# Snagit Help

Version 2020.1.3
June 2020

TechSmith®

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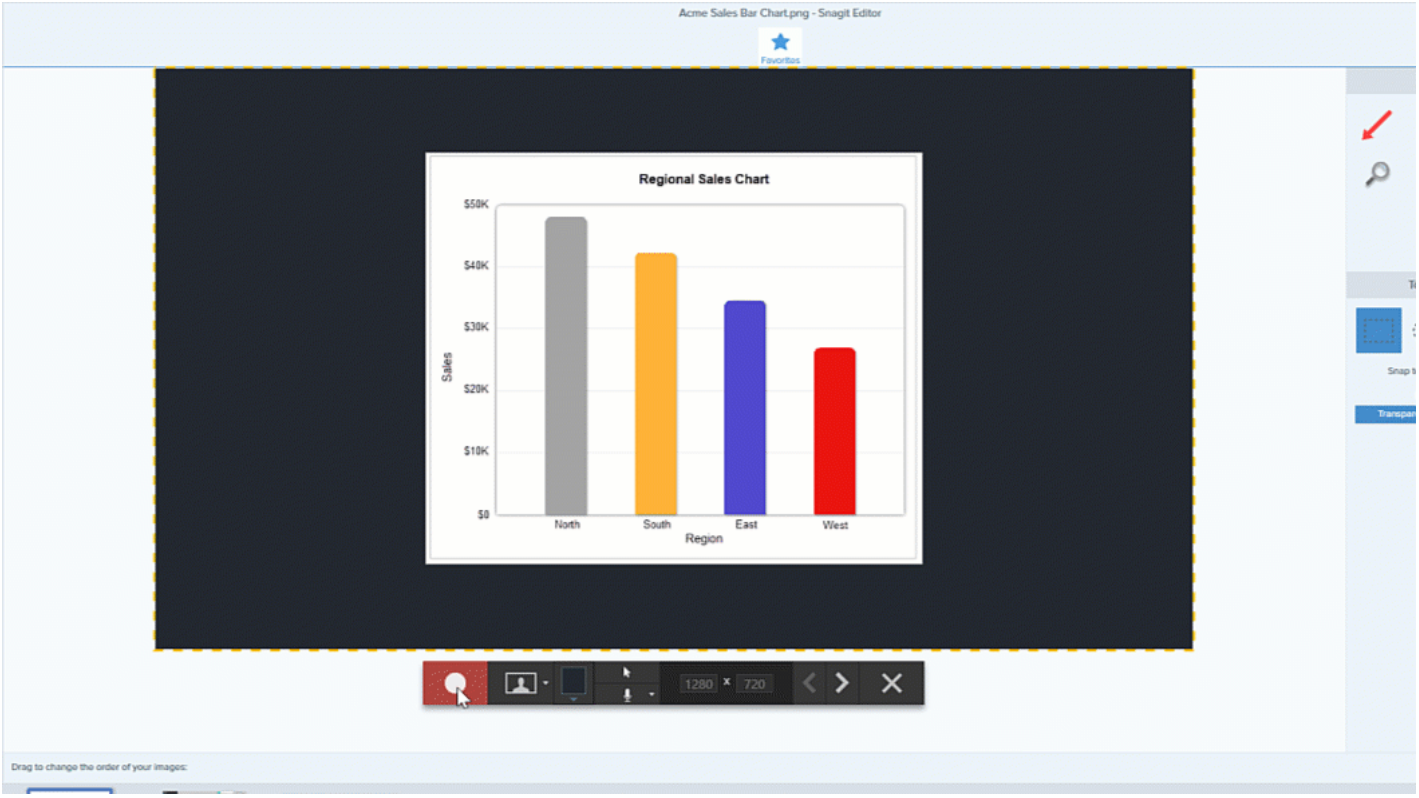
# What's New in Snagit 2020

Learn how to create clear, informative content with new features in TechSmith Snagit 2020.

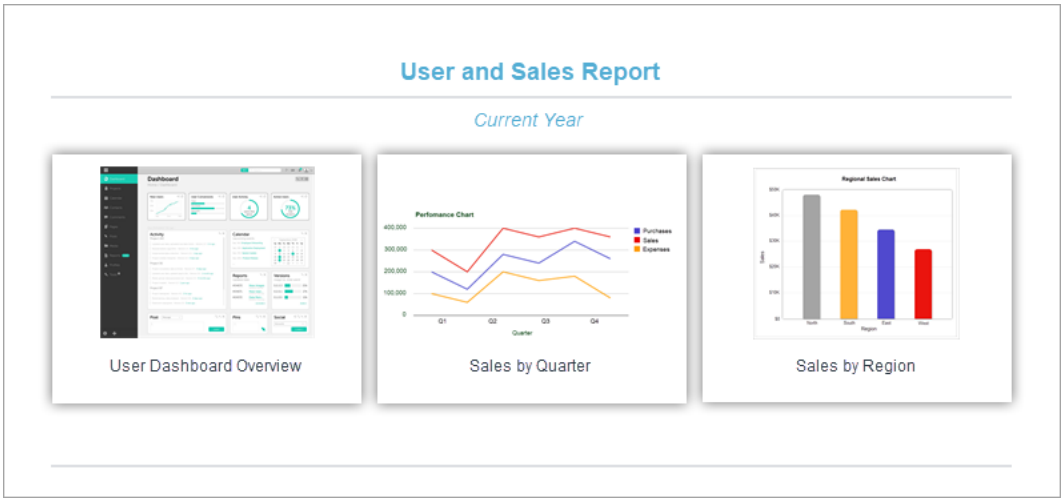
### Create Video from Images

Record a video using a set of images to show a process or a series of steps. Narrate and annotate using Favorite tools to emphasize areas in the images. See Record Video from Images.




### Create Image from Template

Combine a series of images in a template to create a technical guide or visual aid. Select images and add to a default template developed using common documentation standards. Download more template options as part of the TechSmith Assets subscription. See Create Image from a Template.



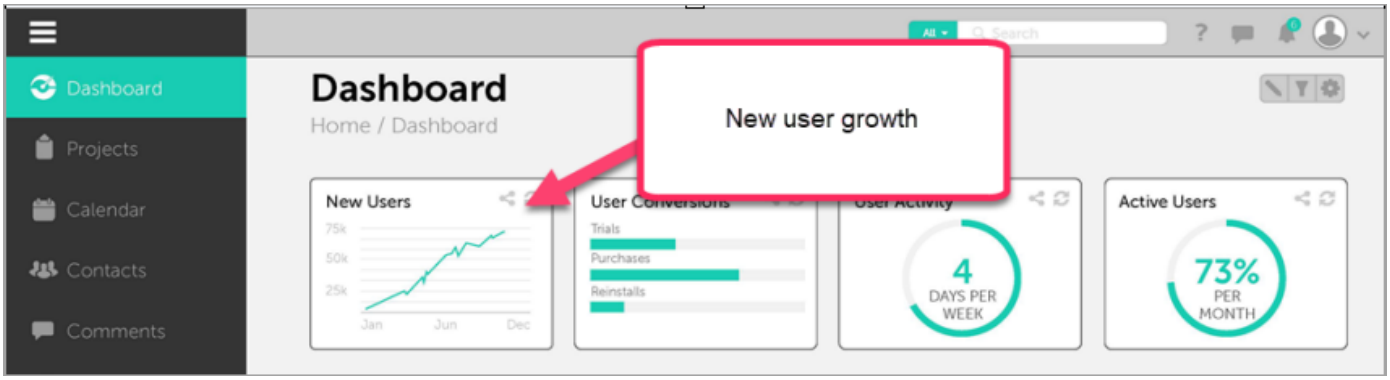

### Share to New Destinations

Save time by sharing images and videos directly to popular collaboration apps:

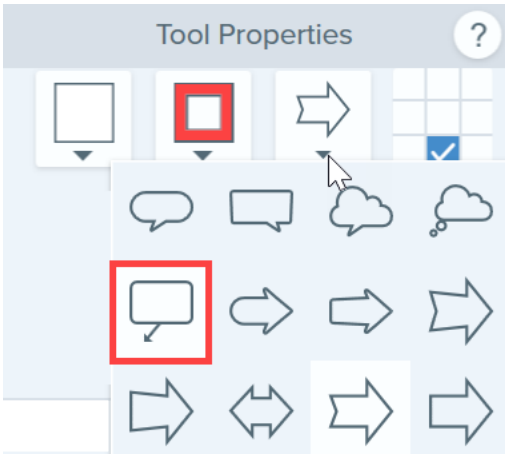
- Slack
- Box
- Keynote (Mac)
- Pages (Mac)
- Numbers (Mac)
- Sharepoint
- TechSmith Knowmia

### New Callout Style

Apply a new Callout style to images for a modern look. The arrow or line tail directs attention in the image without hiding important details. See Introduction to Tools.




To choose the new callout arrow style, select **Callout tool > Tools Properties > Callout Style dropdown > select the callout arrow style**.




**Download Assets for Snagit**

Discover thousands of stamps, templates, and photos for Snagit on the TechSmith Assets website. See Download TechSmith Assets for Snagit.

To view a full list of the features and improvements in Snagit version 2020, see the version history for Windows and Mac.

**Did you find what you were looking for?**Provide feedback.

# Introduction to Capture

Capture a screenshot or video of anything on your screen with Snagit.

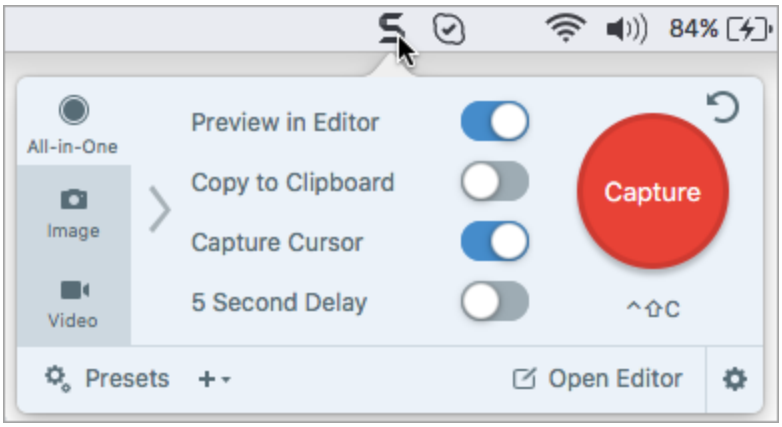
To learn how to capture with Snagit, see the following topics:

- Capture an Image
- Record a Video
- Capture a Scrolling Area
- Common Snagit Captures

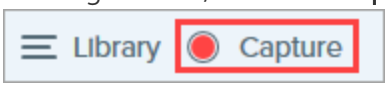
# Open the Capture Window

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

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

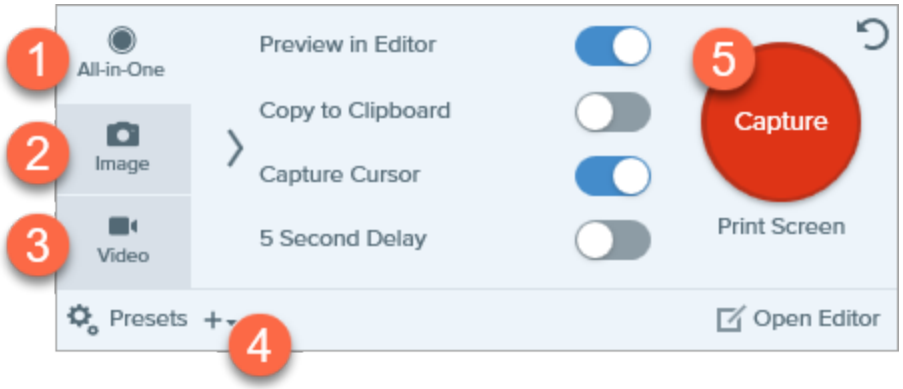



- In Snagit Editor, click the **Capture** button.




# Capture Window Overview

In the Capture window, select the capture type and settings to capture anything on the screen.

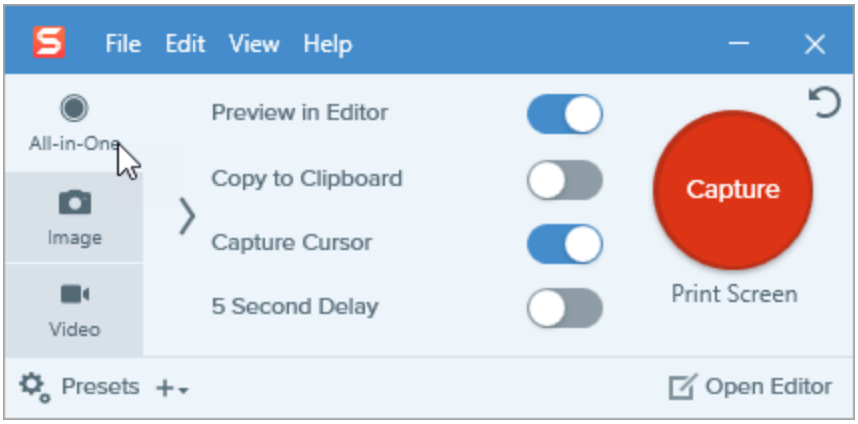



| | |
|---|---|
| 1 | **All-in-One tab**<br>Quickly capture an image, video, or panoramic capture. See Take Your First Capture. |
| 2 | **Image tab**<br>Customize the settings to capture an image. Automatically add effects, share directly to a destination, and more. See Capture an Image. |
| 3 | **Video tab**<br>Customize the settings to capture a video. Set up audio or a webcam device for video. See Record a Video. |

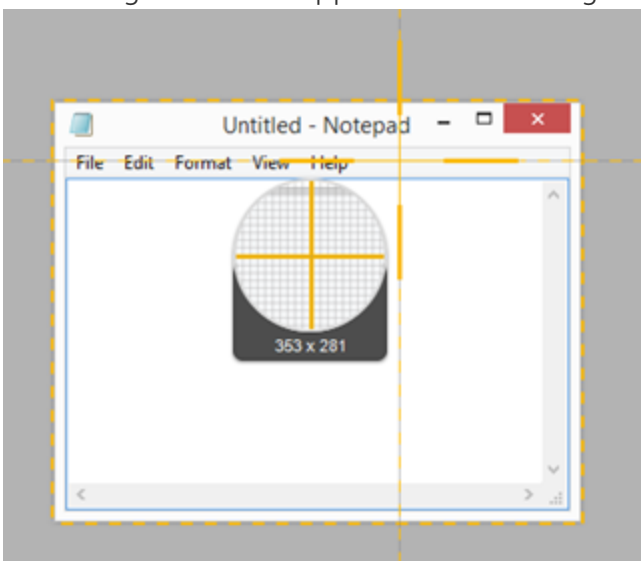
| | |
|---|---|
| 4 | **Presets**<br>Save frequently-used capture settings as a preset to increase capture speed and efficiency. Click the **Presets** button to open the list of presets. See Save Capture Settings as Presets. |
| 5 | **Capture button**<br>Click the **Capture** button to start a capture with the current settings selected on the tab. You can also start a capture using the global capture shortcut, press **Print Screen** (Windows) or **Control+Shift+C** (Mac). See Customize the Snagit Hotkeys. |

# Take Your First Capture

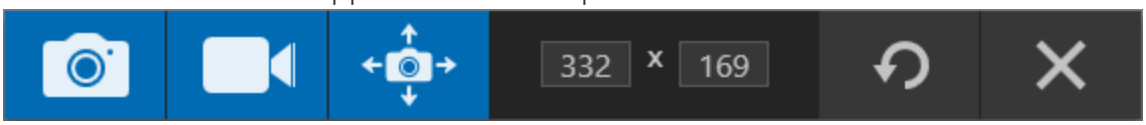
1. Set up what you want to capture on the screen.
2. In the Capture window, click the All-in-One tab and click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).




3. The orange crosshairs appear. Click and drag on the screen to select the area to capture.



4. The All-in-One toolbar appears. Select an option:




   - To capture an image, click the **Image Capture** button.

   - To capture a video, click the **Video Capture** button. Select the recording options and click the **Record** button. See Record a Video.

   - To capture a scrolling area, click the **Panoramic Capture** button. See Capture a Scrolling area.

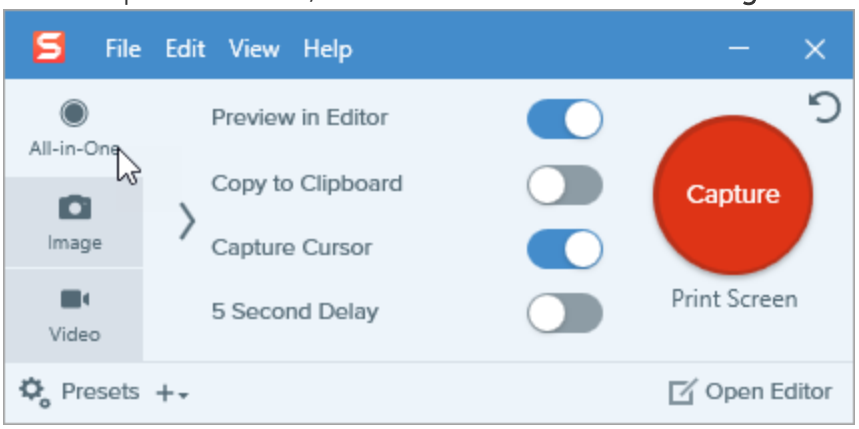
The capture opens in Snagit Editor where you can preview, edit, and share the capture.

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Capture an Image

Capture a screenshot of anything on your screen with Snagit.

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



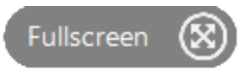

2. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).

3. The orange crosshairs appear.

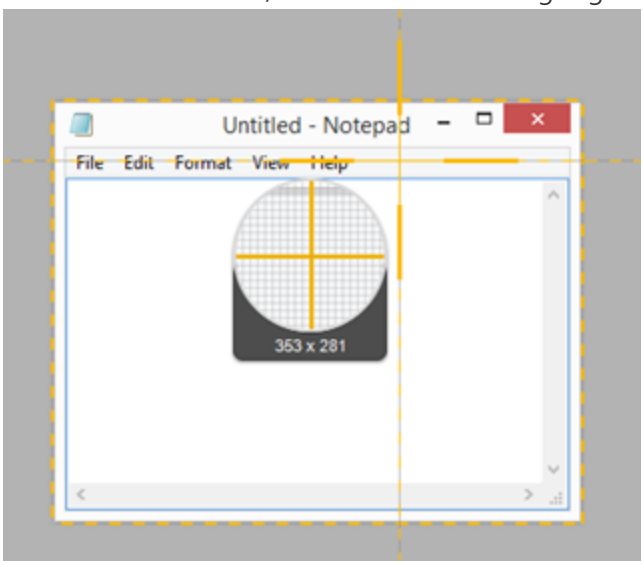
> When selecting the area, use the magnifier for pixel accuracy. To hide the magnifier, press the **M** key.

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

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

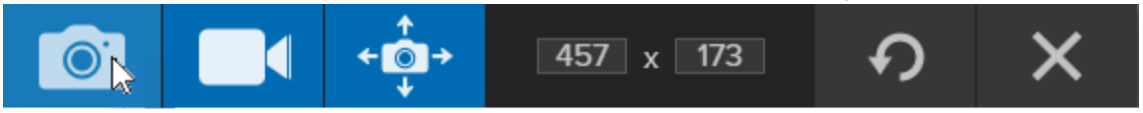


- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.



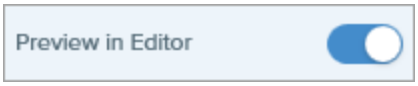

- **Region:** Click and drag to select the desired area on the screen.
- **Scrolling:** To capture content that extends beyond your screen, click the scrolling arrows. See Capture a Scrolling Area.

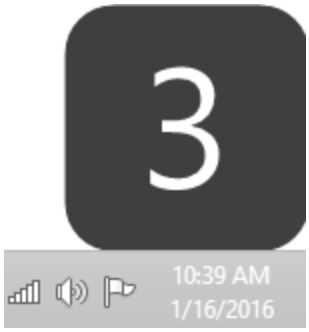
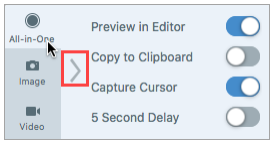
4. To edit the selected area, complete any of the following:
   - To adjust the size of the selection, drag the handles.
   - To enter a specific size, type custom dimensions in pixels into the **Width** and **Height** fields.
   - To move the selected area on the screen, click and drag the selection to the desired location.
5. If you set up your capture from the All-in-One tab, click the **Image Capture** button.

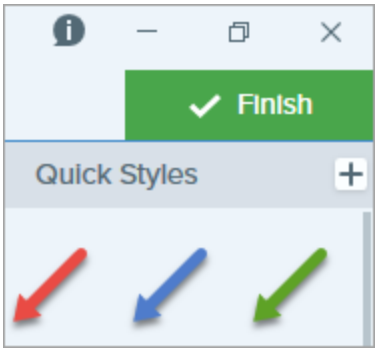



The capture opens in Snagit Editor where you can preview, edit, and share the capture.

# Capture Settings

| Option | Description |
|---|---|
| | Copy the capture to the Clipboard to quickly paste 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 |

| Option | Description |
| --- | --- |
| | Editor. Select a **Share** option in the Capture window, to automatically share to a destination. |
| | Include the cursor in the capture.<br>• For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image.<br>• For video captures, it is recommended to capture the cursor to help show where the action occurs on the screen. |
| | Delay the start of the capture by 5 seconds to allow for additional setup time before capture for items such as dropdown menus.<br>After clicking the **Capture** button, a countdown appears on the bottom-right corner of the screen.<br>  |
| Additional Options (All-In-One) | Click the additional options icon to expand the share options for All-In-One capture.<br>  <br>Select an option from the **Share** dropdown to share the capture. To learn more about Share outputs, see Share Captures.<br>• If the **Preview in Editor** option is enabled, you must click the **Finish** button in Snagit Editor to send the capture to the selected destination. |

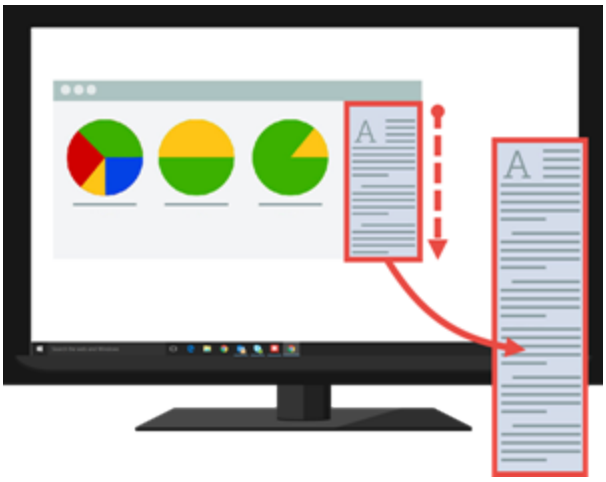
| Option | Description |
| --- | --- |
| |  <br>• If the **Preview in Editor** option is disabled, the capture is automatically sent to the selected destination after capture.<br><br>Only outputs that support both image and video file formats are available in the All-In-One tab. For more sharing destinations, click the Image tab, Video tab, or share a capture from Snagit Editor. |

To discover new ways to capture with Snagit, see Common Snagit Captures.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Capture a Scrolling Area

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.

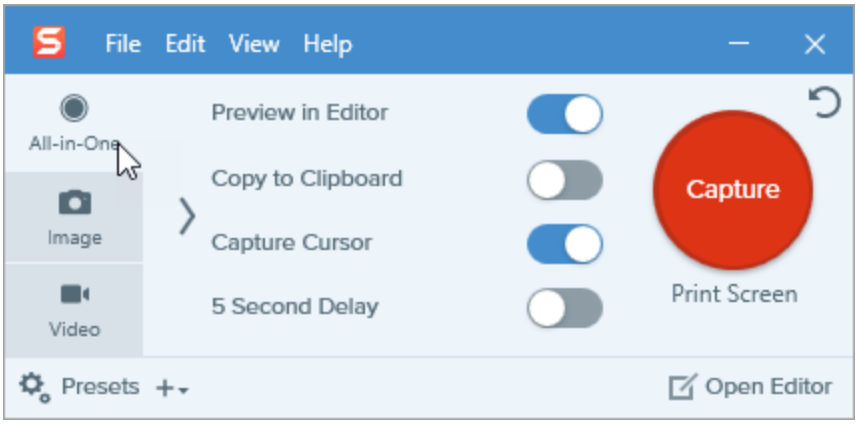


There are two ways to capture a scrolling area:

- **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.

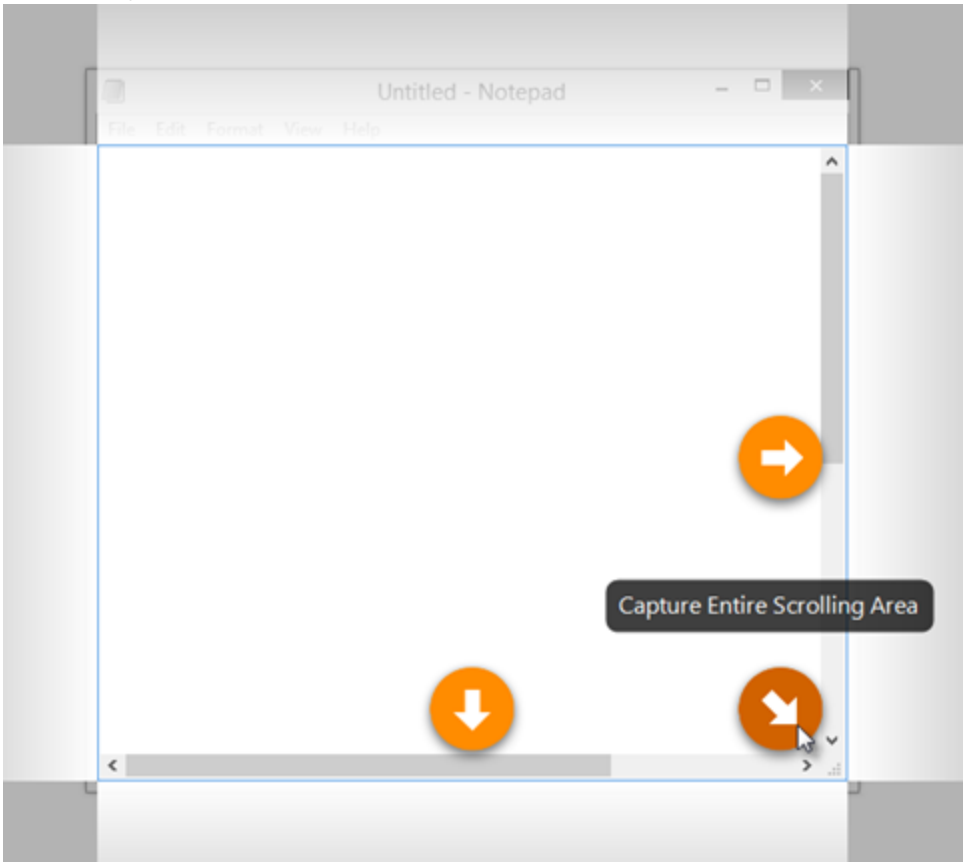
## Capture with Scrolling Arrows

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.



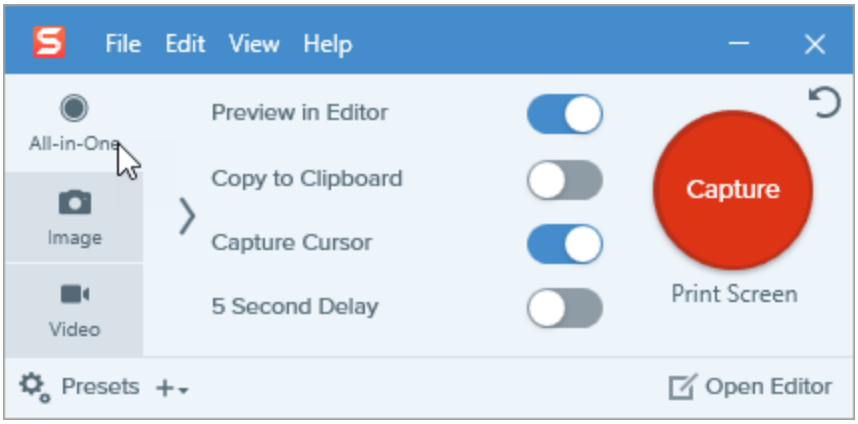

Click an arrow to take a capture of the horizontal scrolling area, vertical scrolling area, or the entire scrolling area.

> If the scroll arrows do not appear, try Panoramic Scrolling Capture or make sure Scrolling Capture is enabled on Snagit Mac by selecting **Snagit > Snagit Preferences > Capture tab > Capture Permissions > Fix Capture Permissions**.

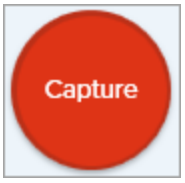
The capture opens in Snagit Editor where you can preview, edit, and share the capture.

# Capture with Panoramic Scrolling

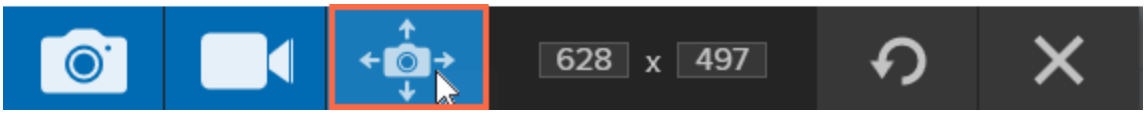
1. In the Capture window, select the **All-in-One** tab.



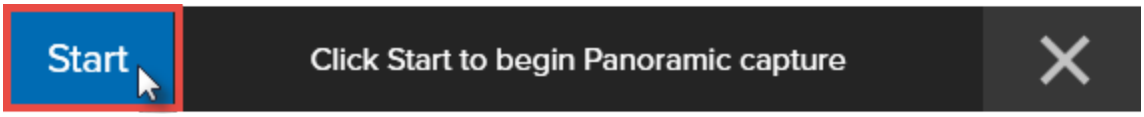

2. Click the **Capture** button or press **Print Screen** (Windows) or **Control +Shift+C** (Mac).




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. Use the window scroll bars or mouse wheel to scroll the content you want 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 too fast or slow.
- Scroll or pan one direction at a time. Try not to zigzag.

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

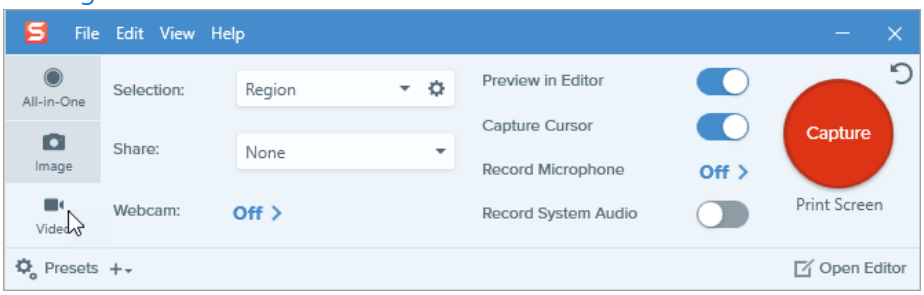
# Record a Video

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 and narrate a set of images with the Create Video from Images option.

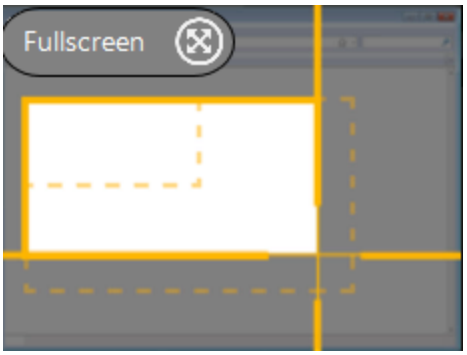
# Record a Video

1. In the Capture window, select the **Video** tab. To learn about the settings on this tab, see Video Capture Settings.




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 2020**. See Mac OS Permissions.

- **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** (Windows) or **Command+Shift+Space** (Mac).

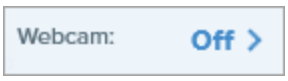
7. To pause recording, click the **Pause** button or press **Shift+F9** (Windows) or **Command+Shift+Space** (Mac).

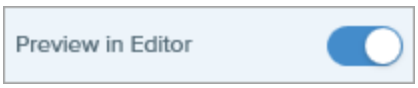
8. To stop the recording, click the **Stop** button or press **Shift+F10** (Windows) or **Option+Shift+V** (Mac).

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. See Save Capture Settings as Presets.

