



TechSmith[®] Snagit[®]

Snagit Help



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Table of Contents

| | |
|---|-----------|
| Table of Contents | 3 |
| Introducing: Improved Capture Window | 14 |
| Presets | 14 |
| Introducing: Webcam Recording | 15 |
| Introducing: Panoramic Capture | 16 |
| Introducing: Customize the Snagit Editor Toolbar | 16 |
| Introducing: Animated GIF | 17 |
| Introducing Themes | 17 |
| Introducing Auto-Fill Background | 17 |
| Introducing Magic Wand | 18 |
| Introducing: Share History | 18 |
| Capture Window Overview | 18 |
| Capture Tabs | 20 |
| Capture Button | 21 |
| Save Capture Settings with Presets | 21 |
| Change the Global Capture Hotkey | 22 |
| Change the Global Capture Hotkey | 23 |
| Capture an Image | 23 |
| Capture an Image with All-in-One | 23 |
| Set Up an Image Capture | 26 |
| What Do You Want to Capture? | 26 |
| Capture a Region | 30 |
| Capture a Region with All-in-One | 30 |
| Set Up a Region Capture | 31 |
| Capture the Entire Screen | 32 |
| Capture with All-in-One | 33 |
| Set Up an Image Capture | 33 |

| | |
|---|-----------|
| Capture a Window | 34 |
| Capture a Window with All-in-One | 35 |
| Set Up a Window Capture | 36 |
| Capture a Menu | 38 |
| Set Up a Time-Delayed Capture | 39 |
| Schedule a Capture | 41 |
| Set Up a Time-Lapse Capture | 42 |
| Capture a Fixed Region | 43 |
| Capture a Fixed Sized Image | 44 |
| Capture a Specific Location on the Screen | 45 |
| Capture a Free Hand Area | 46 |
| Capture Multiple Areas on the Screen | 48 |
| Capture from a Scanner or Camera | 49 |
| Save Capture Settings with Presets | 51 |
| Add a Preset from the Current Settings | 51 |
| Add a New Preset | 52 |
| Capture with a Preset | 54 |
| Start a Capture using a Preset | 55 |
| Assign a Preset Hotkey | 55 |
| Assign or Change a Preset Hotkey | 56 |
| Edit a Preset | 56 |
| Edit a Preset | 57 |
| Rename a Preset | 58 |
| Arrange the Preset List | 59 |
| Share Presets (Import or Export Presets) | 59 |
| Import a Preset | 60 |
| Export a Preset | 60 |
| Capture a Scrolling Window | 61 |
| Panoramic Scrolling Capture | 63 |

| | |
|--|-----------|
| Capture with All-in-One | 64 |
| Capture with the Preset | 65 |
| Selection Area Tips | 66 |
| Scrolling and Panning Tips | 66 |
| Capture Hotkeys | 66 |
| Image Capture Hotkeys | 66 |
| Video Capture Hotkeys | 67 |
| All-in-One Tab Settings | 67 |
| Image Tab Settings | 69 |
| Basic Settings | 70 |
| Selection Settings | 71 |
| Effects Settings | 74 |
| Share Settings | 75 |
| Save Settings as a Preset | 77 |
| Video Tab Settings | 77 |
| Basic Settings | 78 |
| Selection Settings | 78 |
| Share Settings | 79 |
| Save Settings as a Preset | 80 |
| Record a Video | 80 |
| Record a Video | 80 |
| Select the Video Recording Area | 82 |
| Select the Video Recording Area | 82 |
| Select Standard Dimensions | 84 |
| Snagit Editor Overview | 84 |
| Open Snagit Editor | 84 |
| Snagit Editor Overview | 86 |
| Recent Captures Tray | 87 |
| Save a Capture | 87 |

| | |
|--|-----------|
| Remove a Capture from the Tray | 88 |
| Delete a Capture | 88 |
| Tray Tips | 88 |
| View the Capture History (Library) | 88 |
| Search for Captures | 89 |
| Browse the Capture History | 90 |
| Viewing Captures in the Library | 91 |
| Working on the Canvas | 91 |
| Preview Captures | 92 |
| Draw or Arrange Objects on the Canvas | 92 |
| Common Image Editing Tasks | 93 |
| Tips for Working on the Canvas | 93 |
| Arrange Objects | 94 |
| Resize Objects | 94 |
| Move Objects | 94 |
| Rotate Objects | 94 |
| Flip Objects | 95 |
| Flip the Entire Canvas | 95 |
| Align Objects | 95 |
| Change the Order of Objects | 95 |
| Combine Images | 95 |
| Cut, Copy, and Paste | 96 |
| Copy Entire Canvas to the Clipboard | 96 |
| Copy a Selection to the Clipboard | 96 |
| Cut Out Part of an Image | 97 |
| Cut an Object | 97 |
| Cut all Objects | 97 |
| Paste onto the Canvas | 97 |
| Remove Unwanted Areas from an Image | 97 |

| | |
|--|------------|
| Trim an Image | 98 |
| Manual Trim | 98 |
| Auto Trim | 98 |
| Crop an Image | 99 |
| Cut Out a Section | 99 |
| Zoom In or Zoom Out | 100 |
| Change the View Percentage | 100 |
| Set the Zoom Preferences | 101 |
| View the Pixel Grid | 102 |
| Resize an Image | 102 |
| Rotate an Image | 103 |
| Create Source Graphics for Future Editing | 103 |
| Save an Image as a SNAG File | 104 |
| About Vector Graphics | 104 |
| Flatten Objects on the Canvas | 104 |
| Add Tags to Organize Captures | 104 |
| Apply a Tag | 105 |
| View Tags | 105 |
| Transparency Tips | 106 |
| Fill or Erase an Area with Transparency | 107 |
| Save a Transparent Image | 107 |
| Convert Images | 108 |
| Open the Convert Images Wizard | 108 |
| Add an Image Effect | 108 |
| Add an Image Effect | 108 |
| Snagit Effects | 109 |
| Add a Quick Effect | 110 |
| Apply a Quick Effect | 111 |
| Save a Quick Effect | 111 |

| | |
|--|------------|
| Remove a Quick Effect | 112 |
| Border | 112 |
| Add a Border | 113 |
| Edge Effects | 114 |
| Add an Edge Effect | 114 |
| Capture Info | 115 |
| Add a Capture Info Effect | 115 |
| Perspective and Shear | 116 |
| Add a Perspective and Shear Effect | 117 |
| Page Curl | 117 |
| Add a Page Curl Effect | 117 |
| Shadow | 118 |
| Add a Shadow Effect | 118 |
| Image Filters | 119 |
| Add an Image Filter Effect | 120 |
| Filter Options | 120 |
| Adjust the Image Color Settings | 120 |
| Add a Color Adjustment Effect | 121 |
| Swap or Replace Colors in an Image | 121 |
| Swap Colors in an Image | 121 |
| Replace a Color in an Image | 122 |
| Spotlight and Magnify | 123 |
| Add a Spotlight and Magnify Effect | 123 |
| Watermark | 123 |
| Add a Watermark | 124 |
| Import an Image or Video from a Mobile Device | 125 |
| Import Images or Videos from a Mobile Device | 125 |
| Tips for scanning the QR code | 127 |
| About Connecting TechSmith Fuse and Snagit | 127 |

| | |
|--|------------|
| About Mobile Sharing with TechSmith Fuse | 128 |
| Turn Mobile Sharing Off: | 128 |
| Troubleshooting TechSmith Fuse | 128 |
| Unable to send files from TechSmith Fuse to Snagit | 129 |
| Unable to scan QR code | 129 |
| QR code is missing | 129 |
| Import from Google Drive | 130 |
| Tools Overview | 130 |
| Getting Started with the Tools | 131 |
| Customize the Toolbar | 132 |
| Customize the Snagit Editor Toolbar | 132 |
| Add a Quick Style | 133 |
| Apply a Quick Style | 133 |
| Save a Quick Style | 134 |
| Remove a Quick Style | 135 |
| Themes | 135 |
| Open a Theme | 135 |
| Create a Theme | 136 |
| Edit a Theme | 138 |
| Manually Add or Edit Quick Styles | 139 |
| Delete Quick Styles | 140 |
| Import or Export Themes | 140 |
| Export a Theme | 140 |
| Import a Theme | 141 |
| Crop | 141 |
| Callout | 142 |
| Add a Callout | 143 |
| Edit a Callout | 144 |
| Text | 144 |

| | |
|---|------------|
| Add Text | 144 |
| Edit Text | 145 |
| Arrow | 146 |
| Add an Arrow | 146 |
| Add a Curved Arrow | 146 |
| Shape | 147 |
| Add a Shape | 147 |
| Edit a Shape | 148 |
| Step | 149 |
| Add Steps | 149 |
| Start a New Sequence | 150 |
| Enter a Specific Value for a Step | 150 |
| Blur | 151 |
| Selection | 151 |
| Selection Overview | 152 |
| What Do You Want to Select? | 152 |
| Magic Wand | 157 |
| Remove a Solid Color Background | 158 |
| Change the Color of Text or Objects | 159 |
| Pen | 161 |
| Line | 162 |
| Add a Curved Line | 162 |
| Stamp | 163 |
| Add a Stamp | 163 |
| Download More Stamps | 163 |
| Create a Custom Stamp | 163 |
| Organize Stamps | 164 |
| Add a Stamp Folder | 164 |
| Add a Custom Stamp | 164 |

| | |
|--|------------|
| Change the Default Stamp Folder Location | 166 |
| Download More Stamps | 166 |
| Highlighter | 166 |
| Fill | 167 |
| Eraser | 169 |
| Cut Out | 169 |
| Magnify | 170 |
| Magnify an Area | 171 |
| Edit the Magnified Area | 171 |
| Customize My Colors | 172 |
| Translate Text and Callouts | 173 |
| Send Text for Translation | 173 |
| Import Translations | 174 |
| Review Translated Images | 175 |
| Info | 176 |
| Warnings | 176 |
| Errors | 177 |
| Edit a Video | 178 |
| Video Playback in Snagit Editor | 178 |
| Trim or Cut Out Unwanted Video Sections | 180 |
| Create an Animated GIF Video | 181 |
| Custom GIF Settings | 182 |
| Save a Video Frame as an Image | 182 |
| Share Overview | 183 |
| Default Outputs | 183 |
| Download More Outputs | 185 |
| Share History | 185 |
| Open a Shared Capture | 186 |
| Reshare the Capture Link | 187 |

| | |
|--|------------|
| Manage Snagit Outputs | 188 |
| Download Additional Outputs | 189 |
| Remove an Output | 189 |
| Email | 189 |
| FTP | 190 |
| FTP Options | 190 |
| Program | 191 |
| Clipboard | 191 |
| Microsoft Word | 192 |
| Microsoft PowerPoint | 193 |
| Microsoft Excel | 194 |
| Microsoft OneNote 2013 | 195 |
| YouTube | 196 |
| ScreenCast.com | 197 |
| Google Drive | 198 |
| Dropbox | 199 |
| OneDrive for Business (My Places) | 200 |
| Share to My Places | 200 |
| Add a Place | 200 |
| Remove a Place | 201 |
| Snagit Hotkeys | 201 |
| Image Capture Hotkeys | 201 |
| Video Capture Hotkeys | 202 |
| Edit Hotkeys | 202 |
| Toolbar Hotkeys | 204 |
| Snagit Capture Preferences | 204 |
| General Tab | 204 |
| Capture Tab | 205 |
| Hotkeys Tab | 205 |

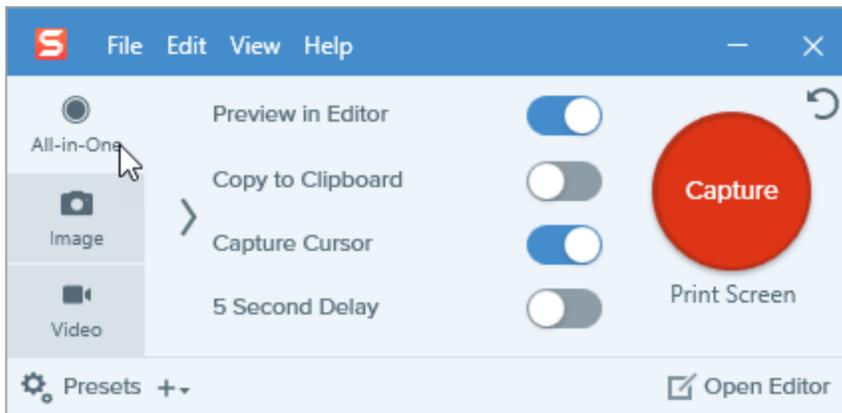
| | |
|---|------------|
| Change a Default Hotkey | 206 |
| Snagit Editor Preferences | 206 |
| General Tab | 206 |
| Editor Tab | 207 |
| Outputs Tab | 207 |
| Library Tab | 208 |
| Advanced Tab | 208 |
| Snagit Printer Capture Settings | 209 |
| Set Up a Snagit Printer | 209 |
| Send Content from an Application into Snagit Editor | 209 |

Introducing: Improved Capture Window

Whether you are looking to take a capture on-the-fly or to customize and save your capture settings for future use, Snagit's new design makes it simpler to switch between the capture options.

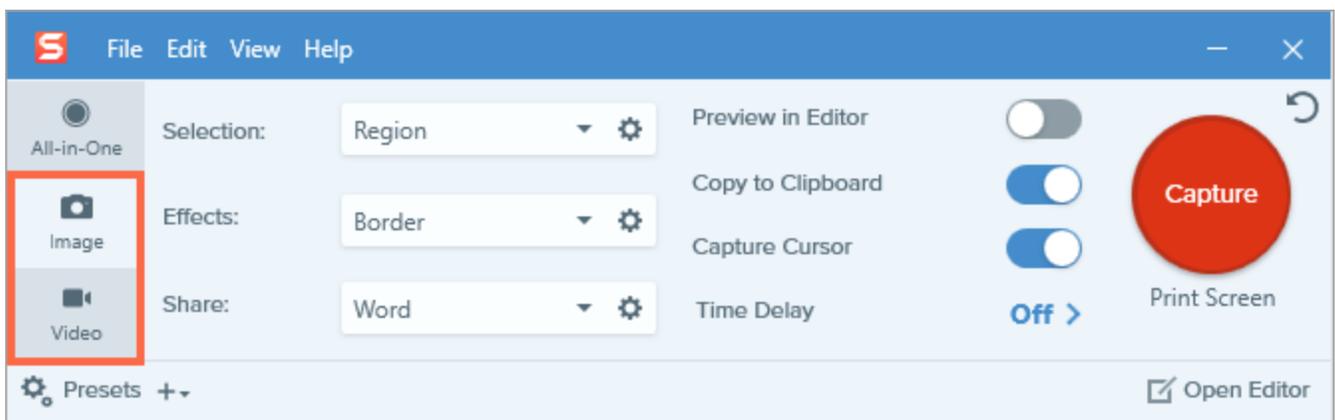
- **For Quick Captures**

With All-in-One capture, you can choose to capture an image, a panoramic scrolling image, or a video on-the-fly. Snagit has default capture settings to help you capture at any time.



- **For Custom or Repeated Captures**

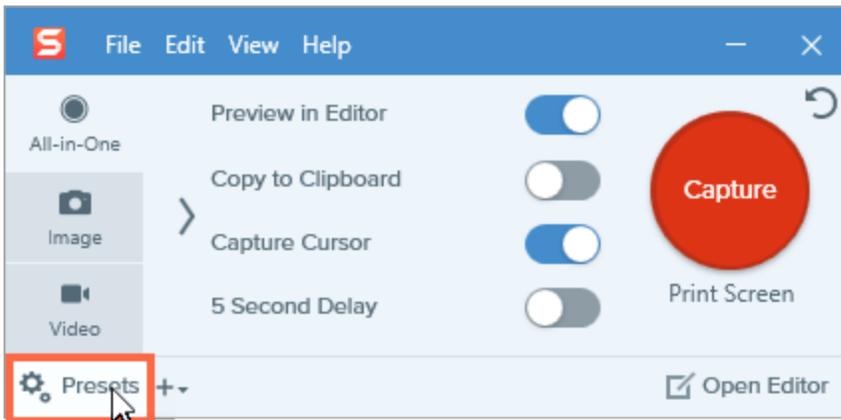
Use the Image and Video tabs to customize the settings to meet your needs. You can add image effects, automatically share a capture to a destination, set up a webcam recording device, and other customizations.



See .

Presets

Set up a preset to automatically remember your capture settings.



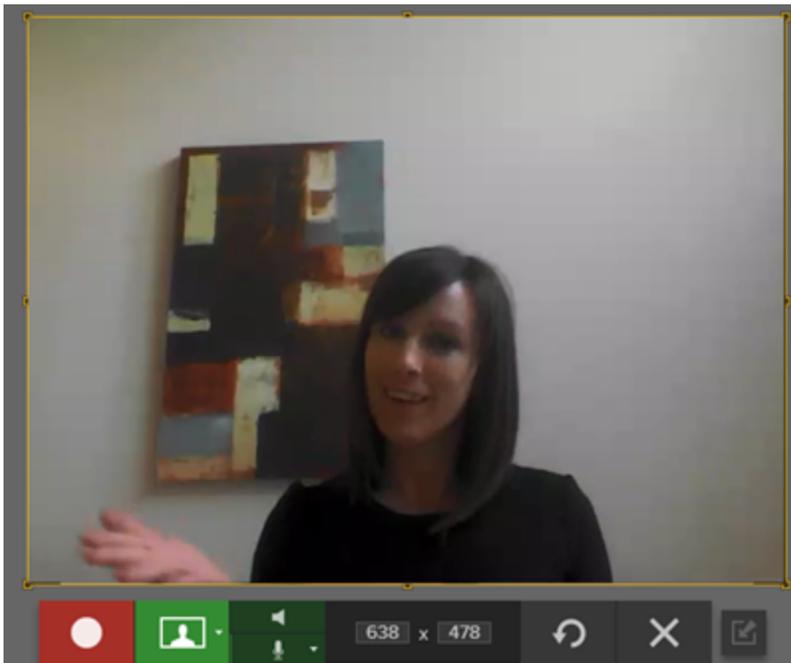
Use presets to:

- Save commonly used capture settings.
- Eliminate the setup time before each capture.
- Quickly switch between capture types based on the task at hand.
- Reduce the editing required by automatically adding effects or selecting the share location.

See .

Introducing: Webcam Recording

Record yourself with a webcam in Snagit. Quickly switch between displaying the speaker or the screen during a video recording.



Record a webcam to:

- Capture nonverbal cues that often get lost with only recording voice narration.
- Better connect with your audience.
- Record demos on a tablet or mobile device.
- Introduce a new topic or speaker in the video.

See .

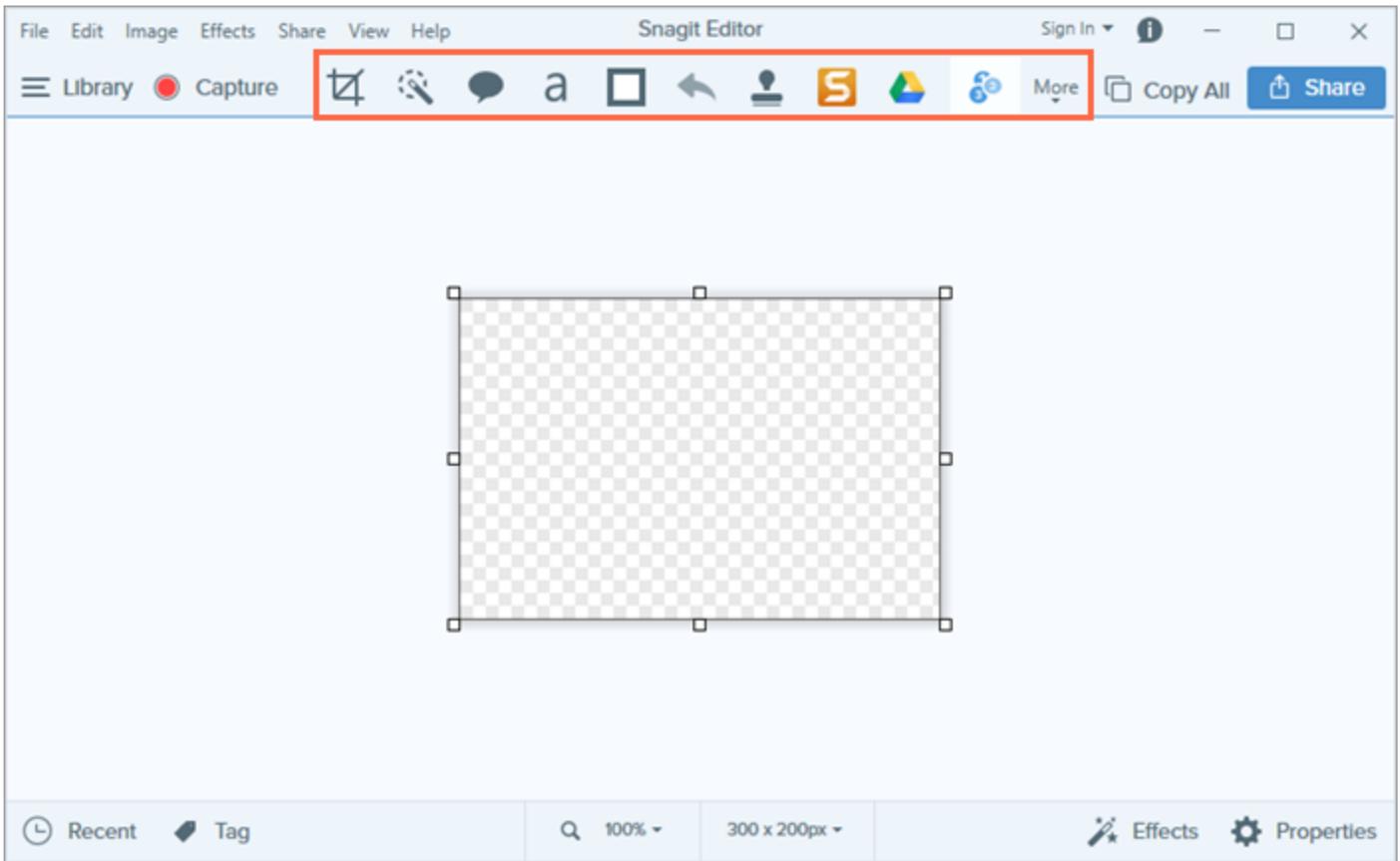
Introducing: Panoramic Capture

The Panoramic Scrolling Capture preset captures a continuous area within a window by manually panning or scrolling the window's contents.

See .

Introducing: Customize the Snagit Editor Toolbar

Customize the editing toolbar for quick access to your favorite tools, effects, and share destinations.



Add, remove, or arrange the options on the toolbar. To customize the toolbar, click More > Edit. Drag the desired options into the toolbar.

See .

Introducing: Animated GIF

Save a video capture as an Animated GIF. Demonstrate a step in a process or send a short animation. Animated GIFs are ideal for posting to support forums, social media, or other locations with video size restrictions.

to create one today!

Introducing Themes

Themes consist of a set of unique [Quick Styles](#) for each project, organization, or style guidelines you work with. Create and share your styles with others to create a consistent look.

See .

Introducing Auto-Fill Background

When moving or deleting items in an image, Snagit can automatically fill the removed area to match the surrounding content. Use auto-fill to quickly rearrange or erase items such as text, buttons, logos, icons when creating interface or website mockups.

See

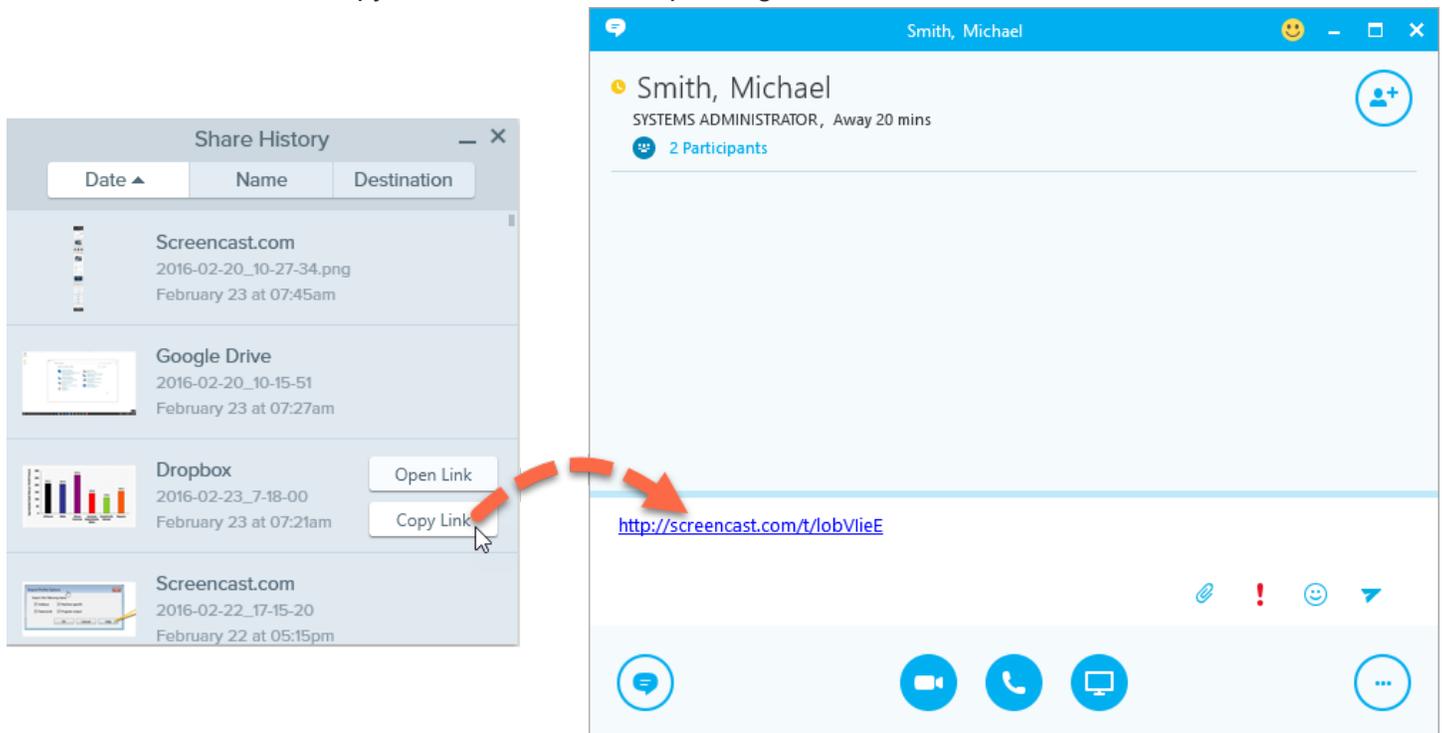
Introducing Magic Wand

The Magic Wand tool selects an area on the canvas based on color. Use this tool to remove a background or replace the color in objects such as text or logos throughout an image.

See .

Introducing: Share History

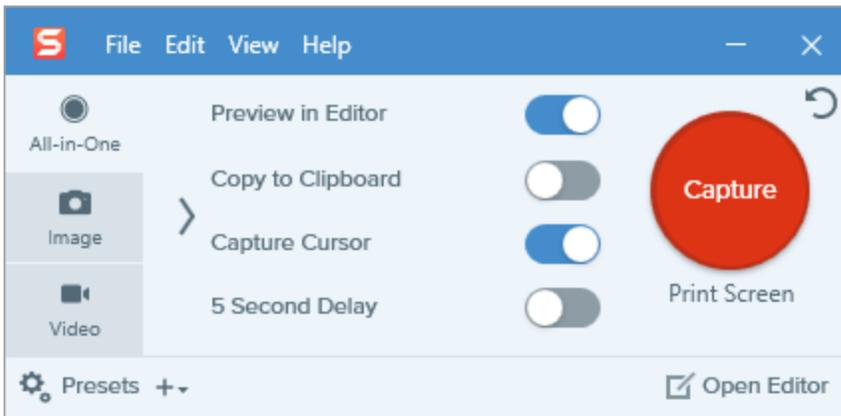
Snagit remembers your captures shared within the past 90 days. Use the Share History to quickly open the capture in its shared location or to copy the link to share the capture again.



To open your share history in Snagit Editor, click the Share button > Share History. To learn more, see .

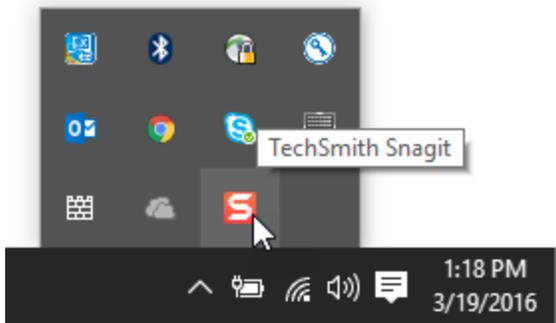
Capture Window Overview

The Capture window provides the flexibility to meet your capture needs. Take a quick capture, a customized screen capture, or a video recording.

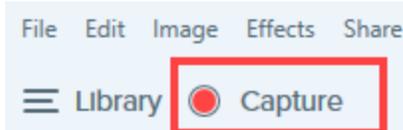


To open the Capture window:

- In the Notifications area, click the **Snagit** icon to open the Capture window on the screen.



- In Snagit Editor, click the **Capture** button to open the Capture window on the screen.



When the Capture window is open, it also appears in the taskbar.

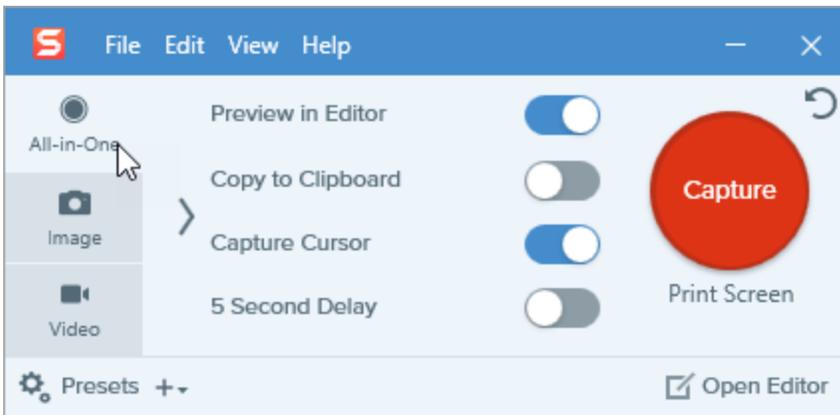


To turn on the dockable capture window, OneClick, select **File > Capture Preferences > General tab > Show OneClick**.

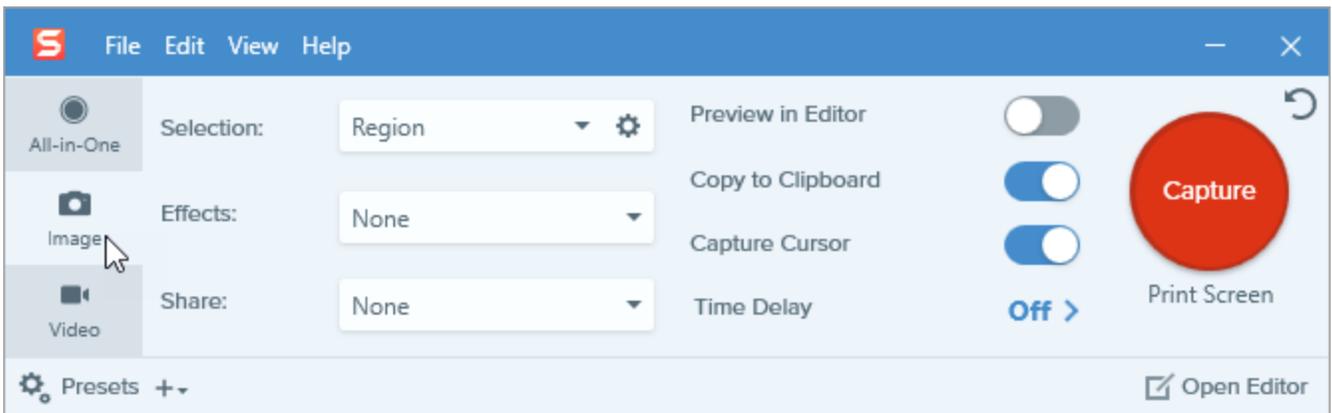
Capture Tabs

The Capture window is designed for quick and flexible capture. Switch tabs to choose between image, video, or the quick All-in-One capture settings.

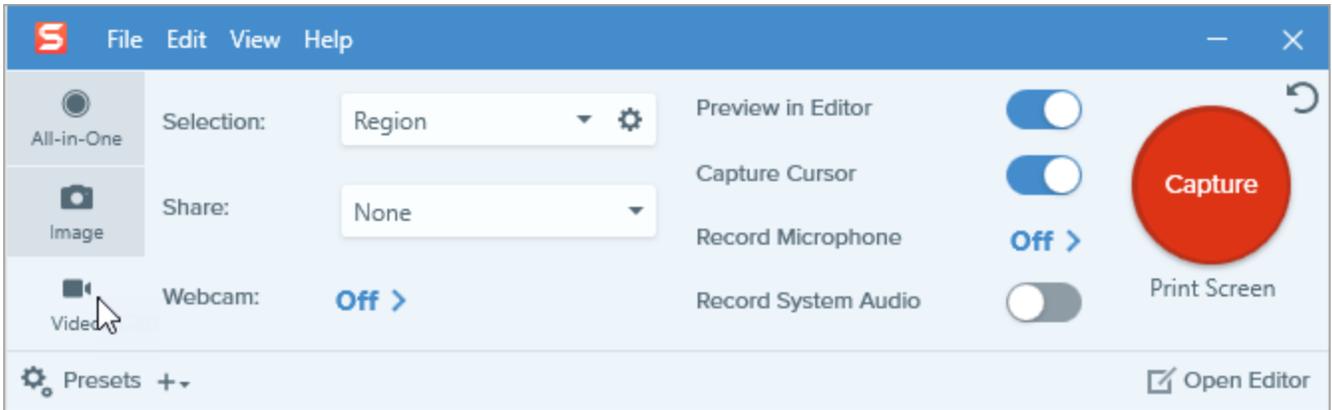
- **All-in-One Tab:** The default settings help you quickly capture an image, video, or panoramic capture on-the-fly.



- **Image Tab:** Customize the image capture settings to meet your needs. Automatically add effects, share directly to a destination, add a time delay, and much more.



- Customize the video capture settings to meet your needs. Set up audio or a webcam device for the video.

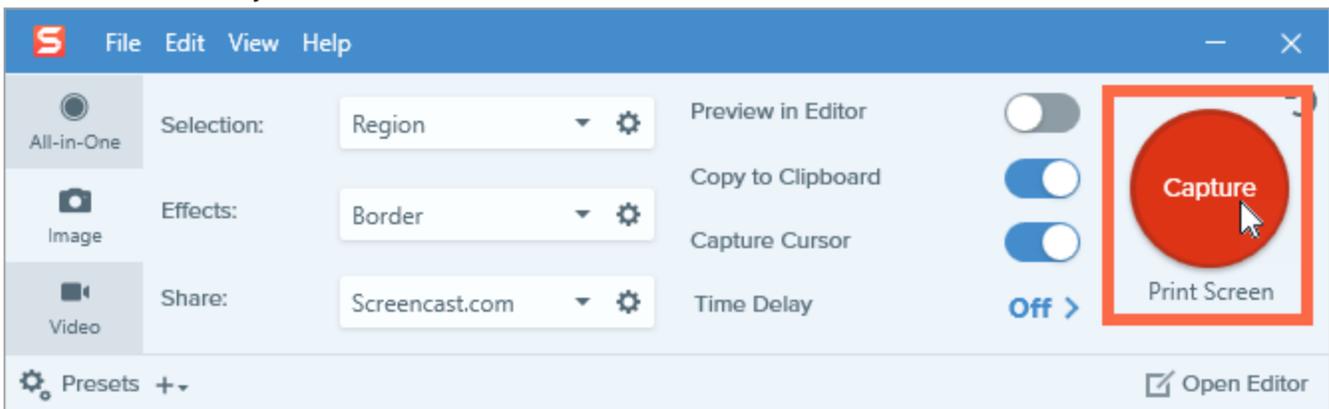


To learn more about the settings on each tab, see the following topics:

- [All-in-One Tab Settings](#)
- [Image Tab Settings](#)
- [Video Tab Settings](#)

Capture Button

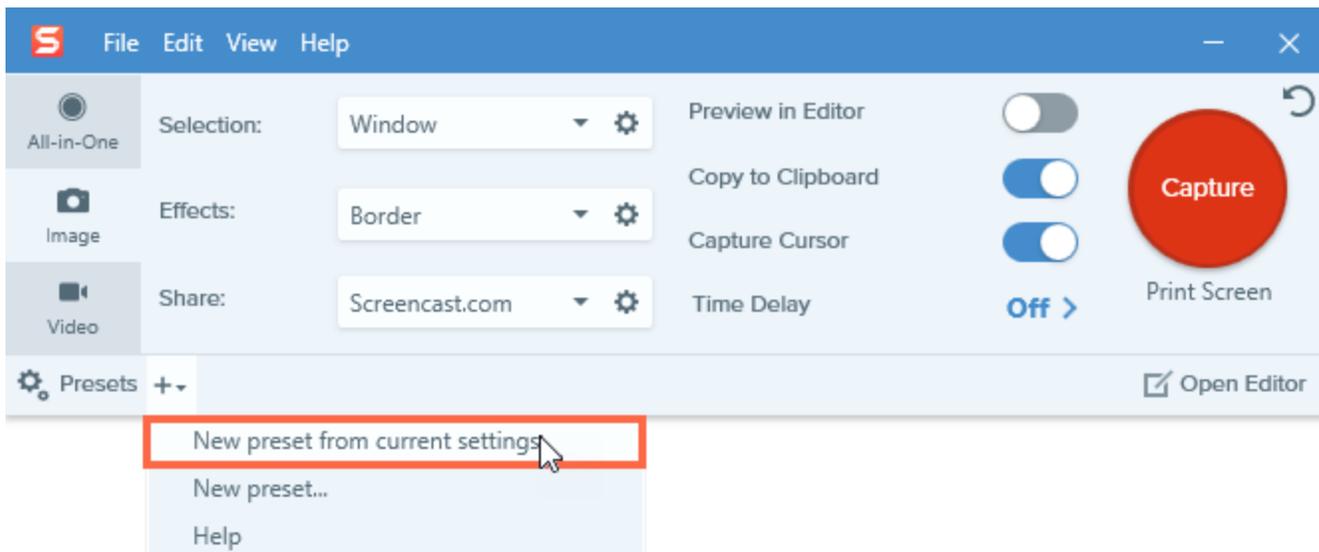
Click the **Capture** button on any tab in the Capture window to start a capture with the current settings. You can also start a capture with the current settings by pressing **Print Screen**, the global capture hotkey. To learn how to customize the hotkey.



In the example above, when you click the **Capture** button, Snagit captures an image with a border and shares it to Screencast.com.

Save Capture Settings with Presets

Set up a preset to automatically remember your capture settings.



Use presets to:

- Save commonly used capture settings.
- Eliminate the setup time before each capture.
- Quickly switch between capture types based on the task at hand.
- Reduce the editing required by automatically adding effects or selecting the share location.

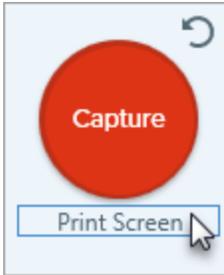
Change the Global Capture Hotkey

The global capture hotkey, Print Screen, starts a capture with the currently selected settings in the Capture window. Use the global capture hotkey instead of the Capture button to:

- Maintain the cursor's position on the screen during capture.
- Quickly capture without interacting with the Capture window.

Change the Global Capture Hotkey

1. Open the Capture window.
2. Click the **Change Hotkey** field.



3. Press the desired key combination on the keyboard.

The new hotkey appears in the field.

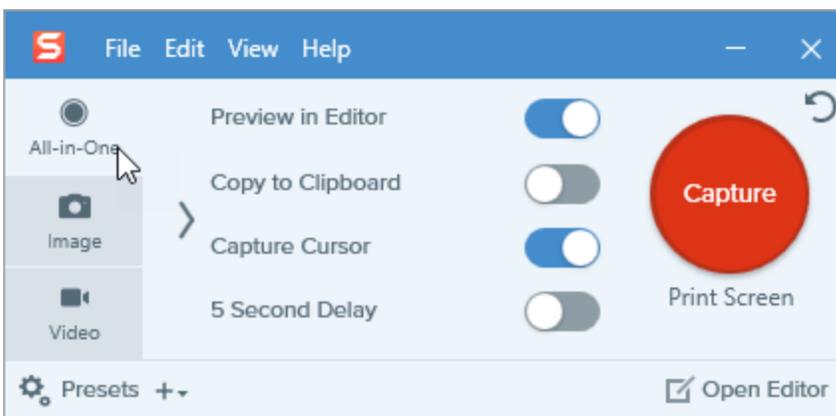
Capture an Image

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

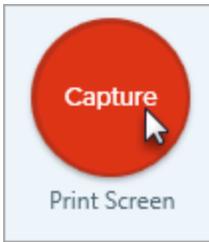
Capture an Image with All-in-One

The All-in-One tab provides settings to help you quickly capture an image or video capture on-the-fly.

1. In the Capture window, select the **All-in-One** tab.

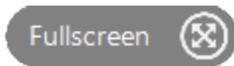


2. Click the **Capture** button or press **Print Screen**.

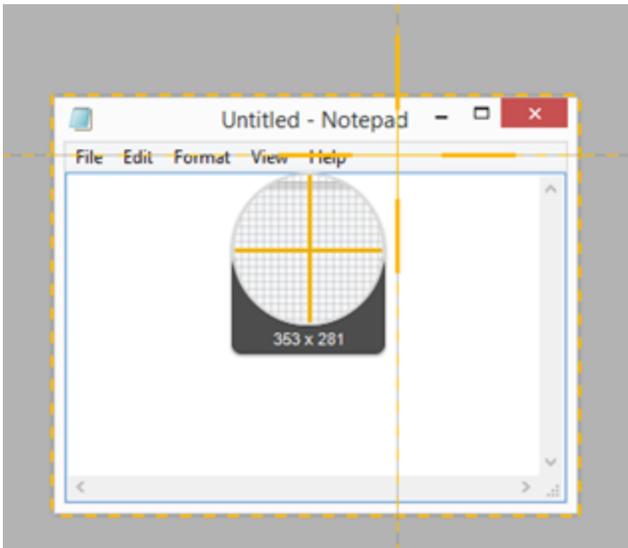


3. The orange crosshairs appear. Complete one of the following to select the area to capture:

- **Fullscreen:** Click the **Fullscreen** button to capture the entire screen.

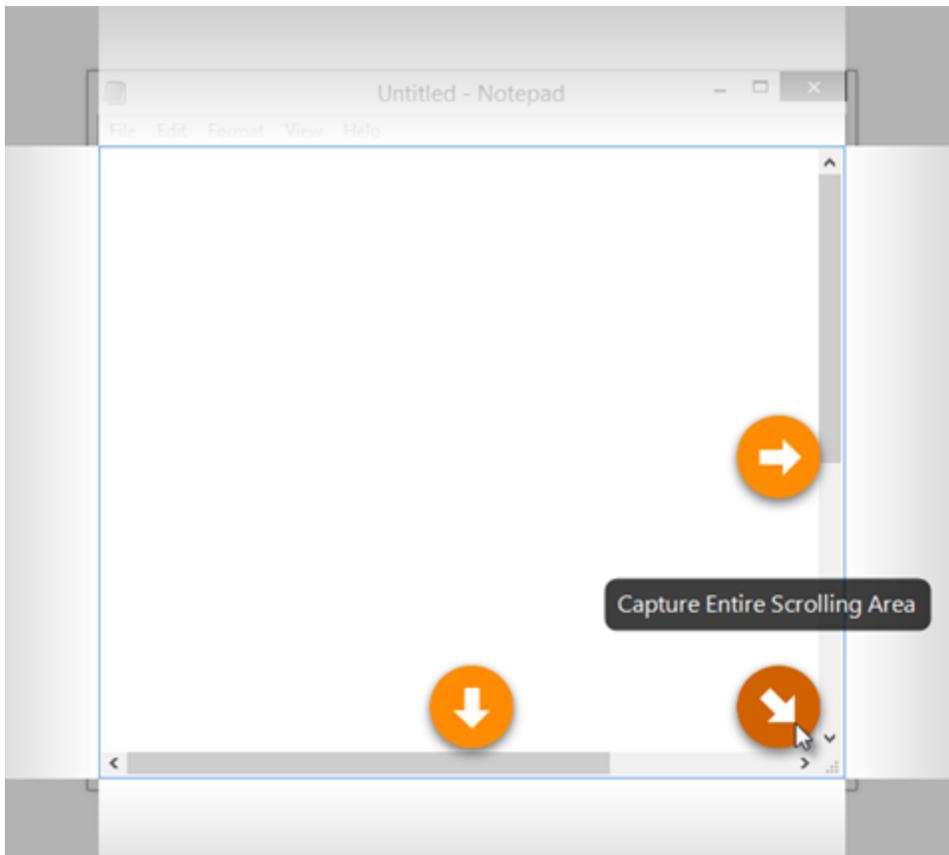


- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.

