

Snagit Documentation

Contents

Chapter 1. What is Snagit?	1
Chapter 2. Printing your Screen	2
Chapter 3. Customizing your Toolbar	4
Chapter 4. Adding Text to a Screenshot	7
Chapter 5. Editor Options	9
Chapter 6. Changing the Save Location	11
Chapter 7. Remapping your Print Screen Button	15
Chapter 8. Changing the Flattening on Paste Option	16

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



Right Tool for the Job

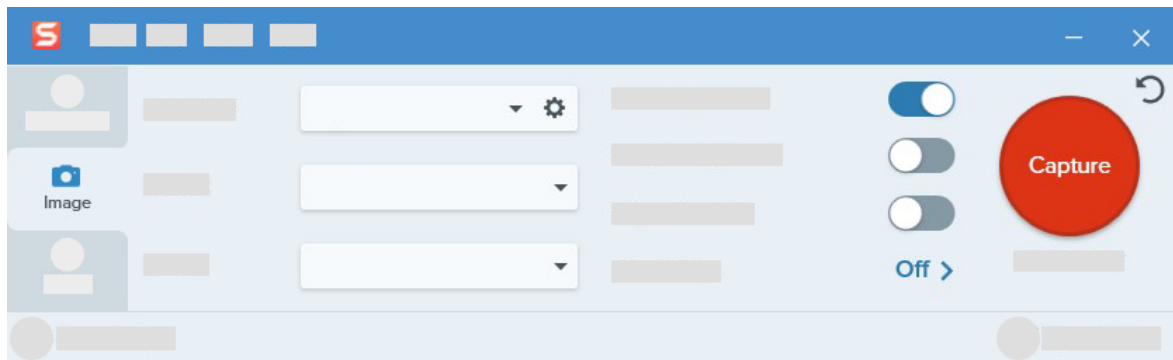
If you need a powerful image editing software, then Snagit is the tool for you!

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**.

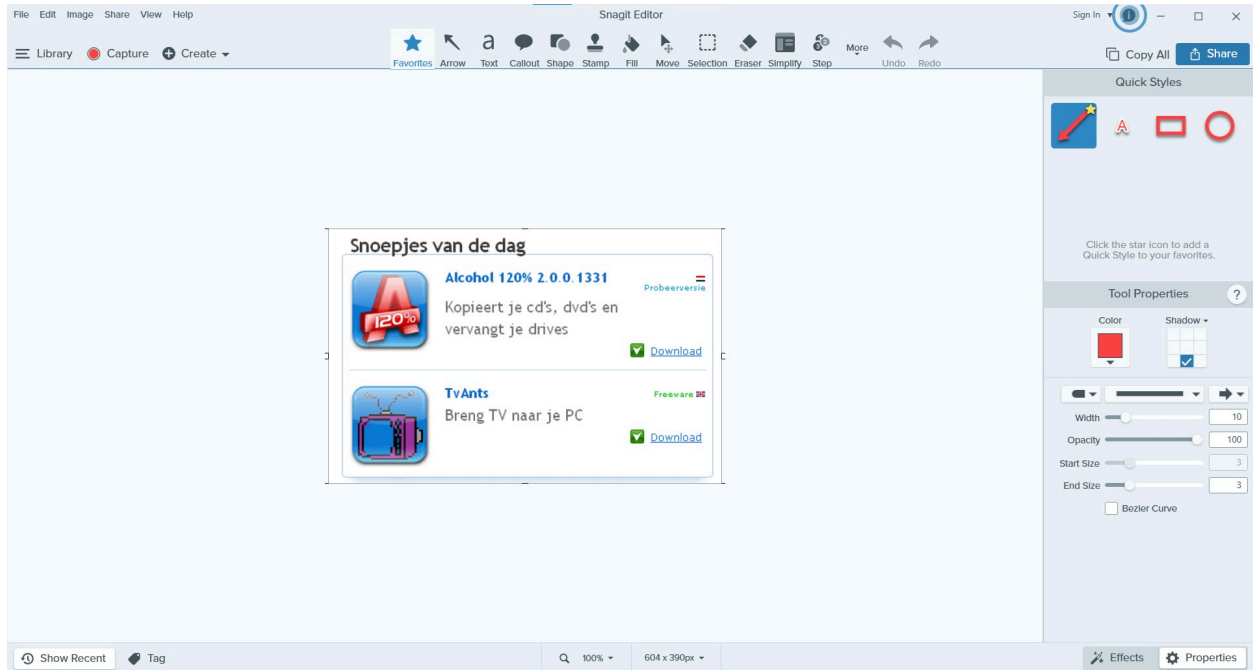


3. Drag and drop in order to select the area you want to capture.



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.