# 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. |

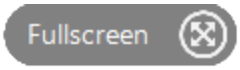
| Option | Description |
| --- | --- |
| | Record the system audio (sounds from applications and websites) during video capture. |
|  | Open the capture in Snagit Editor to preview, edit, and share the video.<br><br>Disable this option to skip previewing and editing the capture in Snagit Editor. In the Capture window, select a **Share** option to automatically share to your destination. |
| | Include the cursor in the capture.<br><br>> For video captures, it is recommended to capture the cursor with video recordings to show where the action occurs on the screen. |

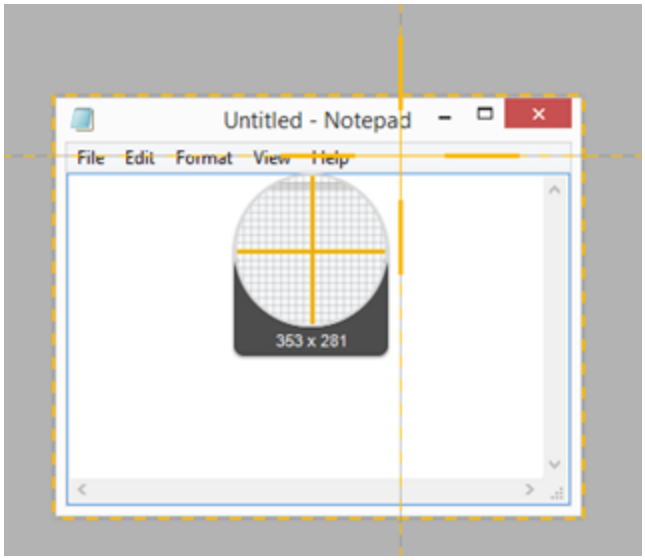
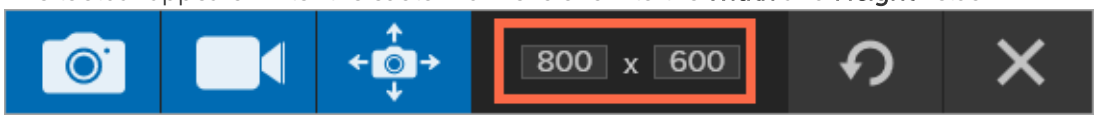
# Recording Dimensions (Resolution)

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 | Click the **Fullscreen** button.<br>  |
| Window | 1. Hover the cursor over the window to record. |

| Selection | Description |
| --- | --- |
| |  <br>2. An orange border appears around the window. Click to select. |
| Region | Click and drag to select an area on the screen.<br>Hold Control 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. |
| Custom Dimensions | 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.<br>  |

## 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.

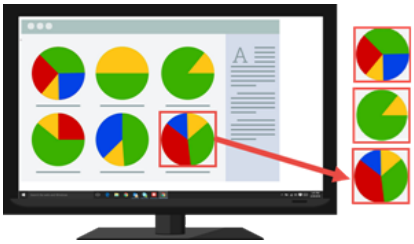
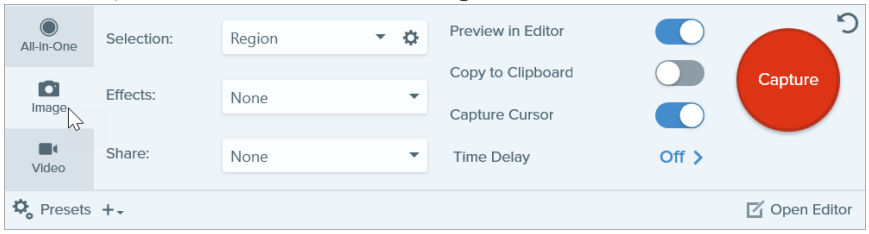
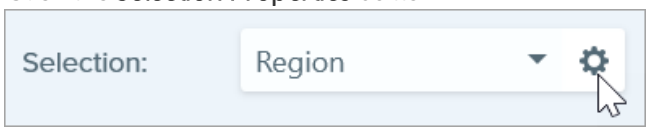
> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

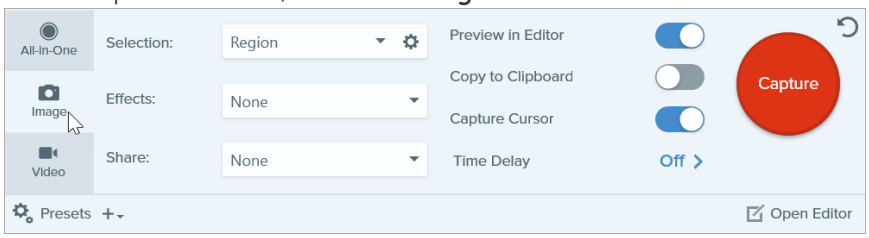
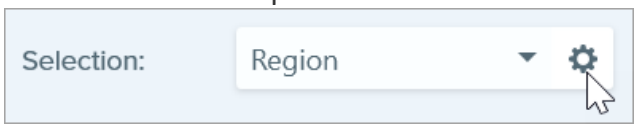
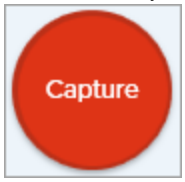
# Common Snagit Captures

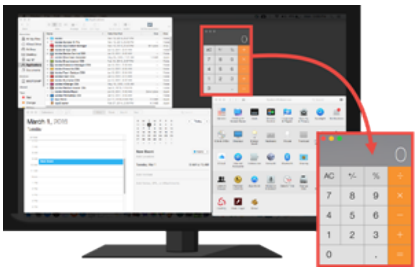
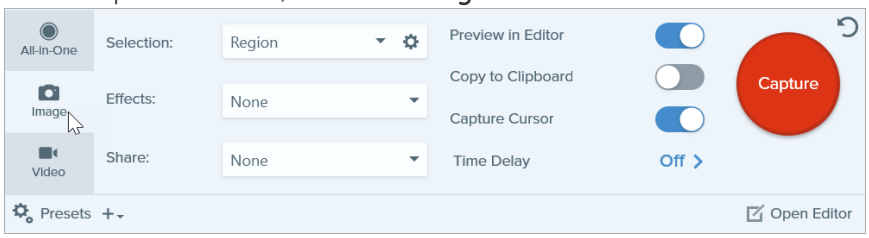
Discover the many ways to capture with Snagit to meet your needs.

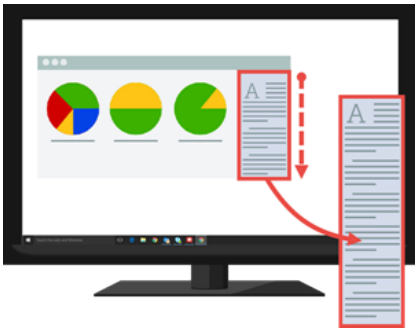
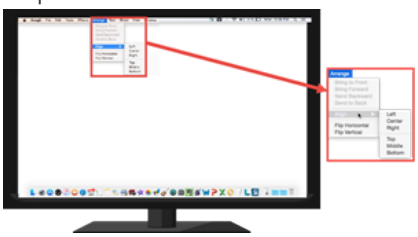
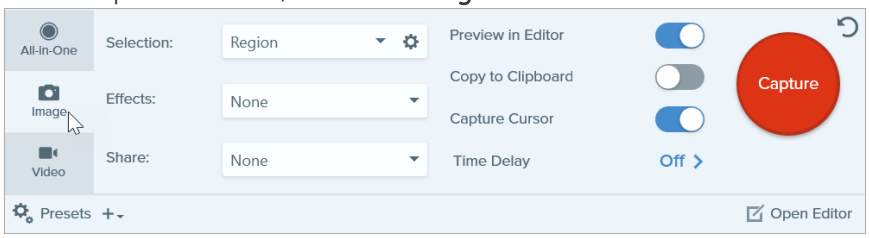
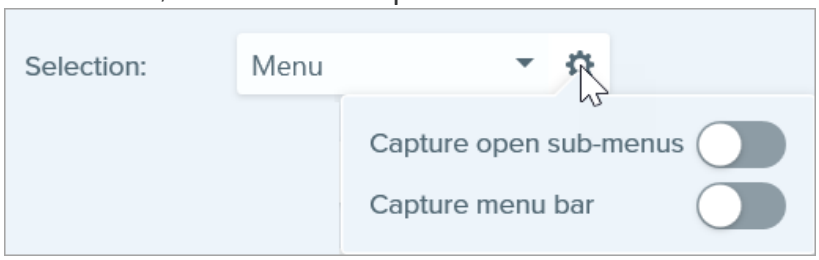
**TIP: Save a Preset**

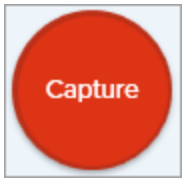
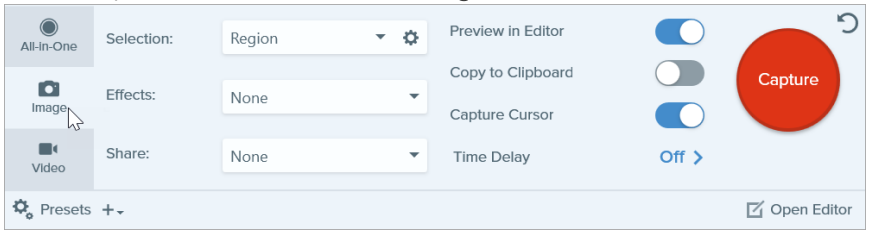
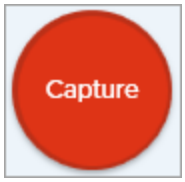
To save the capture settings for future use, select **Add Preset dropdown > New preset from current settings**.

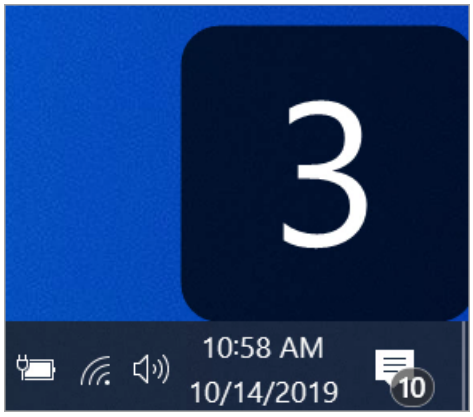
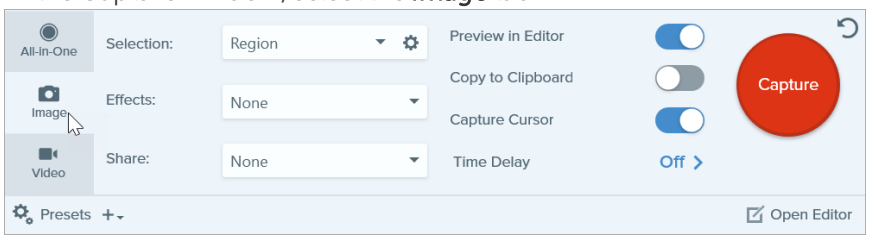
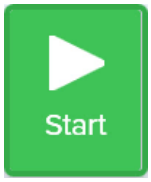
| Capture Option | Description |
|---|---|
| Capture an Image | Capture an image snapshot of anything on your screen. See Capture an Image. |
| Capture a Region | Capture a portion of the screen. See Capture an Image. |
| Capture a Fixed Image Size (Windows)  | Save editing time by selecting the required dimensions during capture. Use this option to capture a consistent size across your images.<br>1. In the Capture window, select the **Image** tab.  <br>2. In the **Selection** dropdown, select **Region**<br>3. Click the **Selection Properties** button.  <br>4. Select the **Fixed region** option.<br>5. Enter the dimensions in pixels into the **Width** and **Height** fields. |

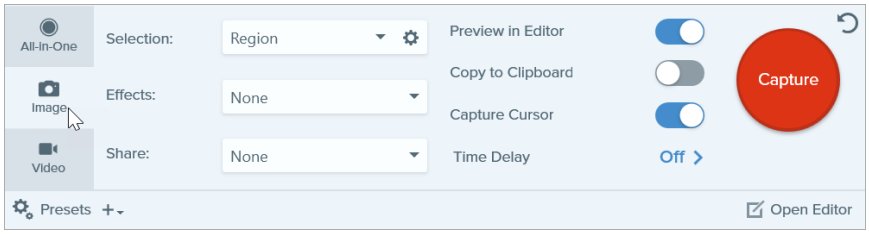
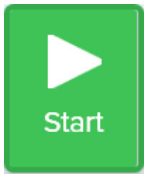
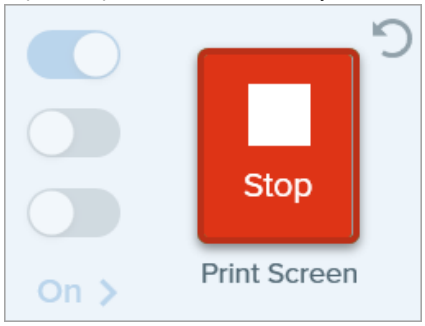
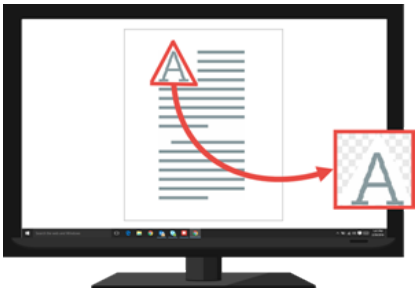
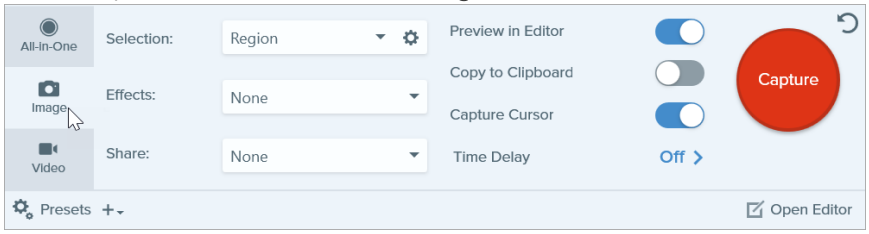
| Capture Option | Description |
| --- | --- |
| | 6. Disable the **Set position** option to select any area on the screen.<br>7. Click the **Capture** button or press **Print Screen**.<br> <br>8. A box with the selected dimensions appears on the screen. Move the box over the area you want to capture on the screen. Click to select the area. |
| Capture a Specific Location on the Screen (Windows) | Set Snagit to capture a specific location on the screen.<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. In the **Selection** dropdown, select **Region**.<br>3. Click the **Selection Properties** button.<br>  <br>4. Select the **Fixed region** option.<br>5. Enable the **Set Position** option<br>6. Enter the position in the **X** and **Y** fields or click the **Select Area** button to click and drag an area on the screen.<br>7. Click the **Capture** button or press **Print Screen**.<br>  <br>Snagit captures an image of the position selected on the screen. |
| Capture the Entire Screen | Capture the full screen. See Capture an Image. |

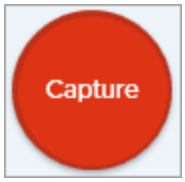
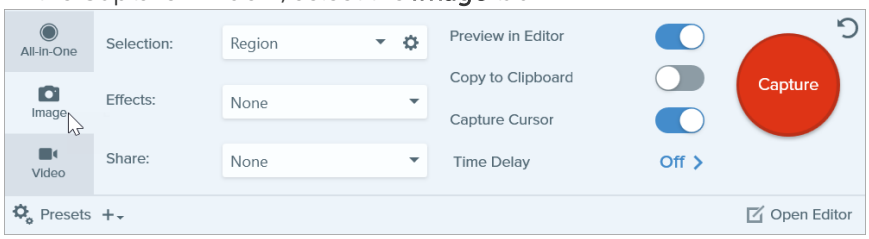
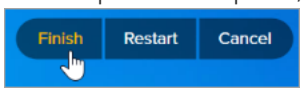
| Capture Option | Description |
| --- | --- |
| | > If you have multiple monitors, you can only select one screen at a time. |
| Capture a Window | Capture an open window, dialog, or area in an application on your screen. See Capture an Image. |
| Capture an Open or Hidden Window (Mac)  | Capture an image of an open or hidden window on the screen.<br>1. In the Capture window, select the **Image** tab.  <br>2. In the **Selection** dropdown, select **Mission Control**.<br>3. Click the **Capture** button or press **Control+Shift+C**. <br>4. Snagit displays all the open windows on the screen. Move the cursor over the window to capture. Click to capture the window. |
| Capture a Scrolling Window | Capture the entire contents of a web browser or application window including the content that extends beyond the visible area in the window.<br>See Capture a Scrolling Area. |

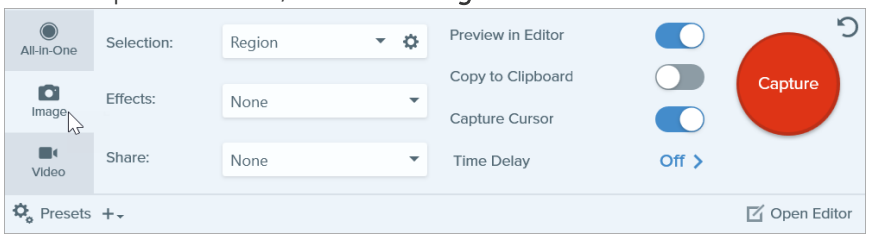
| Capture Option | Description |
| --- | --- |
| Panoramic Scrolling Capture  | Capture a continuous area within a window by manually panning or scrolling the window's contents. See Capture a Scrolling Area. |
| Capture a Menu  | Capture a dropdown or cascading menu.<br>1. In the Capture window, select the **Image** tab.  <br>2. In the **Selection** dropdown, select **Advanced > Menu** (Windows) or **Menu** (Mac).<br>3. On Windows, click the **Menu Properties** button.  <br>• **Capture opened sub-menus:** Capture the open flyout or submenus.<br>• **Capture menu bar:** Capture the menu bar label with the menu capture.<br>4. On Windows, enable the **Time Delay** option to set up additional time to open the menu to capture on the screen. Select the **Delay** option and set number of seconds for the delay.<br>5. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac). |

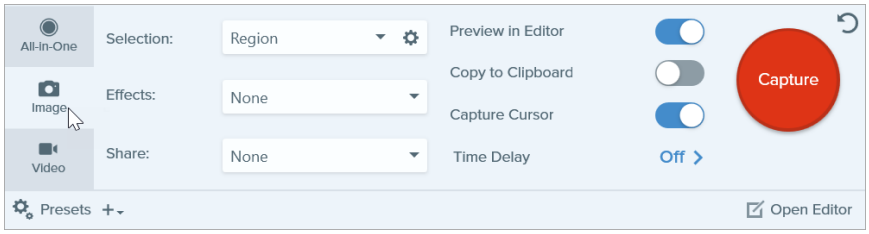
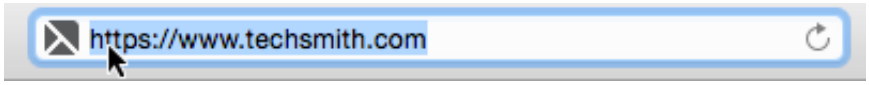
| Capture Option | Description |
| --- | --- |
| |  <br>6. To set up and capture the menu:<br>• **Windows:** The countdown begins. Open the desired menu. Move the cursor over the menu to capture.<br>• **Mac:** Move the cursor over the menu to capture. Press **Control+Shift+E** to capture the menu. |
| Set Up a Time-Delayed Capture | Add extra time before starting the capture to open a menu or set up items on the screen before capture.<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. Choose an option from the **Selection** dropdown.<br>3. Enable the **Time Delay** option.<br>4. Select the **Delay** (Windows) or **Time Delay** (Mac) option and enter the number of seconds for the delay.<br>5. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).<br>  <br>6. The countdown begins in the bottom-right corner of the screen. Open or set up what you want to capture on the screen. |

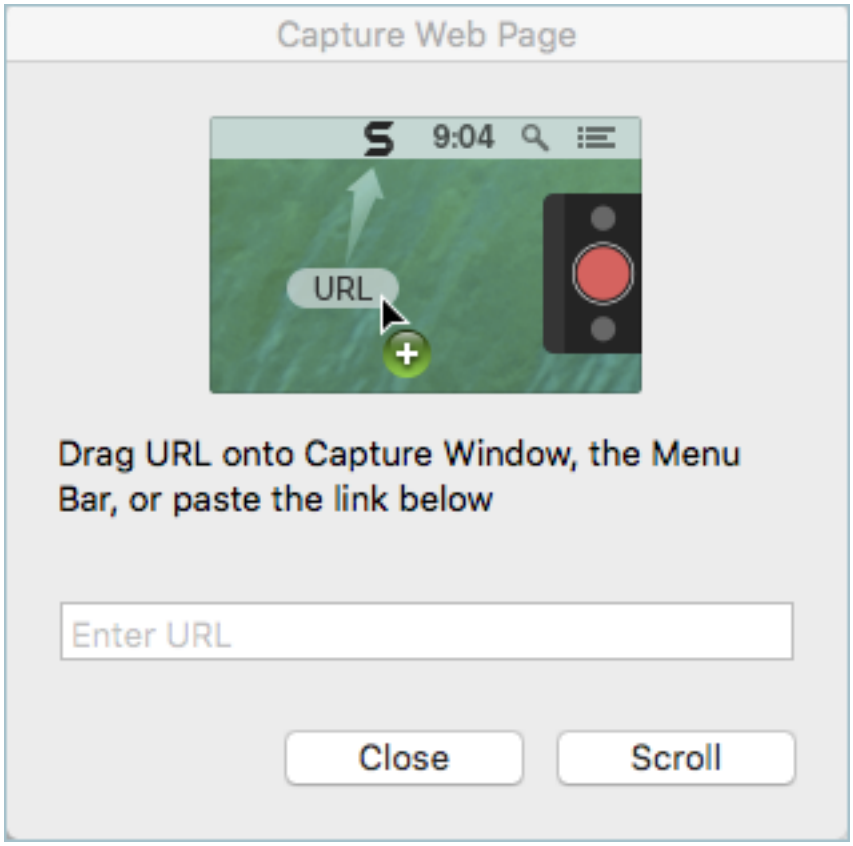
| Capture Option | Description |
| --- | --- |
| |  |
| Schedule a Capture (Windows) | Schedule to take a capture of the screen at a later time or future date.<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. Choose an option from the **Selection** dropdown.<br>3. Add an effect, select a share destination, or customize the other capture options on the Image tab.<br>4. Enable the **Time Delay** option.<br>5. Select the **Schedule** option and set the time to capture.<br>6. Click the **Start** button or press **Print Screen**.<br>  <br>7. Click and drag to select an area to capture. |
| Set Up a Time-Lapse Capture (Windows) | Capture an image from the same location on the screen at a continuous time interval.<br>1. In the Capture window, select the **Image** tab. |

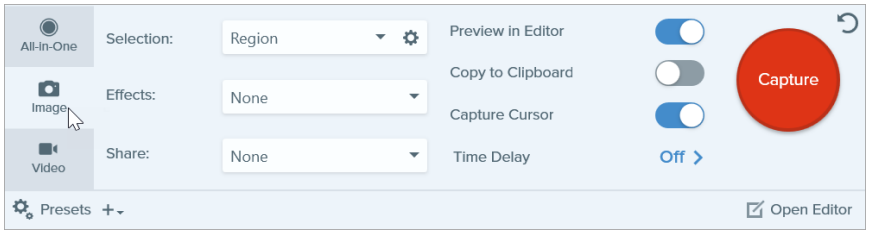
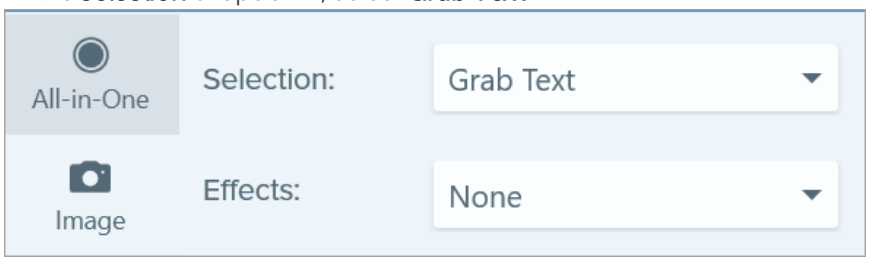
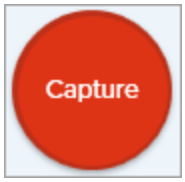
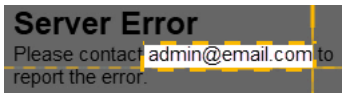
| Capture Option | Description |
| --- | --- |
| |  <br>2. Choose an option from the **Selection** dropdown.<br>3. Add an effect, select a share destination, or customize the other capture options on the Image tab.<br>4. Enable the **Time Delay** option.<br>5. Select the **Interval** option and set the time interval.<br>6. Click the **Start** button or press **Print Screen**.<br>  <br>7. Click and drag to select an area to capture.<br>8. Snagit captures an image based on the time interval set. To end the time-lapse capture, click the **Stop** button in the Capture window.<br>  |
| Capture a Free Hand Area (Windows)<br>  | Capture an area drawn with the cursor.<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. In the Selection dropdown, select **Advanced > Freehand**.<br>3. Click the **Capture** button or press **Print Screen**. |

| Capture Option | Description |
| --- | --- |
| |  <br>4. The cursor changes to a Scissors icon. Hold down the left mouse button and drag around the area to capture. Release the left mouse button to end the capture. |
| Capture Multiple Areas on the Screen<br> | Capture multiple areas on the screen in a single capture.<br><br>**Windows:**<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. In the **Selection** dropdown, select **Advanced > Multiple Area**.<br>3. Click the **Capture** button or press **Print Screen**.<br> <br>4. Capture buttonCapture button<br>5. The orange crosshairs appear. Complete one of the following to select the areas to capture:<br>• **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.<br>• **Region:** Click and drag to select the desired area on the screen.<br>6. To complete the capture, click the **Finish** button at the top of the screen.<br>  <br><br>**Mac:**<br>1. In the Capture window, select the **All-in-One** tab. |

| Capture Option | Description |
| --- | --- |
| | 2. Click the **Capture** button or press **Control+Shift+C**.<br> <br>3. The orange crosshairs appear. Hold the **Command** key and click and drag to select the desired areas on the screen.<br>4. Release the **Command** key to end the capture. |
| Capture from a Scanner or Camera (Windows) | Capture an image from a connected TWAIN-compliant device such as an optical scanner or digital camera.<br>1. In the Capture window, select the **Image** tab.<br>  <br>2. In the **Selection** dropdown, select **Advanced > Scanner/Camera**.<br>3. Connect the scanner or camera device to your computer.<br>4. Click the **Selection Properties** button.<br>5. Select the device from the **Current source device** dropdown.<br>6. Click the **Capture** button or press **Print Screen**.<br> <br>7. The TWAIN driver for the selected device displays an interface to select images. See the device's documentation for capture instructions. |
| Capture from a Webcam (Mac) | Capture a still image from a built-in webcam or another camera device.<br>1. In the Capture window, select the **Image** tab. |

| Capture Option | Description |
| --- | --- |
| |  <br>2. In the **Selection** dropdown, select **Webcam**.<br>3. Connect a webcam to your computer or use the built-in webcam.<br>4. Click the **Capture** button or press **Control+Shift+C**.<br> <br>5. The webcam dialog appears. Select the camera device from the **Camera** dropdown.<br>6. Click the **Capture** button. |
| Capture an Entire Webpage (Mac) | An alternative method to scrolling capture to quickly capture an entire web page.<br>1. Drag the icon next to the URL from the address bar onto one of the following locations:<br>  <br>• Menu bar icon<br> <br>• Snagit Dock icon<br> <br>2. Or, select **Capture window > Image tab > Selection dropdown > Webpage**. Click the **Capture** button. Enter the URL in the Capture Web Page dialog and click the **Scroll** button. |

| Capture Option | Description |
| --- | --- |
| |  <br>Snagit captures the entire web page including the area not visible in the current web browser window. |
| Capture with a Preset | Presets automatically remember your capture settings. Use presets to:<br>• Save commonly used capture settings.<br>• Quickly switch between capture types based on the task at hand.<br>• Automatically add effects or share captures to a specific location or application.<br>See Save Capture Settings as Presets. |
| Record a Video | Record the action on the screen, the web camera, or audio (from a microphone or system audio) as a MP4 video file. See Record a Video. |
| Capture Text | Capture text from anywhere on the screen to paste into a document or another application.<br>1. In the Capture window, click to select the **Image** tab. |

| Capture Option | Description |
| --- | --- |
| |  <br>2. In the **Selection** dropdown, select **Grab Text**.<br>  <br>Capture settings not compatible with Grab Text are disabled in the Capture window.<br>3. Click the **Capture** button or press **Print Screen** (Windows) or **Shift+Ctrl+C** (Mac).<br>  <br>4. The orange crosshairs appear. Click and drag to select the desired area on the screen.<br>  <br>The capture opens in Snagit Editor where you can preview the text in the Grab Text Results dialog. Click the **Copy All** button to copy the text to the Clipboard to paste into a document or another application. See Grab or Replace Text. |
| Snagit Printer Capture | Send content from an application into Snagit Editor using the application's Print option.<br><br>**Set Up a Snagit Printer**<br>1. In the Capture window, select **File > Capture Preferences > Capture tab > Printer Capture Settings**. |

| Capture Option | Description |
| --- | --- |
| | 2. The Selection Properties dialog opens. On the Snagit Printers tab, select **Snagit 2020** or click **Add a Snagit Printer**. Click the **Properties** button to edit the settings for the printer output.<br>3. Click the **OK** button.<br><br>**Send Content from an Application into Snagit Editor**<br>1. In the application, select File > Print (or the equivalent in the application).<br>2. From the list of printers, select **Snagit 2020**.<br>3. Click **OK** to send the capture to Snagit Editor. |

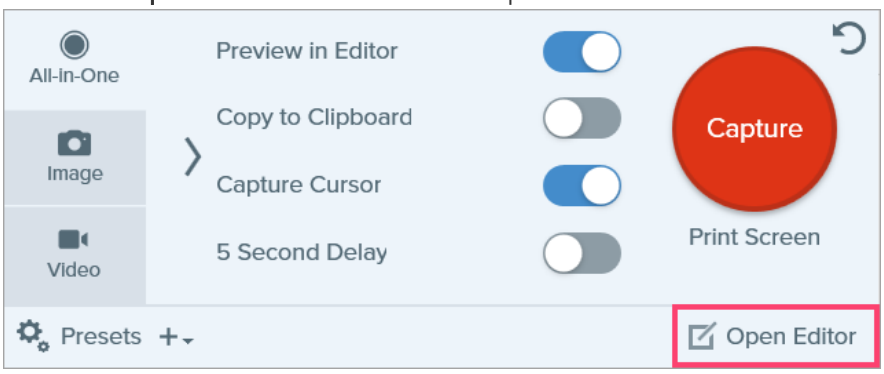
This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Snagit Editor Overview

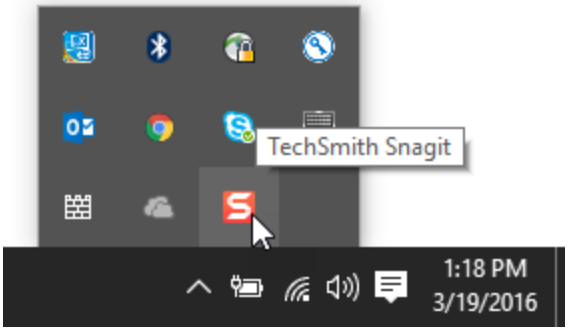
Use Snagit Editor to preview, edit, and share your captures.