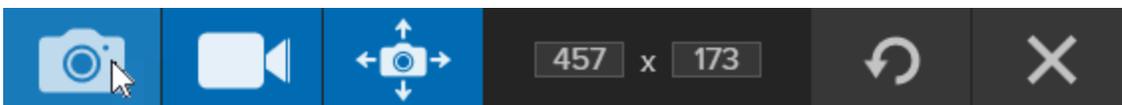


- **Region:** Click and drag to select the desired area on the screen.
- **Scrolling Area:** Move the cursor over the window. Click an arrow to capture the horizontal scrolling area, the vertical scrolling area, or the entire scrolling area. If arrows do not appear, see [Panoramic Scrolling](#)

Capture.



4. To edit the selected area, complete any of the following:
 - Drag the handles to adjust the selection.
 - To enter a specific size, type custom dimensions in pixels into the **Width** and **Height** fields.
 - To move the selected area on the screen, click within the highlighted area and drag the selection to the desired location.
5. Click the **Image Capture** button to finalize the capture when capturing the entire screen, a window, or a region.

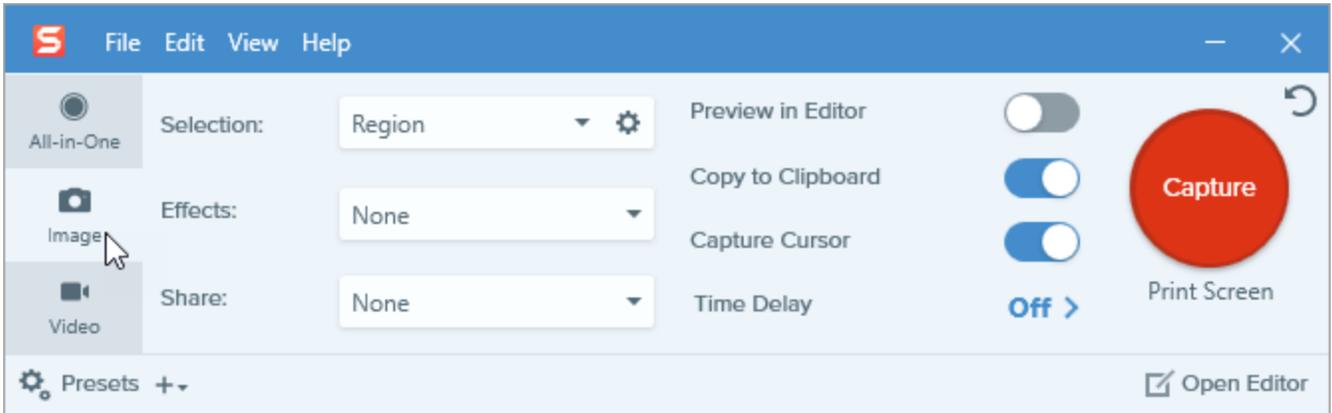


The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

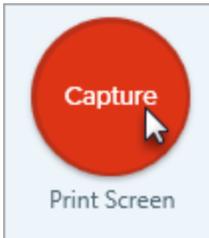
Set Up an Image Capture

The Image tab allows you to customize the capture.

1. In the Capture window, select the **Image** tab.



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See . .
4. Click the **Capture** button or press **Print Screen**.



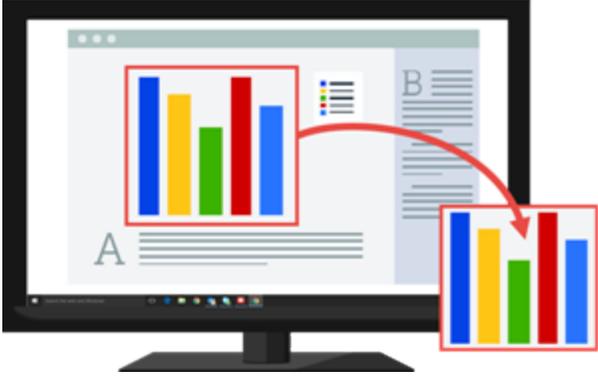
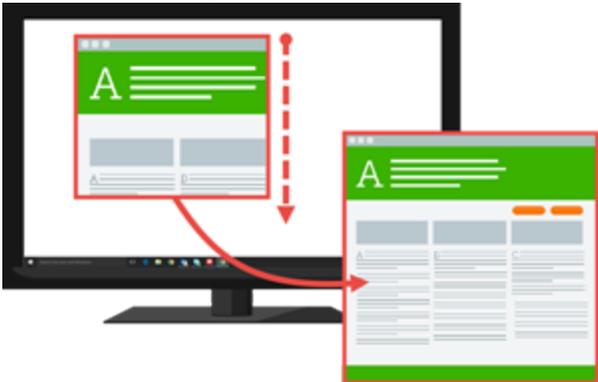
5. For more information on how to capture for each Selection option, see

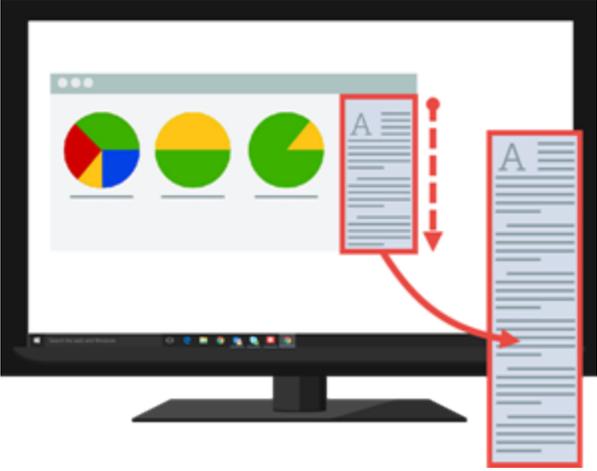
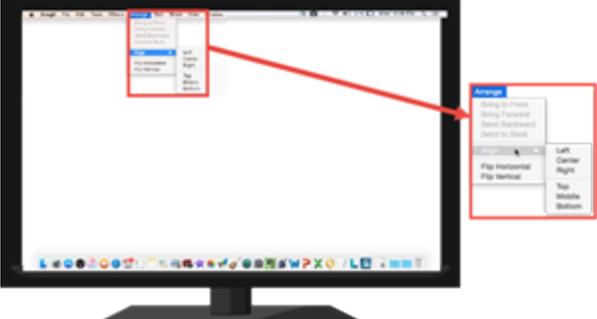
TIP: Save a Preset

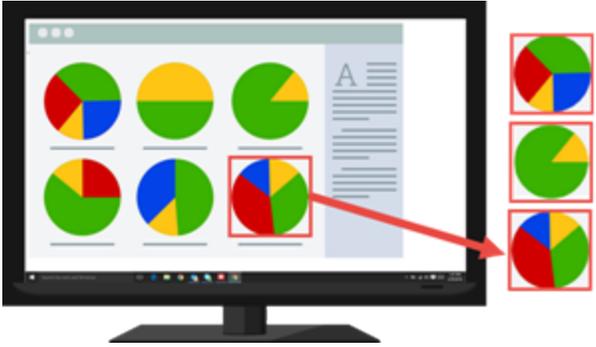
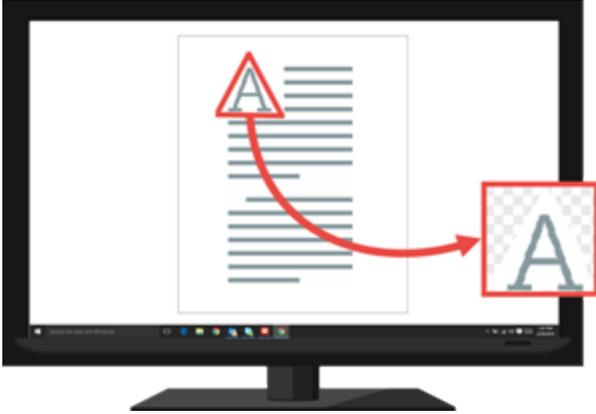
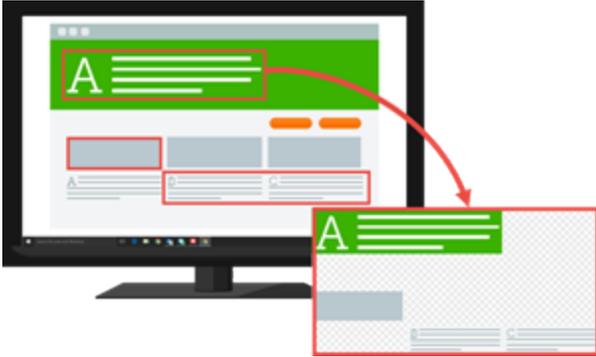
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

What Do You Want to Capture?

Discover the many ways to capture with Snagit to meet your needs.

| Capture Option | Description |
|---|---|
| <p>Capture an Image</p> | <p>Capture an image snapshot of anything on your screen.</p> |
| <p>Capture a Region</p>  | <p>Capture a portion of the screen.</p> |
| <p>Capture the Entire Screen</p> | <p>Capture the full screen. If you have multiple monitors, you can only select one screen at a time.</p> |
| <p>Capture a Window</p>  | <p>Capture an open window, dialog, or area in an application on your screen.</p> |
| <p>Capture a Scrolling Window</p>  | <p>Capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.</p> |

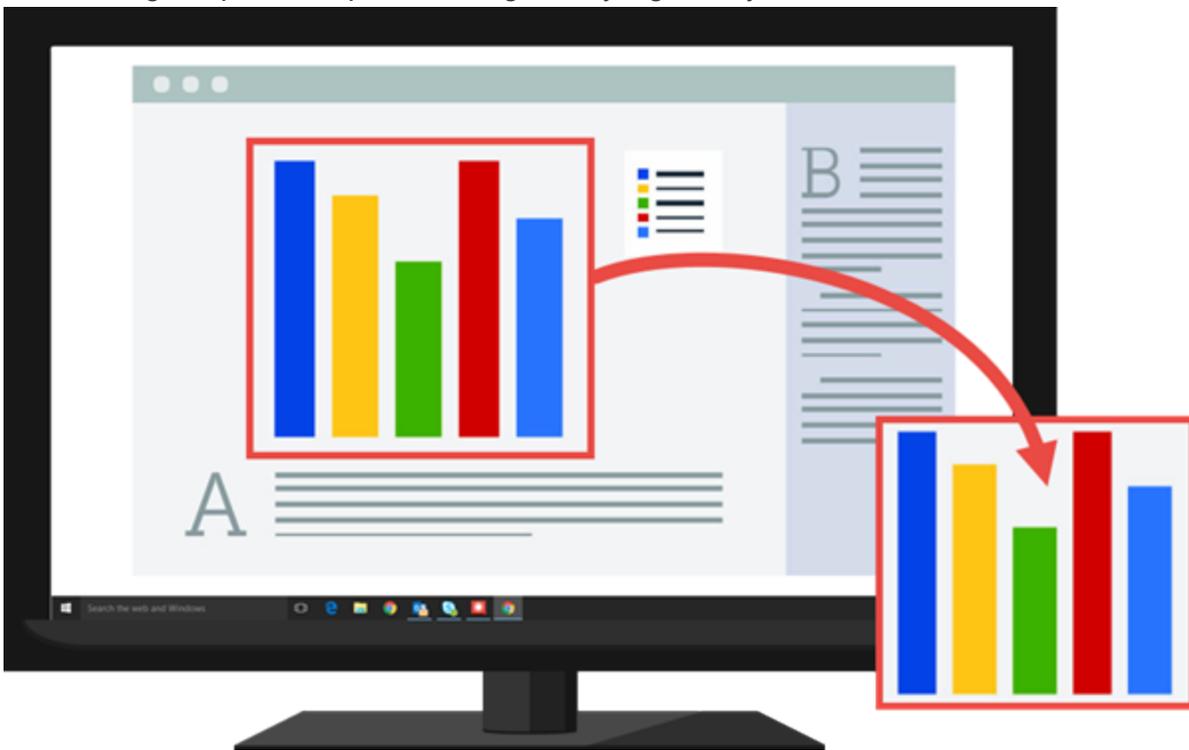
| Capture Option | Description |
|--|---|
|  | <p>Capture a continuous area within a window by manually panning or scrolling the window's contents.</p> |
| <p>Capture a Menu</p>  | <p>Capture a dropdown or cascading menu.</p> |
| <p>Set Up a Time-Delayed Capture</p> | <p>Add extra time before starting the capture to open a menu or set up items on the screen before capture.</p> |
| <p>Schedule a Capture</p> | <p>Schedule to take a capture of the screen at a later time or future date.</p> |
| <p>Set Up a Time-Lapse Capture</p> | <p>Capture an image from the same location on the screen at a continuous time interval.</p> |
| <p>Capture a Fixed Region</p> | <ul style="list-style-type: none"> • Save time and skip resizing captures in Snagit Editor. • Repeatedly capture the same location on the screen. • Use the same dimensions for all your captures. |

| Capture Option | Description |
|---|---|
|  | |
| <p data-bbox="131 632 431 659">Capture a Free Hand Area</p>  | <p data-bbox="776 842 1211 869">Capture an area drawn with the cursor.</p> |
| <p data-bbox="131 1136 558 1163">Capture Multiple Areas on the Screen</p>  | <p data-bbox="776 1318 1409 1346">Capture multiple areas on the screen in a single capture.</p> |
| <p data-bbox="131 1591 529 1619">Capture from a Scanner or Camera</p> | <p data-bbox="776 1577 1474 1640">Capture an image from a connected TWAIN-compliant device such as an optical scanner or digital camera.</p> |
| <p data-bbox="131 1738 383 1766">Capture with a Preset</p> | <p data-bbox="776 1682 1458 1755">Presets automatically remember your capture settings. Use presets to:</p> <ul data-bbox="813 1780 1287 1808" style="list-style-type: none"> • Save commonly used capture settings. |

| Capture Option | Description |
|--------------------------------|--|
| | <ul style="list-style-type: none"> • Eliminate the setup time before each capture. • Quickly switch between capture types based on the task at hand. • Reduce the editing required by automatically adding effects or selecting the share location. |
| Record a Video | Record the action on the screen, the web camera, or audio (from a microphone or system audio) as a MP4 video file. |

Capture a Region

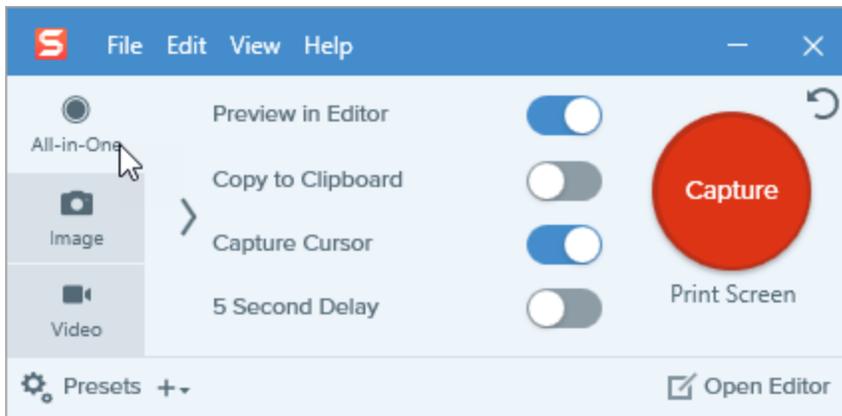
Use the Region option to capture an image of any region on your screen.



Capture a Region with All-in-One

The All-in-One tab provides preselected default settings to help you quickly capture an image or video capture on-the-fly.

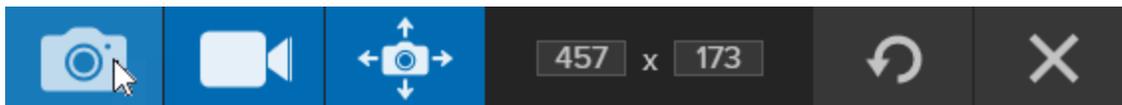
1. In the Capture window, select the **All-in-One** tab.



2. Click the **Capture** button or press **Print Screen**.



3. The orange crosshairs appear. Click and drag to select the desired area on the screen.
4. Click the **Image Capture** button.

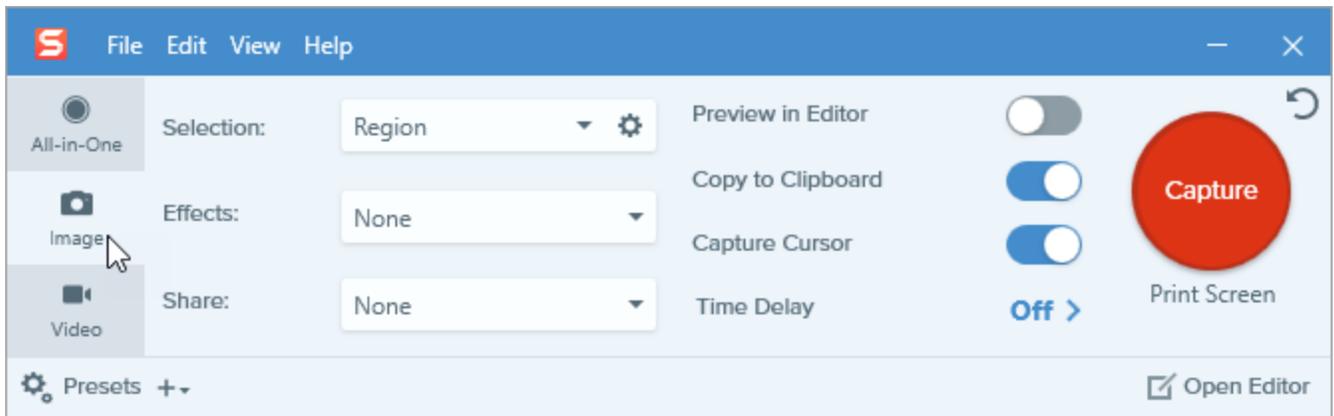


The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

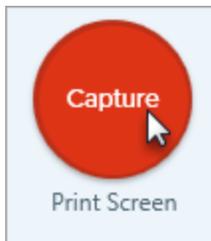
Set Up a Region Capture

The Image tab allows you to customize the region capture.

1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Region**.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See Image Tab Settings.
4. Click the **Capture** button or press **Print Screen**.



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

TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture the Entire Screen

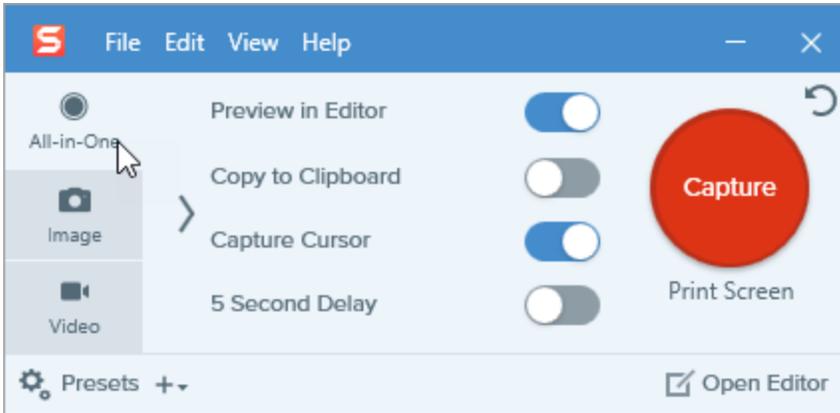
Use the Fullscreen option to capture an image of the entire screen.

If you have multiple monitors, the **Fullscreen** option only captures one monitor.

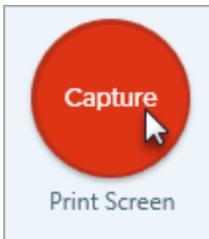
Capture with All-in-One

The All-in-One tab provides preselected default settings to help you quickly capture an image or video capture on-the-fly.

1. In the Capture window, select the **All-in-One** tab.



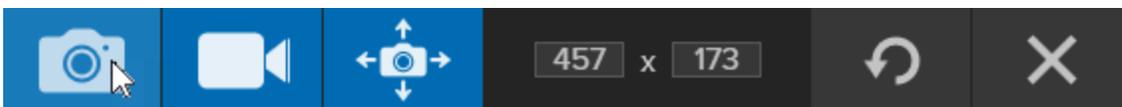
2. Click the **Capture** button or press **Print Screen**.



3. The orange crosshairs appear. Click the **Fullscreen** button to capture the entire screen.



4. Click the **Image Capture** button to finalize the capture.

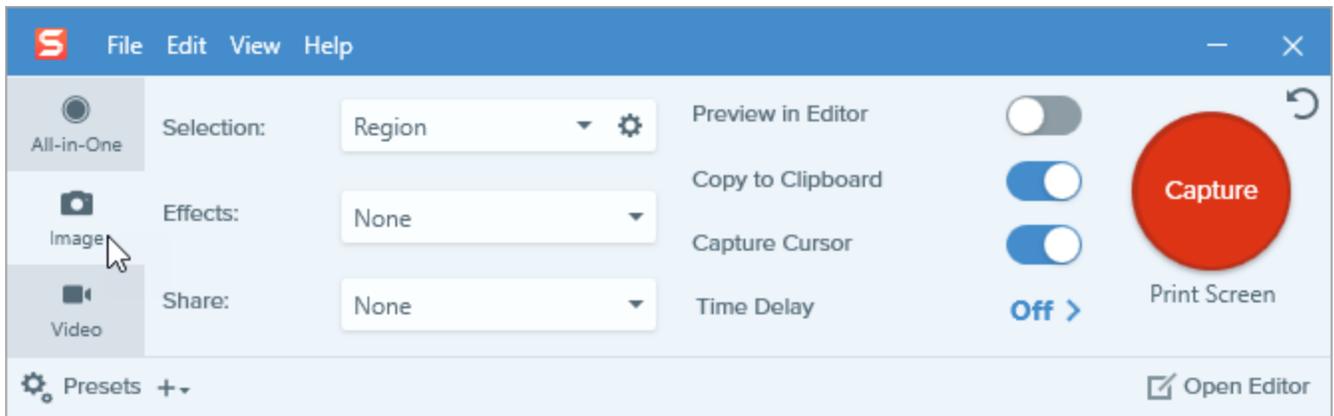


The capture opens in where you can preview, edit, and share the capture.

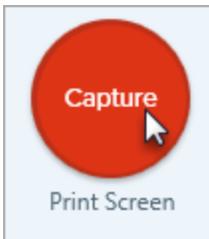
Set Up an Image Capture

The Image tab allows you to customize the capture.

1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select the **Fullscreen** option.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See .
4. Click the **Capture** button or press **Print Screen**.



Snagit captures an image of the entire screen.

TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture a Window

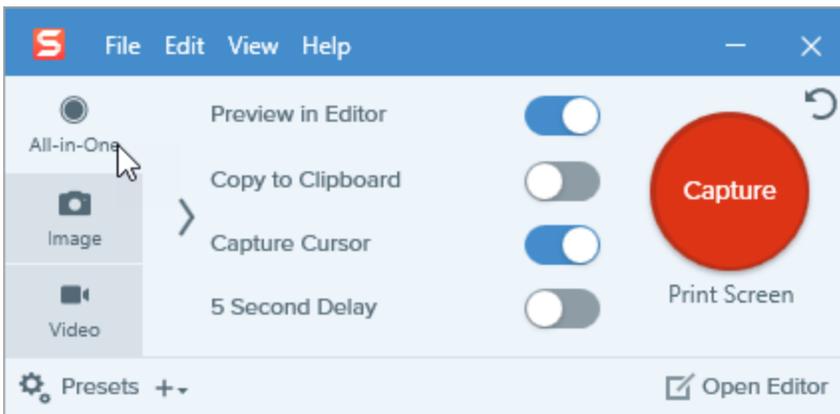
Use the Window option to capture an image of any window on your screen.



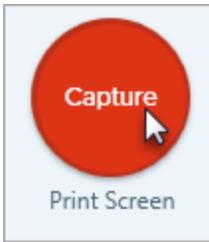
Capture a Window with All-in-One

The All-in-One tab provides preselected default settings to help you quickly capture an image or video capture on-the-fly.

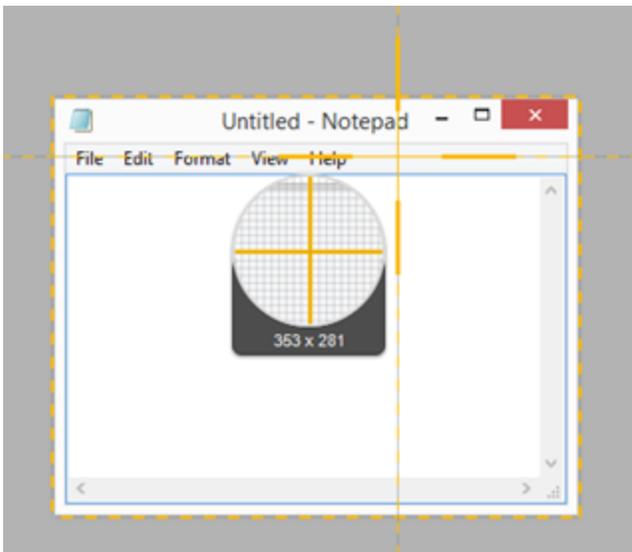
1. In the Capture window, select the All-in-One tab.



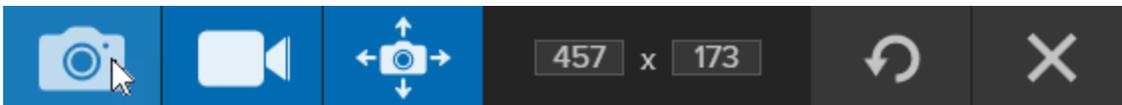
2. Click the **Capture** button or press **Print Screen**.



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



4. Click the **Image Capture** button.

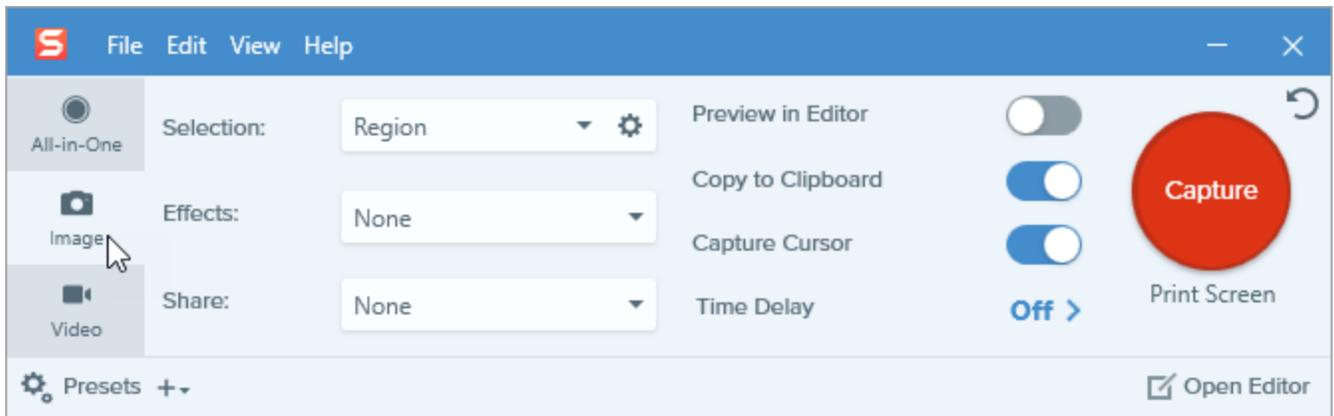


The capture opens in Snagit Editor where you can preview, edit, and share the capture.

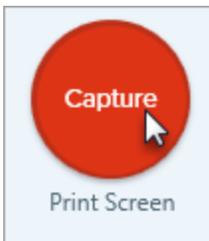
Set Up a Window Capture

The Image tab allows you to customize the capture.

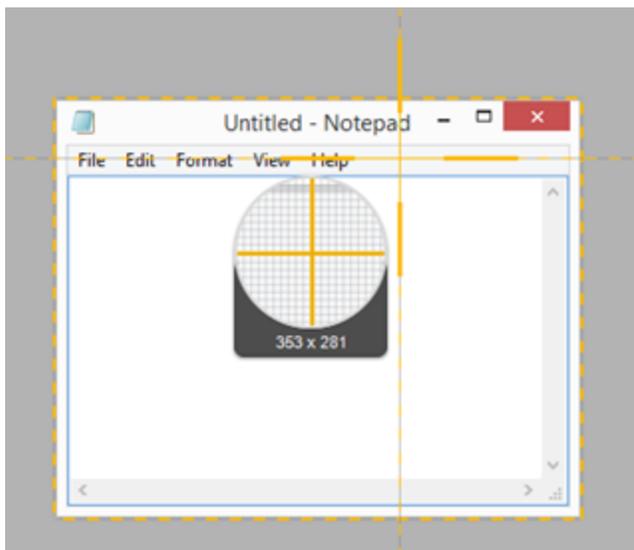
1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Window**.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See Image Tab Settings.
4. Click the **Capture** button or press **Print Screen**.



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

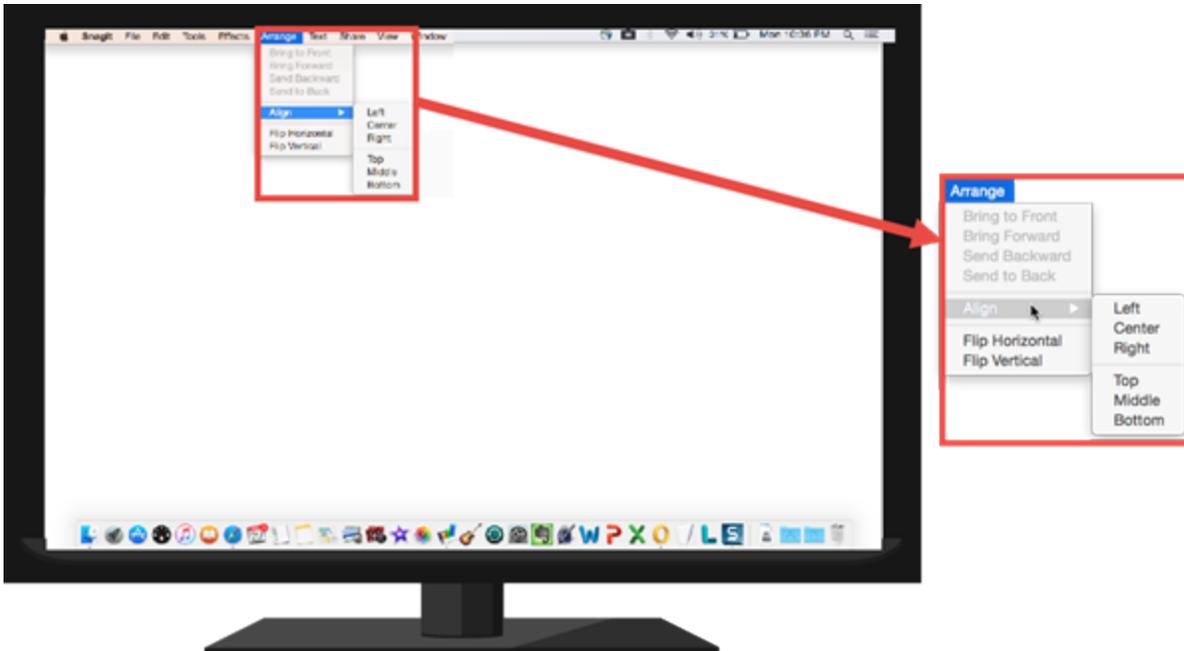


TIP: Save a Preset

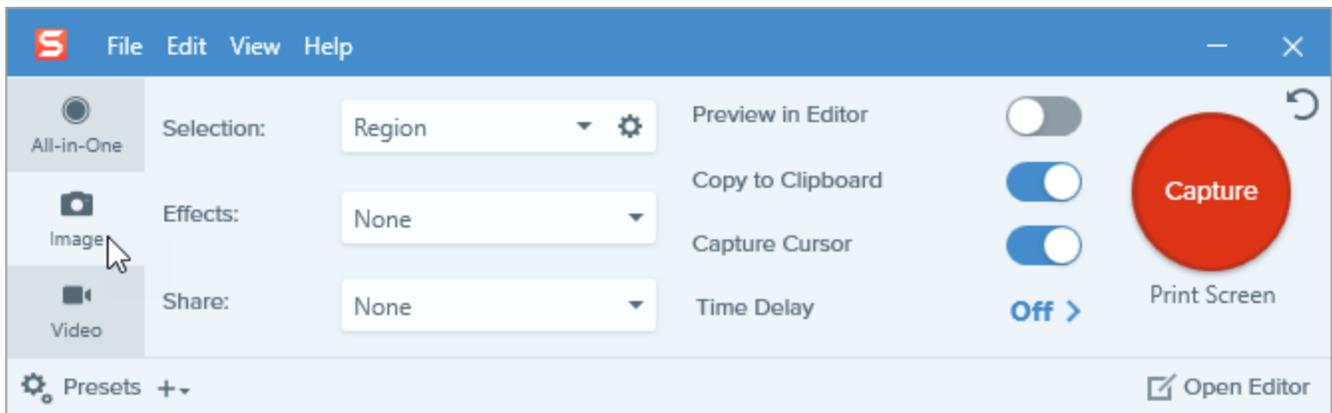
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture a Menu

Use the Menu option to capture a dropdown or cascading menu.



1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Menu**.

3. Click the **Menu Properties** button.

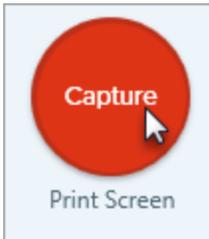


- **Capture opened sub-menus:** Capture the open flyout or submenu.
- **Capture menu bar:** Capture the menu bar label with the menu capture.

4. Enable the **Time Delay** option to set up additional time to open the menu to capture on the screen.

5. Select the **Delay** option and set number of seconds for the delay.

6. Click the **Capture** button or press **Print Screen**.



7. The countdown begins. Open the desired menu. Move the cursor over the menu to capture.

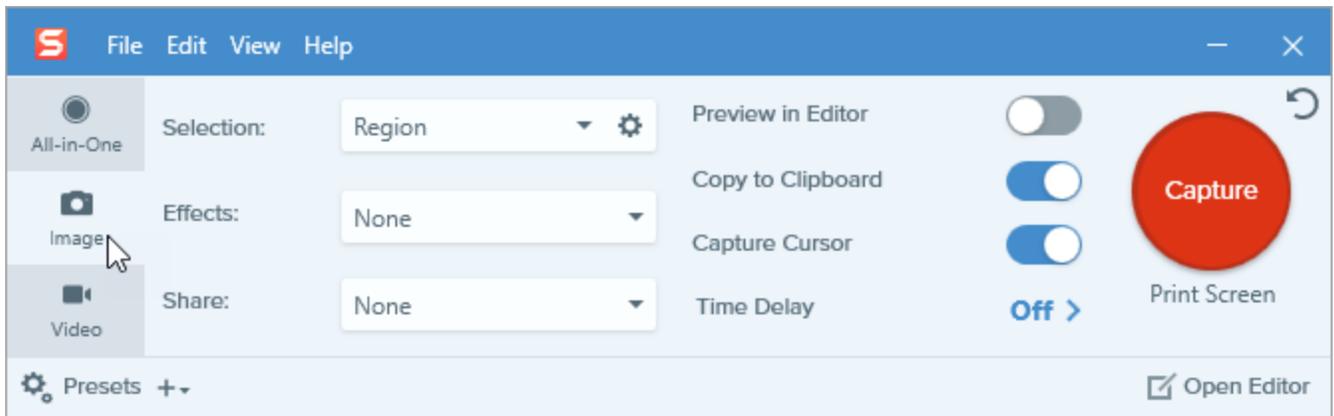
TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

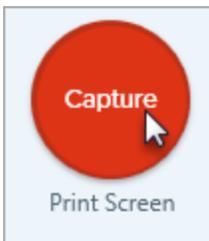
Set Up a Time-Delayed Capture

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

1. In the Capture window, select the **Image** tab.



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See .
4. Enable the **Time Delay** option.
5. Select the **Delay** option and set number of seconds for the delay.
6. Click the **Capture** button or press **Print Screen**.



7. The countdown begins in the bottom-right corner of the screen. Open or set up what you want to capture on the screen.



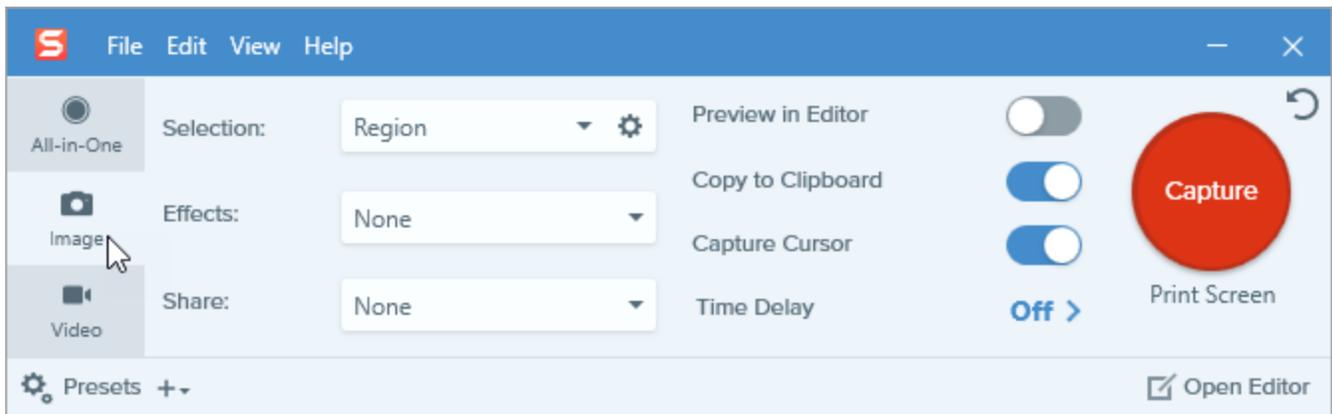
TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Schedule a Capture

Set up Snagit to take an image capture at a later time.

1. In the Capture window, select the **Image** tab.



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See .
4. Enable the **Time Delay** option.
5. Select the **Schedule** option and set the time to capture.
6. Click the **Start** button or press **Print Screen**.



7. Click and drag to select an area to capture.

Snagit captures an image of the selected area at the scheduled time.

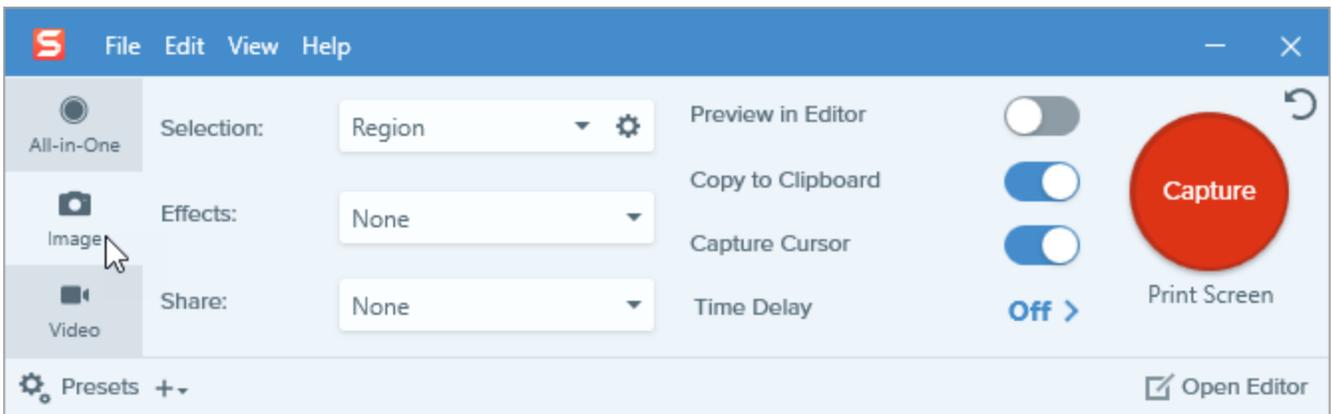
TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

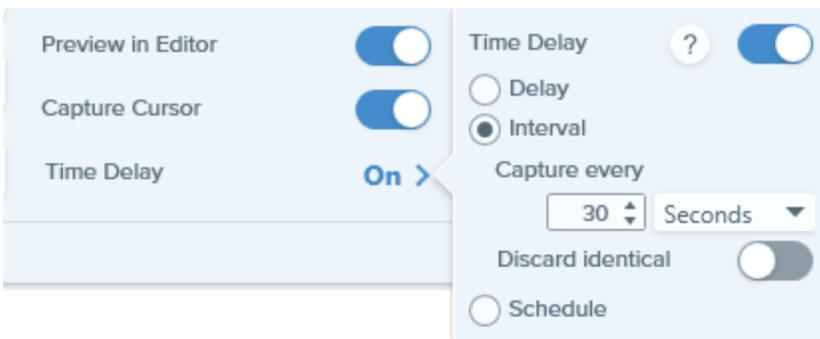
Set Up a Time-Lapse Capture

Capture an image from the same location on the screen at a continuous time interval.

1. In the Capture window, select the **Image** tab.



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab. See .
4. Enable the **Time Delay** option.
5. Select the **Interval** option and set the time interval.



6. Click the **Start** button or press **Print Screen**.



7. Click and drag to select an area to capture.

8. Snagit captures an image based on the time interval set. To end the time-lapse capture, click the **Stop** button in the Capture window.



