



## Snagit Help

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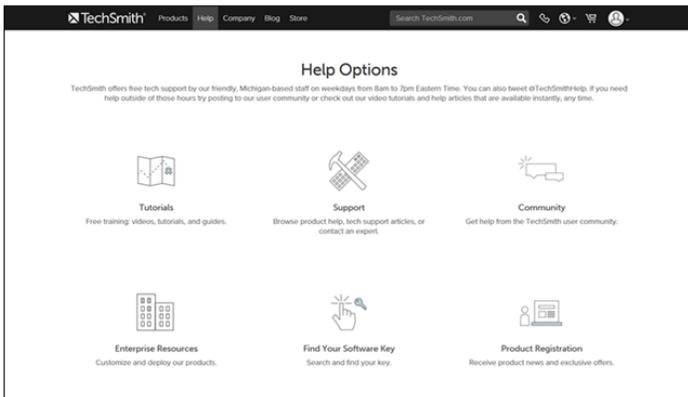
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# Simplify Tool

The Simplify tool replaces text and other visual elements in an image with simplified objects to focus viewers' attention on the important elements in an image.



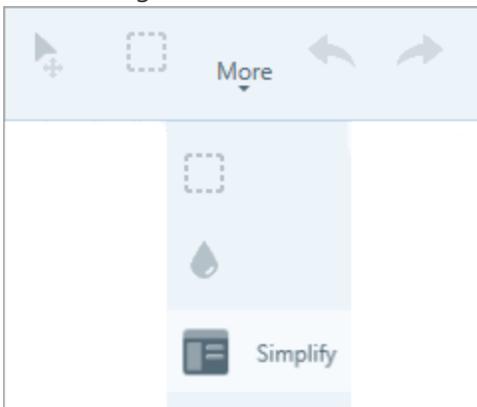
Create simplified graphics for:

- Single-sourcing images across languages, versions, or platforms.
- Continuously changing interfaces or websites.
- Focusing viewers' attention on the important elements in the image.

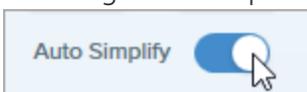
## Auto Simplify an Image

The Auto Simplify option automatically generates simplified objects based on up to four colors in the image.

1. In the Snagit Editor toolbar, click to select the **Simplify** tool.



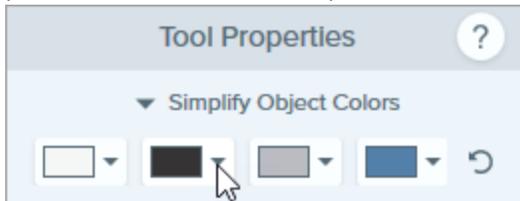
2. In the Tool Properties, enable the **Auto Simplify** option. Snagit replaces the text and visual elements in the image with simplified objects based on four colors in the original image.



3. Draft the **Detail** slider to adjust the amount of Auto Simplify objects applied to the image.

Changing the Detail level resets the Auto Simplify objects on the canvas. You will lose any edits made to the Auto Simplify objects on the canvas.

4. To edit the four global colors generated, click the **Simplify Object Colors** dropdown to display the color palette. Click a color dropdown to change the color of the objects on the canvas and the Quick Styles.

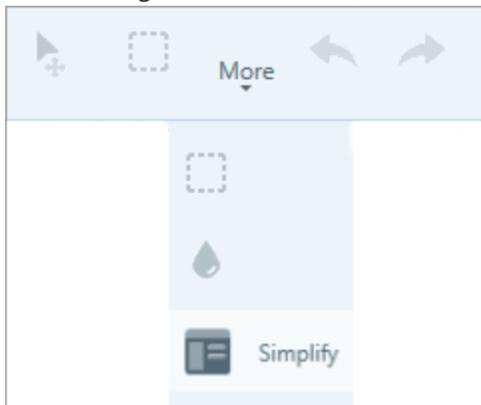


To edit the Auto Simplify objects or to add custom objects, see [Edit Individual Objects](#) or [Add Custom Objects](#).

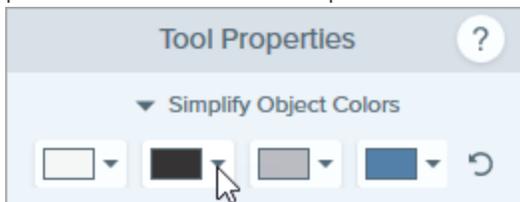
## Add Custom Objects

Manually add your own custom objects.

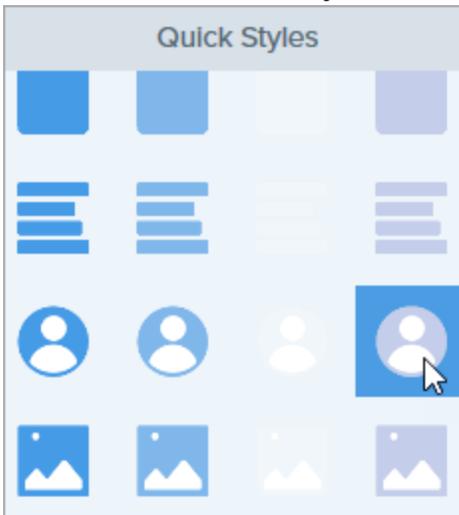
1. In the Snagit Editor toolbar, click to select the **Simplify** tool.



2. To edit the four global colors generated, click the **Simplify Object Colors** dropdown to display the color palette. Click a color dropdown to change the color of the Quick Styles.



3. Click to select a Quick Style.



4. Click and drag to draw the object on the canvas.

To learn how to edit objects, see [Edit Individual Objects](#).

## Edit Individual Objects

To edit an Auto Simplify or custom object on the canvas:

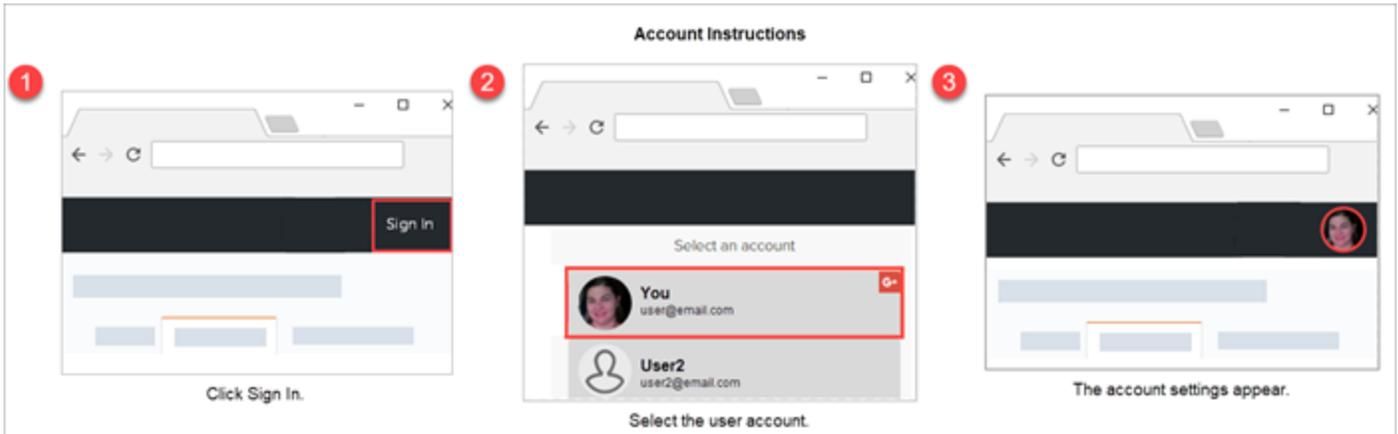
|  |  |
|--|--|
| Resize an Object                           | <ol style="list-style-type: none"><li>1. Click to select an object on the canvas.</li><li>2. Drag the handle in or out.</li></ol>  |
| Move an Object                             | Click to select an object on the canvas and drag it to the desired location.   |
| Change the Object Properties               | <ul style="list-style-type: none"><li>• <b>Shape:</b> Click to select an object on the canvas. In the Tool Properties, select a shape from the <b>Shape</b> dropdown.</li><li>• <b>Color:</b> Click to select an object on the canvas. In the Tool Properties, select a color from the <b>Fill</b> dropdown.</li></ul> |
| Delete an Object                           | Click to select an object on the canvas and press the <b>Delete</b> key.   |
| Show Original<br>(Windows)                 | Enable this option to show the original image behind the objects.  |
| Lock Auto Simplify<br>Objects<br>(Windows) | Enable this option to prevent edits to Auto Simplify objects on the canvas when using other Snagit tools.  |

## Tip

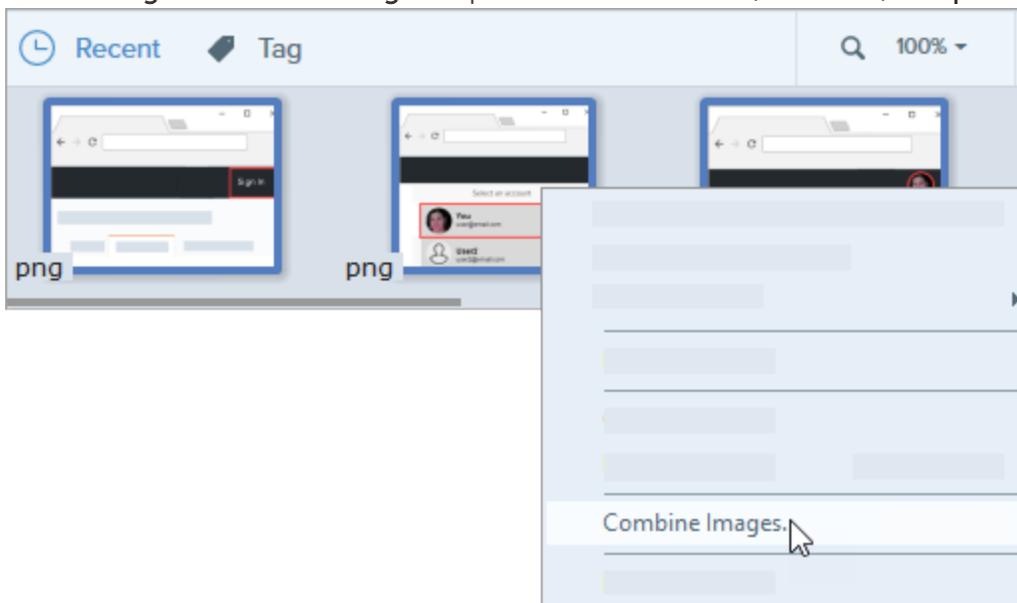
Save the image as a .snag or .snagproj to make edits or update the image at a later time.

# Combine Images

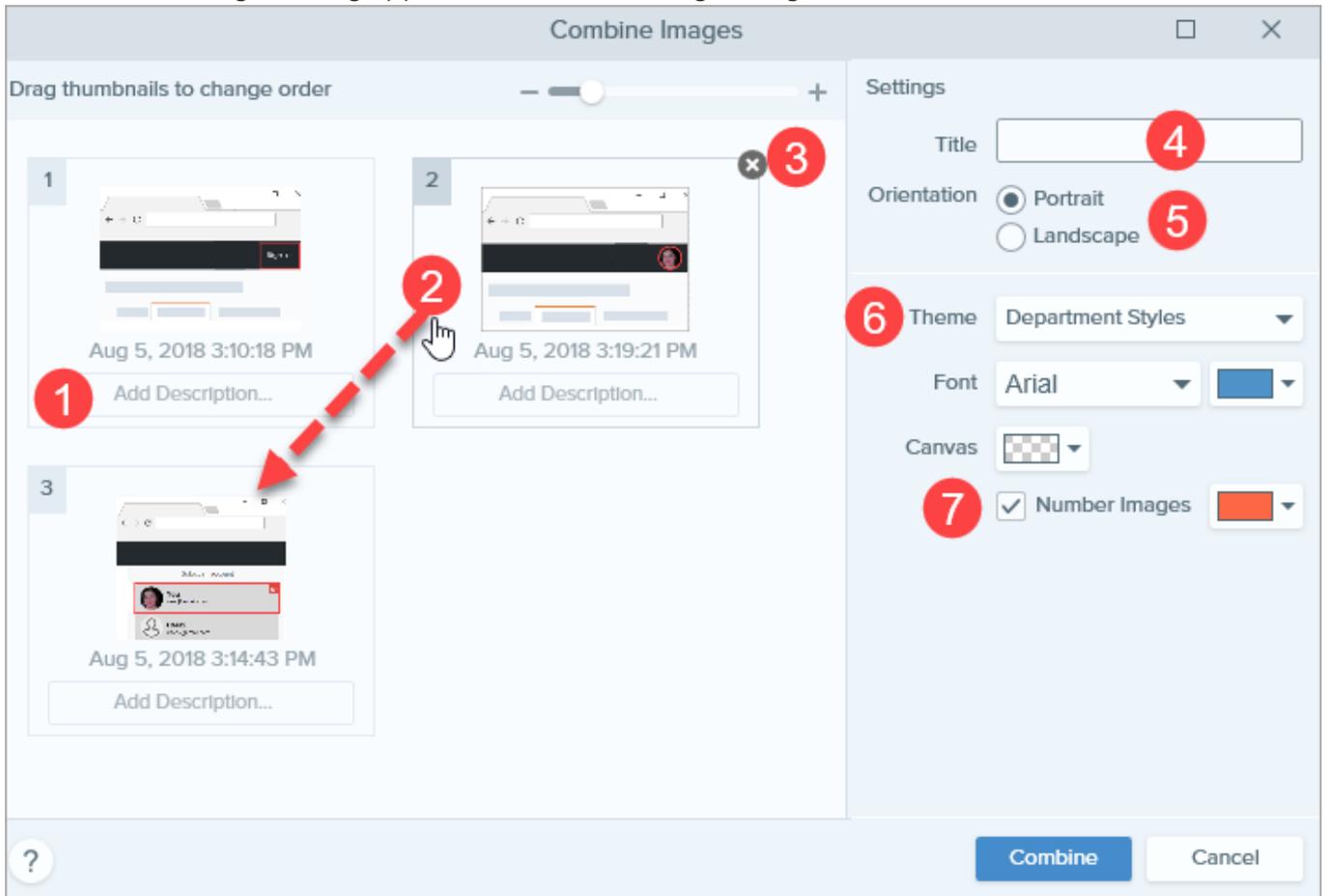
Quickly combine images to create a set of instructions, a short how-to guide, or a side-by-side comparison.

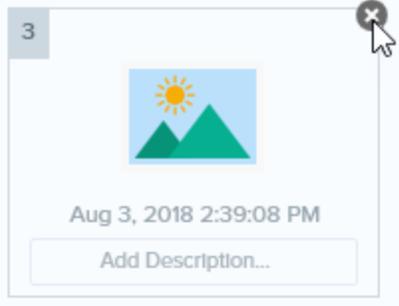


1. In the tray or library, Control+click (Windows) or Command+click (Mac) to select two to ten images.
2. Select **Image > Combine Images** or press **Control+Alt+C** (Windows) or **Option+Shift+C** (Mac).



3. The Combine Images dialog appears. Edit the following settings:



|   | Option                        | Description   |
|---|-------------------------------|---|
| 1 | Add a Caption or Instructions | Click in the <b>Add Caption</b> field and type the desired text. Snagit adds this optional text under the image.        |
| 2 | Change Image Order            | Click and drag the image to the desired location.   |
| 3 | Remove an Image               | Click the <b>Delete</b> button.<br> |

|   | Option            | Description  |
|---|-------------------|--|
| 4 | Add a Title       | Type the desired text into the field. Snagit adds this optional text at the top of the combined image.   |
| 5 | Image Orientation | Select a layout for the images:<br>Portrait:<br><br>Landscape:<br> |
| 6 | Select a Theme    | Select a theme for quick access to the preset color palette for fonts and steps. <a href="#">See Quick Styles and Themes.</a>  |
| 7 | Add Steps         | Enable the <b>Number Images</b> option to add a step number next to each image.  |

4. Click **Combine**.

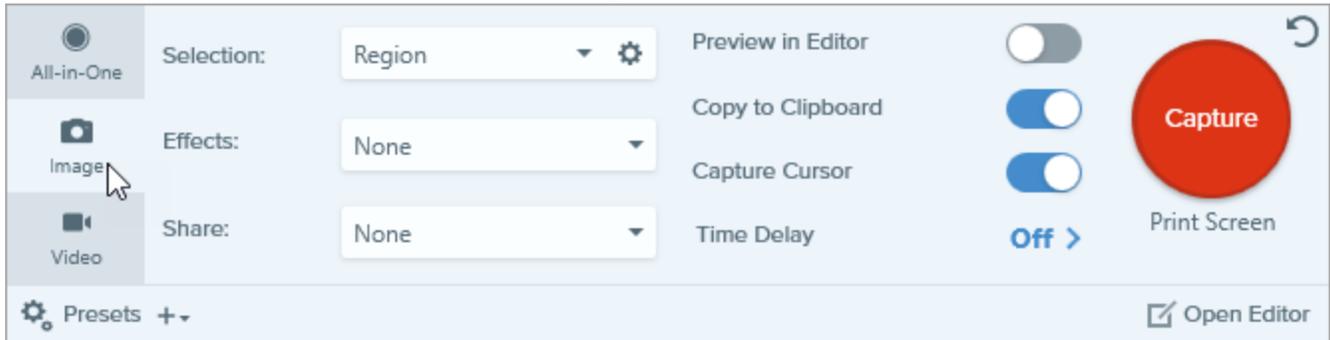
The combined image opens on the canvas.

# Grab Text

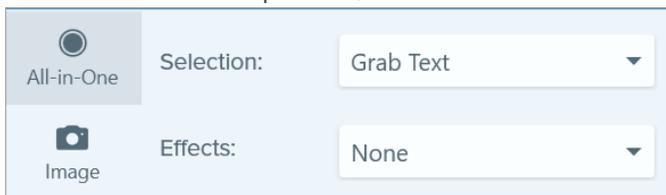
Capture text from your anywhere on your screen and paste to other programs.

## Capture Text

1. In the Capture window, click to select the **Image** tab.

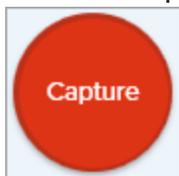


2. In the Selection dropdown, select **Grab Text**.



You cannot use some options when selecting with Grab Text.

3. Click the **Capture** button or press **Print Screen** (Windows) or **Shift+Ctrl+C** (Mac).



4. The orange crosshairs appear. Click and drag to select the desired area on the screen. The capture opens in Snagit Editor where you can preview and copy the text.

## Find Text in an Image

Find, copy, and paste text from an image.

### Grab Text from a Selection

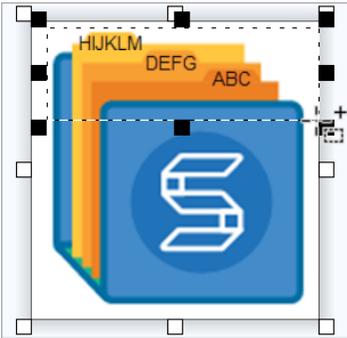
Capture the text from a specific location in your image.

To improve accuracy and quality of text recognition, use Grab Text selection.

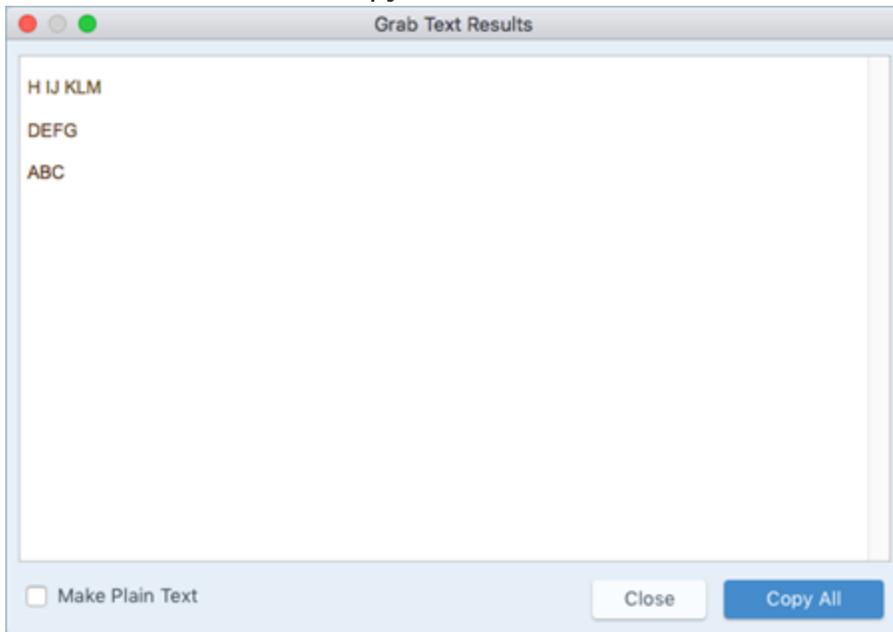
1. In Snagit Editor, click the **Selection** tool.



2. Click and drag on the canvas to select the text.



3. Right-click the selected area and select **Grab Text**.
4. In the text window, click **Copy All**.



On Mac, enable the **Make Plain Text** option to remove the formatting before copying the text.

You can paste the text into a text editor such as Notepad or an email.

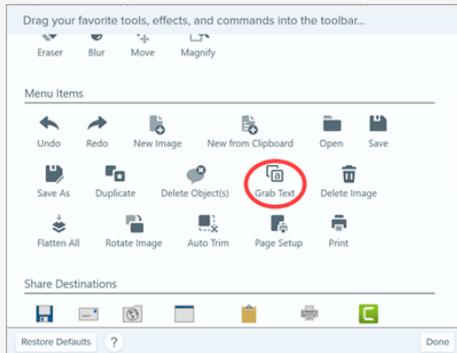
## Grab all Text

Capture all the recognizable text in your image.

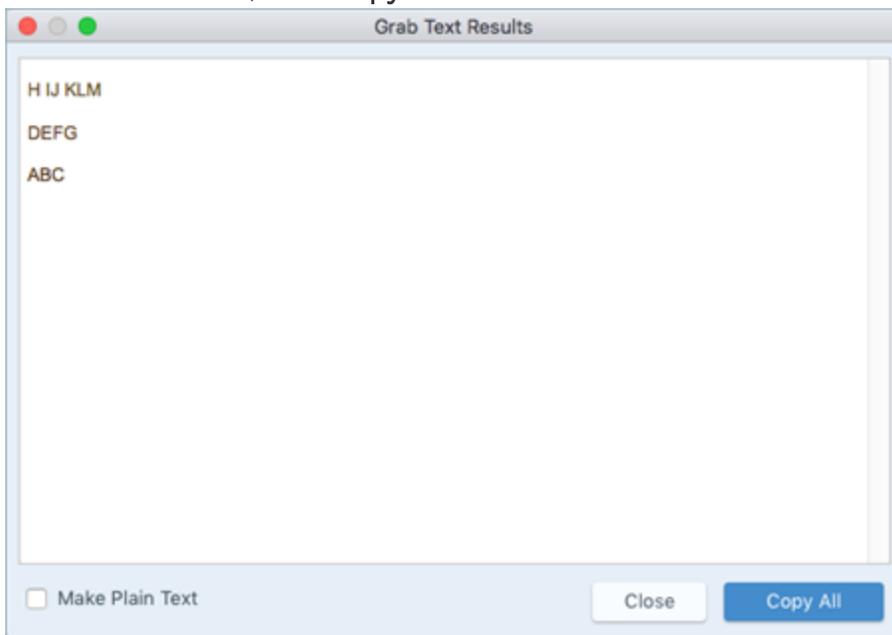
1. In Snagit Editor, click the **Grab Text** tool.



