Getting Started Using Snagit® 12 for Windows

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Introduction

SnagIt® for Windows is an image and video screen capture tool. This step-by step guide will get you started in the basics of using Snagit® to create image captures.

Before using this guide please download and install Snagit® on your computer. You can download and purchase Snagit® at Techsmith.com/snagit.html

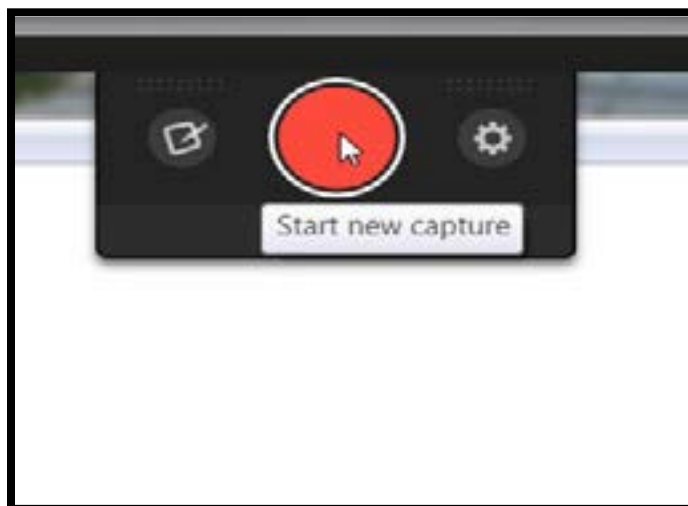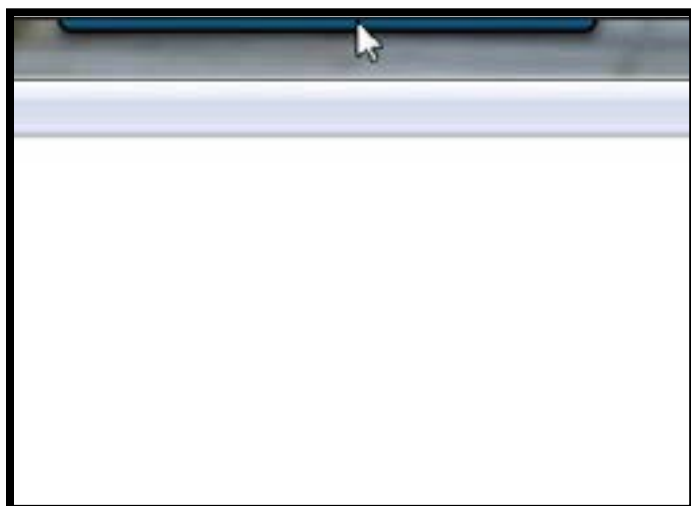After reviewing this guide you will be able to create, modify, save and send a screen image capture.

Create Screen Capture Image

Once installed, SnagIt® appears as a blue bar at the top and center of the computer screen.

Start a New Capture

Hover the mouse pointer over the blue bar at the top of the screen. The capture tool will open as a dropdown.

Click the Red "Start new capture" button to begin the screen capture.

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Select the Capture Area

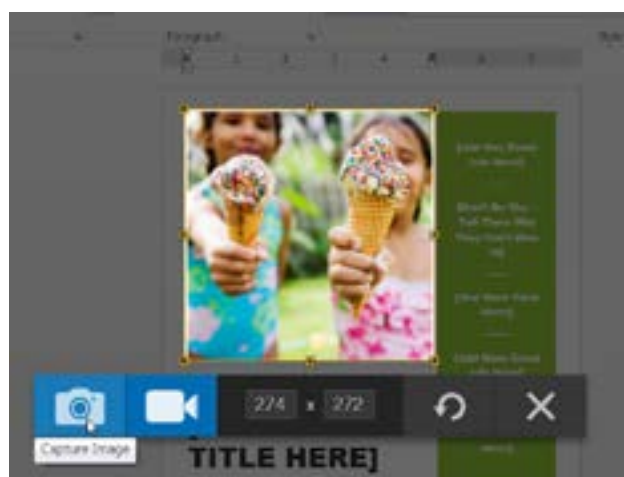Use the crosshair mouse pointer to select the screen area to capture in the image.

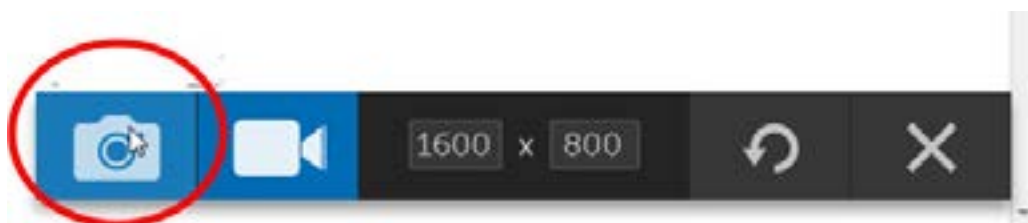| **Window or Fullscreen**	**User-Defined Area**
• Move the crosshair pointer over the screen to select a window or choose fullscreen. Snagit will highlight potential capture windows.	• Move the mouse pointer to one corner of the area to capture.
• Click on any area that is higlighted with the crosshair pointer and a tool bar will appear underneath the capture area.	• Left click, hold and drag a box surrounding the capture area. Release the mouse key and a tool bar will appear underneath the capture area.