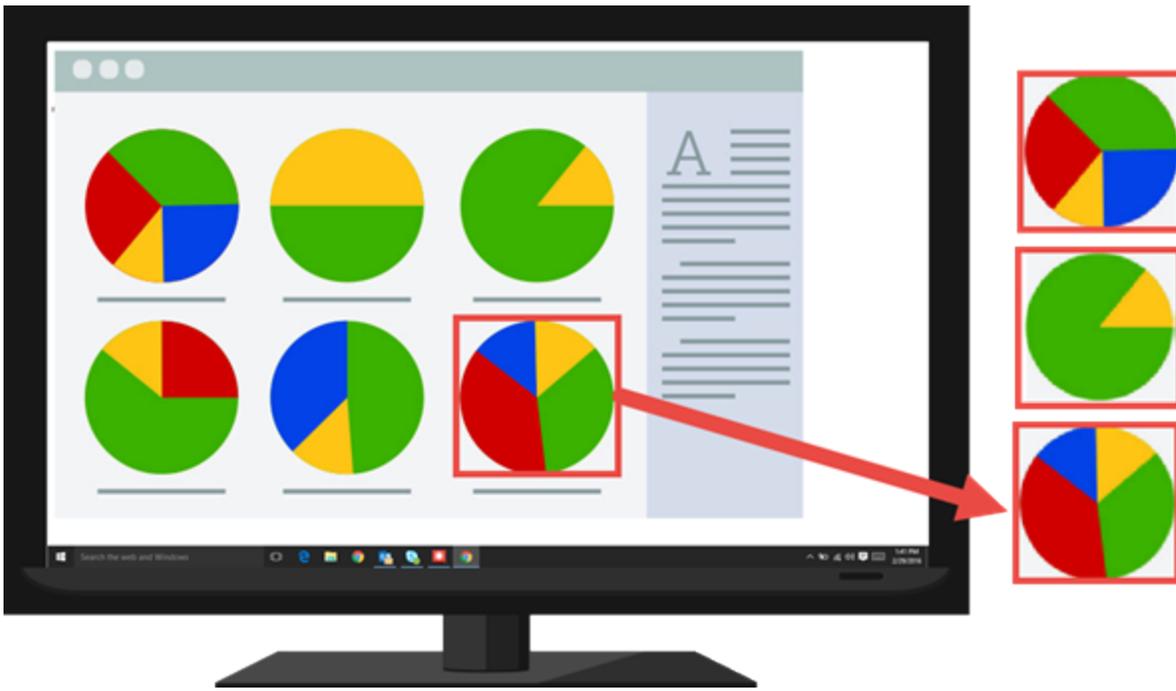
TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture a Fixed Region

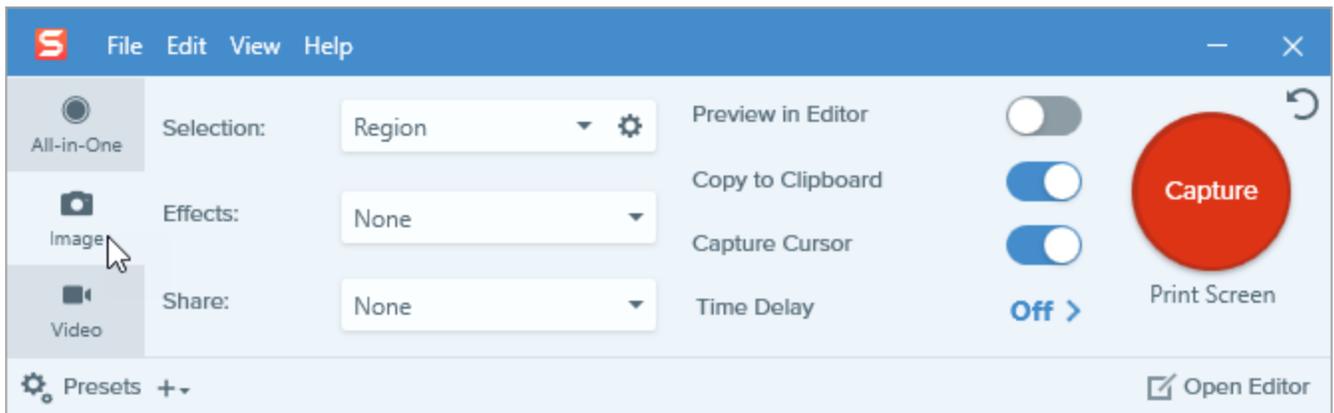
Use the Fixed Region option to:

- Save editing time by selecting the required dimensions during capture.
- Repeatedly capture the same location on the screen.

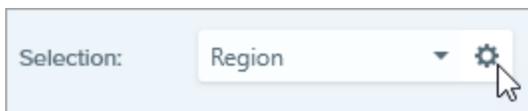


Capture a Fixed Sized Image

1. In the Capture window, select the **Image** tab.

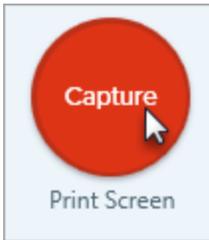


2. In the Selection dropdown, select **Region**.
3. Click the **Selection Properties** button.



4. Select the **Fixed region** option.
5. Enter the dimensions in pixels into the **Width** and **Height** fields.

6. Disable the **Set position** option to select any area on the screen.
7. Click the **Capture** button or press **Print Screen**.



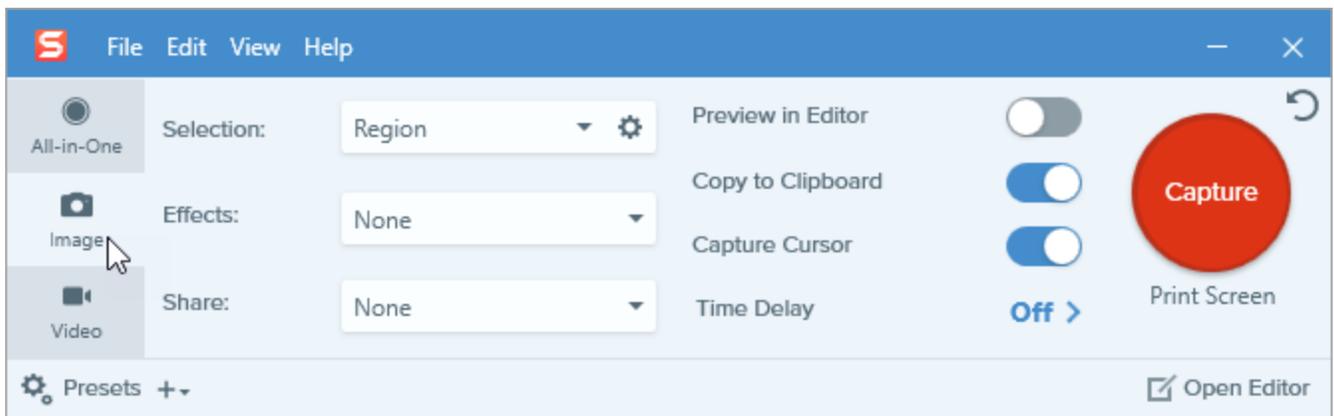
8. A box with the selected dimensions appears on the screen. Move the box over the area you want to capture on the screen. Click to select the area.

TIP: Save a Preset

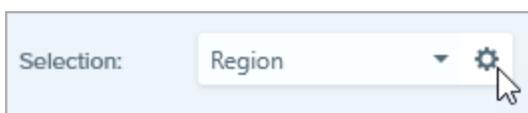
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture a Specific Location on the Screen

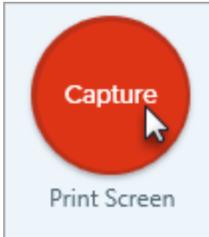
1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Region**.
3. Click the **Selection Properties** button.



4. Select the **Fixed region** option.
5. Enter the position in the **X** and **Y** fields or click the **Select Area** button to manually select the area on the screen.
6. Click the **Capture** button or press **Print Screen**.



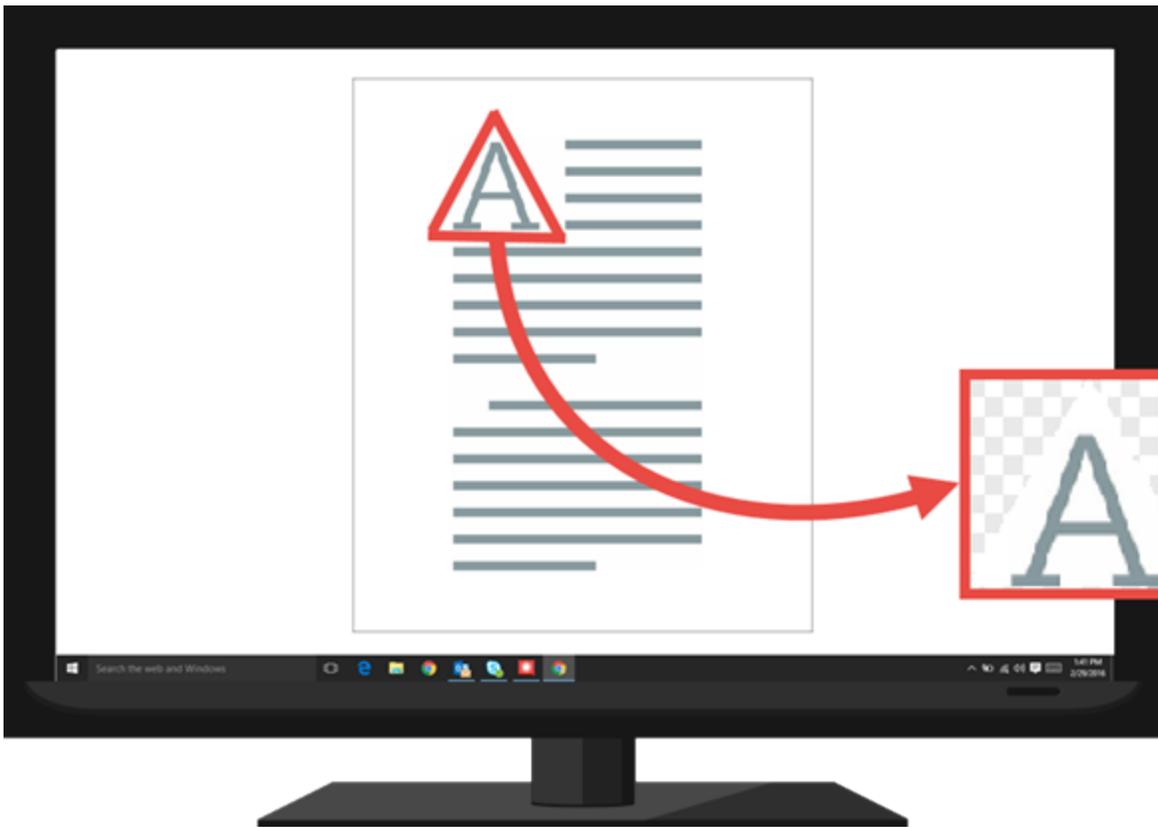
Snagit captures an image of the position selected on the screen.

TIP: Save a Preset

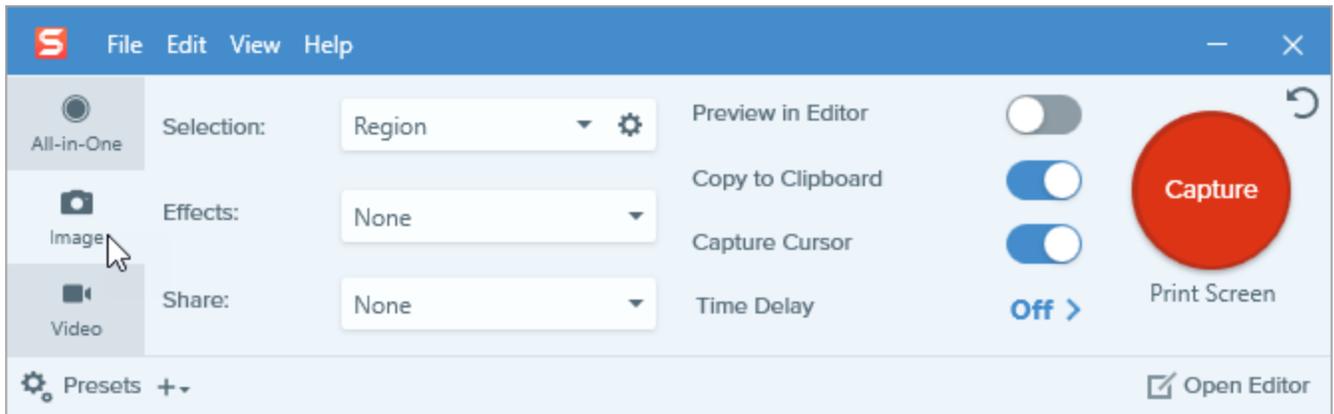
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture a Free Hand Area

Use the Freehand option to draw an area to capture with the cursor such as round edges or irregular shapes.



1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Advanced > Freehand**.
3. Click the **Capture** button or press **Print Screen**.



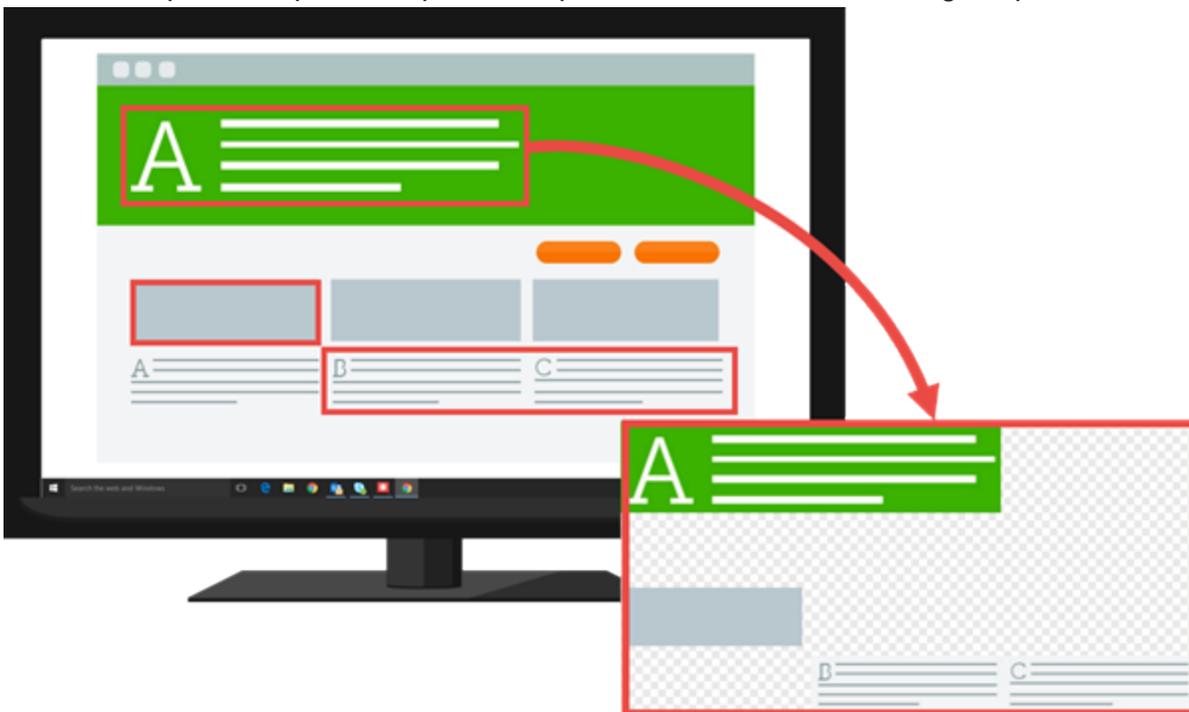
- The cursor changes to a Scissors icon. Hold down the left mouse button and drag around the area to capture. Release the left mouse button to capture.

TIP: Save a Preset

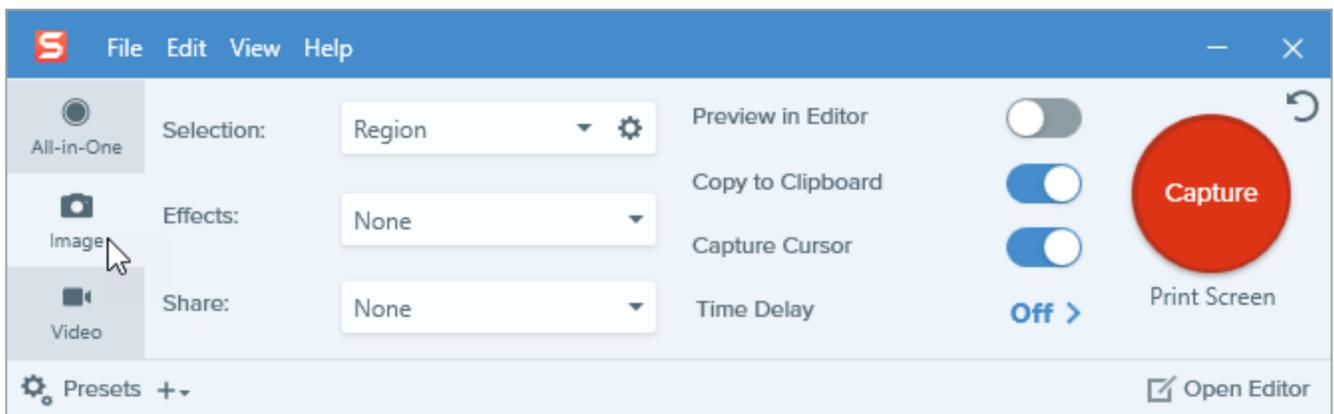
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture Multiple Areas on the Screen

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



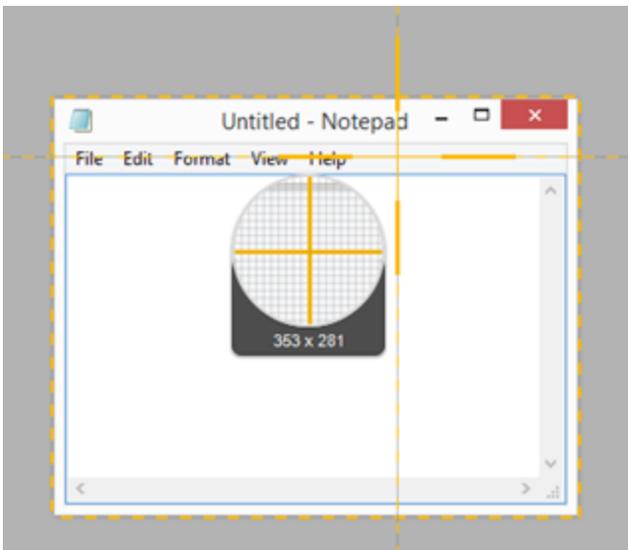
- In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Advanced > Multiple Area**.
3. Click the **Capture** button or press **Print Screen**.



4. The orange crosshairs appear. Complete one of the following to select the area to capture:
 - **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.



- **Region:** Click and drag to select the desired area on the screen.
5. To complete the capture, right-click and select **Finish**.

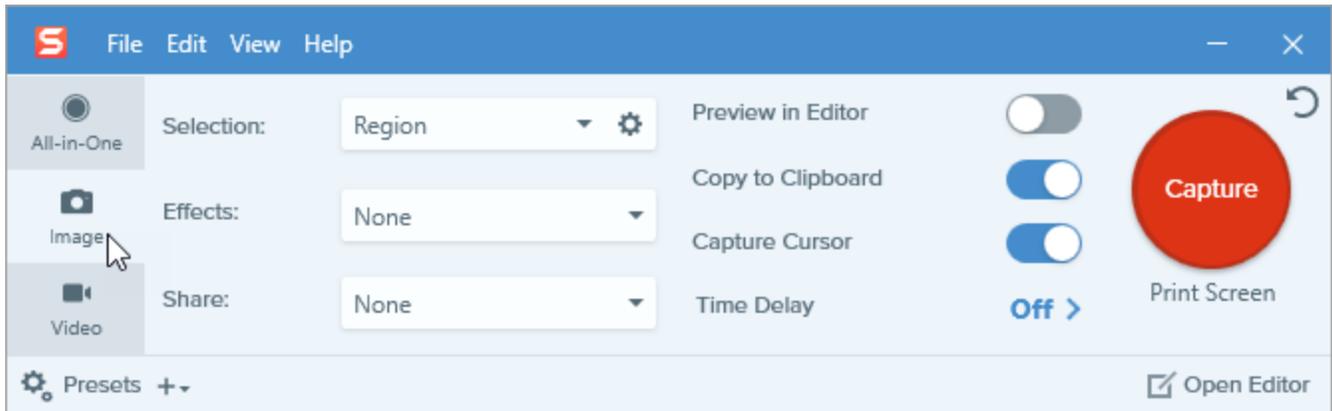
TIP: Save a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Capture from a Scanner or Camera

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

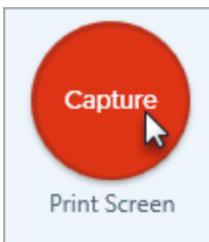
1. In the Capture window, select the **Image** tab.



2. In the Selection dropdown, select **Advanced > Scanner/Camera**.
3. Connect the scanner or camera device to your computer.
4. Click the **Selection Properties** button.



5. Select the device from the **Current source device** dropdown.
6. Click the **Capture** button or press **Print Screen**.



7. The TWAIN driver for the selected device displays an interface to select images. See the device's documentation.

TIP: Save a Preset

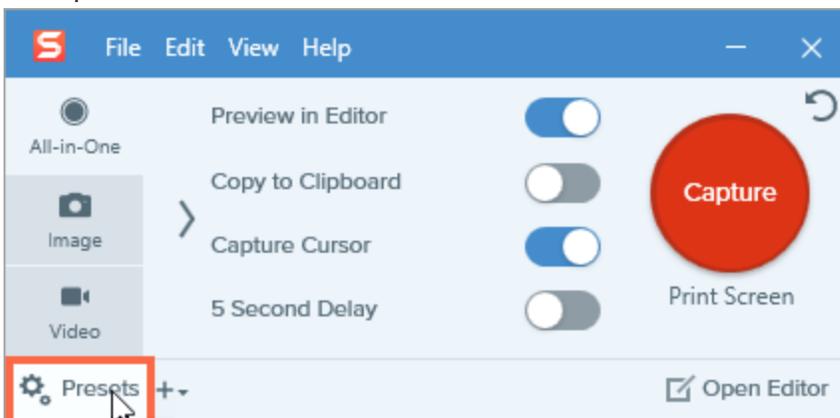
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Save Capture Settings with Presets

Set up a preset to automatically remember your capture settings. Use presets to:

- Save commonly used capture settings.
- Eliminate the setup time before each capture.
- Quickly switch between capture types based on the task at hand.
- Reduce the editing required by automatically adding effects or selecting the share location.

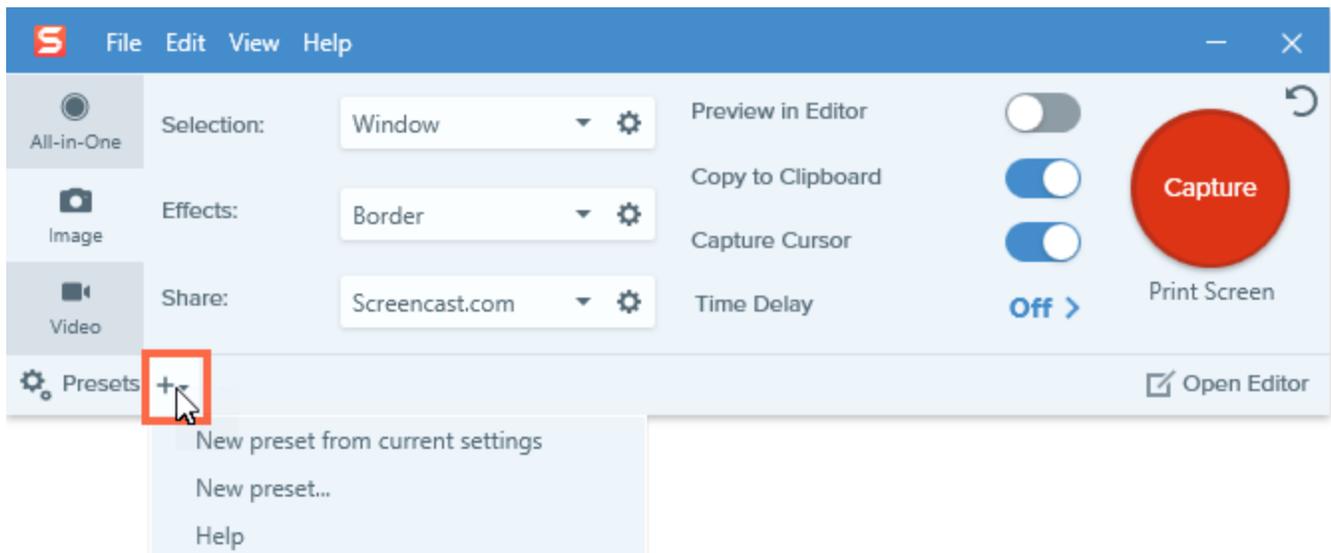
Snagit provides some default presets to get you started. Click the **Presets** button in the Capture window to show the list of presets.



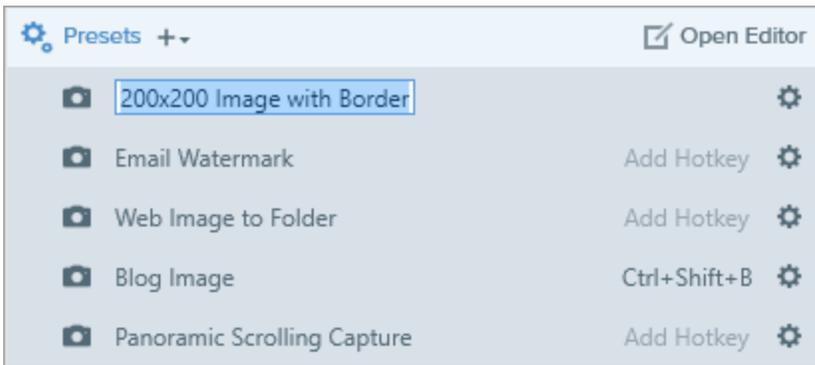
Add a Preset from the Current Settings

Quickly add a new preset based on the currently selected settings on the tab.

1. In the Capture window, click the **Add Preset** dropdown.



2. Select the **New preset from current settings** option from the dropdown.
3. A new preset is added to the saved presets list. Type a name for the preset and press **Enter**.



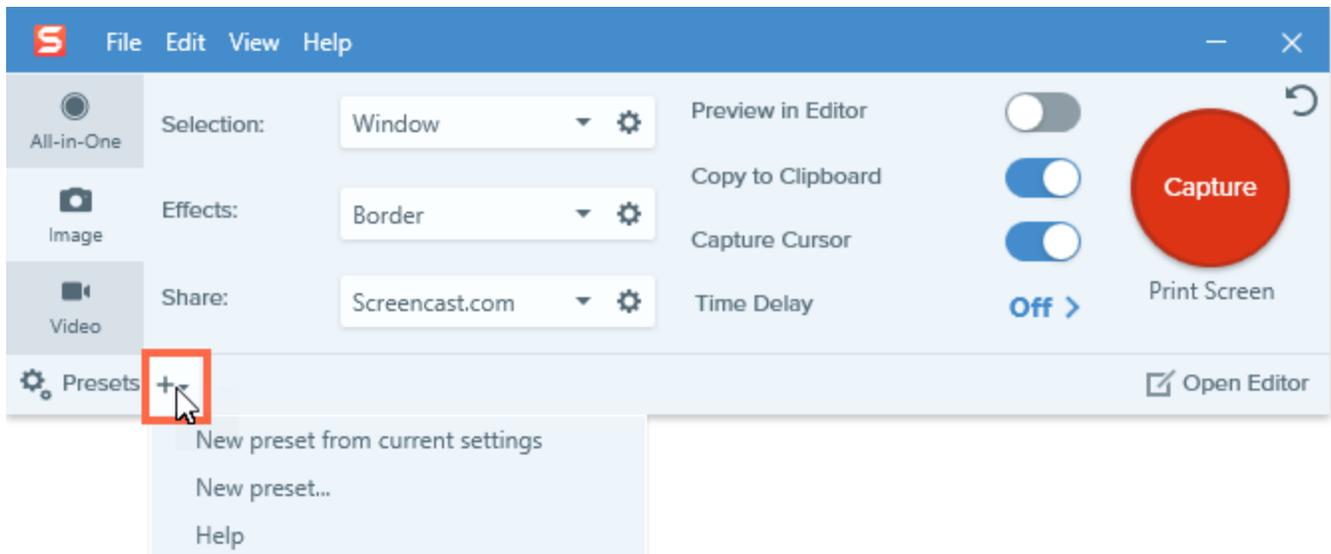
4. To assign a hotkey, click **Add Hotkey**.
5. Press the desired key combination on the keyboard to set the hotkey.

To learn how to use the new preset, see .

Add a New Preset

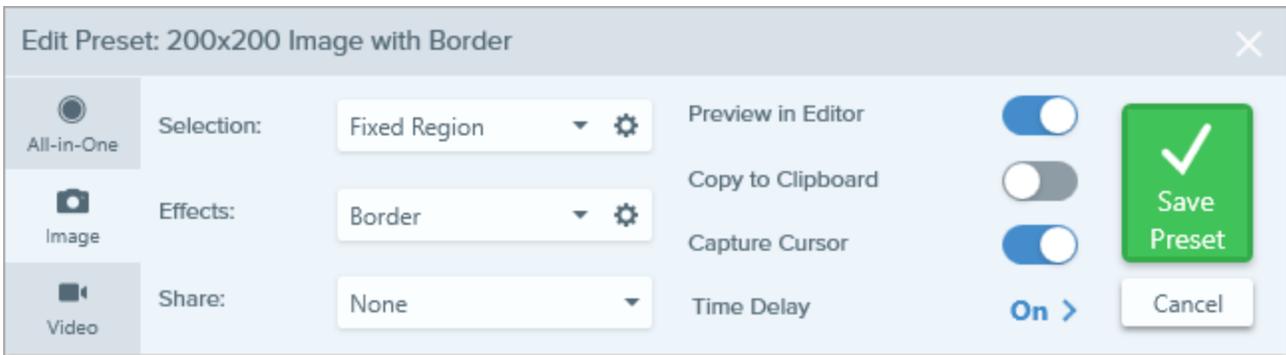
Use the **New Preset** option to select the desired settings to create a new preset.

1. In the Capture window, click the **Add Preset** dropdown.



2. Select the **New preset** option from the dropdown.

3. The Edit Preset dialog appears. Select the desired settings on the All-in-One, Image, or Video tab.



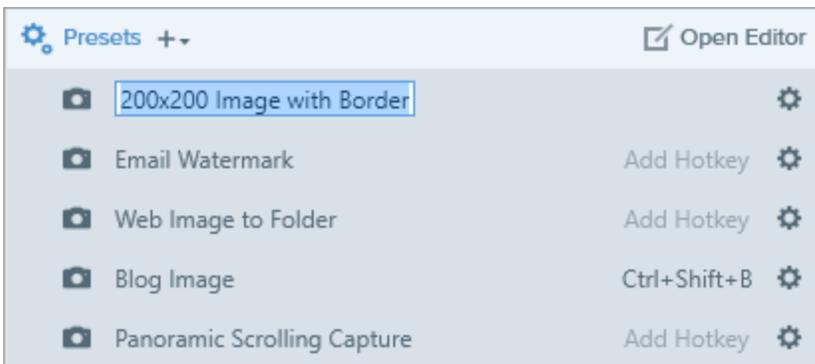
- **All-in-One tab:** Set up a preset where you can choose to capture an image or a video on-the-fly.
- **Image tab:** Set up a preset that captures an image with additional settings such as effects and sharing destinations.
- **Video tab:** Set up a preset that records a video with additional settings such as audio and a webcam.

Snagit only saves the settings on the currently selected tab. If you switch between tabs, the settings from the other tabs are not included in the current preset.

4. Click the **Save Preset** button.



5. A new preset is added to the saved presets list. Type a name for the preset and press **Enter**.



6. To assign a hotkey, click **Add Hotkey**.

7. Press the desired key combination on the keyboard to set the hotkey.

To learn how to use the new preset, see .

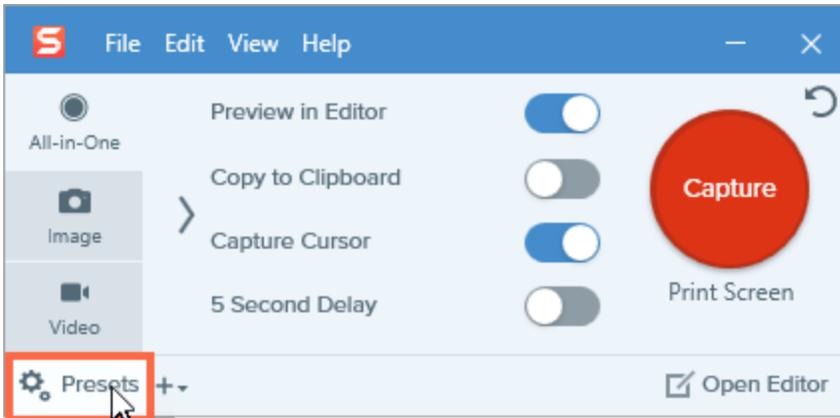
Capture with a Preset

Presets automatically remember your capture settings. Use presets to:

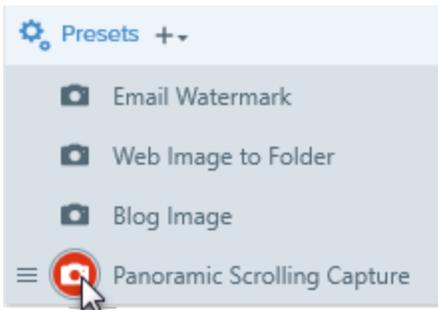
- Save commonly used capture settings.
- Eliminate the setup time before each capture.
- Quickly switch between capture types based on the task at hand.
- Reduce the editing required by automatically adding effects or selecting the share location.

Start a Capture using a Preset

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



3. The list of available presets expands. Hover your cursor over the desired preset until a red capture icon (Preset Capture button) appears.



4. Click the **Preset Capture** button to start the capture.

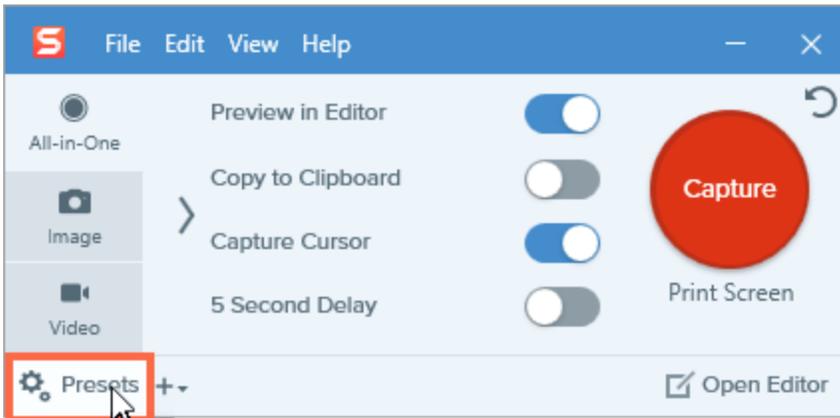
Assign a Preset Hotkey

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

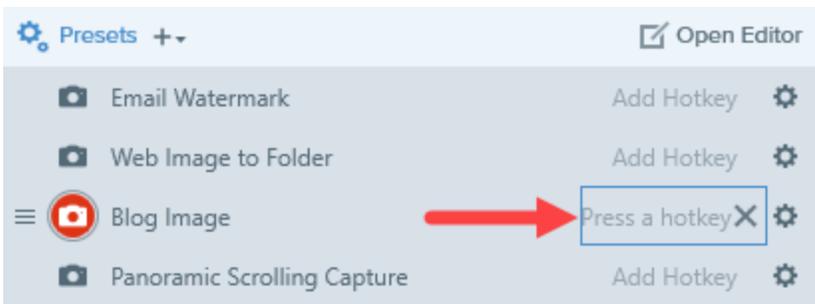
- Maintain the cursor's position on the screen.
- Immediately start captures without interacting with the Snagit application.
- Save time by quickly taking multiple captures with unique captures settings, eliminating the time it takes to set up captures individually.

Assign or Change a Preset Hotkey

1. In the Capture window, click the **Presets** button.



2. The list of presets expands. To assign a hotkey, click **Add Hotkey**.
3. Press the desired key combination on the keyboard to set the hotkey.

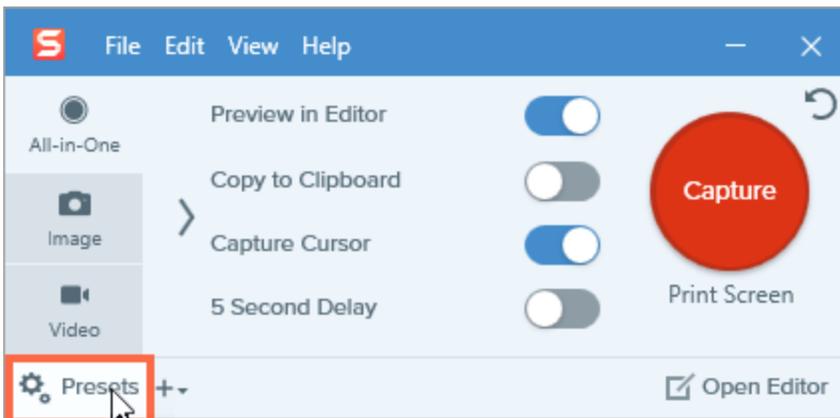


Edit a Preset

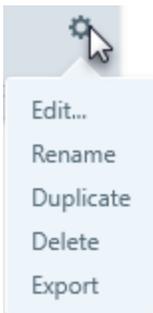
[Presets](#) automatically remember your capture settings. You can edit existing presets at any time.

Edit a Preset

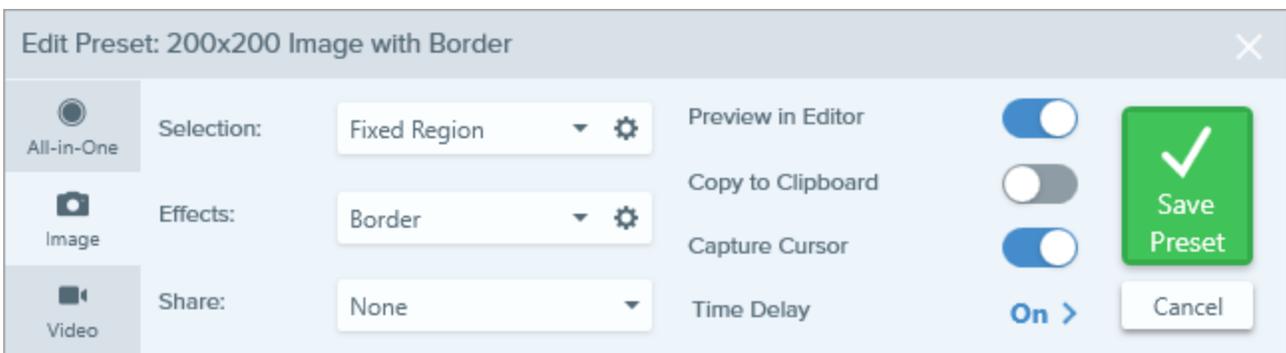
1. In the Capture window, click the **Presets** button.



2. The list of available presets expands. Click the ⚙ icon next to the preset and select **Edit**.



3. The Edit Preset dialog appears. Select the desired settings on the All-in-One, Image, or Video tab.



- Set up a preset where you can choose to capture an image or a video on-the-fly.
- **Image tab:** Set up a preset that captures an image with additional settings such as effects and sharing destinations.
- **Video tab:** Set up a preset that records a video with additional settings such as audio and a webcam.

Snagit only saves the settings on the currently selected tab. If you switch between tabs, the settings from the other tabs are not included in the current preset

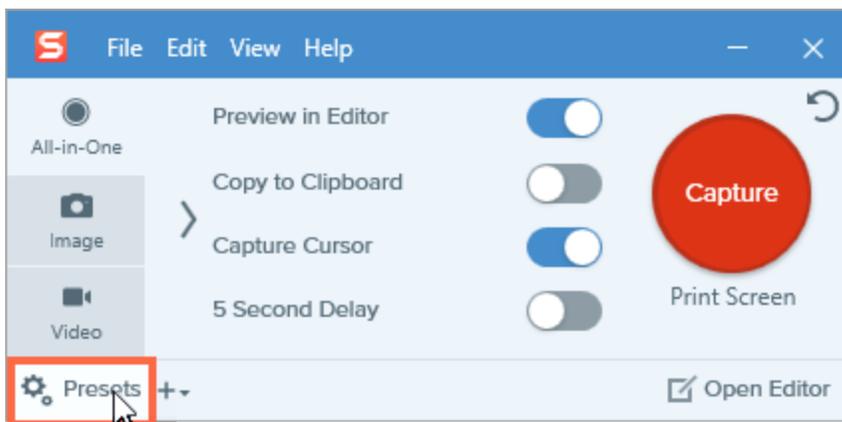
4. Click the **Save Preset** button.



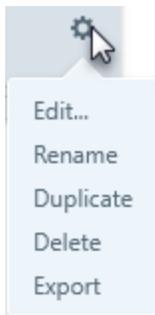
Snagit saves the changes to the preset.

Rename a Preset

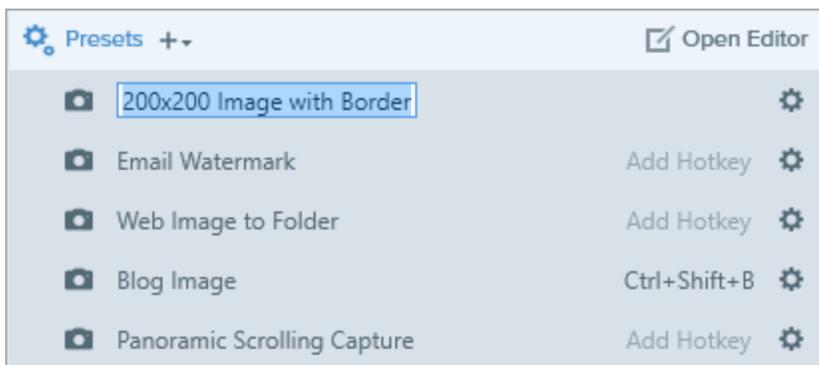
1. In the Capture window, click the **Presets** button.



2. The list of available presets expands. Click the ⚙ icon next to the preset and select **Rename**.

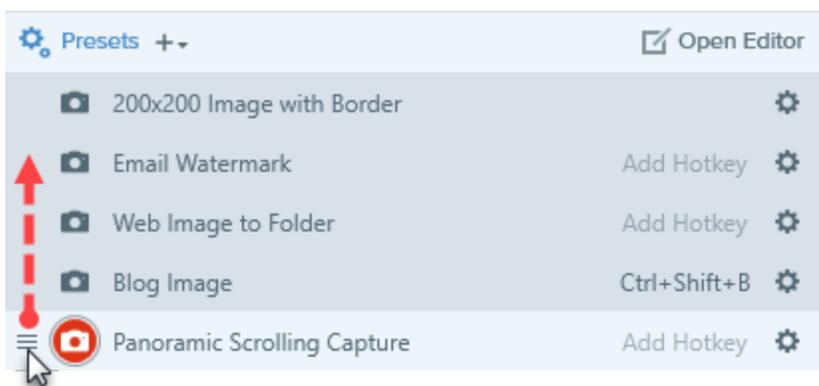


3. Type a name for the preset and press **Enter**.



Arrange the Preset List

1. Hover your cursor over the desired preset until the ☰ icon appears.
2. Click and drag the icon to move the preset up or down in the preset list.



Share Presets (Import or Export Presets)

automatically remember your capture settings. Use presets to:

- Save commonly used capture settings.
- Eliminate the setup time before each capture.
- Quickly switch between capture types based on the task at hand.
- Reduce the editing required by automatically adding effects or selecting the share location.

Import and export Snagit Preset files (.scsp) to share your capture settings with others.

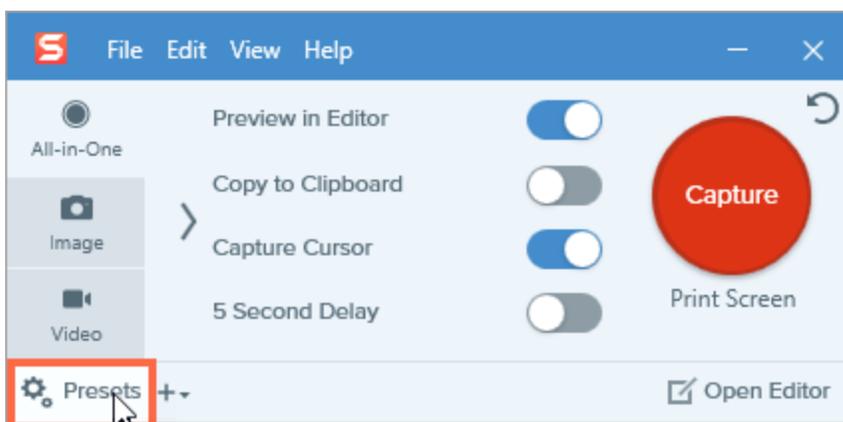
Import a Preset

1. In the Capture window, select File > Import Presets.
2. Select a Snagit Preset file (.scsp) and click **Open**. Control+click to select multiple presets.

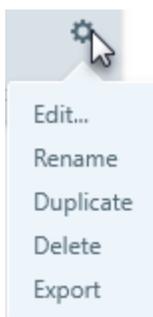
Snagit adds the imported presets to the Saved presets list.

