

# **Snagit Documentation**

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# Chapter 1. What is Snagit?

With Snagit you can capture your screen and edit the resulting screenshot.

## Overview

Snagit is an image editing software that allows you to take screenshots and edit images. It allows you to quickly communicate your ideas or instructions in visual form. Snagit offers you multiple ways in which you can modify images, including:

- cropping them
- placing text on them
- placing steps on them
- adding shapes to them
- simplifying them



## Right Tool for the Job

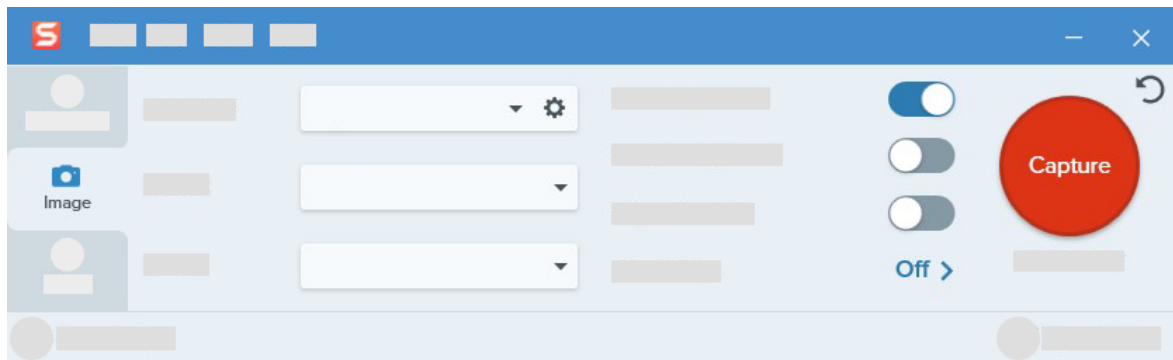
If you are a technical writer in need of a powerful tool to create screenshots for your documentation with, then Snagit is for you!

## Chapter 2. Printing your Screen

You have installed Snagit on your computer.

Printing your screen is a basic, yet important function. It allows you to save information for later or capture a frame from a video. Snagit provides a way to take screenshots, which can then be saved or edited in Snagit Editor.

1. Open Snagit.
2. Select **Capture**.

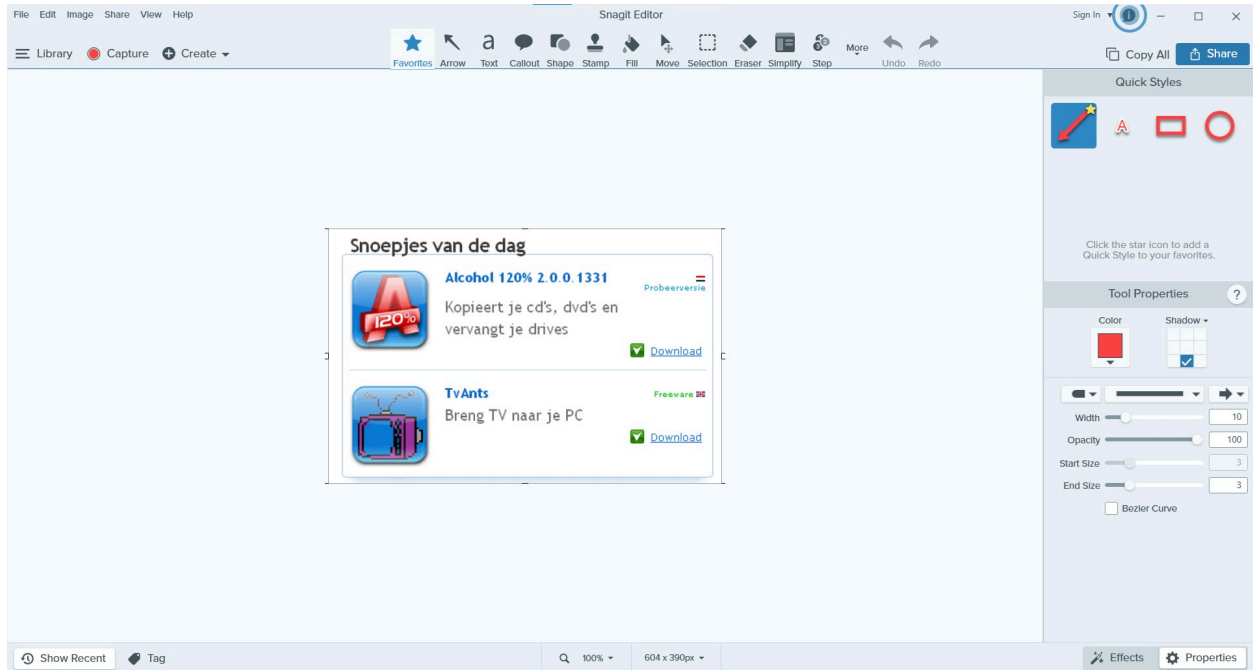


3. Drag and drop in order to select the area you want to capture.



4. Select **Fullscreen** to capture your whole screen.

After completing the steps the captured screenshot will open in Snagit Editor, where you will be able to edit and save it.