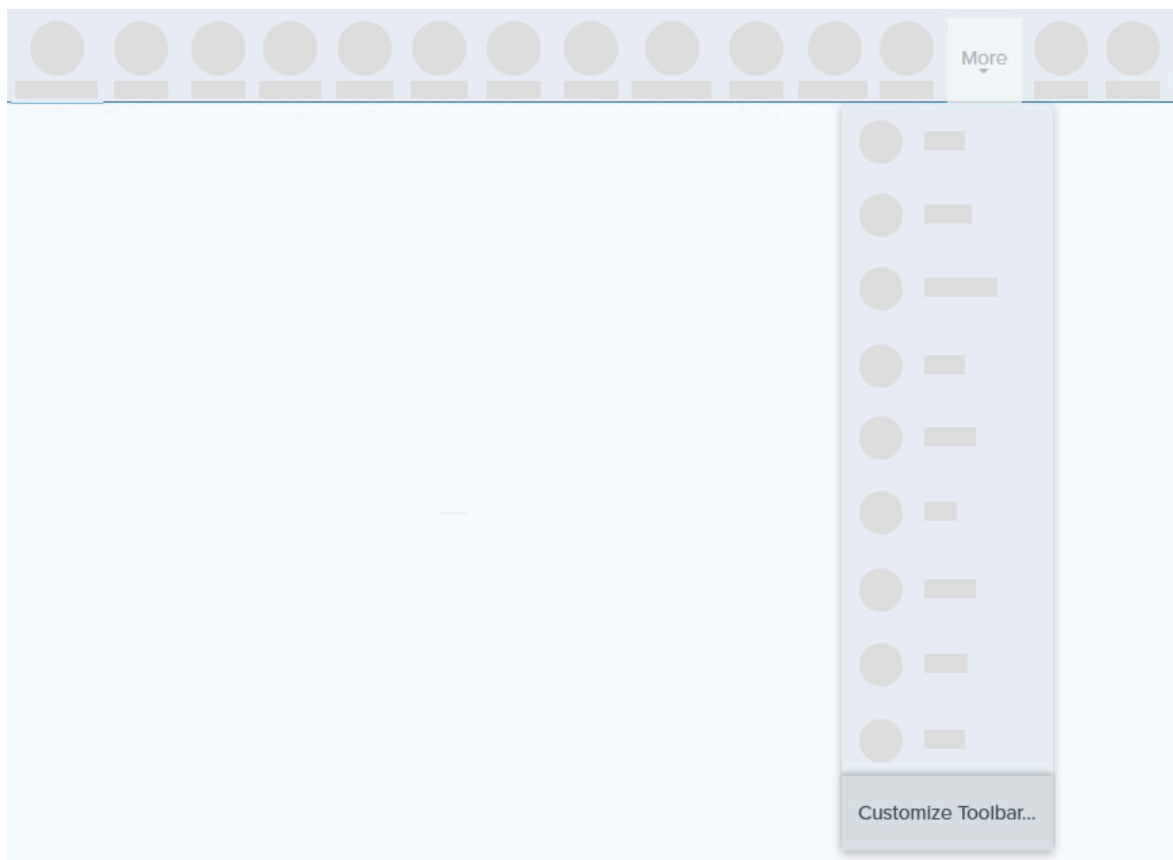
Chapter 3. Customizing your Toolbar

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

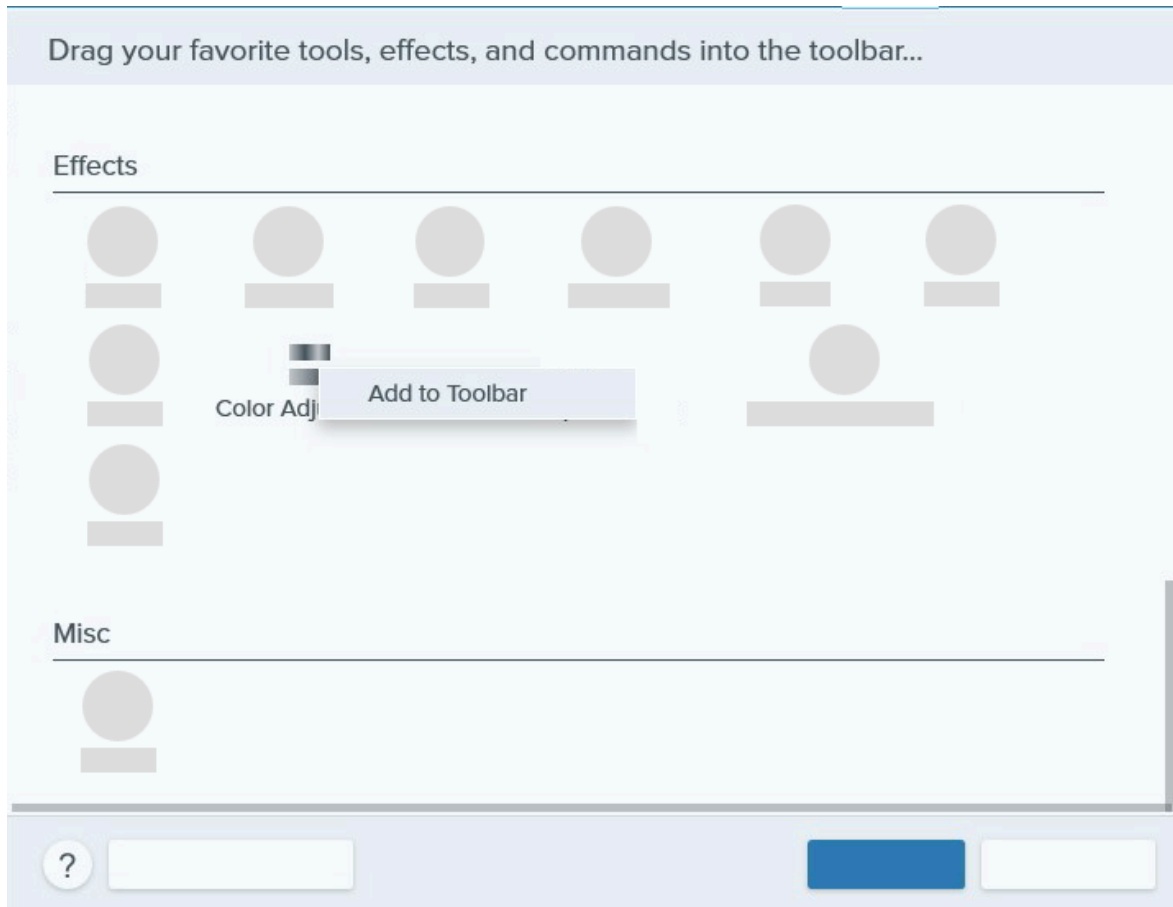
You have installed Snagit on your computer.

