

Capturing and Editing Screenshots in Snagit

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Chapter 1. Capturing Screenshots

Snagit's most basic and essential feature is capturing screenshots. Screenshots can add helpful visuals to user documentation. This section will teach you how to capture three different types of screenshots:

1. Window screenshots
2. Region screenshots
3. Scrolling window screenshots

Capture a Window Screenshot

A window screenshot will capture an image of an entire program. This type of screenshot is quick to capture and usually requires minimal editing.

1. Select the **Image** tab.
2. Set the Selection type to **Window**.
3. Set Effects and Share to **None**.
4. Toggle the **Capture Cursor** option off.
The toggle icon should be grey when it is turned off.
5. Toggle the **Preview in Editor** option on.
The toggle icon should be blue when it is turned on.
6. Click on **Capture**.
7. Click on the window you want to capture.

Snagit Editor will open up and display the screenshot you captured.

Capture a Region Screenshot

A region screenshot will only capture the area you select. This type of screenshot is useful when you only need a small portion of the screen or program UI.

1. Set the Selection type to **Region**.
2. Click on **Capture**.
The aiming reticle will appear.
3. Move your mouse to the top corner of the capture area.
4. Hold down the left mouse button.
5. Drag the mouse diagonally to the bottom corner of the capture area.
6. Release the left mouse button.

Snagit Editor will open up and display the screenshot you captured.

Capture a Scrolling Window Screenshot

A scrolling window screenshot will capture the entire width or length of a program's interface. This type of screenshot is useful when you want to capture an entire webpage.

1. Set the Selection type to **Scrolling Window**.
2. Click on **Capture**.
3. Click on the arrow icon at the bottom of the capture area.

Snagit will scroll down the window and process the capture. Snagit Editor will display the completed capture.

You are researching Google results to optimize the SEO for our user documentation. After the search results load, you capture a vertically scrolling window screenshot. Snagit processes the image and displays it in Snagit Editor. You can now refer to this screenshot when compiling data about SEO results.

Chapter 2. Editing Screenshots

Snagit has a lot of features that cater to user documentation and tutorial creation. Snagit comes packaged with Snagit Editor, so you can immediately edit your screenshots after capturing them. This section will show you how to perform the most common used editing tasks:

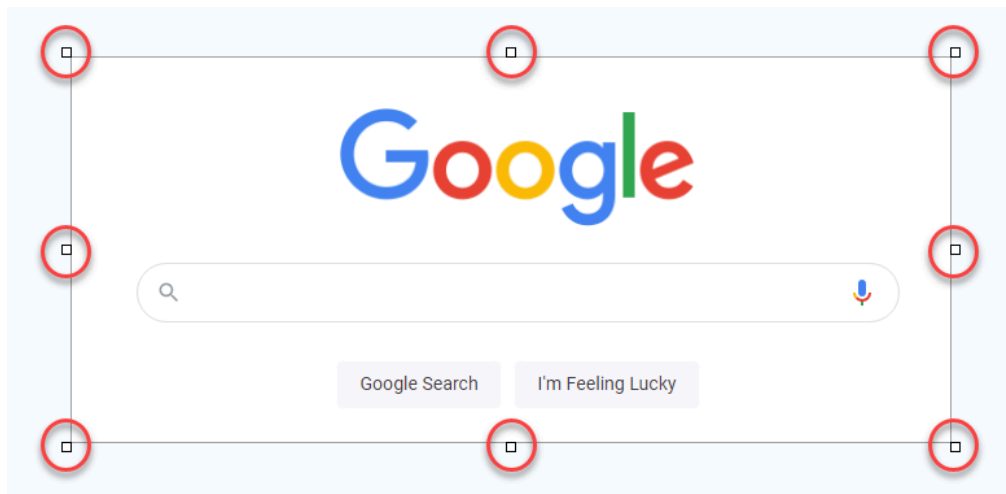
1. Crop Screenshots
2. Add Callouts to Screenshots
3. Resize Screenshots
4. Save Screenshots

Crop Screenshots

Cropping your screenshots will make it easier to focus on important information in the screenshot. Cropping can also hide parts of your screen that you want to keep private.

1. Open **Snagit Editor**.
2. Click on the **Library** icon.
3. Double-click on an image to open it.
4. Click and hold a canvas handle.

Figure 1. There are eight canvas handles (circled in red) you can drag to crop the image.



5. Drag the handle in the direction you want to crop.
6. Release the handle to stop cropping.
7. Repeat steps 4-6 until satisfied with the cropped image.

You now have a cropped screenshot.

Add Callouts

Callouts can bring attention to certain areas of a screenshot. You can add text to callouts to provide additional information to the viewer.

1. Open the **Image** menu.
2. Hover over the **Tools** menu.
3. Click on **Callout**.
4. Select a callout shape from the sidebar.
5. Hold the left mouse button and drag it to adjust the callout size.
6. Release the mouse button to create the callout.
7. Type information into the callout.

You now have a screenshot with an informative callout.

Resize Screenshots

Sometimes screenshots are too large and need to be resized. You can make screenshots smaller using Snagit Editor's resize tool. It will resample the image when resizing to keep the maximum amount of detail. Resizing to make an image larger should be avoided, since it will become blurry.

1. Open the **Image** menu.
2. Select the **Resize Image...** tool.
3. Enter your desired width in the **Width** field.
Snagit Editor will automatically scale the height of the image to match the new width, and vice versa.
4. Click on **Apply**.

You now have a resized image.

Save Screenshots

Snagit Editor automatically saves your captured screenshots as SNAGX files in its library. You should save them to an appropriate location on your computer if you want a traditional image file.

1. Open the **File** menu.
2. Click on **Save As**.
3. Browse to where you want to save the image.

4. Type in a descriptive name in the **File name** field.
5. Select PNG from the **Save as type** field.
6. Click on the **Save** button.

Your screenshot is now accessible outside of Snagit Editor.

Chapter 3. References

This is a list of commonly used Snagit and Snagit Editor keyboard shortcuts.

Table 1. Snagit Capture Keyboard Shortcuts

Keyboard Shortcut	Description
Ctrl + Shift + X	Show / Hide Snagit
PrtSc (Print Screen)	Starts Image Capture
Shift + F9	Starts, Pauses, and Resumes Video Capture
Shift + F10	Stops Video Capture

Table 2. Snagit Editor Keyboard Shortcuts

Keyboard Shortcuts	Description
Ctrl + S	Save
Ctrl + Shift + S	Save As
Ctrl + Z	Undo
Ctrl + Y	Redo