## 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 | **Library**<br>View and organize your capture history.<br>See Introduction to Snagit Library. |
| 2 | **Canvas**<br>Working area to preview and edit captures.<br>**Tips for Working on the Canvas**<br>• To edit movable objects on the canvas at a later time, save images as a SNAG or SNAGPROJ file.<br>• Drag one of the handles on the edge of an image to create more working space on the canvas.<br>• Save images with a transparent background. See Transparency Tips.<br>• To change the background color in the canvas (Windows only):<br>  • Right-click the canvas and select **Canvas Color** to open the color selector.<br>  • Or, select **Image > Canvas Color**. |

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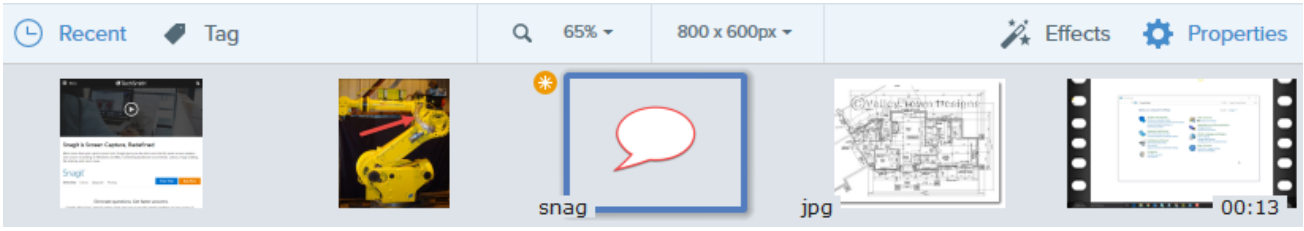
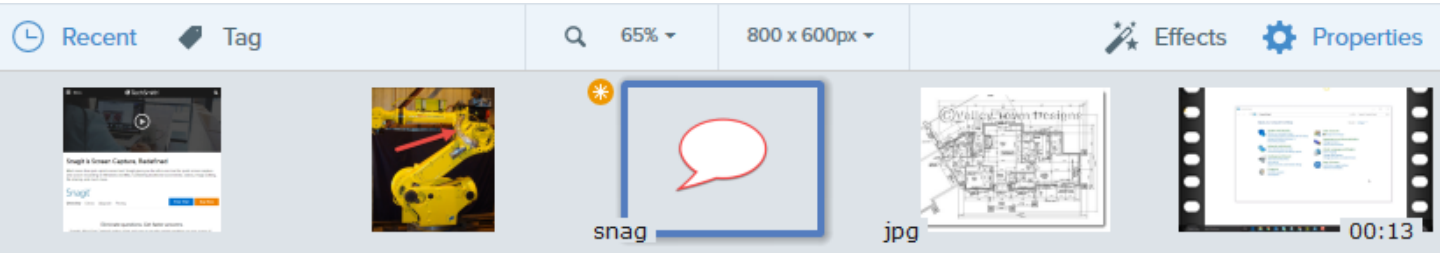
| | • Enable or disable canvas snapping to align objects and text boxes:<br>  • Select **Image > Canvas Snapping**.<br>  • Or, right-click on the canvas and select **Canvas Snapping**. |
| 3 | **Toolbar**<br>Click to select an editing tool. Annotate, edit, and enhance image captures. You can customize the order and tools available in the toolbar.<br>See Introduction to Tools. |
| 4 | **Share**<br>Share captures to online file storage, social media, or other business apps.<br>See Share Captures. |
| 5 | **Quick Styles**<br>Apply or save custom-made styles.<br>See Quick Styles and Themes. |
| 6 | **Properties**<br>Adjust the properties to customize a tool.<br>See Introduction to Tools. |
| 7 | **Effects Panel**<br>Click the **Effects** button to view the image effects available.<br>See Add Effects. |
| 8 | **Recent Captures Tray**<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. See Recent Captures Tray to learn how to save, delete, or remove capture from the tray.<br>  |

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Recent Captures Tray

The tray shows the recent image captures, video captures, and other files opened or edited in Snagit Editor. Select a thumbnail in the tray to view the full image on the canvas in Editor.




- Click the **Recent** button to show or hide the tray.
- To view additional recent captures, click the **Library** button at the top of Snagit Editor.

## Save a Capture

Snagit automatically saves any unsaved image captures as a .SNAG file (Windows) or a .SNAGPROJ file (Mac) and any unsaved video captures as a .MP4. To save image or video changes, select **File > Save or Save As**.

> To learn more about Snagit's autosave feature, see this support article.

After the file is saved, an orange sunburst appears when there are additional unsaved changes.

## 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.

- **Windows:** Select **Edit > Editor Preferences > Library tab > Remove all items from the Tray when closing Editor**. This removes all captures in the tray when Snagit Editor is closed.
- **Mac:** Right-click a capture in the tray and select **Close Other Captures**. This removes all captures in the tray except the currently selected capture.

> Removing the capture from the tray does not delete the file. Click the **Library** button to find and open closed captures.

# Delete a Capture

To permanently delete a file, right-click a thumbnail in the tray or in the library and select **Delete** (Windows) or **Move to Trash** (Mac).

# Create from Tray

Press **Control+click** (Windows) or **Command+click** (Mac) to select multiple images in the tray. Right-click the selected images in the tray to select one of the following options:

- **Create Image from Template**: Combine a series of images in a template to create a technical guide or visual aid. See Create Image from Template.
- **Create Video from Images:** Record a video using a set of images to show a process or a series of steps. See Create Video from Images.

# Tray Tips

- To change the size of the thumbnails in the tray, right-click the thumbnail and select **Thumbnail Size > Small, Medium, or Large** (Windows only).
- To view the capture metadata, right-click the thumbnail and select **Details** (Windows) or **Get Info** (Mac).

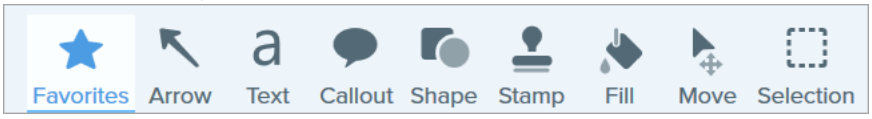
This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Introduction to Tools

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

> Tools are only available for image captures. Share your video to TechSmith Camtasia to enhance it with annotations and effects.

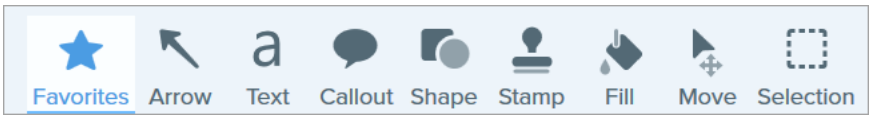
1. Click to select a tool from the Snagit Editor toolbar. To learn more about tools, see Default Tool Types or More Tool Types.




2. The settings available for the tool appear in the Tools Properties panel. Click to select a Quick Style or manually edit the properties. See Using Tool Properties.
3. The method for using the tool or drawing on the canvas depends on the tool selected. See Default Tool Types or More Tool Types.

## Default Tool Types

Default tool types and how to use them:




> Customize the toolbar with your most used tools. See Customize Snagit.

- Favorites
- Arrow
- Text
- Callout
- Shape
- Stamp
- Fill
- Move/Smart Move
- Selection
- Blur

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| Favorites | Save frequently-used Quick Styles to Favorites for quick access. |

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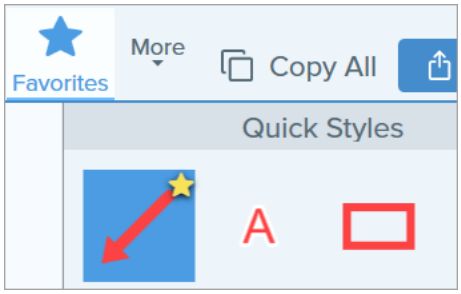
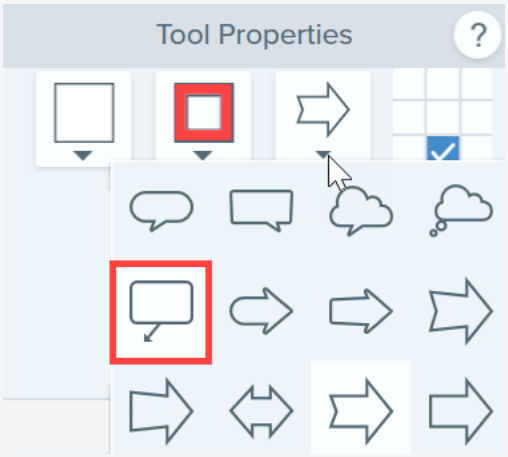
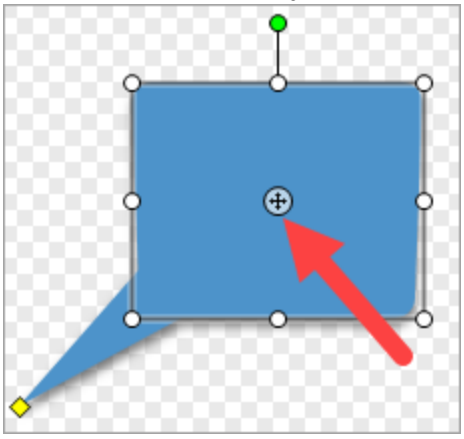
| | • To save a Quick Style to Favorites, click the icon on the style.<br>• To remove a Quick Style from Favorites, click the icon on the style.<br>The icon appears yellow when a Quick Style is saved to Favorites.<br>  <br>Use Favorite tools to annotate images while recording a video from images. See Create Video from Images. |
| Arrow<br> | Add an arrow to call attention or highlight an item in the image.<br>• Click and drag on the canvas to draw an arrow.<br>• For a curved arrow:<br>  • **Windows:** In the properties, enable the **Bezier Curve** 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.<br>  • **Mac:** Click and drag the yellow handle to add a curve. |
| Text<br> | Add captions, headings, or other text to an image.<br>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 Grab or Replace Text. |
| Callout<br> | Add a callout to call attention or highlight an item in the image. A callout includes an annotation plus text. |

To choose the new callout arrow style, select **Tools Properties > Callout Style dropdown > select the callout arrow style**.

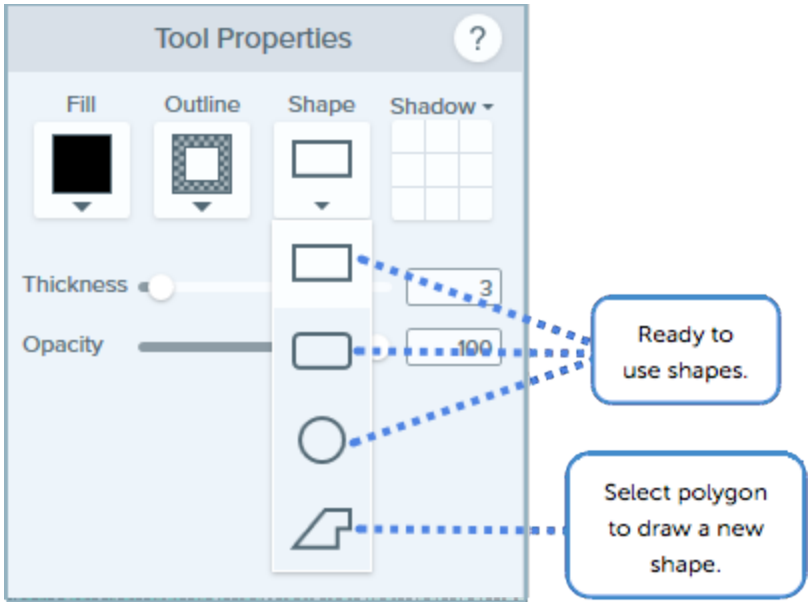



1. Click the **Outline** or **Fill** dropdown and complete one of the following:
   - Click to select a color from the preset colors or from the color palette.
   - Click the Eyedropper tool and then click to select a color from anywhere on the screen.
   - Enter a HEX or RGB value into the field.
2. Click and drag on the canvas to draw the callout.
3. Enter text within the callout.
4. Use the handles to control the following:
   - To resize the callout, drag the **white** handles.
   - To resize the callout tail, drag the **yellow** handles. (Windows)
   - To add an extra callout tail, drag the **blue** handle out. (Mac)
   - To rotate the callout, drag the **green** handle.
   - To move the callout body around the callout tail, drag the **anchor point**.



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.

Stamp

Annotate an image with Snagit's default stamps, download more from the TechSmith Assets 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.

### Create a Custom Stamp

Save images, annotations, or objects on the canvas as custom stamps.

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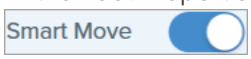
| | 1. On Windows, select **Stamp tool > Organize Stamps button > Add Stamp button**. On Mac, select **Stamp tool > Import Stamps**.<br>2. Browse to select an image and click **Open**.<br><br>**Pro Tip:** Add search terms to help you quickly find stamps (Mac only).<br><br>Control+click a stamp in the Quick Styles and select **Edit Search Terms**. Enter a search term. Separate search terms with a comma. |
| Fill | Fill a flattened area in an image with another color.<br>1. Click the **Fill** dropdown and complete one of the following:<br>• Click to select a color from the preset colors or from the color palette.<br>• Click the Eyedropper tool and then click to select a color from anywhere on the screen.<br>• Enter a HEX or RGB value into the field.<br>2. Click to apply the fill color to a location on the canvas. |
| Move/Smart Move | 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.<br>1. In the Tool Properties, toggle **Smart Move**.<br>  <br>2. Selection handles appear on moveable objects when you hover with the cursor. Click an object to edit.<br> <br>3. To identify additional objects to edit, drag the Detail slider.<br> <br>4. To edit objects and text:<br>• Click and drag to move an object to the desired location.<br>• Right-click and select Delete to remove an object.<br>• Double-click a text box to edit the text. |
| Selection | 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.<br><br>Click the **Selection** tool and the tool properties appear on the right-side of Snagit Editor. Before selecting an area on the canvas, adjust the following properties: |

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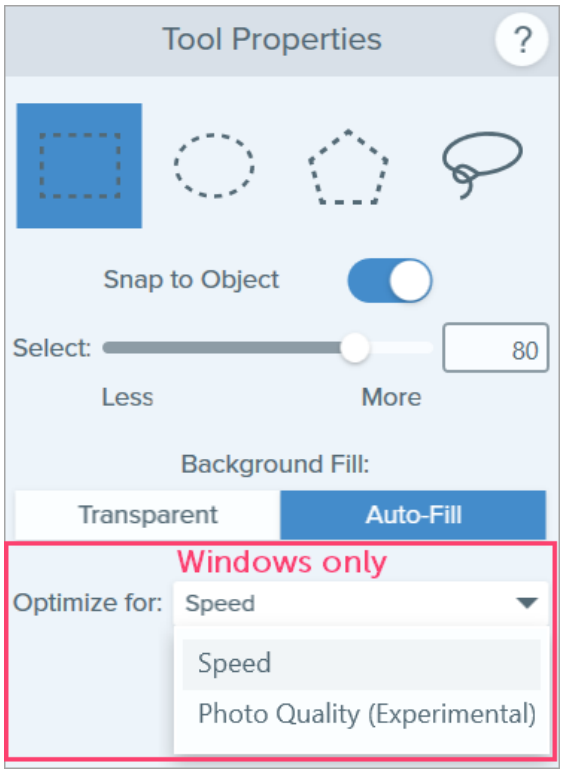
| | • **Shape:** Choose a selection shape: Square, Ellipse, Polygon, or Freehand<br>• **Snap to Object:** Turn on to snap to text or irregular shaped objects within the selected area. Drag the Slider to adjust the object selected.<br>• **Background Fill:** Choose an option to fill the area when the selection is moved or deleted. Auto-Fill automatically fills the area based on the content surrounding the selection.<br>• **Optimization for Quality (Windows only):**<br>  • Speed - Use for solid colored content or if fill details are not important.<br>  • Photo Quality - Use for advanced customization and higher quality fill.<br>  <br>Use Selection to remove areas from an image. |
| Blur | Add a blur to hide or mask sensitive information.<br>On Windows, there are two types:<br>• **Smooth:** 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.<br> <br>• **Pixelate:** Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture. |

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| | <br>1. Click and drag on the canvas to draw the blur.<br>2. Drag the slider to adjust the intensity (Windows) or blur amount (Mac). |

# More Tool Types

- Crop
- Cut Out
- Eraser
- Grab Text
- Highlighter
- Line (Windows only)
- Magic Wand
- Magnify
- Pen
- Simplify
- Step

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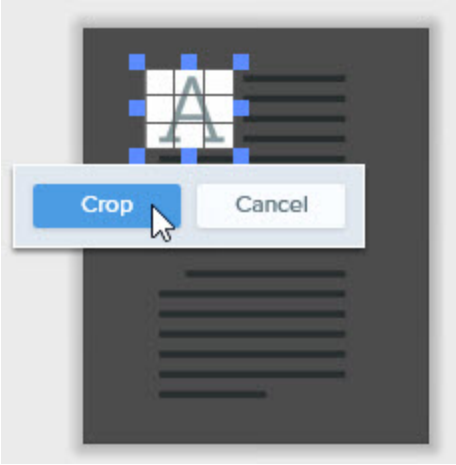
| Crop | Remove unwanted areas from the edges of an image.<br>1. Blue handles and grid lines show the selected image area to crop. Drag corresponding blue handles in to crop different sides of the image.<br>  <br><br>2. Click the **Crop** button to save the changes. |
| Cut Out | Delete a vertical or horizontal section out of an image and joins the two pieces together.<br>1. Select a horizontal or vertical style. A line appears on the canvas. |

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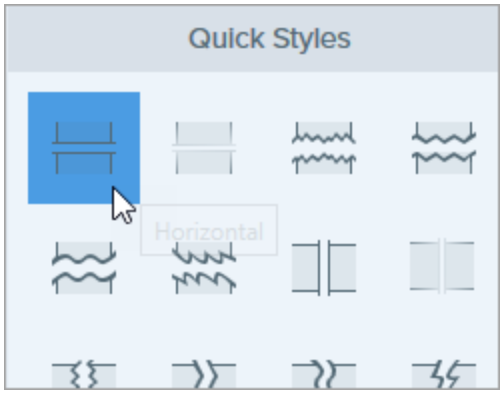
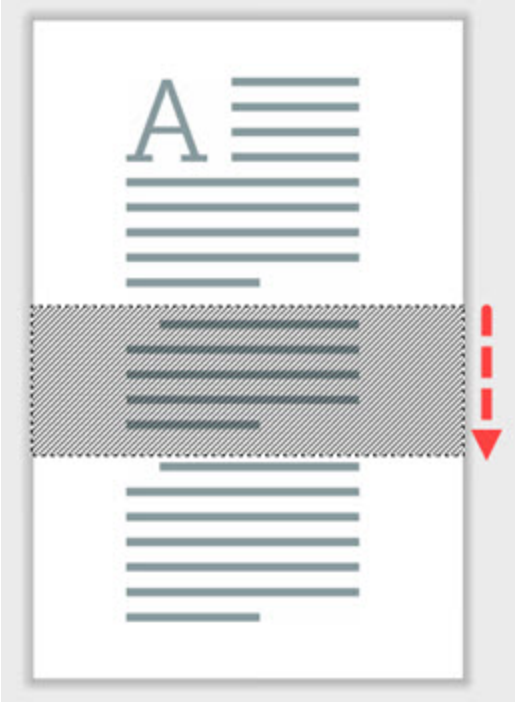
| |  <br><br>2. Click and drag on the canvas to select the area to remove.<br>  |
| Eraser | Erase any flattened area in an image to expose the canvas. |
| Grab Text | Capture text from anywhere on your screen and paste to other programs. See Grab or Replace Text. |
| Highlighter | Click and drag to highlight a rectangular area in an image. |

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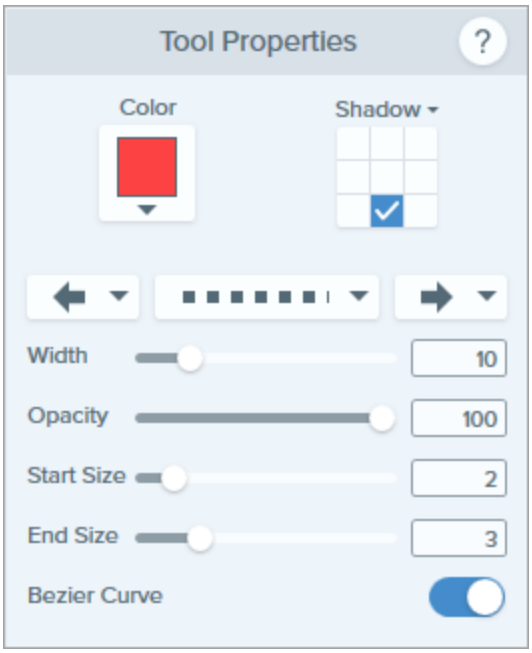
| Line (Windows only) | Add a straight or curved line to an image. |
| Magic Wand | Select an area on the canvas based on color. The tool is ideal for selecting areas of a single color that do not include complex backgrounds or patterns. |
| Magnify | Magnify an area on the canvas to highlight or show the details. |
| Pen | Draw freehand lines on an image. |
| 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 Images. |
| Step | Add a series of numbers or letters in sequence to an image. |

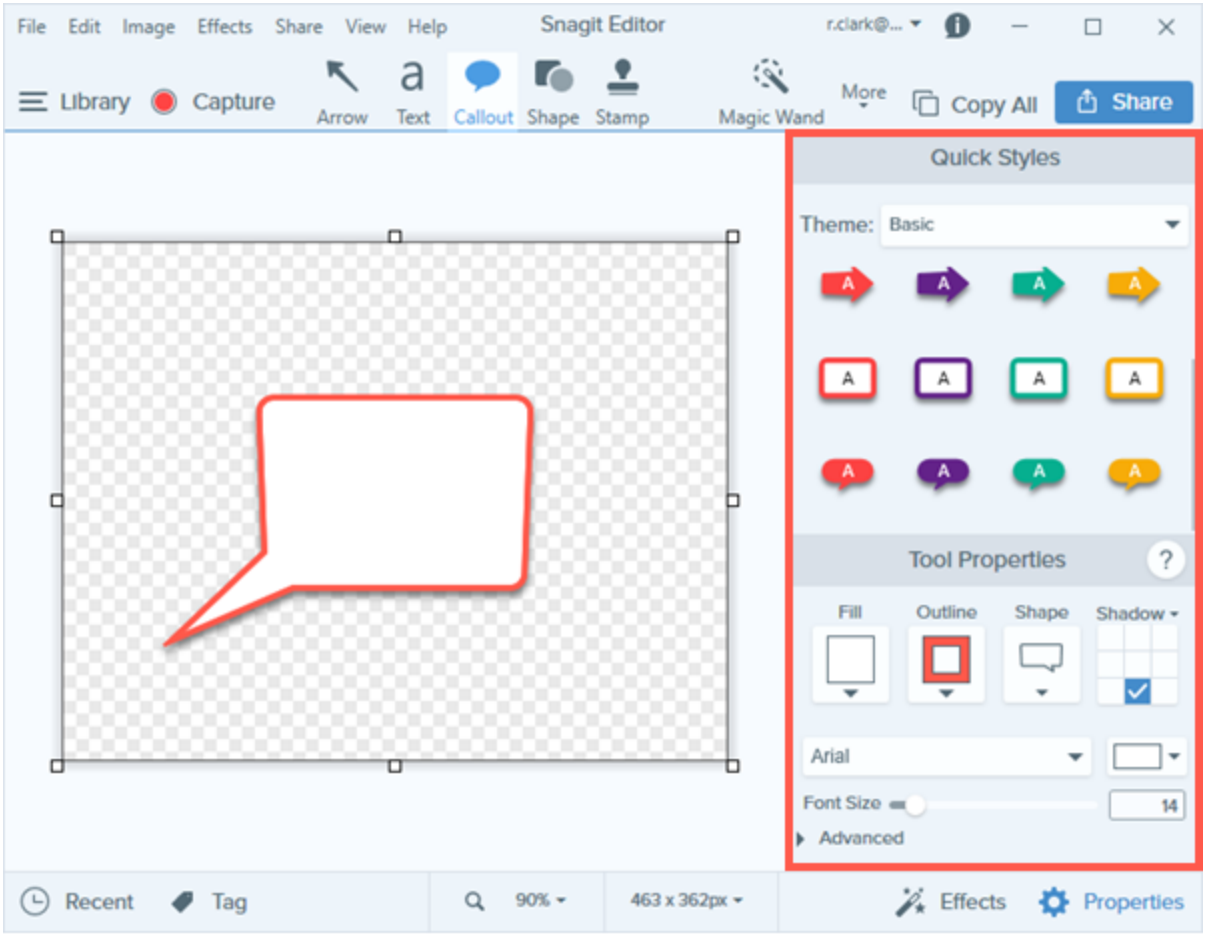
# Using Tool Properties

Customize the tool properties in the Properties panel.




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

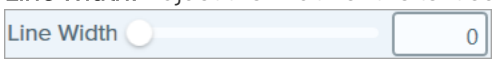
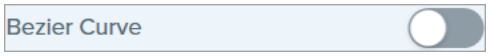
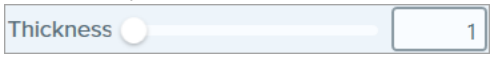
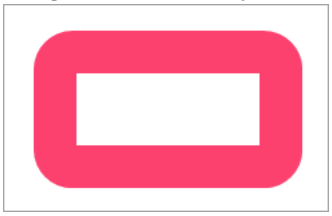
2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.

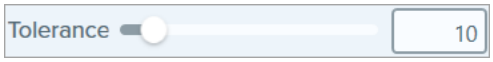
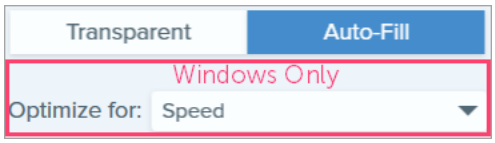
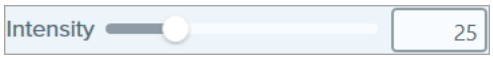
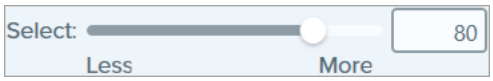
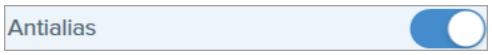
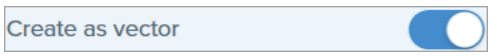



3. To select the tool properties, complete one of the following:
   - Click to select a style from the Quick Styles. The Quick Styles contain presets or custom styles.
   - Edit the settings for the tool in the Properties panel.
4. The method for drawing the Quick Style on the canvas depends on the tool selected. Different properties are available depending on the tool.

# Property Types

| | |
|---|---|
| Color | Set the color of a shape or text or another tool. Additional color properties are:<br>• **Fill:** Change the interior color of a shape or text. |

| | |
|---|---|
| | • **Outline:** Change the color outlining a shape or text.<br> <br>• **Eyedropper:** Select any color on your screen to set the color of the tool.<br> |
| Shadow<br> | Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.<br> |
| Font<br> | Change font name in the dropdown and size using the slider or manually enter the size you want. Additional font properties are:<br>• **Line Width:** Adjust the width of the text outline.<br>  <br>• **Padding:** Adjust the space surrounding the text.<br> |
| Opacity<br> | Drag the slider to adjust the transparency of colors in the tool.<br> |
| Bezier Curve (Windows only)<br>Tools: Arrow and Line<br>  | 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.<br> |
| Line Thickness<br>Tools: Shape and Line<br>  | Drag the slider to adjust the width of a line or shape outline in pixels.<br>  |
| Tolerance | Drag the slider to adjust how close to an object the program makes |

| | |
|---|---|
| Tool: Fill<br>  | changes in an image. |
| Detail<br>Tool: Smart Move<br> | Drag the slider to adjust the threshold at which objects are defined on the Canvas for selection. |
| Background Fill<br>Tool: Selection<br>  | • **Transparent:** Fill deleted areas with transparency (empty Canvas).<br>• **Auto-Fill:** Automatically fill the selection based on the surrounding content.<br>**Adjust Optimization for Quality (Windows only):**<br>  • Speed - Use for solid colored content or if fill details are not important.<br>  • Photo Quality - Use for advanced customization and higher quality fill. |
| Intensity<br>Tool: Blur<br>  | Drag the slider to adjust the amount of blur to apply to the selection. |
| Select Less/More<br>Tool: Selection and Magic Wand<br>  | Drag the slider to adjust the range of colors included in the selection. |
| Antialias<br>Tool: Pen and Eraser<br>  | Check the box to blend pixel edges with the background. |
| Create as Vector<br>Tool: Pen<br>  | Check the box to scale object without loss of quality. |

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

**Did you find what you were looking for?** Provide feedback.

# Add Effects

Add an effect to enhance an image. Apply an effects to the entire image or a selection. Effects are applied before or after capture.

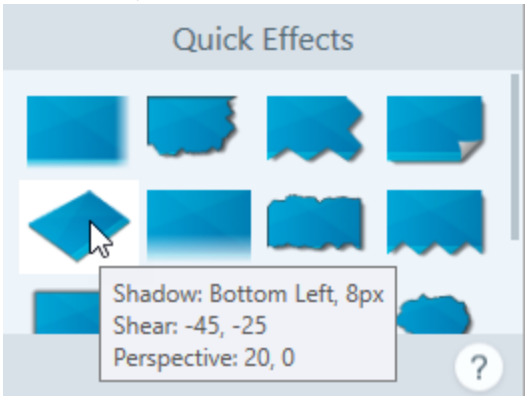
- Apply an effects to images before capture. See Add an Image Effect.
- Apply an effects to multiple images after capture using Export. See Convert Images.

> Effects are only available for images. Share your video to Camtasia to enhance it with annotations and effects.

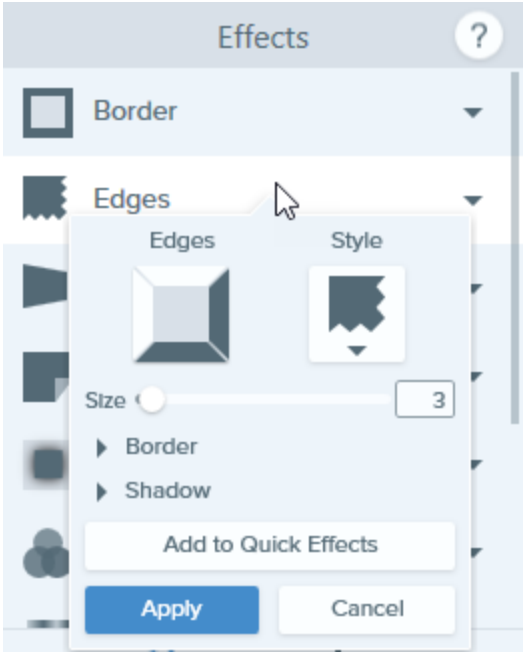
## Add an Image Effect

1. Click the **Effects** button.

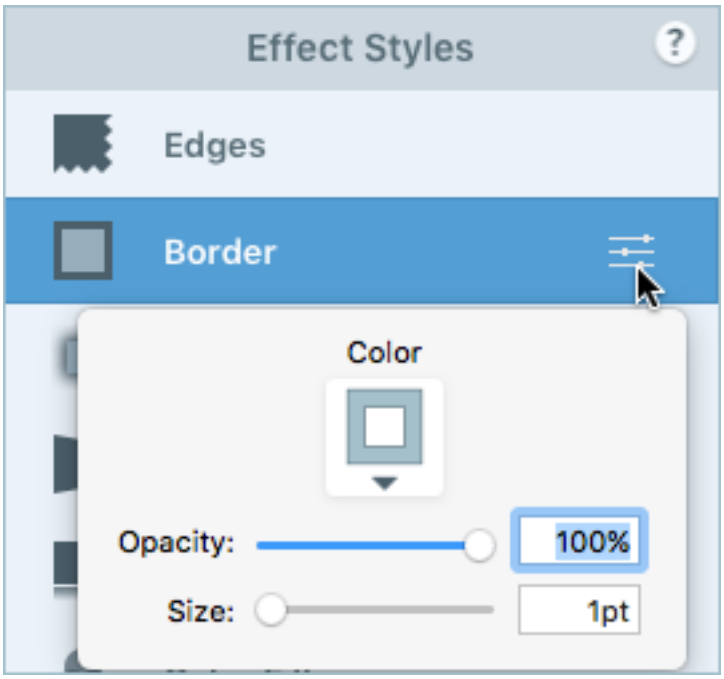
2. The Effects panel opens. Complete one of the following to apply an effect:
   - Select a style from the Quick Effects.



- **On Windows:** Click to select an effect. Customize the settings in the dropdown and click **Apply**.




- **On Mac:** Click to apply 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

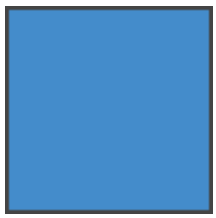
- **Windows:** Select **Edit > Undo** to remove the last applied effect. If you need to remove multiple changes, select **Undo** multiple times.
- **Mac:** In the Effects panel, click a blue effect to turn off the effect.

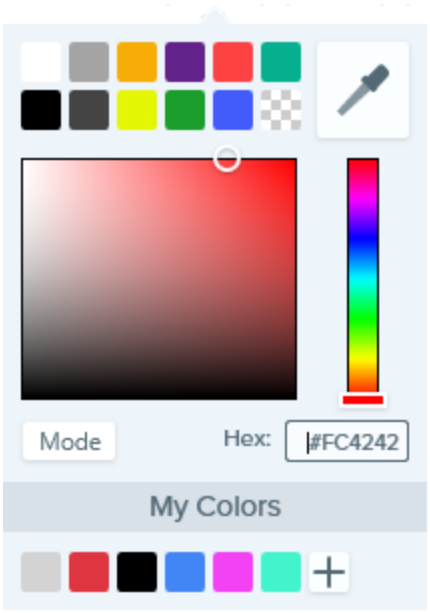
  

  To turn off all effects, click the **No Effects** Quick Effect.

