Snagit

Snagit: A Quick Start Guide

For more help or troubleshooting, please visit our online documentation:

support.techsmith.com/hc/en-us

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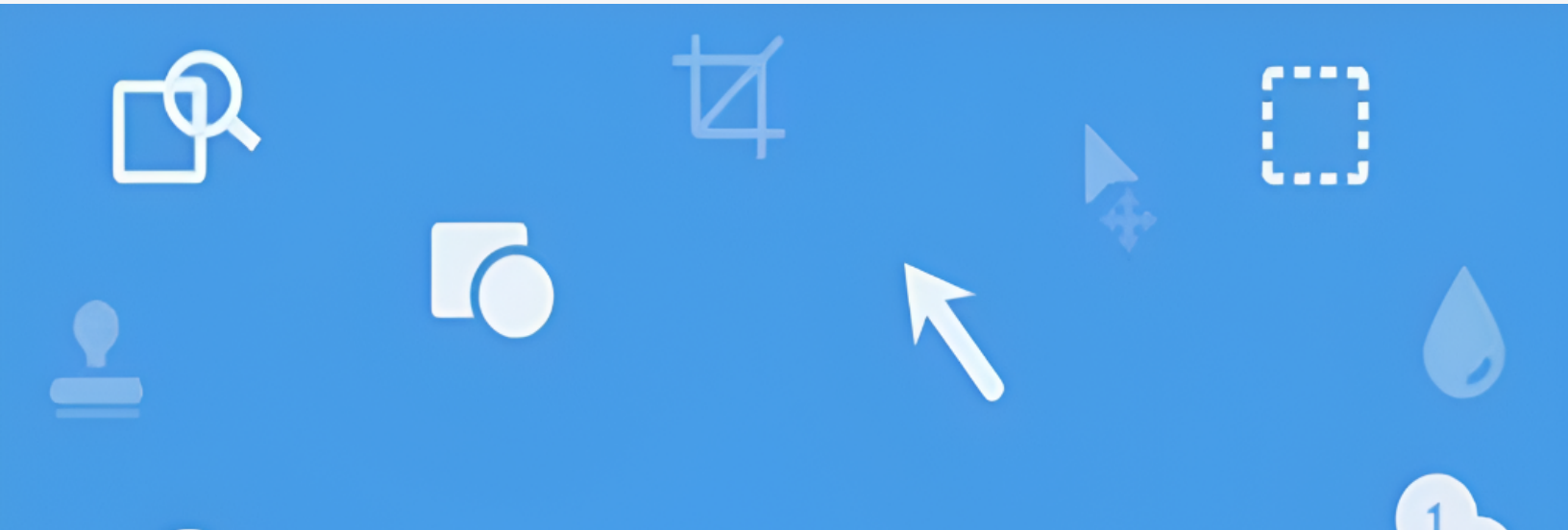


Snagit

TOC

What is Snagit? 5

Snagit and Snagit Editor: What's the Difference? 5

Understanding Snagit's Capture Modes 8

Overview 8

Choosing the Right Mode 8

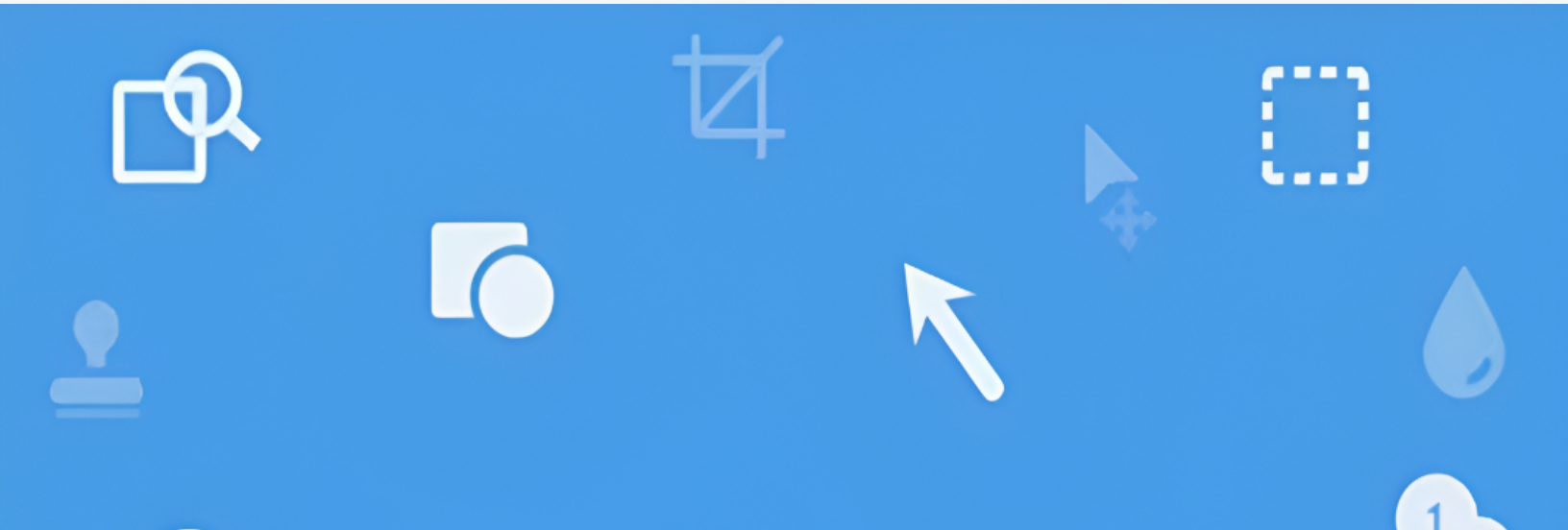
Uses of Snagit 10

Who Uses Snagit? 10

Toolbar Overview: Buttons and Their Functions 12

The Capture Window 12

The Editor Window 13

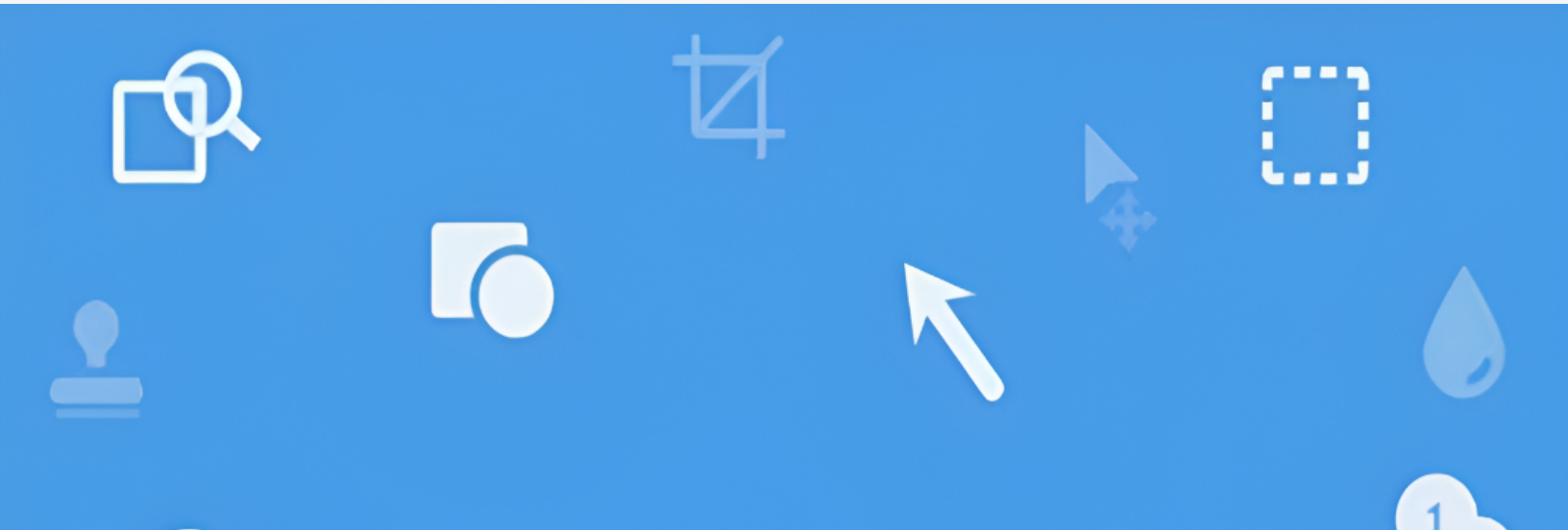


Snagit®

Capturing an Image of your Screen 15
How to Create Scrolling Captures 17
Recording a Video With Snagit 19
- Before You Begin 19
- To record a video 19
- After Recording 20

