

Using SnagIt

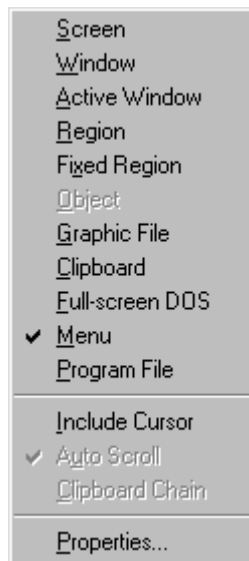
- SnagIt is a really wonderful screen capture program. A free trial version of SnagIt may be downloaded from <http://www.techsmith.com>. You may purchase a copy for \$39.95 (now I don't feel guilty for advertising the free program).
 - Here's some tips for using SnagIt. Images in this document were captured using the program:
1. Double click on the SnagIt icon



2. Cancel out of the Wizard.
3. Go to the Input Menu (upper left hand corner):



4. There are a number of options under this menu – I will highlight a few good ones.



- **Clipboard** – will allow you to enter into SnagIt any image you've saved to the clipboard. For example, you may have drawn something in MSWord or another program....
 - **Include Cursor** – your probably want to uncheck that option so the little “mouse arrow” doesn't show up in your screen capture.
5. Images can be captured either by clicking on the **Capture** button or by using the hotkeys (designated on the bottom of the SnagIt window). Hotkeys may be changed by going to **Options>Program Preferences>Hotkeys**.



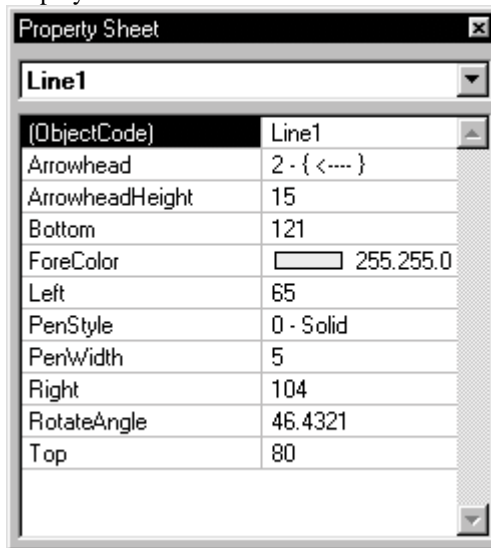
- Once an image has been captured, the Capture Preview window opens up. You can then save the image by going to **File>Save As...** or by clicking on the **Save As** button. The image can be altered in the Preview mode, but I find it much better to play with it in SnagIt Studio. This can be done by clicking on the **Studio** button.



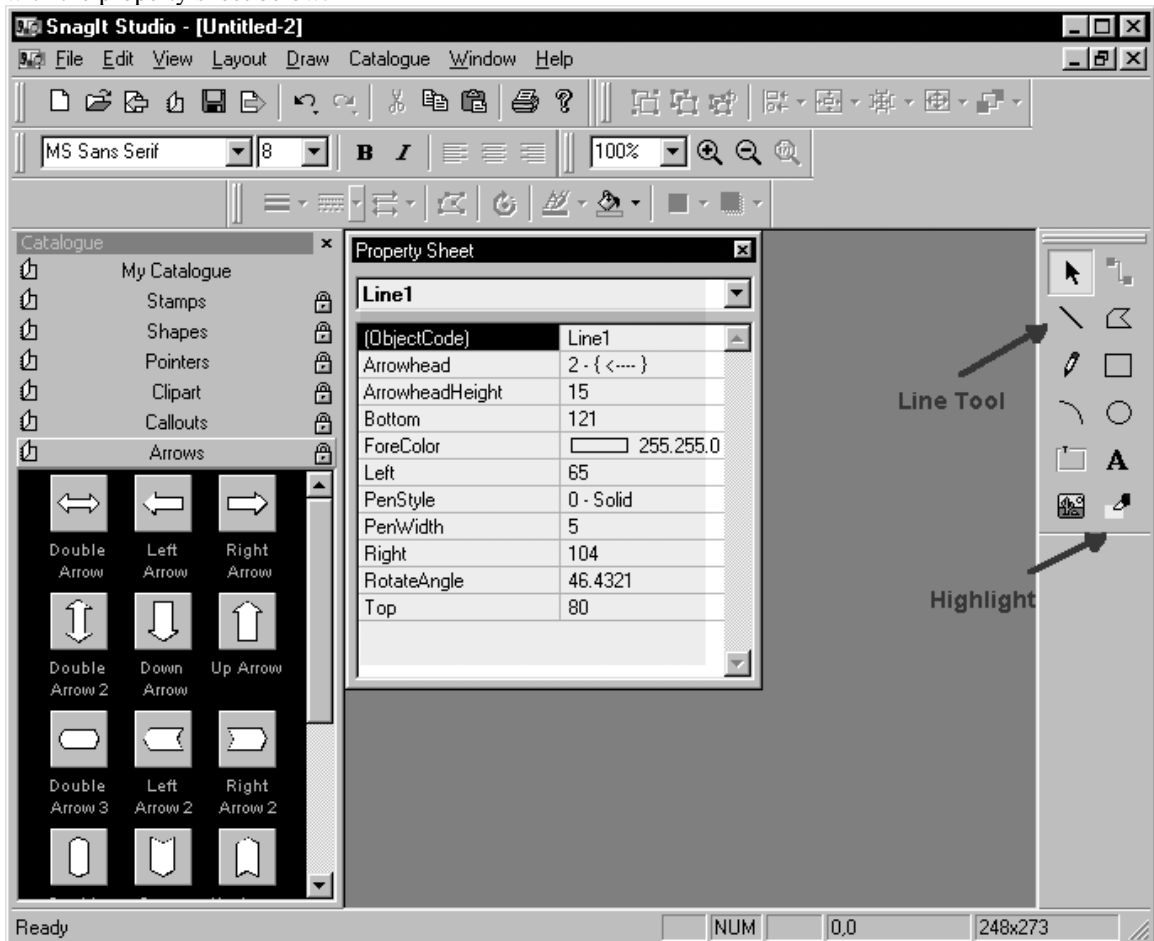
7. Within the Studio, you can do all sorts of really cool things. On the left hand side is the **Catalogue** with many predesigned shapes that can be dragged onto the image you've captured. The size of the shapes can then be edited by dragging on the handles (green boxes).