# 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)

| | |
|---|---|
| Border  | Add a border to the outside of an image.<br>• To change the color of the border, click the **Color** dropdown and complete one of the following: |




- 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.

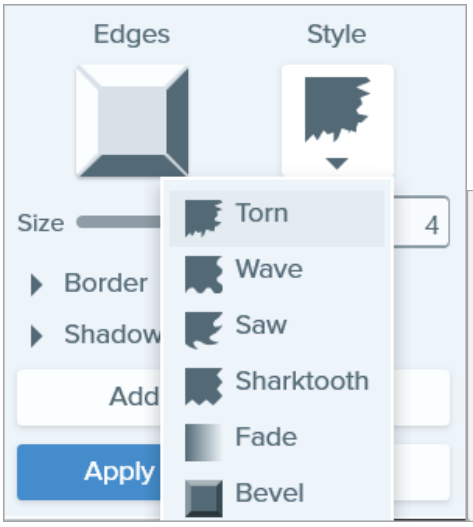
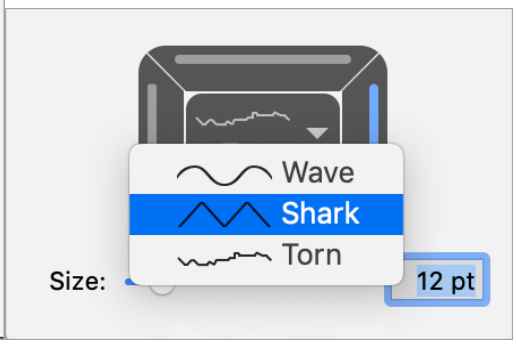
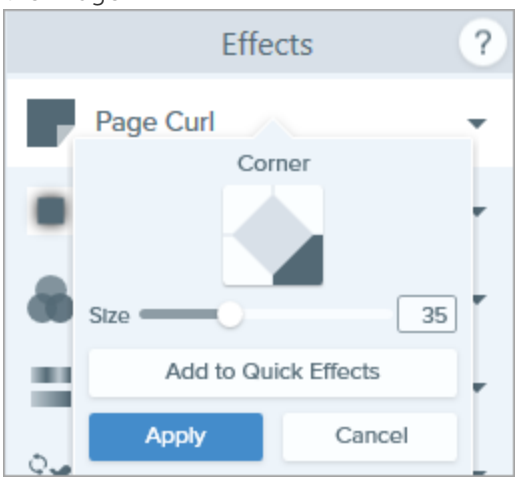
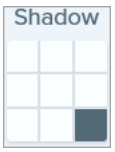
- Enter a HEX or RGB value into the field.

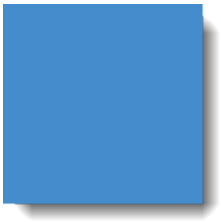
- Drag the slider to adjust the width.
- Click the **Apply** button to apply the effect to the image (Windows only).

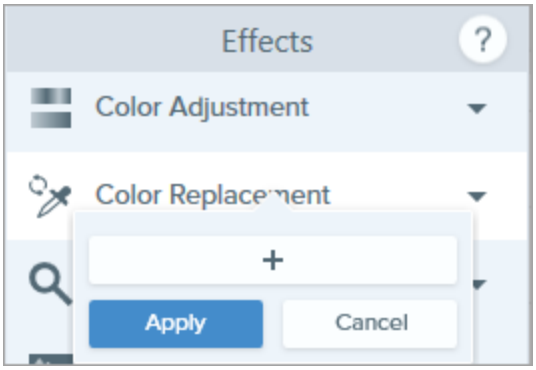
Edges

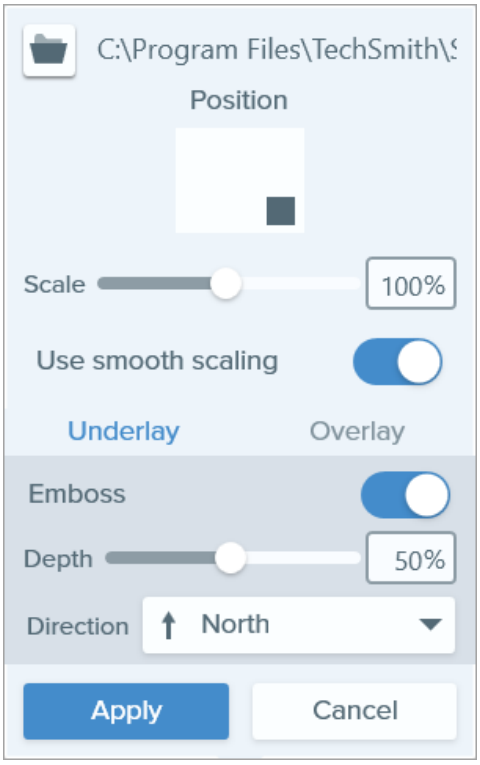
Add an edge effect to one or more sides of an image.

- To change the style of the effect, select a style from the dropdown.

| | |
|---|---|
| |  <br>  <br>• To change the size of the effect, drag the **Size** slider.<br>• To indicate where the effect is visible, click one or more edges of the bevel.<br>• Expand the Shadow dropdown to select the color and location of the shadow for the effect (Windows only).<br>• Click the **Apply** button to apply the effect to the image (Windows only). |
| Page Curl (Windows)<br> | Add an effect that curls the corner of an image. Click the **Apply** button to apply the effect to the image.<br>  |
| Shadow | Add a shadow effect to a side or around an entire image.<br>• Click a cell in the grid to select the shadow location.<br>  |

| | |
|---|---|
|  | • Drag the **Size** slider to adjust the shadow size.<br>• Click the **Apply** button to apply the effect to the image (Windows only). |
| Perspective<br> | Distort an image to give the appearance of being viewed from a different angle.<br>• Select a style from the dropdown.<br>• Drag the Horizontal/Rotation or Vertical/Tilt sliders to adjust the effect. |
| Reflection (Mac)<br> | Add a mirror-like reflection to an image. |
| Filters (Windows) | Apply a filter effect over the entire image. Select a filter type in the dropdown:<br>• Soften - Blur details in an image.<br>• Sharpen - Adjust the contrast in an image to improve blurriness.<br>• Opacity - Adjust the transparency of an image.<br>• Monochrome - Apply a black and white filter to an image.<br>• Grayscale - Convert colors in an image to shades of gray.<br>• Invert Colors - Invert colors in an image creating a negative effect. |
| Color Filters (Mac) | Apply a filter effect over the entire image. Change the following image colors with this effect:<br>• Grayscale - Convert colors in an image to shades of gray.<br>• Sepia Tone - Convert colors in an image to shades of a single color creating a monochrome effect.<br>• Invert - Invert colors in an image creating a negative effect. |

| | |
|---|---|
| Color Adjustment (Windows) | Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image. Change the following properties for this effect:<br>• Brightness - Adjust the overall lightness of an image.<br>• Contrast - Adjust the difference in the color and brightness between image elements.<br>• Hue - Adjust the dominant visible color in an image such as Red, Green, or Blue.<br>• Saturation - Adjust the intensity of visible colors in an image.<br>• Gamma - Adjust the overall darkness of an image |
| Color Replacement (Windows) | Swap two colors in an image or replace one color with another color. Click the + to select colors to swap before you apply this effect.<br>  |
| Spotlight and Magnify (Windows) | Draw attention to an area in an image by highlighting and enlarging the area.<br>1. Drag an area on your image with the **Selection** tool.<br>2. Select **Image > Effects > Spotlight and Magnify**.<br>3. Adjust the effect properties for the desired effect.<br>4. Click the **Apply** button to apply the effect to the image (Windows only). |
| Watermark (Windows)<br> | Add text, a logo, or copyright information to an image for identification or to discourage unauthorized use. Change the following properties for this effect: |




- Click the **Import** button to import an image file.
- Click an area in the Position box to set the location of the watermark in the image.
- Drag the **Scale** slider to adjust the size of the watermark.
- Select **Underlay** to display the watermark as an embossed effect in the image background.

- Select **Overlay** to display the watermark over the image.

- Click the **Apply** button to apply the effect to the image.

Fade (Mac)

Apply a gradual dimming to the edges of an image.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Resize or Rotate an Image

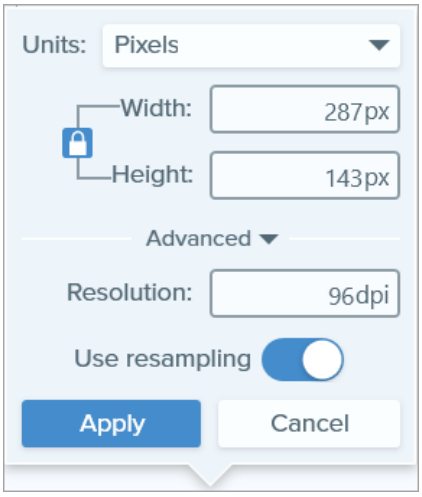
Customize the size and orientation of an image before sharing to an application or website. Some common uses include:

- Match the recommended image resolution to insert an image into a website
- Adjust the image resolution to insert into a specific area in a document
- Adjust the image orientation to create a printed document

## Resize an Image

> Vector objects on the canvas cannot be edited after resizing an image.

1. In Snagit Editor, select **Image > Resize Image**.
2. Select an option from the Units dropdown:




   - **Percent:** Scale image based on a percentage of the current image size.
   - **Pixels:** Scale image based on screen pixels.
   - **Inches:** Scale image based on inches.
   - **Centimeters:** Scale image based on centimeters.
3. Enter a **Width** and **Height** based on the selected unit. Click the icon to enter units at a different aspect ratio.

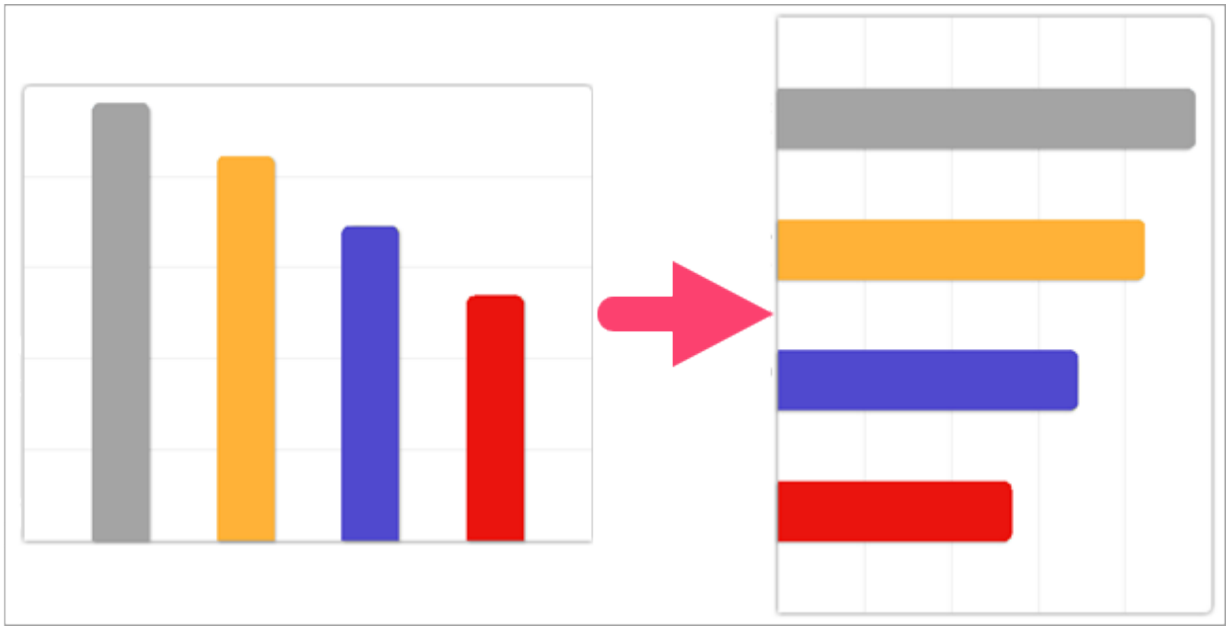
   > Changing the aspect ratio may blur or skew the image.

4. Click the **Advanced** option to display additional options.
   - **Resolution:** Set 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. Enable resampling to add pixels to an image. Disable resampling to remove unnecessary pixels which can decrease the file size.

   > Use other resizing options before enabling **Use Resampling**. This option can permanently degrade the quality of the image.

5. Click the **Apply** button.

# Rotate an Image



> Vector objects on the canvas cannot be edited after rotating an image.

In Snagit Editor, select **Image > Rotate > select a rotate option**:

- **Clockwise:** Rotate image 90 degrees clockwise.
- **Counter Clockwise:** Rotate image 90 degrees counter clockwise.
- **180 Degrees:** Rotate image 180 degrees.
- **Custom Angle:** Enter a custom angle in degrees.

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# Edit a Video

After recording a video capture, the MP4 file opens in Snagit Editor to preview and edit.

The video playback controls appear under the video.

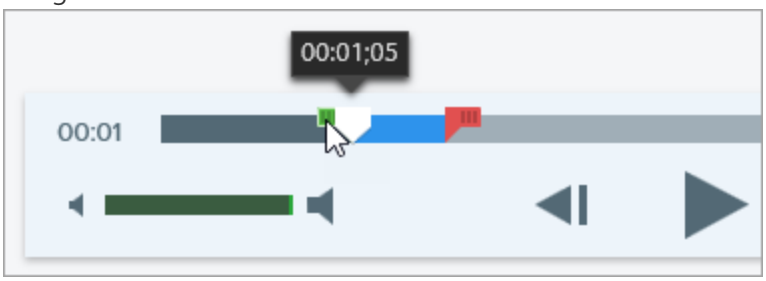
| | Video Control | Description |
|---|---|---|
| 1 | Elapsed time | Displays the elapsed time at the playhead's position on the timeline. |
| 2 | Start handle | Drag the handle to select the starting point for a video selection. |
| 3 | Playhead | Controls which frame in the video is displayed. Drag 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 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. |

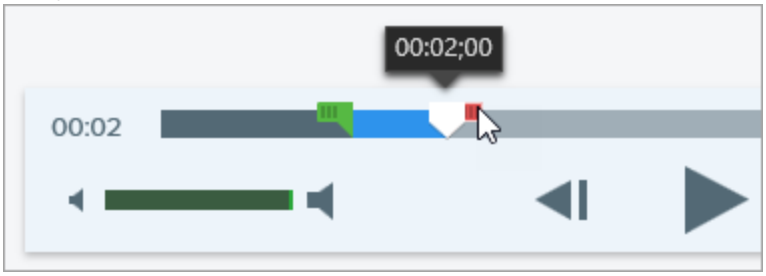
# Trim or Cut Out Unwanted Video Sections

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

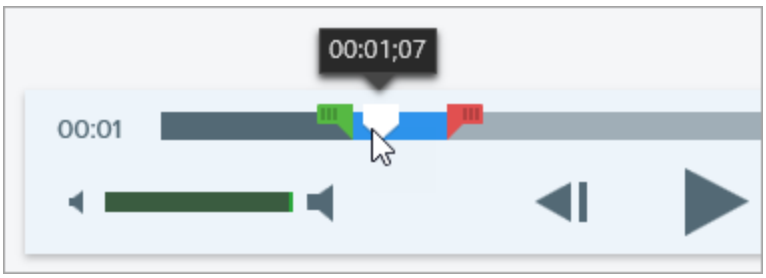
1. Drag the **Start handle** on the timeline to the location to start the cut.



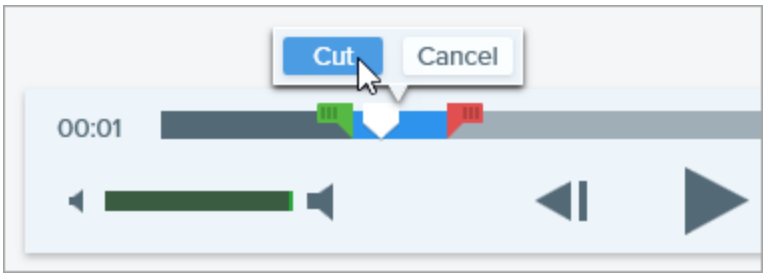

2. Drag the **End handle** on the timeline to the location to end the cut.



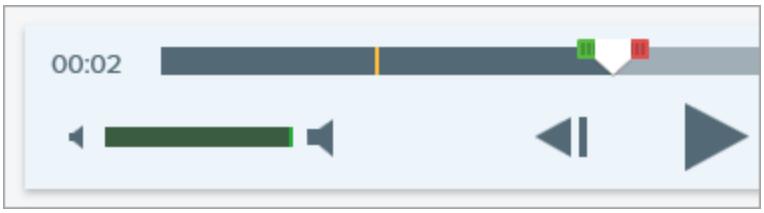

3. To preview the cut, drag the playhead to where you want to start the video playback. Click the **Play** button.



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.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Grab or Replace Text

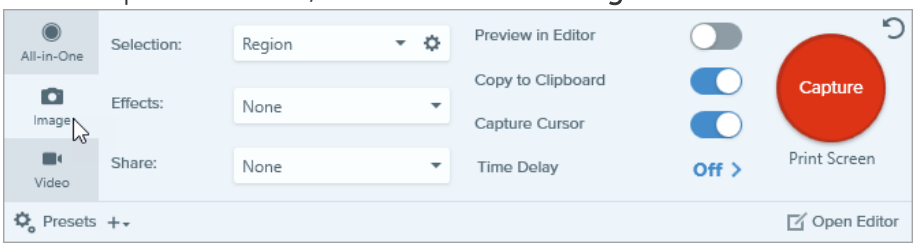
Snagit uses optical character recognition (OCR) to detect text in images and convert to editable text.

- **Copy Text:** Capture text on the screen or copy text from an image in Snagit Editor to paste into a document or another application.
- **Edit Text:** Replace or edit text in an image to fix typos, update text, or change the formatting.

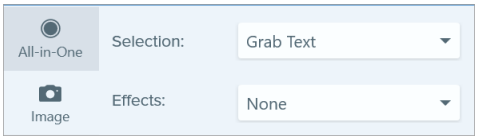
## Capture Text on Screen

Capture text from anywhere on the screen to paste into a document or another application.

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

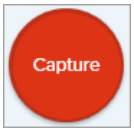



2. In the **Selection** dropdown, select **Grab Text**.

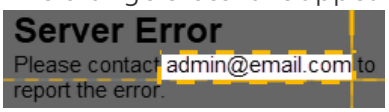



> Capture settings not compatible with Grab Text are disabled in the Capture window.

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 the text in the Grab Text Results dialog. Click the **Copy All** button to copy the text to the Clipboard to paste into a document or another application.

# Copy Text from an Image

Copy and paste text from an image into a text editor such as Notepad, Microsoft Word, or an email. Snagit offers two options for copying the text in an image in Snagit Editor:

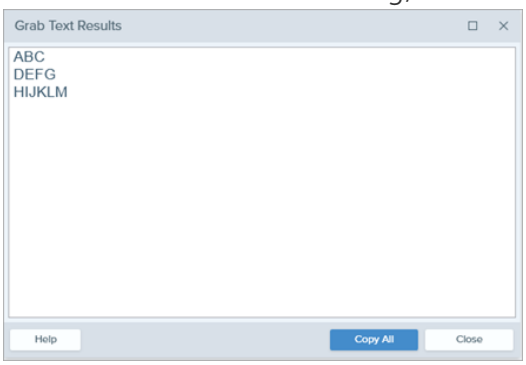
- Grab Text tool: Capture all text in the image.
- Selection tool: Best for capturing smaller areas of text within an image to improve the accuracy and quality of the text recognition.

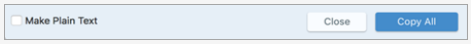
## Copy Text with Grab Text Tool

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

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

2. In the Grab Text Results dialog, click **Copy All**.

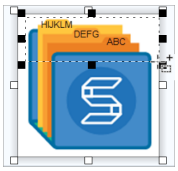
   > On Mac, enable the **Make Plain Text** option to remove the formatting before copying the text.
   >
   > 
   > 

Snagit copies the text to the Clipboard for pasting into a document or another application.

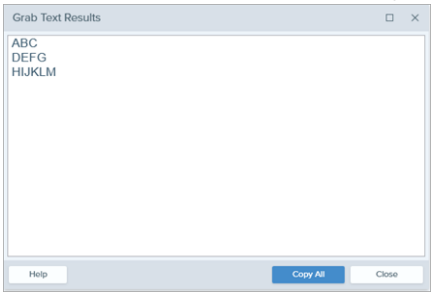
## Copy Text with Selection Tool

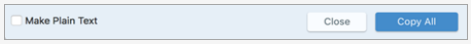
1. In Snagit Editor, click the **Selection** tool.

2. Click and drag to select the text.




3. Right-click the selection and select **Grab Text**.
4. In the Grab Text Results dialog, click **Copy All**.




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

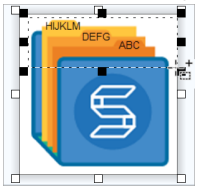
Snagit copies the text to the Clipboard for pasting into a document or another application.

# Replace or Edit Text

Replace or edit the text in an image to fix typos, update text, or change the formatting.

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

2. Click and drag to select the text.




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

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Create Source Graphics for Future Editing

Save an image as a SNAG (Windows) or SNAGPROJ (Mac) file format to:

- Edit vector-based objects (text, callouts, stamps, shapes, pasted images, cursors, etc.).
- Create a draft image for future revisions or improvements.
- Update graphics and text to support multiple languages.

> The SNAG and SNAGPROJ file formats can only be opened and edited in Snagit Editor on their corresponding platform, Mac or Windows.

## Save Image as an Editable File Type

1. In Snagit Editor, click to select the image in the tray.
2. Select **File > Save As**.
3. Select the file format.
   - **Windows:** In the Save as type dropdown, select **SNAG**.
   - **Mac:** In the Format dropdown, select **SNAGPROJ**.
4. Click **Save**.

> On Mac, check **Keep a duplicate editable capture when saving** in **Snagit > Preferences... > Advanced tab** before saving to create a copy of the SNAGPROJ file. See Snagit Preferences.

## Flatten Objects on the Canvas

Flatten vector objects ( text, callouts, stamps, shapes, pasted images, cursors, etc.) to prevent further editing.

> Vector objects on the canvas cannot be edited after saving an image to another file format such as PNG or JPEG.

- To flatten a single vector object:
  - **Windows:** Right-click the object on the canvas and select **Flatten** or select the object and press **CTRL+T**.

    - **Mac:** Right-click the object on the canvas and select **Flatten** or select the object and press **Shift+Command+T**.

- To flatten all vector objects in an image:
    - **Windows:** Right-click on an object on the canvas and select **Flatten All** or press **CTRL+SHIFT+T**
    - **Mac:** Right-click on an object on the canvas and select **Flatten All** or press **Control-Shift-T**.

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Transparency Tips

Transparent areas in an image show the background or any other colors or objects the image is placed over. The checkerboard pattern on the canvas represents transparent areas in an image.

Use transparent images to create logos, overlap two or more images, add watermarks, or save cursors to reuse in other images.

To maintain transparency, save the image to a file format that supports transparency: CUR, GIF, ICO, PNG, TIF, SNAG, or SNAGPROJ.

## Fill an Area with Transparency

Use the Fill tool to fill an area in an image with transparency.

1. Select the **Fill** tool in the Snagit Editor toolbar.

2. Select the transparent option in **Tool Properites > Fill dropdown**.

3. Click an area on the canvas to make transparent.

## Erase an Area

Use the Eraser tool to remove a section of the image, leaving behind only the transparent canvas.

1. Select the **Eraser** tool in the Snagit Editor toolbar.

2. Select an eraser size in Quick Styles.
3. Click and drag to draw an area on the canvas to make transparent.

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# Batch Convert Images (Windows)

The Batch Export wizard allows you to edit multiple files to:

- Convert files into another file format.
- Apply the same effect(s) to multiple files.
- Save a group of images to a new file location.
- Apply a naming convention to a set of files.

## Convert Images

1. To open the Batch Export wizard, complete one of the following:
   - In Snagit Editor, select **File > Export**.
   - In Snagit Editor, click the **Library** button. CTRL+click to select images in the library. Right-click an image and select **Batch Conversion Wizard**.
2. The Batch Export wizard appears. Click the **Add Files** button to browse to select the files to convert. CTRL+click to select multiple images.
3. Click **Next**.
4. In the dropdown, select the effects to apply and click the **Next** button.
5. Browse to select a location to save the images.
6. In the **File format** dropdown, select the file format.
7. To apply a naming convention to the files, select the **Automatic file name** option and click the **Options** button to set the file name.
8. Click **Next**.
9. Click **Finish**.

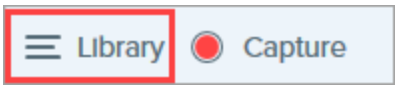
Snagit exports the new images to the selected location.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Introduction to Snagit Library

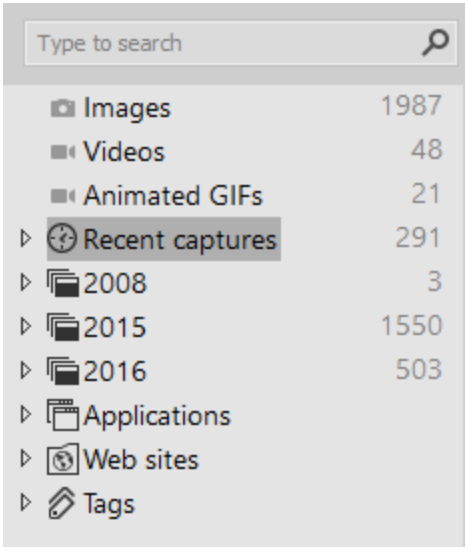
Snagit automatically saves your capture history to the library including any files opened or edited in Snagit Editor.

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 manually assigned to captures in Snagit

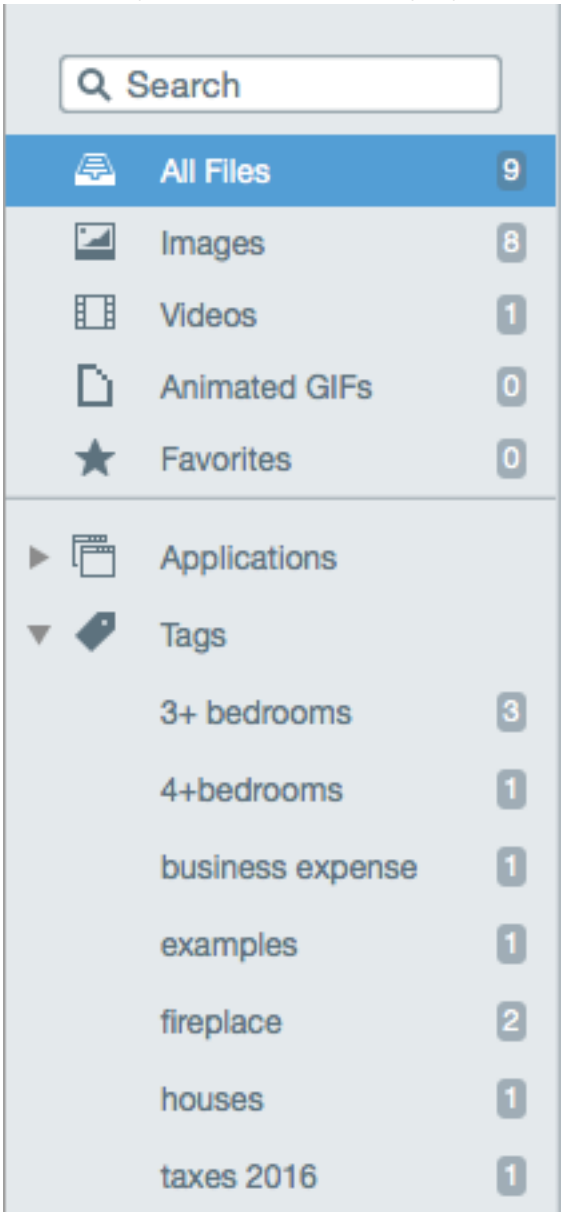



## Browse for Captures

Captures are categorized by date (month and year), applications, websites, or tags.

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

2. The Library opens. Click a category in the Search pane to view the captures within that category.

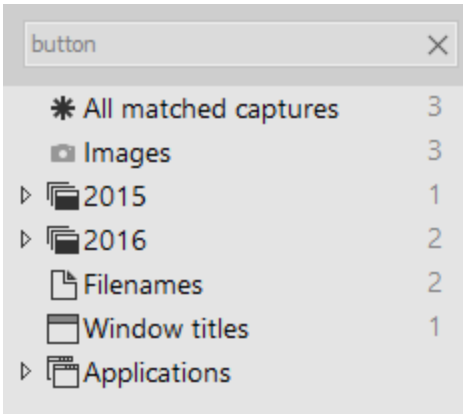



# Search for Captures

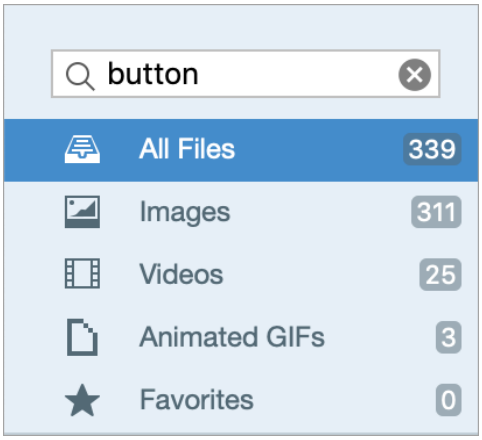
Search for captures and filter by file name, tags, application, website captured from, or text in annotations (Mac only).

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

2. The Library opens. Enter a search term in the **Search** field.
   - **Windows:** Click ***All matched captures** or click a category in the Search pane to filter the search results.



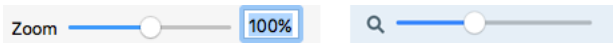

   - **Mac:** The search results appear in the library. Click a category in the Search pane to filter the search results.




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

# View Captures in the Library

- Click the **Details View** button or the **Thumbnail View** button to switch the view for captures in the library (Windows only).
- To change the preview size of thumbnails in the library, click a capture (Windows only) and drag the **Zoom** slider.




- 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 Snagit Editor, double-click the thumbnail in the library.

# Add a Tag

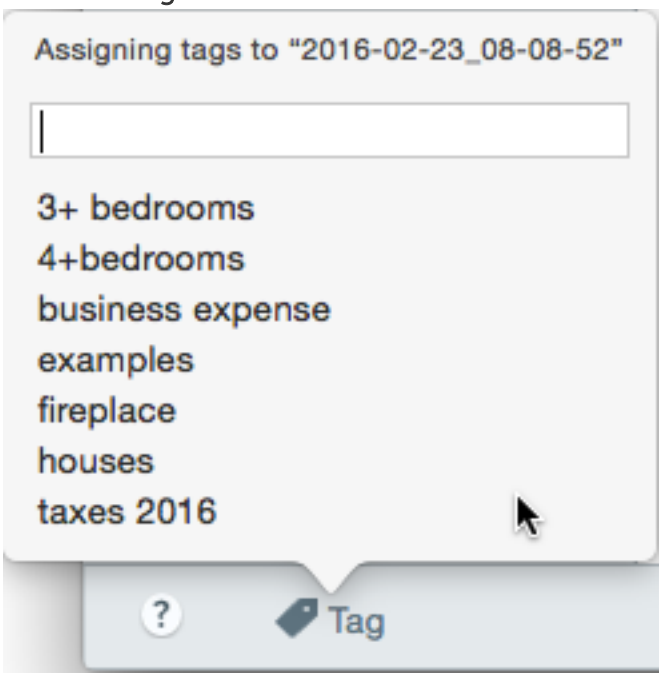
Add tags to captures to help group or find captures easily at a later time. In the Search pane, click the **Tags** category to view a list of all the tags currently applied to captures.

> 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.



