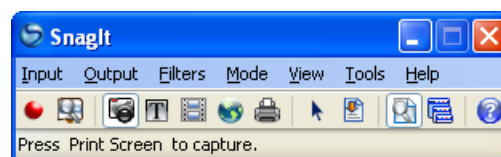
The *Compact View* of *SnagIt* takes up minimal screen space allowing you to keep *SnagIt* out of the way on your screen but open and available when needed. Within this view, the large side toolbar buttons and summary area are hidden.

To use *SnagIt* in the *Compact View*, select **View > Compact View**.

For information on the tools and menus available in *Compact View*, see **Compact View Tools and Menus**.

To capture in *Compact View*:

1. Using the menus, select your mode, input, output, and other options or filters.
2. Click the **Capture** button.



Compact View Tools and Menus

Tools are available in both *Classic* and *Compact* Views, although they appear differently in the two views. For more information, see **Classic View and Compact View Tools**.

There are seven menus available in *Compact View*:

- **Input Menu**
- **Output Menu**
- **Filters Menu**
- **Mode Menu**
- **View Menu**
- **Tools Menu**
- **Help Menu**

File Menu

Note: The *File* menu is only accessible in *Normal View*.

The *File* menu allows you to open a previous capture, to organize, import, and export profiles, and to minimize and exit the *SnagIt* application.

The following table describes the *File* menu options.

Option	Description & Use
Open	Select this option to open an image in the <i>SnagIt Editor</i> .
Organize Profiles	Select this option to access the <i>Organize Profiles</i> dialog box, which allows you to organize, add, delete, rename, and set hotkeys for your capture profiles. For more information, see Organizing Your Profiles .
Import Profiles	Select this option to import a single <i>SnagIt</i> profile or a group of profiles. You are also able to import a file containing profiles that were saved using <i>SnagIt's</i> <i>Export All Profiles</i> option. For more information, see Importing a Single Profile, Importing a Group of Profiles, Import Group Dialog Box, and Include the Following Items to Import / Export .
Export All Profiles	Select this option to export all <i>SnagIt</i> profiles. For more information, see Exporting All Profiles and Include the Following Items to Import / Export . To export a single profile or a group of profiles, see Exporting a Profile or Group of Profiles .
Minimize to Tray	Select this option to minimize <i>SnagIt</i> to the <i>System Tray</i> .
Exit	Select this option to exit the <i>SnagIt</i> application.

Capture Menu

Note: The *Capture* menu is only accessible from *Normal View*.











The *Capture* menu allows you to set profile settings through a menu, instead of using the *Profile settings* pane. Any changes made in the *Capture* menu are reflected in the *Profile settings* pane and vice versa.




The following table describes the *Capture* menu options.

Option	Description & Use
Input	Use the <i>Input</i> submenu to set the input for your capture. For more information, see Capture Input .
Output	Use the <i>Output</i> submenu to set the output for your capture. For more information, see Overview of Capture Outputs .
Filters	Use the <i>Filters</i> submenu to set effects for your capture. For more information, see Capture Effects .
Mode	Use the <i>Mode</i> submenu to set the mode for your capture. For more information, see Capture Modes .
Preview Window	Select this option to review the captures before output. For more information, see Capture Preview Window Introduction .
Include Cursor	Select this option to include the screen cursor in the capture.
Keep Links	Select this option to keep links active when you capture a Web page. Only certain output formats are able to retain links. For more information, see Keeping Links in the Capture .
Multiple Area	Select this option to select and capture multiple areas of the screen. As you select areas, colors are inverted to show what is selected. To unselect an area, hold <ALT> and left-click.
Include Audio	Select this option to record audio as you are completing a Video Capture. Available only in <i>Video Capture</i> mode. For more information, see Record Audio .
Timer Setup	Select this option to set up the capture timer. The timer can be set up to perform captures on a timed delay, at a specific date and time, or at defined intervals. For more information, see Timer Setup .

Classic View and Compact View Tools

The following table describes each of the tools that can be found in the *SnagIt Classic* or *Compact Views*. The selection of available tools depends on the capture mode.

Tool	Name	Capture Mode Available In	Description
 Capture	Capture	All	Once you are ready to capture, click this button to take a capture.
 Catalog	Catalog Browser	All	Opens the <i>Catalog Browser</i> , which allows you to view, edit, and organize your capture.
 Image Capture	Image Capture	All	Enables <i>Image Capture</i> mode. Use this option to capture graphic images.
 Text Capture	Text Capture	All	Enables <i>Text Capture</i> mode. Use this option to capture text to use in another application.
 Video Capture	Video Capture	All	Enables <i>Video Capture</i> mode. Use this option to create a video.
 Web Capture	Web Capture	All	Enables <i>Web Capture</i> mode. Use this option to capture images from a Web site.
 Printer Capture	Printer Capture	All	Displays the tooltip for this feature and allows you to set up the <i>SnagIt</i> printer. Note: The <i>Printer Capture</i> function is used from within the host application that contains the data you would like to print.
	Include Cursor	Image Capture Video Capture	When selected, the screen cursor is included in the capture.
	Auto Scroll	Image Capture Text Capture	Allows you to capture the extended text or image contents of a window containing vertical or horizontal scroll bars.
	Record Audio	Video Capture	When in <i>Video Capture</i> mode, selecting this tool begins the audio recording process.

Tool	Name	Capture Mode Available In	Description
	Preview Window	All	Enables the <i>Capture Preview</i> window.
	Toggle View	All	Toggles the view of the main <i>SnagIt</i> interface.
	Help	All	Select Help to access the help system.

Input Menu

The *Input* menu allows you to select exactly what you want to capture on the screen.

To access the input options, select **Input** on the menu bar. The exact options found on the *Input* dropdown menu differ according to the capture mode selected.

To select an *Input* option, select the option from the dropdown menu. Once selected, a bullet is placed next to that option and the option is updated in the *Input Summary* area.

The following table describes each *Input* option, the modes that can use that option, and quick tips on how to use it.

Option	Capture Mode Available In	Description
Screen	Image Text Video	Captures the full Windows desktop (everything showing on your computer screen: all menus, active windows, and toolbars.) For more information, see Capturing the Entire Screen .
Window	Image Text Video	Captures all or part of any window you specify. For more information, see Capturing a Selected Window .
Active Window	Image Text Video	Captures the window that is being used on the desktop when you start the capture. For more information, see Capturing the Active Window .
Region	Image Text Video	Captures any user-defined rectangular region. This is good option for capturing areas that are not outlined by borders or edges that <i>SnagIt</i> can find. (Holding <SHIFT> during capture creates a square.) For more information, see Capturing a Region .
Fixed Region	Image Text Video	Captures a preset rectangular area that you specify. Click the Properties button to configure the region settings. For more information, see Capturing a Fixed Region .

Option	Capture Mode Available In	Description
Object	Image Text	Captures small items on your computer screen, such as a toolbar button, icon, etc. from the screen. For more information, see Capturing an Object .
Menu	Image	Captures the currently open menu on your screen. It can capture dropdown menus or cascading menus. For more information, see Capturing a Menu .
Shapes	Image	Captures a specific area of the screen in the form of a desired shape. During capture process, click and drag cursor across screen to capture desired shape and area. For more information, see Capturing a Shape .
Advanced	Image Text	Select this option to see a dropdown menu of Advanced Input options. For more information, see Custom Scroll, Capturing Whatever is on the Clipboard, Inputting an Image from a Graphic File, Capture from Program File, Full-screen DOS, DirectX, Extended Window, Wallpaper, and Scanners & Cameras .
Multiple Area	Image	Allows you to select and capture multiple areas of the screen. As you select areas, colors are inverted to show what is selected. For more information, see Capturing Multiple Areas .
Include Cursor	Image Video	Allows you to include your cursor in the capture For more information, see Including the Cursor in the Capture .
Keep Links	Image	Allows you to keep links active when you capture a Web page. For more information, see Keeping Links in the Capture .
Auto Scroll	Image Text	Captures the contents of a window while it automatically scrolls. Click the Properties button to configure the scrolling settings. For more information, see Auto Scroll Window .
Record Audio	Video	Allows you to record audio in real time from an audio device such as a microphone, line-in, etc. For more information, see Record Audio .
Fixed Address	Web	Allows you to access a saved URL address. The URL is saved in the Properties box. For more information, see Fixed Address .
Prompt for Address	Web	Displays a dialog box that allows you to enter the URL of the Web site that you want to capture. For more information, see Prompt for Address .
Properties	All	Allows you to configure the <i>Input</i> properties. For more information, see Input Properties .

Output Menu

The *Output* menu allows you to select what happens to the capture once it is taken.

To access the output options, select **Output** from the menu bar. The exact options found on the dropdown menu differ according to the capture mode selected.

To select an *Output* option, select the option from the dropdown menu. Once selected, a bullet is placed next to that option and the option is updated in the *Output Summary* area.

The following table describes each of the *Output* options, the modes that can use that option, and quick tips on how to use it.

Option	Capture Mode Available In	Description
None	Image Text Video	No output selected - you choose what to do with your capture in the <i>Capture Preview</i> window. For more information, see No Output .
Printer	Image Text Printer	Prints your capture to any printer device. For more information, see Output to a Printer .
Clipboard	Image Text	Sends your capture to the clipboard for use in other Windows applications. For more information, see Output to the Clipboard .
File	All	Saves captures in a file. Use the Output Properties to define the format of the saved capture. For more information, see Output to a File .
E-Mail	Image Text Video Printer	Sends captured image files and optional short messages to e-mail recipients. For more information, see Send Capture by E-Mail .
Catalog	All	Sends captured image files to the Catalog folder. This is a preset folder that the <i>Catalog Browser</i> can view. For more information, see Output to the SnagIt Catalog and Catalog Browser .
FTP	Image Text Video Printer	Sends your capture to any server on the Internet via FTP. For more information, see Send Capture by FTP .
Instant Messenger	Image Printer	Sends your capture to a person or multiple people on your IM contact list. For more information, see Send Capture by Instant Messenger .
Program	Image Text Video Printer	Sends captures to other programs, such as MS Paint, Adobe Photoshop, Adobe ImageReady, and Microsoft Outlook. For more information, see Output to a Program .

Option	Capture Mode Available In	Description
Preview Window	Image	Opens your capture in the <i>Capture Preview</i> window before creating output. Once your capture is in the <i>Capture Preview</i> window, you can send the capture to any other Output, make edits, or discard the capture. For more information, see Output to the Capture Preview Window .
Multiple Outputs	Image Text Video Printer	Allows you to captures to more than one output (for example, a file and the printer.) Select the Multiple Outputs option and then you can select multiple Outputs from the menu. For more information, see Output to Multiple Outputs .
Properties	All	Allows you to configure the Output properties. For more information, see Output Properties .

Filters Menu

The *Filters* menu options give you versatile control over the appearance of your capture by allowing you to apply effects to your captures.

Because they are selected prior to capture, filters are applied automatically during the capture process, before the preview and output processes. Different options are offered on the Filters dropdown menu depending on which capture mode is selected.

The following table describes the different *Filters* menu options.

Option	Available in Capture Mode	Description & Use
Color Depth	Image Printer	Use this option to create a customized <i>Color Depth</i> color conversion filter, including the ability to change the capture to halftone, monochrome, or grayscale. For more information, see Color Depth Effect .
Color Substitution	Image Printer	Use this option to create a customized <i>Color Substitution</i> conversion filter. For more information, see Color Substitution Effect .
Color Correction	Image Printer	Use this option to create a customized <i>Color Correction</i> filter that allows you to change the capture's brightness, contrast, hue, saturation, and gamma properties. For more information, see Color Correction Effect .

Option	Available in Capture Mode	Description & Use
Image Resolution	Image Printer	Use this option to either select an image resolution in dots per inch or allow <i>SnagIt</i> to configure it automatically. This option can be used to control how other applications display and print <i>SnagIt</i> captured images. Adjusting the image resolution does not affect the way <i>SnagIt</i> displays or prints the image. For more information, see Image Resolution Effect .
Image Scaling	Image Printer	This option is only available if Printer output is not selected. Use this option to create a customized scaling or resizing filter. These options allow you to scale your capture to the desired size using a preset size or for a custom size, select the Resize Image option. For more information, see Image Scaling Effect .
Caption	Image Text Video Printer	Use this option to include a time/date stamp or other system-related data in the capture, and to create and customize the appearance of a text annotation, such as a title or caption. For more information, see Caption Effect , Text Caption Effect , and Video Caption Effect .
Border	Image Printer	Use this option to add a border around your capture and then customize the border's width, shadow, location, and color. For more information, see Border Effect .
Edge Effects	Image	Use this option to create a customized <i>Edge Effects</i> capture filter. <i>Edge Effects</i> are special effects that you place around the outside edges of your capture. These include a drop shadow, torn, wave, faded, saw, sharktooth, and beveled edge. For more information, see Edge Effects .
Watermark	Image Printer	Use this option to add a watermark and place titles, captions, and banner ads into the capture. For more information, see Watermark Effect .
Trim	Image Printer	Use this option to cut down the outside borders of images you capture by a specific number of pixels. For more information, see Trim Effect .
Layout	Text	Use this feature to change how the output from text captures is formatted. For more information, see Text Layout Effect .
Set Font	Text	Use this option to designate the fonts, font styles and sizes to be used for the <i>Capture Preview</i> window and for printing captured text. <i>Set Font</i> options are limited by the fonts available on your system. For more information, see Set Font Effect .

Option	Available in Capture Mode	Description & Use
Word Wrap	Text	Use this feature to specify that you want long text lines to “wrap” from line to line rather than to continue off screen. When selected, Word Wrap will apply for the <i>Capture Preview</i> window and for printing captured text. For more information, see Word Wrap Effect .
Properties	Web	Use this option, available only in the Web capture mode, to set filters for the scan when capturing Web images. For more information, see Web Capture Effect .

Mode Menu

The *Mode* menu allows you to select your desired capture mode.

Mode Name	Overview
Image Capture	Capture an image of your screen or any portion of it. You can capture images of anything 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. See Image Capture .
Text Capture	Capture the text you see on the screen as editable, ASCII text. <i>SnagIt</i> 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. See Text Capture .
Video Capture	Record on-screen activity on your Windows desktop. Capture mouse movements and application action, then save the video as an AVI file. You can also use <i>SnagIt</i> to create time-lapse video of desktop activity over a period of time. See Video Capture .
Web Capture	Capture all the images from a Web site. All you need to do is type in the Web site address and select the Web page link depth, which is the number of levels of directories from the root Web address to be included in the search. See Web Capture .
Printer Capture	Capture anything you would normally send to a printer and send it to an image file instead. You do this by printing to the <i>SnagIt</i> virtual printer from any Windows application. <i>Printer Capture</i> settings are accessed differently from the other modes. From the main <i>SnagIt</i> interface, select Tools > SnagIt Printer Capture Settings to set the Printer Capture settings. See SnagIt Printer Capture .

View Menu

The *View* menu lets you define how *SnagIt* looks on your desktop, and allows you to select whether you want to view the *SnagIt OneClick* and the toolbar.

The following table describes the *View* menu options.

Option	Description & Use
Normal View	<p>This is the default view of the <i>SnagIt</i> screen which shows the large buttons and the summary area.</p> <p>To see the <i>Normal View</i>, select View > Normal View.</p> <p>For more information on menus available in <i>Normal View</i>, see Normal View Menus.</p>
Classic View	<p>This view of <i>SnagIt</i> is called <i>Classic</i> because it was the way <i>SnagIt</i> looked prior to version 7.0. It features the classic side toolbar with buttons to select the capture mode and to open the <i>Catalog Browser</i>. The Input, Output, and Filters options are located in the menus on the menu bar. There is also a <i>Mode</i> menu which contains the same modes as the side toolbar.</p> <p>To see the <i>Classic View</i>, select View > Classic View. See also Classic View.</p> <p>For more information on menus available in <i>Classic View</i>, see Classic View Tools and Menus.</p>
Compact View	<p>This view of <i>SnagIt</i> takes up minimal screen space allowing you to keep <i>SnagIt</i> out of the way on your screen but open and available for use when needed. With this view, the large side toolbar buttons and summary area are hidden.</p> <p>To see the <i>Compact View</i>, select View > Compact View. See also Compact View.</p> <p>For more information on menus available in <i>Compact View</i>, see Compact View Tools and Menus.</p>
SnagIt OneClick	<p>The <i>SnagIt OneClick</i> feature allows you to keep <i>SnagIt</i> hidden on your desktop for easy, one-click captures.</p> <p>To enable <i>SnagIt OneClick</i>, select <i>SnagIt OneClick</i> in the <i>View</i> Menu. <i>SnagIt OneClick</i> appears at its default location on the screen.</p> <p>For more information, see SnagIt OneClick.</p>
Toolbar	<p>This option hides or displays the toolbar.</p>

Tools Menu

The *Tools* menu gives you access to SnagIt's companion applications and other tools to configure the timer, Printer Capture mode, and program preferences.

The following table describes the *Tools* menu options.

Option	Description & Use
SnagIt Editor	<p><i>SnagIt Editor</i> is a great way to edit a capture after it is saved to a file. <i>Editor</i> allows you to apply professional-quality finishing touches to your images. 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.</p> <p><i>Editor</i> also includes an expansive catalogue with useful vector-based annotation objects and shapes such as arrows, logos, callouts, text boxes, stamps, captions, sticky notes and frames to help explain your images. You can easily add and reposition the objects. Images can be quickly overlapped to create a collage effect, or multiple images can be printed on a single page.</p> <p>For more information, see SnagIt Editor.</p>
Catalog Browser	<p>The <i>Catalog Browser</i> allows you to locate, view, and manage captures and multimedia files in thumbnail view. The <i>Catalog Browser</i> can view images, text, and .avi files. You can select multiple files to save, convert file formats, print, and e-mail in batches.</p> <p>For more information, see Catalog Browser.</p>
SnagIt Studio	<p><i>SnagIt Studio</i> no longer comes with <i>SnagIt</i>, as <i>SnagIt Editor</i> and the <i>Capture Preview</i> window now contain vector-based objects for editing your captures.</p> <p>If you would still like to use <i>SnagIt Studio</i>, select <i>SnagIt Studio</i> from the <i>Tools</i> menu, and you will be directed to a TechSmith link to download it.</p>
Timer Setup	<p>Select this option to set up the capture timer. The timer can be set up to perform captures on a timed delay, at a specific date and time, or at defined intervals.</p> <p><i>Timer Setup</i> enables <i>SnagIt</i> to perform captures on a timed delay, at a specific date and time, or at defined intervals.</p> <p>For more information, see Timer Setup.</p>
SnagIt Printer Capture Settings	<p><i>SnagIt</i> captures anything you would normally send to a printer and creates an image file instead. You do this by printing to the <i>SnagIt</i> virtual printer from a Windows application.</p> <p>For more information, see SnagIt Printer Capture.</p>
Program Preferences	<p>The Program Preferences options allow you to set and change your preferences for general <i>SnagIt</i> hotkeys, program options, notifications, and update options.</p> <p>For more information, see Program Preferences.</p>

Program Preferences

The *Program Preferences* options allow you to set and change your preferences for general *SnagIt* hotkeys, program options, notifications, and update options.

Access the *Program Preferences* tabbed dialog box by choosing **Tools > Program Preferences**.

Click the following topics to view information on each of the options found in the Program Preferences tabs:

- **Hotkeys Tab**
- **Program Options Tab**
- **Notifications Tab**
- **Updater Tab**

Hotkeys Tab

The *Hotkeys* tab options allow you to set and change general *SnagIt* hotkeys.

To access the *Hotkeys* tab

1. Select **Tools > Program Preferences**.
The *Program Preferences* dialog box opens.
2. Select the *Hotkeys* tab.

See also **Main Interface Hotkeys**.

The following table summarizes the description and use of each option on the *Hotkeys* tab.

Option	Description & Use
Global Capture hotkey	Allows you to select the keys you push to start a capture. Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character. Using the global capture hotkey captures using the profile selected in the <i>SnagIt</i> main interface.
Hide/Unhide hotkey	Allows you to select the keys you push to hide or show <i>SnagIt</i> on your desktop. Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character.
Repeat Last Capture hotkey	Allows you to select the keys you push to have <i>SnagIt</i> capture the last area again. Select a combination of boxes for <CTRL>, <SHIFT>, and/or <ALT>, and a keyboard character.
Default	Click Default to restore the options back to their original settings.

Program Options Tab

See **File Associations** in the table below for information on the *File Associations* dialog box.

The *Program Options* tab allows you to select general program options.

To access the *Program Options* tab:

1. Select **Tools > Program Preferences**.
The *Program Preferences* dialog box opens.
2. Select the *Program Options* tab.

The following table summarizes the description and use of each option on the *Program Options* tab.

Option	Description & Use
Run SnagIt when Windows starts	Causes <i>SnagIt</i> to load each time Windows is started. It is selected by default.
Hide SnagIt before capturing	Causes <i>SnagIt</i> to close <i>SnagIt</i> temporarily before capturing and reopen it after the capture is done. It is selected by default.
Show magnifier window	Causes <i>SnagIt</i> to display a zoom magnifier window when performing capture that requires selecting a region. It is selected by default.
Show help text window	Causes <i>SnagIt</i> to display a help window during capture that gives additional instructions about completing that capture. It is selected by default.
Use tray icon	Causes <i>SnagIt</i> to place a small <i>SnagIt</i> icon in the System Tray. Double-click this icon to open <i>SnagIt</i> . It is selected by default.
Close to tray	Causes <i>SnagIt</i> to minimize the <i>SnagIt</i> application icon to the tray when closed. This option is only available if you have also selected Use tray icon . It is selected by default.
Minimize to tray	Causes <i>SnagIt</i> to minimize the <i>SnagIt</i> application icon to the tray when closed. This option is only available if you have also selected Use tray icon .
Foreground the Preview window	Causes <i>SnagIt</i> to force the <i>SnagIt Capture Preview</i> window into the foreground (with focus) after a capture. It is selected by default. Note: When capturing images from DirectX programs, deselect this option.
Paste Images as HTML for Outlook Express	Causes <i>SnagIt</i> to paste images into Outlook Express using HTML. This allows the image to display correctly. Note: Each time you copy or paste, this option leaves files on your computer.
Embed images when sending e-mail (Outlook/Outlook Express only)	Causes <i>SnagIt</i> to insert images directly into an e-mail message. If you would rather have images attached to e-mail as files, turn this option off. It is selected by default. Note: Embedding images requires that the client is configured to use the HTML e-mail format and the <i>Send Pictures with E-Mail</i> option to be enabled.
File Associations	Click this button to open the <i>File Associations</i> dialog box to set up the types of file formats to open within <i>SnagIt</i> Editor. The following options are available: <ul style="list-style-type: none"> • File types to associate with SnagIt Editor: Use to select individual file types, one at a time. • Select All: Use to select all of the file types at once. • Clear All: Use to select all of the file types at once.
Reset Configuration	Click this button to return all settings for the current profile to the program defaults. All other profiles remain unaffected by this change.
Clear History	Click this button to clear all of the entries from the recent lists or dropdown menus within <i>SnagIt</i> .

Notifications Tab

The *Notifications* tab allows you to set how *SnagIt* notifies you of problems and errors, and to designate whether these notices are to be saved in a log.

To access the *Notifications* tab:

1. Select **Tools > Program Preferences**.
The *Program Preferences* dialog box opens.
2. Select the *Notifications* tab.

Note: When using timer-activated capture, disable all popup messages and select the **Log Events to a File** option. This allows *SnagIt* to operate unattended, since communications errors can occur for a number of reasons. *SnagIt* logs the errors, and then continues running.

The following table summarizes the description and use of each option on the *Notifications* tab.

Option	Description & Use
Popup messages	<ul style="list-style-type: none"> • Select the applicable boxes if you want <i>SnagIt</i> to Notify on errors and/or Show warnings when it encounters errors. • Select Show all tips to enable general <i>SnagIt</i> program tips. Deselect it to disable the tips. • Select Show all balloon tips to enable <i>SnagIt</i> balloon tips. Deselect it to disable the tips. <p>These options are all selected by default.</p>
Log events to a file	Use this option to start logging events to a designated file. Also, use the radio buttons to select the type of event to write: Errors only or Information and errors .
Log file	Use this option to type the name of the log file or use the Browse button to locate the desired log file.
Max lines	Use this option to indicate the maximum number of lines to save.
Audible alert	<ul style="list-style-type: none"> • Select the Hotkey is pressed option to set <i>SnagIt</i> to make a sound when a hotkey is pressed. • Select the Capture is finished option to set <i>SnagIt</i> to make a sound when a capture is finished.

Updater Tab

The *Updater* tab allows you to set up *SnagIt* to automatically check for *SnagIt* program updates.

To access the *Updater* tab:

1. Select **Tools > Program Preferences**.
The *Program Preferences* dialog box opens.
2. Select the *Updater* tab.

Note: When using timer-activated capture, disable all popup messages and select the **Log Events to a File** option. This allows *SnagIt* to operate unattended, since communications errors can occur for a number of reasons. *SnagIt* logs the errors, and then continues running.

The following table summarizes the description and use of each option on the *Notifications* tab.

Option	Description & Use
Enabled automated update checking	Enable this option if you would like <i>SnagIt</i> to automatically check for program updates on the <i>SnagIt</i> Web site. This option is enabled by default.
Days between checks	Select the number of days between checking for updates. The default entry is 14 days.
Prompt before update check	Enable this option if you would like <i>SnagIt</i> to prompt you for your Internet access information before checking for an update. Typically, if you are on a dial-up connection, you will need to sign on to your Internet provider in order to access the Web.

Help Menu

The Help options give you several different ways to get help on using the *SnagIt* application.

The following table gives a brief description of each option.

Option	Description & Use
SnagIt Help	Select this option to open the help system. <ul style="list-style-type: none"> • Contents Tab Displays high-level topic areas. Click closed-book icons to see a list of more topics. • Index Tab Shows all topics in alphabetical order. Look through the topics by typing the first letters of the word you are looking for. • Search Tab If you do not know the topic name, use the <i>Search</i> tab to search for topics. This finds topics containing the terms you type.
SnagIt Add-Ins Help	Select this option to access the help system for the <i>SnagIt Add-Ins</i> .
Tip of the Day	This selection displays the <i>Tip of the Day</i> . <ul style="list-style-type: none"> • Put a check mark in Show tips at startup to show tips each time <i>SnagIt</i> starts. • Remove the check mark in Show tips at startup to turn the tips off.
Tour	This option provides access to the <i>SnagIt</i> tutorials videos.
Knowledge Base	Launches your Internet Browser and goes to the <i>Knowledge Base</i> page on the TechSmith Web site.

Option	Description & Use
Support	<p>This option displays a screen which contains setup and diagnostic data about <i>SnagIt</i> and your system.</p> <p>This data can help <i>SnagIt</i> support staff troubleshoot problems. You could be asked to e-mail or fax the diagnostics if the problem is not fixed quickly and easily.</p> <p>If you are asked for diagnostics select Help > Support on the <i>SnagIt</i> normal screen. Click Copy to Clipboard or Save to File.</p> <p>To send an e-mail description of the problem to <i>SnagIt</i> support, write a containing this data:</p> <ul style="list-style-type: none"> • Your name, e-mail address, fax and phone numbers. • A description of the problem and what you were trying to do. • Paste the text from the <i>SnagIt Diagnostic Information</i> box into the e-mail message or attach the file to your e-mail, or print the data and fax it to <i>SnagIt</i> support, along with the other requested data.
Check for Upgrade	<p>Launches your Internet Browser and goes to the upgrade page on the TechSmith Web site.</p> <p>This page allows you to download program upgrades.</p> <p>Note: No information is collected by TechSmith.</p>
TechSmith on the Web	<p>Launches your Internet Browser and displays www.techsmith.com to learn about other TechSmith products or to get additional help.</p> <ul style="list-style-type: none"> • TechSmith Home From here, you can find links to information about TechSmith products, news, and support. • SnagIt Home This page features information about evaluating and purchasing <i>SnagIt</i>, downloading updates and upgrades, and support issues. • TechSmith Products This page takes you to a page on the TechSmith Web site where you can learn about other TechSmith products, such as Camtasia Studio and Morae. • Send Feedback This link allows you to send us feedback about the <i>SnagIt</i> program, help system, or support. • Tell a Friend Launches the TechSmith Web site where you can send an E-mail to a friend giving them information about TechSmith products.
Register SnagIt Online	<p>Opens a dialog box that displays links to do the following:</p> <ul style="list-style-type: none"> • Register my product through the TechSmith Web site. • Sign up for a TechSmith Newsletter.
Reset Balloon Tips	<p>The first couple of times that you capture using <i>SnagIt</i>, balloon tips appear to give you directional guidance on which steps to take. After a few times, these tips do not show up.</p> <p>Select this option to restart the balloon tips.</p>
About SnagIt	<p>Opens a dialog box that lists the version number for <i>SnagIt</i>. It also contains the copyright information.</p>

Main Interface Hotkeys

A hotkey is a key press combination that sends a command to *SnagIt* to activate a capture or application command. Using a hotkey provides a short-cut method to taking your captures. Using a hotkey also allows you to quickly take your captures without having to interact with the *SnagIt* interface.

Application hotkeys invoke a command for the *SnagIt* application itself. These include repeating the last capture, hiding/unhiding *SnagIt*, and the *Global Capture* hotkey. The *Global Capture* hotkey is used to invoke a capture using the profile that is currently loaded into the *Capture Setting* pane. This is used when no profile-specific hotkey has been set up.

The following default hotkeys are used in all view of the main interface of *SnagIt*. To customize these hotkeys, select **Tools > Program Preferences > Hotkeys**.

To Do This:	Press this Key Combination:
Global capture	Print Screen
Hide/Unhide SnagIt	CTRL + SHIFT + X
Repeat Last Capture	CTRL + SHIFT + R

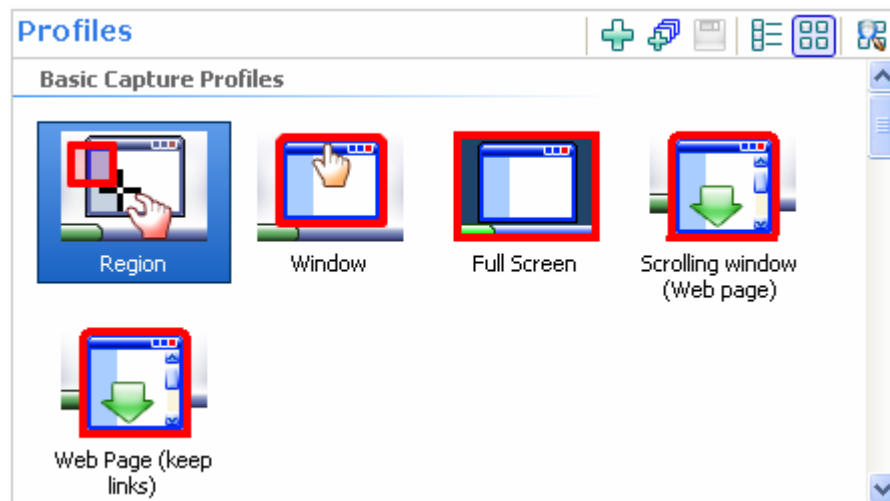
To customize the hotkeys for a specific profile, right-click the profile in the *Profiles* pane and select **Set Hotkey**.

Working with Profiles

Overview of 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 screen capture process into your typical work routine.

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



Move the cursor over and pause on a profile to see what settings are included in that profile. The settings display in a tip.

Overall, there are two types of profiles: those that are *preconfigured* that are built-in to *SnagIt* and those that you create on your own, or *custom* profiles.

All profiles can be edited, used as a base to create another profile, imported, or exported.

Note: All modifications to any existing profiles as well as all new profiles and groups are automatically updated to the *SnagIt OneClick* screen. See also **SnagIt OneClick**.

Other topics in this section include:

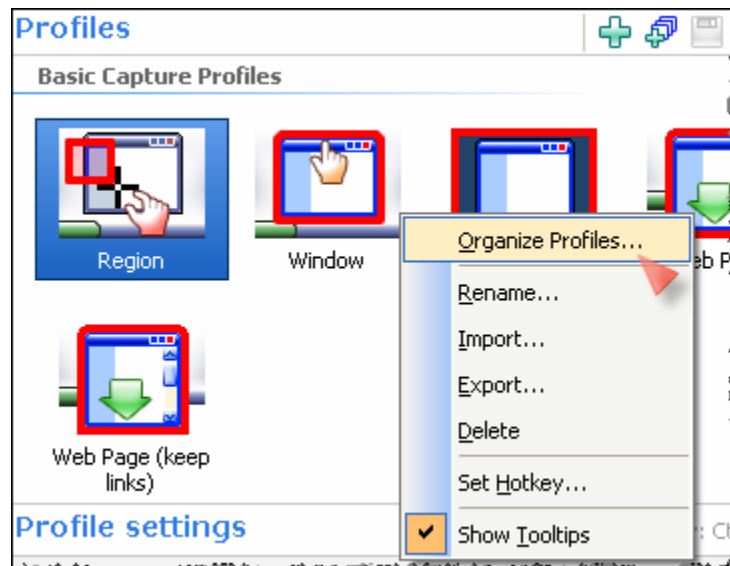
- **The Profiles Context Sensitive Menu**
- **Preconfigured Profiles**
- **Using the Profile Settings Pane**

- Using the Add New Profile Wizard
- Setting Profile Hotkeys
- Organizing Your Profiles

The Profiles Context Sensitive Menu

You can right-click on any profile or group of profiles to bring up the context sensitive or pop-up menu.

When using the popup menu, the options shown are available for the profile or profile group that you right-clicked on – **not** the profile or profile group that is currently selected within the *Profiles* pane.



Context Menu Option	Description & Use
Organize Profiles	Opens the <i>Organize Profiles</i> dialog box, allowing you to <i>Import</i> and <i>Export</i> profiles and more. For more information, see Organizing Your Profiles .
Rename	Allows you to quickly rename a profile. <ol style="list-style-type: none"> 1. Right-click the profile to rename. 2. Select Rename from the menu. 3. Enter the new name into the <i>Rename Profile</i> dialog box. 4. Select OK.

Context Menu Option	Description & Use
Import	<p>Allows you to quickly import a profile.</p> <ol style="list-style-type: none"> 1. Right-click a profile or profile group. 2. Select Import from the menu. 3. In the <i>Import</i> dialog box, browse for and then select the desired profile file. 4. Select the items to include in the import. 5. Select Import.
Export	<p>Allows you to quickly export a profile.</p> <ol style="list-style-type: none"> 1. Right-click the profile to be exported. 2. Select Export from the menu. 3. In the <i>Export Profile As</i> dialog box, browse for and then select the desired location to export the profile file to. 4. Give this profile a new name or keep the default name. 5. Select Export.
Delete	<p>Allows you to quickly delete a profile.</p> <ol style="list-style-type: none"> 1. Right-click the profile to delete. 2. Select Delete from the menu. 3. Select Yes to confirm deletion.
Set Hotkey	<p>Allows you to quickly assign a hotkey to a profile or to change a hotkey already assigned to a profile.</p> <ol style="list-style-type: none"> 1. Right-select the profile to be given a hotkey. 2. Select Set Hotkey from the menu. 3. Within the <i>Change Profile Hotkey</i> dialog box, set the new hotkey options. 4. Select OK.
Show Tooltips	<p>Allows you to view the attributes assigned to the profiles in tooltip fashion when the cursor pauses over a profile.</p> <p>Once you have turned the tooltips off, select this menu option again to view the tooltips.</p> <p>To turn tooltips on:</p> <ol style="list-style-type: none"> 1. Right-click any profile. 2. Select Show Tooltips from the menu. 3. The tooltips will display when the cursor pauses over a profile.

Preconfigured Profiles

Many of the most common types of captures have been preconfigured for you and are ready to use as soon as *SnagIt* is installed. There are two categories of preconfigured capture profiles: *Basic* and *Other*. These are located in the *Profiles* pane on the main *SnagIt* interface.

See the following topics for more information:

- **Basic Capture Profiles**
- **Other Capture Profiles**

Note: If you had a previous version of *SnagIt* installed on your computer, any profiles defined in that version are automatically imported into this version of *SnagIt* during installation. This includes the *Basic* and *Other capture profiles* along with any user-defined profiles.

Basic Capture Profiles

The *Basic Capture Profiles* allow you to perform very common or the most-used captures. All Basic Captures have no output set and the *Capture Preview* window option turned on. Once your capture is in the *Capture Preview* window, you can select your output.

Note: You must always have an output selected or have the *Capture Preview* window option turned on.

Basic Capture Profiles include the following captures:

Capture Profile	Description
Region	Use this profile to: <ul style="list-style-type: none"> • Capture a rectangular selected region of the screen. • View the image in the <i>Capture Preview</i> window. See also Capturing a Region .
Window	Use this profile to: <ul style="list-style-type: none"> • Capture a window on the desktop. • View the image in the <i>Capture Preview</i> window. See also Capturing a Selected Window .
Full screen	Use this profile to: <ul style="list-style-type: none"> • Capture the entire desktop. • View the image in the <i>Capture Preview</i> window. See also Capturing the Entire Screen .
Scrolling window (Web page)	Use this profile to: <ul style="list-style-type: none"> • Capture a scrolling window (such as a Web Page) on the desktop. • Enable Auto Scroll. • View the image in the <i>Capture Preview</i> window. See also Auto Scroll Window .
Web page (keep links)	Use this profile to: <ul style="list-style-type: none"> • Capture a scrolling window (such as a Web Page) on the desktop. • Enable Auto Scroll. • Enable the Keep Links option. • View the image in the <i>Capture Preview</i> window. See also Auto Scroll Window and Keeping Links in the Capture .

Other Capture Profiles

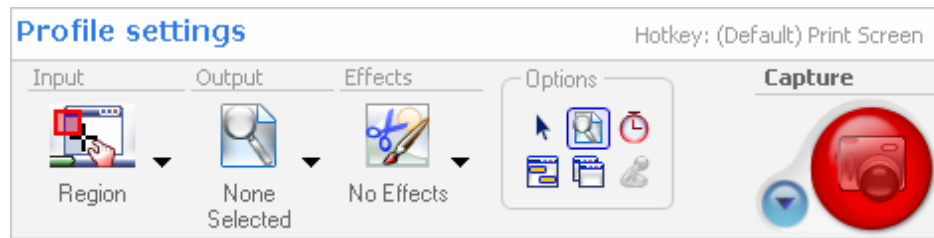
The other *Capture Profiles* allow you to perform captures that are more specific in their use. These are somewhat less common than the basic captures.

Other Capture Profiles include the following captures:

Capture Profile	Description
Scrolling window to PDF	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Capture a scrolling window on the desktop. • Enable Auto Scroll. • View the image in the <i>Capture Preview</i> window. • Use as a PDF file when an output is selected in the <i>Capture Preview</i> window. For example, selecting the Send E-Mail button attaches the capture as a PDF to a new e-mail message. <p>See also Auto Scroll Window, Output to a File, Image File Tab, and PDF Page Setup Options.</p>
Menu with Time Delay	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Capture a cascading menu. • A five-second Time Delay is on to allow capture setup. • Include the cursor in the capture. • View the image in the <i>Capture Preview</i> window. <p>See also Capturing a Menu.</p>
Object	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Capture an object on the desktop. • View the image in the <i>Capture Preview</i> window. <p>See also Capturing an Object.</p>
Images from web page	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Capture all images from a Web site. • Prompt for the desired URL. • Output to the <i>Catalog Browser</i> for easy viewing. <p>See also Web Capture and Web Capture Preferences Properties.</p>
Text from Window	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Capture text from a window. • View the text in the <i>Capture Preview</i> window. <p>See also Text Capture and Capturing a Selected Window.</p>
Record Screen Video	<p>Use this profile to:</p> <ul style="list-style-type: none"> • Make a recording of a rectangular region on the screen. • Include the cursor in the capture. • Have <i>SnagIt</i> auto configure the video capture settings. • View the image in the <i>Capture Preview</i> window. <p>See also Video Capture and Video Capture Preferences Properties.</p>

Using the Profile Settings Pane

There will be times when you want to take a capture and there is not a preconfigured capture profile to suit your exact needs. Creating a new capture on-the-fly by modifying an existing profile is simple and easy to do. You can save your new settings as an updated profile or as a new profile, or you can use the profile settings once and not save them.

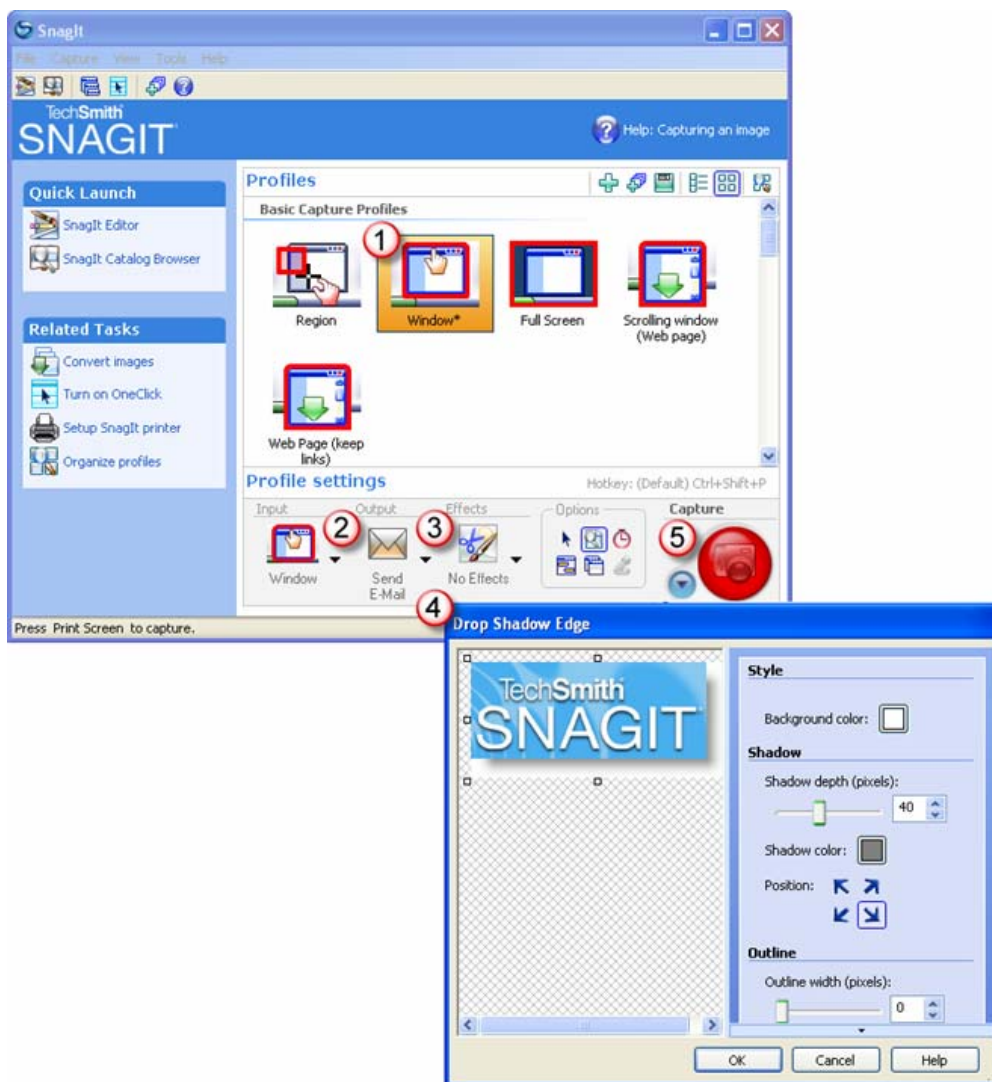


See the following topics for more information:

- **How to Change the Capture Settings**
- **About the Unsaved Profile**
- **Save Settings as an Updated Profile**
- **Save Settings as a New Profile**

How to Change the Capture Settings

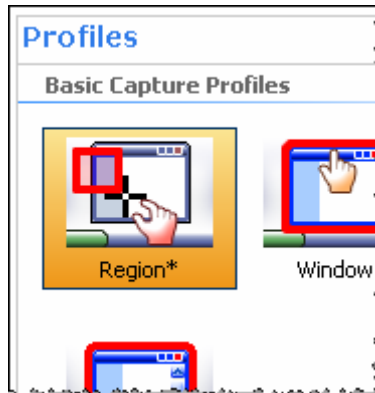
Before you begin, please note that the following instruction on modifying a profile gives a general method for changing your settings followed in parenthesis by a specific example. For your own needs, you may substitute any profile and select your desired profile settings.



1	Select a Profile that is close to what you need. (In the <i>Profiles</i> pane, click the <i>Window</i> profile.)
2	If necessary, change the Output. (In the <i>Profile settings</i> pane, select Output > E-Mail from the dropdown list.)
3	Include an effect to add a special effect, specific size, color, or resolution requirement. (In the <i>Profile settings</i> , select Effects > Edge Effect > Drop Shadow Edge from the dropdown menu.)
4	Customize the Edge Effect in the <i>Edge Effect</i> task page. (In the <i>Drop Shadow Edge</i> task page, set the Shadow Depth to 40.)
5	Take the capture by clicking the Capture button. (Move the rectangle around the screen to highlight a window. Click with the mouse to capture. The capture displays within the <i>Capture Preview</i> window.)

About the Unsaved Profile

Once you change any of the settings for a capture profile, the profile selected in the *Profiles* pane has an orange box around it and an asterisk next to the profile name. This alerts you to the fact that you have modified a profile.



At this time, you can save these new settings as a new profile or you can save them by overwriting the currently selected profile. Continue with one of the following topics:

- **Save Settings as an Updated Profile**
- **Save Settings as a New Profile**

These modified profile settings remain “loaded” in the *Profile settings* pane until you do one of the following:

- **Click a new profile**
The next time you click the profile, the box around it is blue and it has the saved profile settings and has lost the modified settings.
- **Click the modified profile**
The orange and asterisk go away and the profile appears with a blue box again.

Save Settings as an Updated Profile

To save an existing profile with any updated settings, click the *Save Profile* button. This option overwrites the saved profile settings, and the box around the profile turns blue and loses the asterisk after the profile name.



Save Settings as a New Profile

To save any new settings as a new profile:

1. Click the *New Profile* button.



The *Save Profile As* dialog box displays.

2. In this 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.
3. Enter a name and select a hotkey, if desired.
4. Click **Save**.

The following table describes each of the options contained within the *Save Profile As* dialog box.

Option	Description & Use
Selection Pane	Within the selection pane, browse and select a group to add this profile to. <i>My Profiles</i> is selected by default.
Add Group	To add a new group to the <i>Profiles</i> pane: <ol style="list-style-type: none"> 1. Click the Add Group button. The <i>Add New Group</i> dialog box displays. 2. Enter the desired name and then click OK. The new group is added to the list and is selected. Unless you change the selection in the <i>Profiles</i> pane, the new profile is added to this new group.
Name	In the Name field, enter a name for this profile. By default, the Name field is populated with the capture's <i>Input</i> and <i>Output</i> settings.
Hotkey	A hotkey is a key press combination that sends a command to <i>SnagIt</i> to start a capture using the corresponding profile. Select any combination of boxes for < CTRL + SHIFT + ALT > and a keyboard character. Note: Having a hotkey assigned to a profile is optional. See also Setting Profile Hotkeys .
Save	Select Save to save your new profile. The profile is added to the <i>Profiles</i> pane.
Cancel	Select Cancel to exit this dialog box without making any changes.

Using the Add New Profile Wizard

The *Add New Profile Wizard* allows you to create a new profile from “scratch” rather than modifying and saving an existing capture profile.

Note: All new profiles and groups are automatically updated to the *SnagIt OneClick* screen.
See also **SnagIt OneClick**.

To access the *Add New Profile Wizard*, click the **Add New Profile Wizard** button located in the upper right-hand corner the *Profiles* pane on the *SnagIt* main interface.



The *Add Profile Wizard* dialog box displays. Each screen of the wizard also contains instructions for use. Additionally, each step within the wizard is described in the following topics:

- **Step 1. Selecting the Capture Mode**
- **Step 2. Selecting the Input**
- **Step 3. Selecting the Output**
- **Step 4. Selecting Options**
- **Step 5. Selecting the**
- **Step 6. Saving the New Profile**

Step 1. Selecting the Capture Mode

Using the buttons on the left, select the capture mode you wish to use. Click **Next**.

For more information on *Capture Modes*, see **Capture Modes**.



Step 2. Selecting the Input

1. Click **Input** and a dropdown menu is displayed.
2. Select an input option from the menu.
3. Click the **Properties** button to further define the capture input properties.
4. Click **Next**.

For more information on input options and properties, see **Capture Input** and **Input Properties**.



Step 3. Selecting the Output

1. Click **Output** and a dropdown menu is displayed.
2. Select an output option from the menu.
3. Click the **Properties** button to further define capture output properties.
4. Click **Next**.

