You Are Currently Offline

Online Help Unavailable

The online help requires an internet connection. Please check your connection to view the latest online help and tutorials.

While offline, you can browse the basic help located below:

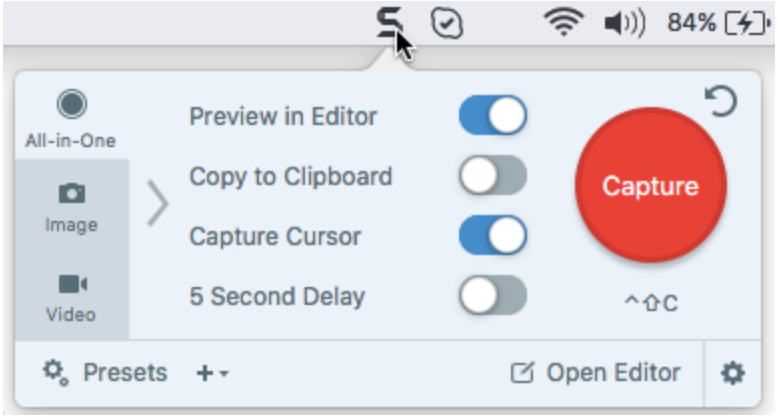
- Capture Window Overview
- Capture an Image
- Record a Video
- Snagit Editor Overview
- Tools Overview
- Add an Image Effect
- View the Capture History (Library)
- Share Overview

The Snagit online help is located here: https://support.techsmith.com/hc/en-us/categories/200299757.

If online help is not available in your organization, contact your system administrator or download the full Snagit help PDF from here.

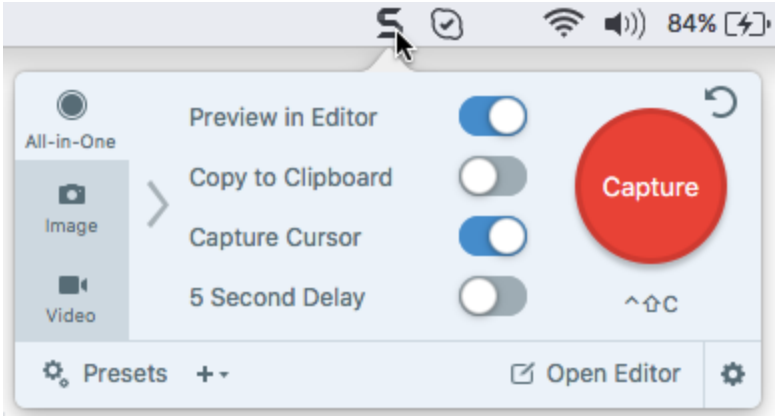
Capture Window Overview

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

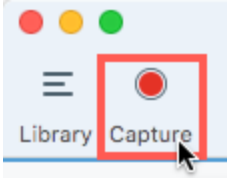


To open the Capture window:

- Click the icon in the menu bar.



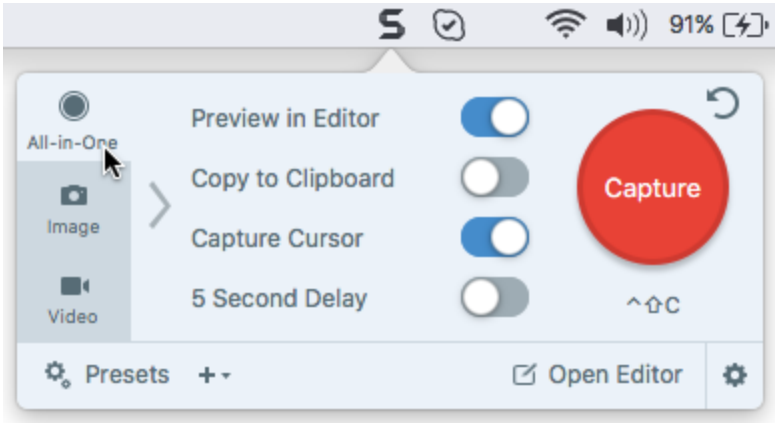
- In Snagit Editor, click the **Capture** button to open the Capture window on the screen.



