



Snagit Help

Version 2023 | September 2023

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What's New in Snagit 2023

Snagit's new Share Link, Snagit app for Slack, and Screen Draw all make it easier than ever to express yourself and communicate clearly at work.

Discover what's new in Snagit version 2023:

- [Combine Videos](#)
- [Cursor Effects](#)
- Scrolling Capture Improvements
 - [Performance and Stability](#)
 - [Name Changes](#)
 - [Interface and Experience](#)
- Share Link
 - [Snagit + Screencast = Capture. Create. Connect.](#)
 - [Snagit + Screencast + Slack = Fewer, Better Meetings](#)
- [Screen Draw](#)
- Stay Up to Date with Snagit
 - [Easily Uninstall Previous Versions](#)
 - [Import Backup \(Windows\)](#)
 - [Snagit Maintenance](#)

Click the tutorial links below to learn how to use Snagit 2023's new features to improve workplace communications. Or visit the [Snagit \(https://www.techsmith.com/screen-capture.html\)](https://www.techsmith.com/screen-capture.html) product page to learn more about Snagit's features, accolades, pricing, and downloads.

Combine Videos

New for Snagit version 2023.2.0!

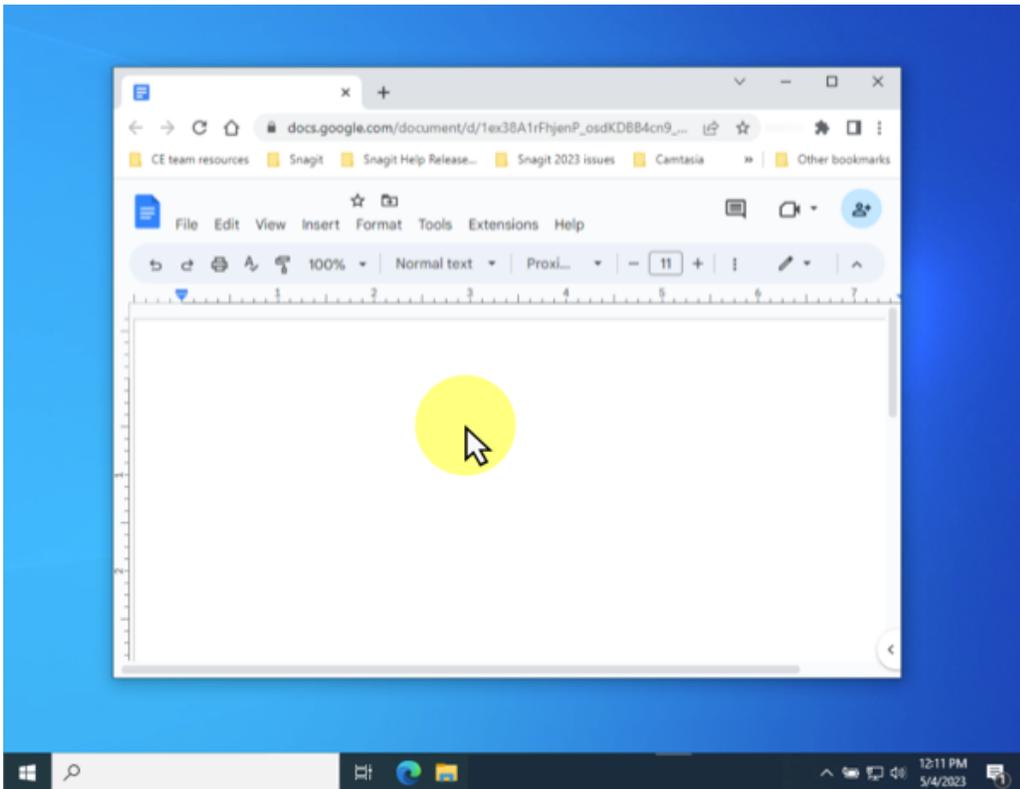
Now you can combine multiple video captures into a single video.

- **Relax:** Record and combine multiple short clips. There's no need to get it all right in a single take.
- **Collaborate:** Import and combine videos from coworkers.
- **Save time:** Reuse or rearrange video clips as needed.

To learn more, see [Combine Videos \(https://www.techsmith.com/blog/?post_type=tutorial&p=238858\)](https://www.techsmith.com/blog/?post_type=tutorial&p=238858).

Cursor Effects

New for Snagit version 2023.2.0!



Make your cursor stand out and ensure viewers can follow your cursor in screen recordings.

- Keep viewers focused on specific content.
- Improve design reviews by guiding participants to focus on specific elements.
- Make it easier for developer or support teams to follow your actions and reproduce or identify an issue.

To learn more, see [Capture Cursor \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/#h-capture-cursor\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/#h-capture-cursor) in the Record a Video with Snagit tutorial.

Scrolling Capture Improvements

Performance and Stability

We've fixed the most frustrating limitations to improve scrolling capture performance and reliability:

- Automatic scrolling capture works in more browser versions and applications.
- Resulting captures look the way you expect them to.
- Automatic scrolling and processing are faster.
- Automatic scrolling capture arrows are easier to see.

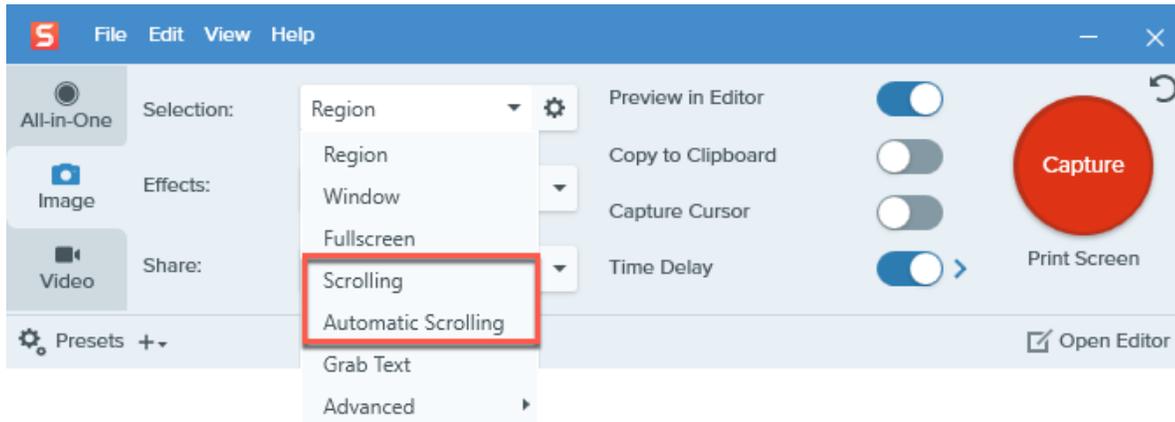
Name Changes

New for Snagit version 2023.2.0!

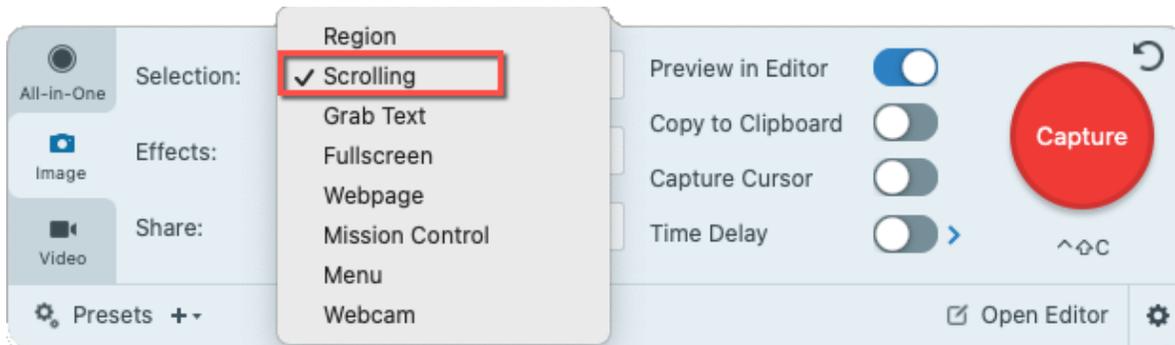
We've updated the names of Panoramic and Scrolling capture to more accurately reflect their use. The **Selection** dropdown now shows:

- “Scrolling” instead of “Panoramic”
- “Automatic Scrolling” instead of “Scrolling” (Windows only)

Snagit 2023.2.0 for Windows:



Snagit 2023.2.0 for Mac:

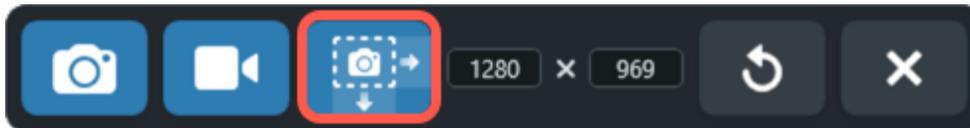


To learn more, see [Capture a Scrolling Area \(https://www.techsmith.com/learn/tutorials/snagit/scrolling-capture/\)](https://www.techsmith.com/learn/tutorials/snagit/scrolling-capture/).

Interface and Experience

New for Snagit version 2023.2.0!

We've improved the Scrolling (formerly Panoramic) capture interface and workflow to reduce the number of clicks. No need to click **Start** before you can start scrolling.



To learn more, see [Capture a Scrolling Area \(https://www.techsmith.com/learn/tutorials/snagit/scrolling-capture/\)](https://www.techsmith.com/learn/tutorials/snagit/scrolling-capture/).

Share Link

Snagit + Screencast = Capture. Create. Connect.

Use Snagit to **capture** and **create** quick videos, marked-up screenshots, and GIFs. With Snagit 2023, it takes one click to get a shareable link for that media.

Paste the link into any email, chat message, or other application, then click through to [Screencast \(https://www.techsmith.com/screencast.html\)](https://www.techsmith.com/screencast.html) to **connect** and collaborate with your ideas. The built-in comment system makes it easy to request and gather feedback from your team, start a conversation, or brainstorm around the content and ideas you share.

No need for a meeting, screen share, or mile-long email or chat thread! Simply Capture, Create. Connect.
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To learn more, see [Share & Engage \(Share Link\) \(https://www.techsmith.com/learn/?post_type=tutorial&p=220614\)](https://www.techsmith.com/learn/?post_type=tutorial&p=220614).

Snagit + Screencast + Slack = Fewer, Better Meetings

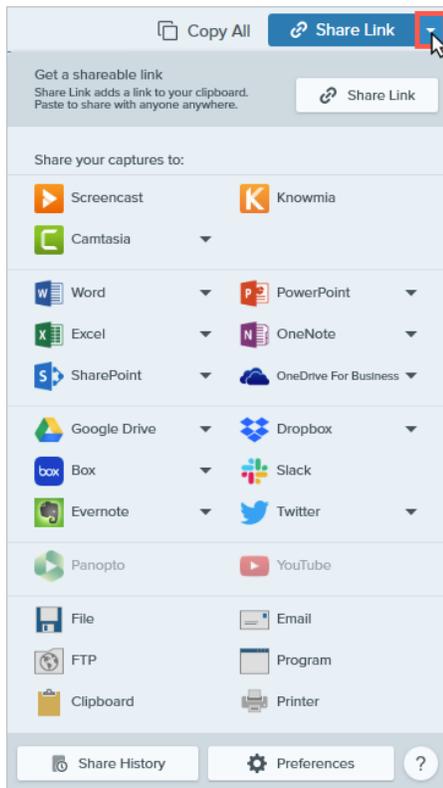
Slack apps connect the software you use to Slack. With the Snagit app for Slack, paste your shareable link into Slack and your team can preview the media right in the channel or direct message.

Your team can comment in the Slack thread or click the content link to provide more detailed feedback, such as timestamped comments or simple markup.

To learn more, see [Connect and Collaborate with Snagit + Slack \(https://www.techsmith.com/learn/?post_type=tutorial&p=218133\)](https://www.techsmith.com/learn/?post_type=tutorial&p=218133).

So Many Ways to Share

The wide variety of sharing options are still available in Snagit 2023. Click the **Share** dropdown to send your capture to the destination of your choice.



To learn more, see [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).

Screen Draw

Communicate Clearly and Asynchronously

Screen Draw brings some of Snagit's familiar tools (Arrow, Square Shape, and Step) into video capture. Paired with Snagit themes for customizable colors, now you can highlight important information on your screen as you record video.

Screen Draw makes it easier than ever to clearly and asynchronously:

- Demonstrate a step-by-step process
- Give design feedback
- Report a defect

- Share out research findings
- And much more!

To learn more, see [Screen Draw \(https://www.techsmith.com/blog/?post_type=tutorial&p=220615\)](https://www.techsmith.com/blog/?post_type=tutorial&p=220615).

Stay Up to Date with Snagit

Easily Uninstall Previous Versions

You asked and we listened. When you install Snagit 2023, you'll have the option to uninstall previous versions of Snagit automatically. No more accidentally opening the wrong version!

Import Backup (Windows)

Snagit 2023 makes it easy to import backup files from Snagit version 2021 and earlier into your current Snagit Library.

In Snagit Editor, select **Edit menu > Editor Preferences > Library Tab > Import Backup**.

To learn more, see [Manage the Library \(https://www.techsmith.com/learn/tutorials/snagit/manage-library/\)](https://www.techsmith.com/learn/tutorials/snagit/manage-library/).

Note: The option will also be available in an update to Snagit 2022 for Windows.

Snagit Maintenance

Every Snagit 2023 (and Snagit 2022) license automatically includes a free year of [Snagit Maintenance \(https://www.techsmith.com/snagit-maintenance.html\)](https://www.techsmith.com/snagit-maintenance.html). What do you get with Snagit Maintenance?

- Free upgrade to the next version of Snagit, plus all minor updates in-between.
- Phone, chat, and email support.
- Take advantage of optimized Screencast and Asset Library workflows as soon as updates are available.
- Access to [Snagit Certification \(https://certification.techsmith.com/\)](https://certification.techsmith.com/) with 20+ videos of exclusive how-tos and training content.
- Volume discount when you purchase 5 or more licenses.

To learn more, see [Snagit Maintenance \(https://www.techsmith.com/snagit-maintenance.html\)](https://www.techsmith.com/snagit-maintenance.html).

Capture Your Screen

Learn how to take your first capture with Snagit.

In this tutorial:

- [Open the Capture Window](#)
- [Capture Window Overview](#)
- [Take Your First Capture](#)

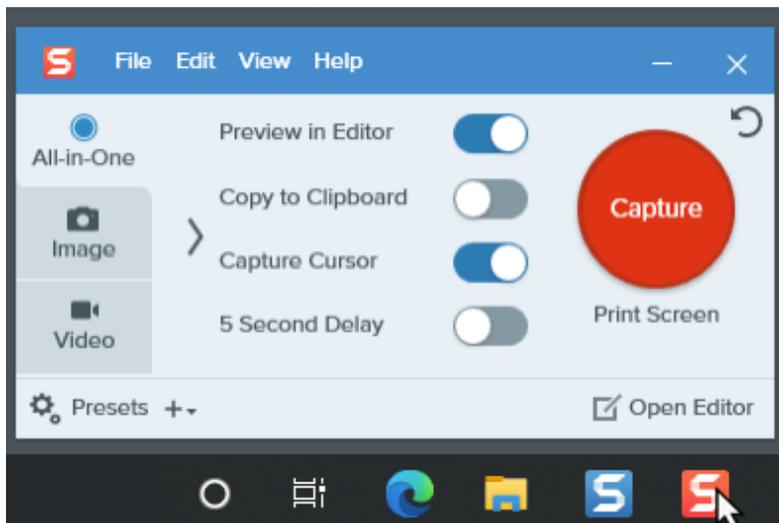
This topic provides a brief introduction to help you take your first capture with Snagit. For more in-depth information about how to capture a screenshot or video of anything on your screen, see the following topics:

- [Capture an Image](https://www.techsmith.com/blog/?post_type=tutorial&p=145407) (https://www.techsmith.com/blog/?post_type=tutorial&p=145407)
- [Record a Video with Snagit](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/) (<https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/>)
- [Record a Picture-in-Picture Video](https://www.techsmith.com/learn/tutorials/snagit/picture-in-picture/) (<https://www.techsmith.com/learn/tutorials/snagit/picture-in-picture/>)
- [Capture a Scrolling Area](https://www.techsmith.com/blog/?post_type=tutorial&p=144400) (https://www.techsmith.com/blog/?post_type=tutorial&p=144400)
- [Common Captures with Snagit](https://www.techsmith.com/blog/?post_type=tutorial&p=145409) (https://www.techsmith.com/blog/?post_type=tutorial&p=145409)

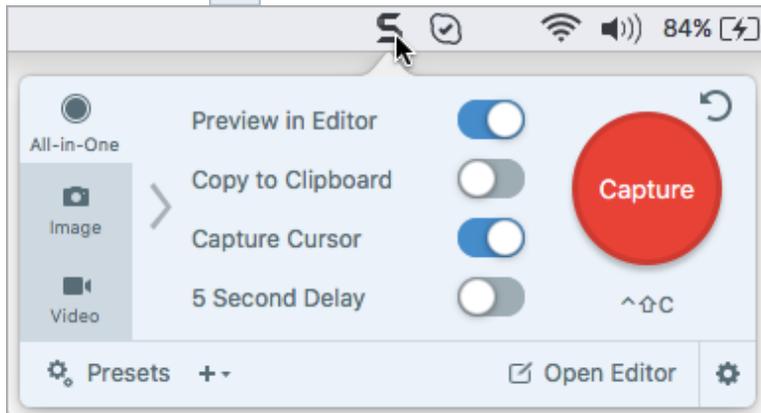
Open the Capture Window

The Capture window provides access to all Snagit capture settings. To open the Snagit Capture window:

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



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

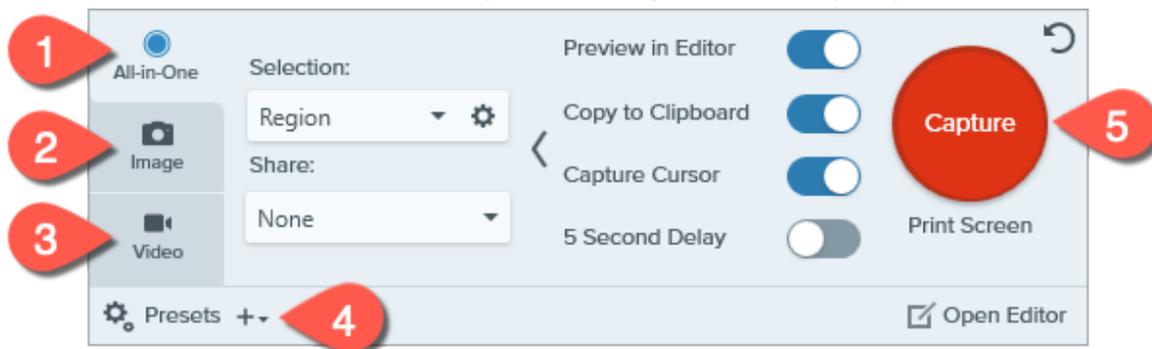


- In Snagit Editor, click the **Capture** button.



Capture Window Overview

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

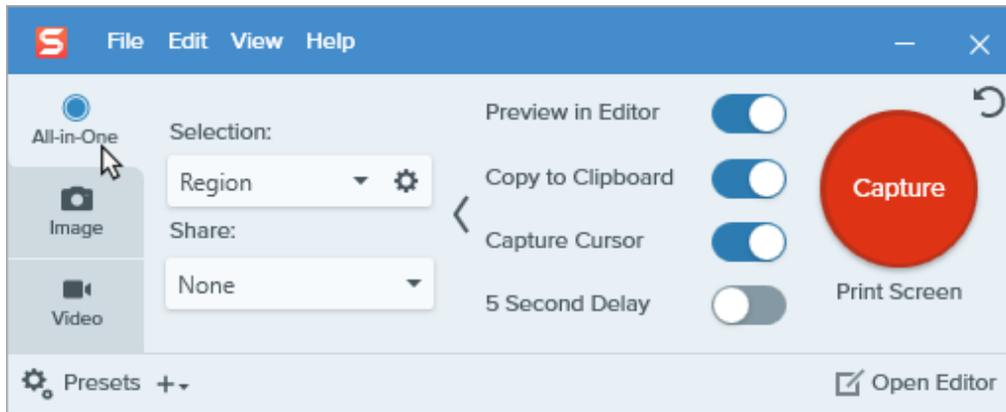


- All-in-One tab**
Quickly Capture an image, video, or scrolling capture. See [Take Your First Capture](#).
- Image tab**
Customize the settings to capture an image. Automatically add effects, share directly to a destination, and more. See [Capture an Image \(https://www.techsmith.com/blog/?post_type=tutorial&p=145407\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145407).
- Video tab**
Customize the settings to capture a video. Set up audio or a webcam device for video. See [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).
- Presets**
Save frequently-used capture settings and assign a keyboard shortcut to each to increase speed and efficiency. Click the **Presets** button to open the list of presets. See [Save Capture Settings as Presets \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).
- Capture button**
Click the **Capture** button to start a capture with the current settings selected on the tab.

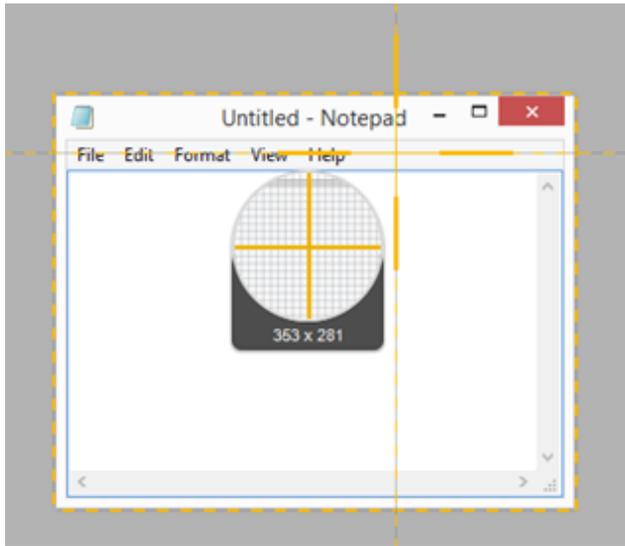
Take Your First Capture

1. Open the application or window you want to capture on the screen.

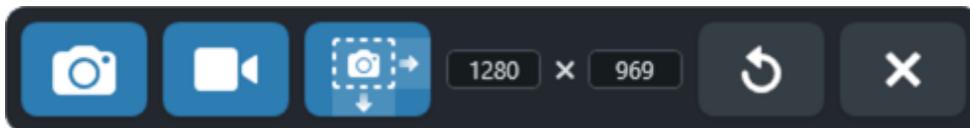
2. In the Capture window, click the **All-in-One** tab and click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).



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



4. The All-in-One toolbar appears.



5. Select an option:

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



- o To capture a video, click the **Video Capture** button. Select the recording options and click the **Record** button. See [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).



- o To capture a scrolling area, click the **Scrolling Capture** button. See [Capture a Scrolling Area \(https://www.techsmith.com/blog/?post_type=tutorial&p=144400\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144400).



The capture opens in the [Snagit Editor \(https://www.techsmith.com/blog/?post_type=tutorial&p=145405\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145405) where you can preview, edit, and share the capture.

Tip: Save time with the global capture hotkey and presets.

The global capture hotkey (**Print Screen** for Windows or **Control+Shift+C** for Mac) starts a new capture with the current settings in the Capture window. These are typically saved from your most recent capture.

To edit capture settings, [open the Capture window](#).

To set different keyboard shortcuts for your most common captures, see [Save Capture Settings as Presets \(https://www.techsmith.com/learn/?post_type=tutorial&p=145411\)](#).

Record a Video with Snagit

Learn how to set up and record a screen video capture before sharing with colleagues.

In this tutorial:

- [Video Capture Overview](#)
- [Record a Video](#)
- [Recording Tips](#)
- [Video Capture Settings](#)
- [Recording Dimensions \(Resolution\)](#)

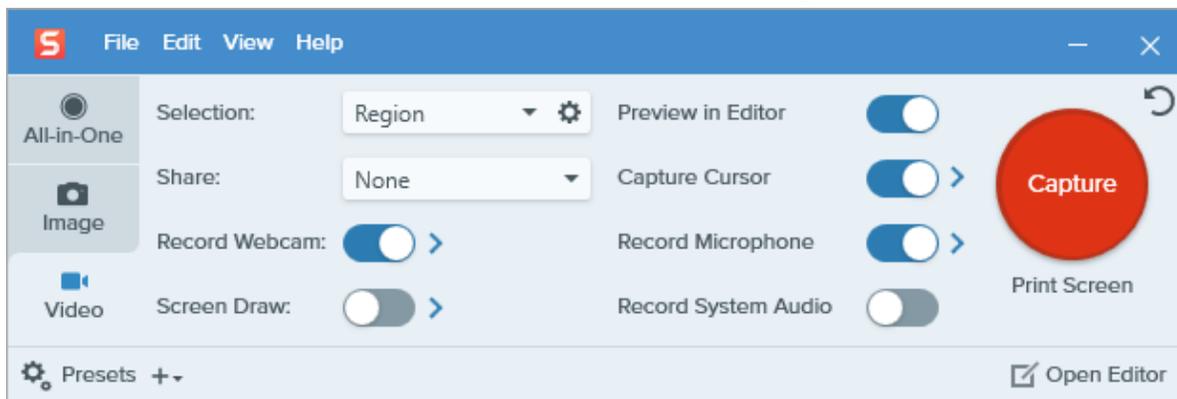
Video Capture Overview

When a screenshot isn't enough, record a video of the screen as an MP4 file. You can choose to record microphone audio, system audio, and a webcam. Use Snagit videos to:

- Record a demonstration or a how-to video.
- Record a presentation with Picture-in-Picture video of the speaker.
- Provide visual feedback in a video.
- Record and narrate a set of images with the **Create Video from Images** option. See [Turn Your Screenshots into a Video \(https://www.techsmith.com/blog/?post_type=tutorial&p=145469\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145469).
- Highlight important information on your screen as you record with [Screen Draw \(https://www.techsmith.com/blog/?post_type=tutorial&p=220615\)](https://www.techsmith.com/blog/?post_type=tutorial&p=220615).

Record a Video

1. In the Capture window, select the **Video** tab. To learn about the settings on this tab, see [Video Capture Settings](#).

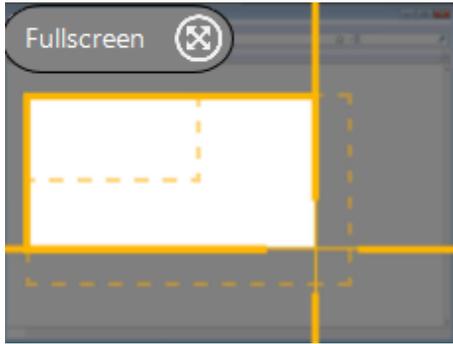


2. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).



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. For more information about selecting the recording area, see [Recording](#)

Dimensions (Resolution).



4. To edit the selected area, complete any of the following:

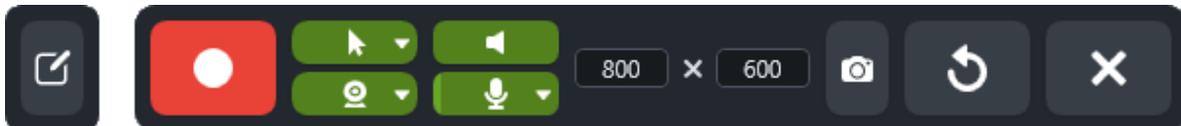
- o Drag the handles to adjust the selection.
- o To enter a specific size, type the dimensions in pixels into the **Width** and **Height** fields.
- o To move the selected area on the screen, click within the highlighted area and drag the selection to the desired location.



Tip: Show video selection guidelines.

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

5. The Video Recording toolbar appears.



6. Click a button on the toolbar to turn the option on or off before or during recording:

- o **Webcam:** Record live video from the connected or built-in webcam. Click the dropdown to select the camera device and **Picture-in-Picture** or **Fullscreen** webcam options. See [Record a Picture-in-Picture](#)

The capture opens in [Snagit Editor \(https://www.techsmith.com/blog/?post_type=tutorial&p=145405\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145405) where you can preview, edit, and share the capture.

Note: To enable the webcam or microphone on Mac, you must allow Snagit access. In the System Preferences, select **Security & Privacy > Privacy tab > Microphone or Camera > enable Snagit 2023**. See [MacOS Permissions \(https://www.techsmith.com/blog/?post_type=tutorial&p=145490\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145490).

Recording Tips

- The recording toolbar may be hidden or minimized when recording in full screen:
 - If you have one display, use hotkeys to pause, stop, or restart the recording. See [Snagit Hotkeys Guide \(https://www.techsmith.com/learn/?post_type=tutorial&p=145489\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145489).
 - If you have two displays, drag the recording toolbar to the screen you are not recording.
- For videos requiring minimal screen interaction such as clicking links or typing while recording, use [Screen Draw \(https://www.techsmith.com/blog/?post_type=tutorial&p=220615\)](https://www.techsmith.com/blog/?post_type=tutorial&p=220615) during recording. Disable **Capture Cursor** in the Capture window before selecting a recording area.
- For videos with frequent screen interactions, enable **Capture Cursor** in the [Video Capture Settings](#) rather than using Screen Draw during recording.
- Limit video recordings to one hour or less. Recording longer than one hour can lead to problems with the video or a failed video capture.

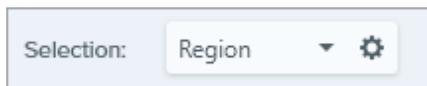
Video Capture Settings

Tip: Save time with capture presets.

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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).

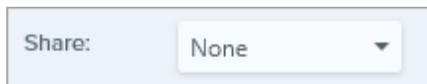
Selection

Select a recording area option: **Region**, **Window** (Windows), or **Fullscreen** (Mac). Click the gear icon for additional options.



Share

Select to share the video recording to a specific destination or select **None** to select a destination later. For more information about sharing destinations, see [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).



Record Webcam

Record a built-in webcam or other camera device.



1. Toggle webcam on or off.
2. Click arrow to select options:
 - o **Device:** Select built-in webcam or connected device to record.
 - o **Placement:** Select the location for the Picture-in-Picture window in your final video or select **Fullscreen** (Windows) or **Fullscreen Webcam** (Mac).
 - o **Shape:** Select Circle, Rectangle, Rounded Rectangle, Square, or Rounded Square for Picture-in-Picture webcam display.

Screen Draw

Highlight important information on your screen as you record a video. To learn more, see [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>).



1. Toggle Screen Draw on or off.
2. Click the arrow to set a fade time in seconds for Screen Draw objects. This determines how long drawn objects remain on-screen.

Preview in Editor

Open the capture in [Snagit Editor](https://www.techsmith.com/blog/?post_type=tutorial&p=145405) (https://www.techsmith.com/blog/?post_type=tutorial&p=145405) to preview, edit, and share the video.

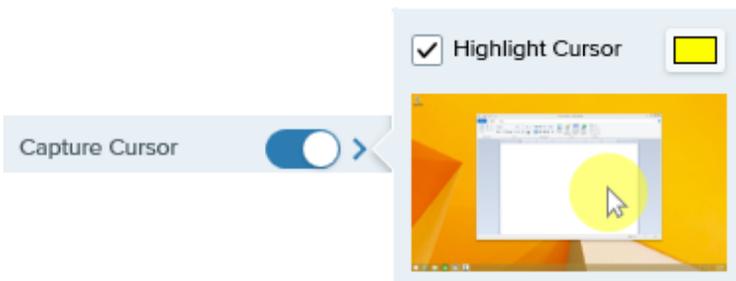


To skip previewing and editing the capture in Snagit Editor and share directly to a destination:

1. Toggle this option off.
2. In the Capture window, select a **Share** option.

Capture Cursor

Include the cursor in the capture.



- Toggle the cursor capture on or off.
- Click arrow to select cursor effects:
 - o Turn cursor highlight on or off.
 - o Select cursor highlight color.

Record Microphone

Record audio using a microphone device during video capture.



- Toggle microphone recording on or off.
- Click arrow for additional microphone options:
 - **Microphone:** Select a device from the dropdown.
 - **Automatically adjust input (Mac only):** Also known as “gain”, Snagit automatically adjusts the input volume from your microphone. Deselect this option to manually control input volume.

Record System Audio

Record the system audio (sounds from applications and websites) during video capture.



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.

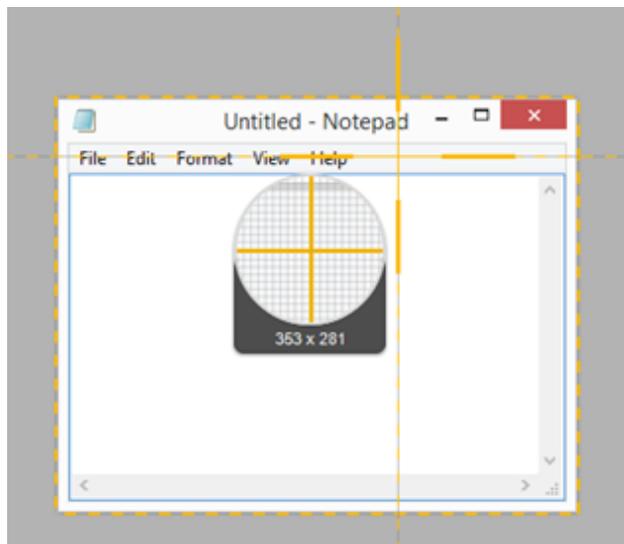
Fullscreen

Click the **Fullscreen** button.



Window

1. Hover the cursor over the window to record.



2. An orange border appears around the window. Click to select.

Region

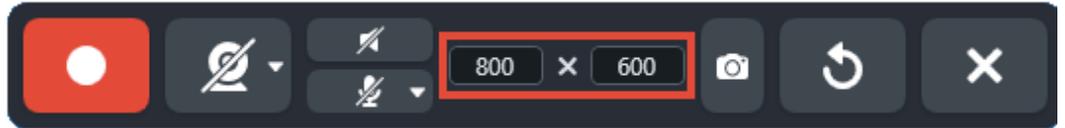
Click and drag to select an area on the screen. To lock the selection to a specific aspect ratio:

- **16:9:**
 - **Windows:** Hold **Control** and drag.

- **Mac:** Hold **Shift** and drag.
- **4:3:** Hold **Shift** and drag (Windows only).

Custom Dimensions

1. Click and drag to select an area on the screen.
2. The toolbar appears. Enter the custom dimensions into the **Width** and **Height** fields.



3. Click and drag to move the selected recording area to the desired location on the screen.

Standard Dimensions

Snagit's video guides show standard or recommended dimensions (up to 1920×1080) for common video sharing destinations such as YouTube, websites, and mobile devices. Available video guides are:

- 1080p: 1920×1080
- 720p: 1280×720
- 640×480
- 320×240

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.

Edit Your Captures

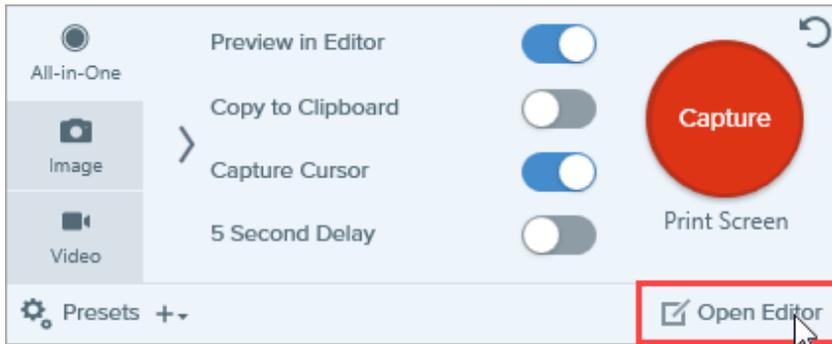
Learn how to edit images with Snagit Editor's powerful tools and effects.

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

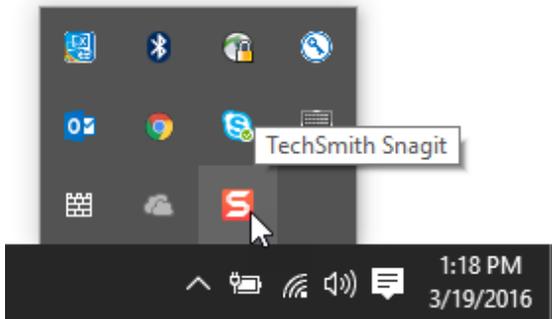
Note: This tutorial introduces options to edit images. To learn about options for video, see [Edit a Video](https://www.techsmith.com/learn/?post_type=tutorial&p=145459) (https://www.techsmith.com/learn/?post_type=tutorial&p=145459).

Open Snagit Editor

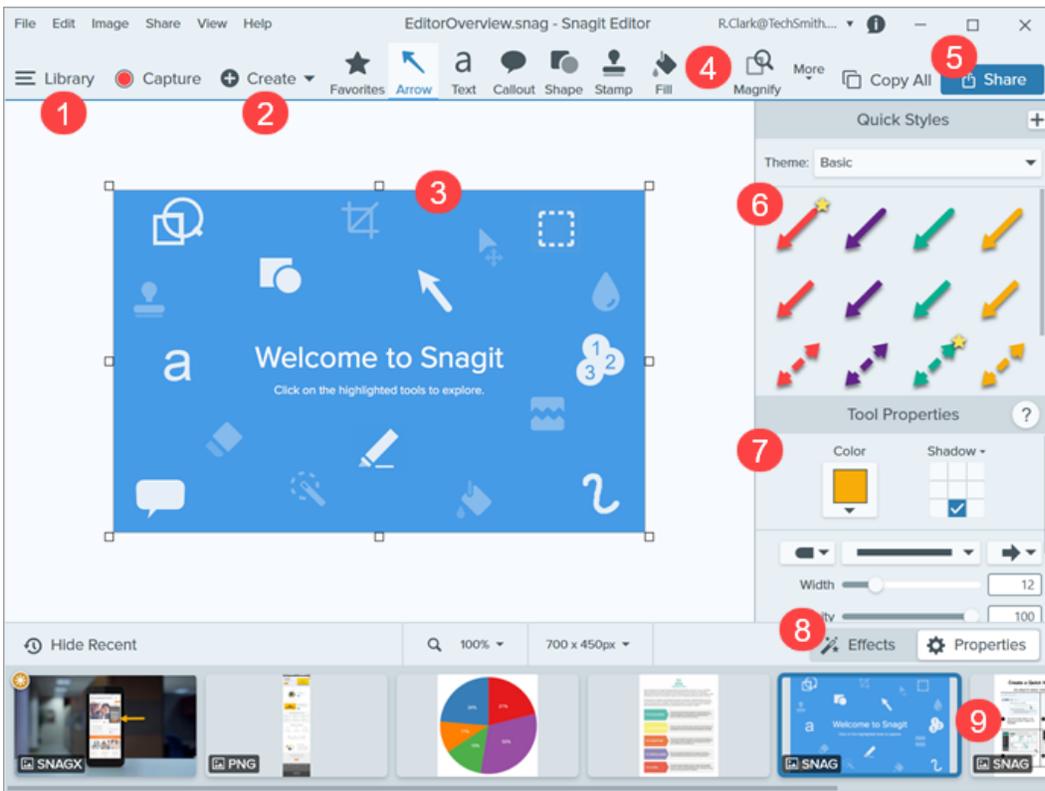
- Click the **Open Editor** button in the Capture window.



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



Snagit Editor Overview



1

Library

View and organize your capture history.

See Introduction to [Snagit Library](https://www.techsmith.com/blog/?post_type=tutorial&p=144401) (https://www.techsmith.com/blog/?post_type=tutorial&p=144401).

2

Create

- **Image from Template:** Add images and text to a template to show a process or share information. See [Create Visual Guides with Templates](https://www.techsmith.com/blog/?post_type=tutorial&p=145468) (https://www.techsmith.com/blog/?post_type=tutorial&p=145468).
- **Video from Images:** Narrate and mark up a set of images to show a process or share information. See [Turn Your Screenshots into a Video](https://www.techsmith.com/blog/?post_type=tutorial&p=145469) (https://www.techsmith.com/blog/?post_type=tutorial&p=145469).

3

Canvas

Working area to preview and edit captures.

Tips for Working on the Canvas:

- To edit movable objects on the canvas at a later time, save images as a SNAGX file. See [Best Practices for Saving Your Snagit Files](https://www.techsmith.com/blog/?post_type=tutorial&p=145467) (https://www.techsmith.com/blog/?post_type=tutorial&p=145467).
- Drag one of the handles on the edge of an image to create more working space on the canvas.
- Save images with a transparent background. See [Remove a Background](https://www.techsmith.com/blog/?post_type=tutorial&p=145460) (https://www.techsmith.com/blog/?post_type=tutorial&p=145460).
- To change the background color in the canvas:
 - Right-click the canvas and select **Canvas Color** to open the color selector.
 - Or, select **Image > Canvas Color**.

- Enable or disable canvas snapping to align objects and text boxes:
 - Select **Image > Canvas Snapping**.
 - Or, right-click on the canvas and select **Canvas Snapping**.

4

Toolbar

Click to select an editing tool. Annotate, edit, and enhance image captures. You can customize the order and tools available in the toolbar.

See [Snagit Tools \(https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/\)](https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/).

5

Share

Share captures to online file storage, social media, or other business apps.

To quickly copy a capture to paste into another application, click **Copy All**.

See [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).

6

Quick Styles

Apply or save custom-made styles.

See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).

7

Properties

Adjust the properties such as color, font size, or shape to customize a tool.

See [Snagit Tools \(https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/\)](https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/).

8

Effects Panel

Click the **Effects** button to view the image effects available, such as an image border, torn edge, information about the capture, or color adjustment.

See [Add Effects \(https://www.techsmith.com/blog/?post_type=tutorial&p=145457\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145457).

9

Recent Captures Tray

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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145465\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145465).

Share Captures

Learn how to quickly copy and paste, send, or save your capture files to a wide variety of applications or share destinations.

In this tutorial:

- [Copy and Paste a Capture](#)
- [Share a Capture](#)
- [Default Share Destinations](#)
- [Add a Share Destination](#)
- [Customize a Share Destination](#)
- [Remove a Share Destination](#)

Copy and Paste a Capture

Quickly copy and paste an image or video, with any added callouts, arrows, or other annotations, into another application.

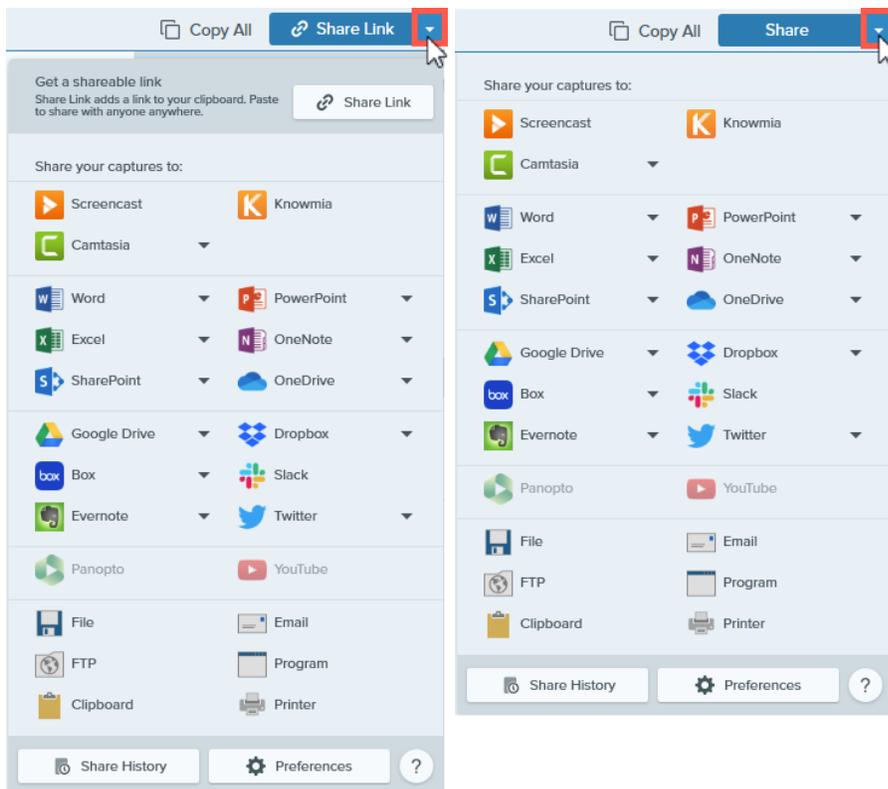
1. Click **Copy All**.



2. In the desired application, press **Ctrl+V** (Windows) or **Command+V** (Mac) to paste the capture.

Share a Capture

1. In Snagit Editor, click to select a capture in the [Recent Captures Tray](https://www.techsmith.com/blog/?post_type=tutorial&p=145465) (https://www.techsmith.com/blog/?post_type=tutorial&p=145465).
2. Click the **Share Link** dropdown or **Share** dropdown and select a destination.



Note: The **Share Link** button (https://www.techsmith.com/blog/?post_type=tutorial&p=220614) uploads your image or video to **Screencast** (<https://app.screencast.com/>), TechSmith's free online hosting service, and copies a link to your clipboard to share with anyone anywhere.

If the Screencast plugin is not installed or if you are using an older version of Snagit, the Share button appears in place of the Share Link button.

Snagit disables any share destinations in the Share menu that do not support the selected file type.

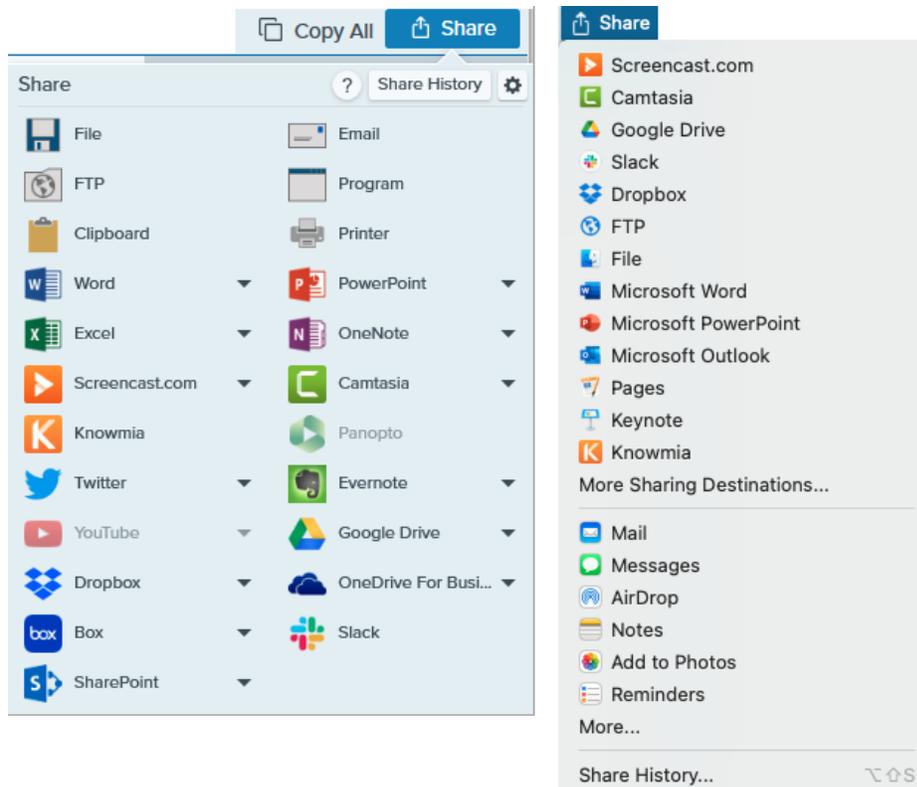
You may be prompted to allow Snagit access to your account or application before you can share the image or video.

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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).

▼ For Snagit 2022 and earlier

1. In Snagit Editor, click to select a capture in the **Recent Captures Tray** (https://www.techsmith.com/blog/?post_type=tutorial&p=145465).
2. Click the **Share** button and select a destination.



Default Share Destinations

Note: Many Share Destinations can be customized. See [Customize a Share Destination](#).

Image Video

Screencast



Click the **Share Link** button or select **Screencast** from the **Share dropdown**. Snagit uploads an image or video to Screencast, TechSmith's free online content hosting service, and copies a link to your clipboard to share with anyone, anywhere.

To learn more, see [Share & Engage \(Share Link\) \(https://www.techsmith.com/learn/?post_type=tutorial&p=220614\)](https://www.techsmith.com/learn/?post_type=tutorial&p=220614).

Note: If you are not currently logged into your TechSmith account, sign in or set up an account. See [About TechSmith Accounts \(https://www.techsmith.com/about-techsmith-id.html\)](https://www.techsmith.com/about-techsmith-id.html).

TechSmith Knowmia



Upload an image or video to [TechSmith Knowmia \(https://www.techsmith.com/knowmia-education.html\)](https://www.techsmith.com/knowmia-education.html).

Note: When prompted, you must sign in to Knowmia and allow Snagit permission to access your account to share an image or video.

TechSmith Camtasia



Use Camtasia to:

- Import still images or videos to use as source files in your Camtasia projects.
- Enhance videos recorded in Snagit with callouts, text, titles, captions, effects, and much more.

Snagit imports an MP4 video or image into the Media Bin in [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

Microsoft Word



Insert an image into a Microsoft Word document.

Note: If the share destination is missing in the Share dropdown, see [Add a Share Destination](#).

Microsoft PowerPoint



Insert an image into a Microsoft PowerPoint presentation slide.

Note: If the share destination is missing in the Share dropdown, see [Add a Share Destination](#).

Microsoft Outlook (Mac)

Attach an image or video to a new Outlook email message.



Microsoft Excel

Insert an image into a Microsoft Excel workbook.



Note: If the share destination is missing in the Share dropdown, see [Add a Share Destination](#).

Microsoft OneNote

Insert an image into a Microsoft OneNote page.



Microsoft SharePoint (Windows)

Upload an image or video to host on SharePoint. Snagit sends the share link to the Clipboard.



Note: When prompted, you must sign in to Microsoft and allow Snagit permission to access your account to share an image or video.

Microsoft OneDrive (Windows)

Upload an image or video to Microsoft OneDrive.



Google Drive

Upload an image or video to Google Drive for image or video hosting. Snagit sends a share link to the Clipboard.



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**.
2. Click **Allow**. The Send to Google Drive dialog appears.
3. Enter a file name, select the folder to upload the capture to, and click **Upload**.

Google Drive is not a default share destination on Mac. To add this share destination, see [Add a Share Destination](#).

Note: When prompted, you must sign in to Google Drive and allow Snagit permission to access your account to share an image or video.

Dropbox



Upload an image or video to Dropbox for image or video hosting. Snagit sends the share link to the Clipboard.

Note: When prompted, you must sign in to Dropbox and allow Snagit permission to access your account to share an image or video.

Box

Upload an image or video to Box for image or video hosting. Snagit sends the share link to the Clipboard.



Box is not a default share destination on Mac. To add this share destination, see [Add a Share Destination](#).

Note: When prompted, you must sign in to Box and allow Snagit permission to access your account to share an image or video.

Slack

Share an image, video, or animated GIF to a specific Slack channel or direct message. Install the Snagit App for Slack to preview and play Snagit content directly in the Slack message.



To learn more, see [Connect and Collaborate with Snagit + Slack \(https://www.techsmith.com/learn/?post_type=tutorial&p=218133\)](https://www.techsmith.com/learn/?post_type=tutorial&p=218133).

Evernote (Windows)

Upload an image as a note to Evernote.



Note: When prompted, you must sign in to Evernote and allow Snagit permission to access your account to share an image.

Twitter (Windows)

Author a tweet that includes an image or video.



Note: When prompted, you must sign in to Twitter and allow Snagit permission to access your account to share an image or video.

Panopto

Upload a video to a Panopto account.



Note: When prompted, you must sign in to Panopto and allow Snagit permission to access your account to share a video.

YouTube

Upload a video to a YouTube account. Snagit sends the share link to the Clipboard. YouTube also provides an embed code for embedding the capture on a website or blog.



YouTube resizes the video to fit within their standard dimensions. For best results, record at YouTube's recommended dimensions. See [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).

Note: When prompted, you must sign in to Youtube and allow Snagit permission to access your account to share an image or video.

File

Save an image or video to a file location.



Email

Insert an image into a new email message.



FTP

Send an image or video to an FTP server using file transfer protocol.



Program (Windows)

Send an image or video to another program. Select from a list of programs that support the selected file format.



To add a program to the list:

1. Click the **Share dropdown > Program > Manage button**.
2. Click the  **Add Program icon**.
3. Specify the preferred Display Name (such as the program name) and output type.
4. Click the  **Browse icon**.
5. Navigate to the desired program, click to select the program's .exe file, and click **Open**.
6. Click **OK**.

The parameters field populates automatically and the program is added to the Share dropdown.

Application (Mac)

Send an image or video to another application. Select from a list of applications that support the selected file format.



To add an application to the list:

1. Click the **Share dropdown > Preferences**.
2. Click the **+ Add Share icon**.
3. Select **Application** from the dropdown list.
4. Specify the preferred Share Name (such as the application name).
5. Click the **Choose Application** button.
6. Navigate to the desired application, click to select the application's startup file, and click **Open**.
7. Click **OK**.

The application is added to the Share dropdown.

Clipboard (Windows)

Copy an image to the Windows Clipboard for quick pasting into other locations or applications.



Printer (Windows)

Send an image to a printer.



Pages (Mac)

Insert an image or video into a Pages document. Snagit opens a new Pages document if one is not already open.



Note: 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)

Insert an image or video to a Keynote presentation.



Note: 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)

Insert an image or video to a Numbers document.



Note: 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.

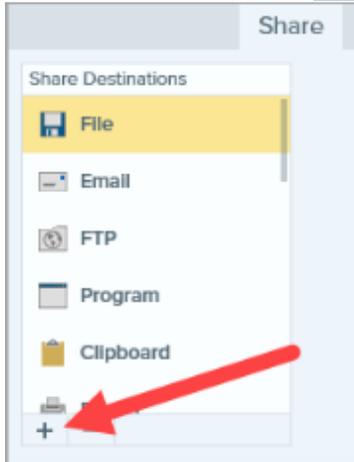
Add a Share Destination

You can add additional share destinations to Snagit.

1. In Snagit Editor:

- **Windows:** Select **Share dropdown > Preferences > Share Preferences.**
- **Mac:** Select **Share dropdown > Preferences.**

2. On the Share tab, click the  at the bottom of the Snagit Editor preferences dialog.



3. Download a share destination (<https://support.techsmith.com/hc/en-us/articles/115002022732-Download-Snagit-Share-Destinations>) from the TechSmith 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).

To customize a share destination:

1. In Snagit Editor:

- **Windows:** Select **Share dropdown > Preferences > Share Preferences.**
- **Mac:** Select **Share dropdown > Preferences.**

2. Select a share destination from the list.

3. Customize the share settings if available.

4. Close the Preferences dialog.

Remove a Share Destination

1. In Snagit Editor:

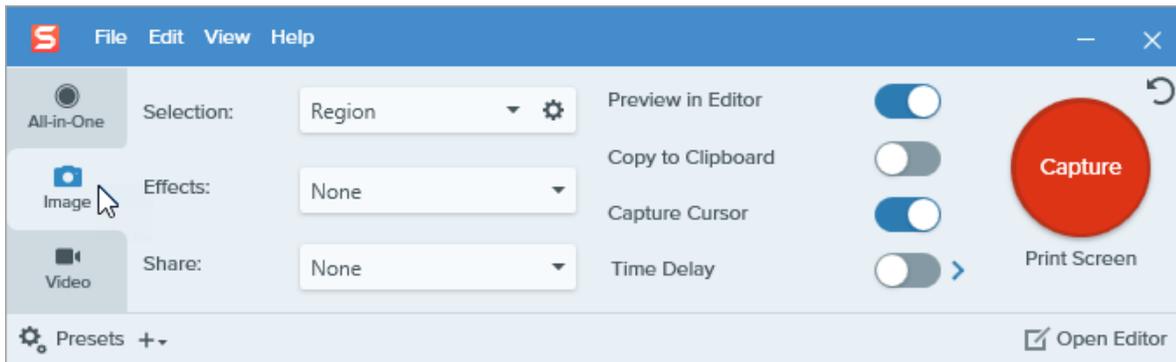
- **Windows:** Select **Edit > Editor Preferences > Share tab.**
- **Mac:** Select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or older) > **Share tab.**

2. Select the share destination to remove and click the  button.

Capture an Image

Learn how to capture a screenshot of anything on your screen from the Snagit Capture window.

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



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

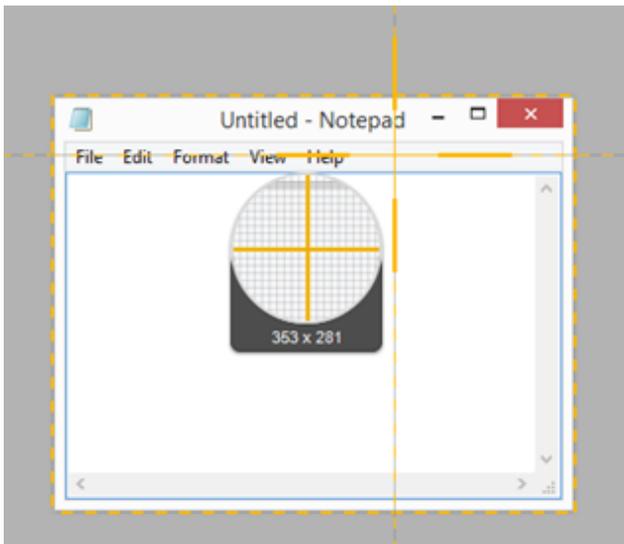


3. The orange crosshairs appear. Complete one of the following to select the area to capture:

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



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

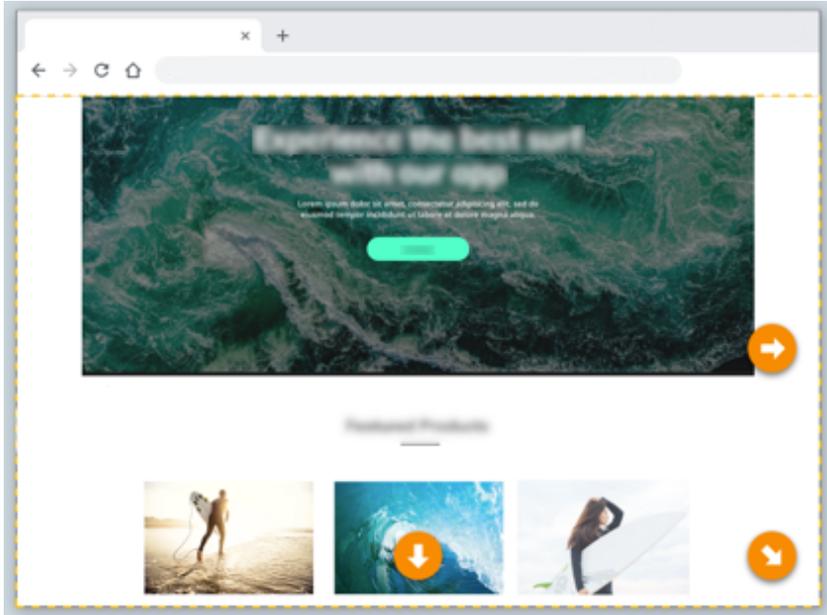


- o **Region:** Click and drag to select the desired area on the screen.

Tip: Use the magnifier for pixel accuracy.

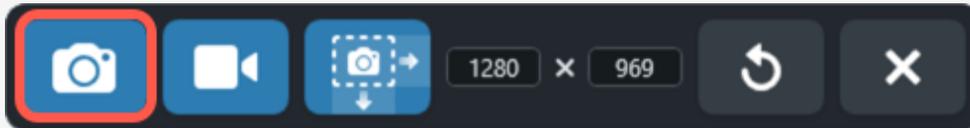
To hide the magnifier, press the **M** key.

- **Scrolling:** If Snagit detects that it can scroll an app or web page, automatic scrolling arrows appear. Click an arrow to automatically scroll and capture. See [Capture a Scrolling Area \(https://www.techsmith.com/blog/?post_type=tutorial&p=144400\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144400).