For more information on output options and properties, see **Share Your Captures**.



Step 4. Selecting Options

Use the buttons on the left to select one or more of the desired additional options. Some of these options may be disabled, depending on the *Mode* and *Input* chosen. When you are done choosing options, click **Next**.

For more information on capture options, see **Capture Options**.

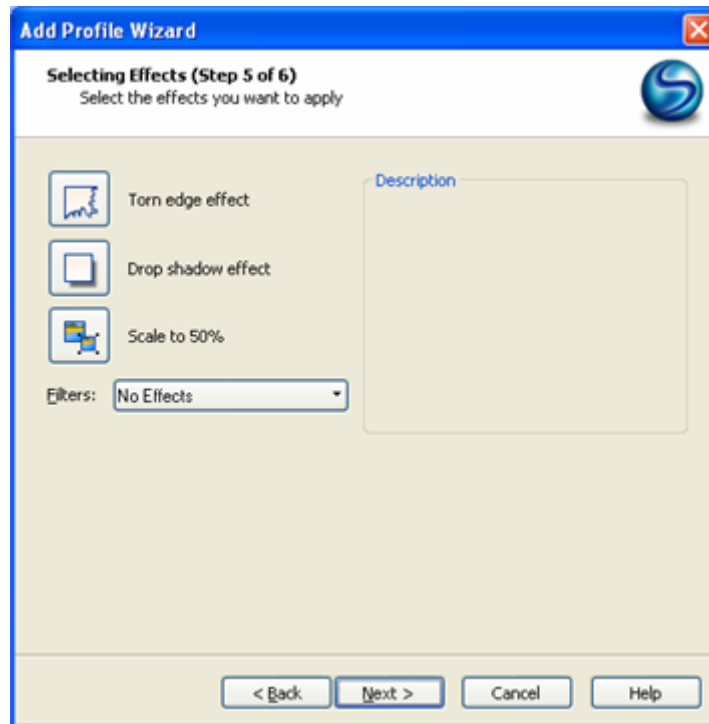


Step 5. Selecting the Effects

Effects are special effects or color or resolution options that are applied during the capture.

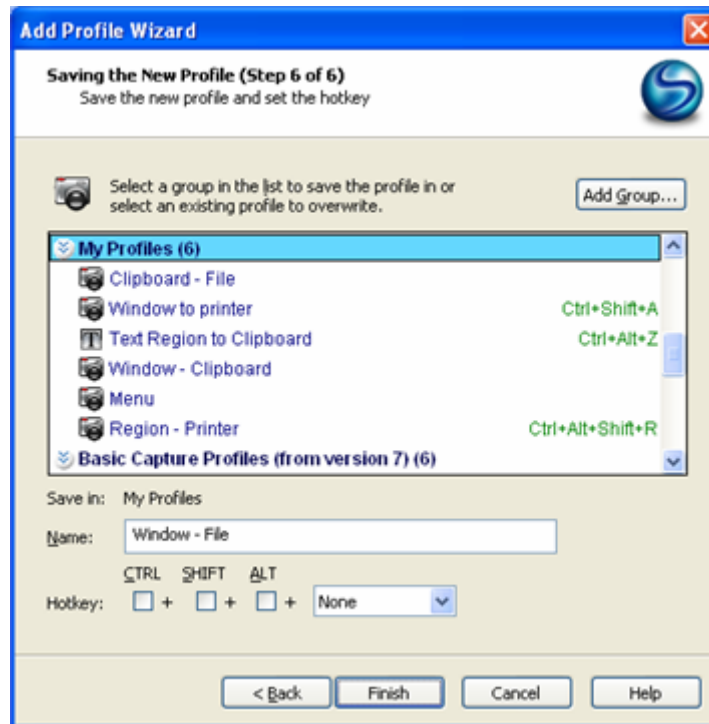
Use the buttons or the *Filters* dropdown menu to select one or more of the desired effects. Some of these options may be disabled, depending on the *Mode* and *Input* chosen. When you are done choosing effects, click **Next**.

For more information on effects, see **Capture Effects**.



Step 6. Saving the New Profile

1. From the capture groups listed, select the group in which to save the new profile. Alternatively, you can select the **Add Group** button to create a new group.
2. Type a name for the new profile in the **Name** field.
3. If desired, assign a **Hotkey** to the new profile by selecting any combination of CTRL, SHIFT, and ALT, and then choosing a character from the dropdown list.
4. Click **Finish**. The new profile is added to the *Profiles* pane.



Setting Profile Hotkeys

A hotkey is a key press combination that sends a command to *SnagIt* to invoke a capture or application command (such as hiding *SnagIt*). Using a hotkey provides a short-cut method to taking your captures. Using a hotkey also allows you to quickly take your captures without having to interact with the *SnagIt* interface.

Within *SnagIt*, the hotkey(s) that you use are fully customizable and can be set up for the behavior of the *SnagIt* application or on a per capture profile basis.

Profile hotkeys are those that are set up to invoke a specific set of capture commands. These commands are called profiles. Each profile can have its own hotkey. Profile hotkeys are also available when using *OneClick* and can be customized from the *OneClick* screen.

For more on setting hotkeys for profiles, see the following topics:

- **Remembering your Hotkeys**
- **Setting Hotkeys for Existing Profiles**
- **Setting Hotkeys for New Profiles**

Remembering your Hotkeys

When a profile hotkey is set, the *SnagIt* interface gives you several visual clues to help your hotkey settings. This way, as you work with *SnagIt*, after a short period of time, you will begin to remember the hotkeys that are set for your different captures and you will no longer need to refer to the *SnagIt* interface to take your captures. This makes capturing much easier and faster for you.

Keep this in mind:

- The Global Hotkey is displayed within the *Profile settings* pane. By default, the *Global Hotkey* is set to <PRINT SCREEN>.
- If there is a hotkey that has been set up for the loaded profile, that hotkey will display in place of the *Global Hotkey*. This same hotkey displays within *SnagIt OneClick*.
- The hotkey will display next to the profile within the *Profiles* pane.
- Within the *Profiles* pane, right-click on a profile to add or change a hotkey.
- Within *SnagIt OneClick*, the hotkey will display within the *Profiles* pane as it does in the main *SnagIt* interface.

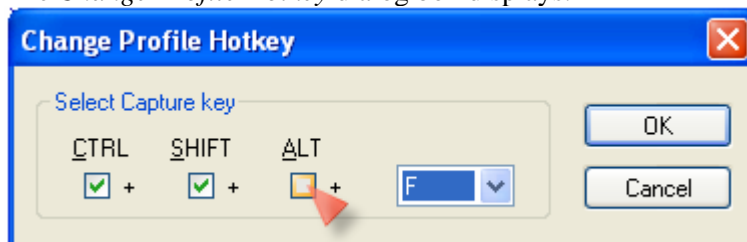
Setting Hotkeys for Existing Profiles

Setting up your profile-specific hotkeys within *SnagIt* is quick and easy to do. These are the hotkeys that invoke captures defined within profiles.

To assign a hotkey to an existing profile:

1. Right-click the profile within the *Profiles* pane.
2. From the menu, select **Set Hotkey**.

The *Change Profile Hotkey* dialog box displays.



3. Select your hotkey preferences and then click **OK**.

Note: Once a hotkey is created for a profile, the hotkey is updated to **SnagIt OneClick** as well.

Setting Hotkeys for New Profiles

When saving a new profile that you have set up, you are given the opportunity to assign a hotkey to that new profile.

To create a new profile from an existing profile and set a hotkey:

1. Select a profile within the *Profiles* pane that closely resembles the profile you wish to create.
2. Using the options found within the *Profile settings* pane, assign any new settings to this profile.
3. Click the **New Profile** button.



4. The *Save Profile As* dialog box displays.
5. Within the **Name** field, enter a name.
6. Within the **Hotkey** fields, select the desired options to create a hotkey for this profile.
7. Click **Save**.
The new profile displays in the *Profiles* pane.

Note: This new profile is also added to **SnagIt OneClick**.

Organizing Your Profiles

At some point, you may want to rearrange the profiles within the *Profiles* pane, share a profile with a co-worker, or back up your profiles.

The *Organize Profiles* options allow you to:

- Change the order of your capture profiles within the *Profiles* pane.
- Import a single profile.
- Import a group of profiles.
- Export a single profile.
- Export all profiles within the *Profiles* pane.

To access the *Organize Profiles* options, do one of the following:








- From the main *SnagIt* interface, select **File > Organize Profiles**.
- Right-click on any profile and select **Organize Profiles** from the popup menu.
- Click **Organize profiles** in the *Related Tasks* area of the main interface.



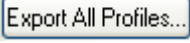

See the following topics for more on organizing your profiles:

- **Organize Profiles Dialog Box Tools**
- **Importing a Single Profile**
- **Importing a Single Profile via the Windows Explorer**
- **Importing a Group of Profiles**
- **Importing a Group of Profiles via the Windows Explorer**
- **Import Group Dialog Box**
- **Exporting a Profile or Group of Profiles**
- **Exporting All Profiles**
- **Include the Following Items to Import / Export**

Organize Profiles Dialog Box Tools

The following table describes the options contained within the *Organize Profiles* dialog box.

Tool	Option	Description & Use
	Move Up	Highlight a profile and then select Move Up until the profile is in the desired position. Note: Profiles can be moved up into new groups using this option.
	Move Down	Highlight a profile and then select Move Down until the profile is in the desired position. Note: Profiles can be moved down into new groups using this option.
	Move to Group	Select the profile that you want moved and then select the Move to Group button. A popup list of groups displays. From the list, select the group you want to move these profiles into. Select OK .
	Delete	Highlight a profile and then select Delete . A confirmation dialog box will display. Select Yes to delete. Select No to cancel the deletion.
	Rename	Highlight a profile and then select Rename . Enter the new name and select OK .
	Set Hotkey	Highlight a profile and then select Set Hotkey . Enter the new hotkey and select OK . See also Setting Profile Hotkeys .
	Add Group	The <i>Add New Group</i> dialog box displays. Enter a group name and select OK . The group will be added to <i>My Profiles</i> in the <i>Profiles</i> pane. Select Cancel to exit without adding a new group.

Tool	Option	Description & Use
	Import	<p>Select this option to import a single <i>SnagIt</i> profile or a group of profiles.</p> <p>You will also be able to import a file containing several groups that were saved using <i>SnagIt's Export All Profiles</i> option.</p> <p>When a profile is imported into the <i>Profiles</i> pane, if there is an existing profile that has the same name, the existing profile is not overwritten. Instead, the imported profile is simply added to the profile group.</p> <p>Note: Single profiles, one group of profiles, or several groups of profiles are contained in one single.snagprof file. See also Importing a Single Profile and Importing a Group of Profiles.</p>
	Export	<p>Select this option to export a single <i>SnagIt</i> profile or a group of profiles. You will also be able to merge a file containing several groups that were saved using the <i>Export All Profiles</i> option.</p> <p>Note: Single profiles, one group of profiles, or several groups of profiles are contained in one single.snagprof file. See also Exporting a Profile or Group of Profiles.</p>
	Export All Profiles	<p>Select this option to export, at one time, all of the profiles contained within the <i>Profiles</i> pane. This is a fast and easy way to backup your profiles.</p> <p>Note: Single profiles, one group of profiles, or several groups of profiles are contained in one single.snagprof file. See also Exporting All Profiles.</p>
	Selected profile settings	<p>This read-only file shows you the profile settings for the selected profile.</p> <p>These fields are blank when a group is selected.</p>

Importing a Single Profile

To display the *Import* dialog box, do one of the following:

- Click the **Import** button in the *Organize Profiles* dialog box to import a **single** *SnagIt* profile.
- From the main *SnagIt* Interface, you can select **File > Import Profiles**.

Note: Single profiles, one group of profiles, or several groups of profiles are contained in one single .snagprof file.

Note: When a profile is imported into the *Profiles* pane, if there is an existing profile that has the **same** name, the existing profile **is not** overwritten. Instead, the imported profile is simply added to the profile group thus creating duplicate named profiles.

To import a single profile, use the following procedure:

1. In the *Import* dialog box, browse and select the desired file to import using the **Look In** field.
2. Highlight the desired file in the list. The file name is updated to the **File name** field.
3. At the bottom of the dialog box, check, if desired, any of the items to include in the import. See also **Include the Following Items to Import / Export**.
4. Click **Import**. The profile is added to the *Profiles* pane.

Importing a Single Profile via the Windows Explorer

You can double-click on a profile file (.snagprof) that contains just one profile and import it directly into *SnagIt*.

1. Double-click the file, the *Import Profile* dialog box displays.
2. From the available list, select the group that you would like to import the profile into.
3. Select the desired import options, if any. See also **Include the Following Items to Import / Export**.
4. Click **OK**. The profile is added to the *Profiles* pane.

Importing a Group of Profiles

To display the *Import* dialog box, do one of the following:

- Click the **Import** button in the *Organize Profiles* dialog box to import a **single** *SnagIt* profile.
- From the main *SnagIt* Interface, you can select **File > Import Profiles**.

Note: Single profiles, one group of profiles, or several groups of profiles are contained in one single .snagprof file.

Note: When a profile is imported into the *Profiles* pane, if there is an existing profile that has the **same** name, the existing profile **is not** overwritten. Instead, the imported profile is simply added to the profile group thus creating duplicate named profiles.

To import a group of profiles, use the following procedure:

1. In the *Import* dialog box, browse and select the desired files to import using the **Look In** field.
2. Highlight the desired files in the list. The file names are updated to the **File name** field.
3. At the bottom of the dialog box, check, if desired, any of the items to include in the import. See also **Include the Following Items to Import / Export**.
4. Click **Import**. The group is added to the *Profiles* pane. If the profile group(s) already exist with the exact same name, you see the *Import Group* dialog box.
5. Use the options found in the dialog box to make decisions on how you will import your duplicate group(s).

See also **Import Group Dialog Box**.

Importing a Group of Profiles via the Windows Explorer

You can double-click on a profile file (.snagprof) that contains a group of profiles and import directly into *SnagIt*.

1. Double-click the file, the *Import Profile Options* dialog box displays.
2. Select the desired import options, if any.
See also **Include the Following Items to Import / Export**.
3. If the group that you are importing already exists, the *Import Group* dialog box displays.
See also **Import Group Dialog Box**.
4. Continue to make your import selections until the profile groups are all imported into the *Profiles* pane.

Note: Any groups that **do not** have identical names are directly imported into the *Profiles* pane.

Import Group Dialog Box

When importing a group of profiles that already exist within the *Profiles* pane, you are prompted as to whether or not to merge the profiles with the existing group(s).

Use the options found in the dialog box to make decisions on how you import your duplicate group(s).

Note: Any groups that do not have identical names are directly imported into the *Profiles* pane.

Select from the following options:

Option	Description & Use
Merge	This option is only used when importing a group or groups of profiles. When importing a file that has several groups, select this option to have control over each individual group that is being imported. Using this option, you can import the different groups one-at-a-time and decide on-the-fly if you want to import the displayed group, rename the group, or skip importing that group. Each time you select Merge , the next group in the file will display.
Rename	This option is used to rename a group. To rename a group, select the Rename button. The <i>Group Name</i> dialog box displays. Enter a name and then select OK .
Merge All	This option is used to merge all of the groups into the existing group(s) without you being prompted to merge, rename the group, or skip a group. To merge all of the groups at once, simply select the Merge All button.
Skip	This option is used to skip over a group when you don't want to import it. If you only have one group to import and you select Skip , the group will not be imported and the <i>Import</i> dialog box will close.

Exporting a Profile or Group of Profiles

The *Export Profiles* options include the ability to export a single profile, a group of profiles or all of the profiles within the *Profiles* pane. When exporting, profiles will be saved as a *SnagIt* .snagprof file.

There are several ancillary items that can be exported with a profile or group of profiles. These include hotkeys, password, machine specific items, and program output.

To export a single profile or one profile group, use the following procedure:

1. Within the *Organize Profiles* dialog box, select a profile name or profile group name to highlight it. Alternatively, you can select **File > Export All Profiles**.
2. Select the **Export** button. The *Export As* dialog box displays.
3. From within the *Export As* dialog box, browse and select the desired destination for this file in the **Save In** field.
4. Keep the default file name or enter a new file name in the **File Name** field.
5. Check, if desired, any of the items to include in the import.
See also **Include the Following Items to Import / Export**.
6. Select **Export**.

Exporting All Profiles

To export all of the profiles at once, use the following procedure:

1. In the *Organize Profiles* dialog box, click the **Export All Profiles** button. Or, from the main *SnagIt* interface, select **File > Export All Profiles**. The *Export All Profiles* dialog box displays.
2. From within the *Export All Profiles As* dialog box, browse and select the desired destination for this file in the **Save In** field.
3. Keep the default file name or enter a new file name in the **File Name** field.
4. Check, if desired, any of the items to include in the import.
See also **Include the Following Items to Import / Export**.
5. Click **Export**.

Include the Following Items to Import / Export

There are several ancillary items that can be imported or exported with a profile or group of profiles. These include hotkeys, password, machine specific items, and program output.

The following table describes each of these options contained within the *Organize Profiles* dialog box.

Option	Description & Use
Hotkeys	Enable this option if you would like to import or export any hotkeys that are included in the profile or groups.
Passwords	Enable this option if you would like to import or export any passwords that are included in the profile or groups. Note: The ability to assign a password is only available in two locations. The first is in the <i>Proxy Settings</i> dialog box when configuring a capture using the <i>Web</i> capture mode. The second is found within the <i>FTP</i> tab of the <i>Output Properties</i> dialog box and is used for <i>Server Authentication</i> .

Option	Description & Use
Machine specific	Enable this option if you would like to import or export information that is stored within the profile that is specific to a machine. This includes output directories, Web addresses, audio codecs, video codecs, font settings and more.
Program output	Enable this option if you would like to import or export any information relating to <i>External Program Output</i> included in the profile or groups. By default, this option is disabled. WARNING! This option is disabled by default strictly for security measures and prohibits the import of a profile using external program output that could potentially launch a destructive application or virus on your system. Keep this option disabled if you are not sure of the quality or source of the profiles being imported.

Set Up Your Capture

Capture Setup Overview

There are several ways to setup *SnagIt* for taking captures.

- The quickest way is to choose a predefined *Profile* and use the Capture button or a hotkey to take the capture. See **Preconfigured Profiles** in the **Working with Profiles** section.
- When you are more comfortable with *SnagIt*, you can use the *Profile settings* pane to create a one-time use profile or modify, create, and save capture profiles. See **Using the Profile Settings Pane** in the **Working with Profiles** section.

This section contains information the various capture modes, input, input options, effects, and capture options you can choose using profiles and profile settings. See the following:

- **Capture Modes**
- **Capture Input**
- **Capture Effects**
- **Capture Options**

Note: *Capture Output* can be associated with profiles and set before you take a capture, but does not have to be. You can choose **None** for output before performing a capture and later choose an output in the *Capture Preview* window. See **Share Your Captures** for information on the various capture output options.

Capture Modes

Capture Modes are general categories of the different types of captures that you can take using *SnagIt*. There are five different modes. Once you select a capture mode, you can select from a variety of different input and output types.

For instance, if you select *Image* as your mode, then you can select to input the entire screen, a window on the screen, or just a piece of the screen. You can also select to output the image to a file, an e-mail, Instant Messenger, and more.

To select a mode:



1. Click the down arrow to open the *Mode* dropdown menu.



2. Click the desired mode.



The following table gives a brief overview of each of the five different capture modes.

Icon	Mode Name	Overview
	Image Capture	Capture an image of your screen or any portion of it. You can capture images of anything 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. See Image Capture .
	Text Capture	Capture the text you see on the screen as editable, ASCII text. <i>SnagIt</i> 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. See Text Capture .




Icon	Mode Name	Overview
	Video Capture	Record onscreen activity on your Windows desktop. Capture mouse movements and application action, then save the video as an AVI file. You can also use <i>SnagIt</i> to create time-lapse video of desktop activity over a period of time. See Video Capture .
	Web Capture	Capture all the images from a Web site. All you need to do is type in the Web site address and select the Web page link depth, which is the number of levels of directories from the root Web address to be included in the search. See Web Capture .
	Printer Capture	Capture anything you would normally send to a printer and send it to an image file instead. You do this by printing to the <i>SnagIt</i> virtual printer from any Windows application. <i>Printer Capture</i> settings are accessed differently from the other modes. From the main <i>SnagIt</i> interface, select Tools > SnagIt Printer Capture Settings to set the Printer Capture settings. See SnagIt Printer Capture .

Image Capture

The *Image Mode* allows you take a capture of your screen in graphic format.

SnagIt Image Capture works by creating a "screenshot" of whatever you tell it to and allowing you to edit the screenshot in *SnagIt Capture Preview* window, *SnagIt Editor*, or by another compatible graphics program, and then save, file, print, or e-mail it.

Text Capture

Text Mode is a feature that brings an easier solution to **Edit > Copy/Paste** or for anyone who has found themselves writing down text from the screen or a dialog box. Text captures are created from only the text on the screen, and does not include any graphics on the screen.

While most computer programs can make copies of text and paste it, *SnagIt* adds the following important features you do not get with copy and paste:

- Capture text from screens that do not allow copy and paste in Windows.
- Choose to keep the approximate vertical and horizontal placement of text or have *SnagIt* collapse these spaces.
- Use *SnagIt's Auto Scroll* so that scrolling and highlighting long screens or blocks of text is unnecessary.
- Send output to a variety of destinations such as the Office Clipboard, a printer, the *Capture Preview* window, or a file with flexible naming and saving options.
- Annotate and timestamp the captured text.
- Collect captured text in one file to keep a running log of captured passages. This can be used for clipping notes from a Web browser or e-mail, or to capture a series of error messages from a program to send to technical support.

Text files are saved in ASCII format with a .txt filename extension. Most computer programs (word processors, spreadsheets, databases, presentations, or graphics programs) can import and operate with ASCII text.

There are two ways to use SnagIt text capture: from screen images or from the clipboard.

Capture Text from Screen Images

Capture text on the screen in the same way that you use *SnagIt* to capture image files from the screen. Rather than capturing an image, you capture plain ASCII text.

When capturing text from screen images, *SnagIt* "reads the screen" for you. Some programs and "Rich Text" windows cannot be captured from a screen image, but can probably be captured by using text from the clipboard. See **Capturing Whatever is on the Clipboard** for more information.

Capture Text from the Clipboard

In capturing text from the clipboard, *SnagIt* works as a Windows Clipboard enhancement tool. *SnagIt* can boost productivity by automatically capturing text from the Windows Clipboard and sending it to the configured *SnagIt* text Output. Your text captures can be annotated and text can be appended to files.

With the Clipboard Chain option, you can automatically capture and output text copied to the Clipboard (without pressing a hotkey). See **Clipboard Chain** for more information.

Video Capture

Video Capture Mode allows you to create a movie of what is happening on your screen. Any movement on your computer screen can be captured with *SnagIt*.

Some ways to use Video Capture

- Create Windows program demonstrations that show the movement of the cursor, selection of menus, and interaction with programs, such as entering text or commands. Use these demonstrations to illustrate the high points of a program and how the program can be used.
- Add audio to your videos. You can record sounds through a microphone in real-time while capturing video from the screen.
- Add video captures to make a Web site more dynamic and dramatic by adding elements of multimedia.
- Record program actions and reactions to remind yourself, or show colleagues, how to perform a task.

Important Information

When you make a video capture using *SnagIt*, you are actually saving a series of bitmap graphics, that, when replayed quickly in sequence, show movement. These captures are stored as AVI files.

Note: The maximum size of an AVI file produced by *SnagIt* is 2 Gb. If you pass this size limit, the entire capture will be lost.

Video files can be placed in other Windows programs and in all Microsoft Office programs. The file shows the video viewer where you pasted the AVI file. The viewer is stopped on the first frame of the captured video. The user can view, pause, stop, replay, and close the video by clicking the controls on the viewer.

AVI file size tends to be quite large for long, complex videos. AVIs over one megabyte in size are not uncommon. Keep the size to a limit by:

- Limiting the size of the program window being captured. Do not bother adding more content than is necessary (size or length).
Hint: Use *SnagIt's Region* input selection to select a smaller area to capture and then "pan" across the screen while capturing, thereby making a much smaller video file.
- Limiting the speed at which video frames are captured.
- Limiting the length of the video capture sequence. *SnagIt* captures video sequences in real-time seconds and minutes. The shorter your sequence, the smaller the AVI file.
- Changing compression. By default, *SnagIt* selects the best compression to use for your capture and system. Experimenting with the settings is also possible.

Tip: Rehearse your video capture sequences to get the best results. Practice the sequence slowly, and then speed up as you go. By viewing glitches and correcting them, you can make a professional-looking video sequence that can be saved and shown.

Tip: A frequent complaint about videos that include cursor movement is that the program reacts before the viewer can see where the mouse is. To prevent this, practice precision movements of the cursor to the menu or button you must click, pausing for a fraction of a second over the element, then clicking. On the video capture, the cursor travels smoothly to the menu or button and stops there briefly before movement happens and a different screen or menu attracts the viewer's eye.

Web Capture

Use *Web Capture* mode to scan and gather images published on a Web site.

Some advantages of using Web Capture:

- Specify any public Web site URL to capture all images used on the site. This is the easiest and best way to build a library of Web images.
- GIF, JPG, and PNG files can be scanned and captured using Web Capture.
- Preview the images to be captured from the Web site, then include or exclude them from the final scan.
- After capturing the images, you can direct them to any folder on your PC or to a designated Catalog Folder so they can be browsed and viewed using *SnagIt Catalog*.

Note: This mode is **not** to capture Web pages. The easiest way to capture Web pages is to use the default Web page capture profile. For information on using the default Web Page capture profile, see **Basic Capture Profiles**.

See also:

- **Fixed Address**
- **Prompt for Address**
- **Web Capture Preferences Properties**

Capture Input

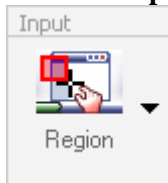
The *Capture Input* simply tells *SnagIt* what it is that you want to capture on the screen. The *Capture Mode* and the *Capture Input* work side-by-side to help you define exactly what it is that you want to capture.

Think of the *Mode* as the *general* capture category and the *Input* as the more *specific* category. Each mode has its own particular input options

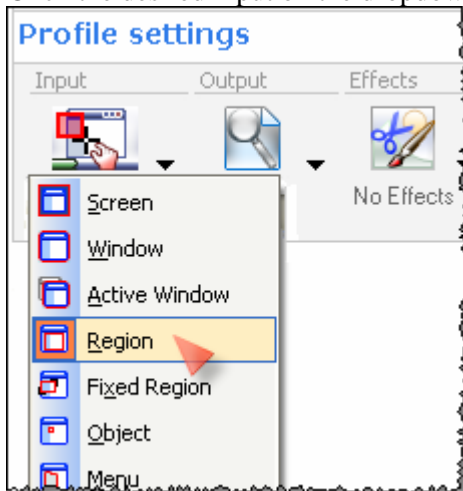
For example, if *Image Capture* is the *Mode*, you can select *Screen* as the *Input*. This means that *SnagIt* captures the entire PC screen as an image. Or, if you select *Image Capture* as the *Mode* and then *Window* as the *Input*, then you get to select the single window on your screen that you want to capture.

Each capture mode has its own set of *Input* options and associated *Properties*. These *Input* options and *Properties* can be accessed from the main interface with the following procedure:

1. In the *Profile settings* pane, select the desired *Mode*.
2. Click the **Input** button.



3. Click the desired input on the dropdown menu.



Each of the different capture *Input* options are described in **Capture Mode & Input Combinations**.

4. Click the **Input** button again.
5. Click **Properties...** in the dropdown menu.
For a description of each of the *Input Properties*, see **Input Properties**.
6. Configure the *Input Properties* and click **OK**.

Capture Mode & Input Combinations

The following tables on *Capture Modes* show many of the different types of captures available using the various modes and input option combinations. Also included are some general instructions for setting up and taking each kind of capture.

Note: While there are actually five capture modes, only *Image*, *Text*, *Video*, and *Web Capture* modes are covered. For *Printer Capture*, see **SnagIt Printer Capture**.

The following table shows the *Input* options that are available for each of the capture modes.

These Inputs are available in these modes:	Image	Text	Video	Web
Capturing the Entire Screen	✓	✓	✓	
Capturing a Selected Window	✓	✓	✓	
Capturing the Active Window	✓	✓	✓	
Capturing a Region	✓	✓	✓	
Capturing a Fixed Region	✓	✓	✓	
Capturing an Object	✓	✓		
Capturing a Menu	✓			
Auto Scroll Window	✓	✓		
Scrolling Region	✓	✓		
Scroll Active Window	✓	✓		
Custom Scroll	✓	✓		
Capturing a Shape	✓			
Capturing Whatever is on the Clipboard	✓	✓		
Clipboard Chain	✓	✓		
Inputting an Image from a Graphic File	✓			
Capture from Program File	✓			
Full-screen DOS	✓	✓		
DirectX	✓			
Extended Window Capture Preview	✓			
Extended Window	✓			
Wallpaper	✓			
Scanners & Cameras	✓			
Capturing Multiple Areas	✓			

These Inputs are available in these modes:	Image	Text	Video	Web
Including the Cursor in the Capture	✓		✓	
Keeping Links in the Capture	✓			
Record Audio			✓	
Fixed Address				✓
Prompt for Address				✓

Capturing the Entire Screen

Set Input to:	Use with these Mode(s):
Screen	Image Text Video

To capture everything that shows on your computer screen (desktop), such as all menus, active windows, and toolbars, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Screen**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.

Capturing a Selected Window

Set Input to:	Use with these Mode(s):
Window	Image Text Video

To capture only a selected window and all elements on the window, such as: window frame, scroll bars, open menus, window control buttons, toolbars, and titles, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Window**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.

6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button and move the finger cursor over elements of the window and each becomes outlined.
9. When you have found the desired area to be captured, click with the mouse.

Capturing the Active Window

Set Input to:	Use with these Mode(s):
Active Window	Image Text Video

To capture the active window, which is the window that has the focus on the desktop when you start the capture, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Active Window**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button and the active window is automatically captured.

Capturing a Region

Set Input to:	Use with these Mode(s):
Region	Image Text Video

To capture a region of a window that is not outlined by borders or edges that *SnagIt* can find, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Region**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.

7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button. The mouse pointer changes to a crosshair pointer, which allows you to outline the region or area of the window to be captured.
9. Drag the mouse around the area to be captured. Use the magnifier window to help in setting the edges of the region.
10. Release the mouse to complete the capture.

Capturing a Fixed Region

Set Input to:	Use with these Mode(s):
Fixed Region	Image Text Video

To capture a rectangular fixed region of the screen, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Fixed Region**.
3. On the *Input* dropdown menu, select **Properties**.
4. To set the size of the fixed region, select **Properties...** from the Input dropdown menu. The dimensions and location can be typed in screen pixel coordinates. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
A rectangle appears to allow you to define the region to be captured. This can be moved either with the mouse or using the arrow keys on your keyboard.
9. When you have found the desired area, click with the mouse.

Capturing an Object

Set Input to:	Use with these Mode(s):
Object	Image Text

To capture small items on your computer screen such as a toolbar button, icon, etc., do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Object**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button. As you move the finger cursor over elements of the window you are capturing each becomes outlined.
9. When you find the desired object, click with the mouse.

Capturing a Menu

Set Input to:	Use with these Mode(s):
Menu	Image

To capture dropdown menus or cascading menus, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Menu**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture. It is best to use the timer option for menu captures. The timer delays the capture, allowing you the time necessary to set up your capture before it is taken. See **Capture Options** for more information.
8. Click the **Capture** button.
9. Open the menu that you want captured.
10. Keep the mouse still and the menu exposed until the capture is taken.

Auto Scroll Window

Set Input to:	Use with these Mode(s):
Scrolling > Auto Scroll Window	Image Text

See **Auto Scroll Window Capture** for details on how to set up an Auto Scroll Window capture.

Scrolling Region

Set Input to:	Use with these Mode(s):
Scrolling > Scrolling Region	Image

Set Input to:	Use with these Mode(s):
	Text

See **Scrolling Region Capture** for details on how to set up a Scrolling Region capture.

Scroll Active Window

Set Input to:	Use with these Mode(s):
Scrolling > Scroll Active Window	Image
	Text

See **Scroll Active Window Capture** for details on how to set up a Scroll Active Window capture.

Custom Scroll

Set Input to:	Use with these Mode(s):
Scrolling > Custom Scroll	Image
	Text

See **Custom Scroll Capture** for details on how to set up a Custom Scroll capture.

Capturing a Shape

Set Input to:	Use with these Mode(s):
Shape	Image

To create captures with different shapes, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. For the Input, select *Shape*.
3. Select the desired shape. The **Shape** input menu allows you to select from one of five different shapes:
 - Free Hand**
Free Hand input allows you to define and capture any closed loop you specify. The loop automatically closes when you release the mouse.
 - Ellipse**
Ellipse input captures an elliptical or circular shaped area. (Holding <SHIFT> during capture creates a circle.)
 - Rounded Rectangle**
Rounded Rectangle input captures a rectangular area with rounded corners. (Holding <SHIFT> during capture creates a square.)
 - Triangle**
Triangle input captures a triangular-shaped area. The height and width are determined by the mouse movement. (Holding <SHIFT> during capture creates an equilateral triangle.)
 - Polygon**
Polygon input allows you to define and capture any polygonal shaped area, the sides of which are all straight lines. The area must be a closed shape. Each time you left-click, a new line starts. Continue clicking to complete the shape. Double-click to finish the capture.
4. On the *Input* dropdown menu, select **Properties**.
5. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
6. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
7. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
8. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
9. Click the **Capture** button. A crosshair displays.
10. Using the crosshair, click and drag to define the region that you want to capture.
During capture, a small preview window shows the X and Y coordinates, the Height and Width, and the vicinity being captured.
11. Release the mouse button to complete the capture.

Capturing Whatever is on the Clipboard

Set Input to:	Use with these Mode(s):
Advanced > Clipboard	Image Text

To automatically capture the clipboard contents when the **Capture** button is selected:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > Clipboard**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.

Note: If you have text on the clipboard, and you select the image capture mode, *SnagIt* makes an image output file even if the captured item is text. If you select the text capture mode, *SnagIt* makes an ASCII text file from the text input.

Clipboard Chain

Set Input to:	Use with these Mode(s):
Advanced > Clipboard Chain	Image Text

The Clipboard Chain option is only available for use with Clipboard input. This option enables *SnagIt* to capture whenever anything is copied to the Windows Clipboard.

To capture the contents of the Windows clipboard each time you send something new to the clipboard, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > Clipboard**.
3. On the *Input* menu, select *Clipboard Chain*.
4. On the *Input* dropdown menu, select **Properties**.
5. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
6. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
7. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
8. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
9. Click the **Capture** button.

The clipboard contents are automatically captured each time something is copied to the clipboard.

Inputting an Image from a Graphic File

Set Input to:	Use with these Mode(s):
Advanced > Graphic File	Image

Graphic File input opens any graphic image file in the *Capture Preview* window.

To capture an image from a graphic file, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > Graphic File**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. In the *Open* dialog box, select a graphic file and click **OK**.

Note: A faster and easier way to input a graphic file is to use the *SnagIt Catalog* to open the file. See **Catalog Browser** for more information.

Capture from Program File

Set Input to:	Use with these Mode(s):
Advanced > Program File	Image

Program File input captures bitmap images, icons, or cursors contained in an .EXE or .DLL file.

To capture cursor, icon, and bitmap images stored in other programs (.EXE or .DLL files) on your computer, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > Program File**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. In the *Open* dialog box, select a program to capture from. Select a program file with an .EXE or .DLL extension and click **Open**.
10. Select a type of image to capture: Bitmaps, Icons, or Cursors.
11. Click to select an image from the ones that appear in the Images area. Use the horizontal scroll bar if needed.
12. The currently selected image is shown in the Preview area. If the image is larger than the preview pane, you can click over the preview and move the image within the pane using the hand cursor.
13. When you locate the appropriate image, click **OK** to complete the capture.

Full-screen DOS

Set Input to:	Use with these Mode(s):
Advanced > Full Screen DOS	Image Text

This is a special input option. You must press the hotkey (default is the PrintScreen key) to capture the DOS application

Full-screen DOS input captures the contents of a full screen MS-DOS session window. Use <ALT + ENTER> to change between windowed MS-DOS and full-screen MS-DOS modes.

There are plenty of opportunities to capture MS-DOS screen sessions. *SnagIt* automates the most tedious parts of the chore, such as repeating the capture and inverting the colors.

To capture the contents of a full-screen MS-DOS Window, do the following:


1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > Full-screen DOS**.
Selecting this option actually automates two *SnagIt* parameters:
 - The Clipboard Chain option is on. This starts *SnagIt* when the <PRINT SCREEN> key is used during an MS-DOS session to do a full screen capture.
 - The *SnagIt* Input parameter is set to Clipboard to tell *SnagIt* to use the captured data.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Put MS-DOS into full-screen mode. Use <ALT + ENTER> to change between windowed MS-DOS and full-screen MS-DOS modes.
9. When the image or text to capture is on the screen, press the <PRINT SCREEN> key.

DirectX

Set Input to:	Use with these Mode(s):
Advanced > DirectX	Image

To capture images from DirectX programs, including computer games, do the following:

1. In the *Profile settings* pane, select the *Capture* mode.
2. On the *Input* dropdown menu, select **Advanced > DirectX**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
5. On the *Output* dropdown menu, select **File** or **Catalog** to store the captures. See **Share Your Captures** for more information.
6. On the *Output* dropdown menu, select **Properties** and click the **Image File** tab.
7. Set the desired capture image *File Format* and select **Automatic File Name**.

8. Click **Options...** to set the automatic file name options and click **OK**. See **Working with the Automatic File Name Options** for more information.
9. Select an *Output folder* to store the captured files.
10. Click **OK** to close the **Output Properties** dialog box.
11. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
12. Under *Options*
 - Make sure that *Capture Preview* window  is not selected. Do not use *Capture Preview* window, if possible. If a preview is necessary, go to **Tools > Program Preferences > Program Options** in the main interface and remove the selection **Foreground the Preview Window**.
 - (Optional) Set up the timer to automatically take captures at defined intervals. Using the timer, you can create a slideshow from a sequence of shots from a computer game. You can also use a timed capture to create a slideshow using *DubIt* (AVI) or *Camtasia Producer* (AVI, animated GIF, RM, or WMV). See **Timer Setup** for more information on how to use the capture timer. See **Capture Options** for more information.
13. Bring up the *DirectX* program.
14. Push the **<SCROLL LOCK>** key to take a capture or to start a timed capture. The capture is made, and the *Scroll Lock* indicator on the keyboard lights to indicate when *SnagIt* is ready for another capture. If you are not using a timed capture, continue taking shots with **<SCROLL LOCK>**.
15. Push and hold **<SCROLL LOCK>** to take the last shot.

To Touch Up DirectX Program Screens:

Since many game scenes are dark, use these procedures to touch up the captures in *SnagIt Editor*.

1. Open *SnagIt* Catalog Browser or the folder where your images are stored.
2. Double-click a *DirectX* capture. The image opens in *SnagIt Editor*.
3. Within the *Tasks* pane, select **Color Editing > Color Correction**.
4. Move the slide control for **Gamma** to adjust the image to have a *Gamma Value* greater than 1.00. Experiment with this setting until the image in the sample looks correct.
5. Save the file, or if it is not what you expected, click the **Undo Task** button and start again.

Note: If all images have the same dark background, once you know the amount of **Gamma** to apply, this can be factored into the capture.

In the *Profile settings* pane on the *SnagIt* main screen, select **Effects > Color Correction > Gamma** and set the same value used in step 4.

Extended Window

Set Input to:	Use with these Mode(s):
Advanced > Extended Window	Image

See **Extended Window Capture Preview** for information on the *Extended Window Capture Preview* dialog box.

Note: Available on Windows XP only (not available on other operating systems).

Use *Extended Window* to capture windows that are potentially much bigger than the screen. You can also capture windows that are partially off screen. You can select the partially-shown window and still capture the full window.

Like Auto Scroll, extended window capture permits capturing more than is visible on your screen, but this feature also captures the window frame, which Auto Scroll does not do. See also **Extended Window Capture Preview** below for more information on completing this capture.

To capture an extended window, do the following:

1. Make sure the window you want to capture is **not** maximized. If it is maximized, you will not be able to adjust the size of the window during capture.
2. In the *Profile settings* pane, select the *Capture* mode.
3. On the *Input* dropdown menu, select **Advanced > Extended Window**.
4. On the *Input* dropdown menu, select **Properties**.
5. Select the input properties for this capture, if applicable. See **Input Properties** for more information.
6. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
7. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
8. Under *Options*, select options for this capture. See **Capture Options** for more information.
9. Click the **Capture** button.
10. The *Extended Window Capture Preview* dialog box opens and allows you to adjust the size of the window. See **Extended Window Capture Preview** for more information on using this dialog box.
11. Click **OK** to perform the capture or **Cancel** to quit without capturing.

Extended Window Capture Preview

Note: Available on Windows XP only (not available on other operating systems).

The *Extended Window Capture Preview* dialog box helps you select how to resize the window before capturing it. The selected window can be resized in both width and height so that it can be captured at a size much larger than the screen.

This dialog opens if you have chosen to capture an extended window on a Windows XP computer and have left the check mark in the *Show extended window capture* preview box on the **Input Properties > Extended Window** tab.

Note: If the window you are capturing is not resizable with the mouse, you cannot enter new resize dimensions. The *Width* and *Height* boxes are grayed out and unavailable. For example, a maximized window is not resizable with the mouse, but often restoring the window to a non-maximized state allows it to be resized.

1. The selected window size in pixels is shown at the top of the dialog. These dimensions are also pre-populated in the **Width** and **Height** boxes.
2. A preview image of the window to be captured appears on the bottom of the *Extended Window Capture Preview* dialog box. Use this as a guide to change dimensions.
3. For resizable windows, to change the dimensions of the window to be captured before the capture is performed, enter the new dimensions in the **Width** and **Height** boxes.
4. Click **Update Preview** to update the capture results preview image. Change the **Width** and **Height** to capture all of the window contents, if necessary.

- Right-click over the preview image to see a menu with the following options:
Autosize, Full Size, 1/2 Size, 1/4 Size, and 1/8 Size.
If the image is larger than the preview frame, you can use the hand cursor to reposition the image.
- Click **OK** to perform the capture or **Cancel** to quit without capturing.

Wallpaper

Set Input to:	Use with these Mode(s):
Advanced > Wallpaper	Image

To automatically capture your desktop wallpaper image, do the following:

- In the *Profile settings* pane, select the *Capture* mode.
- On the *Input* dropdown menu, select **Advanced > Wallpaper**.
- On the *Input* dropdown menu, select **Properties**.
- Select the input properties for this capture, if applicable. See **Input Properties** for more information.
- On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
- On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
- Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
- Click the **Capture** button.

Scanners & Cameras

Set Input to:	Use with these Mode(s):
Advanced > Scanner and Cameras	Image

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

TWAIN is a software interface that allows programs to communicate with digital imaging devices. *SnagIt* allows a selection of a TWAIN device as an image capture source.

To capture images from a connected TWAIN-compliant device such as an optical scanner or digital camera, do the following:

- In the *Profile settings* pane, select the *Capture* mode.
- On the *Input* dropdown menu, select **Advanced > Scanner and Cameras**.
- On the *Input* dropdown menu, select **Properties**.
- Select the input properties for this capture, if applicable. The **TWAIN** tab allows you to select the **Current Source Device** or a different one (if you have more than one TWAIN-compliant device connected to your computer). See **Input Properties** for more information.
- On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
- On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.

7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. The TWAIN driver for the selected device displays a user interface that allows selection or creation of the image(s) to acquire. Please see your device documentation for the use of this interface.

Capturing Multiple Areas

Set Input to:	Use with these Mode(s):
Multiple Area (Use in conjunction with other Input options)	Image

This option lets you select and capture multiple areas of the screen. This option is also included in the **Capture Options**. The resulting capture includes only those areas you have selected. This can be handy for eliminating sections of a screen you do not want shown in your capture. Unselected areas of the screen show the color that you choose for the background (or white, the default) using **Input > Properties > General**.

After you click the **Capture** button with *Multiple Area* selected:

1. Choose an area to capture and click once to select it with the mouse.
As you select areas, colors are inverted to show what is selected. If you are using a *Region* capture, left-click, drag, and release the crosshair pointer to select multiple areas. (To unselect an area, hold <ALT> and left-click.)
2. Repeat to select as many areas as necessary.
3. To finish, right-click and select **Finish** from the popup menu.

The image that is captured shows only those areas you selected in their original locations.

Multiple Area capture works with these input options:

- **Window**
Allows you to select more than one window on your screen with the finger cursor before capturing.
- **Region**
Allows you to select more than one region on your screen with the crosshair pointer before capturing.
- **Fixed Region**
Allows you to select more than one fixed-size region on your screen for capture with the finger cursor before capturing. Set the fixed region size with the **Input > Properties > Fixed Region** menu.
Note: For Multiple Area to work with a **Fixed Region** input selection, the **Use fixed starting point** box must be unchecked in **Input > Properties > Fixed Region**.
- **Object**
Allows you to select more than one object (smaller than a region) on your screen with the finger cursor before capturing.

Note: Auto Scroll and Multiple Area Capture cannot be used together. Use only one of these features at a time.

Including the Cursor in the Capture

Set Input to:	Use with these Mode(s):
Include Cursor (Use in conjunction with other Input options)	Image Video

Select *Include Cursor* from the *Input* dropdown menu to include the cursor in image or video captures. This option is also included in the **Capture Options**.

Take the capture as usual. The cursor is included.

Keeping Links in the Capture

Set Input to:	Use with these Mode(s):
Keep Links (Use in conjunction with other Input options)	Image

The *Keep Links* option lets you keep links active when you capture a Web page. This option is also included in the **Capture Options**. You can e-mail or save your capture as a Web page with image (an MHTML file), Adobe PDF, or Macromedia Flash file (SWF) and still have clickable links.

Once you take a capture with links, you can view or edit the links by selecting **Links/Hotspots** in the *Task* pane. You can also edit the tooltips associated with the links.

For more information, see **Links/Hotspots Task Page**.

Record Audio

Set Input to:	Use with these Mode(s):
Record Audio	Video

Select *Record Audio* from the *Input* dropdown menu to include audio in a video capture. This option is also included in the **Capture Options**.

Note: Your computer must have a sound card and an attached microphone.

To set audio properties, do the following:

Click the *Output* dropdown menu and select **Properties**.

Open the **Video File** tab and click the **Audio Setup** button.

Set audio properties in the Audio Format dialog box.

The Audio Format you select or change affects movie captures that you make using *SnagIt* while recording audio using an attached sound card and microphone.

- Choosing a lower-quality format (for example, "8kHz, 8 Bit, Mono") makes your movie file size smaller.
- Choosing a higher-quality format (for example, "44.1kHz, 16 Bit, Stereo") can make your movie sound better, but your movie file size is larger.

Fixed Address

Set Input to:	Use with these Mode(s):
Fixed Address	Web

Select *Fixed Address* from the *Input* dropdown menu to capture Web images from an address specified on the *Input Properties* dialog box. You cannot use this option with *Prompt for Address*. You must choose one of these two options.

1. To capture images from a fixed Web address, select **Input > Fixed Address**. The option on the menu is checked to show it is selected.
2. On the *Input* dropdown menu, select **Properties**. On the *Fixed Address* tab, type the root Web address from which to capture images or select it from the list.
3. Click **OK**.

See also:

- **Prompt for Address**
- **Web Capture Preferences**

Prompt for Address

Set Input to:	Use with these Mode(s):
Prompt for Address	Web

Select *Prompt for Address* from the *Input* dropdown menu to capture Web images from an address to be specified after the capture starts. You cannot use this option with *Fixed Address*.

1. To capture images from a Web address you enter each time you capture, select **Input > Prompt for Address**. The option on the menu is checked to show it is selected.
2. Click **Capture**. You are prompted for the Web address.

See also:

- **Fixed Address**
- **Web Capture Preferences**

Input Properties

The *Input Properties* options give you even more control over defining your capture. Once you select your mode of capture and the desired capture *Input*, you are ready to set *Input Properties* that are needed.

To access the input properties, on the *Input* dropdown menu, select **Properties**. The *Input Properties* tabbed dialog box displays.

Note: The exact property tabs found in the *Input Properties* dialog box differ according to which capture mode is selected.

The following table gives a general description of each of the tabs found in the *Input Properties* dialog box along with the capture mode(s) where each tab is available for use. Additionally, you will find a link to more specific information on the options found in that tab.

Input Tab	Available in Capture Mode	Description and Use
General	Image	Use the <i>General</i> tab to change the background color to be used outside the capture area. This is useful when capturing irregular shapes using an Input > Shapes selection. See also General Properties .