Export a Preset

1. In the Capture window, click the **Presets** button.



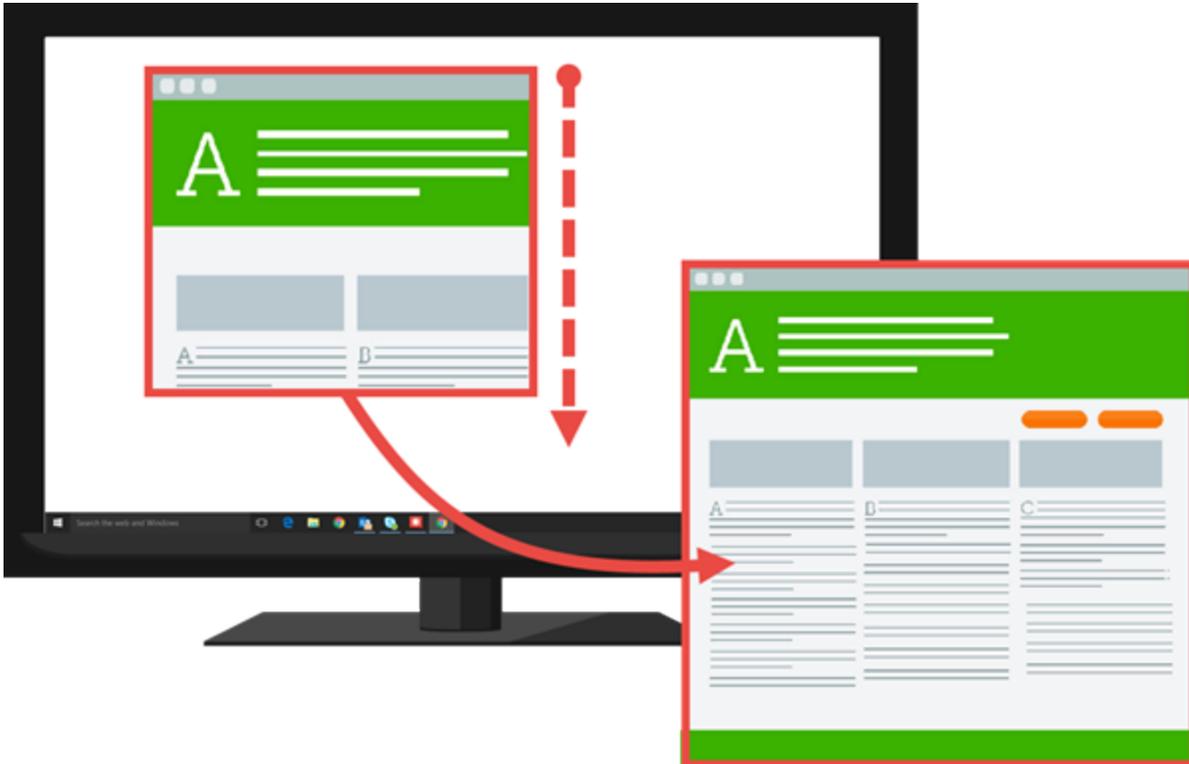
2. The list of available presets expands. Click the ⚙ icon next to the preset to export and select **Export**.



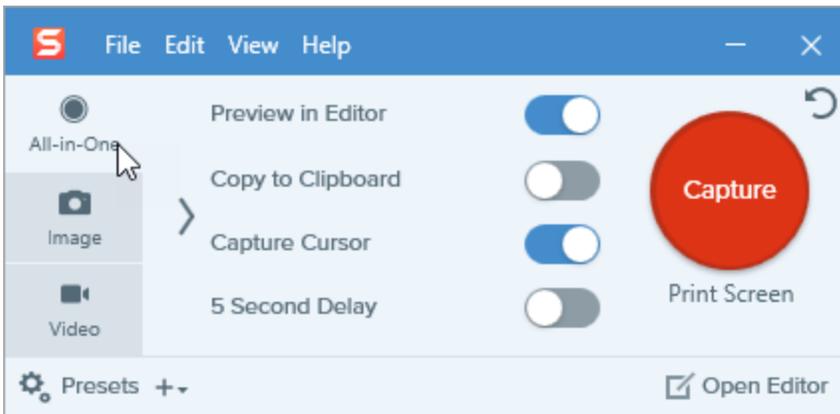
3. The Save As dialog appears. Select a location.
4. Enter a file name.
5. Click **Save**.

Capture a Scrolling Window

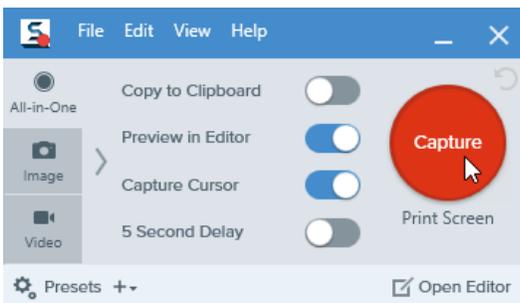
Snagit can capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.



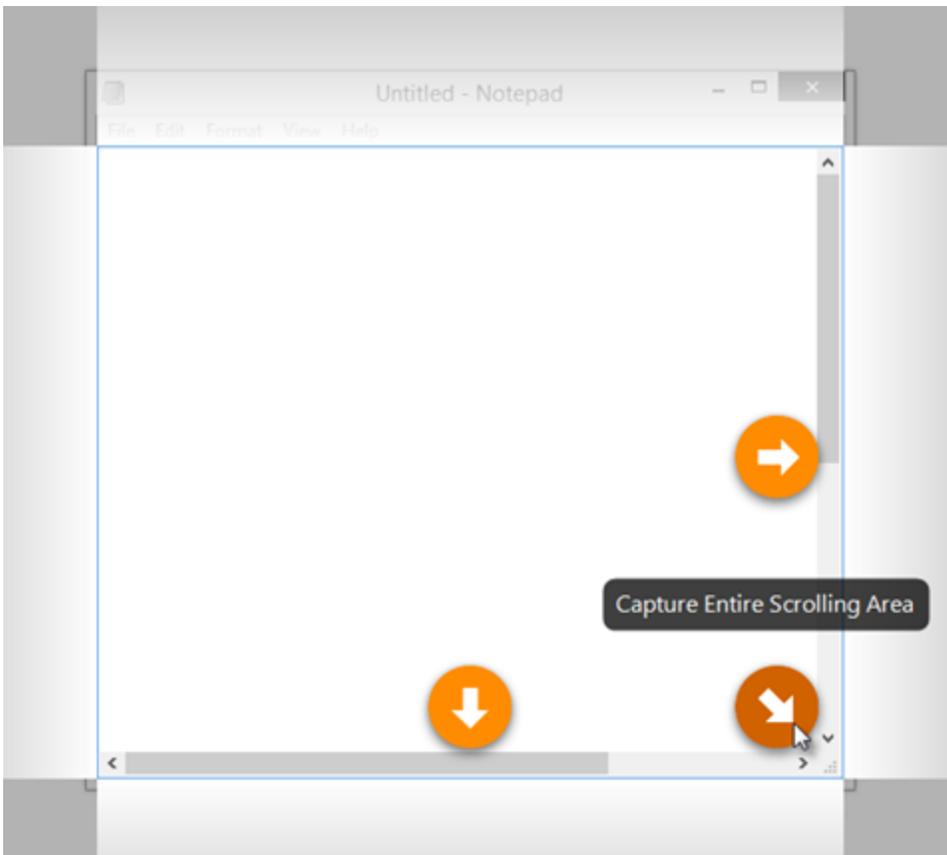
1. Open or set up what you want to capture.
2. In the Capture window, click the **All-in-One** tab.



3. Click the **Capture** button or press **Print Screen**..



4. The orange crosshairs appear. Move the cursor over the window.



Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.

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

Panoramic Scrolling Capture

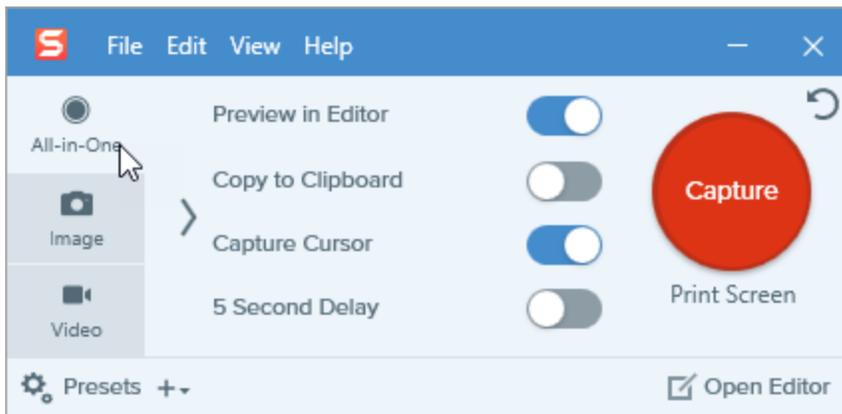
Panoramic Scrolling Capture captures a continuous area within a window by manually panning or scrolling the window's contents.

There are two ways to start a Panoramic Scrolling Capture:

- [Capture with All-in-One](#)
- [Capture with the Preset](#)

Capture with All-in-One

1. In the Capture window, select the **All-in-One** tab.

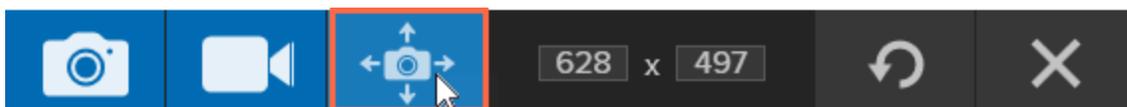


2. Click the **Capture** button or press **Print Screen**.

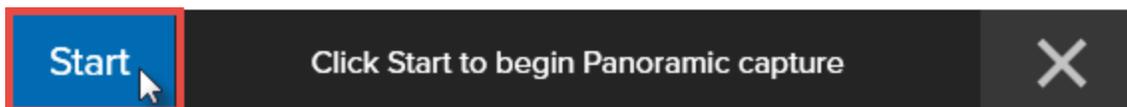


3. The orange crosshairs appear. Click and drag to select an area within a window on the screen. See [Selection Area Tips](#).

4. Click the **Panoramic Capture** button.



5. On the Panoramic toolbar, click the **Start** button.



6. In the window, use the scrollbars or click and drag to pan the content in the window to capture. Snagit captures anything shown within the selected area.

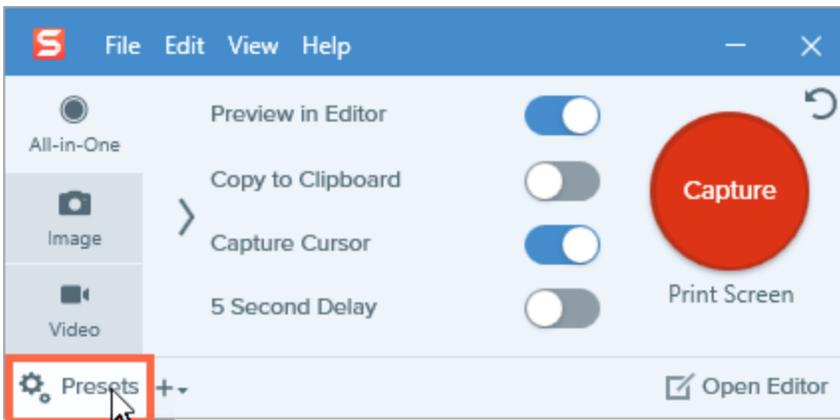
See [Scrolling and Panning Tips](#).

7. To stop a Panoramic Capture, click the **Stop** button on the Panoramic toolbar. If the toolbar is hidden, click the Capture window icon in the taskbar.

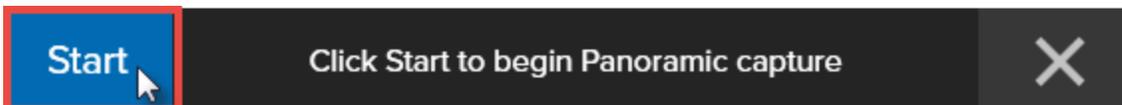
The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

Capture with the Preset

1. In the Capture window, click the **Presets** button.



2. The list of presets expands. Click the **Panoramic Scrolling Capture** preset.
3. The crosshairs appear. Click and drag to select an area within a window on the screen. See [Selection Area Tips](#).
4. On the Panoramic toolbar, click the **Start** button.



5. In the window, use the scrollbars or click and drag to pan the content in the window to capture. Snagit captures anything shown within the selected area.
See [Scrolling and Panning Tips](#).
6. To stop a Panoramic Capture, click the **Stop** button on the Panoramic toolbar. If the toolbar is hidden, click the Capture window icon in the taskbar.

The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

Selection Area Tips

- Resize the web browser or application window to a larger size so it is easier to view the content as you scroll or pan during capture.
- Do not include the scroll bar in the selection.
- Consider excluding irrelevant content in the capture such as blank margins, online ads, etc.
- Disable floating toolbars before capture.

Scrolling and Panning Tips

- Scroll smoothly. Do not scroll to fast or slow.
- Scroll or pan one direction at a time. Try not to zigzag.

Capture Hotkeys

Hotkeys provide keyboard shortcuts for common tasks.

Image Capture Hotkeys

| Option | Hotkey |
|-----------------------------------|--|
| Global Capture | PRINT SCREEN |
| Move Crosshairs 1 Pixel | Arrow keys |
| Capture 1:1 Aspect Ratio (Square) | Hold SHIFT |
| Region (16:9 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL to lock the selection to a 16:9 aspect ratio. |
| Region (4:3 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL+SHIFT to lock the selection to a 4:3 aspect ratio. |
| Take a Capture | ENTER |
| Start a Region Selection | SHIFT+ENTER |
| Show/Hide Magnifier | M |

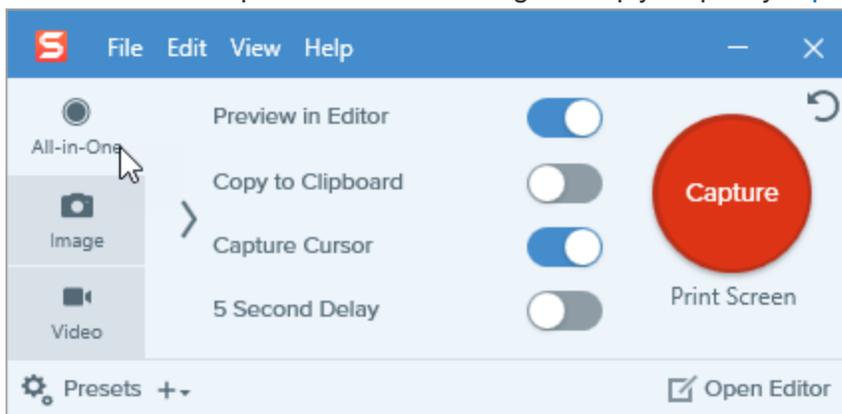
| Option | Hotkey |
|----------------------------|---|
| Show/Hide Capture Help | F1 |
| Scroll Horizontally | H |
| Scroll Vertically | V |
| Scroll Diagonally | B |
| End Multiple Image Capture | Right-click on the screen |
| Repeat Last Capture | Take a capture using the last settings used for a capture. To set a hotkey, select File > Capture Preferences > Hotkeys tab. |
| Show/Hide Snagit | CTRL+SHIFT+X |

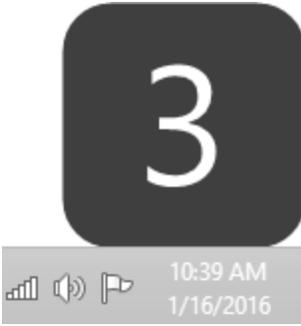
Video Capture Hotkeys

| Option | Keyboard Shortcut |
|------------------------|-------------------|
| Pause/Resume Recording | SHIFT+F9 |
| Stop Recording | SHIFT+F10 |

All-in-One Tab Settings

The All-in-One tab provides default settings to help you quickly [capture an image](#) or [video capture](#) on-the-fly.



| Option | Description |
|--------------------|---|
| Copy to Clipboard | Copy the capture to the Clipboard for quick pasting into another program or location after capture. |
| Preview in Editor | <p>Open the capture in Snagit Editor to preview, edit, and share the image or video.</p> <p>Disable this option to skip previewing and editing the capture in Snagit Editor. Select a Share option in the Capture window, to automatically share to your destination.</p> |
| Capture Cursor | <p>Include the cursor in the capture.</p> <ul style="list-style-type: none"> • For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image. • For video captures, it is recommended to capture the cursor with video recordings to help show where the action occurs on the screen. |
| 5 Second Delay | <p>Delay the start of the capture by 5 seconds to allow for additional setup time before capture.</p> <p>After clicking the Capture button, a countdown appears on the bottom-right corner of the screen.</p>  |
| Additional Options | Click the additional options icon to expand the share options for All-in-One capture. |

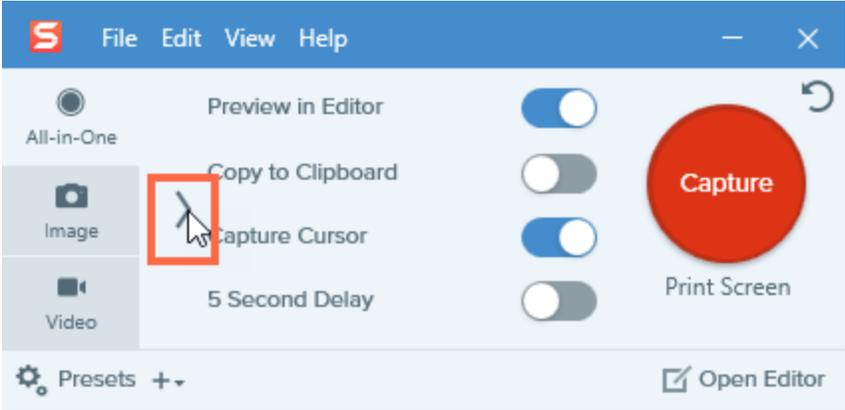
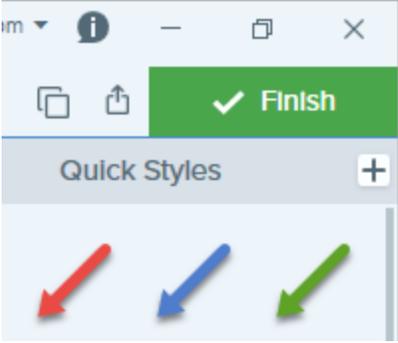
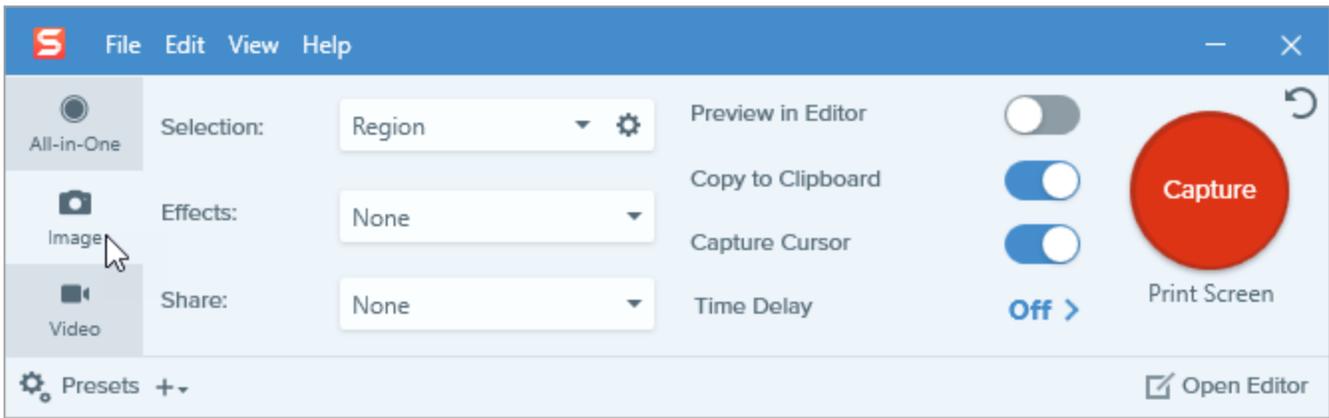
| Option | Description |
|--------|---|
| |  <p>Select an option from the Share dropdown to share the capture. To learn more about Share output, see .</p> <ul style="list-style-type: none"> • If the Preview in Editor option is enabled, you must click the Finish button in Snagit Editor to send the capture to the selected destination.  <ul style="list-style-type: none"> • If the Preview in Editor option is disabled, the capture is automatically sent to the selected destination after capture. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Only outputs that support both image and video file formats are available. For more sharing destinations, use the , , or share a capture from Snagit Editor.</p> </div> |

Image Tab Settings

The Image tab allows you to customize the image capture settings to meet your needs. Automatically add effects, share directly to a destination, add a time delay, and other customizations.



The Image tab settings include:

- [Basic Settings](#)
- [Selection Settings](#)
- [Effects Settings](#)
- [Share Settings](#)

To get started in capturing an image with the selected settings, see [Capture an Image](#) or .

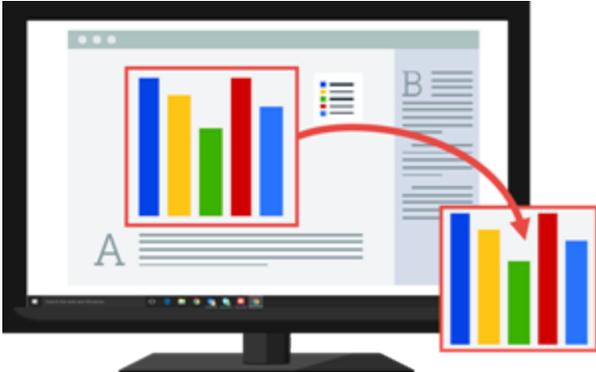
Basic Settings

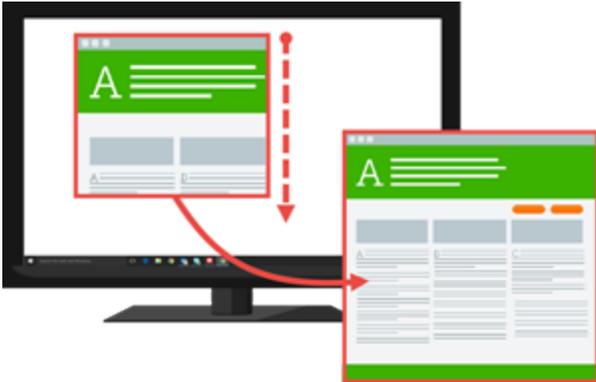
| Option | Description |
|-------------------|---|
| Copy to Clipboard | Copy the capture to the Clipboard for quick pasting into another program or location after capture. |
| Preview in Editor | Open the capture in Snagit Editor to preview, edit, and share the image. Disable this option to skip previewing and editing the capture in Snagit Editor. Select a Share option in the Capture window, to automatically share to your destination. |
| Capture Cursor | Include the cursor in the capture. For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image. |

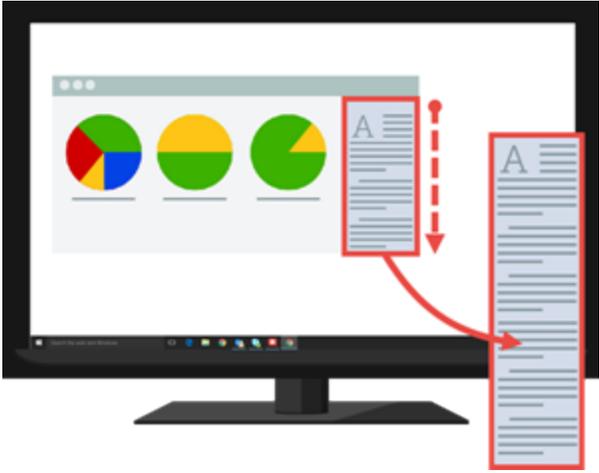
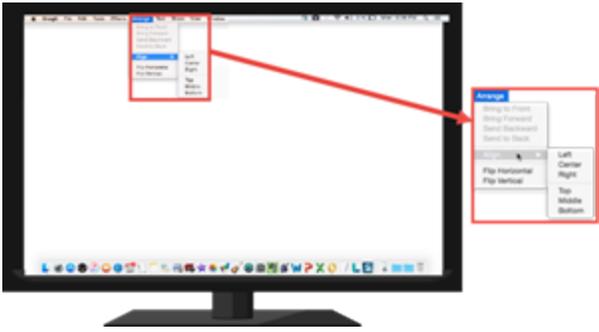
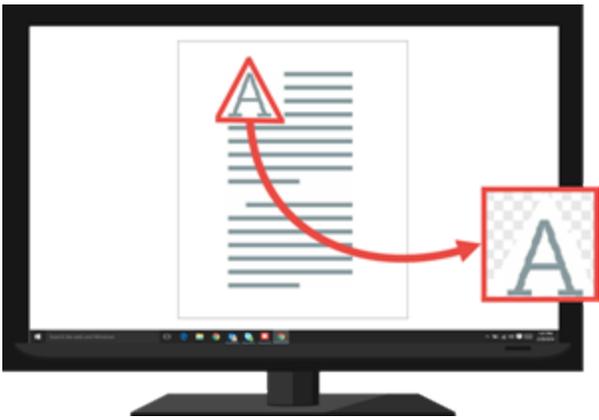
| Option | Description |
|----------------------|---|
| <p>Capture Delay</p> | <p>Delay the start of the capture to allow for additional setup time to open a menu or set up items on the screen. Select from the following Capture Delay options:</p> <ul style="list-style-type: none"> • Delay: Set a capture delay in seconds. See .. • Interval: Capture an image from the same location on the screen at a continuous time interval. See . • Schedule: Set up Snagit to take an image capture at a later time. See . |

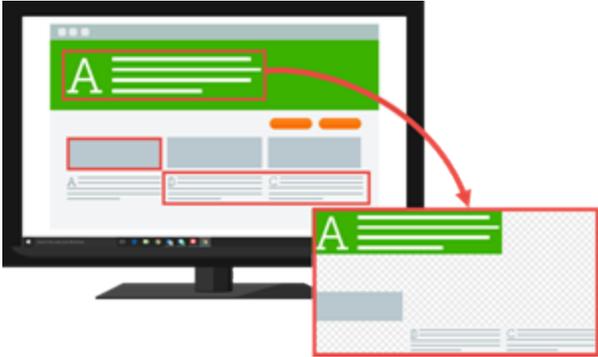
Selection Settings

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

| Option | Description |
|---|---|
| <p>Region</p>  | <p>Capture a portion of the screen.</p> |
| <p>Fullscreen</p> | <p>Capture an image of the entire screen.</p> |

| Option | Description |
|--|---|
| | <p>If you have multiple monitors, the Fullscreen option only captures one monitor.</p> |
| <p>Window</p>  | <p>Capture an open window, dialog, or area in an application on your screen.</p> |
| <p>Scrolling Window</p>  | <p>Capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.</p> |
| <p>Panoramic</p> | <p>Capture a continuous area within a window by manually panning or scrolling the window's contents.</p> |

| Option | Description |
|--|--|
|  | |
| <p data-bbox="131 751 196 783">Menu</p>  | <p data-bbox="773 926 1230 957">Capture a dropdown or cascading menu.</p> |
| <p data-bbox="131 1171 245 1203">Clipboard</p> | <p data-bbox="773 1171 1198 1203">Capture the content on the Clipboard.</p> |
| <p data-bbox="131 1249 180 1281">File</p> | <p data-bbox="773 1249 1092 1281">Capture the content in a file.</p> |
|  | <p data-bbox="773 1507 1479 1570">Capture an area drawn with the cursor such as round edges or irregular shapes.</p> |
| <p data-bbox="131 1791 212 1822">Object</p> | <p data-bbox="773 1791 1141 1822">Capture an object on the screen.</p> |

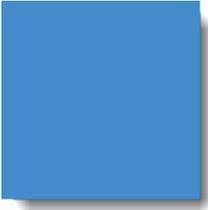
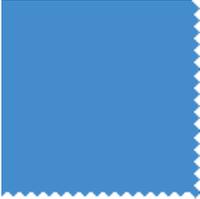
| Option | Description |
|---|---|
|  | <p>Capture multiple areas on the screen in a single capture.</p> |
| | <p>Capture an image from a connected TWAIN-compliant device such as an optical scanner or digital camera.</p> |

Effects Settings

Automatically apply effects to the image capture.

1. Select an option from the **Effects** dropdown.
2. Click the **Properties** button to set the effect properties.
3. To add another effect to the image capture, select the **Add another effect** option. Repeat steps 1 and 2.

| Option | Description |
|---|--|
| <p>Border</p>  | <p>Add an outline border around an image.</p> |
| | <p>Apply a filter effect over the entire image.</p> |
| <p>Shadow</p> | <p>Add a shadow effect to a side or around the entire image.</p> |

| Option | Description |
|--|--|
|  | |
| Caption | Add a custom caption or time stamp to the image. |
| | Swap two colors in an image or replace one color with another color. |
| Scale Image | Change the size of the image to specific dimensions or a percentage. |
| <p data-bbox="118 730 191 762">Edges</p>  | Add an edge effect to one or more sides of an image. |
| Trim | Remove the extra area from the top, bottom, or side of an image. |
| | Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image. |
| Rotate Image | Automatically rotate an image (in degrees) after capture. |
|  | Overlay text, a logo, or copyright information on an image for identification or to discourage unauthorized use. |
| Image Resolution | Change the DPI resolution of the image to adjust the dots per inch. The Windows default is 96 DPI. |

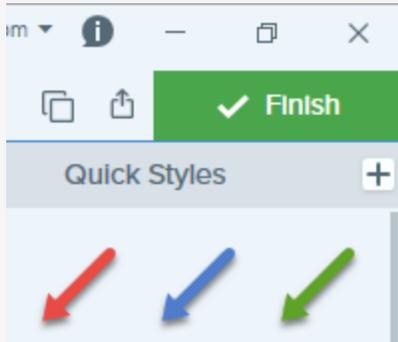
Share Settings

Select an output to send the image to after capture.

1. Select an option from the **Share** dropdown.
2. Click the **Properties** button to set the share properties.

- To share to multiple destinations, select the **Add another destination** option. Repeat steps 1 and 2.

If the **Preview in Editor** option is enabled, you must click the **Finish** button in Snagit Editor to send the capture to the selected destination.



| Snagit Outputs | Description |
|------------------------|---|
| File | Save an image capture to a file location. |
| Email | Insert the image capture into a new email message. |
| FTP | Send the capture to an FTP server using file transfer protocol. |
| Printer | Send the capture to a printer. |
| Microsoft Word | Insert the image capture into a Microsoft Word document. |
| Microsoft PowerPoint | Insert the image capture into a Microsoft PowerPoint presentation slide. |
| Microsoft Excel | Insert the image capture into a Microsoft Excel workbook. |
| Microsoft OneNote 2013 | Insert the image capture into a Microsoft OneNote 2013 notebook. |
| ScreenCast.com | Upload the capture to TechSmith's hosting service which provides a URL or embed code for quick sharing. |

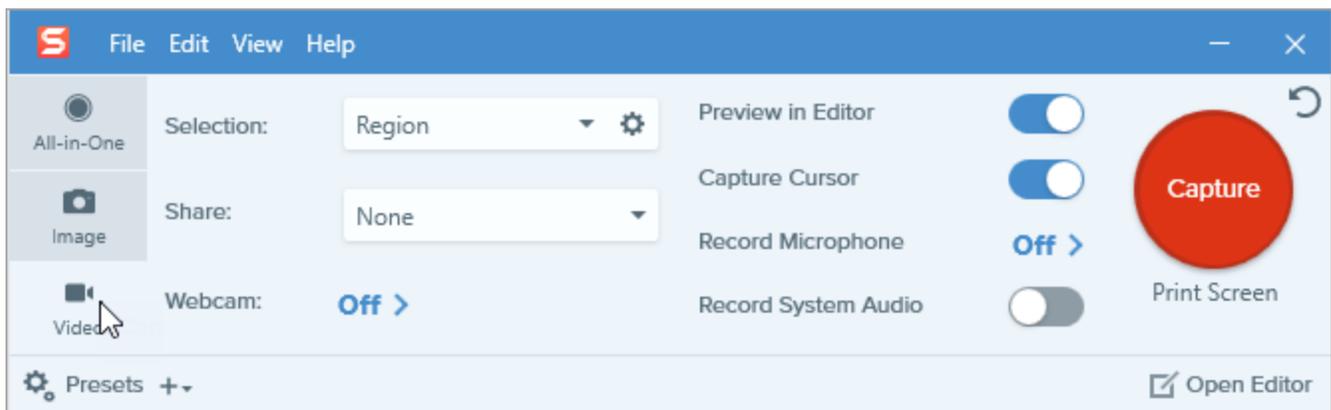
| Snagit Outputs | Description |
|-----------------|--|
| Camtasia Studio | Import image captures to use as assets in a video project. |
| Google Drive | Upload the capture to Google Drive for image hosting. |
| TechSmith Relay | Upload an image to TechSmith Relay. |
| Dropbox | Upload the capture to Dropbox for image hosting. |

Save Settings as a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

Video Tab Settings

The Video tab allows you to customize the video capture settings to meet your needs. Set up audio or a webcam device for the video.



The Video tab settings include:

- [Basic Settings](#)
- [Selection Settings](#)
- [Share Settings](#)

To get started in recording a video with the selected settings, see .

Basic Settings

| Option | Description |
|---------------------|---|
| Webcam | Record a built-in webcam or other camera device during video capture. The Webcam option switches between displaying the webcam recording (Webcam enabled) and displaying the screen recording (Webcam disabled) in the video capture. |
| Record Microphone | Record audio using a microphone device during video capture. |
| Record System Audio | Record the system audio (sounds from your computer's speakers) during video capture. |
| Preview in Editor | Open the capture in Snagit Editor to preview, edit, and share the video. Disable this option to skip previewing and editing the capture in Snagit Editor. Select a Share option in the Capture window, to automatically share to your destination. |
| Capture Cursor | Include the cursor in the capture. For video captures, it is recommended to capture the cursor with video recordings to help show where the action occurs on the screen. |

Selection Settings

Selection defines the area or type of content to capture on the screen. To learn more about video dimensions and selection tips, see .

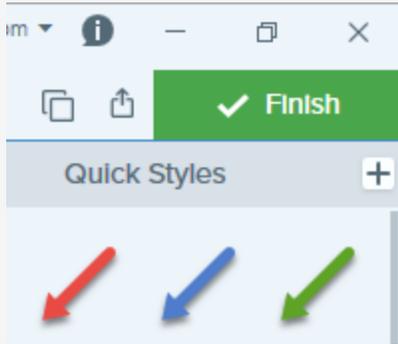
| Option | Description |
|--------|---|
| Region | Select to record a region on your screen. If you need to record at specific dimensions, click the Selection Properties button and select the Fixed region option. Set the dimensions and/or the position in the fields. |
| Window | Select to record an open window on your screen. If you need to record at specific dimensions, click the Selection Properties button and select the Use fixed size option to automatically resize the selected window to the desired dimensions. |

Share Settings

Select an output to send the video to after capture.

1. Select an option from the **Share** dropdown.
2. Click the **Properties** button to set the share properties.
3. To share to multiple destinations, select the **Add another destination** option. Repeat steps 1 and 2.

If the **Preview in Editor** option is enabled, you must click the **Finish** button in Snagit Editor to send the capture to the selected destination.



| Snagit Outputs | Description |
|-----------------|---|
| File | Save the video capture to a file location. |
| FTP | Send the capture to an FTP server using file transfer protocol. |
| Screencast.com | Upload the capture to TechSmith's hosting service which provides a URL or embed code for quick sharing. |
| Camtasia Studio | Import the video capture to edit or use as source clips in a project. |
| TechSmith Relay | Upload the video capture to TechSmith Relay. |
| YouTube | Upload the video capture to your YouTube account. |
| Google Drive | Upload the capture to Google Drive for video hosting. |
| Dropbox | Upload the capture to Dropbox for video hosting. |

Save Settings as a Preset

To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

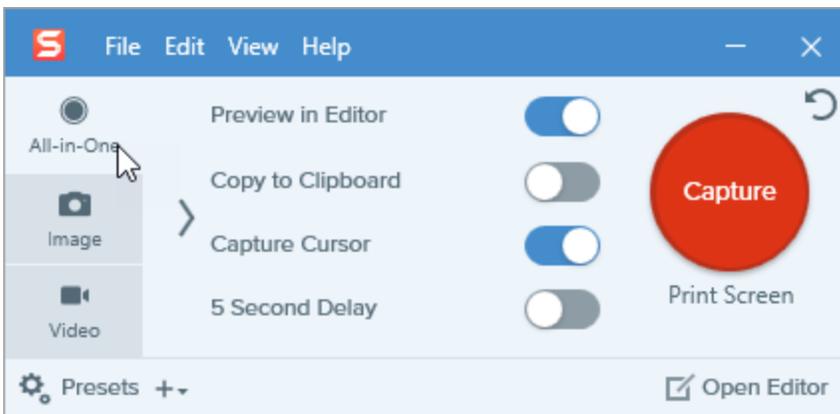
Record a Video

Record a video of the action on the screen as an MP4 video. You can choose to record microphone audio, system audio, and a webcam. Use Snagit videos to:

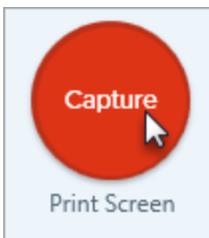
- Walk someone through a process or issue.
- Record a demonstration or a how-to video.
- Record a presentation switching between the presentation slides and video of the speaker.
- Send someone audio and visual feedback in a video.
- Record a small portion of an online video or animation.

Record a Video

1. In the Capture window, select the **All-in-One** tab.



2. Click the **Capture** button or press **Print Screen**.

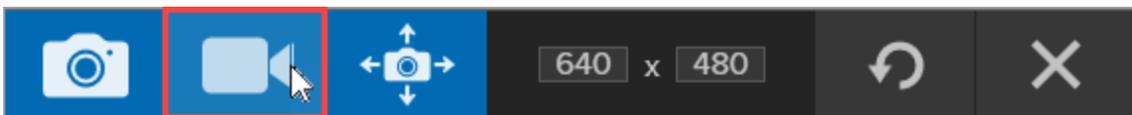


3. The orange crosshairs appear. Click and drag to select the area to record on the screen or click the **Fullscreen** button to select the entire screen.

For tips, see .

4. To edit the selected area, complete any of the following:
 - Drag the handles to adjust the selection.
 - To enter a specific size, type the dimensions in pixels into the **Width** and **Height** fields.
 - To move the selected area on the screen, click within the highlighted area and drag the selection to the desired location.

5. Click the **Video Capture** button.



6. The Video Recording toolbar appears.



The options on the toolbar can be toggled on or off during recording:

- **Webcam:** Record live video of the connected or built-in webcam. Screen video is not recorded when the webcam option is enabled.



- **System Audio:** Record the sound from your computer such as application alerts, audio playing from your speakers, etc.



- **Microphone Audio:** Record the audio from your computer's built-in microphone or from a connected USB microphone.



7. To begin recording, click the **Record** button or press **Shift+F9**.



8. To stop the recording, click the **Stop** button or press **Shift+F10**.



The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

TIP: Save a Preset

If you frequently use the same video dimensions or recording settings, save the settings as a preset for future use. See .

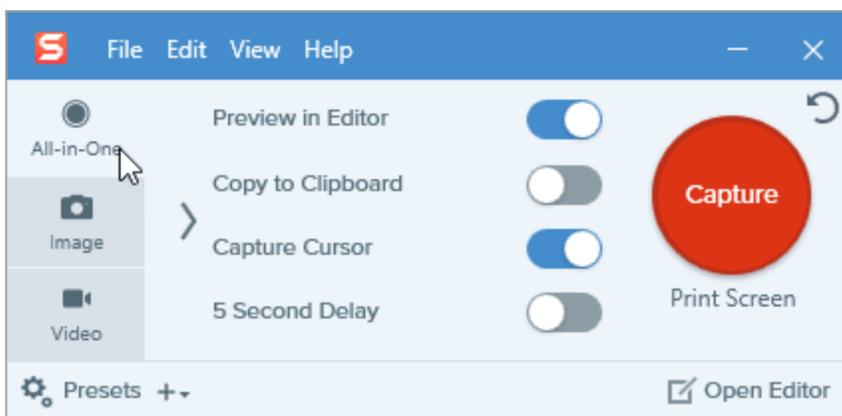
Select the Video Recording Area

To create quality , you should consider the recording dimensions before starting the video recording. It is important to select the appropriate dimensions for where you plan to host or share the video with your audience. Snagit provides several ways to help you select the appropriate dimensions for your video recordings.

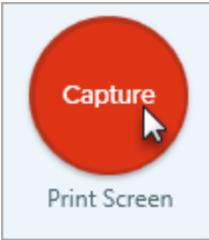
Select the Video Recording Area

Snagit offers the flexibility to record specific dimensions, a 4:3 or 16:9 aspect ratio, the entire screen, a region, or a window. Frame the screen content by selecting a recording area that only includes the relevant screen content.

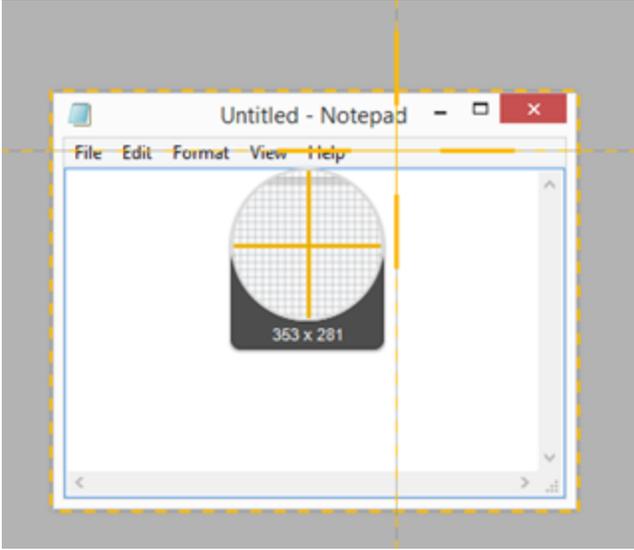
1. In the Capture window, select the **All-in-One** tab.

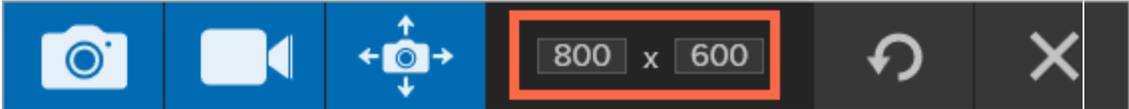


2. Click the **Capture** button or press **Print Screen**.



3. The orange crosshairs appear. To select the area, complete one of the following:

| Recording Selection | Steps to Complete |
|---------------------|--|
| Fullscreen | <p>Click the Fullscreen button.</p>  |
| Window | <p>1. Hover the cursor over the window to record.</p>  <p>2. An orange border appears around the window. Click to select.</p> |
| Region | <p>Click and drag to select an area on the screen.</p> <p>Hold the Shift key to draw a square.</p> |

| Recording Selection | Steps to Complete |
|----------------------------|--|
| Region (16:9 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL to lock the selection to a 16:9 aspect ratio. |
| Region (4:3 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL+SHIFT to lock the selection to a 4:3 aspect ratio. |
| Custom Dimensions | <ol style="list-style-type: none"> Click and drag to select an area on the screen. The toolbar appears. Enter the custom dimensions into the Width and Height fields.  |

To learn more about setting up a video recording, see .

Select Standard Dimensions

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

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

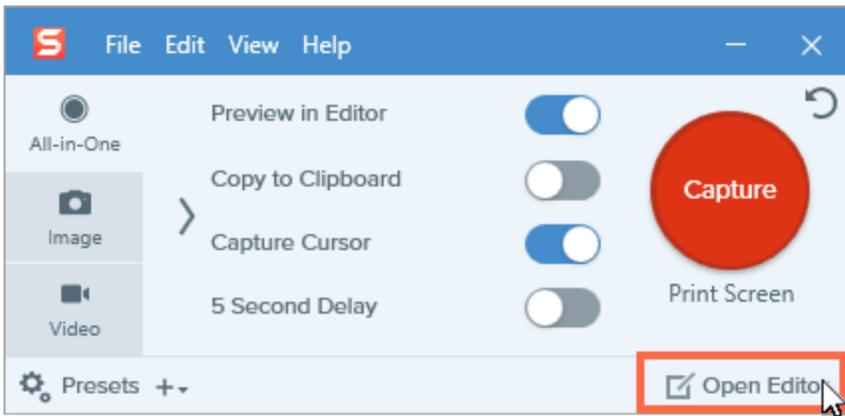
1. When selecting an area to record, press **G** to turn the video selection guides on or off.
2. Click and drag to select the recording area. As you drag the cursor near one of the standard dimensions, the guide dimly appears.
3. Continue to drag the cursor until the selection border highlights to match the guide.