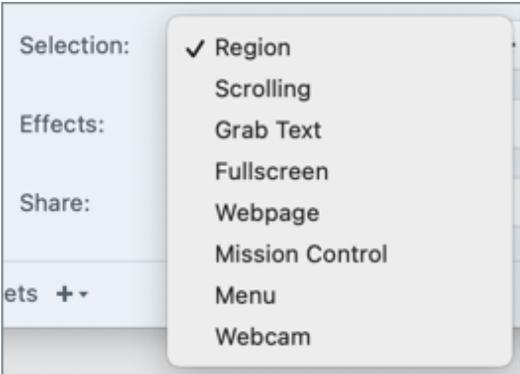
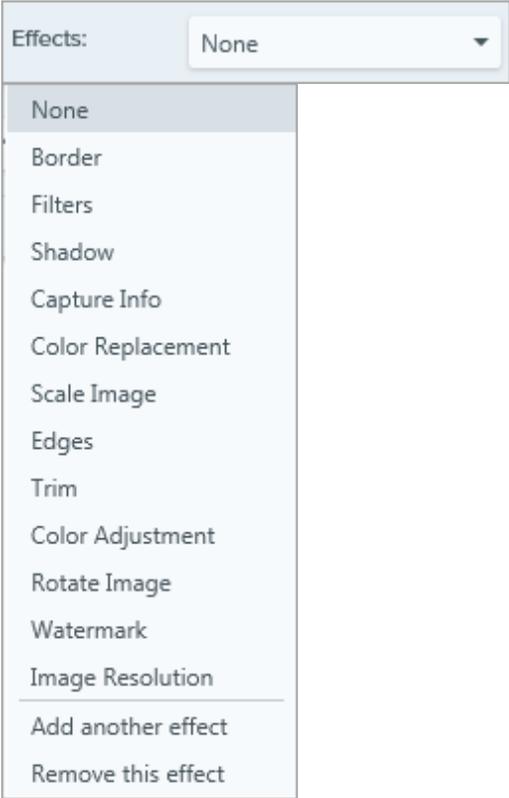
The capture opens in Snagit Editor where you can preview, edit, and share the capture.

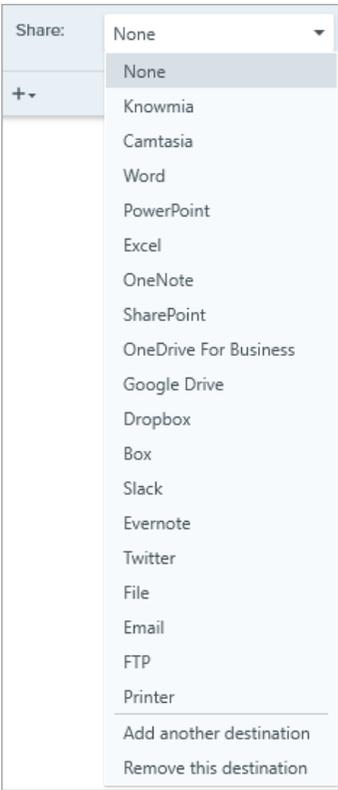
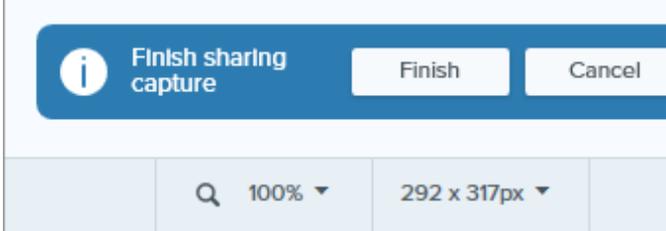
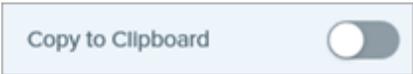
Note: If you set up your capture from the All-in-One tab, click the **Image Capture** button.

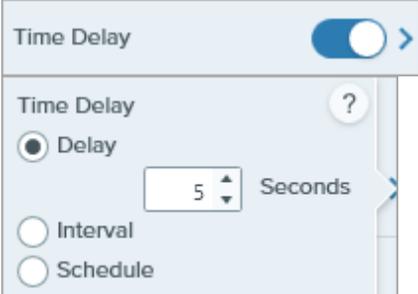


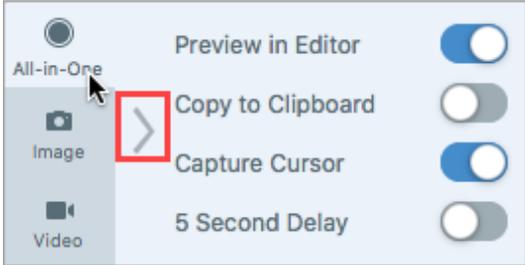
Capture Settings

Option	Description
<p>Selection</p> <p>Selection: Region ⌵ ⚙️</p> <ul style="list-style-type: none"> Region ⌵ Region Window Fullscreen Scrolling Automatic Scrolling Grab Text Advanced ▶ Object Multiple Area Menu Clipboard Freehand File 	<p>Select the capture area or type of capture.</p>

Option	Description
	
<p>Effects</p> 	<p>Automatically apply an effect to your capture.</p> <p>To add multiple effects, select Add another effect.</p> <p>To remove the last added effect, select Remove this effect.</p>

Option	Description
<p>Share</p> 	<p>Automatically share your capture to the desired destination after capture.</p> <p>To learn more about share destinations, see Share Captures (https://www.techsmith.com/learn/tutorials/snagit/share/)</p> <p>If the Preview in Editor option is enabled, you must click the Finish button in Snagit Editor to share the capture.</p>  <p>If the Preview in Editor option is disabled, the capture is sent to the selected destination.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note: Only destinations that support image file formats are available in the Image tab. For more sharing destinations, click the Video tab or share a capture (https://www.techsmith.com/learn/tutorial/snagit/share/) from Snagit Editor.</p> </div>
<p>Preview in Editor</p> 	<p>Open the capture in Snagit Editor to preview, edit, and share the image or video.</p> <p>Disable this option to prevent Editor from opening automatically after each capture.</p>
<p>Copy to Clipboard</p> 	<p>Copy the capture to the Clipboard to quickly paste into another program or location after capture.</p>
<p>Capture Cursor</p> 	<p>Include the cursor in the capture.</p> <p>For image captures, the cursor is captured as a vector image that can be moved, edited, or deleted from the image.</p>

Option	Description
<p>Time Delay</p> 	<p>Delay</p> <p>Delay the start of the capture by a number of seconds to allow for additional setup time before capture for items such as dropdown menus. After clicking the Capture button, a countdown appears on the bottom-right corner of the screen.</p>  <p>Interval</p> <p>Set an interval of time where Snagit continuously captures images of the selected area on the screen. You can optionally choose to discard identical captures if nothing on the screen has changed.</p>  <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Note: The Capture button is displayed as a Start/Stop button when this option is selected.</p>  </div> <p>Schedule</p> <p>Schedule a date and time for Snagit to take a capture of the selected area on the screen.</p>

Option	Description
	<p>Note: The Capture button is displayed as a Start/Stop button when this option is selected.</p>  <p>See Common Captures with Snagit (https://www.techsmith.com/blog/?post_type=tutorial&p=145409) for more details.</p>
<p>Additional Options (All-In-One tab)</p>	<p>Click the additional options icon to expand the Selection and Share options for All-In-One capture.</p> 

Tip: Discover new ways to capture with Snagit.

See [Common Captures with Snagit](https://www.techsmith.com/blog/?post_type=tutorial&p=145409) (https://www.techsmith.com/blog/?post_type=tutorial&p=145409) to learn how to set up Snagit as a printer destination for other applications or for more details about how to capture dropdown menus, multiple areas on the screen, and more.

Capture a Scrolling Area

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

Snagit's scrolling capture allows you to take screenshots of entire web pages, long documents, wide spreadsheets, and any other window on your screen that requires scrolling to see everything in it.

Note: The names of scrolling capture options were updated in Snagit version 2023.2.0. To check if you are on the latest version:

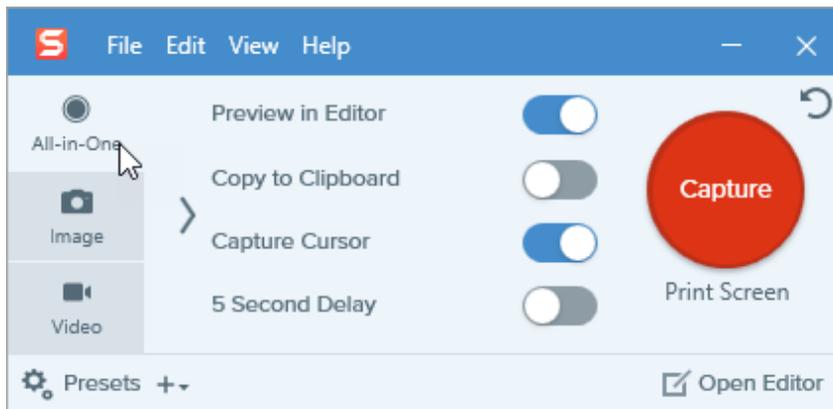
- **Windows:** In the Capture window, select **Help menu > Check for Updates**.
- **Mac:** Select **Snagit menu > Check for Updates**.

There are two ways to capture a scrolling area:

- **Scrolling Capture:** Manually scroll down, up, or side-to-side to capture content that extends beyond the visible area on screen. Select this option for greater control of the capture area.
- **Automatic Scrolling Capture:** Automatically scroll a window horizontally, vertically, or in both directions to capture the entire contents of the window or web browser.

Scrolling Capture (formerly Panoramic Capture)

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

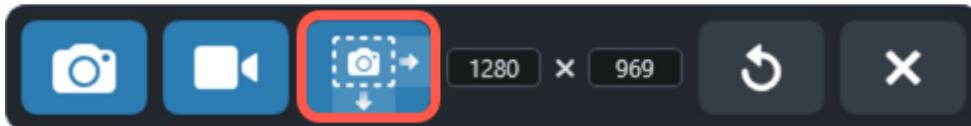


2. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).



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

4. The All-in-One toolbar appears. Click the **Scrolling Capture** button.

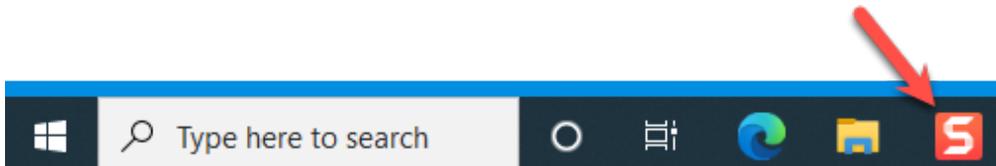


5. Use the window scroll bars or mouse wheel to scroll the content you want to capture, either vertically or horizontally. Snagit captures anything shown within the selected area. See [Scrolling and Panning Tips](#).

6. Click the **Done** button when you have finished scrolling.



If the toolbar is hidden, click the Capture window icon in the taskbar.



Snagit processes the capture and opens it in [Snagit Editor](https://www.techsmith.com/learn/tutorials/snagit/how-to-edit-a-screenshot/) (<https://www.techsmith.com/learn/tutorials/snagit/how-to-edit-a-screenshot/>) where you can preview, edit, and share the capture.

Tip: Save time with the Scrolling Capture preset and a custom hotkey.

By default, Snagit includes a Scrolling Capture preset. For details about capture presets and how to assign a keyboard shortcut, see [Save Capture Settings as Presets](https://www.techsmith.com/learn/?post_type=tutorial&p=145411) (https://www.techsmith.com/learn/?post_type=tutorial&p=145411).

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.
- To exclude the All-in-One toolbar from the capture, click and drag the toolbar out of the selection area.
- 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.

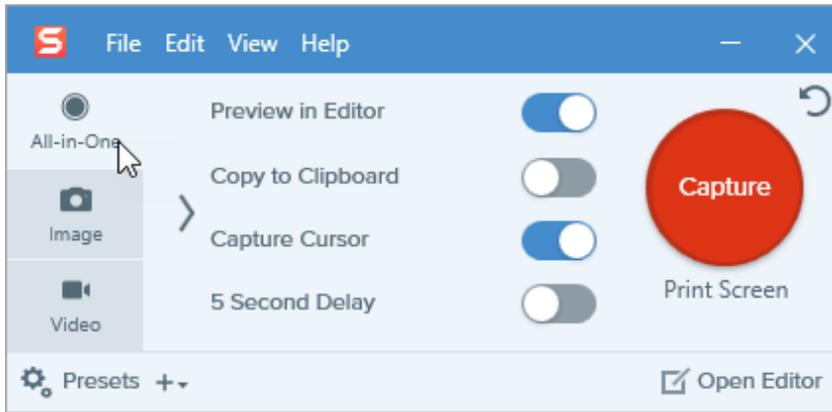
Scrolling and Panning Tips

- Scroll smoothly. Do not scroll too fast or slow.
- Use the scroll bars rather than the mouse wheel to avoid capturing hover states while scrolling.
- Scroll or pan one direction at a time, either up and down or side-to-side. Try not to zigzag.

Automatic Scrolling Capture (formerly Scrolling Capture)

1. Open or set up what you want to capture (app, web page, desktop, etc).

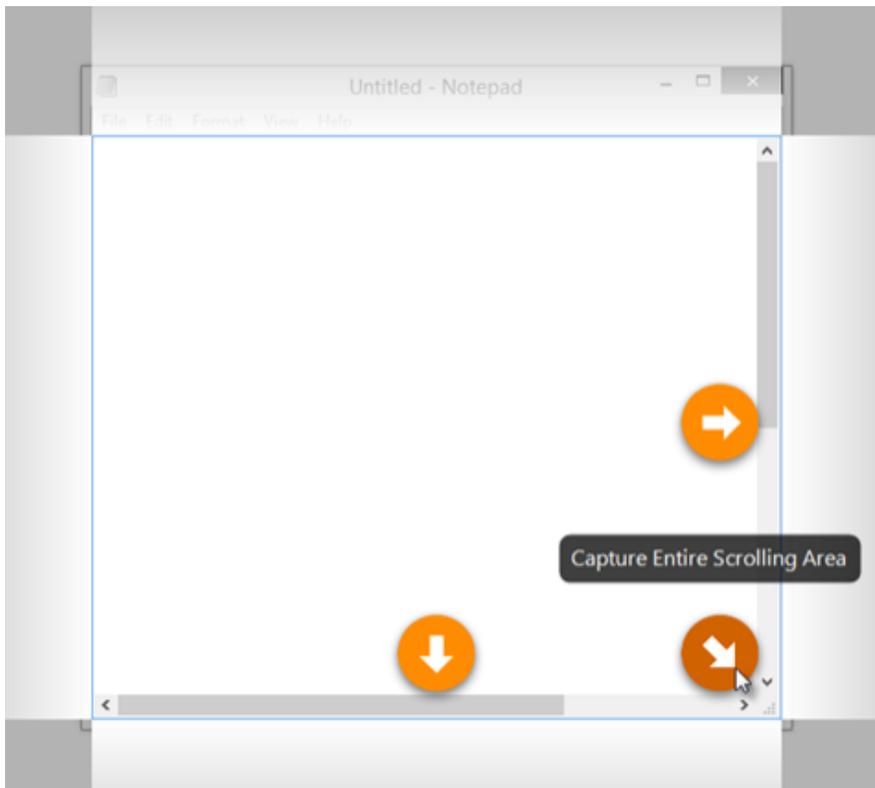
2. In the Capture window, click the **All-in-One** tab.



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. If Snagit detects that it can scroll automatically, scrolling arrows appear.



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

The capture opens in [Snagit Editor](https://www.techsmith.com/blog/?post_type=tutorial&p=145405) (https://www.techsmith.com/blog/?post_type=tutorial&p=145405) where you can preview, edit, and share the capture.

Note: Scrolling Arrows may not appear if the application, browser, or website does not support automatic scrolling, or if scrolling capture is not enabled.

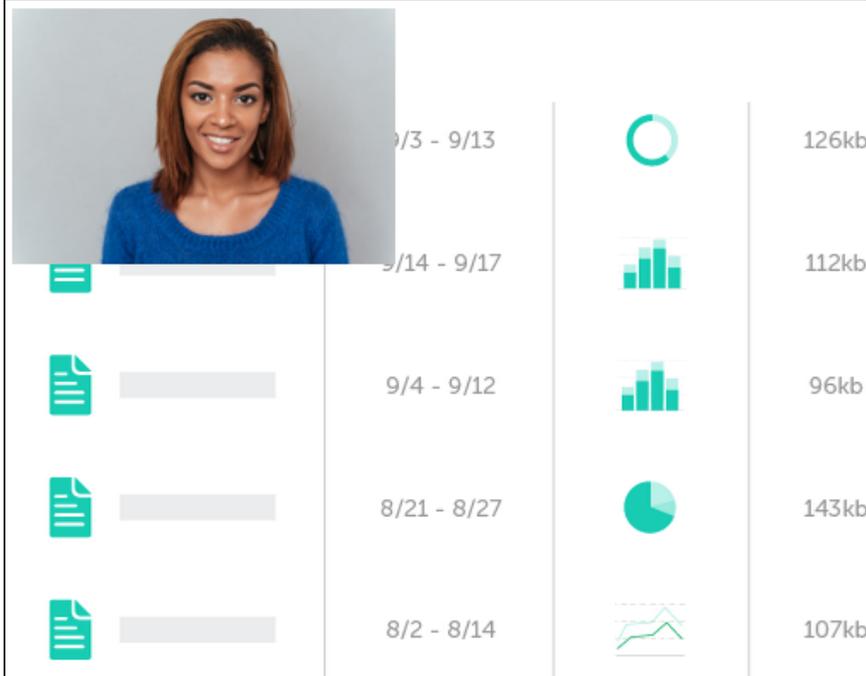
To make sure scrolling is enabled on Mac, select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier) > **Capture tab > Fix Capture Permissions**. Click **Enable** for the Scrolling Capture option.

Record a Picture-in-Picture Video

Record your screen and webcam at the same time with Snagit's Picture-in-Picture feature.

Add a Picture-in-Picture (webcam) video to connect with your viewers. Snagit's Picture-in-Picture allows you to:

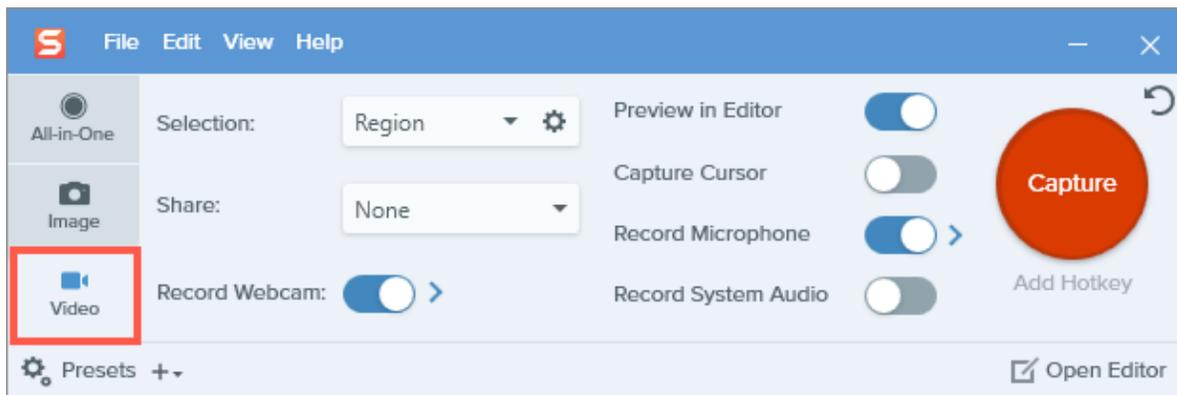
- Display screen and webcam simultaneously in your video.
- Control the size and placement of the webcam video.
- Turn the camera off and on during recording as needed.



	9/3 - 9/13		126kb
	9/14 - 9/17		112kb
	9/4 - 9/12		96kb
	8/21 - 8/27		143kb
	8/2 - 8/14		107kb

Note: For more information on all video recording options, including capture settings and recording dimensions, see [Record a Video with Snagit \(https://www.techsmith.com/blog/?post_type=tutorial&p=144227\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144227).

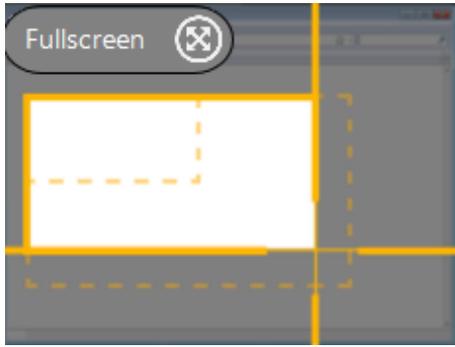
1. In the Capture window, select the **Video** tab.



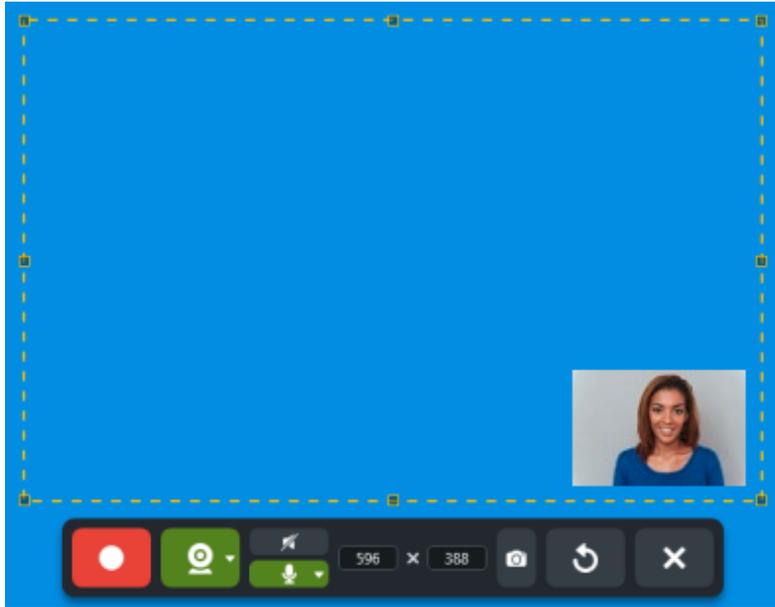
2. Click the **Capture** button or press **Print Screen** (Windows) or **Control+Shift+C** (Mac).



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



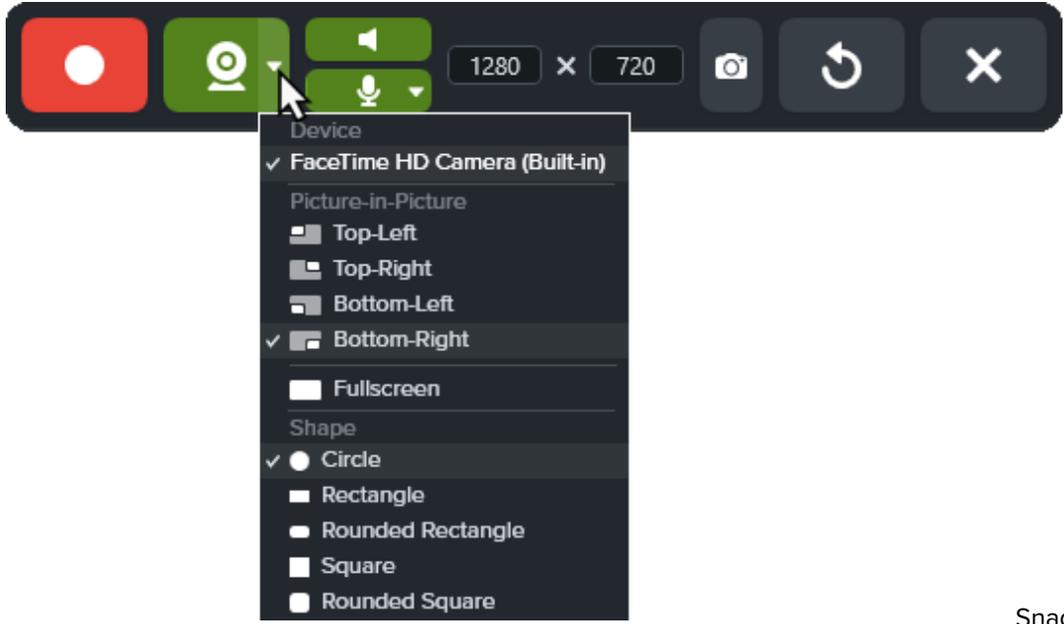
4. The Video Recording toolbar appears with a preview of the webcam. Click a button on the toolbar to turn the option on or off before or during recording.



o **Webcam:** Click the Webcam button to turn webcam recording on or off.



o **Webcam options:** Click the dropdown to select webcam options:



- **Device:** Select your computer's built-in or connected webcam.
- **Picture-in-Picture placement or Fullscreen:** Select the location for the Picture-in-Picture window in your final video, or select **Fullscreen** (Windows) or **Fullscreen Webcam** (Mac) to fill the selected recording area with webcam video.
- **Shape:** Select **Circle**, **Rectangle**, **Rounded Rectangle**, **Square**, or **Rounded Square** shape for your webcam recording.

Note: In some cases, such as Citrix environments, only Rectangle and Square shapes are available.

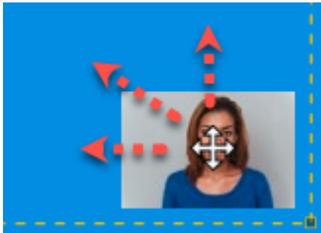
- **Microphone audio:** Record the audio from your computer's built-in microphone or from a connected USB microphone.



5. To change the size of the Picture-in-Picture, drag a corner of the webcam preview in or out.



Tip: You can also click and drag the webcam preview to change the Picture-in-Picture placement.



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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145405\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145405) where you can preview, remove unwanted sections, and share the video.

Tip: Pause recording to change video settings.

For a polished video, pause the recording before changing video settings, such as changing the Picture-in-Picture placement.

Screen Draw

Learn how to highlight important information on your screen as you record a video.

In this tutorial:

- [Screen Draw While Recording](#)
- [Appearance and Behavior](#)
- [Colors and Themes](#)
- [Tips for Effective Videos with Screen Draw](#)

Screen Draw incorporates familiar tools from Snagit Editor – Arrow, Square Shape, and Step – into the video recording controls to highlight areas of the screen or clarify processes.

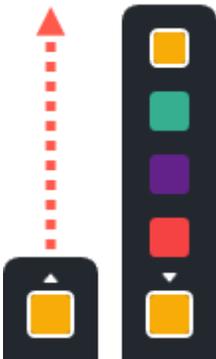
Apply [theme colors](#) from Snagit Editor to your Screen Draw annotations to reflect your company brand or set the tone for the video.

Screen Draw While Recording

1. In the Capture window, set up a [video recording](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/) (<https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/>).
2. Click the **Record** button or press **Shift+F9** (Windows) or **Command+Shift+Space** (Mac) to start recording.
3. Click the **Screen Draw** button or press **Control+Shift+D** to enter Draw mode.



4. (Optional) Click the **color icon** to select from available colors. See [Colors and Themes](#).



5. Complete any of the following to select and draw with a tool:

- **Arrow:** Click the **Arrow** button or press **A** on your keyboard. Click and drag on the screen to draw an arrow from tail to head.



- **Square:** Click the **Square** button or press **S** on your keyboard. Click and drag on the screen to draw a rectangular frame.



- **Step:** Click the **Step** button or press **1** on your keyboard. Click on the screen to add numbers sequentially.

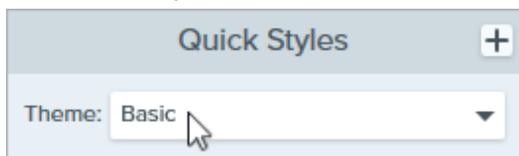


6. Click the **Screen Draw** button or press **Control+Shift+D** to exit Draw mode.

Colors and Themes

Screen Draw colors are determined by the theme that is currently active in Snagit Editor. Select a theme before recording:

1. In Snagit Editor, select a tool that uses themes, such as Arrow, Text, or Callout.
2. In the Quick Styles pane, select a theme from the dropdown.



To create a custom theme, see [Snagit Themes \(https://www.techsmith.com/learn/?post_type=tutorial&p=145471\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145471).

Appearance and Behavior

- Screen Draw objects fade automatically after three seconds. To change the fade time, open the **Screen Draw** options in the Capture Window and enter a duration in seconds.



- In Draw mode you can scroll the content you are recording with the mouse wheel, but will not be able to click links, type text, or switch between tabs or applications. Click the **Screen Draw** button or press **Control+Shift+D** to turn off Draw mode and resume interaction with the screen.
- To reset the Step tool number sequence to 1, press **1** on your keyboard.

Tips for Effective Videos with Screen Draw

- Use Screen Draw when you do not need to interact much with the screen you are recording, for example to provide design feedback or to give an overview of an interface.
 - For more polished videos with Screen Draw, turn off the **Capture Cursor** option in the the Capture Window settings.
 - For in-depth training or videos that require more screen interaction, consider recording with the Capture Cursor option enabled rather than Screen Draw. To learn about the Capture Cursor option, see [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).
- When recording fullscreen video, the **Screen Draw** button may appear in the capture region. Drag the button to reposition it to another display if available, or to a location where it will not block the content you are recording.

Common Captures with Snagit

Discover ways to capture with Snagit to meet your needs and learn about capture settings.

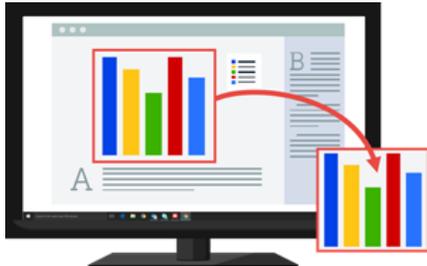
Tip: Save a preset of the capture settings for future use.

In the Capture window, select **Add Preset dropdown** > **New preset from current settings**.

Capture an Image

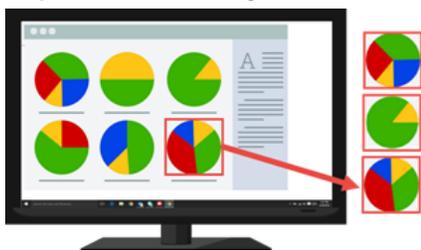
Capture an image snapshot of anything on your screen. See [Capture an Image](https://www.techsmith.com/blog/?post_type=tutorial&p=145407). (https://www.techsmith.com/blog/?post_type=tutorial&p=145407)

Capture a Region



Capture a portion of the screen. See [Capture an Image](https://www.techsmith.com/blog/?post_type=tutorial&p=145407). (https://www.techsmith.com/blog/?post_type=tutorial&p=145407).

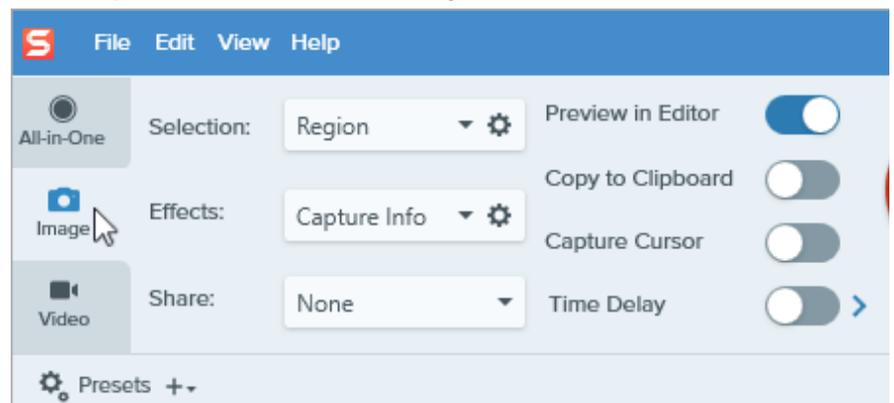
Capture a Fixed Image Size



Save editing time by selecting the required dimensions during capture. Use this option to capture a consistent size across your images.

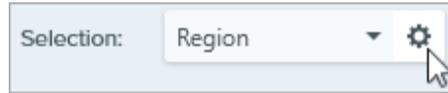
▼ View steps:

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



2. In the **Selection** dropdown, select **Region**.

3. Click the **Selection Properties** button.



4. Select the **Fixed region** option.
5. Enter the dimensions in pixels into the **Width** and **Height** fields.
6. Disable the **Set position** option to select any area on the screen.
7. Click the **Capture** button or press **Print Screen**.



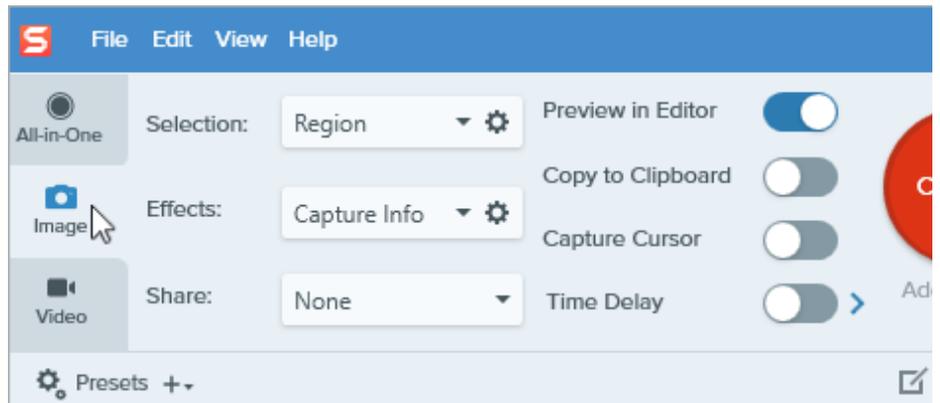
8. A box with the selected dimensions appears on the screen. Move the box over the area you want to capture on the screen. Click to select the area.

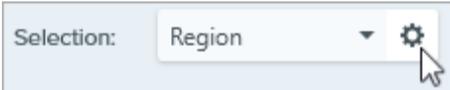
Capture a Specific Location on the Screen

Set Snagit to capture a specific location on the screen.

▼ View steps:

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



2. In the **Selection** dropdown, select **Region**.
 3. Click the **Selection Properties** button.
- 
4. Select the **Fixed region** option.
 5. Enable the **Set Position** option.
 6. Enter the position in the **X** and **Y** fields or click the **Select Region** button to click and drag an area on the screen.
 7. If you set the X and Y position, click the **Capture** button or press **Print Screen**.



Snagit captures an image of the position selected on the screen.

Capture the Entire Screen

Capture the full screen. See [Capture an Image \(https://www.techsmith.com/blog/?post_type=tutorial&p=145407\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145407).

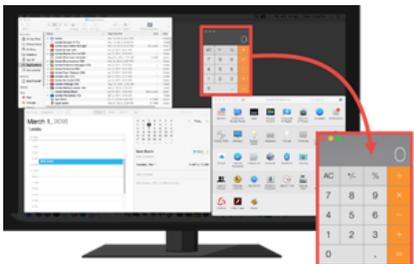
Note: On Mac, if you have multiple monitors you can only select one screen at a time.

Capture a Window



Capture an open window, dialog, or area in an application on your screen. See [Capture an Image \(https://www.techsmith.com/blog/?post_type=tutorial&p=145407\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145407).

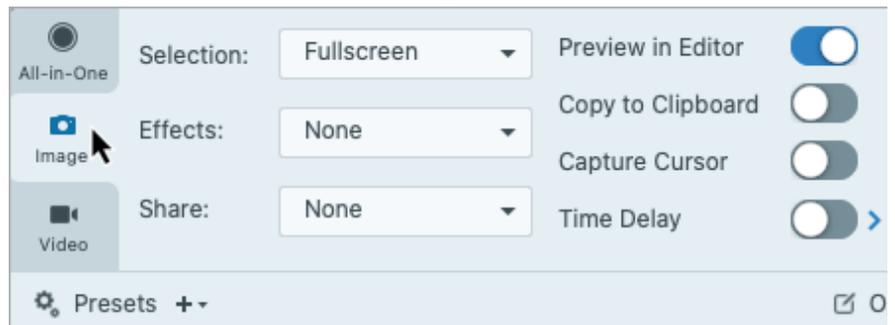
Capture an Open or Hidden Window (Mac)



Capture an image of an open or hidden window on the screen.

▼ View steps:

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



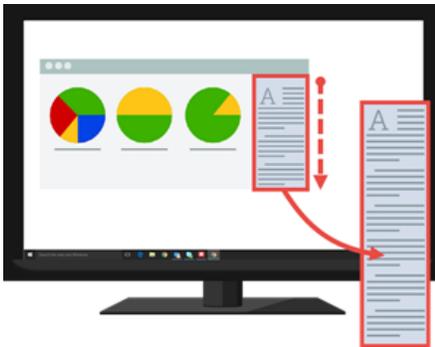
2. In the **Selection** dropdown, select **Mission Control**.

3. Click the **Capture** button or press **Control+Shift+C**.



4. Snagit displays all the open windows on the screen. Move the cursor over the window to capture. Click to capture the window.

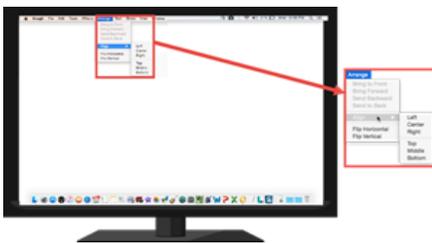
Capture a Scrolling Window



Capture the contents of a web browser or application that extend beyond the visible area in the window.

See [Capture a Scrolling Area \(https://www.techsmith.com/blog/?post_type=tutorial&p=144400\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144400).

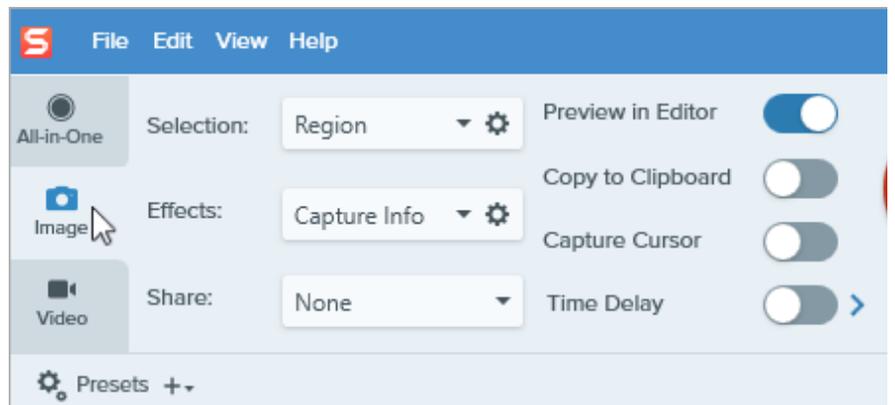
Capture a Menu



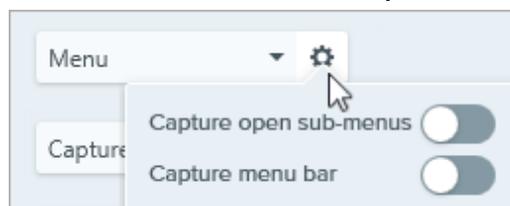
Capture a dropdown or cascading menu.

▼ View steps:

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



2. In the **Selection** dropdown, select **Advanced > Menu** (Windows) or **Menu** (Mac).
3. On Windows, click the **Menu Properties** button.



- o **Capture opened sub-menus:** Capture the open flyout or submenus.
- o **Capture menu bar:** Capture the menu bar label with the menu capture.

4. Enable the **Time Delay** option for additional time to open a menu before capture. Click the options arrow and enter the number of seconds for the delay.



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



6. The countdown begins in the bottom-right corner of the screen. Open the desired menu.

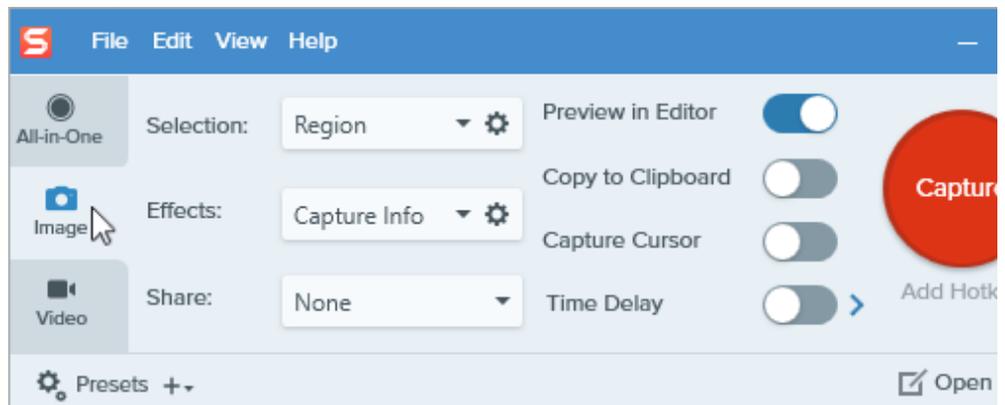
Snagit captures an image of the opened menu.

Set Up a Time-Delayed Capture

Delay the start of the capture by a number of seconds to allow for additional setup time before capture for items such as dropdown menus.

▼ View steps:

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



2. Choose an option from the **Selection** dropdown.

3. Enable the **Time Delay** option. Click the options arrow and enter the number of seconds for the delay.



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



5. The countdown begins in the bottom-right corner of the screen. Open or set up what you want to capture on the screen.

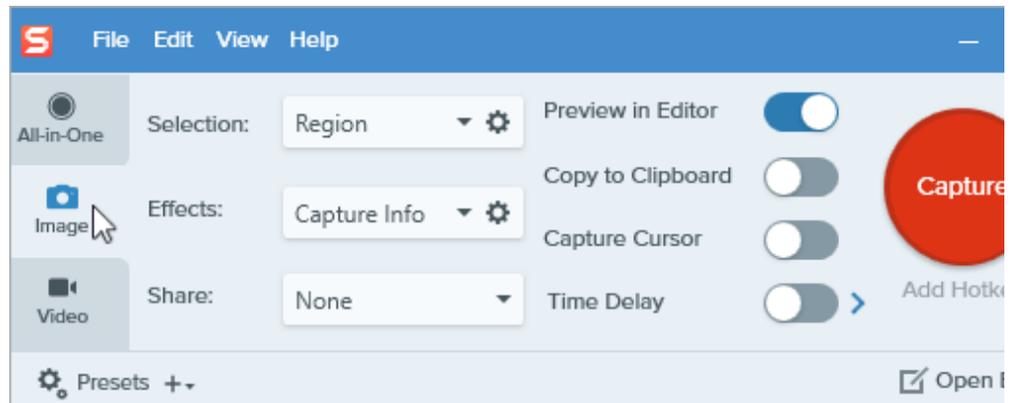
Snagit captures an image of the selected area of the screen.

Schedule a Capture (Windows)

Schedule a date and time for Snagit to take a capture of the selected area on the screen.

▼ View steps:

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



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab.
4. Enable the **Time Delay** option.
5. Select the **Schedule** option and set the time to capture.
6. Click the **Start** button or press **Print Screen**.



7. Click and drag to select an area to capture.

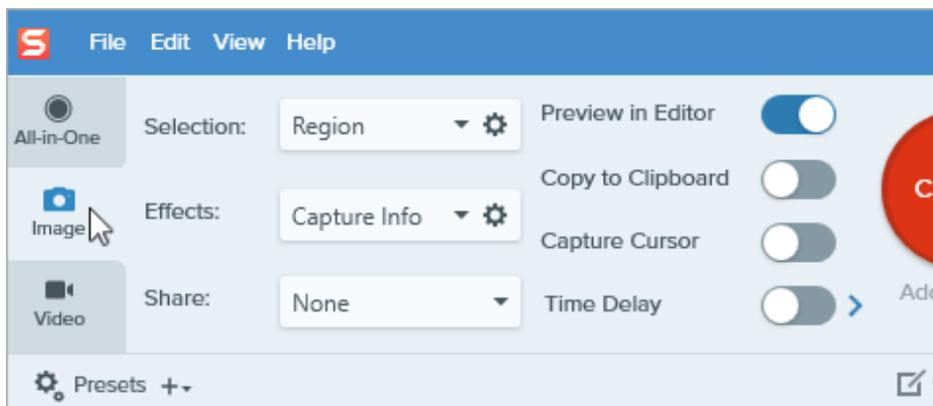
Note: If you set the **Selection** dropdown to Fullscreen, Menu, Clipboard, or File, you will not click and drag to select an area to capture.

Set Up a Time-Lapse Capture (Windows)

Capture an image from the same location on the screen at a continuous time interval.

▼ View steps:

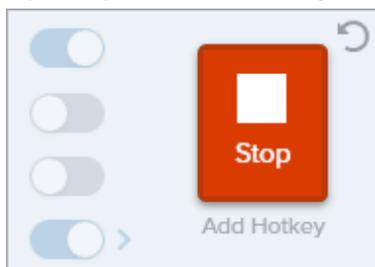
1. In the Capture window, select the **Image** tab.



2. Choose an option from the **Selection** dropdown.
3. Add an effect, select a share destination, or customize the other capture options on the Image tab.
4. Enable the **Time Delay** option.
5. Select the **Interval** option and set the time interval.
6. Click the **Start** button or press **Print Screen**.



7. Click and drag to select an area to capture.
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.



Note: If you set the **Selection** dropdown to Fullscreen, Menu, Clipboard, or File, you will not click and drag to select an area to capture.

Repeat the Last Capture

Make a new capture with the same settings as the previous capture.

▼ View Windows steps:

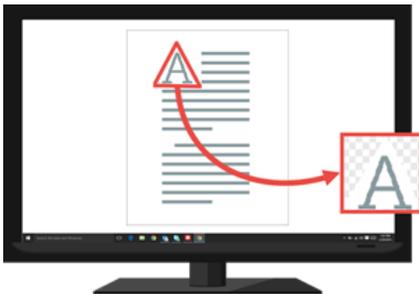
Set a shortcut for this option.

1. In the Capture window select **File menu > Capture Preferences > Hotkeys tab**.
2. For the Repeat last capture option, select the preferred modifier key(s) and hotkey from the dropdown.
3. Click **OK**.

▼ View Mac steps:

Press **Control+Shift+R**.

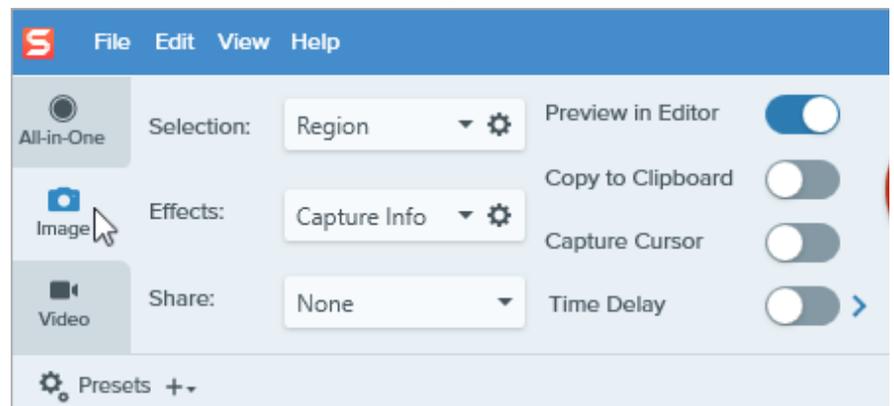
Capture a Free Hand Area (Windows)



Capture an area drawn with the cursor.

▼ View steps:

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



2. In the **Selection** dropdown, select **Advanced > Freehand**.
3. Click the **Capture** button or press **Print Screen**.

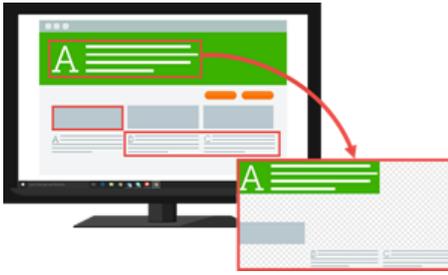


4. The cursor changes to a Scissors icon. Click and drag around the area to capture. Release the mouse button to end the capture.

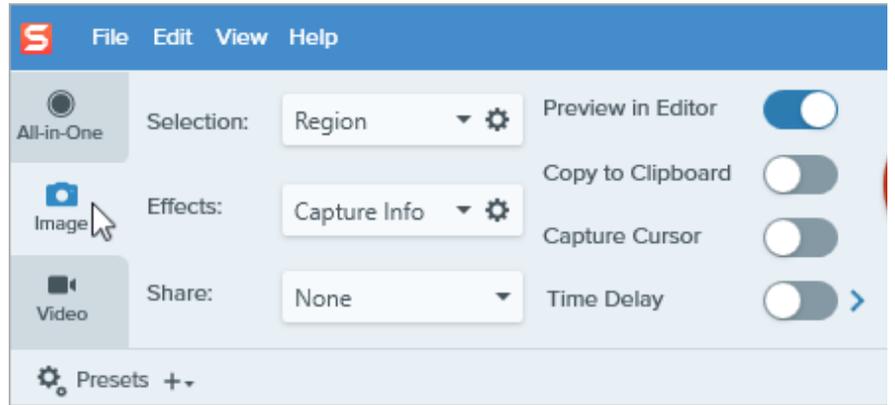
Capture Multiple Areas on the Screen

Capture multiple areas on the screen in a single capture.

▼ View Windows steps:



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



2. In the **Selection** dropdown, select **Advanced > Multiple Area**.

3. Click the **Capture** button or press **Print Screen**.



4. The orange crosshairs appear. Complete one of the following to select the areas to capture:

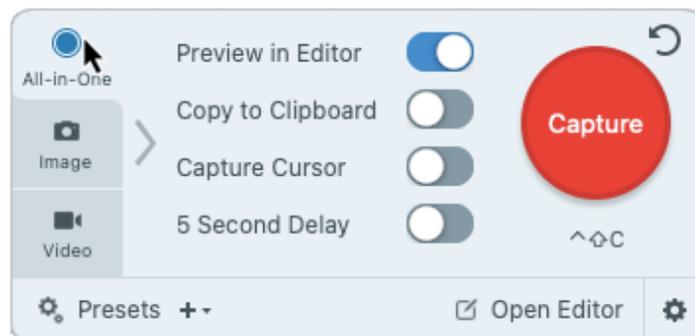
- **Window:** Move the cursor over the window to capture. When an orange dashed border appears around the window, click to select the highlighted area.
- **Region:** Click and drag to select the desired area on the screen.

5. To complete the capture, click the **Finish** button at the top of the screen.



▼ View Mac steps:

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



2. Click the **Capture** button or press **Control+Shift+C**.



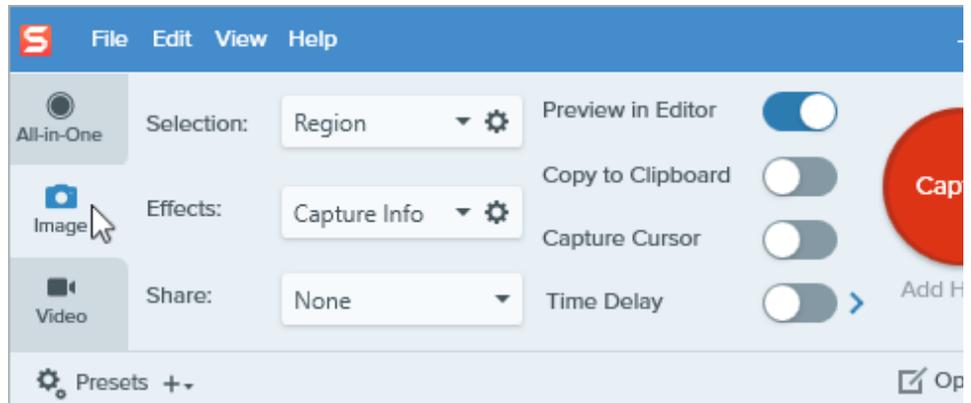
3. The orange crosshairs appear. Hold the **Command** key and click and drag to select the desired areas on the screen.
4. Release the **Command** key to end the capture.

Capture from a Webcam (Mac)

Capture a still image from a built-in webcam or another camera device.

▼ View steps:

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



2. In the **Selection** dropdown, select **Webcam**.
3. Connect a webcam to your computer or use the built-in webcam.
4. Click the **Capture** button or press **Control+Shift+C**.



5. The webcam dialog appears. Select the camera device from the **Camera** dropdown.
6. Click the **Capture** button.

Capture an Entire Webpage (Mac)

An alternative method to [scrolling capture \(https://www.techsmith.com/blog/?post_type=tutorial&p=144400\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144400) to quickly capture an entire web page.

▼ View steps:

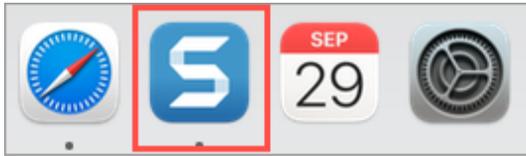
Drag the URL from the address bar onto one of the following locations:



- Menu bar icon



- Snagit Dock icon



Snagit captures the entire web page including the area not visible in the current web browser window.

Capture with a Preset and Keyboard Shortcut

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.

See [Save Capture Settings as Presets \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).

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 with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).

Record a Picture-in-Picture Video



Record your screen and webcam at the same time to connect with your viewers.

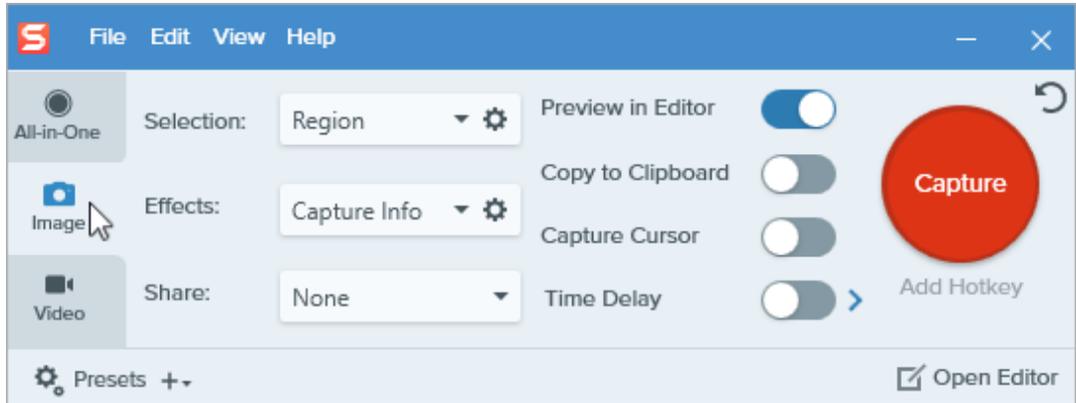
See [Record a Picture-in-Picture Video \(https://www.techsmith.com/blog/?post_type=tutorial&p=145408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145408).

Capture Text

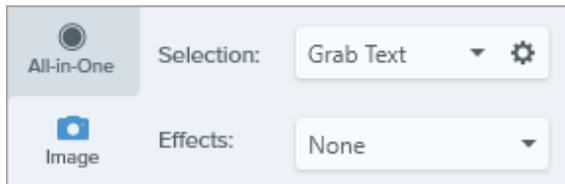
Capture text from anywhere on the screen to paste into a document or another application.

▼ View steps:

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



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

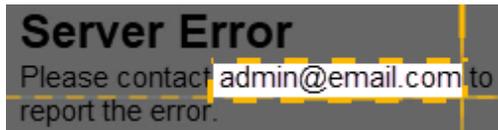


Note: Capture settings not compatible with Grab Text are disabled in the Capture window.

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.



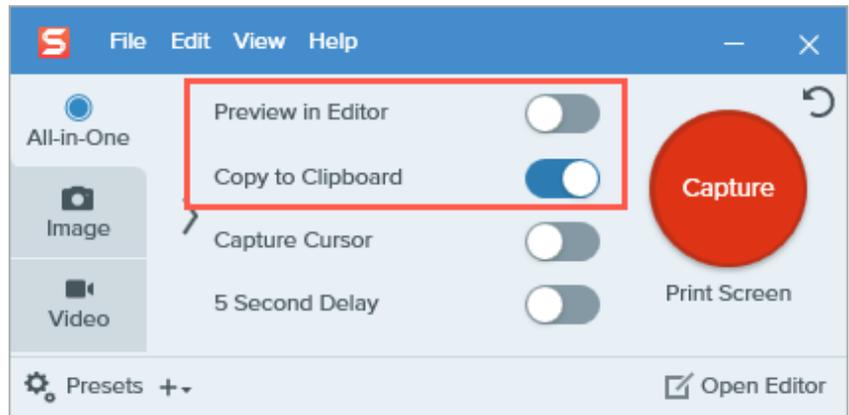
The capture opens in Snagit Editor where you can preview the text in the Grab Text Results dialog. Click the **Copy All** button to copy the text to the Clipboard to paste into a document or another application. See [Grab & Edit Text \(https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/\)](https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/).

Copy Capture to Clipboard and Bypass Snagit Editor

Copy an image capture directly to the clipboard to paste into another application and do not open Snagit Editor.

▼ View steps:

1. In the Capture window, disable the **Preview in Editor** option.



2. Select the **Copy to Clipboard** option.

Snagit Printer Capture (Windows)

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

▼ View steps:

Set Up a Snagit Printer

1. In the Capture window, select **File > Capture Preferences > Capture tab > Printer Capture Settings**.
2. The Selection Properties dialog opens. On the Snagit Printers tab, select **Snagit 2022** or click **Add a Snagit Printer**. Click the **Properties** button to edit the settings for the printer output.
3. Click the **OK** button.

Send Content from an Application into Snagit Editor

1. In the application, select **File > Print** (or the equivalent in the application).
2. From the list of printers, select **Snagit 2022**.
3. Click **OK** to send the capture to Snagit Editor.

Save Capture Settings as Presets

Save time by creating a preset to automatically remember your capture settings.

In this tutorial:

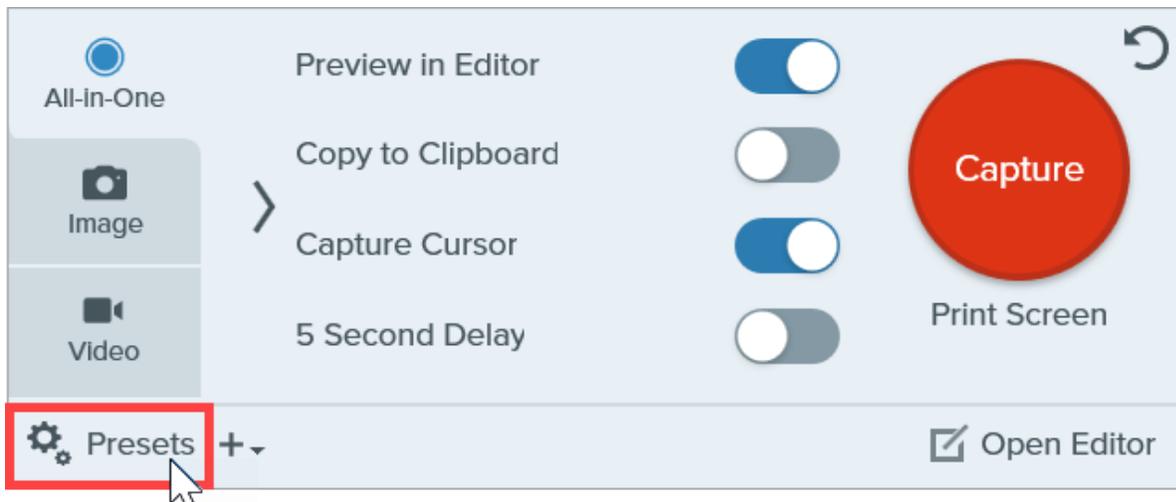
- [Capture with a Preset](#)
- [Add a New Preset](#)
- [Edit a Preset](#)
- [Arrange the Preset List \(Windows\)](#)
- [Share Presets \(Windows\)](#)

Presets automatically remember your capture settings. Use presets to:

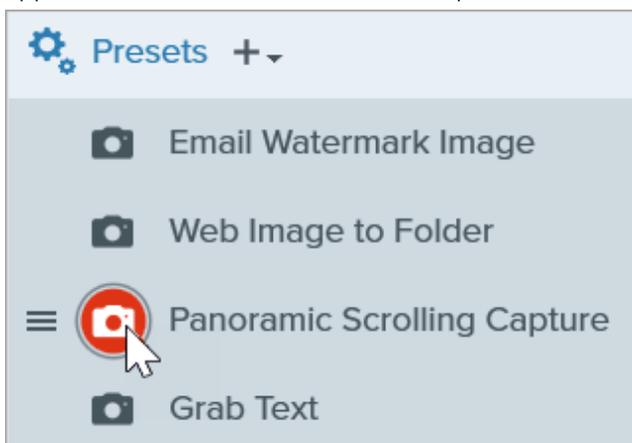
- Save commonly used capture settings.
- Quickly switch between capture types based on the task at hand.
- Automatically add effects such as borders or capture information.
- Directly save captures to your preferred file format without opening Snagit Editor.