The tool is not visible by default. Select **More > Customize Toolbar**. Drag the **Grab Text** menu item into the toolbar.



2. In the text window, click **Copy All**.



You can paste the text into a text editor such as Notepad or an email.

## Change Selected Text

Fix typos, change the font, or change the color of the text in your image.

1. In Snagit Editor, click the **Selection** tool.



2. Click and drag on the canvas to select text.
3. Right-click the selection and select **Edit Text**.
4. Click the text box to display the floating menu and make edits to the text.



# Smart Move

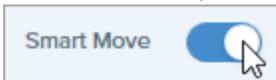
Instantly identify multiple objects that are editable in your image. This includes shapes with defined edges, strings of text, and other items in your image that can be identified separately or grouped together.

## Find and Edit Objects and Text

1. In the Snagit Editor toolbar, click to select the **Move** tool.



2. In the Tool Properties, toggle on **Smart Move**.



3. Selection handles appear on moveable objects when you mouse over them. Click an object to edit it.



To identify additional objects to edit, drag the **Detail** slider.



4. To edit objects and text:
  - Click and drag to move an object to the desired location.
  - Right-click and select **Delete** to remove an object.
  - Double-click a text box to edit the text.

## Delete or Edit Selected Text

1. In Snagit Editor, click the **Selection** tool.



2. Click and drag on the canvas to select an area that has text you want to delete or replace.

3. Right-click the selection and choose **Edit Text**.



4. Click the text box to edit the text.

# Introduction to Capture

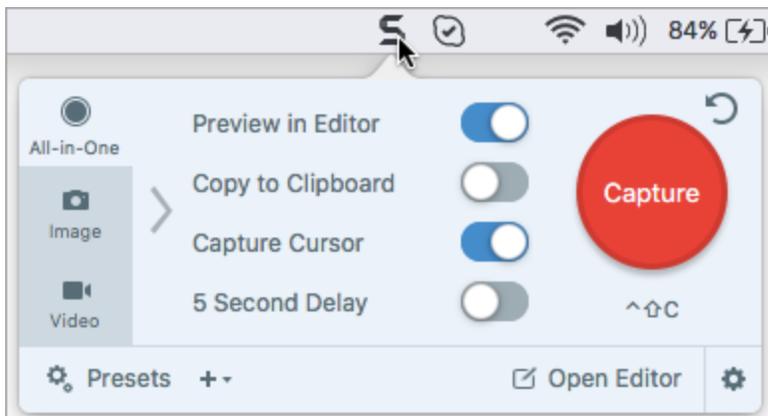
You can take a quick capture, a customized screen capture, or a video recording in the Capture window.

To open the Capture window:

- On Windows, click the Snagit icon in the taskbar or notifications area.



- On Mac, click the  icon in the menu bar.



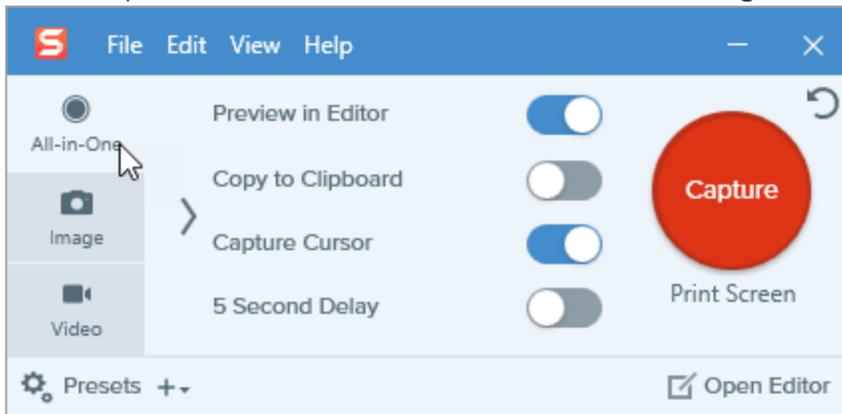
- In Snagit Editor, click the **Capture** button.



**Pro Tip:** To save [capture settings](#) for future use, select **Add Preset dropdown > New preset from current settings**. You can also assign the new preset a hotkey.

# Capture an Image

1. In the Capture window, select the **All-in-One** or the **Image** tab.



2. Click the **Capture** button or press **Print Screen**(Windows) or **Control-Shift-C** (Mac).



3. The orange crosshairs appear.

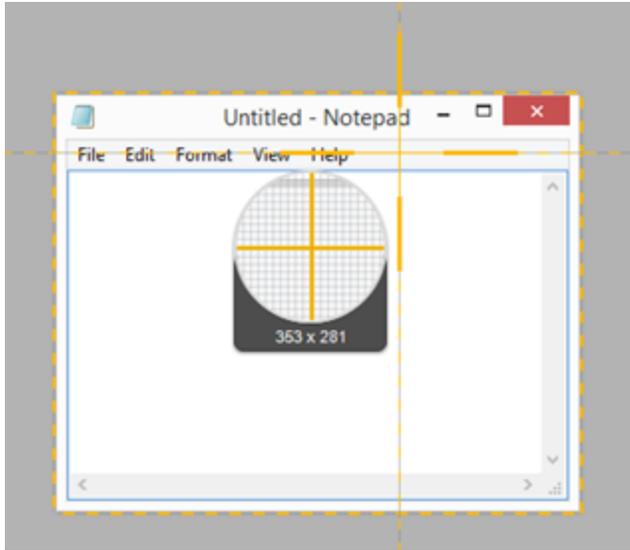
Enable/Disable capture magnifier by pressing **M** on the keyboard.

Complete one of the following to select the area to capture:

- **Fullscreen:** Click the **Fullscreen** button to capture the entire screen.



- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.

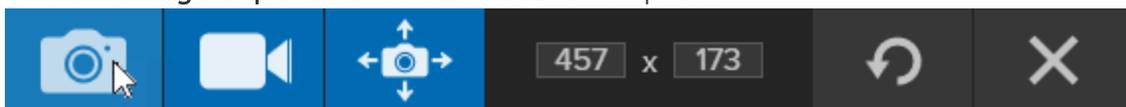


- **Region:** Click and drag to select the desired area on the screen.
  - **Scrolling:** To capture content that extends beyond your screen, click the scrolling arrows.
4. To edit the selected area, complete any of the following:
- To adjust the size of the selection, drag the handles.
  - To enter a specific size, type custom dimensions in pixels into the **Width** and **Height** fields.
  - To move the selected area on the screen, click within the selected area and drag the selection to the desired location.

5. If you are capturing under the **Image** tab then the capture opens in Snagit Editor where you can preview, edit, and share the capture.

If you are capturing under the **All-in-One** tab:

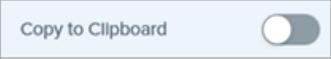
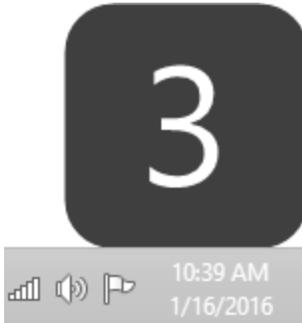
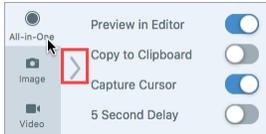
- Click the **Image Capture** button to finalize the capture.

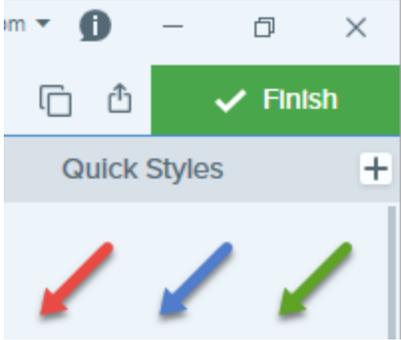


Your image opens in Snagit Editor.

To record a video of your screen, use the Video tab to start your capture or use the Record a Video button after you select the area on your screen to capture under the All-in-One tab.

# Capture Settings

| Option  | Description   |
|---|---|
|    | Copy the capture to the Clipboard for quick pasting into another program or location after capture.   |
|    | Open the capture in Snagit Editor to preview, edit, and share the image or video.<br>Disable this option to skip previewing and editing the capture in Snagit Editor. Select a <b>Share</b> option in the Capture window, to automatically share to your destination.   |
|    | Include the cursor in the capture. <ul style="list-style-type: none"> <li>For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image.</li> <li>For video captures, it is recommended to capture the cursor with video recordings to help show where the action occurs on the screen.</li> </ul>                                |
|  | Delay the start of the capture by 5 seconds to allow for additional setup time before capture.<br>After clicking the <b>Capture</b> button, a countdown appears on the bottom-right corner of the screen.    |
| Additional Options  | Click the additional options icon to expand the share options for All-in-One capture.  Select an option from the <b>Share</b> dropdown to share the capture. <ul style="list-style-type: none"> <li>If the <b>Preview in Editor</b> option is enabled, you must click the <b>Finish</b></li> </ul> |

| Option | Description   |
|--------|---|
|        | <p>button in Snagit Editor to send the capture to the selected destination.</p>  <p>The screenshot shows a portion of the Snagit Editor interface. At the top, there is a toolbar with a green 'Finish' button. Below the toolbar is a 'Quick Styles' section with a plus sign icon. Underneath, there are three colored arrows: a red arrow pointing down and to the left, a blue arrow pointing down and to the left, and a green arrow pointing down and to the left.</p> <ul style="list-style-type: none"> <li>• If the <b>Preview in Editor</b> option is disabled, the capture is automatically sent to the selected destination after capture.</li> </ul> <p>Only outputs that support both image and video file formats are available. For more sharing destinations, use the Image tab, Video tab, or share a capture from Snagit Editor.</p> |

## Snagit Printer Capture Settings (Windows)

Send content from an application into Snagit Editor using the application's Print option.

### Set Up a Snagit Printer

1. In the Capture window, select **File > Capture Preferences > Capture tab > Printer Capture Settings**.
2. The Selection Properties dialog opens. On the Snagit Printers tab, select **Snagit 2018** or click **Add a Snagit Printer**. Click the **Properties** button to edit the settings for the printer output.
3. Click the **OK** button.

### Send Content from an Application into Snagit Editor

1. In the application, select **File > Print** (or the equivalent in the application).
2. From the list of printers, select **Snagit 2018**.
3. Click **OK** to send the capture to Snagit Editor.

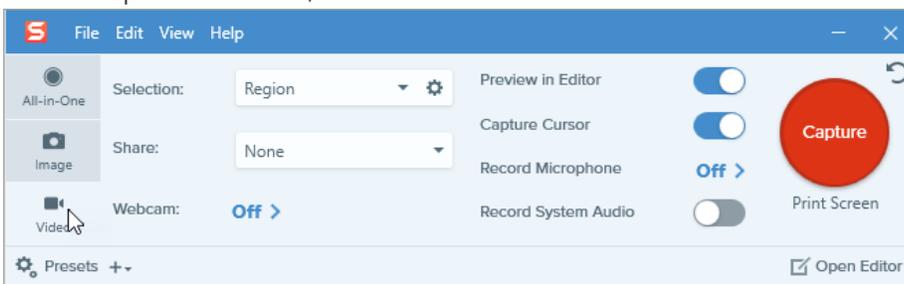
# Record Videos

Record a video of the screen as an MP4 video. You can choose to record microphone audio, system audio, and a webcam. Use Snagit videos to:

- Walk someone through a process or issue.
- Record a demonstration or a how-to video.
- Record a presentation switching between the presentation slides and video of the speaker.
- Send someone audio and visual feedback in a video.
- Record a small portion of an online video or animation.

## Record a Video

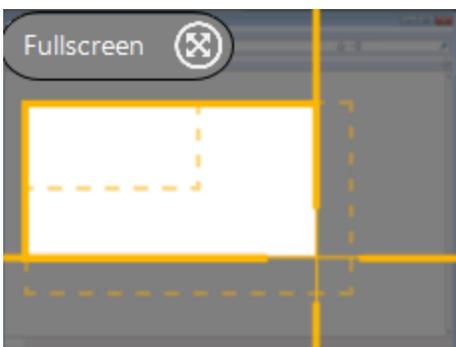
1. In the Capture window, select the **Video** tab.



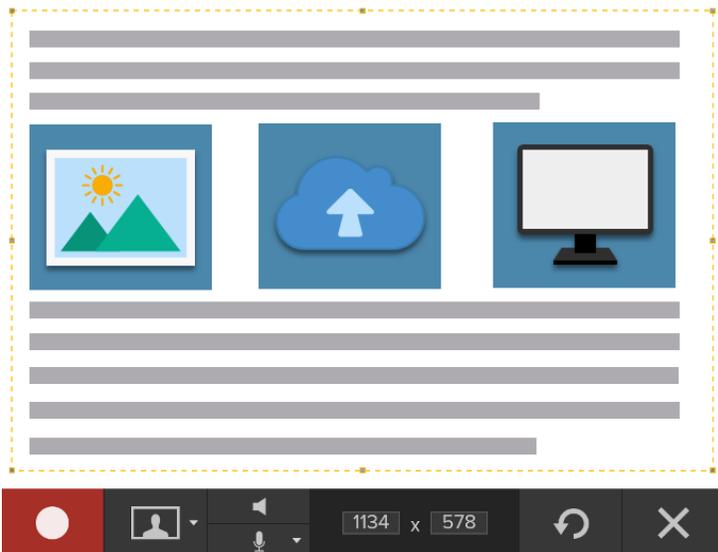
2. Click the **Capture** button or press **Print Screen** (Windows) or **Control-Shift-C** (Mac).



3. The orange crosshairs appear. Click and drag to select the area to record on the screen or click the **Fullscreen** button to select the entire screen.

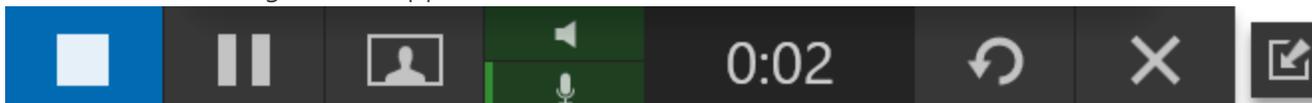


4. To edit the selected area, complete any of the following:
- Drag the handles to adjust the selection.
  - To enter a specific size, type the dimensions in pixels into the **Width** and **Height** fields.
  - To move the selected area on the screen, click within the highlighted area and drag the selection to the desired location.



Press **G** to show the video selection guidelines while selecting an area to record. See [Recording Dimensions \(Resolution\)](#).

5. The Video Recording toolbar appears.



The options on the toolbar can be toggled on or off by clicking the matching icon before and during recording:

To enable the microphone or webcam on macOS 10.14, you must allow Snagit access. In the System Preferences, select **Security & Privacy > Privacy tab > Microphone or Camera > enable Snagit**.

- **Webcam:** Record live video from the connected or built-in webcam. Screen video is not recorded when the webcam option is enabled.



- **System Audio:** Record the sound from your computer such as application alerts or the audio playing from your computer speakers.



- **Microphone Audio:** Record the audio from your computer's built-in microphone or from a connected USB microphone.



6. To begin recording, click the **Record** button or press **Shift+F9**.



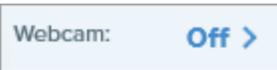
7. To stop the recording, click the **Stop** button or press **Shift+F10** (Windows) or **Option-Shift-V** (Mac).



The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

If you frequently use the same video dimensions or recording settings, save the settings as a preset for future use.

## Video Capture Settings

| Option  | Description   |
|---|---|
|  | Record a built-in webcam or other camera device during video capture. The Webcam option switches between displaying the webcam recording (Webcam enabled) and displaying the screen recording (Webcam disabled) in the video capture. |
|  | Record audio using a microphone device during video capture.  |
|  | Record the system audio (sounds from applications and websites) during video capture.   |
|  | Open the capture in Snagit Editor to preview, edit, and share the video. Disable this option to skip previewing and editing the capture in Snagit Editor. Select a <b>Share</b> option in the Capture window, to automatically share  |

| Option  | Description   |
|---|---|
|   | to your destination.  |
|  | <p>Include the cursor in the capture.</p> <p>For video captures, it is recommended to capture the cursor with video recordings to show where the action occurs on the screen.</p> |

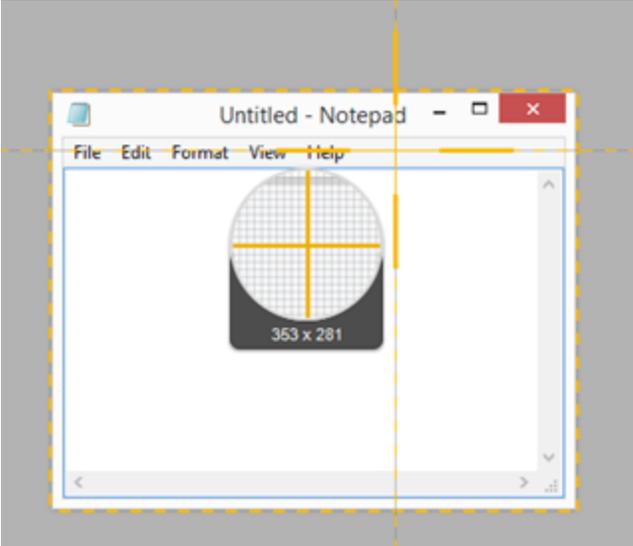
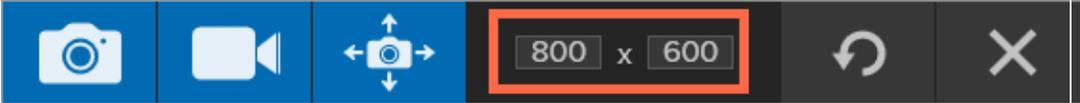
## Recording Dimensions (Resolution)

To create quality videos, you should consider the recording dimensions before starting the video recording. It is important to select the appropriate dimensions for where you plan to share the video with your audience. Snagit provides several ways to help you select the appropriate dimensions for your video recordings.

### Select the Video Recording Area

Snagit offers the flexibility to record custom dimensions, a 4:3 or 16:9 aspect ratio, the entire screen, a region, or a window. Frame the screen content by selecting a recording area that only includes the relevant screen content.

| Selection  | Description   |
|------------|---|
| Fullscreen | <p>Click the Fullscreen button.</p>  |
| Window     | <ol style="list-style-type: none"> <li>1. Hover the cursor over the window to record.</li> </ol>                        |

| Selection         | Description   |
|-------------------|---|
|                   |  <p data-bbox="383 835 1162 867">2. An orange border appears around the window. Click to select.</p>  |
| Region            | <p data-bbox="355 926 902 957">Click and drag to select an area on the screen.</p> <div data-bbox="358 978 1474 1140" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p data-bbox="420 1024 1380 1094">Hold CTRL and drag to lock the selection to a 16:9 aspect ratio or hold SHIFT and drag to lock to a 4:3 aspect ratio.</p> </div> |
| Custom Dimensions | <p data-bbox="383 1192 1406 1283">1. Click and drag to select an area on the screen.<br/>2. The toolbar appears. Enter the custom dimensions into the Width and Height fields.</p>    |

## Select Standard Dimensions

Snagit's video guides show standard or recommended dimensions (up to 1920x1080) for common video sharing destinations such as YouTube, websites, and mobile devices. Available video guides are:

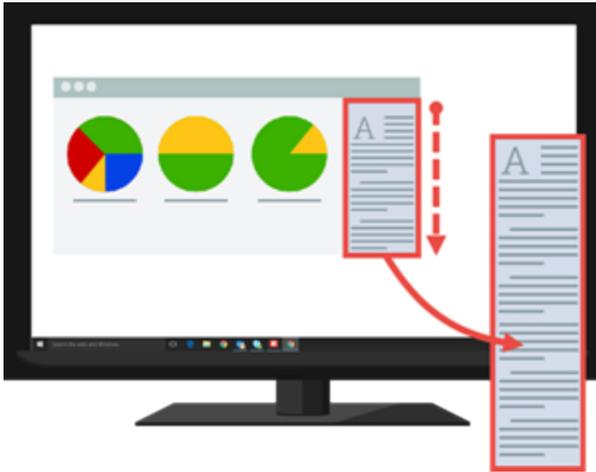
- 1080p: 1920x1080
- 720p: 1280x720
- 640x480
- 320x240

If you plan to share your video to a location that requires specific video dimensions, it is recommended to record at these dimensions or at the same aspect ratio as the recommended dimensions.

1. When selecting an area to record, press **G** to turn the video selection guides on or off.
2. Click and drag to select the recording area. As you drag the cursor near one of the standard dimensions, the guide dimly appears.
3. Continue to drag the cursor until the selection border highlights to match the guide.

# Scroll to Capture

Snagit can capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.

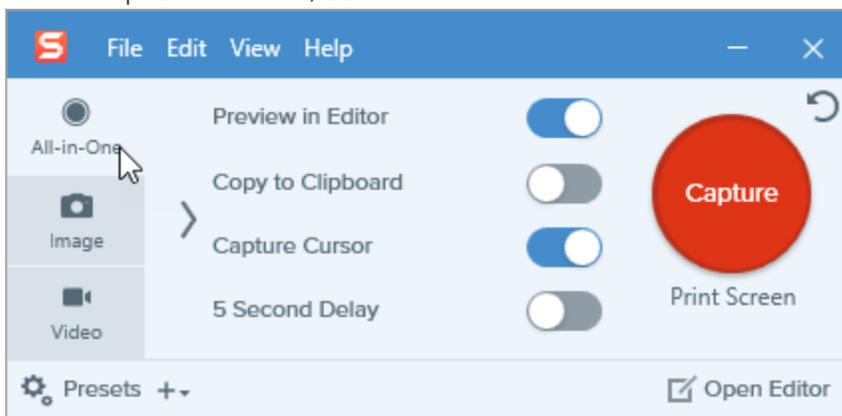


There are two ways to capture a scrolling area:

- **Scrolling arrows:** Automatically scroll a window horizontally, vertically, or in both directions to capture the entire contents of the window or web browser.
- **Panoramic Scrolling Capture:** Manually pan or scroll to capture the desired area in the window or web browser.