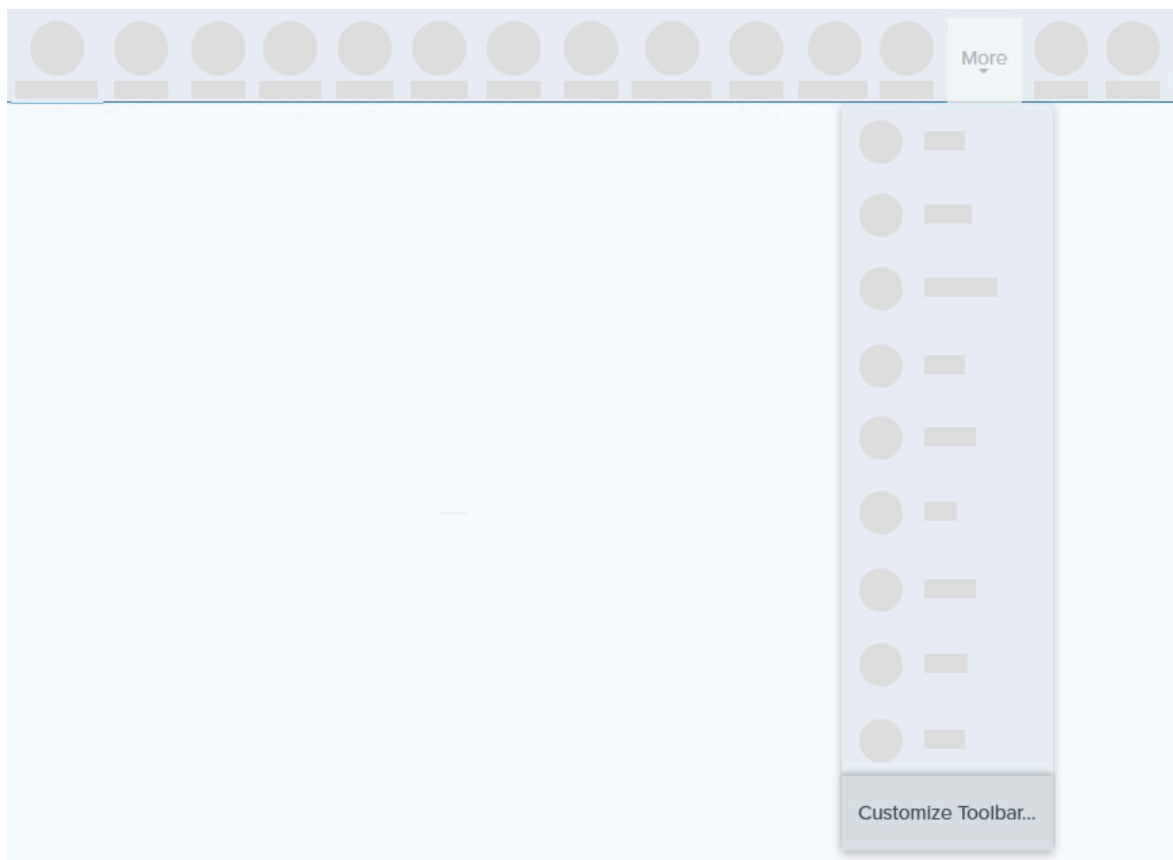
## Chapter 3. Customizing your Toolbar

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

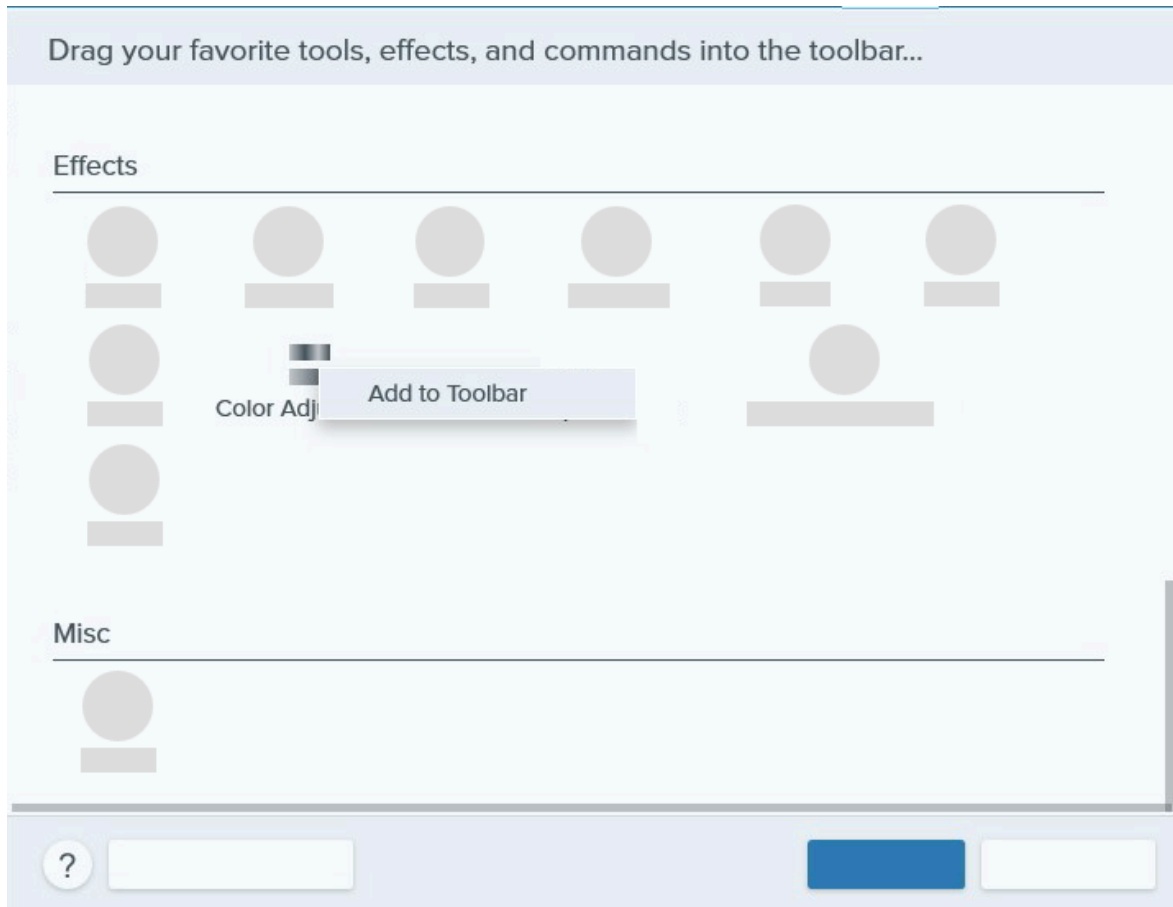
You have installed Snagit on your computer.