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.



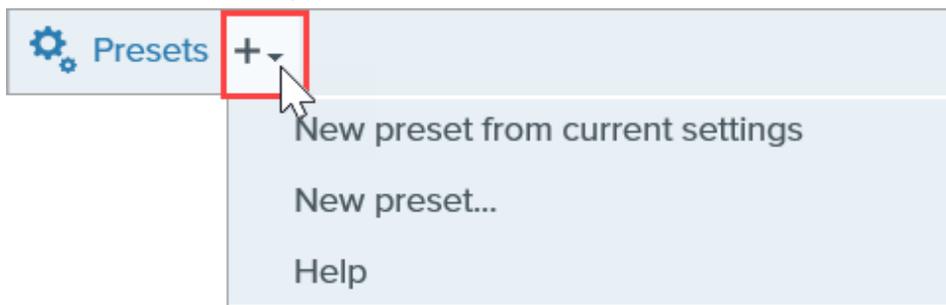
Tip: Assign keyboard shortcuts to Presets.

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

Add a New Preset

Quickly add a new preset based on currently selected settings.

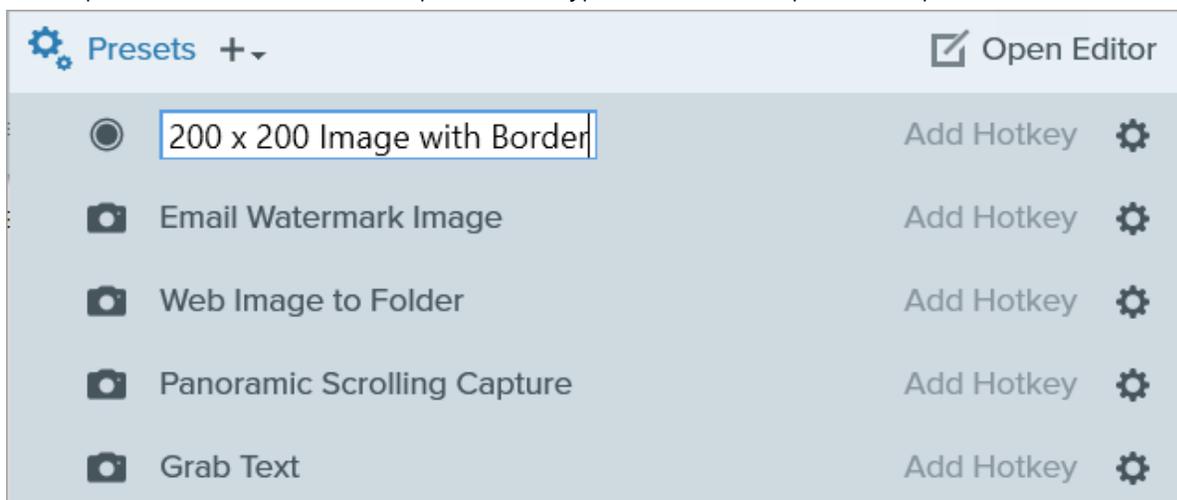
1. In the Capture window, adjust the settings to the capture you want to create a preset for. For details about capture settings, see [Capture an Image \(https://www.techsmith.com/learn/?post_type=tutorial&p=145407\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145407) or [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).
2. Click the **Add Preset** dropdown.



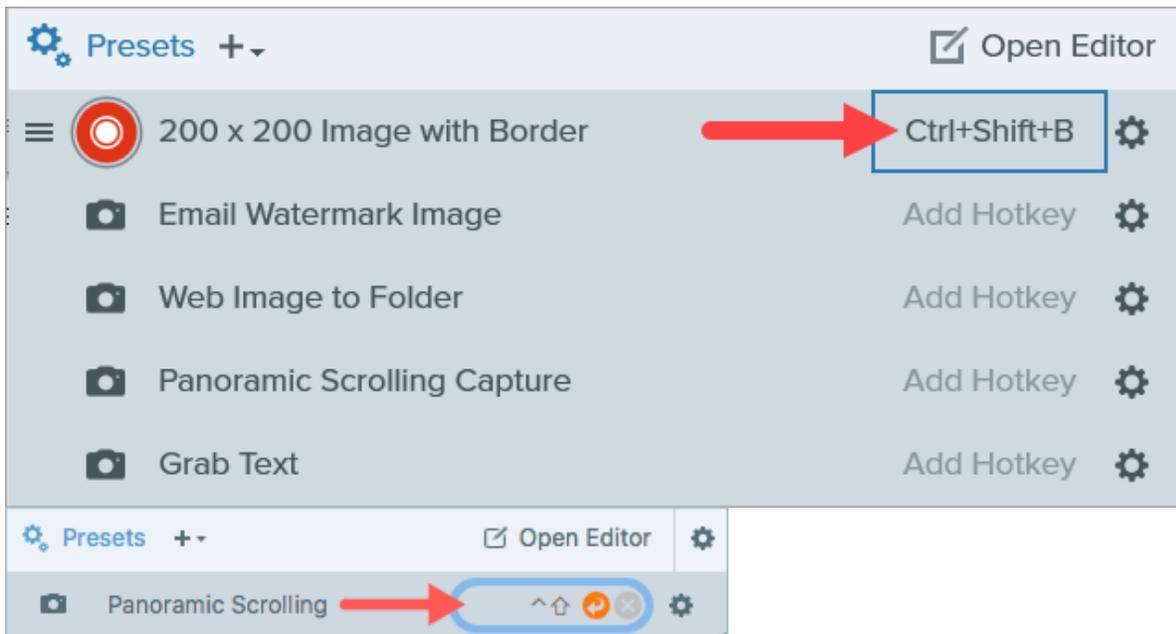
3. Select the **New preset from current settings** option from the dropdown.

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

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

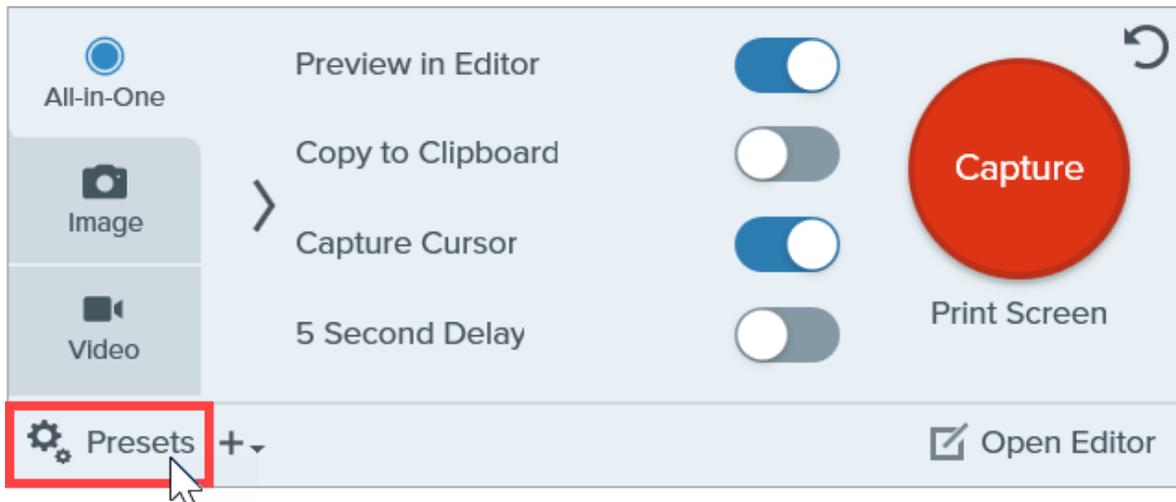


5. To assign a keyboard shortcut, click the **Add Hotkey** (Windows) or + **Shortcut** (Mac) fields and press the desired key combination on the keyboard.



Edit a Preset

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



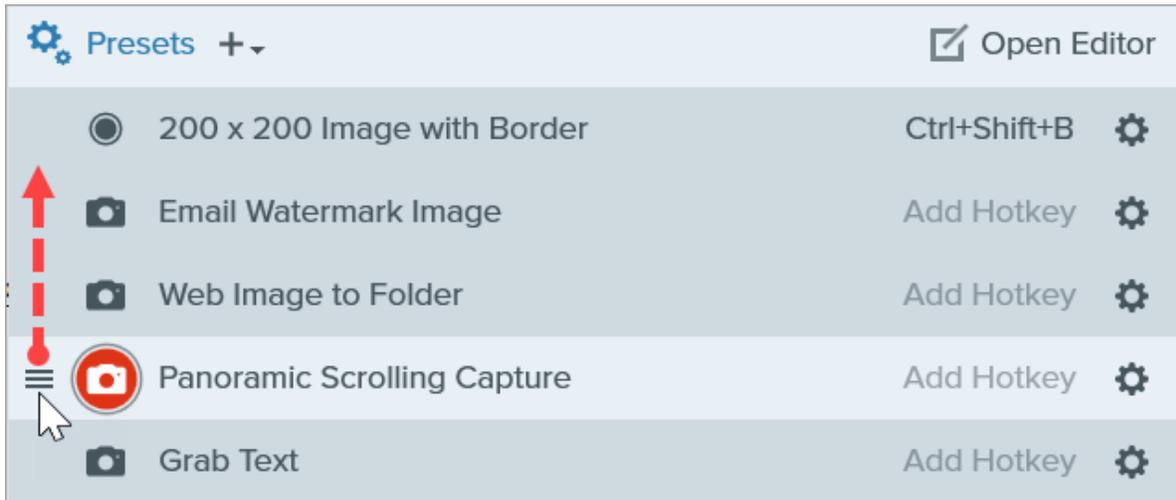
2. The list of available presets expands. Click the ⚙ icon to the right of the preset name and select one of the options in the dropdown.



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 (Windows)

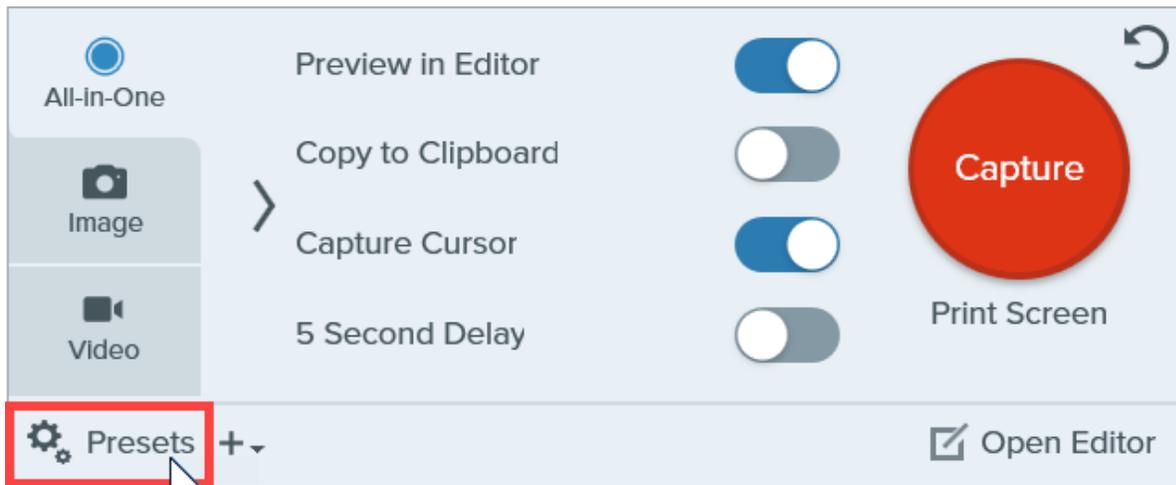
Import and export Snagit presets (.snagpresets) to share your capture settings with others.

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.
3. 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**.

Add Capture Information to Your Image

Automatically add information to your screenshots such as the capture date, URL, operating system, version, or build number.

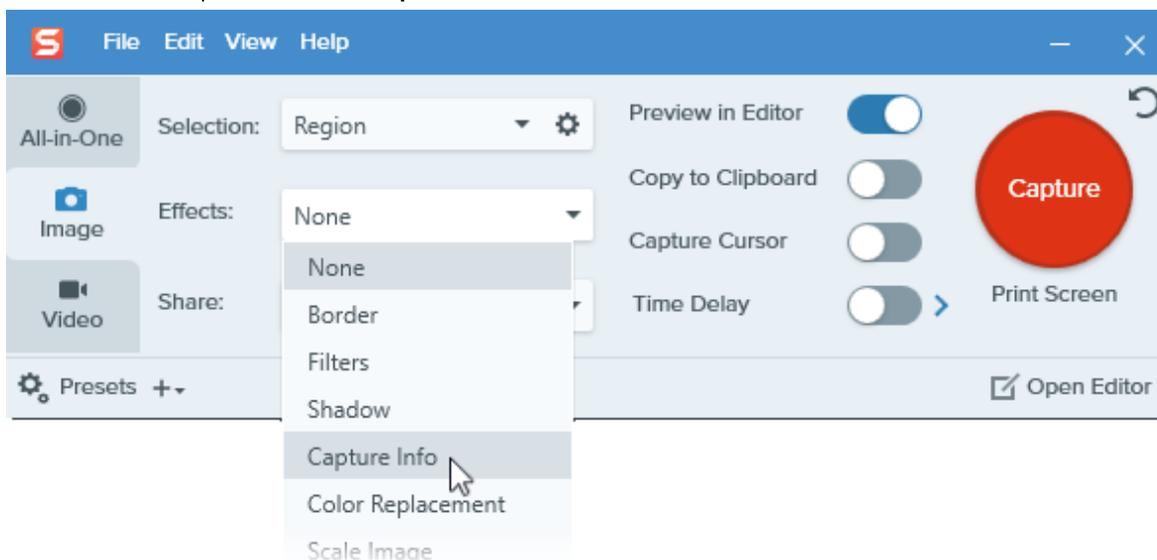
If you regularly need to include information about your screenshots to share with others, such as the capture date, URL, operating system, version, or build number, you can save time with Snagit's Capture Info effect.



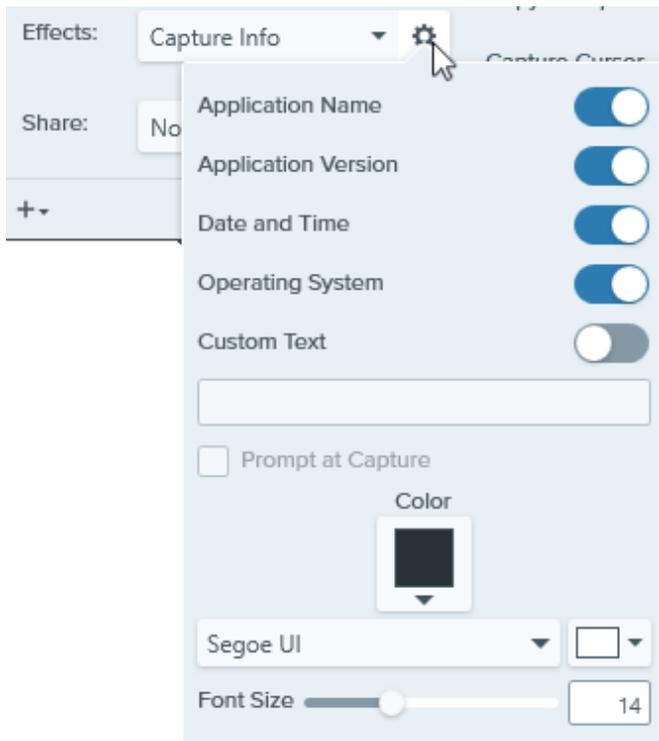
Add Capture Information

Complete the following to automatically add capture information when taking an image capture:

1. In the Capture Window, click the **Image Tab**.
2. In the Effects dropdown, select **Capture Info**.



3. Click the gear icon to customize the Capture Info settings.



Note: When capturing a web browser on Windows, Snagit replaces the browser application name with the URL of the website.

4. Click the **Capture** button.

Tip: Quickly repeat this capture by saving the settings as a preset.

In the Capture window, click the **Add Preset dropdown** and select **New preset from current settings**. See [Save Capture Settings as Presets \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).

Arrow Tool

Add arrows to draw attention to areas in an image.

Note: Arrow and other tools in the Snagit Editor toolbar are available to annotate and edit images. To draw an arrow while you record video, see [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>).

Draw an Arrow

1. Click the **Arrow** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>).

2. Select a [Quick Style](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag on the Canvas to draw an arrow starting with the tail.



Tip: Draw a straight arrow

Hold shift while dragging to draw a straight horizontal or vertical arrow.

4. When you are finished with the Arrow tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.

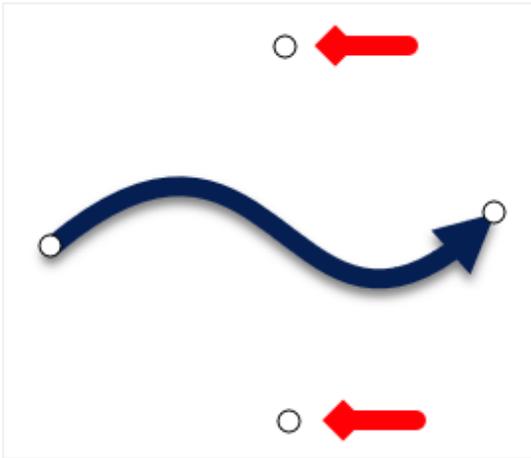


Add a Curved Arrow

Windows:

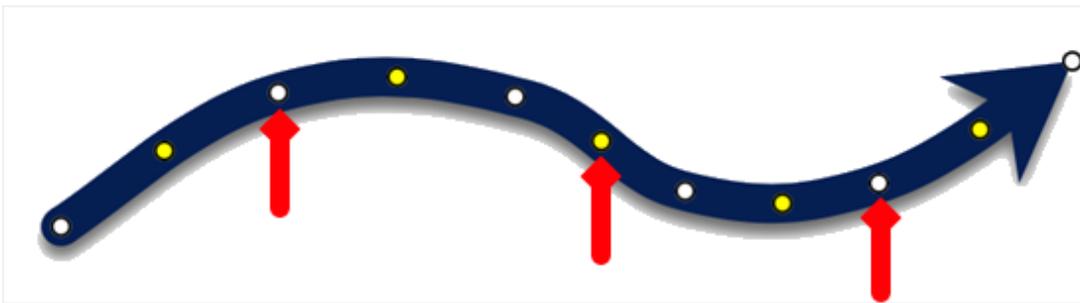
1. [Draw an arrow](#) on the Canvas.
2. Click to select the arrow on the Canvas.
3. In the Tools Properties, click to enable the **Bezier Curve** checkbox.

4. Click and drag the white handles to adjust the curve.



Mac:

1. Draw an arrow on the Canvas.
2. Click to select the arrow on the Canvas.
3. Click and drag the yellow handle in the center of the arrow adjust the curve. More handles appear for added control as you edit the arrow.



Delete an Arrow

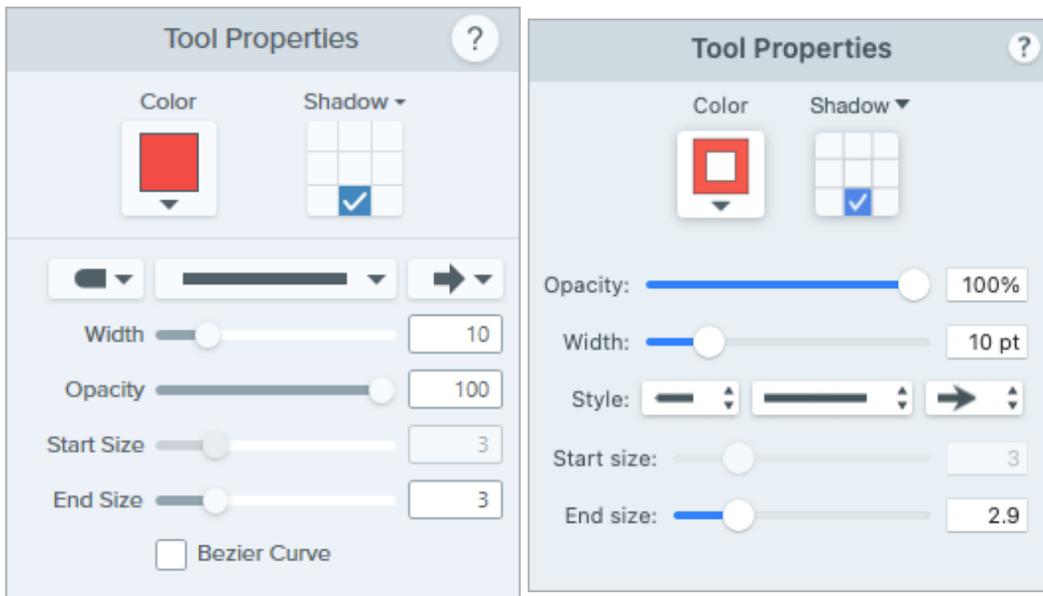
1. Click to select the arrow on the Canvas.
2. Press the **Delete** key.

Tool Properties

Edit the properties to customize the tool.

Tip: Save your customized tools.

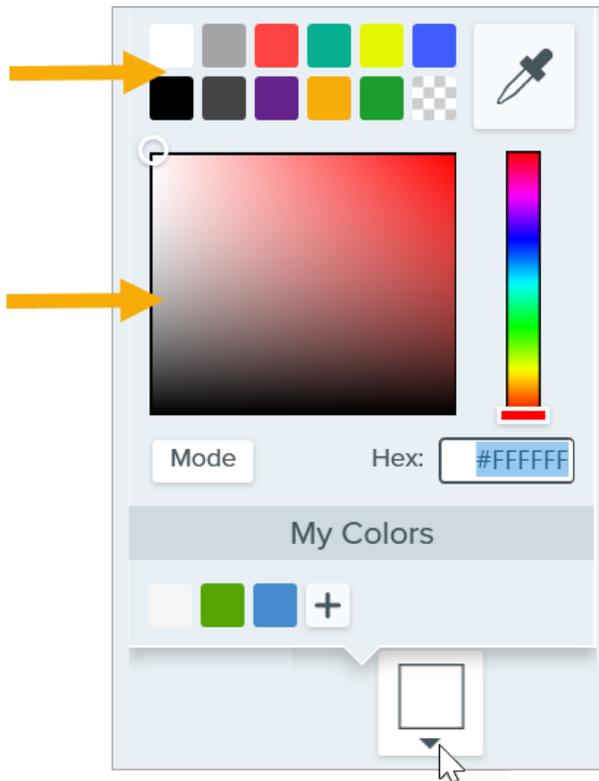
Save your customized tools as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>).



Color

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

End Style

Click the dropdown to select an end style or arrow head for the arrow.



Line Style

Click the dropdown to select a line style.



Width

Drag the slider or enter a value in pixels to adjust the width of the arrow.

Opacity

Drag the slider to adjust the transparency level.

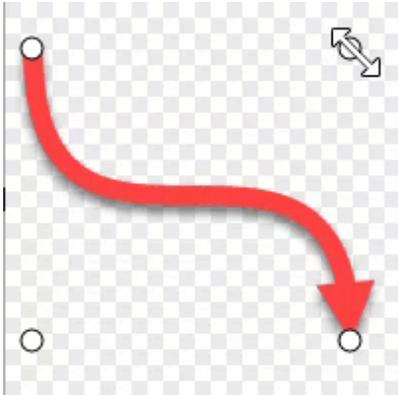


Start/End Size

Drag the slider to adjust the size of the end style or arrow head.

Bezier Curve (Windows only)

Click to enable the **Bezier Curve** checkbox. On the Canvas, click and drag the white handles to adjust the curve.



Blur Tool

Add a blur to hide or mask sensitive information.

Note: Blur and other tools in the Snagit Editor toolbar are available to edit images. To blur a video, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

1. Click the **Blur** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

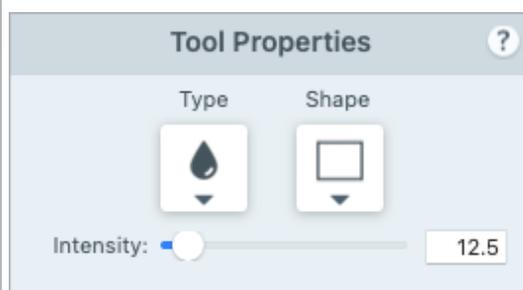
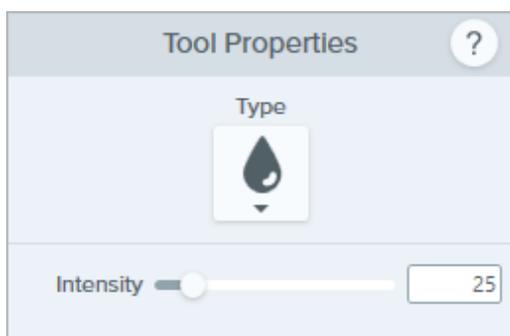
2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag on the Canvas to draw the blur.
4. When you are finished with the Blur tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.



Note: Some third-party tools can reverse pixelation. Secure confidential information by covering with the Shape tool rather than the Blur tool. See [Hide Sensitive Information in an Image](https://www.techsmith.com/learn/tutorials/snagit/hide-sensitive-information/) (<https://www.techsmith.com/learn/tutorials/snagit/hide-sensitive-information/>).

Tool Properties

Edit the properties to customize the tool.



Type

Click the dropdown to select the blur type:

- **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.



- **Pixelate:** Covers up an area with a set of large square pixels. Use to mask faces or sensitive information in an image capture.



Shape (Mac only)

Click the dropdown to select the blur shape.

Intensity

Drag the slider to adjust the blur level.

Callout Tool

Add annotations to draw attention or to comment on areas in an image.

Note: Callout and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

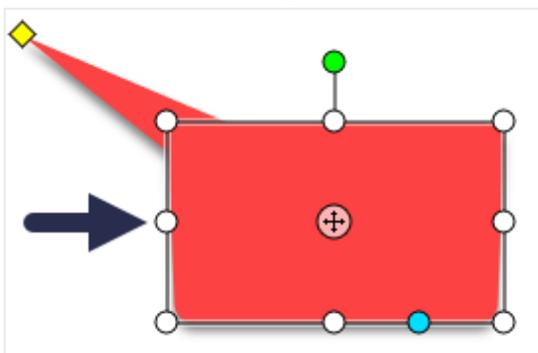
Add a Callout

1. Click the **Callout** tool in the Snagit Editor toolbar.

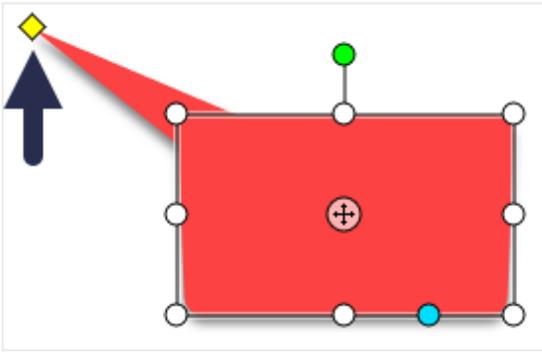


Note: If you customized the toolbar, you may need to click the **More** dropdown to select the tool. See [Customize the Snagit Toolbar](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>).

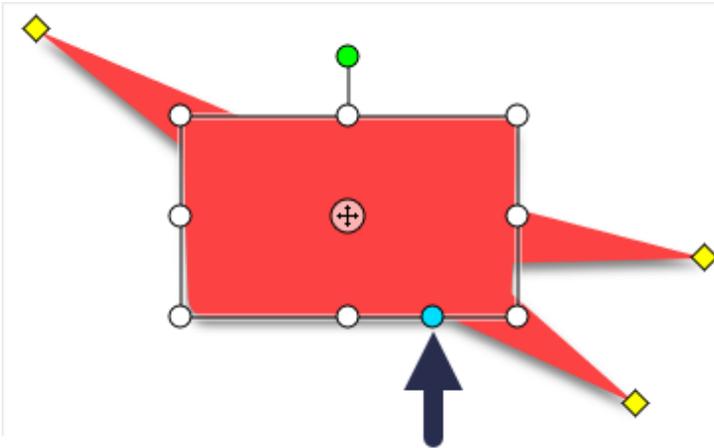
2. Select a [Quick Style](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>) or edit the [tool properties](#) to customize the tool.
3. Click and drag on the canvas to draw the callout.
4. Type text in the callout.
5. Complete any of the following to edit the callout:
 - o To resize the callout, drag the **white** handles.



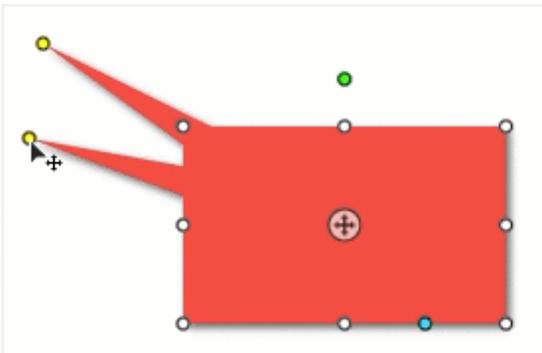
- o To resize the callout tail, drag the **yellow** handle.



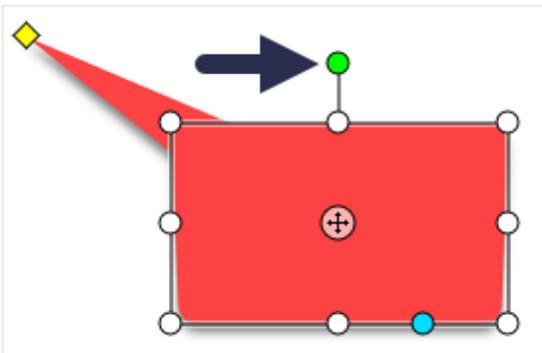
- o To add an extra callout tail, drag the **blue** handle.



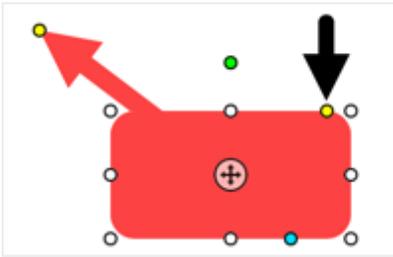
- o To delete a callout tail, drag the **yellow** handle onto the callout.



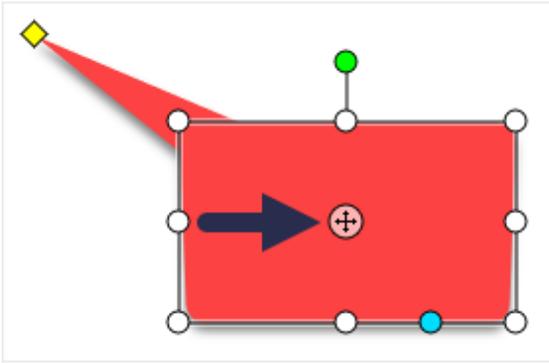
- o To rotate the callout, drag the **green** handle.



- o To adjust the radii of rounded corners (Mac only), drag the **yellow** handle near the corner.



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



6. When you are finished with the Callout tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Delete a Callout

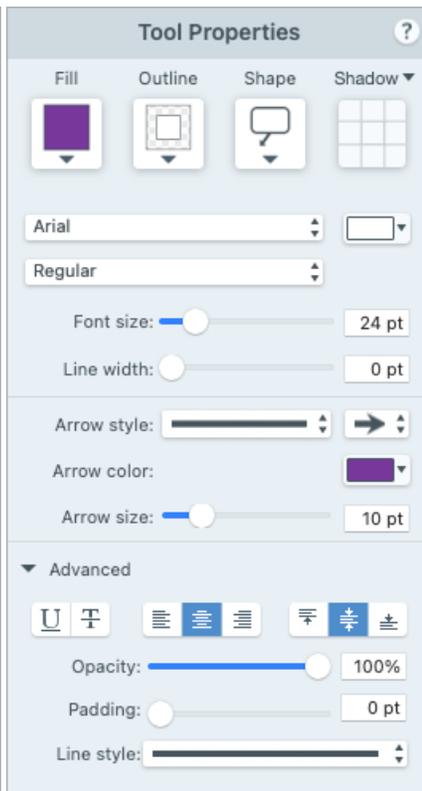
1. Click to select the callout on the Canvas.
2. Press the **Delete** key.

Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/\)](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/).



Fill/Outline

- **Fill:** Change the interior color.

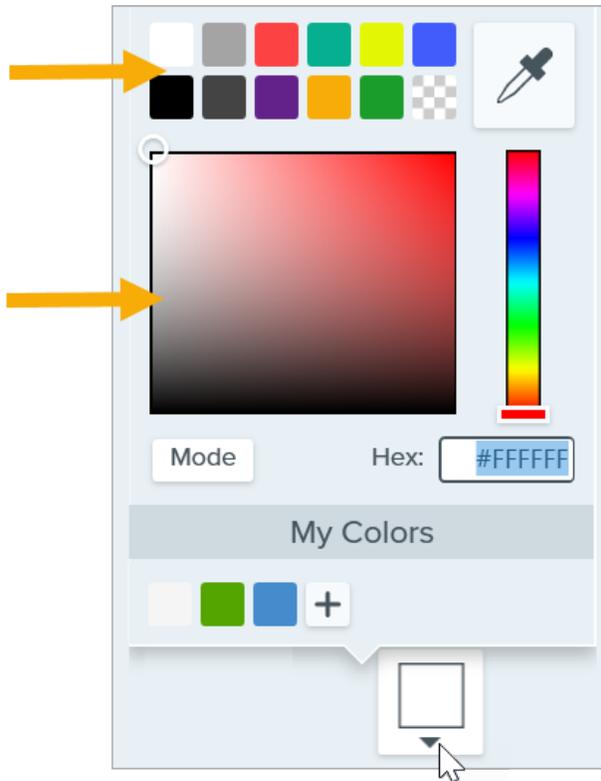


- **Outline:** Change the color outlining a callout.



Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.

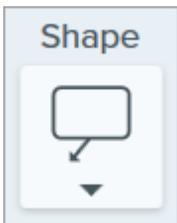


- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Shape

Click the dropdown to select the shape style.



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



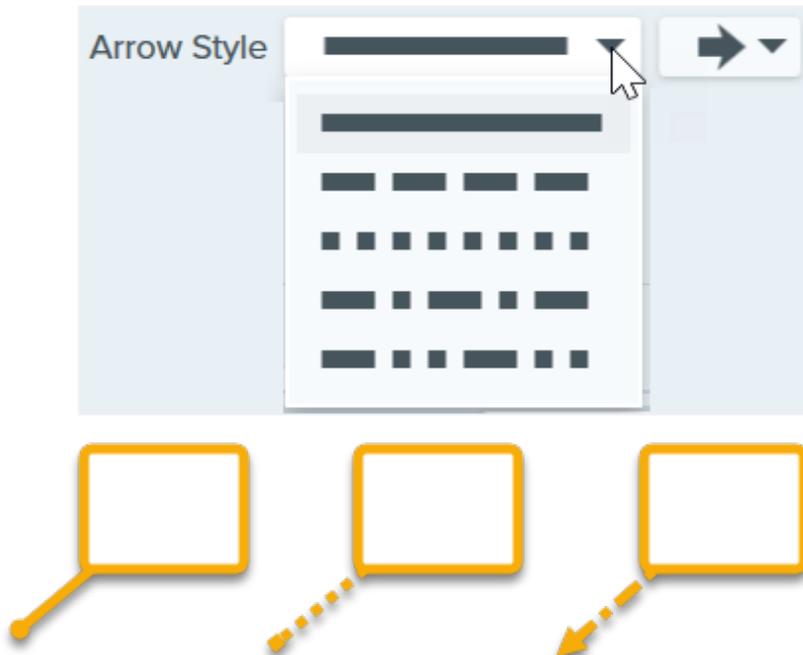
- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

Font Properties

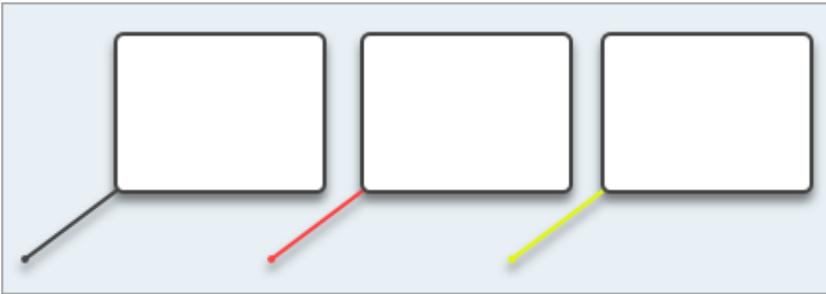
- **Font:** Click the dropdown to select a font.
- **Font Color:** Click the dropdown to select a font color.
- **Font Size:** Drag the slider or enter a value to adjust the font size.
- **Font Style (Mac Only):** Click the dropdown to select the text formatting: Regular, Italic, Bold, Bold Italic. For Windows, see [Advanced Properties](#) for more formatting options.
- **Outline Size (Windows)/Line Width (Mac):** Drag the slider or enter a value to adjust the size of the callout outline. Set to 0 to remove the outline.

Arrow Style

Click the dropdown to select a line style and end style for the callout tail.

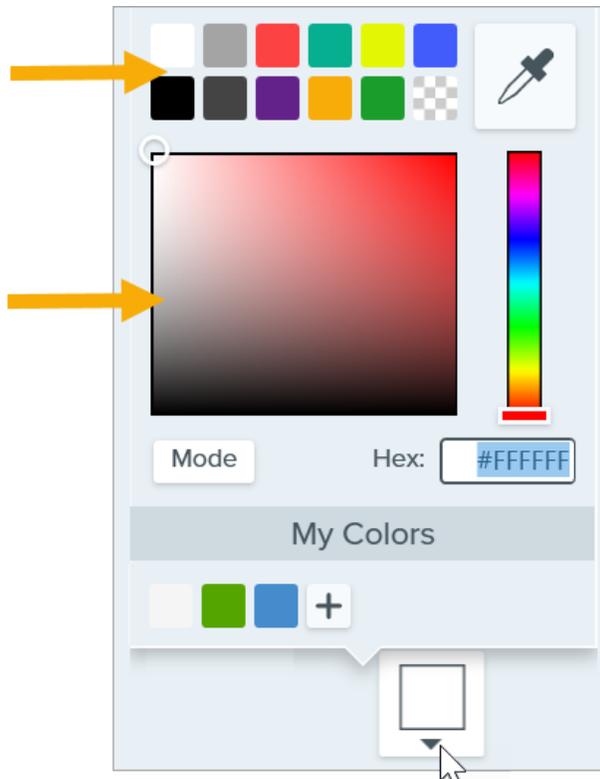


Arrow Color



Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.

Arrow Size

Drag the slider or enter a value to adjust the callout tail size.

Advanced Properties

Click the dropdown arrow to access additional properties.

- **Style:** Click to select the text formatting: Bold (Windows), Italic (Windows), Underline, Strikethrough (Mac). For Mac, see [Font Style](#) for more formatting options.
- **Alignment:** Click to select the horizontal or vertical text alignment.
- **Padding (Windows only):** Adjust the space surrounding the text.
- **Opacity:** Drag the slider to adjust the text transparency level.
- **Shaded (Windows only):** Enable the checkbox to blend the callout outline color with the fill color.

- **Line Style:** Select a solid, dashed, or dotted style for the outline of the callout shape, or select the **No Line** option (Mac only).

Crop Tool

Trim the outside edges of an image to remove unwanted content.

Use the Crop tool to improve framing, draw a viewer's eye to the image subject, or change the size or aspect ratio of an image.

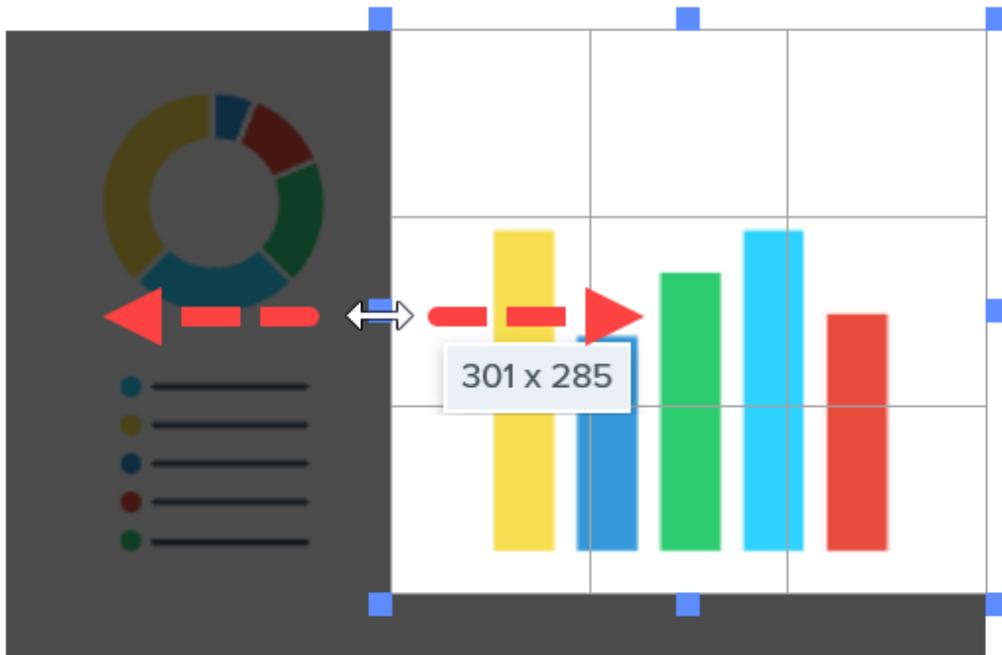
Note: Crop and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

1. Click the **Crop** tool in the Snagit Editor toolbar.

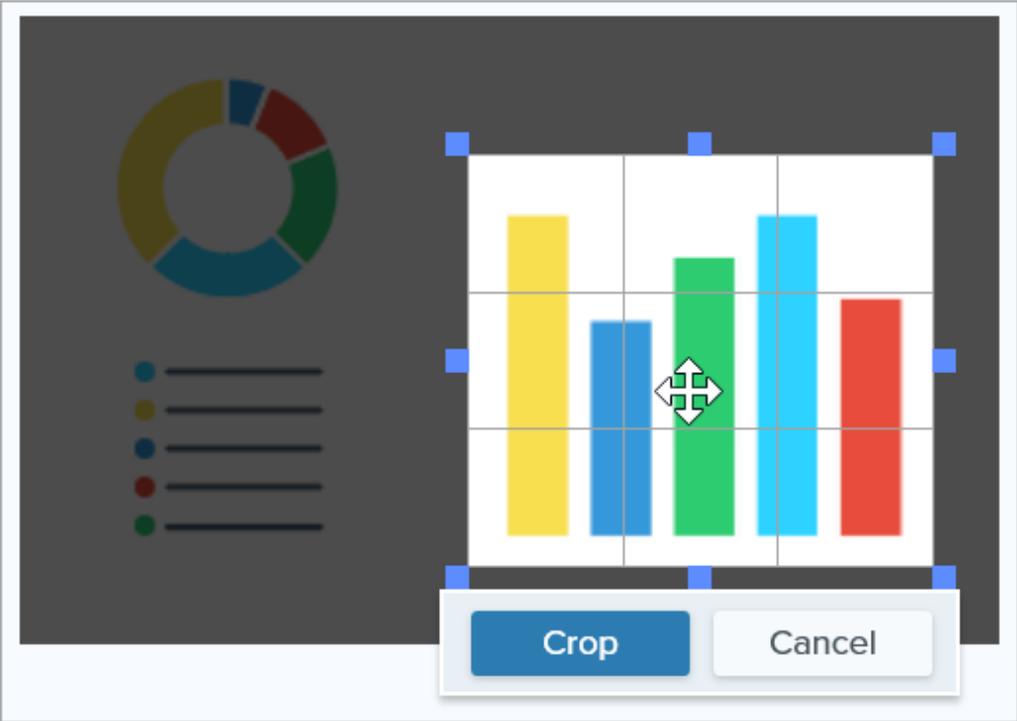


Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

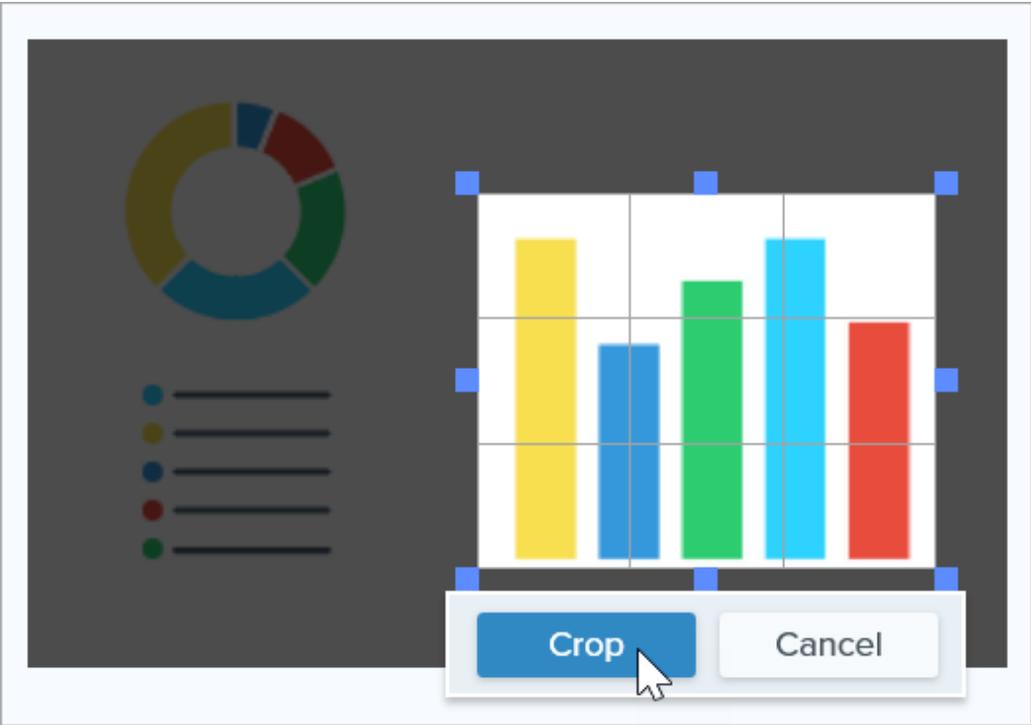
2. To select the area to crop, drag the blue handles.



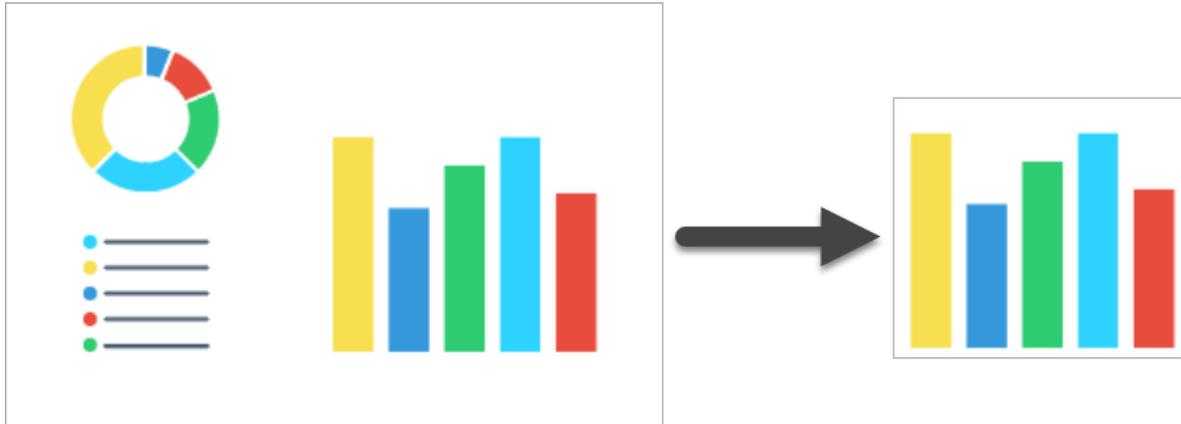
3. To move the selected area, click and drag the selection to a new location.



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



Snagit deletes any areas of the image outside of the highlighted area.



5. When you are finished with the Crop tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.



Tip: Use the Selection tool to crop an image to a circle.

To turn a rectangular image into a circular image, see [Selection Tool \(https://www.techsmith.com/learn/?post_type=tutorial&p=145416/#edit\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145416/#edit).

Cut Out Tool

Delete a vertical or horizontal section from an image.

Note: Cut Out and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

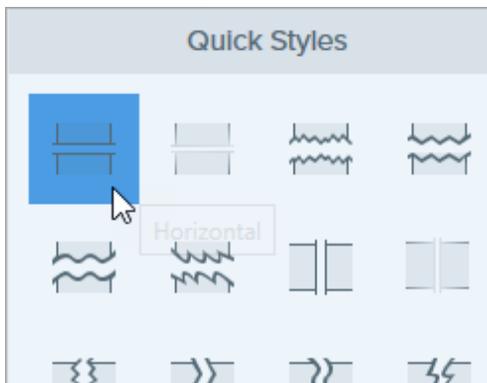
The Cut Out tool removes a horizontal or vertical section in the image. To remove an area that does not span the entire width or height of the image, use the [Selection tool \(https://www.techsmith.com/learn/?post_type=tutorial&p=145416\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145416).

1. Click the **Cut Out** tool in the Snagit Editor toolbar.

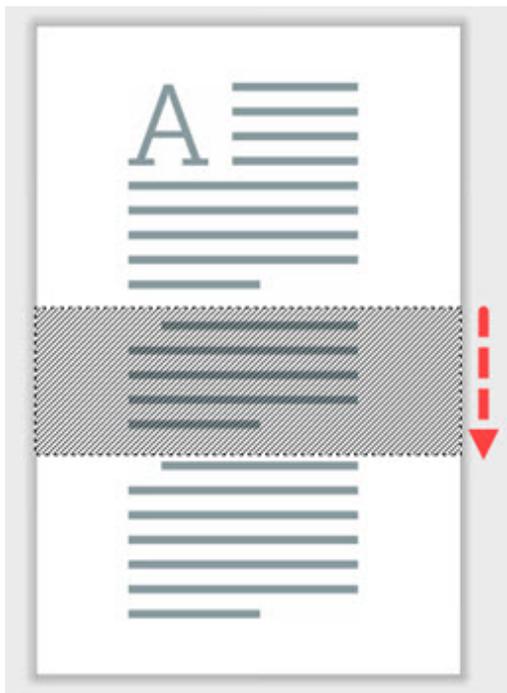


Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a Quick Style to determine the direction and edge style of the cut.



3. A line appears on the Canvas. Click and drag on the image to select the area to remove.



4. When you are finished with the Cut Out tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.



Note: For Cut Out quick styles with straight edges, Snagit seamlessly stitches the sections together. For other edge styles, Snagit leaves a gap.

- To reduce the gap in an area that you already cut out, select and use the **Horizontal** or **Vertical** style within the cut out area.



- On Mac, to increase the gap in an area that you already cut out, select and use the **Add Horizontal Space** or **Add Vertical Space** style within the cut out area.



Add Horizontal or Vertical Space (Mac Only)

On Snagit for Mac, add horizontal or vertical space to images with Cut Out tool Quick Styles.



1. Click the **Cut Out** tool in the Snagit Editor toolbar.



2. In the Quick Styles panel, select the **Add Horizontal Space**  or **Add Vertical Space**  option.

3. A line appears on the canvas. Click and drag on the image to select the amount of space in pixels to add.

Eraser Tool

Erase flattened areas in an image to expose the Canvas.

Note: Eraser and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

Eraser Tool

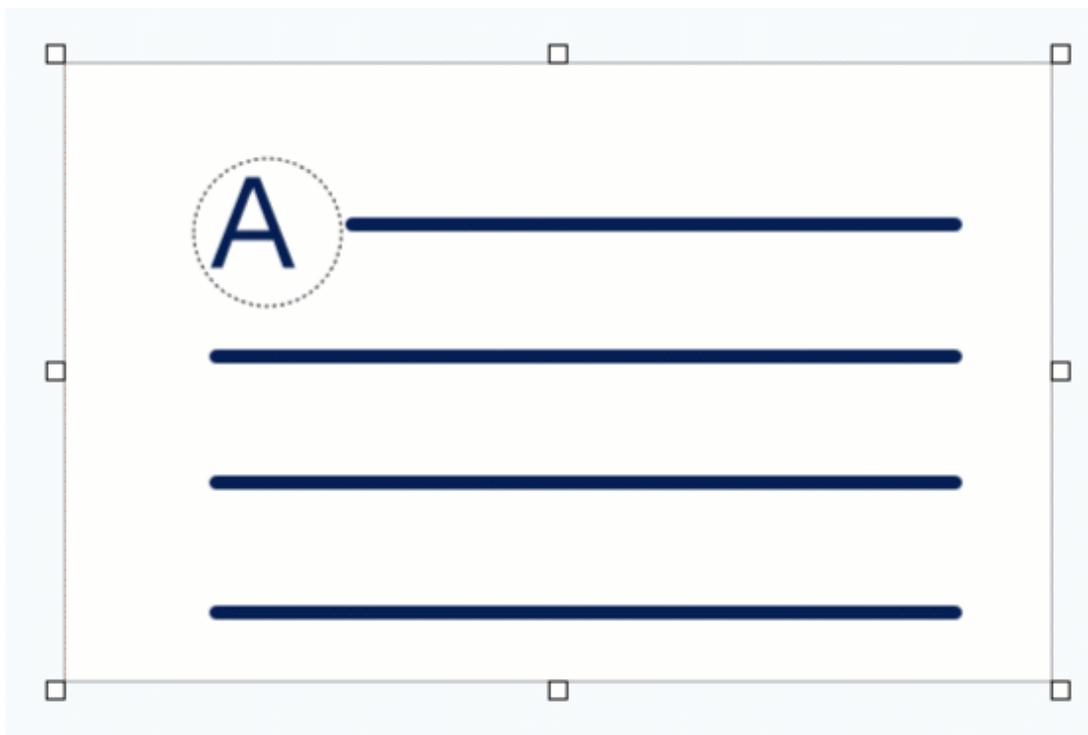
The Eraser tool completely removes parts of the image so the Canvas beneath is visible. To remove part of an image and replace it with the surrounding color, see [Remove Parts of an Image \(https://www.techsmith.com/learn/?post_type=tutorial&p=145414\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145414).

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



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag to erase parts of the image on the Canvas. Hold **Shift** while dragging to erase a straight horizontal or vertical line.



Tip: Erase with precision.

Select a smaller eraser width and zoom in on the Canvas to precisely erase parts of the image.

- When you are finished with the Eraser tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



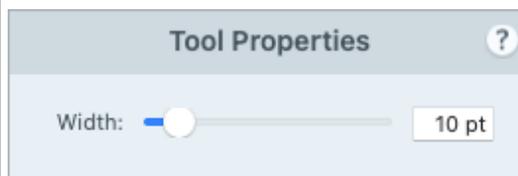
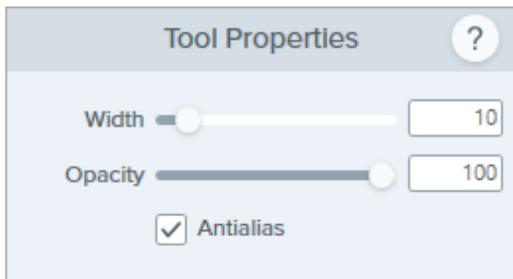
Note: Select **Image > Canvas Color** (Windows) or **Image > Change Canvas Color** (Mac) to change the eraser color. If the Canvas color is set to transparent, you will see a checkerboard pattern as you erase. For more information, see [Remove a Background \(https://www.techsmith.com/blog/?post_type=tutorial&p=145460\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145460).

Tool Properties

Edit the properties to customize the tool.

Tip: Save your customized tools.

Save your customized tools as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Width

Drag the slider or enter a value to adjust the width of the eraser.



Opacity (Windows)

Drag the slider to adjust the transparency level.



Antialias (Windows only)

Enable this option to smooth the edges of the erased area.



Fill Tool

Replace a color or transparency in an image by filling the area with a different color.

Use the Fill tool to replace colors in an image to match your brand colors, improve accessibility for viewers, or change the aesthetic.

Note: Fill and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

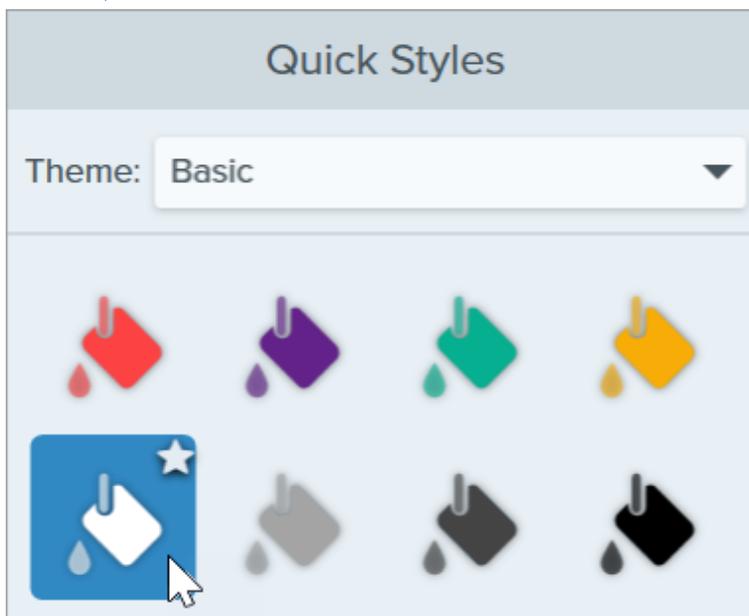
Fill an Area with Another Color

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

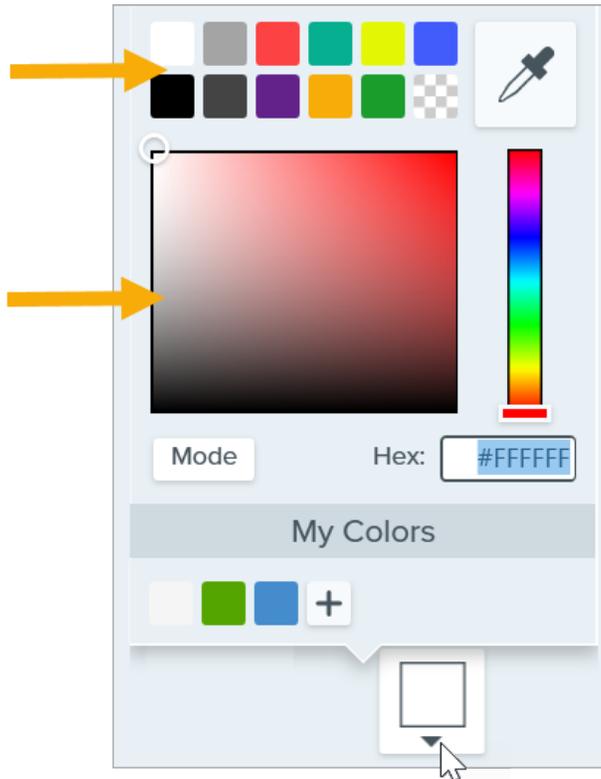


Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/\)](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/).