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**.

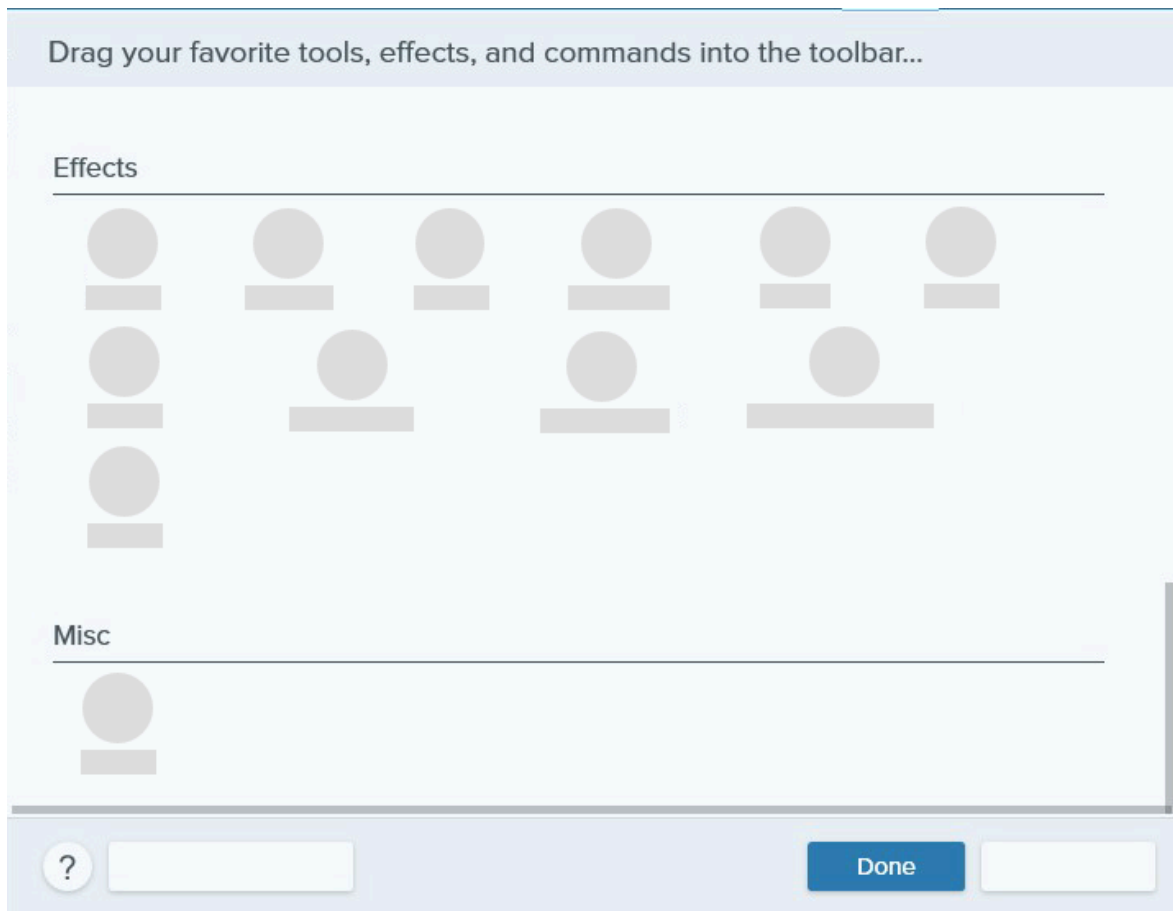


3. Right click on the tool you want to add to the toolbar.
4. Select **Add to toolbar**.



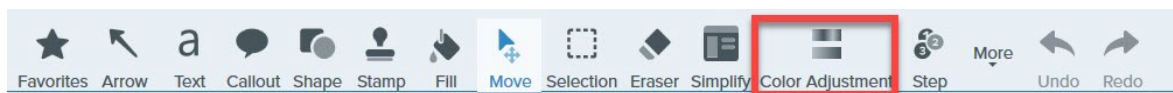
5. **Optional:** Drag and drop your tools to reorder them.

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**.