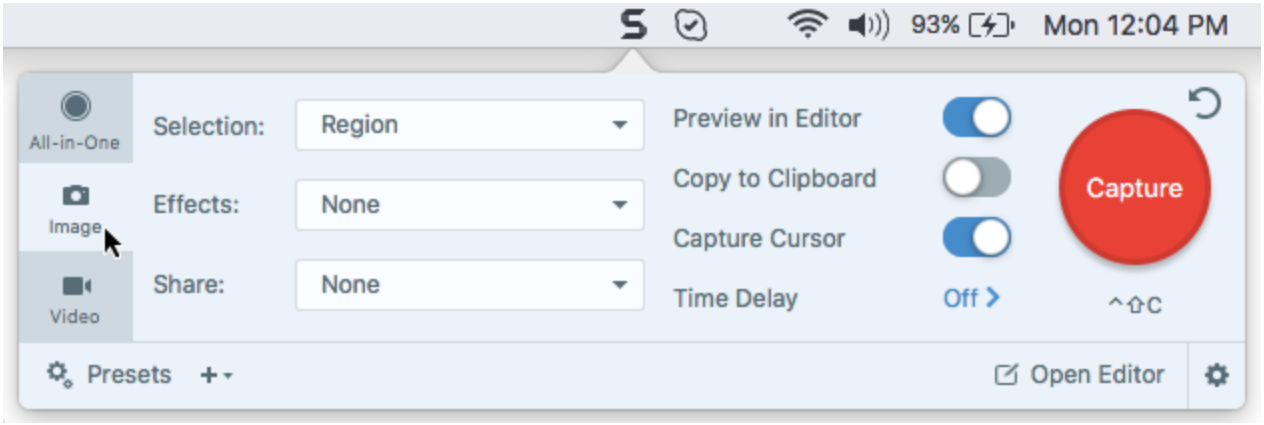
Capture Tabs

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.

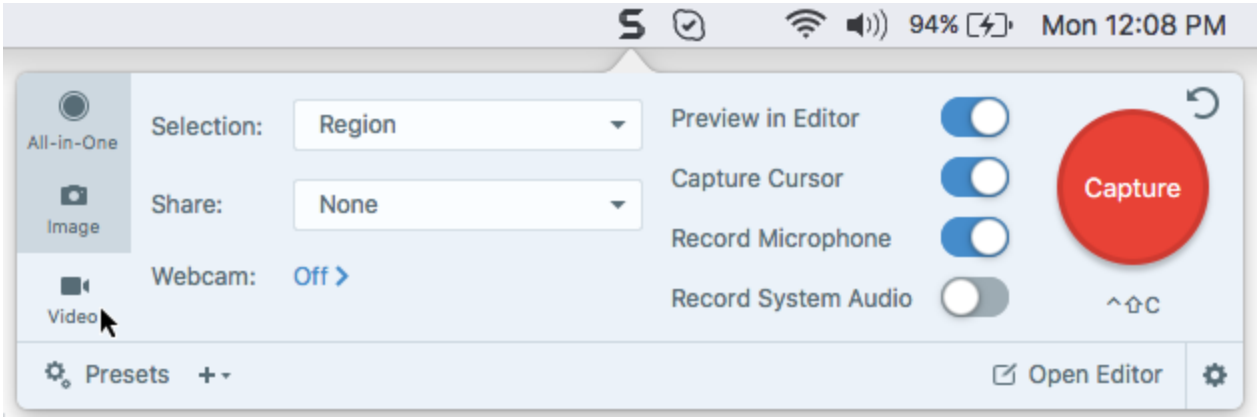
- **All-in-One Tab:** The default settings help you quickly capture an image or video capture on-the-fly.



- **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.

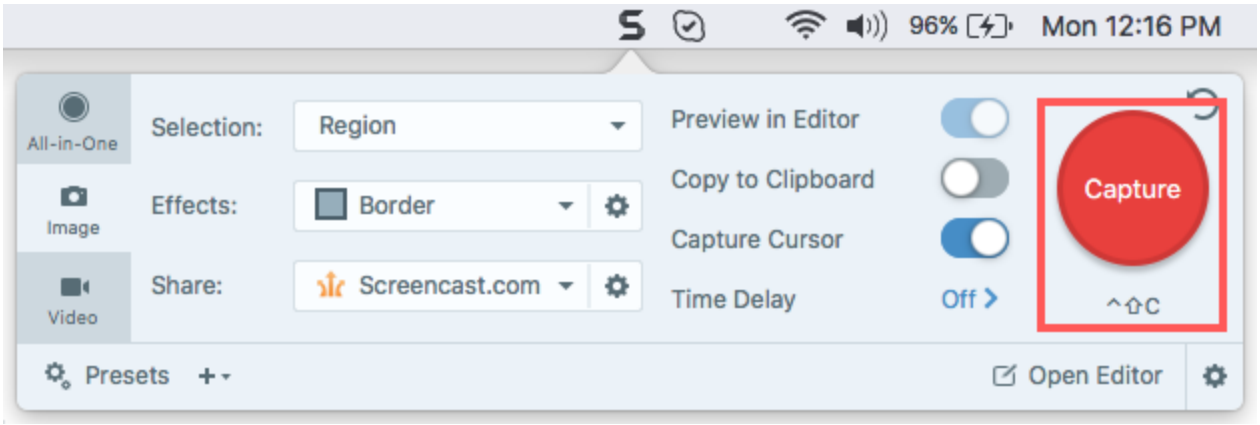


- Customize the video capture settings to meet your needs. Set up audio or a webcam device for the video.