## Capture with Scrolling Arrows

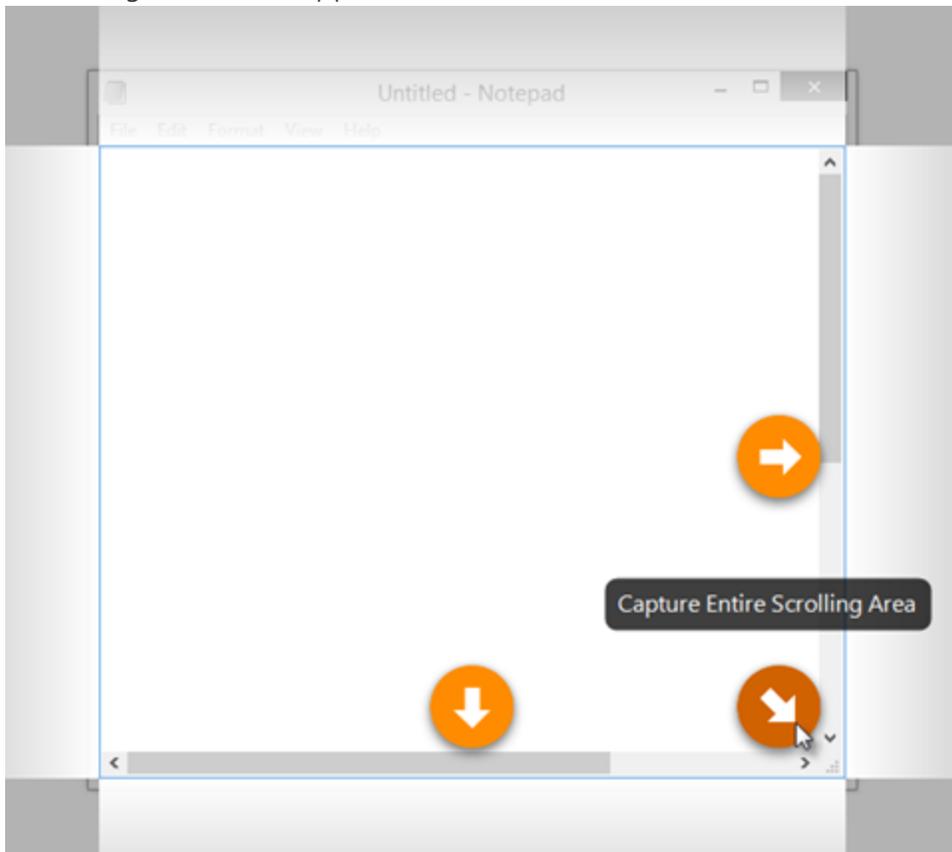
1. Open or set up what you want to capture.
2. In the Capture window, click the **All-in-One**.



3. Click the **Capture** button or press **Print Screen** (Windows) or **Control-Shift-C** (Mac).



4. The orange crosshairs appear. Move the cursor over the window.



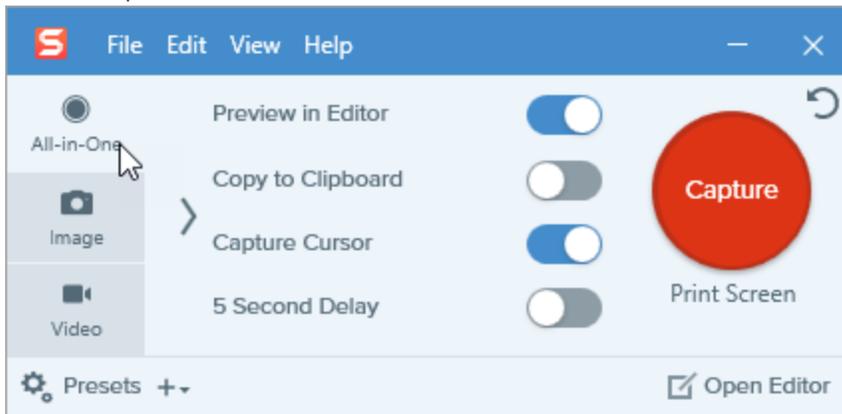
Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.

If the scroll arrows do not appear on Snagit Mac, make sure Scrolling Capture is enabled in the [Capture Preferences](#).

The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

# Capture with Panoramic Scrolling

1. In the Capture window, select the **All-in-One** tab.

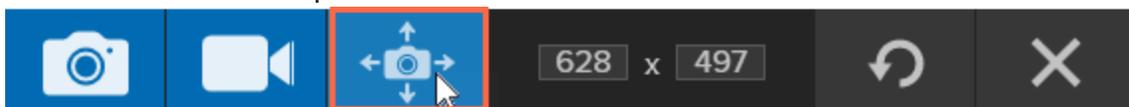


Alternatively use the **Panoramic Scrolling Capture** preset that is installed with Snagit. See [Presets](#).

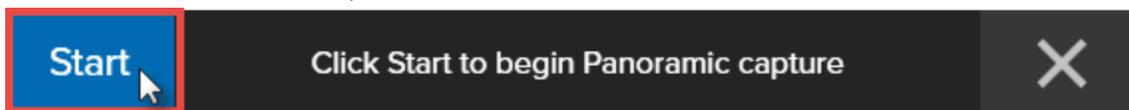
2. Click the **Capture** button or press **Print Screen** (Windows) or **Control-Shift-C** (Mac).



3. The orange crosshairs appear. Click and drag to select an area within a window on the screen. See [Selection Area Tips](#).
4. Click the **Panoramic Capture** button.



5. On the Panoramic toolbar, click the **Start** button.



6. In the window, use the scrollbars or click and drag to pan the content in the window to capture. Snagit captures anything shown within the selected area. See [Scrolling and Panning Tips](#).
7. To stop a Panoramic Capture, click the **Stop** button on the Panoramic toolbar. If the toolbar is hidden, click the Capture window icon in the taskbar.

The capture opens in [Snagit Editor](#) where you can preview, edit, and share the capture.

## Selection Area Tips

- Resize the web browser or application window to a larger size so it is easier to view the content as you scroll or pan during capture.
- Do not include the scroll bar in the selection.
- Consider excluding irrelevant content in the capture such as blank margins, online ads, etc.
- Disable floating toolbars before capture.

## Scrolling and Panning Tips

- Scroll smoothly. Do not scroll to fast or slow.
- Scroll or pan one direction at a time. Try not to zigzag.

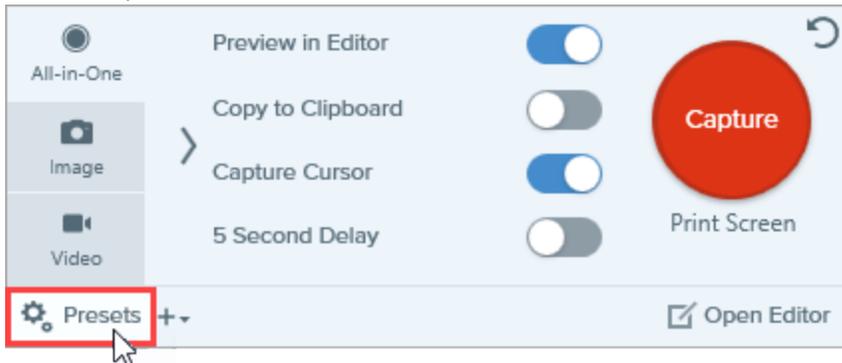
# Create Presets

Presets automatically remember your capture settings. Use presets to:

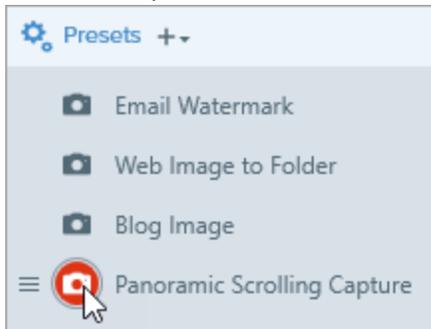
- Save commonly used capture settings.
- Quickly switch between capture types based on the task at hand.
- Automate which effects are added or locations where captures are shared during the capture process.

## Capture with a Preset

1. In the Capture window, click the **Presets** button. The list of available presets expands.



2. Hover your cursor over the desired preset until a red **Preset Capture** button appears. Click the button to start the capture.

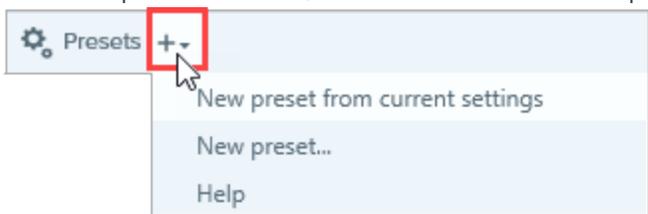


**Pro Tip:** Click the **Add Hotkey** (Windows) or **Add Shortcut** (Mac) fields to enter a key combination to set as the hotkey. Use the hotkey to start a new capture with your preset settings.

## Create a Preset

Quickly add a new preset based on currently selected settings.

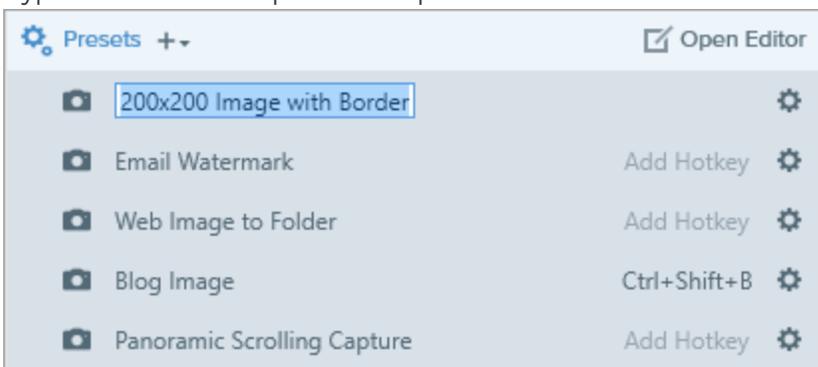
1. In the Capture window, click the **Add Preset** dropdown.



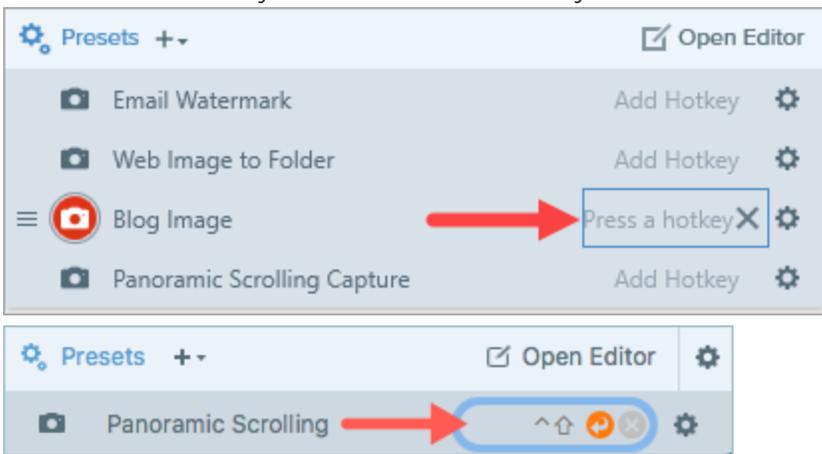
2. Select the **New preset from current settings** option from the dropdown. A new preset is added to the saved presets list.

You can also choose to add a preset by selecting **Add a New Preset** and then manually pick the capture settings to add to the preset in the window that opens.

3. Type a name for the preset and press **Enter**.

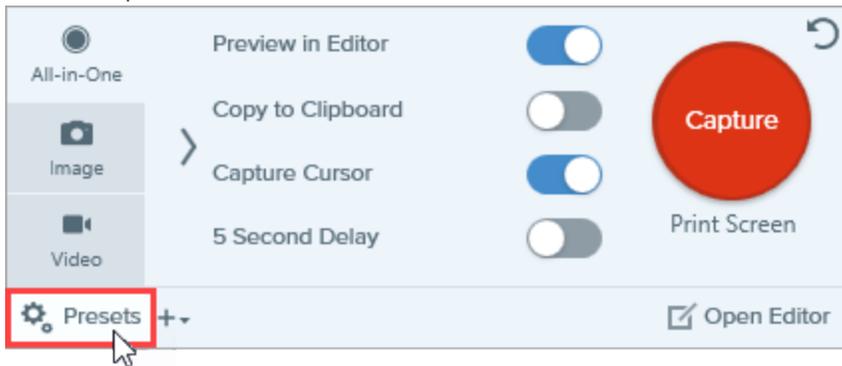


4. To assign a hotkey, click the **Add Hotkey** (Windows) or **Add Shortcut** (Mac) fields.
5. Press the desired key combination on the keyboard to set the hotkey.

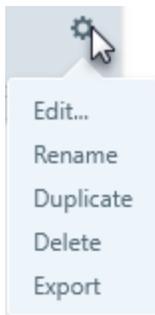


# Edit a Preset

1. In the Capture window, click the **Presets** button. The list of available presets expands.

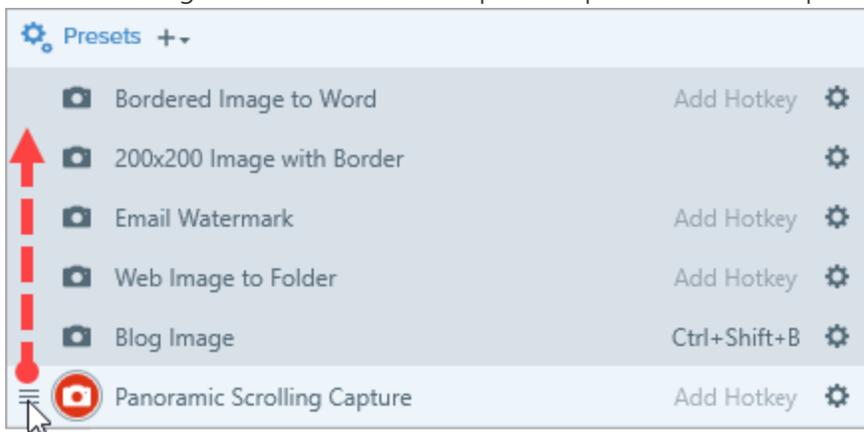


2. Click the  icon to the right of the preset name and select one of the options in the dropdown.



# Arrange the Preset List (Windows)

1. Hover your cursor over the desired preset until the  icon appears.
2. Click and drag the icon to move the preset up or down in the preset list.



# Share Presets

Import and export Snagit Preset files (.snagpresets) to share your capture settings with others.

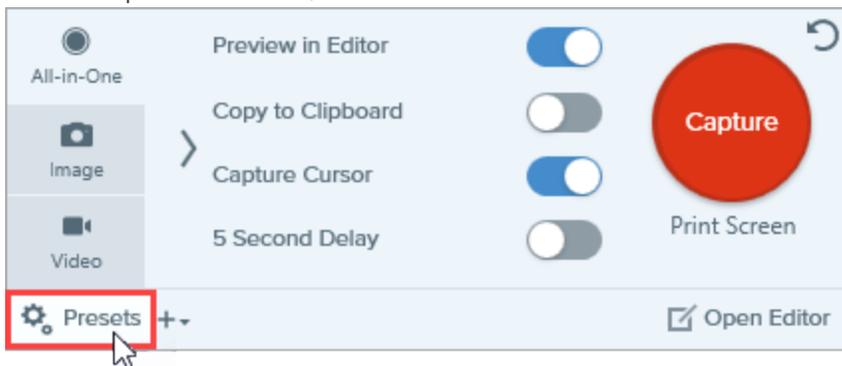
## Import a Preset

1. In the Capture window, select **File > Import Presets**.
2. Select a Snagit Preset file (.snagpresets) and click **Open**. Control+click to select multiple presets.

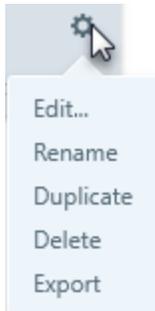
Snagit adds the imported presets to the Saved presets list.

## Export a Preset

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



2. The list of available presets expands. Click the **⚙** icon next to the preset to export and select **Export**.



3. The Save As dialog appears. Select a location.
4. Enter a file name.
5. Click **Save**.

# Snagit Preferences

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To open the Snagit Preferences:

- **Windows:**
  - Select **Capture Window > File > Capture Preferences**.
  - Select **Snagit Editor > Edit > Editor Preferences**.
- **Mac:** Select **Snagit > Snagit Preferences**.

To learn more about the Capture preferences, continue with:

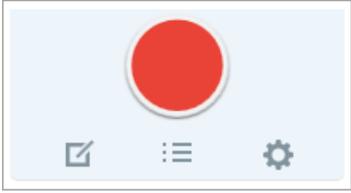
- [General Tab](#)
- [Capture Tab](#)
- [Hotkeys/Keyboard Tab](#)

To learn more about the Snagit Editor preferences, continue with:

- [Editor Tab \(Windows\)](#)
- [Outputs Tab](#)
- [Library Tab \(Windows\)](#)
- [Advanced Tab](#)

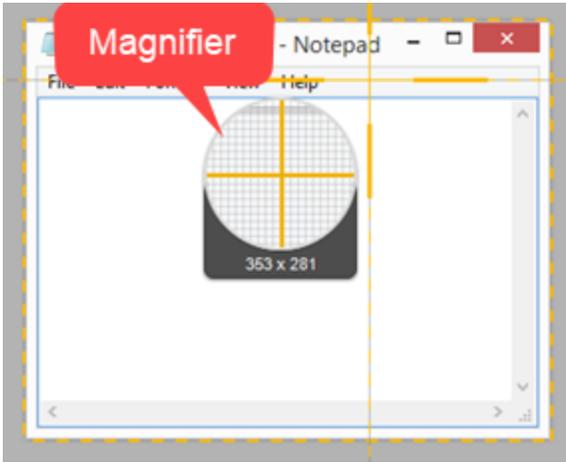
## General Tab

| Option                         | Description  |
|--------------------------------|--|
| Run Snagit when Windows starts | Open and run Snagit on computer startup.   |
| Show OneClick Snagit Shows     | <ul style="list-style-type: none"><li>• <b>Capture Window:</b> Displays the capture options from a window. On Mac, the window is accessed by clicking the Snagit menu bar icon. The Capture Window provides options for both quick and customized capture.</li><li>• <b>OneClick Tab:</b> Displays the quick capture options as a tab on the upper-right side (Mac) or top (Windows) of the screen. The quick capture options display when you hover the cursor over the blue bar.</li></ul> |

| Option                          | Description   |
|---------------------------------|---|
|                                 |  <ul style="list-style-type: none"> <li>• <b>Capture Window &amp; OneClick Tab:</b> Displays the capture options in the menu bar and as a tab on the top (Windows) or side (Mac) of the screen.</li> </ul> |
| Snagit theme                    | Choose between the two Snagit interface color themes: Light or Dark.  |
| Send anonymous usage data       | Send anonymous data on Snagit usage to help TechSmith improve future versions.  |
| Automatically check for updates | Automatically check for the latest version of Snagit when connected to the Internet.  |

## Capture Tab

| Option  | Description   |
|---|---|
| Hide Snagit when capturing                          | Minimize Snagit during capture.   |
| Open system screenshots and videos in Snagit (Mac)  | <p>Open screenshots and videos captured using the Mac OS system tools or keyboard shortcuts in Snagit Editor. The capture is moved from the default system location into the Snagit Library.</p> <p>Select <b>Keep original file</b> to make a copy of the original file in the Snagit Library.</p> |
| Open screenshots copied from system tools (Windows) | Open screenshots captured using system tools, such as the Snipping Tool or Snip & Sketch, in Snagit Editor.   |
| Show magnifier (Windows)                            | Show the magnifier when selecting an area to capture. The magnifier helps to capture pixel accuracy.  |

| Option                                       | Description   |
|--|---|
|  |  <p data-bbox="453 709 818 741">To hide the magnifier, press M.</p>   |
| Show video countdown                         | Displays a three second countdown before starting the video recording.  |
| Show quick controls in fullscreen recordings | Displays the <b>Webcam</b> button and <b>Pause</b> button in the bottom right corner of the screen during a fullscreen video recording.   |
| Scrolling capture (Mac)                      | This option only appears when Snagit's scrolling capture is disabled. Click the <b>Enable</b> button to install additional options to improve Snagit's scrolling capture capabilities.  |
| Downsample Retina video recordings (Mac)     | <p data-bbox="453 1062 1377 1094">Scales down Retina video recordings. It is recommended to enable this option.</p> <p data-bbox="453 1142 1495 1255">If video quality is a concern, you may want to consider disabling this option. When disabled, the text and graphics appear crisper, but the video may result in larger file sizes and dimensions.</p> |
| Automatically start video recording          | <p data-bbox="453 1304 1382 1335">Automatically start the video recording after selecting the video recording area.</p> <p data-bbox="453 1383 1377 1455">By default, this option is disabled. You must click the <b>Record</b> button to start the recording.</p>  |
| System Audio Component (Mac)                 | The TechSmith Audio Capture Component allows you to record system audio (the sound from your computer speakers) during a video capture.   |
| Microphone                                   | Select a built-in or connected audio device for recording microphone audio.   |
| Input level                                  | Measures the audio level for the selected microphone audio device.  |
| Webcam (Windows)<br>Camera (Mac)             | Select a built-in or connected camera device for recording camera video.  |
| Video Quality                                | Select the quality for video recordings. Higher video quality can result in larger file sizes.  |

# Hotkeys/Keyboard Tab

You can change some of the default hotkeys. To change a default keyboard shortcut on Mac:

1. Select **Snagit > Preferences > Keyboard tab**.
2. Click the keyboard shortcut button.
3. Press the desired key combination on the keyboard.

The new keyboard shortcut appears in the field

On Windows, check **Allow Snagit to override other hotkey assignments** to avoid hotkey conflicts with other applications when running Snagit.

To view the list of default hotkeys, see [Snagit 2019 Hotkeys](#).

## Editor Tab (Windows)

| Options  | Description   |
|--|---|
| Editor background color                        | Select the canvas background color.<br><br>Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas. |
| Recent files thumbnail size                    | Select the size of the capture thumbnails in the Recent Captures Tray.  |
| Automatically expand the canvas to fit objects | Automatically increase the size of an image when pasting or dragging objects outside of the current image.  |
| Escape key closes Editor                       | Set the hotkey to close Snagit Editor to the Escape key.<br><br>This option is disabled by default. To exit Snagit, select File > Exit Snagit Editor.                       |
| Show cursor quickstyle popup                   | Display a preview of the tool style next to the cursor on the canvas.   |
| Show Toolbar Labels                            | Choose to display icons and text labels or icons only in the Snagit Editor toolbar.   |

## Outputs Tab

See [Share Captures](#) for more information on the Outputs tab.

