[DOC-3131](http://jira.pentaho.com/browse/DOC-3131): Create process documentation for image handling in MindTouch

# Setting Up Snagit

https://help.pentaho.com/UX\_and\_Documentation\_Home/Screen\_Capture\_Guide/Setting\_Up\_Snagit

Snagit is the designated tool for capturing and creating images for use in MindTouch. iAfter installation, rSnagit Snagit Useful set up options and effects for Snagit are described below.

## Saving Images

Save each image in two different file formats (.png and .snag) using a name that follows the file naming convention. The PNG file format flattens the image for use in MindTouch, while the SNAG file format saves your editing history, retains vector-based objects, and allows you to make image changes in Snagit. Save the .png file in the MindTouch central repository and save the .snag file in the JIRA story folder in Box.

## Capturing Images

For ease of use, set up all your annotation tools in the Snagit Editor and then save the setup in My Profiles. It will sit in your tray for easy access when you are annotating screen captures. To open Snagit Editor, click the **Snagit Editor** button in the Capture window.

### Setting Up Profiles

You can set up capture profiles to aid you in capturing images. A profile consists of a capture type, selection mode, effects, sharing destination, and a hotkey to start a screen capture or to grab a rapid series of screen captures. Here are few profiles to consider adding to your Snagit tool:

* **Region with mouse and timer**: Use this profile to capture drop-down menus or hovers (tooltips).
* **Region with timer no mouse**: Use this profile to show a user entering data in a field or dialog box.
* **All-in-One Selection**: Recommended for most captures. It can capture the entire screen, a window, an area of the screen, or a scrolling region (image only) all from a single profile.

## Working with Images

After you have captured the image, examine it for clarity and composition then inform the content with relevant annotations.

## Image Detail

The Windows default resolution is 96 DPI (dots per inch). Change the Image Detail if you have a specific need for a different DPI (usually when working with a printer); otherwise, the resolution setting should be left at the default. Also, note that increasing or lowering the DPI with **Use resampling** enabled automatically affects the pixel and print dimensions.

Change the resolution of an image as follows:

1. In Snagit Editor, click to select the **Image** tab.
2. Click **Resize > Resize Image** and then in **Image Detail** enter the **Resolution** value.

## Sharpening Filter

Fuzzy screen captures can be sharpened by applying the sharpening filter (typically, **25% or 50%** provides enough fine-tuning to produce an image without a glaring or pixelated appearance).

Change the sharpness of an image as follows:

1. In Snagit Editor, click to select the **Image** tab.
2. Select **Filters** > **Sharpen** > **Percentage**.

## Grouping Annotations

Grouping of annotations is useful when you want to keep your existing annotation work, but need to change the screen capture (for example, when the title of a dialog box has changed).

Group annotations by clicking on the annotation, and then with the Shift key pressed, click each additional annotation. After all the annotations are selected, right-click and select **Group**.

Alternately, you can disband annotations by selecting the annotation group, right-click and then select **Ungroup**.

### Adding a Quick Style

Snagit saves your style to Quick Styles at the bottom of the Styles Gallery.

## Add a Quick Style to a Drawing Tool:

## On the **Tools** tab, click to select a tool.

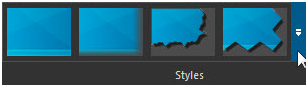
## 

## Add or draw the annotation on the canvas and customize the settings such as the outline, fill, and effects.

1. To add the annotation to the Quick Styles, right-click on the annotation on the canvas and select **Add to Quick Styles**.

Add a Quick Style to an Image Effect:

1. On the **Image** tab, click the **More** button in the Styles Gallery to view all the available styles.



1. Add the annotation on the canvas and customize the settings such as the border and effects.
2. Click the **More** button in the Styles Gallery and select **Add to Quick Styles.**

### Using Quick Styles

Apply a Quick Style as follows:

1. In Snagit Editor, click to select a **Drawing Tool** or an **Image** effect.
2. In the Styles Gallery, click to select a Quick Style.
3. The method for drawing the quick style on the canvas depends on the tool selected. Follow the instructions outlined for the [tool](https://support.techsmith.com/hc/en-us/sections/200721538-Edit).

### Removing a Quick Style

Right-click on the style to delete and select **Remove from Quick Styles**.

## Annotation Settings

## *Note: Any option or effect not specified for an annotation setting should be left at the default value, or considered to be “off” or “unused”.*

### [Arrow](#_Arrows)

Two different types of arrows (equilateral and barbed) are used.