Capture Button

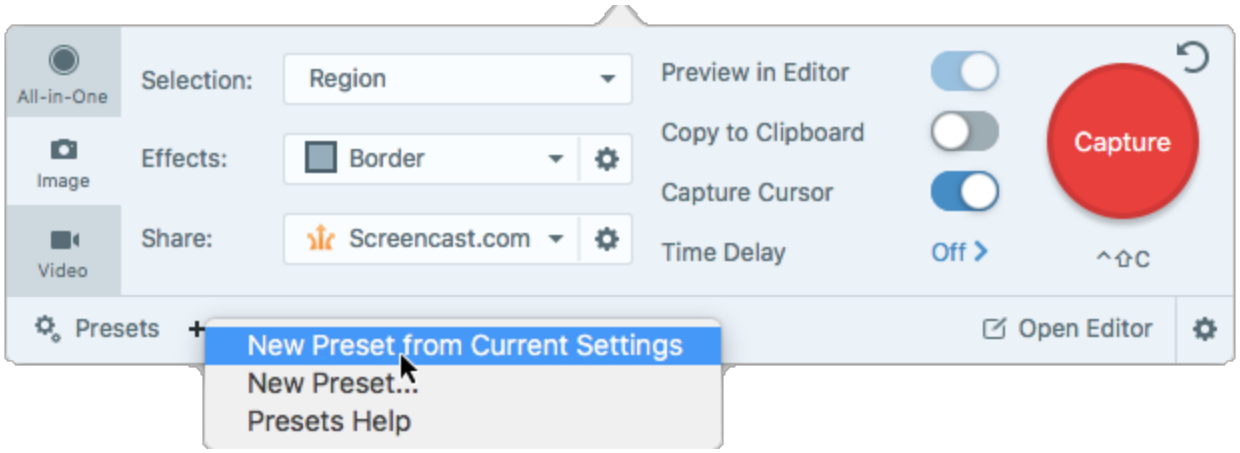
Click the **Capture** button on any tab in the Capture window to start a capture with the current settings. You can also start a capture with the current settings by pressing **Control-Shift-C**, the global capture keyboard shortcut.



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.

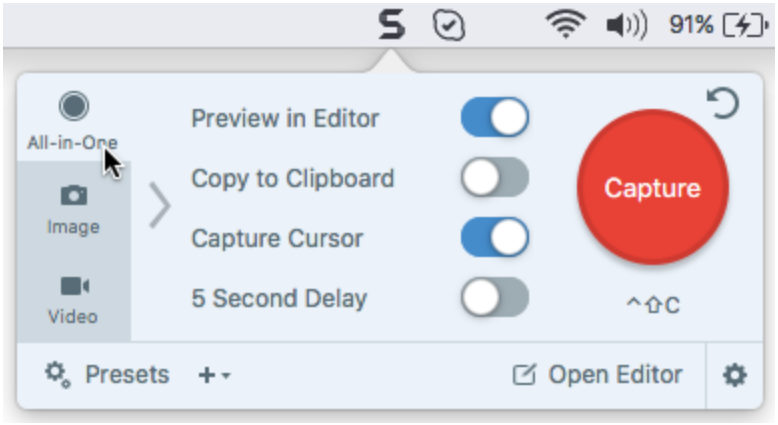
Capture an Image

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

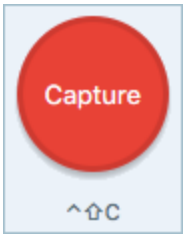
Capture an Image with All-in-One

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

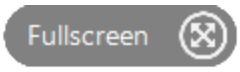
1. In the Capture window, select the **All-in-One** tab.