## Library Tab (Windows)

| Options  | Description   |
|--|---|
| Maximum recent files                                 | Enter the maximum number of captures to display at a time in the Recent Captures Tray. Enter a number 1-15.   |
| Automatically save new image captures in the Library | By default, Snagit automatically saves new captures in the library. If this option is disabled, any unsaved captures are closed and deleted when you close Snagit.                |
| Automatically save new video captures in the Library | By default, Snagit automatically saves new captures in the library. If this option is disabled, any unsaved captures are closed and deleted when you close Snagit.                |
| Prompt before deleting files                         | Display a message prompt before deleting files in Snagit.   |
| Remove all items from the tray when closing Editor   | Tray items are removed and the tray is empty when Editor opens again.   |
| Library location                                     | By default, the library files are located in this folder:<br>C:\Users\username\AppData\Local\TechSmith\Snagit\DataStore\. To change the location, click the <b>Browse</b> button. |

## Advanced Tab

| Options  | Description  |
|--|--|
| Always keep Editor running in the background (Windows) | Snagiteditor.exe remains running in Windows Task Manager even if you close Snagit Editor. Enabling this option allows captures to open more quickly.                               |
| Delete cropped content (Windows)                       | Automatically delete the content cropped out of an image.  |
| Automatically flatten pasted images (Windows)          | In Snagit Editor, you can edit any objects on the canvas that have not been flattened. Once an object has been flattened it is a permanent part of the image and cannot be edited. |
| Scale down retina images when sharing                  | If you open an image captured on a Retina display on a regular monitor, the capture appears twice as large as the same content captured on a regular monitor. This option          |

| Options  | Description  |
|--|--|
| (Mac)  | <p>scales down retina image captures when you:</p> <ul style="list-style-type: none"> <li>• Share an image with Snagit outputs.</li> <li>• Drag images from Snagit Editor into another location.</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>If you frequently switch between sharing the original image and sharing the scaled down image, hold the Shift key when dragging the image from Snagit into another location. Holding the Shift key when dragging pastes an image opposite of the default behavior selected for this option. For example, if this option is enabled, holding the Shift key pastes an image of the original size captured.</p> </div>  |
| Always create new canvas at this size (Mac)    | Sets the default image dimensions when you select File > New Image (Command-N). If you enable this option, the dialog to enter custom dimensions for a new image will not open.  |
| Always use black and white menu bar icon (Mac) | Select this option if you do not want to display the red Snagit menu bar icon when recording a video capture.  |
| Autosave location (Mac)                        | <p>Unsaved image captures are stored as .snagproj files and video captures as .mp4 files in: User name/Documents/Snagit/Autosaved Captures.</p> <p>Click the <b>Choose</b> button to select another location.</p>  |
| Drag and paste format                          | Set the default file format when dragging captures from Snagit Editor into another application or location.  |
| Mobile Sharing                                 | <p>Add a mobile device under <b>File &gt; Connect Mobile Device</b> to enable this option and allow image and video sharing between the mobile device and Snagit. See <a href="#">Import Captures from a Mobile Device</a>.</p> <ul style="list-style-type: none"> <li>• <b>Keep original image dimensions:</b> Snagit automatically resizes mobile images for better viewing in Snagit Editor. Enable this option to import mobile images at the original dimensions.</li> <li>• <b>Connection Name:</b> TechSmith Fuse remembers each connection and allows you to choose which instance of Snagit to send the mobile images or videos. You can customize the name of each connection to be sure you are sending the files to the correct computer running Snagit.</li> <li>• <b>Port (Mac):</b> Port number for connecting TechSmith Fuse to Snagit.</li> </ul> |

## In This Article

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[Capture Tab](#)

[Hotkeys/Keyboard Tab](#)

[Editor Tab \(Windows\)](#)

[Outputs Tab](#)

[Library Tab \(Windows\)](#)

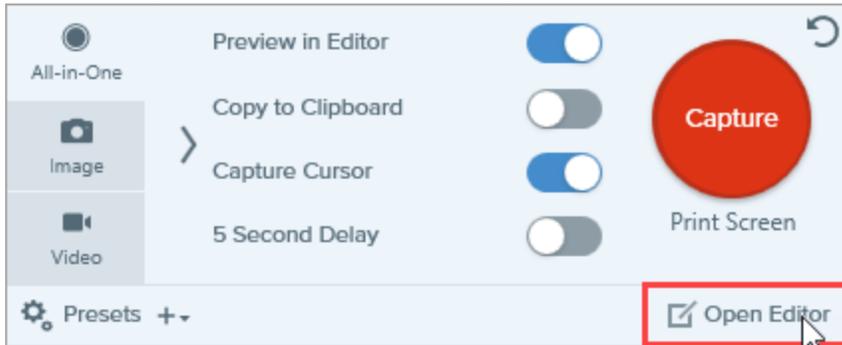
[Advanced Tab](#)

# Introduction to Snagit Editor

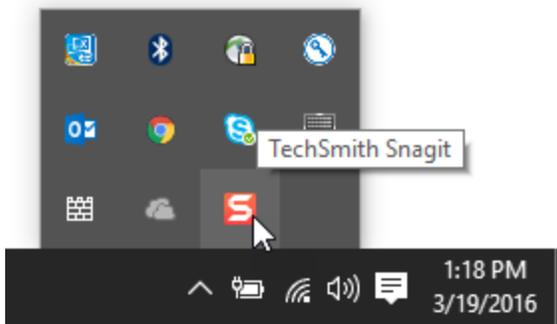
Use Snagit Editor to preview, edit, and share your captures.

## Open Snagit Editor

- Click the **Open Editor** button in the Capture window.



- In the Notifications area, right-click the **Snagit** icon and select **Open Snagit Editor**. (Windows only)



# Snagit Editor Overview



|   |   |
|---|---|
| 1 | <p><b>Library</b><br/>View and organize your capture history.<br/>See</p>   |
| 2 | <p><b>Canvas</b><br/>Working area to preview and edit captures<br/>See</p> <p><b>Tips for Working on the Canvas</b></p> <ul style="list-style-type: none"> <li>• To edit moveable objects on the canvas at a later time, save images as a SNAG or SNAGPROJ file.</li> <li>• Drag one of the handles on the edge of an image to create more working space on the canvas.</li> <li>• The checkerboard pattern on the canvas represents transparent areas in an image. To keep transparency, save the image to a file format that supports transparency (CUR, GIF, ICO, PNG, TIF, SNAG or SNAGPROJ).</li> <li>• To change the background color around the canvas (Windows):</li> </ul> |

|                 |  |
|-----------------|--|
|                 | <ul style="list-style-type: none"> <li>• Right-click on the canvas and select <b>Canvas Color</b> and select a color.</li> <li>• Or, select <b>Image &gt; Canvas Color</b>.</li> <li>• Enable canvas snapping to align objects and text boxes: <ul style="list-style-type: none"> <li>• Select <b>Image &gt; Canvas Snapping</b>.</li> <li>• Or, right-click on the canvas and select <b>Canvas Snapping</b>.</li> </ul> </li> </ul>   |
| <p><b>3</b></p> | <p><b>Toolbar</b><br/>Click to select an editing tool. Annotate, edit, and enhance image captures. You can customize the order and tools available in the toolbar.<br/>See</p>   |
| <p><b>4</b></p> | <p><b>Share</b><br/>Share captures to social media or other apps.<br/>See</p>  |
| <p><b>5</b></p> | <p><b>Quick Styles</b><br/>Apply or save custom-made styles.<br/>See</p>   |
| <p><b>6</b></p> | <p><b>Properties</b><br/>Adjust the properties to customize a tool.<br/>See</p>  |
| <p><b>7</b></p> | <p><b>Effects Panel</b><br/>Click the <b>Effects</b> button to view the image effects available.<br/>See</p>   |
| <p><b>8</b></p> | <p><b>Recent Captures Tray</b><br/>The tray shows the recent image captures, video captures, and other files opened or edited in Snagit Editor. The thumbnail selected in the tray appears on the canvas in Snagit Editor.</p>  <p>To view additional recent captures, click the <b>Library</b> button at the top of Snagit Editor.</p>  <p>Tray Tips (Windows)</p> |

- To change the size of the thumbnails in the tray, right-click on an item in the tray and select **Thumbnail Size > Small, Medium, or Large**.
- To view the capture metadata, right-click on an item in the tray and select **Details**.

## Save a Capture

Snagit automatically saves any unsaved captures as a SNAG or SNAGPROJ file. An orange sunburst appears on the thumbnail when there are unsaved changes. To save the changes, select **File > Save or Save As**.



The file format displays on the corner of the thumbnail.

To learn more about Snagit's autosave feature, go to: <https://support.techsmith.com/hc/en-us/articles/203732798>.

## Remove a Capture from the Tray

Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor. Click the **Close** icon on a thumbnail to remove it from the tray.



Removing the item from the tray does not delete the file. Click the **Library** button to find and open the item.

## Delete a Capture

To permanently delete a file, right-click on the thumbnail in the tray or in the library and select **Delete**.

# Resize Canvas

The canvas is an area in Snagit Editor where your images can be viewed and edited.

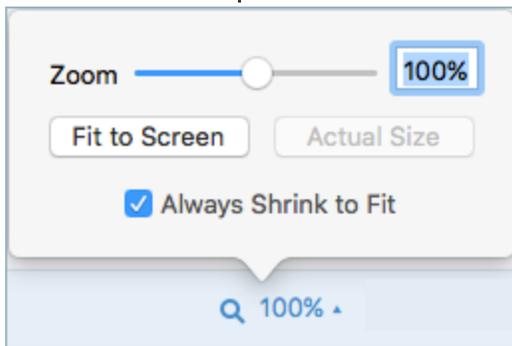
## Zoom In or Out

Use the Zoom controls to preview an image.

The zoom level does not change the final size of the image. It only applies to the image preview in Snagit Editor and the thumbnail size in the library.

## Change the View Percentage

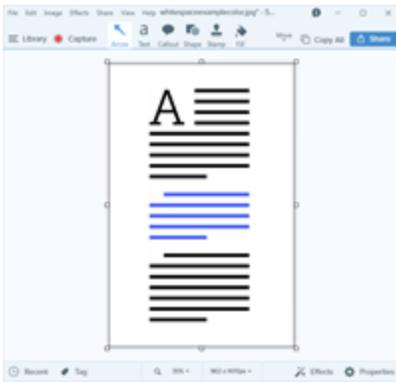
1. Click the **Zoom Options** button above the Recent Captures Tray.



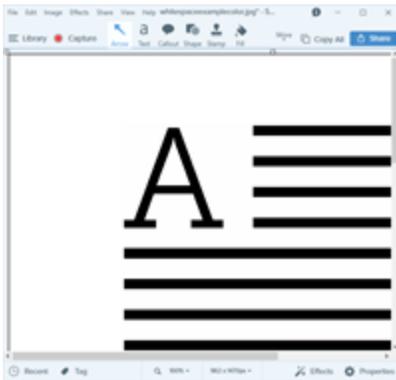
2. Drag the **Zoom** slider or enter a percentage into the field.
3. To reset the preview to the image's current size, click the **Actual Size** button.

## Set the Zoom Preferences

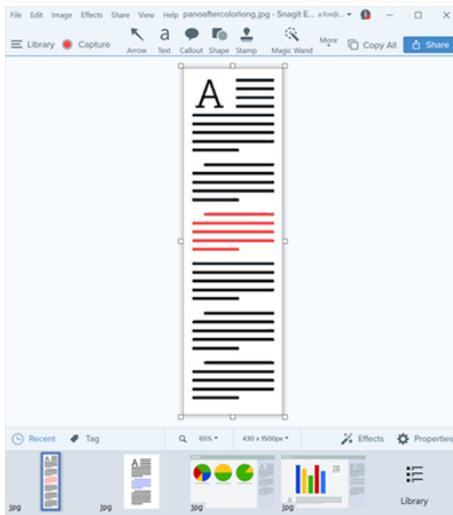
The following options control the display of the capture on the canvas.

**Fit to Screen**

Display the selected capture to fit the canvas. This option sets the Zoom level based on Snagit Editor's window size.

**Actual Size**

Display the selected capture at its actual dimensions. This option sets the Zoom level to 100%.

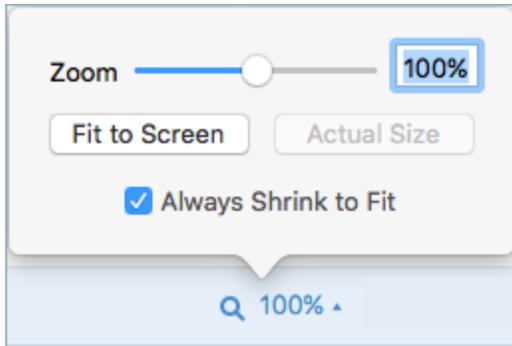
**Always Shrink to Fit**

Change the Zoom level to fit the entire capture on the canvas for all open captures.

## View the Pixel Grid (Windows)

The Pixel Grid view shows the pixel grid lines on the canvas for images previewed at 600 percent or higher.

1. In Snagit Editor, select **View > Pixel Grid**.
2. Click the **Zoom Options** button above the Recent Captures Tray.



3. Enter a value of 600 percent or higher into the field.

The pixel grid lines appear on the canvas.

## Resize an Image

Change the size of an image to specific dimensions in pixels, inches, centimeters, or by a percentage.

You must flatten any vector objects on the canvas to resize the image.

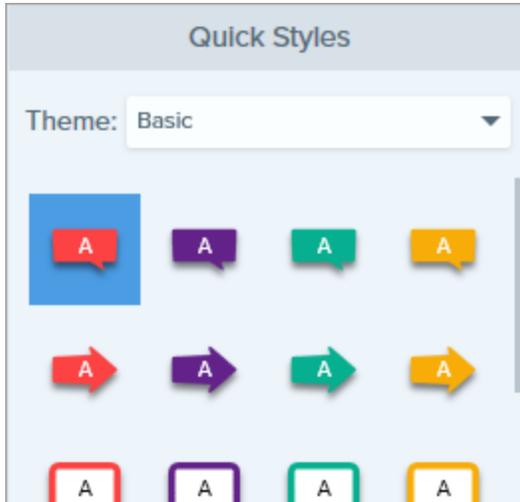
1. To open the resize options, complete one of the following:
  - In Snagit Editor, select **Image > Resize Image** (Windows) or **Edit > Resize Image** (Mac).
  - Click the **Resize Image** dropdown above the Recent Captures tray.
2. Select a unit.
3. Enter a **width** and **height**. If you want to enter dimensions at a different aspect ratio than the current image, click the **Lock Aspect Ratio** icon.
4. On Windows, click the **Advanced** option to display additional options.
  - **Resolution:** Sets the density of pixels in an image. Resolution is measured in DPI (dots per inch).
  - **Use Resampling:** Change the number of pixels in an image. Resampling up adds additional pixels to an image. Resampling down removes unnecessary pixels and can decrease the file size.

It is recommended to use the other resizing options before enabling this option. This option can permanently degrade the quality of the image.

5. Click the **Apply** button (Windows) or the **Resize** button (Mac).

# Quick Styles and Themes

- Set up a Quick Style to automatically remember your custom tool style for future use.
- To create a set of Quick Styles across the tools based on a preselected color palette, see [Create a Theme](#).



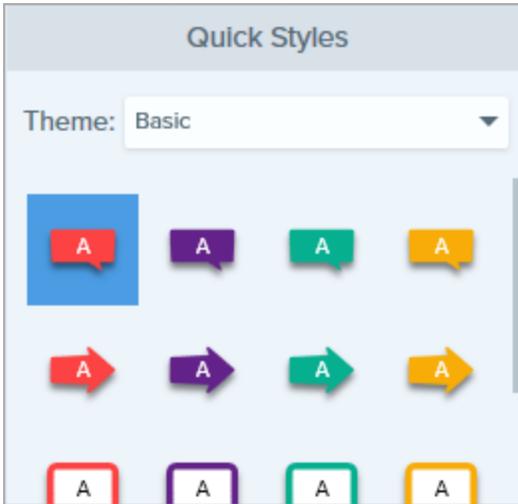
The tools are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

## Apply a Quick Style

1. In Snagit Editor, click to select a tool.



2. The tool properties open. Click to select a **Quick Style**.



3. The method for drawing the Quick Style on the canvas depends on the tool selected. Follow the instructions outlined for using [tools](#).

## Save a Quick Style

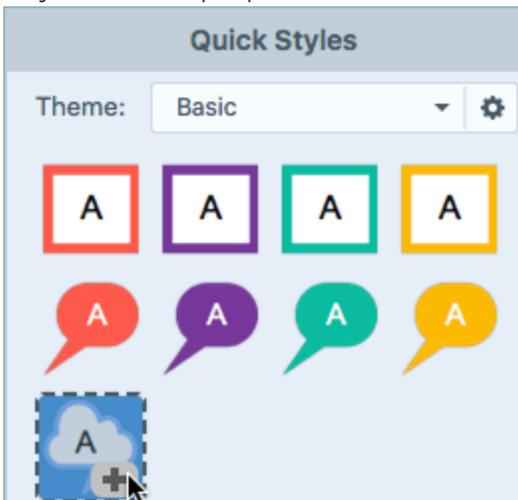
After editing the tool properties, you can save the custom tool properties as a Quick Style for future use.

To save the style to a specific theme, choose the theme from the menu at the top of Quick Styles before choosing the tool.

1. In Snagit Editor, click to select a tool.



2. The tool properties open. Edit the desired properties.
3. As you edit the properties, a new Quick Style appears at the bottom of the existing styles.



4. Click the **+** icon to save the new Quick Style.
5. To change its location within Quick Styles, click and drag to move it to a new location.

**Tip:** Save frequently-used Quick Styles to the Favorites tool.

Click the  icon on the style to save to Favorites. The icon appears yellow when a Quick Style is saved to Favorites.



To delete a Quick Style, right-click on the style and select **Delete Quick Style (Windows)** or **Remove Quick Style (Mac)**. The Quick Style is permanently deleted from the selected theme.

## Create a Theme

Themes consist of unique Quick Styles for each project, organization, or style guide you work with. Snagit helps you set up a theme based on the selected color palette. You can add more styles or edit the theme at any time.

1. In Snagit Editor, click to select a tool.



2. The tool properties open.
  - **Windows:** Click the **Theme** dropdown and select the **New Theme** option.
  - **Mac:** Click the  icon and select the **New Theme** option.

3. The New Theme dialog appears. Click the **Colors** dropdown to select a color to use to automatically generate Quick Styles for the theme.



- Click to select a color from the preset colors or from the color palette.
- Click the Eyedropper tool and then click to select a color from anywhere on the screen.
- Enter a HEX or RGB value into the field.

To add the color to the theme's My Color palette, click the **Add** button.



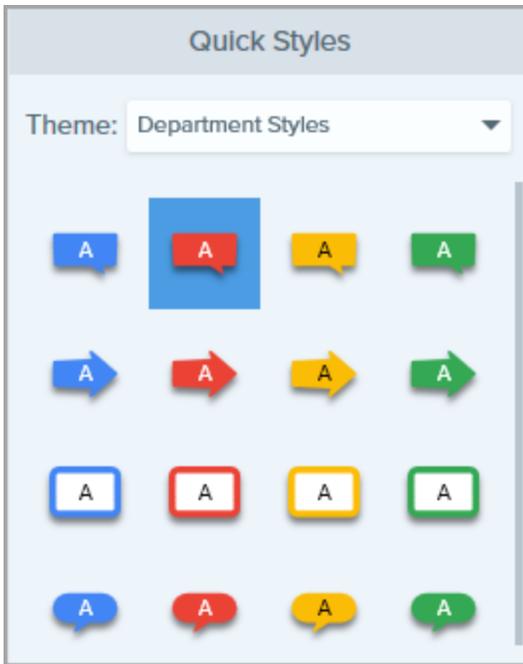
4. Press the ESC key to exit the color selection.
5. To add another color, click the **Add** button. Continue until you have added the desired theme colors.

#### Theme Color Tip

It is recommended to select 4-8 colors for generating the new theme.

6. Enter a descriptive name in the **Theme name** field.
7. Click the **Create** button.

Snagit automatically generates a set of Quick Styles based on the colors selected. The new theme is available in most tools.



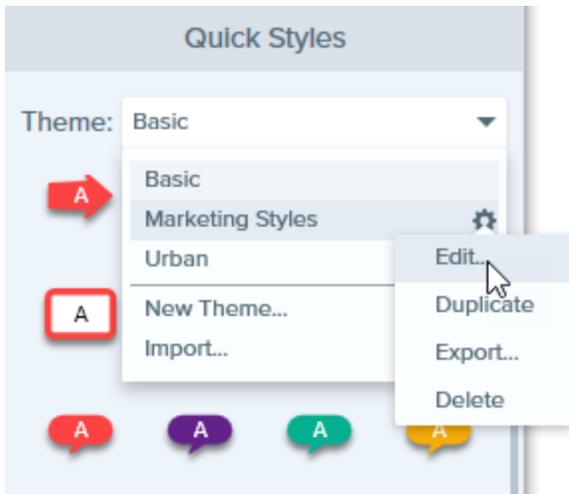
## Edit a Theme

1. In Snagit Editor, click to select a tool.

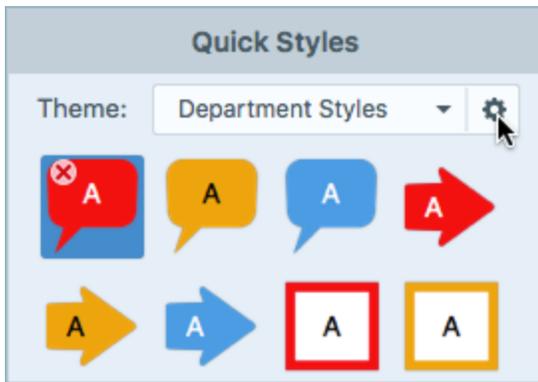


2. The tool properties open.

- **Windows:** In the **Theme** dropdown, click the  icon next to the theme and select **Edit**.



- **Mac:** Click the  icon and select **Edit**.



3. The Edit Theme dialog appears. Complete the desired edits.
4. Click **Save**.

**IMPORTANT:**

Editing a theme overwrites your existing Quick Styles in the theme. To maintain your existing styles, you can edit the Quick Styles individually. See [Save a Quick Style](#).

## Export a Theme

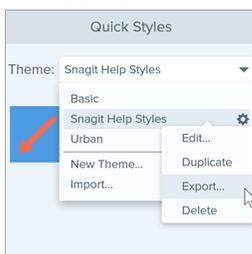
Export a theme to improve project collaboration or maintain a corporate style guide or brand.

1. In Snagit Editor, click to select a tool.

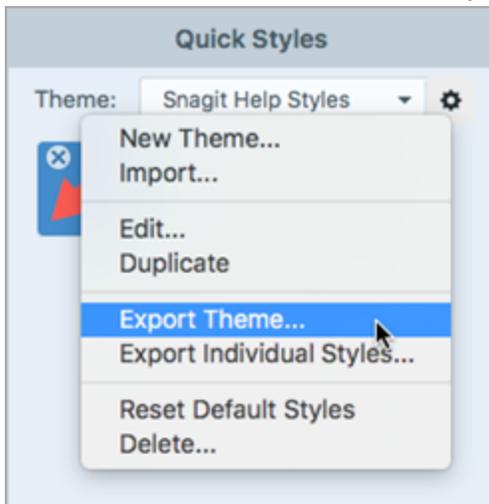


2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.

- **Windows:** In the Theme dropdown, click the  icon next to the theme and select **Export**.



- **Mac:** Click the  icon and select **Export Theme**.



3. Choose a location and enter a file name. Click **Save**.

Snagit saves the theme as a .snagtheme file. You can send the file to others to import into Snagit.

You must have Snagit Windows version 13.1 or later or Snagit Mac version 4.1 or later installed to import a theme.

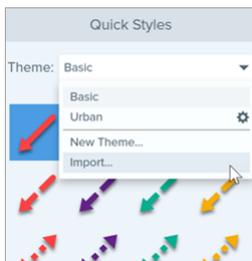
## Import a Theme

1. In Snagit Editor, click to select a tool.

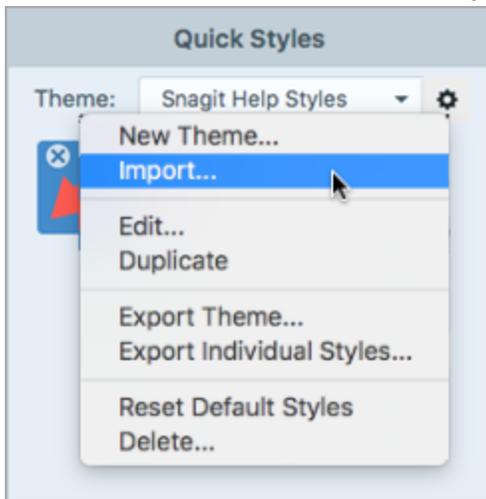


2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.

- **Windows:** Click the **Theme** dropdown and select **Import**.



- **Mac:** Click the  icon and select **Import**.