Open the Arrow Editor as follows:

1. In Snagit Editor, click to select the **Tools** tab.
2. Click **Arrow** > **Outline**> **Ends**> **Custom Ends and then enter** the values for the settings**.**

* **Equilateral**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color | R:174, G:27, B:39 |
| End, First: Arrow style, Arrow width, Line cap | Line, 3, Flat |
| End, Last: Arrow style, Arrow width, Line cap | Equilateral, 7, Flat |
| Line Style | Solid |
| Line Width | 4 px |

* **Barbed** *(Note: To create this arrow, drag the end cap into the start cap.)*

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Arrowhead Size | 8 |
| Color | R:174, G:27, B:39 |
| End, First: Arrow style, Arrow width, Line cap | Line, 3, Flat |
| End, Last: Arrow style, Arrow width, Line cap | Swept Back, 8, Flat |
| Line Style | Solid |
| Line Width | 4 px |

### [Blur](#_Blur)

Depending on the information that you want to obscure, set a Blur level as follows:

1. In Snagit Editor, click the **Tools** tab.
2. Click **Blur**> **Smooth** > **Intensity and then enter** the setting value**.**

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| --- | --- |
| **Element** | **Setting / Situation** |
| Intensity | * 10%, when placing focus on other screen capture information * 25%, when obscuring readability, but with some recognition * 50%, when hiding sensitive information beyond recognition |
| Type | Smooth |

### [Callout](#_Callouts)

1. Select Snagit Editor > **Tools** tab > **Callout** tool.
2. Select a callout style from the Styles Gallery.
3. Click **Outline**then enter the values for the settings.
4. Click **Fill**then enter the setting values.
5. Click and drag the cursor on the canvas to draw the shape and then enter the font settings.

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| --- | --- |
| **Element** | **Setting** |
| Color, Fill | R:249, G:222, B:224 *(Not in branding guidelines ???)* |
| Color, Outline | R:174, G:27, B:39 |
| Color, Text | Black |
| Punctuation | * Sentences: Initial cap with end punctuation * Words, phrases, clauses: No initial cap and no end punctuation |
| Shadow | S, 3 pt *(Yes???)* |
| Shape | Rectangle (no tail) |
| Text, Primary Font | Open Sans, 12 pt, not bold, not italic, not underline *(larger font size than body text?)* |
| Text, Secondary Font | Arial, 12 pt, bold, not italic, not underline *(larger font size than body text?)* |
| Width | 4 px |

### Color Palette

PMS 200 (#ae1b27), our website’s accent color, helps our documentation present a unified Pentaho voice while adding enough contrast to most screen captures for all users to notice. *(color-blind considerations?)*

Open the Color Palette for a Drawing Tool as follows:

1. In Snagit Editor, click the **Tools** tab.
2. Click **Outline**> **More Outline Colors**> **Custom.**
3. Enter the setting values and then click **OK.**

Open the Color Palette for an Image Effect as follows:

1. In Snagit Editor, click the **Image** tab.
2. Click **Border**> **More Colors**> **Custom.**
3. Enter the setting values and then click **OK.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color | R:174, G:27, B:39 |

### Highlight Area

1. In Snagit Editor, click the **Tools** tab.
2. Click **Highlight Area**> **Styles > Fill and then enter** the setting values**.**
3. Click **Highlight Area**> **Effects > Opacity and then enter** the setting value**.**

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| --- | --- |
| **Element** | **Setting** |
| Color, Fill | R:248, G:218, B:218 *(Not in branding guidelines ???)* |
| Opacity | 90 Percent *(Transparency 10 percent???)* |

### Effects ([Border](#_Borders))

Two different types of borders (outline and fade edge) are used.

* **Outline**

1. In Snagit Editor, click the **Image** tab.
2. Select **Styles**> **Outline > Border.**
3. Enter the values for the settings**.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color | R:0, G:112, B:148 *(suggest blue from* *measured value from button fill color???)* |
| Style | Outline |
| Width | 3 px *(Suggest 4 px???)* |

* **Fade [Edge](#_Edge_Effects)**

1. In Snagit Editor, click the **Image** tab.
2. Select **Styles**> **Edge Effect: Fade.**
3. Click **Edges > Fade Edge Options** and enter the values for the settings**.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Edges: Outline color | R:0, G:112, B:148 *(suggest blue from* *measured value from button fill color???)* |
| Edges: Outline width | 3 px *(Suggest 4 px???)* |
| Edges: Style, Apply to | Bottom and right *(adjust applied edges as needed???)* |
| Edges: Style, Effect size | 10 |
| Style | Fade Edge |

### [Line](#_Lines)

1. In Snagit Editor, click the **Tools** tab.
2. Click **Line**> **Styles > Outline and then enter** the values for the settings**.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color | R:174, G:27, B:39 |
| Dashes | Solid |
| Ends | Flat |
| Width | 4 px |

### [Number Labels](#_Number_Labels) (Steps) *???Number label sizes Table vs Image???*

1. Select Snagit Editor > **Tools** tab **>** **Step > Styles**.
2. Click **Outline** and e**nter** the values for the settings**.**
3. Click **Fill** and e**nter** the setting values**.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color, Outline | White *(?)* |
| Color, Fill | R:174, G:27, B:39 |
| Shape | Circle |
| Size | Default (est. 43 px x 43 px) (Should we use the same sizes Table vs Image???) |

### Shape ([Box](#_Boxes))

1. Select Snagit Editor > **Tools** tab > **Shape > Rectangle > Outline**.
2. **Enter** the values for the settings**.**

|  |  |
| --- | --- |
| **Element** | **Setting** |
| Color, Outline | R:174, G:27, B:39 |
| Shape | Rectangle |
| Width | 4 px |