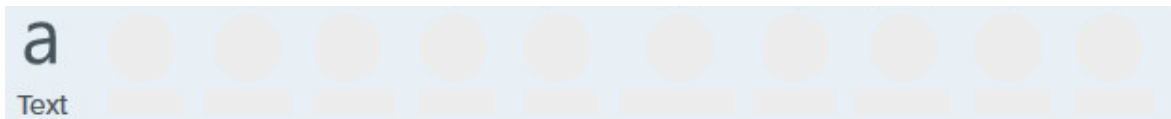
Chapter 4. Adding Text to a Screenshot

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.

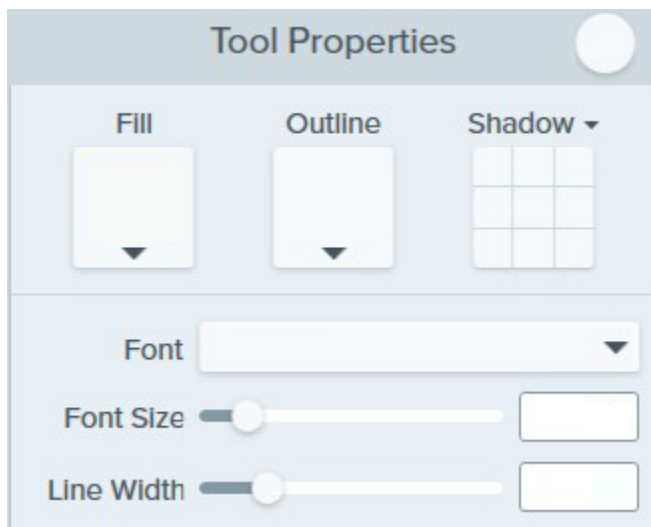
1. Select **Text**.



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.

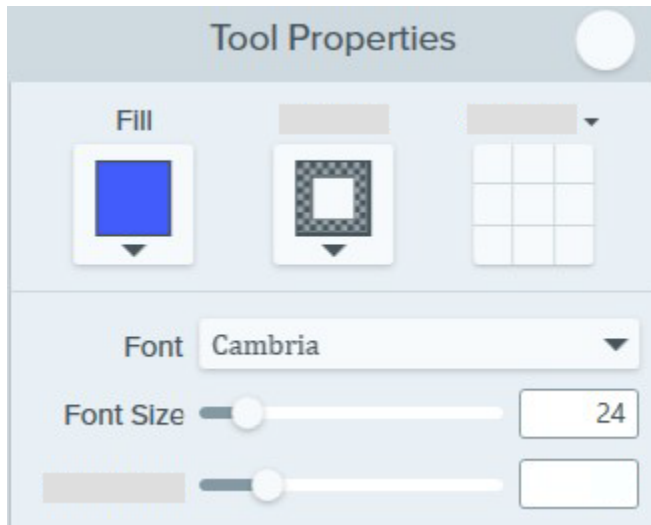


4. Write the text.
5. Save your file.

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. Editor Options

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

Table 1. Tools












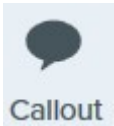

Name	Image	Description
Arrow		Creates an arrow.
Text		Creates a textbox.
Shape		Creates a shape.
Fill		Fills an area with color.
Move		Moves elements.
Selection		Selects elements.
Step		Adds steps.
Blur		Blurs parts of the image.
Magic Wand		Cuts elements.

Table 1. Tools (continued)

Name	Image	Description
Crop		Cuts part of the image.
Eraser		Erases parts of the image.
Callout		Creates an annotation.
Stamp		Stamps the image.