3. Browse to select the .snagtheme file and click **Open**.  
Snagit adds the theme to the list of available themes.

# Edit with Tools

The Snagit Editor toolbar consists of image editing tools to annotate, edit, and enhance image captures:

- [Move](#), resize, or delete multiple objects in an image.
- Draw attention with [arrows](#), [text](#), [shapes](#), [highlighter](#), and [callouts](#).
- [Recognize](#) and edit text in an image.
- Make precise selections on the canvas with the [Selection](#) and [Magic Wand](#) tools. Auto-fill can be turned off and on and will fill in removed areas.
- Build infographics, mindmaps, and presentation slide graphics with shapes and [lines](#).
- Hide sensitive information with a [blur](#) or cover up with a shape.
- Add [stamps](#) such as cursors, mobile device frames, proofreader's marks, or fun annotations.
- [Add a sequence of numbers or letters](#) to label steps within a capture.
- Remove areas with the [Crop](#) or [Cut Out](#) tools to show only the relevant content in an image.

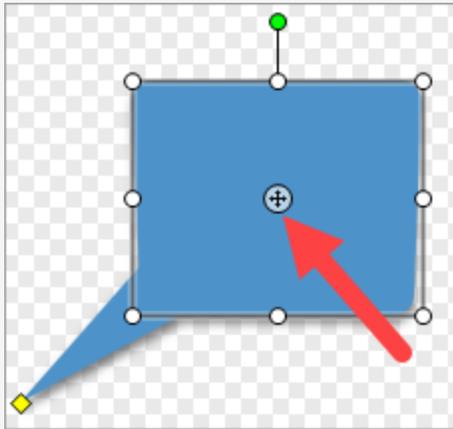
The annotation tools are only available for image captures. Share your video to Camtasia to enhance it with annotations and effects.

## Tool Types

- [Arrow](#)
- [Blur](#)
- [Callout](#)
- [Crop](#)
- [Cut Out](#)
- [Eraser](#)
- [Favorites](#)
- [Fill](#)
- [Grab Text](#)
- [Highlighter](#)
- [Line](#)
- [Magic Wand](#)
- [Magnify](#)
- [Move](#)
- [Pen](#)
- [Selection](#)
- [Shape](#)
- [Simplify](#)
- [Stamp](#)
- [Step](#)
- [Text](#)

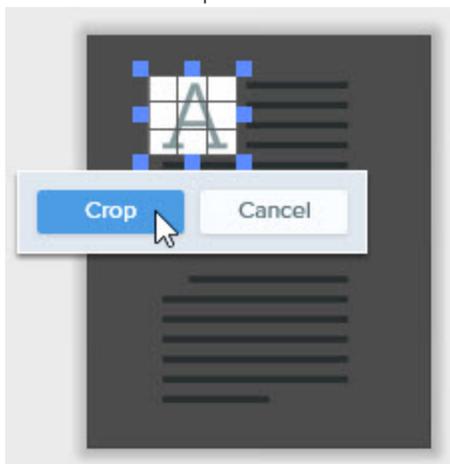
|  |   |
|--|---|
| <p>Arrow</p>      | <p>Add an arrow to call attention or highlight an item in the image.</p> <ul style="list-style-type: none"> <li>• Click and drag on the canvas to draw an arrow.</li> <li>• For a curved arrow: <ul style="list-style-type: none"> <li>• Windows: In the properties, enable the <b>Bezier Curve</b> option. Click and drag a point on the arrow to start the curve. As you edit the arrow, a white handle appears on the canvas. Drag the handle to continue to edit the curve.</li> <li>• Mac: Click and drag the yellow handle to add a curve.</li> </ul> </li> </ul>   |
| <p>Blur</p>       | <p>Add a blur to hide or mask sensitive information.<br/>On Windows, there are two types:</p> <ul style="list-style-type: none"> <li>• <b>Smooth:</b> Reduces the details in a capture similar to viewing through an out-of-focus lens. Use to apply depth or to blur the details in sensitive information.</li> </ul>  <ul style="list-style-type: none"> <li>• <b>Pixelate:</b> Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture.</li> </ul>  <ol style="list-style-type: none"> <li>1. Click and drag on the canvas to draw the blur.</li> <li>2. Drag the slider to adjust the intensity (Windows) or blur amount (Mac).</li> </ol>   |
| <p>Callout</p>  | <p>Add a callout to call attention or highlight an item in the image. A callout includes an annotation plus text.</p> <ol style="list-style-type: none"> <li>1. Click the <b>Outline</b> or <b>Fill</b> dropdown and complete one of the following: <ul style="list-style-type: none"> <li>• Click to select a color from the preset colors or from the color palette.</li> <li>• Click the Eyedropper tool and then click to select a color from anywhere on the screen.</li> <li>• Enter a HEX or RGB value into the field.</li> </ul> </li> <li>2. Click and drag on the canvas to draw the callout.</li> <li>3. Enter text within the callout.</li> <li>4. Use the handles to control the following: <ul style="list-style-type: none"> <li>• To resize the callout, drag the <b>white</b> handles.</li> <li>• To resize the callout tail, drag the <b>yellow</b> handles. (Windows)</li> <li>• To add an extra callout tail, drag the <b>blue</b> handle out. (Mac)</li> <li>• To rotate the callout, drag the <b>green</b> handle.</li> </ul> </li> </ol> |

To move the callout body around the callout tail, drag the **anchor point**.



Remove unwanted areas from the edges of an image.

1. Blue handles and grid lines show the selected image area to crop. Drag corresponding blue handles in to crop different sides of the image.



2. Click the **Crop** button to save the changes.

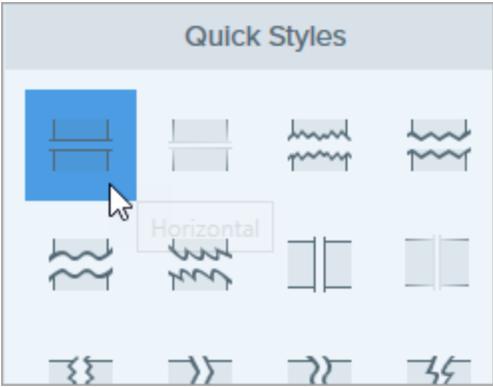
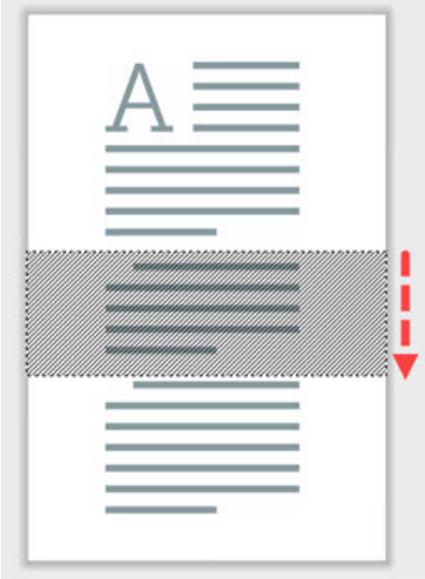


Cut Out



Delete a vertical or horizontal section out of an image and joins the two pieces together.

1. Select a horizontal or vertical style. A line appears on the canvas.

|  |   |
|--|---|
|  |  <p>2. Click and drag on the canvas to select the area to remove.</p>    |
| <p>Eraser</p>     | <p>Erase any flattened area in an image to expose the canvas.</p>   |
| <p>Favorites</p>  | <p>Save frequently-used Quick Styles to Favorites for quick access.</p> <ul style="list-style-type: none"> <li>To save a Quick Style to Favorites, click the  icon on the style.</li> <li>To remove a Quick Style from Favorites, click the  icon on the style.</li> </ul> <p>The icon appears yellow when a Quick Style is saved to Favorites.</p>  |
| <p>Fill</p>  | <p>Fill a flattened area in an image with another color.</p> <ol style="list-style-type: none"> <li>Click the <b>Fill</b> dropdown and complete one of the following:</li> </ol>  |

|  |  |
|--|--|
|                     | <ul style="list-style-type: none"> <li>• Click to select a color from the preset colors or from the color palette.</li> <li>• Click the Eyedropper tool and then click to select a color from anywhere on the screen.</li> <li>• Enter a HEX or RGB value into the field.</li> </ul> <p>2. Click to apply the fill color to a location on the canvas.</p>  |
| <p>Grab Text</p>    | <p>Capture text from anywhere on your screen and paste to other programs. See <a href="#">Grab Text</a>.</p>   |
| <p>Highlighter</p>  | <p>Highlight a rectangular area in an image.</p>   |
| <p>Line</p>         | <p>Add a straight or curved line to an image.</p>  |
| <p>Magic Wand</p>   | <p>Select an area on the canvas based on color. The tool is ideal for selecting areas of a single color that do not include complex backgrounds or patterns.</p>   |
| <p>Magnify</p>    | <p>Magnify an area on the canvas to highlight or show the details.</p>   |
| <p>Move</p>       | <p>Select any object to move on the canvas. Enable Smart Move to instantly make multiple objects selectable and on your screen. Also identifies text that can be replaced or deleted. See <a href="#">Smart Move</a>.</p>  |
| <p>Pen</p>        | <p>Draw freehand lines on an image.</p>  |
| <p>Selection</p>  | <p>Select parts of an image. After making a selection on the canvas, you can cut, copy, move, delete, edit, or apply effects to the selection.</p> <p>Click the <b>Selection</b> tool and the tool properties appear on the right-side of Snagit Editor. Before selecting an area on the canvas, adjust the following properties:</p> <ul style="list-style-type: none"> <li>• Shape</li> <li>• Snap to Object</li> <li>• Background Fill</li> </ul> |

- Optimization quality (Windows)

**1 Selection Shape**  
Choose a selection shape: Square, Ellipse, Polygon, or Freehand.

**2 Snap to Object**  
Turn on to snap to text or irregular-shaped objects within the selected area. Drag the slider to adjust the object selected.

**3 Background Fill**  
Choose an option to fill the area when the selection is moved or deleted. Auto-Fill automatically fills the area based on the content surrounding the selection.

**4 Optimize For**  
Speed is best for solid-colored content or if the fill details are not important. Select Photo Quality for advanced customization and higher quality fill.

**1 Selection Shape**  
Choose a selection shape: Square, Ellipse, Polygon, or Freehand.

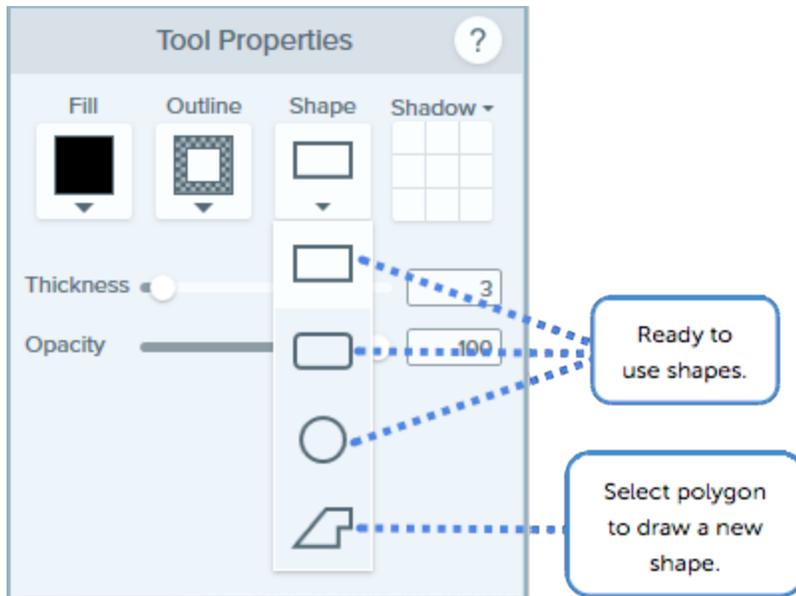
**2 Snap to Object**  
Turn on to snap to text or irregular-shaped objects within the selected area. Drag the slider to adjust the object selected.

**3 Background Fill**  
Choose an option to fill the area when the selection is moved or deleted. Auto-Fill automatically fills the area based on the content surrounding the selection.

Shape



Add a shape or frame to an image. You can choose the shape, outline and fill color.



- To resize the shape, drag the white handles.
- To rotate the shape, drag the green handle.

For polygon:

1. Click and drag on the canvas to draw the first side of the shape.
2. Click to anchor each corner of the shape.
3. Double-click (Windows) or press **Enter** (Mac) to complete the shape.

## Simplify



Replace text and other visual elements in an image with simplified objects to focus viewers' attention on the important elements in an image. See [Simplify Tool](#)

## Stamp



Annotate an image with Snagit's default stamps, download more from the TechSmith website, or create your own stamps (Windows only).

### Add a Stamp

1. In the Quick Styles, select a stamp.
2. Click the canvas to add the stamp.
  - To move the stamp, click and drag to move the stamp to the desired location.
  - To resize the stamp, click and drag a white handle in or out.

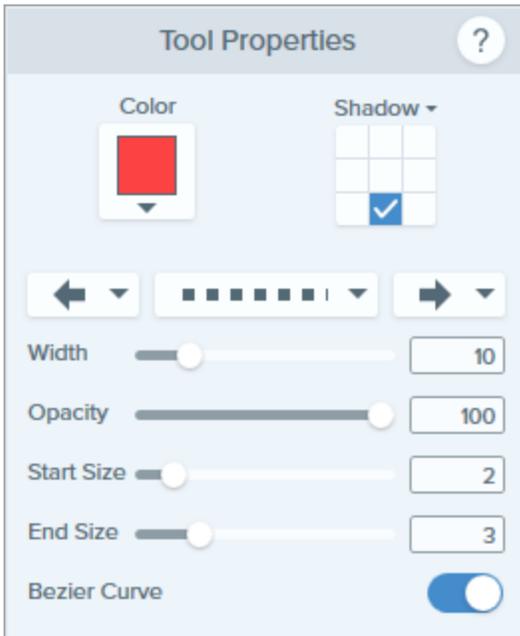
### Download Stamps

1. In the Properties panel, click the **Download More** button.
2. The TechSmith website opens. Locate the desired stamp set and click the **Download** link.

|   |  |
|---|--|
|   | <h3>Create a Custom Stamp</h3> <p>Save images, annotations, or objects on the canvas as custom stamps.</p> <ol style="list-style-type: none"> <li>1. On Windows, select <b>Stamp tool &gt; Organize Stamps button &gt; Add Stamp button</b>. On Mac, select <b>Stamp tool &gt; Import Stamps</b>.</li> <li>2. Browse to select an image and click <b>Open</b>.</li> </ol> <div style="background-color: #4a86e8; color: white; padding: 5px; margin-top: 10px;"> <p><b>Pro Tip:</b> Add search terms to help you quickly find stamps (Mac only).</p> </div> <p>Control-click a stamp in the Quick Styles and select <b>Edit Search Terms</b>. Enter a search term. Separate search terms with a comma.</p> |
| <p>Step</p>  | <p>Add a series of numbers or letters in sequence to an image.</p>   |
| <p>Text</p>  | <p>Add captions, headings, or other text to an image.</p> <p>Select the outline and fill colors for your text. You can also choose text alignment, text size, and text font. To edit text, double-click the text box to type the desired text. See <a href="#">Grab Text</a>.</p>  |

## Using Tool Properties

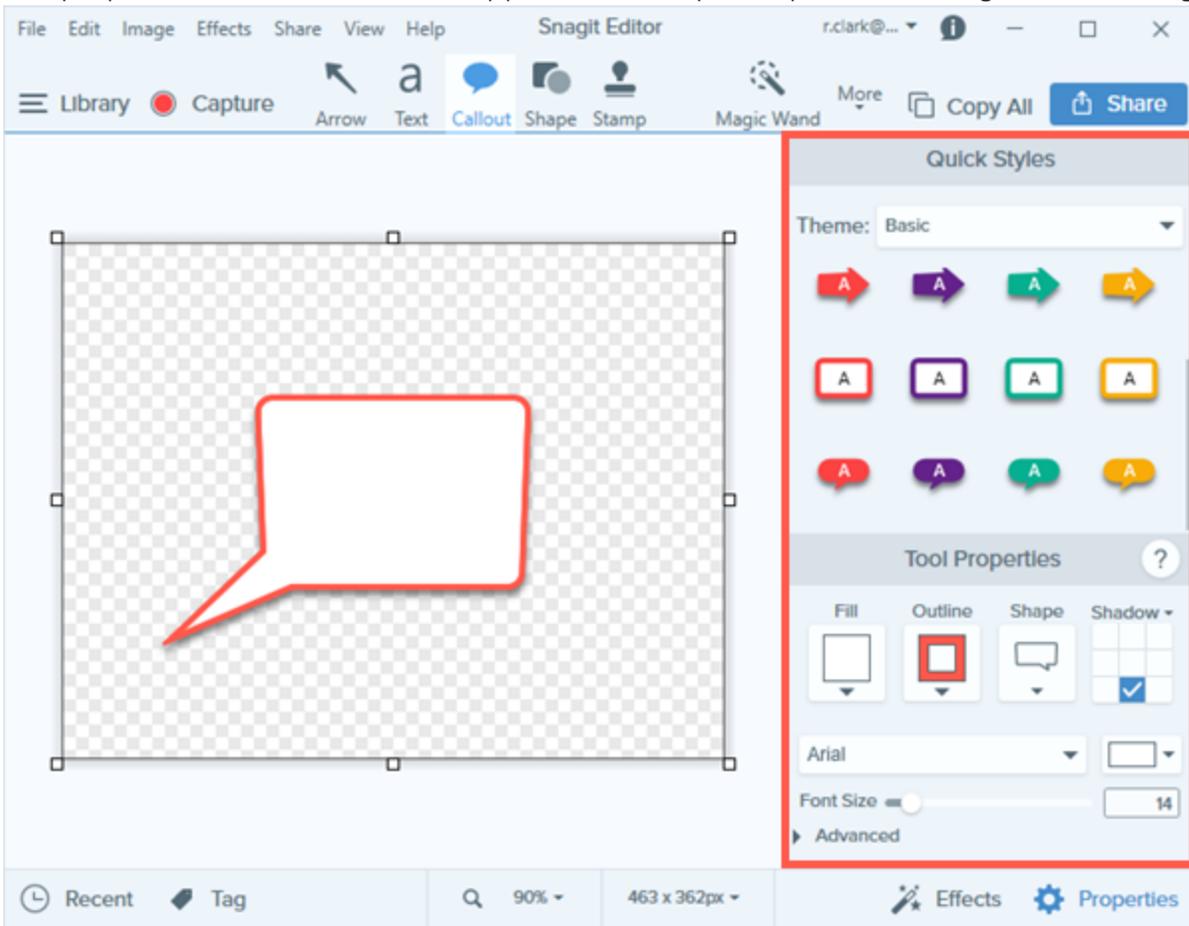
Customize the tool properties in the Properties panel.



1. Click to select a tool from the Snagit Editor toolbar.



2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.



3. To select the tool properties, complete one of the following:

- Click to select a style from the . The Quick Styles contain presets or custom styles.
- Edit the settings for the tool in the Properties panel.

4. The method for drawing the Quick Style on the canvas depends on the tool selected. Different properties are available depending on the tool.

## Property Types

|       |  |
|-------|--|
| Color | <ul style="list-style-type: none"><li>• Fill: Change the interior color of a shape or text.</li><li>• Outline: Change the color outlining a shape or text.</li></ul> |
|-------|--|

|                  |  |
|------------------|--|
| Eyedropper       | Select any color on your screen. Click the Eyedropper tool and then click to select a color anywhere on the screen.  |
| Shadow           | Click to select a shadow direction. To turn off the shadow, deselect the shadow direction.   |
| Font             | Change the font name, font color, and size using the slider or manually enter the size you want.   |
| Opacity          | Drag the slider to adjust the transparency of colors in the tool.  |
| Bezier Curve     | Set your arrow/line to curve at one or more points. Toggle on/off and then drag the handles that appear around the arrow or line to adjust the curve up or down.   |
| Thickness        | Drag the slider to adjust the width of a line or outline in pixels.  |
| Tolerance        | Drag the slider to adjust how close to an object the program makes changes in an image.  |
| Detail           | Drag the slider to adjust the threshold at which the program identifies objects on the Canvas.   |
| Background Fill  | <ul style="list-style-type: none"> <li>• Transparent: Fill deleted areas with transparency (empty Canvas).</li> <li>• Auto-Fill: Automatically fill the selection based on the surrounding content.</li> </ul> |
| Intensity        | Drag the slider to adjust the amount of blur to apply to the selection.  |
| Select Less/More | Drag the slider to adjust the range of colors included in the selection.   |
| Antialias        | Check the box to render lines and edges smoothly.  |
| Create as Vector | Check the box to allow an object to be scaled without loss of quality.   |

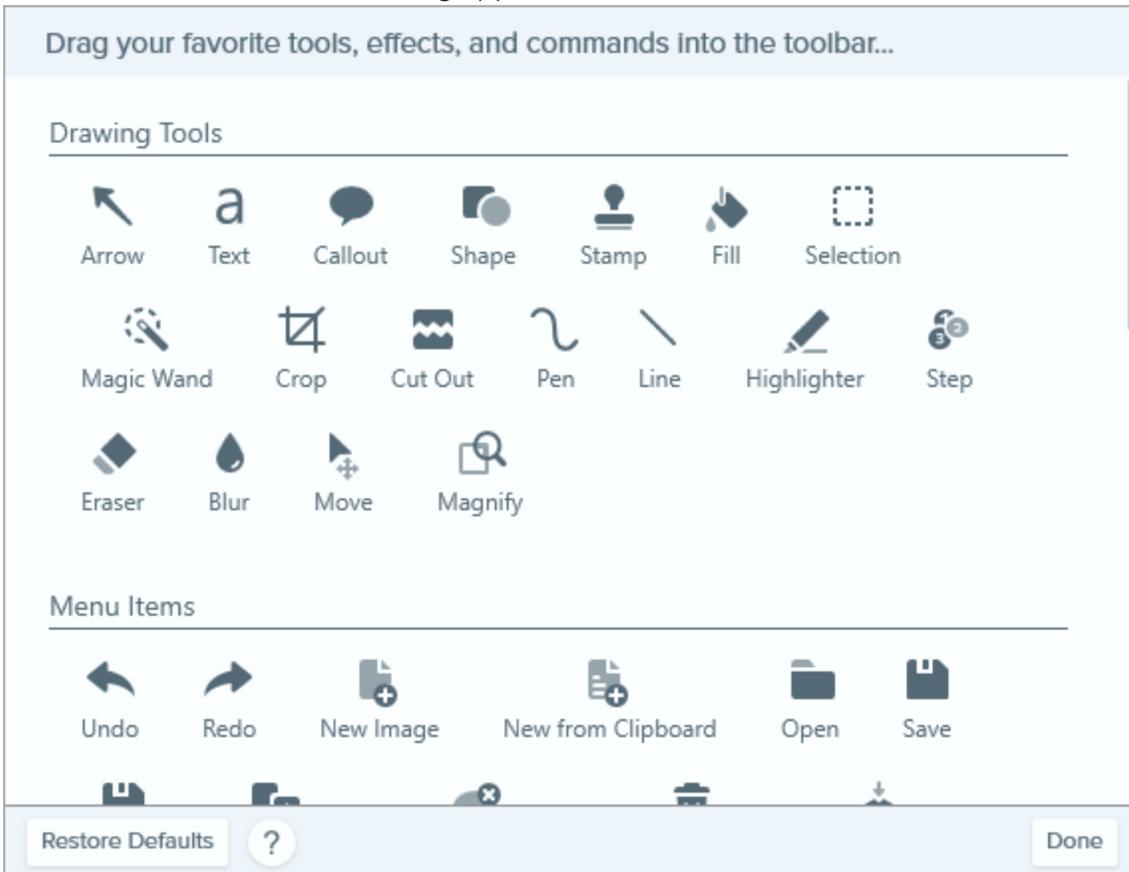
## Customize the Snagit Editor Toolbar

Customize the editing toolbar for quick access to your favorite tools, effects, and share destinations. You can add, remove, or arrange the options on the toolbar.

