



## Snagit Help

Version 2018.1

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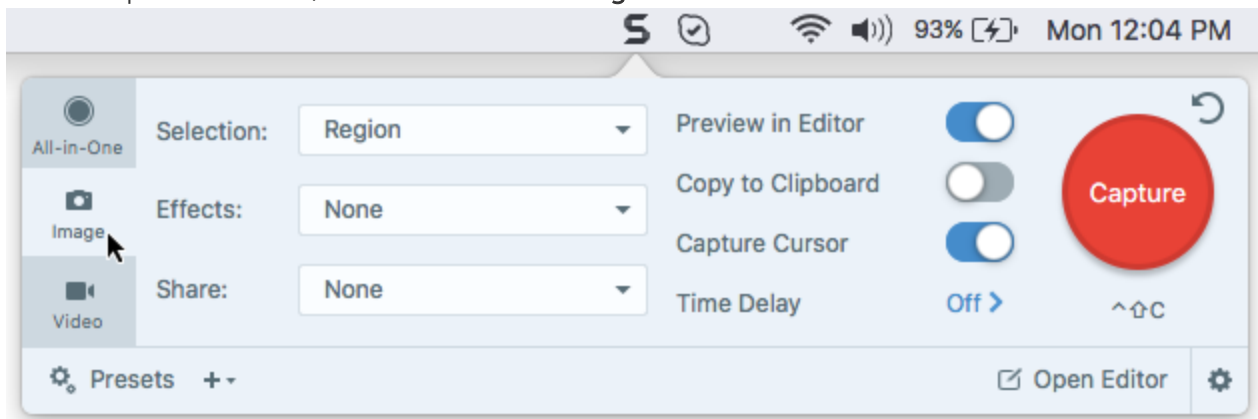
# Grab Text

Capture text from your anywhere on your screen and paste to other programs.

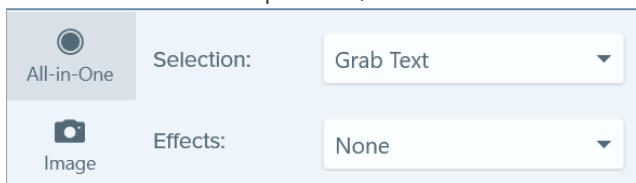


## Capture Text

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

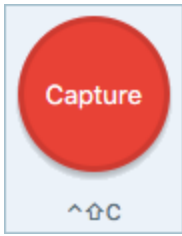


2. In the Selection dropdown, select **Grab Text**.



Some toggle buttons like Preview in Editor and the Effects and Share menus are disabled based on Grab Text selection and cannot be changed.

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



4. The orange crosshairs appear. Click and drag to select the desired area on the screen. The capture opens in Snagit Editor where you can preview and copy the text before pasting in another program.

## Find Text in a Capture

Find, copy, and paste text from a captured image.

### Grab Text Selection

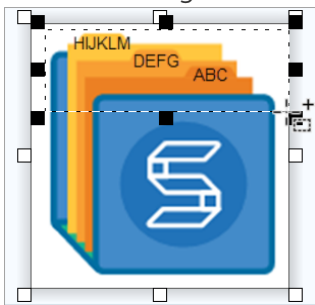
Choose to capture text from a specific location in your capture.

Using this method can improve accuracy and quality of recognized text.

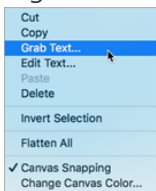
1. In Snagit Editor, click the Grab Text tool.



2. Click and drag on the canvas to draw around the text you want to select.

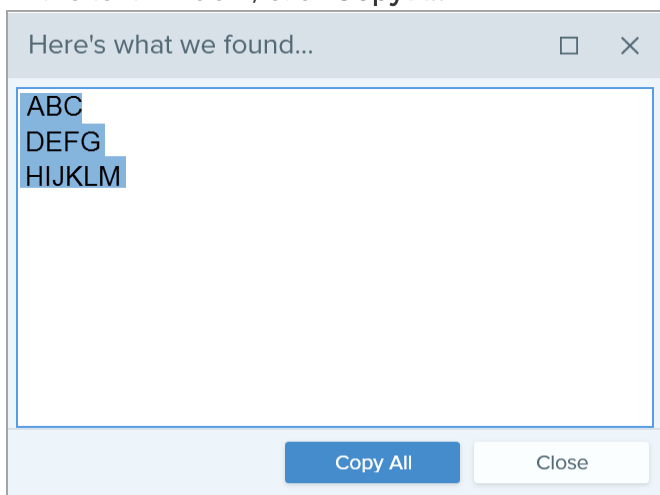


3. Right-click on the selected area and select **Grab Text**.





4. In the text window, click **Copy All**.



You can paste the text into a text editor such as Notepad or an email.

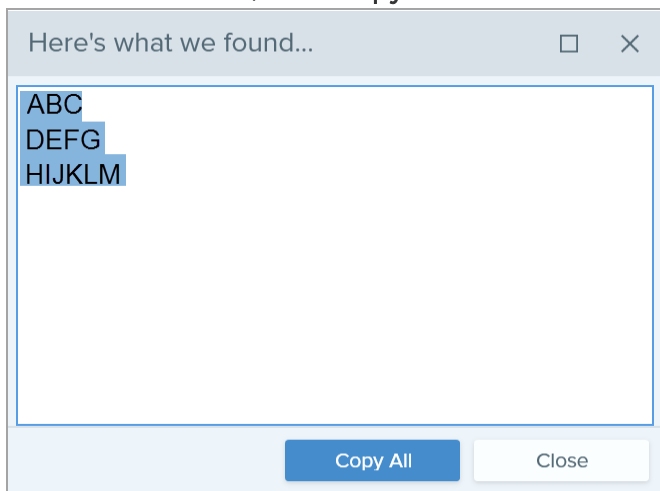
## Grab Text Tool

Capture all the recognizable text in your image.

1. In Snagit Editor, click the **Grab Text** tool. . The tool is not visible by default and can be found under **More > Customize Toolbar**.



2. In the text window, click **Copy All**.



You can paste the text into a text editor such as Notepad or an email.

## In This Article

[Capture Text](#)

[Find Text in a Capture](#)

# Smart Move

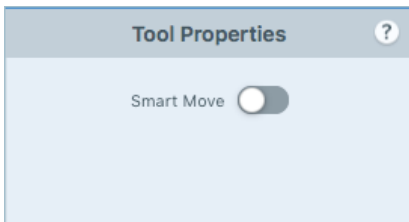
Instantly identify multiple objects that are editable in your image . This includes shapes with defined edges, strings of text, and other items in your image that can be identified separately or grouped together.

## Find and Edit Objects and Text

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




2. In the tool properties, toggle on **Smart Move**.



3. Selection handles appear on moveable objects when you mouse over them. Click on an object to make it editable.



Adjust the **Detail:**  **75%**  to identify different objects if you are unable to edit the object or objects that you want to work with.

Double click on a text object to highlight the text for editing. Click in the text box to place the cursor and start typing to edit the text.

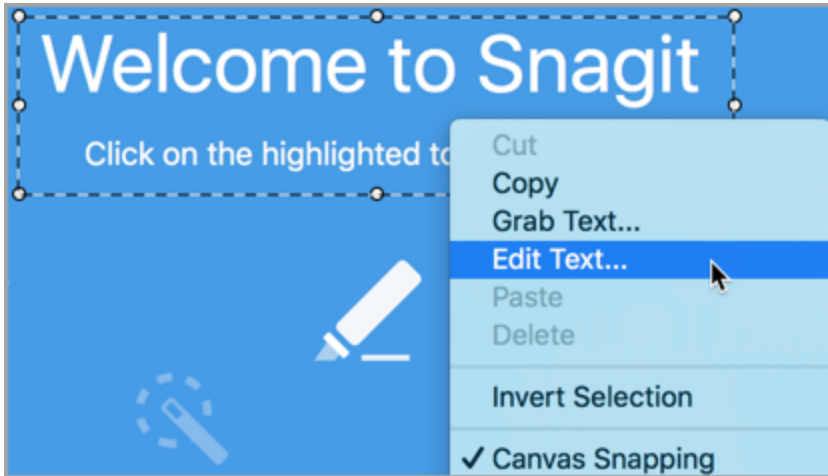
The editable object can be moved, resized or deleted. You can also click on any other object in the image with the selection handles and continue moving objects or editing text.

# Delete or Edit Selected Text

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



2. Click and drag the cursor to select an area that has text you want to delete or replace.
3. Right-click on the selection and choose **Edit Text**. The text is highlighted.



4. Click in the text box to set the cursor and begin editing the text.

The cursor appears in the selection box and the text can be changed or deleted.

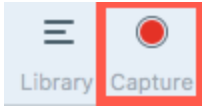
## In this Article

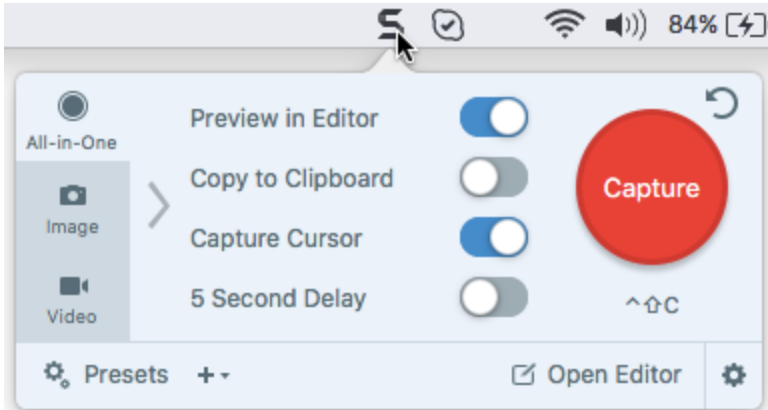
[Find and Edit Objects and Text](#)

[Delete or Edit Selected Text](#)

# Introduction to Capture

When you open Snagit, the Capture Window opens. Or open the Capture Window in Snagit Editor by

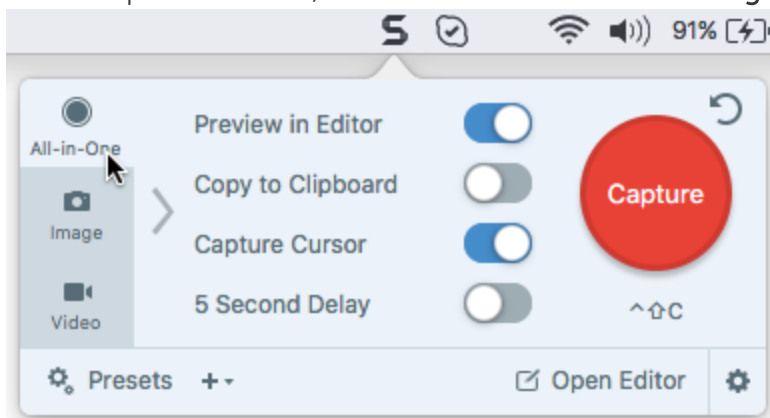
selecting the  button. You can take a quick capture, a customized screen capture, or a video recording.



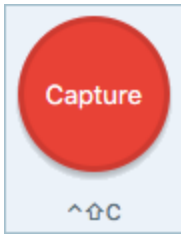
**Pro Tip:** To save [capture settings](#) for future use, select **Add Preset dropdown > New preset from current settings**. See [Create Presets](#) for more details. You can also assign the new preset a [keyboard shortcut](#).

## Capture an Image

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

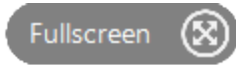


2. Click the **Capture** button or press **Control-Shift-C**.

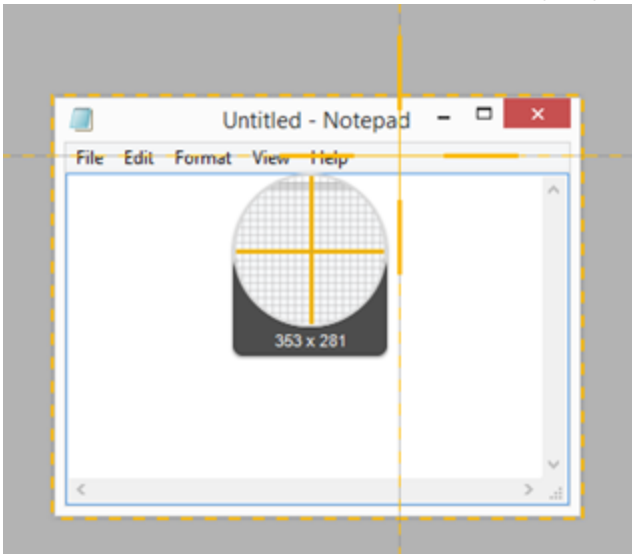


3. The orange crosshairs appear. Complete one of the following to select the area to capture:

- **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.