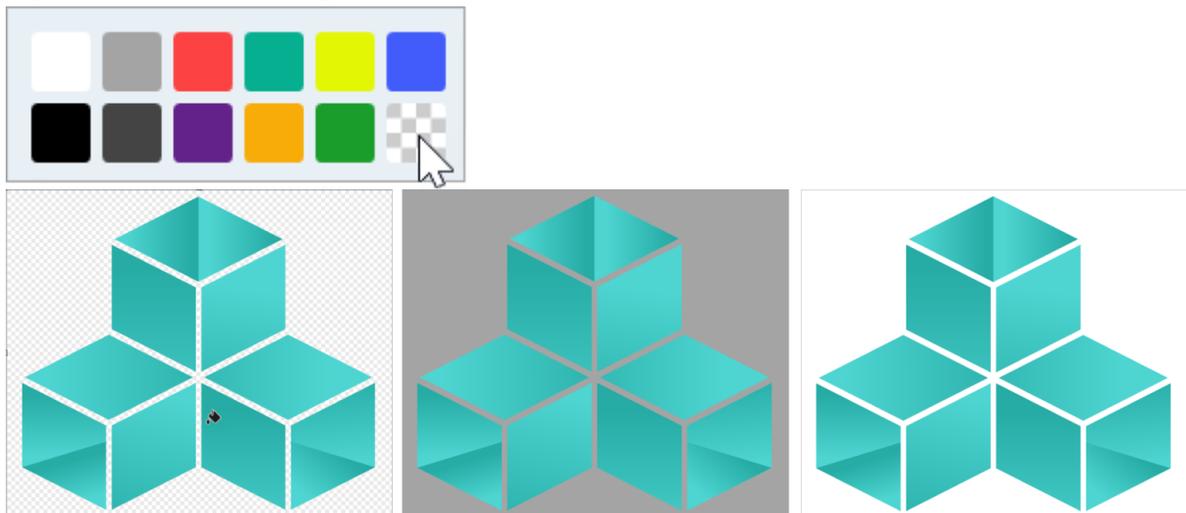
2. The settings available for the selected tool appear in the Tool Properties panel. To select the fill color, complete one of the following:
 - o Select a fill color from the [Quick Styles \(https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites\)](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites).



- o Click the **Fill** dropdown and select a color from the preset colors or from the color palette.



If you want the image to match the background on any page or if you want portions of the image to display any content behind the image, select transparency fill (checkerboard pattern).



- o Click the **Fill** dropdown and enter a HEX or RGB value into the field. Click the **Mode** button to switch between HEX and RGB values.



- o Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



3. Click to apply the fill color to a location on the Canvas. Fill changes the color of the selected pixel and all other pixels around it with the corresponding color.

Tip: Adjust the tolerance for a better result.

If Snagit fills too little or too much of an area on the Canvas, press **Ctrl+Z** (Windows) or **Command+Z** (Mac) to undo the previous fill and drag the Tolerance slider to adjust the fill amount.

4. When you are finished with the Fill tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.

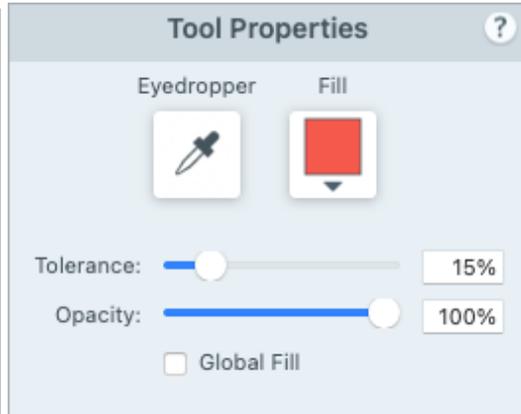
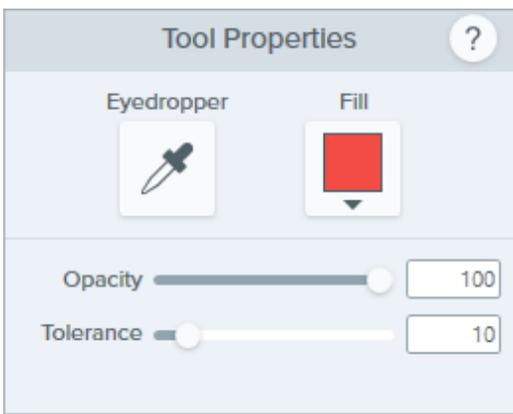


Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites\)](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites).



Eyedropper

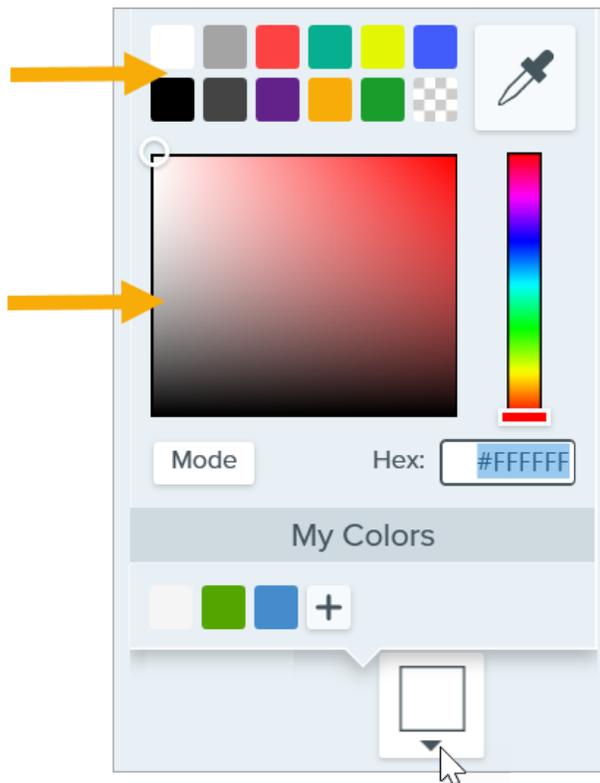
Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Fill

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.

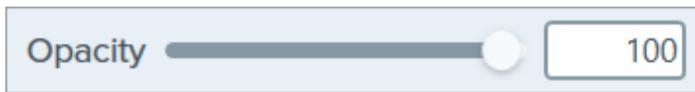


- Enter a HEX or RGB value into the field.



Opacity

Drag the slider to adjust the transparency level.



Tolerance

Tolerance adjusts the amount of fill in an area based on how similar the surrounding colors are to the selected pixel.



- Set the **Tolerance** slider to 1 to replace pixels of the exact same color around the selected pixel.
- Increase the tolerance value to replace a wider range of colors. This typically increases the size of the fill area.
- Decrease tolerance to replace a narrower range of colors. This typically reduces the size of the fill area.

Global Fill (Mac Only)

Click the **Global Fill** checkbox to replace all matching colors in an image. Adjust the tolerance to refine the color replacement area.

Highlighter Tool

Draw attention to a rectangular area in an image.

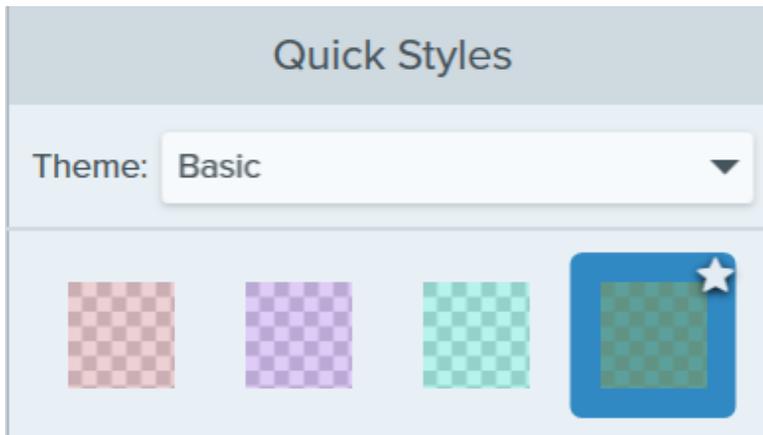
Note: Highlighter and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

1. Click the **Highlighter** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).



3. Click and drag on the Canvas to draw the area to highlight.
4. When you are finished with the Highlighter tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.

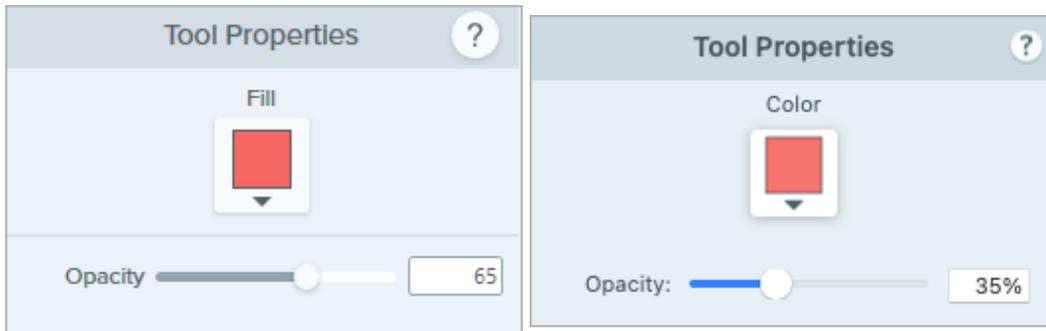


Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

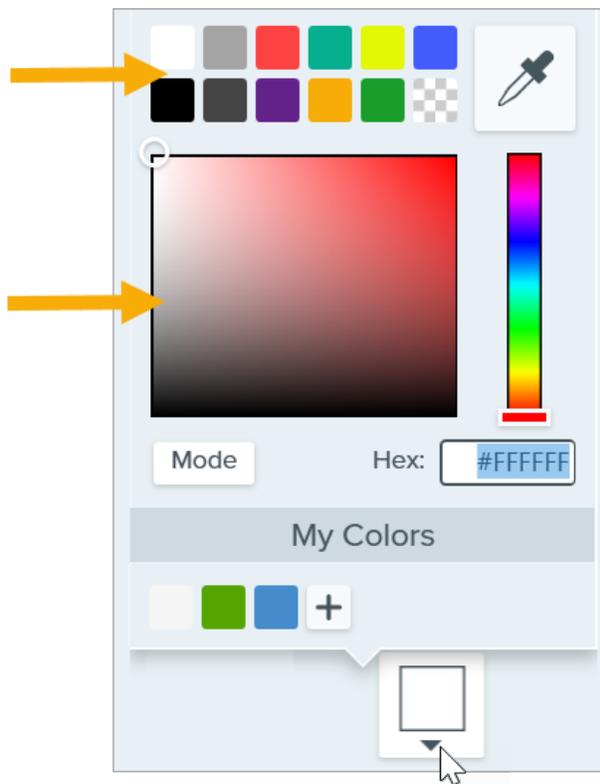
After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Fill / Color

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.

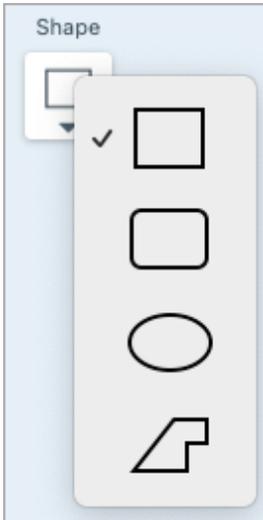


- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Shape (Mac only)

Select a rectangle, rounded corner rectangle, oval, or polygon shape for the spotlight.



To highlight with the polygon shape:

1. Select the **Polygon** option from the Shape dropdown.



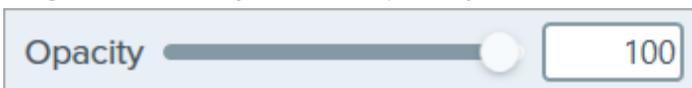
2. To create the first side of the polygon, click on the canvas to add the first two points.
3. Continue to click on the canvas to add additional sides.



4. Double-click the canvas to stop drawing the the polygon.

Opacity

Drag the slider to adjust the transparency level.



Line Tool (Windows)

Add a line to an image.

Note: Line and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

1. Click the **Line** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and draw on the Canvas to draw the line.

Tip: Draw a horizontal or vertical line.

To draw a perfectly horizontal or vertical line, press and hold **Shift** as you click and drag.

4. Complete any of the following to edit the line:
 - Click and drag to move.
 - Click and drag a white handle to resize.
5. When you are finished with the Line tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.

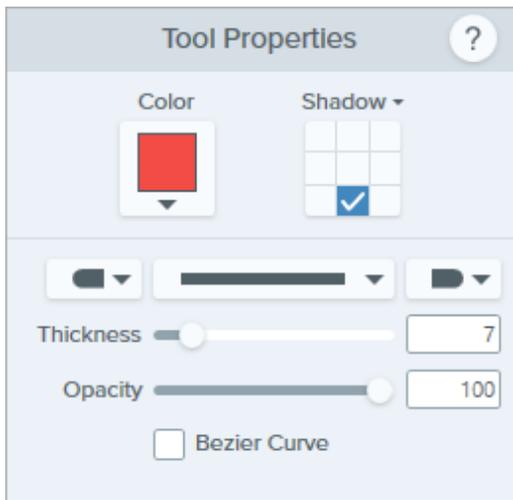


Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

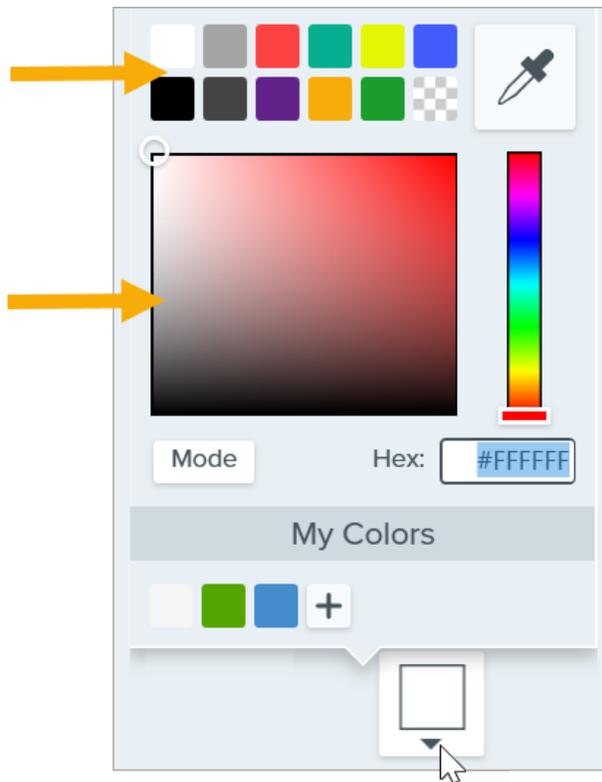
After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Color

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

End Style

Click the dropdown to select an end style or arrow head for the line.



Note: Some tool properties in Snagit Windows are not fully supported in Snagit Mac. See [Snagit File Format Compatibility \(https://www.techsmith.com/blog/?post_type=tutorial&p=149748\)](https://www.techsmith.com/blog/?post_type=tutorial&p=149748).

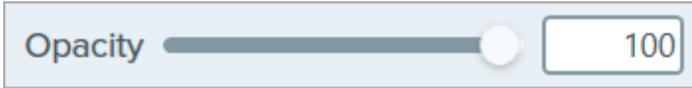
Line Style

Click the dropdown to select a line style.



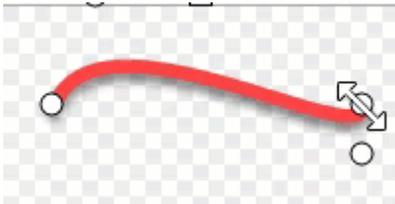
Opacity

Drag the slider to adjust the transparency level.



Bezier Curve

Click to enable the **Bezier Curve** checkbox. On the Canvas, click and drag the white handles to adjust the curve.



Magic Wand Tool

Select an area in an image based on color.

The Magic Wand selects an area based on color. Use it to:

- Delete a background.
- Move or delete elements in a mockup.

This tool is ideal for selecting areas of a single color that do not include complex backgrounds or patterns.

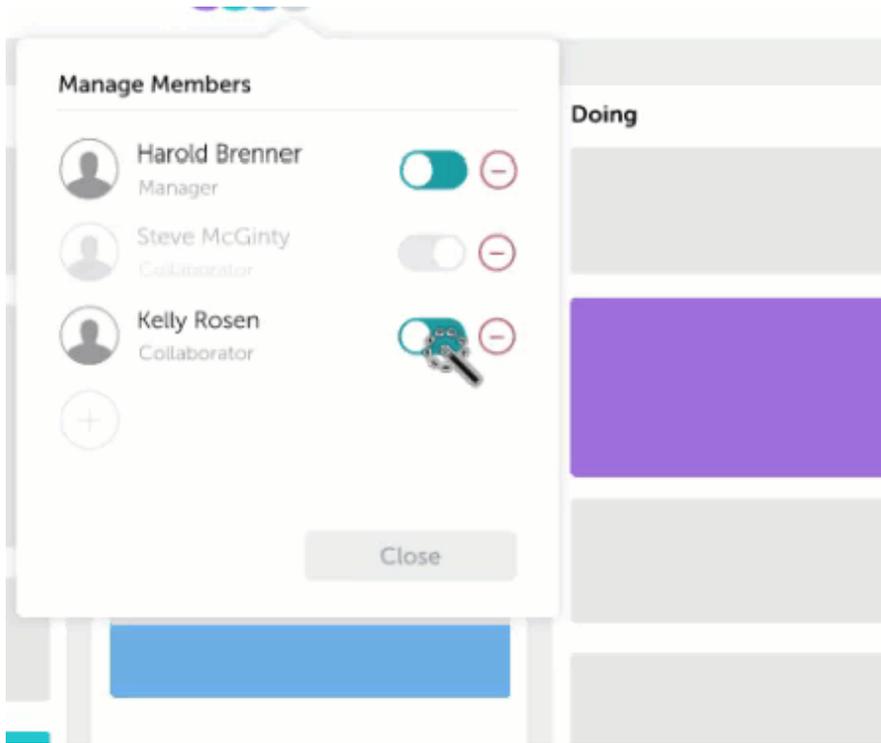
Note: Magic Wand and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

1. Click the **Magic Wand** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470)

2. Edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click to select an object or color block on the Canvas.
4. In the Tool Properties, drag the **Select** slider to adjust the selection radius.
5. Complete any of the following to edit the selection:
 - **Move an Object:** Click and drag the selection or object to a new location.
 - **Delete the Object or Selection:** Right-click (Windows) or Control-click (Mac) the selection and select **Delete**.



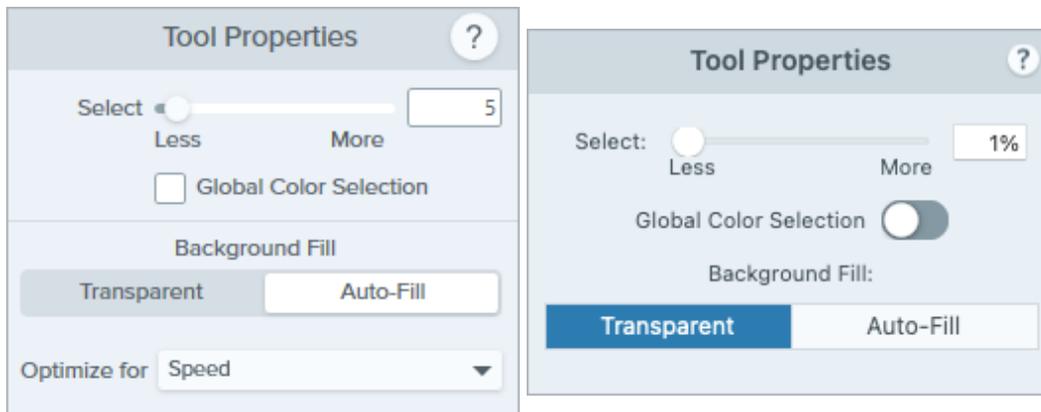
6. When you are finished with the Magic Wand tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Snagit automatically fills the space of the moved or deleted object with the Background Fill option selected in the Tool Properties.

Tool Properties

Edit the properties to customize the tool.



Select

Drag the slider to adjust the range included in the selection.

Global Color Selection

Expand the selection to include all instances of the selected color within the image.

Background Fill

- **Transparent:** Fills area with transparency.

- **AutoFill:** Automatically fills the area based on the content surrounding the selection.
 - **Optimize for Speed (Windows only):** Use for solid colored content or if fill details are not important.
 - **Optimize for Photo Quality (Windows only):** Use for advanced customization and higher quality fill.

Magnify Tool

Enlarge and highlight an area in an image.

Note: Magnify and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).



1. Click the **Magnify** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag to select the area to magnify on the Canvas.
4. Drag the white handles to adjust the size of the magnify selection.

5. Click and drag the  to move the magnified area to another location in the image.



6. When you are finished with the **Magnify** tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.

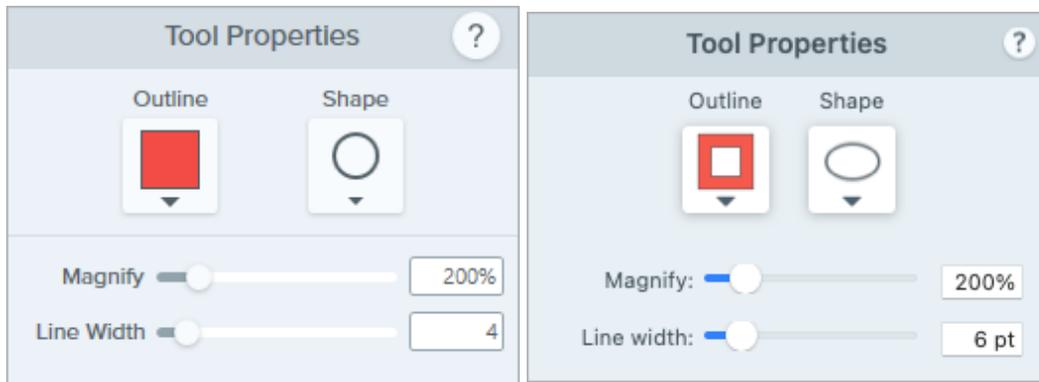


Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



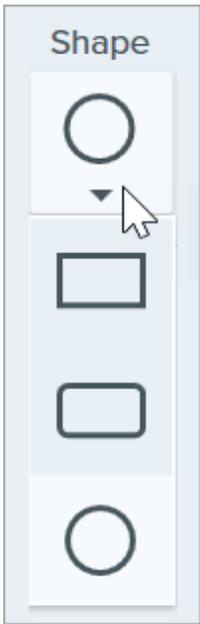
Outline

Change the color outlining the magnified area.



Shape

Select a shape for the magnified area.



Magnify

Drag the slider or enter a value to adjust the magnification percentage.



Line Width

Drag the slider or enter a value in pixels to adjust the width of the outline around the magnified area.

Move Tool

Move objects added on the canvas, or toggle on Smart Move to make static objects editable.

Note: Move and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

Move Annotations on the Canvas

Move and edit annotations already added to the Canvas in Snagit Editor. When you are finished with other tools, click the **Move** tool to select, move, edit, or delete objects in your image.

1. Click the **Move** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/\)](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/).

2. Click to select an annotation.
3. Complete any of following to edit the annotation:
 - o **Move Annotation:** Click and drag to move an annotation to the desired location.
 - o **Delete Annotation:** Right-click an annotation and select **Delete**.
 - o **Edit Annotation:** Double-click an annotation to edit the properties or text.

Edit Static Text and Elements with Smart Move

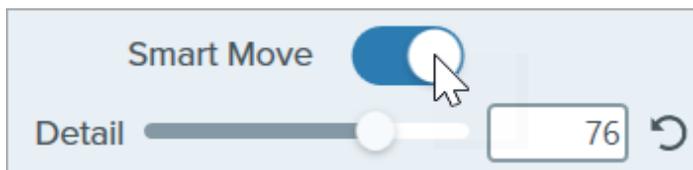
Smart Move automatically identifies objects in your screen captures and makes them editable. Quickly rearrange buttons, delete text, or edit other elements in your screenshots.

1. Click the **Move** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/\)](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/).

2. In the Tool Properties, enable **Smart Move**.



3. For moveable objects, selection handles appear when you hover your cursor over an object. Click an object to edit.

Tip: Increase Snagit's sensitivity to objects in an image

Drag the **Detail** slider to increase the detail level and allow Snagit to identify more objects in an image.

4. To edit objects and text:

- **Move Object:** Click and drag to move an object to the desired location.
- **Delete Object:** Right-click and select **Delete**.
- **Edit Text:** Double-click a text box to edit the text.

Pen Tool

Draw freehand or straight horizontal or vertical lines on an image.

Note: Pen and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

Draw a Pen Line

1. Click the **Pen** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag your cursor on the Canvas to draw a line.
4. When you are finished with the Pen tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Tip: Press Shift to draw a straight line.

To draw a straight horizontal or vertical line, press and hold **Shift** as you click and drag.

Edit a Pen Line

Note: To edit a Pen line, you must select the **Create as vector** (Windows) or **Create editable line** (Mac) option before drawing it. Lines drawn without this option cannot be edited.

1. Click to select the line on the Canvas.
2. Complete any of the following to edit the line:
 - o Click and drag to move the pen drawing.

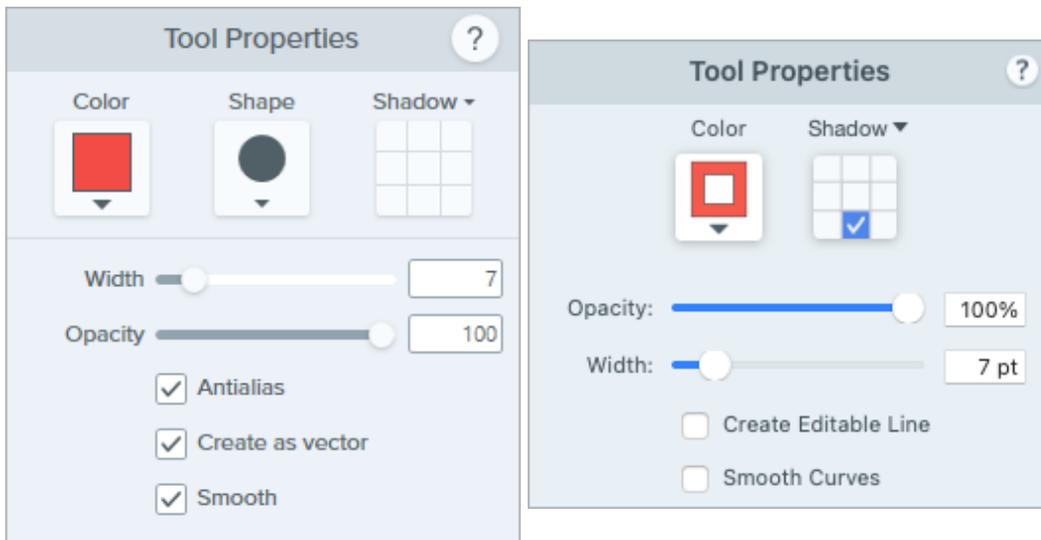
- Adjust the [Tool Properties](#).
- Press **Delete** to delete the line.

Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

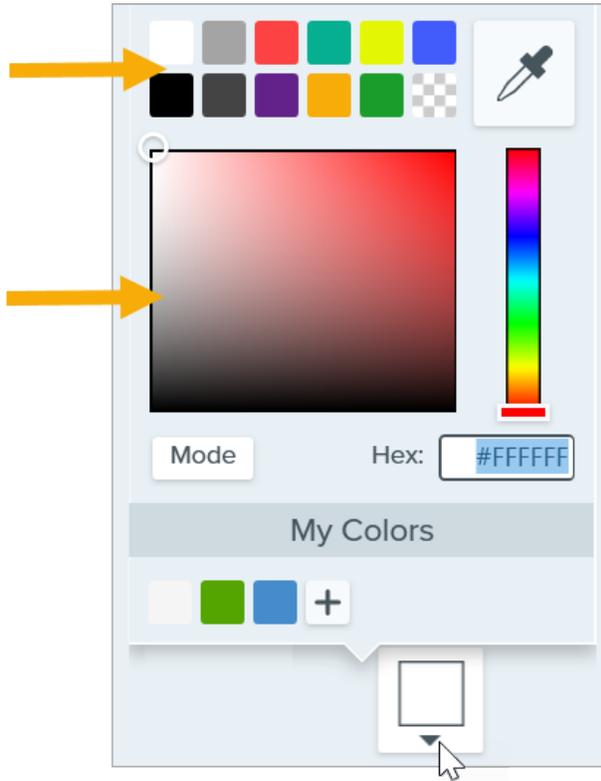
After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Color

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.

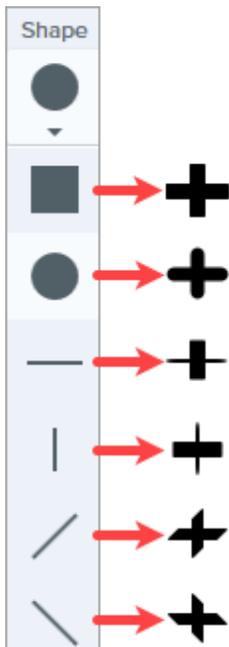


- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.

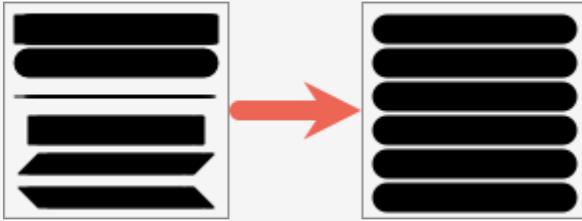


Shape (Windows only)

Click the dropdown to select the shape style.



Note: Snagit Mac only supports the circle shape for pen drawings. If you open a SNAGX file on Snagit Mac, lines drawn with other shapes display as though drawn with the circle shape. See [Snagit File Format Compatibility \(https://www.techsmith.com/blog/?post_type=tutorial&p=149748\)](https://www.techsmith.com/blog/?post_type=tutorial&p=149748).



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

Width

Drag the slider or enter a value in pixels to adjust the width of the arrow/outline/line.



Opacity

Drag the slider to adjust the transparency level.



Create as Vector (Windows) / Create Editable Line (Mac)

Select this option to draw a line that can be edited.

Create as vector Create Editable Line



Antialias (Windows)

Select this option to blend pixel edges with the background.



Smooth (Windows)

Select this option to smooth sharp angles into curves.

Note: This option is only available with the circle Pen shape.



Smooth Curves (Mac)

Select this option to blend pixel edges with the background and smooth sharp angles into curves.

Selection Tool

Select part of an image to cut, copy, move, or delete. Automatically replace deleted areas with the surrounding color or transparency.

In this tutorial:

- [Select an Area](#)
- [Edit the Selection](#)
- [Print Selection \(Mac\)](#)
- [Select and Move Shapes and Icons](#)
- [Tool Properties](#)

Note: Selection and other tools in the Snagit Editor toolbar are available to edit images. To edit and enhance video captures, share your video to [TechSmith Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html).

Select an Area

1. Click the **Selection** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. In the [Tool Properties](#), choose a selection shape: Rectangle, Ellipse, Polygon, or Freehand.
3. Select a Background Fill option to fill the area when the selection is moved or deleted:
 - **Transparent:** Fills the area with transparency to display the canvas underneath.
 - **Auto-Fill:** Automatically fills the area based on the content surrounding the selection.
4. Click and drag to draw the selection on the canvas.

Tip: Invert the selection to select everything else.

To delete or edit everything except the selected area, right-click (Windows) or control-click (Mac) the canvas and select **Invert Selection**.

Edit the Selection

After you select an object or area, complete any of the following:

- **Move:** Click and drag the selection on the canvas.

- **Remove:** Press **delete**.
- **Copy:** Press **Ctrl+C** (Windows) or **Command+C** (Mac), then **Ctrl+V** (Windows) or **Command+V** (Mac) to paste the copied selection.
- **Edit text:** Right-click (Windows) or control-click (Mac) and select **Edit text**. For more information, see [Grab & Edit Text \(https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/\)](https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/).
- **Copy text:** Right-click (Windows) or control-click (Mac) and select **Grab text** to copy and paste text into another application.
- **Add Effects:** Click the **Effects** button to select a Quick Effect or apply a customized effect to the selection. For more information, see [Add Effects \(https://www.techsmith.com/blog/?post_type=tutorial&p=145457\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145457).

Example: Create a circular image

The **Invert Selection** option selects everything outside of your selected area. Apply this option to crop a rectangular image down to a circle.

1. Click the **Selection** tool in the Snagit Editor toolbar.
2. Select the **Transparent** background fill option.
3. Select the **Ellipse** shape in the Tool Properties.



4. Click and drag on the Canvas while pressing the **Shift** key to select a perfect circle around the area to keep.
5. To reposition the selection (Windows only), press and hold the **Shift** key while you drag the handle in the center of the selection.
6. Right-click (Windows) or control-click (Mac) and select **Invert Selection**.
7. Press the **Delete** key.
8. Select **Image menu > Trim**.
9. To change your Canvas color to transparent:
 - **Windows:** Right-click the Canvas and select **Canvas Color**. Click the **Canvas preview**, select the **transparent** (checkerboard) option, and click **OK**.
 - **Mac:** Control-click the Canvas and select **Change Canvas Color**. Click the **Canvas Color preview**, select the **transparent** (checkerboard) option, and click **Apply**.

Print Selection (Mac)

1. Select an object or area. See [Select an Area](#).
2. Control+click and select **Print Selection**.

The macOS print dialog opens where you can select a printer destination, scale, portrait or landscape orientation, and other options.

Select and Move Shapes and Icons

The Snap to Object toggle allows you to automatically snap the selection to the nearest edges of a shape or icon within the selected area.

1. Click and drag to draw a selection around a shape or icon in an image.

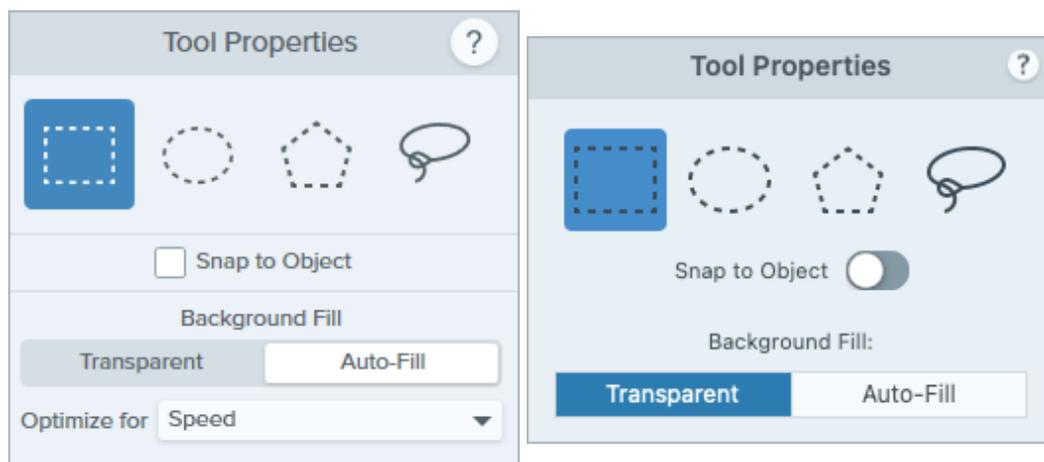
2. Click **Snap to Object** to bind the selection to the edges of the selected elements.
3. Move the icon anywhere in the image. If auto-fill is turned on, the space where the object moved from automatically fills to match the surrounding area.

Tip: Try the Freehand selection tool for irregular shapes.

The Freehand selection tool  allows you to manually draw a selection. This is useful if the shape selection tools do not fit the area to select.

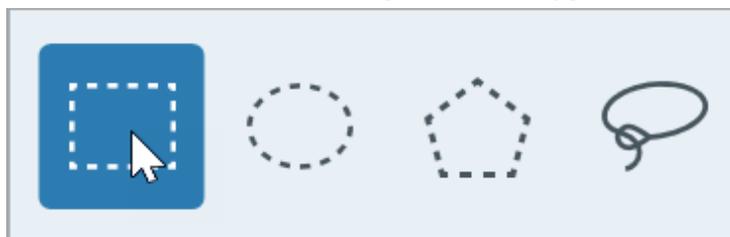
Tool Properties

Edit the properties to customize the tool.



Selection Shape

Choose a selection shape: Rectangle, Ellipse, Polygon, or Freehand.



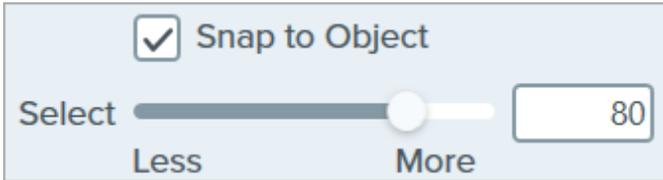
Selection Shape Tips:

- To select a square, select **Rectangle** and hold the **Shift** key as you draw the shape on the canvas.
- To select a circle, select **Ellipse** and hold the **Shift** key as you draw the shape on the canvas.
- To select with with **Polygon**:
 1. Click the canvas to anchor each corner of the shape.
 2. Double-click to anchor the last corner of the shape.
- To select with the **Freehand** (lasso) shape, click and drag.

Snap to Object

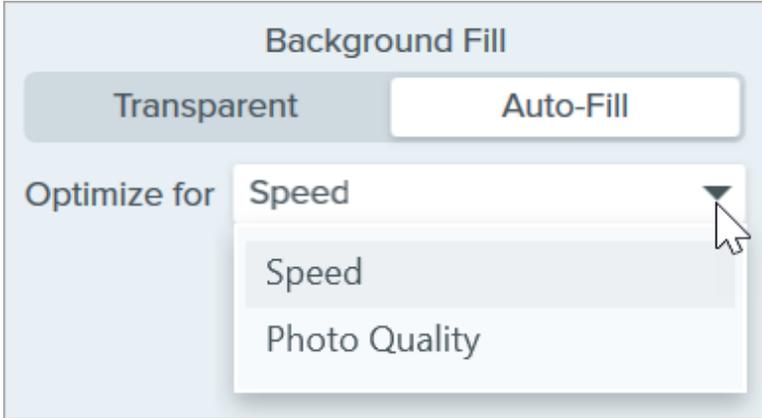
Enable this option to snap to text or irregularly shaped objects in the selected area. Drag the slider to adjust the

object selected.



Background Fill

Choose an option to fill the area when the selection is moved or deleted:



- **Transparent:** Fills area with transparency.
- **Auto-Fill:** Automatically fills the area based on the content surrounding the selection.
 - **Optimize for Speed (Windows only):** Use for solid colored content or if fill details are not important.
 - **Optimize for Photo Quality (Windows only):** Use for advanced customization and higher quality fill.

Shape Tool

Add a shape to an image. Set the Fill color to Transparent to make it a frame.

In this tutorial:

- [Draw a Rectangle or Ellipse \(Oval\)](#)
- [Draw a Polygon Shape](#)
- [Tool Properties](#)

Note: To add a shape with text, use the [Callout Tool](#) (<https://www.techsmith.com/learn/tutorials/snagit/callout/>).

Note: Shape and other tools in the Snagit Editor toolbar are available to annotate and edit images. To draw a shape while you record video, see [Screen Draw](#) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>).

Draw a Rectangle or Ellipse (Oval)

1. Click the **Shape** tool in the Snagit Editor toolbar.



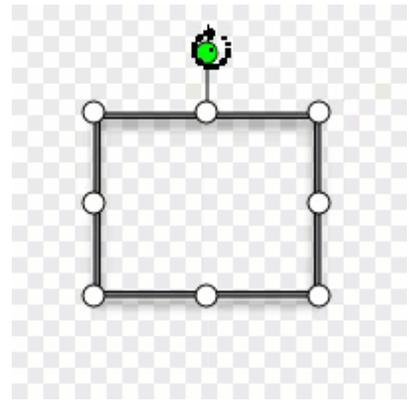
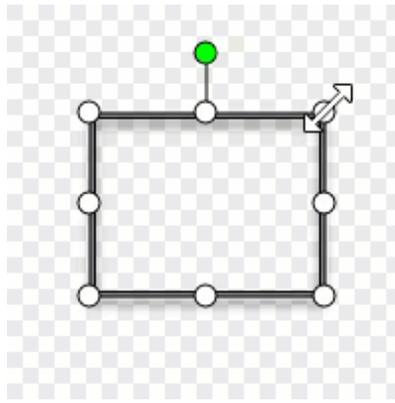
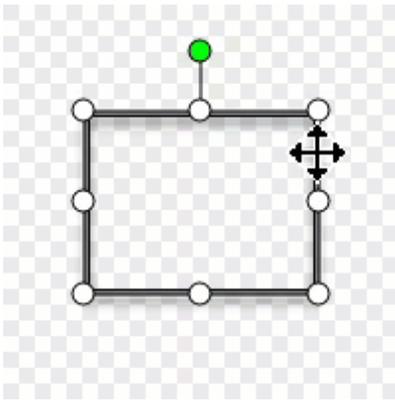
Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](#) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>).

2. Select a [Quick Style](#) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites>) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag on the Canvas to draw the shape.
4. Complete any of the following to edit the shape:

Click and drag to move the shape.

Click and drag a white handle to resize the shape.

Click and drag a green handle to rotate the shape.



Tip: Hold the Shift key to draw a perfect square or circle.

Select a rectangle or ellipse shape in the Properties panel. Hold the **Shift** key and click and drag on the Canvas to draw a square or rectangle.

5. When you are finished with the **Shape** tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Draw a Polygon Shape

1. Click the **Shape** tool in the Snagit Editor toolbar.



2. In the Tool Properties, select **Shape dropdown > Polygon**.



3. Edit the [Tool Properties](#) to customize the tool.

- Click and drag on the Canvas to draw the first side of the shape. Click to anchor each additional corner of the shape.



- Double-click (Windows) or press **Enter** (Mac) to complete the shape.
- When you are finished with the **Shape** tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.

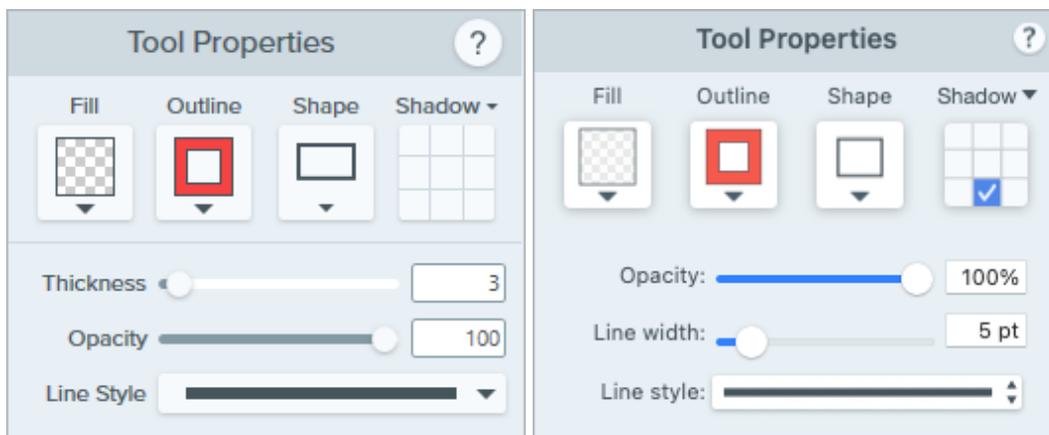


Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/\)](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/).



Fill/Outline

- **Fill:** Change the interior color.

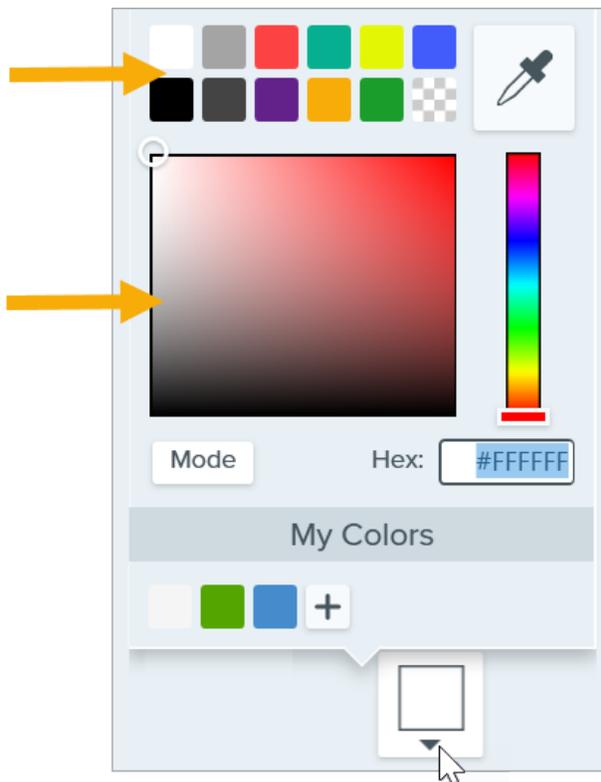


- **Outline:** Change the color outlining a shape.



Click the dropdown and select one of the following to set the fill color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.

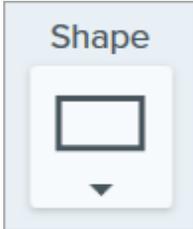


Tip: Use Transparent to have no fill.

To create a frame or an empty shape with no fill, select Transparent as the Fill color.

Shape

Click the dropdown to select the shape style.



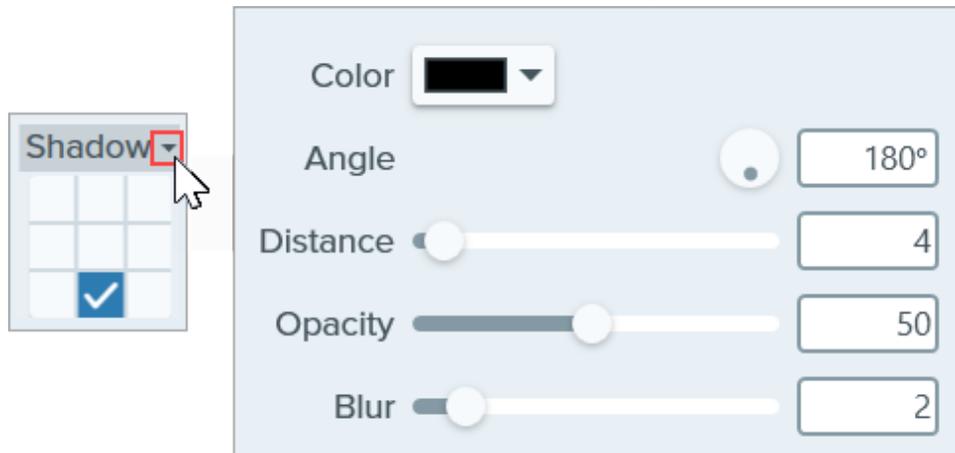
Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

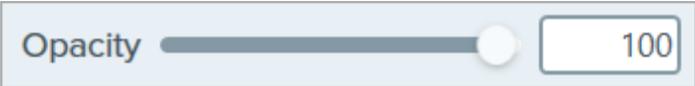
Thickness (Windows) / Line Width (Mac)

Drag the slider or enter a value in pixels to adjust the width of the shape outline.



Opacity

Drag the slider to adjust the transparency level.



Line Style

Click the dropdown to select a style for the outline of the shape.

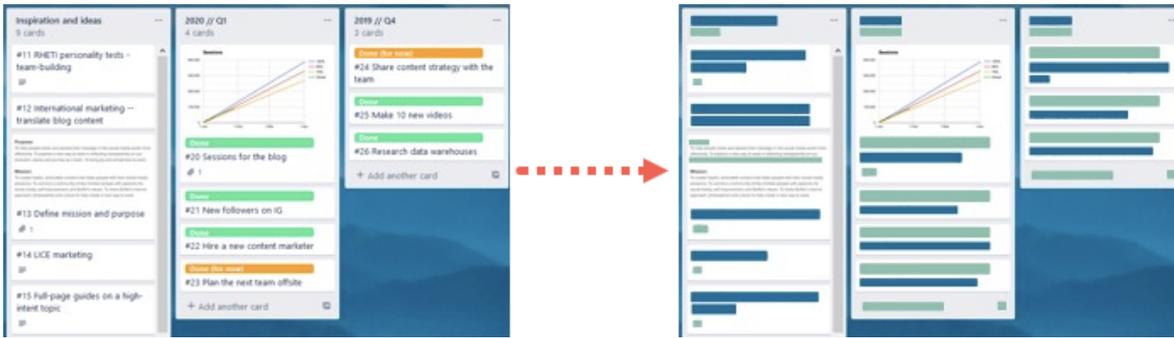


Simplify Images

Replace text and other distracting visual elements in an image with simplified objects.

Create simplified graphics to:

- Single-source images in your content across languages, versions, or platforms.
- Keep up with continuously changing user interfaces or websites.
- Focus viewers' attention on important areas in an image.



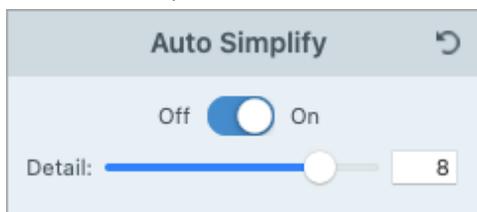
Note: Simplify and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

1. Click the **Simplify** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>)

2. In the Tool Properties, enable the **Auto Simplify** option.



3. Snagit overlays text and visual elements in the image with simplified objects. Drag the **Detail** slider to adjust the Auto Simplify sensitivity and generate new objects.

Note: Adjusting the **Detail** slider resets all Auto Simplify objects on the canvas.

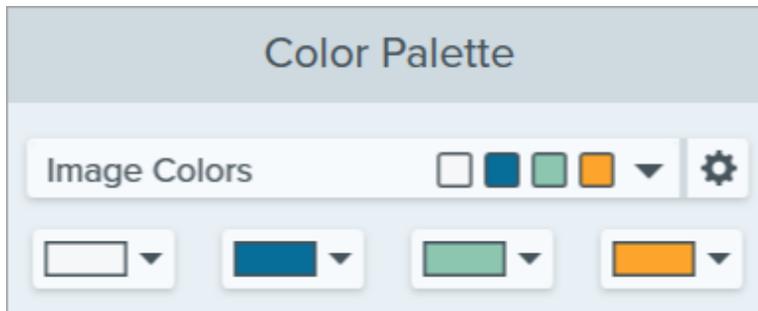
4. To further customize your simplified image, continue with any of the following:

- [Customize the color palette](#)
- [Draw additional Quick Style objects](#)
- [Manually edit the simplified objects](#)

Create a Custom Color Palette

Customize a color palette to add consistency across a series of simplified images or match your brand or product colors.

1. In the Color Palette properties panel, click a color dropdown to change the object colors on the canvas. Repeat to set the desired colors in the palette.



2. Click the  icon and select **Save Palette**.

3. In the Save Palette dialog, select one of the following:

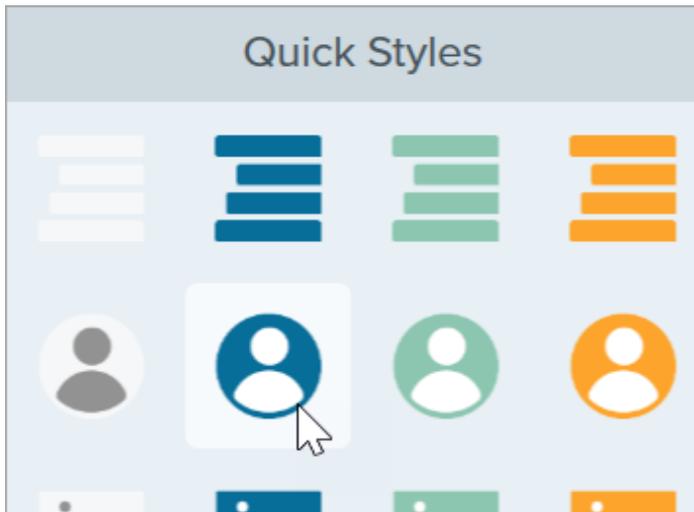
- **New:** Enter a name for the new palette.
- **Replace:** In the dropdown, select an existing color palette to replace.

4. Click **Save**.

Snagit adds the color palette to the dropdown in Color Palette properties.

Draw Additional Quick Style Objects

1. In the Quick Styles, click to select an object.



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

3. To edit the object, see [Edit Simplify Objects](#).

Edit Simplify Objects

Resize an Object

Click to select an object on the canvas and drag the handles in or out.

Move an Object

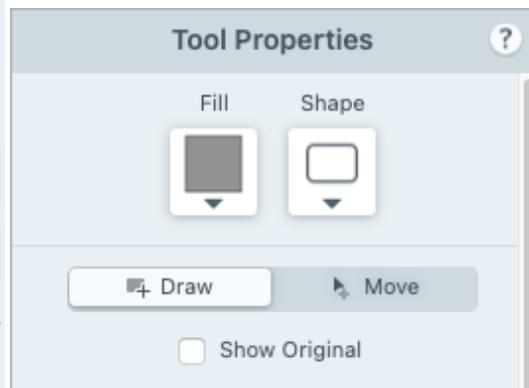
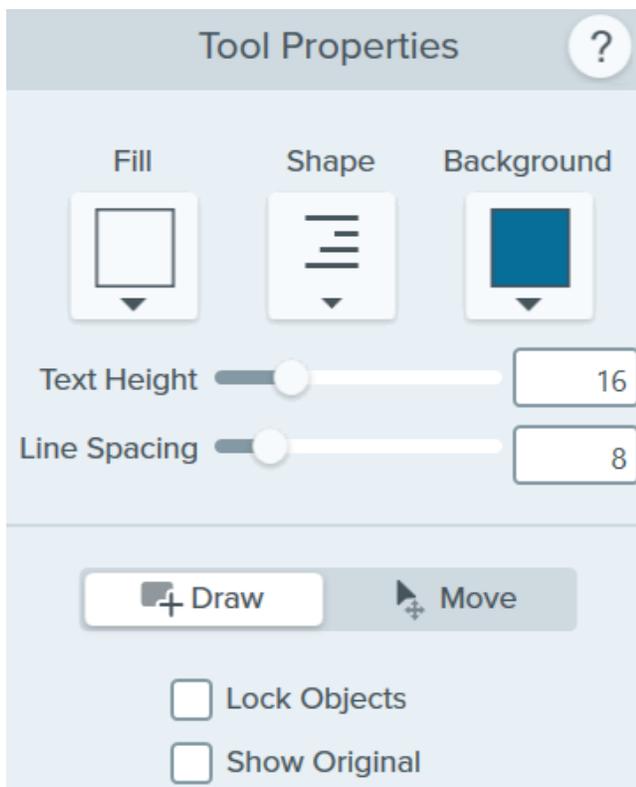
Click to select an object on the canvas and drag the object to the desired location.

Delete an Object

Click to select an object on the canvas and press the **Delete** key.

Edit the Tool Properties

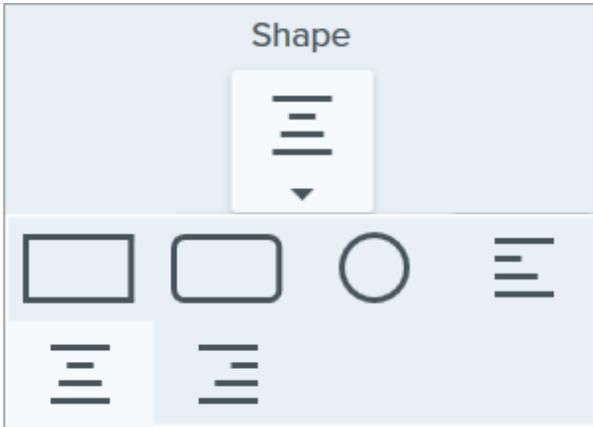
Click to select a simplified object on the canvas and edit the properties to customize the object.





Fill

Set the color for the selected object.



Shape

Select the shape for the selected object.



Background

Select the background color for the simplified text object.



Text Height

Drag the slider or enter a value for the text line height in the simplified text object.



Line Spacing

Drag the slider or enter a value for the space between each text line in the simplified text object.



Align (Only available when multiple objects are selected.)

Align the selected objects left, middle, or right.

Draw/Move Mode

Allows you to switch between the following modes:



- **Draw:** Click and drag on the canvas to add a new quick style object. Simplified objects are still movable.
- **Move:** Click and drag on the canvas to multi-select and move objects. Drawing new quick styles is disabled.

Lock Objects (Windows Only)

Enable this option to prevent edits to the simplified objects on the canvas when switching to other Snagit editing tools.

Show Original

As you work, Snagit maintains your original image behind the simplified objects.

1. Click **Show Original** to reference your original image.
2. Drag the **Opacity** slider to change the transparency level of objects on the Canvas.

Spotlight Tool (Mac)

Call attention to an area by dimming and/or blurring the rest of the image.

Note: Spotlight and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

Add a Spotlight



1. Click the **Spotlight** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown to select the tool. See [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470). (https://www.techsmith.com/blog/?post_type=tutorial&p=145470)

2. Select a spotlight shape in [Tool Properties](#).
3. Click and draw on the Canvas to select the spotlight area.
4. Complete any of the following to edit the spotlight area:
 - o Click and drag to move.
 - o Click and drag a white handle to resize.
 - o Click and drag the green handle to rotate.
5. Adjust the **Color**, **Opacity**, and **Blur** properties to achieve the desired effect. See [Tool Properties](#).
6. When you are finished with the Spotlight tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



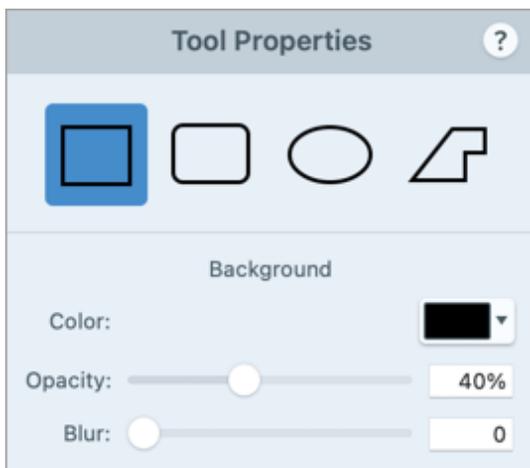
Note: Windows users can achieve a similar effect with the Selection tool and the Spotlight & Magnify effect. To learn more, see [Add Effects \(https://www.techsmith.com/learn/?post_type=tutorial&p=145457\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145457).

Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Shape

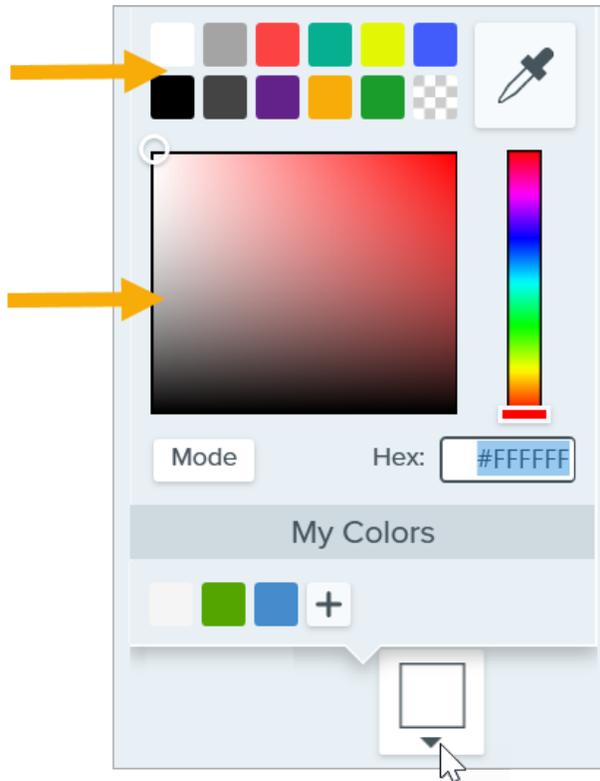
Select a rectangle, rounded rectangle, oval, or polygon shape for the spotlight.

- To spotlight with the rectangle, rounded rectangle, and oval shapes, click and drag on the canvas.
- To spotlight with the polygon shape:
 1. To create the first side of the polygon, click on the canvas to add the first two points.
 2. Continue to click on the canvas to add additional sides.
 3. Double-click the canvas to stop drawing the polygon.

Color

Click the dropdown and select one of the following to set the background color for the image surrounding the spotlight:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the Eyedropper button and then click to select a color from anywhere on the screen.



Opacity

Drag the slider to adjust the transparency of the background color surrounding the spotlight.

Blur:

Drag the slider to adjust the clarity of the background image surrounding the spotlight.

Stamp Tool

Annotate your image with stamps from a variety of categories.