Snagit Editor Overview

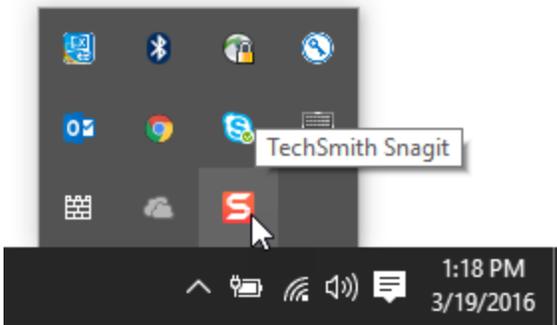
Use Snagit Editor to preview, edit, and share your captures.

Open Snagit Editor

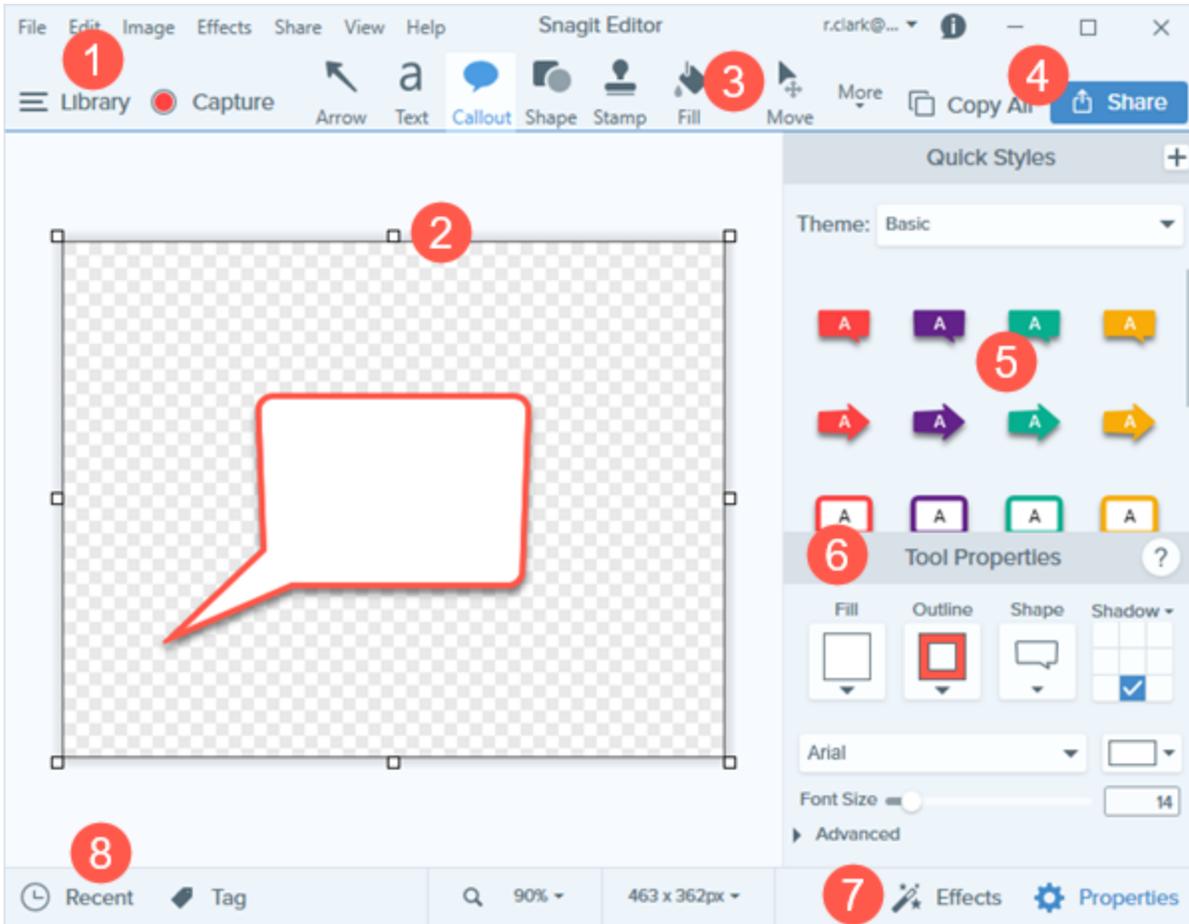
Click the **Open Editor** button in the Capture window.



In the Notifications area, right-click the **Snagit icon** and select **Open Snagit Editor**.



Snagit Editor Overview

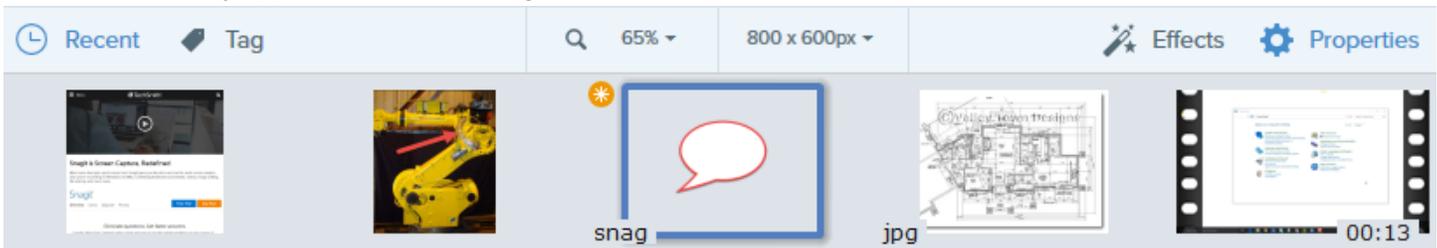


| | |
|---|--|
| 1 | <p>Library View and organize your capture history. See .</p> |
| 2 | <p>Canvas Working area to preview and edit captures. See and .</p> |
| 3 | <p>Toolbar Click to select an editing tool. You can customize the order and tools available in the toolbar. See and .</p> |
| 4 | <p>Share Host or share captures to social media or other apps. See .</p> |

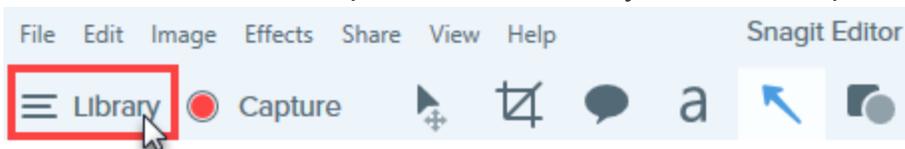
| | |
|-----------------|--|
| <p>5</p> | <p>Quick Styles Apply or save custom-made styles. See .</p> |
| <p>6</p> | <p>Properties Adjust the properties to customize a tool. See .</p> |
| <p>7</p> | <p>Effects Panel Click the Effects button to view the image effects available. See .</p> |
| <p>8</p> | <p>Recent Captures Tray Displays recent image and video captures. See .</p> |

Recent Captures Tray

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



To view additional recent captures, click the **Library** button at the top of Snagit Editor.



Save a Capture

Snagit automatically saves any unsaved captures as a SNAG file. An orange sunburst appears on the thumbnail when there are unsaved changes. To save the changes, select **File > Save or Save As** .



The file format displays on the lower left corner of the thumbnail.

Remove a Capture from the Tray

Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

Click the **Close** icon on a thumbnail to remove it from the tray.



Removing the item from the tray does not delete the file. Click the **Library** button to find and open the item.

Delete a Capture

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

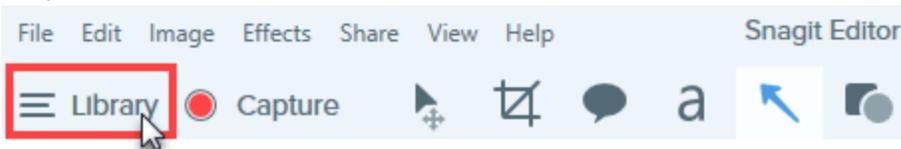
Tray Tips

- To change the size of the thumbnails in the tray, right-click on an item in the tray and select **Thumbnail Size > Small, Medium, or Large**.
- To view the capture metadata, right-click on an item in the tray and select **Details**.

View the Capture History (Library)

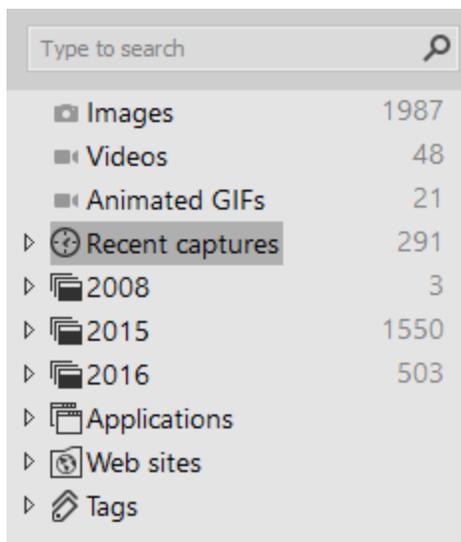
Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

To access the library from Snagit Editor, click the **Library** button at the top of Snagit Editor or in the Recent Captures Tray.



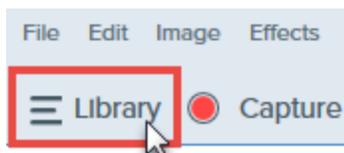
Captures are categorized by:

- Capture Type (Images, Videos, Animated GIFs)
- Recent Captures: Captures taken in the past four weeks and any files viewed or saved in Snagit
- Date (Year and Month)
- Applications: All applications Snagit captured
- Websites: All websites Snagit captured
- Tags: List of tags assigned to captures in Snagit



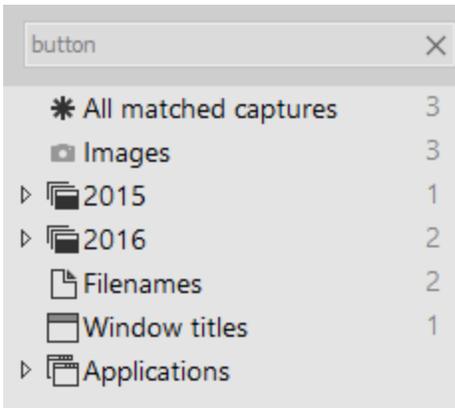
Search for Captures

1. In Snagit Editor, click the **Library** button.



2. Enter a search term in the **Search** field. You can search by file name, by tags, by application or website captured from.

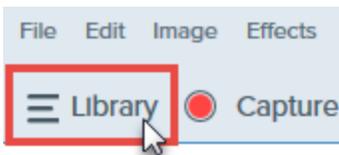
3. The search results appear below the search field. Click an item in the search results to view the captures in the library.



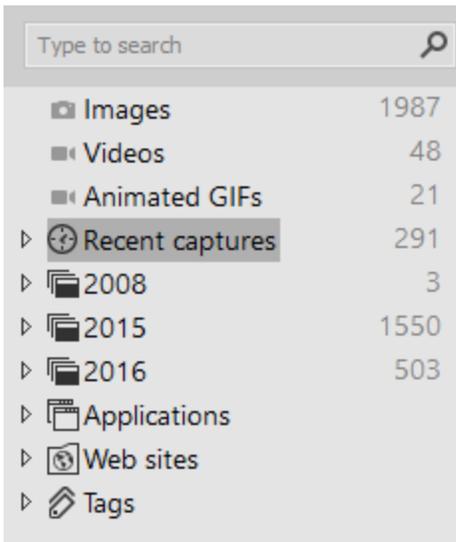
4. To open a capture in the tray, double-click the capture in the library.

Browse the Capture History

1. In Snagit Editor, click the **Library** button.



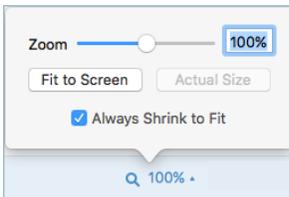
2. Captures are categorized by date (month and year), applications, websites, or tags. Click a category in the Search pane to view the captures within that category in the library.



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

Viewing Captures in the Library

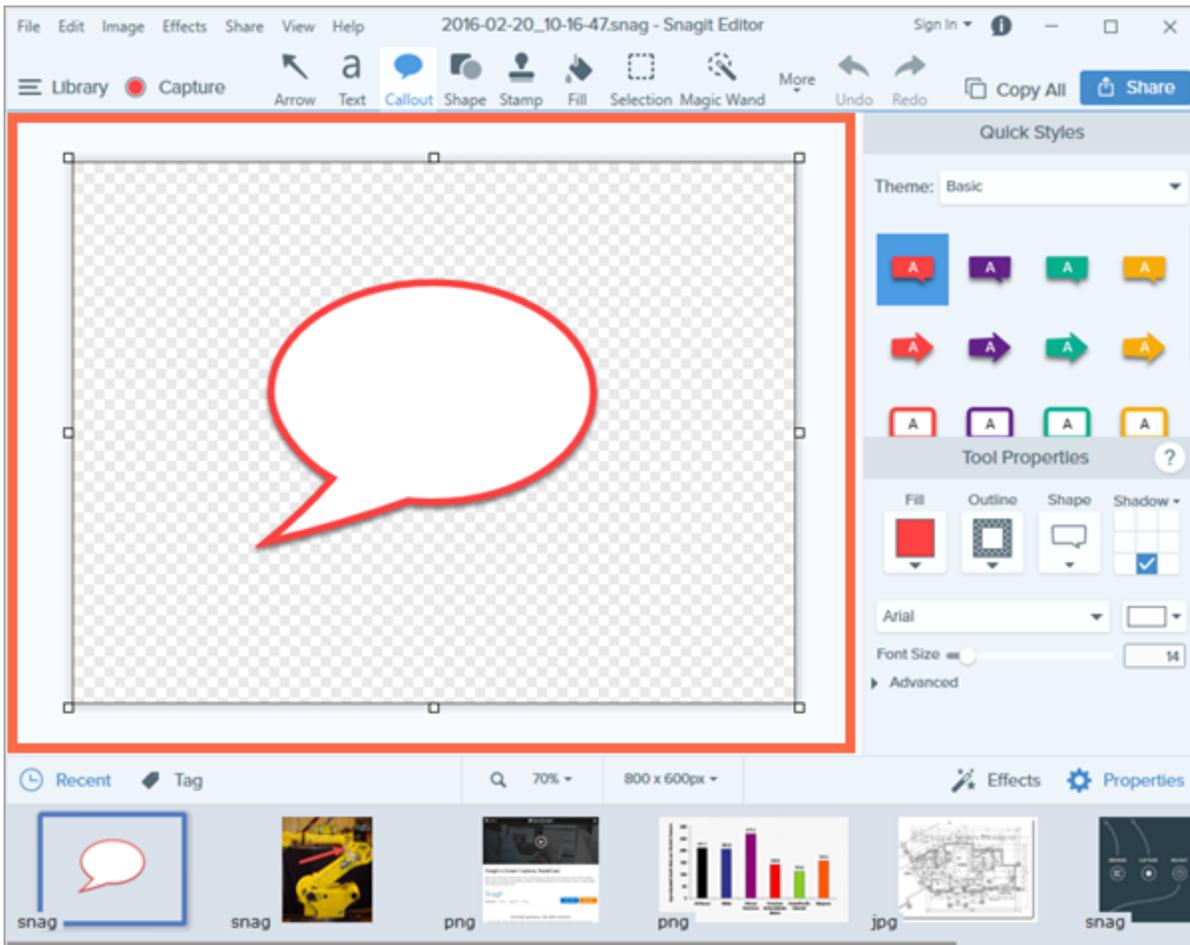
- Click the  **Details View** button or the  **Thumbnail View** button to switch the view for captures in the library.
- Click the **Zoom Options** button and drag the Zoom slider to change the size of the capture thumbnails in the library.



- Snagit captures other information during capture. To view this metadata, right-click and select **Details**.
- To open a capture in the tray, double-click the thumbnail in the library.

Working on the Canvas

The canvas is the area in to preview and edit captures. The canvas displays the capture selected in the .



Preview Captures

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

- [Video Playback in Snagit Editor](#)
- [Zoom In or Zoom Out](#)

Draw or Arrange Objects on the Canvas

The canvas consists of image editing tools to annotate, edit, and enhance image captures:

- Draw attention with **rectangles**, **ovals**, **lines**, and **text** to highlight an area.
- Build infographics, mindmaps, and presentation slide graphics with **lines** and **text**.
- Hide sensitive information with a **stamp** or cover up with a **stamp**.
- Add **stamps** such as cursors, mobile device frames, proofreader's marks, or fun annotations.

- to label steps within a capture.
- on the canvas.
- [Combine](#) multiple captures.

You can customize the toolbar with the frequently used tools, effects, share options, and commands. See .

Common Image Editing Tasks

- [Cut, Copy, and Paste](#)
- [Fill an Area with a Specific Color](#)
- [Remove Unwanted Areas from an Image](#)
- [Resize an Image](#)
- [Rotate an Image](#)
- [Create Source Graphics for Future Editing](#)
- [Convert Images](#)
- [Add an Image Effect](#)

Tips for Working on the Canvas

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

Arrange Objects

In Snagit Editor, you can edit any objects on the canvas that have not been flattened. Once an object has been flattened, it is a permanent part of the image and cannot be edited.

TIP: Save a SNAG file

Save your image as a SNAG file to edit objects, annotations, and text at a later time.

Resize Objects

1. Click to select an object on the canvas.
2. Drag a white handle in or out. To maintain the aspect ratio while resizing an object, hold the **Shift** key.

To resize the entire image, see .

Move Objects

1. Click to select an object on the canvas.

SHIFT+click to select multiple objects.

2. Click within the object and drag it to a new position on the canvas.

Rotate Objects

1. Click to select an object on the canvas.
2. If an object can be rotated, a green handle appears at the top of the object. Drag the green handle around the object to rotate it.

To rotate the entire image, see .

Flip Objects

1. Click to select an object on the canvas.

SHIFT+click to select multiple objects.

2. Right-click the object and select Flip > Horizontal or Vertical.

Flip the Entire Canvas

In Snagit Editor, select Image > Flip > Vertical or Horizontal.

Align Objects

Use the align options to quickly align a group of objects together.

1. SHIFT+click to select multiple objects.
2. Right-click the group of objects and select Align > an alignment option.

Snagit aligns the edges of the objects based on the alignment option selected.

Change the Order of Objects

1. Click to select an object on the canvas.
2. Right-click the object and select Order > select an Order option.

Combine Images

In Snagit Editor, you can combine images or objects together on the canvas. Combine images to:

- Show a side-by-side comparison.
- Enhance an image or graphic.
- Build a collage or collection of images.
- Piece together several images to show a process workflow or mockup.

1. Open the images to combine in the tray.
 - In Snagit Editor, select **File > Open**.
 - In the Library, double-click to open an image in the tray.
 - To take a new image capture, see .
2. Click to select the main image in the tray.
3. To add an image into the main image, drag the image to add from the tray onto the canvas.
4. The image is added as an editable object. After adding the image, you can:
 - Click and drag the image to change its position.
 - Drag a white handle in or out to resize the pasted image.
 - Right-click on the pasted image and select Flatten to make the pasted image a permanent part of the main image.

Cut, Copy, and Paste

Cut, copy, and paste options provide the flexibility to remove, duplicate, or move items in an image.

Copy Entire Canvas to the Clipboard

1. In Snagit Editor, click to select an image in the tray.
2. Click the **Copy All** button.

Copy a Selection to the Clipboard

1. In Snagit Editor, click the **Selection** tool.



2. Click and drag to select an area on the canvas.
3. Select **Edit > Copy** or press **CTRL+C**.

Cut Out Part of an Image

1. In Snagit Editor, click the **Selection** tool.



2. Click and drag to select an area on the canvas.
3. Select **Edit > Cut** or press **CTRL+X**.

Cut an Object

1. Click to select an object on the canvas. **SHIFT+click** to select multiple objects.
2. Select **Edit > Cut** or press **CTRL+X**.

Cut all Objects

1. Right-click the canvas and choose **Select All Objects**.
2. Select **Edit > Cut** or press **CTRL+X**.

Paste onto the Canvas

After copying (**CTRL+C**) or cutting (**CTRL+X**) an object or selection from the canvas, select **Edit > Paste** or press **CTRL+V**.

Remove Unwanted Areas from an Image

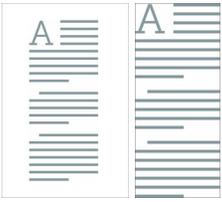
Show only the relevant content in an image to maintain your viewer's focus. Snagit offers several ways to remove areas from an image capture:

- [Manually Trim an Image](#)
- [Auto Trim an Image](#)
- [Crop an Image](#)
- [Cut Out a Section](#)

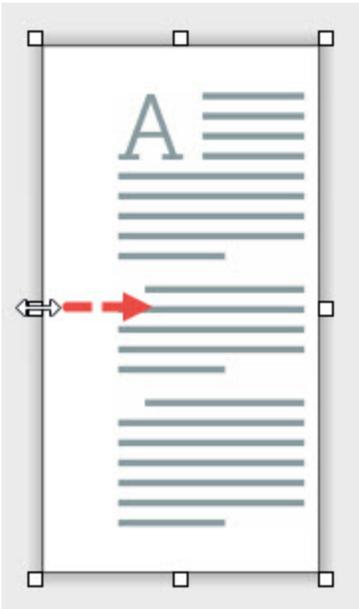
Trim an Image

Trim an image to remove the extra or unwanted area around an image.

Manual Trim

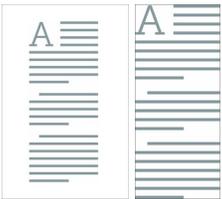


On the canvas, drag one of the white handles on the edge of the canvas to trim the top, bottom, or side of an image.



Auto Trim

To remove extra canvas space, select **Image > Auto Trim**.



The area removed from Auto Trim is based on the amount of solid color or transparency around the edges of the canvas.

Crop an Image

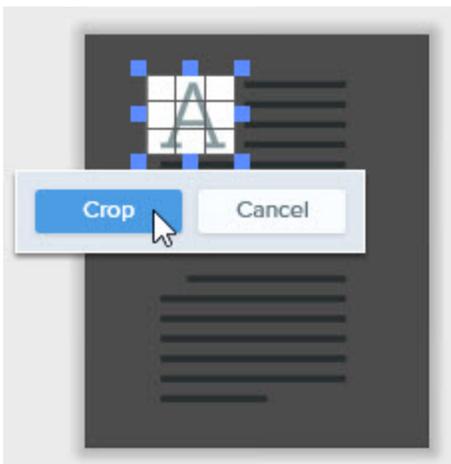
Manually select the area to remove around an image.



1. In Snagit Editor, click to select the **Crop** tool.

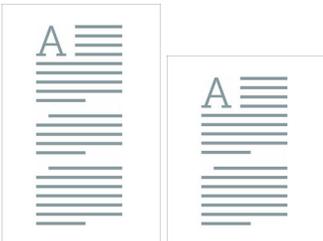


2. Blue handles and grid lines appear over the image. Drag a blue handle in to crop one side of the image.
3. Click the **Crop** button to save the changes.



Cut Out a Section

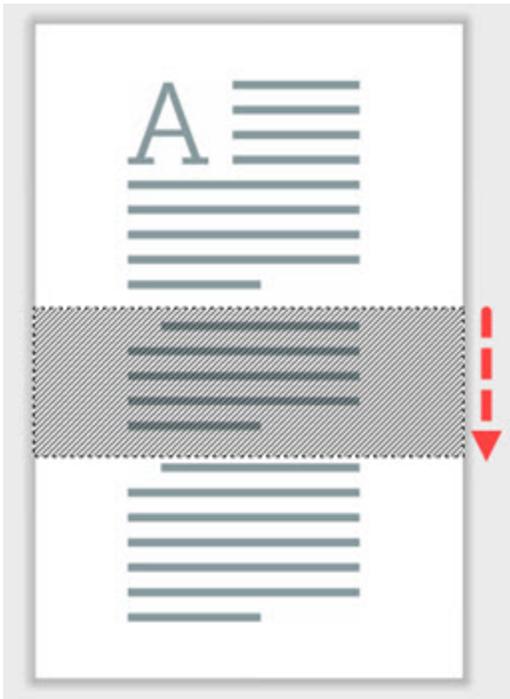
Delete a vertical or horizontal section from an image and join the two pieces together.



1. In Snagit Editor, click to select the **Cut Out** tool.



2. The Quick Styles open. Click to select a style.
3. A line appears on the canvas. Click and drag on the canvas to select the area to remove.



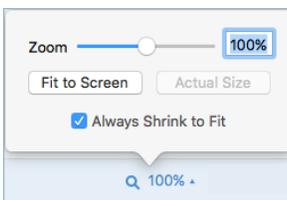
Zoom In or Zoom Out

Use the Zoom controls to preview an image.

The zoom level does not change the final size of the image. It only applies to the image preview in Snagit Editor and the thumbnail size in the library. See .

Change the View Percentage

1. Click the **Zoom Options** button above the Recent Captures Tray.



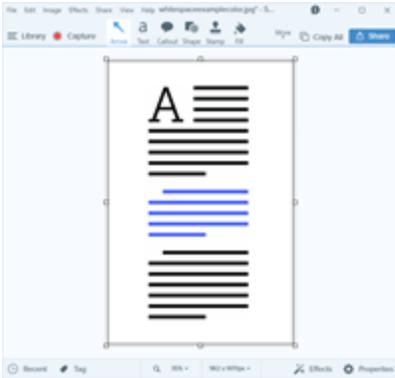
2. Drag the **Zoom** slider or enter a percentage into the field.
3. To reset the preview to the image's current size, click the **Actual Size** button.

Set the Zoom Preferences

The following options control the display of the capture on the canvas.

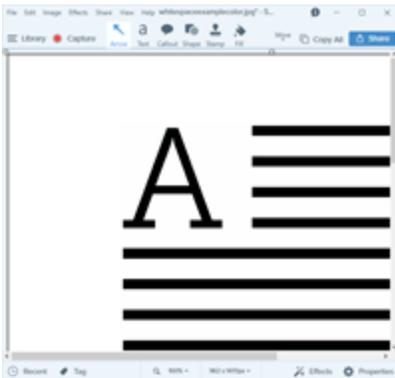
Example

View Option



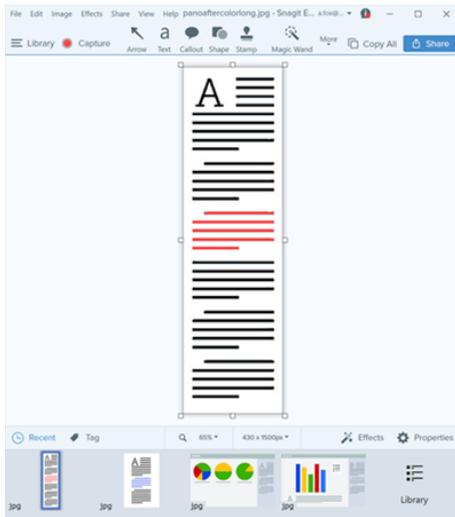
Fit to Screen

Display the selected capture to fit the canvas. This option sets the Zoom level based on Snagit Editor's window size.



Actual Size

Display the selected capture at its actual dimensions. This option sets the Zoom level to 100%.



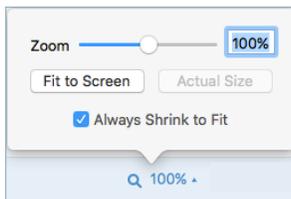
Always Shrink to Fit

Change the Zoom level to fit the entire capture on the canvas for all open captures.

View the Pixel Grid

The Pixel Grid view shows the pixel grid lines on the canvas for images previewed at 600 percent or higher.

1. In Snagit Editor, select **View > Pixel Grid**.
2. Click the **Zoom Options** button above the Recent Captures Tray.



3. Enter a value of 600 percent or higher into the field.

The pixel grid lines appear on the canvas.

Resize an Image

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

You must flatten any vector objects on the canvas to resize the image.

1. To open the resize options, complete one of the following:
 - In Snagit Editor, select **Image > Resize Image**.
 - Click the **Resize Image** dropdown above the Recent Captures tray.
 2. Select a unit.
 3. Enter a **width** and **height**. If you want to enter dimensions at a different aspect ratio than the current image, click the **Lock Aspect Ratio** icon.
 4. Click the **Advanced** option to display additional options.
 - **Resolution:** Sets the density of pixels in an image. Resolution is measured in DPI (dots per inch).
 - **Use Resampling:** Change the number of pixels in an image. Resampling up adds additional pixels to an image. Resampling down removes unnecessary pixels and can decrease the file size.
- It is recommended to use the other resizing options before enabling this option. This option can permanently degrade the quality of the image.
5. Click the **Apply** button.

Rotate an Image

You must flatten any vector objects on the canvas to rotate the image.

In Snagit Editor, select **Image > Rotate >** select a rotate option:

- **Clockwise:** Rotate image 90 degrees clockwise.
- **Counter Clockwise:** Rotate image 90 degrees counter clockwise.
- **180 Degrees:** Rotate image 180 degrees.
- **Custom Angle:** Enter a custom angle in degrees.

Create Source Graphics for Future Editing

The SNAG file format saves the current state of an image and allows for editing of any vector-based objects on the canvas such as text, callouts, stamps, shapes, and pasted images. Use this file format to incorporate feedback, make edits or revisions, and update the image at any time.

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

Save an Image as a SNAG File

1. In Snagit Editor, click to select the image in the tray.
2. Select **File > Save As**.
3. Select **SNAG - Snagit Capture File** from the **Save as type** dropdown.
4. Click **Save**.

About Vector Graphics

If you save an image containing vector objects to another file format, the objects flatten to become a permanent part of the image.

Flatten Objects on the Canvas

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

Add Tags to Organize Captures

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

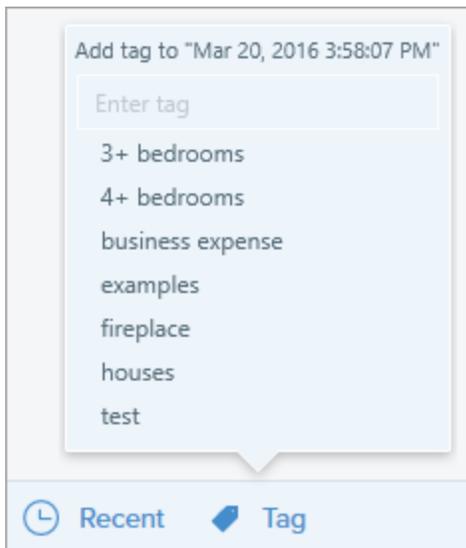
Tags are only visible in Snagit.

Apply a Tag

1. In Snagit Editor, select a capture in the or in the .

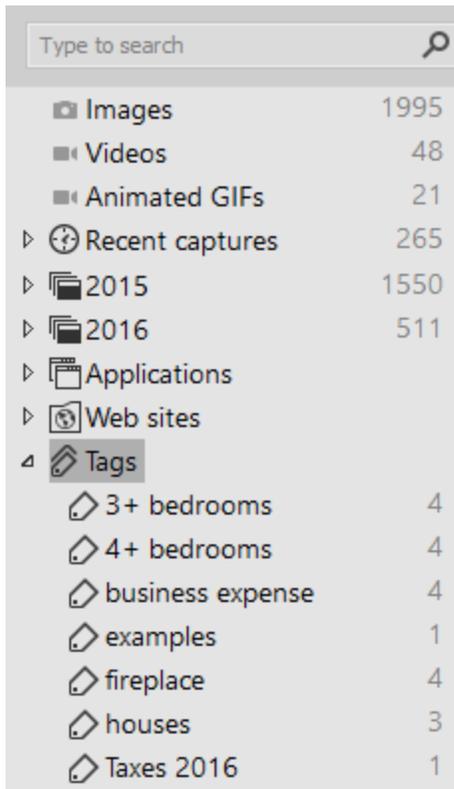
CTRL+click to select multiple captures.

2. Click the **Tag** button.
3. Enter a new tag or click to select an existing tag from the list.



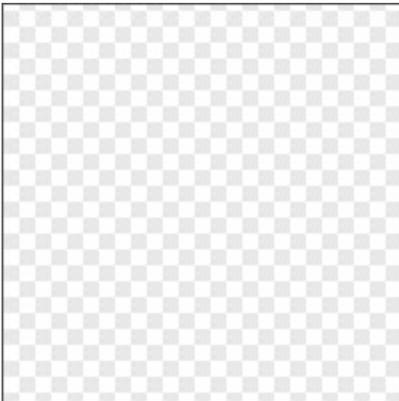
View Tags

Snagit automatically saves your capture history to the . In the Search pane, click the **Tags** category to view a list of all the tags applied to captures.



Transparency Tips

Transparency is represented by a checkerboard pattern on the canvas.

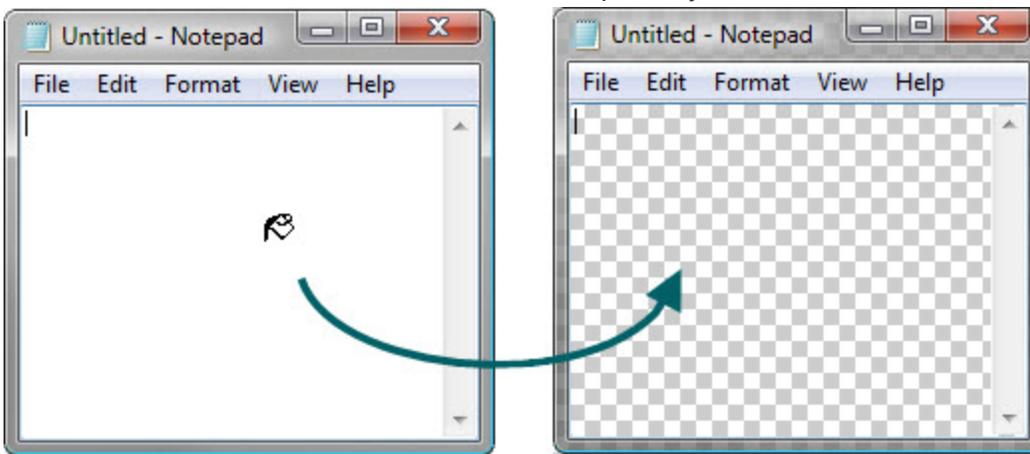


When you add a transparent image, the background behind the image shows through the transparent areas in an image.

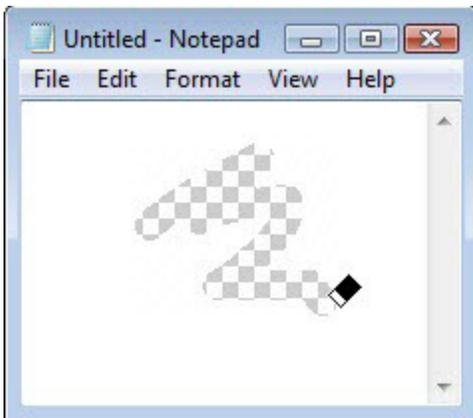


Fill or Erase an Area with Transparency

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



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



Save a Transparent Image

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

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

Convert Images

Save editing time by modifying multiple files at the same time with the Convert Images option.

- Convert files into another file format.
- Apply the same effect(s) to multiple files.
- Save a group of images to a new file location.
- Apply a naming convention to a set of files.

Open the Convert Images Wizard

- In Snagit Editor, select **File > Convert Images**.
- In Snagit Editor, click the **Library** button. CTRL+click to select multiple images. Right-click an image and select **Batch Conversion Wizard**.

Add an Image Effect

Add an effect to enhance an image. Effects can be applied to the entire image or a .

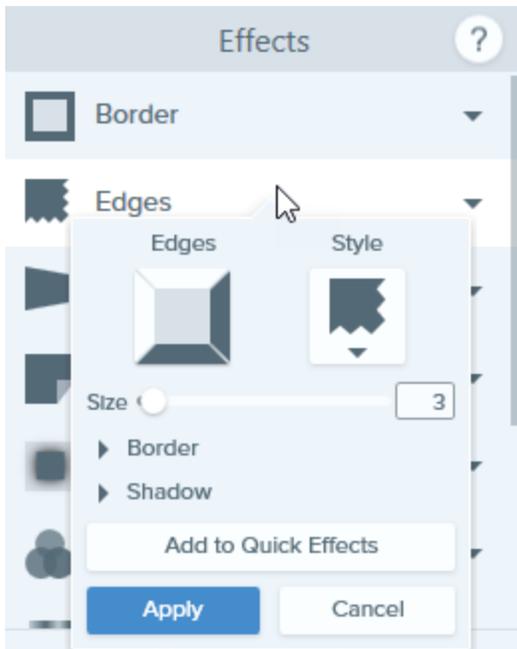
Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add an Image Effect

1. Click the **Effects** button.



2. The Effects panel opens. Click an effect.



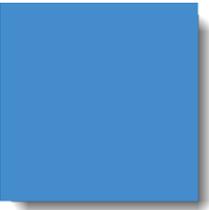
3. The effect properties open and a preview of the effect is shown on the canvas. Edit the desired properties.
4. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Snagit Effects

| | |
|---|---|
| <p>Border</p>  | <p>Add an outline border around an image.</p> |
| <p>Edges</p> | <p>Add an edge effect to one or more sides of an image.</p> |

| | |
|--|--|
|  | |
|  | Distorts an image to give the appearance of being viewed from a different angle. |
|  | Add an effect that peels up the corner of an image. |
| Shadow  | Add a shadow effect to a side or around the entire image. |
| | Apply a filter effect over the entire image. |
| | Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image. |
| | Swap two colors in an image or replace one color with another color. |
| | Draw attention to an area in an image by highlighting and enlarging the area. |
|  | Overlay text, a logo, or copyright information on an image for identification or to discourage unauthorized use. |

Add a Quick Effect

Set up a Quick Effect to automatically remember your custom effect settings for future use.

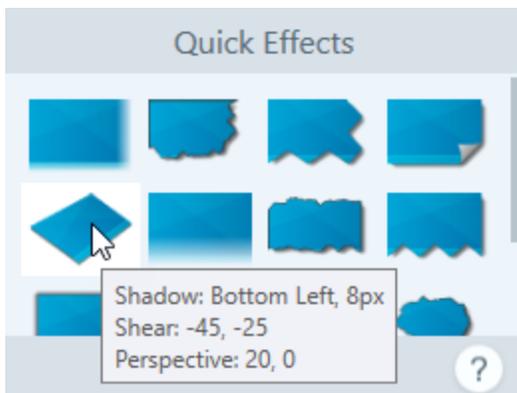
Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Apply a Quick Effect

1. Click the **Effects** button.



2. The Effects panel opens. Hover over a Quick Effect.



3. A preview of the Quick Effect appears on the canvas. Click to apply the Quick Effect.

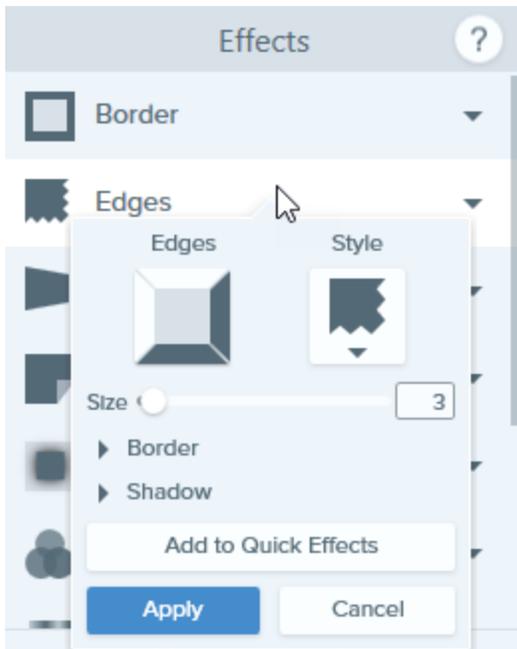
Save a Quick Effect

After editing the effect properties, you can save the custom effect as a Quick Effect for future use.

1. Click the **Effects** button.



2. The Effects panel opens. Click an effect.



3. The effect properties open and a preview of the effect is shown on the canvas. Edit the desired properties.
4. Click the **Add to Quick Effects** button.

The new effect is added to the top of the Quick Effects. To change its location within the Quick Effects, click and drag to move it to a new location.

Remove a Quick Effect

Right-click on the effect to delete and select **Delete from Quick Effects**.

Border

Add an outline border around an image.

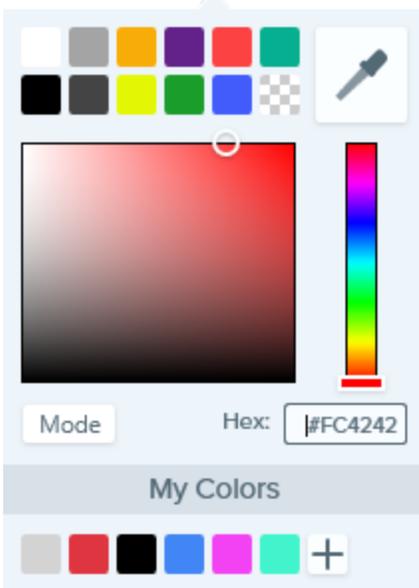
Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Border

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Border** effect.
3. The effect properties open and a preview of the effect is shown on the canvas.
4. To change the color of the border, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the **Eyedropper** tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.
5. Drag the slider to adjust the width.
 6. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Edge Effects

Add an edge effect to one or more sides of an image.



Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add an Edge Effect

You can only apply one edge effect at a time. To apply multiple edge effects, repeat this process for each effect.

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Edges** effect.
3. The effect properties open and a preview of the effect is shown on the canvas. Click to select which edges to apply the effect.
4. Select an edge style from the **Style** dropdown.
5. Drag the slider to adjust the size of the effect.
6. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Capture Info

Add capture metadata such as application, version, time and date, and operating system to the bottom of an image.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

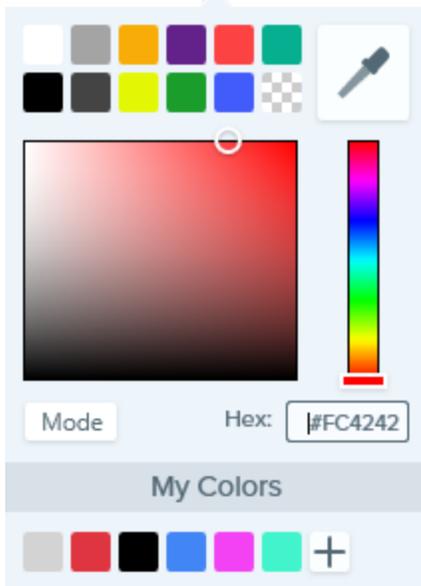
Add a Capture Info Effect

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Capture Info** effect.
3. The effect properties open and a preview of the effect is shown on the canvas. Select the metadata to display.
4. Enable the **Custom Text** option to enter a note or additional information.

5. To change the color of the background, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the **Eyedropper** tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

6. Click the **Apply** button to apply the effect to the image.

Perspective and Shear

The Perspective and Shear effect distorts an image to give the appearance of being viewed from a different angle.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Perspective and Shear Effect

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Perspective and Shear** effect.
3. The effect properties open and a preview of the effect is shown on the canvas. Select **Perspective** or **Shear** from the dropdown.
4. Drag the sliders to adjust the horizontal or vertical values for the effect.
5. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Page Curl

Add an effect that peels up the corner of an image.

Effects are only available for image captures. Share your video to to enhance it with annotations and effects.

Add a Page Curl Effect

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Page Curl** effect.

3. The effect properties open and a preview of the effect is shown on the canvas. Click to select which corner to apply the effect.
4. Drag the slider to adjust the size of the effect.
5. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Shadow

Add a shadow effect to a side or around the entire image.

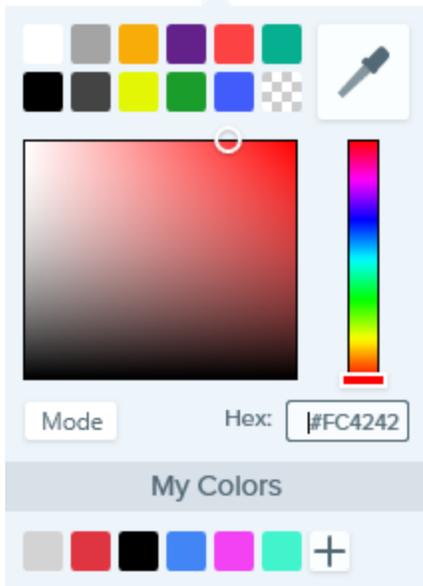
Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Shadow Effect

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Shadow** effect.
3. The effect properties open and a preview of the effect is shown on the canvas.
4. Click to select the shadow location.
5. The effect properties open and a preview of the effect is shown on the canvas. To change the shadow color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

6. Drag the slider to adjust the size of the effect.
7. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Image Filters

Apply a filter effect over the entire image.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add an Image Filter Effect

You can only apply one filter at a time. To apply multiple filters, repeat this process for each filter.