1. In Snagit Editor toolbar, click **More** and select **Customize Toolbar**.



2. The Toolbar Customization dialog appears.



- To add an option to the toolbar, drag the option from the dialog onto the desired location on the toolbar.
- To remove an option from the toolbar, drag the option off of the toolbar.
- To rearrange options on the toolbar, drag the option to the desired location on the toolbar.

3. After customizing the toolbar, click **Done**.

4. In the toolbar, you can choose to show icons and text labels or icons only. To change this option, right-click on the toolbar and select **Icon and Text** or **Icon Only**.

# Add Effects

Add an effect to enhance an image. Effects can be applied to the entire image or a selection.

Effects are only available for image captures. Share your video to [Camtasia](#) to enhance it with annotations and effects.

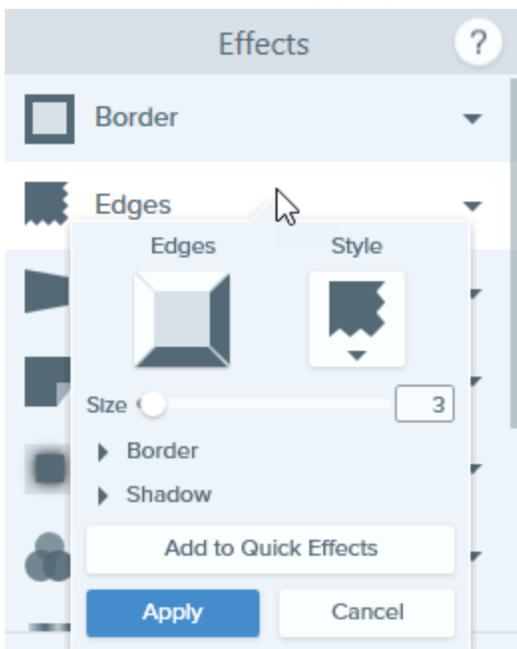
## Add an Image Effect

1. Click the **Effects** button.

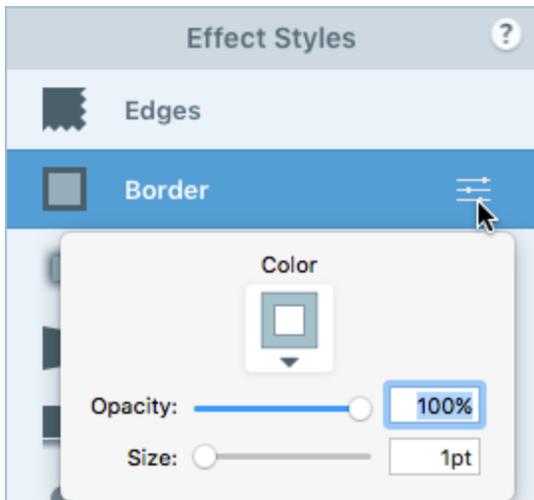


2. The Effects panel opens. Complete one of the following apply an effect:

- Select a style from the Quick Effects.
- **On Windows:** Click to select an effect. Customize the settings on the dropdown and click **Apply**.



- **On Mac:** Click to select an effect. Click the  button to customize the settings.



**TIP:** Save a custom effect as a Quick Effect

- **Windows:** Click the **Add to Quick Effects** button.
- **Mac:** As you edit the properties, a new effect appears at the bottom of Quick Effects. Click the **+** icon to save the effect for future use.

## Remove Effect from Image

- **Windows:** Select **Edit > Undo** to remove the last applied effect. If you need to remove multiple changes, select **Undo** multiple times.
- **Mac:** In the Effects panel, click a blue effect to turn off the effect. To turn off all effects, click the **No Effects** Quick Effect.

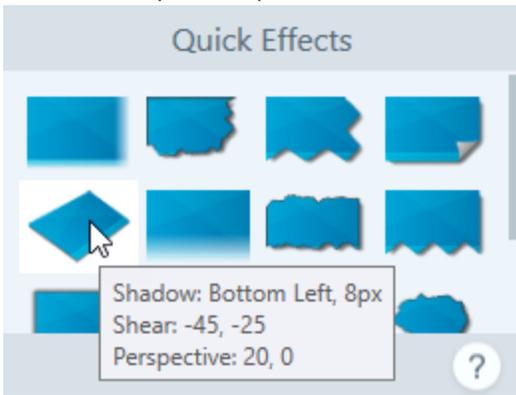
## Apply a Quick Effect

Quick Effects automatically remember your custom effect settings for future use.

1. Click the **Effects** button.



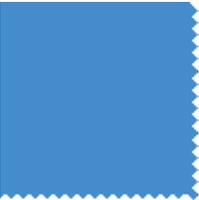
2. The Effects panel opens. Hover over a Quick Effect.

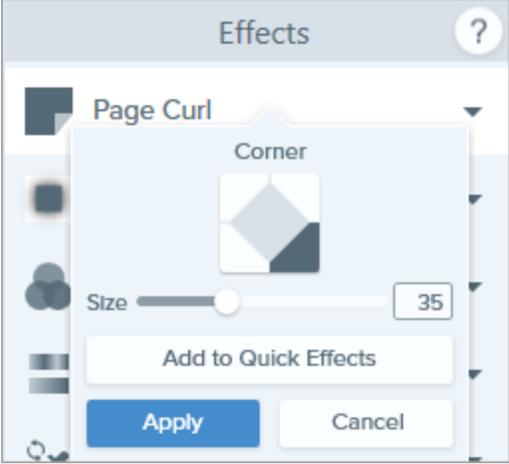
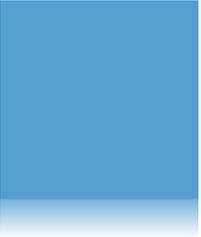


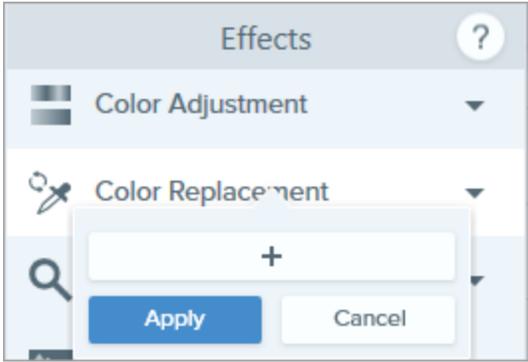
3. A preview of the Quick Effect appears on the canvas (Windows). Click to apply the Quick Effect.

## Snagit Effect Types

- Border
- Edges
- Page Curl (Windows)
- Shadow
- Perspective
- Reflection (Mac)
- Filters (Windows)
- Color Filters (Mac)
- Color Adjustment (Windows)
- Color Replacement (Windows)
- Spotlight and Magnify (Windows)
- Watermark (Windows)
- Fade (Mac)

|   |   |
|---|---|
| <p>Border</p>  | <p>Add a border to the outside of an image.</p>             |
| <p>Edges</p>   | <p>Add an edge effect to one or more sides of an image.</p> |

|  |   |
|--|---|
| <p>Page Curl<br/>(Windows)</p>  | <p>Add an effect that peels up the corner of an image.</p>   |
| <p>Shadow</p>                   | <p>Add a shadow effect to a side or around the entire image.</p>  |
| <p>Perspective</p>            | <p>Distort an image to give the appearance of being viewed from a different angle.</p>  |
| <p>Reflection (Mac)</p>       | <p>Add a mirror-like reflection to an image.</p>  |
| <p>Filters (Windows)</p>   | <p>Apply a filter effect over the entire image. You can choose one of the following types of filters in the dropdown before you apply this effect:</p> <ul style="list-style-type: none"> <li>• Soften</li> <li>• Sharpen</li> <li>• Opacity</li> </ul> |

|                                 |  |
|---------------------------------|--|
|                                 | <ul style="list-style-type: none"> <li>• Monochrome</li> <li>• Gray Scale</li> <li>• Invert Colors</li> </ul>  |
| Color Filters (Mac)             | <p>Apply a filter effect over the entire image. You can choose to change the following properties with this effect:</p> <ul style="list-style-type: none"> <li>• Grayscale</li> <li>• Sepia Tone</li> <li>• Invert</li> </ul>  |
| Color Adjustment (Windows)      | <p>Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image. You can choose to change the following properties with this effect:</p> <ul style="list-style-type: none"> <li>• Brightness</li> <li>• Contrast</li> <li>• Hue</li> <li>• Saturation</li> <li>• Gamma</li> </ul> |
| Color Replacement (Windows)     | <p>Swap two colors in an image or replace one color with another color. You can choose multiple groups of colors to swap by clicking the <input type="text" value="+"/> before you apply this effect.</p>                   |
| Spotlight and Magnify (Windows) | <p>Draw attention to an area in an image by highlighting and enlarging the area. After choosing an area on your image with the <b>Selection</b> tool, select <b>Spotlight and Magnify</b> under <b>Effects</b>.</p>  |
| Watermark (Windows)             | <p>Add text, a logo, or copyright information to an image for identification or to discourage unauthorized use.</p>  |



Fade (Mac)

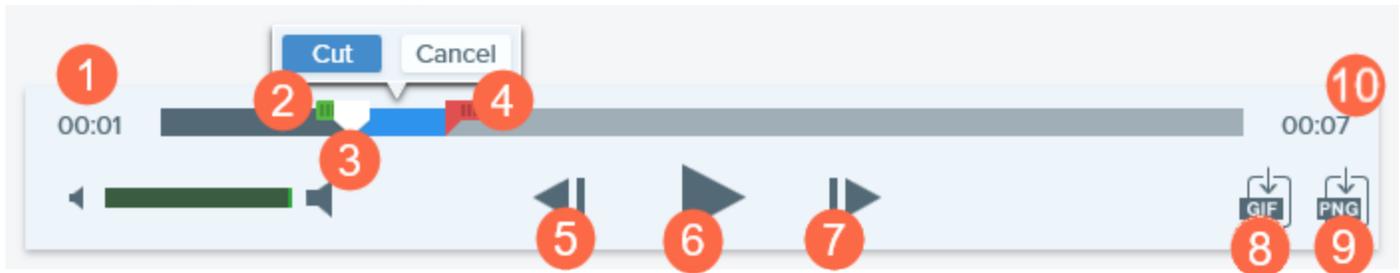


Apply a gradual dimming to the edges of an image.

# Edit Videos

After [recording a video capture](#), the MP4 file opens in Snagit Editor to preview and edit.

The video playback controls appear under the video.



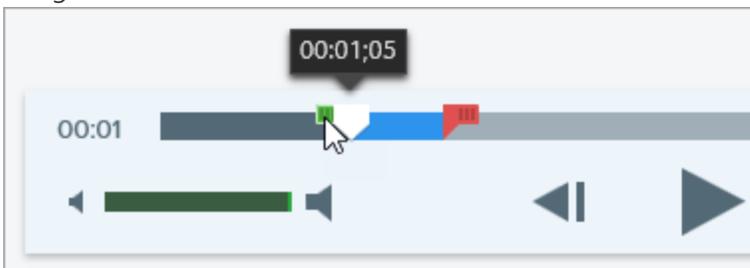
|   | Video Control  | Description   |
|---|----------------|---|
| 1 | Elapsed time   | Displays the elapsed time at the playhead's position on the timeline.                                       |
| 2 | Start handle   | Drag the handle to select the starting point for a video selection.   |
| 3 | Playhead       | Controls which frame in the video is displayed. Drag the playhead to jump to a specific point in the video. |
| 4 | End handle     | Drag the handle to select the end point for a video selection.  |
| 5 | Previous Frame | Click to move back one frame.<br>Click and hold the button to rewind.                                       |
| 6 | Play / Pause   | Play or pause the video.  |
| 7 | Next Frame     | Click to move forward one frame.<br>Click and hold the button to fast forward.                              |

|    | Video Control       | Description   |
|----|---------------------|---|
| 8  | Create Animated GIF | Save entire video or the current selection as an Animated GIF file.             |
| 9  | Save Frame as PNG   | Save the current video frame as a still image. The new image opens in the tray. |
| 10 | Time                | Displays the total length of the video.   |

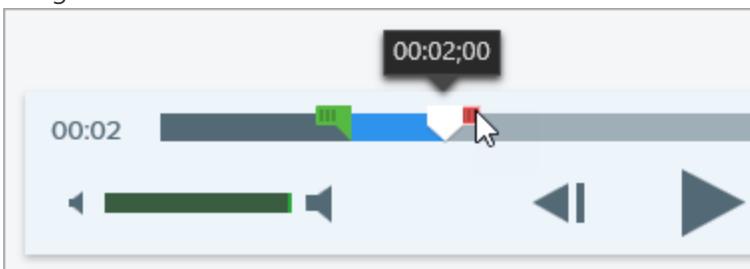
## Trim or Cut Out Unwanted Video Sections

Cut out unwanted parts of a video such as mistakes or coughs, or trim the beginning or end of the video.

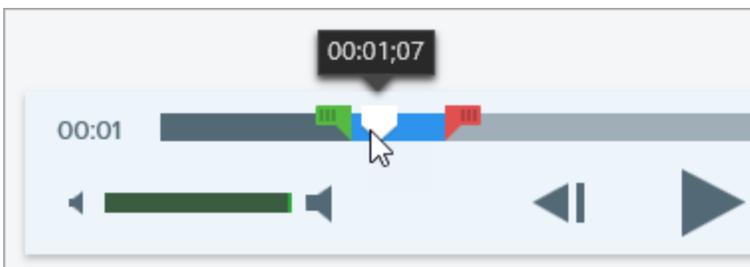
1. Drag the **Start handle** on the timeline to the location to start the cut.



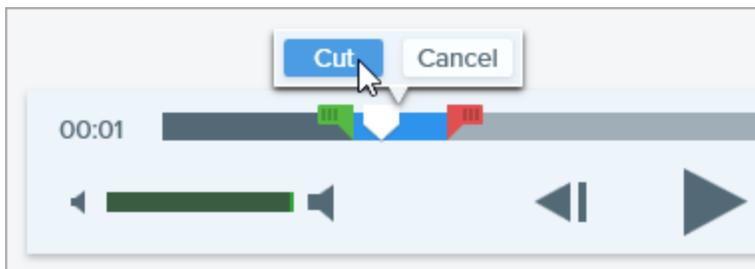
2. Drag the **End handle** on the timeline to the location to end the cut.



3. To preview the cut, drag the playhead to where you want to start the video playback. Click the **Play** button.



4. Click the **Cut** button.



The segment cut from the video is shown as a yellow line on the timeline.



## Save a Video Frame as an Image

Capture the current video frame as a still image.

1. Open a video capture or click to select a video from the Recent Captures Tray.
2. Drag the playhead to the desired video frame.
3. Click the **Save Frame as PNG** button.

The new image opens in the tray.

TIP: Need More Video Editing Options?

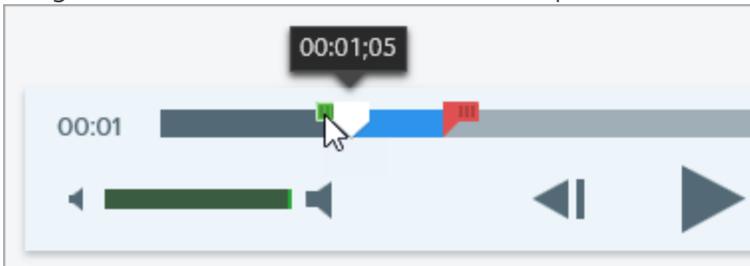
For additional editing options, share the video to Techsmith Camtasia.

# Create Animated GIFs

Snagit allows you to create GIFs from a selection of your video or the entire video.

## Create a GIF

1. Open a video capture or click to select a video from the **Recent Captures Tray**.
2. Drag the start and end handles to select a portion of the video for the **Animated GIF**.



**TIP: Keep it Short!**

It is recommended to select a segment less than 30 seconds.

3. Drag the playhead to the green handle and click the **Play** button to preview the selection.
4. When you are satisfied with the selection, click the **Create Animated GIF** button.



5. Confirm if you are using the selection you just chose or if you would like to use the whole video to create the GIF.
6. The Create GIF dialog appears. Select an **Optimize For** option:
  - **Screen Video (Default):** Select this option if the video contains screen recording.
  - **High Motion Video:** Select this option if the video contains real world video or games.
  - **Reduced File Size:** Select this option if you want to optimize for file size. Snagit scales the video dimensions down to have a max width or height of 200 pixels.
  - **Custom:** Select this option if you want to customize the settings. See [Custom GIF Settings](#).
7. Click the **Create** button.

Snagit produces the Animated GIF file and adds it to the beginning of the Recent Captures Tray.

# Custom GIF Settings

| Setting                       | Description   |
|-------------------------------|---|
| Frame Rate                    | Number of frames per second. A higher frame rate produces smoother video playback and can result in larger file sizes.  |
| Dimensions (unit)             | Select the unit to display the width and height dimensions.   |
| Dimensions (Width and Height) | Enter the width and height dimensions for the Animated GIF file. Decreasing the dimensions can result in lower file sizes for the Animated GIF.   |
| Lock Aspect Ratio             | It is recommended to lock the aspect ratio, the ratio of the width to the height of a video. Unlocking the aspect ratio may result in skewed or blurry video content.   |
| Enable Dithering              | Enable Dithering to prevent color banding and to produce smoother video content. Dithering can result in larger file sizes.   |
| Looping                       | <ul style="list-style-type: none"><li>• If looping is enabled, the Animated GIF plays back on a continuous loop.</li><li>• If looping is disabled, the Animated GIF plays until the end of the video.</li></ul>         |
| Dynamic Colors (Mac)          | This option is recommended for most videos. Enabling this option can result in increased file sizes. If you need to decrease the file size, you may consider disabling this option for videos with low color variation. |
| Fade to Black                 | Add a transition to the end of the Animated GIF to fade the last frame to black.  |

# Import Captures from a Mobile Device

---

TechSmith Fuse is a mobile app that allows you to send images and videos from your mobile device directly to Snagit. You can capture, collaborate, and access your content - wherever you are.

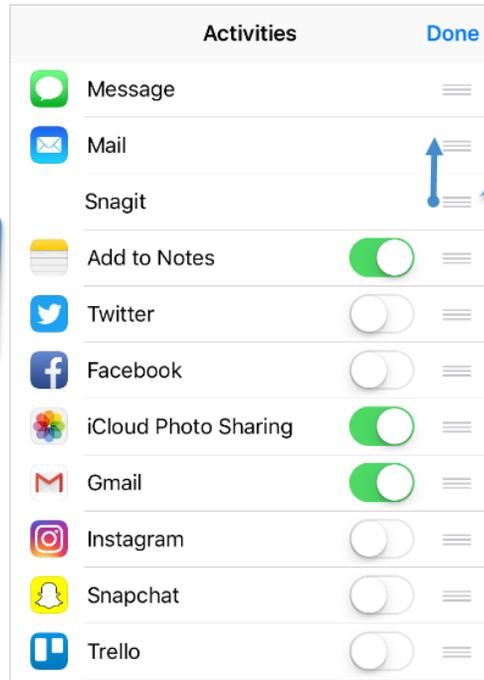
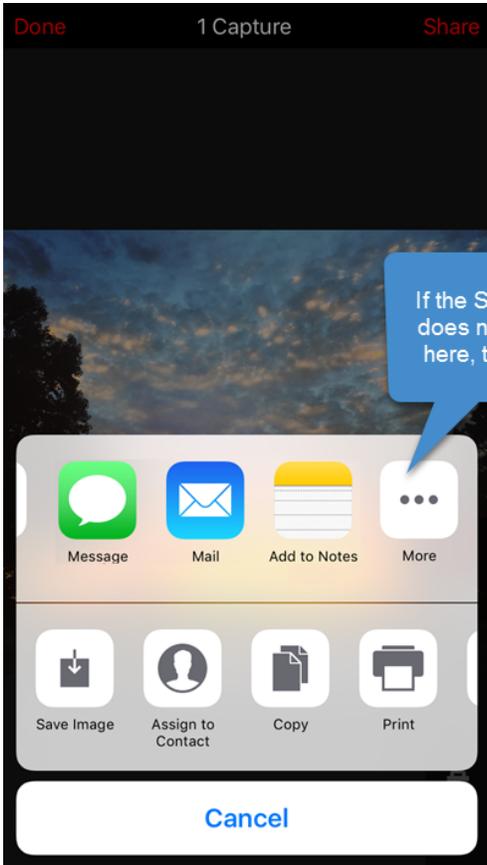
Fuse is available from the [Google Play Store](#) or the [App Store](#) and supported on mobile devices running the following operating systems:

- iOS version 9 and later (phones and tablets)
- Android version 4.0 and later

## Import with TechSmith Fuse

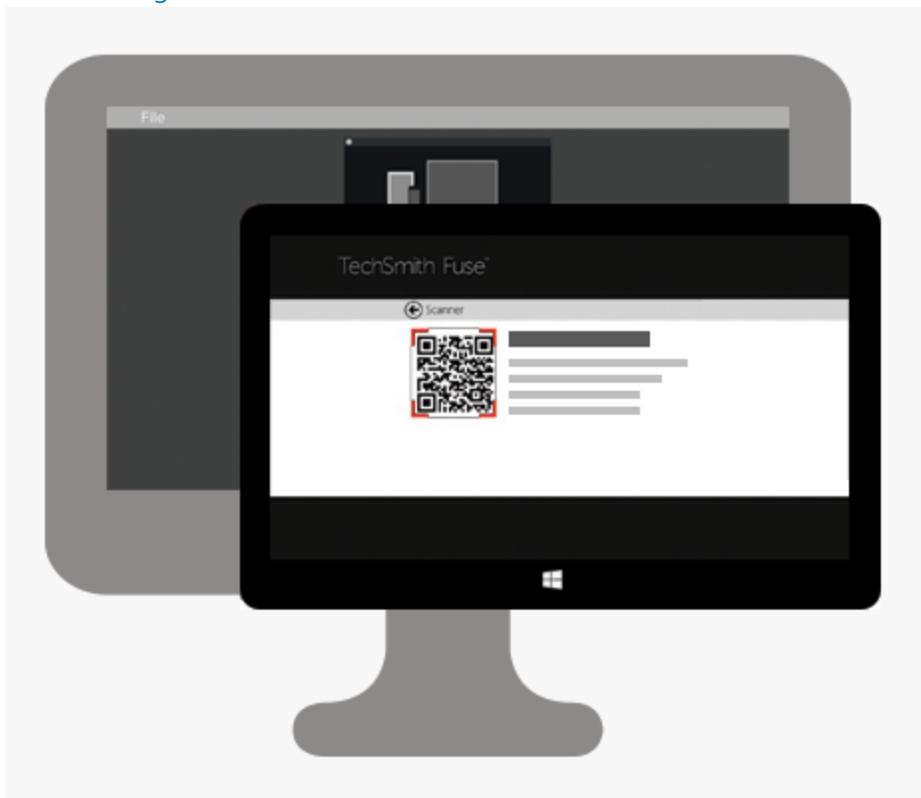
1. Install TechSmith Fuse from the [Google Play Store](#) or the [App Store](#) onto your mobile device.
2. In Snagit Editor, select **File > Connect Mobile Device**. The Connect Mobile Device dialog opens.
3. Connect your computer and mobile device to the same network.
4. Open TechSmith Fuse on your mobile device.
5. Select the media to send:
  - Tap **Library** to import from your device or to select existing media.
  - Tap **Video** to record a video.
  - Tap **Photo** to take a photo.