Capture the Image

Click on the camera icon to capture the image and open it in Snagit® Editor.

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Modify Screen Capture Image

The screen image capture will automatically open in Snagit® Editor. Tools for altering the image are located in the tabs at the top program screen.

Tools Tab

Use the Tools tab to add pre-made drawings or styles to the screen capture image. Such as:

- Arrows
- Callout Text
- Geometric Shapes
- Lines

To add a drawing select a tool in the "Drawing Tools" menu. In the "Styles" menu, select the pre-defined style to use. On the image, left click, hold and drag to place the drawing on the image.
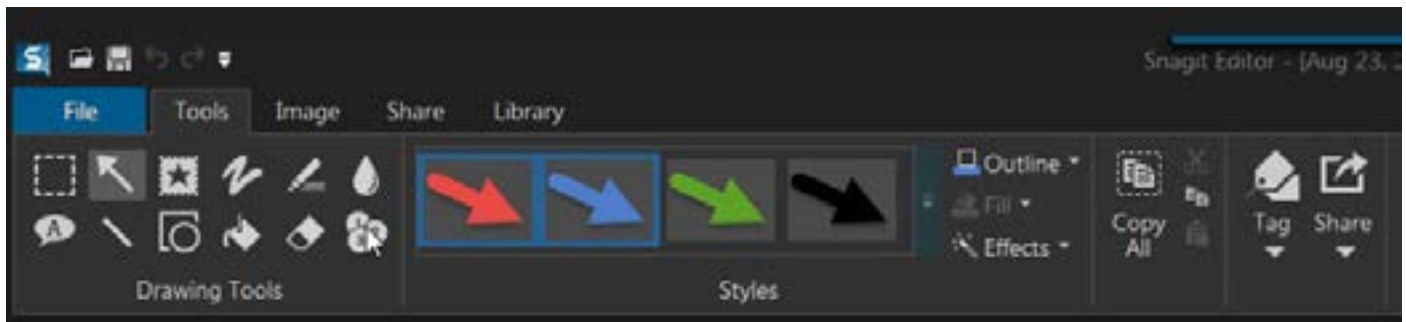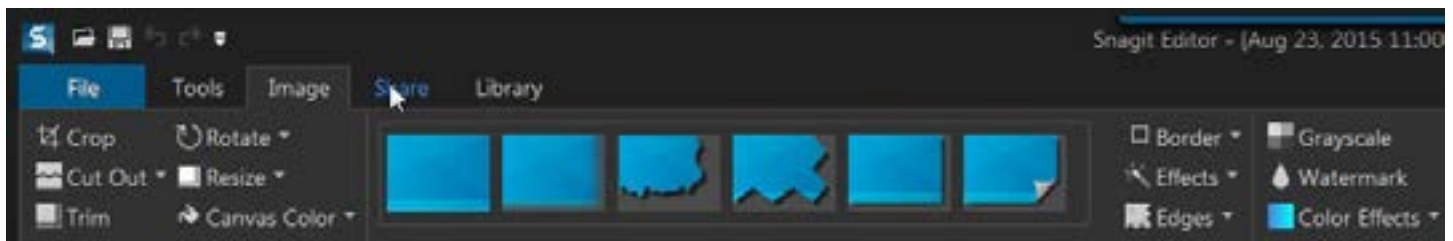

Image Tab

Use the Image tab to add effects or make changes to the screen capture image. Such as:

- Crop
- Rotate
- Resize
- Add Border

To modify the image select a tool in the "Canvas" menu. In the "Styles" menu, select the pre-defined style to use.
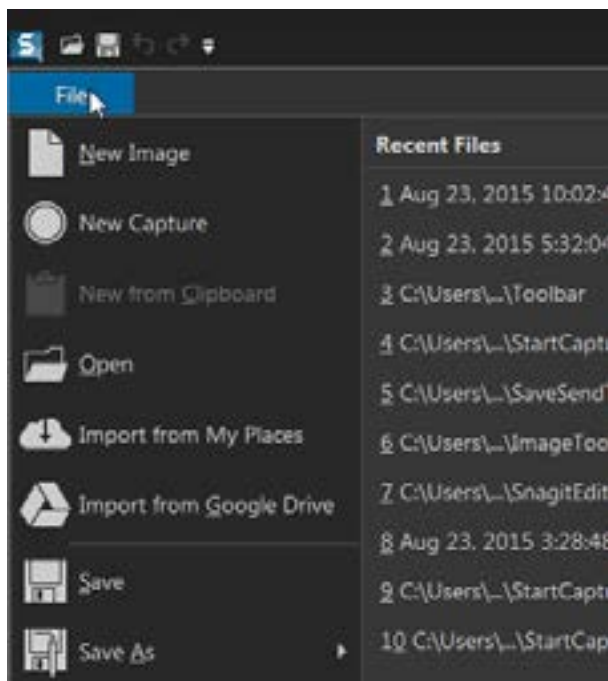
Save & Send Screen Capture Image

Save the Image

To save the screen capture image, click File-Save, name the file and specify the folder.

Share the Image

Snagit® has built in shareing capabilities. Select the screen capture image to share. In the "Share" tab, click on the option to use.   Some share options may require logging into an account.