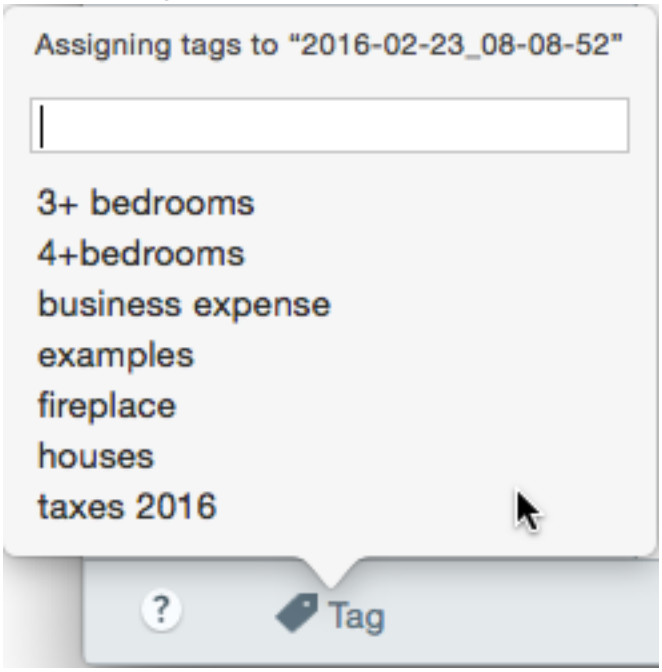

3. Enter a new tag or click to select an existing tag from the list.

# Remove a Tag

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.

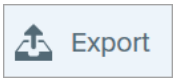



3. Click a tag assigned to the capture and press the **Delete** key.

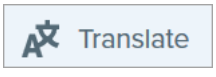
# Library Tips

The library offers quick access to other options:

- **Export**
  Change the size or add an effect, such as a border, to a set of images. Select the images and click the **Export** button. See Convert Images.

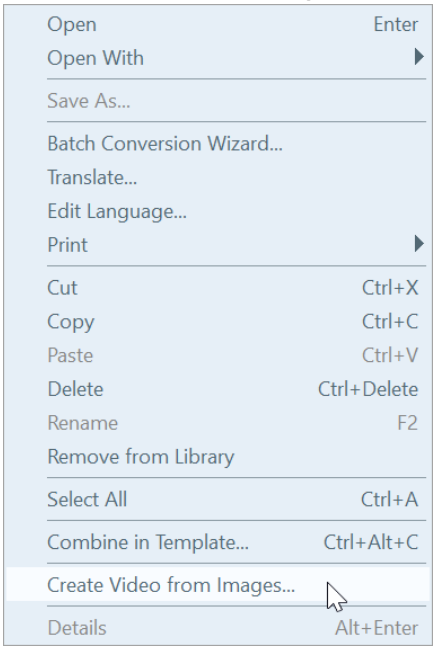
  
  

- **Translate**
  Extract text from text annotations or callouts into a .xliff file to send to a translator. Import the translated file into Snagit to generate translated text annotations and callouts. Select an image with text annotations or callouts and click the **Translate** button. See Translate Text.

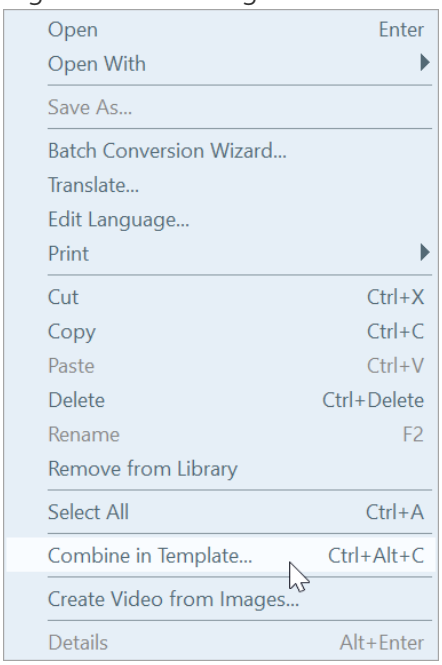
  
  

- **Create Video from Images**
  Record a video using a set of images to show a process or a series of steps. Narrate and annotate using

Favorite tools to emphasize areas in the images. Select the images. Right-click an image and select **Create Video from Images**. See Create Video from Images.




- **Combine Images**
  Combine a series of images in a template to create a technical guide or visual aid. Select the images. Right-click an image and select **Combine in Template**. See Create Image from Template.



This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# 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.

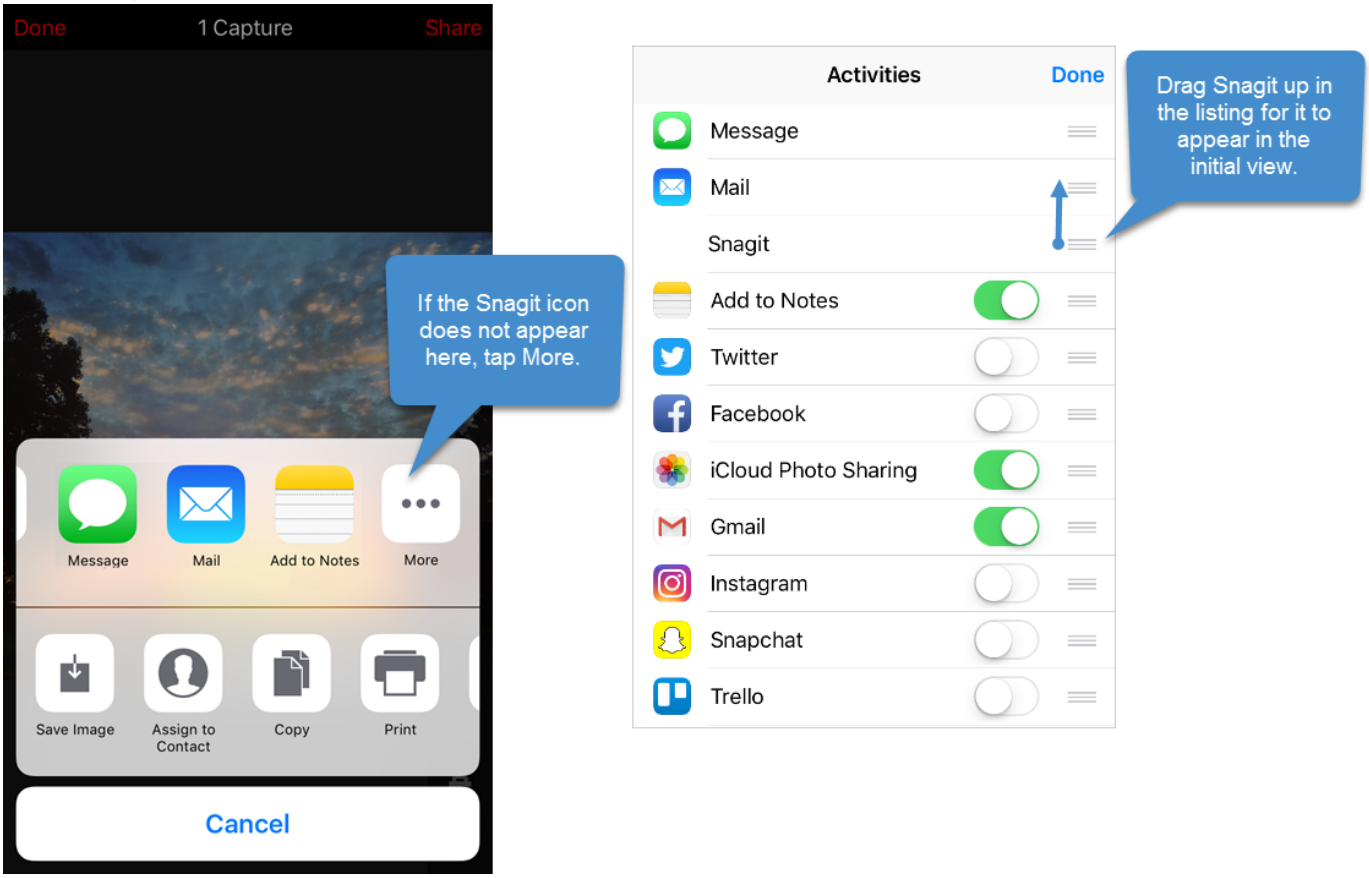
Fuse is available from the Google Play Store or the App Store and supported on mobile devices running the following operating systems:

- 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 > **Allow 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 **Allow 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 > Allow 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.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

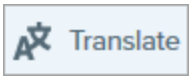
# Translate Text

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.

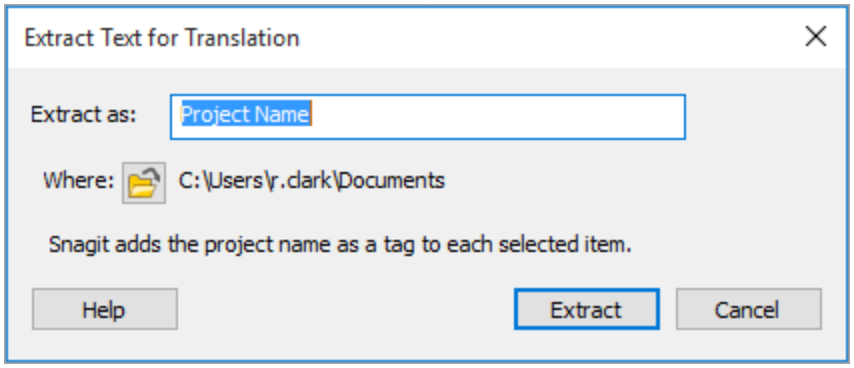
## Extract Text for Translation

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.

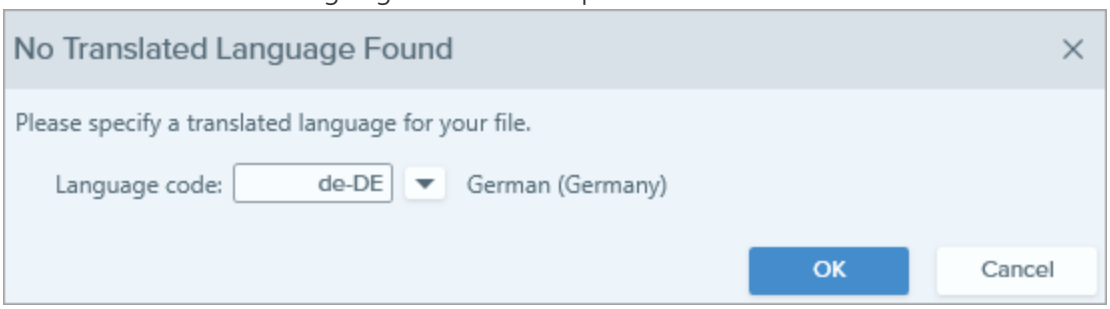
4. Select a location to save the .xliff file.
5. Click the **Extract** button.
6. Send the .xliff file to your internal translator or localization vendor to add the target language translations.

## Import Translations

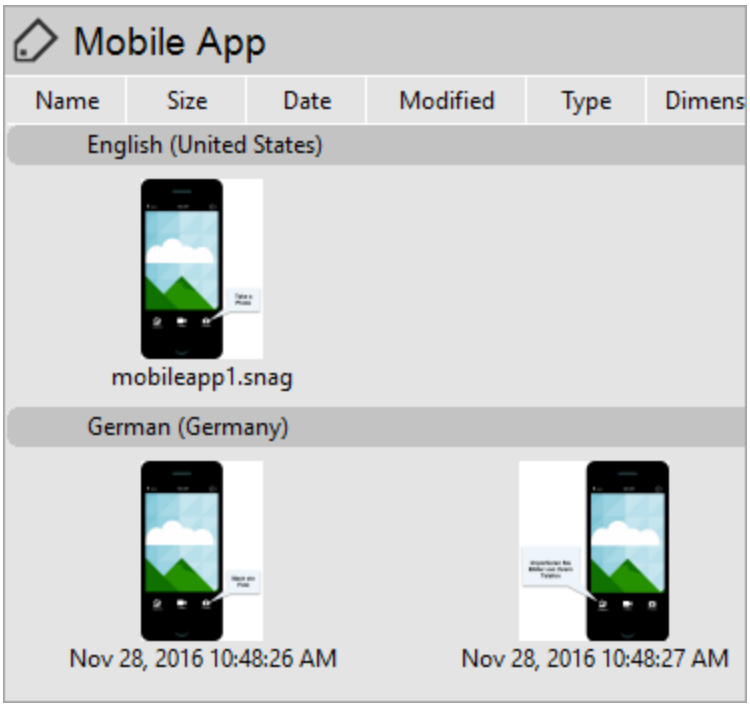
After the text translations are added to the .xliff file, you can import the file into Snagit Editor to automatically generate the translated images.

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**.

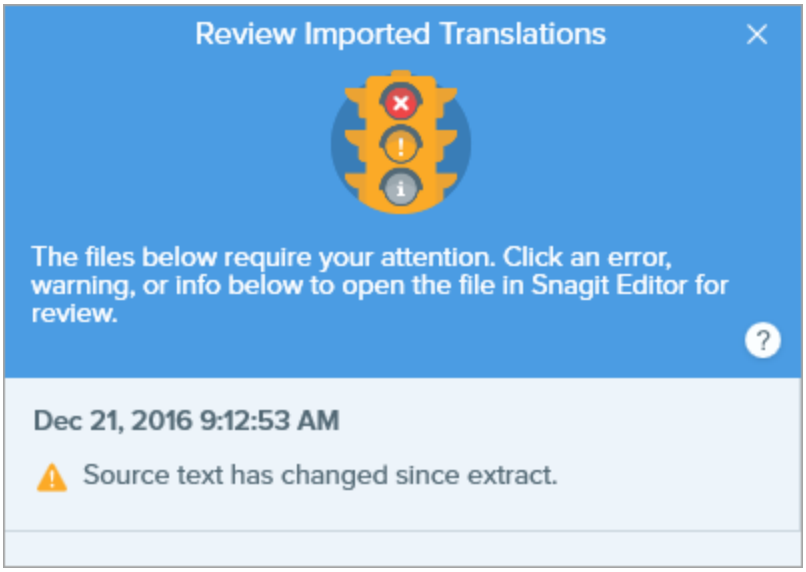



Snagit automatically generates the localized images based on the translations in the .xliff file. Snagit tags the translated images with a project name and a language tag so you can quickly locate the graphics in the library.



# 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) | The length of translated text is too long to fit in the original callout. Snagit automatically resizes the callout to fit the translation.<br><br>Click the message to preview the changes on the canvas.<br><br>**Suggested Edits:**<br>• 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. |

| Message | User Action |
| --- | --- |
| | • To resize the callout, drag the white handles.<br>• Select the text in the callout and change the font size. |
| Localized text updated with new translation. | There was a previous version of the localized image. Snagit updated the localized image with the new translation provided in the .xliff file.<br><br>Click the message to preview the changes on the canvas. |

# 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. | The callout or text annotation has been deleted from the original image.<br><br>Click the message to preview the changes on the canvas. |
| Missing translated text for X items. (Windows) | 1. Make sure the translation was added to the .xliff file.<br>2. Update the .xliff file with the translations.<br>3. Select **File > Translate > Import Translation** option and select the updated file. |
| Imported file does not contain translation. (Mac) | 1. Make sure the translation was added to the .xliff file.<br>2. Update the .xliff file with the translations.<br>3. Select **File > Translate > Import Translation** option and select the updated file. |
| 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. | To troubleshoot this issue, check the following items in the .xliff file:<br>• Run the .xliff file through a validator to identify any invalid code.<br>• Make sure the file adheres to the XLIFF version 2.0 specifications.<br>• Remove the formatting when copying the translations into the .xliff file.<br>• Verify that you added translations for each source text entry.<br><br>After updating the .xliff file, select **File > Translate > Import Translation** option to import the updated file. |
| 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. |

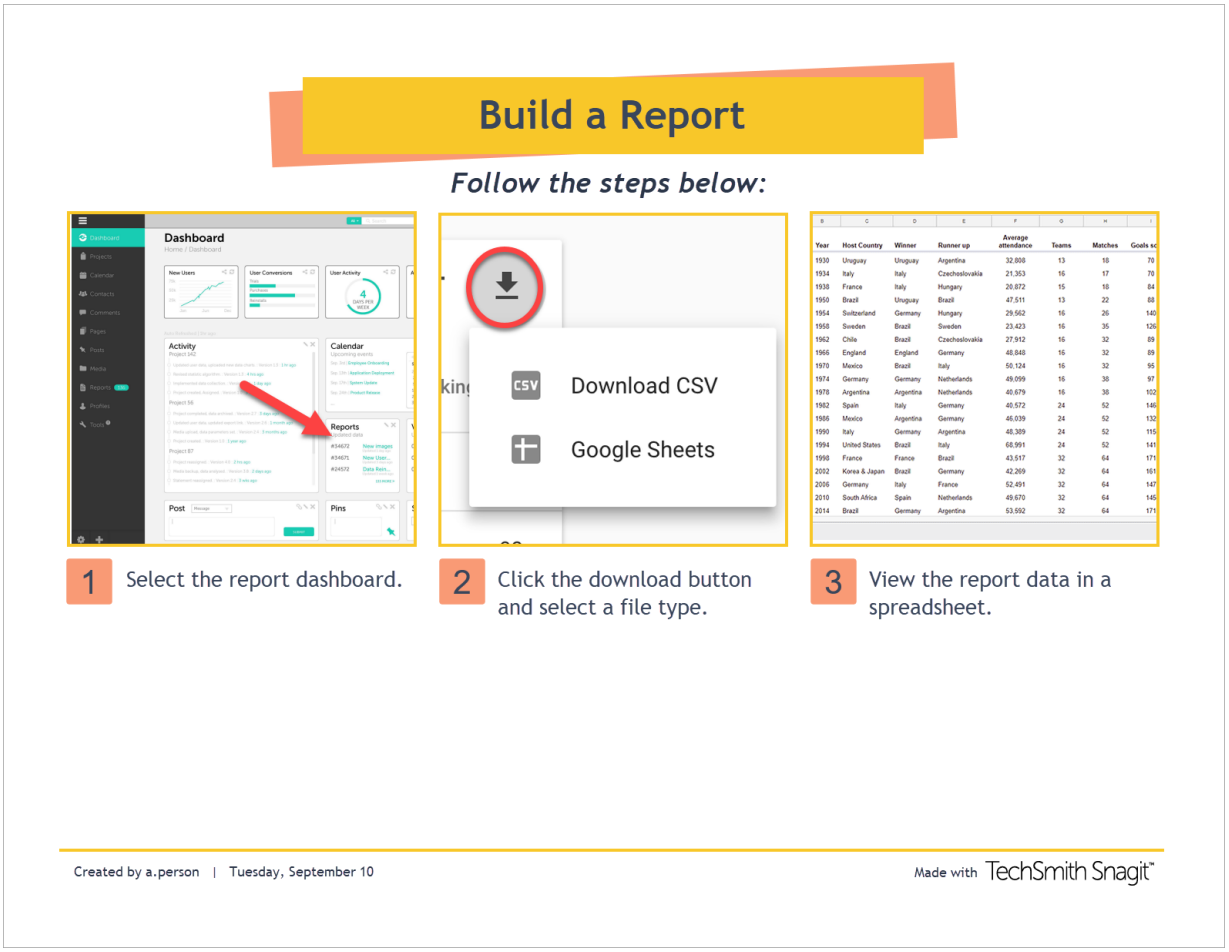
This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Create Image from Template

Snagit provides templates based on industry-standard documentation best practices.

Combine a set of images in a template to:

- Show a side-by-side comparison of changes
- Explain a process or concept
- Provide a timeline of events

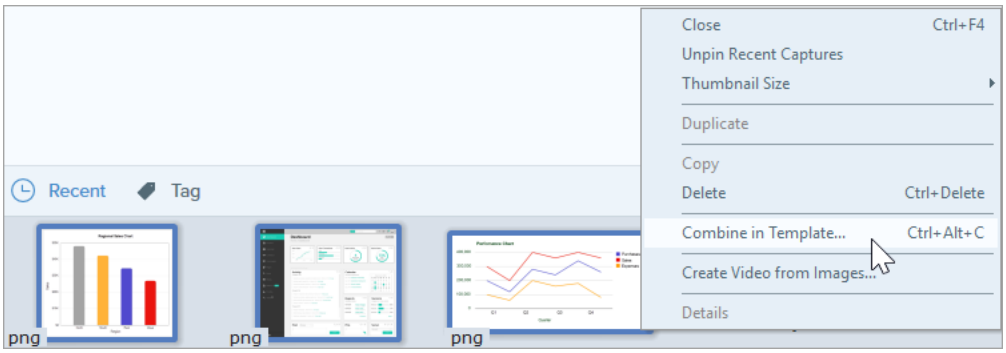



> Download more template layout and styles as part of the TechSmith Assets subscription. See Download TechSmith Assets for Snagit.

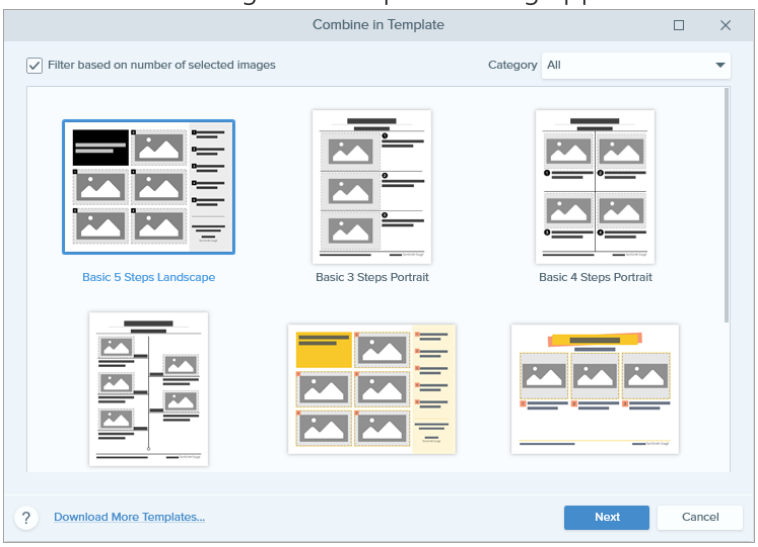
# Combine Images from Tray or Library

Select a set of images in the tray or library to combine into a template.

1. In the tray or library, **Control+click** (Windows) or **Command+click** (Mac) to select up to ten images.
2. Right-click an image in the tray or library and select **Combine in Template** (for multiple images) or **Apply Template** (for one image).




3. The Combine Images in Template dialog appears. Select a template and click **Next**.




- Enable **Filter based on the number of selected images** to view templates that include the same number of images selected.
- If you select a template with more images than selected in the tray, the additional images are empty in the final image. Drag additional images to the empty image areas or click the **Back** button to select a different template to include only the images selected in the tray.

4. Edit the content in the template (optional):

   A. Enter a title.
   B. To change the image order, drag the thumbnail to the desired location.
   C. Enter a caption for each image.

5. Click **Combine**.

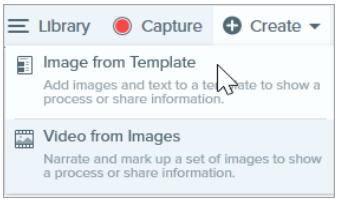
Snagit opens the image on the canvas and scales the images to fit based on the template. To delete an empty image or caption on the canvas, right-click the image or caption and select **Delete**.

> Save the file as a .snag (Windows) or .snagproj (Mac) to edit the image at a later time.

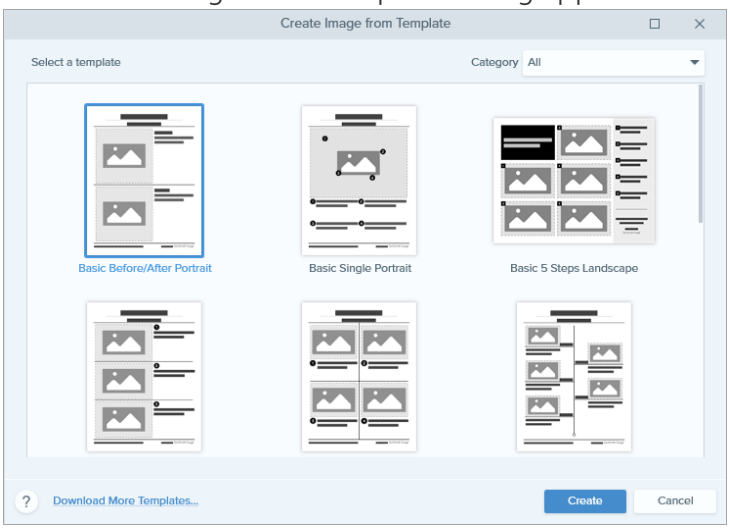
# Create Image from Template

Open a template and add images and text to the template.

1. Select **Create button > Image from Template** or **File > Create Image from Template**.



2. The Create Image from Template dialog appears. Select a template and click **Create**.

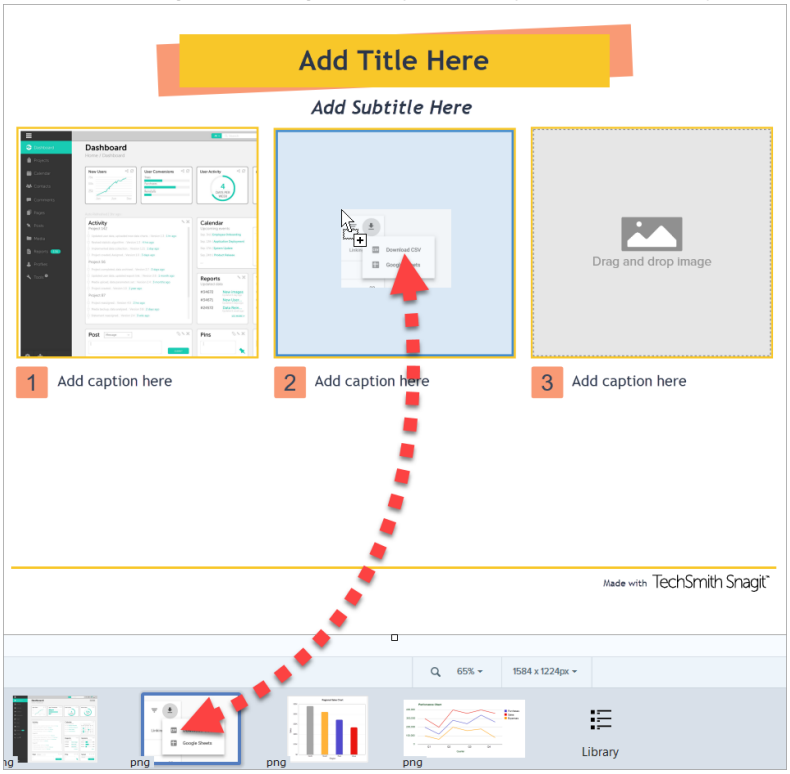



The template opens on the canvas. Add images, text, and other annotations. See Edit Image Created from Template.

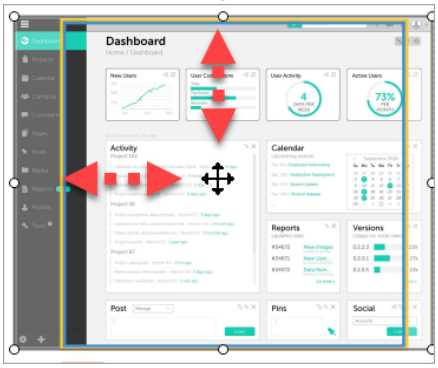
# Edit Image Created from Template

After creating the image from template, complete the following to edit images and text:

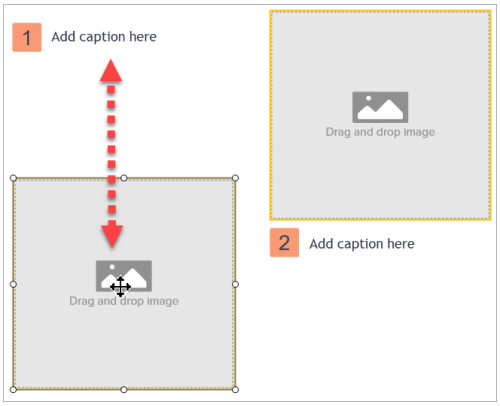
- **Add or Change an Image:** Drag an image from the tray onto the image area or existing image.



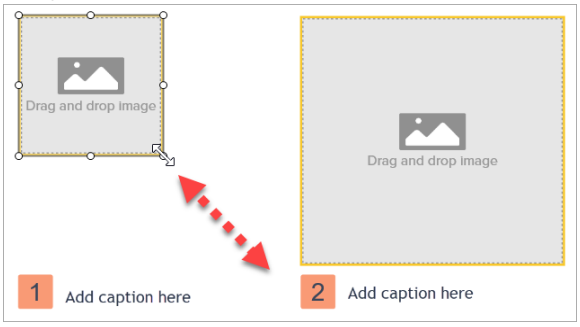
- **Position the Image:** Double-click to select the image. Click and drag to move within the image area.




- **Move:** Click the icon to unlock the image area or text box. Click and drag in the image area or text box to move to a new location.




- **Resize:** Click the icon to unlock the image area or text box. Drag the handles to resize the selected image or text box.



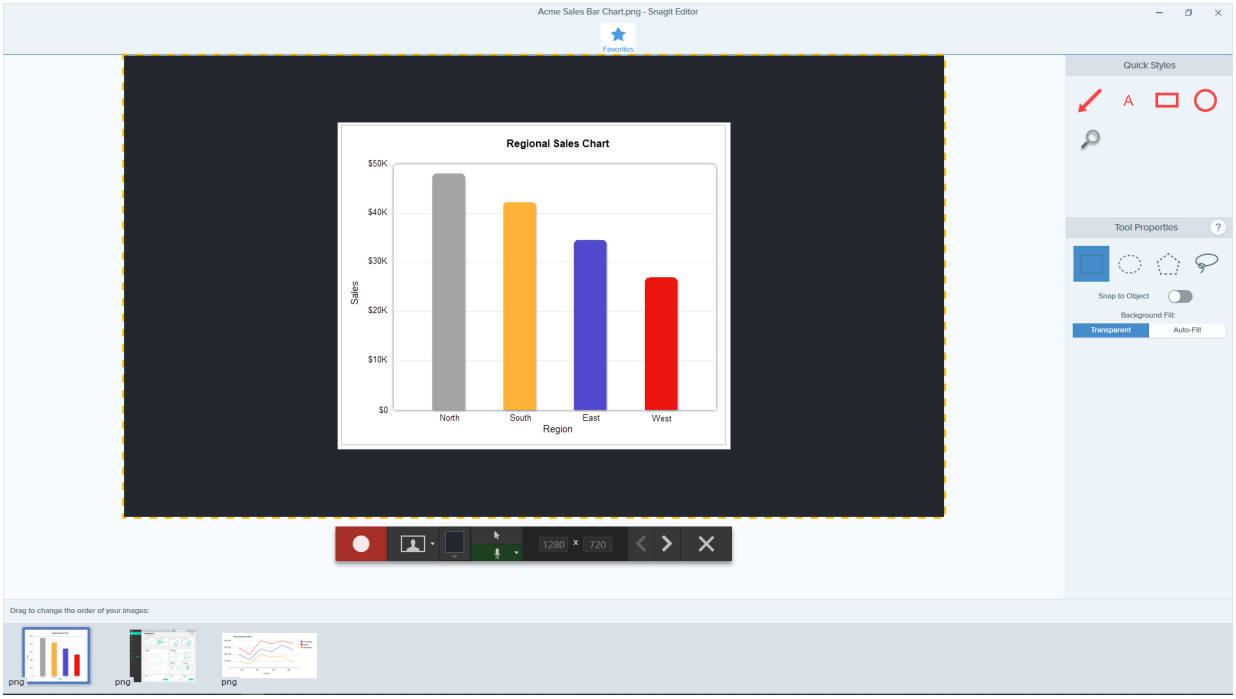

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

Did you find what you were looking for? Provide feedback.

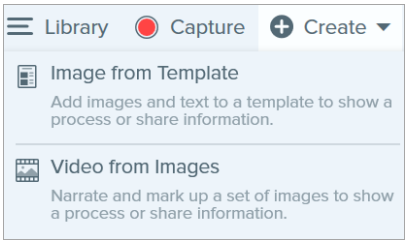
# Create Video from Images

Record and narrate a video to provide additional context for an image or series of images to:

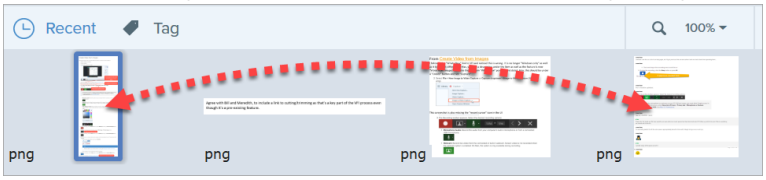
- Explain a process or concept
- Provide feedback
- Call attention to parts of an image



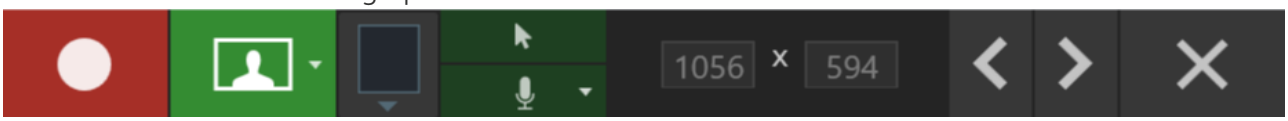

1. In the tray or library, **Control+click** (Windows) or **Command+click** (Mac) to select images to show in the video.
2. Select **Create button > Video from Images** or **File > Create Video from Images**.