In this tutorial:

- [Add a Stamp to an Image](#)
- [Download Stamps](#)
- [Create Custom Stamps](#)
- [Tool Properties](#)

Note: Stamp and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

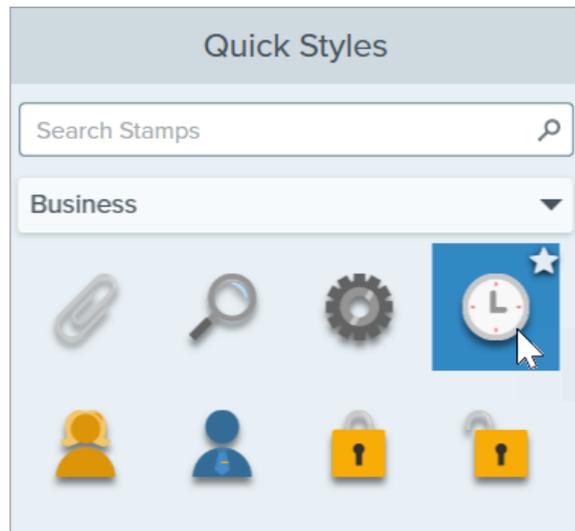
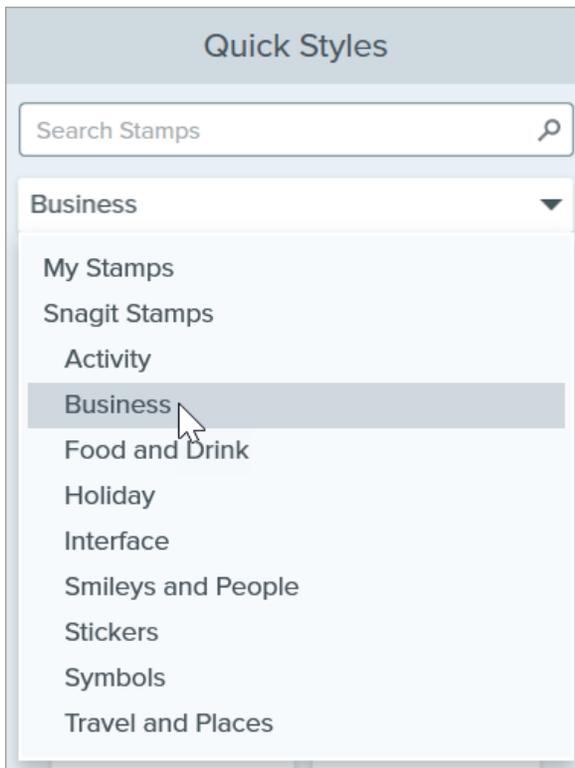
Add a Stamp to an Image

1. Click the **Stamp** tool in the Snagit Editor toolbar.



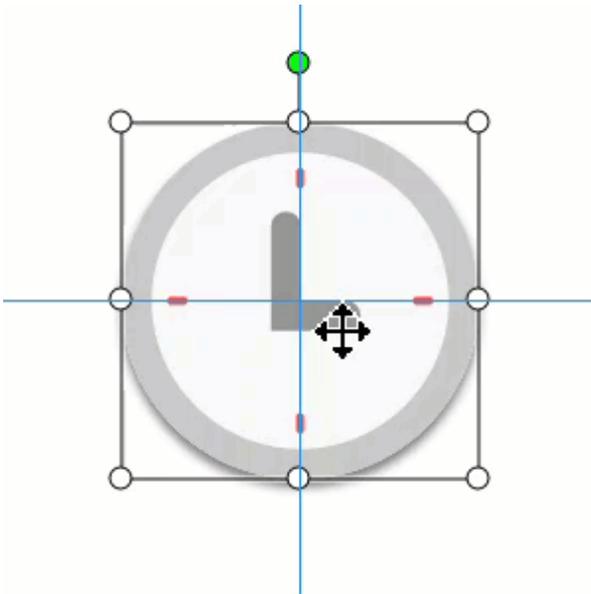
Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>).

2. In the [Quick Styles](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>), select a stamp category from the dropdown or enter a search term. Click to select a stamp.

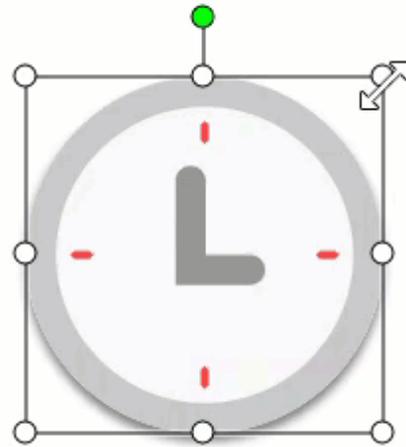


3. Click the canvas to add the stamp.

Click and drag to move the stamp.



Click and drag a handle to resize the stamp.



4. When you are finished with the Stamp tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Download Stamps

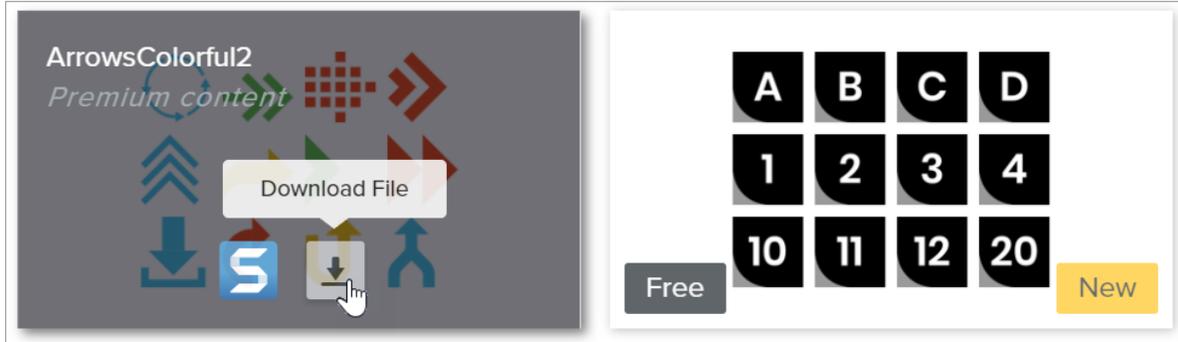
Note: You must have Snagit version 2020 or later to download assets directly into Snagit.

1. Click the **Stamp** tool in the Snagit Editor toolbar.

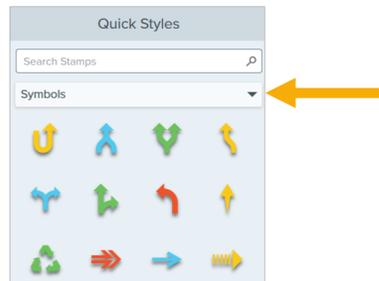
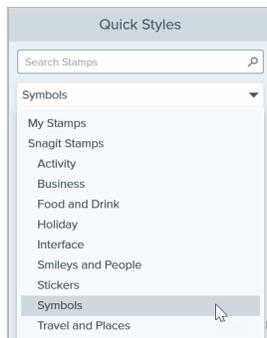
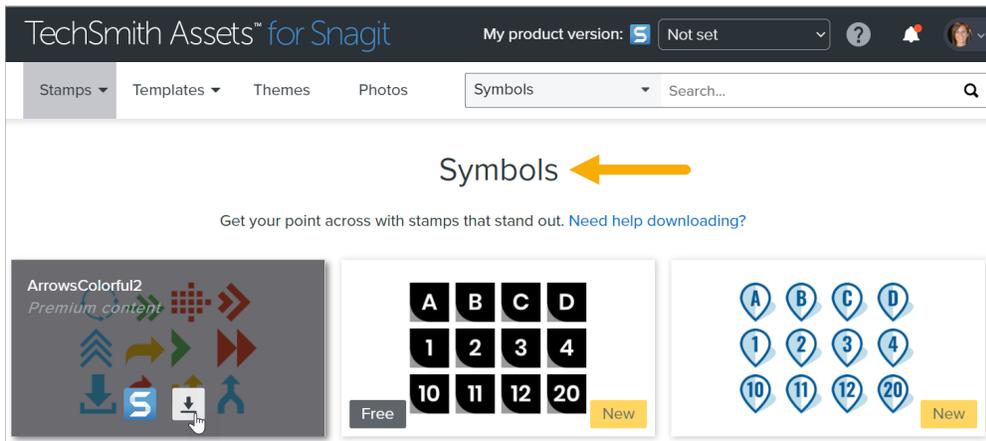


2. In the Properties panel, click the **Download More** button.

3. The [TechSmith Assets website \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) opens. Locate the desired stamp set and click the **Send to Snagit** link. To learn more about downloading assets, see [Download TechSmith Assets for Snagit \(https://www.techsmith.com/learn/tutorials/snagit/assets/\)](https://www.techsmith.com/learn/tutorials/snagit/assets/).



Snagit adds the stamp set into the stamp category: **Stamp tool > Quick Styles > Stamp dropdown > select category.**



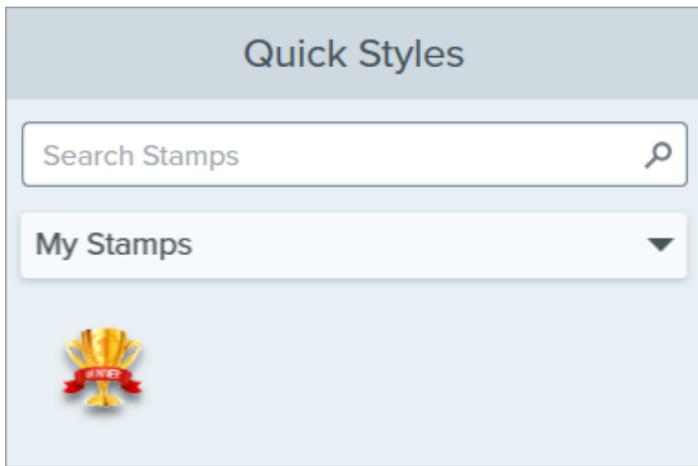
Create Custom Stamps

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

1. On Windows, select **Stamp tool > Organize Stamps button > Add Stamp button**. On Mac, select **Stamp tool > Import Stamps**.

2. Browse to select an image and click **Open**.

Snagit adds the image to **My Stamps**.

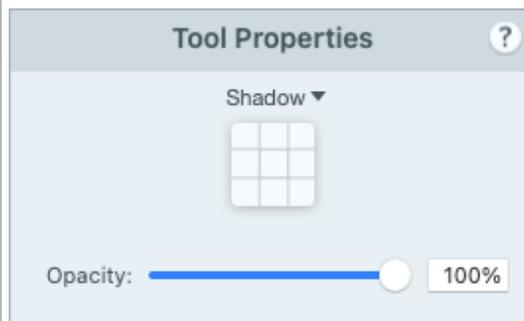
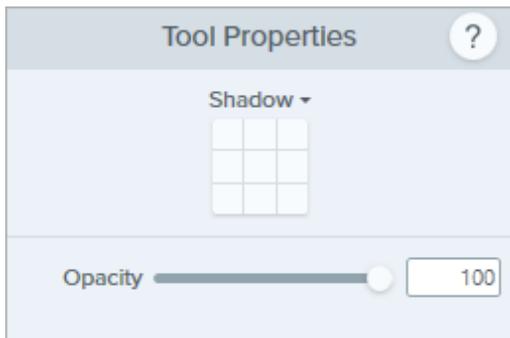


Tool Properties

Edit the properties to customize the tool.

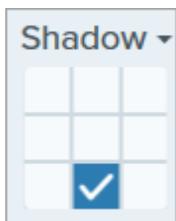
Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites\)](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites).



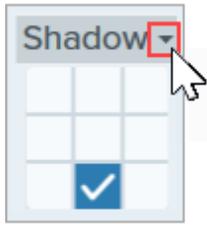
Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

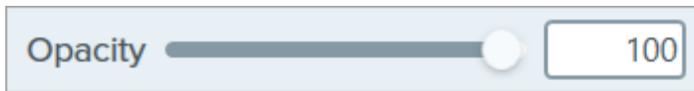
Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

Opacity

Drag the slider to adjust the transparency level.



Step Tool

Add steps to illustrate a process or call out specific areas in an image.

Click to add numbers or letters sequentially on the canvas.

Note: Step and other tools in the Snagit Editor toolbar are available to annotate and edit images. To add step numbers while you record video, see [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>).

1. Click the **Step** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click on the Canvas to add the first number or letter.
4. Adjust the size or other properties of the first step as needed. The properties affect additional steps added in the sequence.
5. Click on the Canvas to add additional steps sequentially.
6. To manually edit the label, right-click (Windows) or Control-click (Mac) on the step and select **Edit Value**. Enter the desired alphanumeric value and press **Enter**.
7. When you are finished with the Step tool, click the **Move** tool to select, move, edit, or delete objects you added to your image.

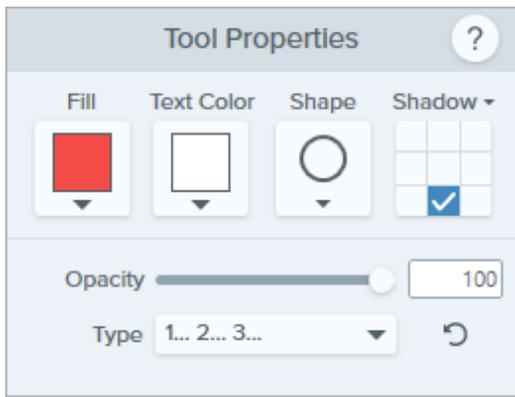


Tool Properties

Edit the properties to customize the tool.

Tip: Save your customized tools.

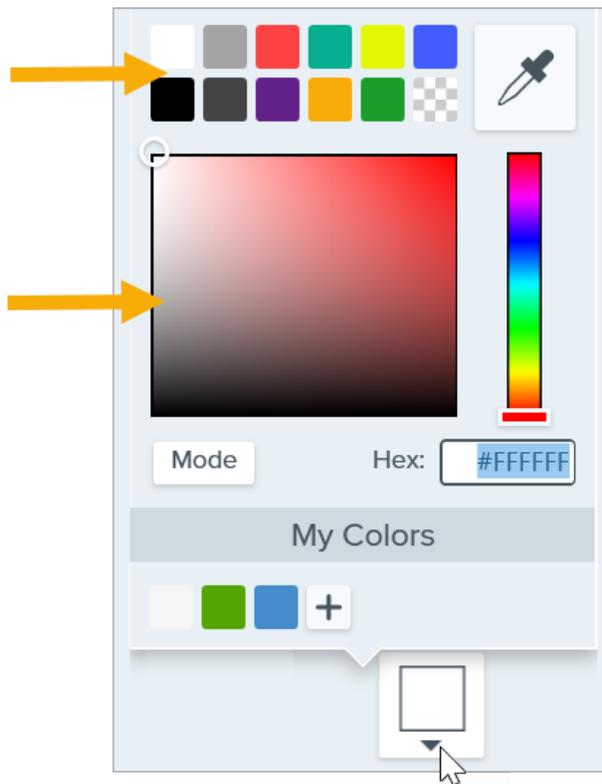
Save your customized tools as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



Fill

Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.



- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.

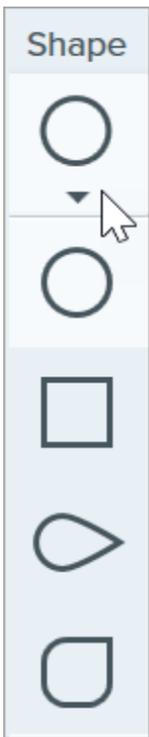


Text Color

Click the dropdown to select a font color.

Shape

Click the dropdown to select the shape style.



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle:** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

Opacity

Drag the slider to adjust the transparency level.



Type

Click the dropdown to select an alphanumeric type for step sequence.



Restart Sequence

Click  to restart the lettering or numbering sequence for the next step added to the Canvas.

Text Tool

Add captions, headings, or other text to an image.

Note: Text and other tools in the Snagit Editor toolbar are available to annotate images. To draw your viewer's attention while you record video, try [Screen Draw](https://www.techsmith.com/learn/tutorials/snagit/screen-draw/) (<https://www.techsmith.com/learn/tutorials/snagit/screen-draw/>). To enhance video you have already recorded, share your video to [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

Add Text

1. Click the **Text** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/) (<https://www.techsmith.com/learn/tutorials/snagit/customize-toolbar/>).

2. Select a [Quick Style](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>) or edit the tool properties to customize the tool. See [Tool Properties](#).
3. Click and drag on the Canvas to select the location for your text.
4. Type the desired text.
5. When you are finished with the Text tool, click the **Move** tool in the toolbar to select, move, edit, or delete objects you added to your image.



Note: To add text with a background color, border, or arrow, use the [Callout Tool](https://www.techsmith.com/learn/tutorials/snagit/callout/) (<https://www.techsmith.com/learn/tutorials/snagit/callout/>).

Edit or Remove Text

To edit or remove text that was added with the Text tool, click to select the text on the Canvas and complete any of the following:

- Change the current text style by clicking a [Quick Style](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>) or edit the [Tool Properties](#).
- Type to enter text.
- To delete the text, press the **Delete** key.

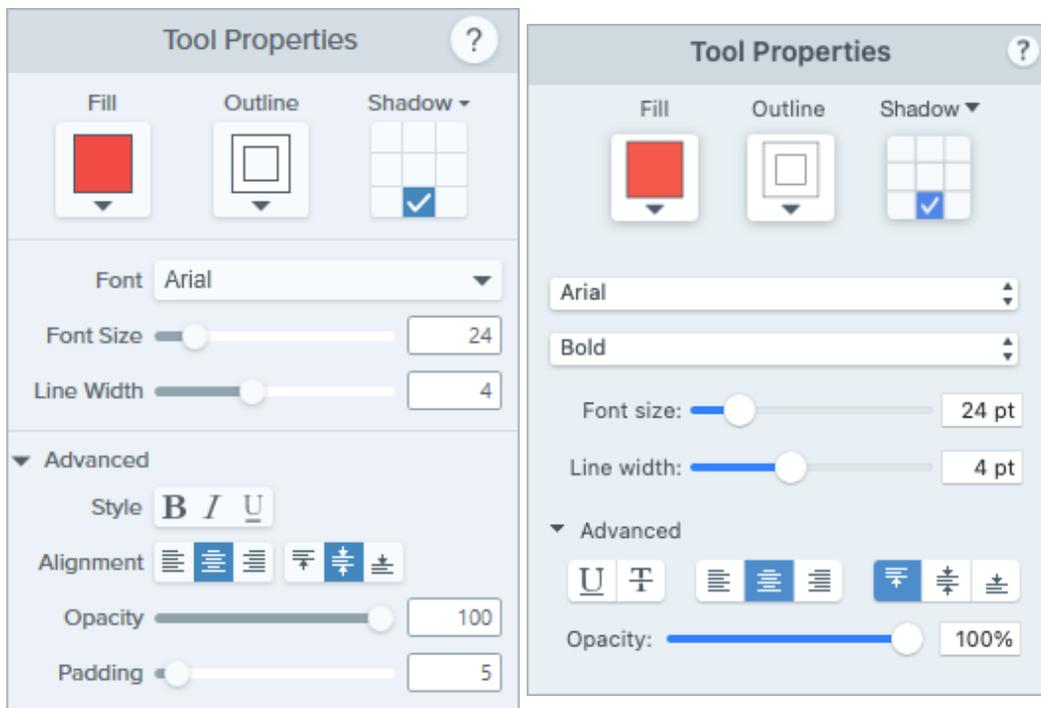
Note: To edit text captured in a screenshot or already included in an image, see [Grab and Edit Text](https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/) (<https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/>).

Tool Properties

Edit the properties to customize the tool.

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>).



Fill/Outline

- **Fill:** Change the interior color.

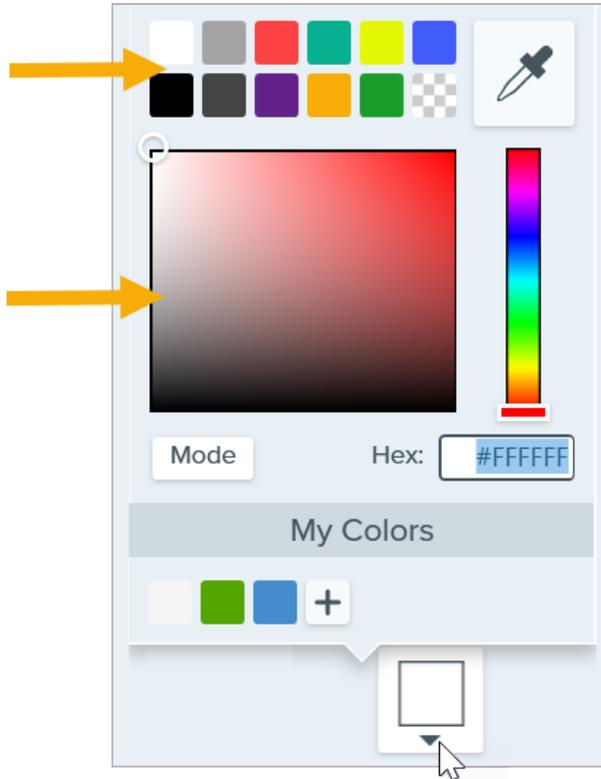


- **Outline:** Change the color outlining text.



Click the dropdown and select one of the following to set the color:

- Click to select a preset or color from the palette.



- Enter a HEX or RGB value into the field.

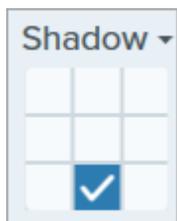


- Click the **Eyedropper** button and then click to select a color from anywhere on the screen.



Shadow

Click to select a shadow direction. To turn off the shadow, click to deselect the shadow direction.



Advanced Shadow Properties

Click the dropdown arrow to access additional Shadow properties:



- **Color:** Select a color for the shadow.
- **Angle (Windows only):** Set the direction of the shadow extending from the tool.
- **Distance:** Increase/decrease the distance between the tool and the shadow.
- **Opacity:** Increase/decrease the transparency of the shadow.
- **Blur:** Increase/decrease the clarity of the shadow.

Font Properties

- **Font:** Click the dropdown to select a font.
- **Font Size:** Drag the slider or enter a value to adjust the font size.
- **Font Style (Mac Only):** Click the dropdown to select the text formatting: Regular, Italic, Bold, Bold Italic. For Windows, see [Advanced Font Properties](#) for more formatting options.
- **Line Width:** Drag the slider or enter a value to adjust the width of the text outline. Set to 0 to remove the outline from the text.

Advanced Font Properties

Click the dropdown arrow to access additional font properties.

- **Style:** Click to select the text formatting: Bold (Windows), Italic (Windows), Underline, Strikethrough (Mac). For Mac, see [Font Style](#) for more formatting options.
- **Alignment:** Click to select the horizontal or vertical text alignment.
- **Padding (Windows only):** Adjust the space surrounding the text.
- **Opacity:** Drag the slider to adjust the text transparency level.

Edit a Video

Cut out unwanted parts of a video or trim the beginning or end of the video.

In this tutorial:

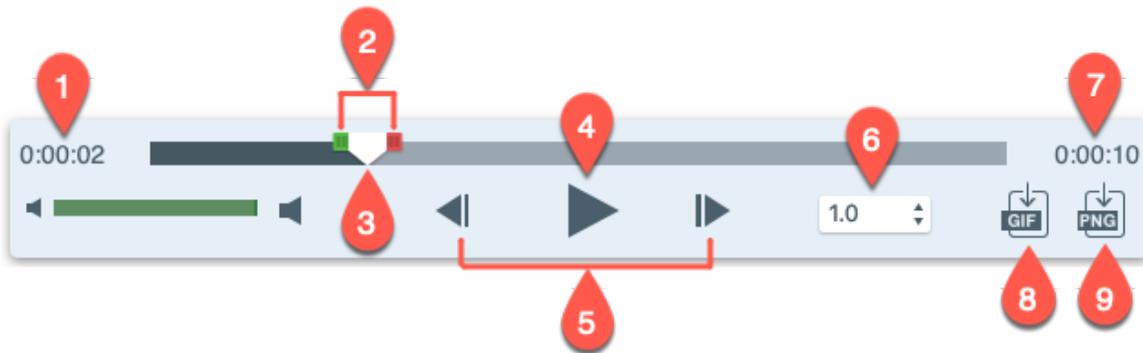
- [Video Playback Controls](#)
- [Cut Out Video Sections](#)
- [Save a Video Frame as an Image](#)

Tip: Enhance your video or access additional editing options in Camtasia.

Snagit provides basic editing to cut out unwanted parts of a recording or [combine videos](https://www.techsmith.com/blog/tutorials/snagit/combine-videos/) (<https://www.techsmith.com/blog/tutorials/snagit/combine-videos/>). For more video editing options, such as reducing background noise, adding music, or adding arrows, callout text, or titles, try [TechSmith Camtasia](https://www.techsmith.com/video-editor.html) (<https://www.techsmith.com/video-editor.html>).

Video Playback Controls

After [recording a video capture](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/) (<https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/>), the MP4 file opens in Snagit Editor to preview and edit. The video playback controls appear under the video.



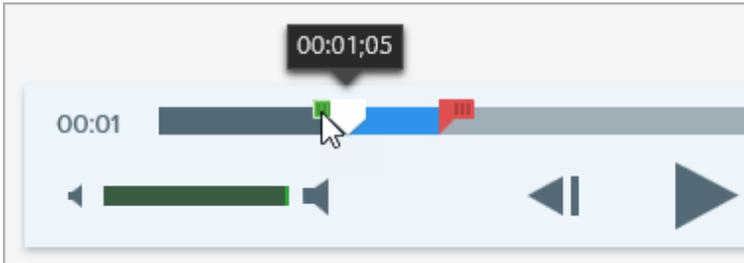
	Video Control	Description
1	Elapsed time	Displays the elapsed time at the playhead's position on the timeline.
2	Start / End Selection Handles	Drag the handles to select the starting and ending points for a video selection.
3	Playhead	Controls which frame in the video is displayed. Drag the playhead to jump to a specific point in the video.
4	Play / Pause	Play or pause the video.
5	Previous / Next Frame	Click to move back or forward one frame. Click and hold to rewind or fast forward.

6	Playback Speed (Mac only)	Select a speed to review the video in Snagit. Playback speed does not affect how the video plays when you share, save, or export the file.
7	Time	Displays the total length of the video.
8	Create Animated GIF	Save the entire video or the current selection as an Animated GIF (https://www.techsmith.com/blog/?post_type=tutorial&p=144405) file.
9	Save Frame as PNG	Save the current video frame as a still image. The new image opens in the tray.

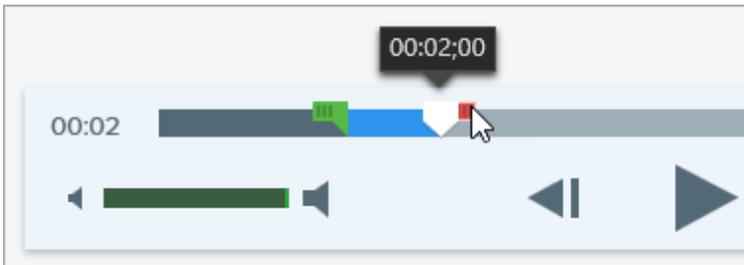
Cut Out Video Sections

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

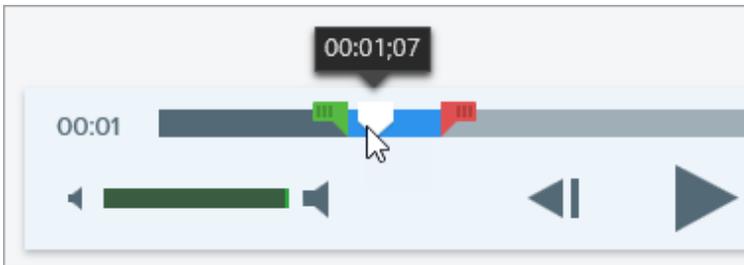
1. Drag the **Start handle** on the timeline to the location to start the cut.



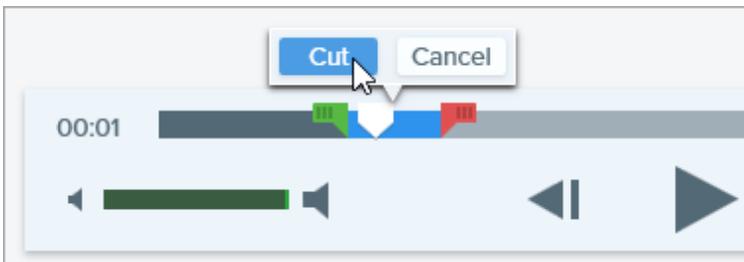
2. Drag the **End handle** on the timeline to the location to end the cut.



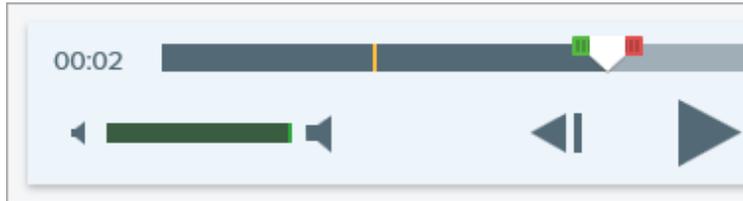
3. To review the segment to be cut out, drag the playhead across the timeline.



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.

Combine Videos

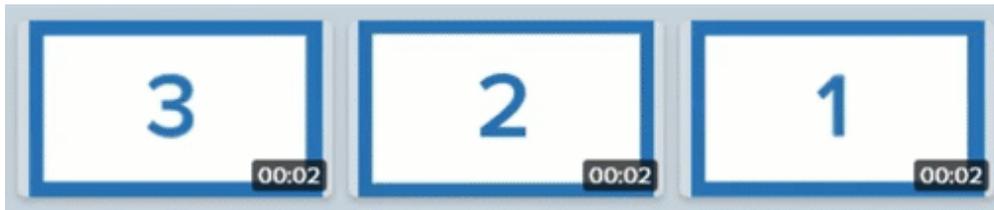
Learn how to combine multiple clips into a single video in Snagit.

Record multiple video captures with Snagit, then combine them into a single video. For example:

- Record a video in segments rather than a single take.
- Record additional information missed in the first recording.
- Add a video or segment recorded by another person.

To combine videos:

1. In the [recent captures tray](https://www.techsmith.com/learn/tutorials/snagit/recent-captures-tray/) (<https://www.techsmith.com/learn/tutorials/snagit/recent-captures-tray/>), drag to reorder the video thumbnails to match the order you want them to appear in the video.



2. In the tray, **Control+click** (Windows) or **Command+click** (Mac) thumbnails to select the videos to combine.
3. **Right-click** (Windows) or **Control+click** (Mac) a selected thumbnail and select **Combine Videos**.



The combined video appears on the canvas to review, [edit](https://www.techsmith.com/learn/tutorials/snagit/editing-video/) (<https://www.techsmith.com/learn/tutorials/snagit/editing-video/>), and [share](https://www.techsmith.com/learn/tutorials/snagit/share/) (<https://www.techsmith.com/learn/tutorials/snagit/share/>).

Note: If the selected videos are of different dimensions, Snagit adds black borders to the smaller video(s) to match the size of the largest video.

Add Comments or Labels

Snagit makes it easy to add comments or labels to your images to improve workplace communication.

Callout Tool

Add annotations to draw attention or to comment on areas in an image.



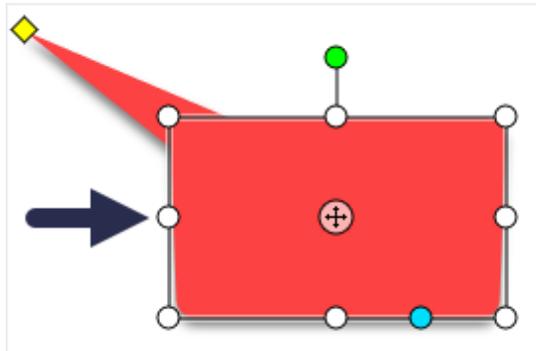
1. Click the **Callout** tool in the Snagit Editor toolbar.



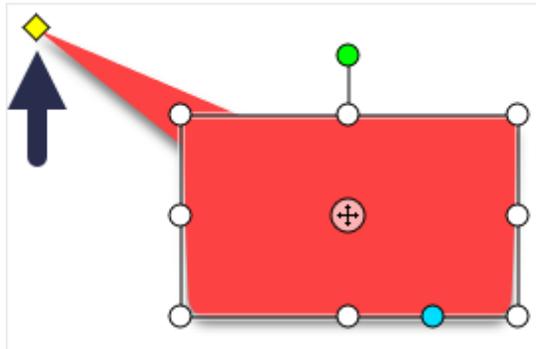
Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click and drag on the Canvas to draw the callout.
4. Type text in the callout.
5. Complete any of the following to edit the callout:

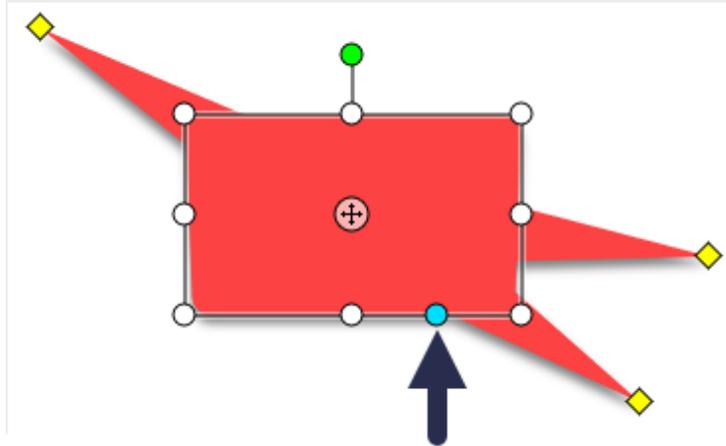
- o To resize the callout, drag the **white** handles.



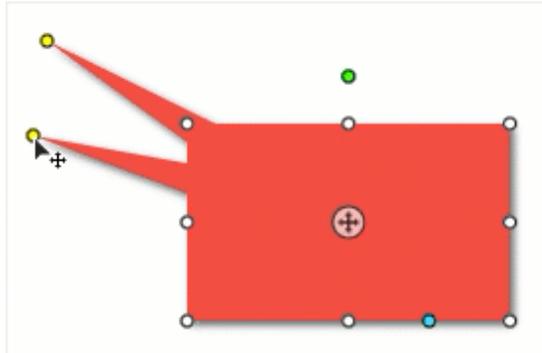
- o To resize the callout tail, drag the **yellow** handle.



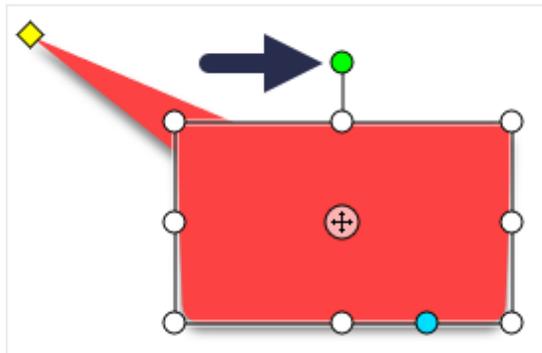
- o To add an extra callout tail, drag the **blue** handle.



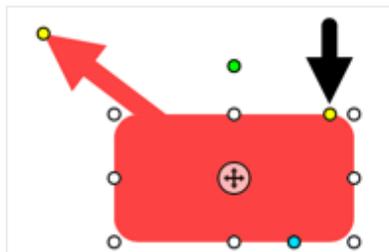
- o To delete a callout tail, drag the **yellow** handle onto the callout.



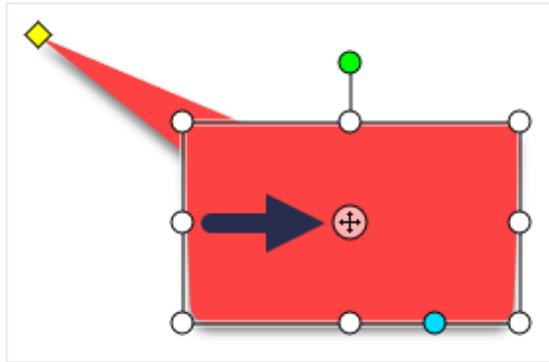
- o To rotate the callout, drag the **green** handle.



- o To adjust the radii of rounded corners, drag the **yellow** handle near the corner. (Mac)



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

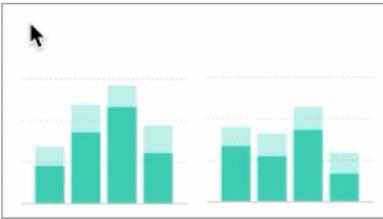


For more information, see the [Callout Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=144411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144411).

Text Tool

Add captions, headings, or other text to an image.

Note: To add text with a background color, border, or arrow, use the [Callout Tool](#) rather than the Text tool.



1. Click the **Text** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click and drag on the Canvas to select the location for your text.
4. Type the desired text.

For more information, see the [Text Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=144410\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144410).

Step Tool

Add steps to illustrate a process or call out specific areas in an image.



1. Click the **Step** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click on the Canvas to add the first number or letter.
4. Adjust the size of the first step as needed.
5. Click on the Canvas to add additional steps sequentially.

For more information, see the [Step Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145453\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145453).

Add Effects

Add effects to enhance an image or selection of an image.

In this tutorial:

- [Add an Image Effect](#)
- [Remove Effect from Image](#)
- [Snagit Effect Types](#)

Note: Effects are only available for images. Share your video to [TechSmith Camtasia](#) (<https://www.techsmith.com/video-editor.html>) to enhance it with annotations and effects.

Add an Image Effect

- To apply effects to images before capture, see [Capture an Image](#) (https://www.techsmith.com/blog/?post_type=tutorial&p=145407)
- To apply effects to multiple images after capture, see [Batch Convert Images](#) (https://www.techsmith.com/blog/?post_type=tutorial&p=145461).

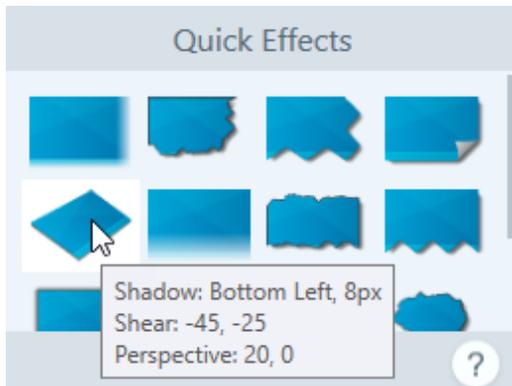
Apply effects to an image or selection after capture:

1. Click the **Effects** button.

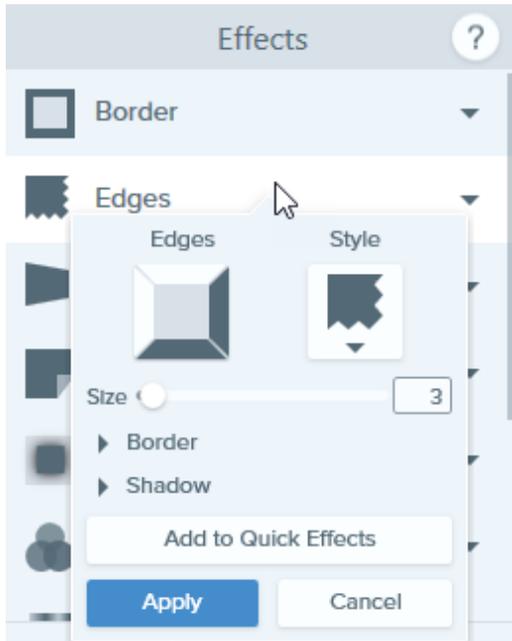


2. The Effects panel opens. Complete one of the following to apply an effect:

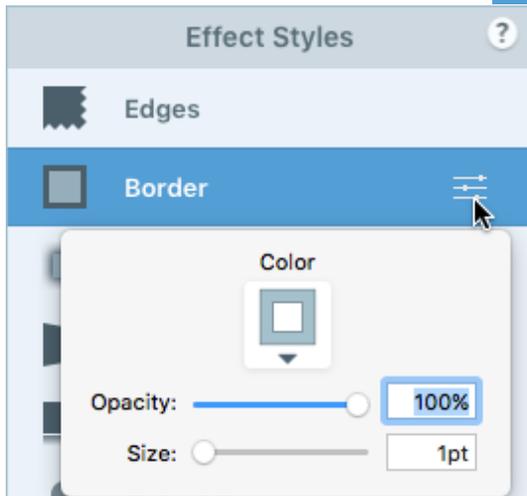
- Select a style from the Quick Effects.



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



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



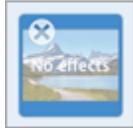
Note: Effects applied in Snagit Mac are not currently supported by Snagit Windows when the image is saved as a SNAGX file. They will not display and will be lost if you open and save the SNAGX file in Snagit Windows. To preserve effects when sharing to Snagit Windows, save the file as a .png, .jpg, or other image file type.

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

Tip: Save a custom effect as a Quick Effect or Favorite for future use.

Windows: After you edit the settings, click the **Add to Quick Effects** button in the settings dropdown.

Mac: As you edit the settings, a new effect appears at the bottom of Quick Effects. Click the  icon to save the effect for future use. Click the  icon to save the effect to [Favorites](https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/) (<https://www.techsmith.com/learn/tutorials/snagit/quick-styles-and-favorites/>).

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- [Color Filters \(Mac\)](#)
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- [Color Replacement \(Windows\)](#)
- [Spotlight and Magnify \(Windows\)](#)
- [Watermark \(Windows\)](#)
- [Fade \(Mac\)](#)

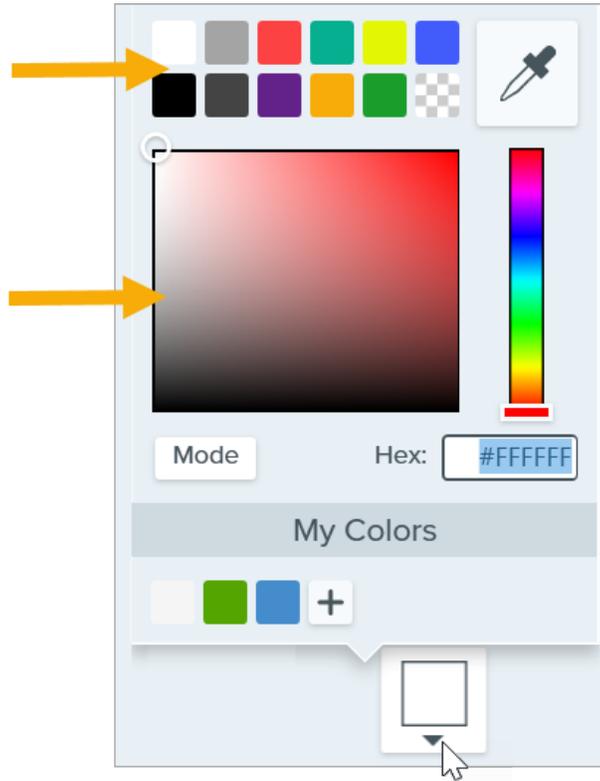
Border



Add a border to the outside of an image.

- To change the color of the border, click the **Color** dropdown and complete one of the following:

- o Click to select a color from the preset colors or from the color palette.



- o Click the Eyedropper tool and then click to select a color from anywhere on the screen.



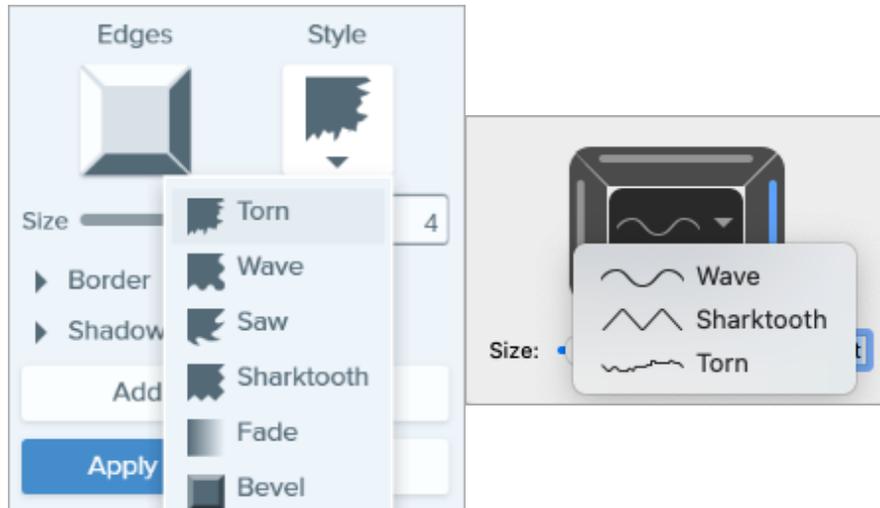
- o Enter a HEX or RGB value into the field.
- Drag the slider to adjust the width.
- Click the **Apply** button to apply the effect to the image (Windows only).

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.



- To change the size of the effect, drag the **Size** slider.

- To indicate where the effect is visible, click one or more edges of the bevel.
- Expand the Shadow dropdown to select the color and location of the shadow for the effect (Windows only).
- Click the **Apply** button to apply the effect to the image (Windows only).

Capture Info

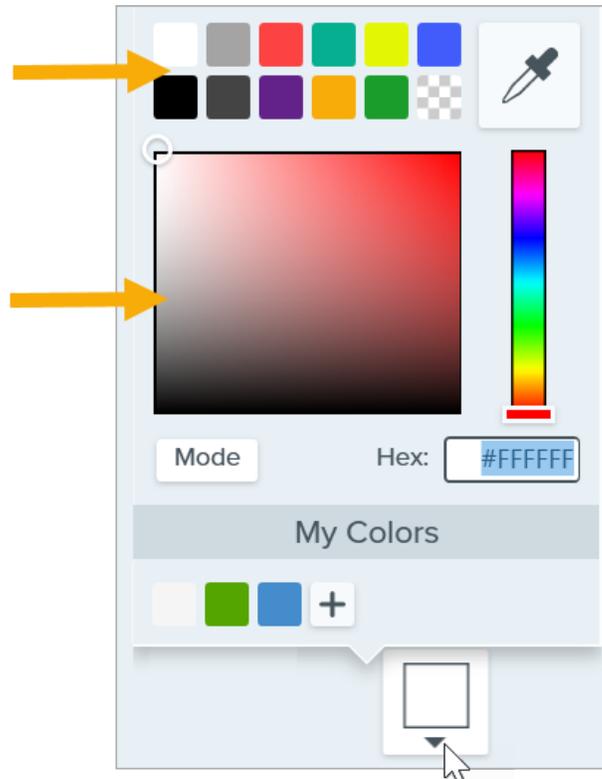


Automatically add information to your screenshots such as application name, capture date and time, and operating system.

Note: Capture Info can only be added to images captured with Snagit.

- Select Capture Info properties to include in the caption:
 - **Application Name**
 - **Application Version**
 - **Date and Time**
 - **Operating System**
- Select the **Custom Text** option to enter text into the text field below.
- To change the Capture Info background color, 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.

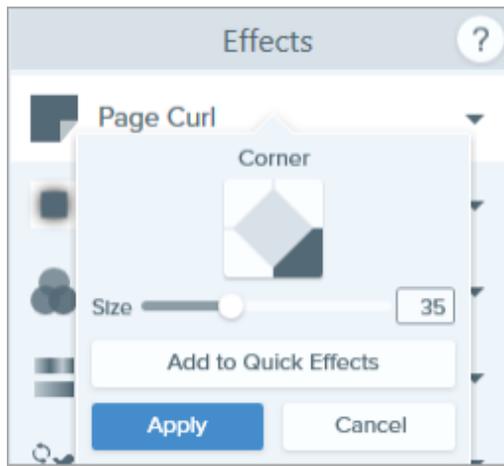
- **Font Properties:**

- **Font:** Click the dropdown to select a font.
- **Font Color:** Click the dropdown to select a color.
- **Font Size:** Drag the slider or enter a value to adjust the font size.
- Click the **Apply** button to apply the effect to the image (Windows only).

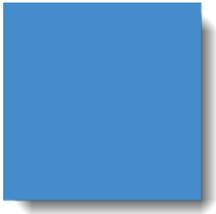
Page Curl
(Windows)



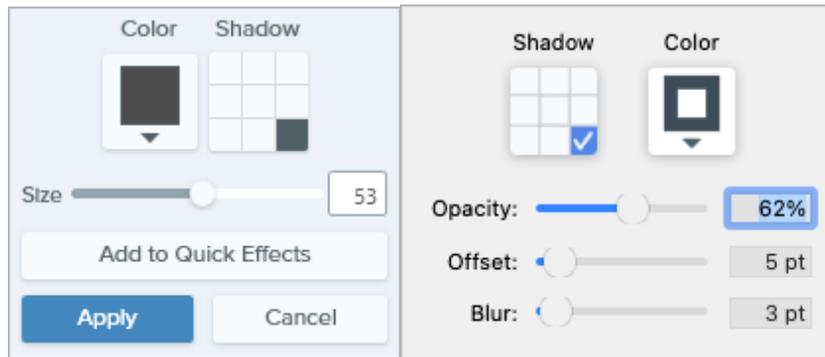
Add an effect that curls the corner of an image. Click the **Apply** button to apply the effect to the image.



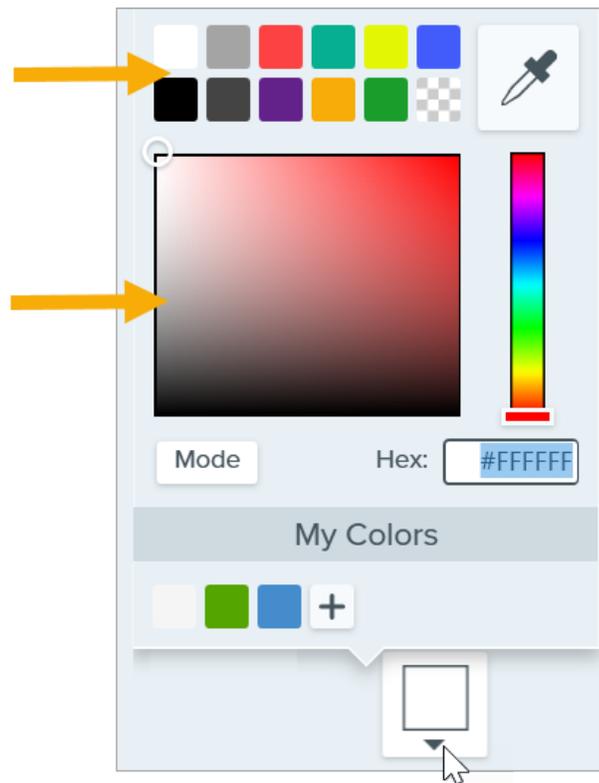
Shadow



Add a shadow effect to a side or around an entire image.



- To change the color of the shadow, 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.
- Click a cell in the grid to select the shadow location.
- Drag the **Size** slider to adjust the shadow size.
- Drag the **Opacity** slider to adjust the transparency of the shadow (Mac only)
- Drag the **Offset** slider to adjust the distance between the image and the shadow (Mac only).
- Drag the **Blur** slider to adjust the clarity of the shadow (Mac only).
- Click the **Apply** button to apply the effect to the image (Windows only).

Perspective



Distort an image to give the appearance of being viewed from a different angle.

- Select a style from the dropdown.
- Drag the **Horizontal/Rotation** or **Vertical/Tilt** sliders to adjust the effect.

Reflection (Mac)



Add a mirror-like reflection to an image.

- Drag the **Size** slider to adjust the percentage of the image that is reflected.
- Drag the **Opacity** slider to adjust the transparency of the reflection.

Filters (Windows)

Apply a filter effect over the entire image. Select a filter type in the dropdown:

- Soften – Blur details in an image.
- Sharpen – Adjust the contrast in an image to improve blurriness.
- Opacity – Adjust the transparency of an image.
- Monochrome – Apply a black and white filter to an image.
- Grayscale – Convert colors in an image to shades of gray.
- 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:

- Grayscale – Convert colors in an image to shades of gray.
- Sepia Tone – Convert colors in an image to shades of a single color creating a monochrome effect.
- Invert – Invert colors in an image creating a negative effect.
- Sharpen – Adjust the contrast in an image to improve blurriness.
- Opacity – Adjust the transparency of an image.

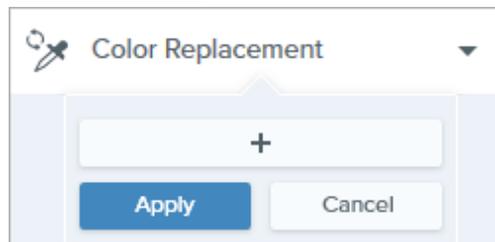
Color Adjustment

Enhance or correct the color and tonality (lightness, darkness, and contrast) in an image. Change the following properties for this effect:

- Brightness – Adjust the overall lightness of an image.
- Contrast – Adjust the difference in the color and brightness between image elements.
- Hue – Adjust the dominant visible color in an image such as Red, Green, or Blue.
- Saturation – Adjust the intensity of visible colors in an image.
- 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.



Spotlight and Magnify
(Windows)

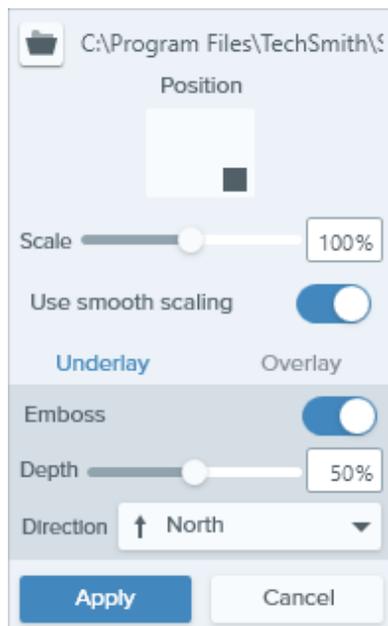
Draw attention to an area in an image by highlighting and enlarging the area.

1. Drag an area on your image with the **Selection** tool.
2. Select **Image > Effects > Spotlight and Magnify**.
3. Adjust the effect properties for the desired effect.
4. Click the **Apply** button to apply the effect to the image.

For Mac, see the [Spotlight Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145456\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145456).

Watermark
(Windows)

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.

Batch Convert Images

Batch convert images to apply a change to a group of images, such as changing the file format, applying effects, or changing the filenames.

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.

Windows

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 displays selected images. Click the **Add Files** button to browse to and select additional files. Click **Open**.
3. After you have selected all the files to convert, click **Next**.
4. In the dropdown, select the effects to apply and click **Next**. For effects details, see [Add Effects \(https://www.techsmith.com/learn/tutorials/snagit/effects/\)](https://www.techsmith.com/learn/tutorials/snagit/effects/).
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. The Automatic File Name dialog opens with options to specify file name components, prefix, and numbering options.
8. Click **Next**.
9. Click **Finish**.

Snagit exports the new images to the selected location.

Mac

1. In the [tray \(https://www.techsmith.com/learn/tutorials/snagit/recent-captures-tray/\)](https://www.techsmith.com/learn/tutorials/snagit/recent-captures-tray/) or [library \(https://www.techsmith.com/learn/tutorials/snagit/snagit-library/\)](https://www.techsmith.com/learn/tutorials/snagit/snagit-library/), **Command+click** to select images.
2. **Control+click** an image and select **Export**.
3. The Batch Export wizard appears. Edit the desired file properties:
 - **Filename:** Enter a filename. Snagit exports the files with the assigned filename and a numbered suffix such as “_1”, “_2”, “_3”, etc.
 - **Effects:** Select an effect from the dropdown. Click the  icon to edit the effect properties.
 - **Rotation:** Complete one of the following:
 - Enter a custom angle in degrees. The angle entered must be a positive integer.

- Click and drag the control in the circle to rotate the image clockwise or counter clockwise.
- Click the rotate button to rotate the image clockwise in 90 degree integers.
- **File Location:** Click **Browse** to navigate to the desired file location and click **Open**.
- **File format:** Select a format option from the dropdown.

4. Select **Reveal in Finder** (optional) to open the destination in a Finder window after export.

5. Click **Export**.

Snagit exports the new images to the selected location.

Hide Sensitive Information in an Image

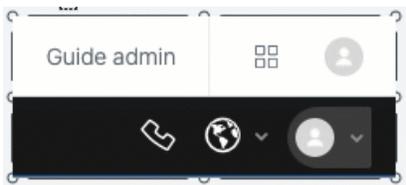
Snagit has several tools that allow you to remove, replace, or hide parts of a screenshot that should not be shared.

In this tutorial:

- [Remove Sensitive Information with the Selection Tool](#)
- [Replace Sensitive Information with the Move or Selection Tool](#)
- [Hide Sensitive Information with the Blur Tool](#)
- [Cover Sensitive Information with the Shape Tool](#)
- [Cover All Elements with the Simplify Tool](#)

Remove Sensitive Information with the Selection Tool

Select an area to remove from an image, such as personally identifiable information or options/functionality not available to a customer of your product.



1. Click the **Selection** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Tool Properties panel select a background fill option:

- **Transparent:** Reveals the canvas behind the selected area.
- **Auto-Fill:** Automatically fills the selected area based on the content surrounding the selection.

3. Click and drag over the information you want to remove.

4. Press **Delete**.

For more information, see the [Selection Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145416) (https://www.techsmith.com/blog/?post_type=tutorial&p=145416).

Replace Sensitive Information with the Move or Selection Tool

If your image includes actual names, addresses, or other sensitive or personally identifiable information, replace it with made-up information with the Move tool or Selection tool.



To replace text with the Move tool:

1. Click the **Move** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Tool Properties, enable **Smart Move**. Snagit automatically detects elements in the image.
3. Double-click the text. An editable text box appears.
4. Type the replacement text and press **Enter**.

To replace text with the Selection tool:

1. Click the **Selection** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

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

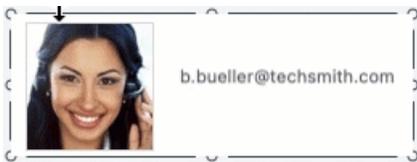


3. Right-click the selection or Ctrl+click (Mac) and select **Edit Text**.
4. Click the text box to edit the text.

For more information, see the [Move Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145438) (https://www.techsmith.com/blog/?post_type=tutorial&p=145438) and [Grab & Edit Text](https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/) (<https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/>).

Hide Sensitive Information with the Blur Tool

Blur or pixelate part of an image, such as a profile picture or license plate, to quickly hide identifiable details.

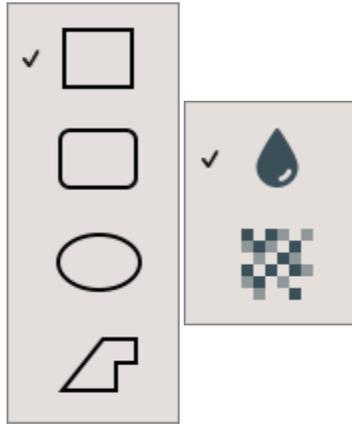


1. Click the **Blur** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Tool Properties, select the blur Shape (Mac only) and Type.



3. Click and drag on the canvas to draw the blur.

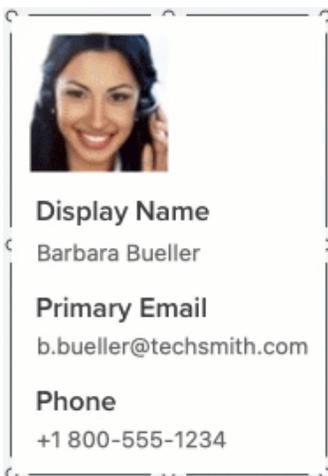
4. Drag the slider to adjust the intensity.

For more information, see the [Blur Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145440) (https://www.techsmith.com/blog/?post_type=tutorial&p=145440).

Note: Some third-party tools can reverse pixelation. Secure confidential information by covering with the [Shape tool](#) rather than the Blur tool.

Cover Sensitive Information with the Shape Tool

Cover elements in an image to redact or hide them from view. This is useful to indicate that you have removed information, such as content from an actual database, form, or document.



1. Click the **Shape** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

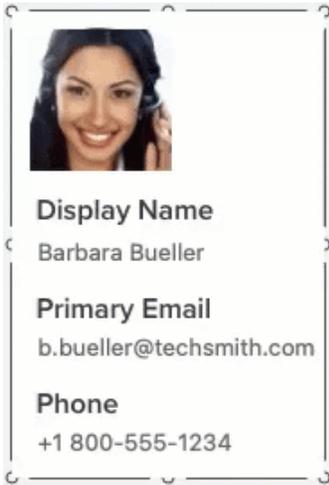
2. Select a Shape from the Tool Properties. For a redacted look, select the black rectangle Quick Style.