When you work with Snagit, you might want to add or removed certain tools from your toolbar, or reorder your currently selected tools. You can do so in a few steps by customizing your toolbar.

1. Open Snagit Editor.
2. Navigate to **More > Customize Toolbar**.

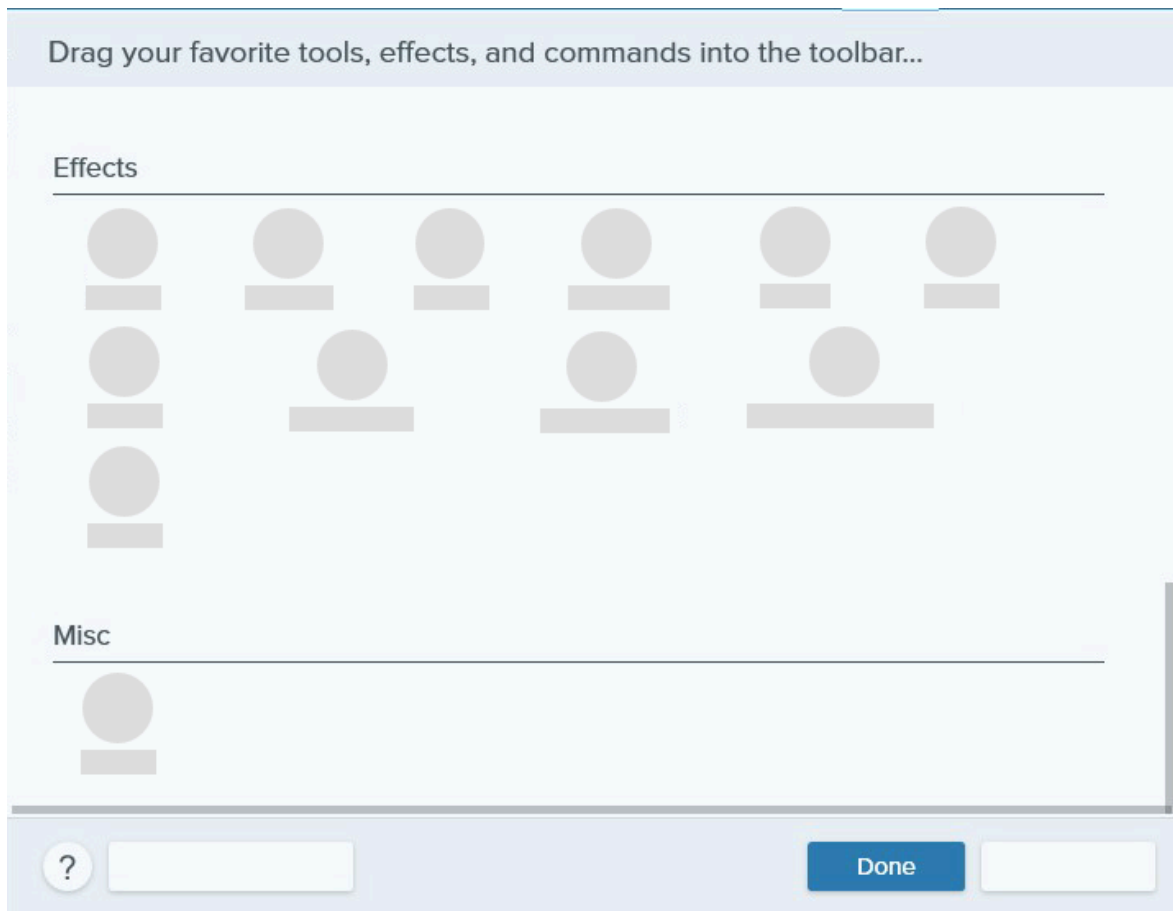


3. Right click on the tool you want to add to the toolbar.
4. Select **Add to toolbar**.



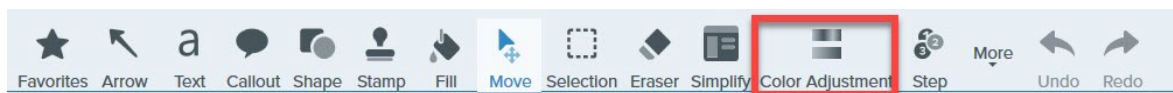
5. **Optional:** Drag and drop your tools to reorder them.

6. Select **Done** when finished.



After completing these step the tools you selected will be added to your toolbar.

1. Open Snagit Editor.
2. Navigate to **More > Customize Toolbar**.
3. Right click on **Color Adjustment**.
4. Select **Add to toolbar**.
5. Select **Done**.





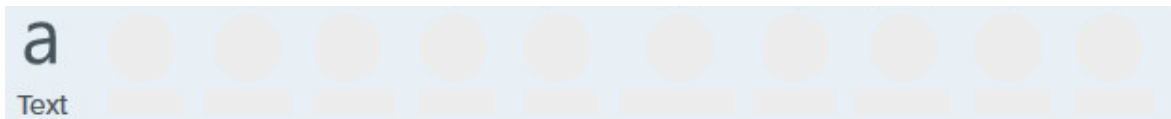
# Chapter 4. Adding Text to a Screenshot

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

You have completed [Printing your Screen \(on page 2\)](#).

You can add text to your screenshot by using the **Text** tool. This allows you to create titles, subtitles, lists and various other texts elements.