3. The Recording toolbar appears. Click and drag images to reorder in the tray.



4. Select the desired recording options:

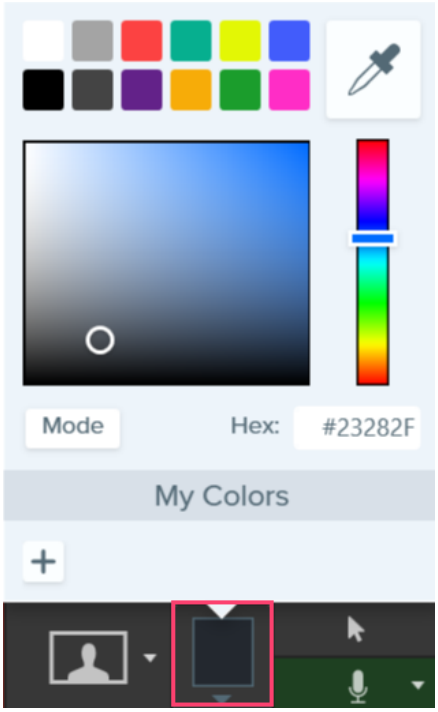



> To enable the microphone or webcam on mac OS 10.14 and newer, you must allow Snagit access. In the System Preferences, select **Security & Privacy > Privacy tab > Microphone or Camera > enable Snagit 2020**. See MacOS Permissions.

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

- **Webcam:** Record live video from the connected or built-in webcam. Screen video is not recorded when the webcam option is enabled. On Mac, this option is only available during recording.

- **Video Background Color:** Select a background color to display in the video. The background appears in the final video. Use dark or light colors such as dark blue, black, or white to improve contrast in the video.



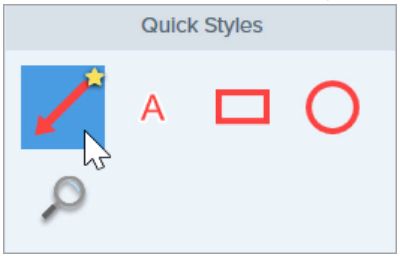

5. To begin recording, click the **Record** button or press **Shift+F9** (Windows) or **Control+Shift+Space** (Mac).

6. To change the image shown in the video, click the **Next Image** or **Previous Image** buttons.

> **Tip!**
>
> Use the left or right arrow keys to change the image shown in the video.

7. To pause recording, click the **Pause** button or press **Shift+F9** (Windows) or **Control+Shift+Space** (Mac).

8. Draw attention to an area by adding arrows, shapes, and other annotations from the Favorites tool while recording.
   - Click to select a Quick Style saved in your **Favorites**.




> **Tip!**
>
> Add Quick Styles to your Favorites before recording. See Snagit Themes and Quick Styles.

   - Click and drag in the recording area to add the annotation.

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

The MP4 video file appears in the tray.

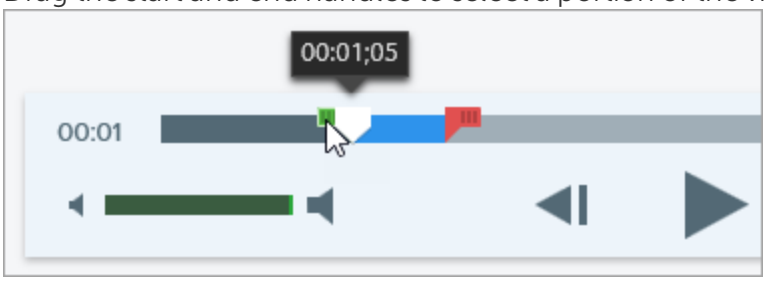
> Trim the video to remove unwanted parts after the recording is finished. See Edit a Video.

# Create an Animated GIF

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.

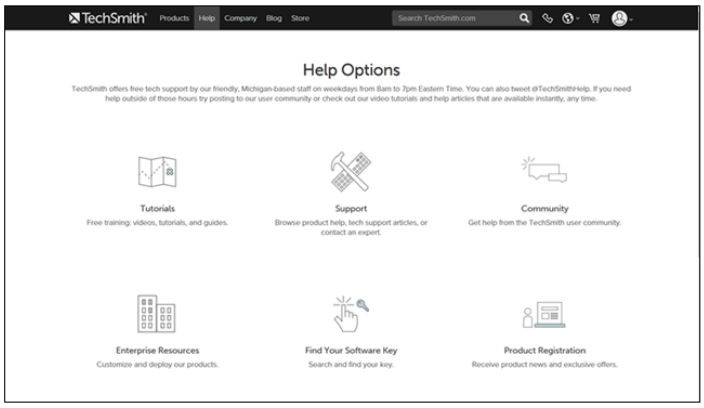
# Custom GIF Settings

| 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 | • If looping is enabled, the Animated GIF plays back on a continuous loop.<br>• If looping is disabled, the Animated GIF plays until the end of the video. |
| 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. |

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# 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.



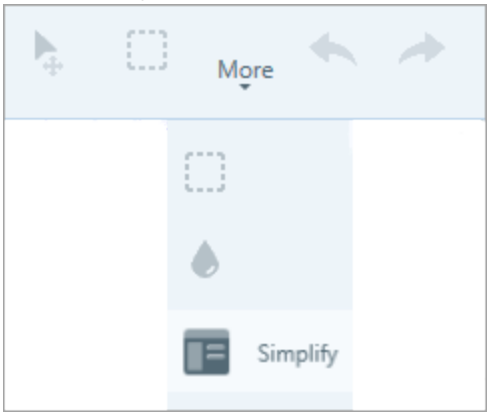
Create simplified graphics for:

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

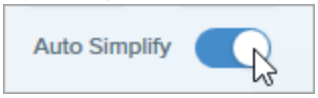
# Auto Simplify an Image

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.



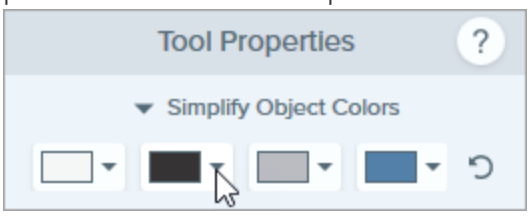

2. In the Tool Properties, enable the **Auto Simplify** option. Snagit replaces the text and visual elements in the image with simplified objects based on four colors in the original image.




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.

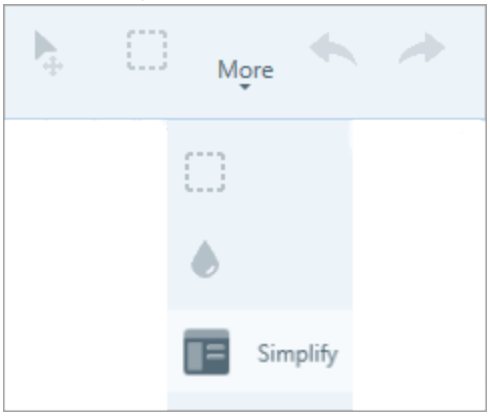



To edit the Auto Simplify objects or to add custom objects, see Edit Individual Objects or Add Custom Objects.

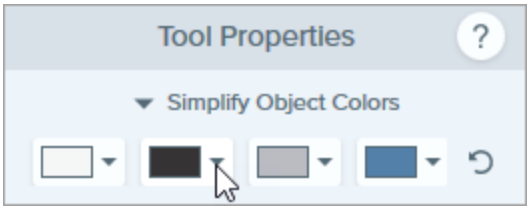
# Add Custom Objects

Manually add your own custom objects.

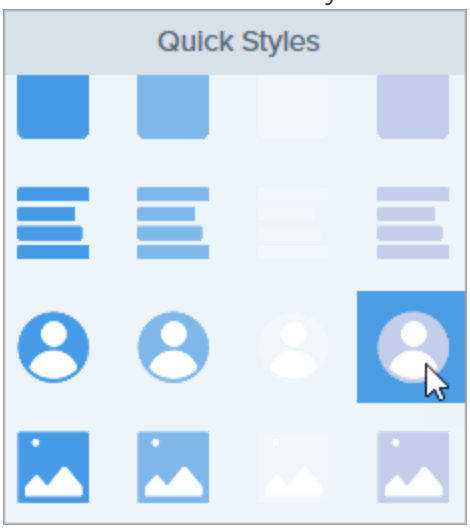
1. In the Snagit Editor toolbar, click to select the **Simplify** tool.




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** | 1. Click to select an object on the canvas.<br>2. Drag the handle in or out. |
| **Move an Object** | Click to select an object on the canvas and drag it to the desired location. |
| **Change the Object Properties** | • **Shape:** Click to select an object on the canvas. In the Tool Properties, select a shape from the **Shape** dropdown.<br>• **Color:** Click to select an object on the canvas. In the Tool Properties, select a color from the **Fill** dropdown. |
| **Delete Objects** | Click to select an object on the canvas and press the **Delete** key. To delete multiple objects, press and hold **Shift** and select multiple objects then press the **Delete** key. |
| **Show Original** (Windows) | Enable this option to show the original image behind the objects. |
| **Lock Auto Simplify Objects** (Windows) | Enable this option to prevent edits to Auto Simplify objects on the canvas when using other Snagit tools. |

**Tip**

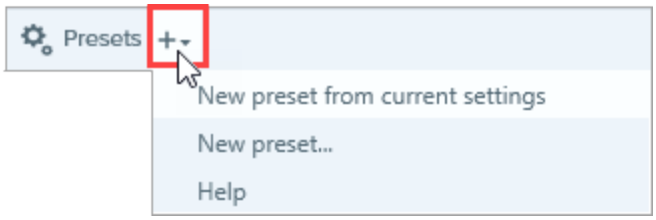
Save the image as a .snag or .snagproj to make edits or update the image at a later time.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

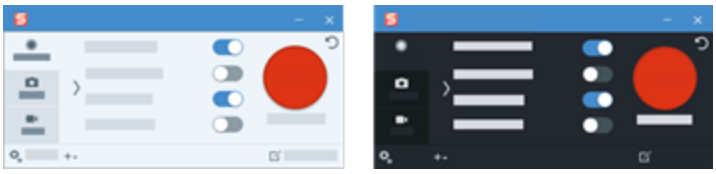
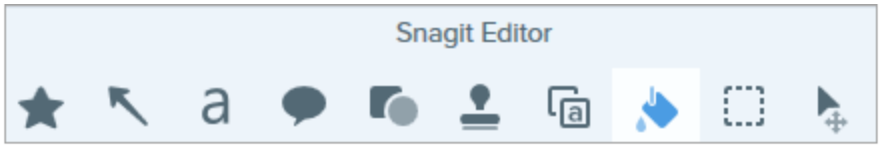
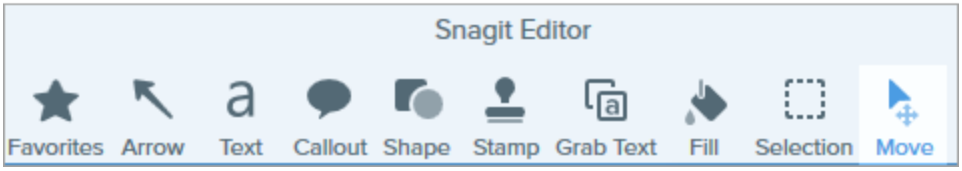
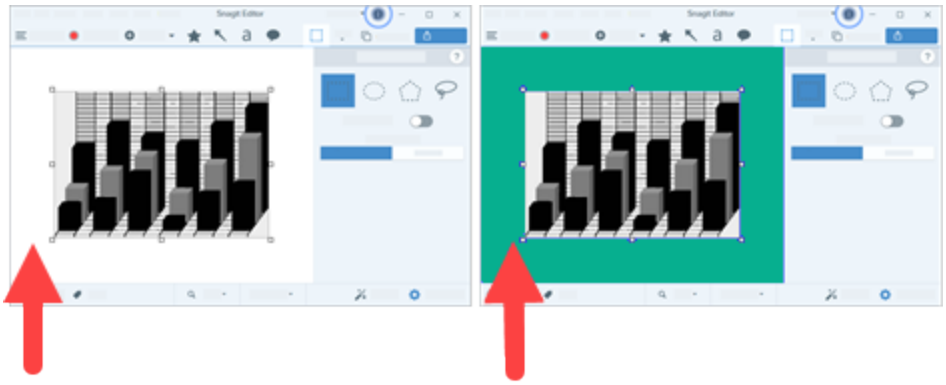
# Customize Snagit

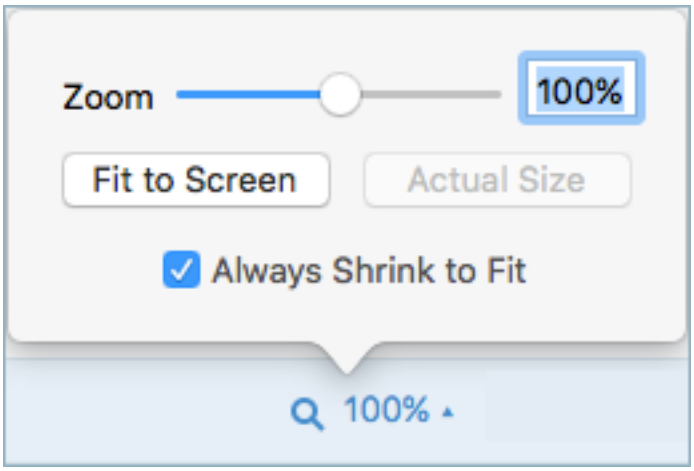
Snagit offers many ways to customize the Snagit application to meet your needs.

## Customize Capture

| Customization | Description |
|---|---|
| Presets | Presets automatically remember your capture settings. Use presets to:<br>• Save commonly used capture settings.<br>• Quickly switch between capture types based on the task at hand.<br>• Automatically add effects or share captures to a specific location or application.<br>In the Capture window, click the **Add Preset** dropdown and select **New preset**.<br>  <br>See Save Capture Settings as Presets. |
| OneClick and Capture Interface Options | Select which interface to show for accessing the capture options. See Snagit Preferences.<br> |
| Video Controls | To customize what displays before and during video recordings, see Snagit Preferences. |

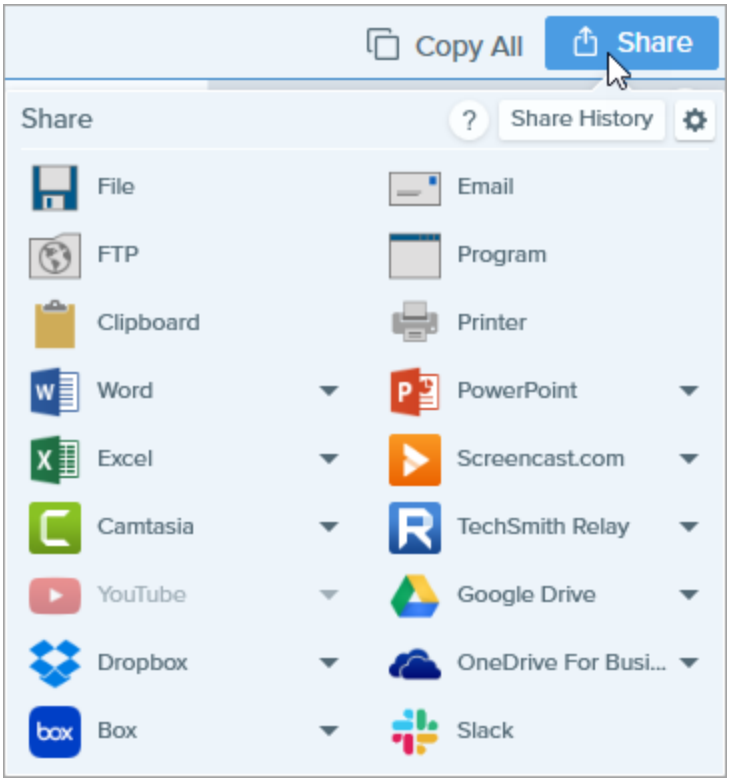
# Customize Snagit Editor

| Customization | Description |
|---|---|
| Snagit Interface Color | Choose between the two Snagit interface color themes: Light or Dark.<br>  <br>See Snagit Preferences. |
| 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. See Customize the Snagit Editor Toolbar. |
| Toolbar Labels | In the Snagit Editor toolbar, you can choose to show icons and text labels or icons only.<br>  <br><br>  <br><br>To change this option, right-click on the toolbar and select **Icon and Text** or **Icon Only**. |
| Editor Background Color (Windows) | Select the background color surrounding a capture on the canvas.<br>  <br>Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas. |

| Customization | Description |
| --- | --- |
| Canvas Background Color | The canvas background color shows transparent areas in an image. By default, Snagit displays a checkerboard pattern to represent transparent areas in an image.<br> <br>To change the background color, select **Image > Canvas Color (Windows) or Change Canvas Color (Mac)**. |
| Snap Objects on Canvas | To enable or disable canvas snapping to align objects and text boxes, select **Snagit Editor > Image > Canvas Snapping**. |
| Set the Default Preview on Canvas | Click the **Zoom Options** button above the tray to open the options to control the display for captures on the canvas.<br>  <br>To learn more about the preview options, see Viewing Captures on the Canvas. |
| Save Favorites | Save frequently-used Quick Styles to the Favorites tool. Click the ☆ on the style to save to Favorites. See Introduction to Tools. |
| Save Quick Styles and Themes | • **Theme:** A set of custom Quick Styles in Snagit based on a preselected color palette.<br>• **Quick Styles:** Customize the properties for a tool and save it as a Quick Style for future use. In a theme, Quick Styles are automatically generated or you can customize and add individual Quick Styles to the theme.<br>See Snagit Themes and Quick Styles. |
| Thumbnail | To change the size of the thumbnails in the Recent Captures Tray, right-click the |

| Customization | Description |
| --- | --- |
| Size | . See Snagit Preferences. |

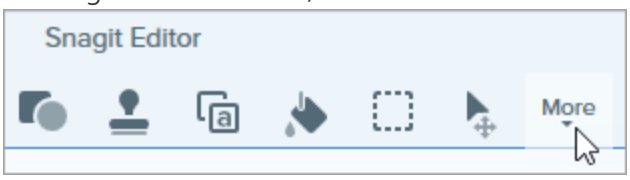
# Customize Sharing

| Customization | |
| --- | --- |
| Customize the Share Outputs | The **Share** button provides several options for sharing your images or videos.<br>  <br><br>You can add additional share destinations (Windows and Mac) and third-party extensions (Mac). See Share Captures. |

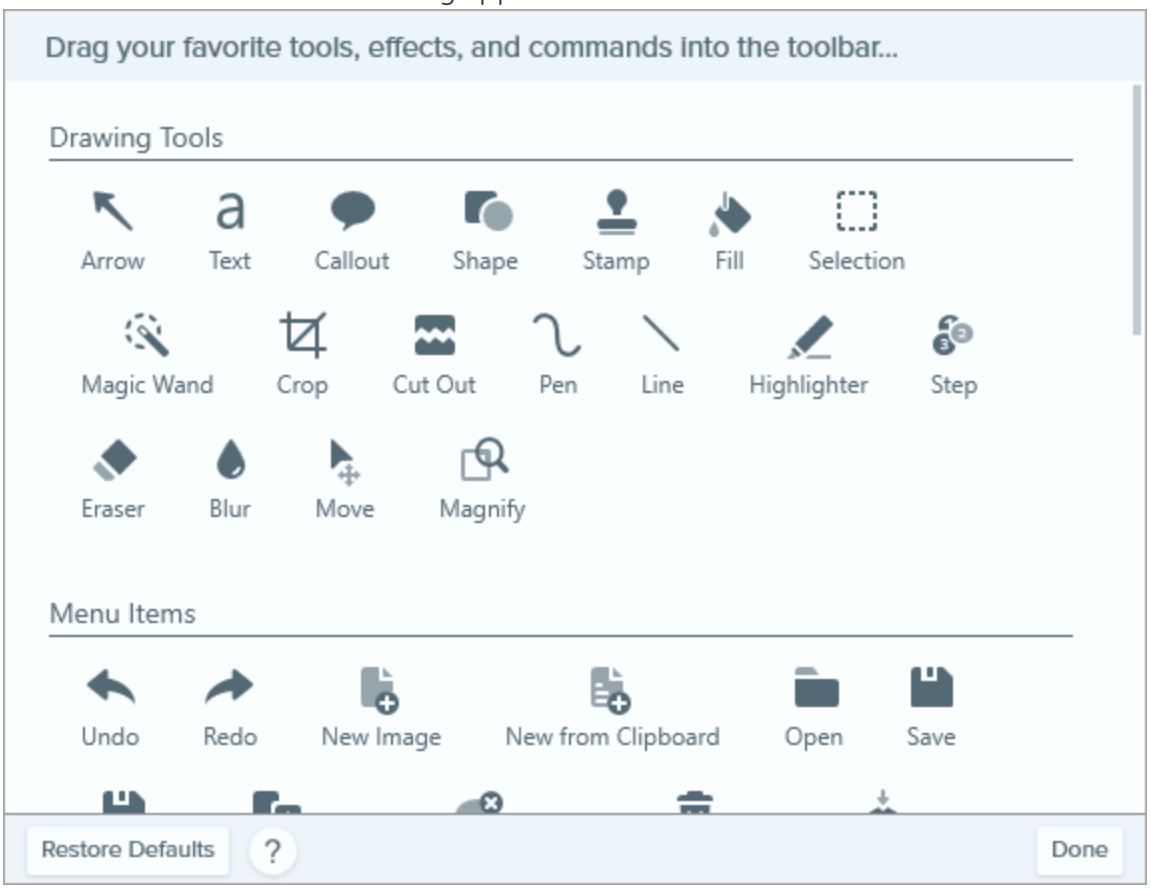
# Customize the Snagit Editor Toolbar

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**.

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

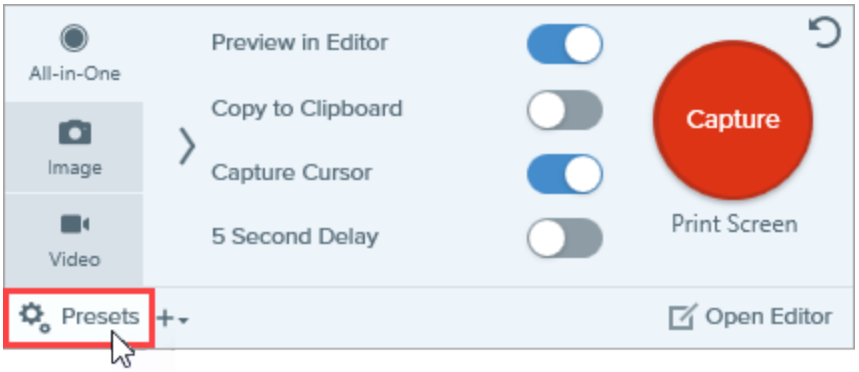
# Save Capture Settings as Presets

Presets automatically remember your capture settings. Use presets to:

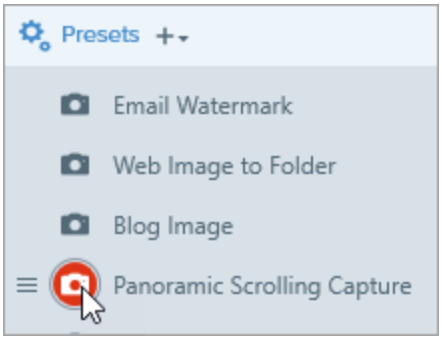
- Save commonly used capture settings.
- Quickly switch between capture types based on the task at hand.
- Automatically add effects or share captures to a specific location or application.

## Capture with a Preset

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




2. The list of available presets expands. Hover the cursor over the desired preset until a red **Preset Capture** button appears. Click the button to start the capture.

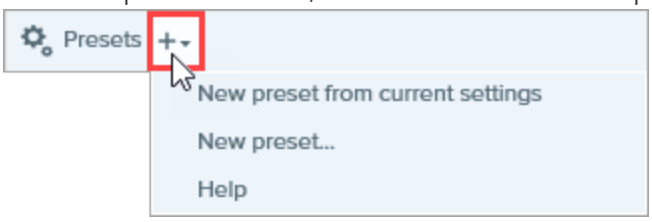



> **Pro Tip:** To assign a keyboard shortcut, click the **Add Hotkey** (Windows) or **Add Shortcut** (Mac) fields and press the desired key combination on the keyboard.

## Add a New Preset

Quickly add a new preset based on currently selected settings.

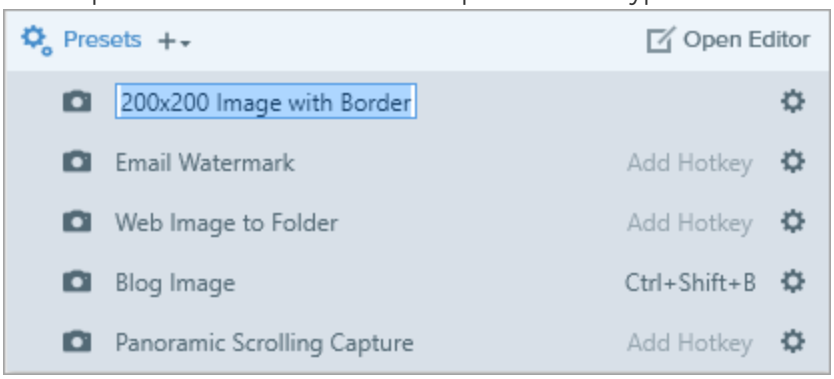
1. In the Capture window, click the **Add Preset** dropdown.



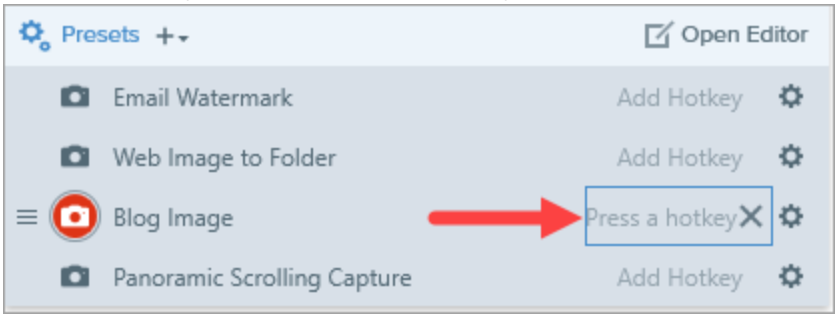

2. Select the **New preset from current settings** option from the dropdown.

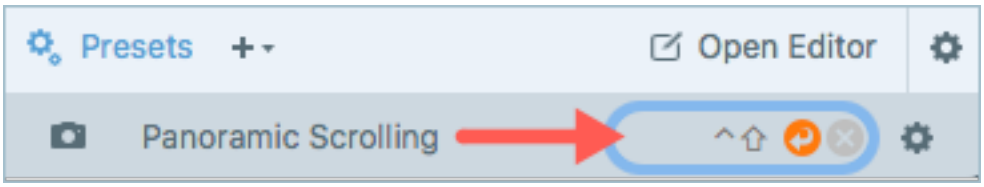
> You can also choose to add a preset by selecting **Add a New Preset** and then manually pick the capture settings to add to the preset in the window that opens.

3. A new preset is added to the saved presets list. Type a name for the preset and press **Enter**.



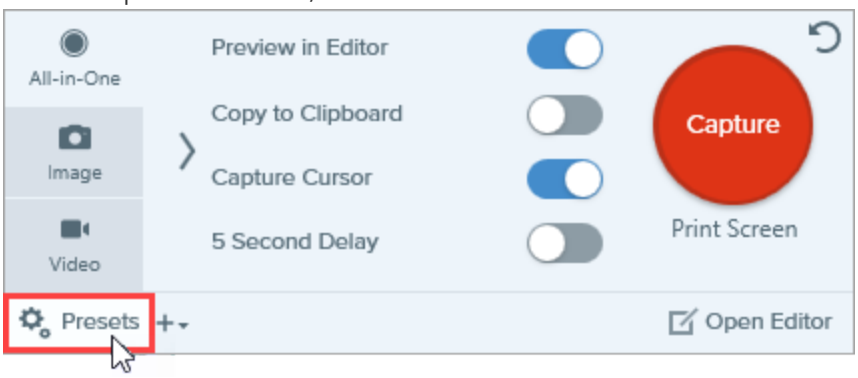

4. To assign a keyboard shortcut, click the **Add Hotkey** (Windows) or **Add Shortcut** (Mac) fields and press the desired key combination on the keyboard.



# Edit a Preset

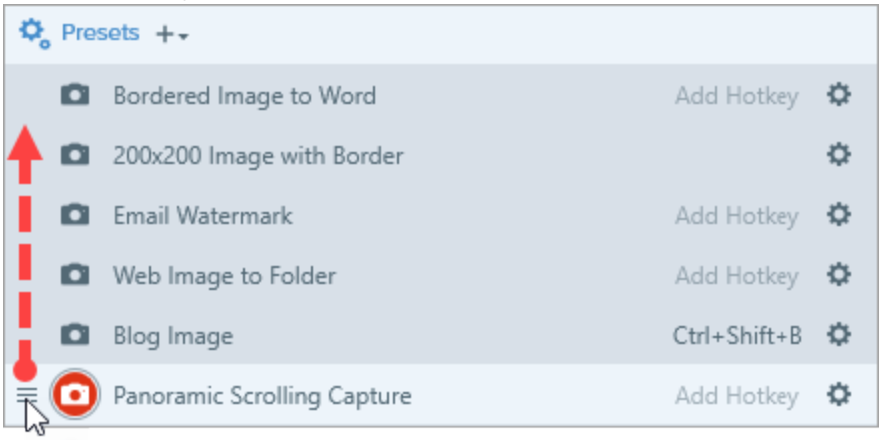
1. In the Capture window, click the **Presets** button.




2. The list of available presets expands. 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 presets (.snagpresets) to share your capture settings with others.

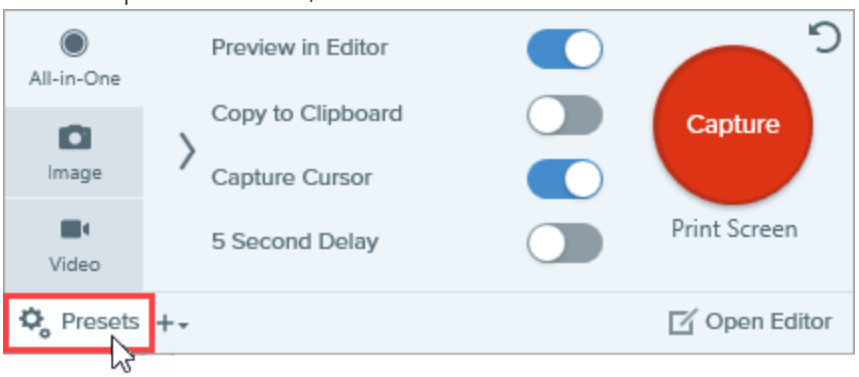
## Import a Preset

1. In the Capture window, select **File > Import Presets**.
2. Select a Snagit Preset file (.snagpresets) and click **Open**. Control+click (Windows) or Command+click (Mac) 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**.

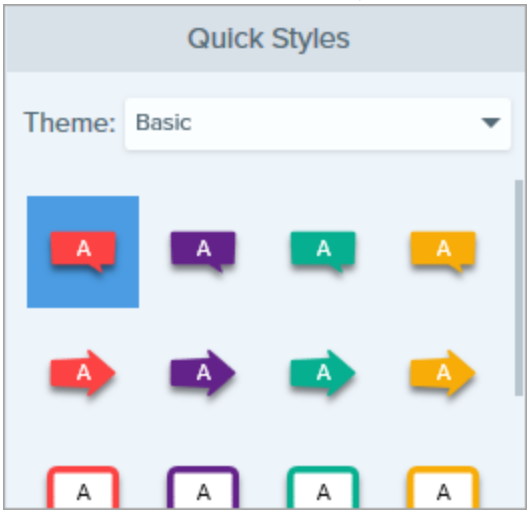
3. The Save As dialog appears. Select a location.
4. Enter a file name.
5. Click **Save**.

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Snagit Themes and Quick Styles

Maintain a consistent style in the annotations, arrows, text, and other tools used across your images for a project, website, or within your organization.

- **Theme:** A set of custom Quick Styles in Snagit based on a preselected color palette. See Create a Theme.
- **Quick Styles:** Customize the properties for a tool and save it as a Quick Style for future use. In a theme, Quick Styles are automatically generated or you can customize and add individual Quick Styles to the theme. See Save a Quick Style.