Capture content that extends beyond your screen using the scrolling arrows. See [Scroll to Capture](#).

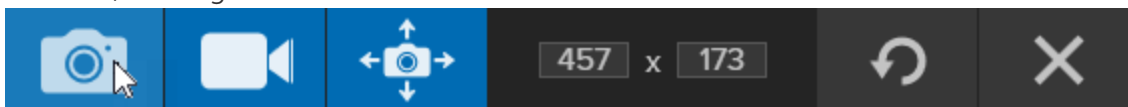
4. To edit the selected area, complete any of the following:

- 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. If you are capturing under the **Image** tab then the capture opens in Snagit Editor where you can preview, edit, and share the capture.

If you are capturing under the **All-in-One** tab:

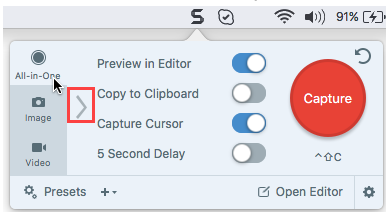
- Click the **Image Capture** button to finalize the capture when capturing the entire screen, a window, or a region.

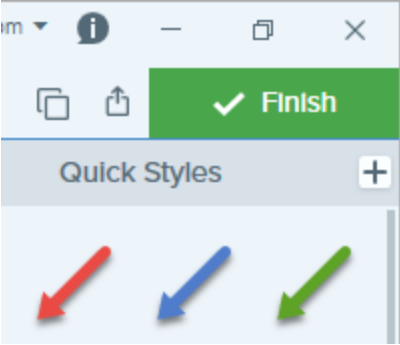


Your image is located in [Snagit Editor](#).

You can also capture a video of your screen. See [Record Videos](#).

## Capture 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 or video. Disable this option to skip previewing and editing the capture in Snagit Editor. Select a <b>Share</b> option in the Capture window, to automatically share to your destination.
Capture Cursor	Include the cursor in the capture. <ul style="list-style-type: none"> <li>• For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image.</li> <li>• For video captures, it is recommended to capture the cursor with video recordings to help show where the action occurs on the screen.</li> </ul>
5 Second Delay	Delay the start of the capture by 5 seconds to allow for additional setup time before capture. After clicking the <b>Capture</b> button, a countdown appears on the bottom-right corner of the screen.
Additional Options	<p>Click the additional options icon to expand the share options for All-in-One capture.</p>  <p>Select an option from the <b>Share</b> dropdown to share the capture. To learn more about Share output, see <a href="#">Share Captures</a>.</p> <ul style="list-style-type: none"> <li>• If the <b>Preview in Editor</b> option is enabled, you must click the <b>Finish</b> button in Snagit Editor to send the capture to the selected destination.</li> </ul>

Option	Description
	 <ul style="list-style-type: none"><li>• If the <b>Preview in Editor</b> option is disabled, the capture is automatically sent to the selected destination after capture.</li></ul> <p>Only outputs that support both image and video file formats are available. For more sharing destinations, use the Image tab, Video tab, or share a capture from Snagit Editor.</p>

## In This Article

[Capture an Image](#)

[Capture Settings](#)

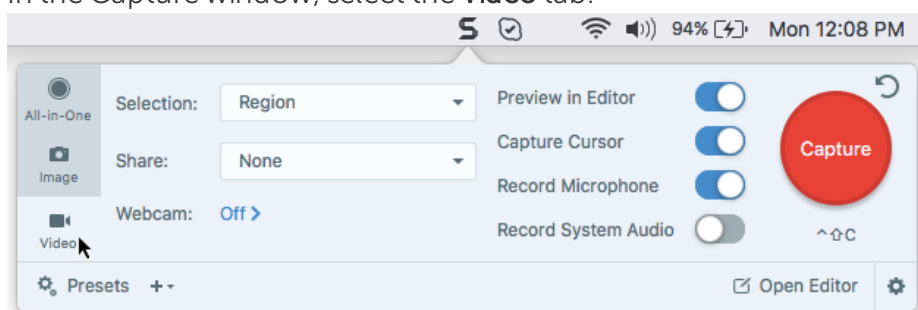
# Record Videos

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

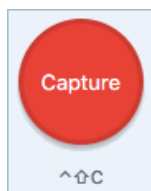
- Walk someone through a process or issue.
- Record a demonstration or a how-to video.
- Record a presentation switching between the presentation slides and video of the speaker.
- Send someone audio and visual feedback in a video.
- Record a small portion of an online video or animation.

## Record a Video

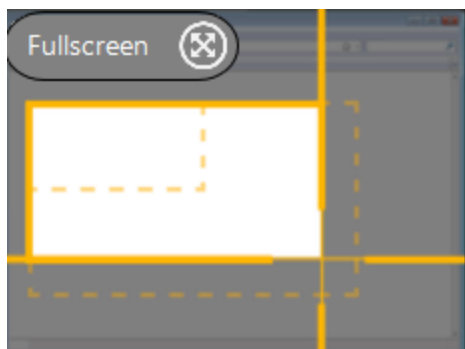
1. In the Capture window, select the **Video** tab.



2. Click the **Capture** button or press **Control-Shift-C**.

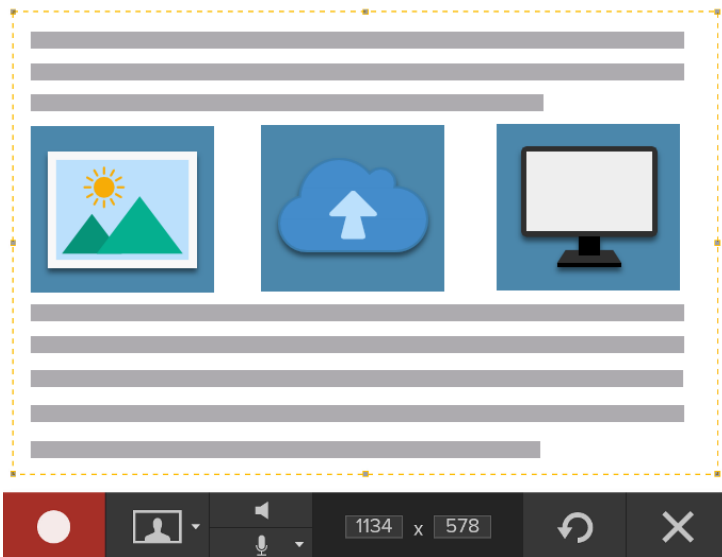


3. The orange crosshairs appear. Click and drag to select the area to record on the screen or click the **Fullscreen** button to select the entire screen.





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.



#### TIP: Use Selection Guides

Press **G** to show the video selection guidelines while selecting an area to record. These guides show standard video dimensions used by popular video sharing destinations such as YouTube or mobile devices.

5. The Video Recording toolbar appears.



The options on the toolbar can be toggled on or off by clicking the matching icon before and during recording:

- **Webcam:** Record live video from 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 or the audio playing from your computer speakers.



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



6. To begin recording, click the **Record** button.



7. To stop the recording, click the **Stop** button or press **Option-Shift-V**.




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 [Create Presets](#).

## Video Capture Settings

Option	Description
	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 audio using a microphone device during video capture.
	Record the system audio (sounds from applications and websites) during video capture.
	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 <b>Share</b> option in the Capture window, to automatically share to your destination.

Option	Description
	<p data-bbox="613 233 1008 264">Include the cursor in the capture.</p> <p data-bbox="678 327 1446 426">For video captures, it is recommended to capture the cursor with video recordings to show where the action occurs on the screen.</p>

## In This Article

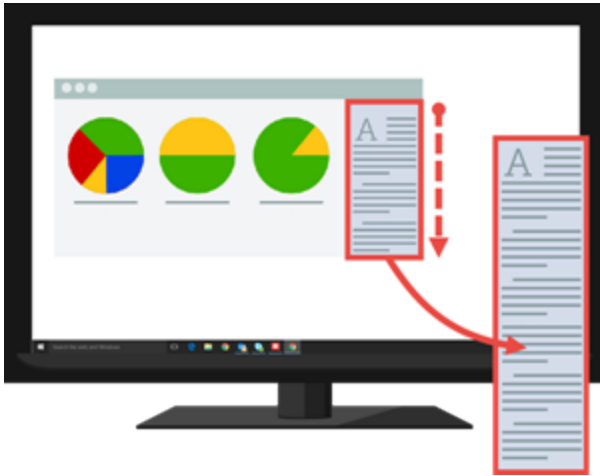
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[Record a Video](#)

[Video Capture Settings](#)

# Scroll to Capture

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.

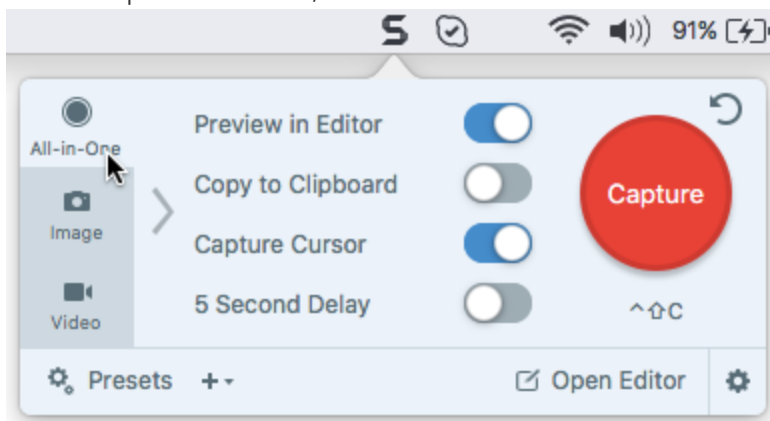


There are two ways to capture a scrolling area:

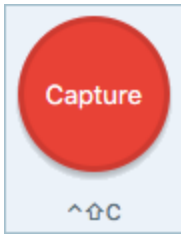
- **Scrolling arrows:** Automatically scroll a window horizontally, vertically, or in both directions to capture the entire contents of the window or web browser.
- **Panoramic Scrolling Capture:** Manually pan or scroll to capture the desired area in the window or web browser.

## Capture with Scrolling Arrows

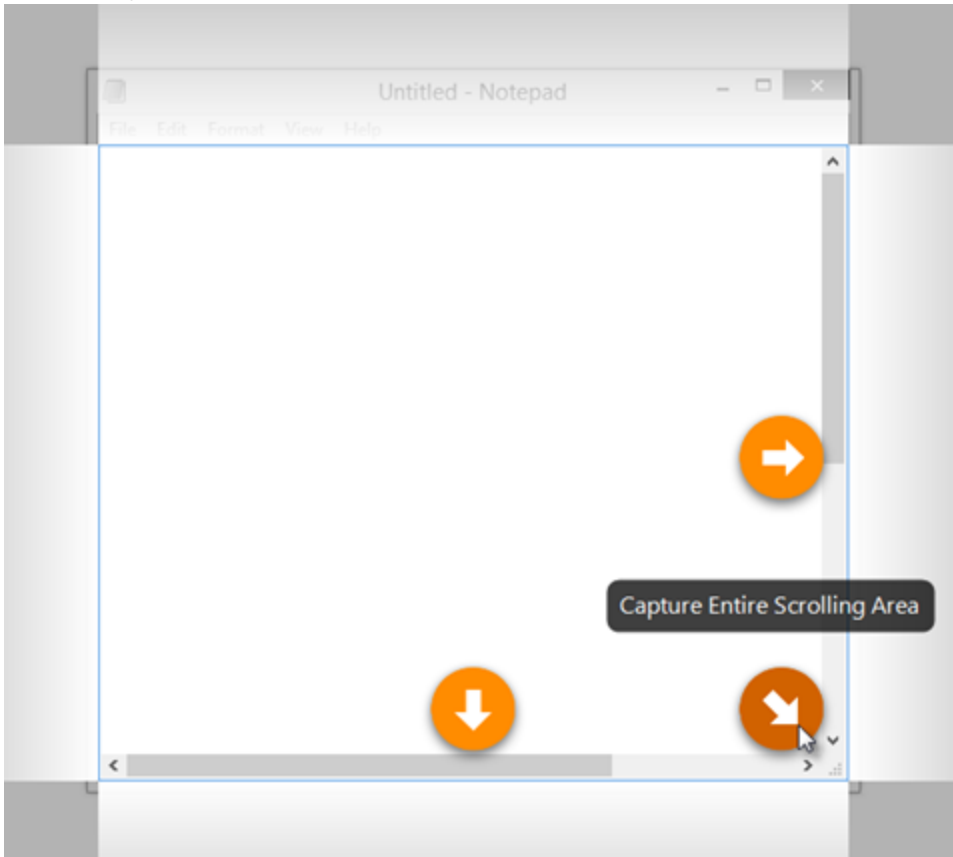
1. Open or set up what you want to capture.
2. In the Capture window, click the **All-in-One**.