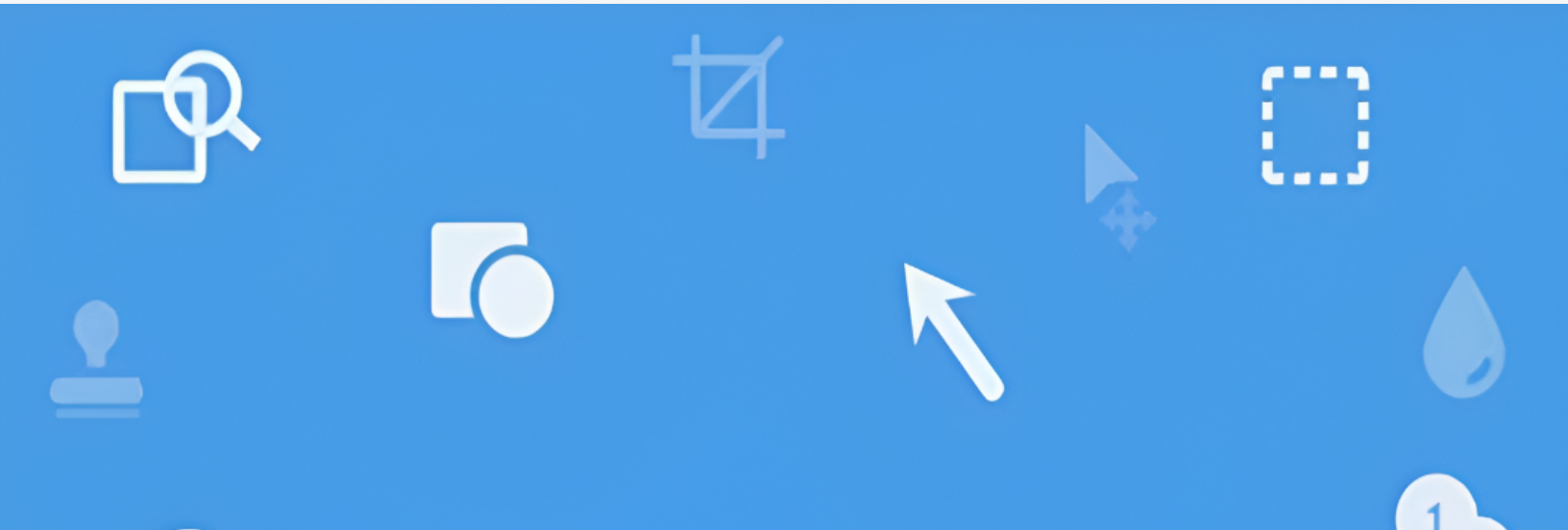
Editing a Capture Using the Snagit Editor 21
- Arrows 21
- Text 22
- Callout 23
- Shape 25
- Stamp 26
- Fill 27
- Move 28

Trimming and Cutting Video Clips in Snagit 29
- Trimming the Beginning or End of a Video 29



Snagit

Cutting Part of a Video From the Middle 29
Sharing Snagit Captures 31
Cloud Service Sharing 31
Email Sharing 34
Snagit System Requirements 35
Snagit File Types and When to Use Them 37
Best Practices 39
Snagit Settings You Can Customize 40
Index 43



Snagit

What is Snagit?

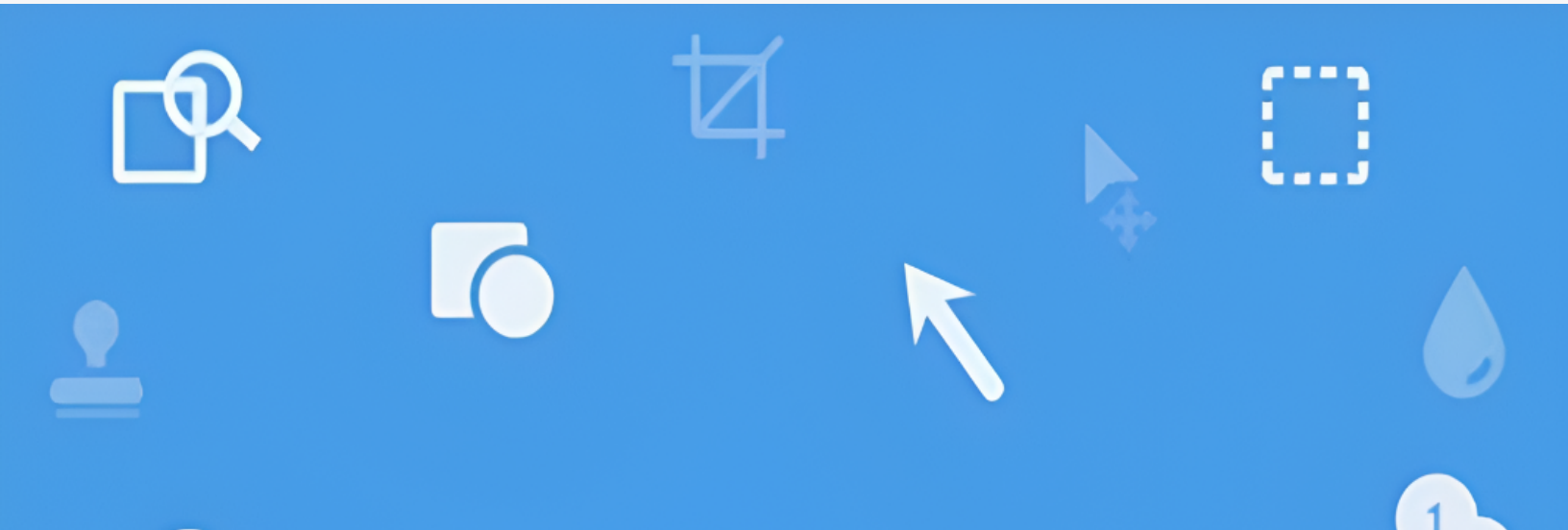
Snagit is a screen capture and recording tool developed by TechSmith. You can use it to take images or videos of anything on your screen. After capturing, you can edit the content, add comments or highlights, and share it with others.

It helps you communicate visually. Instead of explaining something in words, you can show exactly what you mean.

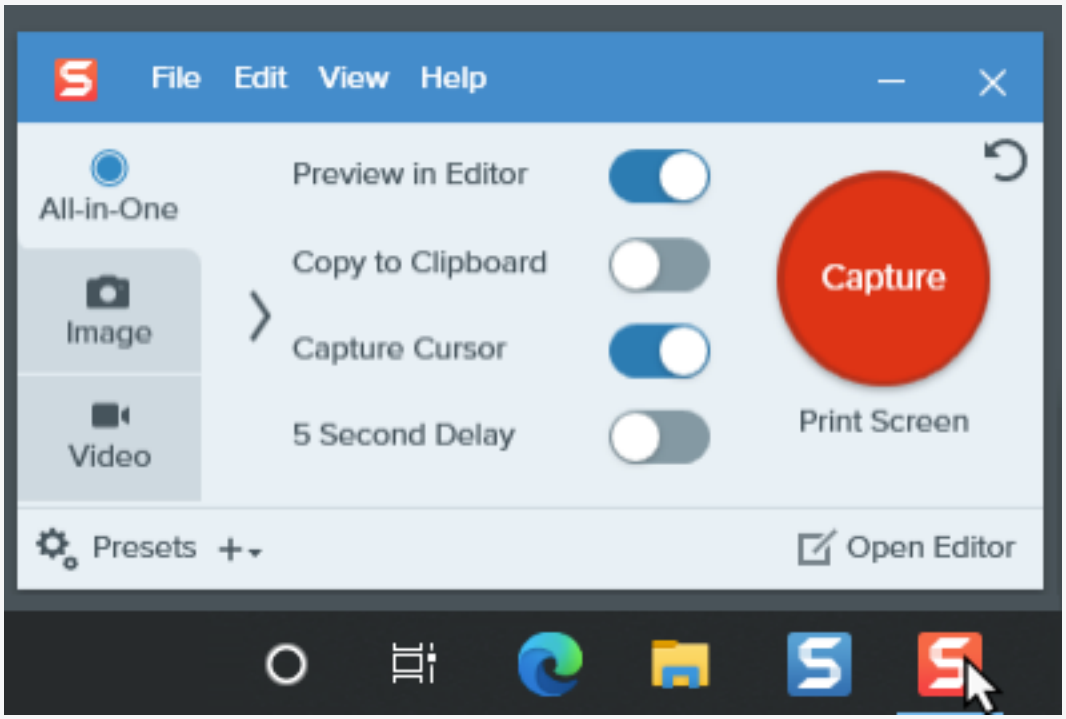
Snagit and Snagit Editor: What's the Difference?

Snagit includes two parts that work together:

- **Snagit (Capture window):** This is where you take a screenshot or start recording. You can capture the full screen, a specific window, or just part of your screen.