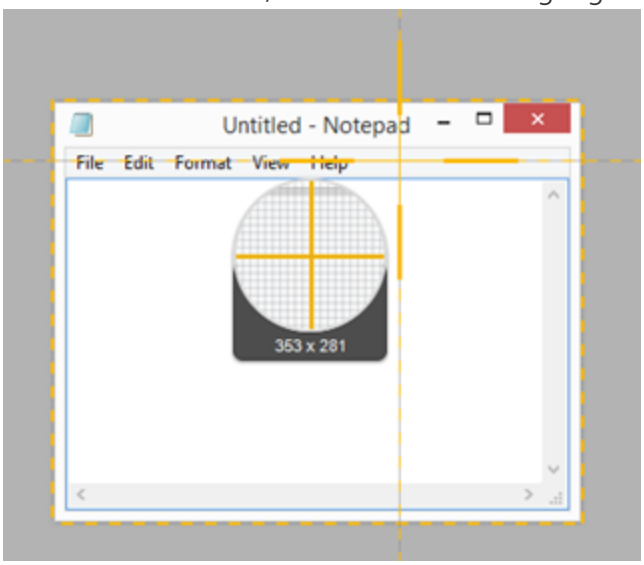
2. Click the **Capture** button or press **Control-Shift-C**.



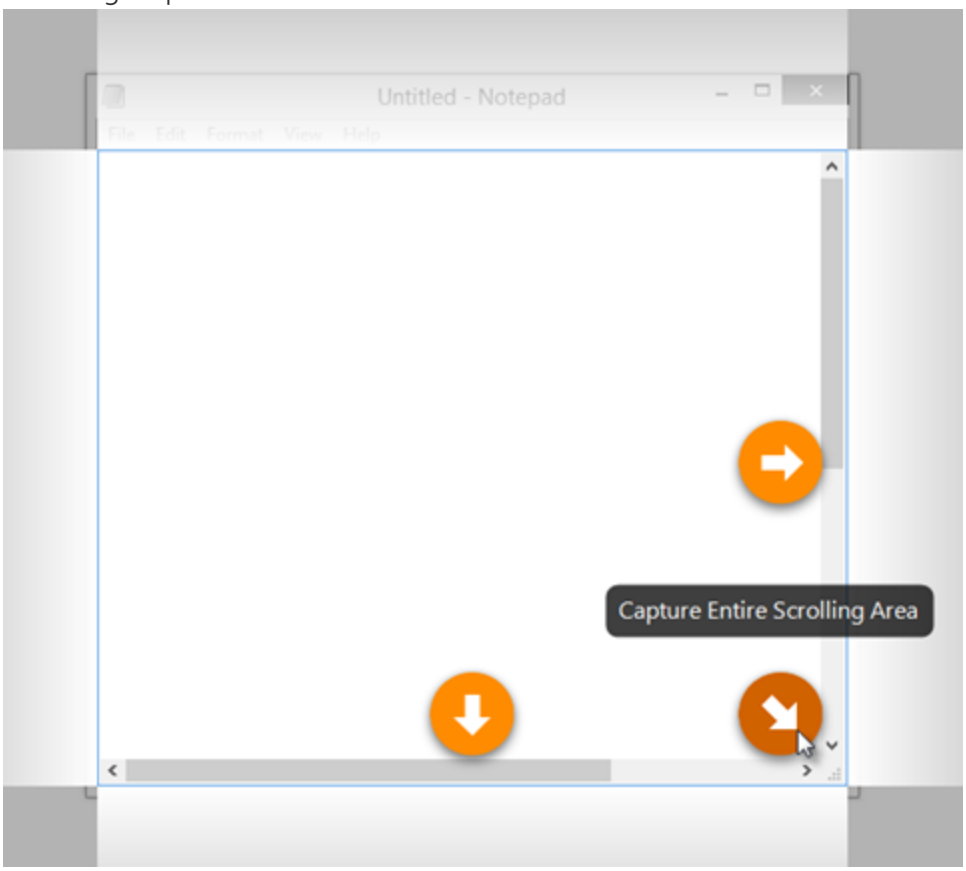
3. The orange crosshairs appear. Complete one of the following to select the area to capture:
   - **Fullscreen:** Click the **Fullscreen** button to capture the entire screen.



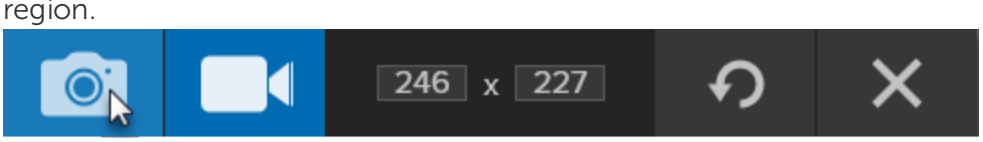
- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.



- **Region:** Click and drag to select the desired area on the screen.
- **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.