3. Click and drag over the information that you want to hide.

For more information, see the [Shape Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=144412) (https://www.techsmith.com/blog/?post_type=tutorial&p=144412).

Cover All Elements with the Simplify Tool

Sometimes it is more efficient to cover all elements in an image at once, and then reveal the few items you want to display.



1. Click the **Simplify** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Tool Properties, enable **Auto Simplify**.
3. Snagit overlays text and visual elements in the image with shapes using the color palette.
4. To reveal a specific area of the image, click a shape you want to remove and press **Delete**.

For more information, see the [Simplify Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145441\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145441).

Note: To maintain protection of the sensitive information, flatten the image or share it as a PNG, JPG, or other image file type. For more information see [Best Practices for Saving Your Snagit Files \(https://www.techsmith.com/blog/?post_type=tutorial&p=145467\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145467).

Remove a Background

Replace the background of an image with transparency to show the page background or any other colors or objects the image is placed over.

Replace background color with transparency to create logos, overlap two or more images, add watermarks, or save cursors to reuse in other images.

Snagit offers three easy ways to remove the background from an image:

- [Fill](#)
- [Invert Selection](#)
- [Magic Wand](#)

Tip: Start with a transparent Canvas.

Select **Image menu > Canvas Color** (Windows) or **Change Canvas Color** (Mac). Click the canvas color preview, select the transparent (checkerboard) option, and click **OK** (Windows) or **Apply** (Mac).

Fill Tool

The [Fill tool](https://www.techsmith.com/blog/?post_type=tutorial&p=144414) replaces one color with another color or with transparency. The Fill tool works best when the background you want to remove is a solid color.

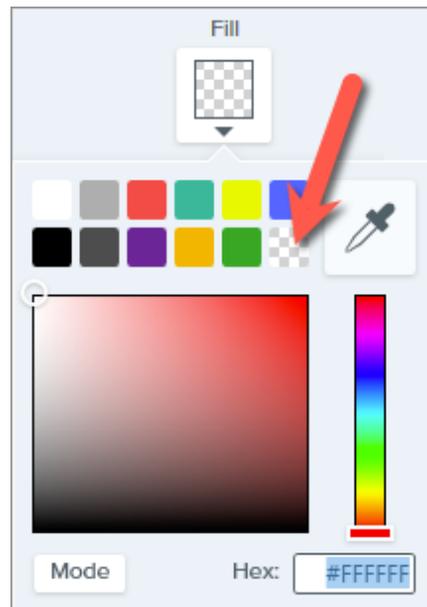


1. Click the **Fill** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Properties panel, click the **Fill** dropdown and select **Transparent** (checkerboard pattern).



3. Click the background of the image to replace the color with transparency.

The Canvas appears under transparent areas.

Tip: Adjust the tolerance for a better result.

If the background is not a solid color, Snagit might fill too little or too much of an area with transparency. Press **Ctrl+Z** (Windows) or **Command+Z** (Mac) to undo the previous fill, drag the **Tolerance** slider to adjust the fill amount, and try again.

For more information, see the [Fill Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=144414\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144414).

Invert Selection

The **Snap to Object** and **Invert Selection** options allow you to remove the color around irregular shapes.



1. Click the **Selection** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Tool Properties, select the **Freehand** shape.



3. Select the **Transparent** background fill option.



4. Click and drag to draw a selection around a shape or icon you want to preserve in an image.
5. Click **Snap to Object** to bind the selection to the edges of the selected element.
 Snap to Object
6. Right-click (Windows) or Control+click (Mac) and select the **Invert Selection** option.
7. Press **Delete** to replace the inverted selection with transparency.

The Canvas appears under transparent areas.

For more information, see the [Selection Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145416\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145416).

Magic Wand Tool

The [Magic Wand tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145442\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145442) makes a selection based on the color where you click. The Magic Wand works best to select and remove backgrounds that are a solid color or have only a slight color gradient.



1. Click the **Magic Wand** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

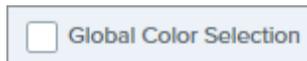
2. In the Properties panel, select the **Transparent** background fill option.



3. In the image on the Canvas, click the color you want to remove.
4. Adjust the **Select** slider in the Tool Properties to select more or less color adjacent to your image.



5. To include all instances of the selected color(s) in the image, click to enable **Global Color Selection** in the Tool Properties.



6. Press **Delete** to remove the selection.

The Canvas appears under transparent areas.

For more information, see the [Magic Wand Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145442\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145442).

IMPORTANT

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

Remove Parts of an Image

Remove unwanted objects, spacing, or information from an image.

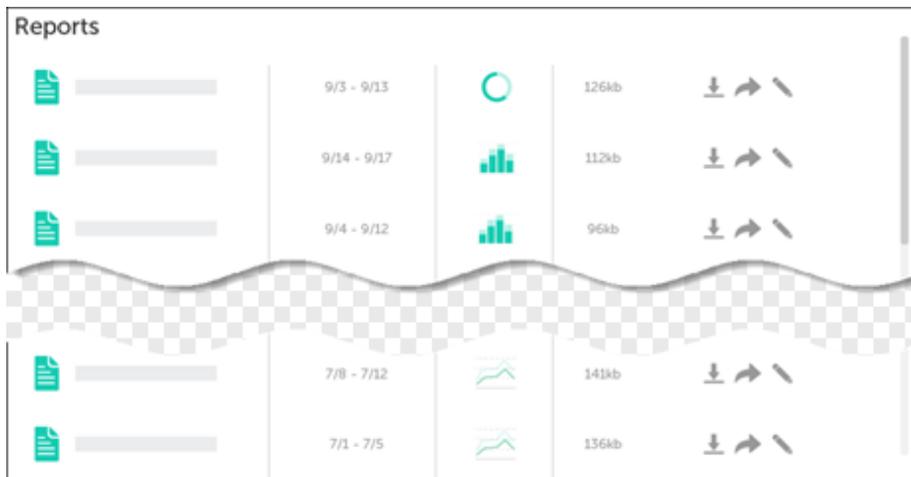
Remove parts of an image to focus attention on other areas or to hide objects and shapes.

Snagit offers several ways to remove parts of an image including:

- [Cut Out Horizontal or Vertical Sections](#)
- [Fill Objects with Color to Hide Them](#)
- [Select and Delete Areas](#)
- [Erase Manually](#)
- [Crop Edges from an Image](#)

Cut Out Horizontal or Vertical Sections

Cut out vertical or horizontal sections to remove unwanted space, objects, and information.

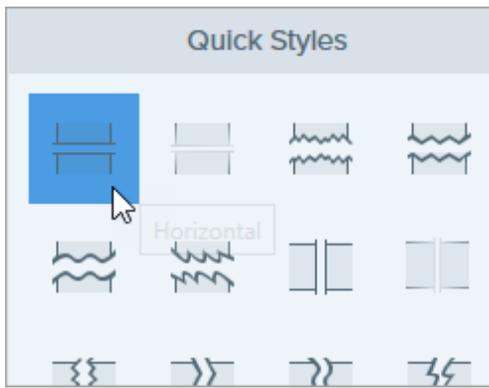


1. Click the **Cut Out** tool in the Snagit Editor toolbar.

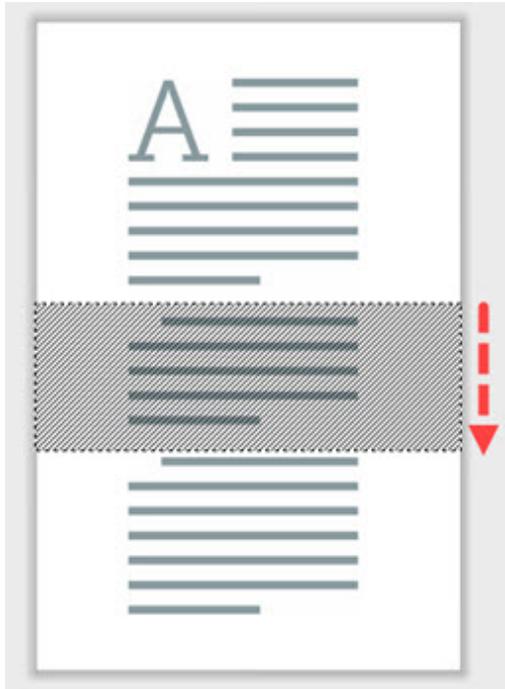


Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) to determine the direction and edge style of the cut.



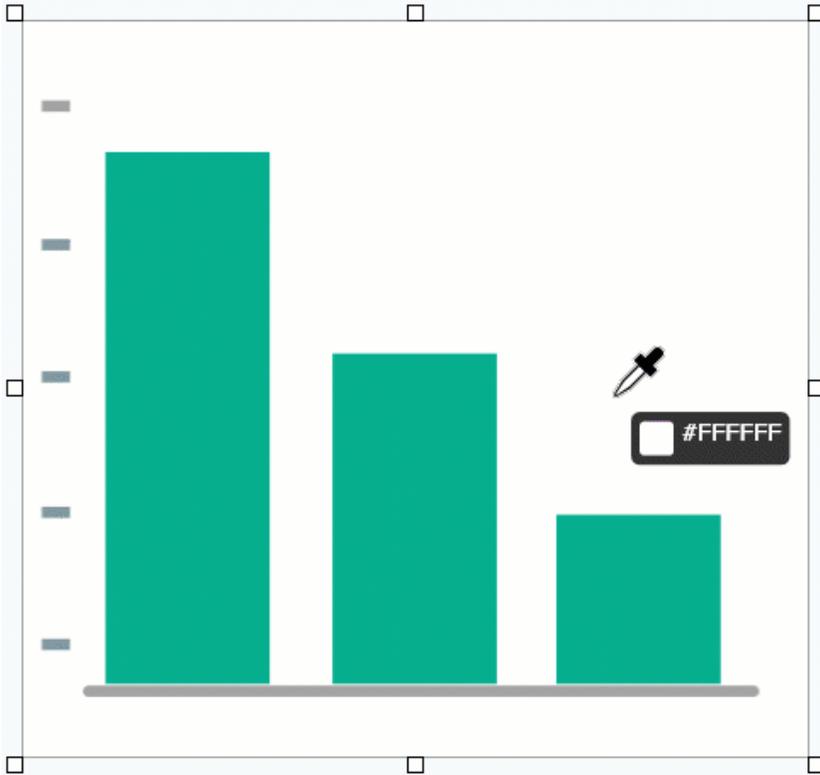
3. A line appears on the Canvas. Click and drag on the Canvas to select the area to remove.



Note: For Cut Out styles with straight edges, Snagit seamlessly stitches the sections together. For other edge styles, Snagit leaves a gap. The size of the gap is not editable.

Fill Objects with Color to Hide Them

Replace a color with another color from your image to hide objects and shapes.



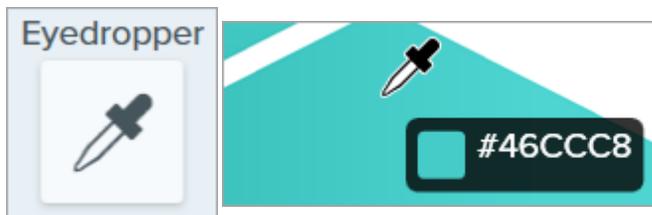
Note: To change a color in an image to transparent, see [Remove a Background](https://www.techsmith.com/blog/?post_type=tutorial&p=145460) (https://www.techsmith.com/blog/?post_type=tutorial&p=145460).

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



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. To select the fill color, click the **Eyedropper** button and then click to select a color from anywhere in the image.

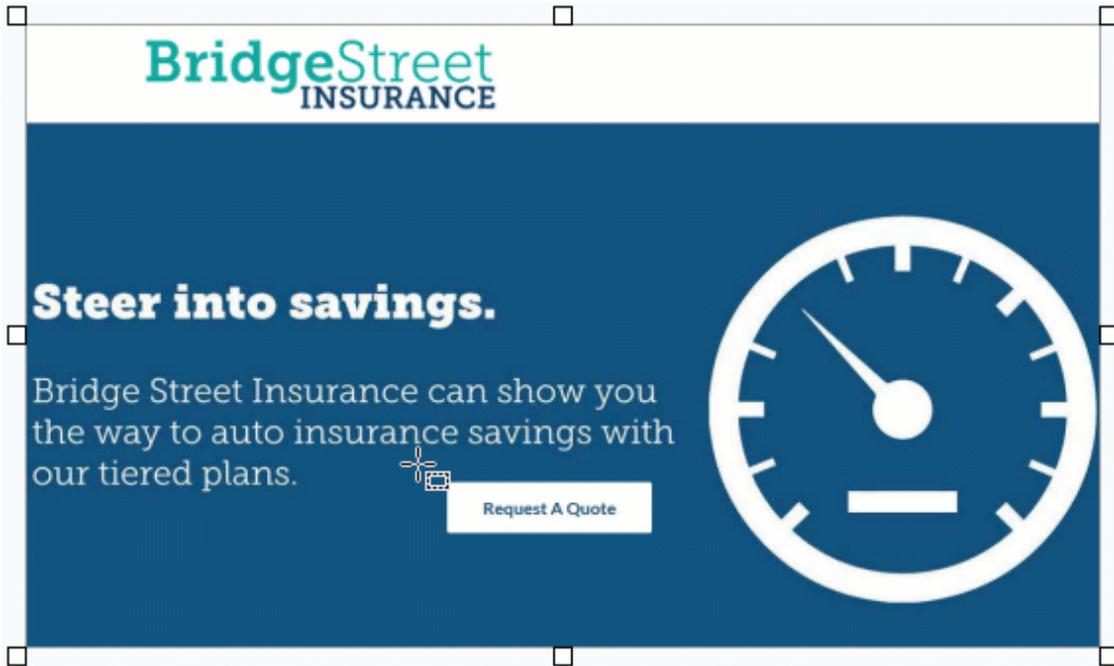


3. The Eyedropper cursor changes to the Fill cursor. Click the color in the image that you want to replace.

The fill color replaces the existing color in the image with the selected color. For more information, see the [Fill Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=144414) (https://www.techsmith.com/blog/?post_type=tutorial&p=144414).

Select and Delete Areas

Quickly select and delete unwanted parts or objects in an image.

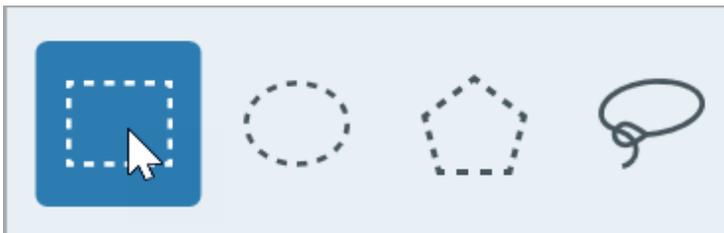


1. Click the **Selection** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. In the Tool Properties, choose a selection shape: Rectangle, Ellipse, Polygon, or Freehand.



3. Select a **Background Fill** option to fill the area when the selection is moved or deleted:
 - o **Transparent:** Fills the area with transparency to display the Canvas underneath.
 - o **Auto-Fill:** Automatically fills the area based on the content surrounding the selection.
4. Click and drag to draw the selection on the Canvas.
5. Press the **Delete** key to remove the selection.

Tip: Invert the selection to select everything else.

To delete or edit everything except the selected area, right-click (Windows) or control-click (Mac) the canvas and select **Invert Selection**.

For more information, see the [Selection Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=145416\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145416).

Erase Manually

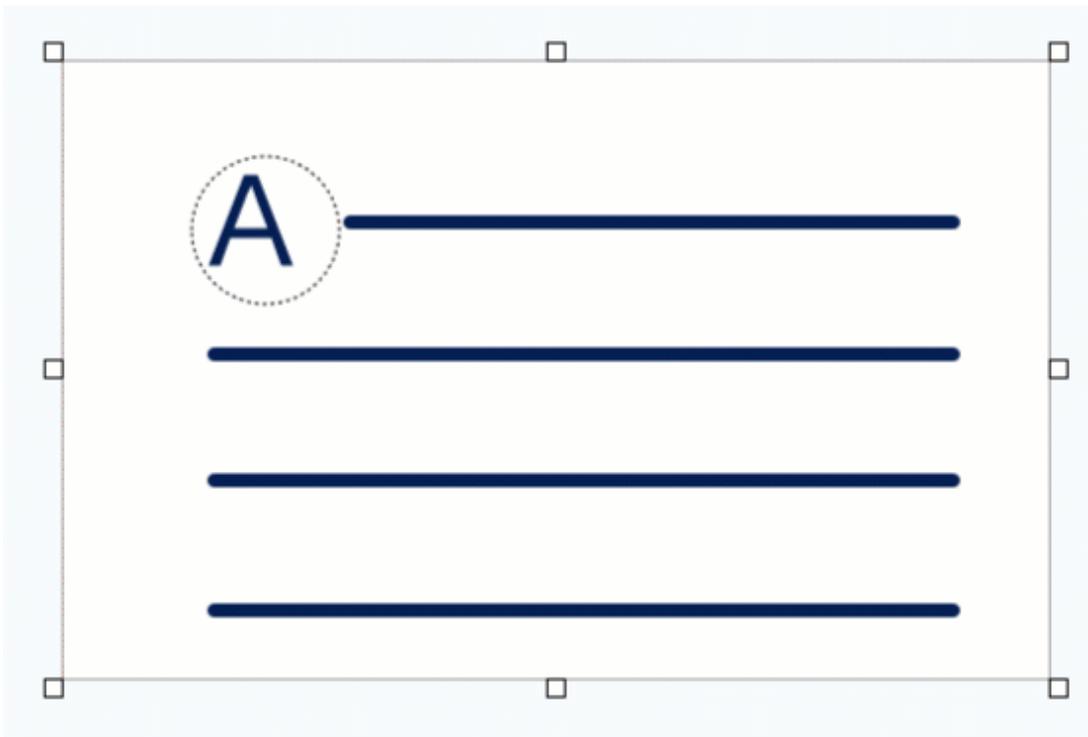
Freehand erase the image to reveal the Canvas below.

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



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Select a [Quick Style \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click and drag on the areas to erase.



For more information, see the [Eraser Tool. \(https://www.techsmith.com/blog/?post_type=tutorial&p=145454\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145454)

Crop Edges from an Image

Crop to trim away edges of an image to focus attention.

1. Click the **Crop** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

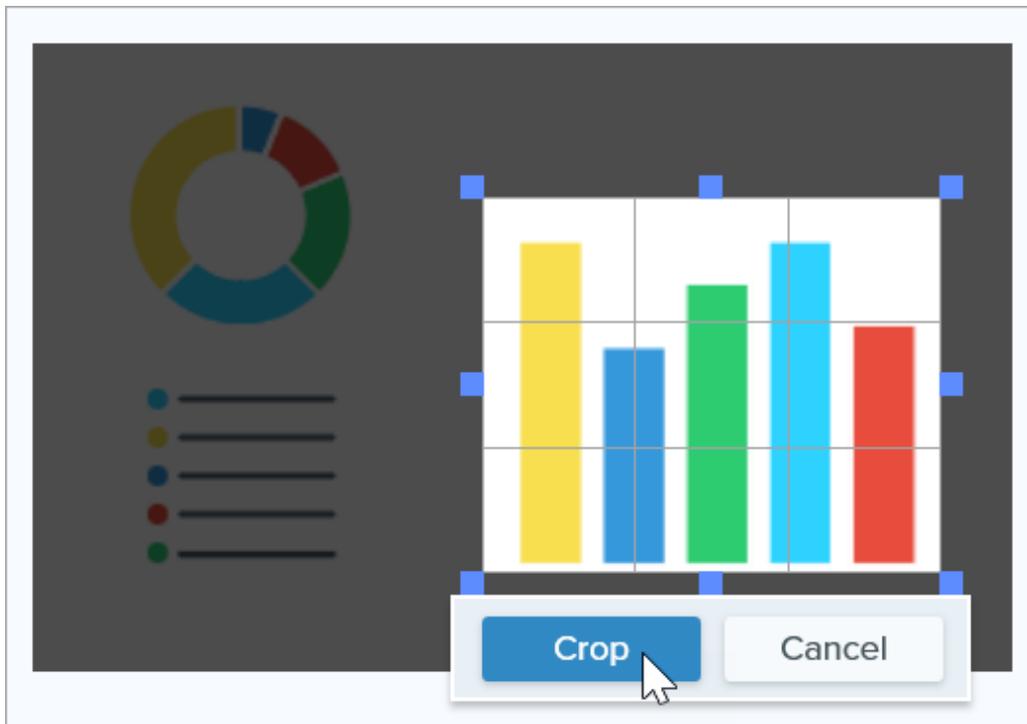
2. To select the area to crop, drag the blue handles.



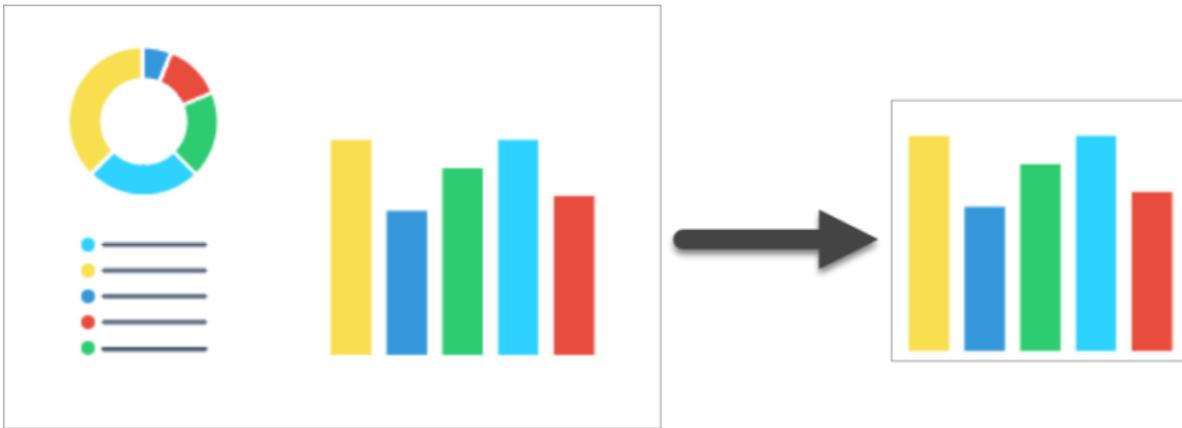
3. To move the selected area, click and drag the selection to a new location.



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



Snagit applies the crop to the image on the Canvas.



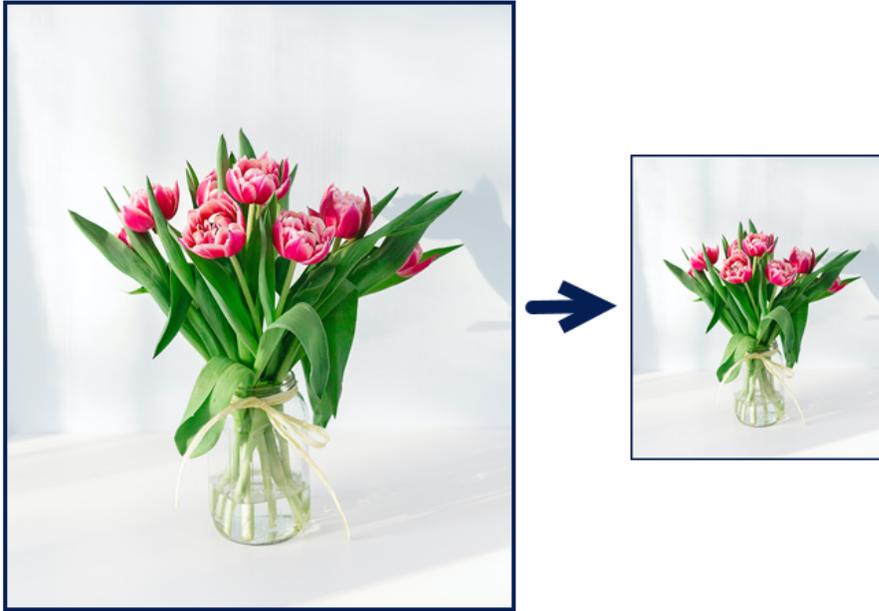
Resize, Rotate, or Flip an Image

Customize the size and orientation of an image before sharing to an application or website.

Change the size and orientation of an image to:

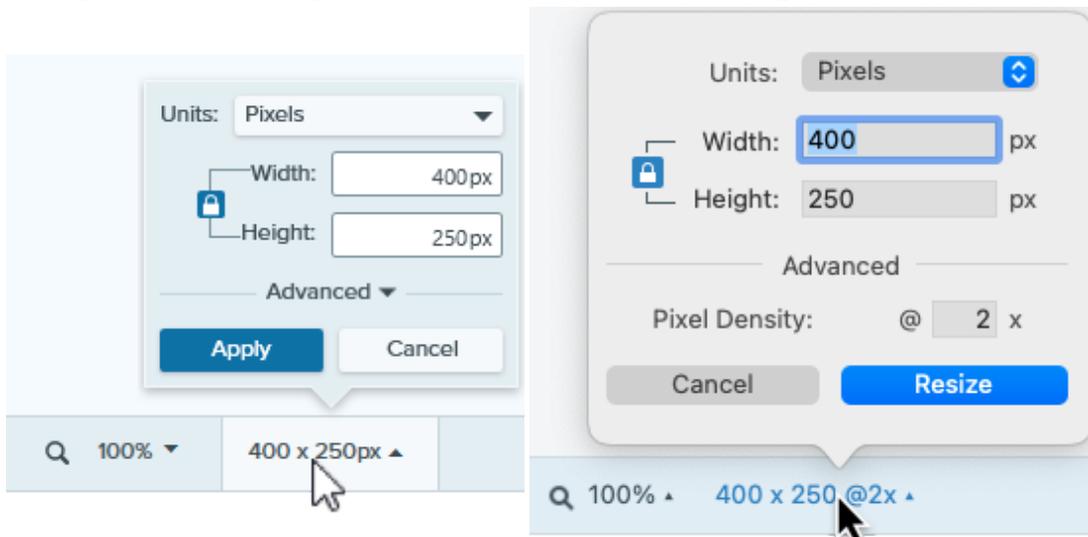
- Match the recommended image resolution to insert an image into a website.
- Adjust the image size to insert into a specific area in a document.
- Adjust the image orientation to create a printed document.

Resize an Image



Note: After resizing an image, you cannot move or edit flattened objects in the image.

1. In Snagit Editor, select **Image menu > Resize Image** or click the image dimensions at the bottom of the Canvas.



2. **Mac:** Set the **Pixel Density** (optional). The pixel density is measured in pixels per inch. Enter **1** to show 20 pixels | 180

Tip: Save changes to Pixel Density first.

It is recommended to save changes to pixel density before making further changes to image size. Click **Resize** to save your changes.

3. Select an option from the **Units** dropdown:

- o **Percent:** Scale image based on a percentage of the current image size.
- o **Pixels:** Scale image based on screen pixels.
- o **Inches:** Scale image based on inches.
- o **Centimeters:** Scale image based on centimeters.

4. Enter a **Width** and **Height** based on the selected unit. Click the  icon to enter units at a different aspect ratio.

Note: Changing the aspect ratio may blur or skew the image.

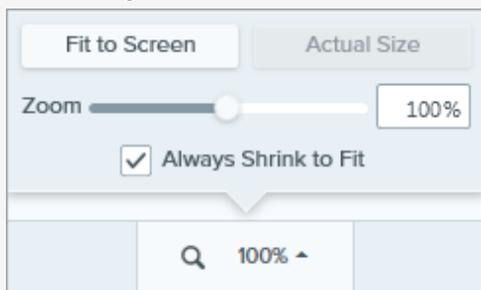
5. **Windows:** Click **Advanced** and adjust additional options as needed:

- o **Resolution:** Set the density of pixels in an image. Resolution is measured in DPI (dots per inch).
- o **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.

Note: Use other resizing options before enabling **Use Resampling** as this option can permanently degrade the quality of the image.

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

Note: The magnify option displays a zoomed in view of the image on the Canvas, but does not resize the actual image.



Rotate an Image



Note: After rotating an image, you cannot move or edit flattened objects in the image.

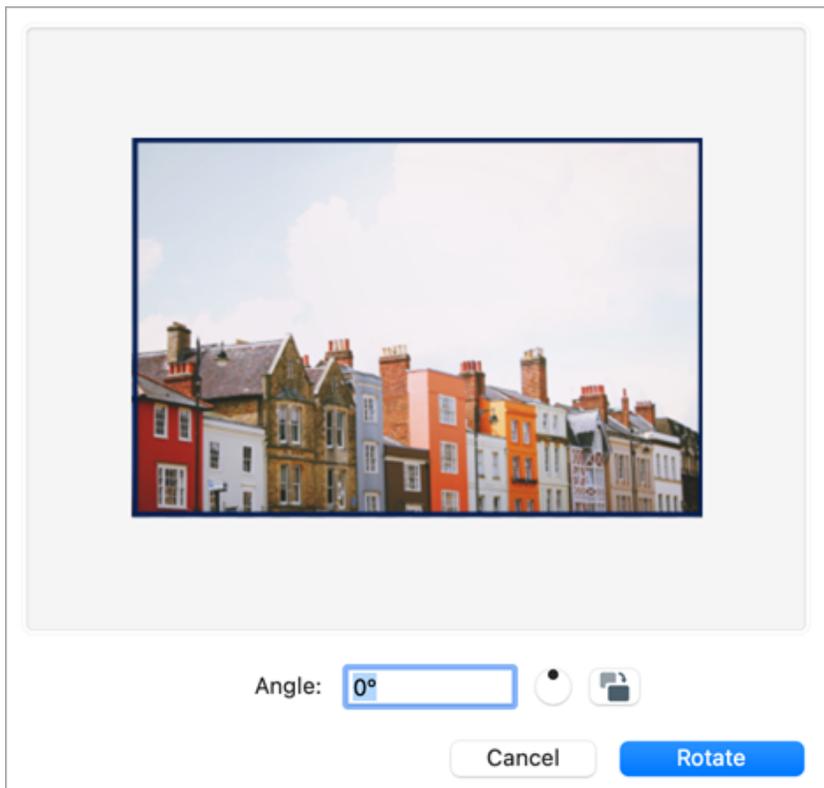
In Snagit Editor:

- **Windows:** Select **Image menu > 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. The angle entered must be a positive integer.

- **Mac:** Select **Image menu > Rotate Image**. Select a rotate option in the new dialog that appears.



- Enter a custom angle in degrees. The angle entered must be a positive integer.
- Click and drag the control in the circle to rotate the image clockwise or counter clockwise.
- Click the rotate button to rotate the image clockwise in 90 degree integers.

Flip an Image

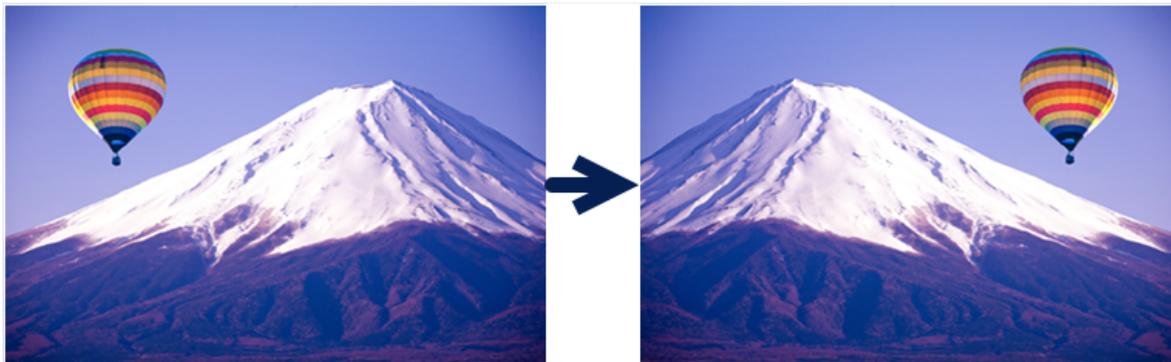
Note: If you select the flip option, Snagit also flips text and annotations within the image.

In Snagit Editor, select **Image menu > Arrange > select a flip option**:

- **Flip Vertical:** Flips the image in the vertical direction (top to bottom).



- **Flip Horizontal:** Flips the image in the horizontal direction (left to right) to create a mirror image.



Tools to Draw Attention

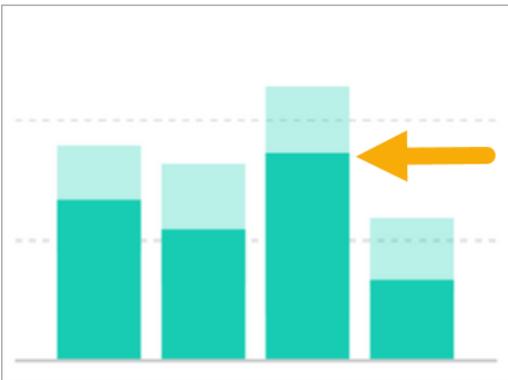
Learn about Snagit's most popular built-in tools to help focus your audience's attention.

In this tutorial:

- [Arrow Tool](#)
- [Shape Tool](#)
- [Highlighter Tool](#)
- [Magnify Tool](#)
- [Cut Out Tool](#)
- [Stamp Tool](#)

Note: Snagit tools are only available for image captures. Share your video to [TechSmith Camtasia](https://www.techsmith.com/camtasia) (<https://www.techsmith.com/video-editor.html>) to enhance it with annotations and effects.

Arrow Tool



Add arrows to draw attention to areas in an image.

1. Click the **Arrow** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click and drag on the Canvas to draw an arrow starting with the tail.



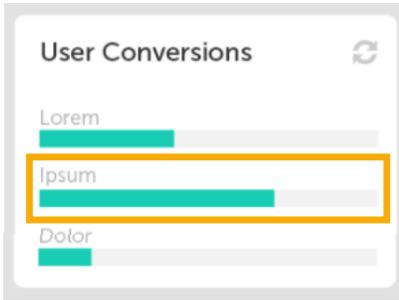
For more information, see the [Arrow Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=144409) (https://www.techsmith.com/blog/?post_type=tutorial&p=144409).

Shape Tool

Frame an area in an image by drawing a rectangle or circle with a transparent Fill color.

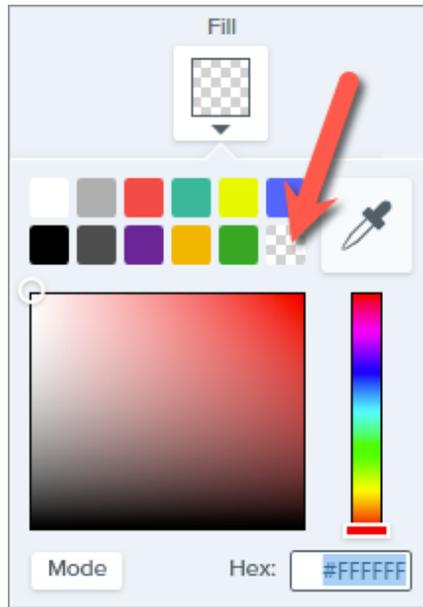
1. Click the **Shape** tool in the Snagit Editor toolbar.





Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. In the Tool Properties, click the **Fill** dropdown and select **Transparent** (checkboard pattern).



4. Click and drag on the Canvas to draw the shape. Hold the **Shift** key while dragging to draw a square or circle.

For more information, see the [Shape Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=144412).

Highlighter Tool

Activity

Project 56

- Dolor sit amet : 1 hr ago
- Consectetuer adipiscing elit : 4 hrs ago
- Magna aliquam erat : 1 day ago
- aliquip ex ea commodo: 3 days ago

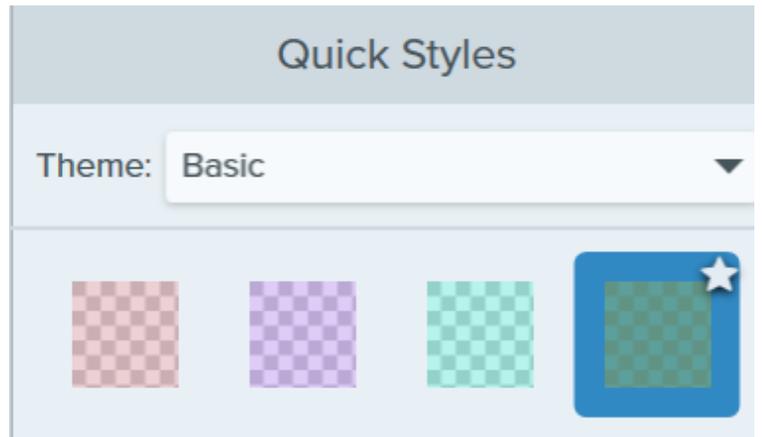
Draw attention to a rectangular area in an image.

1. Click the **Highlighter** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.



3. Click and drag on the Canvas to draw the area to highlight.

For more information, see the [Highlighter Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145452) (https://www.techsmith.com/blog/?post_type=tutorial&p=145452).

Magnify Tool



Magnify an area on the Canvas to highlight or show the details.

1. Click the **Magnify** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. Select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) or edit the tool properties to customize the tool.
3. Click and drag to select the area to magnify on the Canvas.
4. Drag the white handles to adjust the size of the magnify selection.

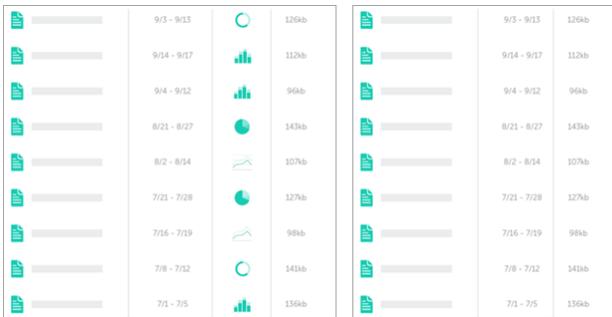
- Click and drag the  icon to move the magnified area to another location in the image.



- In the properties, drag the **Magnify** and **Line Width** sliders to adjust the magnification.

For more information, see the [Magnify Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145455) (https://www.techsmith.com/blog/?post_type=tutorial&p=145455).

Cut Out Tool



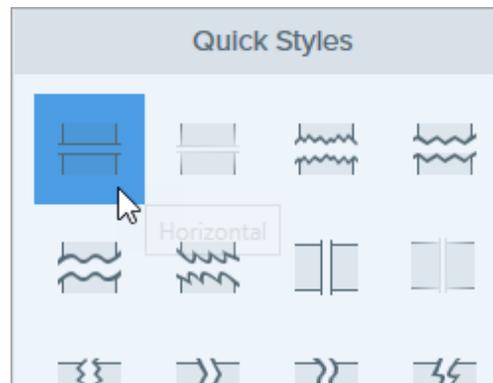
Focus attention by removing unnecessary sections of an image.

- Click the **Cut Out** tool in the Snagit Editor toolbar.

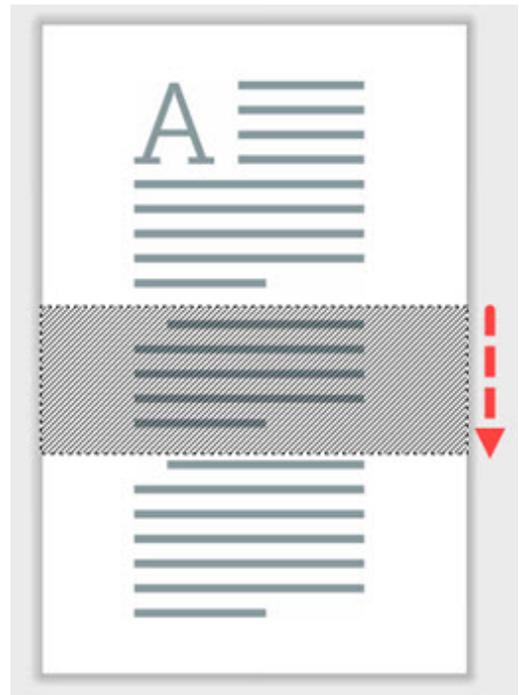


Note: If the tool is not visible in the toolbar, click the **More** dropdown.

- Select a Quick Style to determine the direction and edge style of the cut.

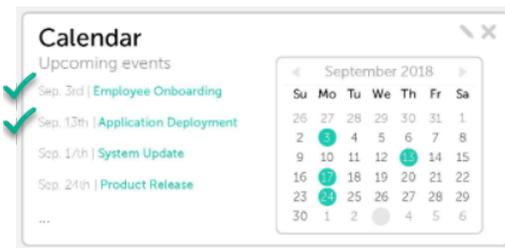


- A line appears on the Canvas. Click and drag on the Canvas to select the area to remove.



For more information, see the [Cut Out Tool](https://www.techsmith.com/blog/?post_type=tutorial&p=145449) (https://www.techsmith.com/blog/?post_type=tutorial&p=145449).

Stamp Tool



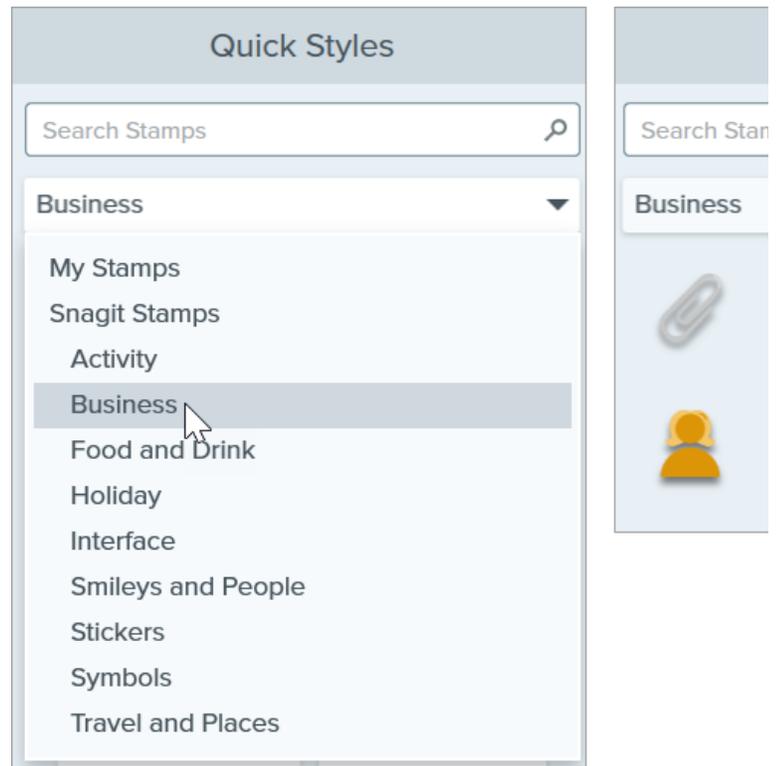
Add stamps to draw attention and visually communicate your ideas.

1. Click the **Stamp** tool in the Snagit Editor toolbar.



Note: If the tool is not visible in the toolbar, click the **More** dropdown.

2. In the Quick Styles, select a stamp category from the dropdown or enter a search term. Click to select a stamp.



To learn how download stamps or add a custom stamp, see the [Stamp Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=144413\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144413).

Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).

Grab & Edit Text

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

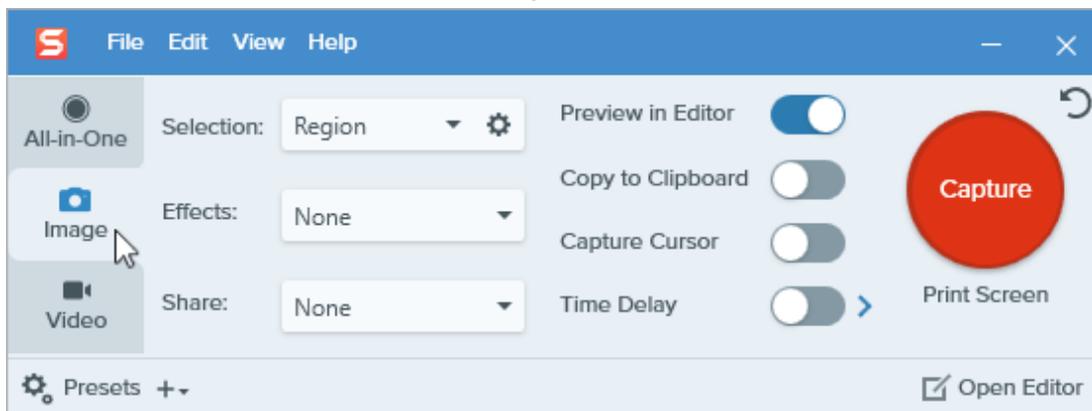
In this tutorial:

- [Grab Text When You Capture](#)
- [Grab Text from an Image](#)
- [Edit Text in an Image](#)
- [Grab Text from a Video \(Mac\)](#)

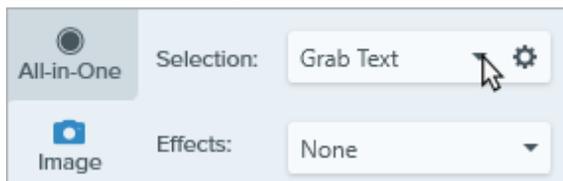
Grab Text When You Capture

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.



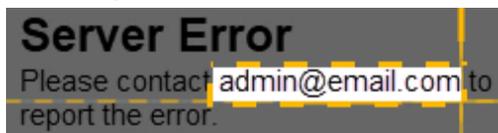
2. In the Selection dropdown, select **Grab Text**.



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.



5. The Grab Text Results dialog opens in Snagit Editor. Click **Copy All** and paste text into another application.

Note: To turn off **Grab Text** for future captures, change the **Selection** option in the Capture window.

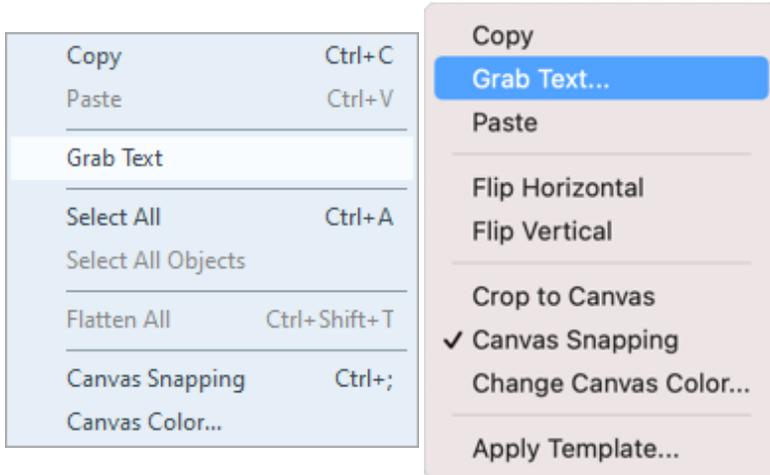
Grab Text from an Image

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:

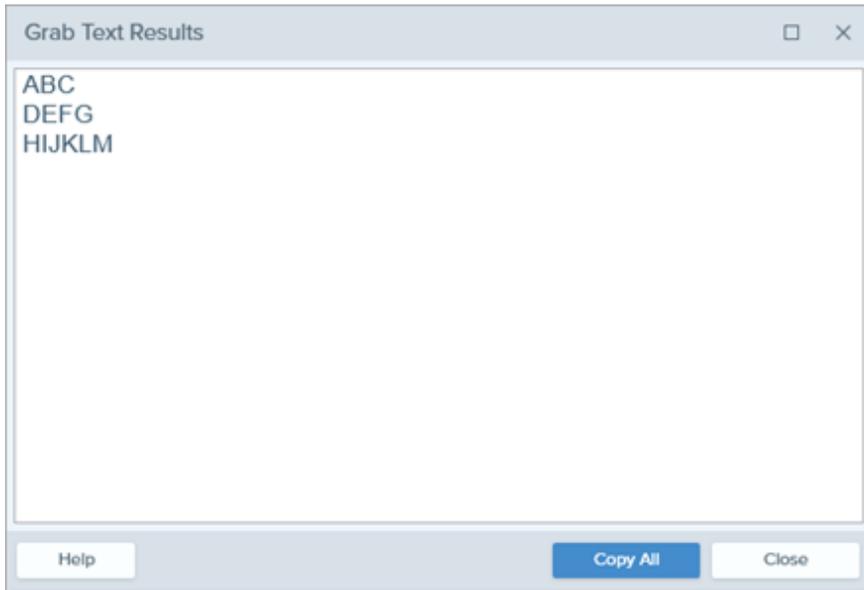
- [Grab All Text in an Image](#)
- [Grab Text from Part of an Image](#)

Grab All Text in an Image

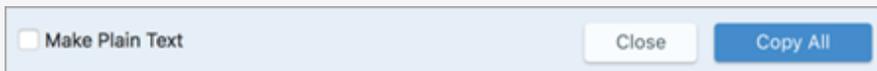
1. In Snagit Editor, right-click (Windows) or control-click (Mac) an image on the Canvas and select **Grab Text**.



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



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



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

Grab Text from Part of an Image

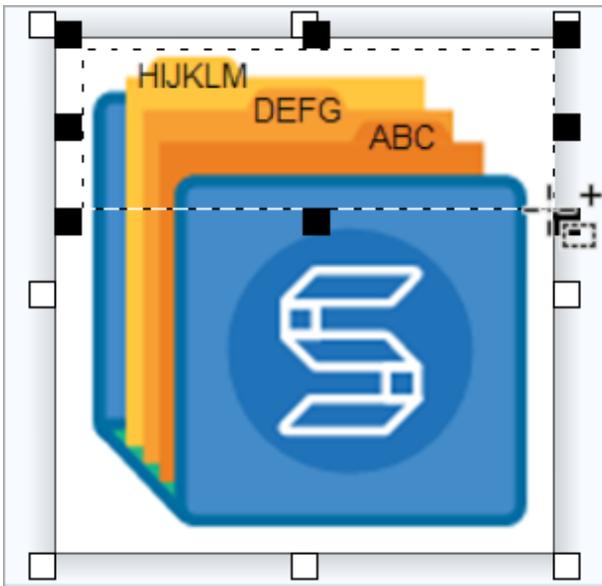
This option captures smaller areas of text within an image to improve the accuracy and quality of the text recognition.

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

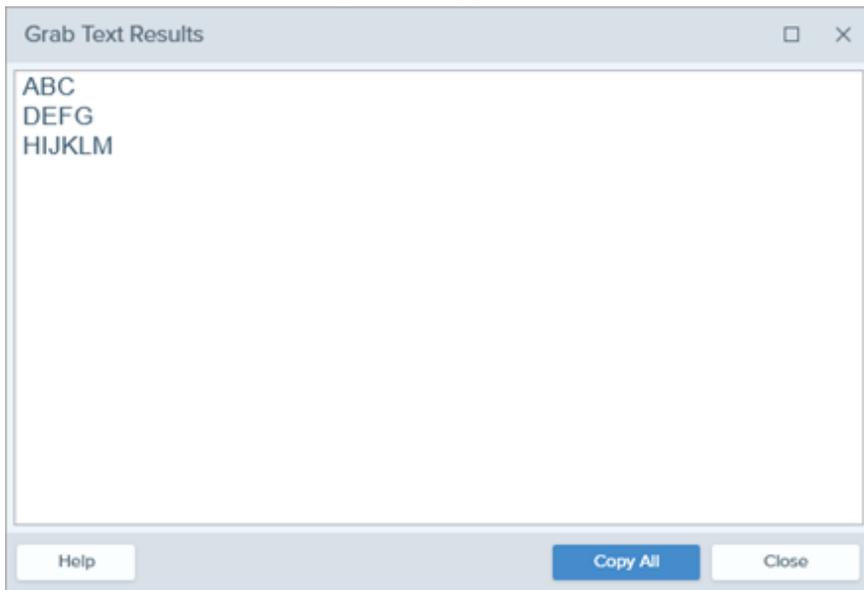


Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

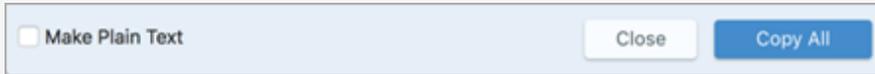
2. Click and drag to select the text.



3. Right-click (Windows) or control-click (Mac) the selection and select **Grab Text**.
4. In the Grab Text Results dialog, click **Copy All**.



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



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

Edit Text in an Image

Replace or edit the text in an image to fix typos, update text, or change formatting such as font, size, or color.

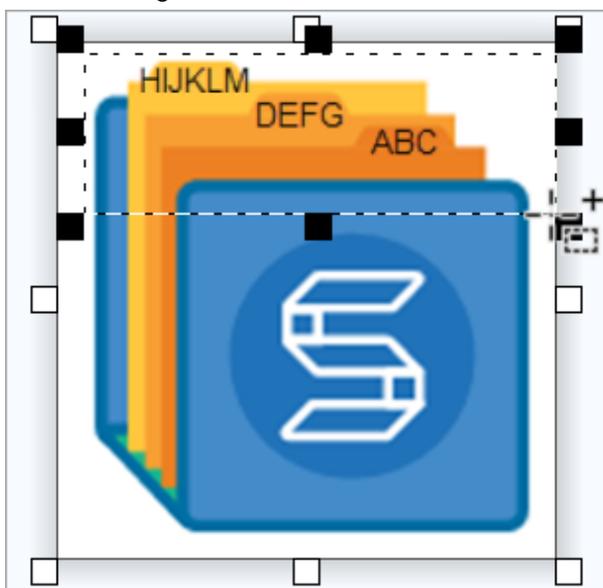
Note: This tutorial describes how to edit text that is already in an image. To add text to an image or to edit text you added to an image, select the Text tool from the toolbar. See [Text tool](https://www.techsmith.com/learn/?post_type=tutorial&p=144410) (https://www.techsmith.com/learn/?post_type=tutorial&p=144410).

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



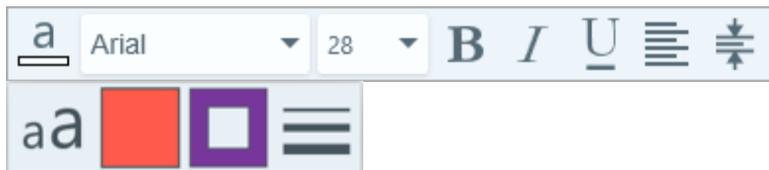
Note: If the tool is not visible in the toolbar, click the **More** dropdown. To customize your toolbar, see [Customize the Snagit Toolbar](https://www.techsmith.com/blog/?post_type=tutorial&p=145470) (https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

2. Click and drag to select the text.



3. Right-click (Windows) or control-click (Mac) the selection and select **Edit Text**.

4. Click the text to display the floating menu and make edits to the text.



Grab Text from a Video (Mac)

Grab text from a video to copy and paste into other applications.

1. In Snagit Editor, play back a video capture.
2. Click the **Pause** button.
3. Control+click the Canvas and select **Grab Text**.
4. In the Grab Text Results dialog, edit the text (optional).
5. Click **Copy All** and paste the text into another application.

Translate Text (Mac)

Extract the text from annotations and callouts to translate your captures into other languages.

In this tutorial:

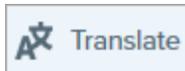
- [Extract Text for Translation](#)
- [Import Translations](#)
- [Review Translated Images](#)
- [Info](#)
- [Warnings](#)
- [Errors](#)

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.

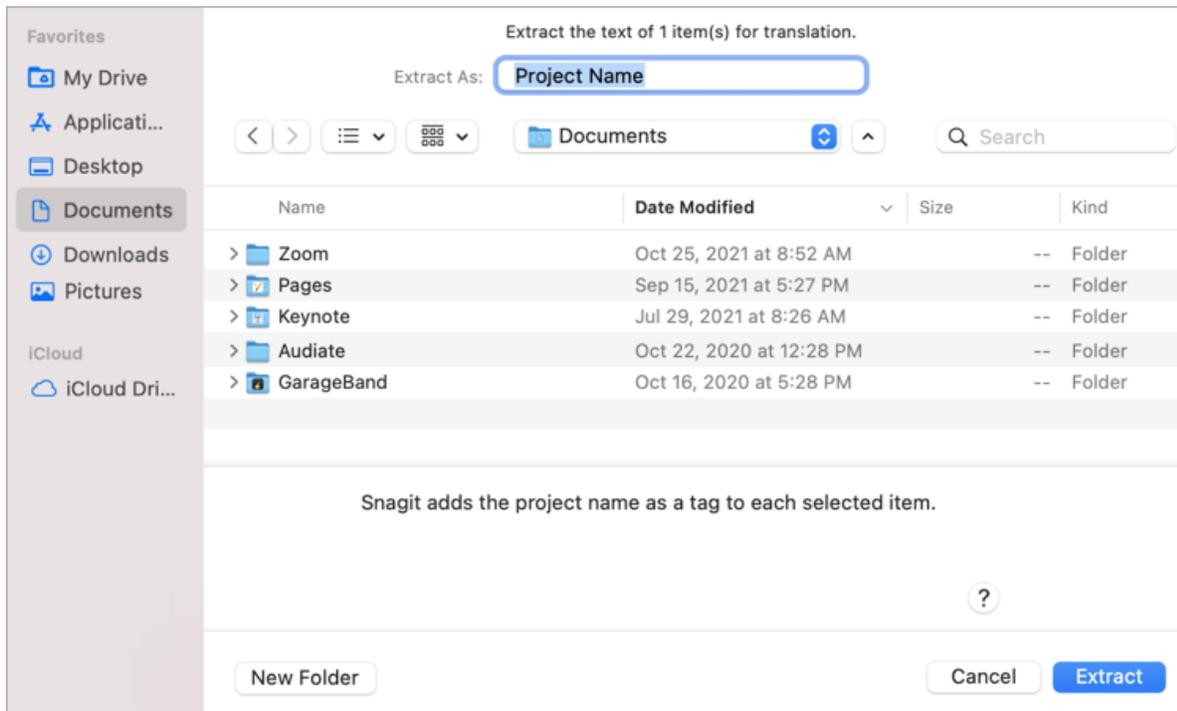
Extract Text for Translation

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

1. In the Library, select .snag, .snagproj, or .snagx 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.



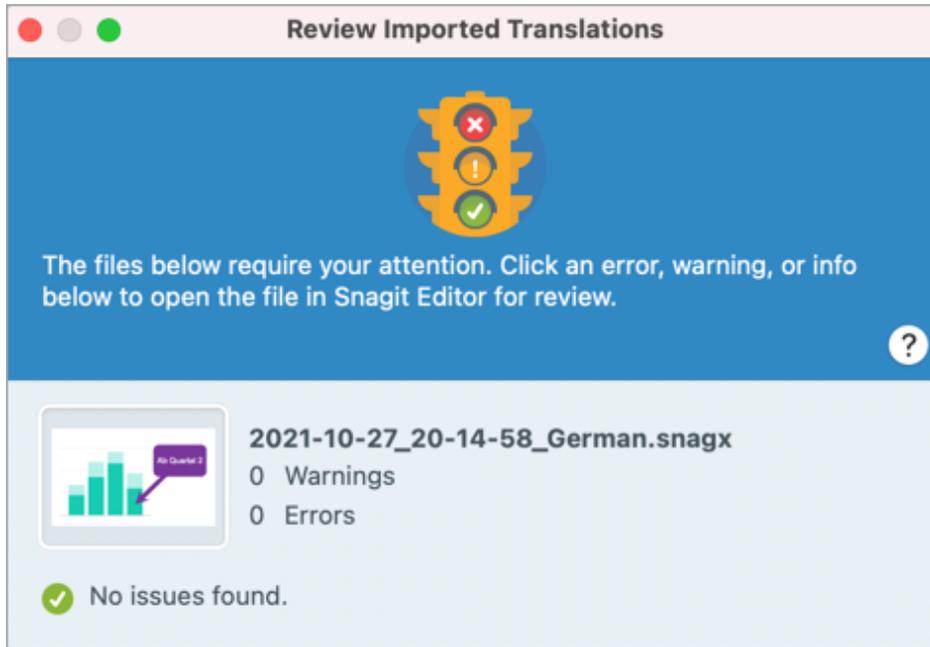
Snagit tags the source files with a project name and a language tag so you can quickly locate the images in the Library.