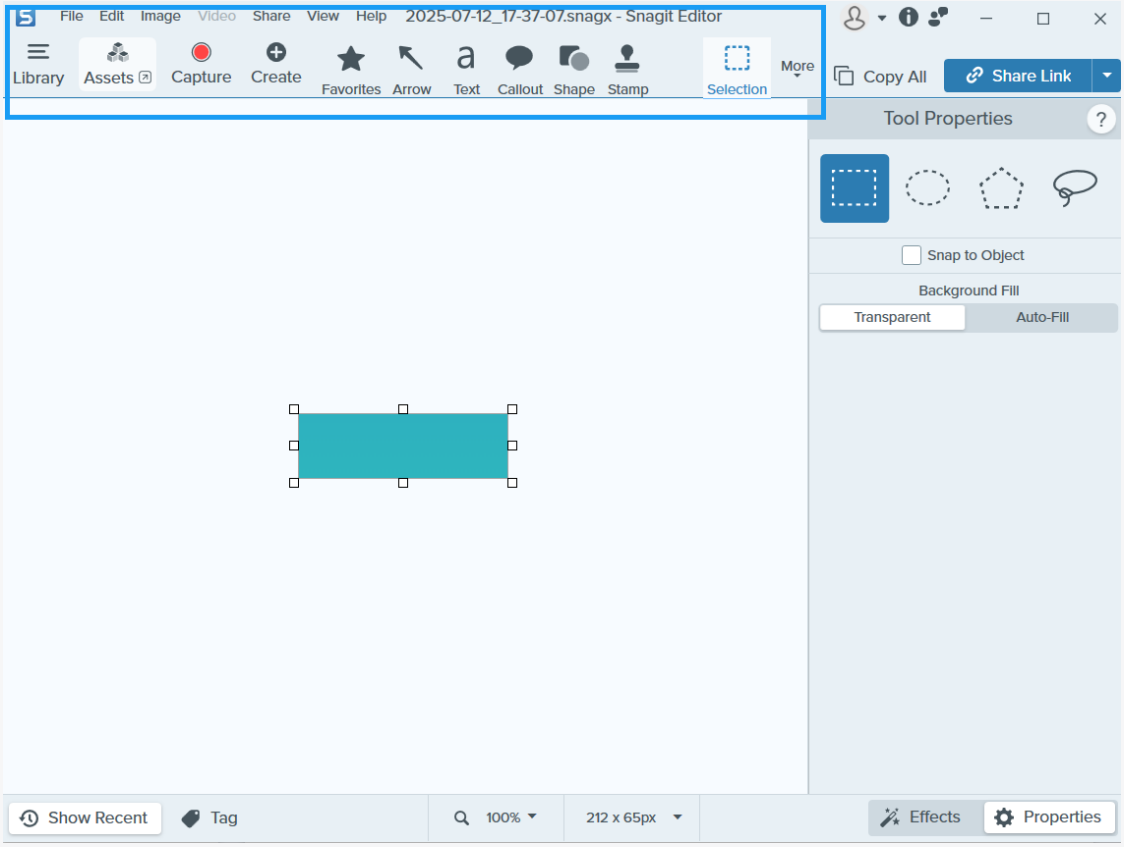


Snagit®



- **Snagit Editor:** This opens after you take a capture. You can use the editor to make changes, add arrows or text, blur private information, or trim a video.

Snagit


File Edit Image Video Share View Help 2025-07-12_17-37-07.snagx - Snagit Editor
Library
Assets
Capture
Create
Favorites
Arrow
Text
Callout
Shape
Stamp
Selection
More
Copy All
Share Link
Tool Properties
Snap to Object
Background Fill
Transparent
Auto-Fill
Show Recent
Tag
100%
212 x 65px
Effects
Properties

Understanding Snagit's Capture Modes

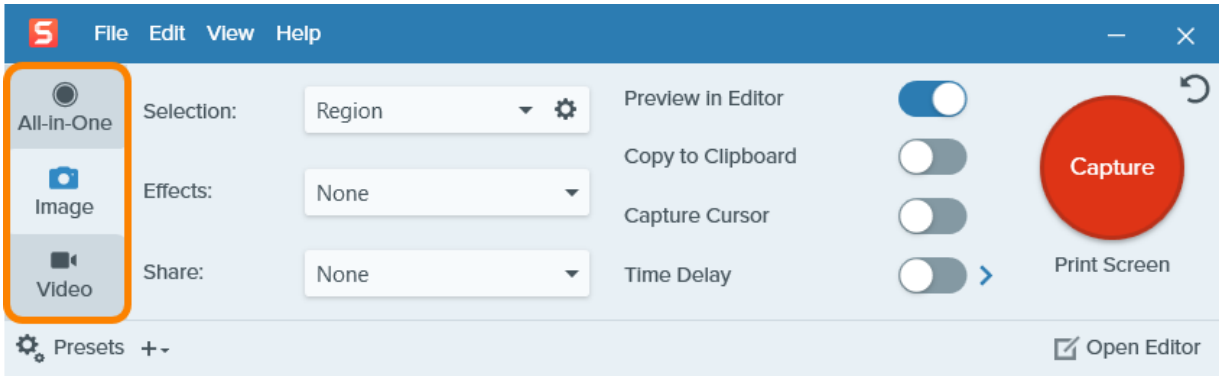
Overview

Snagit offers three primary capture modes to meet different needs:

Mode	Description	Best For
Image	Captures a static image of your screen.	Annotating screenshots.
Video	Records screen activity with optional audio.	Tutorials, demos, or screen sharing.
All-in-One	Combines multiple tools for a flexible workflow.	Flexible captures without switching modes.

Choosing the Right Mode

Use Imagefor quick screenshots, Video for step-by-step workflows, and All-in-Onewhen switching between screenshots and recordings.



WindowsTip: Press `Print Screen` to open Snagit's capture interface instantly.

macOS Tip: Press `Control+Shift+C` to open the capture interface.

Uses of Snagit

Snagit is useful anytime you need to show what is happening on your screen. It is especially helpful when showing something is easier than explaining it in words.

You can use Snagit to:

- Create step-by-step guides by capturing and marking up your screen.
- Report technical issues by showing what's happening.
- Share short video demonstrations or walkthroughs.
- Save content from a web page or application.
- Document a process for training or reference.

Snagit is commonly used in business environments to document procedures, create onboarding materials, and provide feedback. It helps teams communicate visually and work more efficiently.

Schools and universities use Snagit to support remote learning, presentations, and digital coursework.

Note: You can use the same capture to create both image and video guides. Just choose the right format before you start.

Who Uses Snagit?

Snagit is used by people in many different roles, including

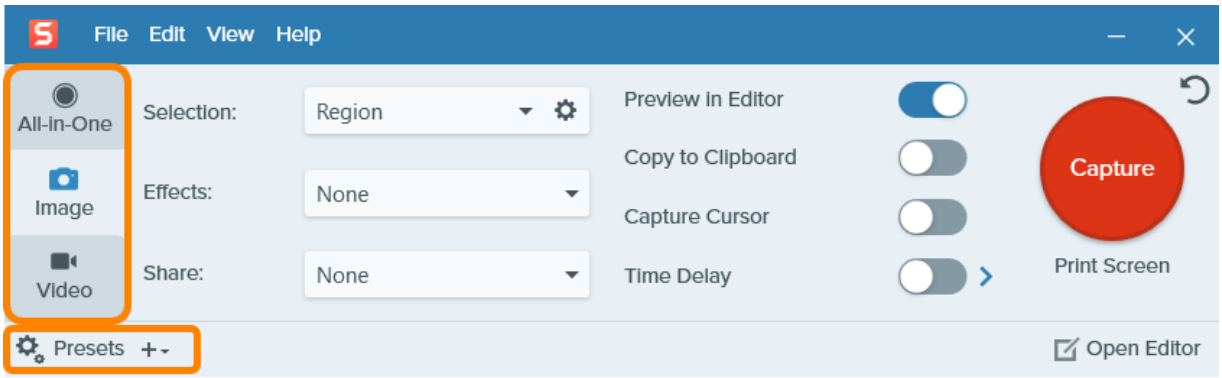
- **Teachers and students:** To explain lessons, give instructions, or complete assignments.

- **Technical writers:** To document software and workflows.
- **Support teams:** To report and resolve issues visually.
- **Business professionals:** To provide quick instructions or share visual feedback.
- **General user:** To capture online content, create how-to visuals, or report a problem clearly.

Toolbar Overview: Buttons and Their Functions

The Snagit toolbar provides quick access to essential capture and editing tools. This overview explains each button's function.