3. Click the **Capture** button or press **Control-Shift-C**.



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



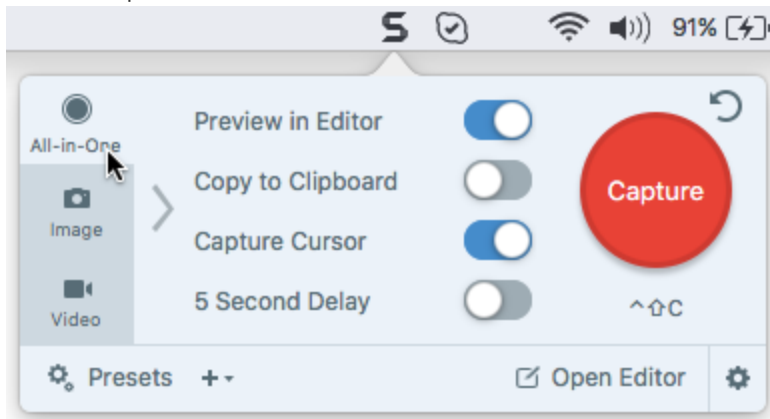
Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.

If the scroll arrows do not appear, make sure Scrolling Capture is enabled in the [Capture Preferences](#).

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

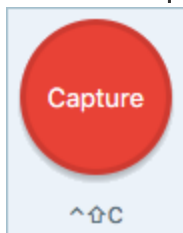
# Capture with Panoramic Scrolling

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

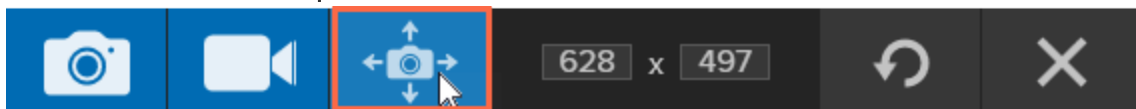


Alternatively use the **Panoramic Scrolling Capture** preset that is installed with Snagit. Learn about [Presets](#).

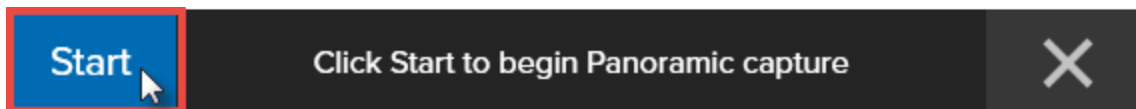
2. Click the **Capture** button or press **Control-Shift-C**.



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.

## 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.

### In this Article

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[Capture with Scrolling Arrows](#)

[Capture with Panoramic Scrolling](#)

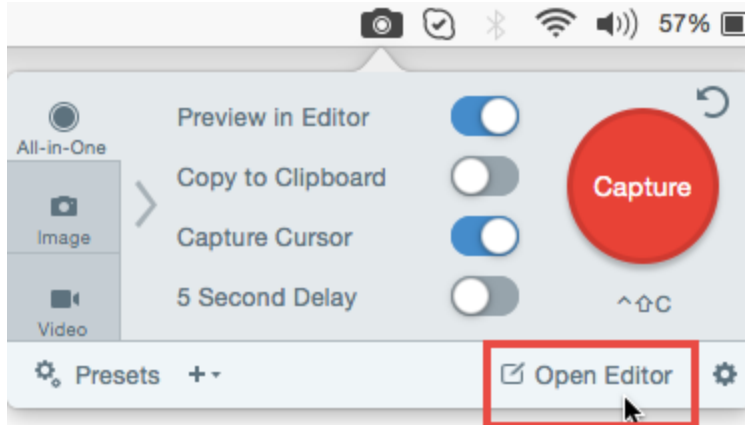
[Scrolling and Panning Tips](#)

# Introduction to Snagit Editor

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



## Open Snagit Editor

Click the Open Editor button in the Capture window.

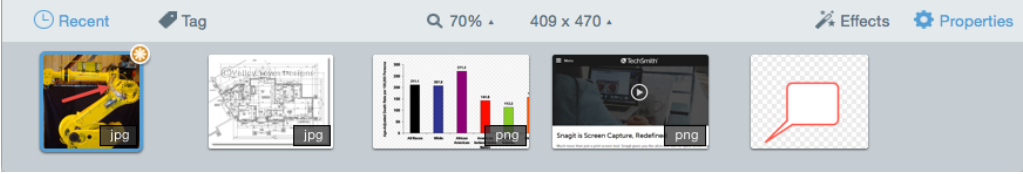


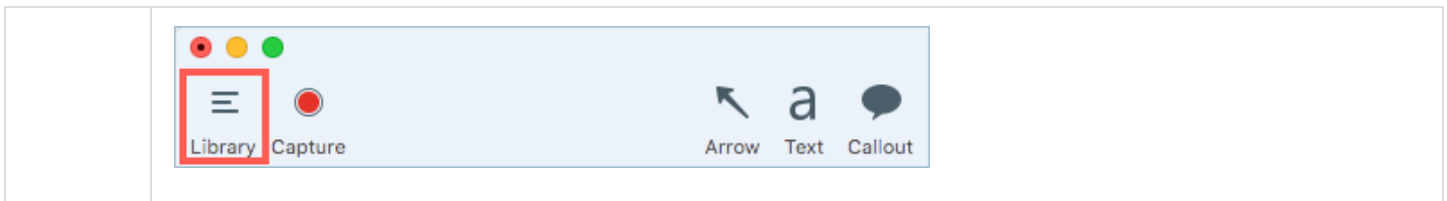
## Snagit Editor Overview



	<p><b>Library</b> View and organize your capture history. See <a href="#">Introduction to Library</a>.</p>
	<p><b>Canvas</b> Working area to preview and edit captures See <a href="#">Resize Canvas</a>.</p> <p>Tips for Working on the Canvas</p>

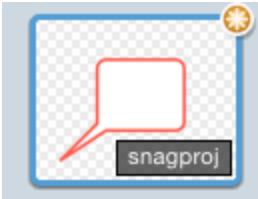


	<ul style="list-style-type: none"> <li>• To edit moveable objects on the canvas at a later time, save images as a SNAGPROJ file.</li> <li>• Drag one of the handles on the edge of an image to create more working space on the canvas.</li> <li>• The checkerboard pattern on the canvas represents transparent areas in an image. To keep transparency, save the image to a file format that supports transparency (CUR, GIF, ICO, PNG, TIF, or .SNAGPROJ).</li> <li>• Enable canvas snapping to align objects and text boxes: <ul style="list-style-type: none"> <li>• Select <b>Image &gt; Canvas Snapping</b>.</li> <li>• Or, right-click on the canvas and select <b>Canvas Snapping</b>.</li> </ul> </li> </ul>
<p><b>3</b></p>	<p><b>Toolbar</b></p> <p>Click to select an editing tool. Annotate, edit, and enhance image captures. You can customize the order and tools available in the toolbar.</p> <p>See <a href="#">Edit with Tools</a>.</p>
<p><b>4</b></p>	<p><b>Share</b></p> <p>Share captures to social media or other apps.</p> <p>See <a href="#">Share Captures</a>.</p>
<p><b>5</b></p>	<p><b>Quick Styles</b></p> <p>Apply or save custom-made styles.</p> <p>See <a href="#">Quick Styles and Themes</a>.</p>
<p><b>6</b></p>	<p><b>Properties</b></p> <p>Adjust the properties to customize a tool.</p> <p>See <a href="#">Edit with Tools</a>.</p>
<p><b>7</b></p>	<p><b>Effects Panel</b></p> <p>Click the <b>Effects</b> button to view the image effects available.</p> <p>See <a href="#">Add Effects</a>.</p>
<p><b>8</b></p>	<p><b>Recent Captures Tray</b></p> <p>The tray shows the recent image captures, video captures, and other files opened or edited in Snagit Editor. The thumbnail selected in the tray appears on the canvas in Snagit Editor.</p>  <p>To view additional recent captures, click the <a href="#">Library</a> button at the top of Snagit Editor.</p>



## Save a Capture

Snagit automatically saves any unsaved captures as a SNAGPROJ 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 right 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**.

### In This Article

- [Open Snagit Editor](#)
- [Snagit Editor Overview](#)
- [Save a Capture](#)
- [Remove a Capture](#)
- [Delete a Capture](#)

# Resize Canvas

The canvas is an area in Snagit Editor where your images can be viewed and edited.

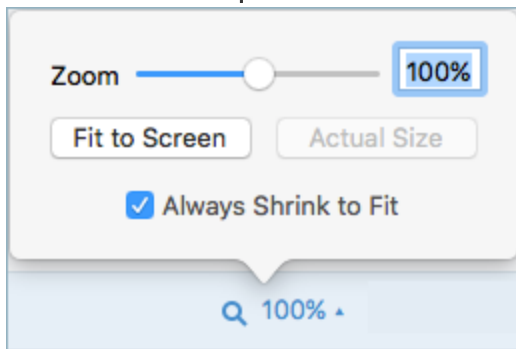
## Zoom In or Out

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.

## Change the View Percentage

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



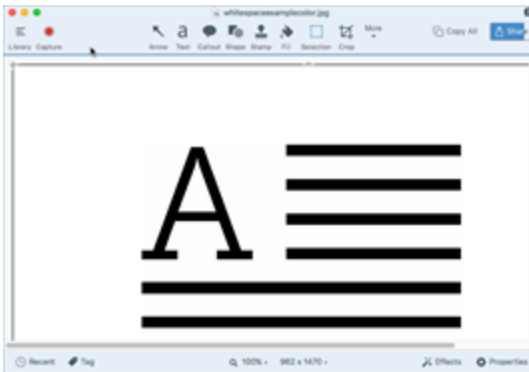
2. Drag the **Zoom** slider or enter a percentage into the field.
3. To reset the preview to the image's current size, click the **Actual Size** button.

## Set the Zoom Preferences

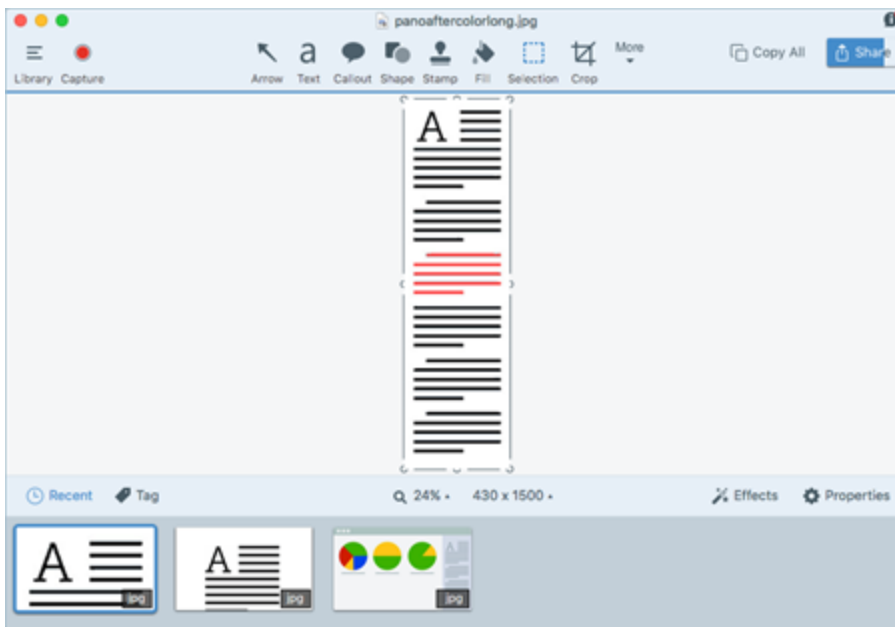
The following options control the display of the capture on the canvas.