Input Tab	Available in Capture Mode	Description and Use
Fixed Region	Image Text Video	<p>The Fixed Region is the rectangle that appears that allows you to capture a particular space on the screen.</p> <p>The fixed region size can be changed within this tab. To change the default value, select the Select button and draw a rectangle on the screen the size that you would like to use. Select Apply.</p> <p>See also Fixed Region Properties.</p>
Menu	Image	<p>The <i>Menu</i> tab contains the option to include the menu bar during a menu capture. You can also select to capture cascaded menus.</p> <p>See also Menu Properties.</p>
Scrolling	Image Text	<p>Allows you to set up options for <i>Auto Scrolling</i>.</p> <p>The Foreground the Scrolling Window box is enabled by default. This option forces a scrolling window that is selected for capture to be brought to the foreground to be seen while scrolling.</p> <p>Note: The Foreground option applies to all Input options that permit the use of Auto Scroll (Window, Active Window, Region and Fixed Region for use with Image or Text captures).</p> <p>Disabling this option can be a solution to problems that can occur when putting a scrolling window in the foreground (e.g., putting the window to the foreground causes 3D animation to become active).</p> <p>Try specifying a Scroll Delay if scrolling capture fails. Experiment with increasing the Scroll Delay, starting with 300 milliseconds, for example.</p> <p>In the Window Auto Scroll options box, set the Scroll Direction to Vertical, Horizontal, or Both.</p> <ol style="list-style-type: none"> 1. If you select Vertical, also select Scroll from Top of Document. 2. If you select Horizontal, also select Scroll from Left of Document. 3. If you select Both, scroll is from the top and left. <p>See also Scrolling Properties and Working with the Scroll Features.</p>
Scanners & Cameras	Image	<p>Use the <i>Scanners & Cameras</i> tab to select the scanner or camera source device; otherwise the system default device is used.</p> <p>Select the Select button to select the desired device from the available list.</p> <p>Note: TWAIN is a standard software interface that allows applications to communicate with a digital imaging device. <i>SnagIt</i> allows selection of a TWAIN device such as a scanner or camera as the capture source for images. This Input option allows users to automatically specify the size, shape, direction, shade, and other processing options of images as they are transferred from the devices to the PC.</p> <p>See also Scanners & Cameras Properties.</p>

Input Tab	Available in Capture Mode	Description and Use
Extended Window (only available on Windows XP)	Image	Note: This feature is only available in <i>SnagIt</i> installed on Windows XP. Extended Window Capture allows you to capture windows that are potentially much bigger than the screen. Like Auto Scroll, Extended Window Capture permits capturing more than is visible on your screen. For example, an Internet Web site that is quite long and scrolls off screen would be much easier to capture in one step using extended window capture. This feature is quicker and easier than Auto Scroll and also captures the window frame, which Auto Scroll does not do. See also Extended Window Properties .
Links / Hotspots	Image	Use this tab to select what kinds of links and hotspots are kept. See also Links / Hotspots Properties .
Object	Text	Use the <i>Object</i> tab to select what data to capture for Object input while using the Text Capture button. Put a check mark adjacent to those items to include in the capture. See also Object Properties .
Video Capture Preferences	Video	Allows you to control <i>SnagIt</i> preferences related to video capture. See also Video Capture Preferences Properties .
Fixed Address	Web	Use the <i>Fixed Address</i> tab to enter a default URL that will be used during a Web Capture. See also Fixed Address Properties .
Web Capture Preferences	Web	Allows you to control <i>SnagIt</i> preferences related to Web capture. See also Web Capture Preferences Properties and Proxy Settings Dialog Box .
Printer Capture Preferences Options	Printer	Allows you to set the directory where temporary printer capture files are stored. You can also set <i>SnagIt</i> to close after the Printer Capture if you do not want it to continue running. See also Printer Capture Preferences Tab .

General Properties

Note: Available only in *Image* capture mode.

The *General* tab options allow you to select options for your capture such as background color and clipboard text width.

The following table summarizes the description and use of each option in the *General* tab.

Option	Description & Use
Background Color	The background color option is used to fill in the canvas when taking captures with the different shapes. Select the Background Color button to select the color from the available palette. White is the default. Select OK to save your selection.

Option	Description & Use
Clipboard text width (in pixels)	<p>For use with Input > Clipboard only.</p> <p>Allows you to set the width of the resulting capture when capturing text from the clipboard during a Clipboard capture.</p> <p>Overall, this option controls the image width when text clipboard data is converted into an image. Full screen DOS and Clipboard Input are affected by this setting.</p> <p>The default width is 640 pixels. Setting this value to zero (0) tells <i>SnagIt</i> to use the Windows desktop width and height for the image dimensions.</p> <p>Enter the desired number of pixels or select a preset width from the dropdown menu.</p>

Fixed Region Properties

Note: For use with *Image*, *Text*, and *Video* capture modes.

The *Fixed Region* is the rectangle that appears that allows you to capture a particular space on the screen. The fixed region size can be changed within the *Fixed Region* tab. To change the default values, select the **Select** button and draw a rectangle on the screen the size that you would like to use. Select **Apply**.

The following table summarizes the description and use of each option in the *Fixed Region* tab.

Option	Description & Use
Width	Allows you to set the width of the fixed region in pixels. Type the desired width in the adjacent box.
Height	Allows you to set the height of the fixed region in pixels. Type the desired height in the adjacent box.
Use fixed starting point	Allows you to specify the coordinates of a fixed starting point for the fixed region. Use the Select button to set the Starting X and Starting Y coordinates, or type them in the adjacent boxes.
Starting X	Allows you to specify the starting x-coordinate for the fixed region. Select the Select button to use the magnifier window to select the coordinates, or type the x-coordinate in the adjacent box.
Starting Y	Allows you to specify the starting y-coordinate for the fixed region. Select the Select button to use the magnifier window to select the coordinates, or type the y-coordinate in the adjacent box.
Select	Select Select to open a magnifier window, which allows you to select the coordinates of the desired fixed region by clicking and dragging over the region with your mouse.

Menu Properties

Note: Available in *Image* capture mode only.

The *Menu* tab options allow you to specify whether you want menu captures to include the menu bar and/or cascading menus.

The following table summarizes the description and use of each option in the tab.

Option	Description & Use
Include menu bar	Allows you to include the menu bar in menu captures. Select Include menu bar to enable this option.
Capture cascaded menus	Allows you to include cascading menus in menu captures. Select Capture cascaded menus to enable this option.

Scrolling Properties

Note: Available in *Image* and *Text* capture modes.

The options on the *Scrolling* tab allow you to customize *AutoScroll* preferences. The following table summarizes the description and use of each option on the *Scrolling* tab.

Note: The scrolling options available will depend on the capture mode you are using.

Option	Available in this Capture Mode	Description & Use
Foreground the scrolling window	Image Text	Select this option to have <i>SnagIt</i> place the scrolling window being captured in the foreground during capture.
Scroll delay	Image Text	This option allows you to specify the speed of the scrolling capture. Increasing the scroll delay can improve captures when a scrolling window contains a high level of image or graphics content. Type the desired delay in the box provided, or select an appropriate number from the list box.
Scroll from top of document	Image Text	For vertical captures, select this option to set <i>SnagIt</i> to automatically start the capture at the top of the document.
Scroll from left of document	Image	For horizontal captures, select this option to set <i>SnagIt</i> to automatically start the capture at the left side of the document.
Scroll direction	Image	Use the radio buttons to Select the desired direction for scrolling capture: Vertical , Horizontal , or Both .

Scanners & Cameras Properties

Note: Available only in *Image* capture mode.

Use the *Scanners & Cameras* tab to select the scanner or camera device; otherwise the system default device is used. Select the **Select** button to select the desired device from the available list.

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

Extended Window Properties

Note: This feature is only available in *SnagIt* installed on Windows XP. Available only in *Image* capture mode.

The *Extended Window* tab helps you set the default capture size and turn the *Capture Preview* window on or off. Select how to resize the window before capturing it. The selected window can be resized in both width and height so that it can be captured at a size much larger than the screen.

Note: If the window you are capturing is not resizable with the mouse, you cannot enter new resize dimensions. The **Width** and **Height** boxes are grayed out and unavailable. For example, a maximized window is not resizable with the mouse, but often restoring the window to a non-maximized state allows it to be resized.

1. To set a fixed resize amount when resizing windows before capture, place a check mark in the **Use default capture size** box. Leave the box empty 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.
 2. Enter the **Width** and **Height** in pixels.
Note: You must change **Width** and **Height**, either in the default capture size or interactively during preview, to get all of the window contents.
 3. Place a check mark in the **Show extended window capture preview** to open the *Capture Preview* window before a capture. This can help you set the capture dimensions.
 4. Click **OK** to save the settings or **Cancel** to abandon them.
-

Links / Hotspots Properties

Use the **Links / Hotspots** tab to select what kinds of links and hotspots are kept.

The following table summarizes the description and use of each option in the tab.

Option	Description & Use
Links only	Select this option to keep only links in the capture.
All clickable objects	Select this option to keep links and hotspots for all clickable objects (buttons, checkboxes, radio buttons, text fields, etc.) in the capture.

Object Properties

Note: For use with *Text* capture mode only.

Use the *Object* tab to select what Object data to capture for Object input while using the Text Capture Mode. The following table summarizes the description and use of each option in the tab.

Option	Description & Use
Object name	Select this option to include the Windows Object Name in the capture.
Object description	Select this option to include the Windows Object Description in the capture.
Object value	Select this option to include the object value in the capture.
Include object property names in capture	Select this option to include the object property names in the capture.

Video Capture Preferences Properties

Note: Available only in *Video* Capture mode.

The *Video Capture Preferences* options allow you to control *SnagIt* preferences related to video capture. The following table summarizes the description and use of each option in the *Video Capture Preferences* tab.

Option	Description & Use
Temporary capture file directory	Type the desired directory to put temporary video captures or Select the Browse button to locate one. Note: Because the captured AVI video files can be large, use a TEMP directory on a drive that is uncompressed, with fast data transfer and plenty of space.
Pause before starting capture	Select this option to open a status screen before video capturing starts. The pause allows you to see video settings before you start recording. The <i>SnagIt</i> Video Capture dialog box opens after you push the hotkeys and before recording starts.
Boost priority during capture	Select this option to make <i>SnagIt</i> video recording higher priority to your computer CPU. We recommend you keep select this option unless the performance of the program you are capturing suffers noticeably.
Hide capture rectangle	Select this option to turn off the video capture focus rectangle during captures.
Use fast internal compression during capture	Select this option to automatically use fast real-time compression during video capture. Note: Depending on the codec compression speed, long AVI rendering times can occur after capture.

Option	Description & Use
Show tray icon during capture	Select this option to show a blinking <i>SnagIt</i> icon in the Windows System Tray while recording.
Capture layered windows	Select this option to capture moving images from programs that use layered windows (for example, the animated assistant in Microsoft Word is shown in a layered window.) Note: Layered window capture applies to Microsoft Windows 2000 and XP or later.

Fixed Address Properties

Note: Available only in *Web* capture mode.

Select *Fixed Address* to capture Web images from an address specified on the *Input Properties* dialog. This option is mutually exclusive with *Prompt for Address*.

The following table summarizes the description and use of each option in the **Fixed Address** tab.

Option	Description & Use
Web page address	Type the root Web address from which to capture images or select it from the list of most recently used addresses.
Clear History	Select the Clear History button to clear the entries from the recent Web page address list. Once you select this option, you will be prompted to delete all entries. Select Yes to clear the list. Select No to leave the list as it is.

Web Capture Preferences Properties

Note: Available only in *Web* capture mode.

The *Web Capture Preferences* options allow you to control *SnagIt* preferences related to Web capture.

The following table summarizes the description and use of each option in the *Web Capture Preferences* tab.

Option	Description & Use
Work offline	Select this option in the Internet options area if you wish to work offline. This scans only files stored on your computer in the Internet cache (see Windows Control Panel > Internet Options > Temporary Internet Files).
HTTP Request Timeout (seconds)	Use this option to set the number of seconds <i>SnagIt</i> waits until the host you are scanning answers. You may need to increase this setting for some Web sites. The default setting is 60 seconds.
Primary capture method (recommended: requires IE 5.5 or later)	If you are using Internet Explorer 5.5 or later, this option will be enabled by default. This option allows you to capture all Web content.
Disable scripting (blocks pop-ups)	Select this option to block popups on the Web pages from which you capture images.

Option	Description & Use
Secondary capture method	If you do not have Internet Explorer 5.5 or later, this option will be enabled by default. Additionally, enabling this option enabled the <i>Allow Web site cookies</i> option and the Proxy Settings button. Note: When using this option, there may be some Web content that cannot be captured using this option. This is especially true when capturing from a site that is using frames. If you are having trouble capturing from a site that uses frames enable the Primary capture method option and redo your capture.
Allow Web site cookies	Select this option if you want to permit cookies to be stored on your computer. This option may be necessary to scan some Web sites.
Proxy Settings	The Proxy Settings button allows you to access the <i>Proxy Settings</i> dialog box. Continue with Proxy Settings Dialog Box .

See also:

- **Fixed Address**
- **Prompt for Address**

Proxy Settings Dialog Box

The **Proxy Settings** options found within the *Proxy Settings* dialog box allow you to manually adjust your proxy settings.

To access the *Proxy Settings* dialog box, select **Web mode > Input Properties > Web Preferences tab > Secondary capture method > Proxy Settings** button. The *Proxy Settings* dialog box displays.

The following table summarizes the description and use of each option in the *Proxy Settings* dialog box.

Option	Description & Use
Use Web Browser's Proxy Settings	This default option works in most cases because your Web browser has likely already been set up properly. This setting reads your Web browser's proxy settings and uses them for Web capture. It is designed to eliminate the need to configure your connection settings manually in <i>SnagIt</i> .
Direct Connection (No Proxy)	Select this option if you need to use a direct connection (No Proxy). You do not need to do anything else on this dialog.
Manually Configure Proxy Settings	Select this option if there is a proxy in your Web connection and you need to specify a different one. Note: You may also need to reconfigure proxy settings if your network proxy information has changed since your browser was installed.
Host	For manual configuration, type an IP address for your proxy host. If you do not have this information, contact your system administrator for help.

Option	Description & Use
Port	For manual configuration, type a port number. The default proxy port is 80, but your system can use another.
Enable Proxy Authentication	Select this option if a username and password are needed to make outside connections. Type the Username and Password in the boxes that become enabled.

Capture Effects

Effects are selected prior to capture and applied automatically during the capture process, before the preview and output processes.

The *Effects* dropdown menu options give you versatile control over the appearance of your capture by allowing you to:

- Add Captions, Borders, Edge Effects, Watermarks, and more.
- Convert and substitute colors
- Change image scale and resolution
- Trim images

See the following topics for more information:

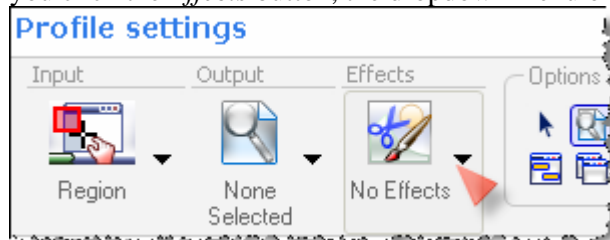
- [Accessing Effects](#)
- [Effect Options Description Table](#)

Accessing Effects

Use one of the following procedures to access Effects:

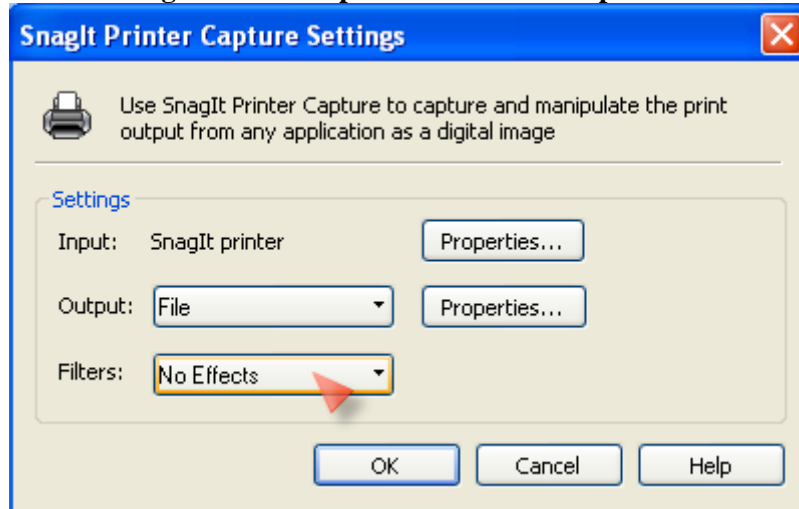
- **Image, Video, and Web Capture Effects**

You access the *Image*, *Video*, and *Web* effects options within *SnagIt*'s main interface. From within the *Profile settings* pane, choose the desired **Mode** button and then select the **Effects** button. Once you click the *Effects* button, the dropdown menu of available effects displays.



- **Printer Capture Effects**

Use the options in the *Printer Capture Settings* dialog box to select the **Effect** options for your Printer capture. To access the *Printer Capture Settings* dialog box, from within *SnagIt*, select **Tools > SnagIt Printer Capture Settings**. Click the *Filters* button to display the dropdown menu of options. See also **SnagIt Printer Capture** and **Printer Capture Filters**.



Effect Options Description Table

The following table describes the different effects contained within the *Effects* dropdown menu along with the capture mode where available, and a brief description of their capabilities.

Option	Available in Capture Mode	Description
Color Depth	Image Printer	Use this option to create a customized <i>Color Depth</i> capture effect, which includes such options as monochrome, halftone, grayscale, and more. See also Custom Color Depth Effect .
Color Substitution	Image Printer	Use this option to create a customized <i>Color Substitution</i> capture effect, which includes the ability to invert colors or substitute specific colors for other colors. See also Color Substitution Effect .
Color Correction	Image Printer	Use this option to create a customized <i>Color Correction</i> capture effect, which includes the ability to adjust the brightness, hue, saturation, and more. See also Color Correction Effect .

Option	Available in Capture Mode	Description
Image Resolution	Image Printer	<p>Use this option to create a customized <i>Image Resolution</i> capture effect, which includes the ability to set an image resolution in dots per inch or to allow <i>SnagIt</i> to configure it automatically.</p> <p>This option can be used to control how <i>other</i> applications display and print <i>SnagIt</i> captured images. Adjusting the image resolution does not affect the way <i>SnagIt</i> displays or prints the image.</p> <p>See also Image Resolution Effect.</p>
Image Scaling This option is only available if Output > Printer is <u>not</u> selected.	Image Printer	<p>Use this option to create a customized <i>Image Scaling</i> capture effect, which includes the ability to use a preset size or to set a custom size.</p> <p>See also Image Scaling Effect.</p>
Caption	Image Text Video Printer	<p>Use this option to create a customized <i>Caption</i> capture effect, which includes the ability to include a time/date stamp, system-related data, a title or any free text within your capture. You can also customize the font, color, and placement of your captions.</p> <p>See also Caption Effect, Text Caption Effect, and Video Caption Effect.</p>
Border	Image Printer	<p>Use this option to create a customized <i>Border</i> capture effect, which includes the ability to select a width for the border and its shadow, put the border outside or inside within the image, apply a 3D effect to make it look raised, select highlight and shadow colors, and more.</p> <p>See also Border Effect.</p>
Edge Effects	Image Printer	<p>Use this option to create a customized <i>Edge Effects</i> capture effect. <i>Edge Effects</i> are special effects that you place around the outside edges of your capture.</p> <p>These include a drop shadow, torn, wave, faded, saw, Sharktooth, and beveled edge.</p> <p>See also Edge Effects.</p>
Watermark	Image Printer	<p>Use this option to create a customized <i>Watermark</i> capture effect, which allows you to add a graphic file in a fixed location in the image capture. You can add logos, titles, signatures, banner ads and more. Graphic files in BMP, GIF, or, JPG format can be used as watermarks.</p> <p>See also Watermark Effect.</p>

Option	Available in Capture Mode	Description
Trim	Image Printer	Use this option to create a customized <i>Trim</i> capture effect, which includes the ability to cut the outside borders of images you capture. You can trim the top, bottom, and sides of your capture, or any combination of these. See also Trim Effect .
Layout	Text	Use this option to create a customized <i>Layout</i> capture effect, which includes the ability to designate how the text in your text captures will be formatted, using the <i>Layout</i> option on the <i>Effects</i> menu. This is a quick way to set the exact formatting you need for your text captures. See also Text Layout Effect .
Set Font	Text	Use this option to create a customized <i>Set Font</i> capture effect, which includes the ability to designate how the font in your text captures will be formatted, using the Set Font option on the Effects menu. This is a quick way to set the exact font style and size you need for your text captures. See also Set Font Effect .
Word Wrap	Text	Use this option to create a customized <i>Word Wrap</i> capture effect, which includes the ability to automatically wrap long lines of text in your captures, using the Word Wrap option on the Effects menu. See also Word Wrap Effect .
Properties	Web	Use this option to create a customized <i>Web</i> capture effect, which includes the ability to preset the properties for Web captures to be applied during the capture process. These properties include the search depth, minimum and maximum file sizes, file types, and whether to include the Web page backgrounds in the capture. See also Web Capture Effect .

Color Depth Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Color Depth* color conversion effect including the ability to change the capture to halftone, monochrome, or grayscale.

To set up a *Color Depth* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Color Depth**. From the fly-out menu, select the desired option.
4. That effect's task page will display.
5. Customize your effect using the available settings and then select **OK**. See also **Color Depth Options** and **Custom Color Depth Effect**.
6. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
7. Select the **Preview Window** button from the **Options** toolbar.
8. Select the **Capture** button to invoke capture.
9. Once the capture is taken, it will be displayed within the *Capture Preview* window with the effect applied to it.
10. Select **Finish** to send your capture to the output source. Or select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a *Color Depth* effect, select the **Effects** button, and then select **Color Depth**. From the fly-out menu, select **None**.

See also **Color Depth Options** and **Custom Color Depth Effect**.

Color Depth Options

For information on how to access effects, see **Accessing Effects**.

The individual *Color Depth* task pages allow you to change the attributes associated with a **Color Depth** effect. The preview in the task page shows the different effects as you change the options.

Color Depth Options Description Table

The following table describes each of the **Color Depth** options along with its use.

Option	Description & Use
None	Deselects the color conversion effects. When new captures are made, none of the effects in the group will be applied to the image.
Monochrome	Changes the captured color image to monochrome (black and white). Lighten or darken the image using the Intensity threshold for white slider, or by typing a new value in the % box located to the right of the slider. Use the preview image to see the effect of the effect. When the effect is set correctly, select OK .

Option	Description & Use
Halftone	Changes the captured color image to a dithered monochrome (black and white) image. This conversion effect can be useful for printing to low-resolution printers or screens.
Grayscale	Changes the captured color image to grayscale. This conversion effect can give a “smooth” look to printed copies of the image, when used with some combinations of layout software and printer hardware
Custom Color Depth	<p>The Color Depth options allow you to customize the color depth, dithering, and palette features of an image capture.</p> <p>You get the best possible image quality by using a unique, Optimized palette. To make sure a bitmap has a unique palette, open an image from a file that is 8 bits per pixel (256 colors) or fewer. This file contains a unique palette for the image. By default, <i>SnagIt</i> loads the palette that is stored in the file and relates it to the bitmap in memory. Or let <i>SnagIt</i> make an optimized palette for the image by decreasing a 24-bit image (16 million colors) to 8 bits per pixel (256 colors). Images with optimized palettes may exhibit some palette shift.</p> <p>Use the preview image to see the effect of the effect. When the effect is set correctly, select OK.</p> <p>Continue with Custom Color Depth Effect.</p>

Custom Color Depth Effect

For information on how to access effects, see **Accessing Effects**.

The **Custom Color Depth** options allow you to customize the color resolution, dithering and palette of an image during or after capture.

1. Select **Effects > Color Depth > Custom Color Depth** and the *Color Depth* task page opens.
2. Select the desired options using the preview image to see the effect.
3. When the effect is set correctly, select **OK**.

Custom Color Depth Effect Options Description Table

Note: This task page can also be accessed from the *Capture Preview* window or *SnagIt Editor* by choosing **Colors > Color Depth**.

You get the best possible image quality by using a unique, **Optimized** palette. To make sure a bitmap has a unique palette, open an image from a file that is 8 bits per pixel (256 colors) or fewer. This file contains a unique palette for the image. By default, *SnagIt* loads the palette that is stored in the file and relates it to the bitmap in memory. Or let *SnagIt* make an optimized palette for the image by decreasing a 24-bit image (16 million colors) to 8 bits per pixel (256 colors). Images with optimized palettes may exhibit some palette shift.

The following table describes each of the *Custom Color Depth* options along with its use.

Option	Description & Use
Colors	<p>The options available range from Monochrome (1-bit) to True Color (32-bit).</p> <p>Select the desired image resolution from the Colors list box.</p>
Color Order (This option is only available with 16-bit or higher color, and only from the <i>Capture Preview</i> window or <i>Editor</i>)	<p>This option allows you to specify the Color Order: Red-Green-Blue or Blue-Green-Red.</p> <p>Select the desired image resolution from the Color Order list box.</p>
Dither Method (This option will be available only if Colors is set to 256 or fewer colors.)	<p>Use the Dither Method list box options to make the image look smoother when an image's color resolution is decreased.</p> <p>Select from the following options: None, Floyd Steinberg, Stucki, Burkes, Sierra, Stevenson Arch, Jarvis, Ordered, and Clustered.</p> <p>Select the desired image resolution from the Dither Method list box.</p>
Palette (This option will be available only if Colors is set to 256 or fewer colors.)	<p>Four Palette options are available:</p> <ul style="list-style-type: none"> • Fixed Saves the image using a fixed palette. The advantage to using a fixed palette is that it prevents a decrease in the quality of image appearance when more than one image is open. • Optimized (Recommended) saves the image using a palette optimized for this image. In general, use an Optimized palette if the image is to be viewed by itself. • Identity Saves the image using the Windows system palette. Use this selection if the image contains Windows screen colors. • Netscape Fixed Saves the image using the palette used by Netscape Navigator and Microsoft Internet Explorer. <p>Select the desired palette from the Palette list box.</p>

Color Substitution Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Color Substitution* conversion effect.

To set up a *Color Substitution* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Color Substitution**. From the fly-out menu, select the desired option. If **Color Substitution** is selected, that effect's task page will display.
4. Customize your effect using the available settings and then select **OK**. See also **Custom Color Substitution Effect Options**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a *Color Substitution* effect, select the **Effects** button, and then select **Color Substitution**. From the fly-out menu, select **None**.

Color Substitution Effect Options Description Table

The following table describes each of the *Color Substitution* options along with its use.

Option	Description & Use
None	Deselects all of the color substitution effects. When new captures are made, none of the effects in the group will be applied to the image. From the fly-out menu, select None .
Invert Colors	Inverts the RGB color values of the screen you are capturing. From the fly-out menu, select Invert Colors . There are no options available for this effect.
Color Substitution	Replaces a color with one other color or multiple other colors. From the fly-out menu, select Color Substitution . For a complete description, see Custom Color Substitution Effect Options .

Custom Color Substitution Effect Options

For information on how to access effects, see **Accessing Effects**.





The **Custom Color Substitution** effect options allow you to select color substitutions to be applied during image capture.



1. Select **Effects > Color Substitution > Color Substitution** and the *Color Substitution* task page opens.
2. Select the desired color options using the **Old color/New color** options. Preview the sample image to see the effect of the effect.
3. When the effect is set correctly, select **OK**.

Custom Color Substitution Effect Options Description Table

Note: This task page can also be accessed from the *Capture Preview* window or *SnagIt Editor* by choosing **Colors > Color Substitution**.

The following table summarizes the description and use of each option in the *Color Substitution* dialog box.

Option	Description & Use
Color substitutions	This field contains color rows in which your Old color > New color substitution selections will be displayed. One row will display for each color substitution you specify.
Add	Select Add if no color rows show in the <i>Apply the following color substitutions</i> page. A row of empty color chips will be displayed. Use the Old Color /New Color options to fill in this row.
Delete	Select Delete to clear the color options you have set in the <i>Color Substitution</i> field and begin again. This option resets the color rows and Old and New color chips to the default color (white) and returns the Color Accuracy option to the default value of 100%.
Old color	Use the Old Color tool  or the adjacent Color swatch  to select the color that will be replaced by the new color in the capture.
New color	Use the New Color tool  or the adjacent Color swatch  to select the color that will replace the old color in the capture.
Color Accuracy	This option allows you to specify the range of colors close to the Old color that are to be included in the substitution. Selecting the default value of 100% means that only the exact color identified can be used. Selecting a lower value increases the range of colors for which the color substitution is made. Color accuracy only works in one direction, that is, substituting the Old color with the New color.

Option	Description & Use
Swap colors	<p>Enable this option to replace the New color with the Old color. In order to use the swap option, both the old and new colors must be selected from within the image. Overall, swapping takes two colors and swaps them with each other. In the following example, you see that the text is white and the background is aqua.</p>  <p>To swap the colors, select aqua as the Old color and leave the New color white. Enable the Swap Color option. Notice the background becomes white and the text becomes aqua.</p> 

Color Correction Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Color Correction* effect allowing you to change the capture's brightness, contrast, hue, saturation, and gamma properties.

To set up a *Color Correction* effect

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Color Correction**. The *Color Correction* task page will display.
4. Customize your effect using the available settings and then select **OK**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a *Color Correction* effect, select the **Effects** button, and then select **Color Correction**. Within the task page, set all options to zero (with the exception of the Gamma option which should be set to 1.0). Select **OK**.

Color Correction Effect Options Description Table

The following table describes each of the **Color Correction** options along with its use.

Option	Description & Use
Brightness	<p>This option changes the intensity (brightness) of the selected image.</p> <p>Lighten or darken the image using the Brightness percentage slider, or by typing a new value in the percentage box located to the right of the slider.</p> <p>Use the preview image to see the effect of the effect.</p>
Contrast	<p>This option changes the contrast between light and dark portions of the selected image.</p> <p>Increase or decrease the contrast using the Contrast percentage slider, or by typing a new value in the percentage box located to the right of the slider.</p> <p>Use the preview image to see the effect of the effect.</p>
Hue	<p>This option changes the hue of colors in the selected image. This is similar to rotating a color wheel to select a different mixture of colors.</p> <p>Change the hue of the image using the Hue percentage slider, or by typing a new value in the percentage box located to the right of the slider.</p> <p>Use the preview image to see the effect of the effect.</p>
Saturation	<p>This option increases or decreases the saturation of colors in a selected image.</p> <p>Saturation is the quantity of a color in pixels, from gray at the lowest saturation to rich color in the highest.</p> <p>Increase or decrease the saturation using the Saturation percentage slider, or by typing a new value in the percentage box located to the right of the slider.</p> <p>Use the preview image to see the effect of the effect.</p>
Gamma	<p>This option adjusts the intensity of colors in a selected graphic by changing the gamma constant that is used to map the intensity values.</p> <p>Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant that is used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5.</p> <p>Increase or decrease the gamma correction using the Gamma slider, or by typing a new value in the percentage box located to the right of the slider.</p> <p>Use the preview image to see the effect of the effect.</p>

Image Resolution Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Image Resolution* capture effect. You will be able to set an image resolution in dots per inch or you can allow *SnagIt* to configure the DPI automatically.

This option can be used to control how other applications display and print *SnagIt* captured images. Adjusting the image resolution **does not** affect the way *SnagIt* displays or prints the image.

To set up an Image Resolution Effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Image Resolution**. The *Image Resolution* dialog box will display.
4. Select the desired settings then and select **OK**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Note: With this effect, the setting is set to either **Auto configure** or **Resolution**. There is no off or “None” setting.

Image Resolution Effect Options Description Table

The following table describes each of the **Image Resolution** options along with its use.

Note: With this effect, the setting is set to either **Auto configure** or **Resolution**. There is no off or “None” setting.

Option	Description & Use
Auto configure	By default, the Auto configure option is enabled. To disable this setting, remove the check mark. The Resolution option then becomes enabled.
Resolution (dots per inch)	To enable the Resolution option, first disable the Auto configure option. Enter the desired DPI in the Resolution field.

Image Scaling Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized scaling or resizing effect. These options allow you to scale your capture to the desired size using a preset size or for a custom size, select the **Resize Image** option.

To set up an *Image Scaling* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Image Scaling** and the submenu displays.
4. Select one of the preset options or select **Resize Image** to set a custom size. See also **Resize Image Effect**. Select **OK** (if selecting a custom size).
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable an *Image Scaling* effect, select the **Effects** button, and then select **Image Scaling**. From the fly-out menu, select **None**.

Image Scaling Effect Options Description Table

The following table describes each of the **Image Scaling** options along with its use.

Option	Description & Use
None	Deselects the image scaling effects. When new captures are made, none of the effects in the group will be applied to the image. Select the Effects button. From the fly-out menu, select None .
Image Scaling Percentages	From the fly-out menu, select the desired percentage scaling factor. If the percentage you need is not listed, select the Resize Image option.
Resize Image	Changes the overall size of an image to custom specifications. For information on the options found in this task page, see Resize Image Effect .
Smooth Scaling	Decreases the dimensions (height and width) of screen capture images, while giving the edges of the capture a “smooth” appearance. The Smooth Scaling option improves the readability of the scaled down capture. The Smooth Scaling option does not apply when captures are sent directly to the printer (for example, when <i>Output</i> is set to <i>Printer</i>). From the fly-out menu, select Smooth Scaling .

Resize Image Effect

For information on how to access effects, see **Accessing Effects**.

The **Resize Image** effect allows you to scale your capture to the desired size using the custom size options.

1. Select **Effects > Image Scaling > Resize Image**. The *Resize Image* task page opens.
2. Select the desired resize options. Preview the sample image to see the effect of the effect.
3. When the effect is set correctly, select **OK**.

Custom Resize Image Effect Options Description Table

The following table describes each of the **Resize Image** options along with its use.

Option	Description & Use
Scale by percentage	Enable this option to select the percentage Width and Height of the original image. Use the arrow buttons to enter the desired percentages. The Width and Height percentage change together to keep aspect ratio. To change the aspect ratio, disable the Keep aspect ratio option at the bottom of the task page.
Scale to width (pixels)	Enable this option to select a width for the scaled image. Use the arrow buttons to enter the desired percentage.
Scale to height (pixels)	Enable this option to select a height for the scaled image. Use the arrow buttons to enter the desired percentage.
Specific size (pixels)	Enable this option to set the absolute width and height in pixels.
Use smooth scaling	Decreases the dimensions (height and width) of screen capture images, while giving the edges of the capture a “smooth” appearance. The Smooth Scaling option improves the readability of the scaled down capture. The Smooth Scaling option does not apply when captures are sent directly to the printer (for example, when <i>Output</i> is set to <i>Printer</i>).
Keep aspect ratio	Enable this option to keep the image aspect ratio fixed while changing the width or height. When setting dimensions, the numbers for width and height change interactively to keep aspect.

Caption Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Caption* capture effect. This effect adds a caption, formatted to your specifications, during the capture process.

You can use captions to include a time/date stamp, system-related data, a title or any free text within your capture. You can customize the font, color, and placement of your captions.

To set up a *Caption* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Caption**, and the *Caption* task page will display.
4. Customize your caption and select **OK**. See also **Caption Options** and **Caption Settings**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.

6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized Caption effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a Caption effect, select the **Effects** button, and then select **Caption**. Within the *Caption* task page, remove the text from the **Text** field and select **OK**.

See also:

- **Caption Options**
- **Caption Settings**
- **Time/Date Format Options**

Caption Options

For information on how to access effects, see **Accessing Effects**.

Caption Effect Options Description Table

The following table summarizes the description and use of each option in the *Caption* dialog box.

Option	Description & Use
Prompt for Caption	To type or select the caption before each capture, put a check mark in the Prompt for a Caption box.
Text	Use this field to add a customized caption to your capture by typing your text into the list box field or selecting one you have used before from the list box.
Place caption outside of image	Once you enter some text for your caption, this option will become enabled. The image will be automatically enlarged to accommodate the caption. If you do not want your caption outside of the capture, disable this option. The default position is the top of the capture. To select a different position for the caption, select the Caption settings link. Select the desired option from the Position dropdown menu. See also Caption Settings .
Caption Settings	Once you enter some text for your caption or select the Prompt for caption option, this link will become enabled allowing you to set custom caption options such as alignment, shadows, font style, etc.
Computer Name	Select this option to include the name of the computer on your capture.
User Name	Select this option to include the name of the user in your capture.
Time/Date	Select this option to include a Time/Date stamp on your capture.
Time/Date Format	Once the <i>Time/date</i> option is selected, this button will become enabled. The Time/Date Format options allow you to select how the time/date are stamped in the capture. See also Time/Date Format Options .

Option	Description & Use
System Caption: Caption Settings	Once a System Caption option is selected, this option will become enabled allowing you to set custom options such as alignment, shadows, font style, etc. See also Caption Settings .
System Caption: Place caption outside of image.	Once a System Caption option is selected, this option will become enabled. The image will be automatically enlarged to accommodate the caption. If you do not want your caption outside of the capture, disable this option. The default position is the top of the capture. To select a different position for the caption, select the System caption settings link. Select the desired option from the Position dropdown menu. See also Caption Settings .
Printer Output Settings	Available for Printer Capture output only. Enable this option to print the captions at the bottom of the page. If this option is not enabled, the caption will print at the top of the page.



Caption Settings




For information on how to access effects, see **Accessing Effects**.

The *Caption Settings* task page allows you to change the positioning, alignment, and font for the caption. The preview in the task page shows the effects as you change options.

Caption Effect Settings Description Table

The following table summarizes the description and use of each option in the *Caption Settings* task page.

Option	Description & Use
Position	Using the dropdown list, select the desired placement of the caption. The options are: Above the Image , Below the Image , Left of Image , Right of Image .
Column width (pixels)	Use this option to specify the width of the caption area that is appended on the left or right of the image. This should be large enough to accommodate the text that will be entered into the caption. This option is only available if <i>Left of Image</i> or <i>Right of Image</i> is selected for the Position .
Add border around caption	Enable this option to add a border around the caption.
Border Color	Select the Color swatch  to select the border color for around the caption. This option becomes enabled when you select the Add border around caption option.
Background Color	Select the Color swatch  to select the color for the background of the caption.
Horizontal	Use this option to specify the justification of the caption. Use the dropdown list to select Left , Center , or Right .
Vertical	Use this option to specify the vertical position of the caption. Use the dropdown list to select Top , Center , or Bottom .

Option	Description & Use
Font	Select this option to access a standard Windows <i>Font</i> dialog box which lets you specify the desired font type, style, and size for the caption. Select the font options and select OK .
Text Color	Select the Color swatch  to select the color for the text in the caption.
Drop Shadow	Enable this option to add a drop shadow to a caption's text.
Shadow Color	Select the Color swatch  to select the color for the text's drop shadow.
Outline Text	Enable this option to add an outline around the caption text.
Outline Color	Select the Color swatch  to select the color for the text's outline.
Return to Caption	Select the Return to Caption link to accept the changes made in the <i>Caption Settings</i> task page and to return to the <i>Capture</i> task page.

Time/Date Format Options

For information on how to access effects, see **Accessing Effects**.

The *Time/Date Format* dialog box allows you to select from a variety of preformatted time and date formats or allows you to select your own custom formatting.

Time/Date Format Options Description Table

The following table summarizes the description and use of each option in the *Time/Date Options* dialog box.

Option	Description & Use
Display	Select the combination of time and date to be shown and the sequence. The options are Time then date , Time only , Date then time , or Date only .
Time	Select a Time format option from the scrollable list. An example of how the current time looks using the selected format shows in the Preview box at the bottom.
Date	Select a Date format option from the scrollable list. An example of how the current date looks using the selected format shows in the Preview box at the bottom.
Custom Time Format	Select this option to create a custom time format. Type the desired format in the box.
Custom Date Format	Select this option to create a custom date format. Type the desired format in the box.
Preview	Use the Preview box to view the effects of your format changes.

Border Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Border* capture effect. This effect adds a border around the capture, formatted to your specifications, during the capture process.

Using the border options, you can select a width for the border and its shadow, put the border outside or inside within the image, apply a 3D effect to make it look raised, select highlight and shadow colors, and more.

To set up a *Border* effect:




1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Border**, and the *Border* task page will display.
4. Customize your border and select **OK**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized *Border* effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a *Border* effect, select the **Effects** button, and then select **Border**. Within the *Border* task page, disable the **Enable Border** option and select **OK**.

Border Effect Options Description Table

The following table summarizes the description and use of each option in the *Border* task page.

Option	Description & Use
Enable border	Enable this option to make the border formatting fields available.
Place border outside of image	Enable this option to put the border outside of the capture. If you want the frame to appear inside the image, disable this option.
3D effect	Enable this option to specify border a framed or raised (3D) look.
Total Width (pixels)	Use the arrow buttons to set the Total Width of the border in pixels.
Shadow Width (pixels)	To make a shadow on the border, set the Shadow Width in pixels. This number can be no higher than one-half of the amount given in the Total Width field.
Main Color	Select the Color swatch  to select the color for the border's main color.
Highlight Color	Select the Color swatch  to select the color for the border's highlight.
Shadow Color	Select the Color swatch  to select the color for the border's drop shadow.

Edge Effects

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of adding an *Edge Effect* effect to your captures. *Edge Effects* are special effects that you place around the outside edges of your capture.

The *Edge Effects* include a drop shadow, torn, faded, wave, saw, sharktooth and beveled edge.

The *Edge Effects* options allow you to customize the edges of your capture by:

- Changing the size and location of the effect
- Adding a shadow and defining its size, location and color
- Adding an outline and defining its size and color
- Changing the background color

Note: It is important to note that each specific Edge Effect has its own particular set of options. For a table listing each of the different Edge Effects options, see **Edge Effects Options**.

To set up an *Edge* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Edge Effects**. From the dropdown menu, select the desired Edge Effect.
4. The *Edge Effect* task page will display.
5. Customize your *Edge Effect* and select **OK**. See also **Edge Effects Options**.
6. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
7. Select the **Preview Window** button from the **Options** toolbar.
8. Select the **Capture** button to invoke capture.
9. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized *Edge Effect* effect applied to it.
10. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.



Tip: To disable an *Edge Effects* effect, select the **Effects** button, and then select **Edge Effects**. From the fly-out menu, select **None**.


Edge Effects Options

For information on how to access effects, see **Accessing Effects**.

Edge Effects Effect Options Description Table

The following table summarizes the description and use of each option in the *Edge Effects*' task pages.

Option	Edge Effect where Available	Description & Use
Effect size	Fade Torn Saw Sharktooth Beveled Wave	Use the slider bar to increase or decrease the size of the Edge Effect.
Apply to	Fade Torn Saw Sharktooth Beveled Wave	Select which sides to apply the Edge Effect to. Note: In the case of the Beveled edge, select the desired corner.
Background Color	All	Select the Background Color swatch  to select a color for the background of the image. This is the space that was removed when the Edge Effect was applied. The default is white.
Shadow Depth	Drop Shadow Torn Saw Sharktooth Beveled Wave	Use the slider bar to increase or decrease the width of the shadow.
Shadow Color	Drop Shadow Torn Saw Sharktooth Beveled Wave	Select the Shadow Color swatch  to select a color for the shadow. The default is gray.
Shadow Position	Drop Shadow Torn Saw Sharktooth Beveled Wave	Use the arrow buttons to select the position of the shadow.

Option	Edge Effect where Available	Description & Use
Outline width	All	Use the slider bar to increase or decrease the width of the outline.
Outline Color	All	Select the Outline Color swatch  to select a color for the outline. The default is black.
Save as default settings	All	Select the Save as default settings option to save your changes as the default setting. Then, each time you use this Edge Effect, the default settings will automatically be applied.

Watermark Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of adding a Watermark effect to your captures. Use the Watermark effect to add a graphic file in a fixed location in the image capture. You can add logos, titles, signatures, banner ads and more. Graphic files in BMP, GIF, or, JPG format can be used as watermarks.

The image or text file you use as a watermark can be overlain, underlain, embossed, etc. The watermark can also be made transparent as an overlay. Experiment to discover the variety of creative ways you can use the Watermark effect.

To set up a *Watermark* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Watermark**. The *Watermark* task page will display.
4. Customize your Watermark and select **OK**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized Watermark effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a Watermark effect, select the **Effects** button, and then select **Watermark**. From within the Watermark task page, disable the **Enable Watermark** option. Select **OK**.

See also **Watermark Advanced Settings**.

Watermark Effect Options Description Table

The following table summarizes the description and use of each option in the *Watermark* task page.



Option	Description & Use
Enable Watermark	Enable this option to include a watermark in the capture.
Image Path	This option allows you to select the image you will use as your watermark. To select the desired image, select the Browse button. Select the desired image and then select Open . The image will be updated to the Image Path field. Additionally, the image will be displayed in the Watermark preview window.
Underlay	Use this option if you want to show the watermark underneath the image. Full color images take on the color of the capture when using this option.
Overlay	Use this option if you want to show the watermark on top of the image. Full color images retain their own color when using this option.
Advanced Settings	Select the <i>Advanced Settings</i> link to set up the options for sizing, embossing, positioning, etc. See also Watermark Advanced Settings .

Watermark Advanced Settings

For information on how to access effects, see **Accessing Effects**.

Watermark Advanced Settings Description Table

The following table summarizes the description and use of each option in the *Watermark Advanced Settings* task page.

Option	Description & Use
Use Transparent Color	<p>Note: Only available when using the Overlay option.</p> <p>Enable this option to allow a Transparent Color to be used.</p> <p>Use this option to make part of the watermark image transparent. With this option, those areas of the watermark image that match the transparent color are hidden so that the captured image shows through the transparent part of the watermark.</p>
Transparent Color	<p>Note: Only available using the Overlay option.</p> <p>Select the Transparent Color swatch  to select a color for the transparency.</p> <p>The default is white.</p> <p>The transparent color you select should match the area that you want to be transparent in the watermark image. Use the Preview area to verify that the transparent effect works and is what you desire. The preview will not show it as being transparent until the right color is selected.</p> <p>In order to make the background transparent, despite the color of the background, white must be selected in the Color swatch .</p>

Option	Description & Use
Emboss Image	Note: Only available using the Underlay option. Use this option to create an underlay watermark effect that appears translucent and slightly raised.
Direction	The emboss Direction refers to a shadow effect on the embossed image and a rough indication of the direction of a light source. Use the Preview area to see how the direction changes the embossing effect.
Depth	This option changes how pronounced the embossing effect appears. Use the slider bar to increase or decrease the depth of the embossing.
Horizontal offset	Use this option to adjust the horizontal offset of the watermark image from side-to-side. Use the preview area to see the horizontal offset effect.
Vertical offset	Use this option to adjust the vertical offset of the watermark image from top-to-bottom. Use the preview area to see the horizontal offset effect.
Keep aspect ratio	Use this option to maintain horizontal and vertical size aspect ratio when scaling the watermark image. When selected, the watermark will always appear normal, not stretched or distorted. Default setting is on.
Use smooth scaling	This option applies a smooth scaling algorithm to the watermark image for less jaggedness. Default setting is on. Turn this option off if it interferes with the transparency of your watermark.
Image Scale	Use this option to change how big the watermark image appears relative to the captured image size. 100% means the watermark image completely covers the captured image.
Return to Select Watermark	Select this link to exit back to the previous <i>Watermark</i> task page.

Trim Effect

For information on how to access effects, see **Accessing Effects**.

Use the Trim effect options to cut the outside borders of images you capture. You can trim the top, bottom, and sides of your capture in any combination. When the Trim effect is enabled, the number of pixels you specify will be automatically trimmed. You can also select Automatic trimming which allows *SnagIt* to determine the best trim based on the amount solid color around the edges of your capture.

SnagIt gives you the option of creating a customized Trim capture effect. Using the Trim effect, you can set *SnagIt* to trim the specified number of pixels from any or all sides of your captures.

To set up a *Trim* effect:

1. From the **Mode** toolbar, select the **Image Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Trim**. The *Trim* task page will display.
4. Set the desired trim options and select **OK**.

5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized Trim effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable the Trim effect, select the **Effects** button, and then select **Trim**. From within the *Trim* task page, enable the **None** option. Select **OK**.

Trim Effect Settings Description Table

The following table summarizes the description and use of each option in the *Trim* task page.

Option	Description & Use
None	Enable this option to turn off the Trim effect option.
Automatic trimming	Enable this option to automatically cut all unchanging solid color from the edges of a captured image.
Custom	Enable this option to customize the amount of pixels to cut from each edge of a captured image.
Specify the number of pixels to trim off the edges of the image	Use the arrow buttons to set the number of pixels to be trimmed from the Top , Left , Right , and/or Bottom edges.

Text Layout Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt allows you to designate how the text in your text captures will be formatted, using the **Layout** option on the *Effects* menu. This is a quick way to set the exact formatting you need for your text captures.