The Capture Window

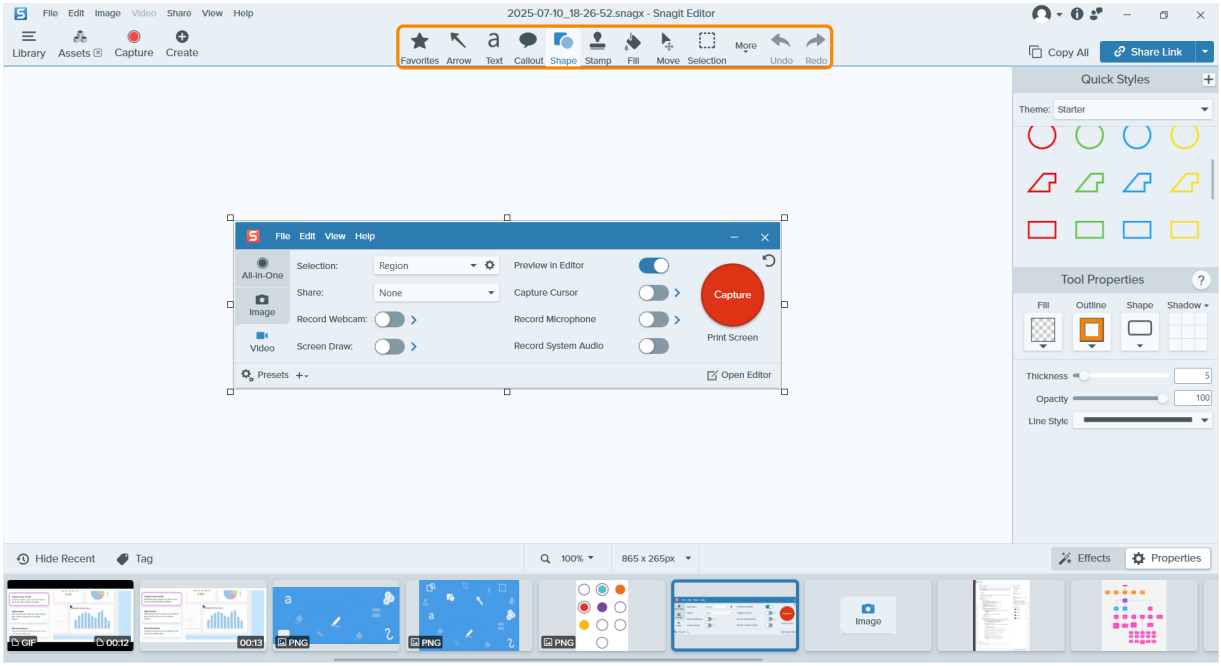


Capture window toolbar table

Button	Function
Image Capture	Capture still images of your screen.
Video Capture	Record screen activity with audio.
All-in-One Capture	Switch between Image and Video capture.

Button	Function
Presets	Access and manage capture presets.
Settings	Open Snagit Preferences.

The Editor Window



Editor toolbar

Button	Function
Favorites Tool	Access frequently used tools and styles.
Arrow Tool	Add arrows to annotate screen-shots.
Callout Tool	Insert text callouts for emphasis.
Text Tool	Add plain text to captures.
Move Tool	Move elements within the capture.
Crop Tool	Trim unnecessary areas from an image.

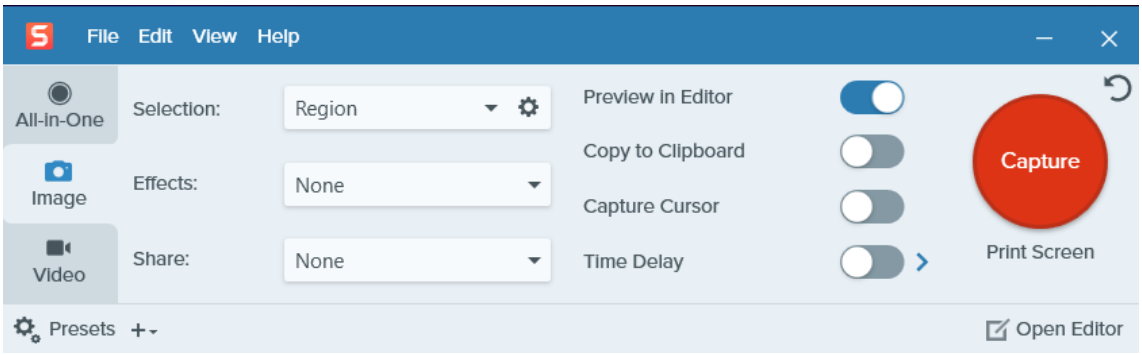
Tip: Hover over any toolbar button to see its name and keyboard shortcut.

Capturing an Image of your Screen

Capture exactly what you see on your screen using Snagit. You can capture a still image of your entire screen, a specific window, or a selected area. This is helpful when you need to show someone a step, report an issue, or save visual information.

1. Open Snagit.

   The capture window opens by default.



2. Select the **Image** tab in the **Capture** window.
3. Choose a capture type:
   - **Region**: Select a part of the screen
   - **Window**: Capture a specific window
   - **Fullscreen**: Capture everything on your screen
4. Click **Capture**.

   The screen dims, and your pointer changes to a crosshair.
5. Drag to select the area you want to capture.

6. Release the mouse button to take the screenshot.

   The image opens in the Snagit Editor.

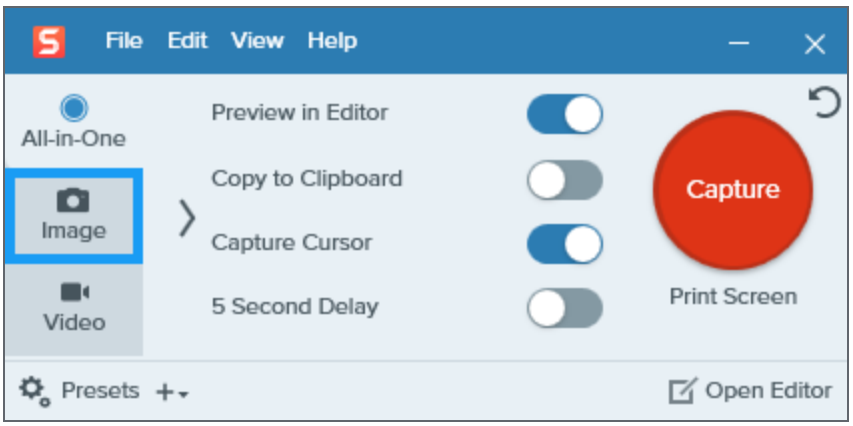
Need more help? Contact us at support.techsmith.com/hc/en-us

How to Create Scrolling Captures

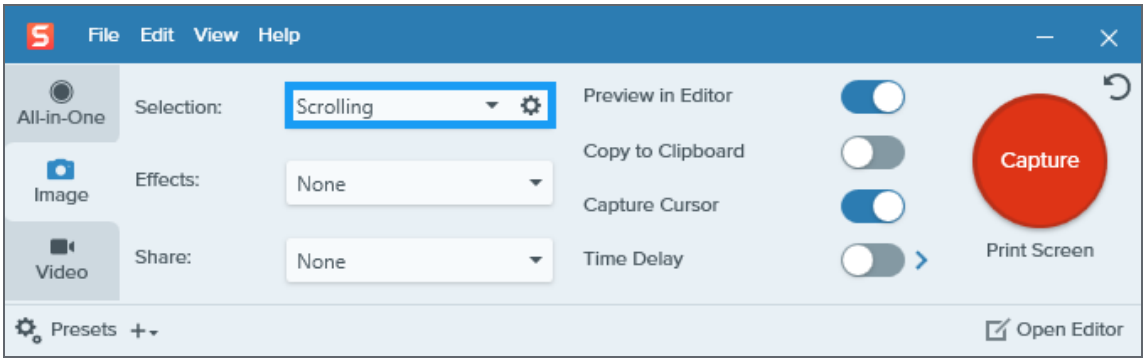
In some cases, you may want to capture a section that extends beyond your screen's boundaries. In this situation, using Snagit's scrolling capture mode allows you to scroll through a page and capture it's entirety in a single image.

To begin a scrolling capture:

1. Open the SnagitCapture Window.
2. Navigate to the Image tab of the Snagit Capture menu.

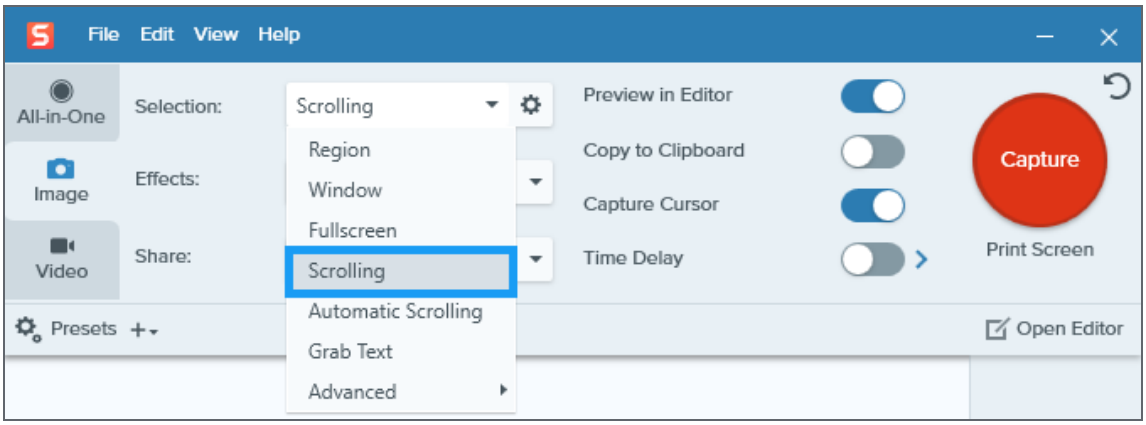


3. **Click** the Selection drop-down menu.