**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.

## Resize an Image

Change the size of an image to specific dimensions in pixels 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 **Edit > 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 **Resize** button.

## In This Article

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[Zoom In or Out](#)

[Resize an Image](#)

# Edit with Tools

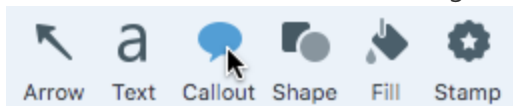
The Snagit Editor toolbar consists of image editing tools to annotate, edit, and enhance image captures:

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

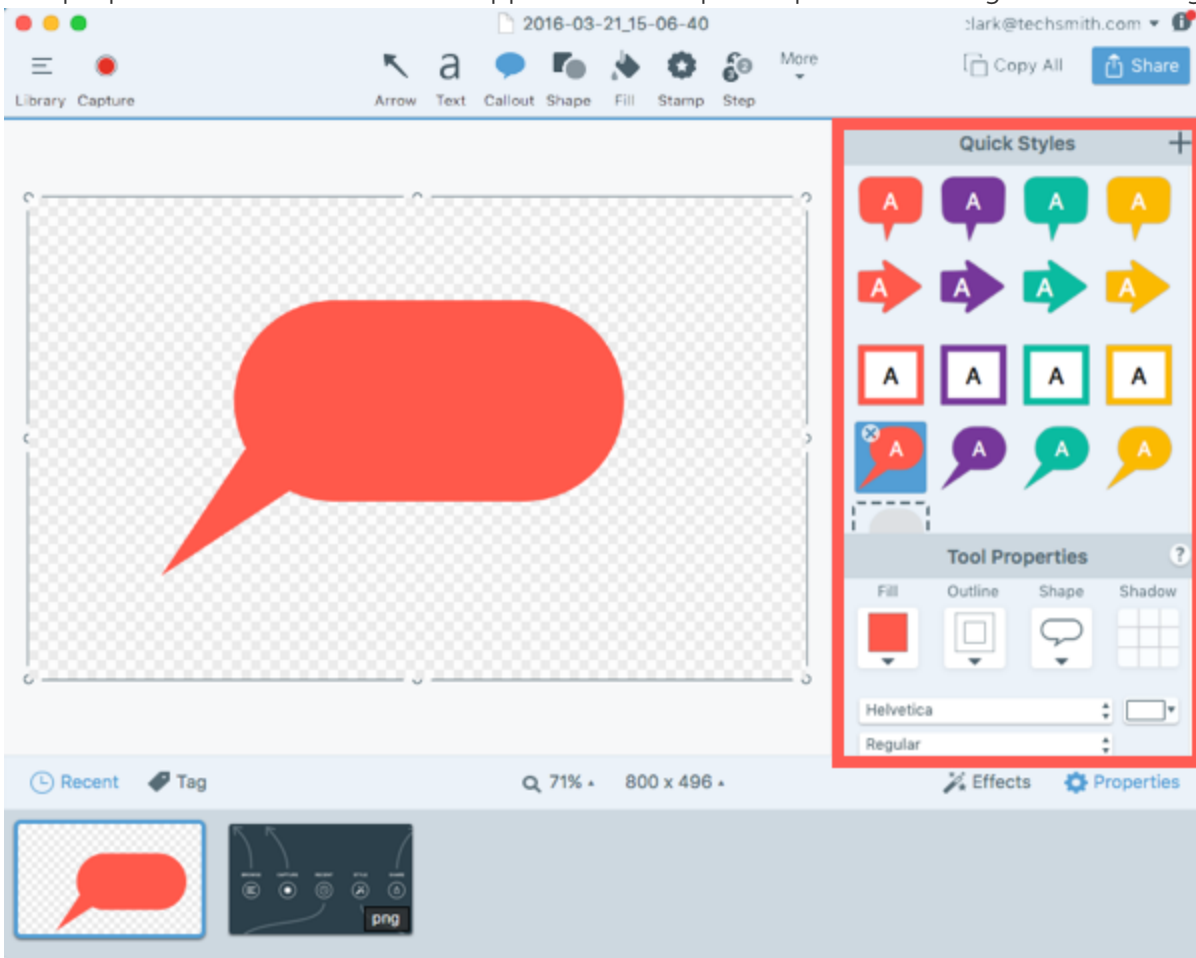
The annotation tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

## Getting Started with 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:

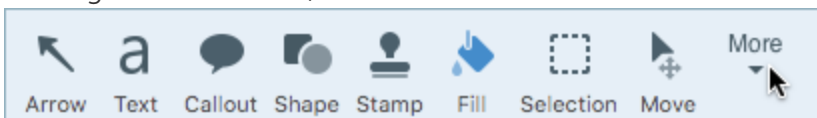
- Click to select a style from the [Quick Styles](#). The Quick Styles contain presets or custom styles.
- Edit the settings for the tool in the Properties panel.

4. The method for drawing the quick style on the canvas depends on the tool selected. See [Tool Types](#).

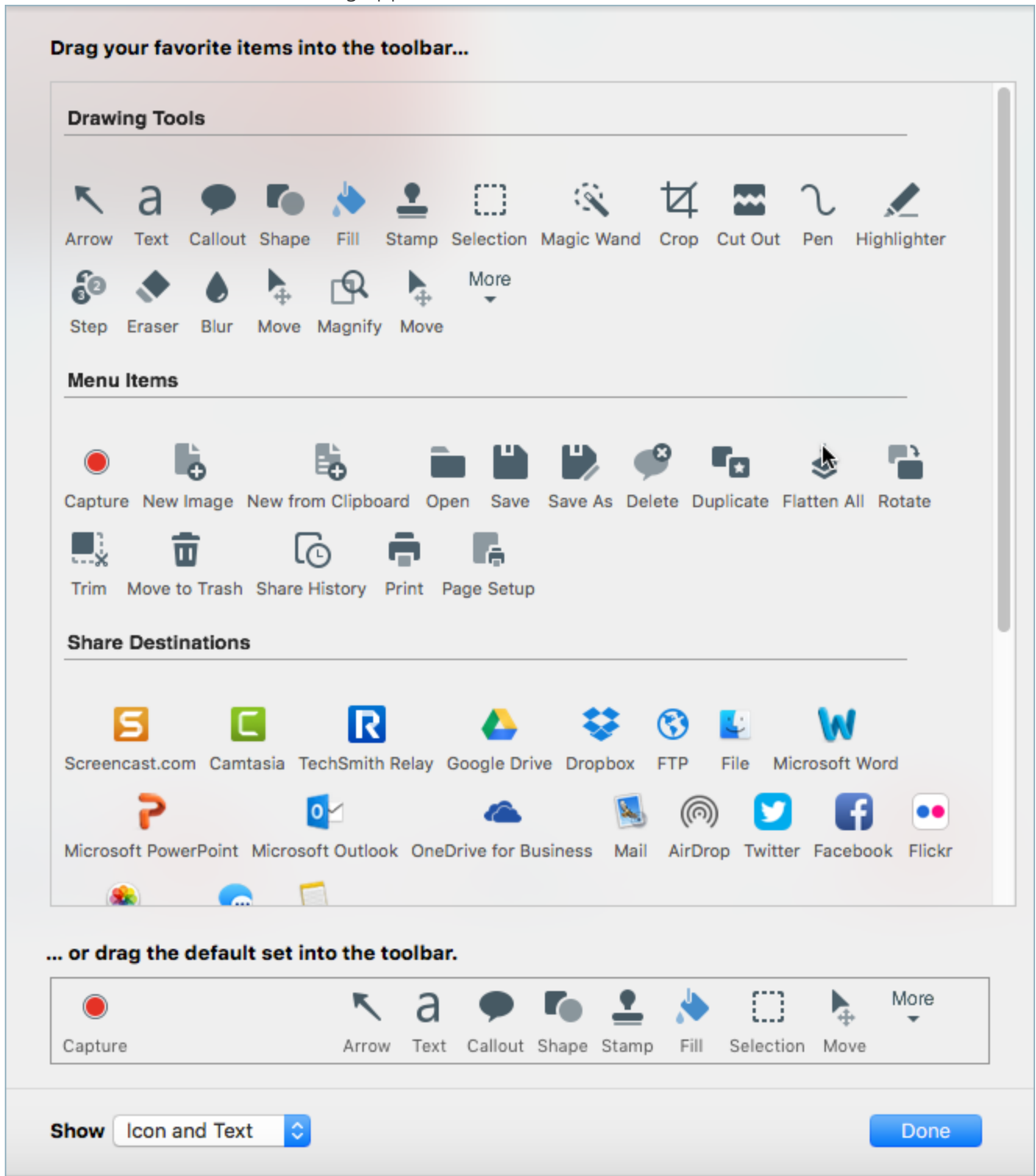
## Customize the Snagit Editor Toolbar

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.

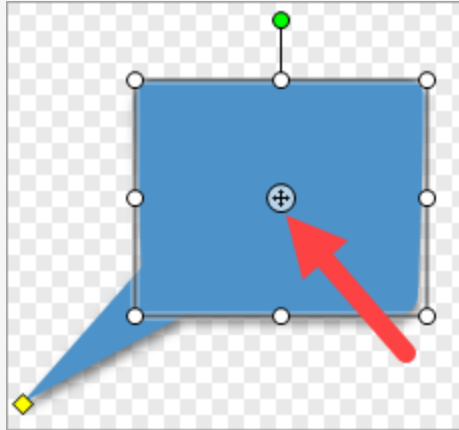


3. After customizing the toolbar, click **Done**.
4. In the toolbar, you can choose to show icons and text labels or icons only. To change this option, right-click on the toolbar and select **Icon and Text** or **Icon Only**.

## Tool Types

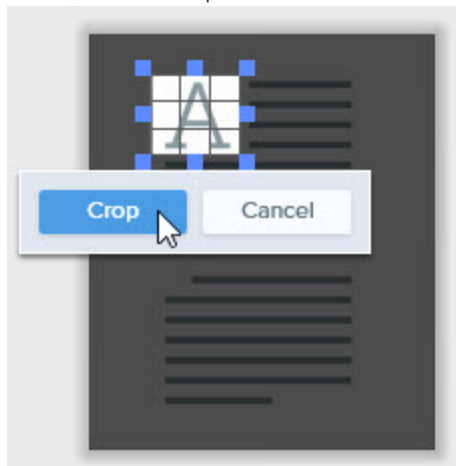
<p>Arrow</p> 	<p>Add an arrow to call attention or highlight an item in the image.</p> <ul style="list-style-type: none"> <li>• Click and drag on the canvas to draw an arrow.</li> <li>• For a curved arrow: Click and drag the yellow handle to add a curve.</li> </ul>
<p>Blur</p> 	<p>Add a blur to hide or mask sensitive information in an image.</p> <ol style="list-style-type: none"> <li>1. Drag the slider to adjust the blur amount.</li> <li>2. Click and drag on the canvas to draw the blur.</li> </ol>
<p>Callout</p> 	<p>Add a callout to call attention or highlight an item in the image. A callout includes an annotation plus text.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Outline</b> or <b>Fill</b> dropdown and complete one of the following: <ul style="list-style-type: none"> <li>• Click to select a color from the preset colors or from the color palette.</li> <li>• Click the Eyedropper tool and then click to select a color from anywhere on the screen.</li> <li>• Enter a HEX or RGB value into the field.</li> </ul> </li> <li>2. Click and drag on the canvas to draw the callout.</li> <li>3. Enter text within the callout.</li> <li>4. Use the handles to control the following: <ul style="list-style-type: none"> <li>• To resize the callout, drag the <b>white</b> handles.</li> <li>• To add an extra callout tail, drag the <b>blue</b> handle out.</li> <li>• To rotate the callout, drag the <b>green</b> handle.</li> </ul> </li> </ol>

To move the callout body around the callout tail, drag the **anchor point**.