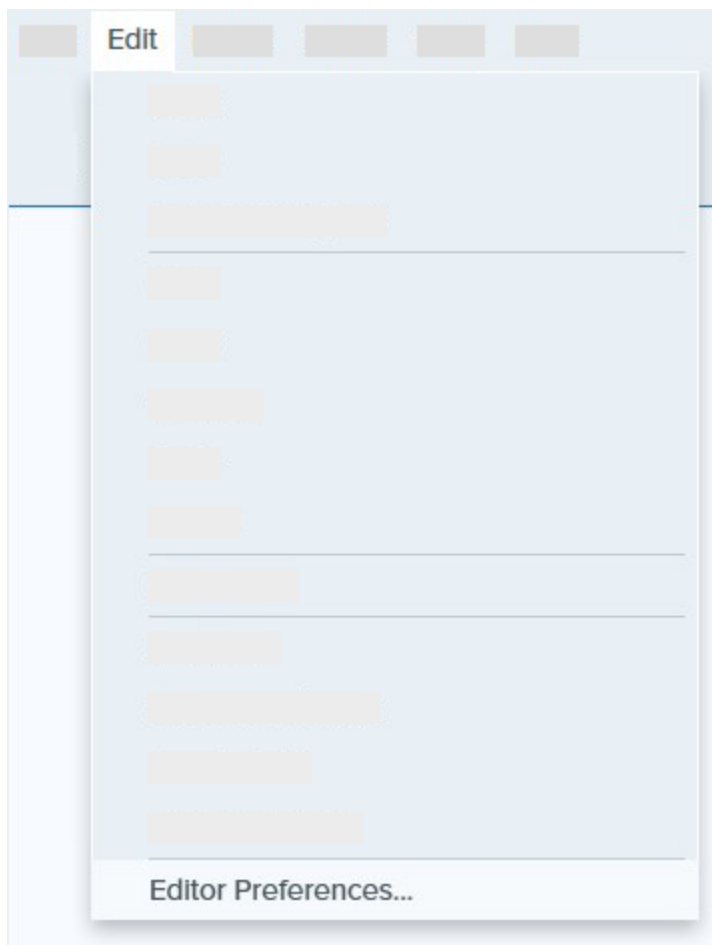
Chapter 6. Changing the Save Location

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

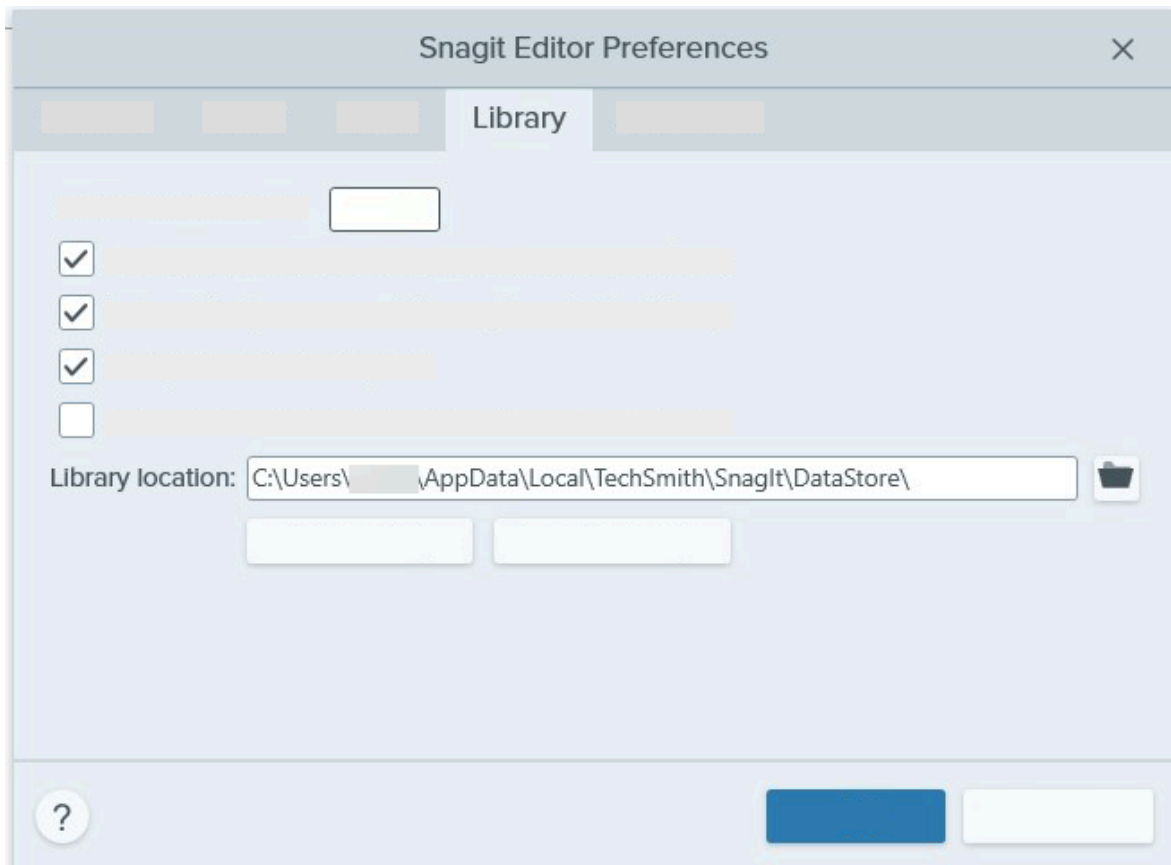
You have installed Snagit on your computer.

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.

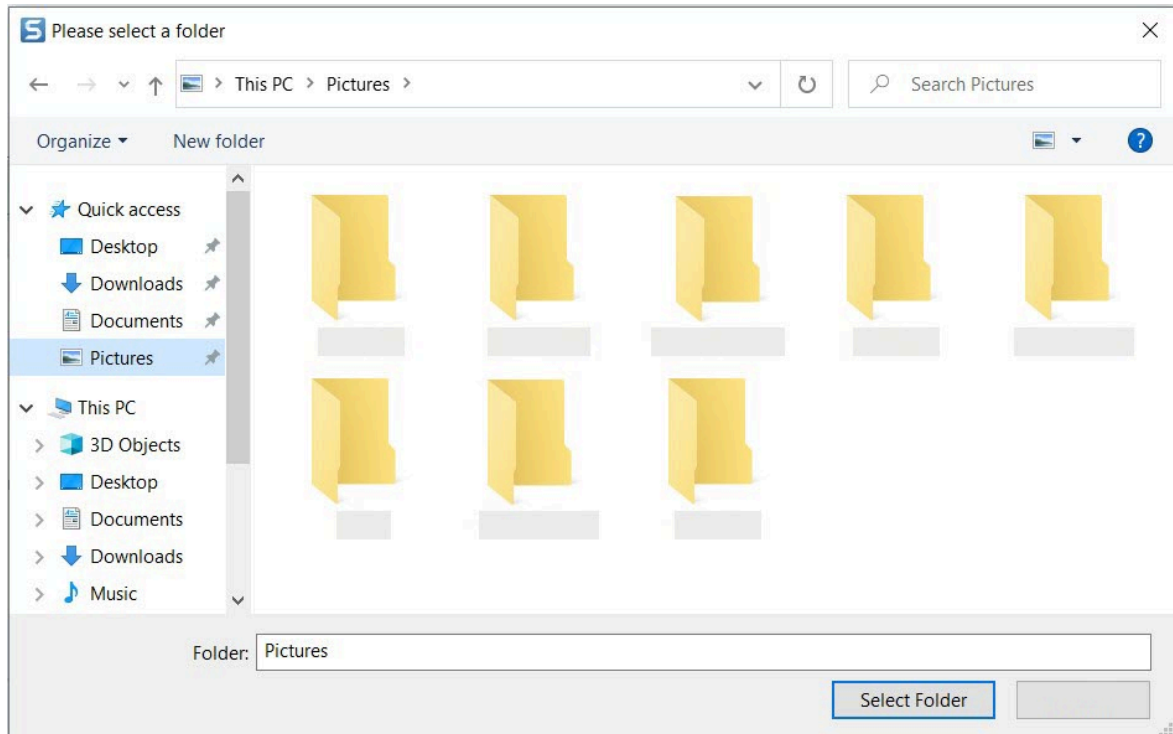
1. Open Snagit Editor.
2. Navigate to **Edit > Editor Preferences...**