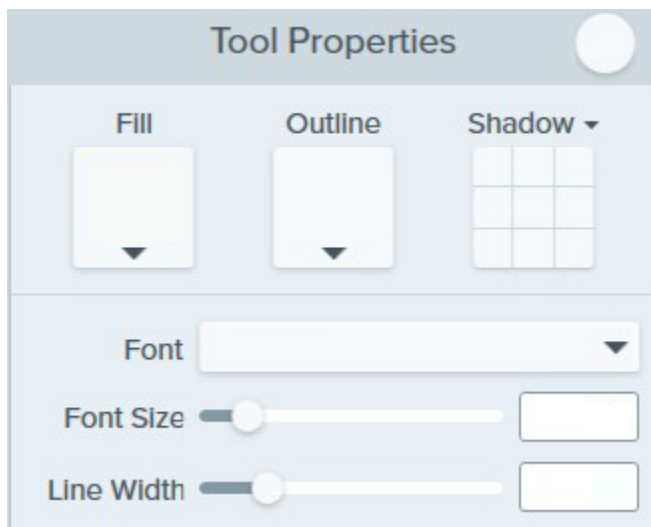
1. Select **Text**.



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.

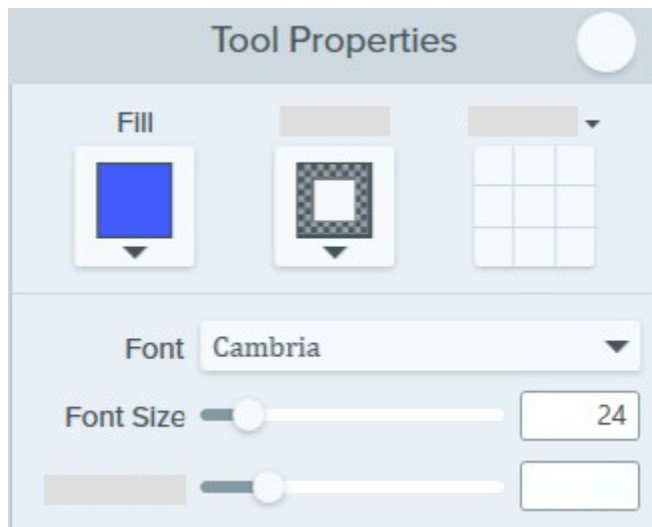


4. Write the text.
5. Save your file.

After completing these steps you will have a text placed on your screenshot.

1. Selecte **Text**.
2. Drag and drop a text box on your screenshot.
3. Modify the text style:

- a. Change the font to Cambria.
- b. Change the font size to 24.
- c. Change to font fill to blue.



4. Enter Demo 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 \(on page 2\)](#).

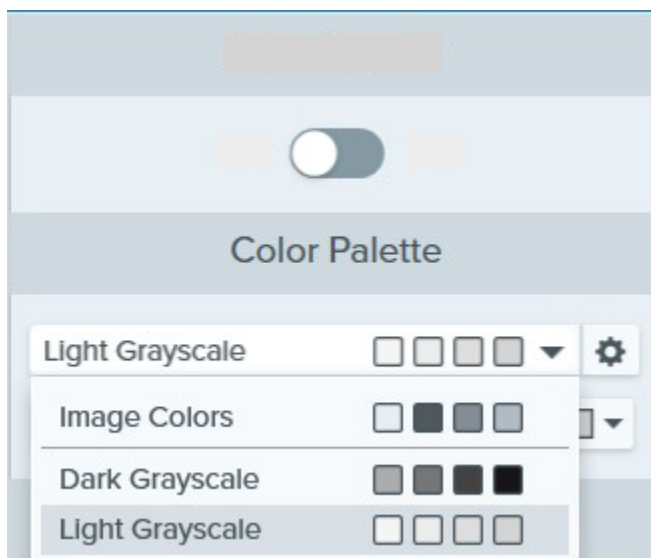
As a technical writer, providing screenshots that do not distract your users with excess information is important. This can be done by using the **Simplify** tool. It can instantly hide UI elements and text or allow you to create a customized simplified UI by placing a variety of shapes on top of your image.

Another use for a simplified UI is that such a screenshot does not need to be replaced when minor changes are done to the application.

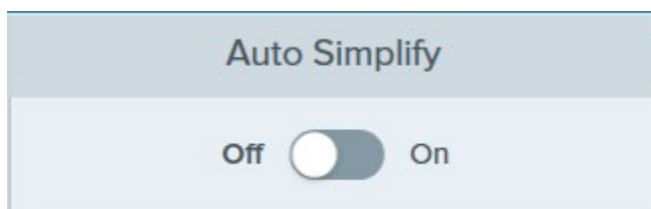
1. Select **Simplify**.