- **Share Styles:** Export themes to share a set of Quick Styles with others. See Share a Theme.

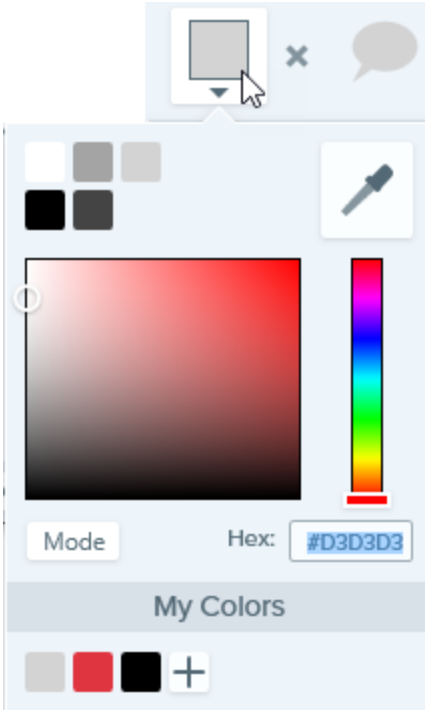
> Tools are only available for image captures. Share your video to Camtasia to enhance it with annotations and effects.

## 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 Quick Styles or edit the theme at any time.

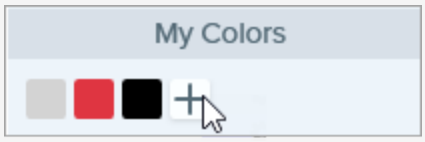
1. In Snagit Editor, click to select a tool.

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.



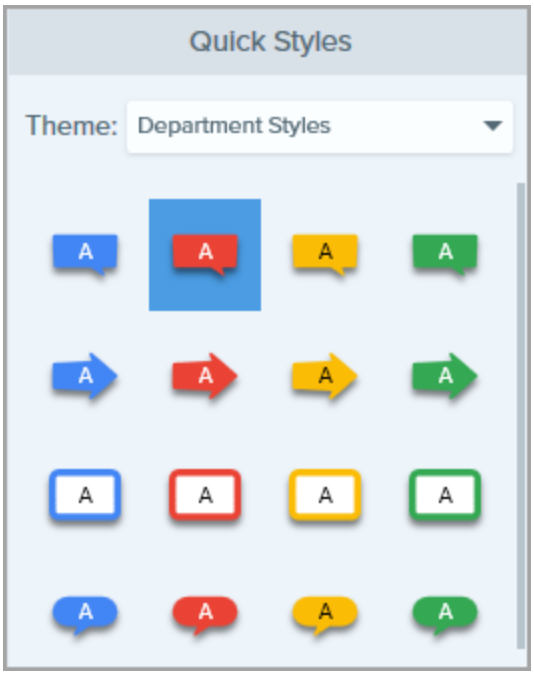

4. Press the **ESC** key to exit the color selection.
5. To add another color, click the **Add** button. Continue until you have added the desired theme colors.

**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.

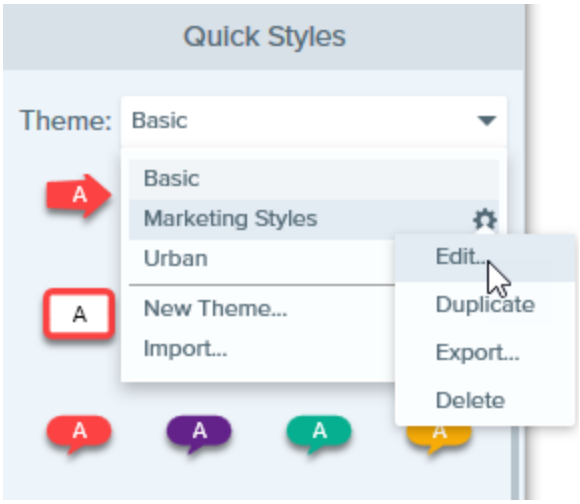
Snagit automatically generates a set of Quick Styles based on the colors selected. The new theme is available in most tools. To edit individual Quick Styles in the theme, see Save a Quick Style.



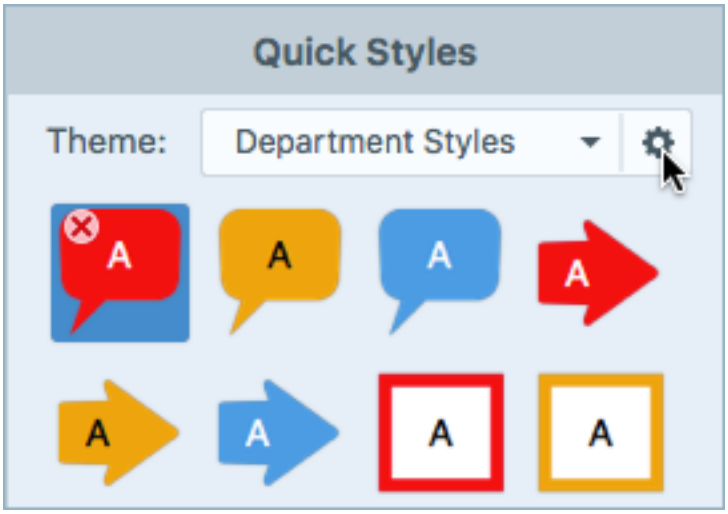

# Edit a Theme

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.

# Save a Quick Style

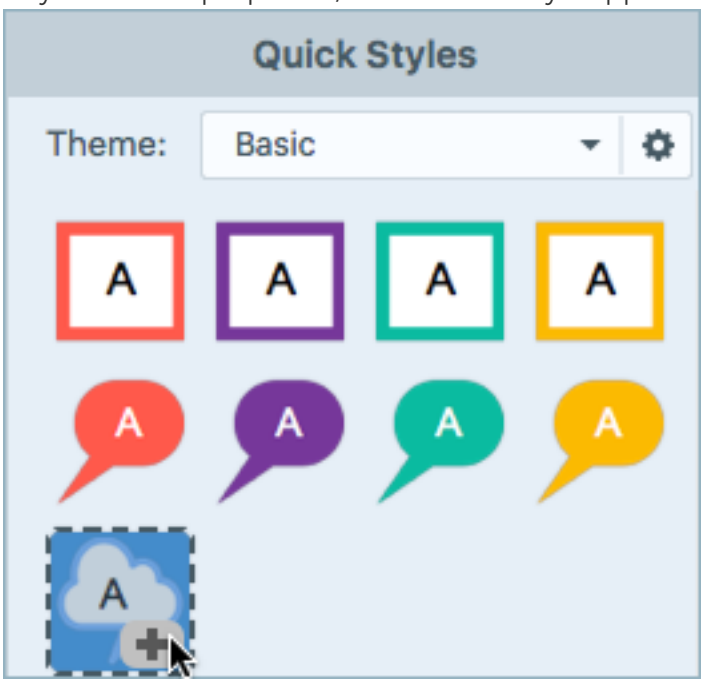
After editing the tool properties, you can save the custom tool properties as a Quick Style for future use.

> To save the style to a specific theme, select the theme from the menu at the top of Quick Styles before you create the new Quick style.

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.

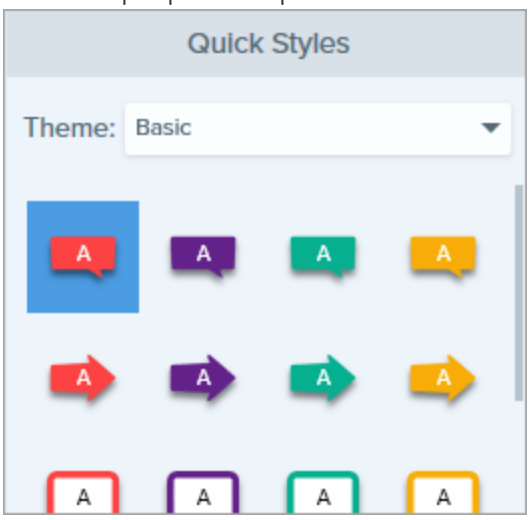
> **Tip:** Save frequently-used Quick Styles to the Favorites tool.
>
> Click the ☆ icon on the style to save to Favorites. The icon appears yellow when a Quick Style is saved to Favorites.
>
>

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.

# Apply a Quick Style

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

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



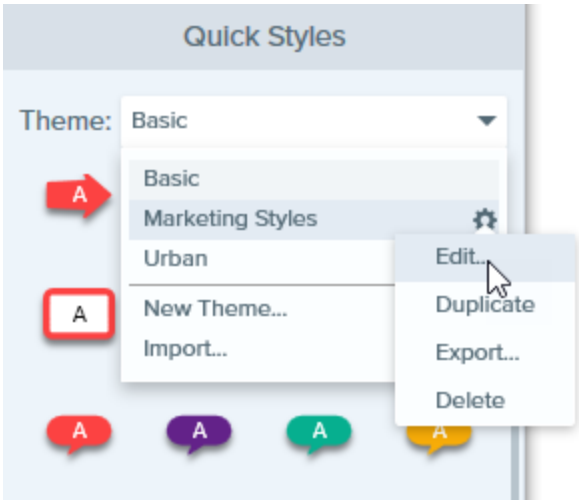

3. The method for drawing the Quick Style on the canvas depends on the tool selected. Follow the instructions outlined for using tools.

# Export a Theme

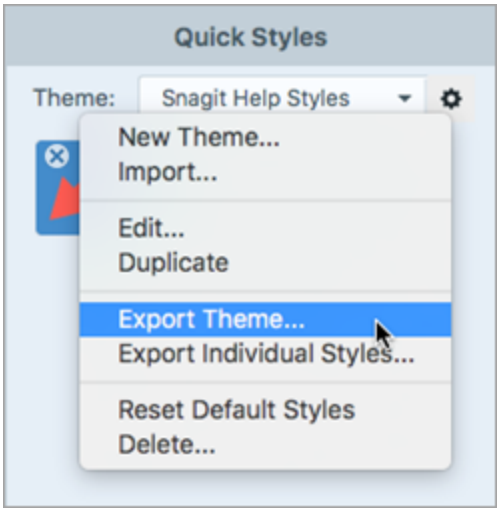
Export and share a theme to maintain consistency throughout visuals in a project, website, or throughout your organization.

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**.

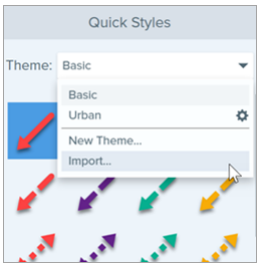
Snagit saves the theme as a .snagtheme file. You can send the file to others to import into Snagit.

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

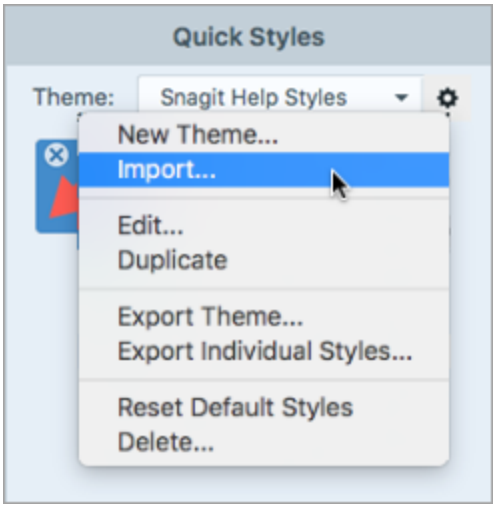
# Import a Theme

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.

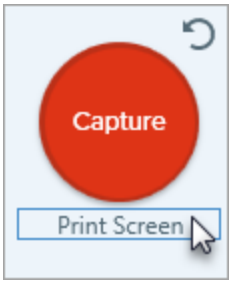
> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Customize the Snagit Hotkeys

## Change the Global Capture Shortcut

The global capture shortcut starts a new capture with the current settings in the Capture window.

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




3. Press the desired key combination on the keyboard.

The new keyboard shortcut appears in the field.

## Customize Capture Shortcuts

Select the following to view the keyboard shortcuts available for customization:

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

## Capture Shortcuts

| Option | Windows | Mac |
|---|---|---|
| Selected Capture Mode/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 |

| Option | Windows | Mac |
|---|---|---|
| Menu Capture | - | Control+Shift+E |
| Repeat Last Capture | To set a shortcut for this option, select **Capture window > File > Capture Preferences > Hotkeys tab**. | Control+Shift+R |
| Video Capture | - | Control+Shift+V |
| Video Selection Guides | G | G |
| Start Recording | Shift+F9 | Control+Shift+Spacebar |
| Pause/Resume Recording | Shift+F9 | Control+Shift+Spacebar |
| Stop Recording | Shift+F10 | Control+Shift+V |
| 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 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 the Shift key | - |
| Region (16:9 Aspect Ratio) | Click and drag to select an area on the screen. Hold the Ctrl key 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 Shortcuts

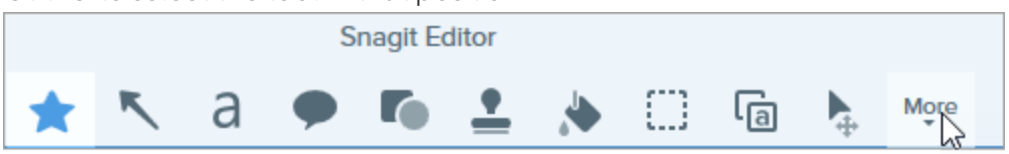
| Option | Windows | Mac |
|---|---|---|
| Open Editor | - | Command+Shift+E |
| Enter Full Screen | - | Command+Control+F |
| Open Preferences | - | Command+comma |
| Hide Snagit | Ctrl+Shift+X | Command+H |
| Quit Snagit | - | Command+Q |
| New Image | Ctrl+N | Command+N |
| New from Clipboard | Ctrl+Shift+N | Shift+Command+N |
| Create Image from Template | Ctrl+Alt+C | Option+Shift+C |
| 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 |

| Option | Windows | Mac |
|---|---|---|
| Copy All | Ctrl+Shift+C | Option+Command+C |
| Paste | Ctrl+V | Command+V |
| Duplicate | Ctrl+D<br>Ctrl+click (Move, Stamp, Step tools) | Shift+Command+D |
| Delete | Ctrl+Delete | Delete |
| Select All | Ctrl+A | Command+A |
| Deselect All | Ctrl+D | Command+D |
| Invert Selection | Ctrl+Shift+I | Shift+Command+I |
| 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 |
| Next Image (Video from Images) | Right Arrow | Right Arrow |
| Previous Image (Video from Images) | Left Arrow | Left Arrow |
| Draw a Perfect Square or Circle<br><br>More 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 |

| Option | Windows | Mac |
|---|---|---|
| Trim | - | Shift+Command+X |
| Flatten | Ctrl+T | Shift+Command+T |
| Flatten All | Ctrl+Shift+T | Control+Shift+T |
| Actual Size | Ctrl+0 | Command+0 |
| Zoom to Fit | - | Command+Shift+0 |
| Zoom In | Ctrl+Plus Sign | Command+Plus Sign<br>Option+scroll down |
| Zoom Out | Ctrl+Minus Sign | Command+Minus Sign<br>Option+scroll up |
| Resize an Image | - | Shift+Command+R |
| Rotate an 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 Shortcuts

On Windows, shortcuts are assigned to the first ten positions in the Snagit Editor toolbar. Press Ctrl+1 through Ctrl+9 to select the tool in that position.



| Option | Mac |
| --- | --- |
| 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 |

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

# Download TechSmith Assets for Snagit

Enhance your Snagit image captures with assets downloaded from the TechSmith Assets website.

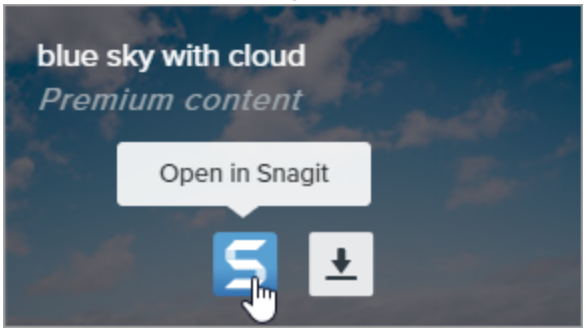
## Asset Types

The following types of assets are available to download from https://library.techsmith.com/Snagit.

| Asset Type | Description |
|---|---|
| Stamps | Artwork specifically designed to annotate screen captures. |
| Photos | Royalty-free photographs to enhance your images in Snagit. |
| Templates | Pre-made layouts to create visual documentation, tutorials, and training materials.<br>**Note:** Templates are only available for use in TechSmith Snagit version 2020 or later. |

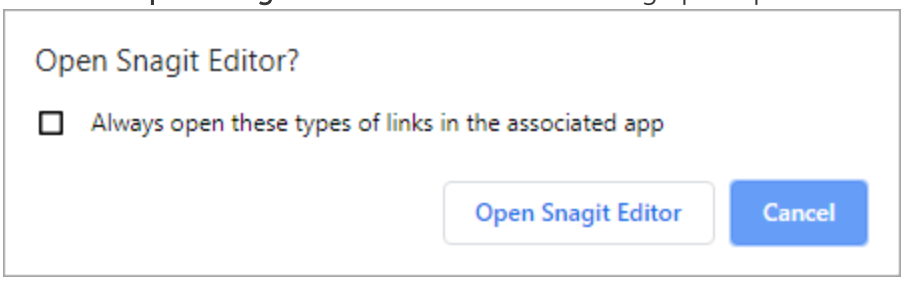
## Download Assets for Snagit 2020

1. Select a download option in Snagit or visit the TechSmith Assets website:
   - For stamps, select **Snagit Editor > Stamp tool > Properties > Download More button**.
   - For templates, select **Snagit Editor > File > Create Image from Template > Download More Templates link**.
2. The TechSmith Assets website opens. Sign in with your TechSmith account.
3. Hover your cursor over an asset to preview it.
4. Click the **Open in Snagit** button to download the asset to Snagit.



> You must have Snagit version 2020 or later to download assets directly into Snagit. For previous versions, see Download Assets to Your Computer.

5. Click the **Open Snagit Editor** button in the message prompt.




The asset downloads into Snagit.

- For stamps, select **Stamp tool > Stamp dropdown** to locate the new asset.
- For photos, the image opens in the Recent Captures Tray and is added to the Library.
- For templates, select **Snagit Editor > File > Create Image from Template** to locate the new asset.

# Download Assets to Your Computer

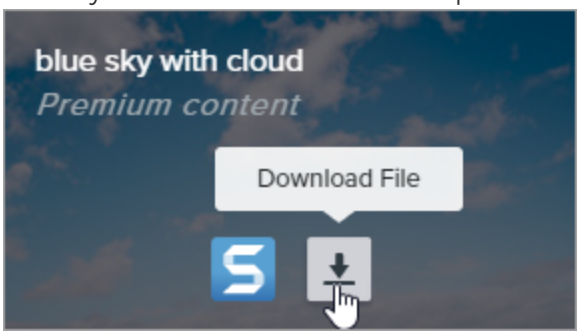
To learn how to download assets onto your computer, continue with the following sections based on your web browser:

- Google Chrome
- Microsoft Edge
- Firefox
- Internet Explorer
- Safari

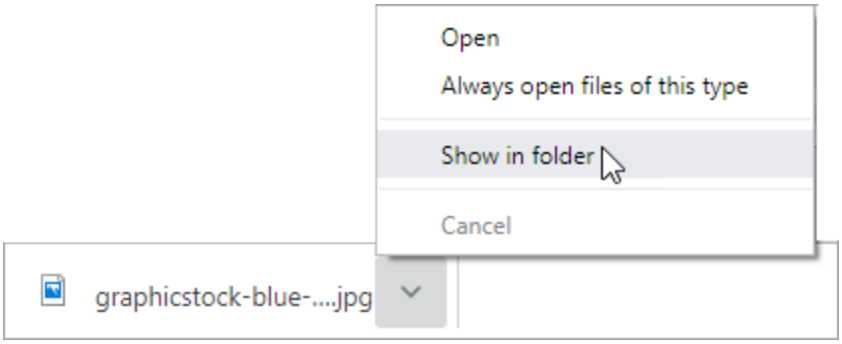
## Google Chrome

1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Select an asset type and category.

3. Hover your cursor over an asset to preview it. Click the **Download** button.



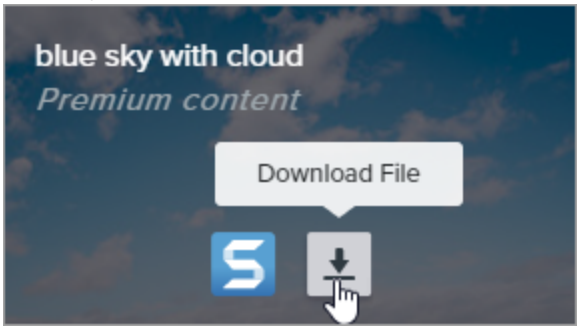

4. Google Chrome downloads the asset into your Downloads folder. At the bottom of your web browser, click the dropdown and select **Show in folder**.




   - For stamps and templates, double-click the downloaded asset to open in Snagit.
   - For images, select **Snagit Editor > File > Open** (Windows) or **Snagit > Open** (Mac) to open in Snagit.

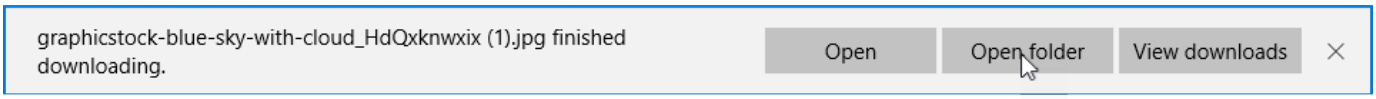
## Microsoft Edge

1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Select an asset type and category.
3. Hover your cursor over an asset to preview it. Click the **Download** button.




4. At the bottom of your web browser, click the **Save** button.

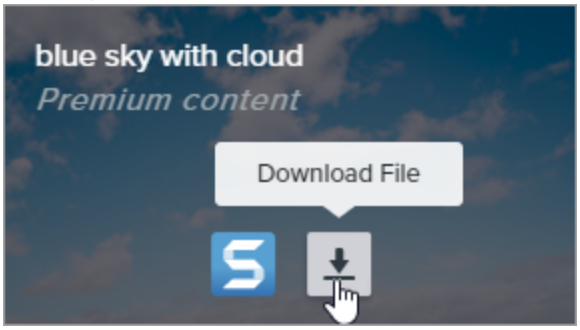
5. Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.



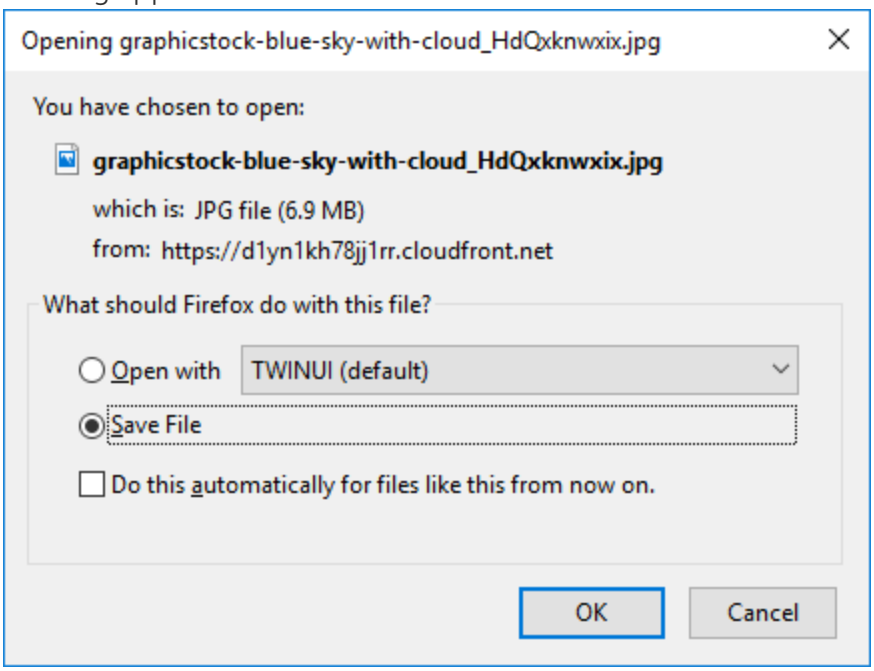

- For stamps and templates, double-click the downloaded asset to open in Snagit.
- For images, select **Snagit Editor > File > Open** (Windows) or **Snagit > Open** (Mac) to open in Snagit.

## Firefox

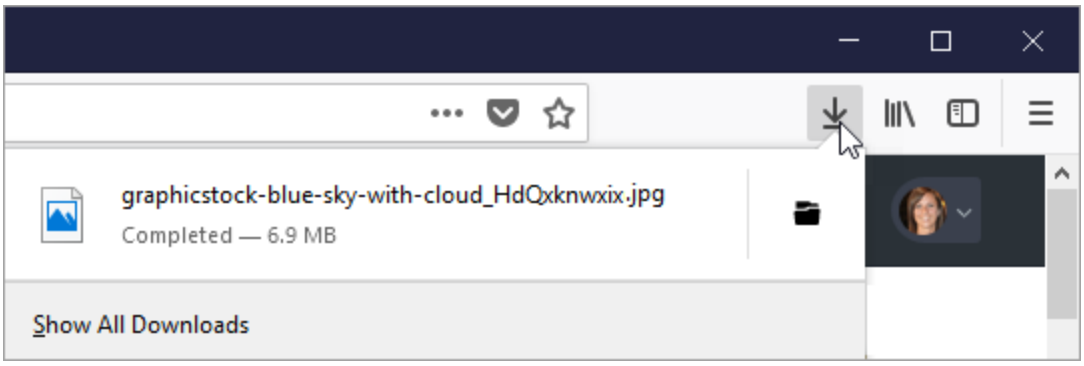
1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Select an asset type and category.
3. Hover your cursor over an asset to preview it. Click the **Download** button.




4. A dialog appears. Select **Save File** and click **OK**.



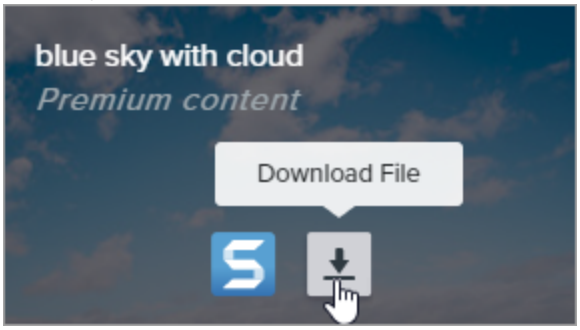

5. Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.




- For stamps and templates, double-click the downloaded asset to open in Snagit.
- For images, select **Snagit Editor > File > Open** (Windows) or **Snagit > Open (Mac)** to open in Snagit.

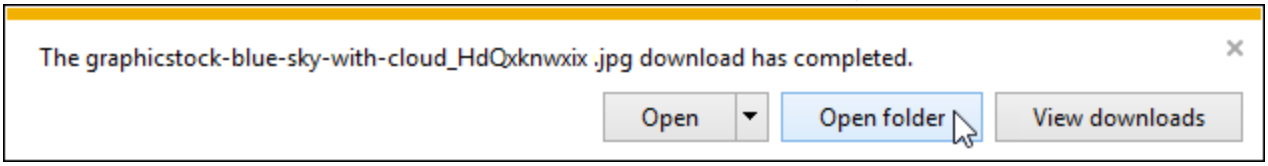
## Internet Explorer

1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Select an asset type and category.
3. Hover your cursor over an asset to preview it. Click the **Download** button.




4. At the bottom of your web browser, click the **Save** button.

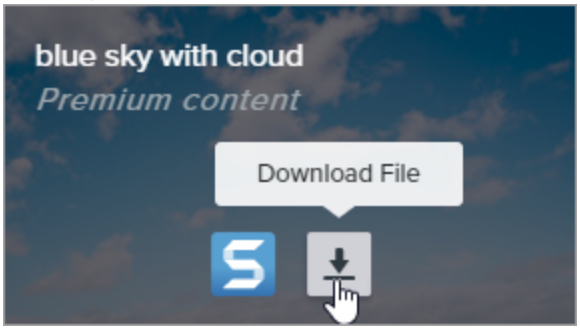
5. Internet Explorer downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button. To add the asset to TechSmith Snagit, see Add Assets to Camtasia Library.




6. A security dialog appears. Click the **Allow** button.
7. To open the asset in Snagit:
   - For stamps and templates, double-click the downloaded asset.
   - For images, select **Snagit Editor > File > Open** (Windows) or **Snagit > Open** (Mac).

## Safari

1. Go to the TechSmith Assets website and sign in with your TechSmith Account.
2. Select an asset type and category.
3. Hover your cursor over an asset to preview it. Click the **Download** button.




4. Safari downloads the asset into your Downloads folder.
   - For stamps and templates, double-click the downloaded asset to open in Snagit.
   - For images, select **Snagit Editor > File > Open** (Windows) or **Snagit > Open** (Mac) to open in Snagit.

# Snagit Preferences

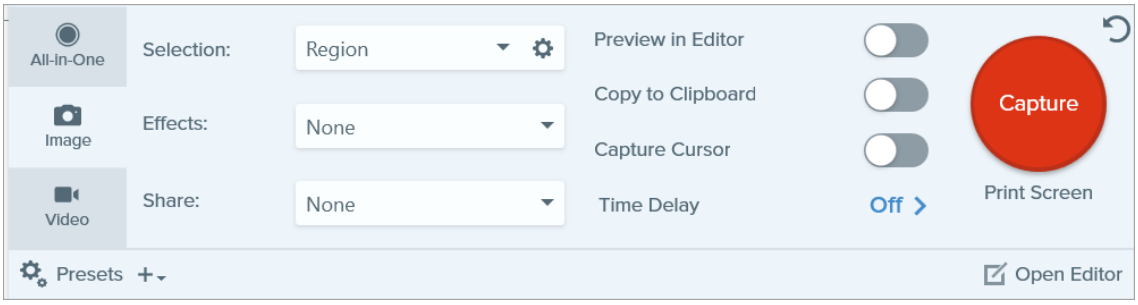
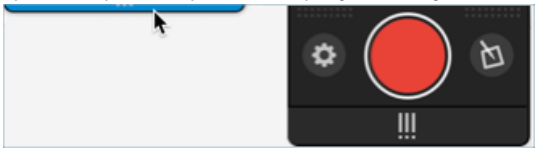
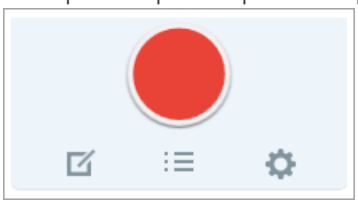
To open the Snagit Preferences:

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

## General Tab

> On Windows, some option locations differ between the General tab in the Capture Preferences and Editor Preferences dialog.