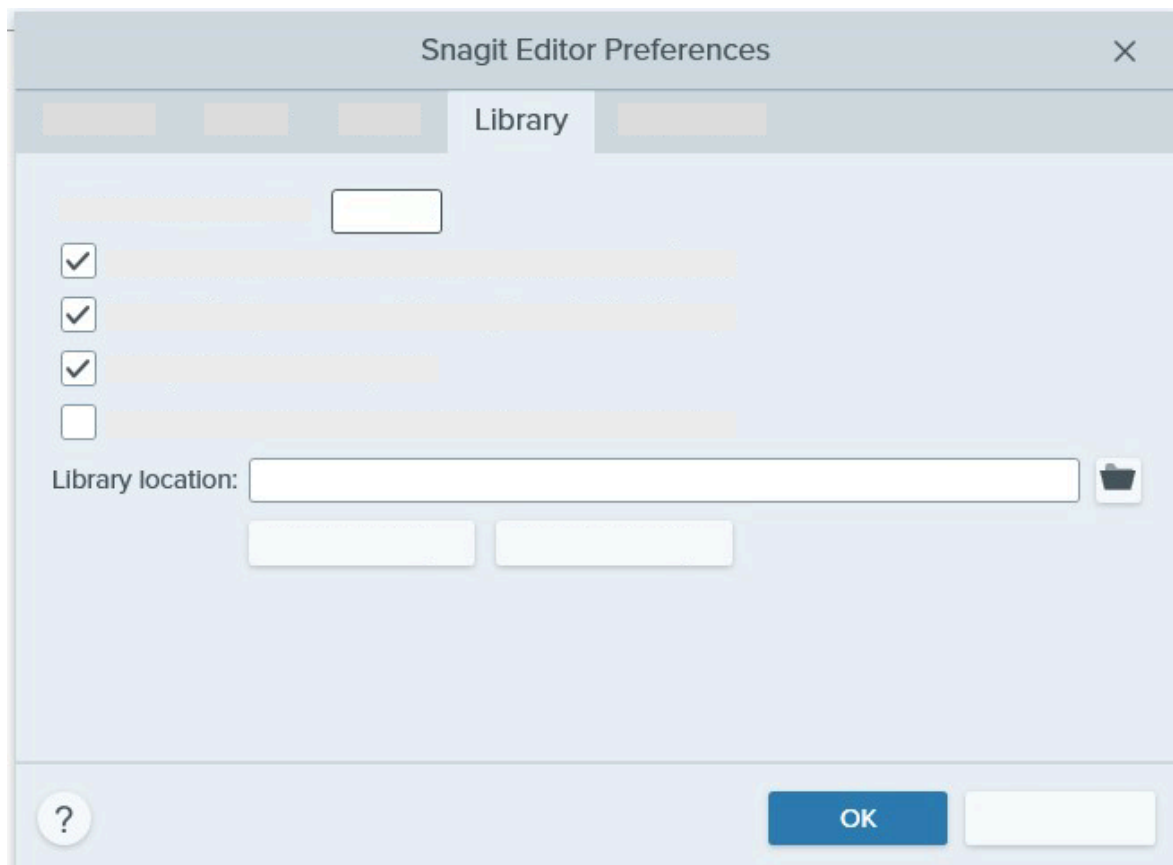
3. Navigate to **Library**.
4. Select the folder icon.



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.