To set up a *Layout* effect:

1. From the *Mode* toolbar, select the **Text** button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Layout**.
4. The *Text Layout Options* dialog box will display. Use the options in the dialog box to set your text formatting. Your choices are **Space Formatted** or **Column Delimited**.
5. Select **OK** when you are finished.
6. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
7. Select the *Capture Preview* window option from the *Options* toolbar.
8. Select the **Capture** button to invoke capture.
9. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized *Text Layout* effect applied to it.
10. Select **Finish** to send your capture to the output source. Select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Text Layout Options Description Table

The following table summarizes the description and use of each option in the *Text Layout Options* dialog box.

Option	Description & Use
Space formatted	Select this option to capture text that is formatted just as it is on the screen. To eliminate extra blank lines between horizontal lines of text, select Remove blank lines box. To remove extra space between vertical columns, select Collapse blank columns box.
Column delimited	Select this option to make the options in the <i>Delimiter</i> pane available. Select the radio button next to the delimiter character (Comma , Tab , Semicolon , or Other) that you wish to use between columns of captured text. When you select Other , type another delimiting character of your choice in the text box.

Set Font Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt allows you to designate how the font in your text captures will be formatted, using the **Set Font** option on the **Effects** menu. This is a quick way to set the exact font style and size you need for your text captures.

To set up a *Set Font* effect:

1. From the *Mode* toolbar, select the **Text Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Set Font**, and a standard *Windows Font* dialog box will display. Use the options in the dialog box to select the desired font, font style, and size.
4. Select **OK** when you are finished. You return to the main *SnagIt* view.
5. Set the **Input** and **Output** capture options.
6. Select **Preview Window** option from the *Options* toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized *Set Font* effect applied to it.
9. Select **Finish** to send your capture to the output source. Select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Word Wrap Effect

For information on how to access effects, see **Accessing Effects**.

You can have *SnagIt* automatically wrap long lines of text in your captures, using the **Word Wrap** option on the **Effects** menu.

To set up a *Word Wrap* effect:

1. From the **Mode** toolbar, select the **Text Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select the **Word Wrap** option. A check mark will appear next to **Word Wrap** in the *Effects* dropdown menu, indicating that the effect is selected.
4. Set your **Input** and **Output** capture options.
5. Within the *Profile settings* pane, select the **Preview Window** option from the **Options** toolbar.
6. Select the **Capture** button to invoke capture.
7. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized **Word Wrap** effect applied to it.
8. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Note: To disable the *Word Wrap* effect, select the **Effects** button, and then select **Word Wrap**. This will remove the check mark next to the **Word Wrap** option, indicating that is disabled.

Text Caption Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Text Caption* capture effect. This effect adds a caption, formatted to your specifications, during the capture process.

You can use captions to include a time/date stamp, system-related data, a title or any free text within your capture. You can customize the font, color, and placement of your captions.

To set up a *Caption* effect:

1. From the **Mode** toolbar, select the **Text Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Caption**, and the *Text Caption* dialog box will display.
4. Place a check mark next to **Enable Caption**, then customize your caption and select **OK**. See also **Text Caption Dialog Box Options**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Within the *Profile settings* pane, select the **Preview Window** option from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized caption effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, and then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a text *Caption* effect, select the **Effects** button within the *Profile settings* pane, and then select *Caption*. Within the *Text Caption* dialog box, remove the check mark from the **Enable Caption** option. Select **OK**. You will return to the main *SnagIt* view.

See also:

- **Text Caption Dialog Box Options**
- **Time/Date Format Options**

Text Caption Dialog Box Options

For information on how to access effects, see **Accessing Effects**.

Note: The length of the text string in a caption is limited to the width of the image or to the width of the printed page. The text is truncated if it is too long.

The following table summarizes the description and use of each option in the *Text Caption* dialog box.

Option	Description & Use
Enable Caption	To turn captions on, put a check mark in the Enable Caption box.
Caption	Use this field to add a customized caption to your capture by typing your caption in the list box or selecting one you have used before from the list box.
Prompt for Caption	To type or select the caption before each capture, put a check mark in the Prompt for a Caption box.

Option	Description & Use
System Caption	Use the boxes in this field to include system-related data such as the Computer Name , User Name , and Time/Date .
Computer Name	Select this option to include the name of the computer on your capture.
User Name	Select this option to include the name of the user in your capture.
Time/Date	Select this option to include a Time/Date stamp on your capture.
Time/Date Format	Once a <i>System Caption</i> option is selected, this option will become enabled. Select the Time/Date Format button to select how the Time/Date data are stamped in the capture. See also Time/Date Format Options .

Video Caption Effect

For information on how to access effects, see **Accessing Effects**.

SnagIt gives you the option of creating a customized *Caption* capture effect. This effect adds a caption, formatted to your specifications, during the capture process.

You can use captions to include a time/date stamp, system-related data, a title or any free text within your capture. You can customize the font, color, and placement of your captions.

To set up a *Caption* effect:

1. From the **Mode** toolbar, select the **Video Capture** mode button.
2. Select the **Effects** button within the *Profile settings* pane to see the dropdown menu of options.
3. Select **Caption**, and the *Video Caption* dialog box will display.
4. Customize your caption and select **OK**. See also **Video Caption Dialog Box Options**.
5. You will return to the main *SnagIt* view. Set your **Input** and **Output** capture options.
6. Select the **Preview Window** button from the **Options** toolbar.
7. Select the **Capture** button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized *Caption* effect applied to it.
9. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Tip: To disable a video *Caption* effect, select the **Effects** button within the *Profile settings* pane, and then select *Caption*. Within the *Video Caption* dialog box, remove the check mark from the **Enable Caption** option. Select **OK**. You will return to the main *SnagIt* view.

See also:

- **Video Caption Dialog Box Options**
- **Video Caption Options**
- **Time/Date Format Options**

Video Caption Dialog Box Options

For information on how to access effects, see **Accessing Effects**.

Note: The length of the text string in a caption is limited to the width of the image or to the width of the printed page. The text is truncated if it is too long.

The following table summarizes the description and use of each option in the *Video Caption* dialog box.

Option	Description & Use
Enable Caption	To turn captions on, put a check mark in the Enable Caption box.
Caption	Use this field to add a customized caption to your capture by typing your caption in the list box or selecting one you have used before from the list box.
Prompt for Caption	To type or select the caption before each capture, put a check mark in the Prompt for a Caption box.
Options	Select the Options button in the <i>Caption</i> pane to set caption text properties for captions entered in the caption list box. Use the Options button in the System Caption frame to set caption text properties for system-related captions.
System Caption	Use the boxes in this field to include system-related data such as the Computer Name , User Name , and Time/Date .
Computer Name	Select this option to include the name of the computer on your capture.
User Name	Select this option to include the name of the user in your capture.
Time/Date	Select this option to include a Time/Date stamp on your capture.
Time/Date Format	Once the <i>Time/date</i> option is selected, this button will become enabled. The Time/Date Format options allow you to select how the time/date are stamped in the capture. See also Time/Date Format Options .

Video Caption Options

For information on how to access effects, see **Accessing Effects**.

The *Caption Options* dialog box allows you to set how a caption looks and its placement. The preview in the dialog box shows the effects as you change options.

The following table summarizes the description and use of each option in the *Caption Options* dialog box.

Option	Description & Use
Normal	Select this option if you want a caption with plain text. Select the radio button to enable.
Drop shadow	Select this option to add a drop shadow to a caption. Select the radio button to enable the option.
Outlined shadow	Select this option to add an outlined shadow to a caption. Select the radio button to enable the option.
Transparent background	If you select this option, text will be rendered on the video with a transparent background. That is, the video shows through where the text is rendered.

Option	Description & Use
Word wrap	Select this option to specify that caption text should be wrapped at the end of a line. Note: Text can only be wrapped if Transparent Background is selected. Otherwise, text is written on one line and is truncated when the length exceeds the available space.
Add border around caption	Select this option to add a border around a caption.
Border Color	Select this option to select the border color for a caption. This option becomes enabled when you select the Add border around caption option.
Caption placement	Using the dropdown list, select the desired placement of the caption. The options are: Above the Image, Below the Image, Left of Image, Right of Image.
Horizontal justification	Use this option to specify the justification of the caption. Use the dropdown list to select Left, Center, or Right.
Vertical position	Use this option to specify the vertical position of the caption. Use the dropdown list to select Top, Center, or Bottom.
Font	Select this option to access the <i>Font</i> dialog box, which lets you specify the desired font type, style, and size for the caption.
Text Color	Select this option to select a color for the text of the caption.
Background Color	Select this option to select a color for the background behind the caption.
Shadow Color	Select this option to select a color for the drop shadow or outlined shadow.
Outline Color	Select this option to select a color for an outlined shadow.
Default	Select Default to restore all options to their default settings.

Time/Date Format Options

For information on how to access effects, see **Accessing Effects**.

The *Time/Date Format* dialog box allows you to select from a variety of preformatted time and date formats or allows you to select your own custom formatting.

The following table summarizes the description and use of each option in the *Time/Date Format* dialog box.

Option	Description & Use
Display	Select the combination of time and date to be shown and the sequence. The options are Time then date, Time only, Date then time, or Date only.
Time	Select a Time format option from the scrollable list. An example of how the current time looks using the selected format shows in the Preview box at the bottom.
Date	Select a Date format option from the scrollable list. An example of how the current date looks using the selected format shows in the Preview box at the bottom.
Custom Time Format	Select this option to create a custom time format. Type the desired format in the box.

Option	Description & Use
Custom Date Format	Select this option to create a custom date format. Type the desired format in the box.
Preview	Use the Preview box to view the effects of your format changes.

Web Capture Effect

For information on how to access effects, see **Accessing Effects**.

By customizing a Web Capture Effect, you can preset the properties for Web captures to be applied during the capture process. These properties include the search depth, minimum and maximum file sizes, file types, and whether to include the Web page backgrounds in the capture.

To set up a *Web* effect:

1. From the Mode toolbar, select the Web Capture mode button.
2. Select the Effects button to see the dropdown menu of options.
3. Select Properties, and the Web Capture Effects dialog box will display.
4. Select the desired options and then select OK. See also:
Web Capture Options General Tab
Web Capture Options Images Tab
Web Capture Filters Audio Tab
Web Capture Filters Video Tab
Web Capture Filters Custom Tab
5. You will be back at the main *SnagIt* view. Set your Input and Output capture options.
6. Select the Preview Window button from the *Options* toolbar.
7. Select the Capture button to invoke capture.
8. Once the capture is taken, it will be displayed within the *Capture Preview* window with the customized Web Capture effect applied to it.
9. Select Finish to send your capture to the output source. Or, select Cancel to delete the capture.



Tip: Once you have taken a capture and viewed it with the *Capture Preview* window to ensure that it is the exact effect that you desire, then you can always disable the **Preview Window** option so you no longer have to view the capture in the *Capture Preview* window each time you take a capture.

Web Capture Options General Tab

For information on how to access effects, see **Accessing Effects**.

The following table summarizes the description and use of each option in the *Web Capture Effects* dialog box's *General* tab.

Option	Description & Use
Link search depth	Use this option to select the number of links from the home page to be included in the search. Enter the number in the field provided or use the arrow buttons.
Only follow links within domain (e.g. 'techsmith.com')	Enable this option to limit the search to pages directly connected to the root Web address. If selected, all external links are ignored.

Option	Description & Use
Domains to ignore	<p>Enter the domain names that you would like to ignore in your search. You do not need to enter “www”.</p> <p>To enter a domain name, select the Add Domain button . A field will appear allowing you to enter the domain name.</p> <p>To remove a domain name, select the domain name you want to remove. Next, select the Remove Domain button . The domain name will be removed from the list.</p>
Maximum amount of disk space to use (MB)	Type in the Maximum amount of disk space <i>SnagIt</i> should use for Web capture. Enter zero if there is no limit.

Web Capture Options Images Tab

For information on how to access effects, see **Accessing Effects**.

The following table summarizes the description and use of each option in the *Web Capture Effects* dialog box's *Images* tab.

Option	Description & Use
Types of files	Select the file formats to include in the capture. The three types of Web graphics available are listed. Use this option to limit the search and capture.
Minimum (KB)	Type the Minimum file size in kilobytes to be captured. To specify no limit, put zero in the box.
Maximum (KB)	Type the Maximum file size in kilobytes to be captured. To specify no limit, put zero in the box.
Get background if possible	Enable Get background if possible to include the Web page background image. Note: Since some Web sites do not permit this, it is possible to fail with this operation.
Ignore background type	Enable Ignore background type to ignore the background type in the search. When enabled, <i>SnagIt</i> will download the background image whether it's a JPEG, GIF, or PNG file, even if those types are not selected in the Types of files list.
Dimensions	These options allow you to capture certain images based upon the size of the image. Use the Minimum and Maximum fields for height and width to set the desired size in pixels. To specify no limit, put zero in the box.
Remove ad banners by discarding images with width/height ratios greater than the following	Enable this option to discard banner ad images from the capture based upon the size of the ad. This size is determined in ratio format. Once this option is enabled, enter the desired ratio in the field that has been provided.

Web Capture Filters Audio Tab

For information on how to access effects, see **Accessing Effects**.

The following table summarizes the description and use of each option in the *Web Capture Filters* dialog box's *Audio* tab.

Option	Description & Use
Types of files	Select the audio file formats to include in the capture. Use this option to limit or expand the search and capture.
Minimum (KB)	Type the Minimum file size in kilobytes to be captured. To specify no limit, put zero in the box.
Maximum (KB)	Type the Maximum file size in kilobytes to be captured. To specify no limit, put zero in the box.

Web Capture Filters Video Tab

For information on how to access effects, see **Accessing Effects**.



The following table summarizes the description and use of each option in the *Web Capture Filters* dialog box's *Video* tab.

Option	Description & Use
Types of files	Select the video file formats to include in the capture. Use this option to limit or expand the search and capture.
Minimum (KB)	Type the Minimum file size in kilobytes to be captured. To specify no limit, put zero in the box.
Maximum (KB)	Type the Maximum file size in kilobytes to be captured. To specify no limit, put zero in the box.

Web Capture Filters Custom Tab

For information on how to access effects, see **Accessing Effects**.

The following table summarizes the description and use of each option in the *Web Capture Filters* dialog box's *Custom* tab.

Option	Description & Use
Custom file type extensions	<p>Enter the file extensions of file types that you would like to download in your search. You do not need to enter a period.</p> <p>To enter a file extension, select the Add Extension button . A field will appear allowing you to enter the file extension.</p> <p>To remove a file extension, select the file extension you want to remove. Next, select the Remove File Extension button . The domain name will be removed from the list.</p>
Minimum (KB)	Type the Minimum file size in kilobytes to be captured. To specify no limit, put zero in the box.
Maximum (KB)	Type the Maximum file size in kilobytes to be captured. To specify no limit, put zero in the box.

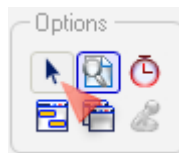
Capture Options

Depending on which mode and input options are selected, you have different options available that you can apply to your captures. For more information, see the following topics:

- **Include Cursor**
- **Preview Window**
- **Timer Setup**
- **Keep Links**
- **Multiple Area**
- **Record Audio**

Include Cursor

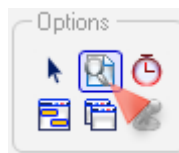
Select the *Include Cursor* option to capture the mouse pointer in the image or video.



Tip: To make sure that your cursor is in the correct position for your capture, try using the capture timer or using the hotkey combination to take your capture. See **Timer Setup** and **Setting Profile Hotkeys** for more information.

Preview Window

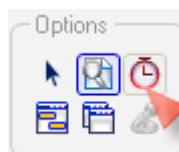
The *Preview Window* option opens your captures in the *Capture Preview* window before creating output.



Once your capture is in the *Capture Preview* window, you can send the capture to any other output, make edits, or discard the capture. See **Capture Preview Window Introduction** for more information on using the *Capture Preview* window.

Timer Setup

Select the *Timer Setup* option to set up the capture timer. The timer can be set up to perform unattended captures at defined intervals, a timed delay, or at a specific date and time.



Some examples of its use include following stock market tickers, monitoring factory floor equipment, and monitoring remote computer operations. The timer-activated capture feature can be used in conjunction with *SnagIt's* Web output (FTP) to automatically update a Web site with screen captures, or even to automatically send e-mail with the screen capture as an attachment.


Note: When using timer-activated capture, disable all popup messages and select the **Log Events to a File** option. This allows *SnagIt* to operate unattended, since communications errors can occur for a number of reasons. *SnagIt* logs the errors, and then continues running.

The *SnagIt Capture Timer* enables *SnagIt* to perform unattended captures at intervals that you define. Some examples of its use include following stock market tickers, monitoring factory floor equipment, and monitoring remote computer operations. The timer-activated capture feature can be used in conjunction with *SnagIt's* Web output (FTP) to automatically update a Web site with screen captures, or even to automatically send e-mail with the screen capture as an attachment.

But that is not all. *SnagIt* offers another handy option for timed captures. **Delayed/Scheduled Capture** allows you to take screenshots at either a timed delay or at a specific date and time. While you concentrate on the hard-to-handle application that you are trying to capture, *SnagIt* will take the screenshot without you having to press the hotkey or move the mouse. The *Capture Preview* window, if turned on, offers you all usual editing options.

Both options can be used in conjunction so that *SnagIt* can be configured to begin interval capture at some user-defined future date/time. But keep in mind that *SnagIt* is not accessible in the meantime and can not be used for any additional screen shots when a delayed/scheduled capture is set.

To access the *Timer Setup Options*, within the main *SnagIt* interface, select the **Timer Setup** button , or in the *Classic* and *Compact Views* go to **View > Timer Setup** from the menu bar.

Note: *SnagIt's* interface changes when timed capture is activated: you will get a **Stop Timer Capture** button  both in the *SnagIt* toolbar and the *Capture Preview* window. This button will suspend the timed capture sequence you have started.

See also:

- **Delayed/Scheduled Capture Options**
- **Capture Timer Options**

Delayed/Scheduled Capture Options

The *Delay/Schedule* options allow you to set up a delayed capture (after a number of seconds) or a scheduled capture (at a certain time or date). These timer settings can be preserved for capture profiles. Select **Tools > Timer Setup** and the *Timer Setup* dialog box opens. Select the *Delay/Schedule* tab to access the *Delay/Schedule* options.


Note: The **Input** and **Output** options for Scheduled Captures must be set so that the captures operate unattended. If *SnagIt* detects a combination of capture options that cannot be used, the display will read "Schedule unavailable," and the timer will not start.

Delay/Schedule Tab Options

The following table summarizes the description and use of each option on the *Delay/Schedule* tab.

Option	Description & Use
Enable Delayed/Scheduled Capture	Select this option to enable a delayed or scheduled capture.
Delayed Capture	Select this option to make the Delay and Display a countdown options available for setup.
Delay	Select this option to delay the capture for up to 60 seconds. Set the delay either by using the list box arrows or by typing the desired number of seconds in the box.
Display a countdown	Select this option to display a timer countdown in the lower right corner of your screen.
Scheduled Capture	Select this option to make the Date and Time list boxes available for setup.
Date	Type a future Date for the capture in the format shown adjacent to the selection box. Or use the arrows to select the date.
Time	Type a future Time for the capture in the format adjacent to the selection box. Or use the arrows to select the time.

To Set up a Delayed Capture

1. To access the Timer Setup Options, select the Timer Setup button  in *SnagIt's Normal View*, or in the *Classic* and *Compact* views go to **View > Timer Setup** from the menu bar.
2. The *Timer Setup* dialog box will open. Select the **Delay/Schedule** tab, and select **Enable Delayed/Scheduled Capture**.
3. Select the **Delayed Capture** radio button. The **Delay** and **Display a countdown** items are now available.
4. Type a Delay of between 1 and 60 seconds, or use the arrows to select the number of seconds of delay.
5. Put a check mark in the **Display a countdown** box to see a box with timer countdown. The countdown will be displayed in the lower right corner of your screen prior to capture.
6. Click **OK** to apply the setup and close the dialog.
7. To start the capture sequence, select the **Capture** button or push the hotkeys to start the capture sequence.

Note: To stop a delayed capture you have started, select the **Stop** button on the *SnagIt* toolbar or push the hotkeys.

To Set up a Scheduled Capture

1. To access the **Timer Setup Options**, select **Tools > Timer Setup** from the menu bar. The *Timer Setup* dialog box will open. Select the **Delay/Schedule** tab and select **Enable Delayed/Scheduled Capture**.
2. Select the **Scheduled Capture** radio button. The **Date** and **Time** items are now available.
3. Type a future **Date** and **Time** using the format shown next to the selection boxes. Or, use the arrows to select the date and time.
4. Click **OK** to apply the setup and close the dialog.
5. Select the **Capture** button or push the hotkeys to start the capture sequence.

Note: To stop a scheduled capture you have started, select the **Stop** button on the *SnagIt* toolbar or push the hotkeys.

Capture Timer Options

The *Capture Timer* options allow you to set the program to capture screens at predefined times. This is useful, for example, for batch processes that operate on a regular basis and for which screen shots are necessary. Select **Tools > Timer Setup** and the *Timer Setup* dialog box opens. To access the *Capture Timer* options, select the *Capture Timer* tab.

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

Capture Timer Tab Options

The following table summarizes the description and use of each option on the *Capture Timer* tab.

Option	Description & Use
Enable Timer-Activated Capture	Select this option to enable timer-activated captures to begin after the next capture you perform.
Discard identical captures	Select this option to remove redundant captures (for example, when the screen does not change during some periods).
Frequency	Set the timed capture frequency in Hours , Minutes or Seconds (whole numbers only; no decimals). Hours, minutes and seconds cannot be combined (select one only).
OK	Select OK to save changes and exit this dialog box.
Cancel	Select Cancel to exit this dialog box without saving changes.
Apply	Select Apply to save changes without exiting the dialog box.
Help	Select Help to access help for these options.

Setting up the Capture Timer

The following step-by-step directions will lead you through the processes of setting up the capture timer.

Select **Tools > Timer Setup**. The *Timer Setup* tabbed dialog box opens. Select the *Capture Timer* tab.

1. Select **Enable Timer-Activated Capture**.
2. To remove redundant captures (for example, when the screen does not change for a period of time), select **Discard identical captures**.
3. Specify the frequency of captures in **Hours**, **Minutes**, or **Seconds** (select only one).
4. After performing the first capture, *SnagIt* automatically captures at the timed intervals you specify using the options currently set.
5. To stop the timed capture sequence you have started, select **Stop** on the *SnagIt* toolbar or use the hotkeys.

Shutting Down the Capture Timer

To shut down an active timed capture, do one of the following:

- Press the **Capture** button.
- Push the hotkey sequence. A dialog asks "Do you wish to stop timed captures?" Answer **Yes** to stop timing, or close *SnagIt* without saving setup.

Keep Links

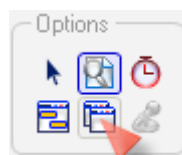
The *Keep Links* option lets you keep links active when you capture a Web page. This means that every hotspot and link that is on the Web page is included in your capture. You can e-mail or save your capture as a Web page with image (an MHTML file), Adobe PDF, or Macromedia Flash file (SWF) and still have clickable links. You can also copy and paste your capture into Microsoft PowerPoint and the image retains all links and hotspots.



For more information, see **Links/Hotspots Task Page**.

Multiple Area

The Multiple Area option lets you select and capture multiple areas of the screen. As you select areas, colors are inverted to show what is selected.

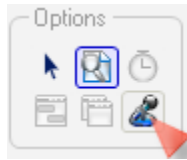


When completing a capture, you can hold **<ALT>** and left-click to unselect an area.

Note: This option is not available with some input types.

Record Audio

The Record Audio option allows you to record audio as you are completing a Video Capture. This option is only available when you select Video Capture mode.



Working with the Scroll Features

SnagIt can capture images, text, spreadsheets, browser windows and more which are too long or too wide to be seen on one PC screen without scrolling. You can use the Scroll options with both *Image* and *Text* modes. Within these two *Modes*, there are several different *Capture Input* options.

- **Auto Scroll Window Capture**
Select *Auto Scroll Window* to capture the extended contents of a window containing vertical or horizontal scroll bars.
- **Scrolling Region Capture**
Select *Scrolling Region* to capture the desired portion of a window containing a vertical scroll bar.
- **Scroll Active Window Capture**
Select *Scroll Active Window* to capture the entire active window, which is the window that has the focus on the desktop when the capture is started.
- **Custom Scroll Capture**
Use *Custom Scroll* to capture any region that scrolls vertically.

Auto Scroll Window Capture

Use the *Auto Scroll Window* option to capture the extended contents of a window containing vertical or horizontal scroll bars.

When taking an *Auto Scroll Window* capture, keep this in mind:

- The scrolling window that will be captured becomes outlined with a rectangular highlighted border. Make sure you are selecting the correct window by looking for the highlighted rectangular border around the perimeter of the window.
- Most program windows are actually composed of many smaller, data and control windows, some of which are scrollable.
- As you move the cursor around the screen, areas containing a scrolling window that SnagIt can capture as one image cause the cursor to show a finger pointer with a page icon attached to it.



- Areas that SnagIt determines are **not scrollable** cause the cursor to show a finger pointer. These unscrollable areas can be captured, but the *Auto Scroll* option is ignored. For those cases, try **Input > Scrolling > Custom Scroll**. See **Custom Scroll Capture** for more information.



- This option is program dependent and **does not** operate with all Windows programs.
- This option **does not** operate correctly with windows that contain moving elements.

See also:

- **Taking an Auto Scroll Window Capture**
- **Auto Scroll Input Properties**

Taking an Auto Scroll Window Capture

From *SnagIt's* main interface, do the following to set up an *Auto Scroll Image* capture:

1. In the *Profile settings* pane, select either *Image* or *Text Capture* mode.
2. On the *Input* dropdown menu, select **Scrolling >Auto Scroll Window**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture. See **Auto Scroll Input Properties**.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. Left-click once in the middle of the window to start the capture.
10. Wait while the window scrolls automatically. (To cancel, right-click or press <ESC>.)
Note: Clicking the left mouse button stops the capture prematurely and sends the capture to the selected output.
11. The capture goes to your selected output.

Auto Scroll Input Properties

- Enabling **Foreground the scrolling window** causes scrolling windows that are selected for capture to be brought to the foreground.
- Select the amount of the **Scroll delay**, if any.
- Enabling **Scroll from top of document** configures *Auto Scroll* to always capture scrolling windows from the very top no matter where the cursor is on the scrolling area.
- Enabling **Scroll from left of document** configures *Auto Scroll* to always capture scrolling windows from the left of the document no matter where the cursor is on the scrolling area.
- Scroll vertically, horizontally, or both, by selecting the **Scroll direction** options.

Scrolling Region Capture

Use the *Scrolling Region* option to capture the desired portion of a window containing a vertical scroll bar.

When taking a *Scrolling Region* capture, keep this in mind:

- Most program windows are actually composed of many smaller, data and control windows, some of which are scrollable.
- As you move the cursor around the screen, areas containing a scrolling window that *SnagIt* can capture as one image cause the cursor to show a hand pointer with a crosshair and a page icon attached to it.



- Areas that *SnagIt* determines are **not scrollable** cause the cursor to show a hand pointer with a crosshair. These unscrollable areas can be captured, but the *Scrolling Region* option is ignored. For those cases, try **Input > Scrolling > Custom Scroll**.



- This option is program dependent and **does not** operate with all Windows programs.
- This option **does not** operate correctly with windows that contain moving elements. F

See also:

- **Taking a Scrolling Region Capture**
- **Scrolling Region Input Properties**

Taking a Scrolling Region Capture

From *SnagIt*'s main interface, do the following to set up a *Scrolling Region* capture:

1. In the *Profile settings* pane, select either *Image* or *Text Capture* mode.
2. On the *Input* dropdown menu, select **Scrolling > Scrolling Region**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture. See **Auto Scroll Input Properties**.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. Click and hold the left mouse button as you drag to select a region.
10. When you reach the bottom of the visible area, continue to drag outside the window to scroll.
11. Release the button to capture. (To cancel, right-click or press <ESC>.)
12. The capture goes to your selected output.

Scrolling Region Input Properties

- Enabling **Foreground the scrolling window** causes scrolling windows that are selected for capture to be brought to the foreground.
- Select the amount of the **Scroll delay**, if any.
- Select *Vertical* in the **Scroll direction** options. This is the only option that works for this type of capture.

Scroll Active Window Capture

Use the *Scroll Active Window* option to capture the *active* window, which is the window that has the focus on the desktop when the capture is *started*. When the **Capture** button is clicked, the entire window is automatically scrolled and captured.

When taking an *Auto Scroll Window* capture, keep this in mind:

- This option is program dependent and **does not** operate with all Windows programs. If you try using this option and end up with a capture of the active window that does not scroll, try using another scrolling input option.
- This option **does not** operate correctly with windows that contain moving elements.

See the following for complete instructions on using this option:

- **Taking a Scroll Active Window Capture**
- **Scroll Active Window Input Properties**

Taking a Scroll Active Window Capture

From *SnagIt's* main interface, do the following to set up the *Scroll Active Window* capture:

1. In the *Profile settings* pane, select either *Image* or *Text Capture* mode.
2. On the *Input* dropdown menu, select **Scrolling >Scroll Active Window**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture. See **Scroll Active Window Input Properties**.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. The window that has focus is scrolled and captured. (To cancel, right-click or press <ESC>.)
10. The capture goes to your selected output.

Scroll Active Window Input Properties

- Enabling **Foreground the scrolling window** causes scrolling windows that are selected for capture to be brought to the foreground.
- Select the amount of the **Scroll delay**, if any.
- Enabling **Scroll from top of document** configures *Auto Scroll* to always capture scrolling windows from the very top no matter where the cursor is on the scrolling area.
- Enabling **Scroll from left of document** configures *Auto Scroll* to always capture scrolling windows from the left of the document no matter where the cursor is on the scrolling area.
- Scroll vertically, horizontally, or both, by selecting the **Scroll direction** options.

Custom Scroll Capture

Use the *Custom Scroll* option to capture any region that will scroll. When using this option, you will define the area to be captured with the mouse.

When taking a *Custom Scroll* capture, keep this in mind:

- Most program windows are actually composed of many smaller, data and control windows, some of which are scrollable.
- As you move the cursor around the screen, areas containing a scrolling window that *SnagIt* can capture as one image cause the cursor to show a hand pointer with a crosshair.



- This option is program dependent and **does not** operate with all Windows programs.
- This option **does not** operate correctly with windows that contain moving elements.

See the following for complete instructions on using this option:

- **Taking a Custom Scroll Capture**
- **Custom Scroll Input Properties**

Taking a Custom Scroll Capture

From *SnagIt's* main interface, do the following to set up the *Custom Scroll*:

1. In the *Profile settings* pane, select either *Image* or *Text Capture* mode.
2. On the *Input* dropdown menu, select **Scrolling >Custom Scroll**.
3. On the *Input* dropdown menu, select **Properties**.
4. Select the input properties for this capture. See **Custom Scroll Input Properties**.
5. On the *Output* dropdown menu, select the output and output properties. See **Share Your Captures** for more information.
6. On the *Effects* dropdown menu, select effects, if applicable. See **Capture Effects** for more information.
7. Under *Options*, select options for this capture, if applicable. See **Capture Options** for more information.
8. Click the **Capture** button.
9. Click and hold the left mouse button as you drag to select an area.

10. When you release the left mouse button, the cursor changes to a finger pointer with a down arrow.



11. Left-click once on the down arrow on the scroll bar.
12. The area automatically scrolls to the end of the window. (To cancel, right-click or press <ESC>.)
Note: Clicking the left mouse button stops the capture prematurely and sends the capture to the selected output.
13. The capture goes to your selected output.

Custom Scroll Input Properties

- Enabling **Foreground the scrolling window** causes scrolling windows that are selected for capture to be brought to the foreground.
- Select the amount of the **Scroll delay**, if any.
- Select *Vertical* in the **Scroll direction** options. This is the only option that works for this type of capture.

Edit Your Captures

Editing Overview

There are several ways that you can edit your captures. You can edit your captures in the *Capture Preview* window before sending your capture to an output or you can save your capture as a file and later open it for editing in *SnagIt Editor*.

This section discusses the *Capture Preview* window. See **SnagIt Editor** in the **SnagIt's Companion Applications** section for information on using *SnagIt Editor*.

See the following topics in this section:

- **Capture Preview Window Introduction**
- **SnagIt Capture Preview Window Menu Options**
- **Working with the Paint Tools Pane**
- **Working with the Tasks Pane**
- **Capture Preview Window Keyboard Shortcuts**

For information on output options from the *Capture Preview* window, see **Selecting an Output in the Capture Preview Window** in the **Share Your Captures** section.

Capture Preview Window Introduction

The *Capture Preview* window is an easy way to preview a capture before it is saved to a file or inserted into your document or e-mail. But, the *Capture Preview* window is also much more than just a simple viewer; it is a very advanced capture editor that allows you to apply finishing touches before completing the output.

A few of the editing options include flip, mirror, shear, rotate, crop, and cut. You can also adjust the color depth, edit your 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.

Within the *Capture Preview* window, you can constantly view your work as you make an unlimited number of changes. Once the preview has been viewed and any desired edits have been made, you can then redirect the capture to the desired output.

See the following topics for more information about working in the *Capture Preview* window:

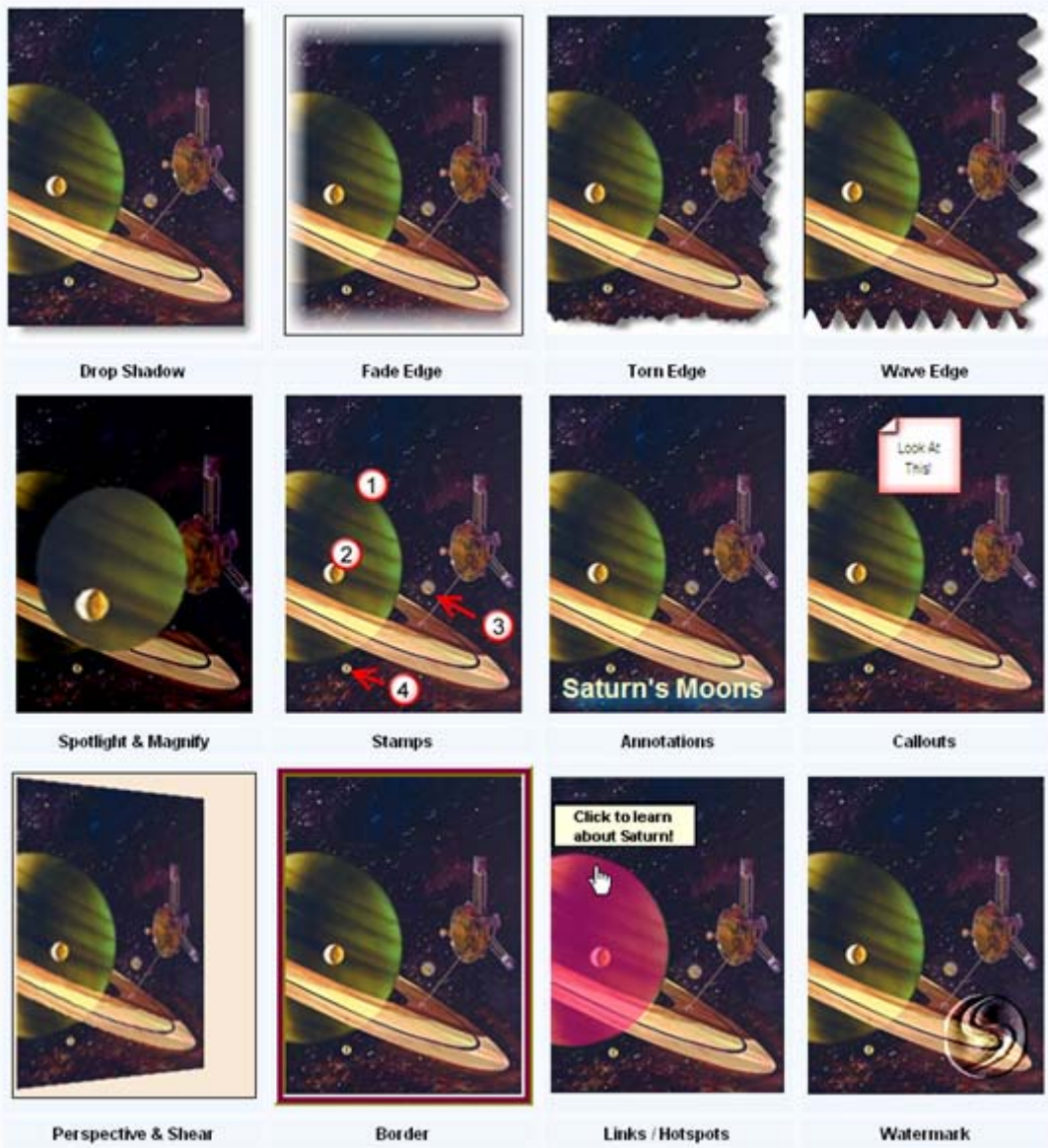
- **Enhancement Samples**
- **Viewing a Capture in the Capture Preview Window**
- **Turning Off the Capture Preview Window**
- **Getting Familiar with the Preview Window Screen**
- **Looking at the Preview Window Toolbars**
- **Capture Preview Window Keyboard Shortcuts**
- **Selecting an Output in the Capture Preview Window**

Enhancement Samples

Use the *Capture Preview* window or *SnagIt Editor* 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.



Viewing a Capture in the Capture Preview Window

Note: While the *Capture Preview* window is available for all types of captures, in this topic, you will be instructed on the use of the *Capture Preview* window while you are in **Image** capture mode.

To view a capture in the *Capture Preview* window, do the following:



1. In *SnagIt*, make sure **Image** mode is selected.
2. Select **Preview Window** from the *Options* area in the *Profile settings* pane.
3. Perform the *SnagIt* capture by selecting the **Capture** button or pressing the hotkey.
4. Your capture displays in the *Capture Preview* window.
Note: You will only see the *Paint Tools* and *Tasks* panes if you are in **Image** or **Printer** capture mode. You will not have access to the *Paint Tools* if you are in **Text**, **Web**, or **Video** mode.
5. Once your captured image is displayed, use the options on the *Capture Preview* window menus, *Paint Tools* pane, and *Tasks* pane to edit or apply special effects to your captures. The selection of available options is determined by the selected capture mode.
6. Once the capture is reviewed and changed if needed, continue processing the capture to output by choosing an output from the *Output Options* toolbar and then clicking **Done**.

Continue with the following topics about working the *Capture Preview* window:

- **Getting Familiar with the Preview Window Screen**
- **Looking at the Preview Window Toolbars**
- **SnagIt Capture Preview Window Menu Options**
- **Working with the Paint Tools Pane**
- **Working with the Tasks Pane**
- **Selecting an Output in the Capture Preview Window**

Turning Off the Capture Preview Window

To turn off the *Capture Preview* window option so that your captures go straight to your pre-selected output without opening in the *Capture Preview* window, do one of the following:

- In the *Profile settings* pane, deselect **Preview Window** on the Output dropdown menu.
- In the *Profile settings* pane, deselect the *Capture Preview* window icon  in the Options area.
- When creating a new profile in the *Add New Profile Wizard*, deselect **Preview Window** on the *Output* dropdown menu in **Step 3. Selecting the Output**.
- When creating a new profile in the *Add New Profile Wizard*, deselect the *Capture Preview* window icon  in the list of options in **Step 4. Selecting Options**.

Getting Familiar with the Preview Window Screen

The *Capture Preview* window allows you to preview, edit, and customize a screen capture before it is saved to a file, inserted into your document, attached to an e-mail, or sent to a variety of other Output options.

Select from an array of professional quality effects to get just the right look. The following table highlights just a few of the ways that you can customize your capture. For a complete description of each of these options along with directions for use, see **Working with the Paint Tools Pane** and **Working with the Tasks Pane**.



1	<p>Done. Click <i>Done</i> to close the <i>Capture Preview</i> window. If you have not chosen an output, you will be prompted to save the file.</p>
2	<p>File Format. If desired, use the <i>File Format</i> dropdown menu on the toolbar to quickly change the file format of the capture. This is especially handy when choosing to send the capture on-the-fly to other outputs such as IM or Program.</p>
3	<p>Paint Tools. This is the <i>Paint Tools</i> pane. The paint tools allow you to paint, draw, highlight, and more right on top of your capture. Within the <i>Properties</i> 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. These tools are available in both the <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Paint Tools</i> pane, see Working with the Paint Tools Pane.</p>
4	<p>Effects. Use the options found in the <i>Effects Tasks</i> pane to enhance your captures with special edge effects. Or, add a watermark, border, caption and more. These enhancements are available in both the <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>

5	<p>Size. Use the options found in the <i>Size Tasks</i> pane to resize the canvas, resize the capture, trim excess canvas away, rotate the capture, and more.</p> <p>These enhancements are available in both the <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>
6	<p>Color. Use the options found in the <i>Color Tasks</i> pane to enhance your captures with special color effects and editing options. Change the brightness, apply transparency, change to grayscale, and much more.</p> <p>These enhancements are available in both the <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>
7	<p>Action. Use the <i>Links/Hotspots</i> options to create or modify links and hotspots in a capture. For more information on <i>Links/Hotspots</i>, see Links/Hotspots Task Page.</p>
8	<p>Output Options. On the <i>Outputs</i> toolbar, select any tool to perform that output operation. Tooltips let you know what each tool is. Beneath the <i>Outputs</i> toolbar you will find another toolbar containing basic editing options such as <i>Crop</i>, <i>Cut</i>, <i>Copy</i>, and <i>Paste</i>.</p>




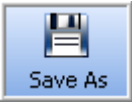
Looking at the Preview Window Toolbars




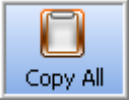




Several of the most often used options have been added to the *Capture Preview* window's toolbar. Placing these commonly used options on the toolbar allows you to access them more quickly.









Note: The tools that are present in the toolbar will differ according to which capture mode is in use.



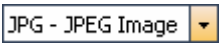






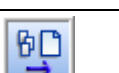


To aid in your navigation around the *Capture Preview* window, each time your cursor touches a button, a tooltip will appear bearing the name of the tool.

The following table describes each of the *SnagIt* tools that can be found in the *Capture Preview* window's toolbar. The selection of available tools will be determined by the capture mode that is enabled.

Button	Tool Name	Available in Capture Mode	Description
	Done	Image Text Video Web	Select this tool to close your capture. Note: This option only shows up if None is selected for Output prior to capture.
	Finish (Output)	Image Text Video Web	Select this tool to finish your capture and send it to the pre-selected output format. Note: This option only shows up if an output is selected for Output prior to capture.
	Cancel Capture	Image Text Video Web	Select this tool to cancel the capture output process. This will delete the capture and close the <i>Capture Preview</i> window. Note: This option only shows up if an output is selected for Output prior to capture.
	Save As	Image Text Web	Select this tool to save this capture as a file.

Button	Tool Name	Available in Capture Mode	Description
 Save Video	Save As	Video	Select this tool to save this video capture as a file.
 Save Frame	Save Frame As	Video	Allows you to save the current frame as an image file.
 Print	Print	Image Text	Select this tool to print this capture.
 Copy All	Copy entire capture to the clipboard	Image	Select this tool to copy the entire image to the clipboard.
 Send E-Mail	Send capture via E-mail	Image Video	Select this option to attach the capture into an e-mail message.
 Catalog	Save capture in Catalog	Image Video	Select this option to save the capture as a file and store it in a special folder called the Catalog. You can then quickly access these files using the <i>Catalog Browser</i> tool.
 Send with FTP	Send using FTP to a Web server	Image Video	Select this option to save the capture as a file and transfer the file via FTP (<i>File Transfer Protocol</i>) to any Web server on the Internet. You will need to specify the address of the server and provide the necessary login information.
 IM	Send capture via Instant Messenger	Image	<p>Select this option to insert the capture into either the MSN or Windows Messenger.</p> <p>Note: This option is only available with these two instant messaging applications.</p> <p>In order to use IM output, you must already be signed into your IM application. If you are not, you will see an error message.</p> <p>If you get this error, select Cancel and sign in to either MSN or Windows Messenger and select the IM button within the <i>Capture Preview</i> window once again to send the capture.</p> <ul style="list-style-type: none"> • From the <i>Select Contacts</i> screen, select the desired contact(s). • Within the <i>Save As</i> screen, enter a name for this image as well as a file format. Select Save. • Immediately, a request to the contact(s) will be made for them to receive the capture. <p>See also Instant Messenger.</p>

Button	Tool Name	Available in Capture Mode	Description
 Program	Open capture in another program	Image Text Video	The Program output type allows you to take a capture, save it as a file, and then open that file within another application. Once you select the Program button the <i>Program</i> screen will display. From the list of available programs, select the one you want this capture to open in. See also Program .
	Zoom In	Image Video	Select this tool to zoom in and show better detail of the capture.
	Zoom Out	Image Video	Select this tool to zoom out and move further away from the capture.
	Crop	Image	Select this tool to decrease the size of the capture to a size selected by the mouse. To crop a capture: Select an area in the viewer to crop to by drawing a frame around the area that you want to keep . Move the selection rectangle with the mouse if necessary or change the size of the selection rectangle using one of the grab tabs around the edge. To de-select the selected area, click outside the selection rectangle. Select the Crop Region tool or select Edit > Crop . The selected area is preserved in the viewer; the area outside the drawn rectangle is cropped or discarded. The cropped image file is not actually changed until you save it or send it to the desired output.
	Cut	Image Text	Select this tool to cut out a part of a text file. To cut part of the text file: Highlight or select the text to be cut. (To de-select, click outside the selected area.) Select the Cut tool or select Edit > Cut . The selected area is cut from the text file and stored in the Windows clipboard.
	Copy	Image Text	Select this tool to copy the entire capture or a portion of the capture to the Windows clipboard for use in other applications. Use Edit > Select All to select the entire capture and then select the Copy tool to copy to the clipboard. Drag the cursor on the capture to select just a portion of the capture to copy and then select the Copy tool to copy to the clipboard.
	Paste	Image Text	Select this tool to paste the contents of the clipboard onto your captured image.
	Undo	Image Text	Select this tool to undo your actions.

Button	Tool Name	Available in Capture Mode	Description
	Redo	Image Text	Select this tool to redo your actions.
	Help	Image Text Video Web	Select this tool to access the help system.
	Output As	Image	This toolbar option allows you to quickly change your output option when sending an image capture to the following outputs: <ul style="list-style-type: none"> • Send Mail • Catalog • Web • IM • Program
	File Type Options	Image	Select this tool to access the file format options for the file type selected in the <i>Output As</i> dropdown menu.
	Play	Video	Plays the video in your designated media player.
	First Frame	Video	Returns you to the beginning (the first frame) of the video.
	Previous Frame	Video	Moves the video back one frame.
	Next Frame	Video	Moves the video forward one frame.
	Last Frame	Video	Takes you to the end (the last frame) of the video.
	Video Frame Seek Bar	Video	Moves along as the video plays.
	Modify Web Filters	Web	Select this tool to access the <i>Web Capture Filters</i> tabbed dialog box to set filter options for the scan when capturing Web images. See also: Web Capture Effect Web Capture Options General Tab Web Capture Options Images Tab Web Capture Filters Audio Tab Web Capture Filters Video Tab Web Capture Filters Custom Tab
	Rescan Website	Web	Select this tool to rescan the Web site. You might want to do this after changing the filter settings or removing Web pages and images from the list of captured pages.

SnagIt Capture Preview Window Menu Options

The following chapter describes each of the *Capture Preview* window's menus.

See the following topics:

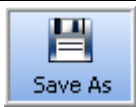

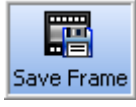
- **Capture Preview Window File Menu**
- **Capture Preview Window Edit Menu**
- **Capture Preview Window View Menu**
- **Capture Preview Window Image Menu**
- **Capture Preview Window Colors Menu**
- **Capture Preview Window Effects Menu**


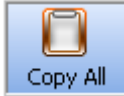



Capture Preview Window File Menu





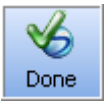
The *File* menu allows you to access various options. To select a File option, simply select the desired option from the dropdown menu.

Note that each capture mode will have its own unique set of File menu options as seen in the following graphic. Each of these options is described in the following table.

The following table lists each of the *Capture Preview* window File menu options along with their description and use.

Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Save As	Image Text	Select this option to save this capture as a file.
	Save As	Video	Select this tool to save this video capture as a file.
	Save Frame As	Video	Allows you to save the current frame as an image file. Use the playback options to move to the desired frame. Select File > Save Frame As or select the Save As button on the toolbar. The <i>Save As</i> dialog box displays. Browse and select a location to save the file, select a file format, and then enter a name. Select Save .
	Save Selection As	Image	Select this option to save a selected portion of this capture as a file.
	Insert Image	Image	Select this option to select and import an image into the current capture.

Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Page Setup	Image	<p>This option accesses the <i>Printer</i> dialog box which allows you to select the default or a different printer, move the printed file on the page, and scale the printed file to better fit the page.</p> <ul style="list-style-type: none"> • To select printer settings, select File > Page Setup. The <i>Printer</i> dialog box displays. • To change the default printer, enable the Select Default Printer option. Select the desired default printer from the dropdown list. • To change to a different printer, enable the Specific Printer option. Select the desired printer from the dropdown list. • To save these settings for a future <i>SnagIt</i> session, enable Specific Printer and then enable Save Specific Printer Properties. • Select Page Layout to change settings on how printed images are placed on the printed pages. The <i>Page Layout</i> dialog box displays.
	Print	Image Text	Select this option to print this capture.
	Print Preview	Image Text	Select this option to view the capture in print preview format.
	Copy to Clipboard	Image Text	Select this option to copy the selected region to the Windows clipboard.
	Send E-Mail	Image Text Video	Select this option to attach the capture to an e-mail message.
	Save in Catalog	Image Text Video	Save the capture as a file and store it in a special folder called the Catalog. You can then quickly access these files using the <i>Catalog Browser</i> tool.
	Send with FTP	Image Text Video	Select this option to save capture output to a location on the Web.











Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Send in Instant Message	Image	<p>Select this option to insert the capture into either the MSN or Windows Messenger.</p> <p>Note: This option is only available with these two instant messaging applications.</p> <p>In order to use IM output, you must already be signed into your IM application. If you are not, you will see an error message.</p> <p>If you get this error, select Cancel and sign in to either MSN or Windows Messenger and select the IM button within the <i>Capture Preview</i> window once again to send the capture.</p> <ul style="list-style-type: none"> • From the <i>Select Contacts</i> screen, select the desired contact(s). • Within the <i>Save As</i> screen, enter a name for this image as well as a file format. Select Save. • Immediately, a request to the contact(s) will be made for them to receive the capture. <p>See also Instant Messenger.</p>
	Send to Program	Image Text Video	<p>The Program output type allows you to take a capture, save it as a file, and then open that file within another application. Once you select the Program button the <i>Program</i> screen will display. From the list of available programs, select the one you want this capture to open in.</p> <p>See also Program Tab.</p>
	Finish Output	Image Text Video Web	<p>Select this option to finish your capture and send it to the desired output format.</p>
	Cancel Capture	Image Text Video Web	<p>Select this option to cancel the capture output process. This will delete the capture and close the <i>Capture Preview</i> window.</p>
	Done	Image Text Video Web	<p>Select this option to close the capture. This will delete the capture and close the <i>Capture Preview</i> window.</p>








Capture Preview Window Edit Menu

The *Edit* menu allows you to access the **Cut**, **Copy**, **Paste**, and **Crop** options along with several other options. To select an *Edit* option, simply select the desired option from the dropdown menu.

Note that each capture mode will have its own unique set of *Edit* menu options.

The following table lists each of the *Capture Preview* window *Edit* menu options along with their description and use.

Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Undo	Image Text	Select this option to undo your actions. This is an unlimited undo.
	Redo	Image	Select this option to redo your actions.
	Cut	Image Text	<p>Select this option to cut out a part of an image or text capture and place that part onto the Windows Clipboard. To cut part of the capture:</p> <ol style="list-style-type: none"> 1. Select the Selection tool . 2. Highlight or select the portion to be cut. (To deselect, click outside the selected area.) 3. Select the Cut tool  or select Edit > Cut. <p>The selected area is cut from the capture and stored in the Windows clipboard.</p>
	Copy	Image Text	<p>Select this option to copy the entire capture or a portion of the capture to the Windows clipboard for use in other applications.</p> <ol style="list-style-type: none"> 1. Use Edit > Select all to select the entire capture. 2. Select the Copy tool  to copy to the clipboard. 3. Drag the cursor on the capture to select just a portion of the capture to copy and <p>then select the Copy tool  to copy to the clipboard.</p>
	Paste	Image Text	<p>Paste the contents of the Clipboard into the capture. Select the Paste tool .</p>

Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Clear	Image	<p>Select this option to delete the selected area of an image or text capture. To cut part of the capture:</p> <ol style="list-style-type: none"> 1. Select the Selection  tool. 2. Highlight or select the portion to be cut. (To deselect, click outside the selected area.) 3. Select Edit > Clear.
	Delete Page	Image	<p>Select this item to delete the current page in a multipage capture.</p>
	Select All	Image Text	<p>Select this option to select the full image or text file. Once chosen, the area selected is outlined to show it is selected.</p> <p>Copy , Crop , or Cut  the selection if desired.</p> <p>To deselect, click outside the selected area.</p>
	Crop to Selection	Image	<p>Select this option to decrease the size of the capture to a size selected by the mouse. To crop a capture:</p> <ol style="list-style-type: none"> 1. Select an area  in the viewer to crop to by drawing a frame around the area that you want to keep. 2. Move the selection rectangle with the mouse if necessary or change the size of the selection rectangle using one of the grab tabs around the edge. To deselect the selected area, click outside the selection rectangle. 3. Select the Crop Region tool  or select Edit > Crop. The selected area is preserved in the viewer; the area outside the drawn rectangle is cropped or discarded. The cropped image file is not actually changed until you save it or send it to the desired output.
	Join	Image	<p>Select this option to delete a vertical or horizontal section of the capture and join the two pieces together.</p> <p>To join, you must select a section from side to side or top to bottom.</p>



Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Restore	Image Text	Select this option to quickly restore the capture to its original condition just as it existed when you entered the <i>Capture Preview</i> window.
	Object	Image	Use the items on the <i>Object</i> submenu to perform actions on selected vector objects in the capture. The <i>Object</i> submenu includes Group, Ungroup, Flatten, Order, Align, and Add to My Stamps.








Capture Preview Window View Menu

The *View* menu allows you to access the Paint Tools, zoom options, icon toggles, text tools, and video playback options, along with several other options. To select a *View* option, simply select the desired option from the dropdown menu.

Note that each capture mode will have its own unique set of *Edit* menu options as seen in the following graphic. Each of these options is described in the following table.

The following table lists each of the *Capture Preview* window *View* menu options along with their description and use.

Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Large Icons	Image Text Video Web	Select this option to toggle between large or small toolbar icons.
	Show Paint Tools	Image	Select this option to hide or display the Paint Tools pane.
	Show Task Pane	Image	Select this option to hide or display the <i>Task</i> pane.
	Autosize Window to Image	Image Video	Select this option to decrease the size of the window to match the actual size of the capture.
	Zoom In	Image Video	Select this option to zoom in and show better detail of the capture.
	Zoom Out	Image Video	Select this option to zoom out and move further away from the capture.
	Actual Size	Image	Select this option to return a zoomed image to its original size.
	Show Grid	Image	Select this option to show a pixel grid on the captured image when zoomed in 600% or more.






Corresponding Toolbar Button	Menu Option Name	Capture Mode where Available	Description & Use
	Show Links/Hotspots	Image	Select this option to show the hotspots in a capture and open the Links/Hotspots Task Page .
	Set Font	Text	Select this option to set the font characteristics of the captured text. These options are limited by the fonts and capabilities of your system. Overall, this can be handy for pre-formatting the text that is captured before placing it into a word processor.
	Word Wrap	Text	Select this option to wrap text lines from line to line, rather than in one continuous long line. This can be handy for formatting long text screens or text that was originally in an e-mail message that exceeds screen width.
	Play	Video	Select this option to open and to play the selected video clip. The video will play in whatever media player is associated with the AVI file type.
	Open	Video	Select this option to automatically open the current AVI in whatever media player is associated with the AVI file type.
	First Frame	Video	Select this option to move to the first frame in the video.
	Previous Frame	Video	Select this option to move back one frame.
	Next Frame	Video	Select this option to advance forward one frame.
	Last Frame	Video	Select this option to advance the video to the last frame.
	Modify Web Filters	Web	Select this tool to access the <i>Web Capture Filters</i> dialog box to set filter options for the scan when capturing Web images.
	Rescan Website	Web	Select this tool to rescan the Web site. You might want to do this after changing the filter settings or removing Web pages and images from the list of captured pages.


Capture Preview Window Image Menu

Note: This menu is only available with *Image* capture.

The *Image* menu allows you to access the Flip, Mirror, Rotate, and Scale options along with several others. To select an Image option, simply select the desired option from the dropdown menu.

The following table describes each of the *Capture Preview* window Image menu options along with their description and use.

Corresponding Tasks Pane Button	Menu Item Name	Description & Use
	Flip	Select this option to flip the image from top to bottom. This effect can be applied to a region of the image. Use the cursor to select a region of the image, and then apply the effect.
	Mirror	Select this option to mirror the image from top to bottom.
	Resolution	Use image resolution to either select an image resolution in dots per inch or allow <i>SnagIt</i> to configure it automatically. This option can be used to control how other applications display and print <i>SnagIt</i> captured images. Adjusting the image resolution does not affect the way <i>SnagIt</i> displays or prints the image. See also Image Resolution Effect .
	Canvas Size	Select this option to access the <i>Change Canvas Size</i> task page, which allows you to specify the width and height of the canvas, and to change the placement of the image on the canvas. See also Resize Canvas Task Page .
 	Rotate	Select this option to rotate the image by the number of degrees specified. Select 90, 180, or 270 degrees clockwise. Or, select the Custom Angle option to turn the image in custom increments from zero to 360 degrees. From within the <i>Rotate</i> dialog box: <ol style="list-style-type: none"> 1. Use slider to define the desired rotation. 2. Select Resize Canvas to Fit to resize image to fit all of the capture once it is rotated. 3. Select a background color for the area behind the image. Select a color from the palette and see the change in the preview thumbnail. 4. Select OK to update your selection to the <i>Capture Preview</i> window. 5. Select Cancel to exit without making changes. See also Rotate & Flip Task Page and Custom Angle Task Page .

Corresponding Tasks Pane Button	Menu Item Name	Description & Use
	Scale	<p>Select this option to scale the image to percentage sizes or to select a custom scale. Select 200%, 300%, 400%, 75%, 50%, or 33%. Select also Custom Scale or Smooth Scaling.</p> <p>Custom Scale Select your own scaling options.</p> <p>Smooth Scaling Use this option on scaled images to make them look better by applying a small "smoothing" effect to the edges. This works with images that are scaled smaller than the original (50-90 percent, for example) and are destined for an online program.</p> <p>See also Resize Image Task Page.</p>




Capture Preview Window Colors Menu





Note: This menu is only available with *Image* capture.





The *Colors* menu allows you to access the Grayscale, Invert, Color Resolution, and Color Substitution options along with several others. To select a Colors option, simply select the desired option from the dropdown menu.

Preview Window Colors Menu Description Table

The following table describes each of the *Capture Preview* window *Colors* menu options along with their description.

Corresponding Tasks Pane Button	Menu Item Name	Description
	Halftone	<p>This option changes the selected image to a dithered black and white image.</p> <p>See also Halftone Task Page.</p>
	GrayScale	<p>This option changes the selected image to 256 shades of gray. This improves printing on some printers. It can also decrease files size in some circumstances.</p> <p>The effect will immediately be applied. There are no other options for this effect.</p>
	Color Depth	<p>This option is used to set an image's color resolution during or after capture.</p> <p>The Color Depth task page is the same as the task page available from the <i>SnagIt Filters</i> menu. However, the task page within <i>Capture Preview</i> window and <i>SnagIt Editor</i> shows a preview thumbnail, whereas this is not possible in <i>SnagIt</i> before the capture is taken.</p> <p>See also Custom Color Depth Effect.</p>



Corresponding Tasks Pane Button	Menu Item Name	Description
	Invert	<p>This option inverts the colors of a selected image, similar to a photographic negative.</p> <p>The effect will immediately be applied. There are no other options for this effect.</p>
	Transparent Color	<p>Use transparent color to set a color in an image to transparent. This can be helpful for graphics destined for the Internet or other online systems. On the Internet, most recent Web browsers support transparent GIF. This allows you to import graphics that have areas to be the same color as the background color you are using on Web pages.</p> <p>See also Transparent Color Task Page.</p>
	Color Substitution	<p>This option is used to substitute colors in a captured image. Select this option to access the <i>Color Substitution</i> task page, which allows you to select the Old and New colors for substitution.</p> <p>See also Color Substitution Task Page.</p>
	Color Correction	<p>Brightness This option changes the intensity (brightness) of the selected image. See also</p> <p>Contrast This option changes the contrast between light and dark portions of the selected image. See also</p> <p>Hue This option changes the hue of colors in the selected image (similar to rotating a color wheel to select a different mixture of colors). See also</p> <p>Saturation This option increases or decreases the saturation of colors in a selected image. Saturation is the quantity of a color in pixels, from gray at the lowest saturation to rich color in the highest. See also</p> <p>Gamma This option adjusts the intensity of colors in a selected graphic by changing the gamma constant that is used to map the intensity values. Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant that is used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5.</p> <p>See also Color Correction Task Page.</p>














Corresponding Tasks Pane Button	Menu Item Name	Description
   	Advanced	<p>Histogram Equalize This option makes linear the number of pixels per gray level in the image. This can be used to show details in dark areas of an image. Once selected, the effect will immediately be applied. There are no other options for this effect.</p> <p>Histo-Contrast This option increases or decreases the contrast of the selected image, using a histogram to find the median brightness. Once selected, the effect will immediately be applied. There are no other options for this effect.</p> <p>Stretch Intensity This option increases the contrast in the selected image by centering, maximizing, and proportioning the range of intensity values. Once selected, the effect will immediately be applied. There are no other options for this effect.</p> <p>Intensity Detect This option filters the specified graphic to find colors in a specified intensity range. Use slide controls to set the low and high thresholds. Once selected, the effect will immediately be applied. There are no other options for this effect.</p> <p>See also Color Depth Effect.</p>












Capture Preview Window Effects Menu

The Effects menu allows you to access a variety of special effect options. To select an Effects option, simply select the desired option from the dropdown menu.

The following table gives a general description of each of the *Capture Preview* window *Effects* menu options along with their description and use.

Menu Item Name	Description
 Caption	Use this option to set caption options for image and video captures. These can include the time and date and other system-related data. See also Caption Task Page .
 Border	Use the border feature to add a border around images you capture. This allows you to select a width for the border and its shadow, put it outside or in the image, apply a 3D effect to make it look raised, and select colors for the border. See also Border Task Page .

Menu Item Name	Description
 Perspective & Shear	<p>Use this option to move the corners of a bitmap in the fashion of a parallelogram. To apply a perspective/shear effect to your capture:</p> <p>With the image in the <i>Capture Preview</i> window, select Effects > Perspective Shear. The <i>Perspective & Shear</i> task page displays.</p> <p>Use the slider bars to select percentages of Horizontal and Vertical difference and angles of Horizontal and Vertical shear.</p> <p>If desired, select a Background Color from the palette for the area behind the image. The preview window shows the changes as they are made. Select OK to accept the changes.</p> <p>See also Perspective & Shear Task Page.</p>
 Spotlight & Magnify	<p>The Spotlight & Magnify options allow you to select a portion of the capture and modify it using a magnification effect as well as darkening and blurring effects. See also Spotlight & Magnify Task Page.</p>
 Edge Effects	<p><i>SnagIt's</i> Edge Effects contain a wide variety of filter options for altering the edges of your screen capture.</p> <ul style="list-style-type: none"> •  Drop Shadow Edge •  Fade Edge •  Torn Edge •  Wave Edge •  Saw Edge •  Sharktooth Edge •  Beveled Edge <p>See also Edge Effects Task Page.</p>
 Watermark	<p>Select this option to add a watermark to the capture such as a company logo. Use watermarks to put other data into the graphic, like titles and banner ads. Graphic files in BMP, GIF, or, JPG format can be used as watermarks.</p> <p>See also Watermark Task Page.</p>
 Trim	<p>Select this option to trim or cut the outside borders of your capture. When enabled, the number of pixels you specify are automatically trimmed.</p> <p>See also Trim Task Page.</p>
Image Processing	<p>Select any of these effects to enhance your capture. These effects can be applied to just a region of the image. Use the cursor to select a region of the image, and then apply the effect.</p> <p>To access Image Processing effects, select Effects > Image Processing. A fly-out menu shows more choices. Select the desired effect.</p> <p> Posterize</p> <p>Applies a poster effect on the image. See also Posterize.</p>

Menu Item Name	Description
Image Processing (cont.)	
	Pixelate
	Imposes a mosaic effect on a image by dividing the bitmap into tiles of a specified size and changing the color of all pixels in each tile to the average color of pixels in the tile. See also Pixelate .
	Average Blur
	Changes the color of each pixel in the image to the average color of pixels in its neighborhood. This causes a blur effect. See also Average Blur .
	Median Blur
	Changes the color of each pixel in the image to the median color of pixels in its neighborhood. This is equivalent to the Average filter, but it is used to decrease noise, rather than add a blur effect. See also Median Blur .
	Sharpen
	Increases or decreases the sharpness of the image. See also Sharpen .
	Add Noise
	Adds pixels to an image at any location, letting you specify percentage of coverage and the color plane. See also Add Noise .
	Emboss
	Applies an emboss effect to the image, letting you specify depth and direction of the effect. See also Emboss .
	Oil Painting
	Applies an oil-painting effect to the image. See also Oil Painting .
	Underlay
	Combines two images so that one looks to be an underlying texture for the other. This is good when the underlying image is a filtered one, such as an embossed image. See also Underlay .
	Solarize
	Applies an effect that mimics the accidental exposure of photographic film to light. It does so by inverting all color data with an intensity value greater than or the same as the threshold that you give. See also Solarize .
	Edge Detection
	Detects the edges within the image. See also Edge Detection .
	Edge Enhance
	Enhance the edges in the image.

Working with the Paint Tools Pane










The tools available in the *Paint Tools* pane on the left side of the canvas in the *Capture Preview* window allow you to edit and annotate your captures.







The *Paint Tools* pane options are accessed by clicking the buttons in the pane. Once a button is clicked, you can configure the tool and use the tool in your capture.

You can “undock” and move the *Paint Tools* pane anywhere you like in the *Capture Preview* window.

- To undock the pane, left-click and drag the pane into a new location. Release the mouse button to release the pane.
- To redock the pane, double-click the top of the pane where it says “Paint Tools.”

The following table describes each of the *Capture Preview* window’s *Paint Tools* along with their description and use.

Paint Tools Pane Button	Tool Name	Description & Use
	Pan	Navigate the entire image using the mouse rather than the scrollbars for quick viewing. For more information, see Pan Tool .
	Zoom	Zoom in and out using the left and right mouse button. For more information, see Zoom Tool .
	Selection	Select a portion of the image for copy, cutting, pasting, image effects, etc. For more information, see Selection Tool .
	Eyedropper	Select any color from the image by clicking the left and right mouse buttons. For more information, see Eyedropper Tool .
	Line	Draw a line on the image. For more information, see Line Tool and Working with Vector Objects .
	Arrow	Draw an arrow in the image. For more information, see Arrow Tool and Working with Vector Objects .
	Shape	Draw any rectangular, rounded rectangle, elliptical or polygon shape. For more information, see Shape Tool and Working with Vector Objects .
	Highlight	Highlight any rectangular region of the image with any selected color. For more information, see Highlight Tool and Working with Vector Objects .
	Paintbrush	Draw freehand on the image. For more information, see Paintbrush Tool and Working with Vector Objects .

Paint Tools Pane Button	Tool Name	Description & Use
	Stamp	Apply the selected image as a stamp. For more information, see Stamp Tool and Working with Vector Objects .
	Callout	Create shaped callouts with text. For more information, see Callout Tool and Working with Vector Objects .
	Text	Type text on the image. For more information, see Text Tool and Working with Vector Objects .
	Fill	Flood-fill an enclosed area using any color. For more information, see Fill Tool .
	Airbrush	Spray paint can. For more information, see Airbrush Tool .
	Eraser	Freehand erase. For more information, see Eraser Tool .

Working with Vector Objects

Some of the tools used in the *Capture Preview* window *Paint Tools* pane create vector-based objects. You can easily add, re-position, and resize these objects. Once an image has been modified, you can save the complete image as a **SnagIt Capture File** (.snag). You can reopen a .snag file in *SnagIt Editor* and still move and modify the vector objects in the image. This is helpful if you may need to update your image in the future.

The following *Paint Tools* are vector-based: Line, Arrow, Shape, Highlight, Paintbrush, Stamp, Callout, and Text tools.

The following tips are helpful when working with vector objects:

- Once you create a vector object, you can later select it and modify it by changing its properties or by pulling the white dots (handles) around the object to resize or reshape the object.
- Flattening a vector object permanently makes it part of the background of the image. After you flatten an object, you cannot select and move or modify the object. The only way to “unflatten” an object is by using the *Undo* button.
- All vector objects must be flattened and the entire capture must be selected to apply perspective & shear, resize image, or rotate effects. If you try to apply one of these effects without flattening all vector objects, you will be prompted to flatten them.
- If you need to start drawing a new vector object inside of an existing vector object, hold the <ALT> key while clicking to create the object or draw. This allows you to draw a new object and not select the existing object.
- When creating new vector objects, the new objects are created over existing objects.
- If you need to use the fill, airbrush, eraser, or non-vector paint tool behind an existing vector object, hold the <ALT> key while clicking to draw. This allows you to start drawing under the object and not select the existing object.
- To use the eraser on a vector object, the object must first be flattened. To flatten a vector object, right-click on the object and select **Flatten**.

- If you need to use the Paintbrush tool or the Airbrush tool over a vector object, you must first flatten the object. To flatten a vector object, right-click on the object and select **Flatten**. If you do not flatten the vector object, any drawing with these tools appears under the vector object.
- If a printer capture has multiple pages, be aware that all vector objects are flattened when you move to another page. This means that once you switch pages within a capture, the vector object becomes part of the background and you can no longer move the object.

Selecting More Than One Vector Object

To select more than one vector object within an image, hold down <**SHIFT**> as you click each object. To unselect one or more of the selected objects, click the object again. As you hold down <**SHIFT**> and pass the cursor over the objects, you will see either a plus sign (if the object is not already selected) or a minus sign (if the object is already selected.)

Vector Object Context Sensitive Menu

You can right-click on any vector object or group of vector objects to bring up the context sensitive or pop-up menu.


Context Menu Option	Description & Use
Group	Allows you to group multiple vector objects together. After objects are grouped together, they behave as one vector object. Note: This option is only available when more than one vector object is selected.
Ungroup	Allows you to ungroup previously grouped vector objects. After objects are ungrouped, they behave as individual vector objects. Note: This option is only available when a group of vector objects has been previously grouped together.
Flatten	Allows you to flatten one or multiple vector objects within an image. Once you flatten a vector object, the vector object becomes part of the background and you can no longer move the object.

Context Menu Option	Description & Use
Order	<p>Allows you to move a vector object through “layers” of vector objects. Each time you add a new vector object to an image, it is created on a new layer that is in front of the existing objects. Use the following options on the <i>Order</i> submenu to change the order of the objects:</p> <ul style="list-style-type: none"> • Bring to Front Brings the selected object to the front most layer of objects. The object is in front of all other objects. • Send to Back Sends the selected object to the back most layer of objects. The object is behind of all other objects. • Bring Forward Brings the selected object forward one layer. For example, if you have three objects and move the backmost object forward one layer, it will then be in the middle of the two other objects. • Send Backward Sends the selected object backward one layer. For example, if you have three objects and move the frontmost object backward one layer, it will then be in the middle of the two other objects. <p>Note: These options are only available when more than one vector object is selected.</p>
Align	<p>Allows you to align vector objects. Use the following options on the <i>Align</i> submenu to change the order of the objects:</p> <ul style="list-style-type: none"> • Left Aligns the farthest left edge of all selected objects to the left edge of the object selected when you open the context sensitive menu. • Right Aligns the farthest right edge of all selected objects to the right edge of the object selected when you open the context sensitive menu. • Horz. Center Aligns the horizontal center of all selected objects to the horizontal center of the object selected when you open the context sensitive menu. • Top Aligns the top edge of all selected objects to the top edge of the object selected when you open the context sensitive menu. • Bottom Aligns the bottom edge of all selected objects to the bottom edge of the object selected when you open the context sensitive menu. • Vert. Center Aligns the vertical center of all selected objects to the vertical center of the object selected when you open the context sensitive menu. <p>Note: These options are only available when more than one vector object is selected.</p>

Context Menu Option	Description & Use
Cut	Allows you to cut a selected object or objects from the image and place them onto the Windows clipboard.
Copy	Allows you to copy the selected object or objects to the Windows clipboard.
Paste	Allows you to paste the contents of the clipboard onto your captured image.
Clear	Allows you to delete the selected object or objects.
Add to My Stamps	Allows you to add the selected stamp to the <i>My Stamps</i> folder. Note: This option is only available when only one stamp is selected.
Add to My Callouts	Allows you to add the selected callout to the <i>My Callouts</i> folder. Note: This option is only available when only one callout is selected.

Pan Tool




Use the Pan Tool  to navigate the entire image using the mouse rather than the scrollbars for quick viewing. To pan throughout the image, grab the image and drag in any direction.

Note: You can also use the mouse wheel to scroll vertically. Hold <SHIFT> and use the mouse wheel to scroll horizontally.

Zoom Tool



Use the Zoom Tool  to zoom in and out using the left and right mouse button. The mouse wheel also lets you zoom in and out.

Note: You can also hold <CTRL> and use the mouse wheel to zoom in or out.

Selection Tool

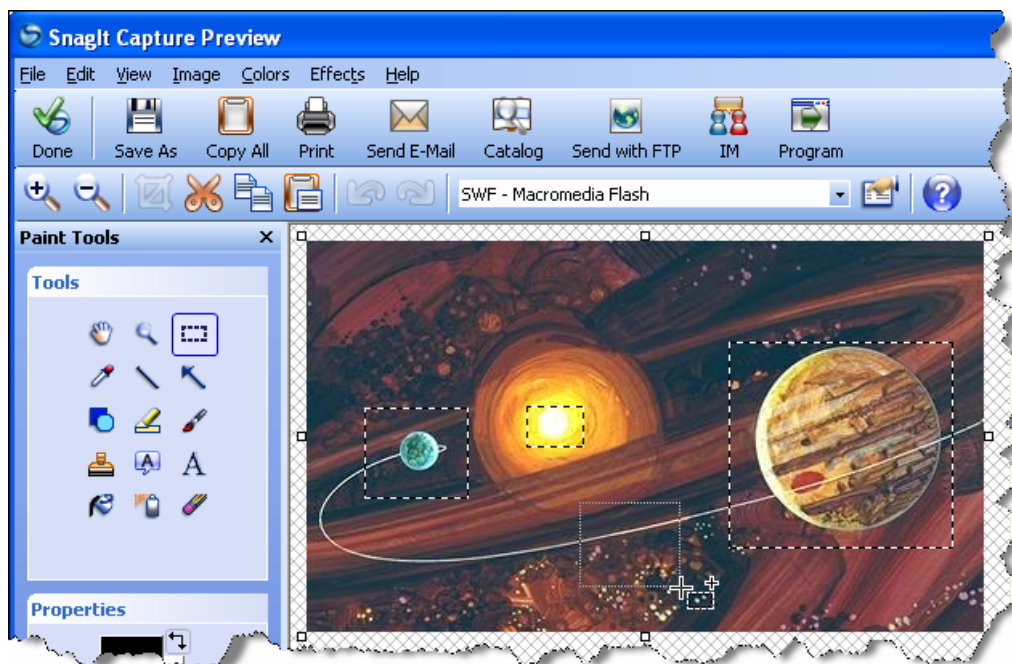


Use the Selection Tool to select a portion of the image for copy, cutting, pasting, image effects, etc. Selections may be rectangular, elliptical, polygonal or freehand. You can use this tool for moving selected areas within an image.

The **Selection Tool Properties** allow you to select from one of four different shapes:

- **Rectangle Selection**
Rectangle Selection selects a rectangular area. (Holding <SHIFT> creates a square. If you are selecting multiple areas of your image, this only works for the first selection.)
- **Ellipse Selection**
Ellipse Selection selects an elliptical or circular shaped area. (Holding <SHIFT> creates a circle. If you are selecting multiple areas of your image, this only works for the first selection.)
- **Free Hand Selection**
Free Hand Selection allows you to define any closed loop you specify. The loop automatically closes when you release the mouse.
- **Polygon Selection**
Polygon Selection allows you to define any polygonal shaped area, the sides of which are all straight lines. The area must be a closed shape. Each time you left-click, a new line starts. Continue clicking to complete the shape. Double-click to finish the selection.

To select multiple areas of your image, hold down <SHIFT> as you select multiple areas of your capture.



You can set the **Paste Mode** of the Selection Tool to use either an opaque background or to set the background color as transparent, allowing you to move only the image portion of your selection without moving a solid color background with it.

Eyedropper Tool



Use the Eyedropper Tool to select any color from the image by clicking the left and right mouse buttons.

The left mouse button sets the foreground color; the right mouse button selects the background color.

While using drawing tools, you can hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the drawing tool with the newly chosen color.

Line Tool



Use the Line Tool to draw a line on the image. Control the line's color, shape, width, opacity, antialiasing and drop shadow.

Holding down <SHIFT> keeps the line straight and allows you to draw a vertical, horizontal, or diagonal line.

You can also draw Bezier curved lines. To draw a curve:

1. Click the **Style** button and select a curved line.
2. Click and drag the end points of the curve.
3. Click again to set the point that the line will pass through.
4. Click a second time to specify another point for the curve to follow.
5. Use the object handles to modify the curves.

The left mouse button draws with the foreground color; the right mouse button draws with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

For more information, see **Working with Vector Objects**.

Arrow Tool



Use the Arrow Tool to draw an arrow in the image. Same attributes as line including setting the arrowhead style and size.

Holding down <SHIFT> keeps the arrow straight and allows you to draw a vertical, horizontal, or diagonal line.

The left mouse button draws with the foreground color; the right mouse button draws with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

For more information, see **Working with Vector Objects**.

Shape Tool



Use the Shape Tool to draw any rectangular, rounded rectangle, elliptical or polygon shape.

- Hold <ESC> during capture to create a circle.
- Hold <SHIFT> during capture to create a square.
- Hold <SHIFT> during capture to create an equilateral triangle.

The left mouse button draws with the foreground color; the right mouse button draws with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

For more information, see **Working with Vector Objects**.

Highlight Tool



Use the Highlight Tool to highlight any rectangular region of the image with any selected color.

The left mouse button highlights with the foreground color; the right mouse button highlights with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

For more information, see **Working with Vector Objects**.

Paintbrush Tool



Use the Paintbrush Tool to draw freehand on the image. Control the brush's color, shape, width, opacity, antialiasing and drop shadow.

Paintbrush objects are created as vector objects by default. You can choose to create your freehand shapes as non-vector objects by removing the check mark from the **Create as vector** checkbox.

The left mouse button draws with the foreground color; the right mouse button draws with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

For more information, see **Working with Vector Objects**.

Stamp Tool



Use the Stamp Tool to apply the selected image as a stamp. Select the desired image in the image thumbnail list and select the image. Add or remove the drop shadow property.

SnagIt comes with three categories of stamp images: *Accents*, *Arrows*, and *Cursors*.

You can add more stamps in both of the following ways:

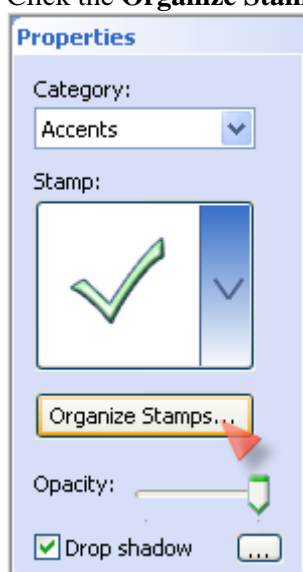
- You can download additional stamp images for use from TechSmith by selecting **Download more** in the *Category* dropdown menu.
- Add your own stamps by clicking the **Organize Stamps** button and specifying images in the following file formats: PNG, BMP, JPEG, GIF, and TIF.
See **Organize Stamps** for information on importing and organizing your stamps.

For more information, see **Working with Vector Objects**.

Organize Stamps



To open the Organize Stamps dialog box:




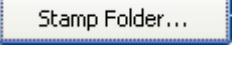
1. Click the **Organize Stamps** button in the *Stamp Tool Properties* pane.



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

Use the following buttons to add and organize stamps:

Organize Stamps Buttons	Button Name	Description
	Add Category	To add a category , click the <i>Add Category</i> button, enter a name for the category, and click OK . The category now shows up in the <i>Category</i> dropdown menu in the <i>Stamp Tool Properties</i> pane.
	Delete Category	To delete a category , select a category and click the <i>Delete Category</i> button. Note: You cannot delete the <i>My Stamps</i> category.

Organize Stamps Buttons	Button Name	Description
	Rename Category	To rename a category , select a category, click the <i>Rename Category</i> button, enter a new name, and click OK . Note: You cannot rename the <i>My Stamps</i> category.
	Add Stamp	To add a stamp , click the <i>Add Stamp</i> button, browse to the folder containing the stamp to add, select a stamp, and click OK . To add multiple stamps at the same time, click the <i>Add Stamp</i> button, browse to the folder containing the stamps to add, hold Ctrl or Shift while you select stamps, and click OK .
	Delete Stamp	To delete a stamp , select a stamp and click the <i>Delete Stamp</i> button.
	Custom Stamp Folder	To change stamp folders, click the <i>Stamp Folder</i> button and enter or browse to a new location. All compatible image files in the selected folder show up in the <i>My Stamps</i> category. Any subfolders show up as additional categories. The categories now show up in the <i>Category</i> dropdown menu in the <i>Stamp Tool Properties</i> pane. Note: Only the categories and images currently designated in the <i>Organize Stamps</i> dialog box show up in the <i>Category</i> dropdown menu.

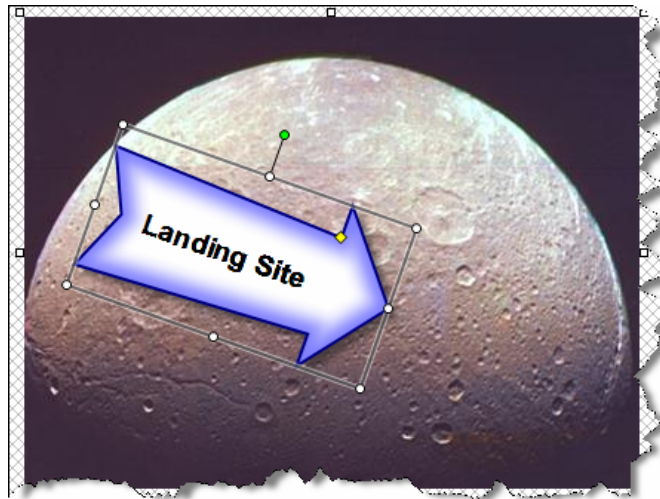
Note: You can drag and drop stamps from one category into another. To **move a stamp**, left-click the stamp and hold the mouse button down as you move the cursor to a new category. When the cursor is over the new category, let go of the mouse button. The stamp is moved to the new category.

Callout Tool

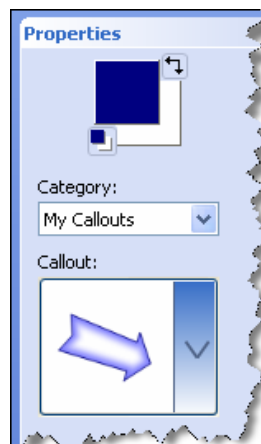
Use the Callout Tool to create shaped callouts with text. Choose from a selection of arrows and balloons. Control callout shape, size, color, orientation, and drop shadow, and text font, size, style, layout, and color.

After creating a callout, you can use the colored handles to control the following:

- **Yellow:** Change the shape of the callout.
- **White:** Control the height and width of the callout.
- **Green:** Rotate the orientation of the callout.




After customizing a callout, you can right-click and select **Add to My Callouts** from the menu to save the callout for future use. To use your custom callouts, select **My Callouts** in the *Category* dropdown menu and then choose which callout to use.



For more information, see **Working with Vector Objects**.

Text Tool

Use the Text Tool  to type text on the image. Control text font, size, style, layout, drop shadow, antialiasing, color, frame, box style and fill color.

For more information, see **Working with Vector Objects**.

Fill Tool



Use the Fill Tool to flood-fill an enclosed area using any color. Control the fill tolerance and opacity.

The left mouse button fills with the foreground color; the right mouse button fills with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

Airbrush Tool



Use the Airbrush Tool to “spray” paint on the image. Control color, size, density, opacity, and drop shadow.

The left mouse button draws with the foreground color; the right mouse button draws with the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

Eraser Tool



Use the Eraser Tool to freehand erase. Control the color, width, opacity and antialiasing.


The left mouse button erases the image and leaves the foreground color; the right mouse button erases the image and leaves the background (right-click) color.

While using this tool, hold the <CTRL> key and click to use the eyedropper to choose a foreground color for this tool. When you release the <CTRL> key, you are able to use the tool with the newly chosen color.

Working with the Tasks Pane

For added convenience, many of *SnagIt's* most popular and useful enhancements and effects have been added to a *Tasks* pane located on the right side of the canvas in the *Capture Preview* window.

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*, you can click the **Return to Tasks** link at the bottom of the task page or the **Home** button  at the top of the *task page* to close the *task page* and exit back to the *Tasks* pane if you want to apply another effect. Otherwise, you can just go back to working with the capture.

You can “undock” and move the *Tasks* pane anywhere you like in the *Capture Preview* window.

- To undock the pane, left-click and drag the pane into a new location. Release the mouse button to release the pane.
- To redock the pane, double-click the top of the pane where it says “Tasks”

For more information, see **Tasks Pane and Task Page Overview** and **Tasks Pane Options Description Table**.

For more information on the *Effects* tasks, see the following topics:

- **Edge Effects Task Page**
- **Spotlight & Magnify Task Page**
- **Perspective & Shear Task Page**
- **Watermark Task Page**
- **Border Task Page**
- **Caption Task Page**

For more information on the *Size* tasks, see the following topics:

- **Resize Image Task Page**
- **Resize Canvas Task Page**
- **Trim Task Page**
- **Rotate & Flip Task Page**

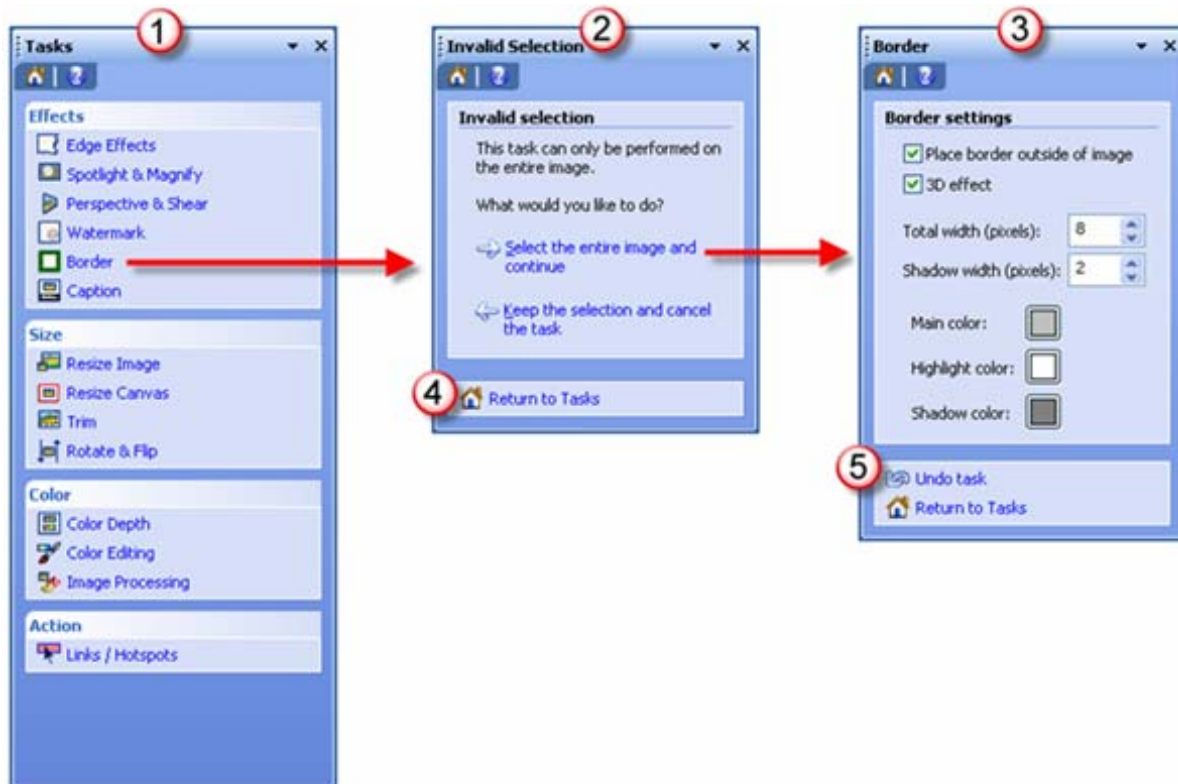
For more information on the *Color* tasks, see the following topics:



- **Color Depth Task Page**
- **Color Editing Task Page**
- **Image Processing Task Page**

For more information on the *Action* task, see **Links/Hotspots Task Page**.

Tasks Pane and Task Page Overview



The following table gives an overview of the *Tasks* pane and *Task Pages* along with their use.















1	<p>The Tasks Pane is open and available, by default, within the <i>Capture Preview</i> window. Use the <i>Tasks</i> pane to access most capture enhancement and special effects options.</p> <p>To access an option, simply click on the active link. If available, any further directions or options will display in a subsequent task page.</p> <ul style="list-style-type: none"> • Click the X in the upper right hand corner of the <i>Tasks</i> pane to close it. • To see the <i>Tasks</i> pane, choose View > Show Task Pane.
2	<p>An Invalid Selection or a Flatten vector objects task page displays if the option that you selected within the <i>Tasks</i> pane requires that the entire image be selected or that vector objects be flattened in order to apply the effect/enhancement and your selection or image does not meet the requirements.</p> <p>At this time, choose the desired link to make the required adjustments and continue, or to leave the image as it is and cancel the task.</p>
3	<p>Once you choose a task within the <i>Tasks</i> pane, if the task has various settings to select or configure, a related <i>task page</i> displays containing those options. As you make changes in the <i>task page</i>, your image automatically updates, allowing you to immediately see the result of your changes.</p>
4	<p>Once you have made your selections in the <i>task page</i>, you can click the Return to Tasks link at the bottom of the task page or the Home button  at the top of the <i>task page</i> to close the <i>task page</i> and exit back to the <i>Tasks</i> pane if you want to apply another effect. Otherwise, you can just go back to working with the capture.</p>
5	<p>To undo a task, select the Undo Task link located at the bottom of the <i>task page</i>.</p> <p>If you have already exited the <i>task page</i>, select the Undo button  on the main toolbar.</p>

Tasks Pane Options Description Table


The following table describes each of the *SnagIt* options that can accessed from within the *Tasks* pane.

Tasks Pane Button	Effect	Description
	Edge Effect	<p><i>SnagIt's Edge Effects</i> contain a wide variety of options for altering the edges of your screen capture along with the ability to add a custom outline and drop shadow.</p> <p>To access the <i>Edge Effects</i> options, select the Edge Effects link in the <i>Tasks</i> pane.</p> <p>For more information on using this effect, see Edge Effects Task Page.</p>
	Spotlight & Magnify	<p>The Spotlight & Magnify options allow you to select a portion of the capture and modify it using a magnification effect as well as darkening and blurring effects.</p> <p>For more information on using this effect, see Spotlight & Magnify Task Page.</p>

Tasks Pane Button	Effect	Description
	Perspective & Shear	Use this option to change the perspective of the capture. This allows you to adjust the angle the image is presented. To apply a perspective/shear effect to your capture: For more information on using this effect, see Perspective & Shear Task Page .
	Watermark	Select this option to add a watermark to the capture. Graphic files in BMP, GIF, or, JPG format can be used as watermarks. For more information on using this effect, see Watermark Task Page .
	Border	Use this option to add a border around your capture and then customize the border's width, shadow, location, and color. For more information on using this effect, see Border Task Page .
	Caption	Use this option to include a time/date stamp or other system-related data in the capture, and to create and customize the appearance of a text annotation, such as a title or caption. For more information on using this effect, see Caption Task Page .
	Resize Image	Use this option to resize the Image capture. For more information on using this effect, see Resize Image Task Page .
	Resize Canvas	Use this option to resize the canvas. For more information on using this effect, see Resize Canvas Task Page .
	Trim	Use this option to cut down the outside borders of images you capture by a specific number of pixels. For more information on using this effect, see Trim Task Page .
	Rotate & Flip	Use this option to rotate or flip (vertical or horizontal) the capture. For more information on using this effect, see Rotate & Flip Task Page .
	Color Depth	Use the <i>Color Depth</i> color conversion options to change the capture's attributes that are associated with a color depth. For more information on using this effect, see Color Depth Task Page .
	Color Editing	Use the <i>Color Editing</i> options to modify your captures in many different ways. Use one alone, or combine them to get exactly the right look. For more information on using this effect, see Color Editing Task Page .
	Image Processing	Use <i>SnagIt's</i> professional Image Processing options to modify your captures in many different ways. Use one alone, or combine them to get exactly the right look. For more information on using this effect, see Image Processing

Tasks Pane Button	Effect	Description
		Task Page.
	Links/Hotspots	Use this option to create or modify links and hotspots in an image. For more information on using this effect, see Links/Hotspots Task Page.

Edge Effects Task Page

Edge Effects  are special effects that you place around the outside edge of your capture. You can add these effects either as a filter before capturing or within *Capture Preview* window or *SnagIt Editor* after capturing.

The *Edge Effects* include the following:

- Drop Shadow Edge
- Fade Edge
- Torn Edge
- Wave Edge
- Saw Edge
- Sharktooth Edge
- Beveled Edge


To view examples of each of the edge effects, see **Example Edge Effects**.

The *Edge Effects* options allow you to customize the edges of your capture by:

- Changing the size and location of the effect
- Adding a shadow and defining its size, location and color
- Adding an outline and defining its size and color
- Changing the background color















Note: It is important to note that each specific *Edge Effect* has its own particular set of options. For a table listing each of the different *Edge Effects* options, see **Edge Effects Options**.

To apply an *Edge* effect:

1. Use the **Selection** tool  to select the area of the capture to apply the *Edge Effect* to. Or, leave the entire capture unselected to apply the *Edge Effect* to the entire capture.
2. From the *Tasks* pane, select the *Edge Effects* link. The *Edge Effects* task page displays.
3. Select the desired effect. The options task page will display.
4. Customize your effect. See also **Edge Effects Options**.

Example Edge Effects



The following table gives an example of how each of the different *Edge Effects* might look using the different options.





Tasks Pane Button	Edge Effect	Example
	Drop Shadow Edge	
	Fade Edge	
	Torn Edge	
	Wave Edge	
	Saw Edge	
	Sharktooth Edge	
	Beveled Edge	

Edge Effects Task Page Options


The following table summarizes the description and use of each option in the *Edge Effects*' task pages.

For an example of each type of *Edge Effect*, see **Example Edge Effects**.


Option	Edge Effect where Available	Description & Use
Effect size	Fade Torn Saw Sharktooth Beveled Wave	Use the slider bar to increase or decrease the size of the <i>Edge Effect</i> .
Apply to	Fade Torn Saw Sharktooth Beveled Wave	Select which sides to apply the <i>Edge Effect</i> to. Note: In the case of the Beveled edge, select the desired corner.
Background Color	All	Select the Background Color swatch  to select a color for the background of the image. This is the space that was removed when the <i>Edge Effect</i> was applied. The default is white.
Shadow Depth	Drop Shadow Torn Saw Sharktooth Beveled Wave	Use the slider bar to increase or decrease the width of the shadow.
Shadow Color	Drop Shadow Torn Saw Sharktooth Beveled Wave	Select the Shadow Color swatch  to select a color for the shadow. The default is gray.
Shadow Position	Drop Shadow Torn Saw Sharktooth Beveled Wave	Use the arrow buttons to select the position of the shadow.

Option	Edge Effect where Available	Description & Use
Outline width	All	Use the slider bar to increase or decrease the width of the outline.
Outline Color	All	Select the Outline Color swatch  to select a color for the outline. The default is black.
Save as default settings	All	Select the Save as default settings option to save your changes as the default setting. Then, each time you use this Edge Effect, the default settings will automatically be applied.
Undo Task	All	Select the Undo Task link  to undo the effect. You will return to the <i>Edge Effect</i> task page where you can select a different effect to apply.
Return to Tasks	All	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	All	Select Help  to access the help system.

Spotlight & Magnify Task Page




The **Spotlight & Magnify**  options allow you to select a portion of the capture and modify it using a magnification effect as well as darkening and blurring effects.