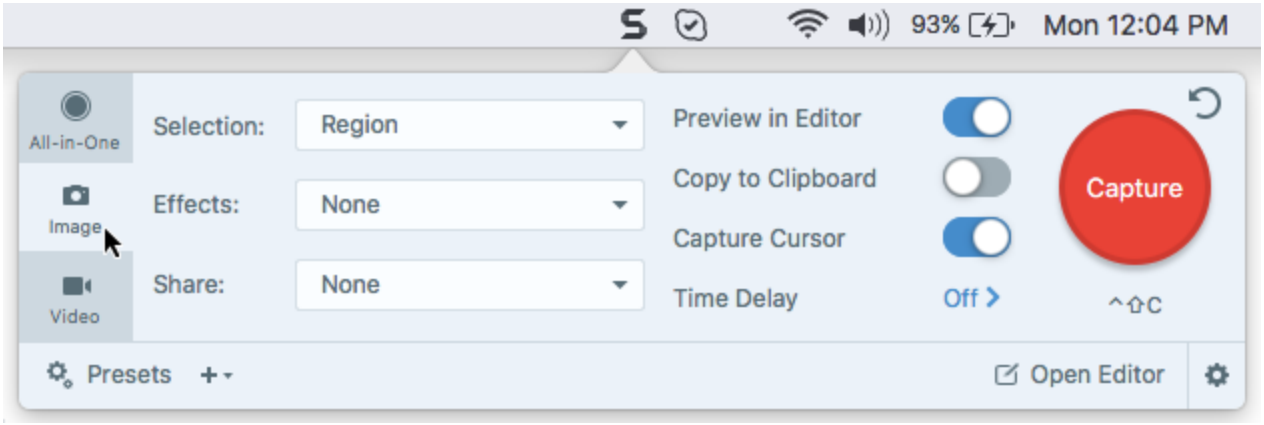


The capture opens in Snagit Editor where you can preview, edit, and share the capture.

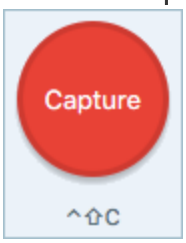
Set Up an Image Capture

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



TIP: Save a Preset

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

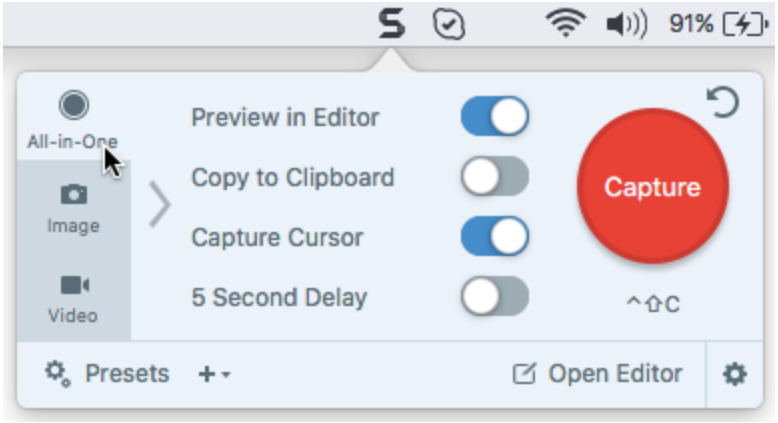
Record a Video

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:

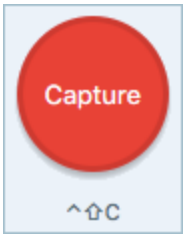
- Walk someone through a process or issue.
- Record a demonstration or a how-to video.
- Record a presentation switching between the presentation slides and video of the speaker.
- Send someone audio and visual feedback in a video.
- Record a small portion of an online video or animation.

Record a Video

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

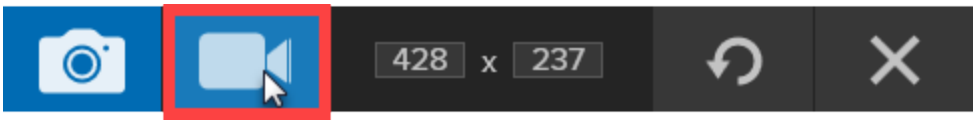


2. Click the **Capture** button or press **Control-Shift-C**.



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.

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.