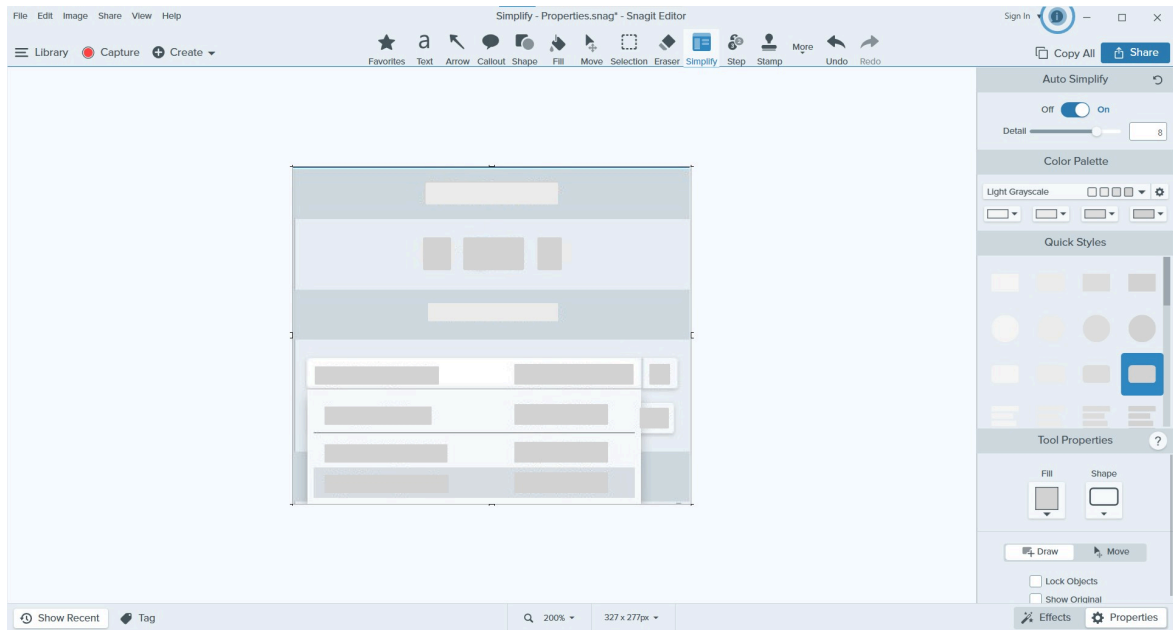
2. Choose the color palette.



3. Select **On**.



4. Modify the auto generated simplified UI.



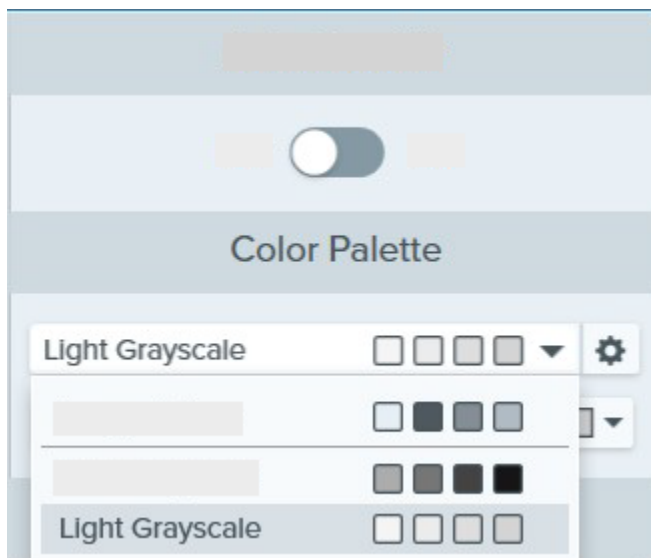
**Note:**

If you are following a style guide, match the simplified UI to it.

5. Save your file.

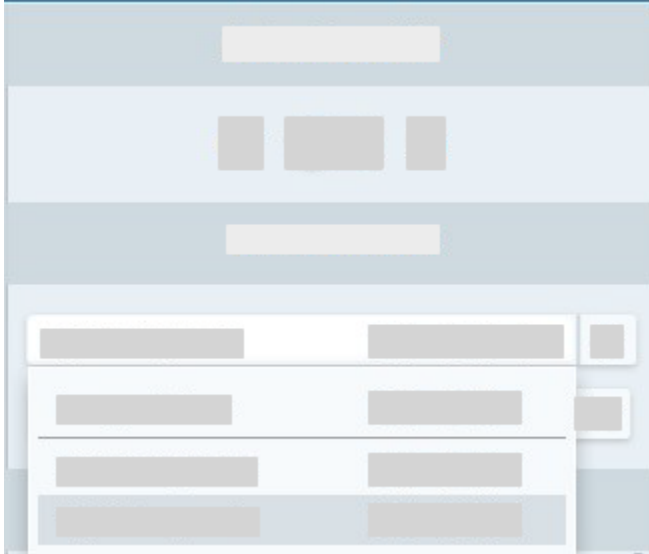
After completing these steps you will have a screenshot with a simplified UI.

1. Select **Simplify**.
2. Choose the **Light Grayscale** color palette.

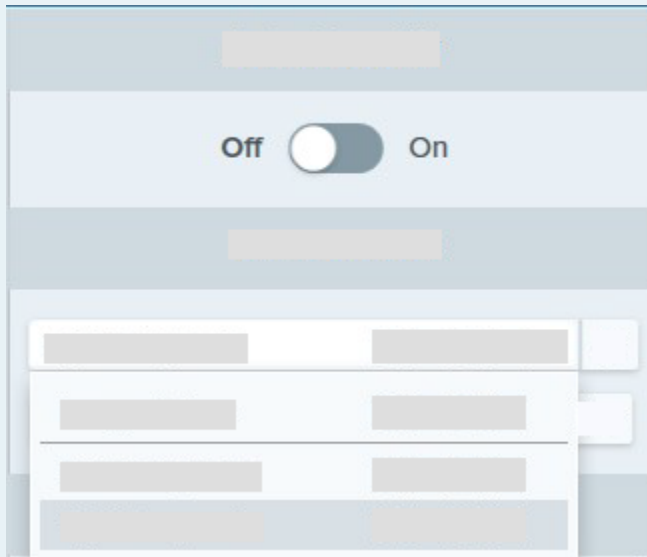


3. Select **On**.

#### 4. Modify the auto generated simplified UI.

**Note:**

Try to go for consistency in colors and shapes. Leave only the information you want to convey uncovered.