To apply a *Spotlight & Magnify* effect:

1. Use the **Selection** tool  to select the area of the capture to apply the effect to.
2. From the *Tasks* pane, select the *Spotlight & Magnify* link. The *Spotlight & Magnify* options task page displays.
3. Customize your effect.

The following table describes each of the *Spotlight & Magnify* options along with their description and use.

Option	Description & Use
Magnify (percentage)	Specify the percentage to increase the size of the selected region.
Dim Background	Specify the brightness level applied to the area outside the selected region.
Blur Background	Specify the blur intensity applied to the area outside the selected region.
Drop Shadow	Select this option if you want to add a drop shadow to the selected region.
Resize canvas to fit	Select this option if you want to automatically increase the size of the image to fit a magnified or offset selected region.

Option	Description & Use
Horizontal Offset	Specify the horizontal offset position of the effect. This option moves the effect either to the left or right.
Vertical Offset	Specify the vertical offset position of the effect. This option moves the effect either toward the top or bottom.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Perspective & Shear Task Page


Use the Perspective & Shear Task options  to move the corners of a bitmap in the fashion of a parallelogram.




Note: All vector objects must be flattened and the entire capture must be selected to apply a perspective & shear effect.

To apply a *Perspective & Shear* effect:


1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Perspective & Shear* link. The *Perspective & Shear* options task page displays.
3. Customize your effect.

The following table describes each of the *Perspective & Shear* options along with their description and use.

Option	Description & Use
Horizontal Perspective	Specify the percentage to shrink the image horizontally. A positive value will shrink the right side of the image. A negative value will shrink the left side of the image. The resulting effect will give the image a 3D perspective.
Vertical Perspective	Specify the percentage to shrink the image vertically. A positive value will shrink the bottom of the image. A negative value will shrink the top of the image. The resulting effect will give the image a 3D perspective.
Horizontal shear	Specify the angle to tilt the image horizontally. The result will move the corners of the image in the fashion of a parallelogram.
Vertical shear	Specify the angle to tilt the image vertically. The result will move the corners of the image in the fashion of a parallelogram.
Background Color	Select the Background Color swatch  to select a color for the background of the image.

Option	Description & Use
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Watermark Task Page




Use the Watermark options  to add a graphic file in a fixed location in the image capture. You can add logos, titles, signatures, banner ads and more. Graphic files in BMP, GIF, or, JPG format can be used as watermarks.

The image or text file you use as a watermark can be overlain, underlain, embossed, etc. The watermark can also be made transparent as an overlay, or not. Experiment to discover the variety of creative ways you can use the Watermark effect.


To apply a *Watermark* effect:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Watermark* link. The *Watermark* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Watermark* task page.

Option	Description & Use
Image Path	This option allows you to select the image you will use as your watermark. To select the desired image, select the Browse button. Select the desired image and then select Open . The image will be updated to the Image Path field. Additionally, the image will be displayed in the Watermark preview window.
Underlay	Use this option if you want to show the watermark underneath the image. Full color images take on the color of the capture when using this option.
Overlay	Use this option if you want to show the watermark on top of the image. Full color images retain their own color when using this option.
Advanced Settings	Select the <i>Advanced Settings</i> link to set up the options for sizing, embossing, positioning, etc. See also Watermark Advanced Settings .
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.







Border Task Page

Use the Border options  to add a border around the capture. Using the border options, you can select a width for the border and its shadow, put the border outside or inside within the image, apply a 3D effect to make it look raised, select highlight and shadow colors, and more.


To apply a *Border* effect:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Border* link. The *Border* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Border* task page.

Option	Description & Use
Place border outside of image	Enable this option to put the border outside of the capture. If you want the frame to appear inside the image, disable this option.
3D effect	Enable this option to give the border a framed or raised (3D) look.
Total Width (pixels)	Use the arrow buttons to set the Total Width of the border in pixels.
Shadow Width (pixels)	To make a shadow on the border, set the Shadow Width in pixels. This number can be no higher than one-half of the amount given in the Total Width field.
Main Color	Select the Color swatch  to select the color for the border's main color.
Highlight Color	Select the Color swatch  to select the color for the border's highlight.
Shadow Color	Select the Color swatch  to select the color for the border's drop shadow.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Caption Task Page




Use the Caption options  to add a caption, formatted to your specifications, during the capture process. You can use captions to include a time/date stamp, system-related data, a title or any free text within your capture. You can also customize the font, color, and placement of your captions.

To apply a *Caption* effect:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Caption* link. The *Caption* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Caption* task page.


Option	Description & Use
Text	Use this field to add a customized caption to your capture by typing your text into the list box field or selecting one you have used before from the list box.
Place caption outside of image.	Once you enter some text for your caption, this option will become enabled. The image will be automatically enlarged to accommodate the caption. If you do not want your caption outside of the capture, disable this option. The default position is the top of the capture. To select a different position for the caption, select the Custom caption settings link. Select the desired option from the Position dropdown menu. See also Caption Settings .
Custom Caption Settings	Once you enter some text for your caption, this link will become enabled allowing you to set custom caption options such as alignment, shadows, font style, etc.
System Caption	Use the boxes in this field to include system-related data such as the Computer Name , User Name , and Time/Date .
Computer Name	Select this option to include the name of the computer on your capture.
User Name	Select this option to include the name of the user in your capture.
Time/Date	Select this option to include a Time/Date stamp on your capture.
Time/Date Format	Once the <i>Time/date</i> option is selected, this button will become enabled. The Time/Date Format options allow you to select how the time/date is stamped in the capture. See also Time/Date Format Options .
System Caption Settings	Once a System Caption option is selected, this option will become enabled, allowing you to set custom options such as alignment, shadows, font style, etc. See also Caption Settings .
System Caption Place caption outside of image.	Once a System Caption option is selected, this option will become enabled. The image will be automatically enlarged to accommodate the caption. If you do not want your caption outside of the capture, disable this option. The default position is the top of the capture. To select a different position for the caption, select the System caption settings link. Select the desired option from the Position dropdown menu. See also Caption Settings .
Printer Output Settings	For Printer Capture output only. Enable this option to print the captions at the bottom of the page. If this option is not enabled, the caption will print at the top of the page.

Option	Description & Use
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

See also:

- **Caption Options**
- **Caption Settings**
- **Time/Date Format Options**

Resize Image Task Page




The *Resize Image* option  allows you to easily change the overall size of an image to any desired size.

To resize a capture:


1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Resize Image* link. The *Resize Image* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Caption* task page.

Option	Description & Use
Scale by percentage of original	Enable this option to select the percentage Width and Height of the original image. Width and Height percentage change together to keep aspect ratio. To change the aspect ratio, disable the Keep aspect ratio option at the bottom of the dialog box.
Scale to specific size	Enable this option to set the absolute width and height in pixels.
Width	Use this option to select a width for the last scaled image.
Height	Use this option to select a height for the last scaled image.
Smooth Scaling	Gives the edges of the capture a “smooth” appearance. The Smooth Scaling option improves the readability of the scaled down capture. The Smooth Scaling option does not apply when captures are sent directly to the printer (for example, when Output is set to Printer).
Keep aspect ratio	Enable this option to keep the image aspect ratio fixed while changing the width or height. When setting dimensions, the numbers for width and height change interactively to keep aspect.
Size Setting Summary	These read-only fields let you know the original and final size of your image.

Option	Description & Use
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.





Resize Canvas Task Page

The *Resize Canvas* option  allows you to change the size of the canvas. This is the area surrounding the capture.


To resize the canvas:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Resize Canvas* link. The *Resize Canvas* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Resize Canvas* task page.

Option	Description & Use
New Width	Use the spinner controls to enter the new width.
New height	Use the spinner controls to enter the new height.
Image Placement	Select a button to place your capture in the desired location within the newly sized canvas.
Background Color	Select the Background Color swatch  to select a color for the canvas when making the canvas larger than the capture.
Size Setting Summary	These read-only fields let you know the original and final size of your image.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.




Trim Task Page

Use the *Trim* options  to cut the outside borders of images you capture. You can trim the top, bottom, and sides of your capture, or any combination of these.


To trim the capture:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Trim* link. The *Trim* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Trim* task page.

Option	Description & Use
Automatic trimming	Enable this option to automatically cut all unchanging solid color from the edges of a captured image.
Custom	Enable this option to customize the amount of pixels to cut from each edge of a captured image.
Specify the number of pixels to trim off the edges of the image	Use the arrow buttons to set the number of pixels to be trimmed from the Top , Left , Right , and/or Bottom edges.
Size Setting Summary	These read-only fields let you know the original and final size of your image.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Rotate & Flip Task Page


Use the **Rotate & Flip** options  to flip or mirror a selection of the capture or the entire capture and rotate the capture by the number of degrees specified.

Select the **Custom Angle** option to turn the image in custom increments from zero to 360 degrees.




See also **Custom Angle Task Page**.

Note: All vector objects must be flattened and the entire capture must be selected to apply a rotate effect. Flip and mirror effects work on a vector object or on the whole image without flattening the vector objects.

To apply a *Rotate & Flip* effect:

1. Use the **Selection** tool  to select the area of the capture to apply the effect to. Or, leave the entire capture unselected to apply the effect to the entire capture.
2. From the *Tasks* pane, select the *Rotate & Flip* link. The *Rotate & Flip* options task page displays.
3. Customize your effect.

The following table summarizes the description and use of each option in the *Trim* task page.

Option	Description & Use
Flip	Select this option to flip the image from top to bottom. This effect can be applied to a region of the image. Use the cursor to select a region of the image, and then apply the effect.
Mirror	Select this option to mirror the image from top to bottom.
Rotate Right	Rotates the object counterclockwise in 90 degree increments. This action can be repeated as desired. Note: Rotate effect must be applied to the entire capture.
Rotate Left	Rotates the object clockwise in 90 degree increments. This action can be repeated as necessary. Note: Rotate effect must be applied to the entire capture.
Custom Angle	Select Custom Angle to rotate the image in custom increments from zero to 360 degrees. See also Custom Angle Task Page .
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Custom Angle Task Page





Use the *Custom Angle* option  to turn the image in custom increments from zero to 360 degrees.

To apply a *Custom Angle* rotation:


1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Rotate & Flip* link. The *Rotate & Flip* options task page displays.
3. Select the **Custom Angle** link. The *Custom Angle* task page displays.
4. Customize your effect.

The following table summarizes the description and use of each option in the *Trim* task page.

Option	Description & Use
Angle	Use the slider to determine the angle of rotation in increments from zero to 360 degrees.
Resize Canvas to fit	Select this option if you want to automatically increase the size of the capture

Option	Description & Use
	when rotating the capture makes the canvas larger.
Canvas Color	Select the Canvas Color swatch  to select a color for the canvas when rotating the capture makes the canvas larger.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Color Depth Task Page

Use the *Color Depth* color conversion options  to change the capture's attributes that are associated with a color depth.

To apply a *Color Depth* effect:




Leave the entire capture unselected.

From the *Tasks* pane, select the *Color Depth* link. The *Color Depth* options task page displays.


Select the desired options.

The following table summarizes the description and use of each option in the *Color Depth* dialog box.

Option	Description & Use
Colors	Select the desired image resolution from the Colors list box. The options available range from Monochrome (1-bit) to True Color (32-bit).
Color Order (This option is only available with 16-bit or higher color, and only from the Preview Window or Editor)	This option allows you to specify the Color Order: Red-Green-Blue or Blue-Green-Red.
Dither Method (This option is available only if Colors is set to 256 or fewer colors.)	Use the Dither Method list box options to make the image look smoother when an image's color resolution is decreased. The Dither Method list box offers the following options: None , Floyd Steinberg , Stucki , Burkes , Sierra , Stevenson , Arch , Jarvis , and Ordered .

Option	Description & Use
Palette (This option is available only if Colors is set to 256 or fewer colors.)	Four Palette options are available: <ul style="list-style-type: none"> • Fixed Saves the image using a Fixed palette. The advantage to using a fixed palette is that it prevents a decrease in the quality of image appearance when more than one image is open. • Optimized (Recommended) saves the image using a palette optimized for this image. In general, use an Optimized palette if the image is to be viewed by itself. • Identity Saves the image using the Windows system palette. Use this selection if the image contains Windows screen colors. • Netscape Fixed Saves the image using the palette used by Netscape Navigator and Microsoft Internet Explorer.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Color Editing Task Page









The *Color Editing* options  found within the *Tasks* pane allows you to access several *Color Editing* tasks such as transparency, color correction, histo-contrast, and more.





To apply a *Color Editing* effect:

1. Leave the entire capture unselected.
2. From the *Tasks* pane, select the *Color Editing* link. The *Color Editing* options task page displays.
3. Select the desired task from the list. The task page for that task will display.
4. Select the options.

Color Editing Options Description Table


The following table describes each of the *Color Editing* task page options along with their description.

Corresponding Tasks Pane Button	Menu Item Name	Description
	Transparent Color	Use transparent color to set a color in an image to transparent. This can be helpful for graphics destined for the Internet or other online systems. On the Internet, most recent Web browsers support transparent GIF. This allows you to import and alter graphics that have areas in them that need to be the same color as the Web page background color you are using. See also Transparent Color Task Page .
	Color Correction	See also Color Correction Task Page .
	Halftone	This option changes the selected image to a dithered black and white image. See also Halftone Task Page .
	Color Substitution	This option is used to substitute colors in a captured image. Select this option to access the <i>Color Substitution</i> dialog box, which allows you to select the Old and New colors for substitution. See also Color Substitution Task Page .
	Histo-Contrast	This option increases or decreases the contrast of the selected image, using a histogram to find the median brightness. See also Histo-Contrast Task Page .
	Intensity Detect	This option filters the specified graphic to find colors in a specified intensity range. Use slide controls to set the low and high thresholds. See also Intensity Detect Task Page .
	GrayScale	This option changes the selected image to 256 shades of gray. This improves printing on some printers. It can also decrease files size in some circumstances. To change the capture to grayscale, from within the <i>Color Editing</i> task page, select Grayscale . The effect will immediately be applied. There are no other options for this effect.
	Invert Colors	This option inverts the colors of a selected image, similar to a photographic negative. To invert the colors of the capture, from within the <i>Color Editing</i> task page, select Invert Colors . The effect will immediately be applied. There are no other options for this effect.




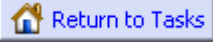

Corresponding Tasks Pane Button	Menu Item Name	Description
	Histogram Equalize	This option makes linear the number of pixels per gray level in the image. This can be used to show details in dark areas of an image. To apply this effect, from within the <i>Color Editing</i> task page, select Histogram Equalize . The effect will immediately be applied. There are no other options for this effect.
	Stretch Intensity	This option increases the contrast in the selected image by centering, maximizing, and proportioning the range of intensity values. To increase the intensity values, from within the <i>Color Editing</i> task page, select Stretch Intensity . The effect will immediately be applied. There are no other options for this effect.
	Return to Tasks	Select the Return to Tasks link to return to the <i>Tasks</i> pane.
	Help	Select Help to access the help system.

Transparent Color Task Page


Note: This effect works only with GIF, ICO, and CUR files. It has no effect on any other type of file and does not affect images copied to the clipboard

Use Transparent Color options  to set a color in an image to transparent. This can be helpful for graphics destined for the Internet or other online systems. On the Internet, most recent Web browsers support transparent GIF. This allows you to import graphics that have areas to be the same color as the background color you are using on Web pages.




The following table describes each of the **Transparent Color** options along with its use.

Option	Description & Use
Use transparent color	Enable this option in order to set a transparent color.
Transparent Color	Use the New Color tool  or the adjacent Color swatch  to select the color that will become transparent.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Color Correction Task Page

The *Color Correction* options  allow you to change the capture's brightness, contrast, hue, saturation, and gamma properties.




The following table describes each of the **Color Correction** options along with its use.

Option	Description & Use
Brightness	This option changes the intensity (brightness) of the selected image. Lighten or darken the image using the Brightness percentage slider, or by typing a new value in the percentage box located to the right of the slider.
Contrast	This option changes the contrast between light and dark portions of the selected image. Increase or decrease the contrast using the Contrast percentage slider, or by typing a new value in the percentage box located to the right of the slider.
Hue	This option changes the hue of colors in the selected image. This is similar to rotating a color wheel to select a different mixture of colors. Change the hue of the image using the Hue percentage slider, or by typing a new value in the percentage box located to the right of the slider.
Saturation	This option increases or decreases the saturation of colors in a selected image. Saturation is the quantity of a color in pixels, from gray at the lowest saturation to rich color in the highest. Increase or decrease the saturation using the Saturation percentage slider, or by typing a new value in the percentage box located to the right of the slider.
Gamma	This option adjusts the intensity of colors in a selected graphic by changing the gamma constant that is used to map the intensity values. Gamma correction changes brightness using a logarithmic scale for visual perception. Gamma is a constant that is used to calculate the progression. For most CRTs, the gamma constant is in the range of 2.2 to 2.5. Increase or decrease the gamma correction using the Gamma slider, or by typing a new value in the percentage box located to the right of the slider.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Halftone Task Page

The *Halftone* option  changes the captured color image to a dithered monochrome (black and white) image. This conversion effect can be useful for printing to low-resolution printers or screens.





The following table describes each of the **Halftone** options along with its use.






Option	Description & Use
Angle	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Color Substitution Task Page


Use the *Color Substitution* options  to replace one color with another.

The following table describes each of the **Color Substitution** options along with its use.

Option	Description & Use
Old color	Use the Old Color tool  or the adjacent Color swatch  to select the color that will be replaced by the new color in the capture.
New color	Use the New Color tool  or the adjacent Color swatch  to select the color that will replace the old color in the capture.
Color Accuracy	This option allows you to specify the range of colors close to the Old color that are to be included in the substitution. Selecting the default value of 100% means that only the exact color identified can be used. Selecting a lower value increases the range of colors for which the color substitution is made. Color accuracy only works in one direction, substituting the Old color with the New color.




Option	Description & Use
Swap colors	<p>Enable this option to replace the New color with the Old color. In order to use the swap option, both the old and new colors must be selected from within the image. Overall, swapping takes two colors and swaps them with each other. In the following example, you see that the text is white and the background is aqua.</p>  <p>To swap the colors, select aqua as the Old color and leave the New color white. Enable the Swap Color option. Notice the background becomes white and the text becomes aqua.</p> 
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Histo-Contrast Task Page


This *Histo-Contrast* options  increases or decreases the contrast of the **selected image, using a histogram to find the median brightness.**

The following table summarizes the description and use of each option in the task page.

The following table describes each of the **Histo-Contrast** options along with its use.

Option	Description & Use
Percentage	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Intensity Detect Task Page

The *Intensity Detect* option  filters the specified graphic to find colors in a specified intensity range. Use slide controls to set the low and high thresholds.

The following table describes each of the **Intensity Detect** options along with its use.





Option	Description & Use
Percentage	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Image Processing Task Page

SnagIt's Image Processing options  can be used to modify your captures in many different ways. Use one alone, or combine them to get exactly the right look. Select the Image Processing link in the *Tasks* pane and a task page displays showing your choices. Click to select the one you wish to use.

With most of the effects, upon selection an additional task page will appear. You can adjust the sliding bar in this task page to select the intensity level of the effect.

These effects can also be applied to just a region of the image. Use the cursor to select a region of the image, and then apply the effect.










To apply an *Image Processing* effect:




Use the **Selection** tool  to select the area of the capture to apply the effect to. Or, leave the entire capture unselected to apply the effect to the entire capture.

From the *Tasks* pane, select the *Image Processing* link. The *Image Processing* options task page displays. Select the desired task from the list. The task page for that task will display.


Select the options.

The following table describes each of the *Capture Preview* window *Colors* menu options along with their description.




Corresponding Tasks Pane Button	Menu Item Name	Description
	Average Blur	Changes the color of each pixel in an image to the average color of pixels in its neighborhood. This causes a blur effect. See also Average Blur .
	Median Blur	Changes the color of each pixel in an image to the median color of pixels in its neighborhood. This is equivalent to the Average option, but it is used to decrease noise, rather than add a blur effect. See also Median Blur .
	Sharpen	Increases or decreases the sharpness of the image. See also Sharpen .
	Posterize	Applies a poster effect on the image, 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. See also Posterize .
	Pixelate	Imposes a mosaic effect on the image by dividing the image into tiles of a specified size and changing the color of all pixels in each tile to the average color of pixels in the tile. See also Pixelate .
	Solarize	Mimics the accidental exposure of photographic film to light, but lets you control the threshold level. It does so by inverting all color data with an intensity value greater than or the same as the threshold that you give. See also Solarize .
	Add Noise	Adds pixels to the capture at any location, letting you specify percentage of coverage and the color plane. It reduces the detail of an image and adds a grainy texture. By adding a small percentage of noise to an image, you can reduce the appearance of scratches and other imperfections. See also Add Noise .
	Oil Painting	Applies an oil-painting effect to the image. See also Oil Painting .
	Emboss	Applies an emboss effect to the image, letting you specify depth and direction of the effect. Applying an emboss effect converts the image into a bas-relief. It highlights the areas of contrast with black or white pixels and colors the low contrast areas a medium grey. Bands of color appear when there is a large difference in the contrast. See also Emboss .

Corresponding Tasks Pane Button	Menu Item Name	Description
	Underlay	Combines two images so that one looks to be an underlying texture for the other. This effects works best when the underlying image has been altered with an emboss effect or other type special effect that results in a texture. See also Underlay .
	Edge Detection	This effect increases the contrast along the edges in the image. Includes a variety of options for gradient or Laplacian edge detection. See also Edge Detection .
	Edge Enhance	Enhances the edges in the image. This effect is automatically applied. There are no other options for this effect.


Average Blur

The *Average Blur* option  changes the color of each pixel in an image to the average color of pixels in its neighborhood. This causes a blur effect.




The following table describes each of the **Average Blur** options along with its use.

Option	Description & Use
Sample Size	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Median Blur

The *Median Blur* option  changes the color of each pixel in an image to the median color of pixels in its neighborhood. This is equivalent to the Average option, but it is used to decrease noise, rather than add a blur effect.




The following table describes each of the **Median Blur** options along with its use.

Option	Description & Use
Sample Size	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Sharpen

The *Sharpen* option  changes the color of each pixel in an image to the median color of pixels in its neighborhood. This is equivalent to the Average option, but it is used to decrease noise, rather than add a blur effect.




The following table describes each of the **Sharpen** options along with its use.

Option	Description & Use
Percentage	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Posterize

The *Posterize* option  applies a poster effect on the image, 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.




The following table describes each of the **Posterize** options along with its use.

Option	Description & Use
Levels per color plane	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Pixelate

The *Pixelate* option  imposes a mosaic effect on the image by dividing the image into tiles of a specified size and changing the color of all pixels in each tile to the average color of pixels in the tile.

The following table describes each of the **Pixelate** options along with its use.




Option	Description & Use
Tile Size	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Solarize


The *Solarize* option  mimics the accidental exposure of photographic film to light, but lets you control the threshold level. It does so by inverting all color data with an intensity value greater than or the same as the threshold that you give.

The threshold level is the lightness value above which all colors are inverted. You set the level, and all colors with a lightness value above that level are turned into their inverse (on the 255 scale).




The following table describes each of the **Solarize** options along with its use.

Option	Description & Use
Threshold	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Add Noise

The *Add Noise* option  adds pixels to the capture at any location, letting you specify percentage of coverage and the color plane. It reduces the detail of an image and adds a grainy texture. By adding a small percentage of noise to an image, you can reduce the appearance of scratches and other imperfections.




The following table describes each of the **Add Noise** options along with its use.

Option	Description & Use
Level	Use the slider to achieve the desired effect.
Channel	The Channel option is used to increase or decrease a color channel. From the dropdown menu, select Master, Red, Green, or Blue.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Oil Painting

The *Oil Painting* option  applies an oil-painting effect to the image.




The following table describes each of the **Oil Painting** options along with its use.

Option	Description & Use
Sample size	Use the slider to achieve the desired effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Emboss

The *Emboss* option  applies an emboss effect to the image, letting you specify depth and direction of the effect. Applying an emboss effect converts the image into a bas-relief. It highlights the areas of contrast with black or white pixels and colors the low contrast areas a medium grey. Bands of color appear when there is a large difference in the contrast.




The following table describes each of the **Emboss** options along with its use.

Option	Description & Use
Depth	Use the slider to achieve the desired effect.
Direction	From the Direction box, choose the desired direction for the effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.


Underlay

The *Underlay* option  combines two images so that one looks to be an underlying texture for the other. This effects works best when the underlying image has been altered with an emboss effect or other type special effect that results in a texture.


The following table describes each of the **Underlay** options along with its use.



Option	Description & Use
File Selection	Select the image for the underlay by choosing the Browse button and searching for the file.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Edge Detection


The *Edge Detection* effect  increases the contrast along the edges in the image and includes a variety of options for gradient or Laplacian edge detection. Use the list box to select the direction of the effect.

The following table describes each of the **Edge Detection** options along with its use.

Option	Description & Use
Gradient	Detects edges, starting from one of eight specified directions. All pixels not on the detected edges are changed to black.
Laplacian	Detects lines. There are three omni-directional filters and three bi-directional ones. All pixels not on the detected lines are changed to black.
Sobel	Detects horizontal or vertical edges. All pixels not on the detected edges are changed to black. (The use is the same as Prewitt, but the algorithm is different.)
Prewitt	Detects horizontal or vertical edges. All pixels not on the detected edges are changed to black.
Shift and Difference	Detects horizontal, vertical, or diagonal edges. All pixels not on the detected edges are changed to black.
Line Segment	Detects line segments. Possible directions are horizontal, vertical, left-to-right diagonal, and right-to-left diagonal. Use this option to find line discontinuities in an image. All pixels not on the detected line segments are changed to black.
Filter subtype	From the Filter subtype box, choose the desired direction for the effect.
Undo Task	Select the Undo Task link  to undo the effect. You will return to the <i>Tasks</i> pane.

Option	Description & Use
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

Links/Hotspots Task Page

Use the *Links/Hotspots* option  to create or modify links and hotspots in a capture. Once hotspots are created, you can click on one to view and modify the properties of that hotspot or to reposition and resize the hotspot. You can only see the hotspots when you are in the *Link/Hotspots Tasks Page*.

Once you complete your image, you can email or save the image in a format that supports hotspots. For information on what file types support hotspots, see **File Types that Support Hotspots**.


You can also copy the image to the clipboard and paste it into Microsoft PowerPoint. This retains all hotspots and Advanced Flash hotspots in the image.





To add a link or hotspot:

1. Choose the shape of the **Selection** tool.
2. Select an area of the image to place the hotspot.
3. Add hotspot properties including tooltip and link address.
4. If your output will be as a Flash file, you can add Advanced Flash hotspot properties.

Note: If you flatten a hotspot, you lose the hotspot.

The following table describes each of the Links/Hotspots options along with their description and use.

Option	Description & Use
Hotspot Tasks	<ul style="list-style-type: none"> • Select a shape for the hotspot: Choose the shape of the hotspot. • Select all hotspots: Click to select all hotspots in an image. • Remove all selected hotspots: Click to remove all hotspots in an image.
Selected hotspot properties	<ul style="list-style-type: none"> • Tooltip: Enter the text that appears when the hotspot is hovered over with the cursor. • Link address: Enter the address that the hotspot will link to.
Advanced Flash hotspot	Click to show or hide the Advanced Flash hotspot properties. Note: These options will only work in images that are output to a Flash file (.swf). They are retained if saved in a <i>SnagIt</i> Capture File (.snag).
Mouse hover popup	Choose from None, Text, or Graphic. The chosen option appears when the cursor hovers over the hotspot.
Edit Popup Text	Click this button to access the <i>Edit Text</i> dialog box. Input and format the text and click OK . This option is only available when the <i>Mouse hover popup</i> option is set to Text .
Background color	Use the color swatch  to select a background color for the text.

Option	Description & Use
	This option is only available when the <i>Mouse hover popup</i> option is set to Text .
Border color	Use the color swatch  to select a color for the text popup border. This option is only available when the <i>Mouse hover popup</i> option is set to Text .
Border width	Use this option to select a width, in pixels, for the text popup border. This option is only available when the <i>Mouse hover popup</i> option is set to Text .
Size	Use this option to select a width, in pixels, for the text popup. This option is only available when the <i>Mouse hover popup</i> option is set to Text .
Choose Popup Graphic	Click this button to browse for a graphic. Find the graphic that you want to use and click OK . This option is only available when the <i>Mouse hover popup</i> option is set to Graphic .
Mouse hover highlight	Color: Use the color swatch  to select the color that the hotspot turns when hovered over by the cursor. Opacity: Use the controls or type in a number to select the percentage of opacity of the mouse hover highlight color.
Return to Tasks	Select the Return to Tasks link  to save the effect. You will return to the <i>Tasks</i> pane.
Help	Select Help  to access the help system.

File Types that Support Hotspots

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

- Web page with image (MHTML file)
- Adobe PDF (PDF)
- Macromedia Flash file (SWF)
To use the hotspots with *Advanced Flash hotspot properties*, the file must be sent or saved as a Macromedia Flash file (SWF).
- *SnagIt* Capture File (SNAG)
To save your file so that you can later open it in *SnagIt* Editor, the file must be saved as a *SnagIt* Capture File (SNAG). SNAG files support both hotspots and advanced Flash hotspots.

To use hotspots in a capture embedded in an e-mail (only with Outlook or Outlook Express), your capture can also be one of the following file types:

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

Hotspots Not Supported dialog box

There are two versions of the *Hotspots Not Supported* dialog box:

- **Hotspots Not Supported**
If your capture has hotspots and you try to save your capture as a file type that does not support hotspots, you will see the *Hotspots Not Supported* dialog box.
- **Flash Hotspots Not Supported**
If your capture has advanced Flash hotspots and you try to save your capture as a file type that does not support advanced Flash hotspots, you will see the *Flash Hotspots Not Supported* dialog box.

In these dialog boxes, you can do one of the following:

- Choose to discard any hotspots or advanced Flash hotspots and save the capture as the current file type.
- Choose to keep the hotspots and select a new file type to save the file as.
- Cancel the save and go back to your capture.

Capture Preview Window Keyboard Shortcuts

The following keyboard shortcuts are used in the *Capture Preview* window. You cannot modify these keyboard shortcuts.

To Do This:	Press this Key Combination:
Open	CTRL + O
Save	CTRL + S
Cancel capture and close the <i>Capture Preview</i> window	ESC
Send capture to selected output	CTRL + ENTER
Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Remove Selection	CTRL + D
Previous	CTRL + P
Next	CTRL + N
Zoom In	NumPad +
Zoom Out	NumPad -
Actual Size	NumPad /
Show Grid	CTRL + G
Open Help	F1

Share Your Captures

Overview of Capture Outputs

The *Capture Output* simply tells *SnagIt* what to do with your capture once it's taken.

There are two ways to choose a *Capture Output*:

- **Choose an output before taking a capture.**
Capture Output can be associated with profiles and set before you take a capture. Once you select the *Mode*, *Input*, and *Input Properties* for your capture, you can select the *Output* and *Output Properties*. See **Capture Mode & Output Combinations** and **Output Properties** for more information on selecting an output prior to capture.
- **Choose an output in the *Capture Preview* window or *SnagIt Editor*.**
You can choose **None** for output before performing a capture and later select an output in the *Capture Preview* window. See **Selecting an Output in the Capture Preview Window** for information on selecting an output after you take a capture.

Accessing the Output Options in the Profile Settings Pane

The *Output* options and their properties can be accessed from the *SnagIt*'s main interface *Profile settings* pane by the doing the following:

1. Select the desired *Mode*.
2. Select the *Input* and *Input Properties*.
3. Click the *Output* menu button and select the desired *Output* from the dropdown menu that displays.
4. Click the *Output* menu button again and click *Properties*.
The *Output Properties* dialog box opens and displays tabs based on the chosen capture mode.

Capture Mode & Output Combinations

The following information describes the different types of output you can select in combination with the various modes. Also included are some general instructions for setting up the output.

Note: While there are actually five capture modes, only *Image*, *Text*, *Video*, and *Web* modes are covered in this section. See also **SnagIt Printer Capture**.

These Outputs are Available in these modes:	Image	Text	Video	Web
No Output	✓	✓	✓	
Output to a Printer	✓	✓		
Output to the Clipboard	✓	✓		
Output to a File	✓	✓	✓	✓
Send Capture by E-Mail	✓	✓	✓	
Output to the SnagIt Catalog	✓	✓	✓	✓
Send Capture by FTP	✓	✓	✓	
Send Capture by Instant Messenger	✓			
Output to a Program	✓	✓	✓	
Output to Multiple Outputs	✓	✓	✓	
Output to the Capture Preview Window	✓	✓	✓	✓

No Output

Set Output to:	Use with these Modes:
None	Image Text Video

Select *None* to not choose an output before capture. You can choose what to do with your capture in the *Capture Preview* window after completing a capture. If you select *None*, **Preview Window** is automatically selected and must be turned on when no output is selected.

Output to a Printer

Set Output to:	Use with these Modes:
Printer	Image Text

Select *Printer* to print a copy of the capture without saving it as a file. This is helpful in preparing specifications or for testing system features for which hard copy screen prints are necessary.

Output to the Clipboard

Set Output to:	Use with these Modes:
Clipboard	Image Text

Select *Clipboard* to copy a capture to the clipboard for pasting into other Windows applications.

If you select the *Keep Links* option prior to performing a capture, the image retains all links and hotspots when pasted into a Microsoft PowerPoint.

See the following for more information on keeping links when using the Clipboard:

- **Keep Links**
- **Links/Hotspots Task Page**

Output to a File

Set Output to:	Use with these Modes:
File	Image Text Video Web

Select *File* to output a capture to a file.

When you select to capture to a file, *SnagIt* asks you for a file name and location, as a default. To save time and remove repetitious steps, you can set options to automatically name and store files with the *Output Properties* dialog.

See also:

- **Image File Tab**
- **Working with the Automatic File Name Options**
- **Catalog Browser**

Send Capture by E-Mail

Set Output to:	Use with these Modes:
E-Mail	Image Text Video

Select *Send Mail* to send your capture to someone or a group using e-mail. Destinations supported are the same as those supported by the e-mail system. Your e-mail system must be MAPI compliant.

See **Send E-Mail Tab** for options in sending a capture in an e-mail.

Including Captures with Links or Hotspots in an E-Mail

You can send captures that include links and hotspots. This works for both Web pages captured with the *Keep Links* option or hotspots created in the *Capture Preview* window or *SnagIt Editor* with the *Links/Hotspots* task pane. See **Keeping Links in the Capture** and **Links/Hotspots Task Page** for more information.

Captures can be included by either attaching a file to the e-mail or imbedding the capture directly into the body of the e-mail message. You must attach or imbed the capture as a file type that supports links or hotspots. See **File Types that Support Hotspots** for more information.

Note: Embedding captures is only supported for Outlook and Outlook Express.

Output to the SnagIt Catalog

Set Output to:	Use with these Modes:
Catalog	Image Text Video Web

Select *Catalog* to send your capture to the Catalog folder. This is a preset folder that the *SnagIt Catalog Browser* can view.

You can set the default image file type using the **Output > Properties > Image File** tab.

See also:

- **Catalog Browser Tab**
- **Catalog Browser**
- **Creating a Gallery Web Page from Image Files**

Send Capture by FTP

Set Output to:	Use with these Modes:
FTP	Image Text Video

Select *FTP Output* to send your capture to any server on the Internet via FTP.

You can set up *SnagIt* for timed or regular capture and specify the necessary data on the **Output Properties > FTP** tab. This allows you to send anything you capture from your computer to a Web site for automatic loading using *SnagIt's* FTP interface features.

Using image capture, for example, *SnagIt* can send a still image to an FTP server every 20 seconds (using Timed Capture), overwriting the image each time it is sent. The Web page can be set to automatically refresh in the user's browser when the image is renewed, always showing a new image.

See **FTP Tab** for information on FTP output options.

Send Capture by Instant Messenger

Set Output to:	Use with these Mode:
Instant Messenger	Image

Select *Instant Messenger* to send captures to a person or multiple people on your Instant Messenger contact list.

See **Instant Messenger Tab** for information on Instant Messenger output options.

Output to a Program

Set Output to:	Use with these Modes:
Program	Image Text Video

Select *Program* to send captures to other programs, such as MS Paint, Adobe Photoshop, Adobe ImageReady, and Microsoft Outlook. You can also add other programs to this default list.

See also:

- **Program Tab**
- **Add a Program**
- **Edit Program**

Output to Multiple Outputs

Set Output to:	Use with these Modes:
Multiple Outputs	Image Text Video

Select the *Multiple Outputs* option to send captures to more than one output (for example, a file and the printer.)

To enable *Multiple Outputs*, select **Output > Multiple Outputs**. Select the *Output* menu again. You can now select one or more Output options.

Output to the Capture Preview Window

Set Output to:	Use with these Modes:
Preview Window	Image Text Video Web

Select the **Preview Window** option to preview captures in the *Capture Preview* window before creating output. The *Capture Preview* window also allows you to add a variety of special effects to your capture.

After seeing the preview, you can continue finish creating the output, cancel the current capture, or redirect the capture to a different or additional output selection.

See also:

- **Capture Preview Window Introduction**
- **Viewing a Capture in the Capture Preview Window**
- **Selecting an Output in the Capture Preview Window**

Output Properties

Output Properties options give you even more control over your capture output. Once you select your mode of capture and the desired capture *Output*, you are ready to set any *Output Properties* that may be needed.

To access the input properties in the *Profile settings* pane, select **Properties...** in the Output dropdown menu. The *Output Properties* tabbed dialog box displays.

Note: The exact property options found in the *Output Properties* dialog box differ according to which capture mode, input, and output options are selected.

The following table gives a general description of each of the tabs found in the *Output Properties* dialog box along with the capture mode(s) where each tab is available for use. You will find links to more specific information on the options found in that tab.

Output Tab	Capture Mode where Available	Description
Print	Image Capture Text Capture Printer Capture	Use this tab to select the Default Windows Printer or a Specific Printer . You can also save specific printer properties for future <i>SnagIt</i> sessions. See Print Tab and Page Setup Options .
Image File	Image Capture Printer Capture	Use this tab to define how you would like to save captured image files in the different graphic file formats. See Image File Tab and File Format Types .
Send Mail	Image Capture Text Capture Video Capture Printer Capture	Use this tab to send the captured file to someone using e-mail. The Send Mail option is selected and a check mark is adjacent to the selection on the Output menu. See Send E-Mail Tab .
Catalog Browser	All	Use this tab to send the captured file to the <i>SnagIt Catalog Browser</i> . The Catalog option is selected and a check mark is adjacent to the selection on the Output menu. See Catalog Browser Tab , Web Output to the Catalog Browser , Video Output to the Catalog Browser .
Program	Image Capture Text Capture Video Capture Printer Capture	This tab allows you to set preferences for <i>SnagIt</i> output that will be sent directly to an external program or software application. See also Program Tab .
Instant Messenger	Image Capture Text Capture Video Capture	Use this tab to setup the options for outputting to <i>Instant Messenger</i> : either the MSN or Windows Messenger. Note: This option is only available with these two instant messaging applications. See Instant Messenger Tab .

Output Tab	Capture Mode where Available	Description
FTP	Image Capture Text Capture Video Capture Printer Capture	Use this tab to set up data for the Output to the Web option. If you select Output > FTP , you must configure the properties on the Output Properties > FTP tab. See FTP Tab and Video Output to the Web .
Text File	Text Capture	Use this tab to save the captured text to a file. Text captures can only be saved as ASCII text files. See Text Output to a Text File .
Video File	Video Capture	Use this tab to save the captured video to a file. Video captures can only be saved as AVI video files. See also Video Output to a File, Frame Rate (Time-Lapse) Setup, and Audio Format Setup .
File	Web Capture	Use this tab to save the captured images from a Web Capture to files. See Web Output to a File .

Print Tab

The *Print* tab options allow you to set preferences regarding the printing of your captures.

The *Print* tab is available in *Image*, *Text*, and *Printer* capture modes. Use the following procedures to access the *Print* tab:

- To access the *Print* options for *Image* and *Text* modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Print** tab.
- To access the *Print* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **Print** tab.
See also **SnagIt Printer Capture**.
- To access the *Print* dialog box from the *Capture Preview* window or *SnagIt Editor*, select **File > Print**. The *Print* dialog box displays.

The following table summarizes the description and use of each option in the *Print* tab.

Option	Description & Use
Select printer	Use the dropdown menu to select the desired printer. The default option is Default Windows Printer . This prints to the system default printer.
Properties	Select this option to change printer properties, such as paper size and orientation. The <i>Printer Properties</i> dialog box opens. See your printer documentation for a description of the options available in this dialog box. Note: Options that are set in this dialog box which are also found in the <i>Page Setup</i> options are automatically updated to reflect these settings and vice versa.

Option	Description & Use
Page Setup	<p><i>Page Setup</i> options are available only in <i>Image</i> and <i>Printer</i> capture modes. They are not available in <i>Text</i> capture mode.</p> <p>Click the Page Setup button to set up page layout and paper options. See Page Setup Options for more information.</p> <p>Note: Options that are set in this dialog box which are also found in the <i>Printer Properties</i> dialog box options are automatically updated to reflect these settings and vice versa.</p>

Page Setup Options

Note: *Page Setup* options are available only in *Image* and *Printer* capture modes. They are not available in *Text* capture mode.

Note: Options that are set in this dialog box which are also found in the *Printer Properties* dialog box options are automatically updated to reflect these settings and vice versa.

Use the tabbed *Page Setup* dialog box to set up how your printed prints on the page.

Within the *Page Setup* dialog box, there are two tabs: the *Layout* tab and the *Paper* tab. The following tables describe the tab options and use.

Layout Tab

Option	Description
Fit on page (shrink)	If the image is larger than one page, the image is scaled to fit on one page while preserving the correct aspect ratio of the original.
Fill page (stretch)	The image is made to fit on one page while preserving the correct aspect ratio of the original by either stretching or shrinking the image so it fills up the whole page.
Fit to width (stretch)	The image is scaled to fit the width of the page. The length is scaled in proportion and can end up being more than one page.
Manual scale	When this option is enabled, the user can 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. From 100% you can scale the image up or down.
Fixed size (inches)	When this option is enabled, the width and height are set in the boxes. The printed image matches the dimensions, scaling or distorting the image if necessary.
Keep aspect ratio	When this option is enabled, it keeps 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.

Option	Description
Image position	Determines the placement of the image on the page. Select an <i>Image Position</i> by clicking one of the buttons in the positioning cluster to choose a location on the printed page.
Sample image size	Use these options to preview how your capture might look. Note: This option is only available before capturing, not afterwards in the <i>Capture Preview</i> window or <i>SnagIt Editor</i> .

Paper Tab

Option	Description
Portrait	Sets the page orientation to portrait.
Landscape	Sets the page orientation to landscape.
Margins	Allows you to set the desired margins. Use the Top, Bottom, Left, and Right options to set the desired margins in inches.
Sample image size	Use these options to preview how your capture might look. Note: This option is only available before capturing, not afterwards within the <i>Capture Preview</i> window or <i>SnagIt Editor</i> .

Image File Tab

The *Image File* tab options allow you to set preferences regarding file format, file naming, and location for file storage.

The *Image File* tab is available in *Image* and *Printer* capture modes. Use the following procedures to access the *File* tab:

- To access the *Image File* options for *Image* mode:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Image File** tab.
- To access the *Image File* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the Image File tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option in the *Image File* tab.

Option	Description & Use
File format	This option allows you to specify the file format for image captures. There are 28 different file formats to select from. Select a format by clicking on it in the scrolling list. See File Format Types for a list of the available file types.
Options	Select this option to access the <i>File Format Options</i> dialog box. This dialog box contains options that vary according to the file format chosen. See File Format Options .
Show advanced types	This option allows you to select to view the entire list of file format options, or just an abbreviated list of the most common types. <ul style="list-style-type: none"> • To see the entire list, enable the Show advanced types option. • To see an abbreviated list, enable the Show advanced types option.
Ask for file name	This is the default file name option for <i>SnagIt</i> . Select it to be prompted for a file name after capture.
Fixed file name	This option allows you to specify a fixed file name for all of your captures. This is useful if you want to continuously and automatically update a capture file. Simply type the desired file name in the Name box provided.
Automatic file name	This option sets <i>SnagIt</i> to automatically name a series of captures for you. This is helpful if you want to automate the capture process to run unattended, because you will not be prompted to enter a file name for each capture. Click the Options button to set the <i>Automatic File Name Options</i> . See Working with the Automatic File Name Options for more information on setting up automatic file names.
Output folder	Select an Output Folder for your captures by doing one of the following: <ul style="list-style-type: none"> • Typing the desired location into the box provided. • Selecting a recently used location from the list box. • Choosing the Browse button and searching for the location.

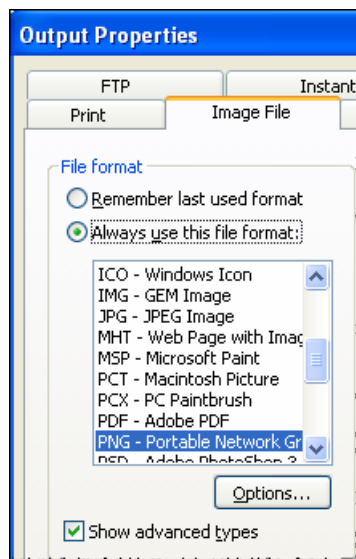
File Format Types

There are 28 different file formats to select from. Select a format by clicking on it in the scrolling list. File format types and options are available only for *Image* and *Printer* capture modes. See **What File Format Should I Choose?** below for help deciding which file format to use.

Select the **Show advanced types checkbox** to view all 28 file types. Remove the check mark to view the list of file types without including the advanced file types.

There are two choices for setting File Format:

- Remember last used format:**
 Enabling this option sets the default file format to the last used format. Anytime this profile is used, the default file type shown when saving is the last format type that was used.
- Always use this file format:**
 Enabling this option sets the file format to always be the same for every capture completed with the profile.



What File Format Should I Choose?

The following table contains a list of all available file formats (including advanced types) and the options relating to each one.

Note: Click the option in the *Available Options* column to see a description of that option. See **File Format Options** for information on all of the various options.

File Types	Available Options
BMP - OS/2 Bitmap	Colors Subfile Type
BMP - Windows Bitmap	Colors Subfile Type
CAL - CALS	Colors Subfile Type
CMP - LEAD	Colors Quality Subfile Type
CUR - Windows cursor	Colors Append if file exists Transparency On

File Types	Available Options
EMF - Windows Enhanced Metafile Format	Colors
EPS - Encapsulated Postscript	Colors
GIF - CompuServe GIF Note: GIF format is limited to 256 colors and is a lossless compression file format, which makes it 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
ICA - IBM IOCA [Wrapped]	Colors Subfile Type
ICO - Windows Icon	Colors Append if file exists Transparency On
IMG - GEM Image	Colors
JPG - JPEG image Note: JPG 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 Note: 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.
MSP - Microsoft Paint	Colors
PCT - Macintosh Picture	Colors
PCX - PC Paintbrush	Colors
PDF - Adobe PDF	Title, Author, and Keywords PDF Page Setup
PNG - Portable Network Graphics Note: 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.	Colors
PSD - Adobe PhotoShop 3.0	Colors
RAS - SUN Raster	Colors
RAW - IBM IOCA [Raw]	Colors Subfile Type

File Types	Available Options
SNAG - SnagIt Capture File Note: SNAG is a file type that allows you to save images so that you can later open and modify them in <i>SnagIt Editor</i> . If you have any vector objects in your image, the SNAG file type allows you to later modify and move those objects.	No options available.
SWF - Macromedia Flash Note: Flash is useful for images intended for Web sites where you need more sophisticated interaction, a more dynamic appearance, and more animation than is typically in HTML.	No options available.
TGA - Truevision Targa	Colors
TIF - Tagged Image File	Colors Subfile Type
WFX - WinFax	Colors Subfile Type
WMF - Windows Metafile Format	Colors
WPG - WordPerfect	Colors

File Format Options

Depending on the file format chosen, various options are available. The following lists all of the format options. See the table in **File Format Types** to find out which options are available for each file format.

Colors

Use the list box associated with this option to select the number of colors (color depth) to be saved in the image. The number of colors available depends on the selected file format.

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 then 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

Select this option to add the new icon image to an existing Windows icon.

Transparency On

Select this option to set a color in an image to become transparent. You can set one color to look transparent in a browser that supports transparency. Most Web browsers support transparent GIF.

Use the Set Color button to access the *Transparent Colors* dialog box, which allows you to select the desired color.

For example, use this for Cascaded Menu captures to set the background color to capture as the background, then make that color transparent in the GIF file when saved and imported into a Web page.

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

Click this button to open the PDF Page Setup dialog box, where you can preview and adjust page setup options, such as page size, margins, page orientation, and image layout. See **PDF Page Setup Options** for more information.