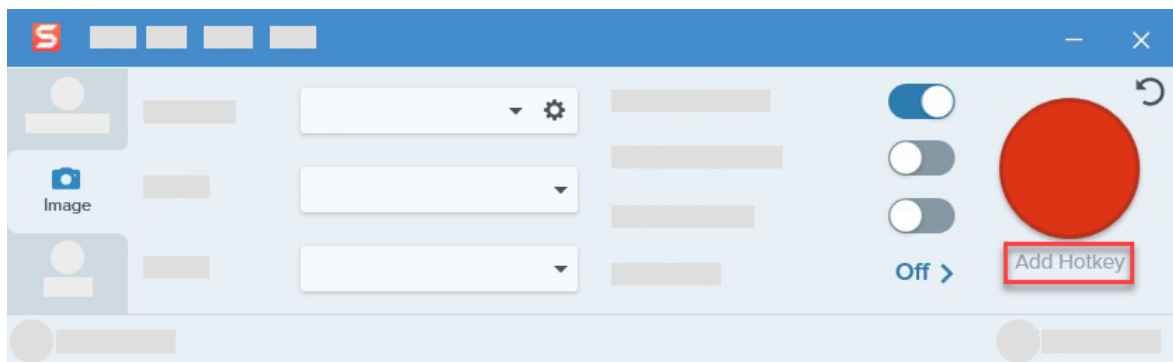
Chapter 7. Remapping your Print Screen Button

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.

Chapter 8. Changing the Flattening on Paste Option

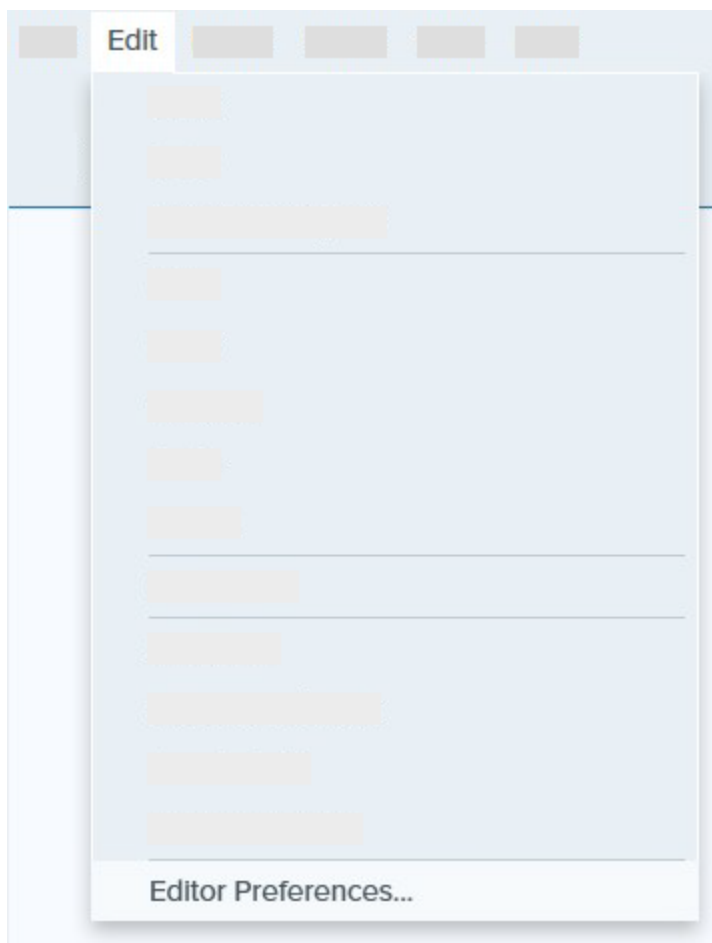
You can modify the way pasting an element behaves in Snagit.

You have installed Snagit on your computer.

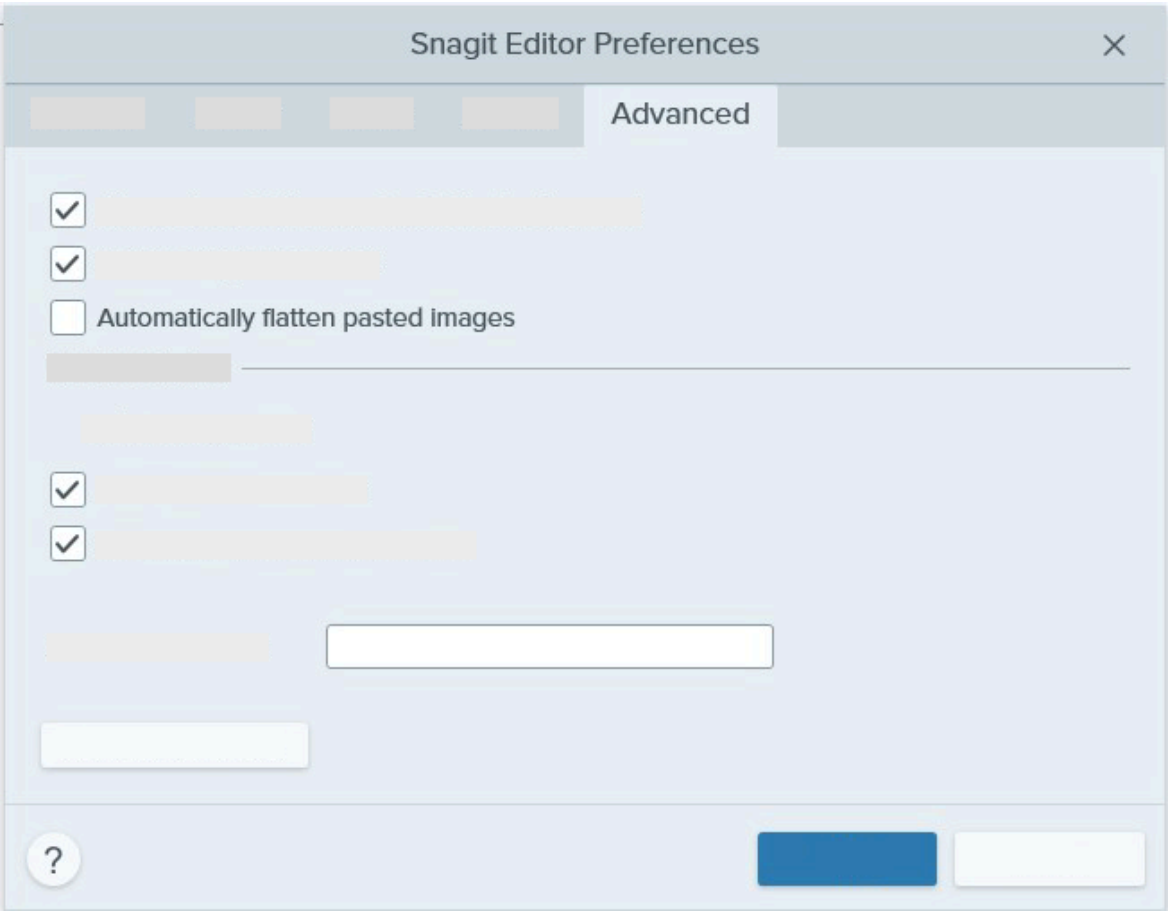
When you paste an image in Snagit, by default it places it on the file, but allows you to modify it. This grants you a greater degree of control over your screenshot. If you want to have an image be immediately flattened when pasted, you can do so by changing the options for it.