#### 5. Save your file.

## Chapter 6. Adding Steps to your Screenshot

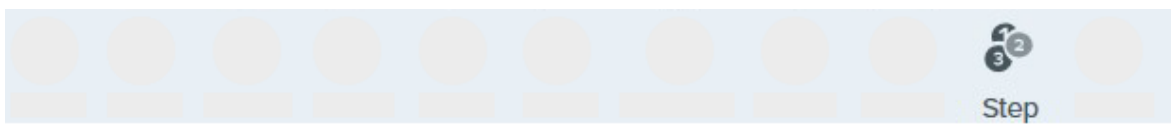
You can guide a user through a set of instructions by adding steps to your screenshot.

You have completed [Printing your Screen \(on page 2\)](#).

As a technical writer, adding steps to your screenshot can help guide your user through your documentation. This can be accomplished by using the **Steps** tool.

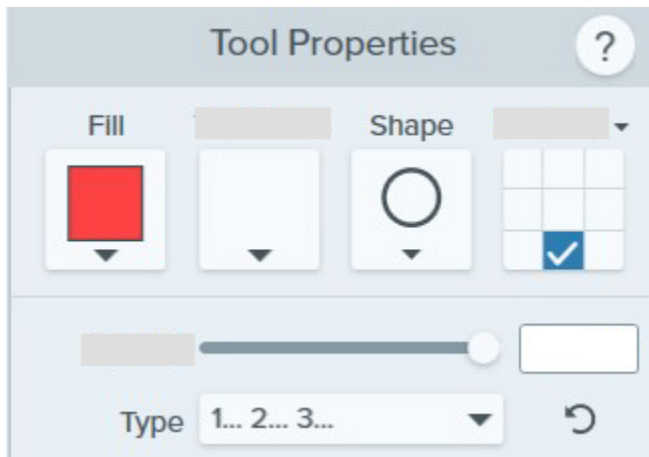
In addition, it is possible to change the type, color and shape of the steps.

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.

After completing these steps you will have steps placed on your screenshot.

# Chapter 7. Editor Options






You can use a multitude of tools in Snagit for a variety of tasks.

**Table 1. Tools**

Name	Image	Description
Arrow	 An icon for the Arrow tool, showing a black arrow pointing up and to the left, with the word "Arrow" written below it.	Creates an arrow.
Text	 An icon for the Text tool, showing a lowercase letter 'a' in a sans-serif font, with the word "Text" written below it.	Creates a textbox.
Shape	 An icon for the Shape tool, showing a black square and a black circle, with the word "Shape" written below it.	Creates a shape.
Fill	 An icon for the Fill tool, showing a black hand cursor pointing at a black square, with the word "Fill" written below it.	Fills an area with color.
Move	 An icon for the Move tool, showing a black arrow cursor pointing at a black square, with the word "Move" written below it.	Moves elements.
Selection	 An icon for the Selection tool, showing a black dashed square, with the word "Selection" written below it.	Selects elements.
Simplify	 An icon for the Simplify tool, showing a black square with a white equals sign inside, with the word "Simplify" written below it.	Simplifies the UI.
Step	 An icon for the Step tool, showing three black circles with the numbers 1, 2, and 3 inside them, with the word "Step" written below it.	Adds steps.
Blur	 An icon for the Blur tool, showing a black water droplet, with the word "Blur" written below it.	Blurs parts of the image.



**Table 1. Tools (continued)**

Name	Image	Description
Magic Wand	 <p>Magic Wand</p>	Cuts elements.
Crop	 <p>Crop</p>	Cuts part of the image.
Eraser	 <p>Eraser</p>	Erases parts of the image.
Callout	 <p>Callout</p>	Creates an annotation.
Stamp	 <p>Stamp</p>	Stamps the image.