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

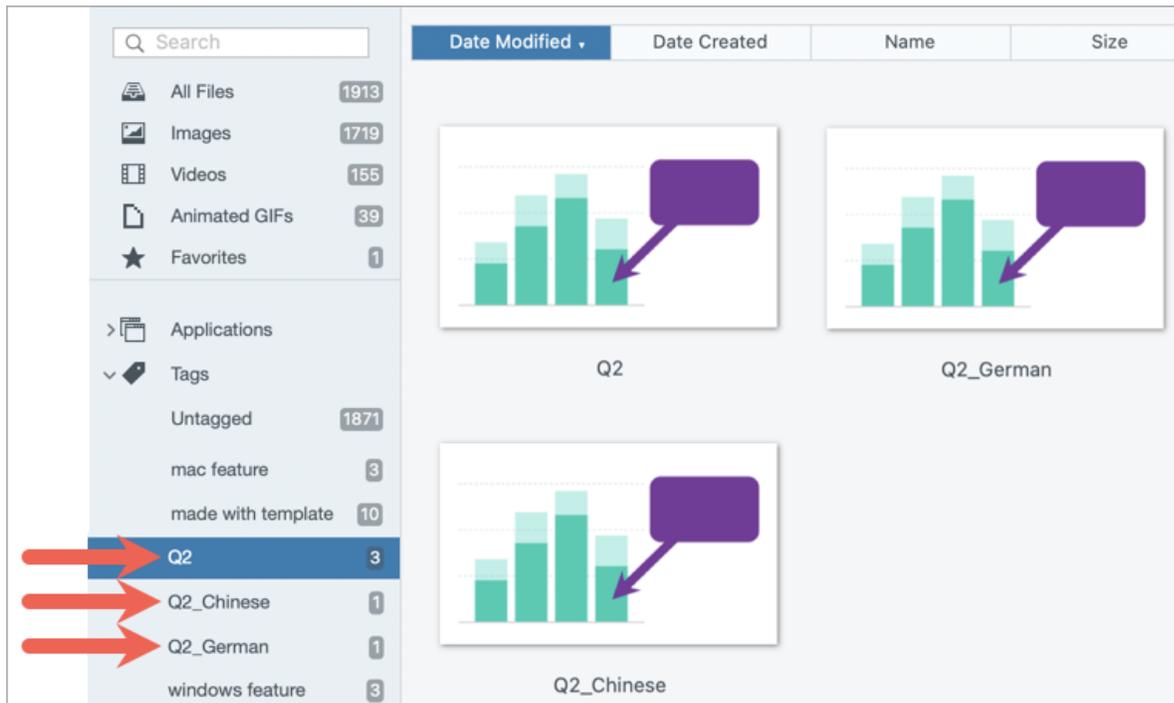
After the text translations are added to the .xliff file, you can import the file into Snagit Editor to automatically generate the translated images.

1. In Snagit Editor, select **File > Translate > Import Translation**.
2. Select the .xliff file that contains the translations and click **Open**.
3. The Review Imported Translations dialog appears. Review any warnings or errors. See [Review Translated Images](#).



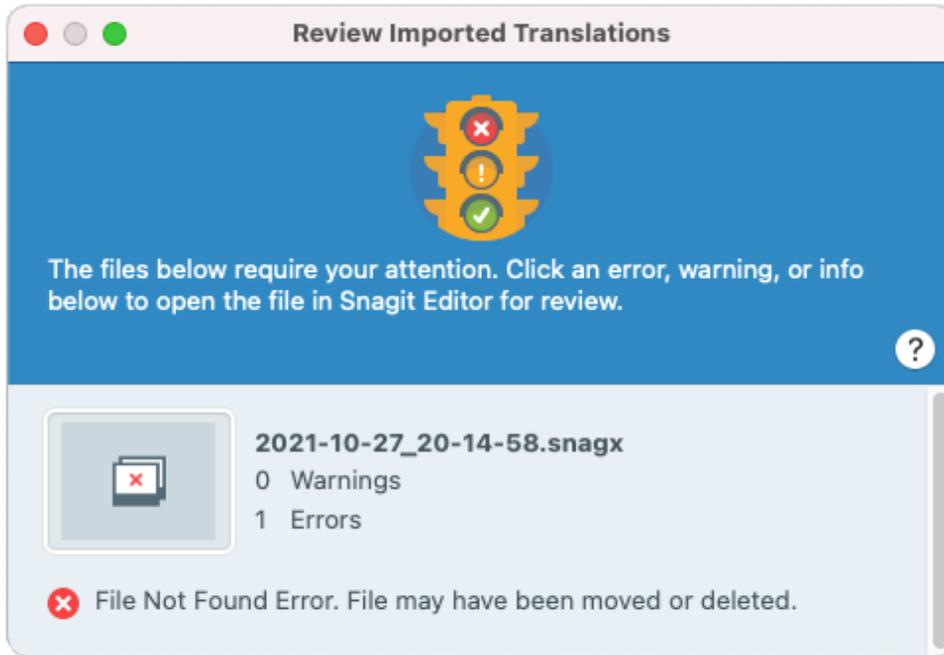
4. Click the red dot to close the dialog.

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 .snagx, .snag, .snagproj, or .xliff file based on the message.
3. Repeat for the next error or warning in the list.

Info

Info messages provide additional information about the localized image.

Message	User Action
No issues found.	No action required.
Callout resized to fit translation. (Mac)	<p>The length of translated text is too long to fit in the original callout. Snagit automatically resizes the callout to fit the translation.</p> <p>Click the message to preview the changes on the canvas.</p> <p>Suggested Edits:</p> <ul style="list-style-type: none"> – 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. – To resize the callout, drag the white handles. – Select the text in the callout and change the font size.
Localized text updated with new translation.	<p>There was a previous version of the localized image. Snagit updated the localized image with the new translation provided in the .xliff file.</p> <p>Click the message to preview the changes on the canvas.</p>

Warnings

Warnings display items for you to review in the .snag, .snagproj, .snagx, 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. Click the message to preview the changes on the canvas.
Missing translated text for X items. (Windows)	<ol style="list-style-type: none"> 1. Make sure the translation was added to the .xliff file. 2. Update the .xliff file with the translations. 3. Select File > Translate > Import Translation option and select the updated file.
Imported file does not contain translation. (Mac)	<ol style="list-style-type: none"> 1. Make sure the translation was added to the .xliff file. 2. Update the .xliff file with the translations. 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 .snagx, .snag, or .snagproj file after the text was extracted.

Errors

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

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

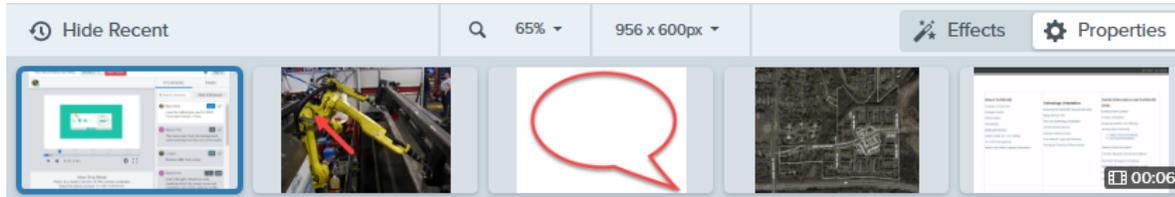
Recent Captures Tray

The tray shows the recent image captures, video captures, and other files opened or edited in Snagit Editor.

In this tutorial:

- [Save a Capture](#)
- [Remove a Capture from the Tray](#)
- [Delete a Capture](#)
- [Create from Tray](#)
- [Combine Images](#)
- [Tray Tips](#)

Select a thumbnail in the tray to view the full image on the canvas in Editor.



- Click the **Show Recent/Hide 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 image capture as a SNAGX file and any unsaved video capture as a MP4 in the Snagit Library. To learn more about automatically saved captures, see this [support article](https://support.techsmith.com/hc/en-us/articles/203732798) (<https://support.techsmith.com/hc/en-us/articles/203732798>).

To save image or video changes, select **File > Save** or **Save As**. For more information, see [Best Practices for Saving Your Snagit Files](https://www.techsmith.com/blog/?post_type=tutorial&p=145467) (https://www.techsmith.com/blog/?post_type=tutorial&p=145467).

If you save an image as a different file type such as JPG or PNG, both the SNAGX and the saved file appear in the tray.

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



Remove a Capture from the Tray

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.

Note: Removing the capture from the tray does not delete the file. Click the **Library** button to find and open closed captures. See [Introduction to Snagit Library \(https://www.techsmith.com/learn/?post_type=tutorial&p=144401\)](https://www.techsmith.com/learn/?post_type=tutorial&p=144401).

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).

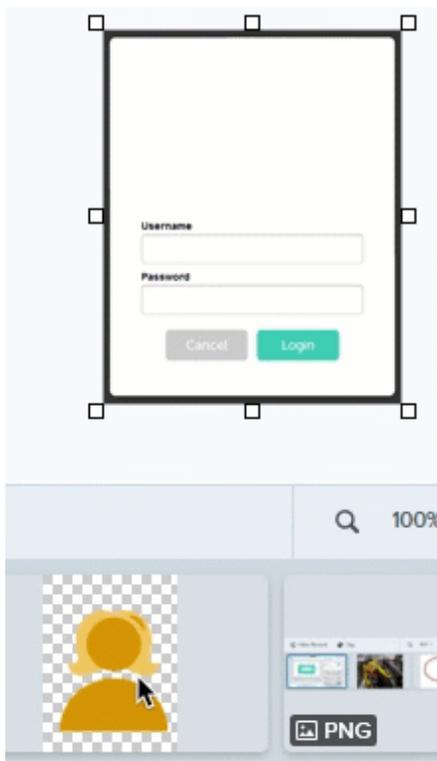
Create from Tray

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 Visual Guides from Templates \(https://www.techsmith.com/blog/?post_type=tutorial&p=145468\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145468).
- **Create Video from Images:** Record a video using a set of images to show a process or a series of steps. See [Turn Your Screenshots into a Video \(https://www.techsmith.com/blog/?post_type=tutorial&p=145469\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145469).

Combine Images

Click and drag an image from the tray to add it to the image on the canvas.



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).

Introduction to Snagit Library

The Snagit Library stores your capture history, including images, video recordings, and animated GIFs.

In this tutorial:

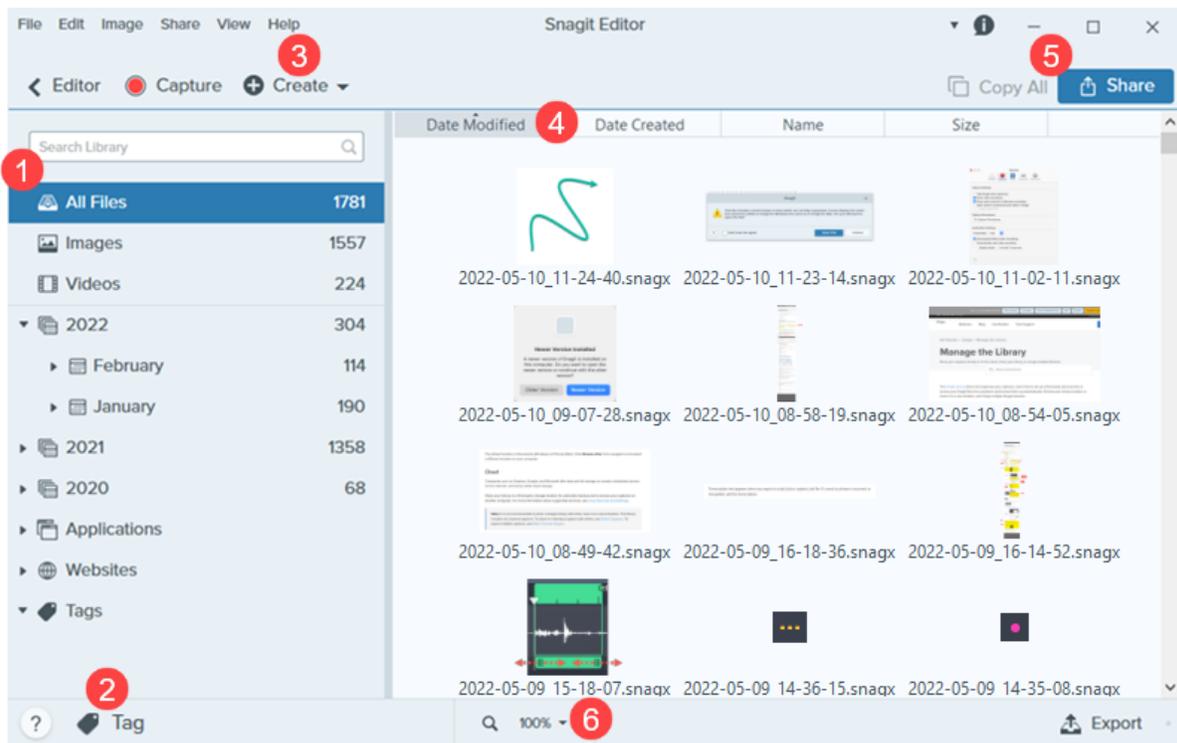
- [Library Overview](#)
- [Search for Captures](#)
- [Filter Captures](#)
- [Organize Your Captures](#)
- [Library Tips](#)

Library Overview

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



Note: If your library appears empty, you may need to convert your captures from a previous version of Snagit. For more information, see [Convert Your Previous Captures \(https://www.techsmith.com/blog/?post_type=tutorial&p=144404\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144404).



1

Search Pane

Search for captures by file name and/or filter by date, tags, application source, or website source. See [Search for Captures](#) and [Filter Captures](#).

2

Tag

Add tags to help group or find captures easily at a later time. See [Organize Your Captures](#).

3

Create

Click to select [Image from Template](https://www.techsmith.com/blog/?post_type=tutorial&p=145468) (https://www.techsmith.com/blog/?post_type=tutorial&p=145468) or [Video from Images](https://www.techsmith.com/blog/?post_type=tutorial&p=145469) (https://www.techsmith.com/blog/?post_type=tutorial&p=145469) option.

4

Sort

Sort captures by date modified, date created, name, or size. Click a heading to sort or to reverse the sort order.

5

Share

Share captures to common sharing locations such as the cloud, a document, social media, or send a link. See [Share Captures](https://www.techsmith.com/learn/tutorials/snagit/share/) (https://www.techsmith.com/learn/tutorials/snagit/share/).

To quickly copy a capture to paste into another application, click **Copy All** (Mac only).

6

Thumbnail Size

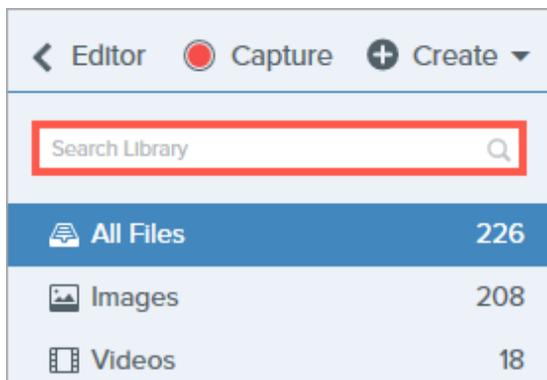
Change the preview size of thumbnails in the library. Click the percentage (Windows only) and drag the **Zoom** slider.

Note: Snagit for Windows does not fully support libraries stored to network locations. File counts, tags, and categories such as year, month, and date are not available. For full functionality, store your library on your computer or to a supported cloud service. See [Manage the Library](https://www.techsmith.com/learn/tutorials/snagit/manage-library/) (https://www.techsmith.com/learn/tutorials/snagit/manage-library/) for more details.

Search for Captures

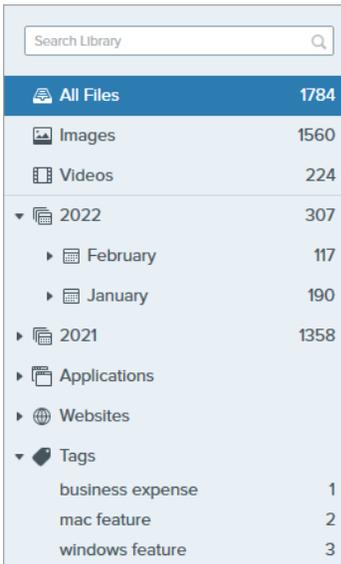
Search for captures by file name and/or filter by date, tags, application source, or website source.

1. Enter a search term in the **Search** field.



2. 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.

Filter Captures



Click a category in the Library search pane to view the captures within that category. Captures are categorized by:

- **File type:** Images, Videos, Animated GIFs
- **Favorites (Mac):** All captures manually selected as favorites
- **Date:** Year, month, and date created
- **Applications:** All applications Snagit captured
- **Websites:** All websites Snagit captured
- **Tags:** List of tags manually assigned to captures in Snagit

Note: To view year, month, date, and website categories, make sure you are running the latest version of Snagit 2022. To check for updates:

- **Windows:** In Snagit Capture, select **Help menu > Check for updates**.
- **Mac:** Select **Snagit menu > Check for Updates**.

Organize Your Captures

Sort Captures

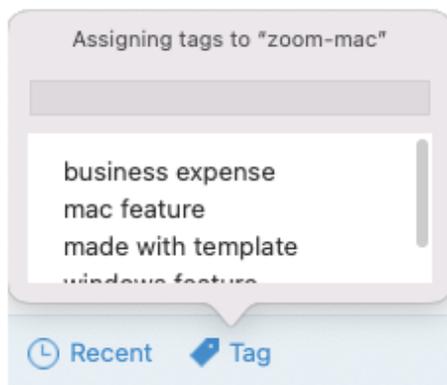
Sort captures displayed in the Library by date modified, date created, name, or size. Click a heading to sort or to reverse the sort order.



Add a Tag

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

1. In Snagit Editor, select a capture in the tray or in the library. To select multiple captures press **Control+click** (Windows) or **Command+click** (Mac).
2. Click the **Tag** button.

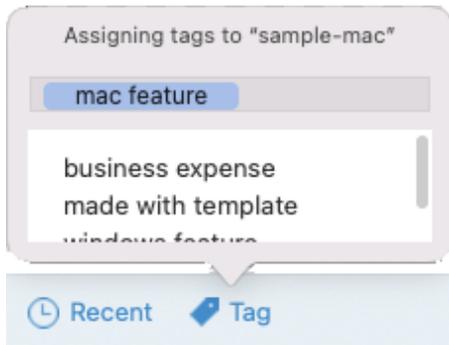


3. Enter a new tag or click to select an existing tag from the list.

Note: Tags are only visible in Snagit.

Remove a Tag

1. In Snagit Editor, select a capture in the tray or in the library. To select multiple captures press Control+click (Windows) or Command+click (Mac).
2. Click the **Tag** button.



3. Click the tag assigned to the capture that you want to delete.
4. Right-click the tag and select **Delete Tag** (Windows) or press the **Delete** key (Mac).

Delete Captures

To delete individual captures from the Library:

- **Windows:** Right-click and select **Delete**.
- **Mac:** Control+click and select **Move to Trash**.

To select and delete multiple captures:

- **Windows:** Control+click each capture, then right-click and select **Delete**.
- **Mac:** Command+click each capture, then Control+click and select **Move to Trash**.

To select and delete a range of captures:

1. Click to select a capture.
2. Press **Shift** on the keyboard as you click to select another capture. Snagit selects all captures between the ones you selected.
3. Right-click (Windows) or Control+click (Mac) and select **Delete** (Windows) or **Move to Trash** (Mac).

Library Tips

- To open a capture in Snagit Editor, double-click the thumbnail in the library.
- Store your captures to the cloud, move your library, or merge multiple libraries. See [Manage the Library \(https://www.techsmith.com/learn/tutorials/snagit/manage-library/\)](https://www.techsmith.com/learn/tutorials/snagit/manage-library/).
- Snagit captures other information during capture. To view this metadata:
 - **Windows:** Right-click and select **Details**.
 - **Mac:** Control+click and select **Get Info**.

- Apply a change to group of images such as changing the file format, applying effects, or changing the filenames. See [Batch Convert Images \(https://www.techsmith.com/blog/?post_type=tutorial&p=145461\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145461).

Manage the Library

Store your captures locally or to the cloud, move your library, or merge multiple libraries.

The [Snagit Library](https://www.techsmith.com/blog/?post_type=tutorial&p=144401) (https://www.techsmith.com/blog/?post_type=tutorial&p=144401) stores and organizes your captures. Learn how to set up a third-party cloud service to access your Snagit files from anywhere and to back them up automatically. Choose your Library location or move it to a new location, and merge multiple Snagit Libraries.

- [Library Location Options](#)
- [Cloud Services and Settings](#)
- [Choose the Library Location During Setup](#)
- [Change the Library Location Any Time](#)
- [Merge Libraries](#)

Library Location Options

To view the current Library location:

- **Windows:** In Snagit Editor, select **Edit menu > Editor Preferences > Library tab**. Hover your cursor over **Choose location** to view the filepath as a tooltip.
- **Mac:** Select **Snagit menu > Settings** (macOS 13) or **Preferences** (macOS 12 or older) > **Advanced tab**.

Note: If you have an Enterprise Site License for Snagit, your IT Administrator may disable the option to choose a Library location.

Local

Store your Library on your computer if you only use Snagit on one computer and if you already back up your computer files.

The default location is Documents (Windows) or Pictures (Mac). You can also select a different location on your computer.

Cloud

Companies such as Dropbox, Google, and Microsoft offer data and file storage on remote, distributed servers via the internet, commonly called cloud storage.

Store your Library to a third-party storage location for automatic backup and to access your captures on another computer. For more information about supported services, see [Cloud Services and Settings](#).

Note: It is not recommended to share a Snagit Library with other users via a cloud location. The Library includes all unsaved captures. To share an individual capture with others, see [Share Captures](https://www.techsmith.com/learn/tutorials/snagit/share/) (<https://www.techsmith.com/learn/tutorials/snagit/share/>). To export multiple captures, see [Batch Convert Images](https://www.techsmith.com/blog/?post_type=tutorial&p=145461) (https://www.techsmith.com/blog/?post_type=tutorial&p=145461).

Network

On Windows, Snagit supports Library storage on a network drive, but with limited functionality.

Supported	Not Supported
<ul style="list-style-type: none">• View all Library files.• Filter by file type (images or videos).• Sort by Date Modified, Date Created, Name, or Size.• Search by file name.	<ul style="list-style-type: none">• View file counts.• Filter by date, tag, application, or website.• Search by metadata other than file name.

For full functionality, store your Library to a local location on your computer or to a supported cloud storage service. See [Change the Library Location Any Time](#).

Cloud Services and Settings

For Snagit to detect a supported service automatically:

- The application must be installed locally, meaning not accessed only by a web browser.
- The application must be set to actively sync.

Snagit supports the following third-party storage services. Click a service to view Snagit requirements and a link to download the application.

▼ Box for Windows

To save your library to Box, you must use Box Sync. Box Drive is not supported.

For more information and to install Box Sync, see the [Box website \(https://support.box.com/hc/en-us/categories/360003187994-Box-Sync\)](https://support.box.com/hc/en-us/categories/360003187994-Box-Sync).

▼ Box for Mac

To save your library to Box, you must use Box Drive. Download Box Drive from the [Box website \(https://www.box.com/resources/downloads\)](https://www.box.com/resources/downloads).

File availability while offline:

- By default only recently accessed files are available offline.
- To access all Snagit files, mark the entire Snagit folder in your Box as offline. For instructions and further details, see the [Making Content Available Offline \(https://support.box.com/hc/en-us/articles/360043697574-Making-Content-Available-Offline\)](https://support.box.com/hc/en-us/articles/360043697574-Making-Content-Available-Offline) support article on the Box website.

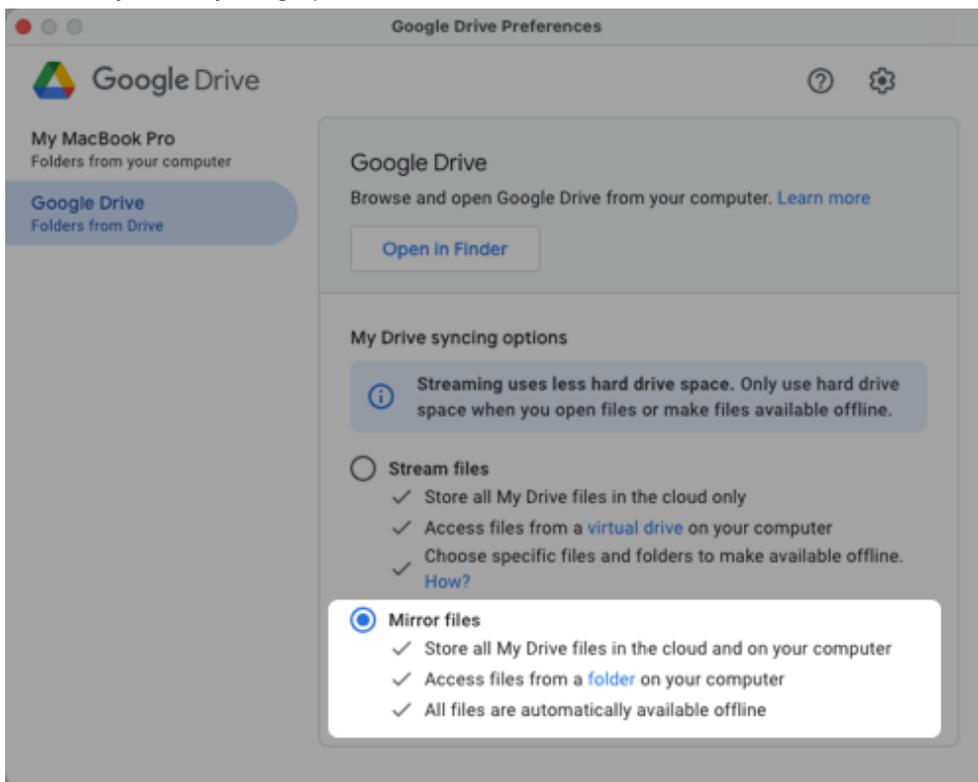
▼ Dropbox Business and Dropbox Personal

To save your library to Dropbox, install the desktop app from the [Dropbox website](https://www.dropbox.com/install) (<https://www.dropbox.com/install>).

▼ Google Drive

To save your library to Drive, you must use Drive for desktop. Download Drive for desktop from the [Google website](https://www.google.com/drive/download/) (<https://www.google.com/drive/download/>).

Set the My Drive syncing option to **Mirror files** mode.



Note: Stream files mode is not supported.

▼ iCloud for Windows

To download iCloud for Windows, visit the [Apple website](https://support.apple.com/en-us/HT204283) (<https://support.apple.com/en-us/HT204283>).

Note: Windows may experience delays when syncing to iCloud, which impacts Snagit file availability.

▼ iCloud for Mac

To make sure Snagit works with iCloud, open **System Settings** (macOS 13) or **System Preferences** (macOS 12 or older), select **Apple ID**, and deselect the **Optimize Mac Storage** option.



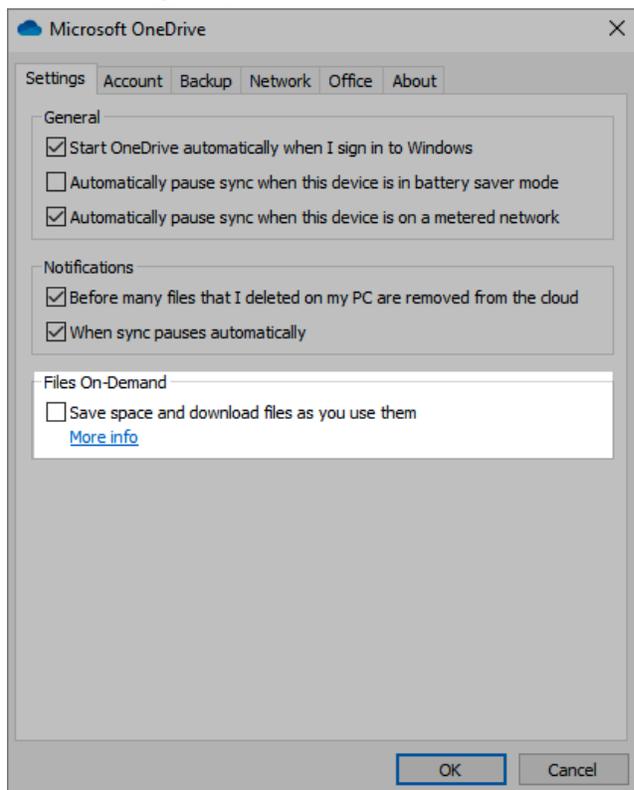
▼ OneDrive for Windows

Snagit supports both OneDrive for Business and OneDrive Personal. For more information and to download OneDrive, visit the [Microsoft website \(https://www.microsoft.com/en-us/microsoft-365/onedrive/download\)](https://www.microsoft.com/en-us/microsoft-365/onedrive/download).

To make sure Snagit works with OneDrive, disable the Files On-Demand option:

1. Open Windows File Explorer.
2. Right-click **OneDrive** and select **Settings**.

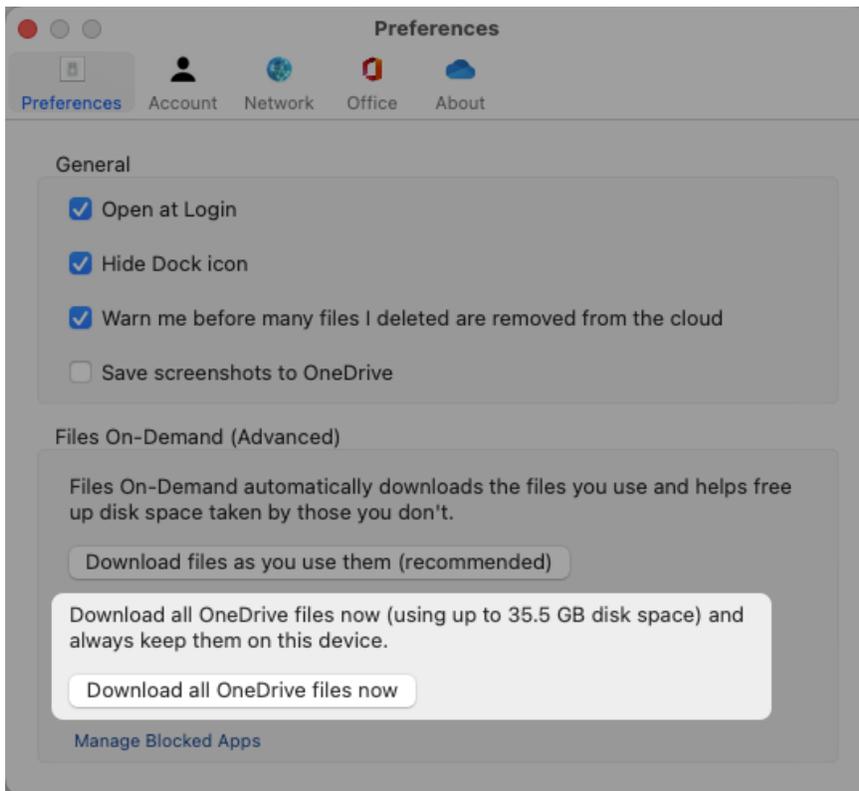
3. On the Settings tab, make sure the **Save space and download files as you use them** option is not selected.



▼ OneDrive for Mac

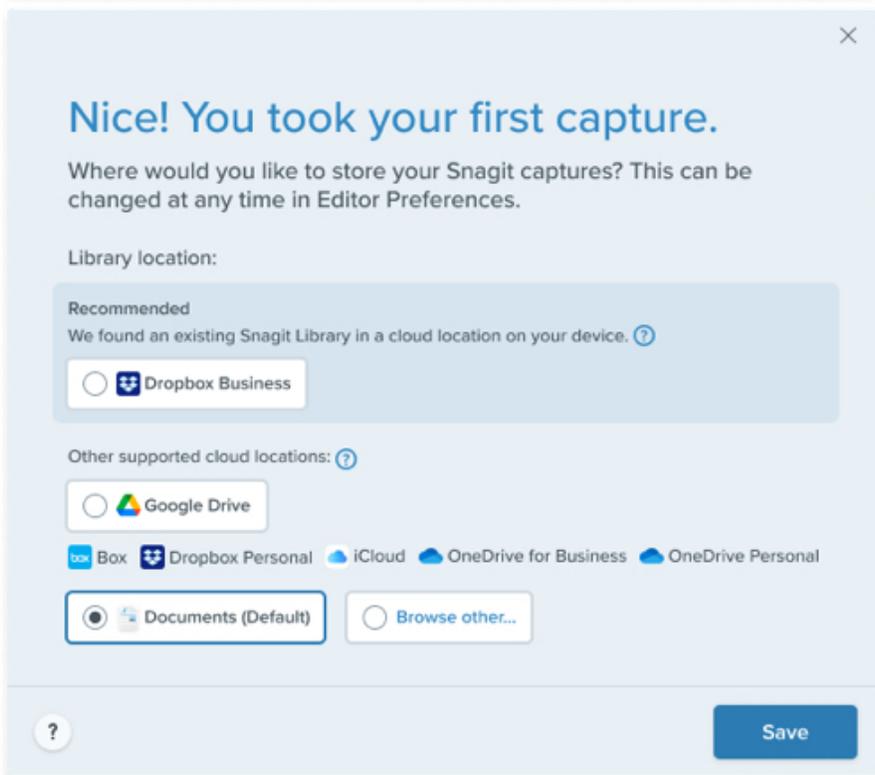
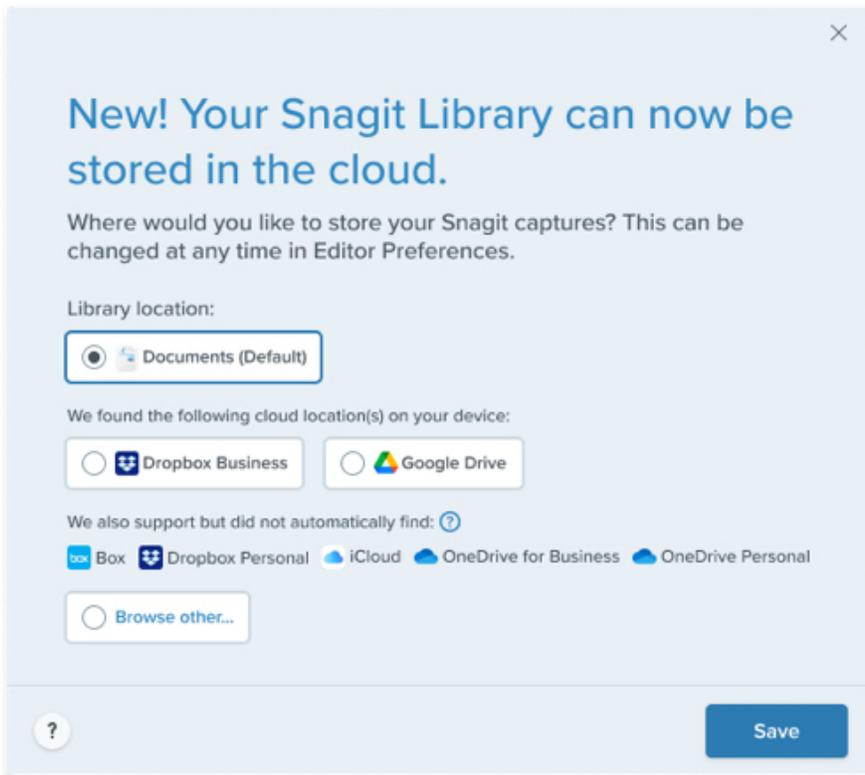
Snagit supports both OneDrive for Business and OneDrive Personal. To download OneDrive, visit the [Microsoft website \(https://www.microsoft.com/en-us/microsoft-365/onedrive/download\)](https://www.microsoft.com/en-us/microsoft-365/onedrive/download).

To make sure Snagit works with OneDrive, open OneDrive Preferences and select **Download all OneDrive files now**.



Choose the Library Location During Setup

In Snagit version 2022 and later, a dialog appears after you take your first capture:



Snagit automatically detects most cloud services on your computer. Select your preference for the Library location:

1. Select an available option or click **Browse other** to navigate to your preferred location.
2. Click **Save**.

Cloud Service Not Detected

If Snagit does not automatically detect a cloud service, click **Browse other** to navigate to the location or check your settings. To learn more about cloud storage setup, see [Cloud Services and Settings](#).

Multiple Accounts

For users with multiple Google Drive, OneDrive Personal, or OneDrive Business accounts, the Choose Location dialog displays only one account for each service.

- Hover over the option to view the file path to determine which account is detected.
- Select **Browse other** to navigate to and select a different account.

Recommended Location

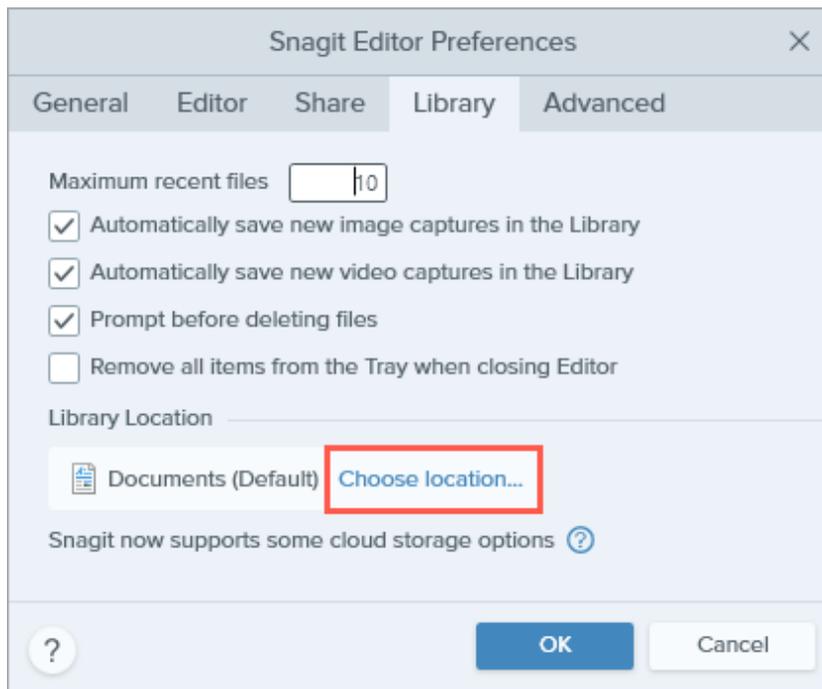
If Snagit detects an existing Library in a cloud storage location, it recommends that option. If you do not select the recommended location, Snagit creates a new library. To combine the existing library and the new library at a later time, see [Merge Libraries](#).

Change the Library Location Any Time

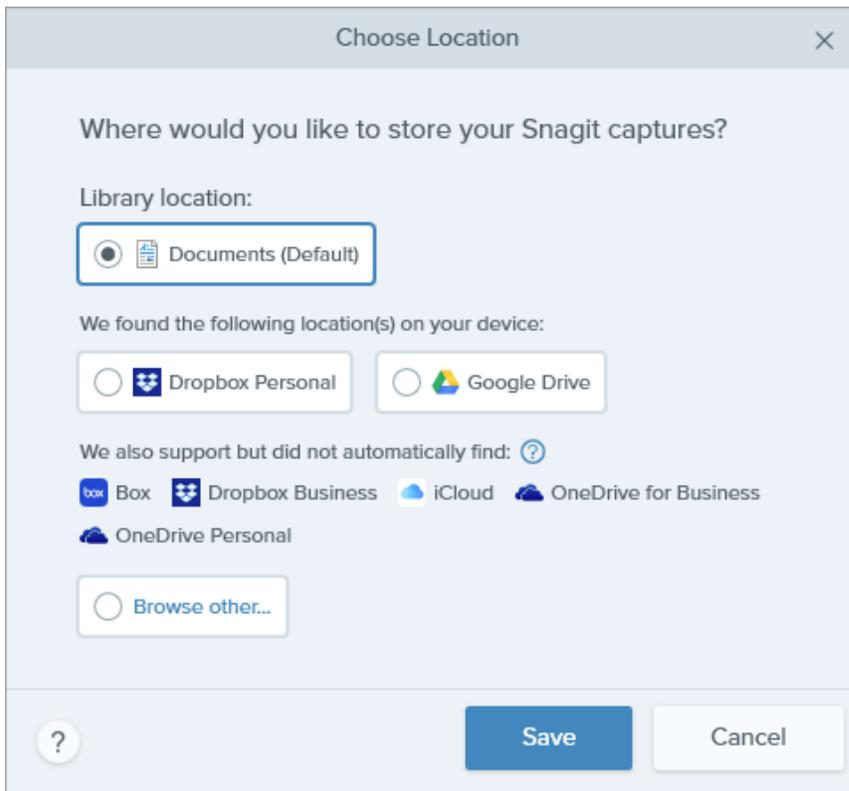
You can change the storage location of the Library at any time.

▼ Windows

1. In Snagit Editor, select **Edit menu > Editor Preferences > Library tab > Choose location**.



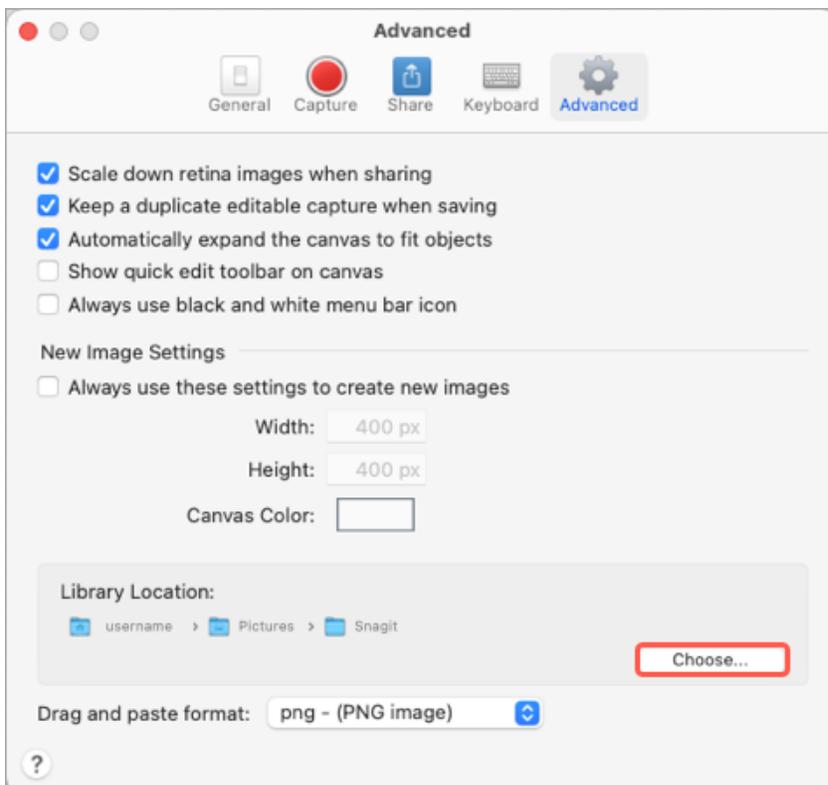
2. In the Choose Location dialog, select an available option or click **Browse other** to navigate to your preferred location.



3. Click **Save**.

▼ Mac

1. Select **Snagit menu > Settings** (macOS 13) or **Preferences** (macOS 12 or older) > **Advanced tab > Choose button**.



2. In the Choose Location dialog, select an available option or click **Browse other** to navigate to your preferred location.



3. Click **Save**.

When you change the Library location, Snagit moves all the existing files in the Library to the new location. During this process Snagit is temporarily unavailable. After Snagit moves the files, it may take a moment to display all files in the Library. Snagit closes all captures in the Recent Captures Tray.

Merge Libraries

▼ Windows – Version 2021 and Earlier

If you have Snagit version 2021 or earlier, create a backup file to import to Snagit version 2023.

1. In Snagit 2021 Editor or earlier, select **Edit menu > Editor Preferences > Library tab**.
2. Click **Create Backup**.
3. Select a location and file name and click **Save**. Snagit creates a .snagarchive file.
4. In Snagit 2023 Editor, select **Edit menu > Editor Preferences > Library tab**.
5. Click **Import Backup**.
6. Navigate to and select the .snagarchive file and click **Open**.

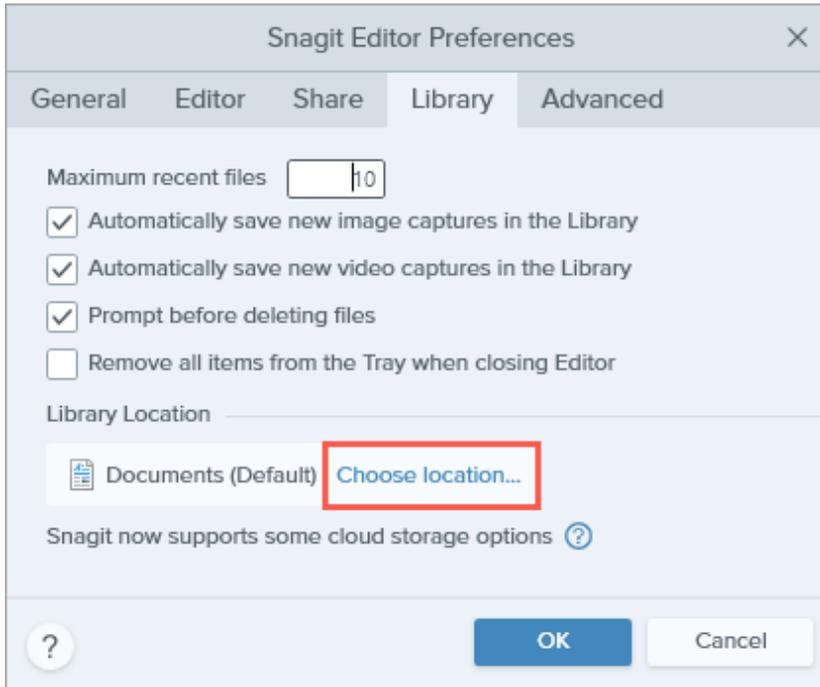
Snagit only imports SNAG, MP4, and GIF files. This process does not support importing other file formats such as JPG, PNG, etc. into the Library.

This process also automatically converts SNAG files to the newer SNAGX format.

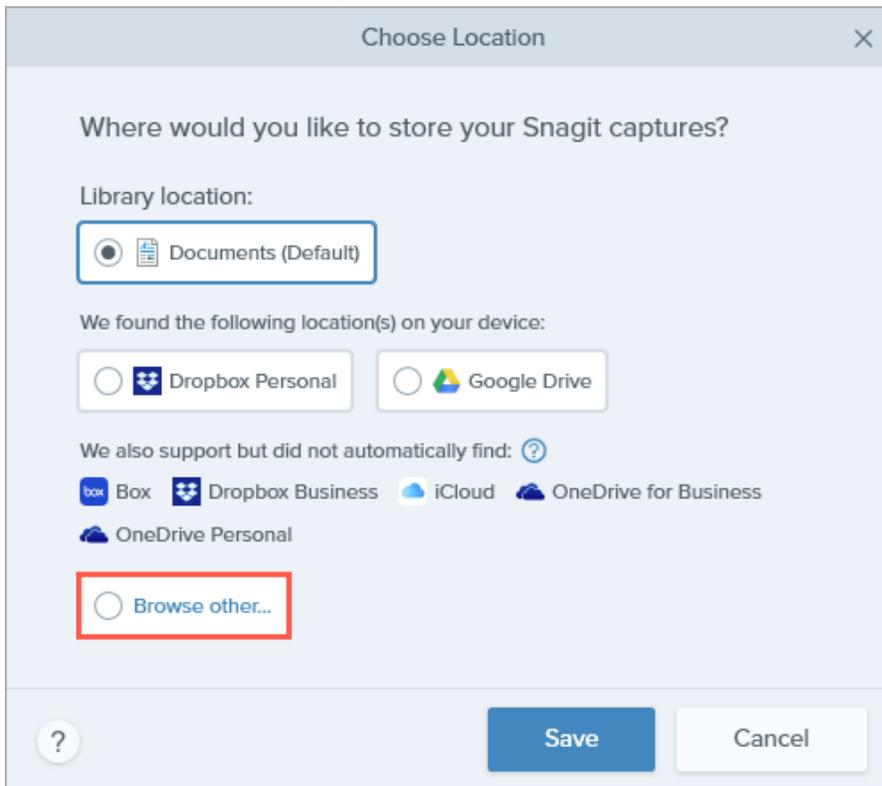
▼ Windows – Version 2022 and Newer

To merge libraries from Snagit version 2022 and newer, change the Library location.

1. In Snagit Editor, select **Edit menu > Editor Preferences > Library tab**.
2. Click **Choose location**.



3. In the Choose Location dialog, select **Browse other**.



4. In the File Explorer, browse to the location of the library you want to merge and select the **Snagit** folder.

5. Click **Select Folder**.

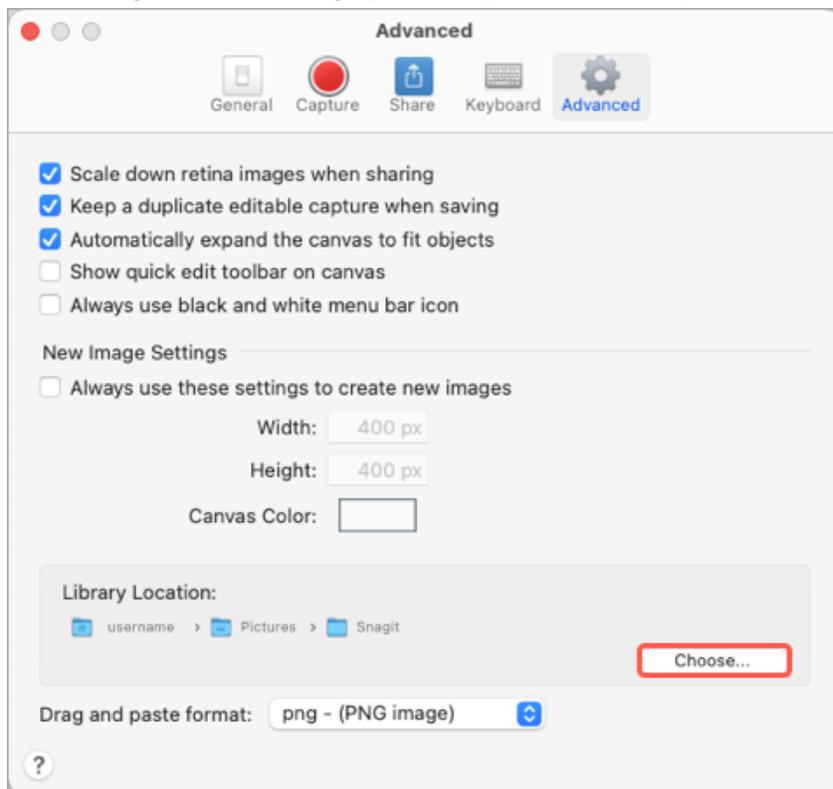
6. In the Choose Location dialog, click **Save**.

Snagit merges the libraries in the new location. To change the location, repeat the steps.

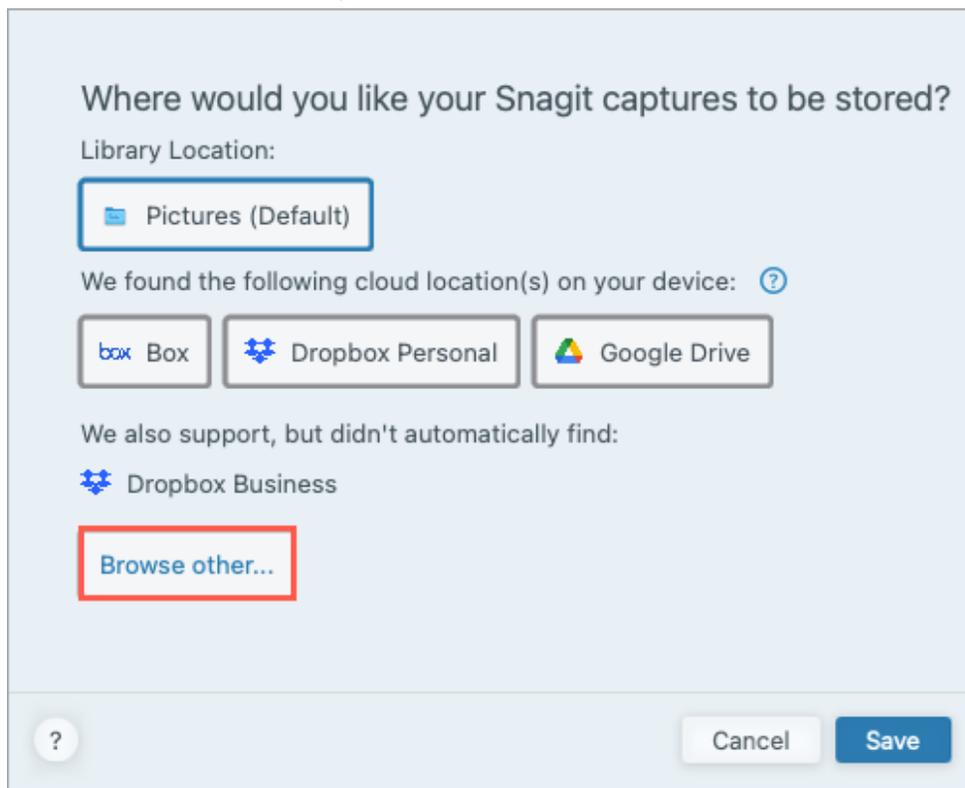
▼ Mac

To merge Libraries from any version, change the Library location.

1. Select **Snagit menu > Settings** (macOS 13) or **Preferences** (macOS 12 or older) > **Advanced > Choose**.



2. In the Choose Location dialog, select **Browse other**.



3. Browse to the location of the library you want to merge and select the **Snagit** folder.

4. Click **Open**.

5. In the Choose Location dialog, click **Save**.

Snagit merges the libraries in the new location. To change the location, repeat the steps.

Convert Your Previous Captures

Convert your captures from previous versions of Snagit to view and edit in Snagit 2022 or later and to share across platforms.

In this tutorial:

- [The SNAGX File Format](#)
- [Convert Captures on Windows](#)
- [Convert Captures on Mac](#)
- [Delete Backup Files](#)

The SNAGX File Format

Snagit 2022 introduced the SNAGX file format. Unlike the previous SNAG format (Windows) and SNAGPROJ format (Mac), SNAGX files can be shared between Windows and Mac platforms.

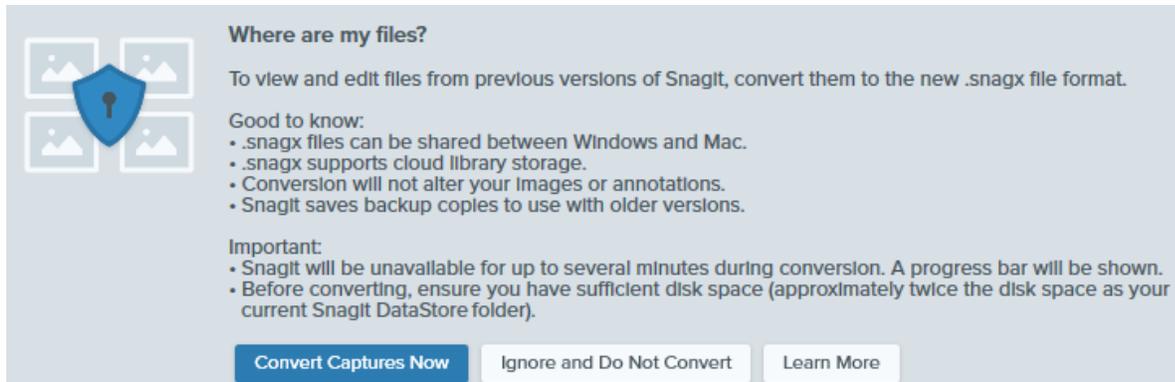
SNAGX also supports storing your Snagit Library to a third-party cloud storage location.

Windows

To view or edit SNAG files in Snagit version 2022 or later, you must convert them to the newer SNAGX format.

Convert Captures when Prompted

When you open the Library, Snagit prompts you to convert SNAG files from previous versions of Snagit.



Where are my files?

To view and edit files from previous versions of Snagit, convert them to the new .snagx file format.

Good to know:

- .snagx files can be shared between Windows and Mac.
- .snagx supports cloud library storage.
- Conversion will not alter your images or annotations.
- Snagit saves backup copies to use with older versions.

Important:

- Snagit will be unavailable for up to several minutes during conversion. A progress bar will be shown.
- Before converting, ensure you have sufficient disk space (approximately twice the disk space as your current Snagit DataStore folder).

[Convert Captures Now](#) [Ignore and Do Not Convert](#) [Learn More](#)

▼ View Details

- Conversion can take several minutes depending on the size of your Library.
- Snagit is unavailable to use during conversion.
- Snagit saves backup copies in the old file format to use in previous versions of Snagit.

IMPORTANT

Ensure you have sufficient disk space. Conversion requires approximately twice the disk space as your current Library. To check the size of your Library:

1. In the search box in your Windows taskbar, enter **DataStore** and select **Open file location**.
2. Right-click the DataStore folder and select **Properties**.

1. Click **Convert Captures Now** to start the conversion.
2. Snagit displays a message when file conversion is complete. Click **X** to dismiss the message.



The converted SNAGX files appear in the Library.

Note: File counts before and after conversion may differ. Previous versions count any files opened by Snagit, including those stored in other locations on your computer. Snagit versions 2022 and later do not include these files in the conversion or file count.

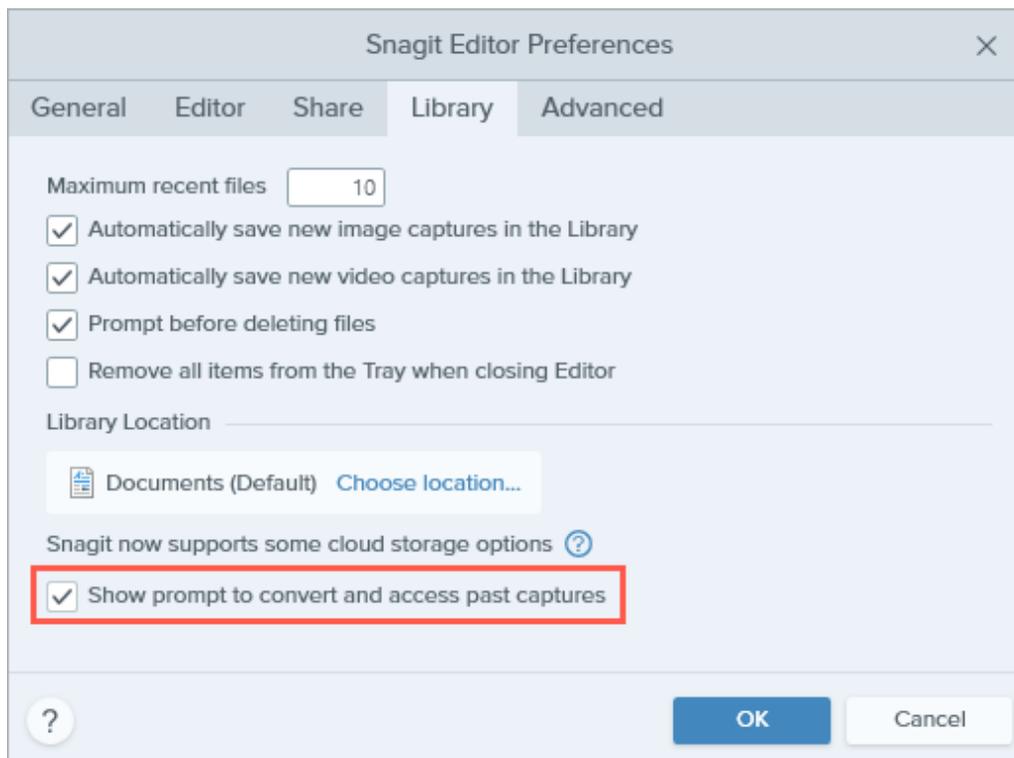
Convert Captures on Demand

If you selected **Ignore and Do Not Convert** when prompted, you can convert SNAG files to SNAGX at a later time.

