



Snagit Image Capture Basics

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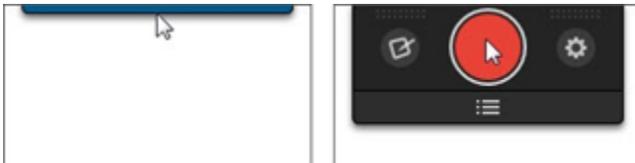
Screen Capture in Snagit

Screen capture is a snapshot of anything on your computer screen—the desktop, a window, a region, a hidden window, or an entire webpage.

With Snagit, you can capture anything on your screen, edit and enhance captures, and send captures.

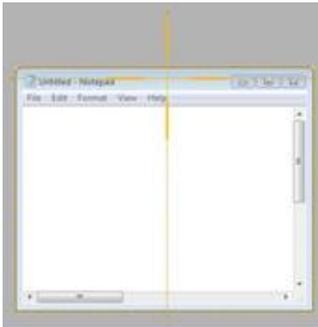
Start Your First Capture

1. In the Capture window, click the Capture button.



2. Select the area to capture:

- **Region:** Click and Drag to select an area
- **Window:** Move the cursor over the window. When an orange dashed border appears around the window, click to select.



Full Screen: Move the cursor until an orange border appears around the entire screen

Scrolling Window: Move the Cursor over the window. Click an arrow to capture the horizontal scrolling area, vertical scrolling area or entire scrolling area

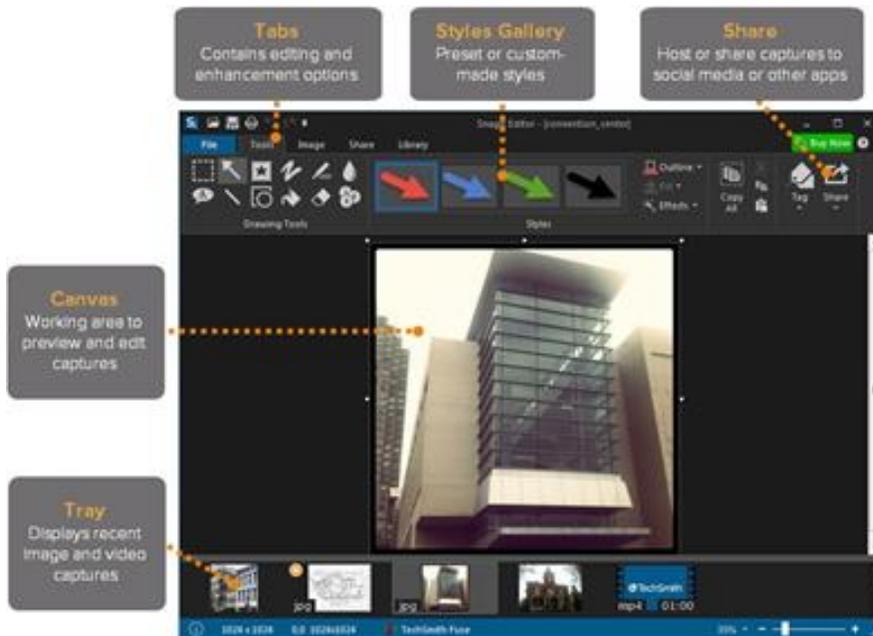
3. Select Image to capture.

The image opens in Snagit Editor where you can edit, enhance and share captures.



Snagit Editor

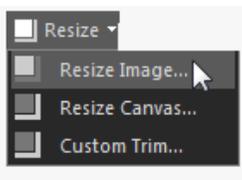
Preview, edit, enhance and share captures.



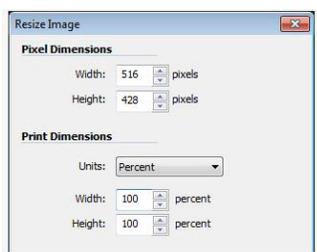
Resize an Image

Use the resize option to enter new dimensions to scale the size of an image:

- 1.) In Snagit Editor, select the Image tab >Resize Image



- 2.) The resize Dialog box appears. Enter a new value in pixels or a percentage for the width and height



- 3.) As you change the value, a preview of the resized image appears. When you have the desired size click OK.

Add Shapes, Text and Callouts to an Image

1.) Add a shape

- In Snagit Editor, select Tools tab> Shape tool



- Select a shape style from the Styles Gallery or adjust the Outline, Shadow and Opacity options to create a custom shape.



- Click and drag on the canvas to draw the shape

2.) Add Text and Callouts

- In Snagit Editor, select Tools tab> Callout Tool



- Select a text style from the Styles Gallery



- Click and drag on the canvas to draw the text box
- Type text in the text box
- Click the cursor three times to select the text in the text box. The text editing options appear on the Text Edit tab. Change the font, color, formatting, or alignment on this tab.

Share your Captures

The Output buttons in Snagit Editor allow you to quickly share to different destination such as email, Word, Google Drive, PowerPoint and more.

- 1.) Click to select your capture
- 2.) Select and output button or an option from the Share menu.