8. 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

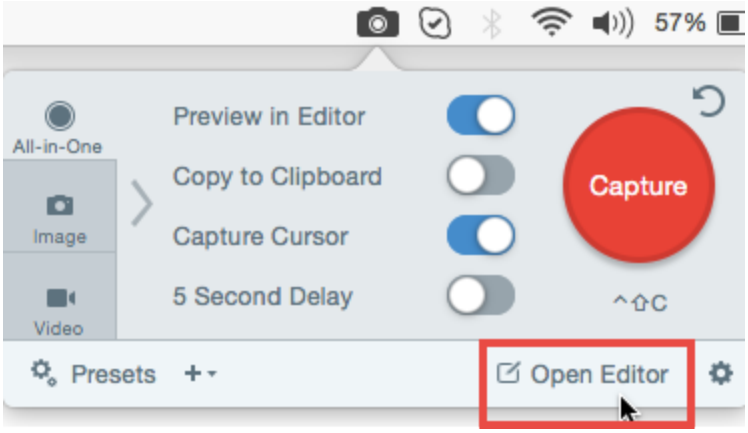
If you frequently use the same video dimensions or recording settings, save the settings as a preset for future use.

Snagit Editor Overview

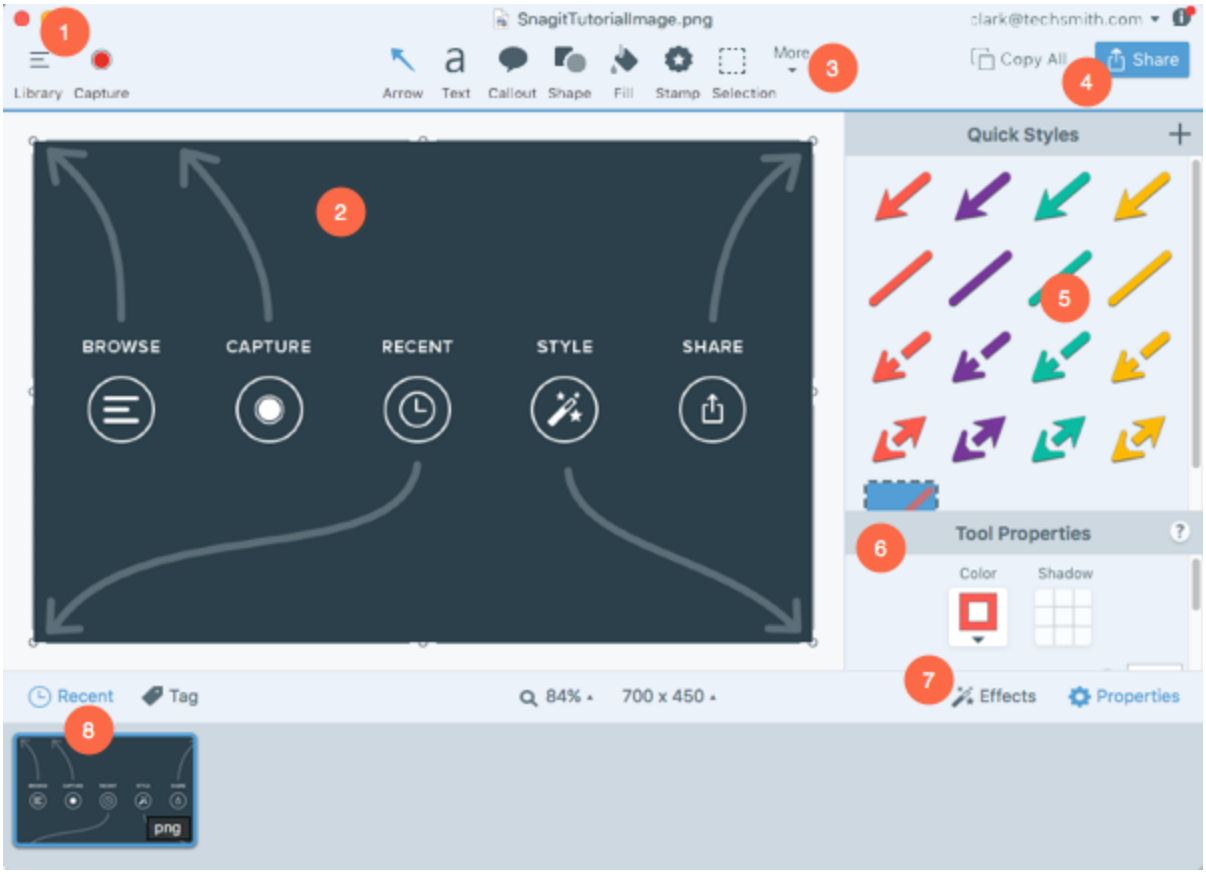
Use Snagit Editor to preview, edit, and share your captures.