PDF Page Setup Options

Use the *PDF Page Setup* dialog box to set up how your PDF appears on the page.

The following table describes the pages options and use.

Layout Tab

Option	Description
Page size	This option allows you to choose the size of page for the PDF. Use the dropdown menu to choose a preset size or choose Custom and manually enter the height and width of the page. Dimensions are given in inches.
Margins	This option allows you to choose the size of the margins for the PDF. Dimensions are given in inches.
Orientation	This option allows you to set the page orientation to portrait or landscape.
Image Layout	This option allows you to set the capture to shrink to fit on one page or allow the capture to stay its original size and span multiple pages.
Preview	This image allows you to preview how your PDF page setup will look.

Working with the Automatic File Name Options

The *Automatic File Name* dialog box allows you to automatically name your captures, eliminating the need to stop after each capture to name the file and select the location to save the file. You can also create a unique file naming scheme and save it with a profile, making capturing even more convenient *and* customized.

To use automatic file naming:

1. Select the format of the file name from an extensive list of components.
2. Add any freestyle text to be included in the file name.
3. Select the numbering options.
The next time that your capture is taken, it is automatically saved for you using the file name that you set up.

To access the *Automatic File Name* options, do either of the following:

#1. From the Main *SnagIt* Interface:

1. In the *Profile settings* pane, select *Image*, *Text*, or *Video* Mode.
2. Select any of these **Output** types: *File*, *Catalog*, *Program*, or *Instant Messenger*.
3. In the Output dropdown menu, select **Properties...**
4. Within the *Output Properties* tab that displays, select the **Automatic file name** option.
5. Click the **Options...** button. The *Automatic File Name Options* dialog box displays.
6. For information on each of the *Automatic File Naming* options found in this dialog box, see **Automatic File Name Options**.

#2. From the Add New Profile Wizard:

1. In the main *SnagIt* interface, click the *Add New Profile Wizard* button.



2. In *Step 1*, select *Image*, *Text*, or *Video* Mode. Select **Next**.
3. Select the desired input options in *Step 2*. Select **Next**.
4. In *Step 3*, select any of these **Output** types: *File*, *Catalog*, *Program*, or *Instant Messenger*.
5. Click the **Properties...** button.
6. Within the *Output Properties* tab that displays, you will see the **Automatic file name** button.
7. Select **Automatic file name** and then click the **Options** button.
The *Automatic File Name Options* dialog box displays. Enter your choice(s) for the auto file name.
8. Select **Apply** and then **OK**.
9. Select **Next** to continue on with the wizard.

For information on each of the *Automatic File Naming* options found in this dialog box, click **Automatic File Name Options** below.

Automatic File Name Options

The information contained within this topic describes each of the options found within the *Automatic File Name Options* screen along with its use.

Option	Description & Use
Format	<p>The Format field displays the file name components as they are inserted into the file name.</p> <p>You are also able to type text into this field. Free text can be added before, after, or in-between the file name components.</p> <p>Dashes (-) and spaces can also be used to separate the different components if you would like.</p>
Preview	<p>The Preview field is a read-only field that shows you how your file name will look using the different components that you have selected. Any free text that you add will also be reflected in this field.</p> <p>As you add components or text to the file name, this field will automatically update for you.</p>
Ask before overwriting existing file names	<p>The Ask before overwriting existing file names option, when enabled, prevents <i>SnagIt</i> from overwriting existing files when the files already exist with the name you have selected for auto naming or, if the numbering scheme that you pick rolls over and the renumbering begins again.</p> <p>If you do not want to have your files overwritten, enable this option. Then, if a naming conflict occurs, you will be prompted to enter a new name.</p> <p>Disable this option if you are not concerned with <i>SnagIt</i> overwriting any files.</p>
File name components	<p>The File name components are predefined ‘pieces’ of information that you can include in your file name. The file name components are plug and play, that is, you will select one and then select Insert to add it to the file name.</p>
Value	<p>The Value field, located underneath the <i>File name components</i> is a read-only field that allows you to see the value(s) of the component that is selected.</p>
Insert	<p>Once you find a <i>File name component</i> that you wish to include in the file name, select the Insert button. The component will be added to the Format field.</p>
Prefix text	<p>The <i>Prefix</i> field allows you to enter text into the <i>Prefix</i> file name component. To use this option, first select the <i>Prefix</i> file name component. Then, enter the desired text into the Prefix Text field.</p> <p>Select Insert. The <i>Prefix</i> file name component will be updated to the Format field. The text that you have entered will display within the Preview field.</p>
Number of digits	<p>Enter the number of digits you want to use for the <i>Automatic Numbering</i>. If you select 3 digits, then once the number of files that has been saved reaches 999, the numbering will begin over again. Then, if you do not have the <i>Ask before overwriting existing file names</i> enabled, the files will begin to be overwritten.</p>
Starting number	<p>Select the number you want to begin saving your files with. The default is zero.</p>

Send E-Mail Tab

The *Send Mail* tab options allow you to customize *SnagIt* to send captures by e-mail using preset e-mail defaults.

The *Send E-Mail* tab is available in *Image*, *Text*, and *Printer* capture modes. Use the following procedures to access the *Send E-Mail* tab:

- To access the *Send E-Mail* options for *Image* and *Text* capture modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Send E-Mail** tab.
- To access the *Send E-Mail* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **Send E-Mail** tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option in the *Send Mail* tab.

Option	Description & Use
Prompt each time for e-mail settings	Select this option if you want <i>SnagIt</i> to ask you for new e-mail settings each time you are ready to send capture output by e-mail. Enable this option by clicking on the radio button.
Don't prompt. Use preset e-mail defaults	Select this option if you want to preset e-mail settings so that your capture output is always sent to a specific recipient or address. Enable this option by clicking on the radio button.
Recipient name	Type the name of the desired e-mail recipient in this field.
Specific address	Type the e-mail address of the desired recipient in this field.
Subject	Type the subject that should be included in the e-mail in this field.
Message text	Type any message text that should be included in the e-mail in this field.

Catalog Browser Tab

The *Catalog Browser* tab options allow you to customize your preferences for output that will be sent to the *Catalog Browser*.

The *Catalog Browser* tab is available in *Image*, *Text*, and *Printer* capture modes. Use the following procedures to access the *Catalog Browser* tab:

- To access the *Catalog Browser* options for *Image* and *Text* capture modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Catalog Browser** tab.

- To access the *Catalog Browser* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **Catalog Browser** tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option in the *Catalog Browser* tab.

Option	Description & Use
Catalog folder	This dialog allows you to specify the current <i>SnagIt Catalog Folder</i> . This is where <i>SnagIt</i> saves captures when <i>Output</i> is set to <i>Catalog</i> . All of the <i>SnagIt</i> capture tools (image, text, and video) output to the same current <i>Catalog Folder</i> (that is, one <i>Catalog Folder</i> cannot be set for image capture and a different <i>Catalog Folder</i> set for text capture).
Catalog folder follows the browser	Select the Catalog Folder follows the browser checkbox to automatically set your <i>Catalog Folder</i> to the same folder that you are currently browsing in with <i>Catalog Browser</i> . If you put a check mark in this box, the <i>Catalog Folder</i> changes each time you change folders in the <i>Catalog Browser</i> . Remove the check mark to set a fixed <i>Catalog Folder</i> . The default fixed <i>Catalog Folder</i> is SnagIt Catalog , which is found in the My Documents folder.
Ask for file name	Select this option if you want <i>SnagIt</i> to prompt you for a file name before sending the output to the <i>Catalog Browser</i> .
Automatic file name	Select this option to have <i>SnagIt</i> automatically name the files that are output to the <i>Catalog Browser</i> .
Options	The Automatic Naming options allow you to automatically name your captures, eliminating the need to stop after each capture and name the file and select the location for that file to be stored in. <i>SnagIt</i> makes it easy for you to automatically name your captures using different components built into <i>SnagIt</i> or, you can enter your own free form text to be used in the naming of the file.
Start browser when capture is added to catalog	Select this option if you want <i>SnagIt</i> to launch the <i>Catalog Browser</i> whenever you take a capture that is output to the browser.
Show browser when capture is added to catalog	Select this option if you want the <i>Catalog Browser</i> to launch and appear as the top window on your desktop when a capture is output to the Catalog.

Program Tab

The *Program* tab options allow you to set preferences for *SnagIt* output that will be sent directly to an external program or software application.

The *Program* tab is available in *Image*, *Text*, *Video*, and *Printer* capture modes. Use the following procedures to access the *Program* tab:

- To access the *Program* options for *Image*, and *Text* capture modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Program** tab.
- To access the *Program* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **Program** tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option on the *Program* tab.

Option	Description & Use
Select the program to output to	Within the list, <i>choose</i> the program that you wish to open this capture in. This list is populated from your system registry and contains the applications that <i>SnagIt</i> is able to use to display your capture. As you add other applications to your system, this list will automatically update with new options if they are able to be used in conjunction with <i>SnagIt</i> .
Add	This option allows you to add another application to the <i>Program</i> output list. Select Add to browse and select the desired application. The <i>Add Program</i> dialog box displays. Continue this instruction with Add a Program .
Edit	This option allows you to edit the parameters for an application that is currently listed within <i>Program</i> output list. Select the application within the list and then select Edit . The <i>Edit Program</i> dialog box displays. Continue this instruction with Edit Program .
Remove	Select the Remove button to remove the highlighted application from the list.
Refresh	Select the Refresh button to search the system registry for applications that are usable by <i>SnagIt</i> and update those to the list.
Ask for file name	Select this option if you want to manually give your capture a file name and select the location for it. If this option is selected, a standard <i>Save As</i> dialog box will display once you select OK . Within the <i>Save As</i> dialog box, give this capture a file name and select a location for it to be stored in. The default storage location is the Program folder located within the <i>SnagIt Catalog</i> directory. Select Save . The capture will now be saved to a file and then opened within the program that was selected.

Option	Description & Use
Automatic file name	<p>Select this option if you want to automatically give your capture a file name and location.</p> <p>This will allow you to move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box. To automatically name your file, select the Automatic File Name option. The default naming schema will display within the Auto File Name preview field. If you would like to change the default auto name, then select the Options button. See also Working with the Automatic File Name Options.</p>
Options	<p>Select the <i>Options</i> button to access the Automatic File Name Options dialog box. Continue with Working with the Automatic File Name Options.</p>
Store files in	<p>This option allows you to select the drive, directory, and folder in which to store the saved captures before they are opened in a program.</p> <p>Select the Browse button. The standard <i>Browse for Folder</i> dialog box displays. Select the desired location and then OK. The location will be updated within the Store files in field.</p>

Add a Program

The **Program** tab's **Add** option allows you to manually add another application to the *Program* output list.

Option	Description & Use
Executable to run	<p>This option allows you to select another program's executable file. This will place that application into the <i>Program Output</i> list.</p> <p>Select the Browse button to browse and select another application's executable file. Once you select an executable, the path will be updated to the <i>Executable to run</i> field.</p>
Display name	<p>Once you select a program executable, the name of that application will display in this field. However, if desired, you can change the name of that application by typing the new name in this field.</p>
Parameters	<p>Parameters are the command line options for the selected program to run properly. You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed.</p> <p>Example: <code>"-min -a -ex "c:\temp\test.zip" "<CaptureFilename>"</code></p> <p>This is an example of the parameters for WinZip. This command will add any new capture to a zip file named test.zip.</p> <p>For other parameters, consult the selected program's documentation.</p>

Edit Program

The **Program** tab's **Edit** option allows you to edit the options set for an application that is currently listed within the *Program Output* list.

Option	Description & Use
Executable to run	This option allows you to select another program's executable file. This will place that application into the <i>Program Output</i> list. Select the Browse button to browse and select another application's executable file. Once you select an executable, the path will be updated to the <i>Executable to run</i> field.
Display name	The name of that application displays within this field. However, if desired, you can change the name of that application by typing the new name in this field.
Parameters	Parameters are the command line options for the selected program to run properly. You must have the "<CaptureFilename>" parameter since it tells the selected program what file to open when the program is executed. Example: "-min -a -ex "c:\temp\test.zip" "<CaptureFilename>" This is an example of the parameters for WinZip. This command will add any new capture to a zip file named test.zip. For other parameters, consult the selected program's documentation.

Instant Messenger Tab

The **Instant Messenger** tab options allow you to set preferences for *SnagIt* output that will be sent directly to Instant Messenger.

Select this option to insert the capture into either the MSN or Windows Messenger. This option is **only** available with these two instant messaging applications.

In order to use IM output, you must already be signed into your IM application. If you are not, you will see an error message. If you get this error, select **Cancel** and sign in to either MSN or Windows Messenger and select the **IM** button within the *Capture Preview* window once again to send the capture.

The *Instant Messenger* tab is available in *Image*, *Text*, *Video*, and *Printer* capture modes. Use the following procedures to access the *Instant Messenger* tab:

- To access the *Instant Messenger* options for *Image*, *Text*, and *Video* capture modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **Instant Messenger** tab.
- To access the *Instant Messenger* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings**.
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **Instant Messenger** tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option on the *Instant Messenger* tab.

Option	Description & Use
Prompt after capture	<p>Enable this option to have <i>SnagIt</i> prompt you for the contacts to send the capture to after the capture is taken.</p> <p>See Selecting Contacts for information on how to select contacts to send your capture to.</p> <p>Once your contacts are selected, select OK. Your capture will be sent.</p>
Preset list	<p>Enable this option to automatically send your capture to a preset list of contacts. Using this option, you will not be prompted for contact names.</p>
Select	<p>Once the Preset List option is enabled, the Select button becomes enabled. This option is used to create a preset list of contacts that will receive the capture after it is taken.</p> <p>To create a preset list, select the Select button. A contacts list will display. Select the desired contacts for this list and select OK. The contacts will be updated to the <i>Preset List</i> list.</p> <p>You will also use this option to edit the existing list. To remove or add a name to the <i>Preset List</i>, select the Select button. Unselect and/or select the names to be included in the list. Select OK.</p>
Ask for file name	<p>Select this option if you want to manually give your capture a file name and select the location for it.</p> <p>If this option is selected, a standard <i>Save As</i> dialog box will display once you select OK.</p> <p>Within the <i>Save As</i> dialog box, give this capture a file name and select a location for it to be stored in. The default storage location is the Program folder located within the <i>SnagIt Catalog</i> directory.</p> <p>Select Save. The capture will now be saved to a file and then opened within the program that was selected.</p>
Automatic file name	<p>Select this option if you want to automatically give your capture a file name and location.</p> <p>This will allow you to move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box.</p> <p>To automatically name your file, select the Automatic File Name option. The default naming schema will display within the Auto File Name preview field.</p> <p>If you would like to change the default auto name, then select the Options button. See also Working with the Automatic File Name Options.</p>
Options	<p>Select the <i>Options</i> button to access the <i>Automatic File Name Options</i> dialog box. Continue with Working with the Automatic File Name Options.</p>
Store sent files in:	<p>This option allows you to select the drive, directory, and folder in which to store the saved captures before they are opened in a program.</p> <p>Select the <i>Browse</i> button. The standard <i>Browse for Folder</i> dialog box displays. Select the desired location and then OK. The location will be updated within the Store files in field.</p>

Selecting Contacts

You will select your contacts from the *Select Contacts* dialog box. The list in this dialog box displays an colored icon to show which of your contacts is online or offline:

- **Green** indicates that contact is **online**.
- **Yellow** indicates that this contact is **busy**.
- **Orange** indicates that this contact is **away**.
- **Red** indicates that this contact is **offline**.

Within the *Select Contacts* list, hold down the <CTRL> key and then click with the mouse to select more than one contact.

FTP Tab

The **FTP** tab options allow you to set preferences for *SnagIt* output that will be sent directly to a location on the Web. If you set your *Output* option to *FTP*, you must configure the properties on the **FTP** tab.

The *FTP* tab is available in *Image*, *Text*, and *Printer* capture modes. Use the following procedures to access the *FTP* tab:

- To access the *FTP* options for *Image* and *Text* capture modes:
 - a. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
 - b. In the *Output Properties* tabbed dialog box, select the **FTP** tab.
- To access the *FTP* options for *Printer Capture* mode:
 - a. In the *SnagIt* main interface, select **Tools > SnagIt Printer Capture Settings...**
 - b. In the *Printer Capture Settings* dialog box, click the **Output Properties** button next to the *Output* field.
 - c. In the *Output Properties* tabbed dialog box, select the **FTP** tab.
See also **SnagIt Printer Capture**.

The following table summarizes the description and use of each option on the **FTP** tab.

Option	Description & Use
FTP server	Specify the IP Address or DNS Name of the target FTP server in the box provided.
Port	Specify the port on the server that is used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server where captured files are to be stored.
Use passive FTP	To connect with the FTP server in passive mode, put a check mark in the Use Passive FTP box.
Show progress	To show that files are moving, put a check mark in the Show Progress box.
Fixed file name	To send a file at regular times to the server that always overwrites an existing file, select Fixed File Name and supply the name, with an applicable filename extension, in the File Name or Prefix box.
Automatic file name	To name files automatically with a sequential number included, select Automatic File Name and 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.

Option	Description & Use
Use temp/rename replacement method	To not overwrite the file on the server, select the Use temp/rename replacement method radio button. Note: This option sends your screen capture to the server with a temporary file name and then renames the temporary file to the name specified in the File Name or Prefix box.
Server authentication	If authentication is necessary on the FTP server (it does not allow anonymous FTP), put a check mark in the Server authentication box. Supply the User Name and Password .
User name	Type in the correct User Name for Server authentication.
Password	Type in the correct Password for Server authentication.
Use proxy server	To use a firewall or proxy server, put a check mark in the Use proxy server box and supply the Proxy Server and Port . (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)
Proxy server and port	If you have selected to use a firewall or proxy server, supply the Proxy Server/Port in this field.

Text Output to a Text File

The **Text File** tab options allow you to customize the file name, file format, caption, and location options for text captures.

The *Text File* tab is available in *Text* capture mode. Use the following procedures to access the *Text File* tab:

1. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
2. In the *Output Properties* tabbed dialog box, select the *Text File* tab.

The following table summarizes the description and use of each option in the *Text File* tab.

Option	Description & Use
TXT - Text File	This is the file format for a text file, and the option permanently on by default during a text capture.
Annotate captures	Select this option if you want to add a caption to the text capture output.
Caption prefix	Enter the text that you want to appear before each text caption.
Append to file	Select this option if you want each text capture to be appended to a single file.
Ask for file name	Select this option if you want <i>SnagIt</i> to prompt you for a file name before saving the capture output.
Fixed file name	Select this option if you want the same file name assigned to each text capture. This is useful for continually and automatically updating the same output file.
Name	If you are using the Fixed File Name option, type the file name for the text output file in this field.

Option	Description & Use
Automatic file name	Select this option if you want to automatically give your capture a file name and location. This will allow you to move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box. To automatically name your file, select the Automatic File Name option. The default naming schema will display within the Auto File Name preview field. If you would like to change the default auto name, then select the Options button. See also Working with the Automatic File Name Options .
Output folder	Select an Output Folder for your captures by typing the desired location into the box provided, by selecting a recently used location from the list box, or by choosing the Browse button and searching for the location.

Web Output to a File

The **File** tab options allow you to configure the location, folder options, and naming options for files containing Web capture output.

The *File* tab is available in *Web* capture mode. Use the following procedures to access the *File* tab:

1. In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.
2. In the *Output Properties* tabbed dialog box, select the **File** tab.

The following table summarizes the description and use of each option on the *File* tab.

Option	Description & Use
Ask for folder name	Select this option if you want <i>SnagIt</i> to prompt you for a new folder name after each capture.
Fixed folder name	Select this option if you want to use the same folder name for each new capture. Either type the location of the desired fixed folder in the adjacent box, or use the Browse button to locate the folder.
Create a subfolder for each capture	Select this option if you want <i>SnagIt</i> to place each new capture in a subfolder within the designated Output Folder.
Use a single folder to store all images	Select this option if you want all of the capture images to be stored within the same folder.
Create a hierarchy of folders to store images	Select this option if you want folders created to match the structure of the Web sites captured.
Rename files automatically	Select this option to automatically rename any captured files that have the same name.
Overwrite files	Select this option to always overwrite any file that already exists in the capture folder (e.g., any file that was captured previously will be overwritten by a subsequent captured file with the same name).

Web Output to the Catalog Browser

The **Catalog Browser** tab options allow you to customize your preferences for Web capture output that will be sent to the *Catalog Browser*. See **Catalog Browser** for more information on using the *Catalog Browser*.

This *Catalog Browser* tab is available in *Web* capture mode. Use the following procedures to access the *Catalog Browser* tab:

1. In the *Profile settings* pane, select **Properties...** in the *Output* dropdown menu.
2. In the *Output Properties* tabbed dialog box, select the **Catalog Browser** tab.

The following table summarizes the description and use of each option in the *Catalog Browser* tab.

Option	Description & Use
Catalog folder	Allows you to specify the folder in which output to the <i>Catalog Browser</i> will be stored.
Catalog follows the browser	Select the Catalog Folder follows the browser checkbox to automatically set your <i>Catalog Folder</i> to the same folder that you are currently browsing in with <i>Catalog Browser</i> . If you put a check mark in this box, the <i>Catalog Folder</i> changes each time you change folders in the <i>Catalog Browser</i> . Remove the check mark to set a fixed <i>Catalog Folder</i> . The default fixed <i>Catalog Folder</i> is SnagIt Catalog , which is found in the My Documents folder.
Start browser when capture is added to catalog	Select this option if you want <i>SnagIt</i> to launch the <i>Catalog Browser</i> whenever you take a capture that is output to the browser.
Show browser when capture is added to catalog	Select this option if you want the <i>Catalog Browser</i> to launch and appear as the top window on your desktop when a capture is output to the Catalog.

Video Output to a File

The **Video File** tab options allow you to customize the configuration of your video capture output.

This *Video File* tab is available in *Video* capture mode. Use the following procedures to access the *Video File* tab:

1. In the *Profile settings* pane, select **Properties...** in the *Output* dropdown menu.
2. In the *Output Properties* tabbed dialog box, select the **Video File** tab.

The following table summarizes the description and use of each option on the *Video File* tab.

Option	Description & Use
Auto configure	Select this option if you want <i>SnagIt</i> to automatically configure video options such as frame rate and compression quality. Disable this option configure the Video Options manually.
Frames per sec	This option sets the frame rate for video capture. Type the desired frame rate in the adjacent box.

Option	Description & Use
Video Setup	Select this option to access the <i>Video Compression</i> dialog box, which allows you to select a video compression codec, adjust compression quality, and specify key frame and data rates.
Time-lapse capture	Select this option if you want to perform a time-lapse video capture.
Time-Lapse Setup	Select this option to access the <i>Frame Rate Setup</i> dialog box, which allows you to configure the AVI Capture and Playback rates. See also Frame Rate (Time-Lapse) Setup .
Audio Setup	Select this option to access the <i>Audio Format</i> dialog box, which allows you to configure the name, format, and attributes of the audio output. See also Audio Format Setup .
Audio capture device	This option allows you to select the audio capture device that you will be using for Video Capture. Select the desired device from the list box.
Ask for file name	Select this option if you want <i>SnagIt</i> to prompt you for a file name before saving the capture output.
Fixed file name	Select this option if you want the same file name assigned to each capture. This is useful for continually and automatically updating the same output file.
Name	If you are using the Fixed File Name option, type the file name for the output file in this field.
Automatic file name	Select this option if you want to automatically give your capture a file name and location. This will allow you to move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box. To automatically name your file, select the Automatic File Name option. The default naming schema will display within the Auto File Name preview field. If you would like to change the default auto name, then select the Options button. See also Working with the Automatic File Name Options .
Output folder	Select an Output Folder for your captures by typing the desired location into the box provided, by selecting a recently used location from the list box, or by choosing the Browse button and searching for the location.

Frame Rate (Time-Lapse) Setup

The **Time-lapse Setup** options allow you to configure the AVI Capture and Playback rates.

The following table summarizes the description and use of each option in the *Frame Rate Setup* dialog box.

Option	Description & Use
AVI Capture Rate	This option allows you to specify the video capture rate. Use the Frames box to type in the number of frames to be captured, and then specify the time scale in Seconds , Minutes , or Hours using the radio buttons and the adjacent per box.
AVI Playback Rate	This option allows you to specify the video playback rate. Use the Frames box to type in the number of frames to be captured, and then specify the time scale in Seconds , Minutes , or Hours using the radio buttons and the adjacent per box.
Default	Select Default to return the frame rate configuration to its default settings.

Audio Format Setup

The **Audio Format Setup** options allow you to configure the name, format, and attributes of the audio output. The following table summarizes the description and use of each option in the *Audio Format Setup* dialog box.

Option	Description & Use
Name	<p>This box lists the name, if there is one, of the Audio Format you select or save. This allows you to select an audio format using an understandable name. There are usually some names already assigned. For example, on most computers select Telephone Quality in the Name list box, rather than the more cryptic 11.025kHz, 8 Bit, Mono in the Attributes list. Note that the two are the same because they have the same audio format and attributes.</p> <p>Add an audio format name using the Save As button and remove an audio format name using the Remove button.</p>
Save As	<p>Select this option to assign a name to a newly created audio recording profile and save it in the dropdown list for later use.</p>
Remove	<p>Use this option to remove an audio recording profile from the dropdown list. To remove a profile, select it from the dropdown list and select Remove.</p>
Format	<p>Select an audio format for a new recording profile by selecting an option from the list box. This box lists the audio format type. Currently the only option is PCM (Pulse Coded Modulation), which is an uncompressed audio data format.</p>
Attributes	<p>This box lists the audio format attributes. The attributes are (from left to right):</p> <p>Sample Rate in kHz Number of audio samples per second, or the fidelity of the audio recording.</p> <p>Sample Size in Bits How much data to record for each audio sample.</p> <p>Note An 8-bit sample size is possibly satisfactory for voice recording. Since using a 16-bit sample size doubles the size of the audio data you record, use it only if you must have the highest quality recording.</p> <p>Mono or Stereo The number of audio channels to record. Mono means record one audio channel, Stereo means record two audio channels (right and left).</p> <p>Note: Stereo is only useful if you are recording with a stereo microphone. Since using a Stereo audio format doubles the size of the audio data you record, use Stereo only if you know you are recording with a stereo microphone.</p> <p>Data Rate The data throughput of the audio stream in kilobytes per second (kbps).</p> <p>Note: For most of the attributes, the higher the number, the higher the quality of the recording and the larger the movie file.</p>

Video Output to the Catalog Browser

The **Catalog Browser** options allow you to customize your preferences for Video Capture output that will be sent to the *Catalog Browser*. See **Catalog Browser** for more information on using the *Catalog Browser*.

This *Catalog Browser* tab is available in *Video* capture mode. Use the following procedures to access the *Catalog Browser* tab:

In the *Profile settings* pane, select **Properties...** in the Output dropdown menu.

In the *Output Properties* tabbed dialog box, select the **Catalog Browser** tab.

The following table summarizes the description and use of each option in the *Catalog Browser* tab.

Option	Description & Use
Catalog folder	Allows you to specify the folder in which output to the <i>Catalog Browser</i> will be stored.
Catalog folder follows the browser	Select the Catalog Folder follows the browser checkbox to automatically set your <i>Catalog Folder</i> to the same folder that you are currently browsing in with <i>Catalog Browser</i> . If you put a check mark in this box, the <i>Catalog Folder</i> changes each time you change folders in the <i>Catalog Browser</i> . Remove the check mark to set a fixed <i>Catalog Folder</i> . The default fixed <i>Catalog Folder</i> is SnagIt Catalog , which is found in the My Documents folder.
Ask for file name	Select this option if you want <i>SnagIt</i> to prompt you for a file name before sending the output to the <i>Catalog Browser</i> .
Automatic file name	Select this option if you want to automatically give your capture a file name and location. This will allow you to move directly into the other application with your capture rather than going through the manual naming process via the <i>Save As</i> dialog box. To automatically name your file, select the Automatic File Name option. The default naming schema will display within the Auto File Name preview field. If you would like to change the default auto name, then select the Options button. See also Working with the Automatic File Name Options .
Start browser when capture is added to catalog	Select this option if you want <i>SnagIt</i> to launch the <i>Catalog Browser</i> whenever you take a capture that is output to the <i>Catalog Browser</i> .
Show browser when capture is added to catalog	Select this option if you want the <i>Catalog Browser</i> to launch and appear as the top window on your desktop when a capture is output to the <i>Catalog</i> .

Video Output to the Web

The *FTP* options allow you to set preferences for *SnagIt* output that will be sent directly to a location on the Web. If you set your Output option to **FTP**, you must configure the properties on the *FTP* tab.

This *FTP* tab is available in *Video* capture mode. Use the following procedures to access the *FTP* tab:

1. In the *Profile settings* pane, select **Properties...** in the *Output* dropdown menu.
2. In the *Output Properties* tabbed dialog box, select the *FTP* tab.




The following table summarizes the description and use of each option on the *FTP* tab.

Option	Description & Use
FTP Server	Specify the IP Address or DNS Name of the target FTP server in the box provided.
Port	Specify the port on the server that is used for FTP services. This is usually port 21, the default.
Remote path	Type the directory path on the target server where captured files are to be stored.
Use passive FTP	To connect with the FTP server in passive mode, put a check mark in the Use Passive FTP box.
Show progress	To show that files are moving, put a check mark in the Show Progress box.
Fixed file name	To send a file at regular times to the server that always overwrites an existing file, select Fixed File Name and supply the name, with an applicable filename extension, in the File Name or Prefix box.
Automatic file name	To name files automatically with a sequential number included, select Automatic File Name and 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.
Use temp/rename replacement method	To not overwrite the file on the server, select the Use temp/rename replacement method radio button. Note: This option sends your screen capture to the server with a temporary file name and then renames the temporary file to the name specified in the File Name or Prefix box.
Server authentication	If authentication is necessary on the FTP server (it does not allow anonymous FTP), put a check mark in the Server authentication box. Supply the User Name and Password .
User name	Type in the correct User Name for Server authentication.
Password	Type in the correct Password for Server authentication.
Use proxy server	To use a firewall or proxy server, put a check mark in the Use proxy server box and supply the Proxy Server and Port . (A proxy server has a different IP or DNS name, such as proxy.companyname.com:8080.)
Proxy server and port	If you have selected to use a firewall or proxy server, supply the Proxy Server/Port in this field.

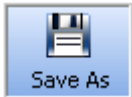

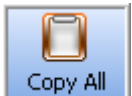



Selecting an Output in the Capture Preview Window



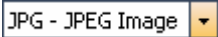
After you have taken your capture and you are in the *Capture Preview* window, you have the option of choosing (if the Output was set to *None*) or overriding the current Output destination.

When choosing or overriding an Output, you will still be in the *Capture Preview* window. You remain in the

Capture Preview window until you select **Done** , **Finish**  or **Cancel** .

The following table describes each of the *SnagIt Capture Preview* window tools that can be used to override the current Output. The selection of available tools will be determined by the capture mode that is enabled.

Button	Tool Name	Available in Capture Mode	Description
	Save As	Image Text Video Web	Select this tool to save this capture as a file.
	Print	Image Text	Select this tool to print this capture.
	Copy entire image to the clipboard	Image	Select this tool to copy the entire image to the clipboard.
	Send capture via E-mail	Image Video	Select this option to attach the capture into an e-mail message.
	Save capture in <i>Catalog Browser</i>	Image Video	Select this option to save the capture as a file and store it in a special folder called the Catalog. You can then quickly access these files using the <i>Catalog Browser</i> tool.
	Send using FTP to a Web server	Image Video	Select this option to save the capture as a file and transfer the file via FTP (<i>File Transfer Protocol</i>) to any Web server on the Internet. You will need to specify the address of the server and provide the necessary login information.

Button	Tool Name	Available in Capture Mode	Description
	Send capture via Instant Messenger	Image	<p>Select this option to insert the capture into either the MSN or Windows Messenger.</p> <p>Note: This option is only available with these two instant messaging applications.</p> <p>In order to use IM output, you must already be signed into your IM application. If you are not, you will see an error message.</p> <p>If you get this error, select Cancel and sign in to either MSN or Windows Messenger and select the IM button within the <i>Capture Preview</i> window once again to send the capture.</p> <ol style="list-style-type: none"> 3. From the <i>Select Contacts</i> screen, select the desired contact(s). 4. Within the <i>Save As</i> screen, enter a name for this image as well as a file format. Select Save. 5. Immediately, a request to the contact(s) will be made for them to receive the capture.
	Start Program	Image Text Video	<p>The Program output type allows you to take a capture, save it as a file, and then open that file within another application. Once you select the Program button the <i>Program</i> screen will display. From the list of available programs, select the one you want this capture to open in.</p>
	Output As	Image	<p>This toolbar option allows you to quickly change your output option when sending an image capture to the following outputs:</p> <ul style="list-style-type: none"> • Send Mail • Catalog • Web • IM • Program

Helpful SnagIt Features

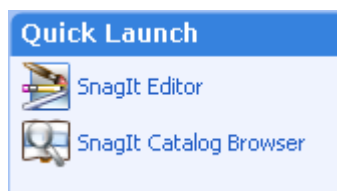
SnagIt Features Overview

This section contains information on various parts of *SnagIt* that you may find helpful at various times. This section is divided into the following topics:

- **SnagIt's Companion Applications**
- **SnagIt Printer Capture**
- **SnagIt OneClick**

SnagIt's Companion Applications

SnagIt comes with several companion applications that allow you to edit and organize your captures and other media files. The companion applications are found in the *Quick Launch* pane located on the main *SnagIt* interface.



See also:


- **SnagIt Editor**
- **Catalog Browser**
- **Batch Conversion**

SnagIt Editor

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, mirror, 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.

To Access SnagIt Editor

To open *SnagIt Editor*, do one of the following:

- Click **SnagIt Editor** on the *Quick Launch* pane located on the main *SnagIt* interface.
- Select **Tools > SnagIt Editor** from the *SnagIt* menu bar.
- Select the **SnagIt Editor** button  from the toolbar. (Select **View > Toolbar** if the toolbar is not visible.)

SnagIt Editor is very similar in look and feel to the *Capture Preview* window. While they are very similar, notice the absence of the *Done* or *Finish* and *Cancel* buttons. Additionally, *Editor* has a built-in *Image Viewer* that allows you to quickly view images within a folder without having to open each file individually.

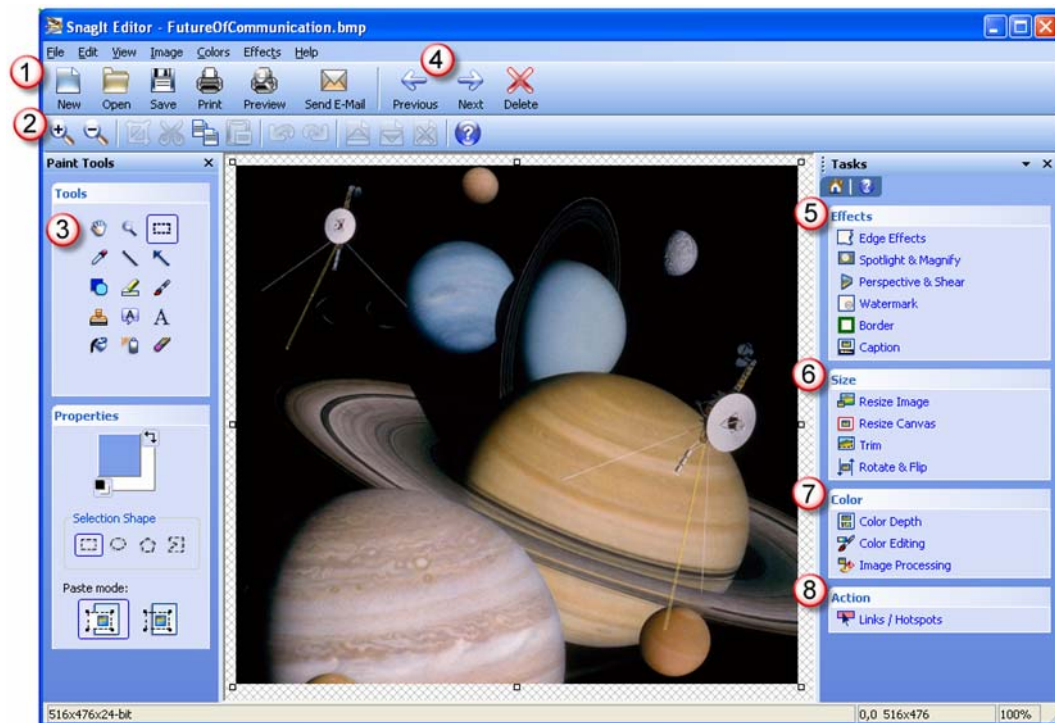
See the following topics for information on *SnagIt Editor*:

- **Getting Familiar with the SnagIt Editor Screen**
- **SnagIt Editor Image Viewer**
- **SnagIt Editor Keyboard Shortcuts**

For detailed information on each of the options found in *SnagIt Editor's* dropdown menus, *Tasks* pane, task pages, or *Paint Tools* pane, see these entries in the topics on working with the *Capture Preview* window:

- **Enhancement Samples**
- **SnagIt Capture Preview Window Menu Options**
- **Working with the Paint Tools Pane**
- **Working with the Tasks Pane**

Getting Familiar with the SnagIt Editor Screen



<p>1</p>	<p>File Toolbar Options. Choose from the following buttons:</p> <ul style="list-style-type: none"> • Click New to create a new image in <i>SnagIt Editor</i>. • Click Open to open an existing media file and display it in <i>SnagIt Editor</i>. • Click Save to save the image as a file. • Click Print to print the image. • Click Preview to see a Print Preview of the image. • Click Send E-Mail to send the image through e-mail. By default the image is included in the body of the e-mail message. For information on how to change this default behavior, see Program Options Tab.
<p>2</p>	<p>Toolbar Options. On the toolbars, select any tool to perform that operation. Tooltips let you know what each tool is. The toolbar contains output options as well as basic editing options such as <i>Crop</i>, <i>Cut</i>, <i>Copy</i>, and <i>Paste</i>.</p>
<p>3</p>	<p>Paint Tools. This is the <i>Paint Tools</i> pane. The paint tools allow you to paint, draw, highlight, and more, right on top of your capture. Within the <i>Properties</i> 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.</p> <p>For more information on the <i>Paint Tools</i> pane, see Working with the Paint Tools Pane.</p>
<p>4</p>	<p>Image Viewer. <i>SnagIt Editor</i> has a built-in <i>Image Viewer</i> that allows you to quickly view images within a folder without having to open each file individually. Additionally, you can quickly make edits to an image, save it, and then proceed to the next image in the folder. You can even delete unwanted images from the folder.</p>


5	<p>Effects. Use the options found in the <i>Effects</i> task page to enhance your captures with special effects, like an edge effect. Or, add a watermark, border, caption and more. These enhancements are available in both <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>
6	<p>Size. Use the options found in the <i>Size</i> task page to resize the canvas, resize the capture, trim excess canvas away, rotate the capture, and more. These enhancements are available in both <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>
7	<p>Color. Use the options found in the <i>Color</i> task page to enhance your captures with special color effects and editing options. Change the brightness, apply transparency, change to grayscale, and much more. These enhancements are available in both <i>Capture Preview</i> window and <i>SnagIt Editor</i>. For more information on the <i>Tasks</i> pane, see Working with the Tasks Pane.</p>
8	<p>Action. Use the <i>Links/Hotspots</i> options to create or modify links and hotspots in a capture. For more information on <i>Links/Hotspots</i>, see Links/Hotspots Task Page.</p>

SnagIt Editor Image Viewer

SnagIt Editor has a built-in *Image Viewer* that allows you to quickly view images within a folder without having to open each file individually. Additionally, you can quickly make edits to an image, save it, and then proceed to the next image in the folder. You can even delete unwanted images from the folder.

To launch *SnagIt Editor*, do one of the following:

- Click *SnagIt Editor* on the *Quick Launch* pane located on the main *SnagIt* interface.
- Select **Tools > SnagIt Editor** from the *SnagIt* menu bar.

On the *Editor* toolbar, there are three tools that are part of the *Image Viewer*: **Previous**  **Next**



Enabling the Image Viewer

The *Image Viewer* tools only become enabled on the *Editor* toolbar once you save an image to a folder or open an image from a folder. Once a folder association is made, then you are able to cycle through the other images in the same folder.

Using the Image Viewer

Once the *Image Viewer* options are enabled, use the **Previous** or **Next** buttons to cycle through the images in the folder.

If you find an image you no longer need, select the **Delete** button to remove the image from the folder.

Note: This is a **permanent** delete operation. Once you select **Delete**, you are prompted as to whether you want to delete the image. Choosing the **Undo** button **will not** restore the image to the folder. To restore the image to the folder in case of accidental deletion, you will have to restore it from your Recycle Bin.

If you make any changes to an image in the folder, you will be prompted to save your changes before you can view the next image.

SnagIt Editor Keyboard Shortcuts

The following keyboard shortcuts are used in *SnagIt Editor*. You cannot modify these keyboard shortcuts.


To Do This:	Press this Key Combination:
Open	CTRL + O
Save	CTRL + S
Undo	CTRL + Z
Redo	CTRL + Y
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A
Previous	CTRL + P
Next	CTRL + N
Zoom In	NumPad +
Zoom Out	NumPad -
Actual Size	NumPad /
Show Grid	CTRL + G
Open Help	F1

Catalog Browser

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.

To Open the Catalog Browser

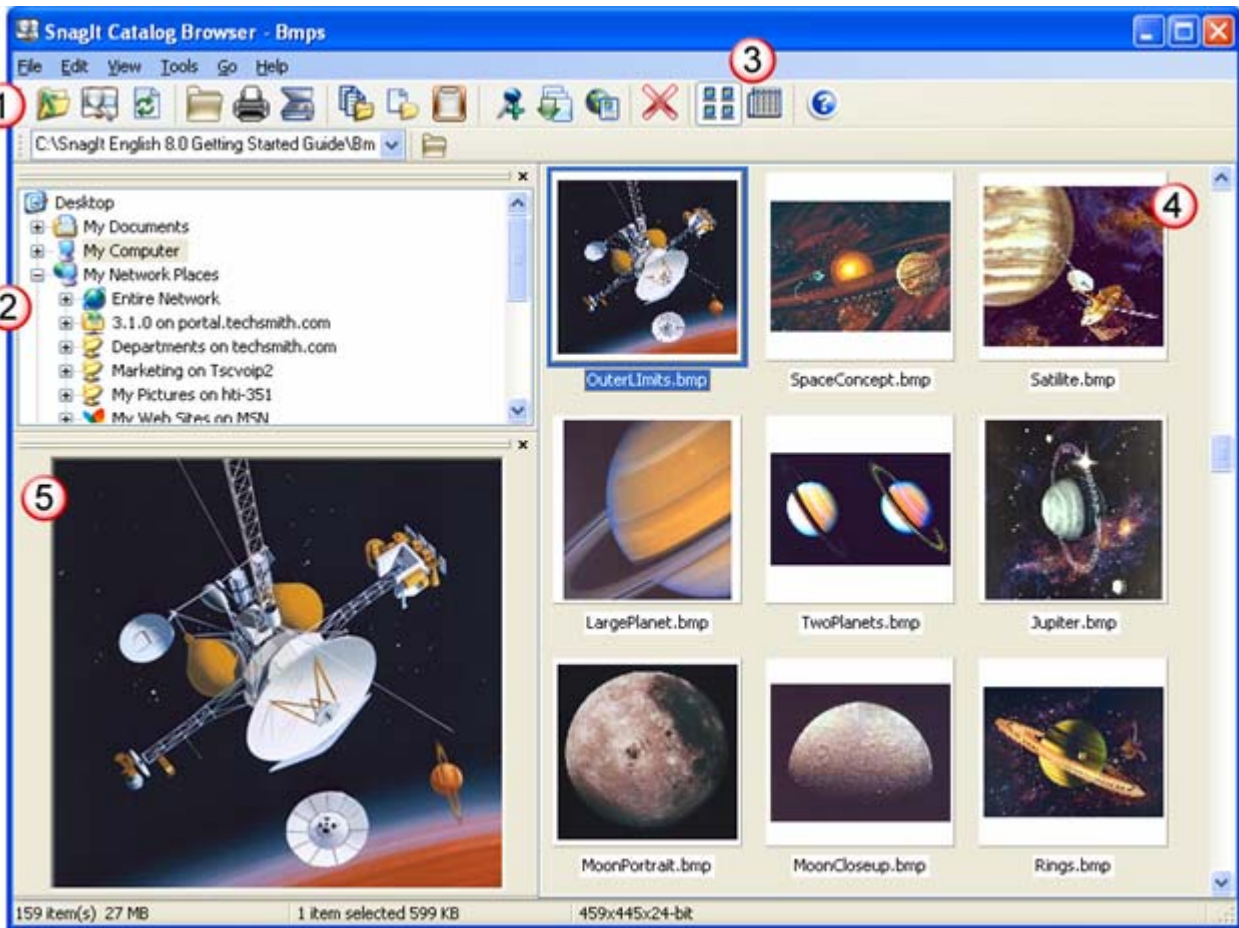
To open the Catalog Browser, do one of the following:



- Click **SnagIt Catalog Browser** on the *Quick Launch* pane located on the main *SnagIt* interface.
- Select **Tools > Catalog Browser**.
- Select the **Catalog Browser** button  from the toolbar. (Select **View > Toolbar** if the toolbar is not visible.)

See also:

- **Getting Familiar with the Catalog Browser Screen**
- **Features of the Catalog Browser**
- **Catalog Browser Tools**
- **SnagIt Catalog Browser File Menu Options**
- **Catalog Browser Page Layout Options**
- **Catalog Browser Multiple Images Options**
- **SnagIt Catalog Browser Edit Menu Options**
- **SnagIt Catalog Browser View Menu Options**
- **SnagIt Catalog Browser Tools Menu Options**
- **Adding Audio in Catalog Browser**
- **SnagIt Catalog Browser Go Menu Options**
- **SnagIt Catalog Keyboard Shortcuts**
- **Creating a Gallery Web Page from Image Files**

Getting Familiar with the Catalog Browser Screen



1	Toolbar. You can access several commonly used options from the toolbar such as the <i>Web Page Creator</i> or the <i>Batch Conversion Wizard</i> . Move the mouse across the toolbar to display the tooltips.
2	Browser Area. Search and select the folder that contains your media files to update them to the thumbnail view frame.
3	View Thumbnails. Select the <i>Thumbnail View</i> button  to see visual thumbnails. Select the <i>Detail View</i> 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 <i>Preview Area</i> .

Features of the Catalog Browser

Click the following items for more information on each:

Image File Management

SnagIt users frequently capture many image, text, or video clips that must be collected and organized. *SnagIt Catalog Browser* can help you manage these captures.

- *SnagIt Catalog Browser* allows you to collect captures in a *Catalog Folder*, which can be a selected Windows folder.
- *Catalog Folders* can show your captures in a thumbnail browser or a full report-style list view.
- The *Catalog Browser* is a powerful tool for sorting and batch operations.
- Easily print, make copies, move, delete, and rename captured files using the browser, without the clutter related to other file listing techniques.

Image Manipulation

In addition to file management, *SnagIt Catalog Browser* has a rich assortment of image manipulation tools for a variety of file format types.

- For a supported file type, image properties such as the color characteristics and image size can be changed interactively.
- *Flip, Reverse, Rotate, Shear, Special Effects, and Edge Detection* can also be used.
- See how the change looks in the *SnagIt Editor* window and undo the change if necessary.
- Try any number of changes and undo them any number of times.

Catalog Thumbnail Browsing

Catalog thumbnail browsing, a powerful *SnagIt* feature, is an easy way to view small replicas of captured files.

- Large collections of image, text, or video captures can be easily viewed in a smaller "thumbnail" image in the *Catalog Browser*.
- The number of items in a *Catalog Folder* is limited only by system capacities.
- The thumbnail size can be changed to give more or less of an overview. Thumbnails can be sorted by name, size, type, date, or properties.

Multiple Image Printing

- Create a contact sheet with multiple thumbnail image views on each page and print.
- Use this feature to proof your captures, to decide which of your image captures are needed for your current project, and to organize your *SnagIt* cataloging system.

Detailed Report List View

Turn off thumbnails to see a full report style list view of a *Catalog Folder*.

- The name, size, types, and date of each capture is listed along with the capture properties (such as image dimensions and color depth).
- For text captures, a preview of the first lines of the text is shown.
- The thumbnail view and the "details" view are styled after Windows Explorer, to make it easier to learn to use. For example, you can put your captures into groups by size simply by clicking on the column head.

Multiple Catalog Folders

Keep as many *Catalog Folders* on your system as necessary.

- When taking screenshots for a book, catalog folders can be used to organize your captures by chapter.

- Navigate easily from one catalog folder to another.
- Easily make copies or move captures between *Catalog Folders* by selecting one or more items with the mouse.