Remove unwanted areas from the edges of an image.

1. Blue handles and grid lines show the selected image area to crop. Drag corresponding blue handles in to crop different sides of the image.



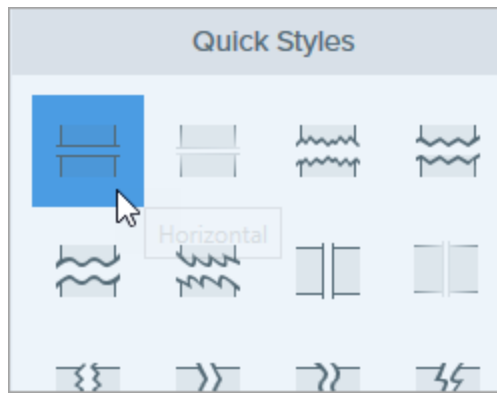
2. Click the **Crop** button to save the changes.

Crop  

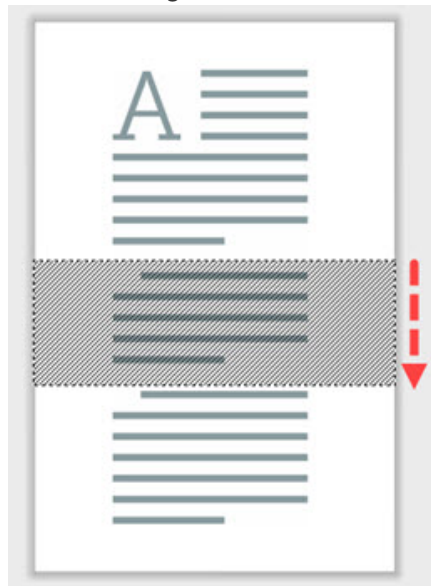

Cut Out  


Delete a vertical or horizontal section out of an image and joins the two pieces together.

1. Select a horizontal or vertical style. A line appears on the canvas.



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



#### Eraser



Erase any flattened area in an image to expose the canvas.

#### Fill










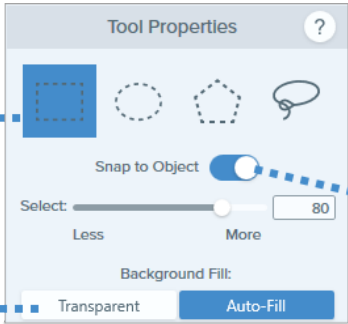
Fill a flattened area in an image with another color.


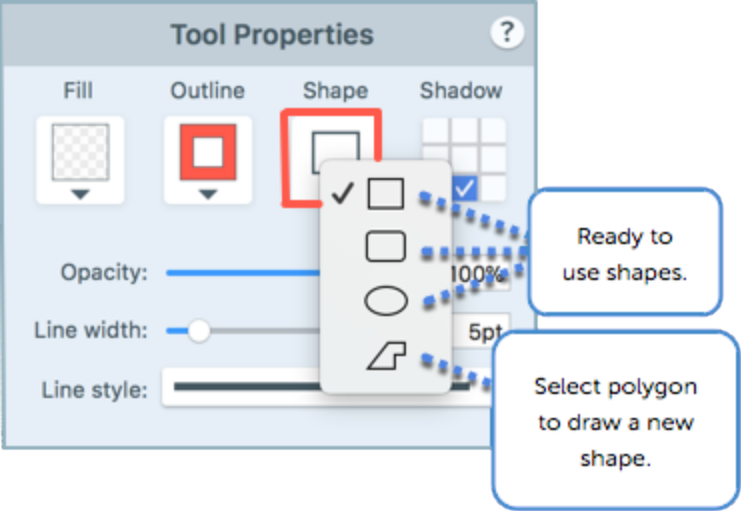



1. Click the **Color** dropdown and complete one of the following:
  - Click to select a color from the preset colors or from the color palette.
  - Click the Eyedropper tool and then click to select a color from anywhere on the screen.
  - Enter a HEX or RGB value into the field.
2. Click to apply the fill color to a location on the canvas.

#### Grab Text



Capture text from anywhere on your screen and paste to other programs.  
See [Grab Text](#).

<p>Highlighter</p> 	<p>Highlight a rectangular area in an image.</p>
<p>Line</p> 	<p>Add a straight or curved line to an image.</p>
<p>Magic Wand</p> 	<p>Select 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.</p>
<p>Magnify</p> 	<p>Magnify an area on the canvas to highlight or show the details.</p>
<p>Move</p> 	<p>Select any object to move on the canvas. Enable Smart Move to instantly make multiple objects selectable and on your screen. Also identifies text that can be replaced or deleted. See <a href="#">Smart Move</a>.</p>
<p>Pen</p> 	<p>Draw freehand lines on an image.</p>
<p>Selection</p> 	<p>Select parts of an image. After making a selection on the canvas, you can cut, copy, move, delete, edit, or apply effects to the selection.</p> <p>Click the <b>Selection</b> tool and the tool properties appear on the right-side of Snagit Editor. Before selecting an area on the canvas, adjust the following properties:</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 5px; margin-right: 10px;"> <p><b>1 Selection Shape</b> Choose a selection shape: Square, Ellipse, Polygon, or Freehand.</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-right: 10px;"> <p><b>3 Background Fill</b> 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.</p> </div> <div style="border: 1px solid blue; padding: 5px; margin-right: 10px;">  </div> <div style="border: 1px solid blue; padding: 5px;"> <p><b>2 Snap to Object</b> Turn on to snap to text or irregular-shaped objects within the selected area. Drag the slider to adjust the object selected.</p> </div> </div>

<p>Shape</p> 	<p>Add a shape or frame to an image. You can choose the shape, outline and fill color.</p>  <ul style="list-style-type: none"> <li>• To resize the shape, drag the white handles.</li> <li>• To rotate the shape, drag the green handle.</li> </ul> <p>For polygon:</p> <ol style="list-style-type: none"> <li>1. Click and drag on the canvas to draw the first side of the shape.</li> <li>2. Click to anchor each corner of the shape.</li> <li>3. Press <b>Enter</b> to complete the shape.</li> </ol>
<p>Stamp</p> 	<p>Annotate an image with Snagit's default stamps or download more from the TechSmith website.</p> <h3>Add a Stamp</h3> <ol style="list-style-type: none"> <li>1. In the Quick Styles, select a stamp.</li> <li>2. Click the canvas to add the stamp. <ul style="list-style-type: none"> <li>• To move the stamp, click and drag to move the stamp to the desired location.</li> <li>• To resize the stamp, click and drag a white handle in or out.</li> </ul> </li> </ol> <h3>Download Stamps</h3> <ol style="list-style-type: none"> <li>1. In properties, click the <b>Download More</b> button. The TechSmith website opens.</li> <li>2. Click the <b>Download</b> link for the stamp set you wish to download.</li> </ol>
<p>Step</p> 	<p>Add a series of numbers or letters in sequence to an image.</p>
<p>Text</p> 	<p>Add captions, headings, or other text to an image. Select the outline and fill colors for your text. You can also choose text alignment, text size, and text font. To edit text, double-click the text box to type the desired text. See <a href="#">Grab Text</a>.</p>

## In This Article

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[Getting Started with Tools](#)

[Customize Snagit Editor Toolbar](#)

[Tool Types](#)

# Quick Styles and Themes

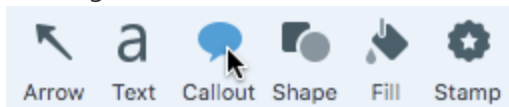
- Set up a Quick Style to automatically remember your custom tool style for future use.
- To create a set of Quick Styles across the tools based on a preselected color palette, see [Create a Theme](#).



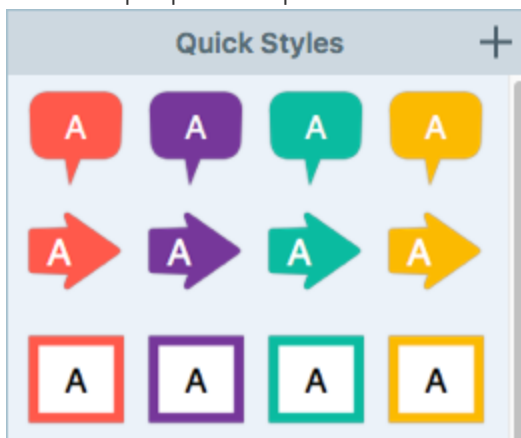
The tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

## Apply a Quick Style

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



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



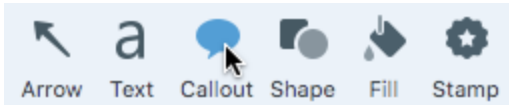
3. The method for drawing the quick style on the canvas depends on the tool selected. Follow the instructions outlined for using [tools](#).

# Save a Quick Style

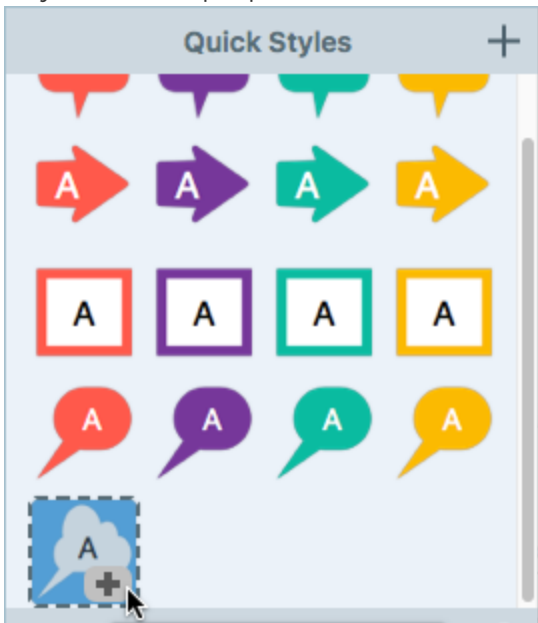
After editing the tool properties, you can save the custom tool properties as a Quick Style for future use.

To save the style to a specific theme, choose the theme from the menu at the top of Quick Styles before choosing the tool.

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 Quick Styles, click and drag to move it to a new location.

To delete a Quick Style, right-click on the style and select **Remove Quick Style**. The Quick Style is permanently deleted from the selected theme.

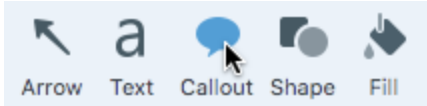
# Create a Theme


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

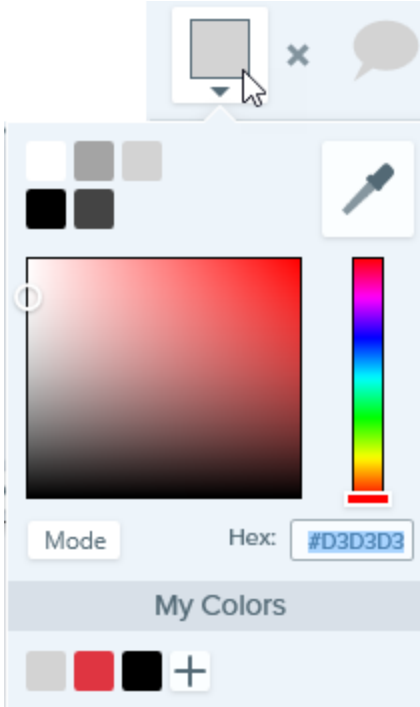


any time.

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

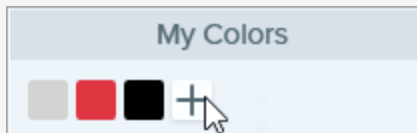


2. The tool properties open. Click the  icon and select the **New Theme** option.
3. The New Theme dialog appears. Click the **Colors** dropdown to select a color to use to automatically generate Quick Styles for the theme.



- 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.