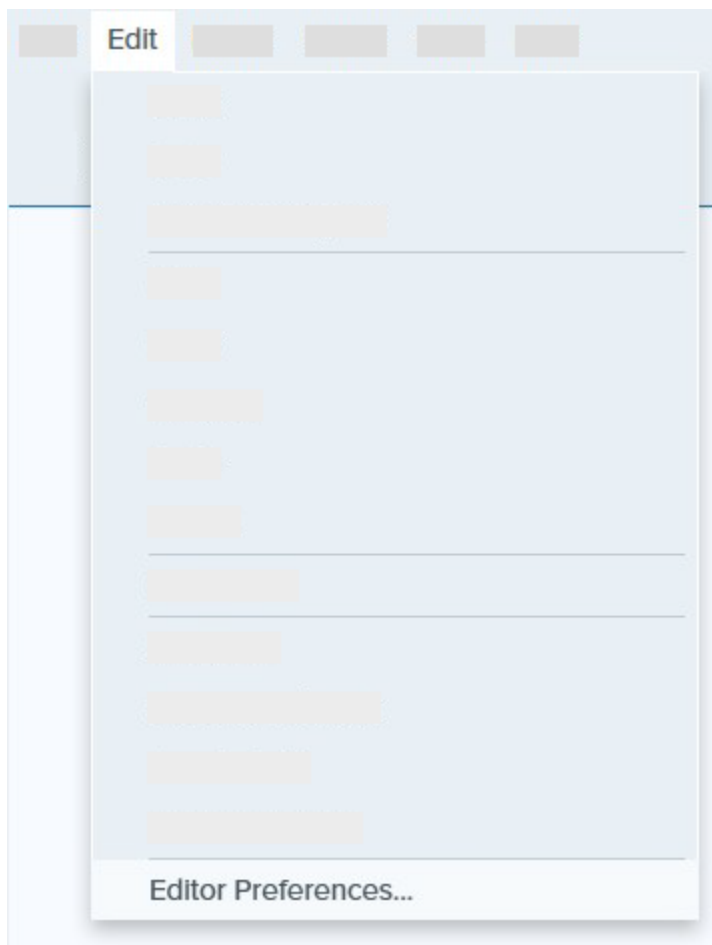
# Chapter 8. Changing the Save Location

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

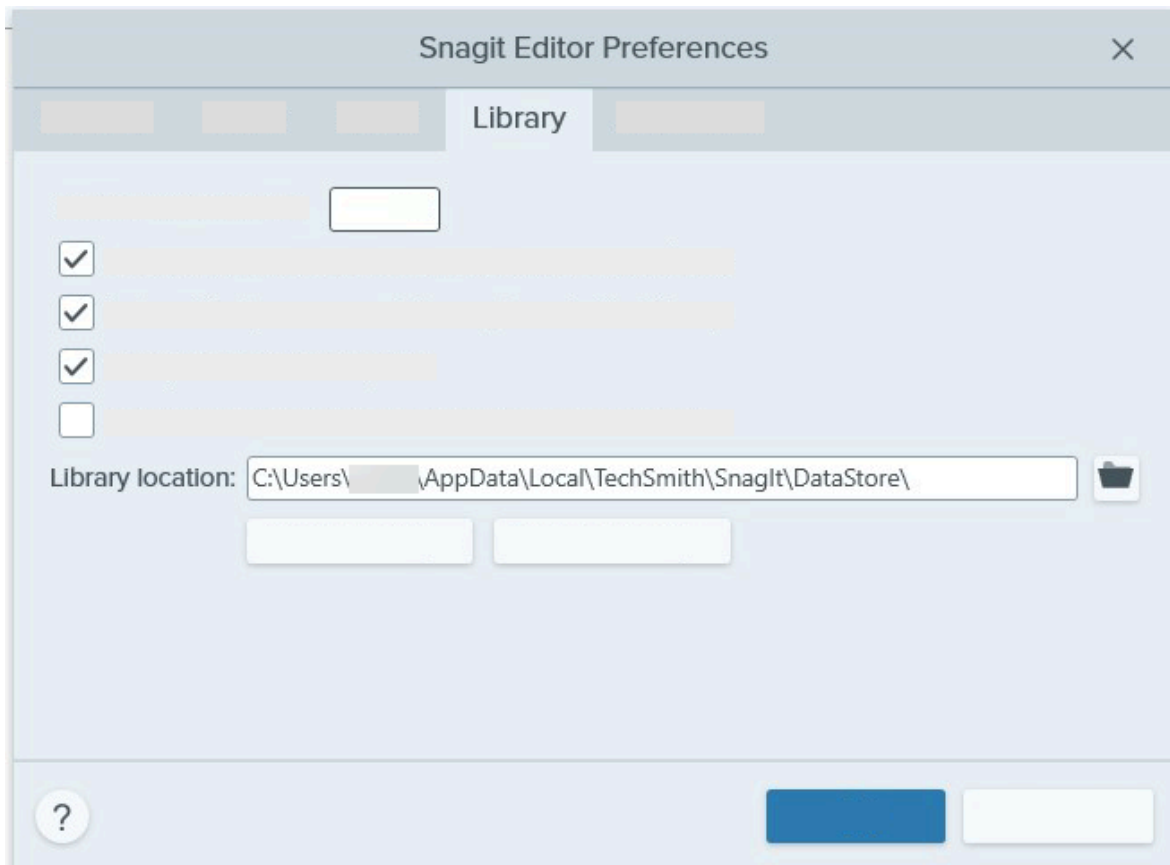
You have installed Snagit on your computer.

Snagit saves your files to a certain location on your hard drive. By default it is `C:\Users\<username>\AppData\Local\TechSmith\Snagit\DataStore\`. By changing this location you can have Snagit save your files to another place.

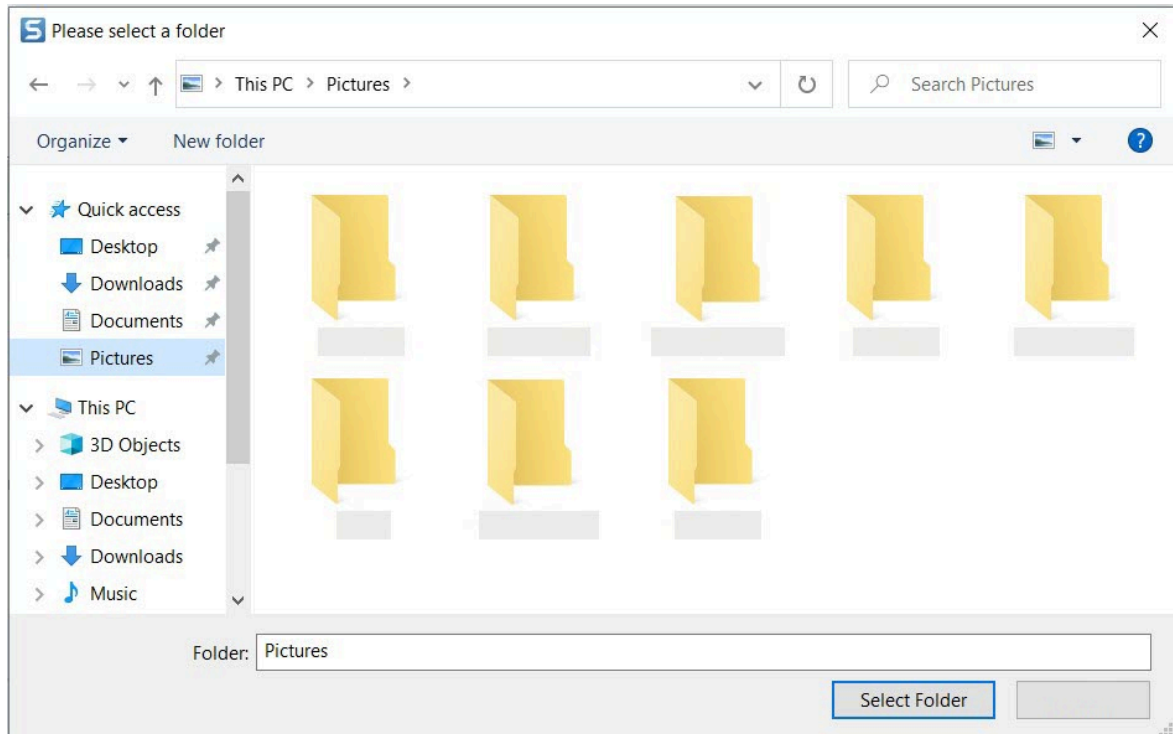
1. Open Snagit Editor.
2. Navigate to **Edit > Editor Preferences....**