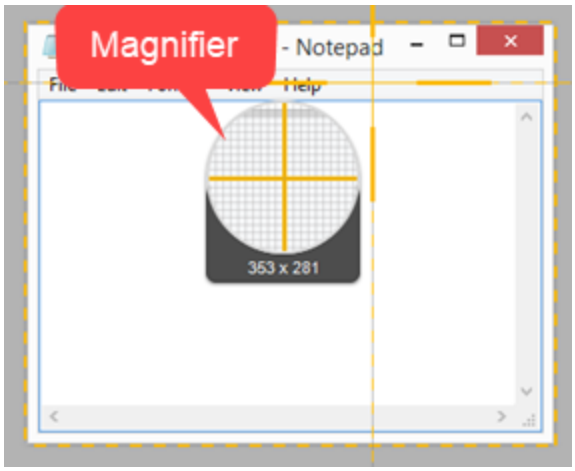
| Option | Description |
|---|---|
| Run Snagit when Windows starts (Windows) Always keep Snagit running in the background (Mac) | Open and run Snagit on computer startup.<br>> This option is only available in the Capture Preferences dialog on Windows. |
| Capture Interface Options (Windows) Snagit Shows (Mac) | • **Capture Window:** Displays the capture options from a window. On Mac, click the Snagit menu bar icon to access the Capture window. The Capture window provides options for both quick and customized captures. |

| Option | Description |
| --- | --- |
| |  <br>• **OneClick Tab (Mac):** Displays the quick capture options as a tab on the side of the screen. The quick capture options display when you hover the cursor over the blue bar.<br>  <br>• **Capture Window & OneClick Tab:** Displays the capture options in two locations: Capture Window and OneClick tab. OneClick displays the quick capture options as a tab on the top (Windows) or side (Mac) of the screen.<br>• **Show OneClick:** (Windows) Displays the quick capture options as a tab on the top of the screen. The quick capture options display when you hover the cursor over the blue bar.<br>  <br>This option is only available in the Snagit Editor Preferences dialog on Windows. |
| Snagit theme (Windows) Editor color theme (Mac) | Select Light or Dark from the dropdown to choose the Snagit interface color theme. |
| Send anonymous usage data | Send anonymous data on Snagit usage to help TechSmith improve future versions.<br><br>Select which notifications to receive from the following options:<br>• **Don't show me notifications**<br>• **Only show me help notifications:** Receive tips and tricks on using Snagit features. |

| Option | Description |
| --- | --- |
| | • **Show me help and TechSmith promotions (Windows)/Show me all notifications from TechSmith (Mac):** Receive tips, tricks, and information for TechSmith sales, webinars, and other promotional messages. |
| Automatically check for updates | Automatically check for the latest version of Snagit when connected to the Internet.<br>On Mac, select how often Snagit checks for updates and if the updates should automatically install.<br>> This option is only available in the Editor Preferences dialog on Windows. |
| Reset "Don't Ask Me" Warnings | If you previously selected the "Don't Ask Me Again" option in a message, click the button to reset all messages to display again. |

# Capture Tab

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

| Option | Description |
| --- | --- |
| |  <br>Press **M** to hide the magnifier during capture. |
| Simplified crosshairs (Windows) | Display simplified crosshairs to improve capture performance. |
| Automatically start video recording | Automatically start the video recording after selecting the video recording area.<br><br>By default, this option is disabled. You must click the **Record** button to start the recording. |
| Show video countdown | Displays a three second countdown before starting the video recording. |
| Show quick controls in fullscreen recordings | Displays the **Webcam** button and **Pause** button in the lower-right corner of the screen during a fullscreen video recording. |
| Video Quality (Windows) | Select the quality for video recordings. Higher video quality can result in larger file sizes. |
| Capture Permissions (Mac) | Permissions are required for Snagit to capture and share images and videos. Click **Fix Capture Permissions** to open the System Permissions dialog and enable a webcam, microphone, scrolling captures and more. See MacOS Permissions. |
| Scale captures down to 1920x1080 (Windows)<br>Downsample Retina video recordings (Mac) | Scales video recordings to smaller dimensions. The dimensions can vary depending on the original recording dimensions.<br><br>If video quality is a concern, consider disabling this option. When disabled, the text and graphics appear crisper, but the video may result in larger file sizes and dimensions. |
| 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. |

| Option | Description |
| --- | --- |
| Enable webcam (Windows) | Select a built-in or connected camera device for recording camera video. |

# Hotkeys/Keyboard Tab

You can change some of the default hotkeys. To view the list of default hotkeys, see Customize the Snagit Hotkeys.

To change a default keyboard shortcut on Windows:

1. Select **Capture window > File > Capture Preferences > Hotkeys tab**.
2. Select the desired shortcuts.
3. Check **Allow Snagit to override other hotkey assignments** to avoid shortcut conflicts with other applications when running Snagit.
4. Click **OK**.

To change a default keyboard shortcut on Mac:

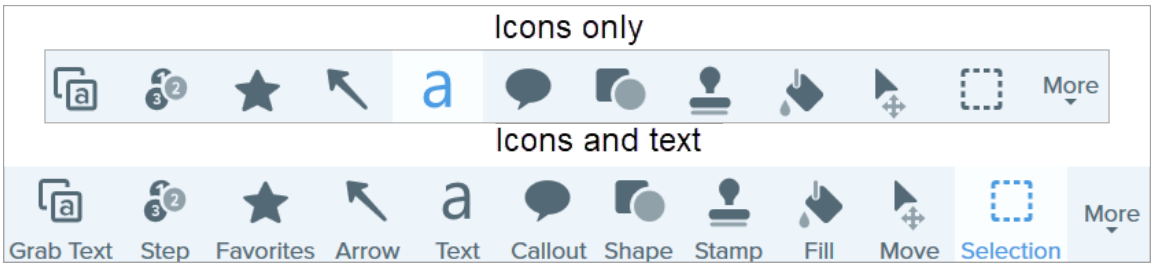
1. Select **Snagit Editor > Snagit > Preferences > Keyboard tab**.
2. Click the keyboard shortcut button.
3. Press the desired key combination on the keyboard.

The new keyboard shortcut appears in the field

# Editor Tab (Windows)

| Option | Description |
| --- | --- |
| Editor background color | Select the Editor background color. |

| Option | Description |
| --- | --- |
| | <br>Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas. |
| Recent files thumbnail size | To change the size of the thumbnails in the Recent Captures Tray, select **Recent files thumbnail size > Small, Medium, or Large** from the dropdown. |
| Automatically expand the canvas to fit objects | Automatically increase the size of an image when pasting or dragging objects outside of the current image.<br><br>This option is available in the Advanced tab for Mac. |
| Escape key closes Editor | Set the keyboard shortcut to exit Snagit Editor to the Esc 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.<br> |
| Show Toolbar Labels | Display icons and text labels or icons only in the Snagit Editor toolbar. |

| Option | Description |
| --- | --- |
| |  |
| Enable spell check | Enable the OS spell check to identify misspelled words in callouts, text boxes, and Grab Text output. |

# Share Tab

See Share Captures for more information on the Share tab.

# Library Tab (Windows)

| Option | Description |
| --- | --- |
| Maximum recent files | Enter the maximum number of recent files to display at a time under File > Open Recent. Enter a number 1-15. |
| Automatically save new image captures in the Library | By default, Snagit automatically saves new captures in the Snagit 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 | Removes all captures in the tray when closing Snagit. An empty tray appears the next time Snagit Editor opens. |
| Library location | By default, the library files are located in this folder: C:\Users\username\AppData\Local\TechSmith\SnagIt\DataStore\. To change the location, click the **Browse** button.<br>• To save a copy of the library, click the **Create Backup** button. |

| Option | Description |
| --- | --- |
| | • To import a saved library, click the **Restore Backup** button. This overwrites the existing library. |

# Advanced Tab

| Option | Description |
| --- | --- |
| Always keep Editor running in the background (Windows) | Enable this option to open captures in Snagit Editor quicker. This option keeps Snagiteditor.exe running in Windows Task Manager when you close the Snagit Editor window. |
| Delete cropped content (Windows) | Automatically delete the content cropped out of an image. |
| Automatically flatten pasted images (Windows) | Automatically flatten images or objects pasted onto the canvas. The pasted objects are not editable and become a permanent part of the image when flattened. |
| Scale down retina images when sharing (Mac) | Reduces the size of a Retina image to improve how it displays on a standard resolution screen. This option is enabled by default and reduces the image size when you:<br>• Share an image with Snagit share destinations.<br>• Drag images from Snagit Editor into another location.<br>> Hold the **Shift** key to temporarily disable this setting when dragging an image from Snagit Editor. |
| Keep a duplicate editable capture when saving (Mac) | Creates a copy of the .snagproj in the tray to allow for future editing when saving to another file type such as .png. |
| Automatically expand the canvas to fit objects | Automatically increase the size of an image when pasting or dragging objects outside of the current image.<br>> This option is available in the Editor tab for Windows. |
| Show quick edit toolbar on canvas (Mac) | Display a floating properties toolbar for callouts, text, shapes, and other tools. |

| Option | Description |
| --- | --- |
| | |
| 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 want to display the black Snagit menu bar icon when recording a video capture. |
| Autosave location (Mac) | Unsaved image captures are stored as .snagproj files and video captures as .mp4 files in: User name/Documents/Snagit/Autosaved Captures. Click the **Choose** button to select another location. |
| Drag and paste format (Mac) | Set the default file format when dragging captures from Snagit Editor into another application or location. |
| Mobile Sharing | Add a mobile device under **File > Connect Mobile Device** to enable this option and allow image and video sharing between the mobile device and Snagit. See Import Captures from a Mobile Device.<br>• **Keep original image dimensions:** Snagit automatically resizes mobile images for better viewing in Snagit Editor. Enable this option to import mobile images at the original dimensions.<br>• **Connection Name:** TechSmith Fuse remembers each connection and allows you to select 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.<br>• **Port (Mac):** Port number for connecting TechSmith Fuse to Snagit. |

This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

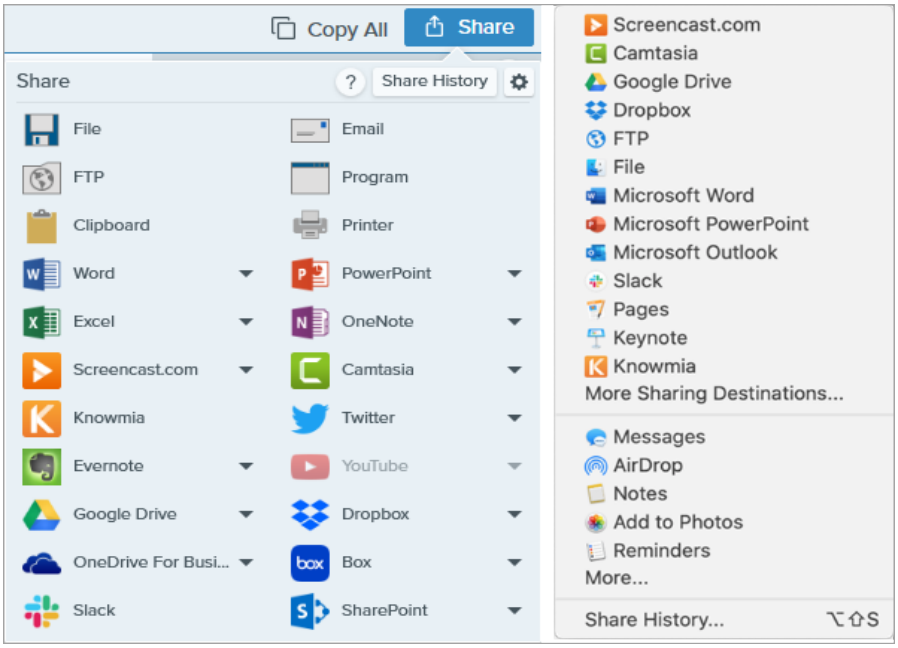
# Share Captures

Quickly share images or videos to a specific location or application using Snagit share destinations.

Tip: Add a Preset
Set up a preset to automatically send an image or video to a share destination after capture. See Save Capture Settings as Presets.

1. In Snagit Editor, click to select a capture in the Recent Captures Tray.
2. Click the **Share** button and select a destination.

> Share destinations that do not support the selected file type are disabled in the Share menu.



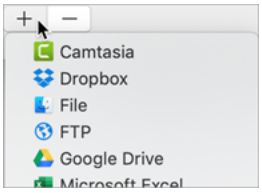
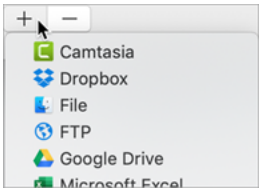

> You may be prompted to allow Snagit access to your account or application before you can share the image or video.

# Default Share Destinations

| Share Destinations | Image | Video |
|---|---|---|
| **File**<br>Save an image or video to a file location. | ✓ | ✓ |
| **Email**<br>Insert an image into a new email message. | ✓ | |
| **FTP**<br>Send an image or video to an FTP server using file transfer protocol. | ✓ | ✓ |
| **Program** (Windows)<br>Send an image or video to another program. Select from a list of programs that support the selected file format.<br>Select **Share button > Program > Manage** to add new compatible programs to the list. | ✓ | ✓ |
| **Clipboard** (Windows)<br>Copy an image to the Windows Clipboard for quick pasting into other locations or applications. | ✓ | |
| **Printer** (Windows)<br>Send the image to a printer. | ✓ | |
| **Microsoft Word**<br>Insert an image into a Microsoft Word document. To customize the Word share options:<br>• **Windows:** Select **Share button > Word dropdown > Options**.<br>• **Mac:** Select **Share button > More Sharing Destinations > Microsoft Word**.<br>> To add Microsoft share destinations, click the **Share** button and select **More Sharing Destinations**. Click the **Add** button and select the desired Microsoft output from this list. See Add More Share Destinations. | ✓ | |
| **Microsoft PowerPoint**<br>Insert an image into a Microsoft PowerPoint presentation slide. To customize the PowerPoint share options:<br>• **Windows:** Select **Share button > PowerPoint dropdown > Options**.<br>• **Mac:** Select **Share button > More Sharing Destinations > Microsoft PowerPoint**. | ✓ | |

| Share Destinations | Image | Video |
|---|---|---|
| > To add Microsoft share destinations, click the **Share** button and select **More Sharing Destinations**. Click the **Add** button and select the desired Microsoft output from this list. See Add More Share Destinations. | | |
| **Microsoft Excel**<br>Insert an image into a Microsoft Excel workbook. To customize the Excel share options:<br>• **Windows:** Select **Share button > Excel dropdown > Options**.<br>• **Mac:** Select **Share button > More Sharing Destinations > Microsoft Excel**.<br>> To add Microsoft share destinations, click the **Share** button and select **More Sharing Destinations**. Click the **Add** button and select the desired Microsoft output from this list. See Add More Share Destinations. | ✓ | |
| **Microsoft OneNote** (Windows)<br>Insert an image into a Microsoft OneNote page. To customize the OneNote share options, select **Share button > OneNote dropdown > Options**. | ✓ | |
| **Screencast.com**<br>Upload an image or video to Screencast.com for image or video 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 Screencast.com share options, select **Share button > Screencast.com dropdown > Options**.<br>> If you are not currently logged into your TechSmith account, sign in or set up an account. See About TechSmith Accounts. | ✓ | ✓ |
| **Camtasia**<br>Use Camtasia to:<br>• Import still images or videos to use as source files in your Camtasia projects.<br>• Enhance videos recorded in Snagit with callouts, text, titles, captions, effects, and much more.<br>Snagit imports an MP4 video or image into the Media Bin in TechSmith Camtasia. | ✓ | ✓ |

| Share Destinations | Image | Video |
| --- | --- | --- |
| > To share images or videos to Camtasia, you must have Camtasia 7.0 (Windows)/2.0 (Mac) or later installed. | | |
| **Knowmia**<br>Upload an image or video to TechSmith Knowmia.<br>> When prompted, you must sign in to Knowmia and allow Snagit permission to access your account to share an image or video. | ✓ | ✓ |
| **YouTube**<br>Upload a video to a YouTube account. YouTube provides a URL for quick sharing to an audience or an embed code for embedding the capture on a website or blog.<br><br>YouTube resizes the video to fit within their standard dimensions. For best results, record at YouTube's recommended dimensions. See Record a Video.<br>> When prompted, you must sign in to YouTube and allow Snagit permission to access your account to share an image or video. | | ✓ |
| **Google Drive**<br>Upload an image or video to Google Drive for image or video hosting. Snagit sends a share link to the Clipboard.<br>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 **Sign in**.<br>2. Click **Allow**. The Send to Google Drive dialog appears.<br>3. Enter a file name, select the folder to upload the capture to, and click **Upload**.<br><br>To customize the share destination:<br>• **Windows:** Select **Share button > Google Drive dropdown> Options**.<br>• **Mac:** Select **Share button > More Sharing Destinations**. Click the **Add** button and select the share destination from the list. | ✓ | ✓ |

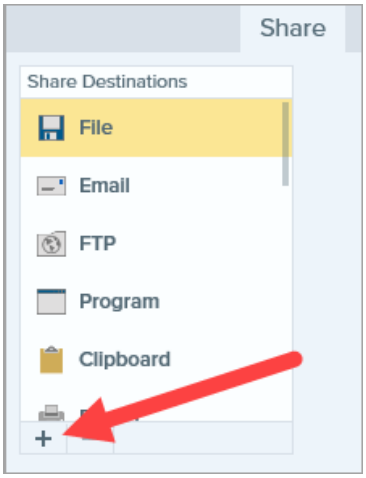
| Share Destinations | Image | Video |
| --- | --- | --- |
|  <br>When prompted, you must sign in to Google Drive and allow Snagit permission to access your account to share an image or video. | | |
| **Dropbox**<br>Upload an image or video to Dropbox for image or video hosting. Snagit sends the share link to the Clipboard.<br>When prompted, you must sign in to Dropbox and allow Snagit permission to access your account to share an image or video. | ✓ | ✓ |
| **Box**<br>Upload an image or video to Box for image or video hosting. Snagit sends the share link to the Clipboard.<br>Box is not a default share destination on Mac. To add this share destination, select **Share > More Sharing Destinations**. Click the **Add** button and select the share destination from the list.<br>  <br>When prompted, you must sign in to Box and allow Snagit permission to access your account to share an image or video. | ✓ | ✓ |
| **Slack**<br>Upload the capture to Slack for image or video hosting. Snagit sends the share link to the Clipboard. | ✓ | ✓ |

| Share Destinations | Image | Video |
| --- | --- | --- |
| When prompted, you must sign in to Slack and allow Snagit permission to access your account to share an image or video. | | |
| **SharePoint**<br>Upload an image or video to host on SharePoint. Snagit sends the share link to the Clipboard.<br>When prompted, you must sign in to Microsoft and allow Snagit permission to access your account to share an image or video. | ✓ | ✓ |
| **Pages** (Mac)<br>Insert an image or video into a Pages document. Snagit opens a new Pages document if one is not already open.<br>The Pages application must be installed before you share. When prompted, you must allow Snagit permission to access Pages to share an image or video. | ✓ | ✓ |
| **Keynote** (Mac)<br>Insert an image or video to a Keynote presentation.<br>The Keynote application must be installed before you share. When prompted, you must allow Snagit permission to access Keynote to share an image or video. | ✓ | ✓ |
| **Numbers** (Mac)<br>Insert an image or video to a Numbers document.<br>The Numbers application must be installed before you share. When prompted, you must allow Snagit permission to access Numbers to share an image or video. | ✓ | ✓ |

# Add a Share Destination

You can add additional share destinations to Snagit.

1. In Snagit Editor:
   - **Windows:** Select **Share > Properties icon > Share Preferences**.
   - **Mac:** Select **Share > More Share Destinations**.
2. On the Share tab, click the + at the bottom of the Snagit Editor preferences dialog.




3. Download a share destination from the website (Windows) or select a share destination from the list (Mac).

# Customize a Share Destination

Customize share destinations to:

- Save or change your account settings.
- Change the privacy level of shared content.
- Change the default folder where your image or video is saved.
- Add a custom name for a share destination. (Mac only).
- Add a shortcut for your share (Mac only).

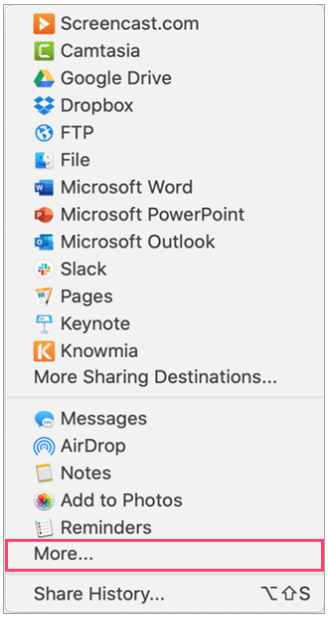
1. In Snagit Editor:
   - **Windows:** Select **Edit > Editor Preferences > Share tab**.
   - **Mac:** Select **Snagit > Preferences > Share tab**.
2. Select a share destination from the list.
3. Customize the share settings.
4. Close the Preferences dialog.

# Remove a Share Destination

1. In Snagit Editor:
   - **Windows:** Select **Edit > Editor Preferenes > Share tab**.
   - **Mac:** Select **Snagit > Preferences > Share tab**.
2. Select the share destination to remove and click the 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 Extensions dialog appears. Click **Share Menu** and select the extensions you want to use in Snagit.
3. Close the System Preferences dialog.

> This help topic is for Snagit version 2020. If you have a previous version, upgrade to the latest version of TechSmith Snagit or view the help for another version in the Previous Versions section.

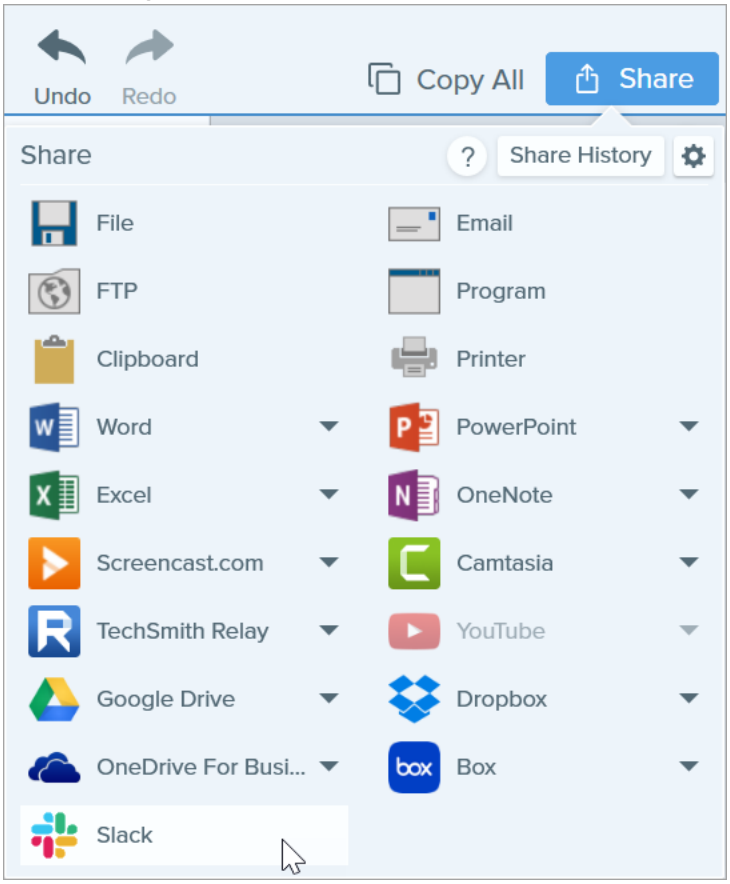
**Did you find what you were looking for?** Provide feedback.

# Share to Slack

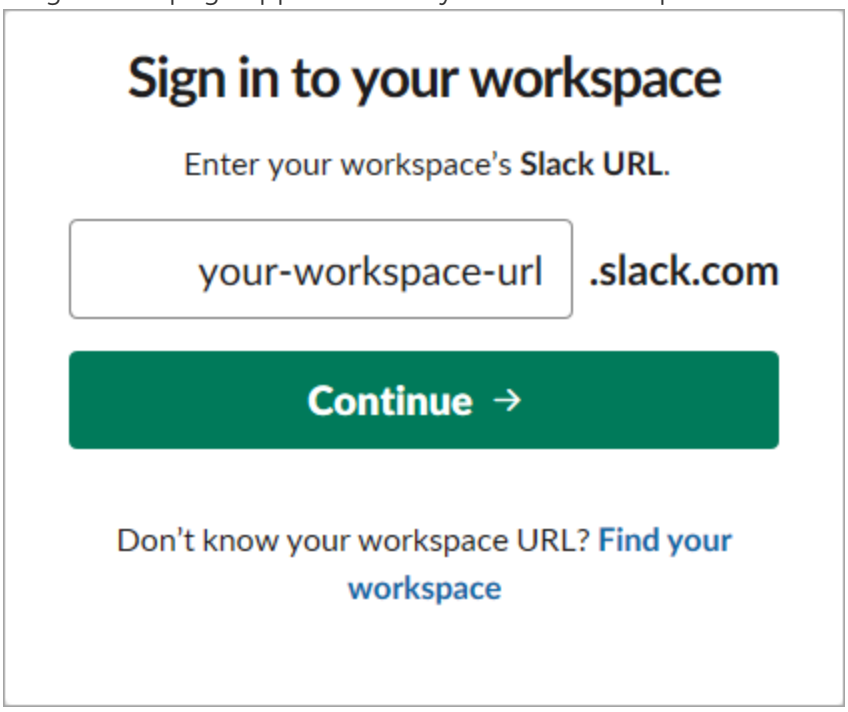
Share an image or video to a Slack channel or direct message with TechSmith Snagit.

> You must have Snagit version 2020 or newer to share to Slack. Click here to download the latest version of Snagit.

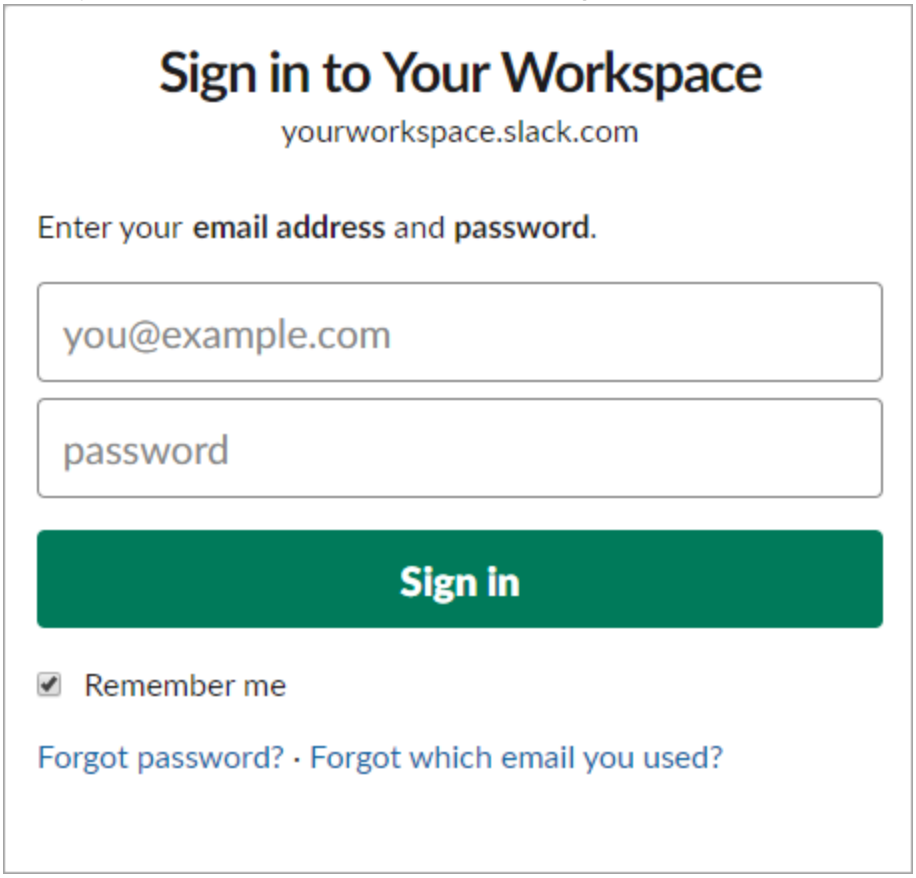
1. Click to select an image or video to share in the Recent Captures Tray.
2. Select **Snagit Editor > Share > Slack**.



3. A signin webpage appears. Enter your Slack workspace URL and click **Continue**.

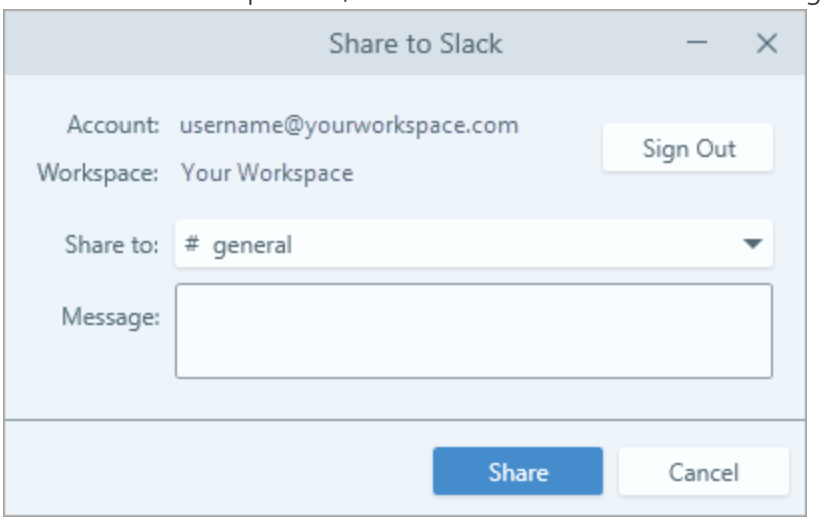



4. Enter your username and password. Click **Sign in**.




5. A permissions dialog appears. Click the **Allow** button to allow Snagit access to your Slack workspace.

6. In the **Share to** dropdown, select the channel or direct message name. Enter an optional message.

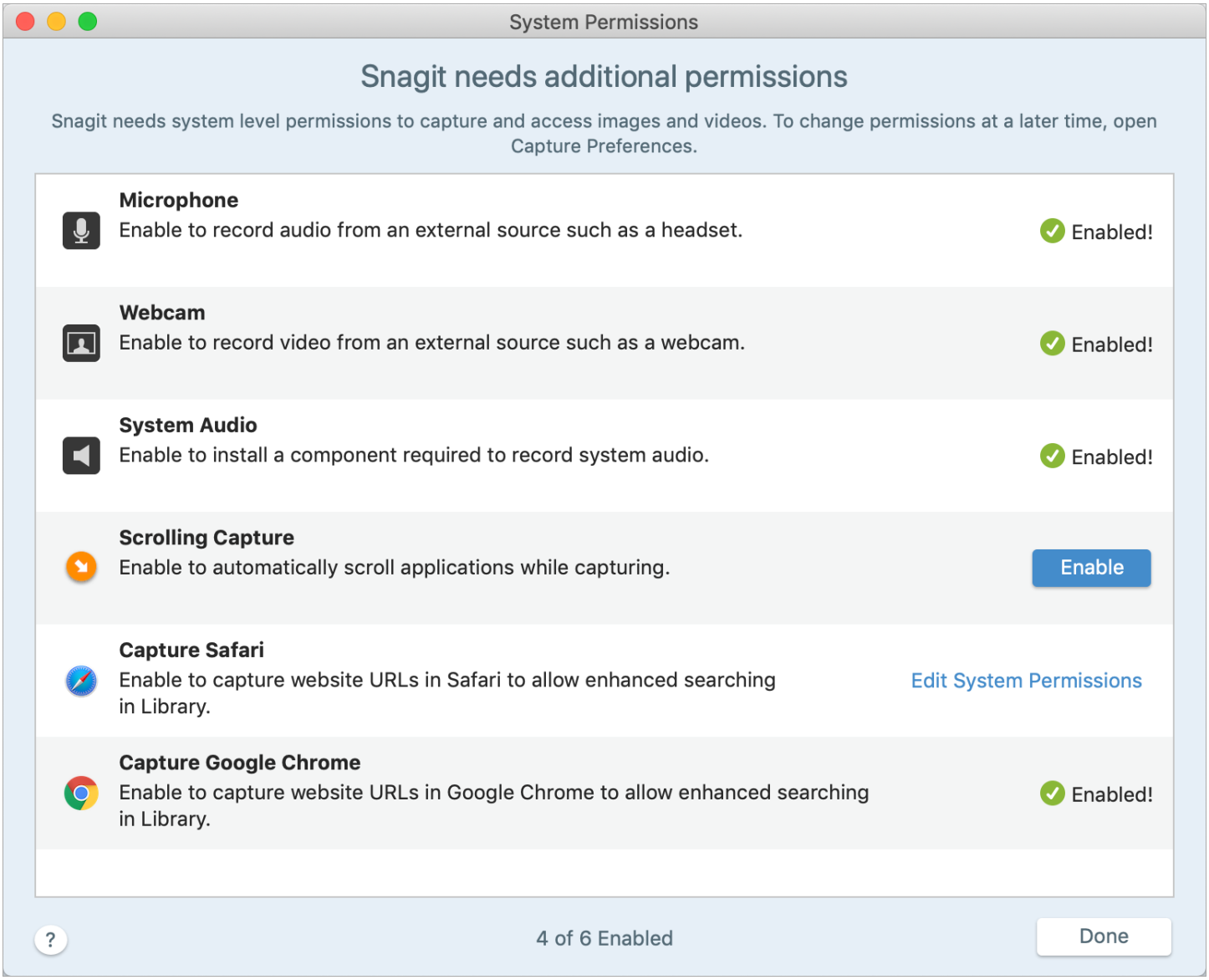



7. Click the **Share** button.

Snagit uploads the image or video to Slack and copies the URL to your clipboard.

# Mac OS Permissions

Permissions are required for Snagit to capture, edit, and share images and videos. A dialog appears when a permission is needed.



# Manually Edit Permissions

1. Select **Snagit menu > Preferences > Capture tab**.
2. Click the **Fix Capture Permissions** button.

3. Click **Enable** or **Edit System Permissions** to enable each permission.

> The **Edit System Permissions** option opens the Security & Prviacy System Preferences dialog where permissions can be enabled/disabled directly in the Mac OS.