The Selection menu opens.

4. Select the Scrolling option in the list that appears.



5. Click the Capture button.

   The Snagit region selector prompts you to identify the desired area.

6. Use the region selector to identify the desired area to capture.

   A window opens, prompting you to begin scrolling slowly.

7. **Scroll** slowly through the page you wish you capture.

8. **Click** the Done button when you have finished.

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Recording a Video With Snagit

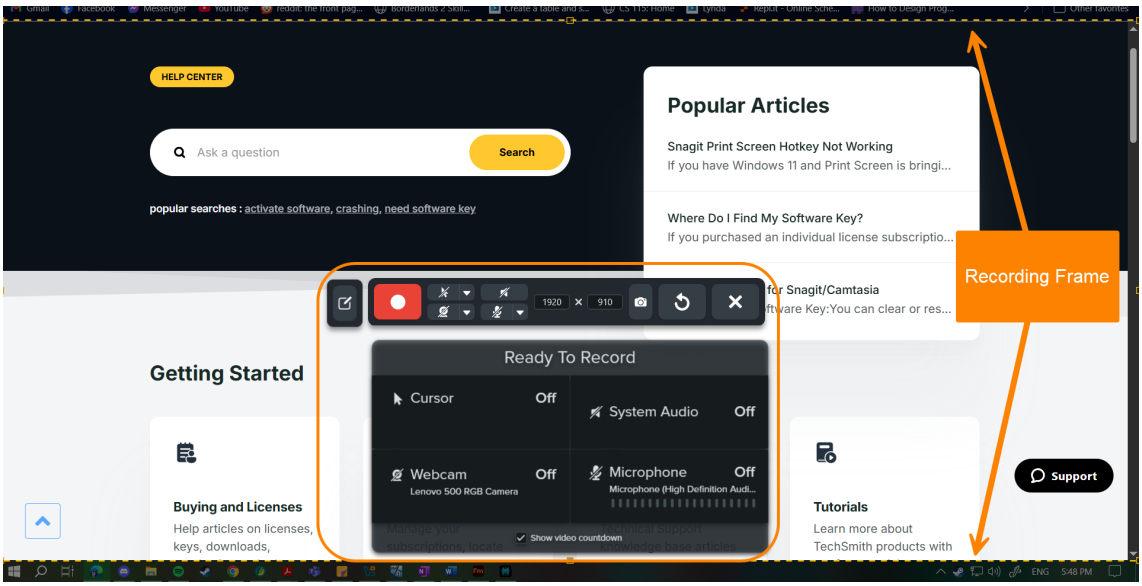
Snagit makes it easy to record videos of your screen so you can use them for demonstrations. You can use Snagit's video capture feature to record your screen activity, add audio narration, and optionally include webcam footage. You can save your recordings as .mp4 files or share them directly to cloud services.

Before You Begin

- Verify your microphone and webcam are connected (if applicable).
- Ensure Snagit is running the latest version.

To record a video

1. Open Snagit.
2. Click Video in the Capture window.
3. Select your recording area:
    - Drag to select a region.
    - Or choose Fullscreen.
4. (Optional) Toggle the following settings:
    - Microphone audio (on/off).
    - System audio (on/off)
    - Webcam (on/off)



5. Click Record [Record button icon].
6. To stop recording, click Stop in the Snagit toolbar or press Shift+F10.

Tip: Use the pause button to temporarily stop recording without ending the session.

After Recording

- The video opens in the Snagit Editor.
- Trim the start or end if needed.
- Save or share using the Share menu.

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Editing a Capture Using the Snagit Editor

The ability to edit a Snagit capture is one of the core features of the program. Using the Snagit Editor, you gain access to a myriad of editing tools.

Arrows

Arrows are a great way to direct viewers' focus to a certain area of your capture. To add arrows to your creation:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Arrow tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select an arrow from the Quick Styles window.
   Your cursor changes to a crosshairs and arrow.
5. **Click** and **Drag** the cursor along the image.
6. Release when you have reached the desired length for your arrow.
   The arrow has been drawn.
7. Use the Tool Properties window to customize the arrow as you like, including the:

- Color
- Shadow
- Line Pattern
- Start and End Shape
- Width
- Opacity
- Start Shape Size
- End Shape Size

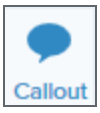
Text

Inserting text into your image can help add context for viewers. To insert text:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the **Text** tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select a text style from the Quick Styles window.
   Your cursor changes to a crosshairs and text symbol.
5. **Click** and **Drag** the cursor along the image.

6. Release when you have reached the desired size for your text box.
   The text box has been placed.
7. Use the Tool Properties window to customize the text as you like, including the:
   - Fill Color
   - Outline Color
   - Shadow
   - Font
   - Font Size
   - Line Width
8. Use the Advanced drop-down menu to customize the:
   - Style
   - Alignment
   - Opacity
   - Padding

Callout



Use Callouts to call attention to aspects of your image using an arrow and text box in one. To add a callout:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Callout tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select a callout style from the Quick Styles window.
   Your cursor changes to a crosshairs and callout symbol.
5. **Click** and **Drag** the cursor along the image.
6. Release when you have reached the desired size for your callout box.
   The callout has been placed.
7. Use the Tool Properties window to customize the callout as you like, including the:
   - Fill Color
   - Outline Color
   - Shape
   - Shadow
   - Font
   - Font Size
   - Outline Size
   - Arrow Style
   - Arrow Color
   - Arrow Size
8. Use the Advanced drop-down menu to customize the:

- Style
- Alignment
- Opacity
- Padding
- Line Style

Shape

Shapes can be used to subtly call attention to an aspect of your image if a callout is too large. To add shapes:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Shape tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select a callout style from the Quick Styles window.
   Your cursor changes to a crosshairs and shape symbol.
5. **Click** and **Drag** the cursor along the image.
6. Release when you have reached the desired size for your shape.
   The shape has been placed.

7. Use the Tool Properties window to customize the shape as you like, including the:
    - Fill Color
    - Outline Color
    - Shape
    - Shadow
    - Thickness
    - Opacity
    - Line Style

Stamp

Stamps are a great way to add some colorful visuals to your image using icons and emojis. To add a stamp:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Stamp tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select a stamp style from the Quick Styles window.
   Your cursor changes to a crosshairs and stamp symbol.

5. **Click** and **Drag** the cursor along the image.
6. Release when you have reached the desired location for your stamp.
   The stamp has been placed.
7. Use the Tool Properties window to customize the stamp as you like, including the:
   - Shadow
   - Opacity

Fill

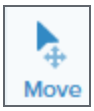
Fill is used to shade an area of your image with a single color. To use fill:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Fill tab in the tool ribbon.
   Two sidebar windows open: Quick Styles and Tool Properties.
4. Select a fill style from the Quick Styles window.
   Your cursor changes to a crosshairs and fill symbol.
5. **Click** on the area of your image you would like filled.
   The area is filled with the chosen color.
   NOTE: The fill tool automatically detects empty space to fill and, as such, may lead to unexpected final products. For best results, use the

fill tool on Snagit elements like Shape or Callout.

6. Use the Tool Properties window to customize the fill as you like, including the:
    - Eyedropper Fine Coloring
    - Fill Color
    - Opacity
    - Tolerance

Move



The move tool is useful for shifting the location of placed Snagit elements. To use the move tool:

1. Open the Snagit Editor.
2. Navigate to one of your captures.
3. Select the Move tab in the tool ribbon.
   The Tool Properties sidebar window opens.
4. **Click** on the desired element to move.
5. **Drag** the element to your desired location.
6. Release when you have reached the desired location.
   The element has been moved.

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Trimming and Cutting Video Clips in Snagit

Trimming or cutting helps you shorten recordings, fix mistakes, and prepare clips to share. You can trim the beginning or end or cut a section from the middle.

Trimming the Beginning or End of a Video

Clean up your video by removing unwanted content from the beginning or end.