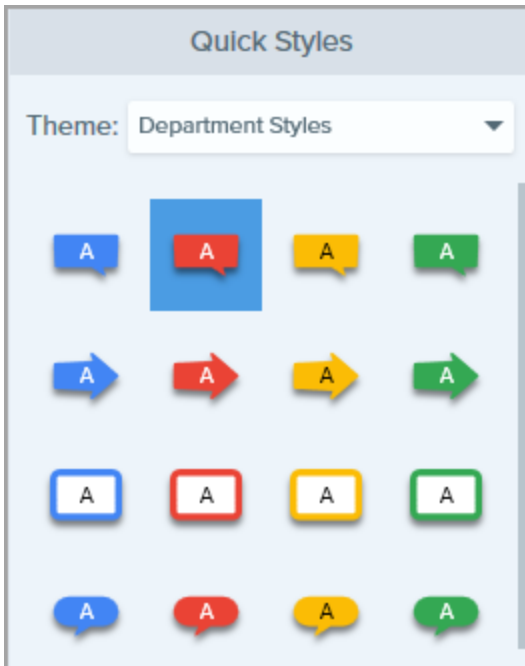
- To add another color, click the **Add** button. Continue until you have added the desired theme colors.

### Theme Color Tip

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

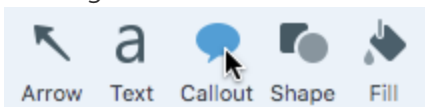
- Enter a descriptive name in the **Theme name** field.
- Click the **Create** button.

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

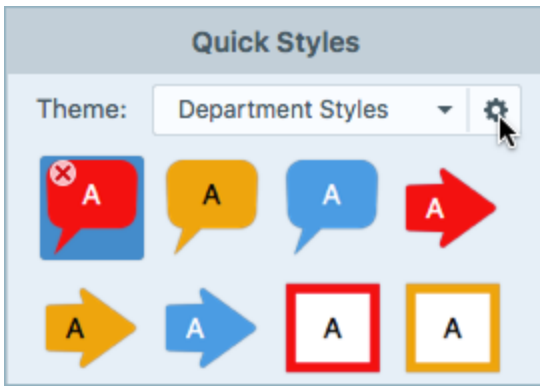


## Edit a Theme

- In Snagit Editor, click to select a tool.



- The tool properties open. Click the  icon and select **Edit**.



- The Edit Theme dialog appears. Complete the desired edits.
- Click **Save**.

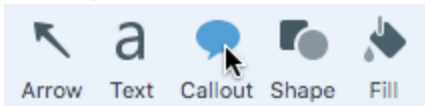
**IMPORTANT:**


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

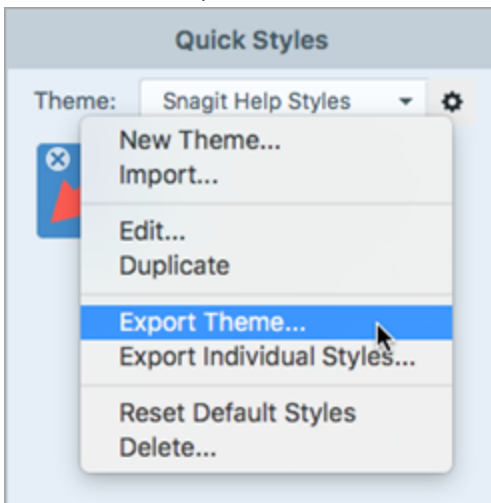
## Export a Theme

Export a theme to improve project collaboration or maintain a corporate style guide or brand.

- 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, select the theme to export. Click the  icon and select **Export Theme**.



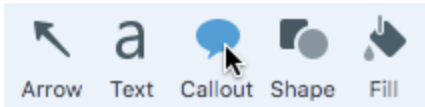
- Choose a location and enter a file name. Click **Save**.


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

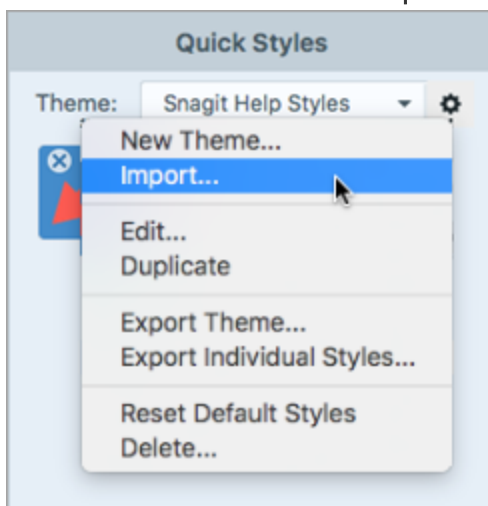
You must have Snagit version 4.1 or later installed to import a theme.

## Import a Theme

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



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



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

Snagit adds the theme to the list of available themes.

### In This Article

[Apply a Quick Style](#)

[Save a Quick Style](#)

[Create a Theme](#)

[Edit a Theme](#)

[Export a Theme](#)

[Import a Theme](#)

# Add Effects


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

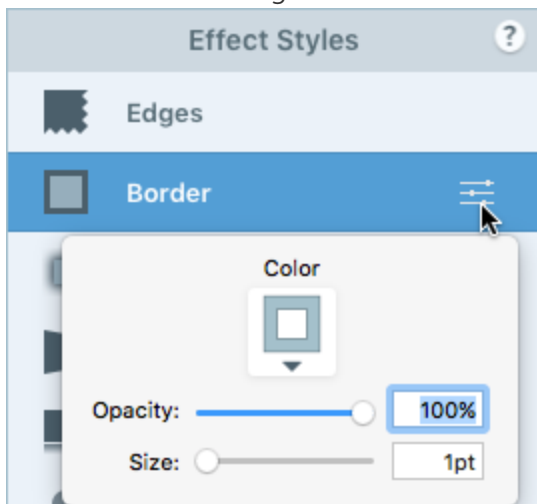
Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

## Add an Image Effect

1. Click the **Effects** button.



2. The Effects panel opens. Select a style from the Quick Effects or click the  button on an effect to customize the settings.



**TIP:** Save a customized effect under Quick Effects

As you edit the properties, a new effect appears at the bottom of Quick Effects. Click the **+** icon to save the effect for future use. The new effect is added to the top of Quick Effects.

- To change its location within Quick Effects, click and drag to move it to a new location.
- To delete it, right-click on the effect and select **Remove Quick Style**.

## Remove Effect from Image

Select **Edit > Undo** to remove the last applied effect. If you need to remove multiple changes, select **Undo** multiple times.

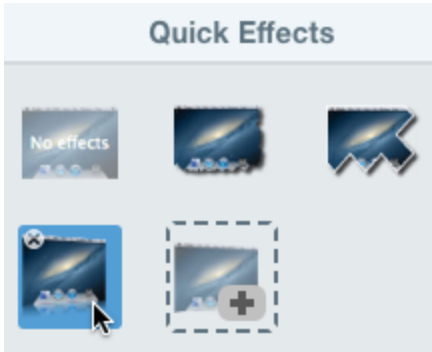
# Apply a Quick Effect

Quick Effects are found at the top of the Effects panel in Snagit Editor.

1. Click the **Effects** button.









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



3. Click to apply the Quick Effect.

## Snagit Effect Types

<p>Border</p> 	<p>Add a border to the outside of an image. You can change the line width and color of this effect.</p>
<p>Edges</p> 	<p>Add an edge effect to one or more sides of an image. You can change the location, style, size, border, and shadow of this effect.</p>
<p>Shadow</p>	<p>Add a shadow effect to a side or around the entire image. You can change the location, color, and size of this effect.</p>

	
<p>Perspective</p> 	<p>Distorts an image to give the appearance of being viewed from a different angle. You can change the type of distortion, horizontal amount, vertical amount, border, and shadow of this effect.</p>
<p>Reflection</p> 	<p>Add a mirror-like reflection to an image. You can choose the size and opacity of this effect.</p>
<p>Color Filters</p>	<p>Apply a filter effect over the entire image. You can choose to change the following properties of color with this effect:</p> <ul style="list-style-type: none"> <li>• Grayscale</li> <li>• Sepia Tone</li> <li>• Invert</li> </ul>
<p>Fade</p> 	<p>Apply a gradual dimming to the edges of an image. You can choose the size and intensity of this effect.</p>

## In This Article

- [Add an Image Effect](#)
- [Remove Effect from Image](#)
- [Apply a Quick Effect](#)
- [Snagit Effect Types](#)

# Edit Videos

After [recording a video capture](#), the MP4 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. Click and hold the button to rewind.
6	Play / Pause	Play or pause the video.
7	Next Frame	Click to move forward one frame. Click and hold the button to fast forward.

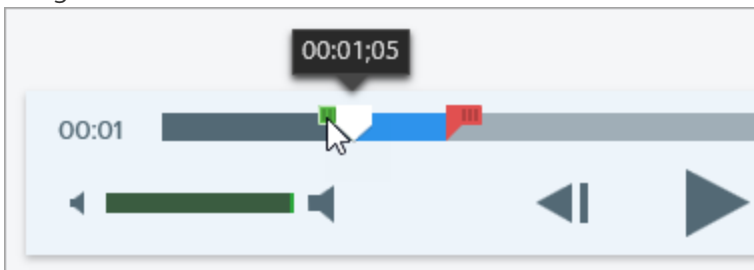


	Video Control	Description
8	Create Animated GIF	Save entire video or the current selection as an <a href="#">Animated GIF</a> file.
9	Save Frame as PNG	Save the current video frame as a still image. The new image opens in the tray.
10	Time	Displays the total length of the video.

## Trim or Cut Out Unwanted Video Sections

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

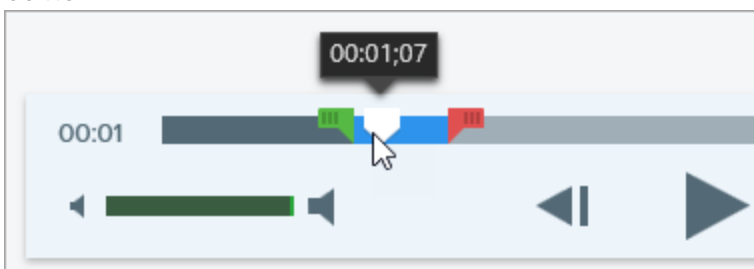
1. Drag the **Start handle** on the timeline to the location to start the cut.



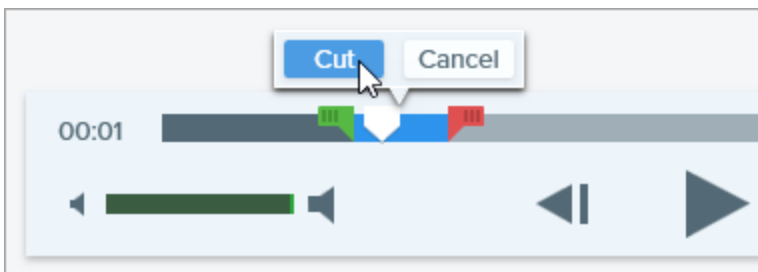
2. Drag the **End handle** on the timeline to the location to end the cut.



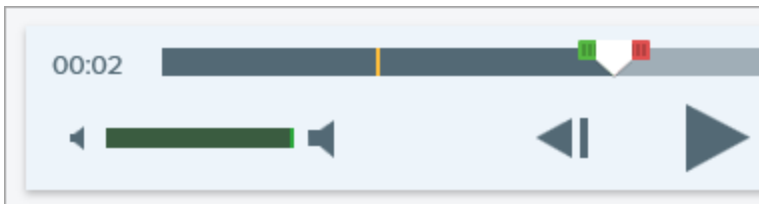
3. To preview the cut, drag the playhead to where you want to start the video playback. Click the **Play** button.



4. Click the **Cut** button.



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



## 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 Recent Captures Tray.
2. Drag the playhead to the desired video frame.
3. Click the **Save Frame as PNG** button.

The new image opens in the tray.

TIP: Need More Video Editing Options?

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

### In This Article

[Video Playback](#)

[Trim or Cut Out Unwanted Sections](#)

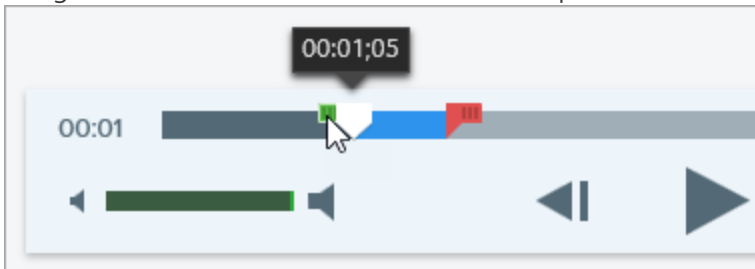
[Save a Video Frame as an Image](#)

# GIF Creation

Snagit allows you to create GIFs from a selection of your video or the entire video.