Setting an Image as Wallpaper

Select an image in the *Catalog Browser* and tell *SnagIt* to save it as your desktop wallpaper image.

You can use the normal Windows options for wallpaper images: tile, center, or stretch to control how the image is displayed on your computer screen.

Boosting Capture Productivity with Catalog Browsing

SnagIt's automatic filename generation works with catalog thumbnail browsing and can boost productivity.

- No more stopping to name captures or to collect captures by pasting them into a document.
- Save time by capturing multiple files and using automatic file naming.
- Files can be saved without interruption into the catalog where they are subsequently picked for saving, printing, moving, deleting, capturing again, or sending to someone using e-mail.

Multiple Capture Selection



The thumbnail browser and "details" view let you select multiple captures from the catalog.

- Performing operations on a group of captures is easy and a real time saver. For example, select a group of your best image and text captures and send them to the printer in one easy step.
- For multimedia projects, organize your video clips into the correct sequence.

Catalog Operations














- Easily print, make copies, move, e-mail, rename or delete one or more captures.
- Rename a group of captures in a *Catalog Folder* with a new filename prefix.
- Attach multiple capture files to an e-mail message.
- Change the image file format of one or more captures while making copies, moving, and mailing OR using the powerful *Batch Conversion*.
- Use the TWAIN interface to accept images from TWAIN-compliant devices such as scanners and digital cameras.




Catalog Browser Viewing Options

- To view the thumbnails, select the **View Thumbnails** button  on the *Catalog Browser Toolbar* or select **View > Thumbnails**.
- To change the size of the thumbnails, select **View > Thumbnail Size**. Select the item to reveal the size menu. Select one of the sizes (in pixel dimensions): 24x24, 64x64, 128x128, 256x256. The *Catalog Browser* displays changes to show the thumbnails in the new size selected.
- To view the thumbnail details, select the **View Details** button  on the *Catalog Browser Toolbar* or go to **View > Details**. The images' details will display as seen in the following graphic.

Catalog Browser Tools

The following table describes each of the tools that can be found in the *Catalog Browser*. The selection of available tools depends on the media file type being viewed.

Tool	Name	Description
	Up One Level	Allows you to move up one level in the directory structure to view the folder directly above the one currently in view.
	To Catalog Folder	Takes you directly to the <i>SnagIt</i> Catalog Folder you have selected in <i>SnagIt Output > Properties > Catalog Browser</i> .
	Refresh	Will update all folders and refresh the screen, allowing you to see any changes made to a folder.
	Open	Opens the selected thumbnail item in <i>SnagIt Editor</i> .
	Print	Sends one or more selected files to your currently selected printer. Note: To switch printers or to set up print properties, select File > Page Setup .
	Acquire an Image from Scanner or Camera	Allows you operate your scanner or camera from the <i>SnagIt</i> Catalog to make acquiring images easier.
	Copy to Folder	Allows you to put a copy of one or more items from the <i>Catalog Browser</i> folder into a different folder or directory.
	Move to Folder	Deletes the selected file(s) from the current folder and adds them to the one you specify. You can also change the file format as the file is being moved.
	Copy to Clipboard	Copies a single item to the Windows clipboard so it can be put in a different program.
	Add Audio	Use this feature to add audio to an image or video capture in the <i>Catalog Browser</i> . Your computer must have a sound card, microphone, and the correct software installed, including <i>DubIt</i> , an add-on program that works with <i>SnagIt</i> . Note: If <i>DubIt</i> is not installed, go to the TechSmith Web site (www.techsmith.com) to download.
	Batch Conversion Wizard	Allows you to change one or more graphic image files from one format to another. The files are individually converted to the selected format and stored in the folder you selected. The original files are not changed.
	Create Web Page	Starts the <i>Create Web Page Wizard</i> to help you showcase your images. Use this feature to include images in the selected <i>Catalog Browser</i> folder in completed Web pages, ready for browsing on your computer or for uploading to the Internet. The wizard prompts you to make selections about the organization and appearance of the images on HTML pages that <i>SnagIt</i> creates for you. This makes it easy to publish a complete image-based Web site with little or no extra HTML coding.
	Delete	Allows you to delete one or more items from the <i>Catalog Browser</i> folder. You will receive a warning before files are deleted.

Tool	Name	Description
	Thumbnails	This toggle button shows the Thumbnail view in the <i>Catalog Browser</i> . Items in the folder are shown as small icons in the window.
	Details	This toggle button shows the Details view in the <i>Catalog Browser</i> which makes a list of files similar to Windows Explorer. Details view gives file details such as: Size, Type, Modified (date and time), Properties (pixel dimensions and color depth for image captures; number of lines for text captures; video statistics for video captures), and Description.
	Display Help Topics	Select Help to access the help system.

SnagIt Catalog Browser File Menu Options

The *File* menu options allow you to open, save, print, copy, move, rename, mail, and delete files. This menu also gives you access to scanner and camera operations. Select **File** and a dropdown menu appears.

The following table summarizes the description and use of each option on the *File* menu.

Option	Description
New Folder	Creates a new folder with the default name "New Folder" in the tree view listing of folders in the <i>Catalog Browser</i> .
Open	Opens the selected thumbnail item in the <i>SnagIt Editor</i> .
Save As	Allows you to save a selected file to a different file name and/or file format.
Shell	Allows you to designate the program in which the selected item will open.
Scanners & Cameras	Allows you to operate your scanner or camera from the <i>SnagIt Catalog</i> to make acquiring images easier.
Page Setup	Accesses the <i>Printer</i> dialog box, which allows you to select the default or a different printer, to move the printed file on the page, and to scale the printed file to better fit the page.
Print	Sends one or more selected files to your currently selected printer. Note: To switch printers or to set up print properties, select File > Page Setup .
Print Multiple Images	Prints a thumbnail view of selected images. Note: To switch printers or to set up print properties, select File > Page Setup .
Copy to Folder	Allows you to put a copy of one or more items from the <i>Catalog Browser</i> folder into a different folder or directory.
Move to Folder	Deletes the selected file(s) from the current folder and adds them to the one you specify. You can also change the file format as the file is being moved.
Send Mail	Allows you to send your catalog file(s) by e-mail.
Delete	Allows you to delete one or more items from the <i>Catalog Browser</i> folder. You will receive a warning before files are deleted.
Rename	Allows you to change the file name under the thumbnail or in the listing of files.

Option	Description
Properties	Displays statistics about a selected file in the <i>Catalog Browser</i> .
Exit	Closes the <i>Catalog Browser</i> .

Catalog Browser Page Layout Options

The *Page Layout* dialog box is used to set how your printed image shows on the page. This dialog box is accessed by choosing **File > Page Setup > Page Layout**.

Note: To save these settings, once you exit this dialog box and return to the *Printer Setup* dialog box, enable the **Specific Printer** option and then enable the **Save Specific Printer Properties** option.

The following table describes each of the *Page Layout* dialog box options along with their description and use.

Option	Description
Margins	Set page Margins in the applicable boxes.
Image Position	Determines the placement of the image on the page.
Fit Image on a Single Page	The image, regardless of length, is scaled in proportion to fit on one page. Example: An Auto Scroll capture three pages long is scaled equally in length and width to print on one page. The printed image is one page long and one third of its full size width.
Manual Scale	The user can apply a scaling percentage to the image to decrease or increase its size on the printed page. An image printed at 100 percent is the same as one printed with the Proportional setting. Example: An image printed at 200 percent makes the height and width two times the printed image.
Proportional Scale	The size relationship between the width of the area being captured and the width of the screen is used to calculate the width of the printed image in relationship to the width of the printed page. Example: An image half the width of your screen is scaled to print at half the width of the printed page.
Fixed Size (inches)	The width and height are set in the boxes. The printed image matches the dimensions, scaling or distorting the image if necessary.
Maximize Image on a Single Page	The image is made as large as possible to fit on one page, while preserving the correct aspect ratio of the original.
Auto Scale	The width of the captured image is scaled to the width of the page. The length is scaled in proportion and can be more than one page. Example: An image 2 inches by 6 inches is scaled by an approximate factor of 4 to fit the printed page width. The length is also scaled by the same factor, making a printed image 2 1/2 (24 inch) pages in length.
Default	Select Default to change settings to the <i>SnagIt</i> defaults. The default settings for Printer Output Setup are Default Windows Printer, Image location is Upper Left and image scaling is set to Fit Image on a Single Page.

Catalog Browser Multiple Images Options

Use this dialog to set up the layout of printed thumbnails from the *SnagIt Catalog Browser*. This creates a "contact sheet" to see multiple images on a page.

To access the Multiple Images options, within *Catalog Browser*, select **File > Page Setup > Multiple Images**. The *Multiple Images Layout* dialog box opens.

As you make your selections, the Preview area shows you how your images will look on the page.

The following table describes each of the *Page Layout* dialog box options along with their description and use.

Option	Description & Use
Number of columns	Determines how many images to put across the page. Type the number of columns or select with the spinner controls.
Number of rows	Determines how many images to put down the page. Type the number of rows or select with the spinner controls.
Margins	Determines the margins along the outside of the page. To set page Margins in the applicable boxes, type the numbers or select them with the spinner controls.
Spacing	Determines the size of the space or "gutter" between columns and rows. To set the spacing, type the number or select with the spinner controls.
Automatically fit image	Enable this option to have the <i>Catalog Browser</i> automatically scale the images.
Keep aspect ratio	Keep enabled for scaled images to have undistorted height and width. Disable for the images to fill the spaces.
Manual fixed scale	Select to set manually set scaling percentages using the percent spinner.
Preview	The preview area shows the results of changes as you make them.
Default	Select Default to change settings to the <i>SnagIt</i> defaults. The default settings for Page Layout are Top, Bottom, and Left Margins at .167 inches, Right margin at .334 inches. Image location is Upper Left, and Image Scale is set to Fit Image on a Single Page.

SnagIt Catalog Browser Edit Menu Options

The *Edit* menu options allow you to select and copy items in the *Catalog Browser*. Select **Edit** and a dropdown menu appears.

The following table summarizes the description and use of each option on the *Edit* menu.

Option	Description
Copy	Copies an entire file to the Windows clipboard.
Paste	Pastes a single item from the Windows clipboard into the <i>Catalog Browser</i> .

Option	Description
Select All	Selects all items listed in the <i>Catalog Browser</i> window.
Copy to Clipboard	Copies the image of a single file to the Windows clipboard for use. The image can then be pasted into other documents.

SnagIt Catalog Browser View Menu Options

The **View** menu options allow you to change the way you view items in the *Catalog Browser*. Select **View** from the menu bar and a dropdown menu is displayed.

The following table summarizes the description and use of each option on the **View** menu.

Option	Description
Thumbnails	This toggle selection shows the Thumbnail view in the <i>Catalog Browser</i> . Items in the folder are shown as small icons in the window.
Details	This toggle selection shows the Details view in the <i>Catalog Browser</i> . Makes a list of files similar to Windows Explorer. Details view gives file details such as: Size , Type , Modified (date and time), Properties (pixel dimensions and color depth for image captures; number of lines for text captures; video statistics for video captures), and Description .
Panes	This menu allows you to show or hide five panes in the Catalog Browser window: The <i>Catalog Browser</i> is shipped with all five panes displayed, plus the required Thumbnails/Details area. Each of the five panes can be placed (“docked”) anywhere in the <i>Catalog Browser</i> window, or undocked and moved anywhere on your computer screen.
Thumbnail Size	Allows you to select the size of the thumbnails in the <i>Catalog Browser</i> . The larger the thumbnail, the more detail can be viewed. Larger thumbnails take slightly more time to show on screen and fewer of them can be viewed at one time (meaning more scrolling). The smaller the thumbnail, the more items can be viewed. Smaller thumbnails show fewer details and more of them can be viewed at one time (less or no scrolling).
Arrange Icons	Allows you to change the sorting of the files in your Catalog Folder. This can be helpful when viewing a large number of images, for example, because they can be organized meaningfully.
Capture Types	Allows you to selectively include or remove file types from the <i>Catalog Browser</i> listing.
Refresh	Refreshes the listing of files in the <i>Catalog Browser</i> . Note: This is useful if you are adding files to a Folder. Refresh the listing to see the new files listed.
FastRefresh	Does a "fast refresh" of the listing of files in the <i>Catalog Browser</i> . This accomplishes the same thing as Refresh , but does not use as much time and does not refresh all file details.
Options	Allows you to set <i>Catalog Browser</i> options.

SnagIt Catalog Browser Tools Menu Options

The *Tools* menu options allow you to add audio to your images, create a Web page or wallpaper, and batch convert images into a specific file type.

The following table summarizes the description and use of each option on the *Tools* menu.

Option	Description
Add Audio	Use this feature to add audio to an image or video capture in the <i>Catalog Browser</i> . Your computer must have a sound card, microphone, and the correct software installed, including <i>DubIt</i> , an add-on program that works with <i>SnagIt</i> . Note: If <i>DubIt</i> is not installed, go to the TechSmith Web site to download the most recent version (www.techsmith.com).
Create Web Page	Starts the <i>Create Web Page Wizard</i> to help you showcase your images. Use this feature to include images in the selected <i>Catalog Browser</i> folder in completed Web pages, ready for browsing on your computer or for uploading to the Internet. The wizard prompts you to make selections about the organization and appearance of the images on HTML pages that <i>SnagIt</i> creates for you. This makes it easy to publish a complete image-based Web site with little or no extra HTML coding.
Set Wallpaper	Sets the image of your choice as wallpaper on your computer display. The wallpaper is also added to your Windows wallpaper choices in the <i>Windows Control Panel</i> and can be managed from there.
Batch Conversion Wizard	Allows you to change one or more graphic image files from one format to another. The files are individually converted to the selected format and stored in the folder you selected. The original files are not changed.
Convert Selected Images	Allows you to convert one or more graphic image files into the same file format automatically. The files are converted into the selected format and store in the folder you selected. The original files are not changed.
Conversion Filters	Allows you to select from the following filter options: Color Depth, Color Substitution, Color Effects, Image Resolution, Resize Image, Rotate, Caption, Border, Edge Effects, Watermark, Trim. Conversion Filters are available for image capture files only.

Adding Audio in Catalog Browser

You can add audio to any image file in the *Catalog Browser*. This requires that your computer have a sound card, microphone, and appropriate software installed.

Note: You must have *DubIt* installed. *DubIt* is a free audio application, available for registered *SnagIt* customers. To download *DubIt*, go to www.techsmith.com.

To add audio to an image in the *Catalog Browser*:

Start *SnagIt*. If *SnagIt* is reduced to an icon in the system tray, double-click it to make it full-sized.

Select the **Catalog** button.

Select an image or .avi file in either the detail or thumbnail view.

To record audio, select the **Microphone** button on the toolbar or go to **File > Add Audio**. The *DubIt* program window appears and the selected file is loaded into the *DubIt* desktop.

Select the **Record** button and begin to speak into the microphone. While *DubIt* is in Record mode, the status bar will reflect the recording status.

To end the recording session, select the **Stop** button.

Once you have finished, close the image. You will be asked if you wish to save the file. Select **Yes**. You will be prompted to save the file with a new name and location. Enter the desired information and click **Save**.

About DubIt

Registered *SnagIt* users receive a free audio editing tool called *DubIt*. *DubIt* allows you to easily add audio to images and movie clips. Unlike other authoring products, *DubIt* adds audio in real-time as you view an image or watch a movie, making it easy to narrate and synchronize voice with images.

Because *DubIt* does not recompress the video, there is no loss of video quality and audio editing can be performed quickly and easily.

Additionally, you can add audio to any BMP, JPEG, GIF or AVI file or any image copied to the Windows clipboard, simply by recording from the microphone or inserting a WAV audio file. The file may be modified any number of times by using the instant playback feature to ensure top quality. *SnagIt* and *DubIt* can also be used to create custom slideshow presentations.

Overall, *DubIt* allows you to easily:

- Add emotion to images from your scanner by adding voice, music, or sound effects.
- Create online training movie clips with voice narration. *DubIt* is perfect for explaining something while showing a movie or picture of an application or process.
- Submit helpdesk problem reports with voice annotation.
- Annotate images, screen captures, and movies with absolutely no typing or image markup tools.
- Send *DubIt* movies by e-mail, or put them on your Web page.
- Add narration to a video clip or image, and then add it to a larger production using your video editor or presentation authoring package.

SnagIt Catalog Browser Go Menu Options

The *Go* menu options allow you to navigate among folders in the *Catalog Browser*.

The following table summarizes the description and use of each option on the *Go* menu.

Option	Description	Use
Up One Level	Allows you to move up one level in the directory structure to view the folder directly above the one currently in view.	Select Go > Up One Level .
To Folder	Allows you to browse for and move to another folder in the directory structure.	Select Go > To Folder . The <i>Change Folder</i> dialog box opens, allowing you to select a

Option	Description	Use
		different folder. Select a folder name in the tree. The folder is then selected in the tree view list, and the <i>Catalog Browser</i> detail/thumbnail listing shows the contents.
To Catalog Folder	Takes you directly to the <i>SnagIt</i> Catalog Folder you have selected in <i>SnagIt Output > Properties > Catalog Browser</i> .	Select Go > To Catalog Folder . The Catalog Folder opens in the detail/thumbnail listing.

Batch Conversion

You can easily apply *SnagIt*'s advanced image editing filters to multiple captures in batch processing mode.

- You can also convert one or more graphic image files from one format to another. For example, you might select six BMP files to be converted to GIF and store them in another directory for inclusion on Internet Web Pages.
- The *SnagIt Catalog Browser* processes the file conversions one at a time without further intervention and stores them in the *Output directory* that you select.
- Any filters you have applied appear in the *Conversion Filters* box. The files are individually converted to the selected format and stored in the folder you select. The original files are not changed in any way.

See the following topics for more information:

- **Batch Conversion Wizard**
- **Convert Selected Images**

Batch Conversion Wizard

The Batch Conversion Wizard gives you a simple way to batch convert your images.

To Open the Batch Conversion Wizard

To open the *Batch Conversion Wizard*, select **Convert Images** from the *Quick Launch* area of the main interface. The *Batch Convert* dialog box displays.

Step 1. Selecting Files

From the list, select the desired files. To add other files, select the **Add Files** button. To remove any files that you don't want to be converted, highlight the file(s) and select the **Remove** button.

Select **Next**.

Step 2. Conversion Filters

Select the **Modify** button to select any desired filters from the dropdown menu.

Select **Next**.

Step 3. Output Options

Browse and select an *Output directory*. This is where your new images will be saved.

In the *File Format* dropdown list, select a file format for the batch conversion. All files will be converted to the same format.

See also **File Format Types**.

Select **Next**.

Step 4. Ready for the Conversion Process

Review your options in this read-only dialog box. If you would like to make any changes, use the **Back** button to go to that step and make the changes. Continue with **Next** until you reach this *Review* dialog box once again.

When you are ready, select the **Finish** button. The conversion process will begin. When the conversion is complete, all of the converted images will display in the *Catalog Browser*.

Convert Selected Images

1. Start *SnagIt*.
2. Open the *Catalog Browser* from the *Quick Launch* area of the main interface. From within the *Catalog Browser*, select one or more files to be batch converted.
3. Use **Edit > Select All** to select all files.
Select and hold **SHIFT** in combination with a left-click of the mouse to select sequential files. Hold **CTRL** and click with the mouse to select non-sequential files.
4. Once the desired files are selected, select **Tools > Conversion Filters** and apply the appropriate options. Modify the Color Depth, Color Substitution, Image Resolution, Image Scaling, Caption, Border, Watermark and Trim characteristics of the file(s).
5. Once the conversion filters have been chosen, select **Tools > Convert Selected Images**. The *Batch Image File Conversion* dialog box appears. Any filters you have applied appear in the *Conversion Filters* status box.
6. Select a *Copy to folder*. This is where your new images will be saved.
7. In the *Save images as type* dropdown list, select a file format for the batch conversion. All files will be converted to the same format.
8. Select **OK**. The *Batch Conversion* process will take place.

When the Batch Conversion process is complete, the files have been individually converted to the selected format, filters have been applied, and images are stored in the folder you selected.

SnagIt Catalog Keyboard Shortcuts

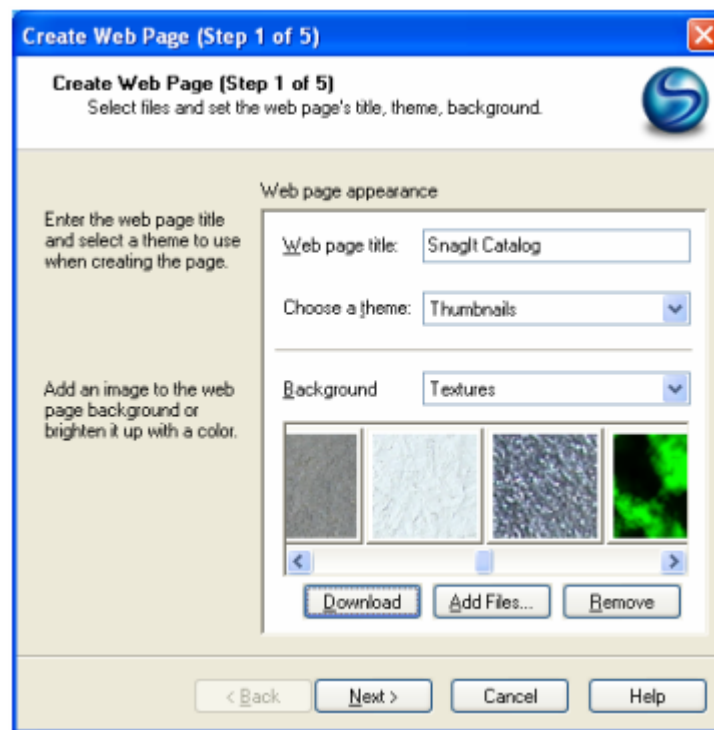
The following keyboard shortcuts are used in the *SnagIt Catalog*. You cannot modify these keyboard shortcuts.

To Do This:	Press this Key Combination:
Open	Enter
Acquire	CTRL + Q
Print	CTRL + P
Delete	DEL
Rename	F2
Properties	ALT + Enter
Copy	CTRL + C
Paste	CTRL + V
Select All	CTRL + A

To Do This:	Press this Key Combination:
Copy to Clipboard	CTRL + SHIFT + C
Refresh	F5
Fast Refresh	SHIFT + F5
Open Help	F1

Creating a Gallery Web Page from Image Files

This option allows you to create an HTML thumbnail sheet that links to full images. This is an obvious advantage for webmasters, online photo gallery creators, and anyone who is looking for a quick way to create a Web page to show off their latest digital photographs, artwork and graphics. You can then quickly and easily make a Web page with the thumbnails contained in the *Catalog Browser*.



To Create a Web Page Using the Wizard

1. Start *SnagIt*. If *SnagIt* is reduced to an icon in the system tray, double-click it to make it full-sized.
2. Select **Tools > Catalog Browser**, or select **View > Toolbar** and then select the **Catalog** button. The *SnagIt Catalog Browser* window displays.
3. Select the directory or folder that contains the desired image or select all the images from the current directory in the browser. You can also pick a completely different directory that's independent of where the *Catalog Browser* is currently pointing.
4. Once the images are accessed, they will be displayed in the browser as thumbnail images.
5. From within the browser, select **Tools > Create Web Page**, or right-click on an image and select **Create Web Page**. The *Create Web Page* dialog box will display.

Step 1. Create Web Page

The *Create Web Page* screen will be displayed.

1. Enter the Web page title.
2. Select a theme to use when creating the page.
3. Select a Web page background. A texture, image, or color may be selected.
4. Select **Next**.

Step 2. Web Page File Content

The *Web Page File Content* screen will be displayed.

1. Select if you would like to put all of the image files and thumbnails in a subfolder.
2. Select the destination folder for the Web page and all its content.
Note: The source image files are not changed in any way. Copies of the images are made in the destination folder.
3. Select **Next**.

Step 3. Web Page Thumbnails

The *Web Page Thumbnails* screen will be displayed.

1. Select the file type that will be used to create all of the thumbnail images.
2. Select the file type for converting unsupported Web browser image files.
3. Use automatic file names for creating unique names.
4. Set file naming options.
5. Select **Next**.

Step 4. Web Page Properties

The *Web Page Properties* screen will be displayed.

1. Change the Web page properties to add a personal look and feel to your Web page.
2. Select **Next**.

Step 5. Web Page Transition Effect

The *Web Page Transition Effect* screen will be displayed.

1. Select a transition effect to display upon the loading of the Web page.
2. You can also modify the properties or the transition effect.
3. Select **Finish**.

Creating Web Page Progress Screen

The *Creating Web Page Progress* screen will be displayed.

At this time, the Web page is being created. Once the process has finished, select **OK** to exit this screen and to view the Web page.

Note: You can cancel the Web page creation process while the process is running by clicking on the system **Cancel** button.

SnagIt Printer Capture

Printer Capture allows you to capture and manipulate the print output from any application as a digital image. This allows you to create an image file of what the printed material would have looked like if you had printed it on a printer.

When you install *SnagIt*, you are asked if you want to install the *SnagIt* Printer. If you select to install it, a printer is added to your system. You can also install the printer from *SnagIt* later. This new printer is listed in **Start > Control Panel > Printers and Faxes** and can be selected from your Windows applications print function, just like any other printer. On Windows XP, the new printer is included in **Start > Printers and Faxes**.

When you print pages to *SnagIt* Printer from an application, digital images of those pages are created. These images can be in any graphic file format *SnagIt* supports, with the default selection being PDF. *SnagIt* does not need to be running when you select the *SnagIt* Printer from an application; it starts automatically and begins the capture using the settings of the Printer Capture tool.

See the following topics for more information:

- **Creating a Printer to Use with Printer Capture**
- **Printer Capture Options**

For information on capturing and saving multipage image files, see **Working with Multipage Captures using SnagIt Printer Capture**.

Why use Printer Capture?

With *SnagIt*'s Printer Capture feature, you can:

- Print without a printer to save paper by allowing you to get an accurate print preview.
- Print anywhere without being connected to a printer. The resulting graphic files can be transferred or e-mailed to a system that has a printer.
- Convert any file format that can be printed into standard graphic file formats or electronic documents. This eliminates the need to scan paper output to create electronic documents.
- Add graphic file format export to any application that can print.
- Share documents without special software to view them.
- Print documents to e-mail so they can be sent online instead of using paper mail or fax.
- Electronically distribute multiple copies of documents for any purpose: reports, invoices, drawings, plans, photos, and legal correspondence. Since these documents are graphic files, they are less likely to be modified by the recipient, increasing security.
- Create a virus-free version of a document, even if the original contained a virus.
- Automatically filter and redirect your print output.

Printer Capture enhances printing in a number of ways. You can:

- Print multiple pages per sheet (2, 4, 6, 8, or 16) (Windows 2000 and XP only).
- Control margins and scale the image in ways the original application may not have supported.
- Annotate output, add a watermark, or include a border or frame.

See also **Creating a Printer to Use with Printer Capture**.

Creating a Printer to Use with Printer Capture

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

1. In the main *SnagIt* interface, select **Tools > SnagIt Printer Capture Settings**. Select the **Input Properties** button.
2. The *Input Properties* dialog box displays. In the *SnagIt Printers* tab, select the **Add a SnagIt Printer** button.
3. In the *Printer Name* dialog box, enter the name for this printer. To help you remember what settings are enabled for each printer, the name should correspond to the settings that you will select. For example, *Send E-mail with a Border* or *Capture Preview window with Drop Shadow*. Select **OK**. You will see a confirmation dialog box. Select **OK**.
4. Select the **Properties** button. The *Document Properties* dialog box will display. Select any layout and paper/quality options. Select **OK**.
5. Your new printer will display within the dropdown list box in the *Input Properties* dialog box. Select **OK**. You will return to the *SnagIt Printer Capture Settings*.
6. Set your **Output** from the dropdown menu of options. See also **Printer Capture Options**.
7. Select the **Filters** from the dropdown menu of options. See also **Printer Capture Filters**.
8. After the options are selected, within the *SnagIt Printer Capture Settings* dialog box, select **OK**. You will return to the main *SnagIt* view.
9. Select the **Preview Window** button from the **Options** toolbar.
10. From within the host application, select **File > Print**. Select the printer that you just created. Select **OK**.
11. Once the capture is taken, it will be displayed within the *Capture Preview* window with any customization applied to it.
Note: If a printer capture has multiple pages, be aware that all vector objects are flattened when you move to another page. This means that once you switch pages within a capture, the vector object becomes part of the background and you can no longer move the object.
12. Select **Finish** to send your capture to the output source. Or, select **Cancel** to delete the capture.

To change any settings once a printer has been created, simply select the printer you want to edit within the *SnagIt Printers* tab. Select **OK**. Make the changes using the **Output** and **Filter** options located within the *SnagIt Printer Capture Settings* dialog box. Select **OK**. The settings will be saved.

See also **SnagIt Printer Capture Settings** and **Printer Capture Options**.

Printer Capture Options

This topic describes and gives instruction on the use of each of the Printer Capture options. These options are found in the *SnagIt Printer Capture Settings* dialog box.

Printer Capture enhances printing in a number of ways. You can:

- Print multiple pages per sheet (2, 4, 6, 8, or 16) (Windows 2000 and XP only).
- Control margins and scale the image in ways the original application may not have supported.
- Annotate output, add a watermark, or include a border or frame.

See also:

- **SnagIt Printer Capture Settings Dialog Box**
- **Printer Capture Preferences Tab**
- **SnagIt Printers Tab**
- **Printer Capture Filters**

SnagIt Printer Capture Settings Dialog Box

Use the options in the *Printer Capture Settings* dialog box to select the **Output** and **Filters** options for your Printer capture. To access the *Printer Capture Settings* dialog box, from within *SnagIt*, select **Tools > SnagIt Printer Capture Settings**.

The following table summarizes the description and use of each option found in the *Printer Capture Settings* dialog box.

Option	Description & Use
Input	This read-only field reflects the <i>SnagIt</i> printer output.
Input Properties button	Select this button to access the <i>Input Properties</i> tabbed dialog box, which contains the SnagIt Printers and Printer Capture Preferences tab options.
Output	Select this field's arrow button to see a dropdown menu of <i>Output</i> options. Select the desired <i>Output</i> from the menu.
Output Properties	Select this button to access the <i>Output Properties</i> tabbed dialog box, which allows you configure various properties related to your output choice. For output options, see Share Your Captures and Output Properties . See also Printer Capture Preferences and SnagIt Printers .
Filters	Select this field's arrow button to see a dropdown menu of capture filters. Select the desired filters from the menu. See also Printer Capture Filters and Capture Effects .

Printer Capture Preferences Tab

Use the **Printer Capture Preferences** tab options to set the directory where temporary printer capture files are stored. You can also set *SnagIt* to close after printing if *SnagIt* has not already been running prior to taking the capture.

To access the *Printer Capture Preferences* options, from within *SnagIt*, select **Tools > SnagIt Printer Capture Settings >** select the **Input Properties** button.

From within the *Input Properties* dialog box, select the **Printer Capture Preferences** tab.

The following table summarizes the description and use of each option in the *Printer Capture Preferences* tab.

Option	Description & Use
Temporary capture file directory	Use this option to change the temporary capture directory. Either type the directory path in the box, or select the Browse button to locate and then select the desired directory.
Close SnagIt after capture (if SnagIt was not running)	If <i>SnagIt</i> was not running when the capture was invoked, select this option to have <i>SnagIt</i> automatically close after taking the capture. Deselect this option to have <i>SnagIt</i> stay open after capture.

SnagIt Printers Tab

The *SnagIt Printer* tab options allow you to create custom *SnagIt* printers to be used during a printer capture. This tab also gives you access to the *Properties* dialog box so you can set layout and paper/quality preferences.

When creating a *SnagIt* printer, you select the desired output and any filters that you want to be used when printing.

To access the *SnagIt Printer* options, from within *SnagIt*, select **Tools > SnagIt Printer Capture Settings >** select the **Input Properties** button.

From within the *Input Properties* dialog box, select the **SnagIt Printers** tab.

The following table summarizes the description and use of each option in the *SnagIt Printers* tab.

Option	Description & Use
SnagIt printer	This option allows you to specify the <i>SnagIt</i> Printer you want to use for printer captures. From the dropdown box, select the desired <i>SnagIt</i> printer.
Properties	Select this option to access the <i>SnagIt Document Properties</i> tabbed dialog box, which allows you to set layout and paper/quality preferences. For information on the options found in this dialog box, consult your printer documentation.
Add a SnagIt Printer	This option allows you to add a new <i>SnagIt</i> Printer to your list. Select this button and the <i>Printer name</i> dialog box appears. Enter the name of the printer and select OK to save changes and exit. For complete instructions on creating and setting up a <i>SnagIt</i> Printer, see Creating a Printer to Use with Printer Capture .

Printer Capture Filters

Filters are selected prior to capture and are applied automatically during the capture process, before the preview and output processes.

The *Filter* options give you versatile control over the appearance of your capture by allowing you to:

- Add captions, borders, edge effects, watermarks, and more.
- Convert and substitute colors.
- Change image scale and resolution.
- Trim images.

Note: Different filter options are offered depending on the capture mode selected. This chapter briefly describes the filters used in Printer Capture Mode.
See also **Capture Effects**.

You access the *Printer Capture* filter options within *SnagIt*'s main interface. From the toolbar, select **Tools > SnagIt Printer Capture Settings > Filters** button. Once you select the **Filters** button, the dropdown menu of available filters displays.

The following table describes the different filters contained within the *Filters* dropdown menu.

Filter	Description
Color Depth	<p><i>SnagIt</i> gives you the option of creating a customized <i>Color Depth</i> capture filter. Select from the following options:</p> <p>None Deselects the color conversion filters. When new captures are made, none of the filters in the group will be applied to the image.</p> <p>Monochrome Changes the captured color image to monochrome (black and white). Lighten or darken the image using the Intensity threshold for white slider, or by typing a new value in the box located to the right of the slider.</p> <p>Halftone Changes the captured color image to a dithered monochrome (black and white) image. This conversion effect can be useful for printing to low-resolution printers or screens.</p> <p>Grayscale Changes the captured color image to grayscale. This conversion effect can give a “smooth” look to printed copies of the image, when used with some combinations of layout software and printer hardware</p> <p>Custom Color Depth Allows you to customize the color resolution, dithering and palette of an image during or after capture.</p> <p>See also Custom Color Depth Effect.</p>

Filter	Description
Color Substitution	<p><i>SnagIt</i> gives you the option of creating a customized <i>Color Substitution</i> capture filter. Select from the following options:</p> <p>None: Deselects all of the color substitution filters. When new captures are made, none of the filters in the group will be applied to the image.</p> <p>Invert Colors: Inverts the RGB color values of the screen you are capturing.</p> <p>Color Substitution: Replaces a color with one other color or multiple other colors. See also Color Substitution Effect.</p>
Color Correction	<p>Use this filter to alter the color settings of your capture.</p> <p>Brightness Changes the intensity (brightness) of the image prior to capture. Move the slide control left to darken the image, right to lighten it.</p> <p>Contrast Changes the contrast between light and dark portions of the selected image. Move the slide control left to darken the contrast, right to lighten it.</p> <p>Hue Changes the hue of colors in the selected image. Move the slide control to adjust the hue.</p> <p>Saturation Increases or decreases the saturation of colors in a selected image. Move the slide control left or right to decrease or increase the saturation.</p> <p>Gamma Adjusts the intensity of colors in a selected graphic by changing the gamma constant that is used to map the intensity values. Move the slide control left to decrease or right to increase the gamma correction by the specified percentage. See also Color Correction Effect.</p>
Image Resolution	<p>Use image resolution to either set an image resolution in dots per inch or to allow <i>SnagIt</i> to configure it automatically.</p> <p>This option can be used to control how other applications display and print <i>SnagIt</i> captured images. Adjusting the image resolution does not affect the way <i>SnagIt</i> displays or prints the image. See also Image Resolution Effect.</p>

Filter	Description
<p>Image Scaling This option is only available if Output > Printer is <u>not</u> selected.</p>	<p>These options allow you to scale your capture to the desired size. Use a preset size or select Resize Image to set a custom size.</p> <p>None Deselects the image scaling filters. When new captures are made, none of the filters in the group will be applied to the image.</p> <p>Image Scaling Percentages Use the percentages to select the desired percent scaling factor. If the percentage you need is not listed, select the Resize Image option.</p> <p>Resize Image Changes the overall size of an image to custom specifications. See also Resize Image Effect.</p> <p>Smooth Scaling Decreases the dimensions (height and width) of screen capture images, while giving the edges of the capture a “smooth” appearance. The Smooth Scaling option improves the readability of the scaled down capture. The Smooth Scaling option does not apply when captures are sent directly to the printer (for example, when Output is set to Printer).</p>
<p>Caption</p>	<p><i>SnagIt</i> gives you the option of creating a customized <i>Caption</i> capture filter. This filter adds a caption, formatted to your specifications, during the capture process.</p> <p>You can use captions to include a time/date stamp, system-related data, a title or any free text within your capture. You can customize the font, color, and placement of your captions.</p> <p>To disable a Caption filter, within the <i>SnagIt Printer Capture Settings</i> dialog box, select the Filters button, and then select Caption. Within the <i>Caption</i> task page, remove the text from the Text field. Select OK.</p> <p>See also:</p> <ul style="list-style-type: none"> • Caption Effect • Caption Options • Caption Settings • Time/Date Format Options
<p>Border</p>	<p><i>SnagIt</i> gives you the option of creating a customized <i>Border</i> capture filter. This filter adds a border around the capture, formatted to your specifications, during the capture process.</p> <p>Using the border options, you can select a width for the border and its shadow, put the border outside or inside within the image, apply a 3D effect to make it look raised, select highlight and shadow colors, and more.</p>

Filter	Description
Edge Effects	<p><i>SnagIt</i> gives you the option of adding an <i>Edge Effect</i> filter to your captures. Edge Effects are special effects that you place around the outside edges of your capture. These include a drop shadow, torn, wave, faded, saw, sharktooth, and beveled edge. The Edge Effects options allow you to customize the edges of your capture by:</p> <ul style="list-style-type: none"> • Changing the size and location of the effect. • Adding a shadow and defining its size, location and color. • Adding an outline and defining its size and color. • Changing the background color. <p>See also Edge Effects Options.</p>
Watermark	<p><i>SnagIt</i> gives you the option of adding a customized <i>Watermark</i> filter to your captures. Use the Watermark filter to add a graphic file in a fixed location in the image capture. You can add logos, titles, signatures, banner ads and more. Graphic files in BMP, GIF, or, JPG format can be used as watermarks.</p> <p>The image or text file you use as a watermark can be overlain, underlain, embossed, etc. The watermark can also be made transparent as an overlay, or not. Experiment to discover the variety of creative ways you can use the Watermark effect.</p> <p>See also Watermark Effect.</p>
Trim	<p><i>SnagIt</i> gives you the option of creating a customized <i>Trim</i> capture filter. Use the Trim filter options to cut the outside borders of your captures. You can trim the top, bottom, and sides of your capture, or any combination of these. When the Trim filter is enabled, the number of pixels you specify will be automatically trimmed.</p> <p>See also Trim Effect.</p>

Working with Multipage Captures using SnagIt Printer Capture

Saving your *SnagIt Printer Capture* as a multipage file allows you to save all of the pages of the capture within one image file. If you do not save your *Printer Capture* using the multipage file format, each page of your capture will be saved as an individual image file.

Using the multipage file format, when your capture is complete, it displays in the *Capture Preview* window where you can use the **Multipage Viewing Tools** to view the multiple pages.

To view and/or edit a multipage file after it has been saved, use the *SnagIt Editor* to open the file and make any changes. Use the **Previous Page** and **Next Page** buttons to move throughout the image file.

You can use the **Page Setup Options** before taking your *Printer Capture* to configure the margins, number of images on a page, etc. Select one or more filters to enhance your capture with edge effects, color preferences, etc.

Note: If you have taken your *Printer Capture* using the configuration for multipage file output but select to complete your capture using **File > Save As** within the *Capture Preview* window instead of clicking on the **Finish (File) button** on the toolbar, you will only be able to save the current page as an image file.

See the following topics for more information on working with multipage captures:

- **Configuring and Saving a Multipage File**
- **Setup and Save a Multipage Capture**
- **Multipage Viewing Tools**
- **Save Multiple Images Dialog Box**

Configuring and Saving a Multipage File

Multipage file capability is only available when you set your *Printer Capture* output setting to **File** and specify PDF or TIF format in the *Output Properties* dialog box.

Setup and Save a Multipage Capture

1. From within *SnagIt*, select **Tools > SnagIt Printer Capture Settings > Output > File**.
2. Select the **Output Properties** button. The *Output Properties* tabbed dialog box displays.
3. Select **Image File > File Format > PDF** or **TIF**. Select **OK** to save changes.
4. Within the *SnagIt Printer Capture Settings* dialog box, select **OK**.
5. Make sure that the *SnagIt 8* printer is selected as the current printer. Print the desired number of pages within the host application.
6. Once the capture has been completed, it will display within the *Capture Preview* window.



7. Select the **Finish (File)** button on the toolbar to complete the capture.
8. The *Save As* dialog box displays. Select the location to save this capture to and give the file a name. Make sure you retain the PDF or TIF file format within the *Save as type* field.




Your *Printer Capture* file has now been saved as a multipage image file. To edit the file, use Adobe Acrobat to open the PDF or use *SnagIt Editor* to open the TIF file. Use the **Multipage Viewing Tools** to view the multiple pages.

Note: When performing a *Printer Capture*, if your *Output* setting is set to any file type other than PDF or TIF, when you complete your capture within the *Capture Preview* window using the **Finish (File) button**, you will see the *Save Multiple Images* dialog box. See also **Save Multiple Images Dialog Box**.

Multipage Viewing Tools

The following table summarizes the description and use of each of the multipage image options in the *Capture Preview* window and *SnagIt Editor* toolbar. These options are only enabled when a multipage image file is being viewed.

Note: If a printer capture has multiple pages, be aware that all vector objects are flattened when you move to another page. This means that once you switch pages within a capture, vector objects become part of the background and you can no longer select and move the objects.

Option	Description	Use
	Delete Page	Deletes the current page of the multipage image file. When using Delete, changes will not occur until you save the file as a multipage PDF or TIF.
	Previous Page	Use this option to move back through the multipage image file.
	Next Page	Use this option to move forward through the multipage image file.

Save Multiple Images Dialog Box

Note: While saving your *Printer Capture* image file, if the *Save Multiple Images* dialog box displays and you had been trying to save a multipage PDF or TIF file, see **Working with Multipage Captures using SnagIt Printer Capture** to learn about setting up a multipage capture.

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.

You can use the **Page Setup Options** before taking your *Printer Capture* to configure the margins, number of images on a page, etc. Select one or more filters to enhance your capture with edge effects, color preferences, etc.

Note: In order to save each page as a separate image file, you must select an **Output > Output Properties > Image File > File Format** other than PDF or TIF.



To complete your capture, select the **Finish (File) button** on the toolbar. The *Save Multiple Images* dialog box displays. Each of the options within this dialog box is described in the following table.

Option	Description & Use
Folder	Select an output Folder for your captures by typing the desired location into the box provided, by selecting a recently used location from the list box, or by choosing the Browse button and searching for the location.
File name prefix	This option allows you to enter a prefix in the filename for each of the captures in this series that is going to be saved. Simply type a file name prefix in the File name prefix box.

Option	Description & Use
Number of digits in index	This option allows you to 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 that will be saved is already entered into this box.
Save images as type	This option allows you to specify the file format for image captures. There are 28 different file formats to select from. Select a format by clicking on it in the scrolling list. See File Format Types for more information.
Images will be saved to	This read-only field displays the folder where the images be saved. It also shows you how your files will be named using the prefix and number system you have selected.
Options	Select Options to access the File Format Types dialog box.

SnagIt OneClick

With *SnagIt OneClick*, it is now even quicker and easier to take a capture from your desktop. Using the *OneClick* window, you can access your basic and custom profiles, open *SnagIt* and its companion applications (*SnagIt Editor* and *Catalog Browser*), and configure *OneClick* to your specifications, all while the *SnagIt* application is reduced to the system tray.

See the following topics for more on using *SnagIt OneClick*:

- **Performing a Capture from within SnagIt OneClick**
- **Customizing the Behavior and Appearance of SnagIt OneClick**

To Access SnagIt OneClick

To enable and configure *SnagIt OneClick*, select **View > SnagIt OneClick**. *OneClick* will appear at a location along the edge of your monitor, and then it “hide” until you select or hover over that location again.

Getting Familiar with SnagIt OneClick



<p>1</p>	<p>Once <i>SnagIt OneClick</i> is enabled, it appears on the side of your monitor. A balloon tip displays to let you know where <i>OneClick</i> is hidden. Note that there is a blue bar on the monitor side where <i>OneClick</i> is hidden. This allows you to easily find <i>OneClick</i>. To access <i>OneClick</i> while it is hidden, pass your cursor over the blue bar. <i>OneClick</i> displays. The location of <i>OneClick</i> can be changed by dragging <i>OneClick</i> to the desired location at the side of your monitor and leaving it there.</p>
<p>2</p>	<p>Notice that the <i>OneClick</i> screen looks very similar to the List View of the <i>Profiles</i> pane located within <i>SnagIt</i>'s main interface. This is because most of <i>OneClick</i> is simply made up of the Capture Profiles that are located in the <i>SnagIt Profiles</i> pane. Any profiles or hotkeys that are created within <i>SnagIt</i> are automatically updated to <i>OneClick</i>.</p>
<p>3</p>	<p>To take a capture using <i>OneClick</i>, select the desired profile. The capture is taken and <i>OneClick</i> is once again hidden from view until you need it again.</p>
<p>4</p>	<p>The I want to option gives you quick access to <i>SnagIt</i> and companion editing applications and tools such as <i>SnagIt Editor</i> and <i>Catalog Browser</i>.</p>
<p>5</p>	<p>Once you select the I want to option, a dropdown menu of links displays. Select the desired link from the list. Select the arrow button to close the I want to dropdown menu. You can configure the behavior and appearance of <i>SnagIt OneClick</i> to your personal preference. To access the configuration options, select the Configure SnagIt OneClick link.</p>

Performing a Capture from within SnagIt OneClick

SnagIt OneClick truly gives you the power to perform a capture in one click. When you select one of your capture profiles from the lists in *SnagIt OneClick*, *SnagIt* immediately takes the capture and sends it to the designated output.

If the capture profile you use has the *Capture Preview* window option enabled, then the output will be sent directly to the *Capture Preview* window for viewing and editing.

Customizing the Behavior and Appearance of SnagIt OneClick

You can configure the behavior and appearance of *SnagIt OneClick* with your preferences. To access the configuration options, select the **Configure SnagIt OneClick** link from the “I want to” list. The *SnagIt OneClick Options* dialog box appears.

You can also move *SnagIt OneClick* to any location around the outside edges of your screen simply by clicking on *OneClick* and dragging it to the desired location.

To change the width or height of *SnagIt OneClick*, select the top or side of the remote and drag it to the desired size.

Continue with **OneClick Configuration Options**.

OneClick Configuration Options

You can configure the behavior and appearance of *SnagIt OneClick* with your preferences. To access configuration options, select the *Configure the SnagIt OneClick* link from the **I want to** list. The *SnagIt OneClick Options* dialog box appears.

The following table describes each of the options found in the *Options* dialog box.

Option	Description & Use
Click to activate	Select this option if you want the <i>SnagIt OneClick</i> to appear when you select its location at the edge of your screen.
Hover to activate	Select this option if you want the <i>SnagIt OneClick</i> to appear if you hover near its location at the edge of your screen. The Hover time (ms) box lets you specify how long you need to hover near the <i>SnagIt OneClick</i> before it appears.
Hotkey setup	Select any combination of CTRL, SHIFT, ALT, and a key from the dropdown list to set a hotkey for the <i>SnagIt OneClick</i> . When you press the hotkey combination, the <i>SnagIt OneClick</i> appears.
Begin hiding timeout (seconds)	This option allows you to set the length of time (in seconds) the <i>SnagIt OneClick</i> waits before hiding.
Hide animate speed	This option allows you to specify how quickly the <i>SnagIt OneClick</i> hides. The dropdown list offers the following choices: Normal , Fast , Slow , or Instant .
Amount shown while hidden (pixels)	This option allows you to determine how much (in pixels) of the <i>SnagIt OneClick</i> appears along the edge of your screen while it is hidden.
Make OneClick transparent when hidden	Select this option to make <i>OneClick</i> completely disappear from the edges of your screen when it is hidden.
Open animate speed	This option allows you to set how quickly the <i>SnagIt OneClick</i> opens. The dropdown list offers the following choices: Normal , Fast , Slow , or Instant .
Delay time for Time Delay Capture(s)	If you want set up a delay prior to captures, type the length of the delay, in seconds, in this box. <i>SnagIt</i> will wait this length of time before performing the capture.
Default	Select Default to restore the options in the dialog box back to their original settings.

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