SnagitDocumentation

Contents

Chapter 1. What is Snagit?

With Snagit you can capture your screen and edit the result.

Snagit is an image editing software that allows you to take screenshots and edit images. It provides a variety of tools such as **Text**, **Cut**, **Shape** , **Crop** and **Simplify**.

You can simplify the UI of the screenshot or blur parts of it that need to remain confidential.

Chapter 2. Printing your Screen

You can capture your screen with Snagit.

You have installed Snagit on your computer.

1. Open Snagit.
2. Select **Capture**.
3. Drag and drop in order to select the area you want to capture.
4. Select **Fullscreen** to capture your whole screen.

Chapter 3. Customizing your Toolbar

You can swap out and reorder the tools in your toolbar.

You have installed Snagit on your computer.

1. Open Snagit Editor.
2. Navigate to **More > Customize Toolbar**.
3. Right click on the tool you want to add to the toolbar.
4. Select **Add to toolbar**.
5. **Optional:** Drag and drop your tools to reorder them.
6. Select **Done** when finished.

Chapter 4. Adding Text to a Screenshot

You can add information to a captured image by writing on it.

You have completed Printing your Screen.

1. Select **Text**.
2. Drag and drop a text box on your screenshot.
3. Modify the text style.
   - Change the font.
   - Change the font size.
   - Change the font fill.
4. Write the text.
5. Save your file.

Chapter 5. Simplifying your Screenshot

You can make a screenshot more readable and easier to follow by simplifying it.

You have completed Printing your Screen.

1. Select **Simplify**.
2. Choose the color pallete.
3. Select **On**.
4. Modify the auto generated simplified UI.

   > ✏️ **Note:**
   >
   > If you are following a style guide, match the simplified UI to it.

5. Save your file.

Chapter 6. Adding Steps to your Screenshot

You can guide a user through a set of instructions by adding steps to your screenshot.

You have completed Printing your Screen.

1. Select **Step**.
2. Modify the step style.
   - Change the color.
   - Change the shape.
   - Change the type.
3. Click on the screenshot to place your steps.
4. Save your file.

Chapter 7. Editor Options

Table 1. Tools

Name	Image	Description
Arrow		Creates an arrow.
Text		Creates a textbox.
Shape		Creates a shape.
Fill		Fills an area with color.
Move		Moves elements.
Selection		Selects elements.
Simplify		Simplifies the UI.
Step		Adds steps.
Blur		Blurs parts of the image.
Magic Wand		Cuts elements.
Crop		Cuts part of the image.
Eraser		Erases parts of the image.
Callout		Creates an annotation.
Stamp		Stamps the image.

Chapter 8. Changing the Save Location

You can save your files to a different location on your machine.

You have installed Snagit on your computer.

1. Open Snagit Editor.
2. Navigate to **Edit > Editor Preferences... > Library**.
3. Select the folder icon.
4. Navigate to your new save location.
5. Choose **Select Folder**.
6. Choose **OK**.

Chapter 9. Remapping your Print Screen Button

You can change the button used for printing your screen.

You have installed Snagit on your computer.

1. Open Snagit.
2. Choose **Add Hotkey**.
3. Press the key you want to map.
4. Close Snagit.