## Create a GIF

1. Open a video capture or click to select a video from the **Recent Captures Tray**.
2. Drag the start and end handles to select a portion of the video for the **Animated GIF**.



**TIP: Keep it Short!**

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

3. Drag the playhead to the green handle and click the **Play** button to preview the selection.
4. When you are satisfied with the selection, click the **Create Animated GIF** button.



5. Confirm if you are using the selection you just chose or if you would like to use the whole video to create the GIF.
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.
  - **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	<ul style="list-style-type: none"><li>• If looping is enabled, the Animated GIF plays back on a continuous loop.</li><li>• If looping is disabled, the Animated GIF plays until the end of the video.</li></ul>
Dynamic Colors	This option is recommended for most videos. Enabling this option can result in increased file sizes. If you need to decrease the file size, you may consider disabling this option for videos with low color variation.
Fade to Black	Add a transition to the end of the Animated GIF to fade the last frame to black.

## In This Article

[Create a GIF](#)

[Custom GIF Settings](#)

# Import Captures 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.

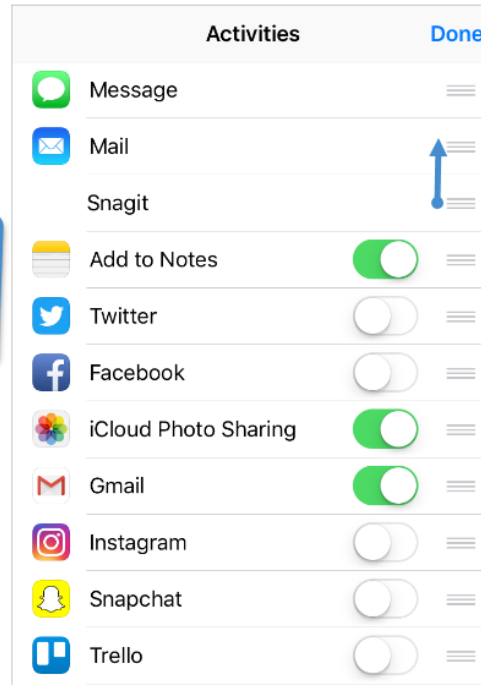
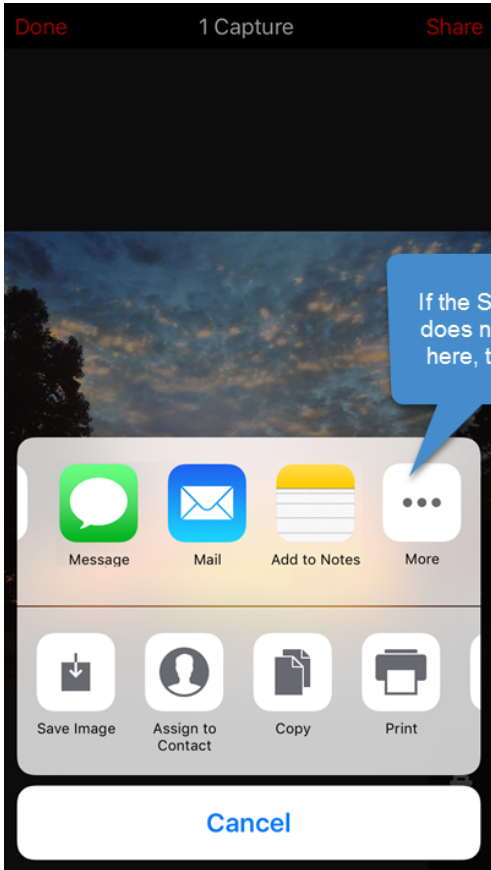
Fuse is available from the [Google Play Store](#) or the [App Store](#) and supported on mobile devices running the following operating systems:

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

## Import with TechSmith Fuse

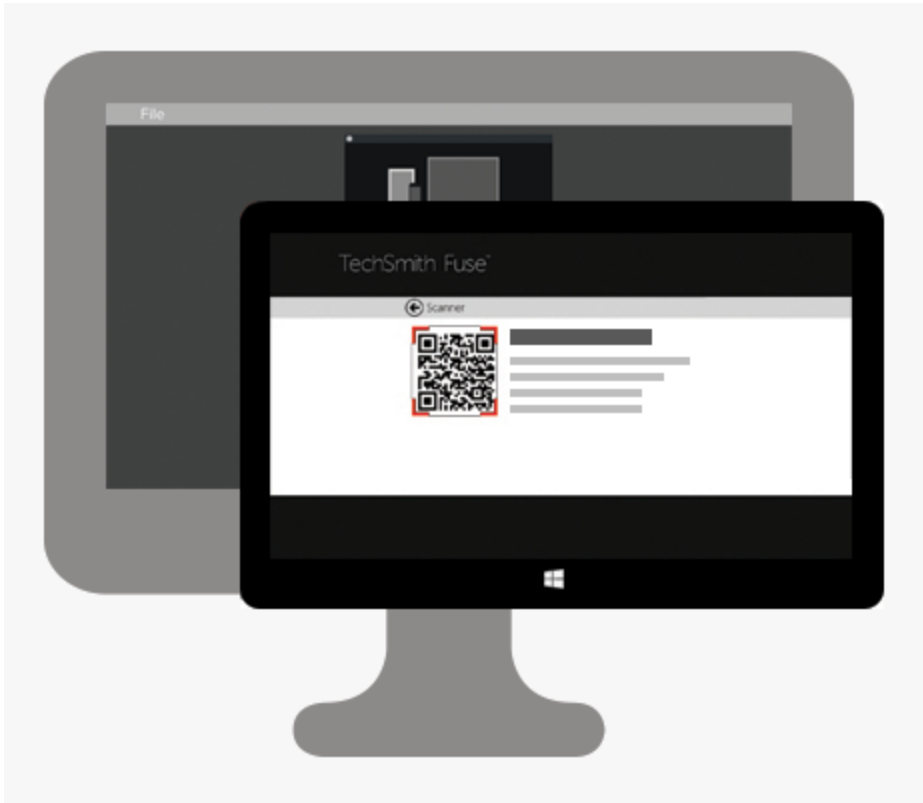
1. Install TechSmith Fuse from the [Google Play Store](#) or the [App Store](#) onto your mobile device.
2. In Snagit Editor, select **File > Connect Mobile Device**. The Connect Mobile Device dialog opens.
3. Connect your computer and mobile device to the same network.
4. Open TechSmith Fuse on your 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**.



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.

## Troubleshoot 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 > Snagit > Preferences > Advanced** tab to make sure the Mobile Sharing option 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.
- 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.

## In This Article

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[Import with TechSmith Fuse](#)

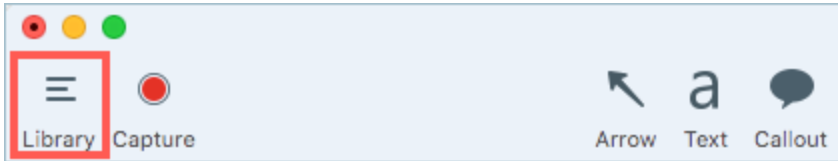
[About Mobile Sharing](#)

[Troubleshoot TechSmith Fuse](#)

# Introduction to the Library

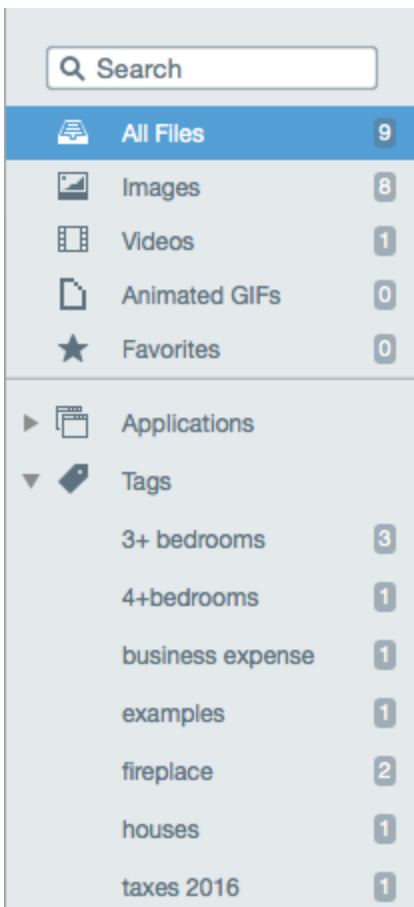
Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

To access the library from Snagit Editor, click the **Library** button at the top of Snagit Editor.



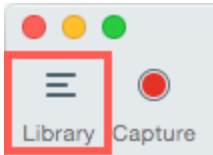
Captures are categorized by:

- Capture Type (Images, Videos, Animated GIFs)
- Date (Year and Month)
- Applications: All applications Snagit captured
- Tags: List of tags assigned to captures in Snagit

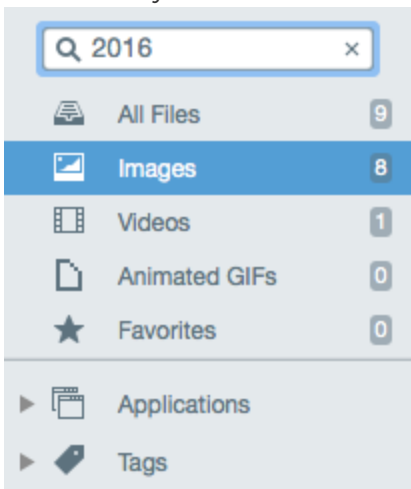


# Search for Captures

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



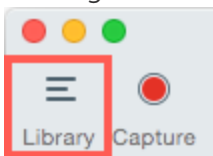
2. Enter a search term in the **Search** field. You can search by file name, by tags, by application or website captured from.
3. The search results appear below the search field. Click an item in the search results to view the captures in the library.



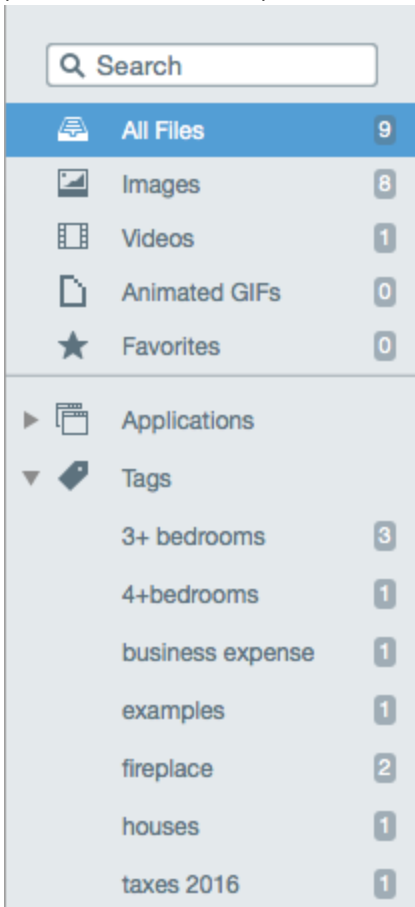
4. To open a capture in the tray, double-click the capture in the library.

# Browse the Capture History

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



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



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

## View Captures in the Library

- Drag the Zoom slider to change the size of the capture thumbnails in the library.
- Snagit captures other information during capture. To view this metadata, right-click and select **Get Info**.
- To open a capture in the tray, double-click the thumbnail in the library.

## Add a Tag

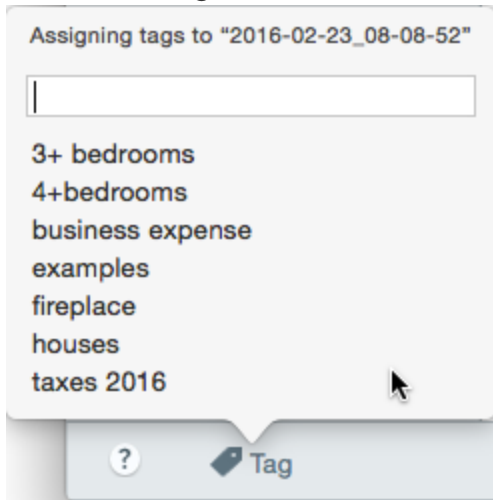
Add tags to captures to help group or find captures easily at a later time.

Tags are only visible in Snagit.