6. Tap **Share** and select **Snagit**.  
If the Snagit icon does not appear, tap **More**.



7. Tap **Connect to Snagit**.

8. The Scanner appears. Point your camera at the QR code in the Connect Mobile Device dialog. See [Tips for scanning the QR code](#).



The image or video is sent to the tray in Snagit Editor.

## Tips for scanning the QR code

Follow these tips for scanning the QR code using TechSmith Fuse on your mobile device:

- Make sure the device is on and connected to the same network as the computer running Snagit.
- Aim the camera on the device at the QR code on the computer screen.
- Position the camera so that the QR code is centered within the corners of the Scanner screen in TechSmith Fuse on your mobile device or tablet.

## About Connecting TechSmith Fuse and Snagit

- Opening the Connect Mobile Device dialog turns on the **Mobile Sharing** option.
- You must scan the QR code in Snagit to establish a connection between the mobile device and Snagit for sending the mobile files.
- Your mobile device and the computer running Snagit must be connected to the same network.
- You must have Snagit open on your computer.

# About Mobile Sharing with TechSmith Fuse

Mobile Sharing allows Snagit to receive files from TechSmith Fuse. It is turned off by default and will only turn on if you:

- Connect TechSmith Fuse to Snagit from a mobile device.
- Select **Snagit Editor > File > Editor Options > Advanced** tab > **Enable sharing to Snagit**.

Once Mobile Sharing is turned on, you can connect Fuse to Snagit. Mobile Sharing continues to run until it is turned off.

Snagit opens a port on your computer to establish a secure connection between your mobile device and Snagit. If you have security concerns about the connection remaining open after you have transferred the files from Fuse, you can turn off Mobile Sharing.

## Turn Mobile Sharing Off:

Select **Snagit Editor > File > Editor Options > Advanced** tab > click the **Enable sharing to Snagit** option. Mobile Sharing may also turn off if interrupted. This can happen if:

- Your network/router becomes disconnected or needs to be reset.
- Your computer automatically generates new IP addresses.
- You change network providers.

## Troubleshoot TechSmith Fuse

If TechSmith Fuse cannot connect or send files to Snagit, see the following:

- [Unable to send files from TechSmith Fuse to Snagit](#)
- [Unable to scan QR code](#)
- [QR code is missing](#)

## Unable to send files from TechSmith Fuse to Snagit

If you are unable to send files from TechSmith Fuse to Snagit Editor, check the following:

- Make sure Snagit is open on the computer when sending files from TechSmith Fuse to Snagit.
- Make sure Mobile Sharing is turned on:
  - On Windows, select **Snagit Editor > File > Editor Options button > Advanced** tab > **Enable sharing to Snagit**.
  - On Mac, select **Snagit Editor > Snagit > Preferences > Advanced** tab.

- You must scan the QR code in Snagit to establish a connection between the mobile device and Snagit for sending the mobile files.
- Your mobile device and the computer running Snagit must be connected to the same network.
- Reset the router or wireless network.
- Check your network or firewall settings.

## Unable to scan QR code

If TechSmith Fuse cannot scan the QR code located in the Connect Mobile Device dialog (Snagit Editor > File > Connect Mobile Device), check the following:

- Make sure the device is connected to the same Wi-Fi network as the computer running Snagit.
- Aim the camera on the device at the QR code on the computer screen.
- Position the camera so that the QR code is centered within the corners of the Scanner screen in TechSmith Fuse on your mobile device or tablet.

## QR code is missing

In Snagit, an error message appears in the Connect Mobile Device dialog (Snagit Editor > File > Connect Mobile Device) if a QR code cannot be generated.

A QR code may not be generated if:

- The network/router is disconnected or needs to be reset.
- The specified port is already in use.

If a QR code is not generated:

- Check your network or firewall settings.
- Connect your mobile device and computer to another network.

# Introduction to the Snagit Library

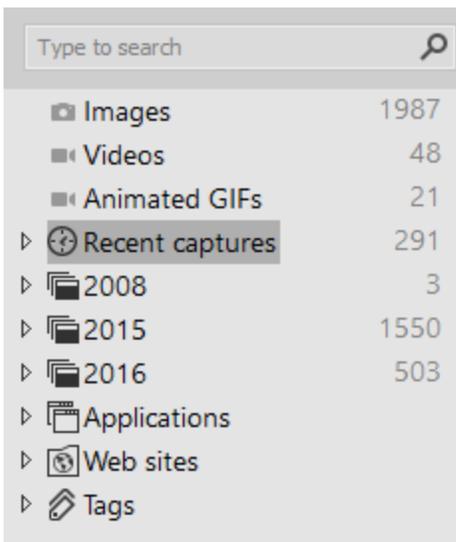
Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

To access the library from Snagit Editor, click the **Library** button at the top of Snagit Editor.



Captures are categorized by:

- Capture Type (Images, Videos, Animated GIFs)
- Recent Captures (Windows): Captures taken in the past four weeks and any files viewed or saved in Snagit
- Date (Year and Month)
- Applications: All applications Snagit captured
- Websites (Windows): All websites Snagit captured
- Tags: List of tags assigned to captures in Snagit



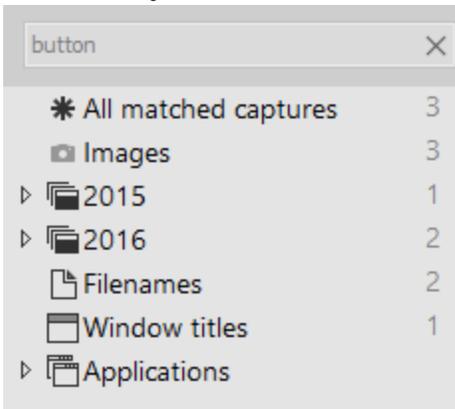
## Search for Captures

1. In Snagit Editor, click the **Library** button.



2. Enter a search term in the **Search** field. You can search by file name, by tags, by application or website captured from.

3. The search results appear below the search field. Click an item in the search results to view the captures in the library.



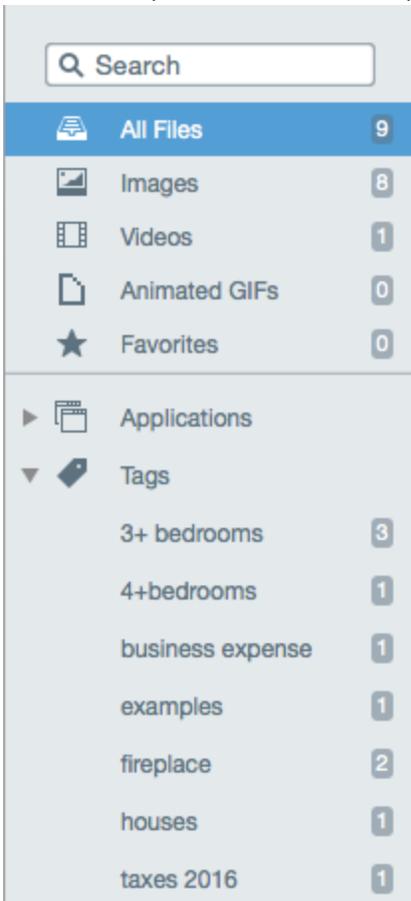
4. To open a capture in the tray, double-click the capture in the library.

## Browse the Capture History

1. In Snagit Editor, click the **Library** button.



2. Captures are categorized by date (month and year), applications, websites, or tags. Click a category in the Search pane to view the captures within that category in the library.

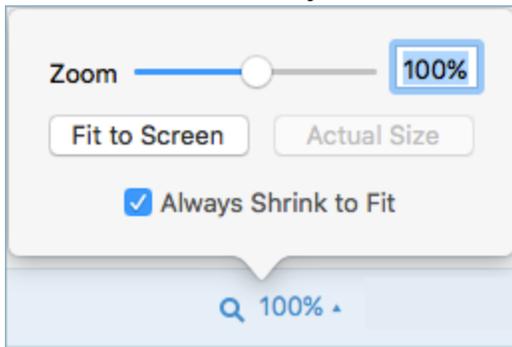


3. To open a capture in the tray, double-click the capture in the library.

# View Captures in the Library

- On Windows:

- Click the  **Details View** button or the  **Thumbnail View** button to switch the view for captures in the library.
- Click the **Zoom Options** button and drag the Zoom slider to change the size of the capture thumbnails in the library.



- On Mac:

- Drag the Zoom slider to change the size of the capture thumbnails in the library.
- Snagit captures other information during capture. To view this metadata:
  - **Windows:** Right-click and select **Details**.
  - **Mac:** Control-click and select **Get Info**.
- To open a capture in the tray, double-click the thumbnail in the library.

## Add a Tag

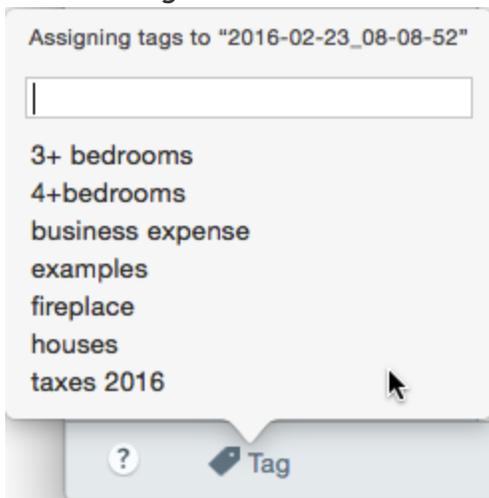
Add tags to captures to help group or find captures easily at a later time.

Tags are only visible in Snagit.

1. In Snagit Editor, select a capture in the tray or in the library.

CTRL+click (Windows) or Command-click (Mac) to select multiple captures.

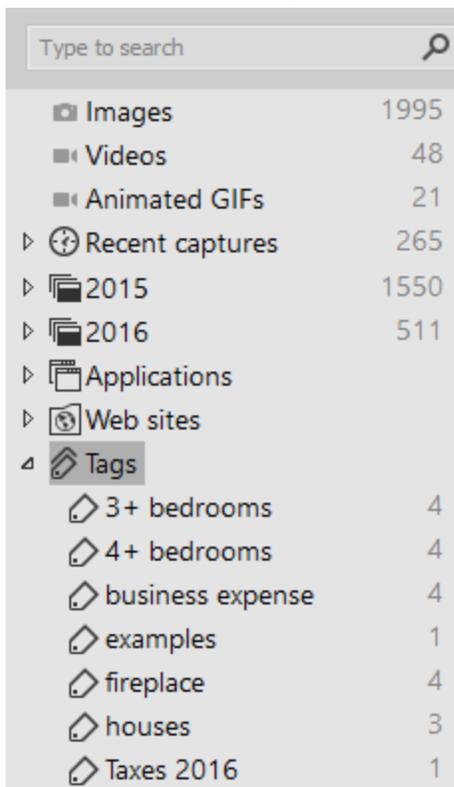
2. Click the **Tag** button.



3. Enter a new tag or click to select an existing tag from the list.

## View Tags

Snagit automatically saves your capture history to the library. In the Search pane, click the **Tags** category to view a list of all the tags applied to captures.



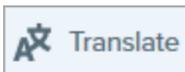
# Translate Text

The **Translate** option helps you to quickly create images for multiple languages. Snagit extracts the source text from text annotations and callouts into a .xliff file to send to your translator. You can import the file into Snagit to automatically generate translated images.

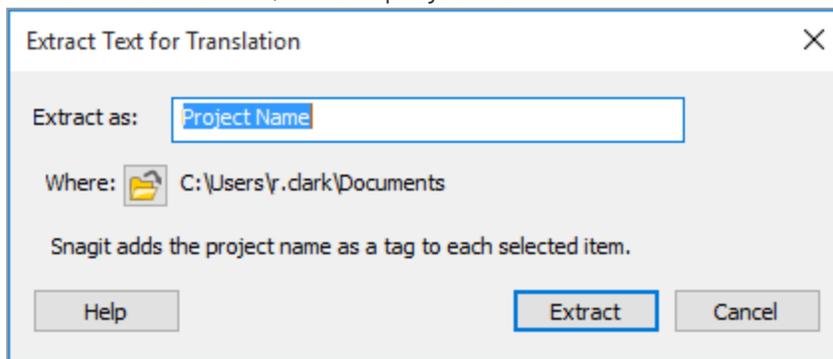
## Extract Text for Translation

Complete the following steps to extract text from text annotations and callouts to send for translation:

1. In the library, select .snag or .snagproj files with text annotations or callouts.
2. Click the **Translate** button to extract the text for translation.



3. In the **Extract As** field, enter a project name.



Snagit tags the source files with a project name and a language tag so you can quickly locate the images in the library.

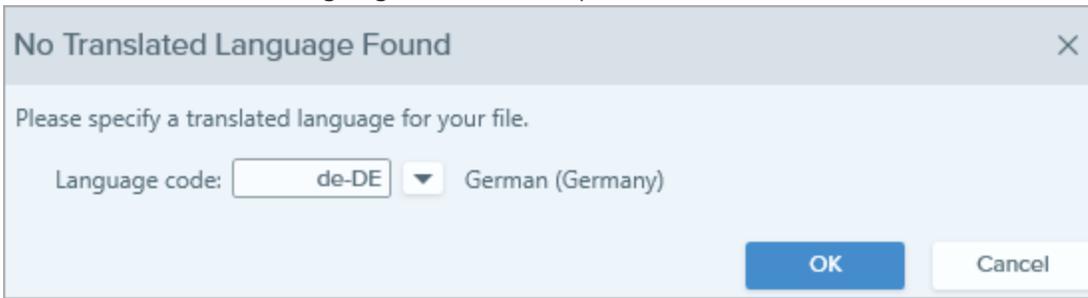
4. Select a location to save the .xliff file.
5. Click the **Extract** button.
6. Send the .xliff file to your internal translator or localization vendor to add the target language translations.

## Import Translations

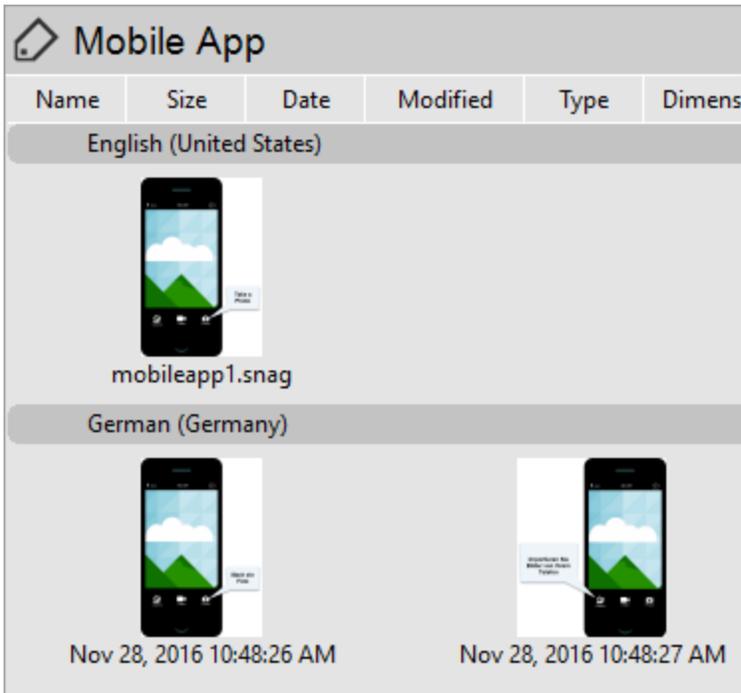
After the text translations are added to the .xliff file, you can import the file into Snagit Editor to automatically generate the translated images.

1. In Snagit Editor, select **File > Translate > Import Translation**.
2. Select the .xliff file that contains the translations and click **Open**.

3. Select the translated language from the dropdown and click **OK**.

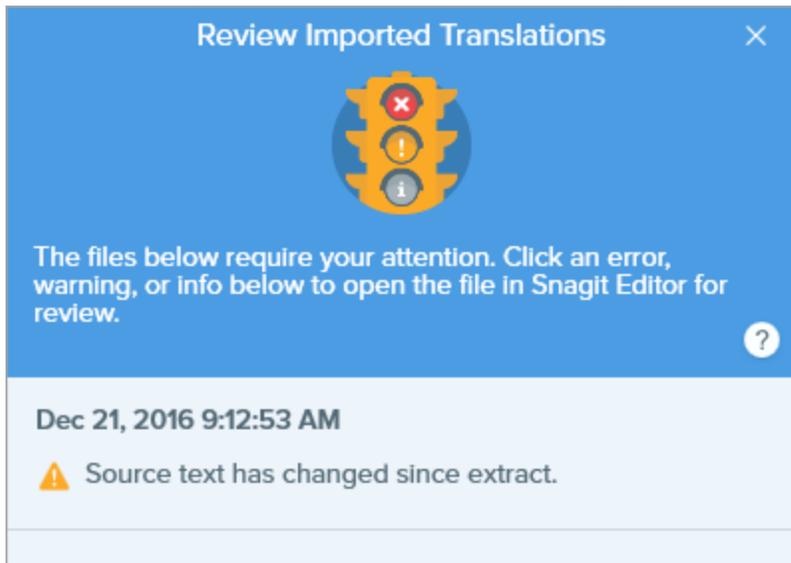


Snagit automatically generates the localized images based on the translations in the .xliff file. Snagit tags the translated images with a project name and a language tag so you can quickly locate the graphics in the library.



# Review Translated Images

After importing the translated .xliff file into Snagit Editor, the **Review Imported Translations** dialog appears.



To review an item:

1. Click an [info](#), [warning](#), or [error](#) message in the dialog to open the file on the canvas.
2. Review and edit the .snag, .snagproj, or .xliff file based on the message.
3. Repeat for the next error or warning in the list.

## Info

Info messages provide additional information about the localized image.

| Message                                   | User Action   |
|---|---|
| No issues found.                          | No action required.   |
| Callout resized to fit translation. (Mac) | <p>The length of translated text is too long to fit in the original callout. Snagit automatically resizes the callout to fit the translation.</p> <p>Click the message to preview the changes on the canvas.</p> <p><b>Suggested Edits:</b></p> <ul style="list-style-type: none"><li>• Make sure the callout is not covering up important content in the image. To move the callout, click within the callout and drag it to a new location.</li></ul> |

| Message                                      | User Action   |
|--|---|
|  | <ul style="list-style-type: none"> <li>To resize the callout, drag the white handles.</li> <li>Select the text in the callout and change the font size.</li> </ul>  |
| Localized text updated with new translation. | <p>There was a previous version of the localized image. Snagit updated the localized image with the new translation provided in the .xliff file.</p> <p>Click the message to preview the changes on the canvas.</p> |

## Warnings

Warnings display items for you to review in the .snag, .snagproj, or .xliff file.

| Message  | User Action   |
|--|---|
| Source text has changed since extract.               | The text in the original file has changed since it was extracted for translation. The imported translation may be out-of-date.  |
| Callout or text box missing from the original image. | <p>The callout or text annotation has been deleted from the original image.</p> <p>Click the message to preview the changes on the canvas.</p>  |
| Missing translated text for X items. (Windows)       | <ol style="list-style-type: none"> <li>Make sure the translation was added to the .xliff file.</li> <li>Update the .xliff file with the translations.</li> <li>Select <b>File &gt; Translate &gt; Import Translation</b> option and select the updated file.</li> </ol> |
| Imported file does not contain translation. (Mac)    | <ol style="list-style-type: none"> <li>Make sure the translation was added to the .xliff file.</li> <li>Update the .xliff file with the translations.</li> <li>Select <b>File &gt; Translate &gt; Import Translation</b> option and select the updated file.</li> </ol> |
| Source file contains additional callouts.            | Snagit detected new callouts or text annotations that were added to the .snag or .snagproj file after the text was extracted.   |

## Errors

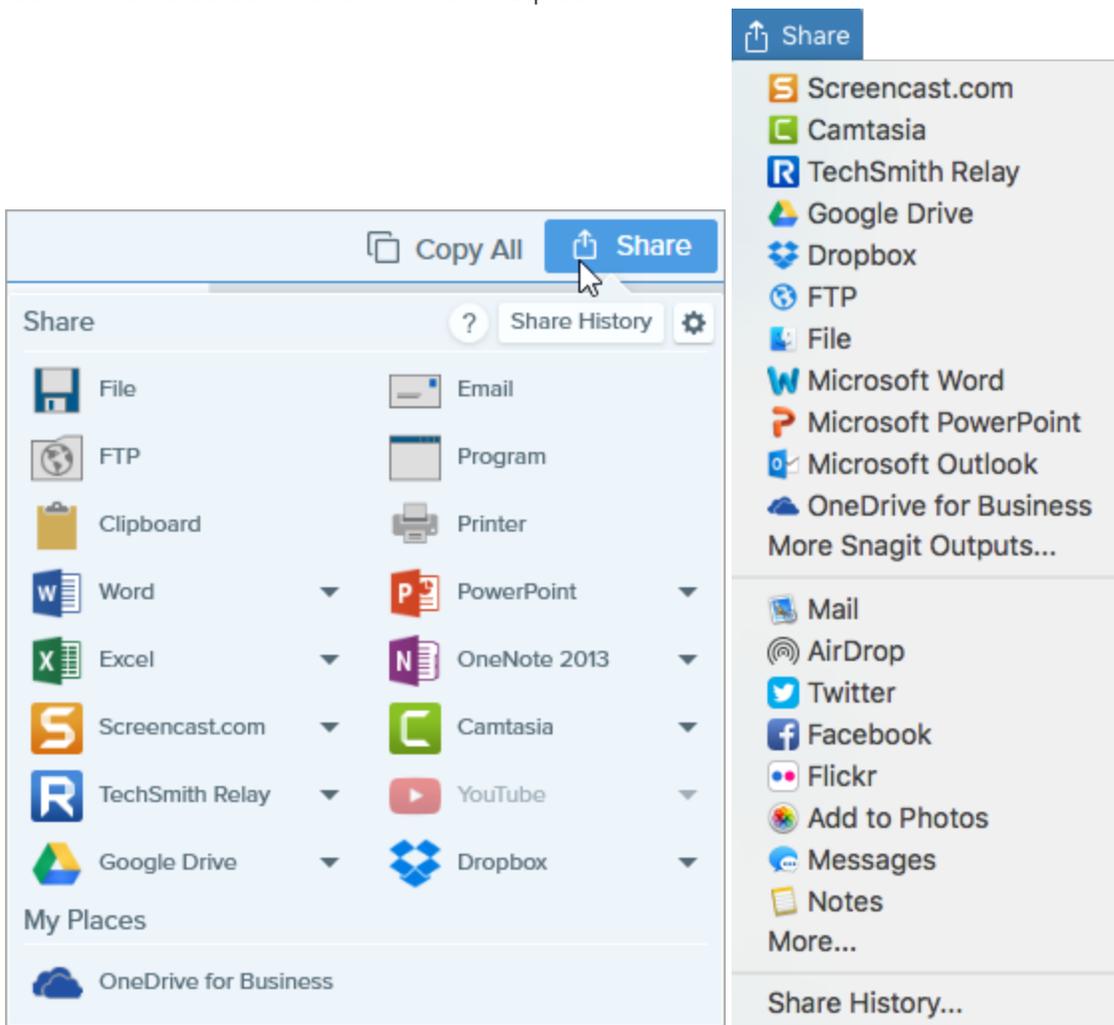
Errors inform you if the import was not successful or if there are issues to troubleshoot.

| Message  | User Action  |
|--|--|
| Imported data is not valid.                          | <p>To troubleshoot this issue, check the following items in the .xliff file:</p> <ul style="list-style-type: none"> <li>• Run the .xliff file through a validator to identify any invalid code.</li> <li>• Make sure the file adheres to the XLIFF version 2.0 specifications.</li> <li>• Remove the formatting when copying the translations into the .xliff file.</li> <li>• Verify that you added translations for each source text entry.</li> </ul> <p>After updating the .xliff file, select <b>File &gt; Translate &gt; Import Translation</b> option to import the updated file.</p> |
| Unable to create translation file.                   | Verify that you have sufficient permissions and disk space.  |
| File Not Found. File may have been moved or deleted. | Snagit cannot find the original .snag or .snagproj file. The file may have been moved or deleted.  |

# Share Captures

Quickly share your images or videos using the Snagit outputs.