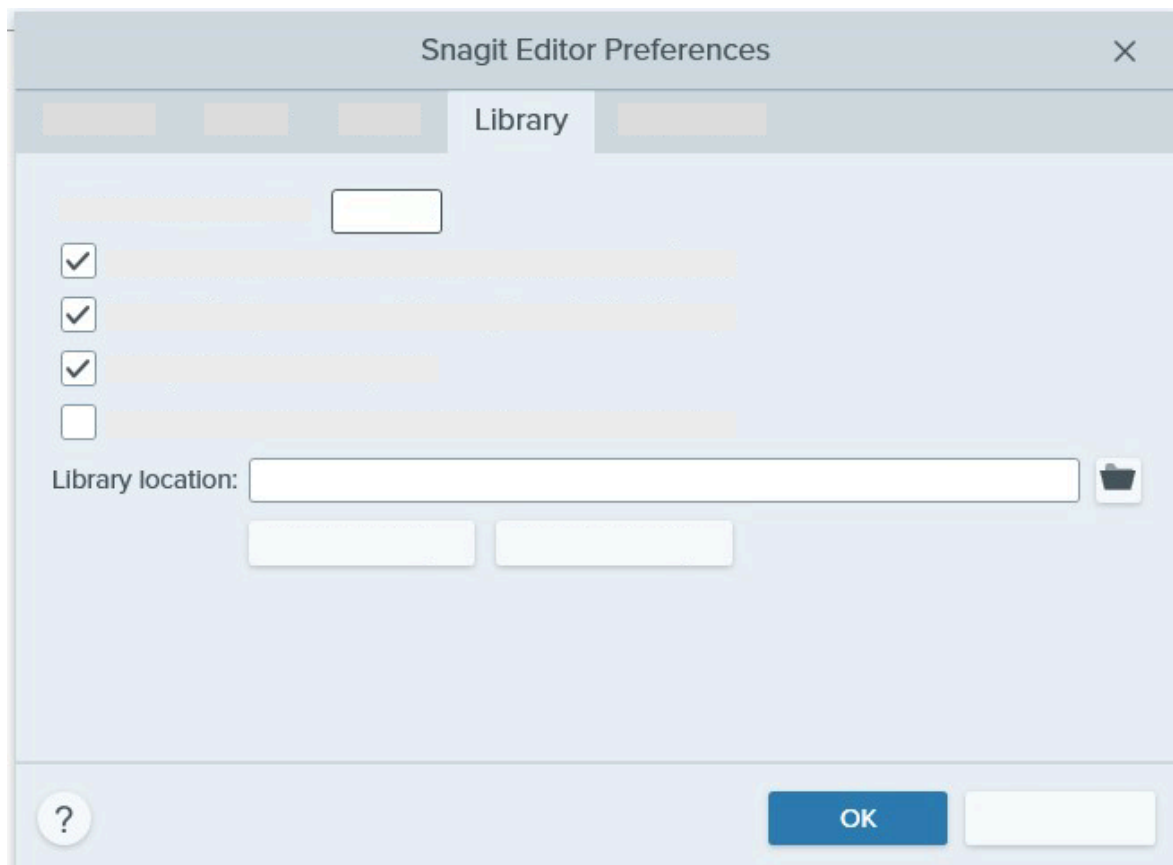
3. Navigate to **Library**.
4. Select the folder icon.



5. Navigate to your new save location.
6. Choose **Select Folder**.



7. Choose **OK**.



After completing these steps you will have successfully changed your save location.

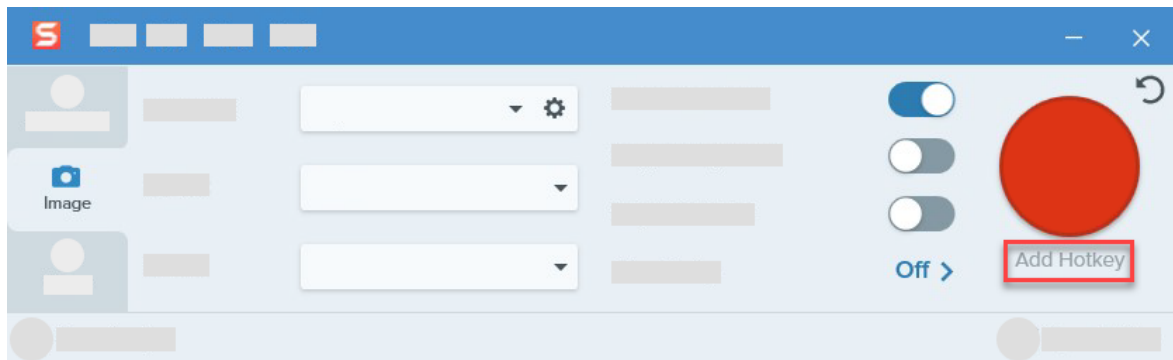
# Chapter 9. Remapping your Print Screen Button

You can change the button used for printing your screen.

You have installed Snagit on your computer.

You can choose which button prints your screen. By default Snagit does not associate any button with this function.

1. Open Snagit.
2. Choose **Add Hotkey**.



3. Press the key you want to map.

After completing these steps you will have remapped the button Snagit uses to print your screen.