1. In Snagit Editor, select a capture in the tray or in the library. See [Introduction to Library](#).

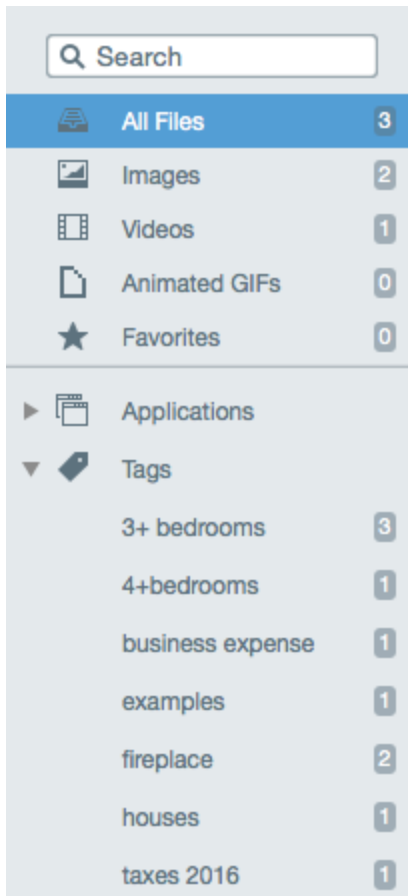
Command-click to select multiple captures.

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 library. In the Search pane, click the **Tags** category to view a list of all the tags applied to captures.



## In This Article

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[Search for Captures](#)

[Browse the Capture History](#)

[View Captures in the Library](#)

[Add a Tag](#)

[View Tags](#)

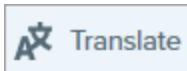
# Translate Text

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.

## Extract Text for Translation

Complete the following steps to extract text from text annotations and callouts to send for translation:

1. In the library, select .snagproj 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

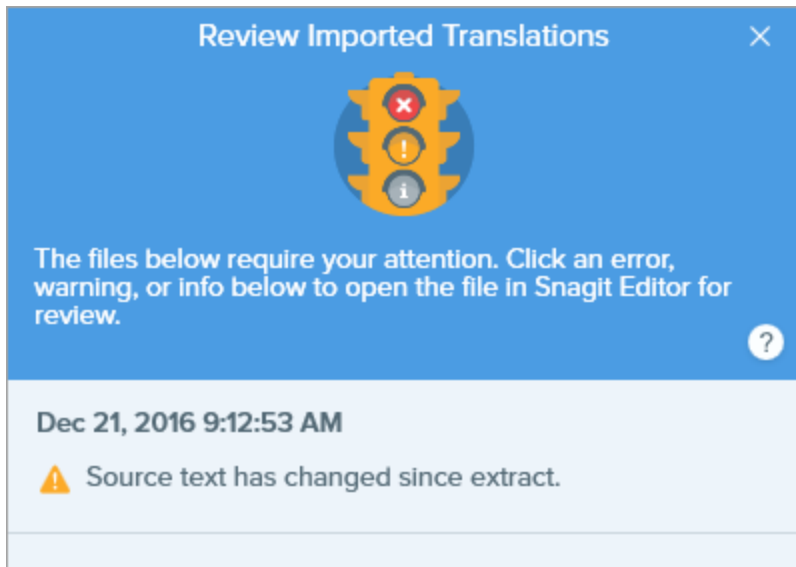
After the text translations are added to the .xliff file, you can import the file into Snagit Editor to automatically generate the translated images.

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.

# Review Translated Images

After importing the translated .xliff file 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 .snagproj 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.
Callout resized to fit translation.	<p>The length of translated text is too long to fit in the original callout. Snagit automatically resizes the callout to fit the translation.</p> <p>Click the message to preview the changes on the canvas.</p> <p><b>Suggested Edits:</b></p> <ul style="list-style-type: none"><li>• Make sure the callout is not covering up important content in the image. To move the callout, click within the callout and drag it to a new location.</li><li>• To resize the callout, drag the <b>white</b> handles.</li></ul>



Message	User Action
	<ul style="list-style-type: none"> <li>Select the text in the callout and change the font size.</li> </ul>
Localized text updated with new translation.	<p>There was a previous version of the localized image. Snagit updated the localized image with the new translation provided in the .xliff file.</p> <p>Click the message to preview the changes on the canvas.</p>

## Warnings

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

Message	User Action
Source text has changed since extract.	The text in the original file has changed since it was extracted for translation. The imported translation may be out-of-date.
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>
Imported file does not contain translation.	<ol style="list-style-type: none"> <li>Make sure the translation was added to the .xliff file.</li> <li>Update the .xliff file with the translations.</li> <li>Select <b>File &gt; Import/Export &gt; Import Translation</b> option and select the updated file.</li> </ol>
Source file contains additional callouts.	Snagit detected new callouts or text annotations that were added to the .snagproj file after the text was extracted.

## 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"> <li>Run the .xliff file through a validator to identify any invalid code.</li> </ul>

Message	User Action
	<ul style="list-style-type: none"> <li>• Make sure the file adheres to the XLIFF version 2.0 specifications.</li> <li>• Remove the formatting when copying the translations into the .xliff file.</li> <li>• Verify that you added translations for each source text entry.</li> </ul> <p>After updating the .xliff file, select <b>File &gt; Import/Export &gt; Import Translation</b> option to import the updated file.</p>
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 .snagproj file. The file may have been moved or deleted.

## In This Article

[Extract Text for Translation](#)

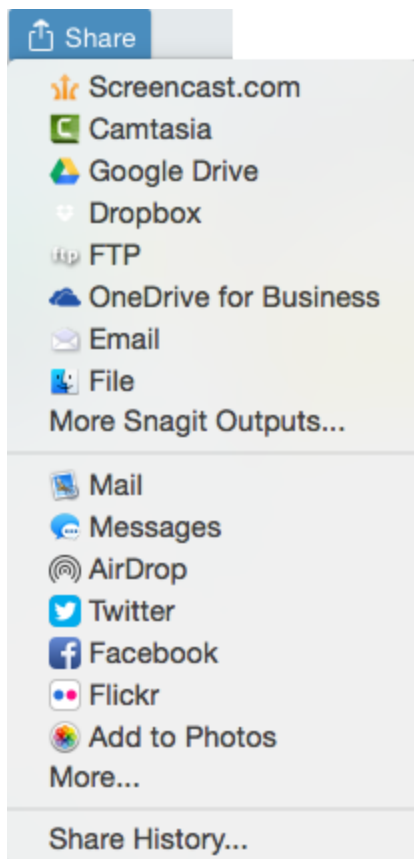
[Import Translation](#)

[Review Translated Images](#)

# Share Captures

Quickly share your images or videos using the Snagit outputs.

1. In Snagit Editor, click to select a capture in the tray.
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

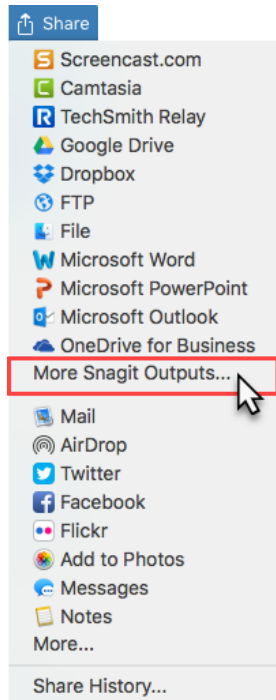
Output	Image	Video
<b>File</b> Save an image or video capture to a file location.	✓	✓

Output	Image	Video
<p><b>Email</b> Insert the image capture into a new email message.</p>	✓	
<p><b>FTP</b> Send the capture to an FTP server using file transfer protocol.</p>	✓	✓
<p><b>Microsoft Word</b> Insert the image capture into a Microsoft Word document.</p> <div data-bbox="121 562 1252 766" style="background-color: #f0f0f0; padding: 10px; border-left: 2px solid #0070c0;"> <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p> </div>	✓	
<p><b>Microsoft PowerPoint</b> Insert the image capture into a Microsoft PowerPoint presentation slide.</p> <div data-bbox="121 898 1252 1102" style="background-color: #f0f0f0; padding: 10px; border-left: 2px solid #0070c0;"> <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p> </div>	✓	
<p><b>Microsoft Excel</b> Insert the image capture into a Microsoft Excel workbook.</p> <div data-bbox="121 1239 1252 1442" style="background-color: #f0f0f0; padding: 10px; border-left: 2px solid #0070c0;"> <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p> </div>	✓	
<p><b>Screencast.com</b> 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. To customize the output options, select Share button &gt; Screencast.com dropdown &gt; Options.</p> <div data-bbox="121 1663 1252 1866" style="background-color: #f0f0f0; padding: 10px; border-left: 2px solid #0070c0;"> <p>If you are not currently logged into your TechSmith account, sign in or set up an account. See <a href="#">About TechSmith Accounts</a>.</p> </div>	✓	✓

Output	Image	Video
<p><b>Camtasia</b> Use Camtasia to:</p> <ul style="list-style-type: none"> <li>• Import still images or videos to use as source files in your Camtasia projects.</li> <li>• Enhance video captures recorded in Snagit with callouts, text, titles, captions, effects, and much more.</li> </ul> <p>Snagit imports the MP4 video or image file into the Clip Bin in Camtasia.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>You must have Camtasia version 2.0 or later installed to share captures using this output.</p> </div>	✓	✓
<p><b>TechSmith Relay</b> Upload an image or video to TechSmith Relay.</p>	✓	✓
<p><b>YouTube</b> Upload the video capture to your YouTube account. 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.</p>		✓
<p><b>Google Drive</b> Upload the capture to Google Drive for image or video hosting. A link to the capture is copied to the Clipboard.</p> <ol style="list-style-type: none"> <li>1. If you have not previously logged into your Google account, the Connect with Google Drive dialog appears. Enter your email and password and click <b>Sign in</b>.</li> <li>2. Click <b>Allow</b>. The Send to Google Drive dialog appears.</li> <li>3. Enter a file name, select the folder to upload the capture to, and click <b>Upload</b>.</li> </ol> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>To customize the output, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Select the output from the list to access its settings.</p> </div>	✓	✓
<p><b>Dropbox</b> Upload the capture to Dropbox for image or video hosting. A link to the capture is copied to the Clipboard.</p>	✓	✓
<p><b>OneDrive for Business</b> Upload the capture to Microsoft OneDrive for Business to access it at any time across computers or devices.</p>	✓	✓

# Download More Outputs

TechSmith has created several additional outputs you can download online. To download additional outputs, select **Share > More Snagit Outputs**.



## Add a New Output

You can customize the following items for the output:

- Save or change your account settings.
- Set up multiple accounts for the same output, such as a business account and a personal account.
- Create a custom name for an output.

1. Select **Snagit > Preferences > Output tab**.
2. Click the **Add** button and select an output from the list.
3. Enter an Output Name.

If you set up multiple accounts for the same output, make sure to enter a unique name for each output. For example, "Twitter-Work" and "Twitter-Personal."

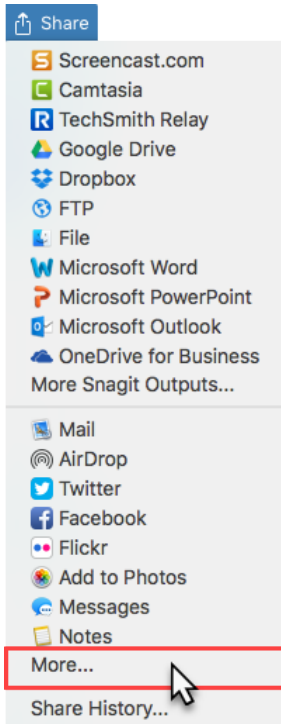
4. Customize the output settings.
5. Close the Preferences dialog.

# Remove an Output

1. In Snagit Editor, select **Snagit > Preferences > Outputs tab**.
2. Select the output to remove and click the **Remove** button.

# Add Mac Extensions

You can also add third-party Mac extensions offered through the Apple OS as share destinations in the Share menu.



1. In Snagit Editor, click the **Share** button and select **More**.
2. The System Preferences dialog appears. Click **Share Menu** and select the extensions you want to use in Snagit.
3. Close the System Preferences dialog.

## In This Article

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[Default Outputs](#)

[Download More Outputs](#)

[Add Mac Extensions](#)