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Filters** effect.
3. The effect properties open and a preview of the effect is shown on the canvas. Select a filter from the dropdown menu. See [Filter Options](#).
4. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Filter Options

| Option | Description |
|---------------|--|
| Soften | Drag the slider to soften or blur the details in the image. |
| Sharpen | Drag the slider to adjust the contrast in an image. Use this filter to improve the focus in blurry images. |
| Opacity | Drag the slider to adjust the percentage transparency of the image. |
| Monochrome | Apply a dithered black and white filter to the image. |
| Grayscale | Convert the image from color to shades of gray. |
| Invert Colors | Replace the colors in an image with its inverse colors, similar to a film negative. |

Adjust the Image Color Settings

Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image.

Add a Color Adjustment Effect

1. Click the **Effects** button.
2. The Effects panel opens. Click the **Color Adjustment** effect.
3. The effect properties open and a preview of the effect is shown on the canvas. Drag the sliders to adjust the properties.
4. Click the **Apply** button to apply the effect to the image.

TIP: Add to Quick Effects

To save the effect settings for future use, click the **Add to Quick Effects** button.

Swap or Replace Colors in an Image

Swap two colors in an image or replace one color with another color.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Swap Colors in an Image

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Color Replacement** effect.
3. Click the **Add** button.
4. Click the **Replace** dropdown and select **Swap**.

5. In the Color dropdown on the left, click the **Eyedropper** tool and click to select a color in the image.



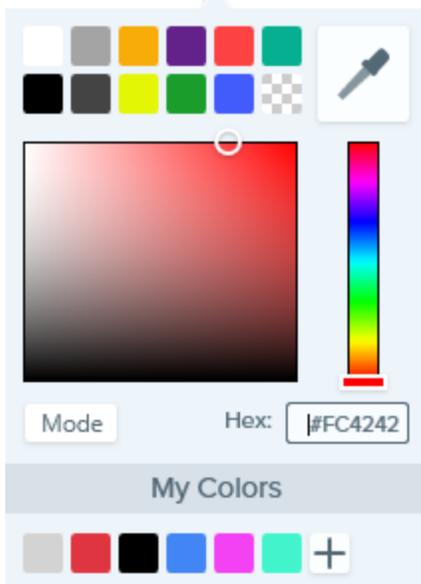
6. In the Color dropdown on the right, click the **Eyedropper** tool and click to select a color in the image to swap with the first color selected.
7. Click the **Apply** button to apply the effect to the image.

Replace a Color in an Image

1. Click the **Effects** button.
2. The Effects panel opens. Click the **Color Replacement** effect.
3. Click the **Add** button. Make sure **Replace** is selected in the dropdown.
4. In the Color dropdown on the left, click the **Eyedropper** tool and click to select a color in the image to replace.



5. In the Color dropdown on the right, select a replacement color by completing one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

6. Click the **Apply** button to apply the effect to the image.

Spotlight and Magnify

Draw attention to an area in an image by highlighting and enlarging the area.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Spotlight and Magnify Effect

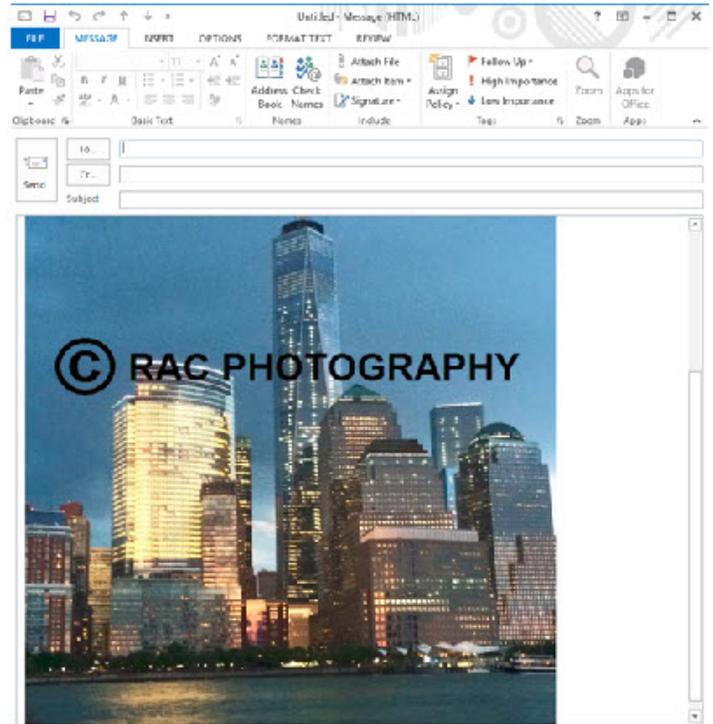
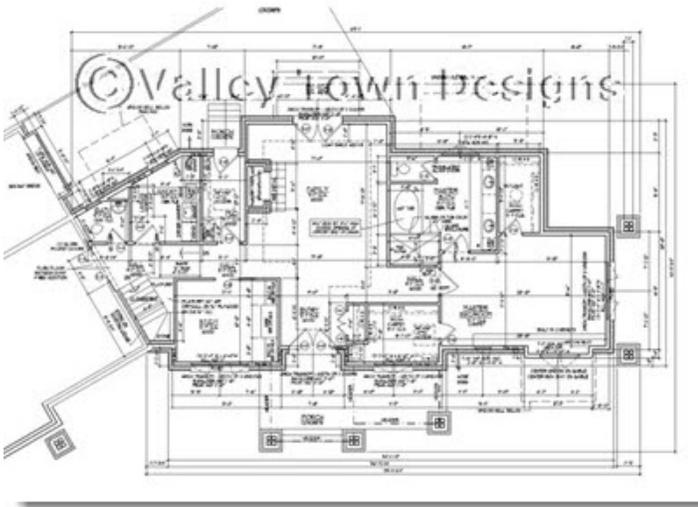
1. Click the **Selection** tool.
2. Click and drag to select the area to magnify on the canvas.
3. Click the **Effects** button.



4. The Effects panel opens. Click the **Spotlight and Magnify** effect.
5. The effect properties open and a preview of the effect is shown on the canvas. Edit the desired properties.
6. Click the **Apply** button to apply the effect to the image.

Watermark

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



Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Watermark

1. Click the **Effects** button.



2. The Effects panel opens. Click the **Watermark** effect.
3. The effect properties open. Click the **Browse** button to select an image file to use for the watermark.
4. Click to select the watermark position.
5. Drag the scale slider to resize the watermark on the image.

6. Select the watermark type and properties:
 - **Underlay**: Displays the watermark in the background of the image giving it an embossed look.
 - **Overlay**: Maintains the watermark colors and positions the watermark on top of the image.
7. Click the **Apply** button to apply the effect to the image.

Import an Image or Video from a Mobile Device

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

Fuse is available from the [Google Play Store](#) or the [App Store](#) and supported on mobile devices running the following operating systems:

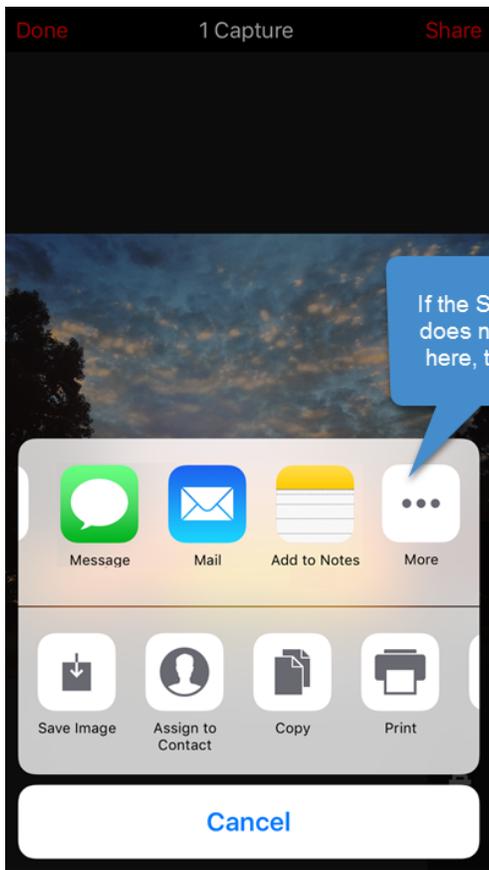
- iOS version 9 and later (phones and tablets)
- Android version 4.0 and later

Import Images or Videos from a Mobile Device

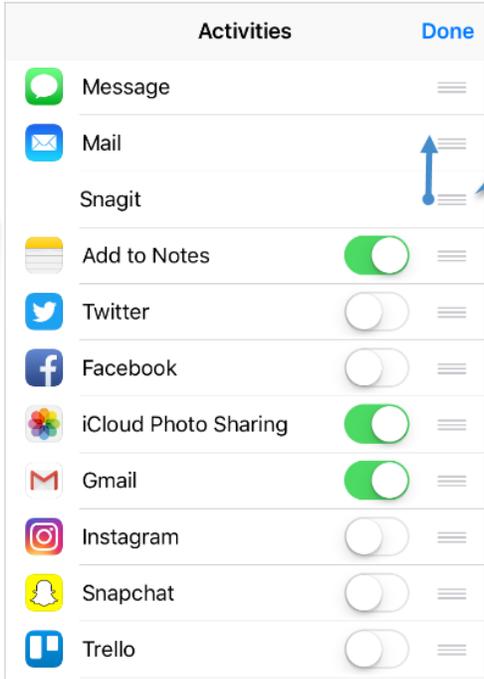
1. Install TechSmith Fuse from the [Google Play Store](#) or the [App Store](#) onto your mobile device.
2. In Snagit Editor, select **File > Connect Mobile Device**. The Connect Mobile Device dialog opens.
3. Connect your computer and mobile device to the same network. See .
4. Open TechSmith Fuse on your mobile device.
5. Select the media to send:
 - Tap **Library** to import from your device or to select existing media.
 - Tap **Video** to record a video.
 - Tap **Photo** to take a photo.

6. Tap **Share** and select **Snagit**.

If the Snagit icon does not appear, tap **More**.



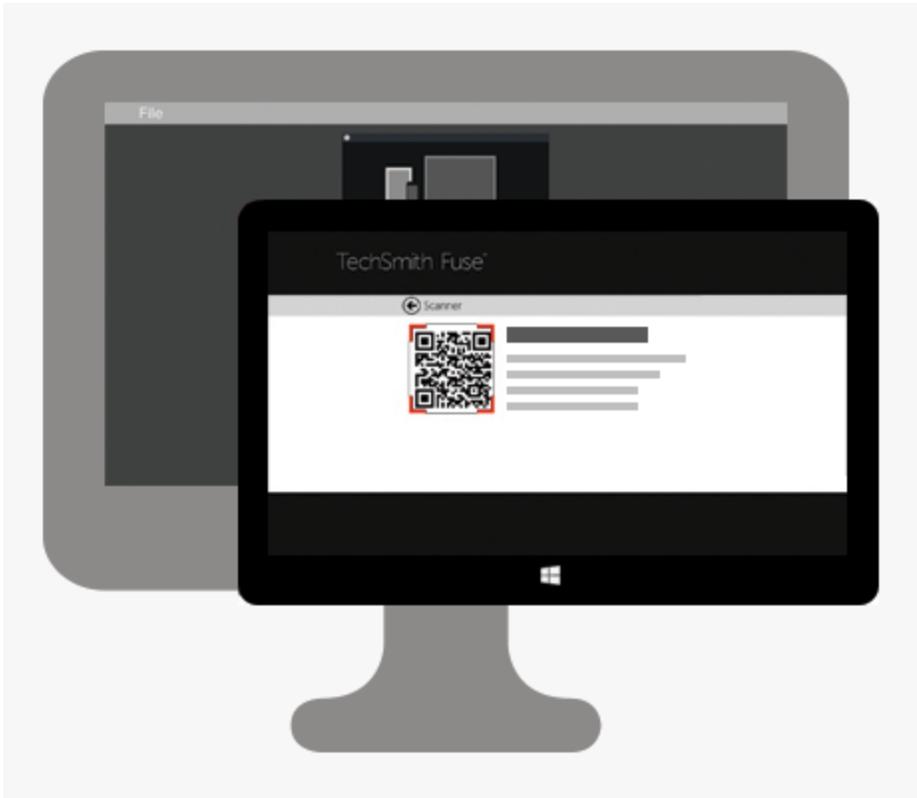
If the Snagit icon does not appear here, tap More.



Drag Snagit up in the listing for it to appear in the initial view.

7. Tap **Connect to Snagit**.

8. The Scanner appears. Point your camera at the QR code in the Connect Mobile Device dialog. See [Tips for scanning the QR code](#).



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

Tips for scanning the QR code

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

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

About Connecting TechSmith Fuse and Snagit

- Opening the Connect Mobile Device dialog turns on the **Mobile Sharing** option.
- You must scan the QR code in Snagit to establish a connection between the mobile device and Snagit for sending the mobile files.

- Your mobile device and the computer running Snagit must be connected to the same network.
- You must have Snagit open on your computer.

About Mobile Sharing with TechSmith Fuse

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

- Connect TechSmith Fuse to Snagit from a mobile device.
- Select Snagit Editor > File > Editor Options > Advanced tab > Enable sharing to Snagit.

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

Snagit opens a port on your computer to establish a secure connection between your mobile device and Snagit. If you have security concerns about the connection remaining open after you have transferred the files from Fuse, you can turn off Mobile Sharing.

Turn Mobile Sharing Off:

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

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

Troubleshooting TechSmith Fuse

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

- [Unable to send files from TechSmith Fuse to Snagit](#)
- [Unable to scan QR code](#)
- [QR code is missing](#)

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

Unable to send files from TechSmith Fuse to Snagit

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

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

Unable to scan QR code

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

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

QR code is missing

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

A QR code may not be generated if:

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

If a QR code is not generated:

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

Import from Google Drive

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

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

The images or videos open in the tray in Snagit Editor.

Tools Overview

The [Snagit Editor toolbar](#) consists of image editing tools to annotate, edit, and enhance image captures:

- Draw attention with [, , , and](#) .
- Make precise selections on the canvas with the [and](#) tools. Use auto-fill to fill in removed areas.
- Build infographics, mindmaps, and presentation slide graphics with [shapes](#) and .
- Hide sensitive information with a [blur](#) or cover up with a .
- Add [stamps](#) such as cursors, mobile device frames, proofreader's marks, or fun annotations.
- to label steps within a capture.
- Remove areas with the [Crop](#) or [Cut Out](#) tools to show only the relevant content in an image.

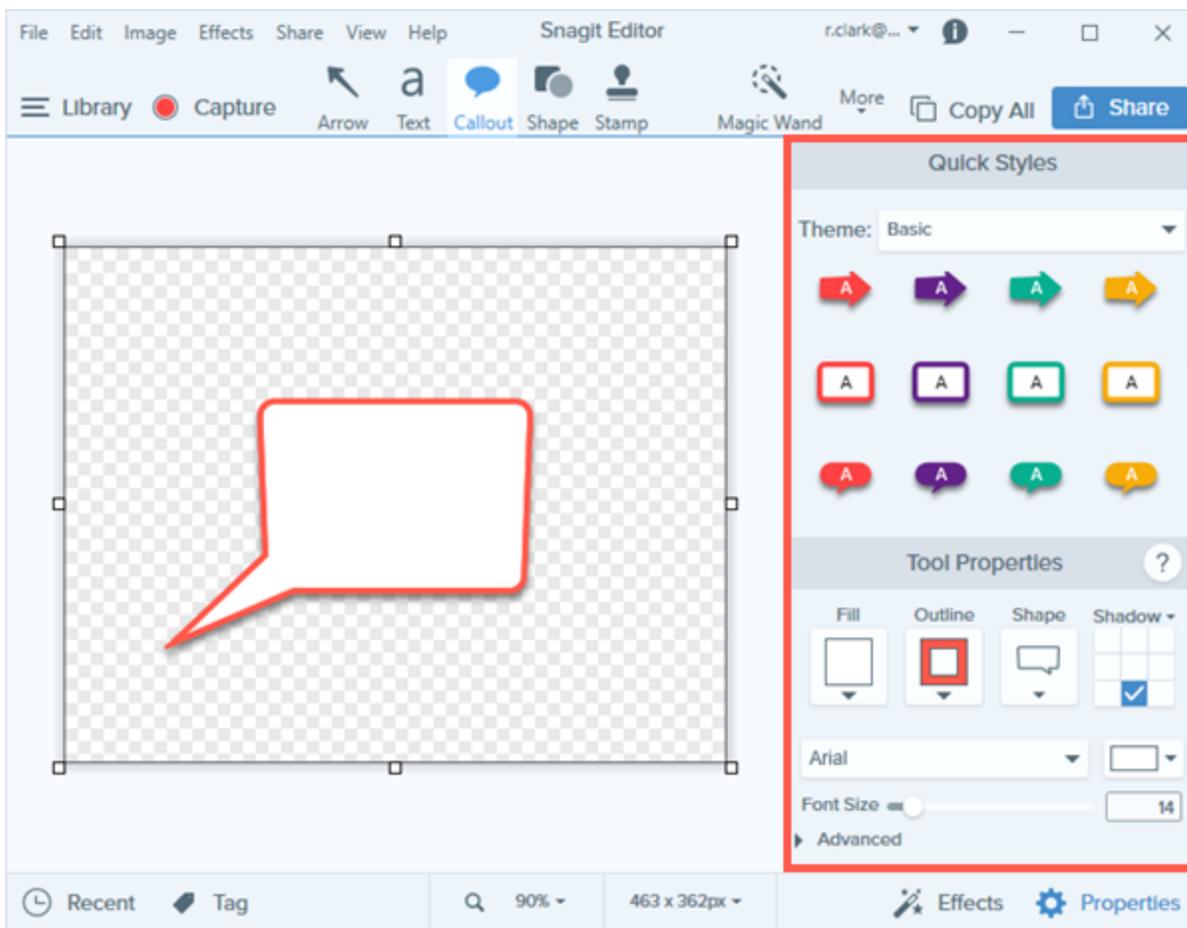
The annotation tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Getting Started with the Tools

1. Click to select a tool from the Snagit Editor toolbar.



2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.



3. To select the tool properties, complete one of the following:

- Click to select a style from the . The Quick Styles contain preset or custom styles.
- Edit the settings for the tool in the Properties panel.

4. The method for drawing the quick style on the canvas depends on the tool selected. Follow the instructions outlined for each [tool](#).

Customize the Toolbar

You can customize the toolbar with the frequently used tools, effects, share options, and commands. See .

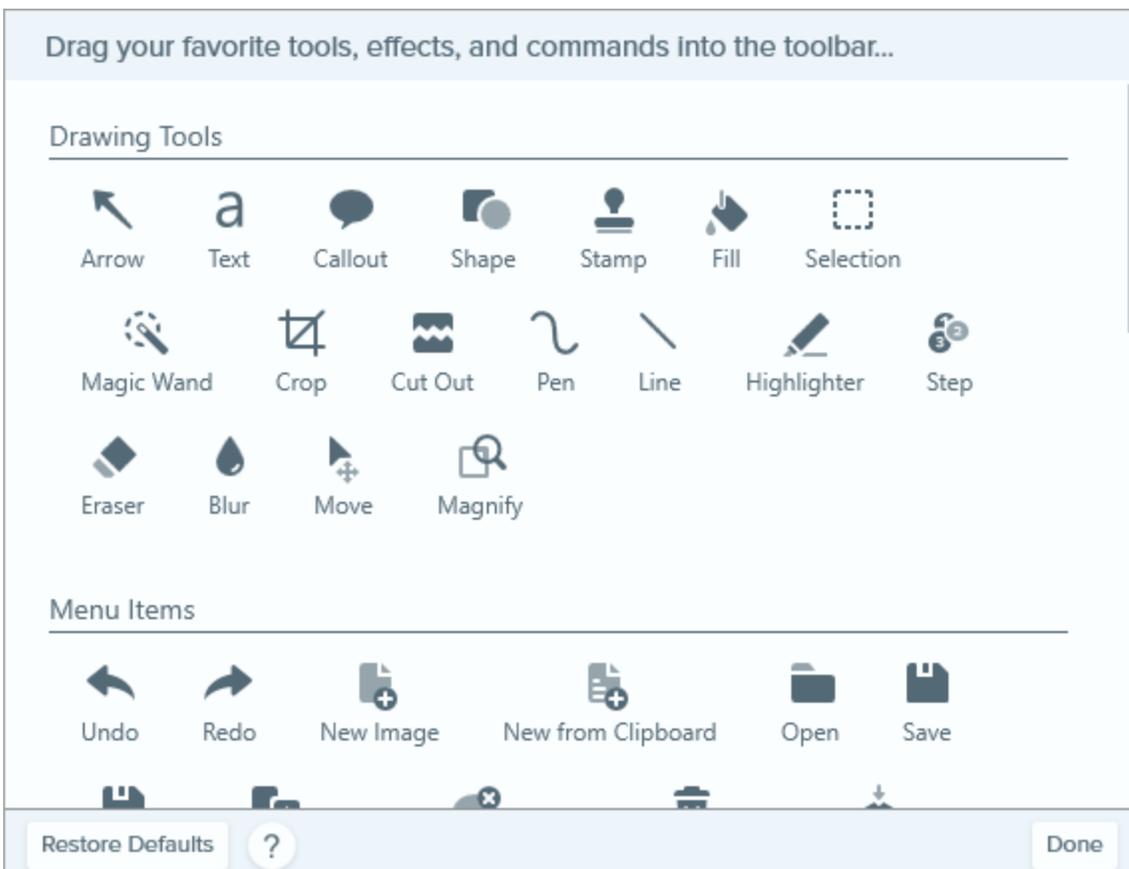
Customize the Snagit Editor Toolbar

Customize the editing toolbar for quick access to your favorite tools, effects, and share destinations. You can add, remove, or arrange the options on the toolbar.

1. In Snagit Editor toolbar, click **More** and select **Customize Toolbar**.



2. The Toolbar Customization dialog appears.



- To add an option to the toolbar, drag the option from the dialog onto the desired location on the toolbar.
- To remove an option from the toolbar, drag the option off of the toolbar.
- To rearrange options on the toolbar, drag the option to the desired location on the toolbar.

3. After customizing the toolbar, click **Done**.

4. In the toolbar, you can choose to show icons and text labels or icons only. To change this option, right-click on the toolbar and select **Icon and Text** or **Icon Only**.

Add a Quick Style

Set up a Quick Style to automatically remember your custom tool style for future use.

To create a set of Quick Styles across the tools based on a preselected color palette, see .

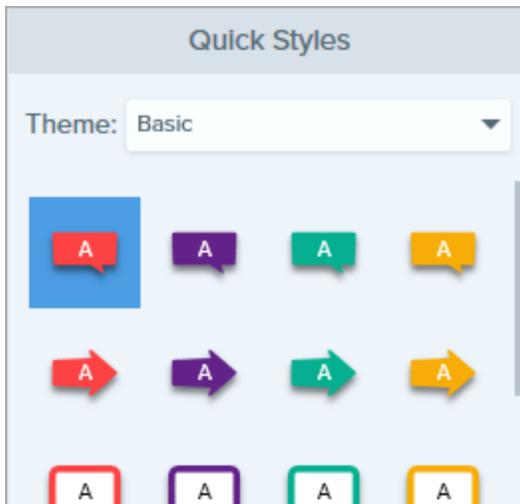
The annotation tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Apply a Quick Style

1. In Snagit Editor, click to select a tool.



2. The tool properties open. Click to select a Quick Style.



3. The method for drawing the quick style on the canvas depends on the tool selected. Follow the instructions outlined for the [tool](#).

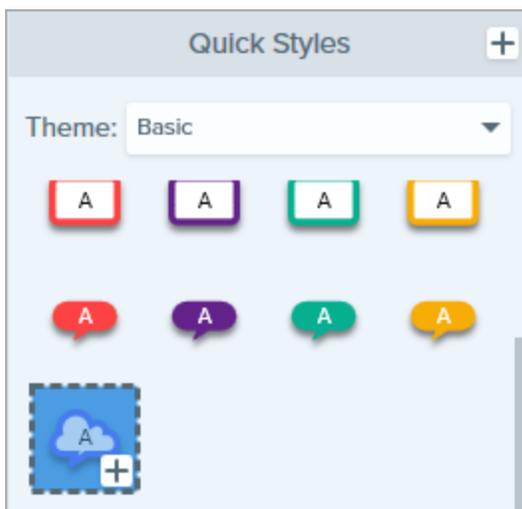
Save a Quick Style

After editing the tool properties, you can save the custom tool properties as a Quick Style for future use.

1. In Snagit Editor, click to select a tool.



2. The tool properties open. Edit the desired properties.
3. As you edit the properties, a new Quick Style appears at the bottom of the existing styles.



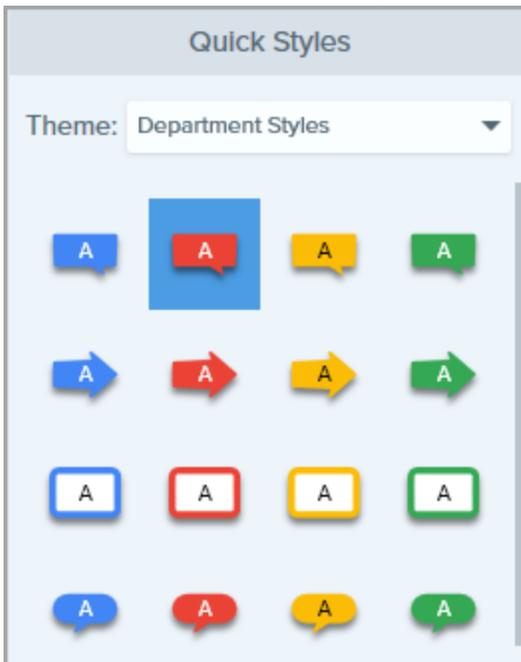
4. Click the **+** icon to save the new Quick Style.
5. To change its location within the Quick Styles, click and drag to move it to a new location.

Remove a Quick Style

Right-click on the style to delete and select **Delete Quick Style**.

Themes

Themes consist of a set of unique [Quick Styles](#) for each project, organization, or style guidelines you work with.



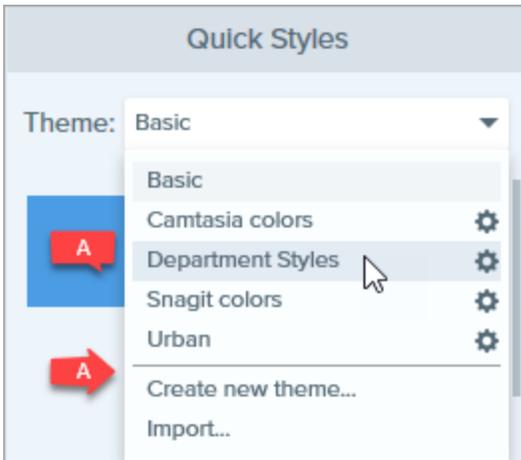
The **Basic theme** includes all of Snagit's default Quick Styles. To set up your own theme, see [.](#)

Open a Theme

1. Click to select a tool from the Snagit Editor toolbar.



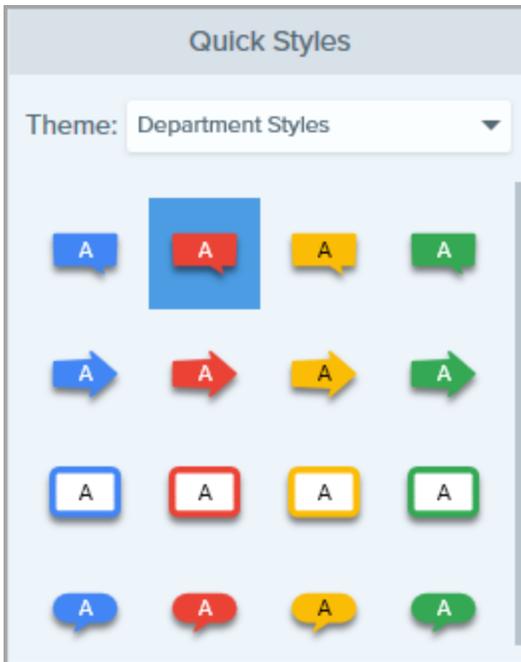
- The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor. Click the **Theme** dropdown to select a theme.



The Quick Styles for the selected theme appear.

Create a Theme

Create themes consisting of unique [Quick Styles](#) for each project, organization, or style guidelines you work with. Snagit helps you set up a theme based on the selected color palette.

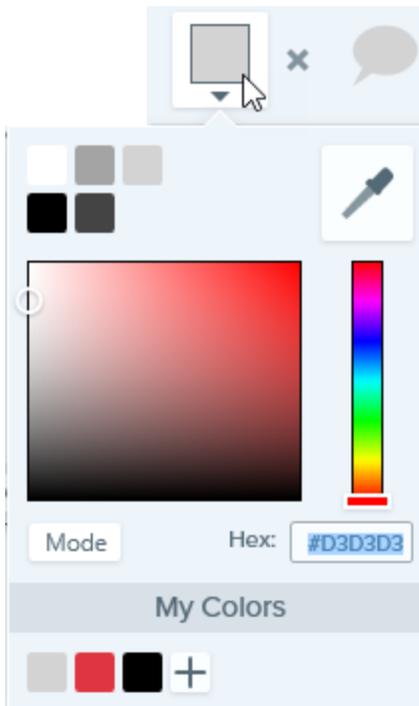


1. In Snagit Editor, click to select a tool.



2. The tool properties open. Click the **Theme** dropdown and select the **New Theme** option.

3. The New Theme dialog appears. Click the **Colors** dropdown to select a color to use to automatically generate Quick Styles for the theme.



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

To add the color to the theme's My Color palette, click the **Add** button.



4. Press the ESC key to exit the color selection.

- To add another color, click the **Add** button. Continue until you have added the desired theme colors.

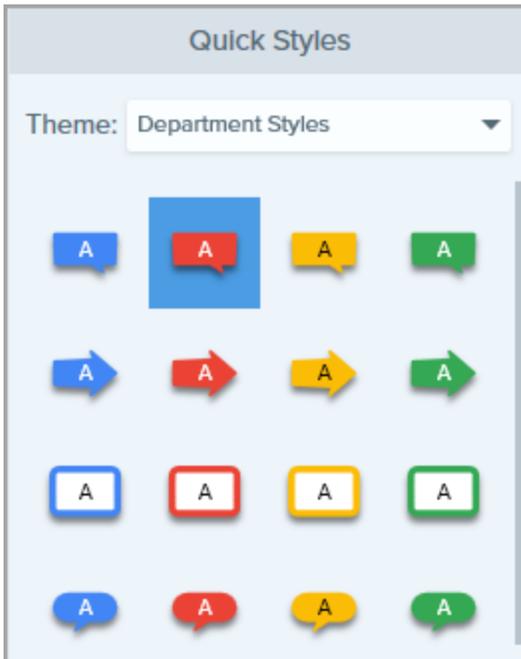
Theme Color Tip

It is recommended to select 4-8 colors for generating the new theme.

- Enter a descriptive name in the **Theme name** field.

- Click the **Create** button.

Snagit automatically generates a set of Quick Styles based on the colors selected. The new theme is available in most tools.



To edit the automatically generated Quick Styles for the theme, see .

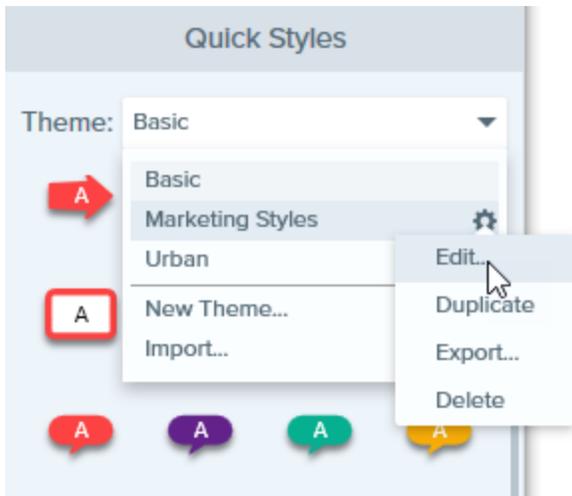
Edit a Theme

Themes consist of unique [Quick Styles](#) for each project, organization, or style guide you work with. Snagit helps you set up a theme based on the selected color palette. You can add more styles or edit the theme at any time.

- In Snagit Editor, click to select a tool.



2. The tool properties open. In the **Theme** dropdown, click the icon next to the theme and select **Edit**.



3. The Edit Theme dialog appears. Complete the desired edits.

4. Click **Save**.

IMPORTANT:

Editing a theme overwrites your existing Quick Styles in the theme. To maintain your existing styles, you can edit the Quick Styles individually. See [Manually Add or Edit Quick Styles](#).

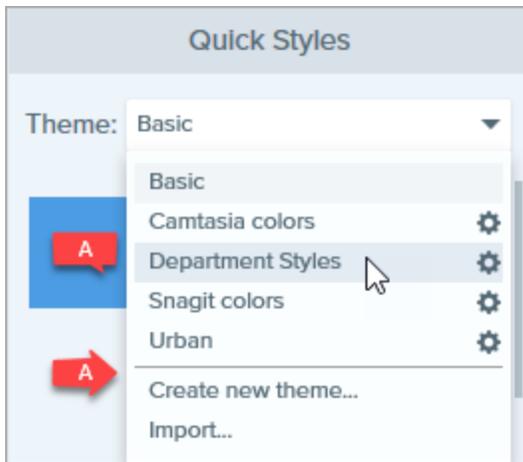
Manually Add or Edit Quick Styles

When creating a new theme, Snagit automatically generates Quick Styles based on the selected colors. You can customize these Quick Styles for each tool to fit your needs.

1. In Snagit Editor, click to select a tool.



2. The tool properties open. Click the **Theme** dropdown and select a theme from the list.



3. In the Quick Styles, click to select the style to edit.
4. Edit the tool properties. As you edit the properties, a new Quick Style appears at the bottom of the existing styles.
5. Click the **+** icon to save the new Quick Style.

Delete Quick Styles

Right-click on a Quick Style and select **Delete Quick Style**.

The Quick Style is permanently deleted from the selected theme.

Import or Export Themes

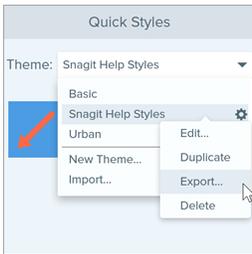
Themes consist of unique [Quick Styles](#) for each project, organization, or style guide you work with. Share a theme with others to save time and to maintain consistency across images.

Export a Theme

1. In Snagit Editor, click to select a tool.



- The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor. In the **Theme** dropdown, click the  icon next to the theme and select **Export**.



- Choose a location and enter a file name. Click **Save**.

Snagit saves the theme as a .snagtheme file. You can send the file to others to import into Snagit.

You must have Snagit version 13.1 or later installed to import a theme.

Import a Theme

- In Snagit Editor, click to select a tool.



- The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor. Click the **Theme** dropdown and select **Import**.



- Browse to select the .snagtheme file and click **Open**.

Snagit adds the theme to the list of available themes.

Crop

The Crop tool removes unwanted areas from the edges of an image.

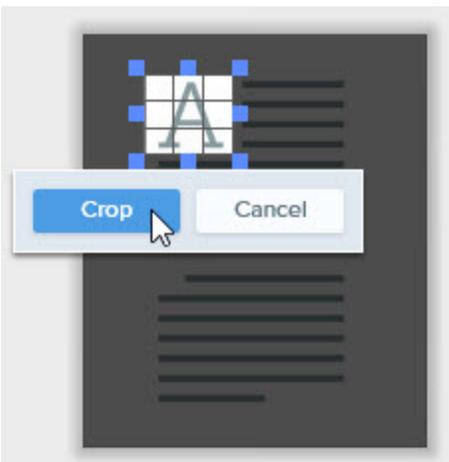


Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Crop** tool.



2. Blue handles and grid lines appear over the image. Drag a blue handle in to crop one side of the image.
3. Click the **Crop** button to save the changes.



Callout

Add a callout to call attention or highlight an item in the image. A callout includes an annotation plus text.

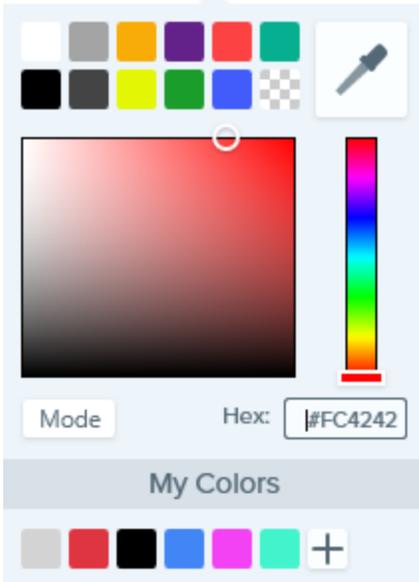
Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Callout

1. In Snagit Editor, click to select the **Callout** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom callout.
3. To select the callout color, click the **Outline** or **Fill** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

4. Click and drag on the canvas to draw the callout.
5. Enter text within the callout.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Edit a Callout

1. Click to select the callout on the canvas.
2. To move the callout, click within the callout and drag it to a new position on the canvas.
3. Use the handles to control the following:
 - To resize the callout, drag the **white** handles.
 - To resize the callout tail, drag the **yellow** handles.
 - To rotate the callout, drag the **green** handle.
 - To move the callout body around the callout tail, drag the **anchor point**.

Text

Add captions, headings, or other text to an image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

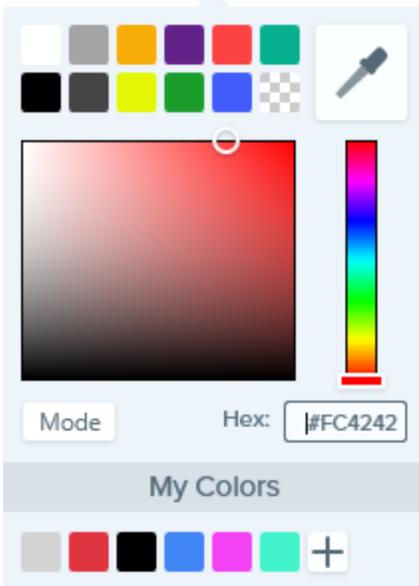
Add Text

1. In Snagit Editor, click to select the **Text** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to customize the text settings.

3. To select the text color, click the **Outline** or **Fill** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

4. Click and drag to draw a text box on the canvas.

5. Enter text within the text box.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Edit Text

1. Click to select the text box on the canvas.
2. To move the text box, click within the text box and drag it to a new position on the canvas.

3. Use the handles to control the following:

- To resize the text box, drag the **white** handles.
- To edit the font, color, or text size, click and drag to select the text or double-click to select all text. Use the options in the text editing toolbar on the canvas to edit the text.



- To rotate the callout, drag the **green** handle.

Arrow

Add an arrow to call attention or highlight an item in the image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add an Arrow

1. In Snagit Editor, click to select the **Arrow** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom arrow.
3. Click and drag on the canvas to draw the arrow.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Add a Curved Arrow

1. In Snagit Editor, click to select the **Arrow** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom arrow.
3. In the properties, enable the **Bezier Curve** option.
4. Click and drag on the canvas to draw the arrow.
5. Click and drag a point on the arrow to start the curve. As you edit the arrow, a white handle appears on the canvas. Drag the handle to continue to edit the curve.

Shape

Add a shape or frame to an image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

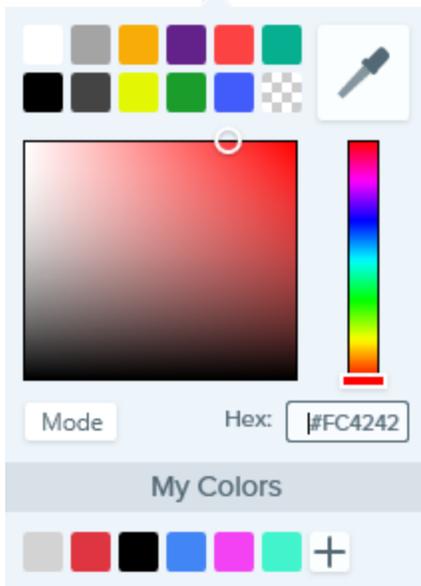
Add a Shape

1. In Snagit Editor, click to select the **Shape** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom shape.

3. To select the shape color, click the **Outline** or **Fill** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

4. Click and drag on the canvas to draw the shape.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Edit a Shape

1. Click to select the shape on the canvas.
2. To move the shape, click within the shape and drag it to a new position on the canvas.
3. Use the handles to control the following:
 - To resize the shape, drag the **white** handles.
 - To rotate the shape, drag the **green** handle.

Step

The Step tool adds a series of numbers or letters in sequence to an image.

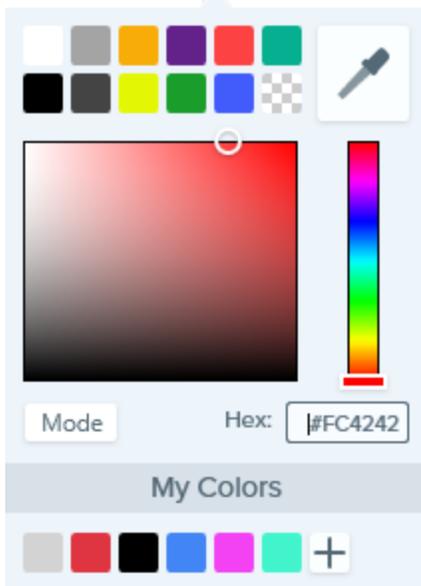
Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add Steps

1. In Snagit Editor, click to select the **Step** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom step
3. To select the color, click the **Fill** or **Text** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

4. Select a shape from the **Shape** dropdown.
5. Select a sequence style.
6. Move the cursor to the desired location on the canvas and click the mouse to add the step.
7. The cursor icon shows the next step number or letter in the sequence. Repeat step 3 until all steps are added to the image.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Start a New Sequence

1. In Snagit Editor, click to select the **Step** tool.



2. The tool properties open. Click the **Restart** button.
3. Move the cursor to the desired location on the canvas and click the mouse to add the step.

The step sequence restarts to 1, A, or a.

Enter a Specific Value for a Step

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

1. Double-click the step on the canvas.
2. Enter a value and click the **checkmark** button.



Values must follow the sequence of 1 to 9999, A to Z, or AA to ZZZZZ. The following values are not supported:

- Combination of numbers and letters (1b).
- Characters other than numbers and letters (%).
- Combination of uppercase and lowercase letters (Ab).

Blur

Add a blur to hide or mask sensitive information in an image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Blur** tool.



2. The tool properties open. Select a blur type:

- **Smooth:** Reduces the details in a capture similar to viewing through an out-of-focus lens. Use to apply depth or to blur the details in sensitive information.
- **Pixelate:** Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture.

3. Drag the slider to adjust the intensity.

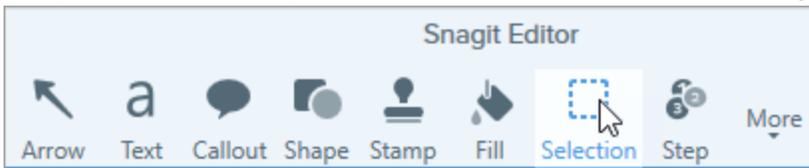
4. Click and drag on the canvas to draw the blur.

Selection

The Selection tool provides options for selecting parts of an image. After making a selection on the canvas, you can cut, copy, move, delete, edit, or apply effects to the selection.

Selection Overview

To open the selection options, click the **Selection** tool in the Snagit Editor toolbar.



The tool properties appear on the right-side of Snagit Editor. Before selecting an area on the canvas, adjust the following properties:

1 Selection Shape
Choose a selection shape: Square, Ellipse, Polygon, or Freehand.

2 Snap to Object
Turn on to snap to text or irregular-shaped objects within the selected area. Drag the slider to adjust the object selected.

3 Background Fill
Choose an option to fill the area when the selection is moved or deleted. Auto-Fill automatically fills the area based on the content surrounding the selection.