Open Snagit Editor

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



Snagit Editor Overview



1	**Library** View and organize your capture history. See View the Capture History.
2	**Canvas** Working area to preview and edit captures.
3	**Toolbar** Click to select an editing tool. You can customize the order and tools available in the toolbar. See Tools Overview.
4	**Share** Host or share captures to social media or other apps. See Share Overview.
5	**Quick Styles** Apply or save custom-made styles.
6	**Properties** Adjust the properties to customize a tool. See Tools Overview.
7	**Effects Panel** Click the **Effects** button to view the image effects available. See Add an Image Effect.
8	**Recent Captures Tray** Displays recent image and video captures.

Tools Overview

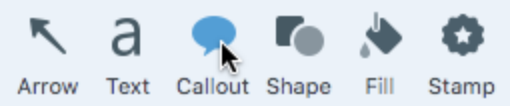
The Snagit Editor toolbar consists of image editing tools to annotate, edit, and enhance image captures:

- Draw attention with arrows, text, shapes, highlighter, and callouts or by highlighting an area.
- 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 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 Quick Styles. 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.

Add an Image Effect

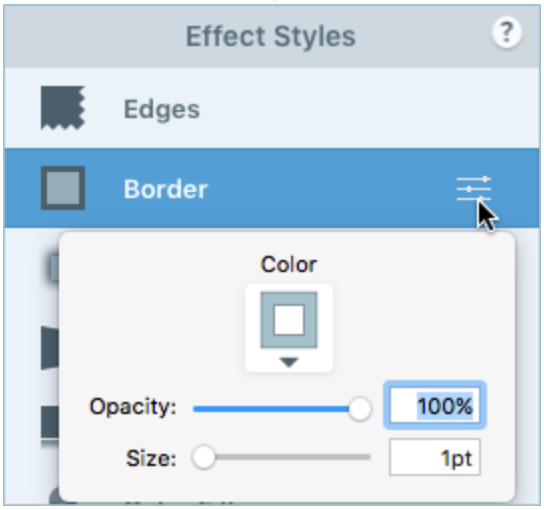
Add an effect to enhance an image. Effects can be applied to the entire image or a selection.

> 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: Add to Quick Effects

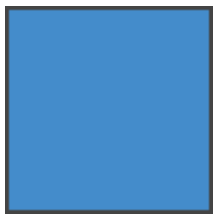
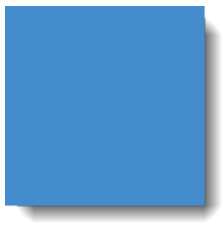
As you edit the properties, a new effect appears at the bottom of the Quick Effects. Click the + icon to save the effect for future use.

Remove an Effect

1. Click the **Effects** button.
2. The Effects panel opens. Click a blue effect to turn off the effect.

3. To turn off all effects, click the No Effects Quick Effect.

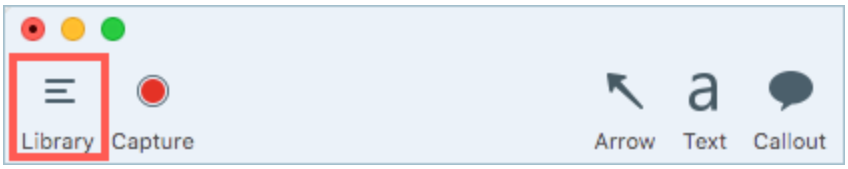
Snagit Effects

Border 	Add an outline border around an image.
Edges	Add an edge effect to one or more sides of an image.
Shadow 	Add a shadow effect to a side or around the entire image.
Perspective	Distorts an image to give the appearance of being viewed from a different angle.
Reflection	Add a mirror-like reflection to an image.
Color Filters	Apply a filter effect over the entire image.
Fade	Apply a gradual dimming to the edges of an image.

View the Capture History (Library)

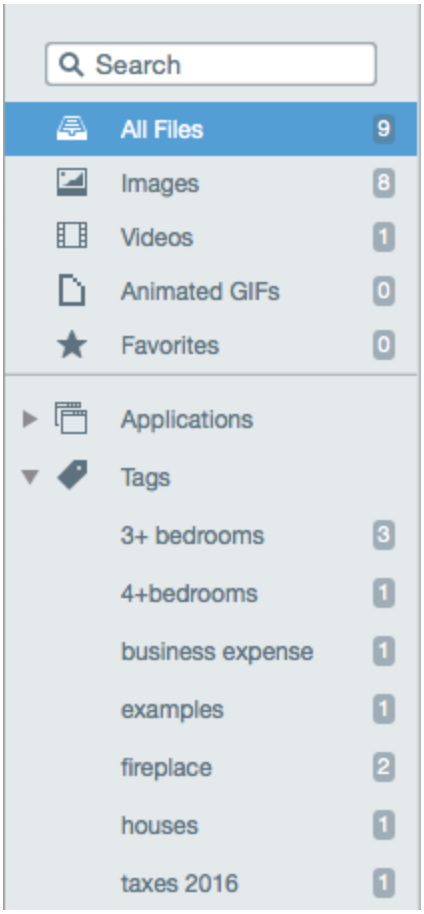
Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