By repeating these steps, you can revert to your previous selection.

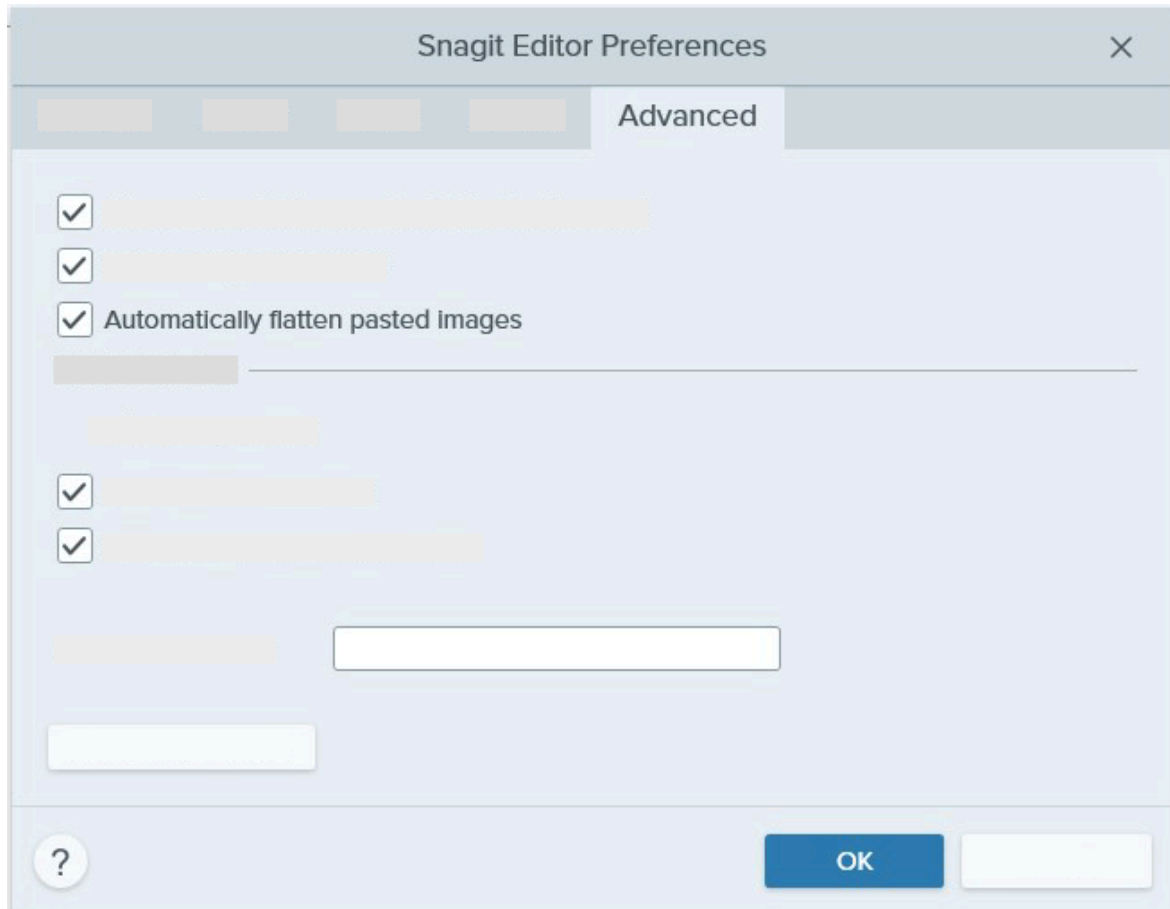
1. Open Snagit Editor.
2. Navigate to **Edit > Editor Preferences....**



3. Navigate to **Advanced**.
4. Choose **Automatically flatten pasted images**.



5. Choose **OK**.



After completing these steps you will have changed your current pasting settings.