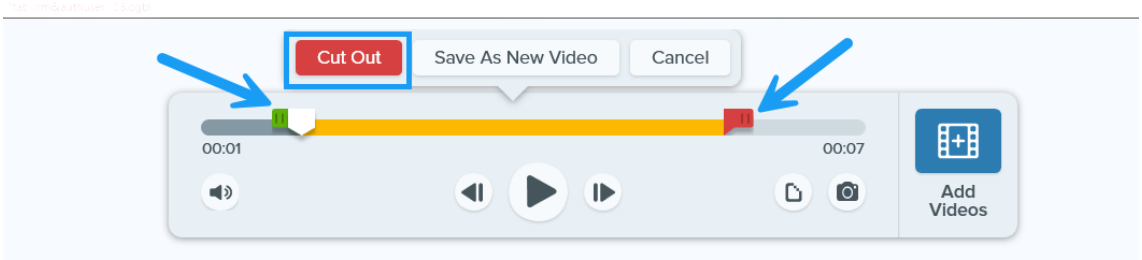
1. Open your video in the Snagit Editor.
2. Play the video to review its content.
3. Drag the green handle and red handle on the timeline to select the part you want to remove.
4. Click **Cut Out**.

   Snagit removes the selected parts of the video.

Cutting Part of a Video From the Middle

Fix mistakes or shorten your video by removing content from the middle of the recording.

1. Complete steps 1-2 above.
2. Click and drag the green and red handles on the timeline to highlight the section you want to remove.



3. Click **Cut Out**.

   Snagit removes the selected section and joins the remaining clips together.

Tip: To undo a trim or cut, press Ctrl + Z (Windows)Command + Z (Mac).

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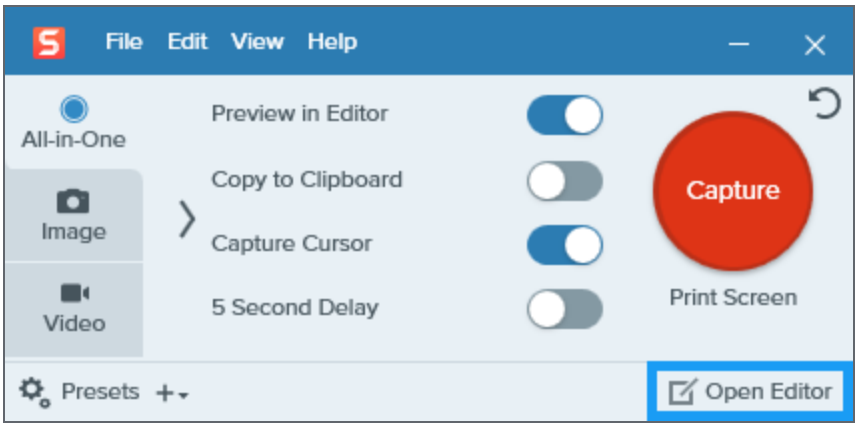
Sharing Snagit Captures

Snagit provides multiple options for sharing your captures, the most prominent being **Cloud Services** and **Email**.

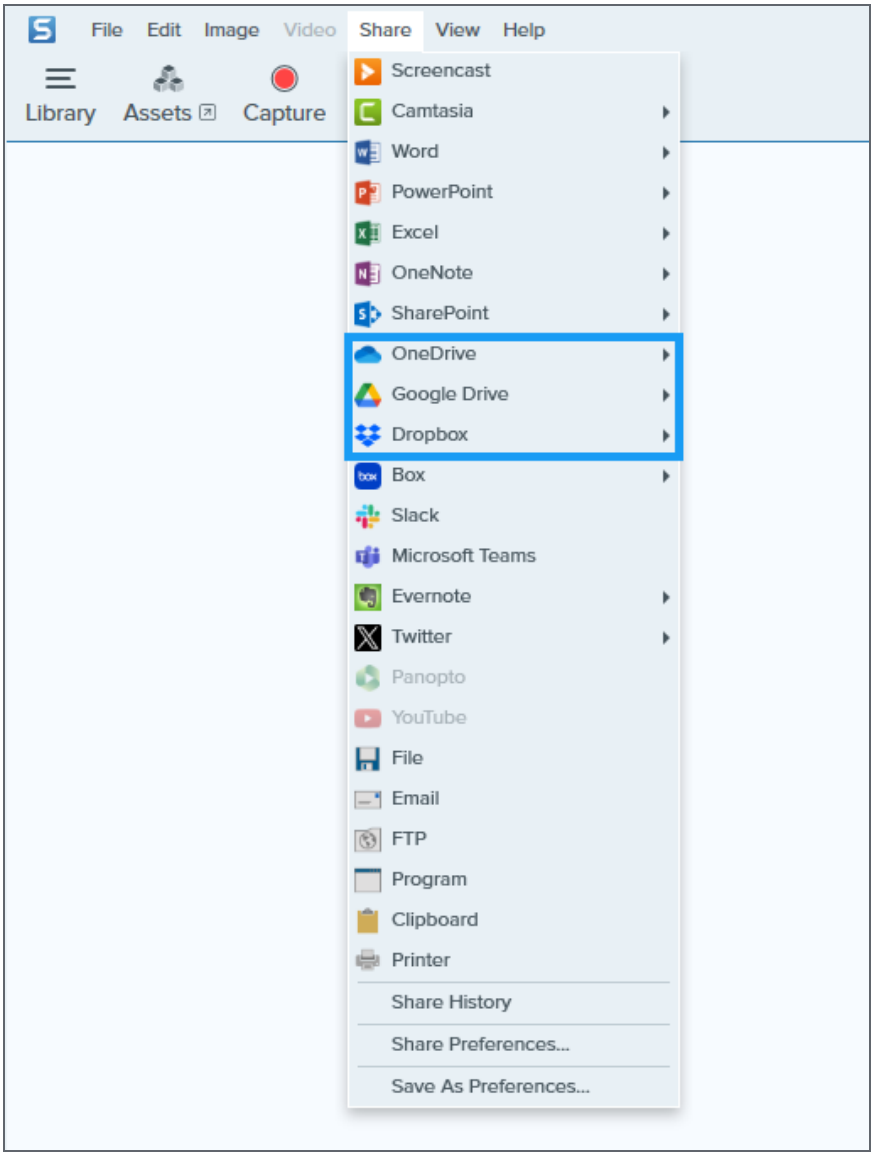
Cloud Service Sharing

Sharing a capture to a cloud-based service allows you to access the file on multiple platforms or easily send your work to colleagues. To share a capture to a cloud-based service:

1. Open Snagit .
2. Navigate to the **Open Editor** button.
3. Select **Open Editor.**

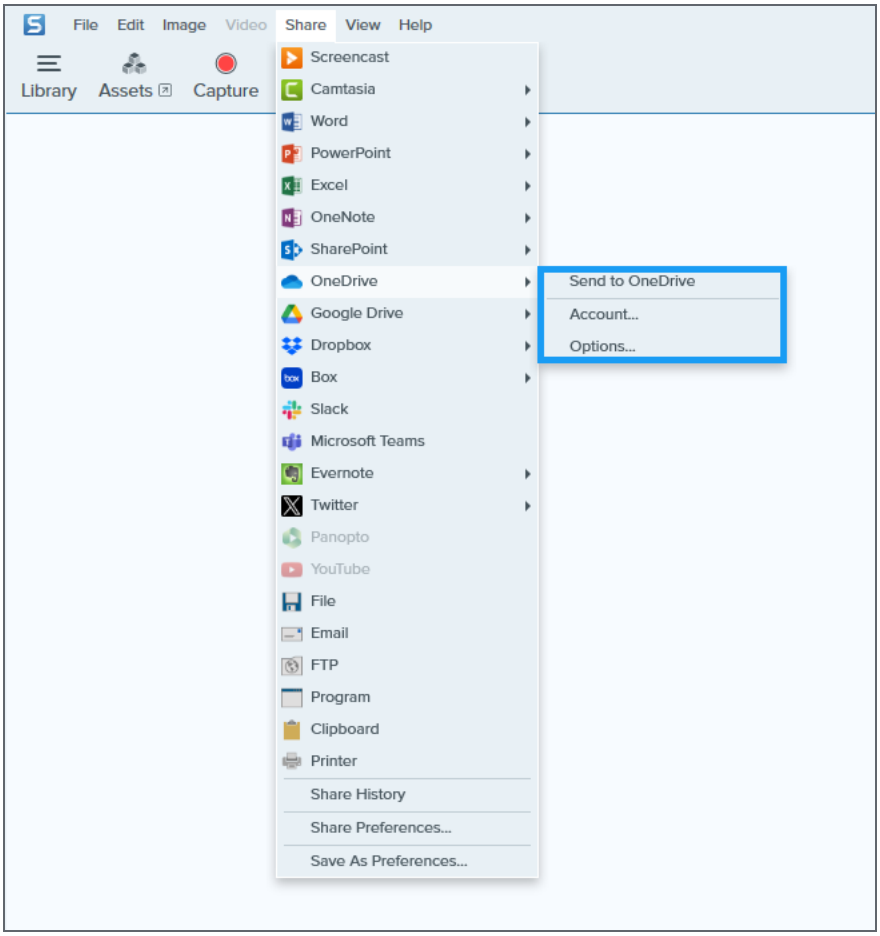


   The Snagit Editor window opens.
4. Open your desired capture project.
5. Navigate to the **Share** tab.
6. Select the **Share** tab.