4 Optimize For
Speed is best for solid-colored content or if the fill details are not important. Select Photo Quality for advanced customization and higher quality fill.

The central image shows the Tool Properties panel with the following settings: Selection Shape (Square), Snap to Object (checked), Select slider (80), Background Fill (Auto-Fill), Optimize for (Photo Quality), Detail (Speed), and Quality (slider between Low and High).

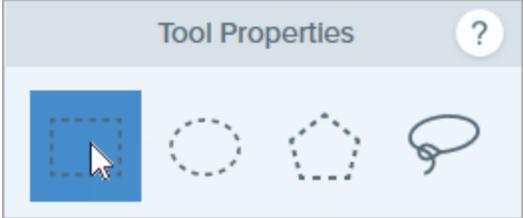
What Do You Want to Select?

Learn how to make a selection based on your image editing needs.

| What do you want to select? | Steps |
|-----------------------------|-------|
|-----------------------------|-------|

Select an Area
 Select an area on the canvas.

1. In the Tool Properties, select a shape.

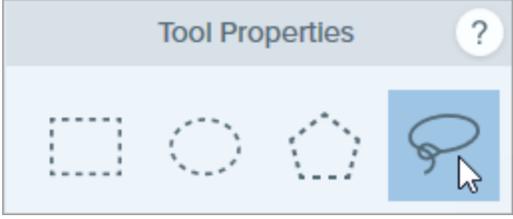


2. Click and drag on the canvas to select the area.

To select multiple areas, hold the **Shift** key and click and drag to select another area on the canvas.

Select an Irregular-Shaped Object
 Select objects or text that include rounded edges, jagged edges, or irregular shapes.

1. In the Tool Properties, select **Freehand**.



2. Enable the **Snap to Object** option.
3. Click and drag on the canvas to draw around the object to select.



4. Snagit snaps to an object within the area. To adjust the selection, drag the **Select** slider in the Tool

| What do you want to select? | Steps |
|-----------------------------|-------|
|-----------------------------|-------|

Properties.



5. Drag the **Select** slider to adjust what is selected on the canvas.



Select a Group of Vector Objects
 Select a group of vector objects to edit or align on the canvas. Vector objects include callouts, text annotations, arrows, and other objects created from the Snagit Editor tools.

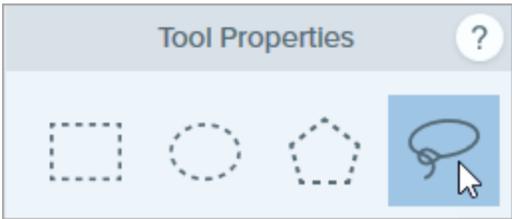
- Hold the **Shift** key and click to select each object.
- To select all the vector objects in an image, right-click on the canvas and choose **Select All Objects**.

White handles appear when you hover the cursor over a vector object in an image. If the handles do not appear, the object is a permanent part of the image. To learn how to select non-vector objects, see [Select an Irregular-Shaped Object](#).

| What do you want to select? | Steps |
|-----------------------------|-------|
|-----------------------------|-------|

Remove or Edit the Background
 Remove the background from an image or replace the background color.

1. In the Tool Properties, select **Freehand**.



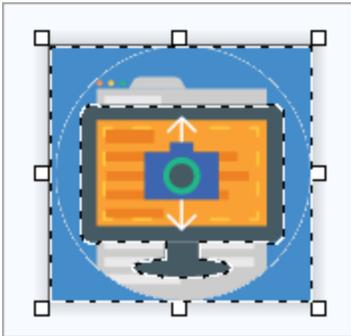
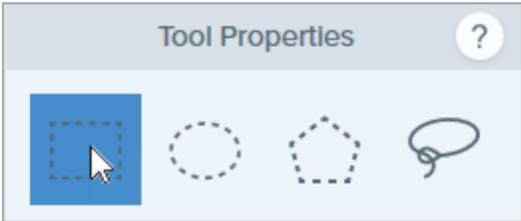
2. Enable the **Snap to Object** option.
3. Select the **Transparent** option for the Background Fill.
4. Click and drag on the canvas to draw around the content to keep.



5. Drag the **Select** slider to adjust what is selected on the canvas.



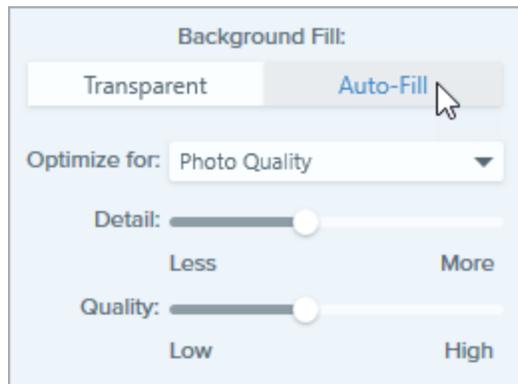
6. Right-click on the canvas and select **Invert Selection** or press CTRL+SHIFT+I to switch to the area outside the current selection.

| What do you want to select? | Steps |
|---|--|
| |  <p>7. Press the Delete key.</p> <p>The background selection is deleted from the canvas.</p>  |
| <p>Select Multiple Areas</p> <p>Select multiple areas in an image to cut, copy, edit, move, or delete.</p> | <ol style="list-style-type: none"> 1. In the Tool Properties, select a shape.  <ol style="list-style-type: none"> 2. Click and drag on the canvas to make the first selection. 3. Hold the Shift key and click and drag to select another area on the canvas. |
| <p>Erase or Move Text and Objects</p> <p>When moving or</p> | <ol style="list-style-type: none"> 1. In the Tools Properties, select a shape. 2. Select the Auto-Fill Background option. |

What do you want to select?

Steps

deleting items in an image, Snagit can automatically fill the removed area to match the surrounding content. Rearrange or erase items such as text, buttons, logos, icons, etc.



- Use Optimize for: **Speed** when the content surrounding the selection is a single color, simple, or when detail is not important.
- Use Optimize for: **Photo Quality** when the content surrounding the selection is complex such as a pattern or a photo. This advanced option allows you to drag the sliders to customize the level of detail and quality for the fill.

3. Select the area on the canvas.

4. Click and drag to move the selection to another location or press the **Delete** key to delete the selection.

The removed area is automatically filled based on the content surrounding the original selection.

Magic Wand

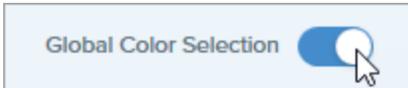
The Magic Wand tool selects an area on the canvas based on color. The tool is ideal for selecting areas of a single color that do not include complex backgrounds or patterns.

Remove a Solid Color Background

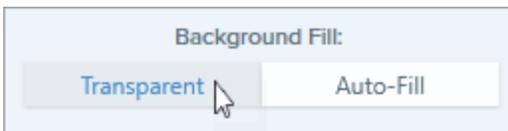
1. In Snagit Editor, click to select the **Magic Wand** tool.



2. The tool properties open. To select all instances of the selected color throughout the image, turn on the **Global Color Selection** option.



3. Turn on the **Transparent Background** option.



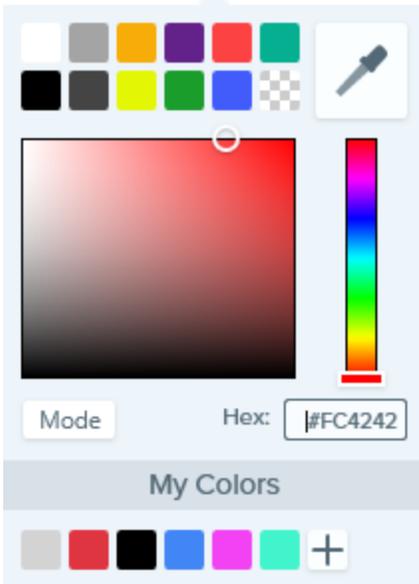
4. Click to select the color to change on the canvas.
5. Drag the **Select** slider to adjust what is selected on the canvas.



6. Press the **Delete** key to delete the selected background.
7. In Snagit Editor, select the **Fill** tool.



8. To select a color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

9. Click to apply the fill color to a location on the canvas.

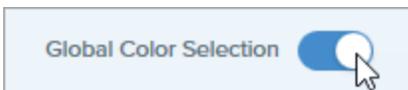
Change the Color of Text or Objects

Select to change the color of text, logos, or other items in an image. You can change all items of the same color in the image with the **Global Color Selection** option.

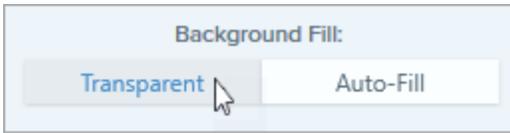
1. In Snagit Editor, click the **Magic Wand** tool.



2. The tool properties open. Turn on the **Global Color Selection** option.



3. Select the **Transparent** Background option.



4. Click to select the color to change on the canvas.

5. Drag the **Select** slider to adjust what is selected on the canvas.

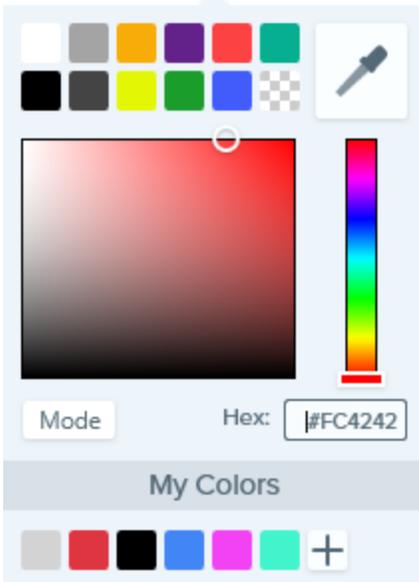


6. Press the **Delete** key.

7. In the Snagit Editor toolbar, select the **Fill** tool.



8. To select a color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

9. Click to apply the fill color to a location on the canvas.

Pen

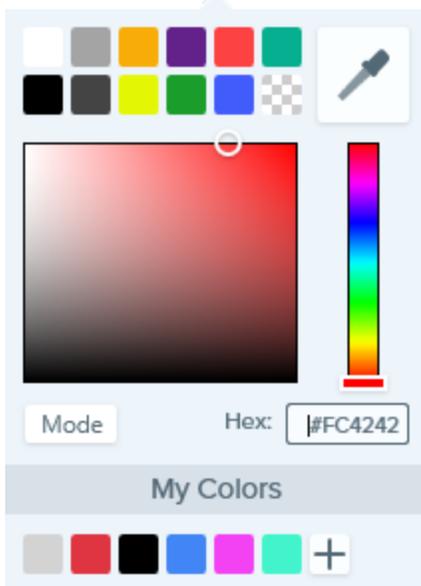
Draw freehand lines on an image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Pen** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to customize the pen settings.
3. To select a color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

4. Enable the **Create as vector** option to move the pen drawing on the canvas.
5. Click and drag on the canvas to draw with the Pen tool. Hold the SHIFT key to draw a straight line.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Line

Add a straight or curved line to an image.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Line** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom line.
3. Click and drag on the canvas to draw the line.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Add a Curved Line

1. In Snagit Editor, click to select the **Line** tool.
2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom line.
3. In the properties, enable the **Bezier Curve** option.
4. Click and drag on the canvas to draw the line.

5. Click and drag a point on the line to start the curve. As you edit the line, a white handle appears on the canvas. Drag the handle to continue to edit the curve.

Stamp

Annotate an image with Snagit's default stamps, download more from the TechSmith website, or create your own stamps.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Add a Stamp

1. In Snagit Editor, click to select the **Stamp** tool.



2. The tool properties open. In the Quick Styles, select a stamp from the Stock Stamps or from My Stamps.
3. Click on the canvas to add the stamp.
4. To move the stamp, click and drag to move the stamp to the desired location.
5. To resize the stamp, click and drag a white handle in or out.

Download More Stamps

1. In Snagit Editor, click the **Stamp** tool.
2. The tools properties open. Click the **Download More** button.
3. The Stamps website appears. Click the **Download** link for the Stamp set to download.

Create a Custom Stamp

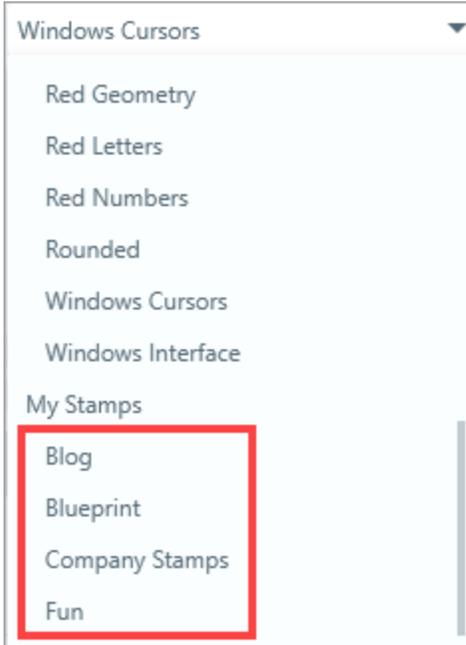
Save images, annotations, or objects on the canvas as custom stamps. To create a custom stamp from an image, select **Stamp tool > Organize Stamps button > Add Stamp button**.

Organize Stamps

Manage the stamp categories, delete stamps, or add your own images as custom stamps in the Organize Stamps dialog.

Add a Stamp Folder

Add folders to My Stamps to organize your custom stamps.



1. In Snagit Editor, click to select the **Stamp** tool.



2. The tool properties open. Click the **Organize Stamps** button.
3. The Organize Stamps dialog appears. Click to select **My Stamps**.
4. Click the **New Folder** button.
5. Enter a name for the folder.
6. Click the **Add** button.

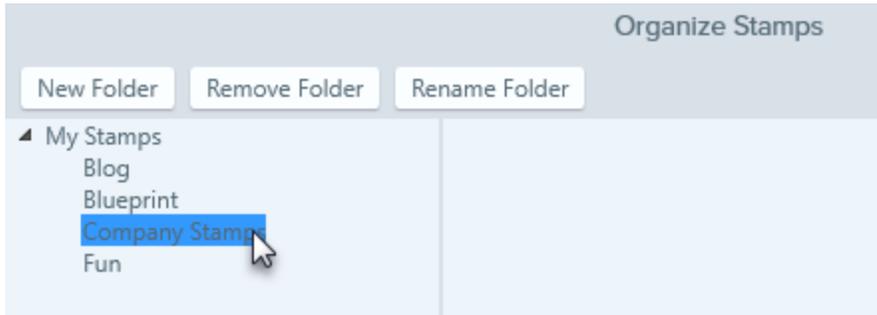
Add a Custom Stamp

Save images, annotations, or objects as custom stamps.

1. In Snagit Editor, click to select the **Stamp** tool.

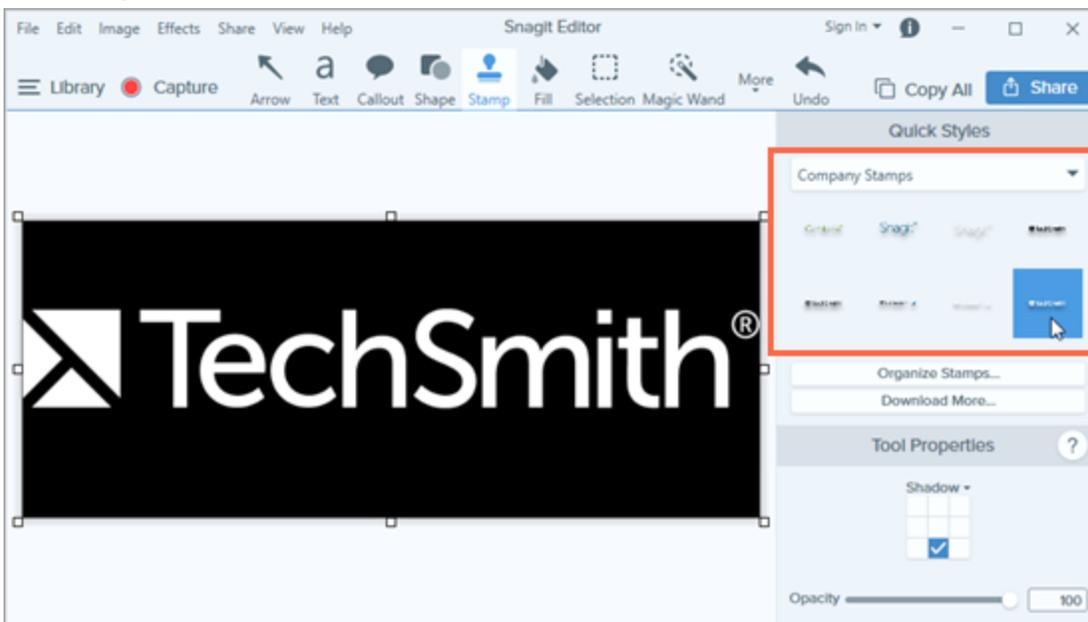


2. The tool properties open. Click the **Organize Stamps** button.
3. The Organize Stamps dialog appears. Click to select a folder.



4. Click the **Add Stamp** button.
5. Select an image file to add as a custom stamp and click the **Open** button.

The stamp is added to the selected folder.



To create a custom stamp from a vector image or object on the canvas, right-click on the canvas and select **Add to My Stamps**.

Change the Default Stamp Folder Location

Snagit stamps are stored in the "Snagit Stamps" folder located within the Documents folder.

1. In Snagit Editor, click to select the **Stamp** tool.



2. The tool properties open. Click the **Organize Stamps** button.
3. The Organize Stamps dialog appears. Click the **Change Stamp Folder** button.
4. Browse to select a folder.
5. Click **OK**.

Download More Stamps

Download additional stamps from the TechSmith website.

1. Click the **Download More** button.
2. The Stamps website appears. Click the **Download** link for the Stamp set to download.

Highlighter

The Highlighter tool highlights a rectangular area in an image.

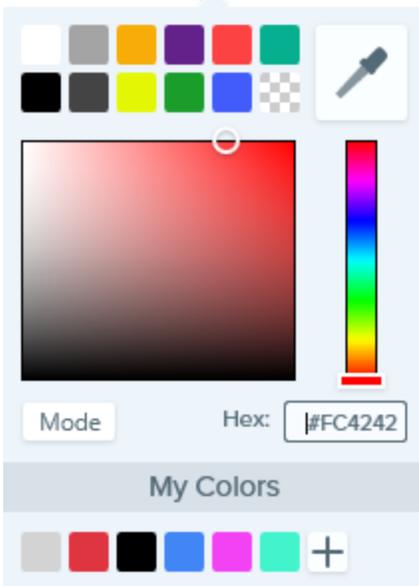
Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Highlighter** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to customize the highlighter settings.

3. To select a color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
 - Click the Eyedropper tool and then click to select a color from anywhere on the screen.
 - Enter a HEX or RGB value into the field.
4. To adjust the color transparency, drag the **Opacity** slider left or right.
5. Click and drag on the canvas to draw the highlight.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Fill

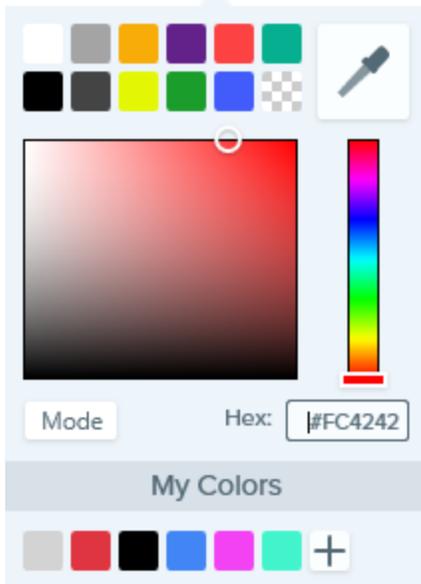
The Fill tool flood-fills a flattened area in an image with another color.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Fill** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to customize the fill settings.
3. To select a color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
 - Click the Eyedropper tool and then click to select a color from anywhere on the screen.
 - Enter a HEX or RGB value into the field.
4. Click to apply the fill color to a location on the canvas.

TIP: Add to Quick Styles

As you edit the properties, a new Quick Style appears at the bottom of the Quick Styles. Click the **+** icon to save the custom style for future use.

Eraser

The Eraser tool erases any flattened area in an image to expose the canvas.

Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

1. In Snagit Editor, click to select the **Eraser** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to customize the eraser settings.
3. Click and drag on the canvas to erase the desired areas.

Cut Out

The Cut Out tool deletes a vertical or horizontal section out of an image and joins the two pieces together.

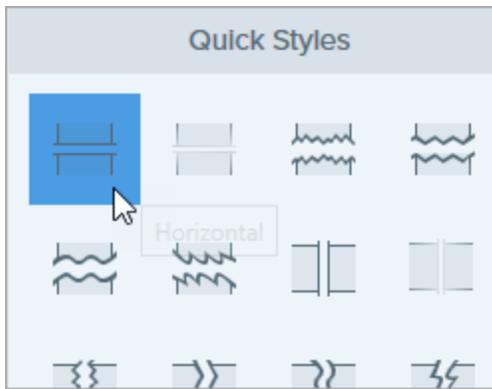


Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

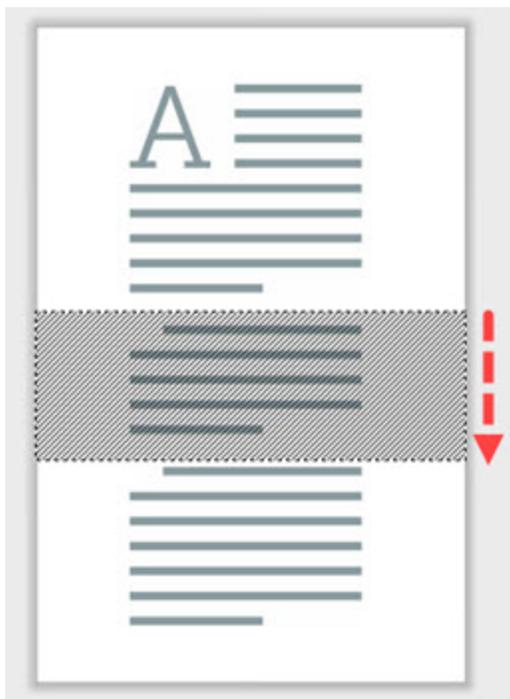
1. In Snagit Editor, click to select the **Cut Out** tool.



2. The Quick Styles open. Click to select a horizontal or vertical style.



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



Magnify

Magnify an area on the canvas to highlight or show the details.

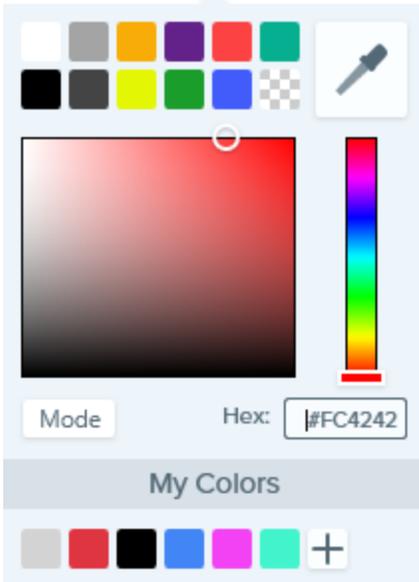
Tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

Magnify an Area

1. In Snagit Editor, click to select the **Magnify** tool.



2. The tool properties open. Select a style from the Quick Styles or edit the properties to create a custom style.
3. To select the outline color, click the **Color** dropdown and complete one of the following:



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.



- Enter a HEX or RGB value into the field.

4. Click and drag on the canvas to draw the area to magnify.

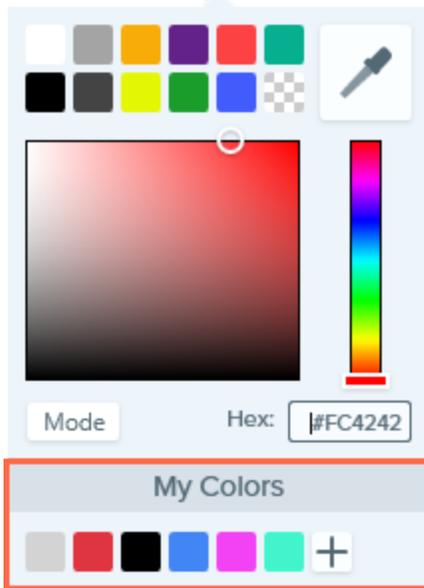
Edit the Magnified Area

1. Click to select the magnified area on the canvas.
2. To move the area, click within the magnified area and drag it to a new position on the canvas.

3. To resize the area, drag the **white** handles.

Customize My Colors

You can customize the color palette that appears in My Colors.



1. In Snagit Editor, click to select a tool.



2. The tool properties open. In the Tool Properties, click the **Color** dropdown.



3. To add a new color to My Colors, click the **Add** button.
4. To delete a color from My Colors, right-click on the color and select **Delete Color**.

The changes to My Colors are saved across all tools.

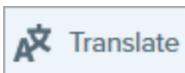
Translate Text and Callouts

The Translate option helps you to quickly create images for multiple languages. Snagit extracts the source text from [text annotations](#) and [callouts](#) into a .xliff file to send to your translator. You can import the file into Snagit to automatically generate translated images.

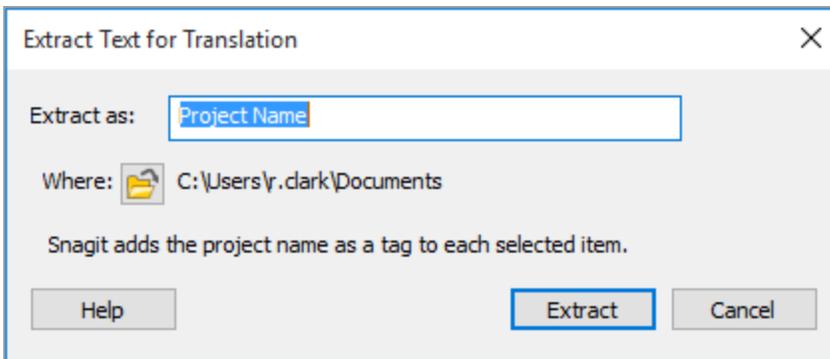
Send Text for Translation

Complete the following steps to extract text from [text annotations](#) and [callouts](#) to send for translation:

1. In the library, select .snag files with text annotations or callouts.
2. Click the **Translate** button to extract the text for translation.

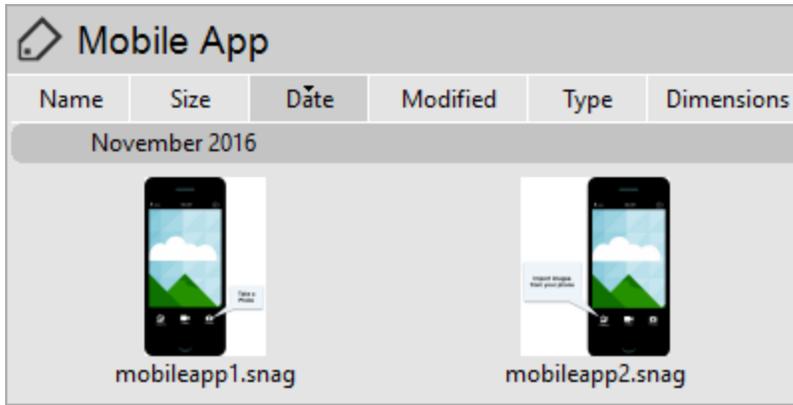


3. In the **Extract As** field, enter a project name.



Snagit tags the source files with a project name and a language tag so you can quickly locate the images in the

library.

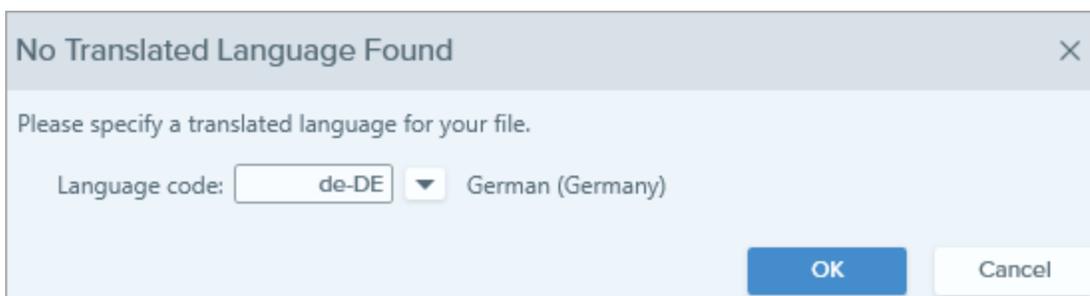


4. Select a location to save the .xliff file.
5. Click the **Extract** button.
6. Send the .xliff file to your internal translator or localization vendor to add the target language translations.

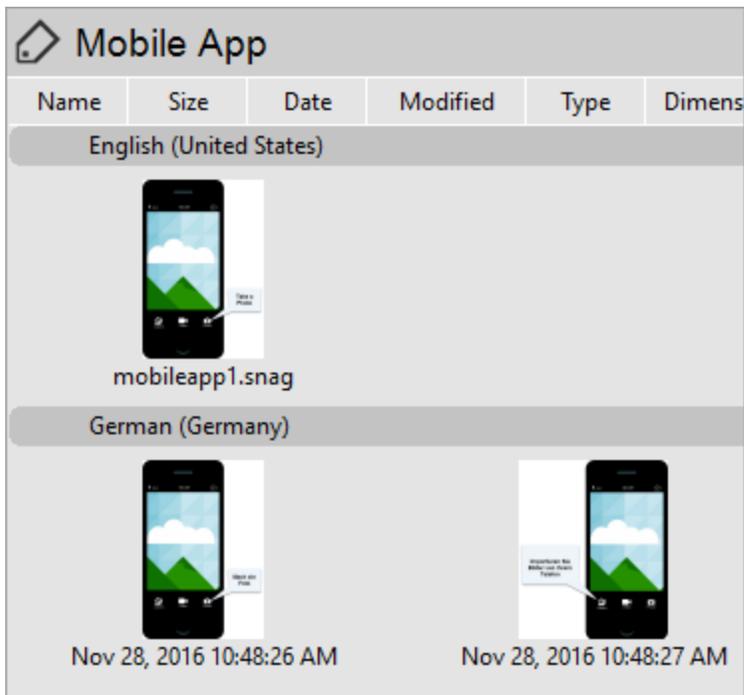
Import Translations

After the text translations are added to the .xliff file, you can import the file into Snagit Editor to automatically generate the translated images.

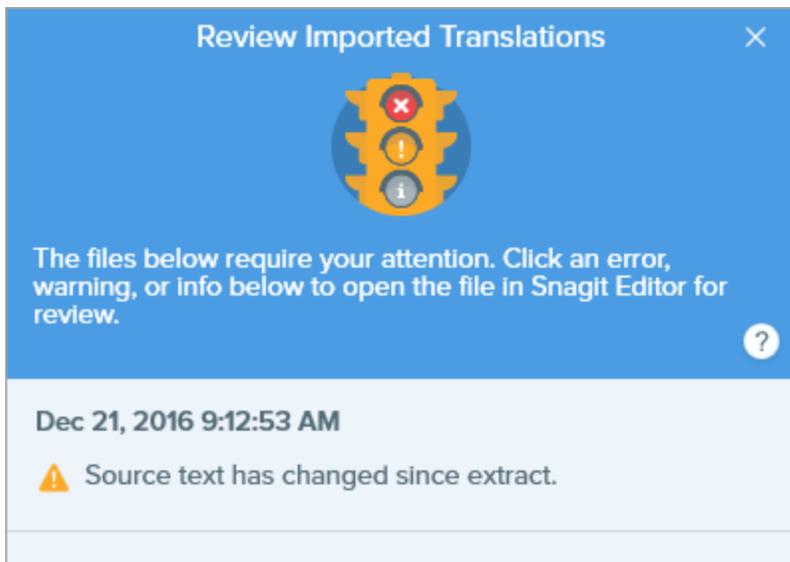
1. In Snagit Editor, select **File > Import/Export > Import Translation**.
2. Select the .xliff file that contains the translations and click **Open**.
3. Select the translated language from the dropdown and click **OK**.



- Snagit automatically generates the localized images based on the translations in the .xliff file. Snagit tags the translated images with a project name and a language tag so you can quickly locate the graphics in the library.



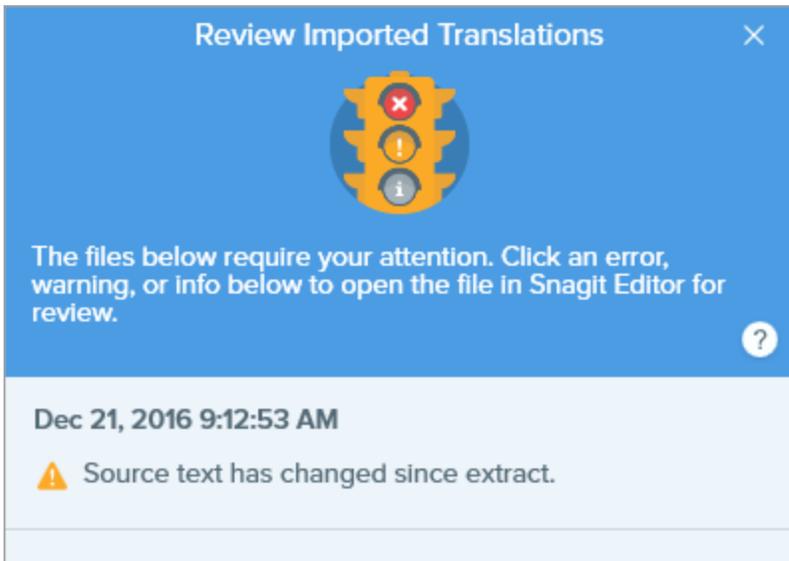
- The **Review Imported Translations** dialog appears if there are any images or issues for you to review.



Click a message in the list to open the file to review on the canvas. See .

Review Translated Images

After into Snagit Editor, the **Review Imported Translations** dialog appears.



To review an item:

1. Click an [info](#), [warning](#), or [error](#) message in the dialog to open the file on the canvas.
2. Review and edit the .snag or .xliff file based on the message.
3. Repeat for the next error or warning in the list.

Info

Info messages provide additional information about the localized image.

| Message | User Action |
|--|--|
| No issues found. | No action required. |
| Localized text updated with new translation. | There was a previous version of the localized image. Snagit updated the localized image with the new translation provided in the .xliff file. Click the message to preview the changes on the canvas. |

Warnings

Warnings display items for you to review in the .snag or .xliff file.

| Message | User Action |
|--|--|
| Source text has changed since extract. | <p>The text in the original file has changed since it was extracted for translation. The imported translation may be out-of-date.</p> <p>To send the latest changes for translation, see .</p> |
| Callout or text box missing from the original image. | <p>The callout or text annotation has been deleted from the original image.</p> <p>Click the message to preview the changes on the canvas.</p> |
| Missing translated text for X items. | <ol style="list-style-type: none"> 1. Make sure the translation was added to the .xliff file. 2. Update the .xliff file with the translations. 3. Select File > Import/Export > Import Translation option and select the updated file. |
| Source file contains additional callouts. | <p>Snagit detected new callouts or text annotations that were added to the .snag file after the text was extracted.</p> <p>To send the latest changes for translation, see .</p> |

Errors

Errors inform you if the import was not successful or if there are issues to troubleshoot.

| Message | User Action |
|-----------------------------|--|
| Imported data is not valid. | <p>To troubleshoot this issue, check the following items in the .xliff file:</p> <ul style="list-style-type: none"> • Run the .xliff file through a validator to identify any invalid code. • Make sure the file adheres to the XLIFF version 2.0 specifications. • Remove the formatting when copying the translations into the .xliff file. • Verify that you added translations for each source text entry. <p>After updating the .xliff file, select File > Import/Export > Import Translation option to import the updated file.</p> |

| Message | User Action |
|--|--|
| Unable to create translation file. | Verify that you have sufficient permissions and disk space. |
| File Not Found. File may have been moved or deleted. | Snagit cannot find the original .snagit file. The file may have been moved or deleted. |

Edit a Video

After , the MP4 file opens in Snagit Editor to preview and edit.

1. Preview

To learn how to review the video before sharing it with others, see .

2. Cut or Trim

To learn how to cut out unwanted parts of the video such as mistakes, ums or coughs, or trim the beginning or end of the video, see .

3. Create Additional Content from Video

Learn how to or how to create an from the video.

4. Save and Share

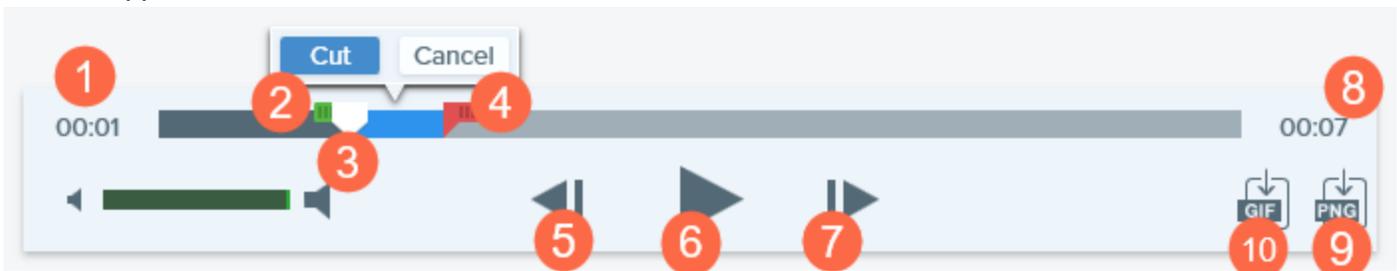
To learn about the many ways to share a video from Snagit, see .

TIP: Need More Editing Options?

For additional editing options, share the video to [Camtasia](#).

Video Playback in Snagit Editor

After recording a video capture, the MP4 video file opens in Snagit Editor to preview and edit. The video playback controls appear under the video.



| | Video Control | Description |
|----|---------------------|---|
| 1 | Elapsed time | Displays the elapsed time at the playhead's position on the timeline. |
| 2 | Start handle | Drag the handle to select the starting point for a video selection. |
| 3 | Playhead | Controls which frame in the video is displayed. Drag the playhead to jump to a specific point in the video. |
| 4 | End handle | Drag the handle to select the end point for a video selection. |
| 5 | Previous Frame | Click to move back one frame. Hold down the button to rewind. |
| 6 | Play / Pause | Play or pause the video. |
| 7 | Next Frame | Click to move forward one frame. Hold down the button to fast forward. |
| 8 | Time | Displays the total duration of the video. |
| 9 | Save Frame as PNG | Save the current video frame as a still image. The new image opens in the tray. |
| 10 | Create Animated GIF | Save entire video or the current selection as an . |

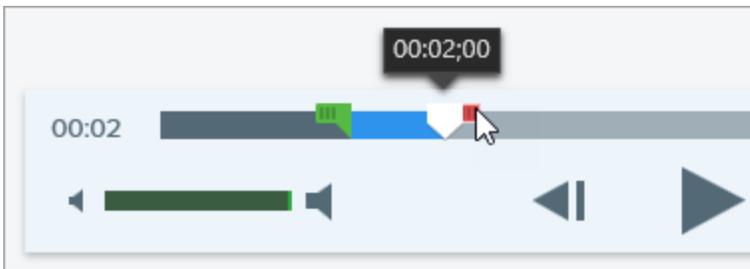
Trim or Cut Out Unwanted Video Sections

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

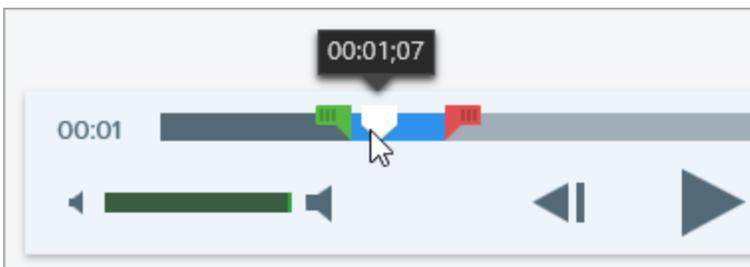
1. Drag the **Start handle** on the timeline to the location to start the cut.



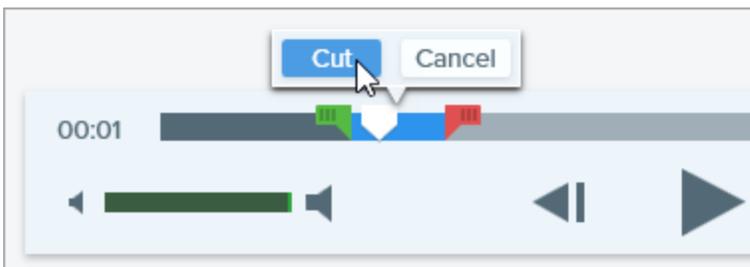
2. Drag the **End handle** on the timeline to the location to end the cut.



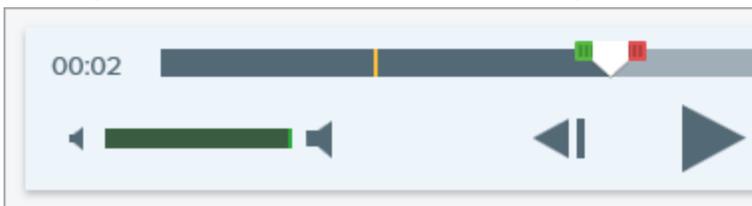
3. To preview the cut, drag the playhead to where you want to start the video playback. Click the **Play** button.



4. Click the **Cut** button.



The segment cut from the video is shown as a yellow line on the timeline.

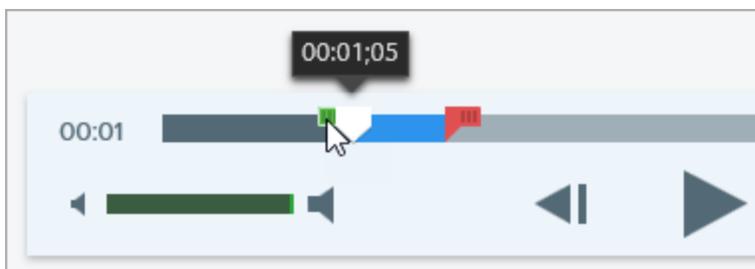


TIP: Need More Editing Options?

For additional editing options, share the video to [Camtasia](#).

Create an Animated GIF Video

1. Open a [video](#) or click to select a video from the [Library](#).
2. To select the portion of the video to use for the Animated GIF, drag the start or end handle on the timeline.



TIP: Keep it Short!

It is recommended to select a segment less than 30 seconds.

3. Drag the playhead to a location within the selection. Click the **Play** button to preview the selection.
4. Continue to make edits using start and end handles until you are satisfied with the selection.
5. Click the **Create Animated GIF** button.
6. The Create GIF dialog appears. Select an **Optimize For** option:
 - **Screen Video (Default)**: Select this option if the video contains screen recording.
 - **High Motion Video**: Select this option if the video contains real world video or games.

- **Reduced File Size:** Select this option if you want to optimize for file size. Snagit scales the video dimensions down to have a max width or height of 200 pixels.
- **Custom:** Select this option if you want to customize the settings. See [Custom GIF Settings](#).

7. Click the **Create** button.

Snagit produces the Animated GIF file and adds it to the beginning of the Recent Captures Tray.

Custom GIF Settings

| Setting | Description |
|-------------------------------|--|
| Frame Rate | Number of frames per second. A higher frame rate produces smoother video playback and can result in larger file sizes. |
| Dimensions (unit) | Select the unit to display the width and height dimensions. |
| Dimensions (Width and Height) | Enter the width and height dimensions for the Animated GIF file. Decreasing the dimensions can result in lower file sizes for the Animated GIF. |
| Lock Aspect Ratio | It is recommended to lock the aspect ratio, the ratio of the width to the height of a video. Unlocking the aspect ratio may result in skewed or blurry video content. |
| Enable Dithering | Enable Dithering to prevent color banding and to produce smoother video content. Dithering can result in larger file sizes. |
| Looping | If looping is enabled, the Animated GIF plays back on a continuous loop. If looping is disabled, the Animated GIF plays until the end of the video. |
| Fade to Black | Add a transition to the end of the Animated GIF to fade the last frame to black. |

Save a Video Frame as an Image

Capture the current video frame as a still image.