1. In Snagit Editor, click to select a capture in the tray.
2. Click the **Share** button and select an output.



Snagit disables the outputs that do not support the file format of the selected capture in the tray.

# Default Outputs

| Output   | Image | Video |
|--|-------|-------|
| <b>File</b><br>Save an image or video capture to a file location.  | ✓     | ✓     |
| <b>Email</b><br>Insert the image capture into a new email message.   | ✓     |       |
| <b>FTP</b><br>Send the capture to an FTP server using file transfer protocol.  | ✓     | ✓     |
| <b>Program (Windows)</b><br>Send the capture to another program. Select from a list of programs that support the capture's file format.  | ✓     | ✓     |
| <b>Clipboard (Windows)</b><br>Copy the capture onto the Windows Clipboard for quick pasting into other locations or applications.  | ✓     |       |
| <b>Printer (Windows)</b><br>Send the image capture to a printer.   | ✓     |       |
| <b>Microsoft Word</b><br>Insert the image capture into a Microsoft Word document. To customize the Microsoft Word output options, select <b>Share button &gt; Word dropdown &gt; Options(Windows)</b> . <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p> </div> | ✓     |       |
| <b>Microsoft PowerPoint</b><br>Insert the image capture into a Microsoft PowerPoint presentation slide. To customize the Microsoft PowerPoint output options, select <b>Share button &gt; PowerPoint dropdown &gt; Options (Windows)</b> .   | ✓     |       |

| Output   | Image | Video |
|--|-------|-------|
| <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p>  |       |       |
| <p><b>Microsoft Excel</b><br/>Insert the image capture into a Microsoft Excel workbook. To customize the Microsoft Excel output options, select <b>Share button &gt; Excel dropdown &gt; Options (Windows)</b>.</p> <p>If you have not previously added the Microsoft outputs, click the <b>Share</b> button and select <b>More Snagit Outputs</b>. Click the <b>Add</b> button and select the desired Microsoft output from this list.</p>  | ✓     |       |
| <p><b>Screencast.com</b><br/>Upload an image or video onto Screencast.com for hosting. Screencast.com provides a URL for quick sharing or an embed code for adding the capture onto a website or blog. To customize the output options, select <b>Share button &gt; Screencast.com dropdown &gt; Options</b>.</p> <p>If you are not currently logged into your TechSmith account, sign in or set up an account. See <a href="#">About TechSmith Accounts</a>.</p>                                  | ✓     | ✓     |
| <p><b>Camtasia</b><br/>Use Camtasia to:</p> <ul style="list-style-type: none"> <li>• Import still images or videos to use as source files in your Camtasia projects.</li> <li>• Enhance video captures recorded in Snagit with callouts, text, titles, captions, effects, and much more.</li> </ul> <p>Snagit imports the MP4 video or image file into the Clip Bin in Camtasia.</p> <p>You must have Camtasia 7.0 (Windows)/2.0 (Mac) or later installed to share captures using this output.</p> | ✓     | ✓     |
| <p><b>TechSmith Relay</b><br/>Upload an image or video to TechSmith Relay.</p>   | ✓     | ✓     |

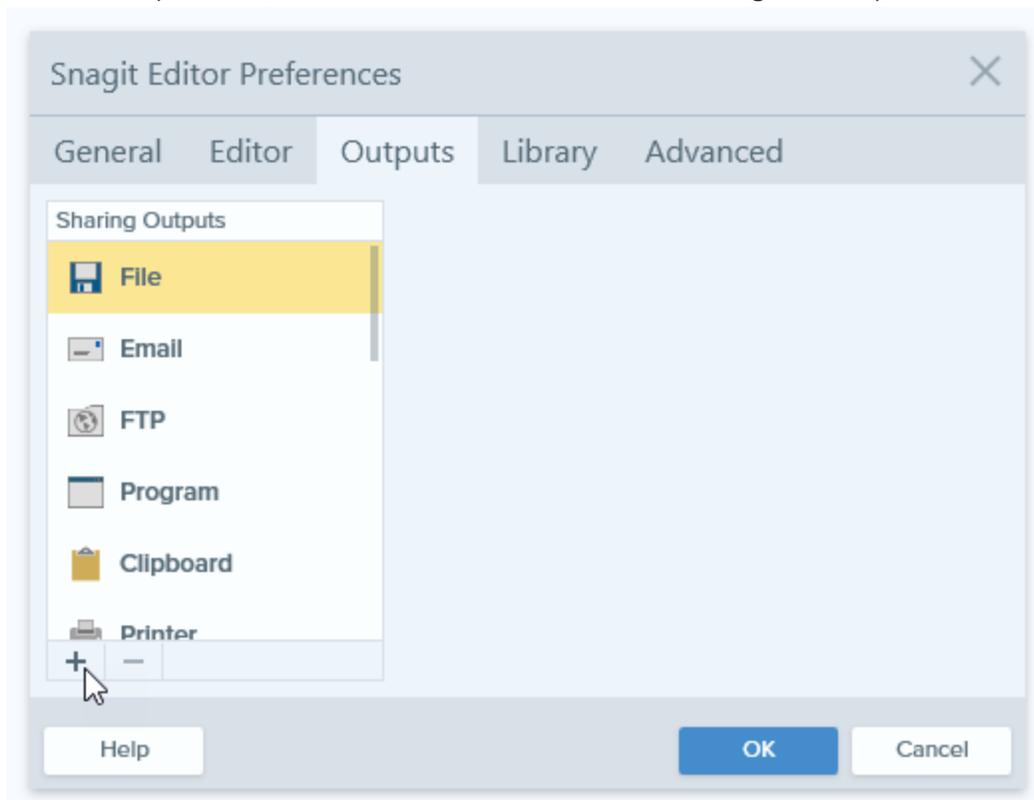
| Output  | Image | Video |
|---|-------|-------|
| <p><b>YouTube</b><br/>Upload the video capture to your YouTube account. YouTube provides a URL for quick sharing to your audience or an embed code for embedding the capture on a website or blog.</p> <p>YouTube resizes the video to fit within their standard dimensions. For best results, record at YouTube's recommended dimensions.</p>  |       | ✓     |
| <p><b>Google Drive</b><br/>Upload the capture to Google Drive for image or video hosting. A link to the capture is copied to the Clipboard.</p> <ol style="list-style-type: none"> <li>1. If you have not previously logged into your Google account, the Connect with Google Drive dialog appears. Enter your email and password and click <b>Sign in</b>.</li> <li>2. Click <b>Allow</b>. The Send to Google Drive dialog appears.</li> <li>3. Enter a file name, select the folder to upload the capture to, and click <b>Upload</b>.</li> </ol> <p>To customize the output:</p> <ul style="list-style-type: none"> <li>• <b>Windows:</b> Select <b>Share &gt; output dropdown &gt; Options</b>.</li> <li>• <b>Mac:</b> Select <b>Share &gt; More Snagit Outputs</b>. Click to select the output from the list.</li> </ul> | ✓     | ✓     |
| <p><b>Dropbox</b><br/>Upload the capture to Dropbox for image or video hosting. A link to the capture is copied to the Clipboard.</p>   | ✓     | ✓     |
| <p><b>OneDrive for Business</b><br/>Upload the capture to Microsoft OneDrive for Business to access it at any time across computers or devices.</p>   | ✓     | ✓     |

## Download More Outputs

You can download additional outputs online.

- **Windows:** Select **Share > Properties icon > Output Preferences**.
- **Mac:** Select **Share > More Snagit Outputs**.

- On the Outputs tab, click the **+** at the bottom of the Snagit Editor preferences dialog.



## Add a New Mac Output

You can customize the following items for Mac output:

- Save or change your account settings.
- Set up multiple accounts for the same output, such as a business account and a personal account.
- Create a custom name for an output.

1. Select **Snagit > Preferences > Output tab**.
2. Click the **Add** button and select an output from the list.
3. Enter an Output Name.

If you set up multiple accounts for the same output, make sure to enter a unique name for each output. For example, "Twitter-Work" and "Twitter-Personal."

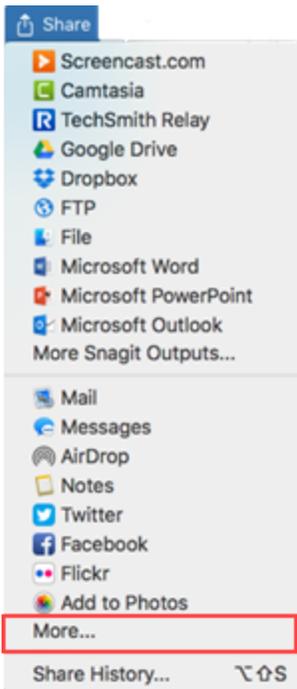
4. Customize the output settings.
5. Close the Preferences dialog.

# Remove an Output

1. In Snagit Editor:
  - **Windows:** Select **Share > Properties icon > Output Manager**.
  - **Mac:** Select **Snagit > Preferences > Outputs tab**.
2. Select the output to remove and click the **Remove** button.

# Add Mac Extensions

You can add third-party Mac extensions offered through the Apple OS as share destinations in the Share menu.



1. In Snagit Editor, click the **Share** button and select **More**.
2. The System Preferences dialog appears. Click **Share Menu** and select the extensions you want to use in Snagit.
3. Close the System Preferences dialog.

# Snagit 2019 Hotkeys

## Capture

To customize the default capture hotkeys:

- **Windows:** Select **Capture window > File > Capture Preferences > Hotkeys tab.**
- **Mac:** Select **Snagit > Preferences > Keyboard tab.**

| Option                                   | Windows Hotkey   | Mac Keyboard Shortcut |
|--|--|-----------------------|
| Selected Capture Mode/<br>Global Capture | Print Screen   | Control-Shift-C       |
| All-in-One Capture                       | -  | Control-Shift-O       |
| Image Capture                            | -  | Control-Shift-S       |
| Mission Control Capture (Mac)            | -  | Control-Shift-M       |
| Expose (Window) Capture (Mac)            | -  | Control-Shift-W       |
| Menu Capture                             | -  | Control-Shift-E       |
| Repeat Last Capture                      | To set a hotkey for this option, select <b>Capture window &gt; File &gt; Capture Preferences &gt; Hotkeys tab.</b> | Control-Shift-R       |
| Video Capture                            | -  | Control-Shift-V       |
| Video Selection Guides                   | G  | G                     |
| Start Recording                          | Shift+F9   | Control-Shift-Space   |
| Pause/Resume Recording                   | Shift+F9   | Control-Shift-Space   |
| Stop Recording                           | Shift+F10  | Control-Shift-V       |

| Option                            | Windows Hotkey   | Mac Keyboard Shortcut |
|-----------------------------------|--|-----------------------|
| Magnifier                         | M  | M                     |
| Cancel Capture                    |  | Esc                   |
| Show/Hide Capture Help            | F1   | H                     |
| Capture Fullscreen                | -  | F                     |
| Capture Multiple Regions          | -  | Hold the Command key  |
| End Multiple Image Capture        | Right-click on screen  | -                     |
| Scroll Horizontally               | H  | R                     |
| Scroll Vertically                 | V  | D                     |
| Scroll Diagonally                 | B  | X                     |
| Move Crosshairs 1 Pixel           | Arrow keys   | -                     |
| Capture 1:1 Aspect Ratio (Square) | Hold Shift   | -                     |
| Region (16:9 Aspect Ratio)        | Click and drag to select an area on the screen. Hold CTRL to lock the selection to a 16:9 aspect ratio.      | -                     |
| Region (4:3 Aspect Ratio)         | Click and drag to select an area on the screen. Hold CTRL+SHIFT to lock the selection to a 4:3 aspect ratio. | -                     |
| Take a Capture                    | Enter  | -                     |
| Start a Region Selection          | Shift+Enter  | -                     |

# Snagit Editor

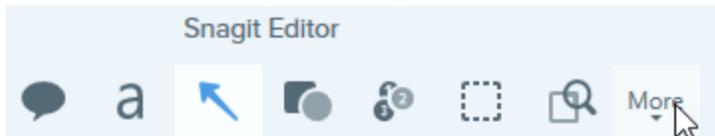
| Option             | Windows Hotkey    | Mac Keyboard Shortcut |
|--------------------|-------------------|-----------------------|
| Open Editor        | -                 | Command-Shift-E       |
| Enter Full Screen  | -                 | Command-Control-F     |
| Open Preferences   | -                 | Command-comma         |
| Hide Snagit        | Control+Shift+X   | Command-H             |
| Quit Snagit        | -                 | Command-Q             |
| New Image          | CTRL+N            | Command-N             |
| New from Clipboard | CTRL+Shift+N      | Shift-Command-N       |
| Open               | CTRL+O            | Command-O             |
| Close Snagit       | ALT+F4            | Command-W             |
| Close Capture      | CTRL+F4<br>CTRL+W | Shift-Command-W       |
| Close All          | -                 | Option-Command-W      |
| Save               | CTRL+S            | Command-S             |
| Save As            | CTRL+SHIFT+S      | Shift-Command-S       |
| Save All           | -                 | Option-Command-S      |
| Print              | CTRL+P            | Command-P             |
| Undo               | CTRL+Z            | Command-Z             |
| Redo               | CTRL+Y            | Shift-Command-Z       |
| Cut                | CTRL+X            | Command-X             |
| Copy               | CTRL+C            | Command-C             |
| Copy All           | CTRL+SHIFT+C      | Option-Command-C      |
| Paste              | CTRL+V            | Command-V             |

| Option  | Windows Hotkey                                 | Mac Keyboard Shortcut                                 |
|---|--|---|
| Duplicate   | CTRL+D<br>CTRL+click (Move, Stamp, Step tools) | Shift-Command-D                                       |
| Delete  | CTRL+Delete                                    | Delete key  |
| Select All  | CTRL+A   | Command-A   |
| Deselect All  | CTRL+D   | Command-D   |
| Invert Selection  | CTRL+SHIFT+I                                   | Shift-Command-I                                       |
| Combine Images  | CTRL+ALT+C                                     | Option-Shift-C  |
| Bring Forward   | CTRL+SHIFT+F                                   | -   |
| Bring Backward  | CTRL+SHIFT+B                                   | -   |
| Group   | CTRL+SHIFT+G                                   | -   |
| Ungroup   | CTRL+SHIFT+U                                   | -   |
| Jump to Next Frame  | -  | Right arrow   |
| Jump to Previous Frame  | -  | Left arrow  |
| Jump to Beginning   | -  | Command-Return  |
| Jump to End   | -  | Shift-Command-Return                                  |
| Draw a Perfect Square or Circle<br><br>Move or Draw an Object in a Line | Hold the Shift key while dragging.             | Hold the Shift key while dragging.                    |
| Draw Over Objects   | -  | Hold the Option key while dragging.                   |
| Canvas Snapping   | -  | Hold the Option key while moving or resizing objects. |
| Crop to Canvas  | -  | Command-K   |
| Trim  | -  | Shift-Command-X                                       |

| Option                         | Windows Hotkey | Mac Keyboard Shortcut              |
|--------------------------------|----------------|------------------------------------|
| Flatten                        | CTRL+T         | Shift-Command-T                    |
| Flatten All                    | CTRL+SHIFT+T   | Control-Shift-T                    |
| Actual Size                    | CTRL+0         | Command-0                          |
| Zoom to Fit                    | -              | Shift-Command-0                    |
| Zoom In                        | CTRL+Plus      | Command-plus<br>Option-scroll down |
| Zoom Out                       | CTRL+Minus     | Command-minus<br>Option-scroll up  |
| Resize an Image                | -              | Shift-Command-R                    |
| Rotate Image                   | -              | Command-R                          |
| Switch to Library              | -              | Command-1                          |
| Show/Hide Effects Panel        | -              | Command-2                          |
| Show/Hide Properties           | -              | Command-3                          |
| Show/Hide Recent Captures Tray | -              | Option-Command-T                   |
| Next Capture in Tray           | -              | Command-[                          |
| Previous Capture in Tray       | -              | Command-]                          |
| Open Share History             | -              | Option-Shift-S                     |

## Tools

On Windows, hotkeys are assigned to the first ten positions in the Snagit Editor toolbar.

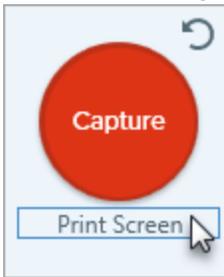


Press CTRL+1 through CTRL+9 to use the toolbar position hotkeys.

| Option         | Mac Keyboard Shortcut |
|----------------|-----------------------|
| Favorites      | Control-R             |
| Arrow and Line | Control-A             |
| Text           | Control-T             |
| Callout        | Control-D             |
| Shape          | Control-U             |
| Stamp          | Control-I             |
| Fill           | Control-F             |
| Move           | Control-V             |
| Selection      | Control-L             |
| Blur           | Control-B             |
| Simplify       | Control-Y             |
| Magic Wand     | Control-W             |
| Crop           | Control-C             |
| Cut Out        | Control-X             |
| Pen            | Control-P             |
| Highlighter    | Control-H             |
| Step           | Control-S             |
| Eraser         | Control-E             |
| Magnify        | Control-M             |

# Change Global Capture Hotkey

1. Open the Capture window.
2. Click the hotkey field.



3. Press the desired key combination on the keyboard.
- The new hotkey appears in the field.

# Troubleshooting Snagit Helper Application (Mac)

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To help Snagit run properly, you may need to manually quit some Snagit applications.

1. Select **Applications > Utilities > Activity Monitor**.
2. Type "Snagit" into the Filter field in the upper-right corner of the Activity Monitor.
3. A list of any Snagit helper applications appears. Select an application from the list and click the **Quit Process** button.
4. Click **Force Quit**.
5. Repeat steps 3 and 4 for the remaining Snagit applications.
6. Relaunch Snagit.

# Record Camera or Microphone on macOS Mojave 10.14

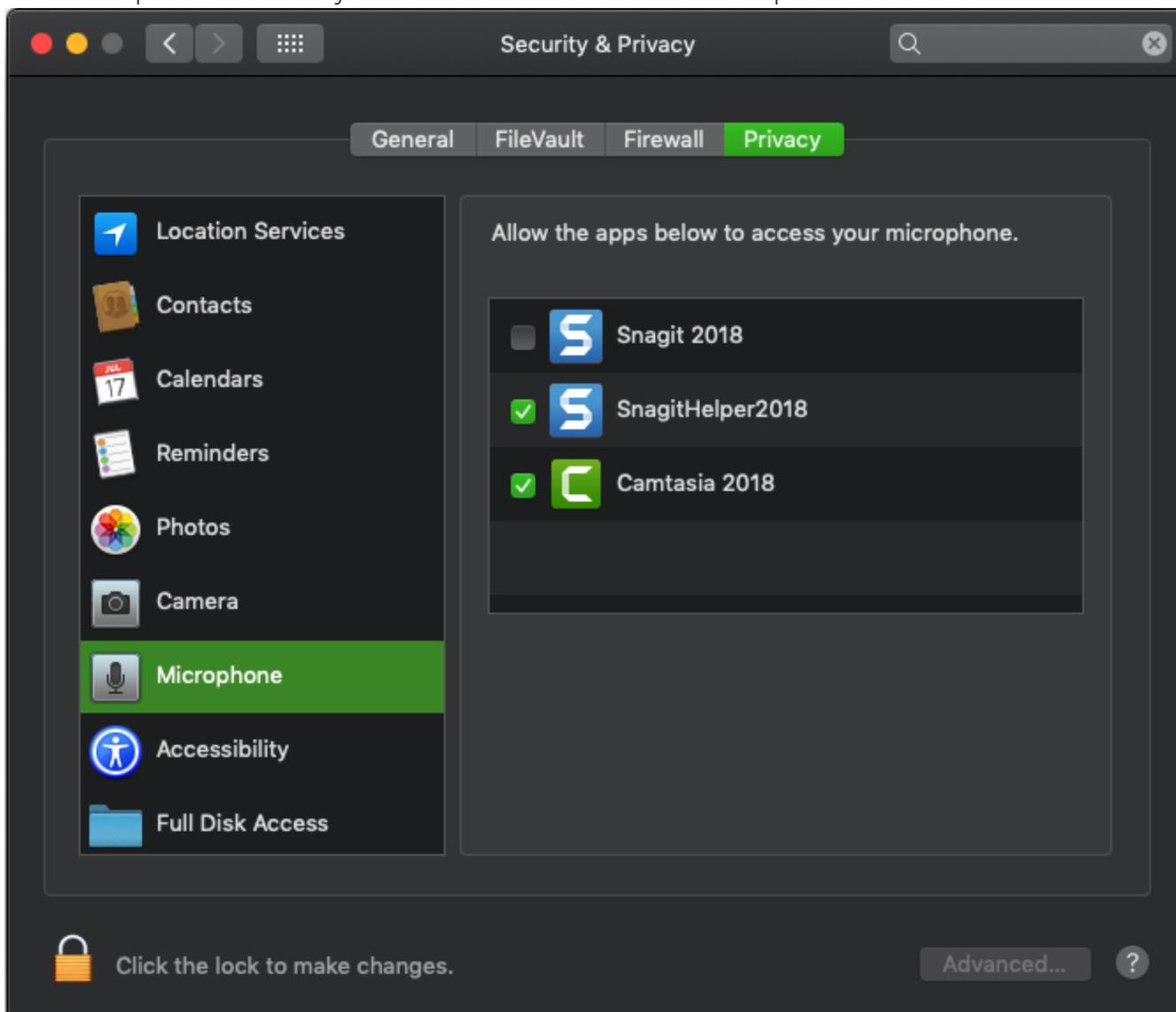
To record microphone audio or a webcam on macOS Mojave 10.14, you must allow Snagit access to the microphone or camera.

1. In the System Preferences, select **Security & Privacy**.



2. Click the lock icon to make changes.
3. On the Privacy tab, click **Microphone** or **Camera**.

4. Enable the product versions you want to allow to access the microphone or camera.



## Related Articles

[Record Videos](#)