The **Share** drop-down menu opens.

7. Select from one of the three supported cloud-based services: OneDrive, Google Drive or Dropbox.



The desired cloud-based service **Share** window appears.

8. In the chosen cloud-based service Share window, there are 3 options:
    1. **Send to [Chosen cloud-based service].**
    2. **Account...**
    3. **Options...**
9. Select **Send to [Chosen cloud-based service]**.

    A window entitled **Send to [Chosen cloud-based service]** appears.

Note: If you have not connected an account for your chosen cloud-based service, you will be prompted to do so. Follow the on-screen instructions to complete this setup, then return to Step 10.

10. Give your file a name to be shared under.
11. Select the **Upload** button.
    Your file is uploaded to your desired cloud-based service.

Email Sharing

Sharing a capture through email provides a direct line for collaborative work through file sharing. To share a capture through email:

1. Complete Steps 1 - 6 above.
2. Select the **Email** option.
   Your default email application opens and creates a draft with your capture attached.
3. Choose a recipient for your capture file.
4. Fill out any fields as you desire.
5. Select the **Send** button.
   Your email with the attached capture is sent.

Need more help? Contact us at support.techsmith.com/hc/en-us

Snagit System Requirements

Before installing Snagit, make sure your computer meets the minimum system requirements. Snagit is available for both Windows and macOS.

Windows

- Windows 10 or later (64-bit only)
- 2.4 GHz processor (dual-core recommended)
- 4 GB RAM (8 GB recommended)
- 1.6 GB of available hard drive space
- NET 4.7.2 or later

macOS

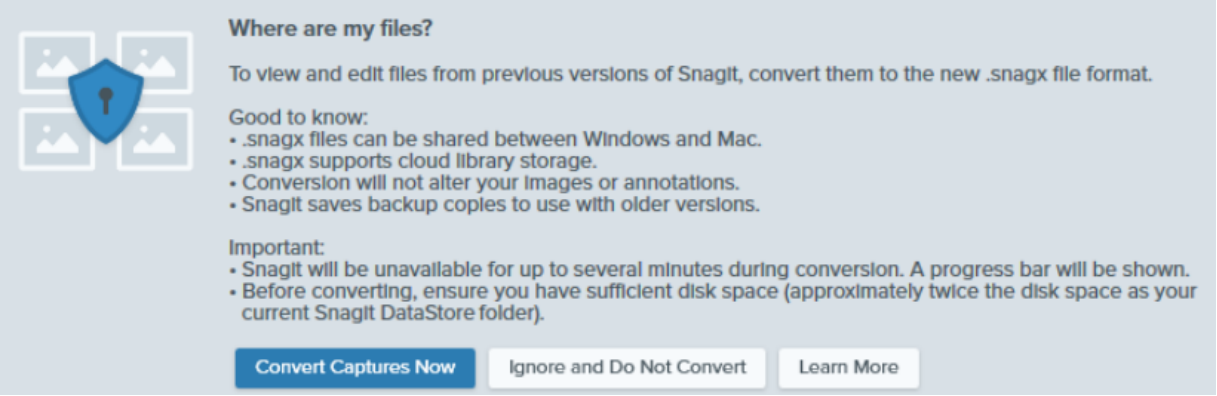
- macOS Monterey (12.0) or later
- Apple Silicon or Intel processor
- 4 GB RAM
- 1.6 GB of available disk space

An internet connection is required for installation and license activation.

Snagit File Types and When to Use Them

Snagit supports several file types for saving and sharing captures. Choosing the right file type ensures you can edit or distribute your content effectively. Current Snagit software uses .snagx for editing. You can convert files for use in Snagit version 2022 or later.

When you open the Library, Snagit prompts you to convert .snag files from previous versions of Snagit.



Snagit-Specific File Types

File Type	Description	When to Use Them
`.snagproj`	Legacy editable project file that preserves all layers.	For compatbility with older Snagit. Use when you plan

File Type	Description	When to Use Them
		to edit later.
.snag	Legacy editable file format ([[[Undefined variable General.Windows os]]] only).	For compatibility with older Snagit.
.snagx	Editable file format ([[[Undefined variable General.Mac os]]] only).	Editing on [[[Undefined variable General.Mac os]]]systems.

Common Export File Types

File Type	Description	When to Use Them
.png	Lossless image format with transparency..	Sharing high-quality screenshots.
.jpg	Compressed image format.	Sharing smaller file sizes online.
.mp4	Standard video format.	Uploading video captures

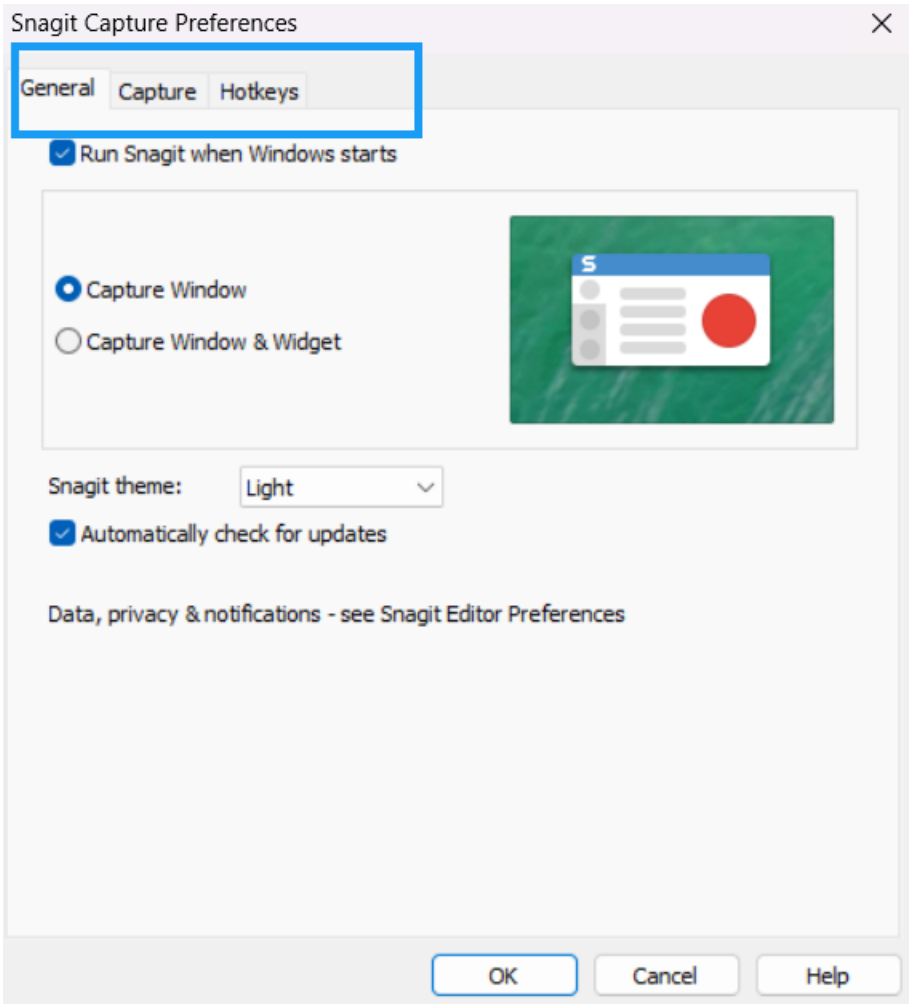
File Type	Description	When to Use Them
		to the web.
`.pdf`	Portable Document Format.	Sharing annotated screenshots in documents.

Best Practices

- Save editable captures as .snagproj to keep layers intact.
- Export finalized images as .png or .jpg for sharing.
- Use .mp4 for video captures to ensure broad compatibility.

Snagit Settings You Can Customize

The table shows settings you can customize in Snagit. Use it to understand what each setting controls and how it affects your capture, editing, or sharing experience.



Settings	What it does
Start Snagit When Computer Starts	Opens Snagit automatically when you log in.
Check for Updates	Automatically checks for new versions of Snagit.
Theme	Lets you choose between light, dark, or system appearance.
Preview in Editor	Opens your capture in the Snagit Editor right after you take it.
Capture Cursor	Includes the mouse pointer in your image or video.
Countdown Timer	Adds a short delay before the capture begins. Useful when preparing a screen.
Hide Snagit When Capturing	Keeps Snagit's interface out of the screenshot.
Save to Clipboard	Automatically copies your capture to the clipboard.
Save to File	Saves your capture to a specific folder.
Default File Format	Saves your capture to a specific folder.
Share Destinations	Lets you choose where to send your captures, like email or Dropbox.