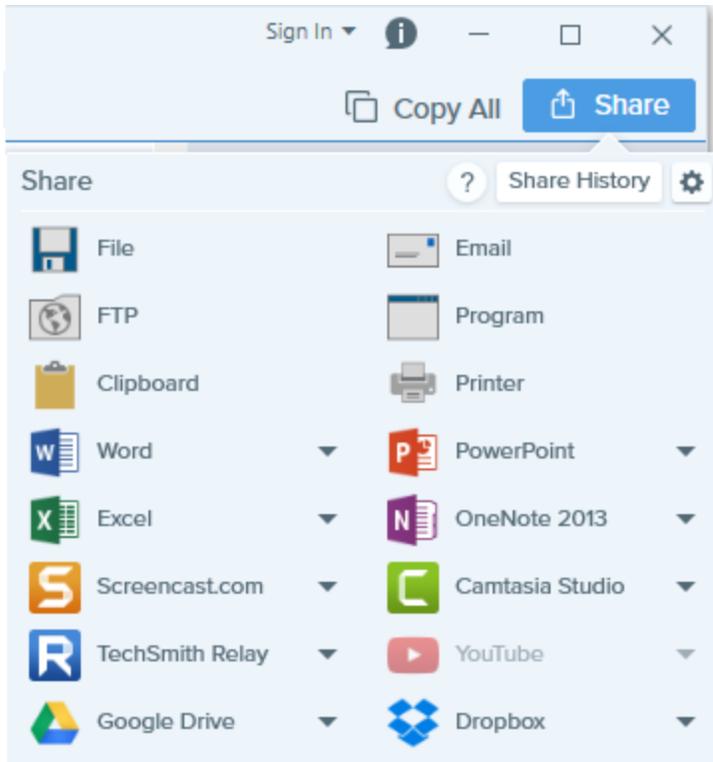
1. Open a video capture or click to select a video from the .
2. Drag the playhead to the desired video frame.
3. Click the **Save Frame as PNG** button.

The new image opens in the tray.

Share Overview

Quickly share your images or videos using the Snagit outputs.

1. In Snagit Editor, click to select a capture in the .
2. Click the **Share** button and select an output.



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

Default Outputs

| Output | Image | Video |
|---|-------|-------|
| File Save an image or video capture to a file location. | ✓ | ✓ |

| Output | Image | Video |
|--|-------|-------|
| Email Email Insert the image capture into a new email message. | ✓ | |
| FTP Send the capture to an FTP server using file transfer protocol. | ✓ | ✓ |
| Send the capture to another program. Select from a list of programs that support the capture's file format. | ✓ | ✓ |
| Copy the capture onto the Windows Clipboard for quick pasting into other locations or applications. | ✓ | |
| Send the image capture to a printer. | ✓ | |
| Microsoft Word Insert the image capture into a Microsoft Word document. | ✓ | |
| Microsoft PowerPoint Insert the image capture into a Microsoft PowerPoint presentation slide. | ✓ | |
| Microsoft Excel Insert the image capture into a Microsoft Excel workbook. | ✓ | |
| Insert the image capture into a Microsoft OneNote 2013 notebook. | ✓ | |
| Screencast.com Upload the capture to TechSmith's hosting service. Screencast.com provides a URL or embed code for quick sharing. | ✓ | ✓ |
| Camtasia Studio Import image captures to use as assets in a video project. Import video captures to edit or use as source clips in a project. | ✓ | ✓ |
| TechSmith Relay Upload an image or video to TechSmith Relay. | ✓ | ✓ |

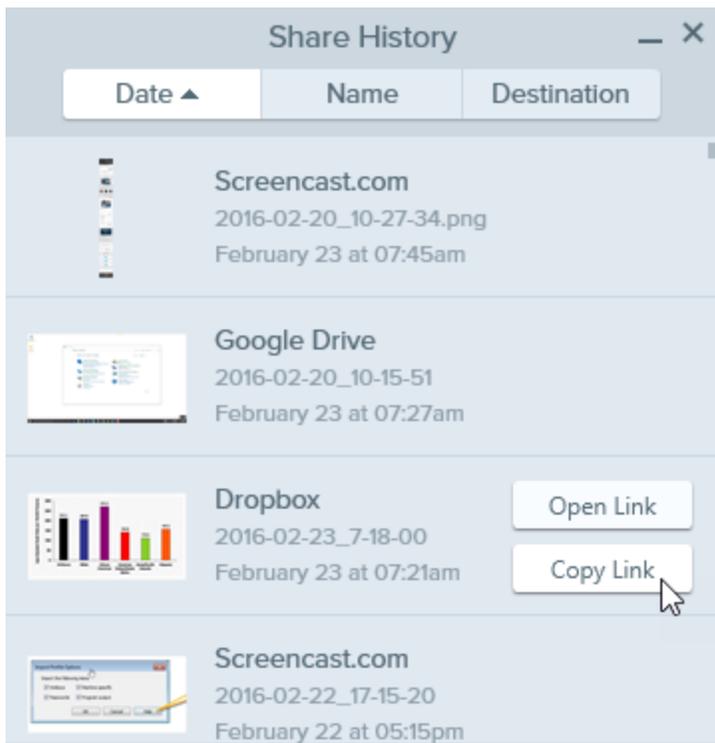
| Output | Image | Video |
|---|-------|-------|
| Upload the video capture to your YouTube account. | | ✓ |
| Google Drive Upload the capture to Google Drive for image or video hosting. A link to the capture is copied to the Clipboard. | ✓ | ✓ |
| Dropbox Upload the capture to Dropbox for image or video hosting. A link to the capture is copied to the Clipboard. | ✓ | ✓ |
| My Places: OneDrive for Business Upload the capture to Microsoft OneDrive for Business to access it at any time across computers or devices. | ✓ | ✓ |

Download More Outputs

TechSmith offers additional outputs you can download online. To download additional outputs, select **Share > Properties icon > Get More Outputs**.

Share History

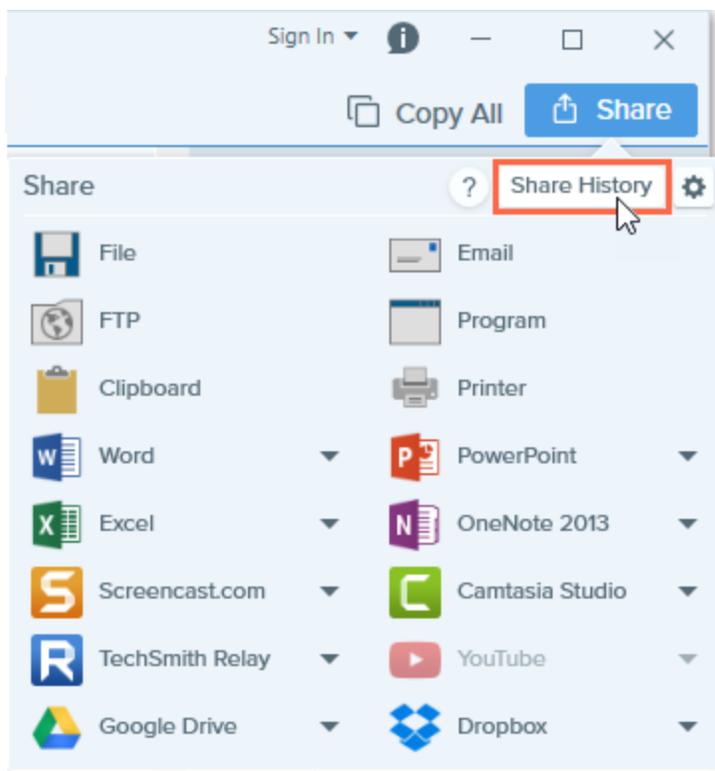
Snagit remembers your captures shared to web-based destinations within the past 90 days. Open the share history to quickly open the capture in its shared location or to copy the link to share the capture again.



To open your share history in Snagit Editor, click the **Share button** > **Share History**.

Open a Shared Capture

1. In Snagit Editor, click the **Share button** > **Share History**.



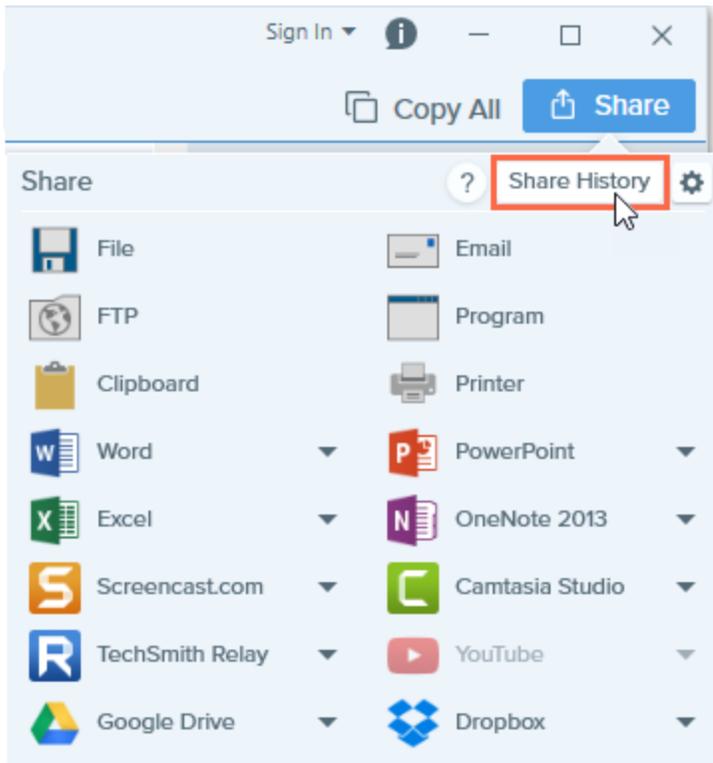
2. Hover over the capture to open and click the **Open Link** button.

Snagit opens the capture in its shared location in a web browser.

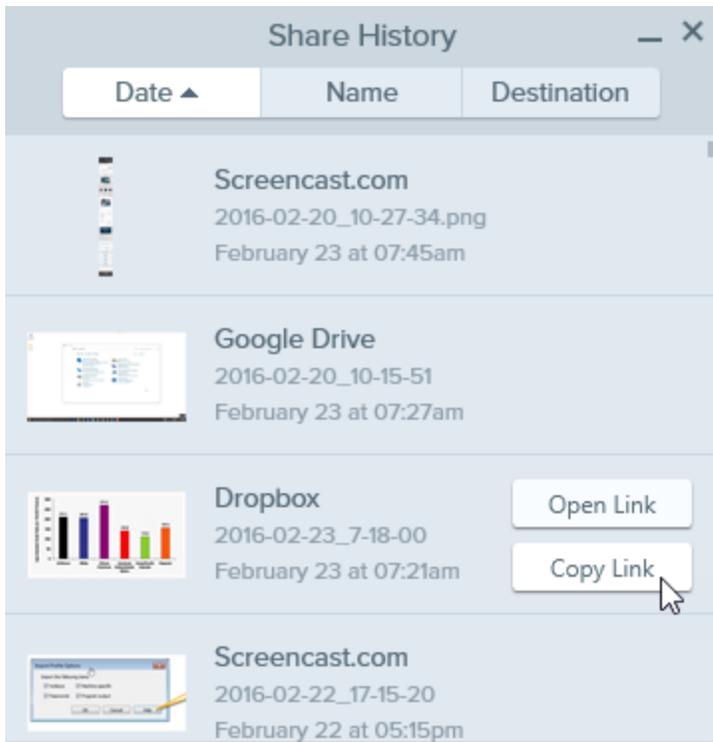
Reshare the Capture Link

Snagit it makes it easy to find and reshare captures at any time.

1. In Snagit Editor, click the **Share button > Share History**.



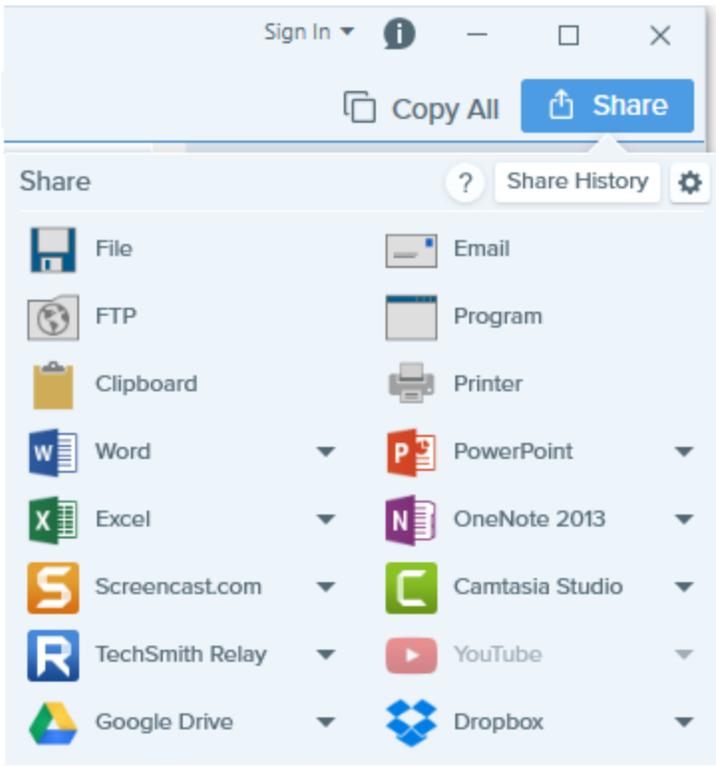
2. Hover over the capture to share and click the **Copy Link** button.



The link is copied to the Clipboard. To share the link, paste the link (CTRL+V) into the desired location.

Manage Snagit Outputs

Quickly share your images or videos using the Snagit outputs. The Snagit outputs appear in Share menu in Snagit Editor.



Download Additional Outputs

TechSmith offers additional outputs you can download online.

In Snagit Editor, select **Share > Properties icon > Get More Outputs**.

Remove an Output

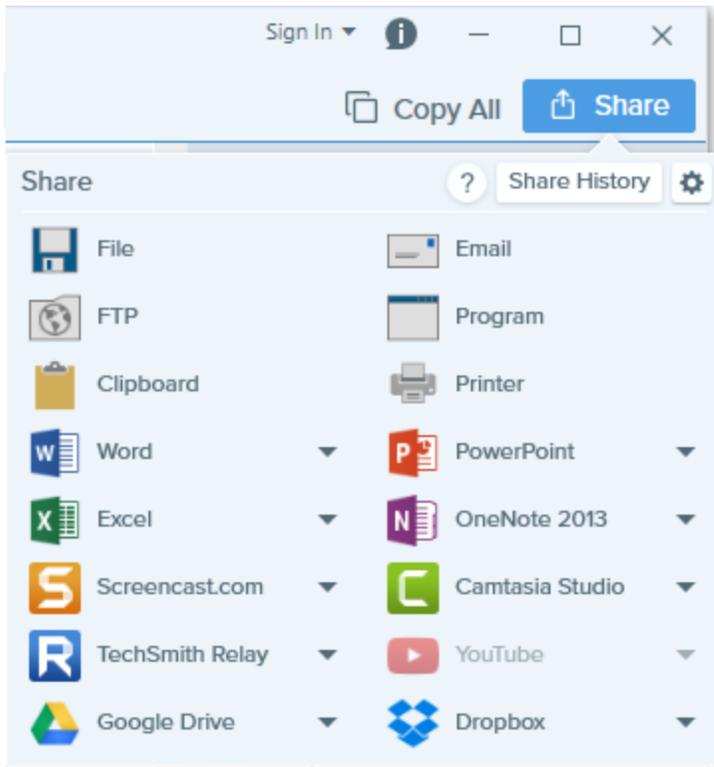
1. In Snagit Editor, select **Share > Properties icon > Output Manager**.
2. Select the output to remove and click the **Remove** button.

Email

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

Web-based email clients are not supported.

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **Email**.



FTP

Send a capture to a FTP (File Transfer Protocol) server. Use FTP to transfer files to an outside network using a secure connection.

1. In Snagit Editor, click to select an image or video in the .
2. Select **Share > FTP**.
3. The Send with FTP dialog appears. Select the desired [FTP options](#) and click **OK**.

FTP Options

| Option | Description |
|------------|--|
| FTP Server | Enter the IP address or DNS name of the target FTP server. |

| Option | Description |
|-----------------------------|---|
| Port | Enter the port number (usually 21 for FTP). |
| Remote Path | Enter the directory path to the server. |
| Use passive FTP | Connect to the FTP server in passive mode. |
| Show progress | Display the send progress dialog. |
| Use temp / rename placement | Send the capture to the server with a temporary file name. Renames the temporary file to the name entered in the File Name or Prefix field. |
| Server authentication | If the FTP server does not allow for anonymous FTP, enter the username and password for server authentication. |
| Use proxy server | Select to use a firewall or proxy server. |
| Proxy server | Enter the Proxy Server/Port. A proxy server uses a different IP or DNS name. Example: proxy.companyname.com:8080 |

Program

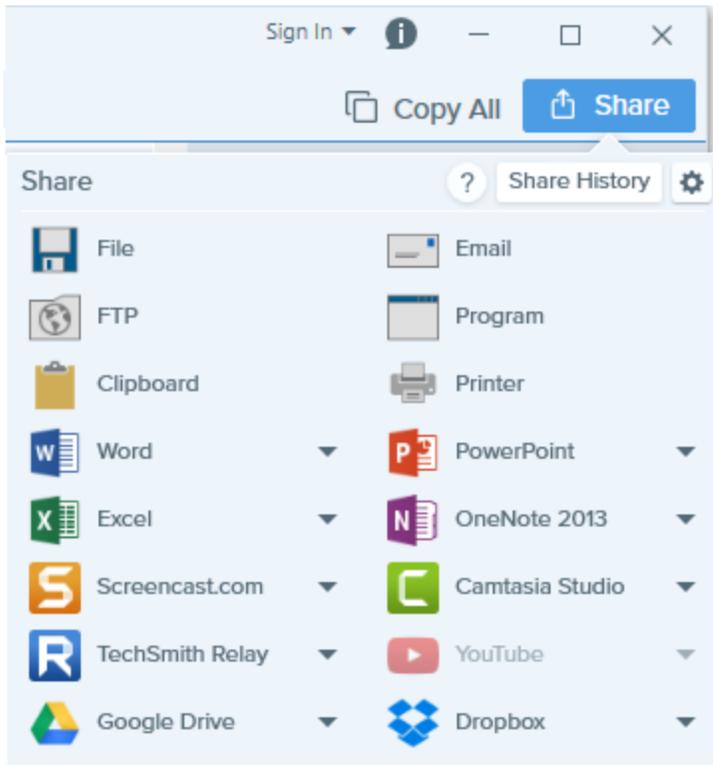
Send an image or video to another program.

1. In Snagit Editor, click to select a capture in the tray or library.
2. Click the **Share** button and select **Program**.
3. A list of default programs that support the selected file format appears. Click to select a program from the list and click **OK**.
4. If the desired program does not appear in the list, click the **Manage** button.
5. Click the **Add** button.
6. Set the desired properties in the dialog and enter the path to the application in the **Executable** field.
7. Close the dialog.

Clipboard

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

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **Clipboard**.



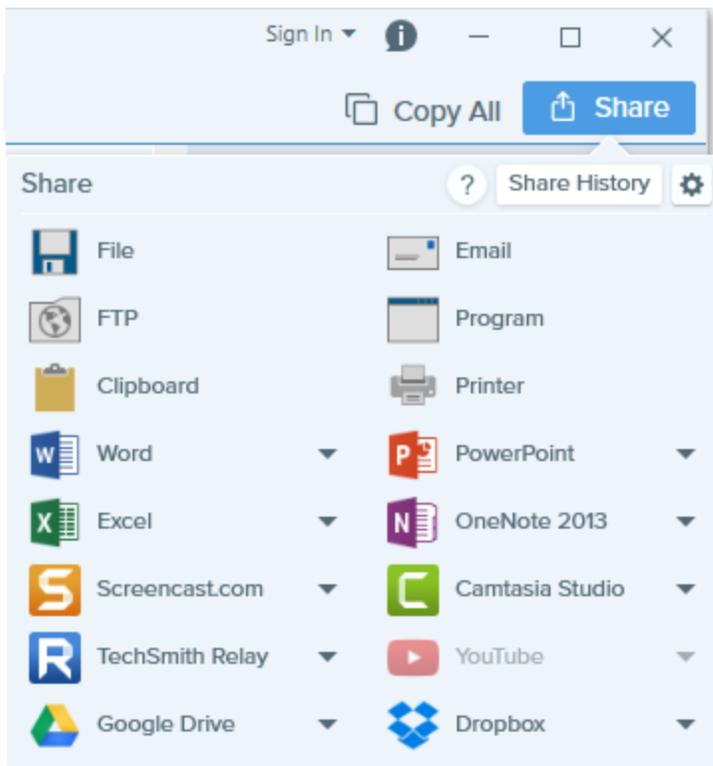
Snagit copies the image onto the Clipboard. Press CTRL+V to paste the capture into another application.

Some applications, such as web-based email, may not support transparency in pasted images. To disable transparency, select **File > Editor Preferences > Outputs tab > Disable image transparency on clipboard**.

Microsoft Word

Insert an image into a Microsoft Word document.

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **Word**.



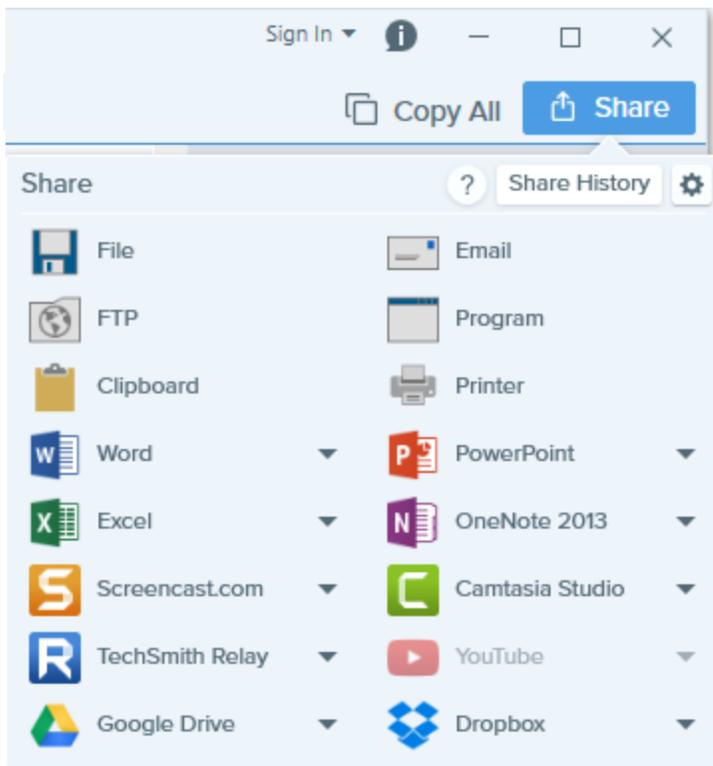
Snagit inserts the image into an open or new Microsoft Word document.

To customize the Microsoft Word output options, select Share button > Word dropdown > Options.

Microsoft PowerPoint

Insert an image into a Microsoft PowerPoint presentation.

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **PowerPoint**.



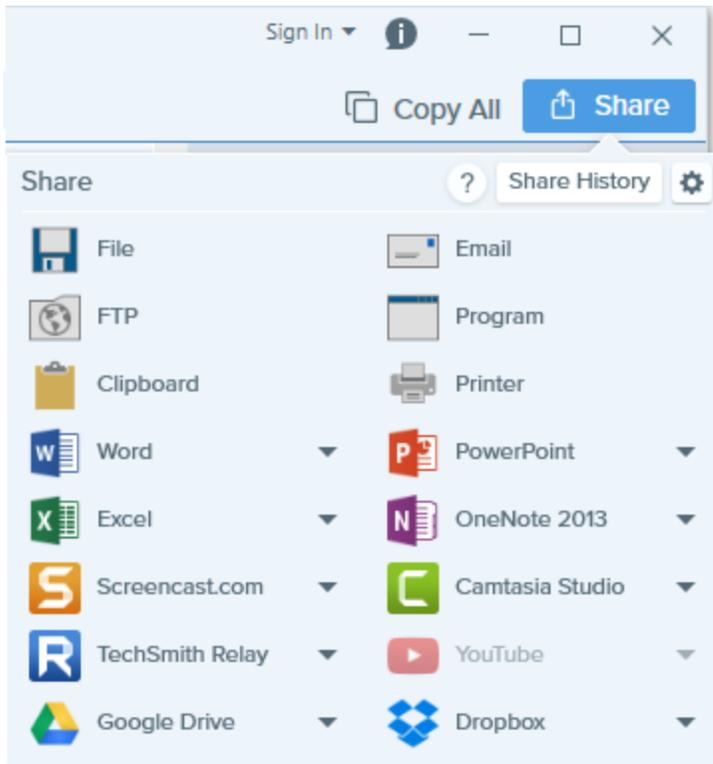
Snagit inserts the image into an open or new Microsoft PowerPoint presentation.

To customize the Microsoft PowerPoint output options, select Share button > PowerPoint dropdown > Options.

Microsoft Excel

Insert an image into a Microsoft Excel workbook.

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **Excel**.



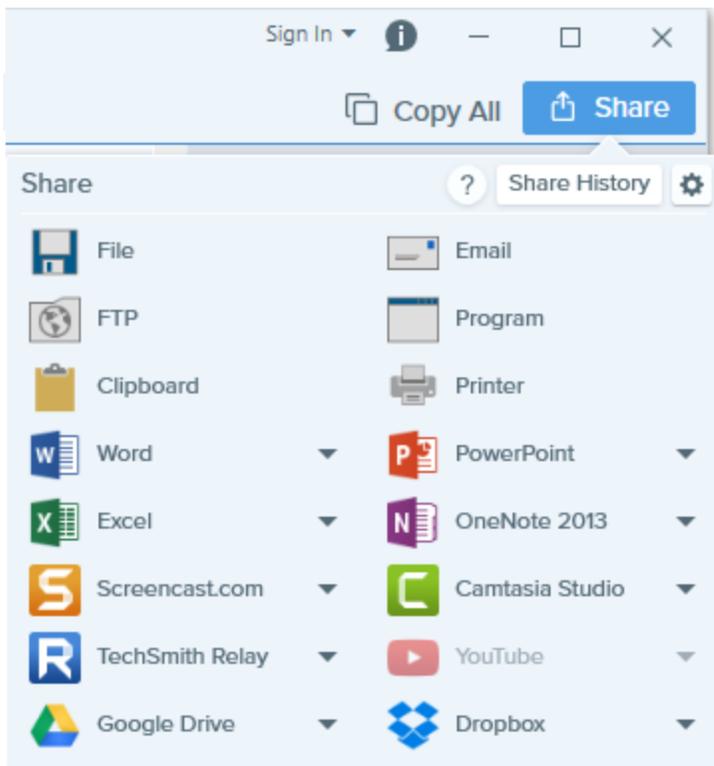
Snagit inserts the image into an open or new Microsoft Excel workbook.

To customize the Microsoft Excel output options, select Share button > Excel dropdown > Options.

Microsoft OneNote 2013

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

1. In Snagit Editor, click to select an image in the tray or library.
2. Click the **Share** button and select **OneNote 2013** or an option from the OneNote 2013 dropdown.



To customize the output options, select Share button > OneNote 2013 dropdown > Options.

YouTube

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

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

1. In Snagit Editor, click to select a video in the tray or library.
2. Click the **Share** button and select **YouTube**.
3. The Connect with YouTube dialog appears. Sign in using a YouTube or Google account.
4. Click the **Allow** button.

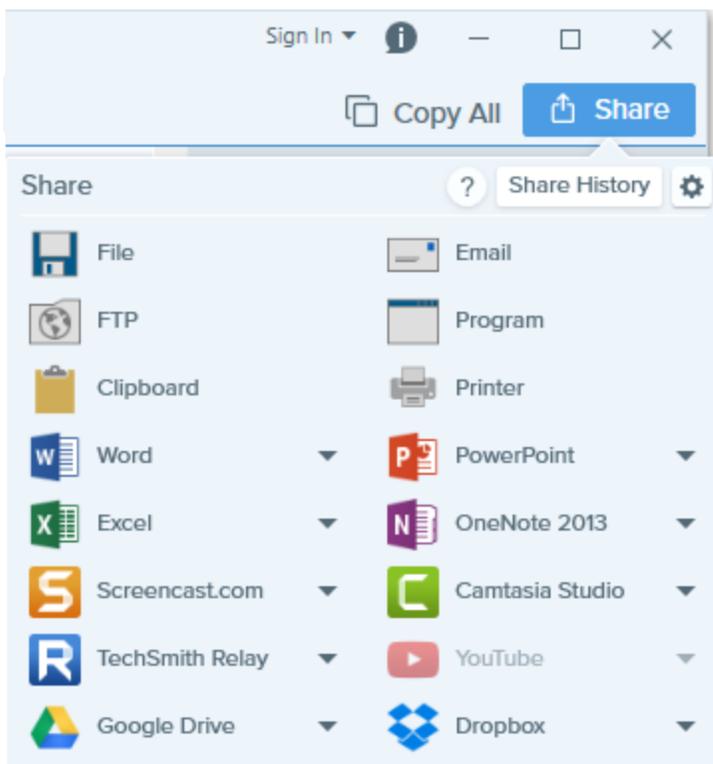
5. Enter a video title and description.
6. Select a **Category**.
7. Select to copy the video's URL or copy the HTML embed code onto the Clipboard.
8. Select the privacy setting for the video.
9. Click the **Upload** button.

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

ScreenCast.com

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

1. In Snagit Editor, click to select an image or video in the tray or library.
2. Click the **Share** button and select **ScreenCast.com**.



If you are not currently logged into your TechSmith account, sign in or set up an account. See [About TechSmith Accounts](#).

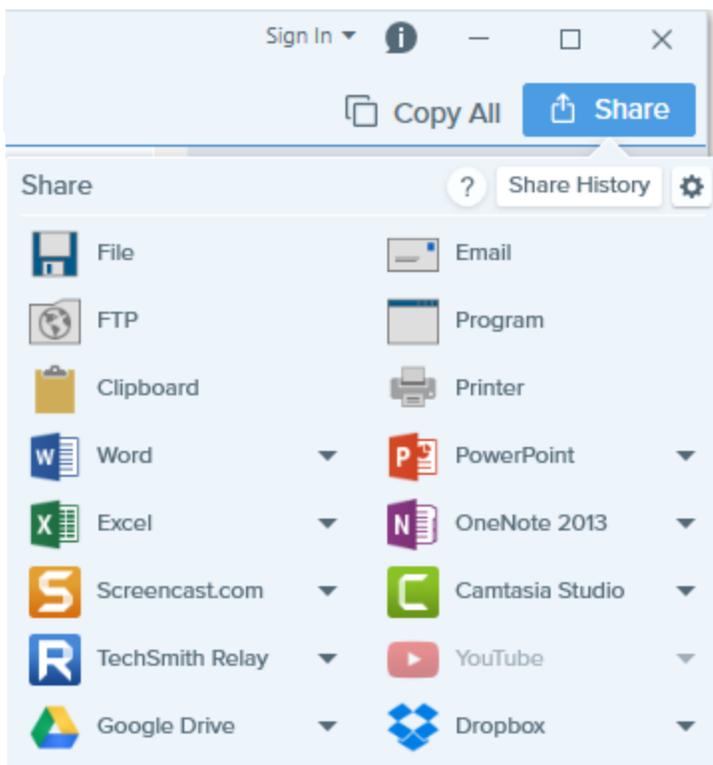
Snagit uploads the image or video onto Screencast.com and copies the URL or embed code onto the Clipboard.

To customize the output options, select Share button > Screencast.com dropdown > Options.

Google Drive

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

1. In Snagit Editor, click to select an image or video in the tray or library.
2. Click the **Share** button and select **Google Drive**.



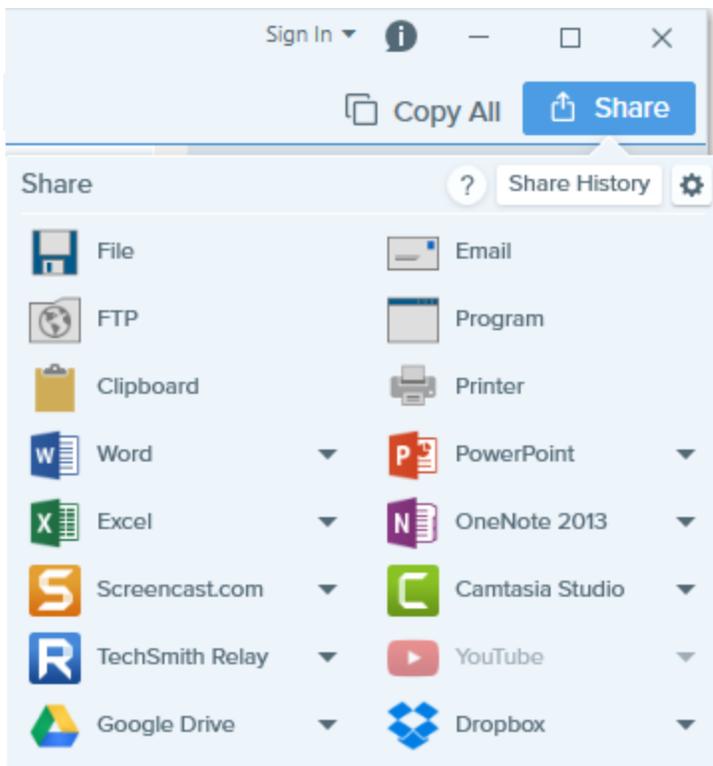
3. If you have not previously logged into your Google account, the Connect with Google Drive dialog appears. Enter your email and password and click **Sign in**.
4. Click **Allow**.
5. The Send to Google Drive dialog appears. Enter a file name, select the folder to upload the capture to, and click **Upload**.

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

Dropbox

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

1. In Snagit Editor, click to select an image or video in the tray or library.
2. Click the **Share** button and select **Dropbox**.



3. If you have not previously connected Snagit to your Dropbox account, the Connect with Dropbox dialog appears. Enter your email and password and click **Sign in**.
4. Click **Allow**.

5. The Dropbox Share Options dialog appears. Enter a file name, select the folder to upload the capture to, and click **Upload**.

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

OneDrive for Business (My Places)

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

Share to My Places

1. Click to select a file to share in the tray.
2. In Snagit Editor, select **Share > My Places**.
3. Select a location from the dropdown.

If you do not have any locations in My Places or to share to a new location, see [Add a Place](#).

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

The capture uploads to the selected My Places location.

Add a Place

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

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

You may be prompted to sign in to your TechSmith Account.

2. Click the **Add** button.

3. Click **OneDrive for Business**.
4. Enter an email and password.
5. Click **Sign in**.

The shortcut location is added to My Places.

Remove a Place

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

The shortcut location is deleted from My Places.

Snagit Hotkeys

Hotkeys allow you to quickly complete tasks in Snagit. The hotkeys for common commands are also listed in the menus. To complete an action, press the keyboard keys indicated below.

Image Capture Hotkeys

| Option | Hotkey |
|-----------------------------------|--------------|
| Global Capture | PRINT SCREEN |
| Move Crosshairs 1 Pixel | Arrow keys |
| Capture 1:1 Aspect Ratio (Square) | Hold SHIFT |

| Option | Hotkey |
|----------------------------|---|
| Region (16:9 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL to lock the selection to a 16:9 aspect ratio. |
| Region (4:3 aspect ratio) | Click and drag to select an area on the screen. Hold CTRL+SHIFT to lock the selection to a 4:3 aspect ratio. |
| Take a Capture | ENTER |
| Start a Region Selection | SHIFT+ENTER |
| Show/Hide Magnifier | M |
| Show/Hide Capture Help | F1 |
| Scroll Horizontally | H |
| Scroll Vertically | V |
| Scroll Diagonally | B |
| End Multiple Image Capture | Right-click on the screen |
| Repeat Last Capture | Take a capture using the last settings used for a capture. To set a hotkey, select File > Capture Preferences > Hotkeys tab. |
| Show/Hide Snagit | CTRL+SHIFT+X |

Video Capture Hotkeys

| Option | Keyboard Shortcut |
|------------------------|-------------------|
| Pause/Resume Recording | SHIFT+F9 |
| Stop Recording | SHIFT+F10 |

Edit Hotkeys

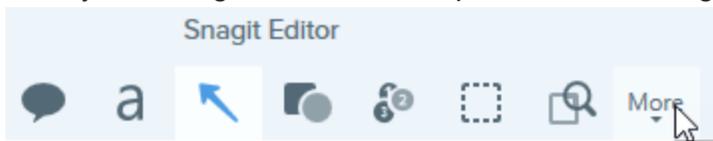
| Option | Keyboard Shortcut |
|-----------|-------------------|
| New Image | CTRL+N |

| Option | Keyboard Shortcut |
|---|------------------------------------|
| New Image from Clipboard | CTRL+SHIFT+N |
| Open | CTRL+O |
| Close | ALT+F4 |
| Close Current Capture | CTRL+F4 CTRL+W |
| Save | CTRL+S |
| Save As | CTRL+SHIFT+S |
| Print | CTRL+P |
| Undo | CTRL+Z |
| Redo | CTRL+Y |
| Cut | CTRL+X |
| Copy | CTRL+C |
| Copy All | CTRL+SHIFT+C |
| Paste | CTRL+V |
| Delete | CTRL+Delete |
| Select All | CTRL+A |
| Bring Forward | CTRL+SHIFT+F |
| Bring Backward | CTRL+SHIFT+B |
| Group | CTRL+SHIFT+G |
| Ungroup | CTRL+SHIFT+U |
| Draw a Perfect Square or Circle Move or Draw an Object In a Line | Hold the Shift key while dragging. |
| Duplicate | CTRL+D |
| Flatten | CTRL+F |
| Flatten All | CTRL+SHIFT+T |

| Option | Keyboard Shortcut |
|-------------|-------------------|
| Actual Size | CTRL+0 |
| Zoom In | CTRL+Plus |
| Zoom Out | CTRL+Minus |
| Open Help | F1 |

Toolbar Hotkeys

Hotkeys are assigned to the first ten positions in the Snagit Editor toolbar.



Press CTRL+1 through CTRL+9 to use the toolbar position hotkeys.

Snagit Capture Preferences

To open the Capture Preferences, select Capture Window > File > Capture Preferences. To learn more about the capture options, view the following:

- [General Tab](#)
- [Capture Tab](#)
- [Hotkeys Tab](#)

General Tab

| Option | Description |
|--------------------------------|--|
| Run Snagit when Windows starts | Open and run Snagit on computer startup. |
| Show OneClick | Displays the quick capture options as a tab at the top of the screen. The quick capture options display when you hover the cursor over the blur bar. |
| Snagit theme | Choose between the two Snagit interface color themes: Light or Dark. |

| Option | Description |
|---------------------------------|--|
| Send anonymous usage data | Send anonymous data on Snagit usage to help TechSmith improve future versions. |
| Automatically check for updates | Automatically check for the latest version of Snagit when connected to the Internet. |

Capture Tab

| Option | Description |
|--|---|
| Hide Snagit when capturing | Minimize Snagit during capture. |
| Show magnifier | Show the magnifier when selecting an area to capture. The magnifier helps to capture pixel accuracy. To hide the magnifier, press M. |
| Show video countdown | Displays a three second countdown before starting the video recording. |
| Show quick controls in fullscreen recordings | Displays the Webcam button and Pause button in the bottom right corner of the screen during a fullscreen video recording. |
| Microphone | Select a built-in or connected audio device for recording microphone audio. |
| Input level | Measures the audio level for the selected microphone audio device. |
| Webcam | Select a built-in or connected camera device for recording camera video. |
| Video Quality | Select the quality for video recordings. Higher video quality can result in larger file sizes. |

Hotkeys Tab

Keyboard shortcuts allow you to quickly complete tasks in Snagit. You can change the following default shortcuts:

- Show/Hide Snagit (CTRL+SHIFT+X)
- Repeat Last Capture
- Video Capture Start/Pause/Resume (SHIFT+F9)
- Video Capture Stop (SHIFT+F10)

Change a Default Hotkey

1. Select Capture window > File > Capture Preferences > Hotkeys tab.
2. Select the desired key combination.

Snagit Editor Preferences

To open the Snagit Editor Preferences, select Snagit Editor > File > Editor Preferences. To learn more about the Editor options, view the following:

- [General Tab](#)
- [Editor Tab](#)
- [Outputs Tab](#)
- [Library Tab](#)
- [Advanced Tab](#)

General Tab

| Options | Description |
|----------------------------------|--|
| Show OneClick | Displays the quick capture options as a tab at the top of the screen. The quick capture options display when you hover the cursor over the blur bar. |
| Snagit theme | Choose between the two Snagit interface color themes: Light or Dark. |
| Show me onboarding | Show the Getting Started and What's New checklist in the upper-right corner of Snagit Editor. |
| Show TechSmith notification feed | Show Snagit news, updates, and tips in the upper-right corner of Snagit Editor. |
| Send anonymous usage data | Send anonymous data on Snagit usage to help TechSmith improve future versions. |

Editor Tab

| Options | Description |
|--|---|
| Editor background color | Select the canvas background color. Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas. |
| Recent files thumbnail size | Select the size of the capture thumbnails in the . |
| Automatically expand the canvas to fit objects | Automatically increase the size of an image when pasting or dragging objects outside of the current image. |
| Escape key closes Editor | Set the hotkey to close Snagit Editor to the Escape key. This option is disabled by default. To exit Snagit, select File > Exit Snagit Editor. |
| Show cursor quickstyle popup | Display a preview of the tool style next to the cursor on the canvas. |
| Show Toolbar Labels | Choose to display icons and text labels or icons only in the Snagit Editor toolbar. |

Outputs Tab

| Options | Description |
|--|---|
| Disable image transparency on clipboard | Some application, such as web-based email, may not support transparency in pasted images. |
| Paste images as HTML for Outlook Express | Paste images into Outlook Express using HTML to allow the image to display correctly. |
| Embed images when sending email (Outlook / Outlook Express only) | Snagit inserts the image directly into the body of an email message. Embedding images requires the email client to use the HTML format. When disabled, this option attaches the image to an email message. |

Library Tab

| Options | Description |
|--|---|
| Maximum recent files | Enter the maximum number of captures to display at a time in the . Enter a number 1-15. |
| Automatically save new image captures in the Library | By default, Snagit automatically saves new captures in the library. If this option is disabled, any unsaved captures are closed and deleted when you close Snagit. |
| Automatically save new video captures in the Library | By default, Snagit automatically saves new captures in the library. If this option is disabled, any unsaved captures are closed and deleted when you close Snagit. |
| Prompt before deleting files | Display a message prompt before deleting files in Snagit. |
| Library location | By default, the library files are located in this folder: C:\Users\username\AppData\Local\TechSmith\Snagit\DataStore\. To change the location, click the Browse button. |

Advanced Tab

| Options | Description |
|--|--|
| Always keep Editor running in the background | Snagiteditor.exe remains running in Windows Task Manager even if you close Snagit Editor. Enabling this option allows captures to open more quickly. |
| Delete cropped content | Automatically delete the content cropped out of an image. |
| Automatically flatten pasted images | In Snagit Editor, you can edit any objects on the canvas that have not been flattened. Once an object has been flattened it is a permanent part of the image and cannot be edited. |
| Mobile Sharing | You can import images and videos from a mobile device into Snagit Editor. Turn on this option to allow sharing between a mobile device and Snagit. See . <ul style="list-style-type: none">• Keep original image dimensions: Snagit automatically resizes mobile images for better viewing in Snagit Editor. Enable this option to import mobile images at the original dimensions.• Connection Name: TechSmith Fuse remembers each connection and allows you to choose |

| Options | Description |
|---------|--|
| | which instance of Snagit to send the mobile images or videos. You can customize the name of each connection to be sure you are sending the files to the correct computer running Snagit. |

Snagit Printer Capture Settings

Send content from an application into Snagit Editor using the application's Print option.

Set Up a Snagit Printer

1. In the Capture window, select **File > Capture Preferences > Capture tab > Printer Capture Settings**.
2. The Selection Properties dialog opens. On the Snagit Printers tab, select **Snagit 13** or click **Add a Snagit Printer**. Click the **Properties** button to edit the settings for the printer output.
3. Click the **OK** button.

Send Content from an Application into Snagit Editor

1. In the application, select **File > Print** (or the equivalent in the application).
2. From the list of printers, select **Snagit 13**.
3. Click **OK** to send the capture to Snagit Editor.