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



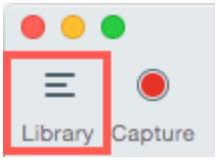
Captures are categorized by:

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

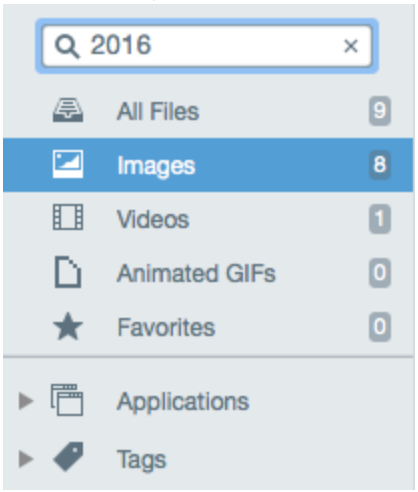


Search for Captures

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



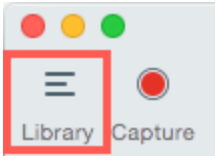
2. Enter a search term in the **Search** field. You can search by file name, by tags, by application or website captured from.
3. The search results appear below the search field. Click an item in the search results to view the captures in the library.



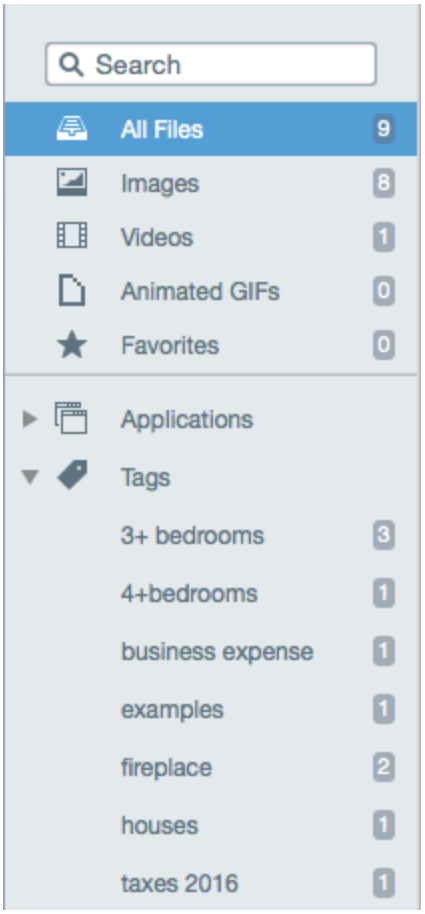
4. To open a capture in the tray, double-click the capture in the library.

Browse the Capture History

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



2. 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.



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

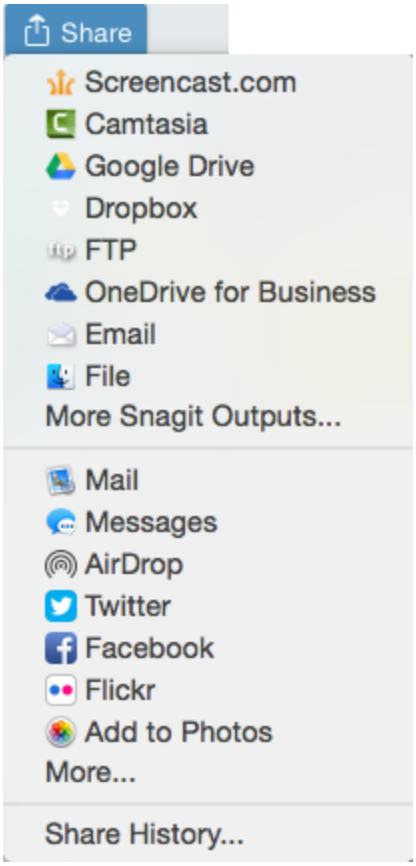
Viewing Captures in the Library

- 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.

Share Overview

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
File Save an image or video capture to a file location.	✓	✓

Output	Image	Video
Email Insert the image capture into a new email message.	✓	
FTP Send the capture to an FTP server using file transfer protocol.	✓	✓
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.	✓	
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.	✓	✓
YouTube 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 > More Snagit Outputs**.