Settings	What it does
Add Hotkey	Lets you start a screen capture with a keyboard short-cut.
Record System Audio	Records any sound that your computer plays.
Record Microphone	Records sound from your built-in microphone or an external mic you have connected.

Index

B

button 16, 18, 20, 31

C

capture modes 8

image 8, 10, 12, 15, 17, 21, 38, 41

video 8, 10, 12, 19, 29, 38, 41

capture window 12, 15, 19

E

editing tools 12, 21

callout 14, 23

fill 27

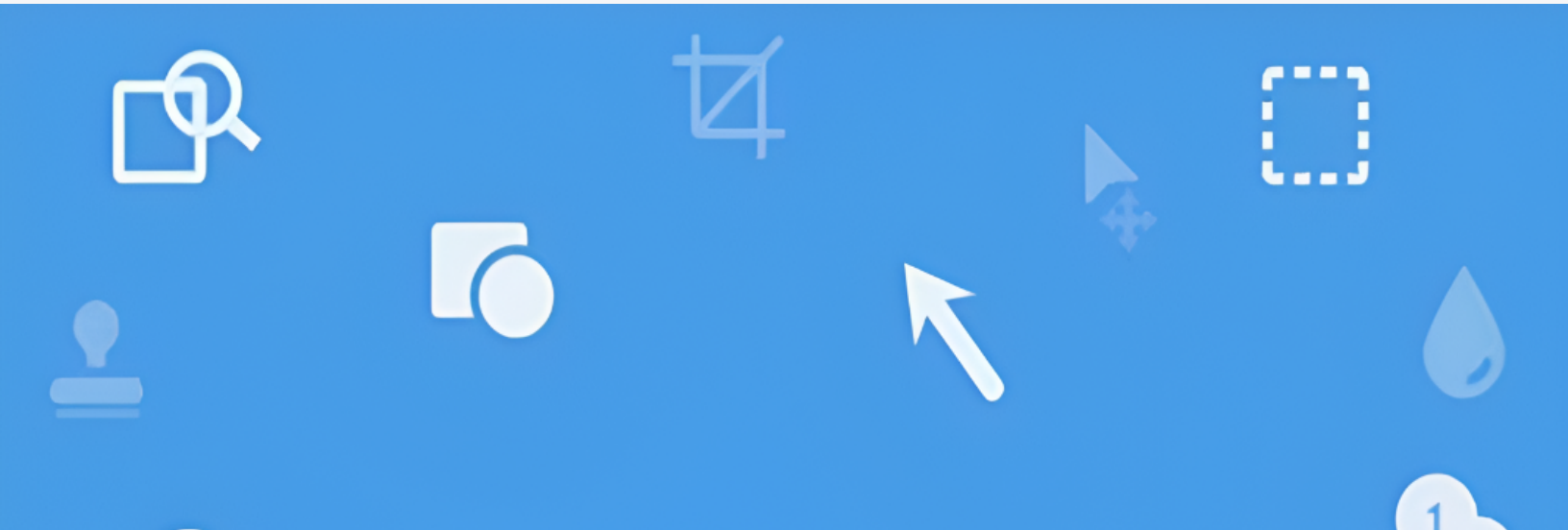
stamp 26

editor 5, 13, 16, 20-21, 29, 31, 41

export 38

F

file types 37



Snagit

P

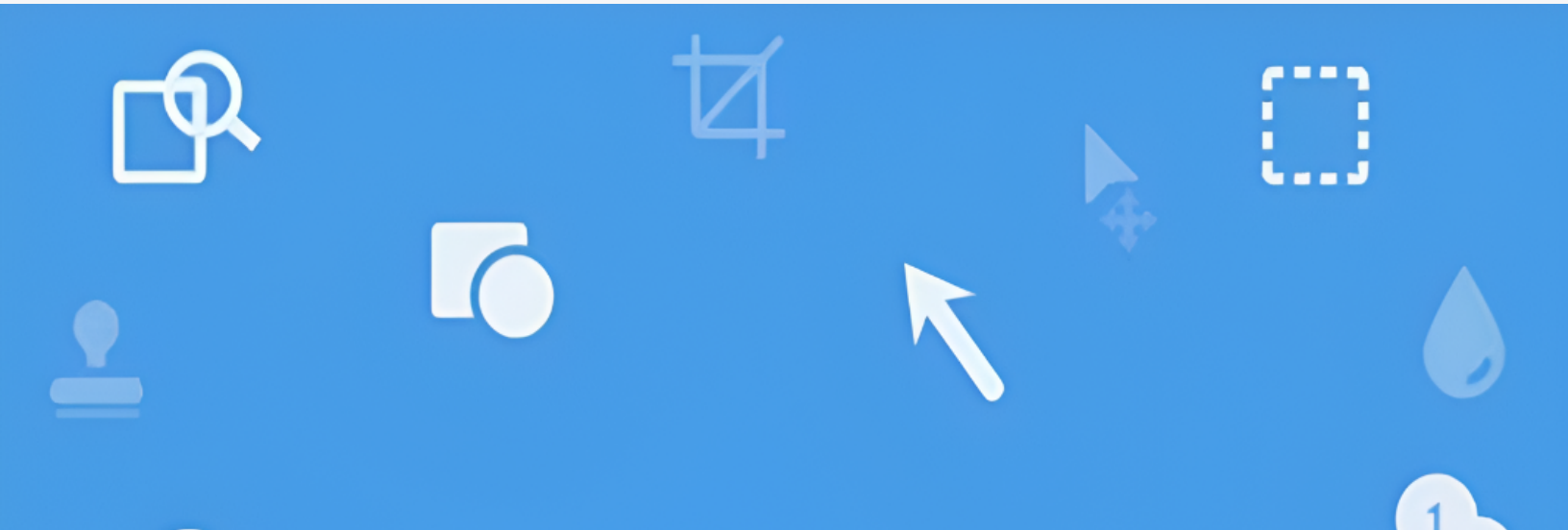
preset 13

R

record 12, 42

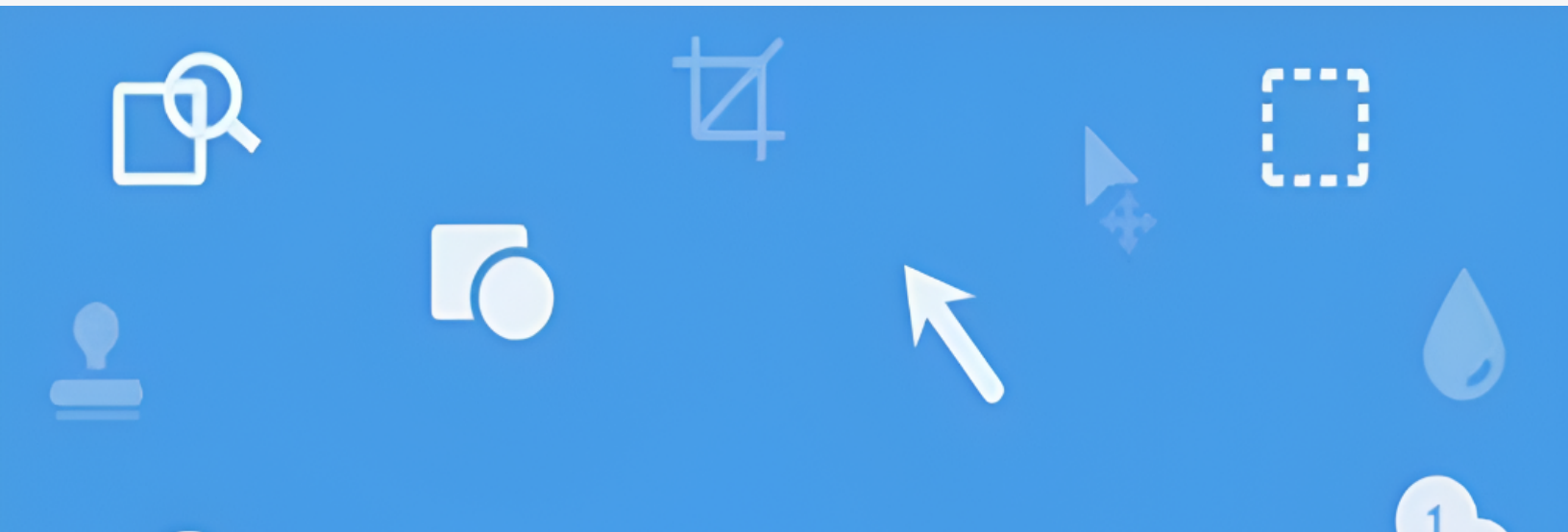
S

Snagit 1, 5, 8, 10, 12, 15, 17, 19, 21, 29, 31, 35, 37, 40



Snagit®

T

toolbar 12, 20

trim 29