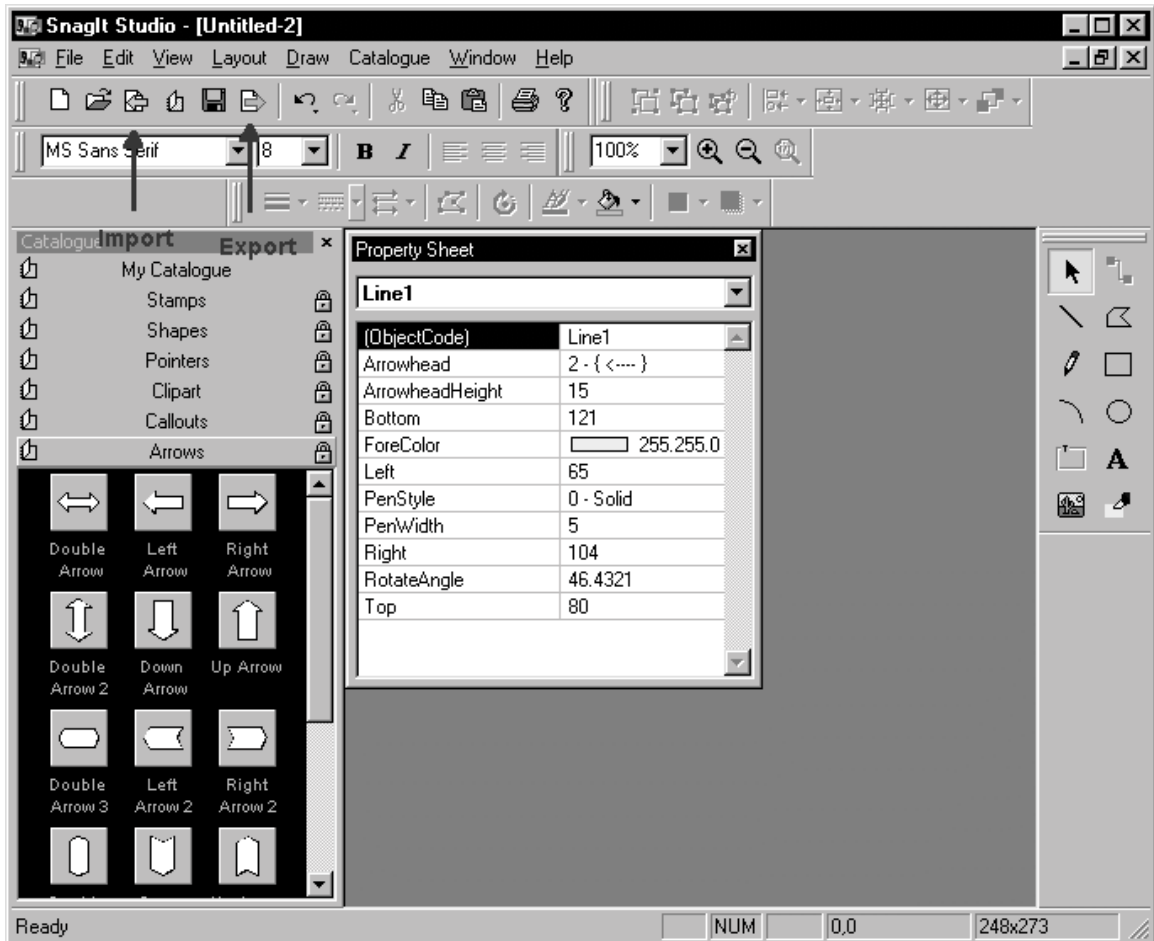
Objects can also be edited by right clicking on them and selecting **Object Properties**. There are then a bunch of features that can be played around with.



I actually find it easiest to insert arrows by using the line tool (from the right side of the Studio window) and then adjust the properties of the line so it is appropriately thick, has an arrowhead, and is the desired color (as can be seen by the property sheet in the figure below). Another cool tool is the highlight tool which allows you to put a colored “wash” over parts of your figure – and I’ve done so with the property sheet below.



Images are then saved by exporting them by going to **File>Export** or by clicking on the **Export** button shown below (do **not** use **Save As**, since that won't let you save the image in a standard format). You can also open any graphics image in the Studio by going to **File>Import** or by clicking on the **Import** button.



Of course, there are a lot of other things you can do with SnagIt or with SnagIt Studio. Just take some time to explore!

8. One note on inserting pictures into Word documents as I've done here. Within Word go to **Insert>Picture>From File...** Make sure that the **"Float over text"** box is **not** checked.