▼ View Details

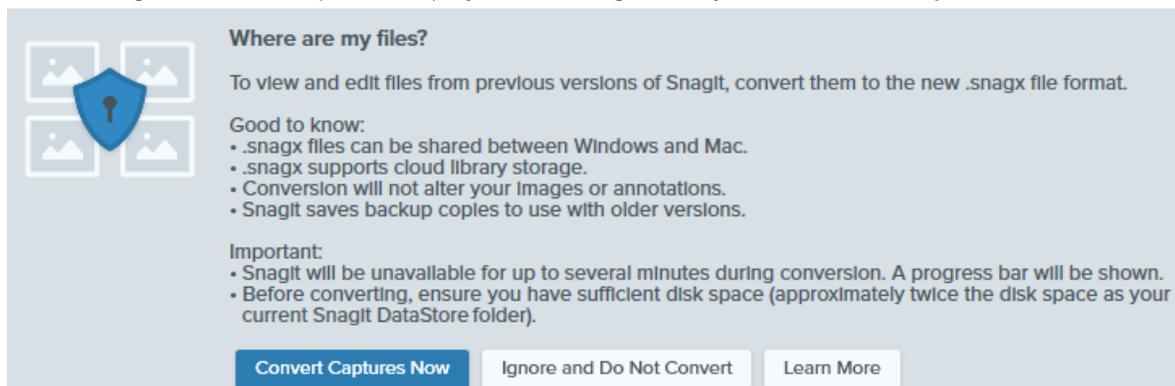
1. In Snagit Editor, select **Edit menu > Editor Preferences > Library tab**.

2. Click to select the **Show prompt to convert and access past captures** option.



3. Click **OK**.

4. The message to convert captures displays in the Snagit Library. Click **Convert Captures Now**.



5. Snagit displays a message when file conversion is complete. Click **X** to dismiss the message.
The converted SNAGX files appear in the Library.

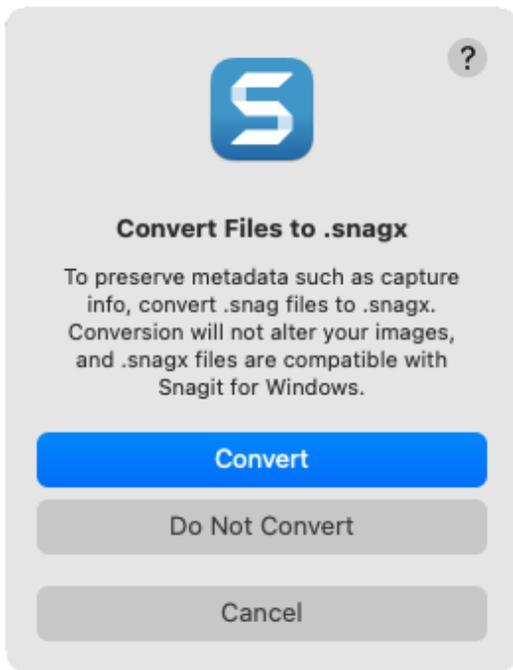
Mac

The Library displays SNAGPROJ files from previous versions of Snagit. It is not necessary to convert them to SNAGX, but conversion is recommended in some situations:

- To preserve file metadata when storing the Library to a cloud location, see [Convert Captures when Prompted](#).
- To view and edit SNAGPROJ files in Windows, see [Convert Captures on Demand](#).

Convert Captures when Prompted

If you select a third-party cloud storage service for your Library location, Snagit prompts you to convert your SNAGPROJ files to SNAGX.



▼ View Details

Convert files to SNAGX to preserve metadata (such as the original capture date and operating system) and to share captures with Snagit for Windows.

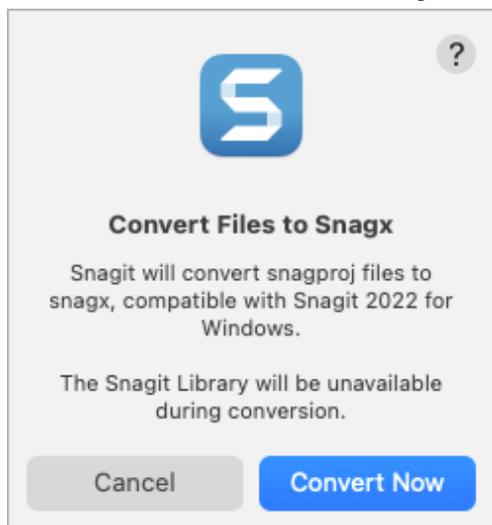
1. Click **Convert** to convert your files to SNAGX.
2. A progress bar appears.

Convert Captures on Demand

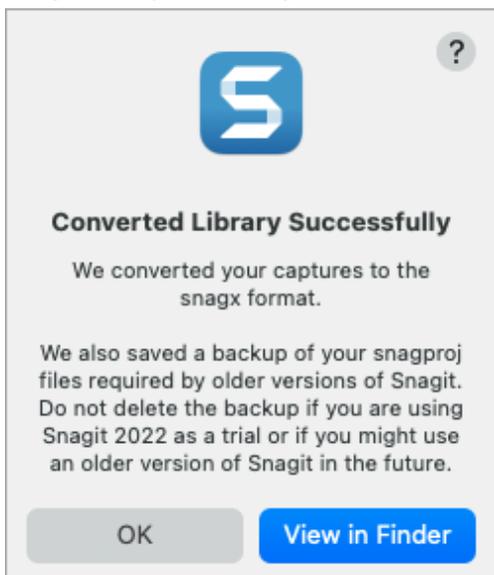
To view and edit SNAGPROJ files in Windows, convert them to SNAGX.

▼ View Details

1. In the Snagit Library, **Command+click** to select multiple files.
2. Control+click and select the **Convert Files to SNAGX** option.
3. In the Convert Files to SNAGX dialog, select **Convert Now**.



4. Snagit displays a message when file conversion is complete. Click **OK** to dismiss the message.



The converted SNAGX files appear in the Library.

Delete Backup Files

During conversion Snagit saves backup copies in the old file format to use in previous versions of Snagit. If you will only use Snagit 2022 or later and you need to save space, delete the folder with the backup copies.

IMPORTANT

Do not delete SNAG or SNAGPROJ files if you are trialing Snagit or plan to revert to an older version. Older versions require SNAG (Windows) or SNAGPROJ (Mac) files to view and edit your captures. Snagit cannot recover deleted files.

▼ Windows

SNAG files are saved in the DataStore folder, typically at C:\Users\[username]\AppData\Local\TechSmith\Snagit.

1. Open File Explorer in the Windows taskbar.



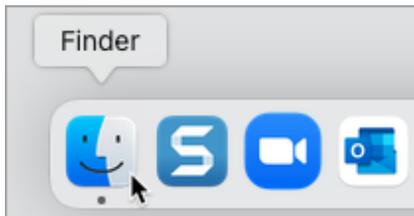
2. Navigate to the DataStore folder.

3. Click to select the DataStore folder, then right-click and select **Delete**.

▼ Mac

SNAGPROJ files are saved in the "library-conversion-backup" folder in the same location as your Snagit Library, typically in the Pictures directory.

1. Open **Finder**.



2. Navigate to the “library-conversion-backup” folder.

3. Control+click the backup folder and select **Move to Trash**.

Import Captures from a Mobile Device

Learn how to send images and videos from your mobile device directly to Snagit.

In this tutorial:

- [Import with TechSmith Fuse](#)
- [About Mobile Sharing with TechSmith Fuse](#)
- [Troubleshoot TechSmith Fuse](#)

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](http://www.techsmith.com/redirect.asp?target=fusegoogleplay&ver=13.0.*&lang=enu&os=win&product=snagit) (http://www.techsmith.com/redirect.asp?target=fusegoogleplay&ver=13.0.*&lang=enu&os=win&product=snagit) or the [App Store](http://www.techsmith.com/redirect.asp?target=fuseappstore&ver=13.0.*&lang=enu&os=win&product=snagit) (http://www.techsmith.com/redirect.asp?target=fuseappstore&ver=13.0.*&lang=enu&os=win&product=snagit) and supported on mobile devices running the following operating systems:

- iOS version 13.6 or later (phones and tablets)
- Android version 7.0 or later

Import with TechSmith Fuse

1. Connect your computer and mobile device to the same network.
2. Install TechSmith Fuse from the [Google Play Store](http://www.techsmith.com/redirect.asp?target=fusegoogleplay&ver=13.0.*&lang=enu&os=win&product=snagit) (http://www.techsmith.com/redirect.asp?target=fusegoogleplay&ver=13.0.*&lang=enu&os=win&product=snagit) or the [App Store](http://www.techsmith.com/redirect.asp?target=fuseappstore&ver=13.0.*&lang=enu&os=win&product=snagit) (http://www.techsmith.com/redirect.asp?target=fuseappstore&ver=13.0.*&lang=enu&os=win&product=snagit) onto your mobile device.
3. On your computer, turn on Mobile Sharing in Snagit:
 - On Windows, select **Snagit Editor > Edit > Editor Preferences > Advanced tab > Allow sharing to Snagit**.
 - On Mac, select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or older) > **Advanced tab > Turn On Sharing**.

4. In Snagit Editor, select **File > Connect Mobile Device**. The Connect Mobile Device dialog opens.



5. Open TechSmith Fuse on your mobile device.

6. Select the media to send:

- o Tap **Library** to import from your device or to select existing media.
- o Tap **Video** to record a video.
- o Tap **Photo** to take a photo.

7. Tap **Share** and select **Snagit**.

8. The Scanner appears. Point your camera at the QR code in the Connect Mobile Device dialog on your computer.

See [Tips for scanning the QR code](#).



TechSmith Fuse connects to Snagit, and 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 in Snagit Preferences.
- 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 > Edit > Editor Preferences > Advanced tab > Allow sharing to Snagit** (Windows only).

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

Note: 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 Off Mobile Sharing

- On Windows, select **Snagit Editor > Edit > Editor Preferences > Advanced tab > Allow sharing to Snagit**.
- On Mac, select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or older) > **Advanced tab > Turn Off Sharing**.

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 > Edit > Editor Preferences > Advanced tab > Allow sharing to Snagit**.
 - On Mac, select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or older) > **Advanced tab > Turn On Sharing**.
- 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.
- See this [support article \(https://support.techsmith.com/hc/en-us/articles/203732118\)](https://support.techsmith.com/hc/en-us/articles/203732118).

Best Practices for Saving Your Snagit Files

Learn best practices for saving your files for future editing, supporting transparency, and opening across platforms.

In this tutorial:

- [SNAGX – Cross Platform File Format](#)
- [Automatically Save Images to a Specific Format \(Windows\)](#)
- [Save SNAGX Files](#)
- [Supported File Formats](#)
- [Save to Another File Format](#)

SNAGX – Cross Platform File Format

Open and edit the same Snagit files on both Windows and Mac computers. Snagit's SNAGX file format replaces the former SNAG format for Windows and SNAGPROJ format for Mac and is compatible with both platforms.

Individuals and teams who use Snagit on both Windows and Mac computers can open, edit, and share SNAGX files with ease.

- 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.

Note: To open and edit captures from previous versions of Snagit for Windows, see [Convert Your Previous Captures \(https://www.techsmith.com/blog/?post_type=tutorial&p=144404\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144404).

Save SNAGX Files

Snagit automatically saves your image captures and any edits as a SNAGX file in the Library. See [Introduction to Snagit Library \(https://www.techsmith.com/learn/?post_type=tutorial&p=144401\)](https://www.techsmith.com/learn/?post_type=tutorial&p=144401).

To save a SNAGX file to another location:

1. In Snagit Editor, click to select the image in the Recent Captures Tray or Library.
2. Select **File > Save As**.
3. In the **Save as type** (Windows) or **Format** (Mac) dropdown, select **SNAGX – Snagit Capture File**.
4. Click **Save**.

Open the SNAGX file on Windows or Mac to edit the image at a later time.

Note: The SNAGX file format can only be opened in Snagit version 2022 or later.

To share captures to previous versions of Snagit, save your image as SNAG (Windows) or SNAGPROJ (Mac). For details about feature compatibility between versions, see [Snagit File Format Compatibility \(https://www.techsmith.com/blog/?post_type=tutorial&p=149748\)](https://www.techsmith.com/blog/?post_type=tutorial&p=149748).

Save to Another File Format

Snagit always saves image captures to the default SNAGX format. To save to another file format, such as JPG or PNG, for use in a different application:

1. In Snagit Editor, click to select the image in the Recent Captures Tray or Library.
2. Select **File > Save As**.
3. In the Save As dialog, enter a filename and select the preferred file type and location.
4. Click **Save**.

The new file and the SNAGX file both appear in the tray. It is possible to continue editing both files.

- On Windows, if you exit and then reopen Snagit Editor, you can continue editing both files and any annotations.
- On Mac, when you quit Snagit, the non-SNAGX file is flattened. It is not possible to edit annotations made to the non-SNAGX file before it was flattened.

Tips

- Complete all your edits to the SNAGX file before saving to another format.
- To maintain transparency in your image, save to a file format that supports transparency: CUR, GIF, ICO, PNG, TIF, or SNAGX.

Automatically Save Images to a Specific Format (Windows)

During Capture

Set up your image capture to save directly to a specific file type.

1. In the Capture Window, select the **Image** tab.
2. In the **Share** dropdown, select the **File** option and then click the **gear icon**.
3. Select the desired **Image file type** and file name and location preferences.
4. Click the **Capture** button.
 - If **Preview in Editor** was selected in the Capture Window, your capture appears in Snagit Editor. Complete any desired edits, then click **Finish**.
 - If **Preview in Editor** was not selected in the Capture Window, your file saves automatically or you will be asked to enter a file name.

In Snagit Editor

To set the default file format from the Save As dialog, select **Share menu > Save As Preferences**.

Supported File Formats

Images

File Formats	Windows	Mac
SNAGX – Snagit Capture File	✓	✓
SNAG – Snagit v8-v2021 Capture File	✓	
SNAGPROJ – Snagit v1.0-v2021 Capture File		✓

BMP – OS/2 Bitmap, Windows Bitmap	✓	✓
CUR – Windows Cursor	✓	
EMF – Windows Enhanced Metafile Format	✓	
EPS – Grayscale Encapsulated Postscript	✓	
GIF – CompuServe GIF	✓	✓
HEIF – Apple High Efficiency Image File		✓
ICO – Windows Icon	✓	
JPG – JPEG Image	✓	✓
MHT – Web Page with Image	✓	
PDF – Adobe Portable Document Format	✓	✓
PNG – Portable Network Graphics	✓	✓
PSD – Adobe PhotoShop	✓	
RAS – Sun Raster	✓	
TGA – Truevision Targa	✓	
TIF – Tagged Image File	✓	✓
WFX – WinFax	✓	
WMF – Windows Metafile Format	✓	
WPG – WordPerfect	✓	

Videos

- MP4
- Animated GIF

See [Create an Animated GIF \(https://www.techsmith.com/blog/?post_type=tutorial&p=144405\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144405).

Create Visual Guides with Templates

Snagit's templates make it easy to create professional looking visual guides.

In this tutorial:

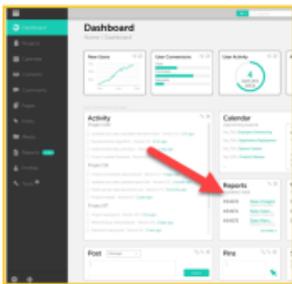
- [Create Image from Template](#)
- [Combine Images from Tray or Library](#)
- [Edit Image Created from Template](#)

Snagit provides templates based on industry-standard documentation best practices. Combine a set of images in a template to:

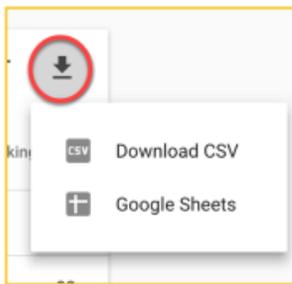
- Show a side-by-side comparison of changes.
- Explain a process or concept.
- Provide a timeline of events.

Build a Report

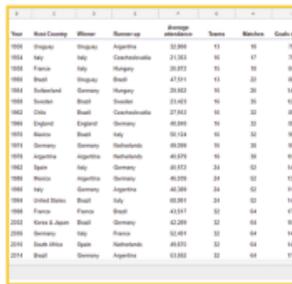
Follow the steps below:



1 Select the report dashboard.



2 Click the download button and select a file type.



3 View the report data in a spreadsheet.

Year	Host Country	Winner	Runner-up	Average attendance	Teams	Matches	Goals
1958	Sweden	Sweden	Brazil	32,000	13	18	70
1962	Italy	Italy	Czechoslovakia	21,363	16	17	70
1966	England	England	West Germany	20,000	16	16	69
1970	Mexico	Mexico	Brazil	41,511	13	20	69
1974	Germany	Germany	Hungary	28,862	16	26	100
1978	Argentina	Argentina	Netherlands	21,469	16	26	100
1982	Spain	Italy	Germany	27,822	16	22	99
1986	Mexico	Argentina	Germany	40,266	16	22	99
1990	Italy	Germany	Argentina	40,266	24	32	118
1994	United States	Brazil	Italy	68,911	24	32	117
1998	France	France	Brazil	41,857	32	64	171
2002	Korea & Japan	Brazil	Germany	42,289	32	64	161
2006	Germany	Italy	France	52,414	32	64	147
2010	South Africa	Spain	Netherlands	48,853	32	64	148
2014	Brazil	Germany	Argentina	53,892	32	64	171

Created by a.person | Tuesday, September 10

Made with TechSmith Snagit

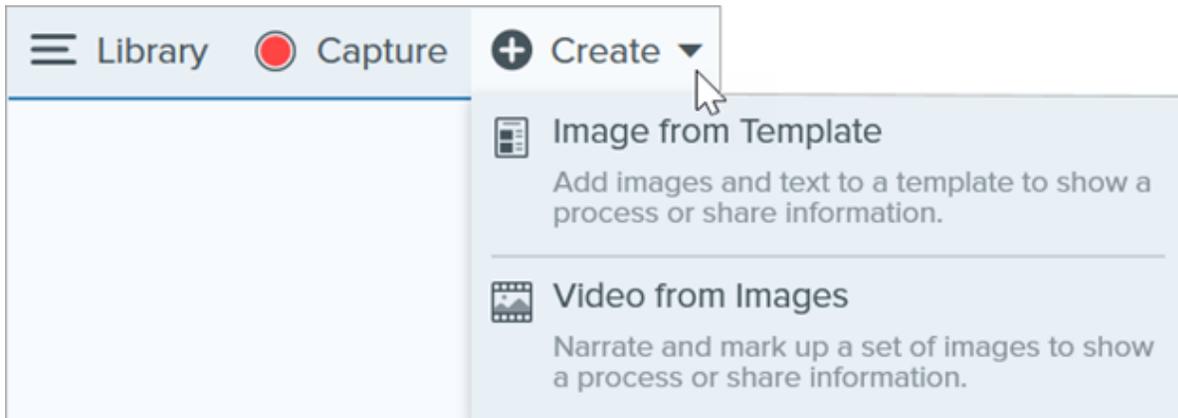
Tip: Download more templates.

Download more template layouts and styles as part of the [TechSmith Assets subscription](https://library.techsmith.com/snagit) (<https://library.techsmith.com/snagit>). See [Download TechSmith Assets for Snagit](https://www.techsmith.com/blog/?post_type=tutorial&p=145486) (https://www.techsmith.com/blog/?post_type=tutorial&p=145486).

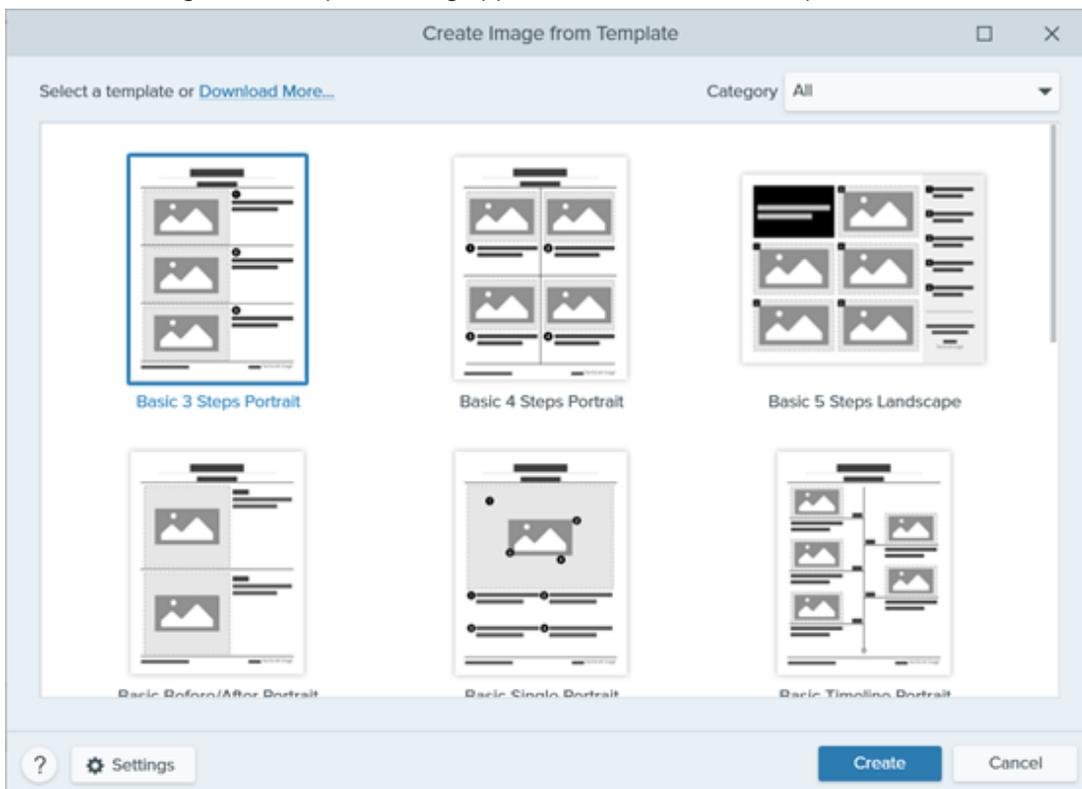
Create Image from Template

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. Click to select a template.



3. Click the **Settings** button.

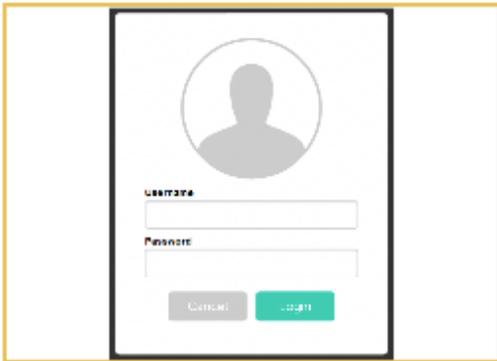
4. The Template Settings dialog appears. Select an **Image Scale** option to set how Snagit scales images added to the image areas in the template:

- o **Fill entire drop zone:** Snagit scales the image to fill the entire image area. If the original image is larger than the image area, some of the original image may not be visible. If the original image is smaller than the

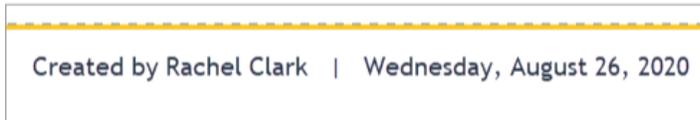
image area, Snagit increases the image size so that the entire image area is filled.



- o **Fit entire image:** Snagit scales the entire image to fit within the image area. Some of the image area may be empty.



5. Select a **Footer Author Name** option (Windows) or **Created By** option (Mac) to customize the text that displays at the bottom of the template.



- o **System:** The computer display name shown in parentheses.
- o **Custom:** Enter your own text, such as your name or company name.

6. Click **Save**.
7. Click **Create**.

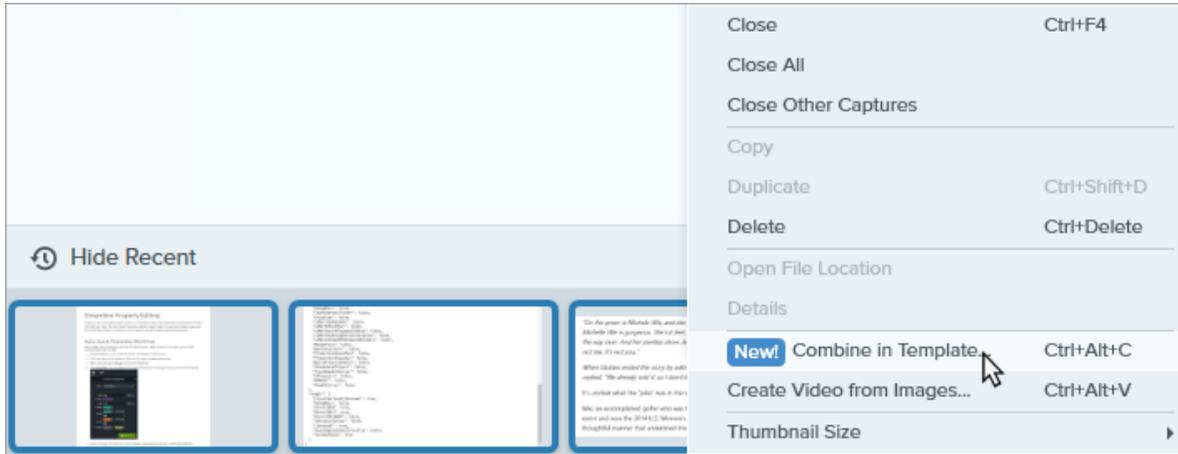
The template opens on the canvas. Add images, text, and other annotations. See [Edit Image Created from Template](#).

Combine Images from Tray or Library

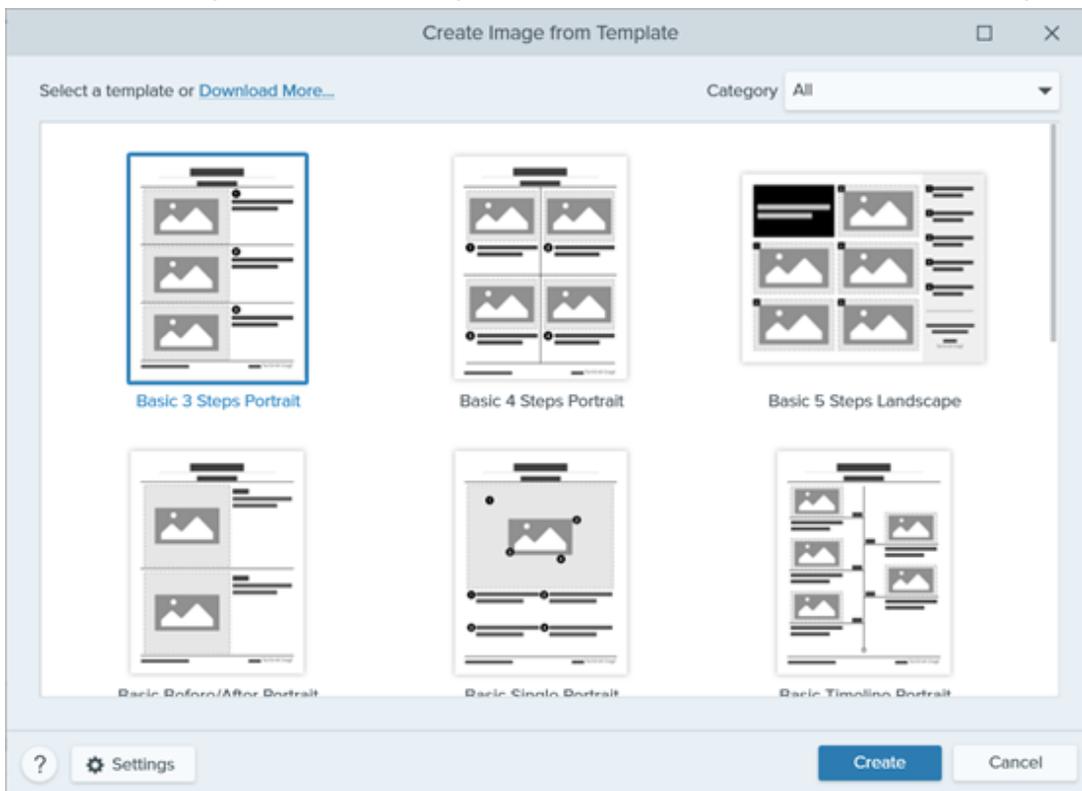
Select a set of images in the tray or library to combine into a template.

1. In the tray or library, **Control+click** (Windows) or **Command+click** (Mac).

2. Right-click an image in the [tray](https://www.techsmith.com/blog/?post_type=tutorial&p=145465) (https://www.techsmith.com/blog/?post_type=tutorial&p=145465) or [library](https://www.techsmith.com/blog/?post_type=tutorial&p=144401) (https://www.techsmith.com/blog/?post_type=tutorial&p=144401) 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 edit the following options:



- o Enable **Filter based on the number of selected images** to view templates that include the same number of images selected.
- o If you select a template with more image areas than selected in the tray, the additional image areas are empty in the final image. Drag additional images onto the empty image area.
- o Click the **Settings** button to customize the “Created by” text that displays at the bottom of the template.

4. Click **Next**.

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



- A. To change the image order, drag the thumbnail to the desired location.
- B. Enter a caption for each image.
- C. Enter a title.
- D. Select a [theme](https://www.techsmith.com/blog/?post_type=tutorial&p=145471) to automatically apply a set of styles and colors to your template.
- E. Select the font and color for the template text.
- F. Select the canvas background color.
- G. Enable the **Number Images** option to add step annotations to each image. Click the dropdown to change the color of the step annotations.

6. 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**.

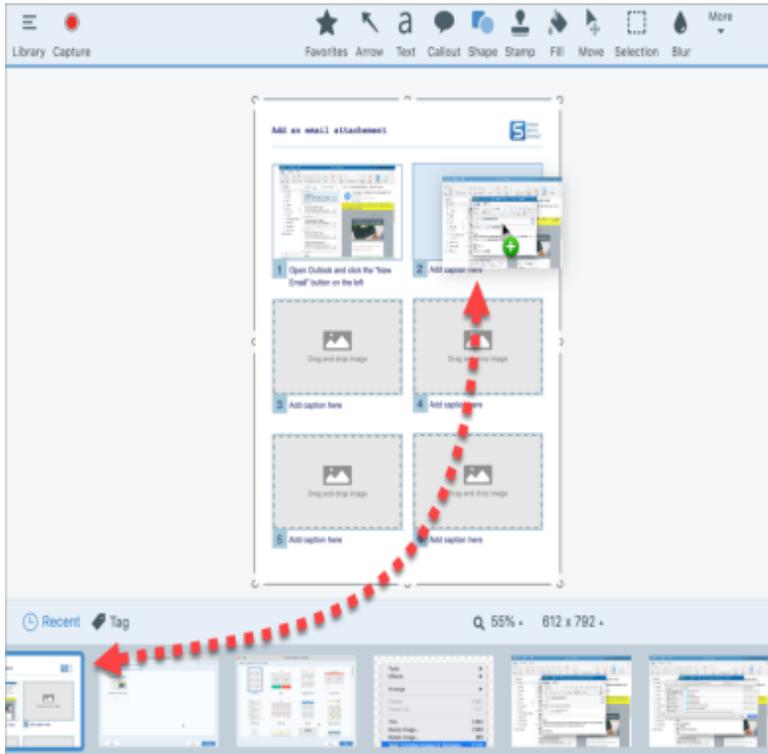
Tip: Save the file to edit later.

Save the file as a SNAGX to edit the image at a later time.

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 an image area or existing image.



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



- **Swap Image and Caption:** To quickly move an image with its caption to another step, click and the drag the **Drag to Swap** to another image area.

To modify image areas or sections of the template, see [Edit a Template \(https://www.techsmith.com/blog/?post_type=tutorial&p=150635\)](https://www.techsmith.com/blog/?post_type=tutorial&p=150635).

Edit a Template

Modify a Snagit template to make it your own, then save it as a SNAGX file to reuse later.

In this tutorial:

- [Open a Template](#)
- [Edit Sections](#)
- [Edit Image Areas and Text Boxes](#)
- [Customize with Themes](#)
- [Save to Reuse](#)

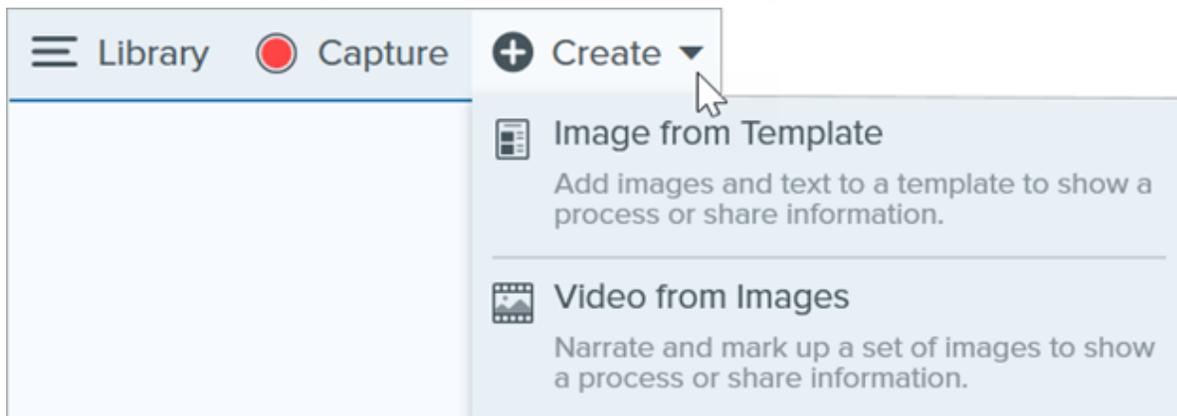
Snagit templates allow you to combine images into a single document for comparison, to explain a process or concept, or to provide a timeline of events. To add images and text to a template, see [Create Visual Guides with Templates \(https://www.techsmith.com/blog/?post_type=tutorial&p=145468\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145468).

Edit the layout of a template to meet your needs and match your brand colors. Then save the file to use as a customized template later.

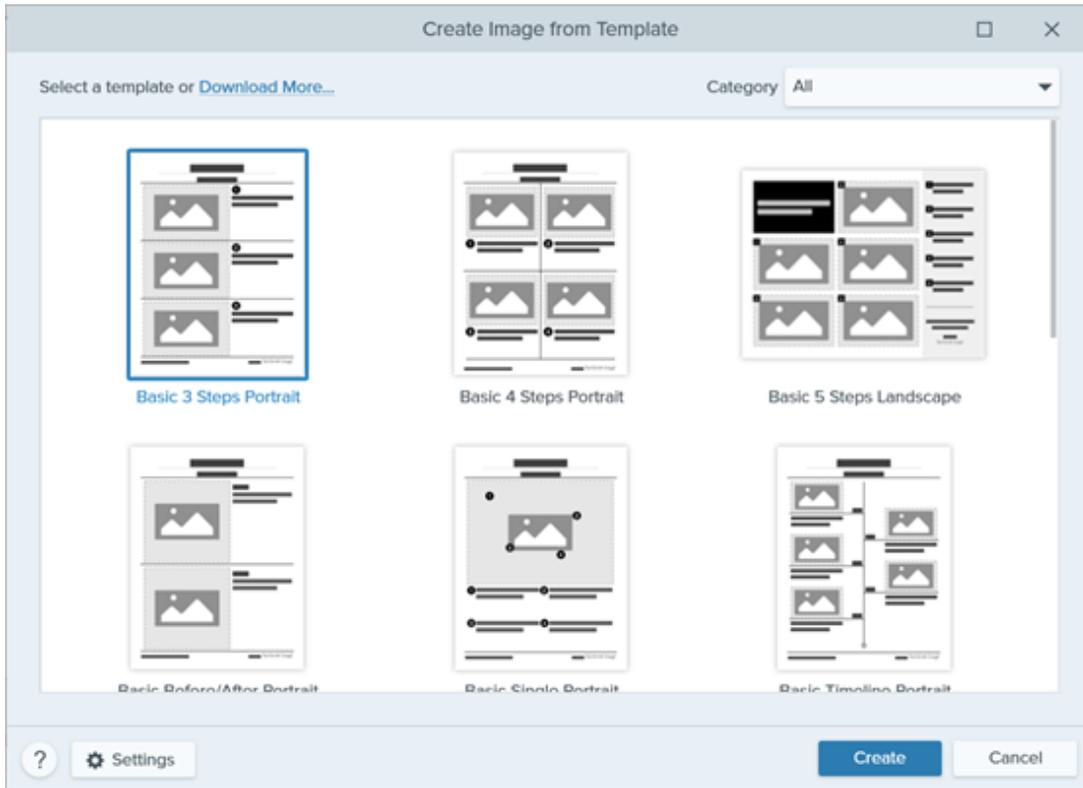
Open a Template

To start with a blank template without any images or text:

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



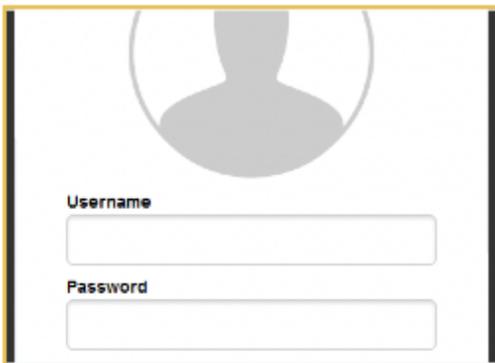
2. The Create Image from Template dialog appears. Click to select a template.



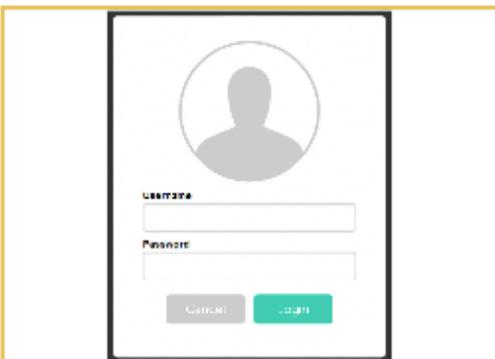
3. Click the **Settings** button.

4. The Template Settings dialog appears. Select an **Image Scale** option to set how Snagit scales images added to the image areas in the template:

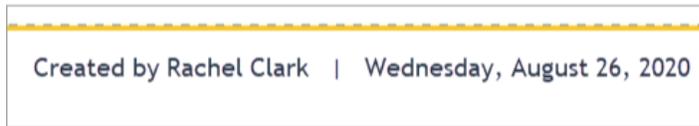
- o **Fill entire drop zone:** Snagit scales the image to fill the entire image area. If the original image is larger than the image area, some of the original image may not be visible. If the original image is smaller than the image area, Snagit increases the image size so that the entire image area is filled.



- o **Fit entire image:** Snagit scales the entire image to fit within the image area. Some of the image area may be empty.



5. Select a **Footer Author Name** option (Windows) or **Created By** option (Mac) to customize the text that displays at the bottom of the template.

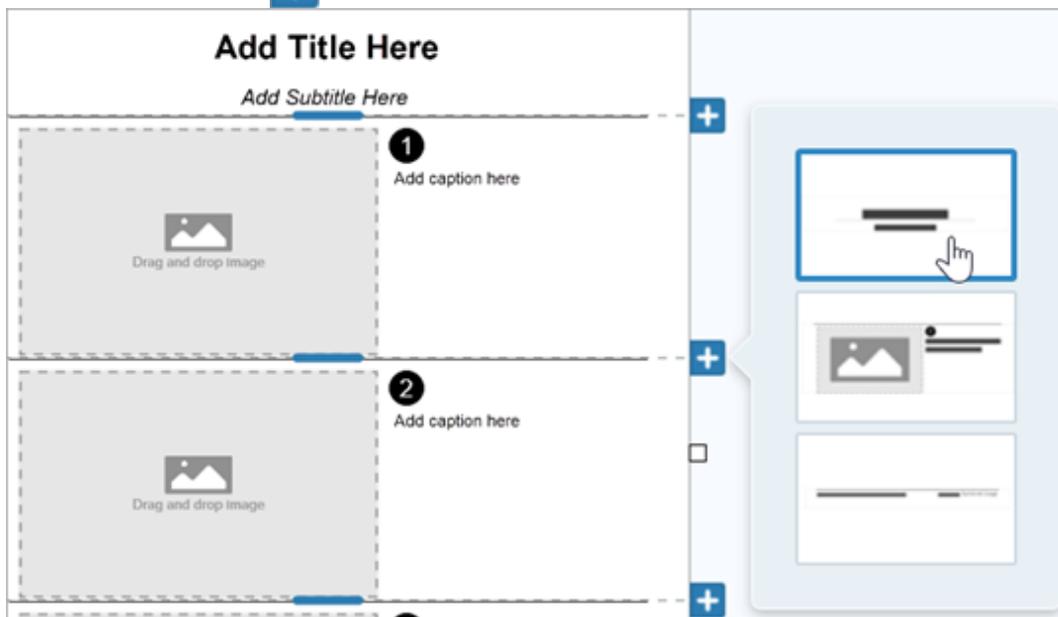


- o **System:** The computer display name shown in parentheses.
 - o **Custom:** Enter your own text, such as your name or company name.
6. Click **Save**.
 7. Click **Create**.

The template opens on the canvas. To add images, text, and other annotations, see [Create Visual Guides with Templates \(https://www.techsmith.com/blog/?post_type=tutorial&p=145468\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145468).

Edit Sections

- **Add Section:** Click the  icon to add another section. Select the type of section content from the menu.

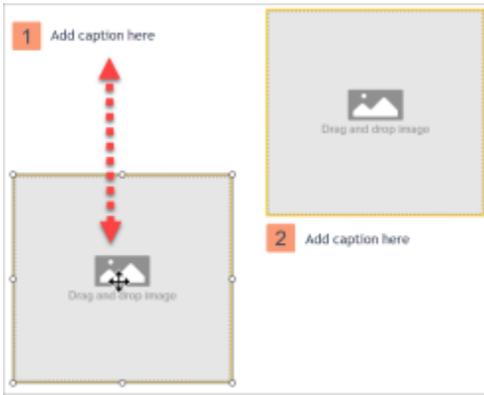


- **Resize Section:** Drag the blue divider line between sections.
- **Delete Section:** Right-click (Windows) or Control+click (Mac) the section and select **Remove Section**.

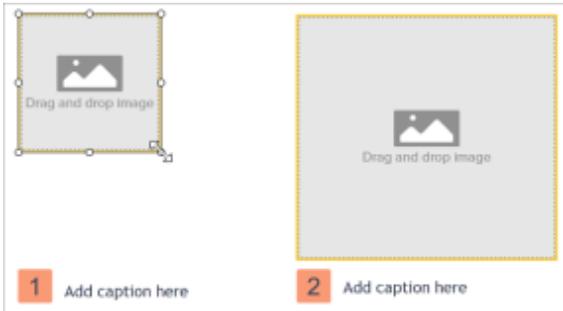
Edit Image Areas and Text Boxes

Note: On Mac, click the  icon in the upper-right corner of an image area or text box to allow editing.

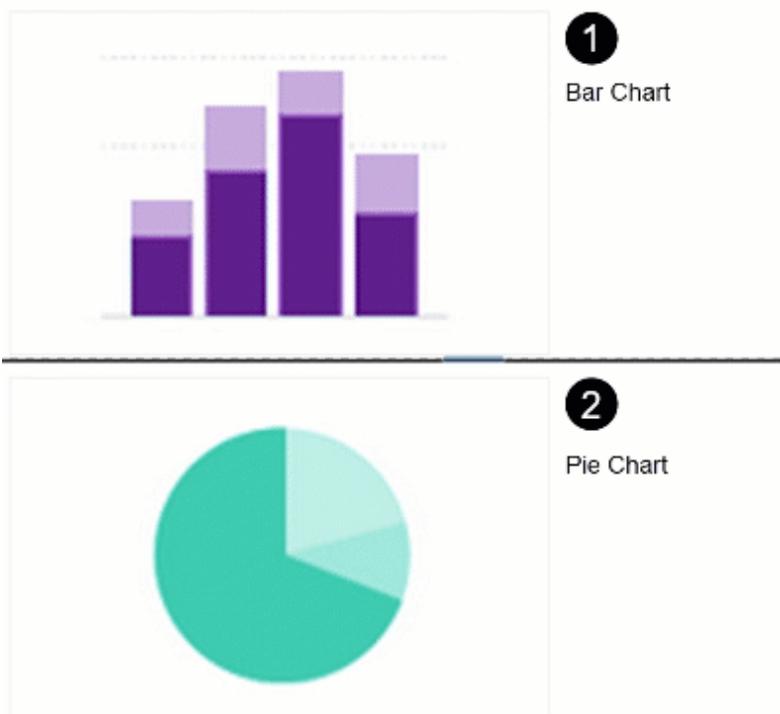
- **Move:** Click and drag in an image area or text box to move to a new location.



- **Resize:** Click and drag the handles to resize the selected image or text box.



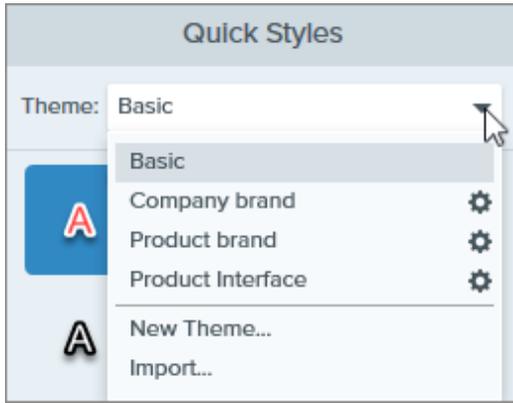
- **Swap Image and Caption:** To quickly move an image with its caption, click and drag the **Drag to Swap** to another image area.



Customize with Themes

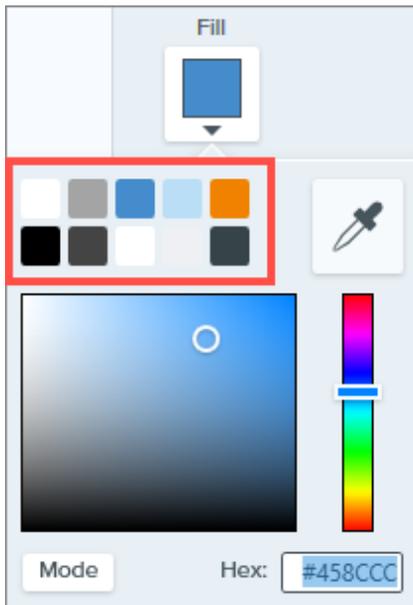
Apply colors from a theme to match your organization, product, or project brand. To learn how to create a theme with a custom color palette, see [Snagit Themes \(https://www.techsmith.com/blog/?post_type=tutorial&p=145471\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145471).

1. In the Quick Styles panel, click the **Theme** dropdown and select a theme.



2. Click to select an image area or text on the Canvas.

3. In the Tool Properties, click **Fill** or **Outline** and select a preset from the palette.



Save to Reuse

Save the edited file as SNAGX to use in place of a template later. Select **File menu > Save As > SNAGX** file type.

To edit images and text, see [Create Visual Guides with Templates \(https://www.techsmith.com/blog/?post_type=tutorial&p=145468#edit-image\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145468#edit-image).

Tip: Share your SNAGX file.

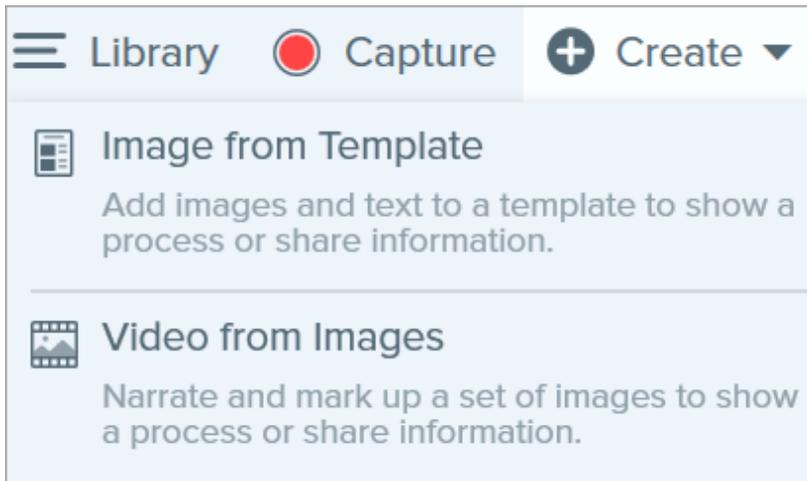
Share your SNAGX file with colleagues to create consistent documents across your organization. See [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).

Turn Your Screenshots into a Video

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

Create Video from Images

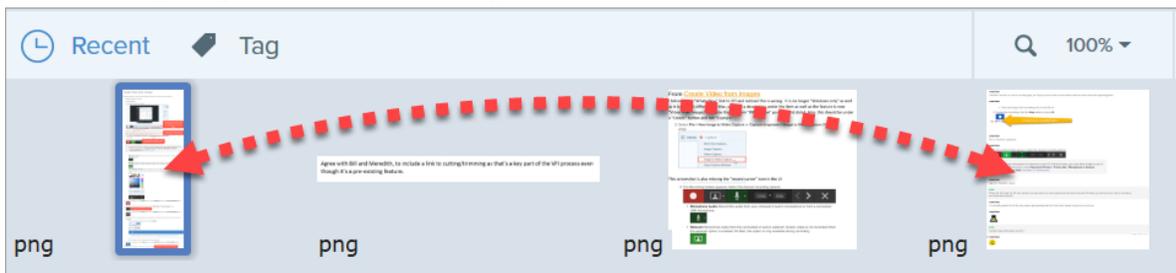
1. In the [tray](https://www.techsmith.com/blog/?post_type=tutorial&p=145465) (https://www.techsmith.com/blog/?post_type=tutorial&p=145465) or [library](https://www.techsmith.com/blog/?post_type=tutorial&p=144401) (https://www.techsmith.com/blog/?post_type=tutorial&p=144401), **Control+click** (Windows) 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.

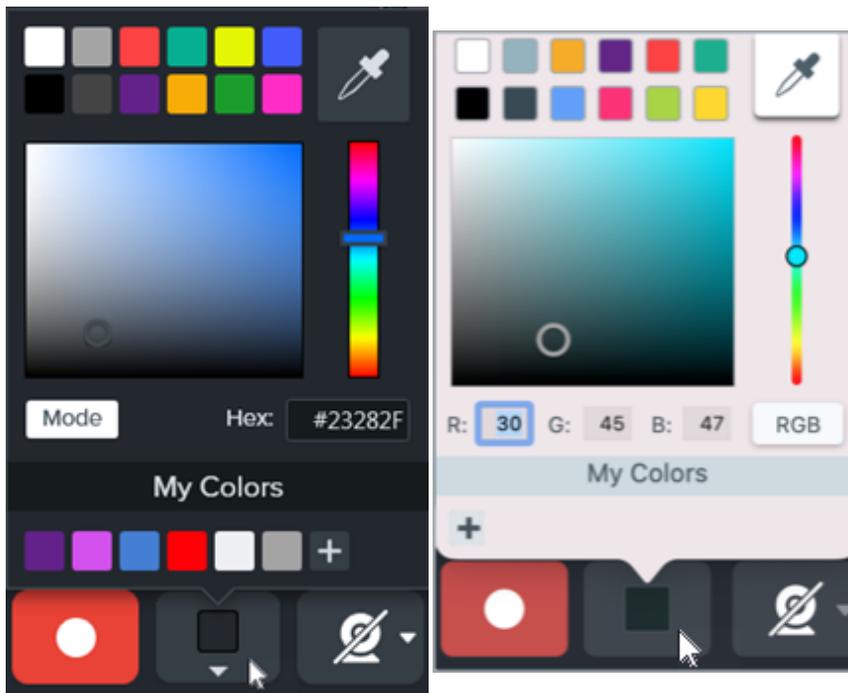


Click and drag images to reorder in the tray.



4. Click to select recording options from the Recording toolbar:

- o **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.



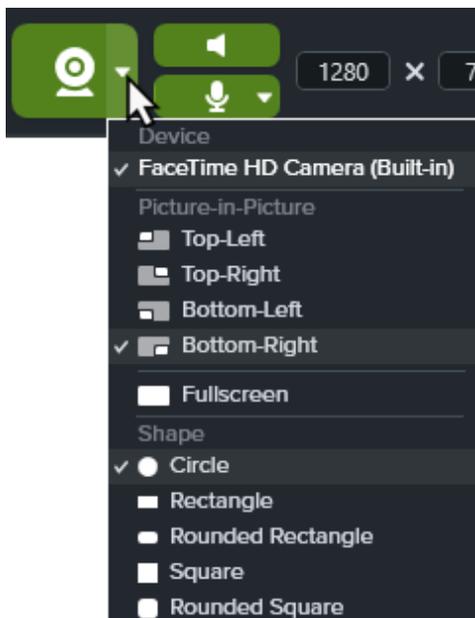
- o **Cursor:** Record the cursor.



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



- o **Webcam:** Record live video from the connected or built-in webcam. Click the **Webcam** button to toggle the webcam on/off. Click the dropdown to select the camera device and webcam display settings:



- **Picture-in-Picture:** The webcam displays as a small video in the corner of your video. To change the Picture-in-Picture position, click the dropdown and select an option. To change the size of the Picture-

in-Picture, drag a corner of the webcam preview in or out.



- **Fullscreen Webcam:** The webcam fills the entire video display area. Screen video is not recorded when the fullscreen webcam option is enabled.
- **Shape:** Select **Circle**, **Rectangle**, **Rounded Rectangle**, **Square**, or **Rounded Square** shape for your webcam recording.

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.

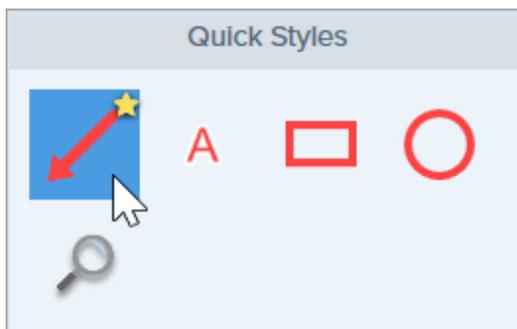
Use the left or right arrow keys to change the image shown in the video.

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 or during a pause.

- Click to select a [Quick Style](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) saved in your Favorites.

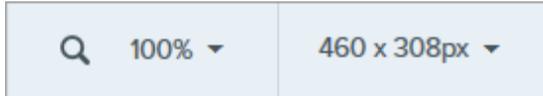


Tip: Save tool customizations as Quick Styles.

After you edit tool properties, save your customization as a Quick Style for future use. See [Quickly Access Favorite Styles and Tools \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408).

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

9. Adjust the zoom and/or dimensions of the image on the Canvas if desired (Windows only).



10. 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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145465\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145465).

Create an Animated GIF

Create an animated GIF file from a selection of your video capture or the entire video.

Create an Animated 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:
 - o **Screen Video (Default):** Select this option if the video contains screen recording.
 - o **High Motion Video:** Select this option if the video contains real world video or games.
 - o **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.
 - o **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.

Setting	Description
Dimensions (Width and Height)	Enter the width and height dimensions for the Animated GIF file. Decreasing the dimensions can result in lower file sizes for the Animated GIF.
Lock Aspect Ratio	It is recommended to lock the aspect ratio, the ratio of the width to the height of a video. Unlocking the aspect ratio may result in skewed or blurry video content.
Enable Dithering	Enable Dithering to prevent color banding and to produce smoother video content. Dithering can result in larger file sizes.
Looping	<ul style="list-style-type: none"> • If looping is enabled, the Animated GIF plays back on a continuous loop. • 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.

Customize Snagit

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

View options to customize:

- [Capture](#)
- [Snagit Editor](#)
- [Sharing](#)
- [Editor Toolbar](#)

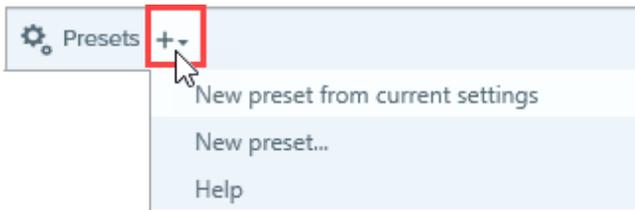
Capture

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 capture to a specific location or application.

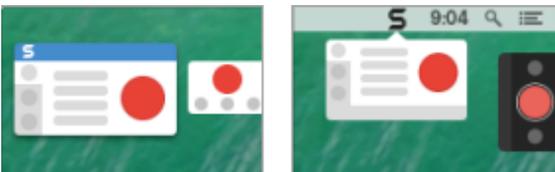
In the Capture Window, click the **Add Preset** dropdown and select **New preset**.



See [Save Capture Settings as Presets \(https://www.techsmith.com/blog/?post_type=tutorial&p=145411\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145411).

Interface Options

Select the Capture Window and/or Capture Widget (formerly OneClick Tab) to access the capture options. See [Snagit Preferences \(https://www.techsmith.com/learn/tutorials/snagit/preferences/\)](https://www.techsmith.com/learn/tutorials/snagit/preferences/).



Video Controls

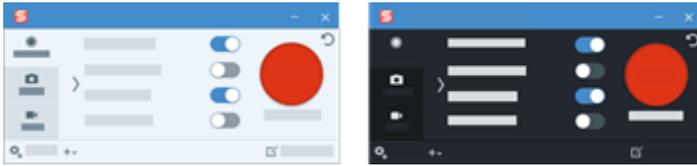
Customize what controls, such as video countdown and quick controls, display before and during video recordings.

See [Snagit Preferences \(https://www.techsmith.com/learn/tutorials/snagit/preferences/\)](https://www.techsmith.com/learn/tutorials/snagit/preferences/).

Snagit Editor

Snagit Interface Color

Choose between the two Snagit interface color themes: Light or Dark.



See [Snagit Preferences \(https://www.techsmith.com/learn/tutorials/snagit/preferences/\)](https://www.techsmith.com/learn/tutorials/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.

To start, in the Snagit Editor toolbar select **More > Customize Toolbar option**. For more information see [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

Toolbar Labels

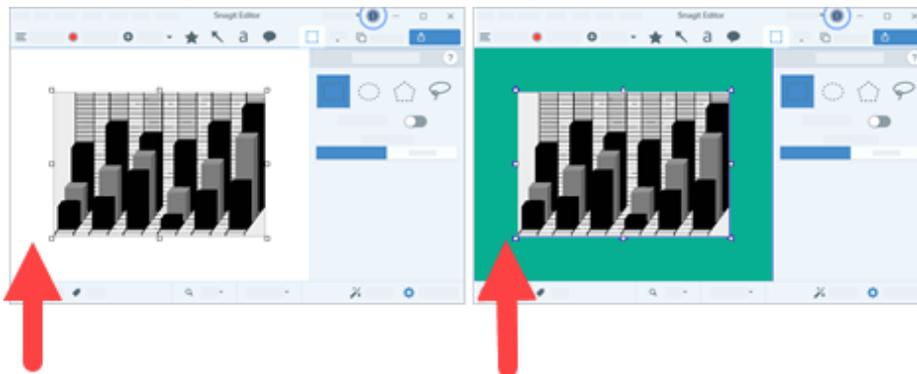
In the Snagit Editor toolbar, you can choose to show icons and text labels or icons only.



To change this option, right-click on the toolbar and select **Icon and Text** or **Icon Only**.

Editor Background Color (Windows)

Select the background color surrounding a capture on the canvas.



Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas. See [Snagit Preferences \(https://www.techsmith.com/learn/tutorials/snagit/preferences/\)](https://www.techsmith.com/learn/tutorials/snagit/preferences/).

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.



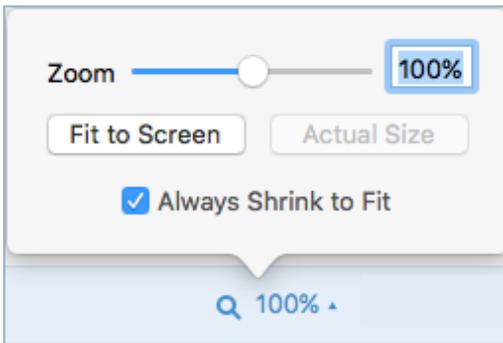
To change the background color, select **Image > Canvas Color (Windows)** or **Change Canvas Color (Mac)**.

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.



Save Favorites

Save frequently-used Quick Styles to the Favorites tool. Click the  on the style to save to Favorites. See [Quickly Access Favorite Style and Tools](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408).

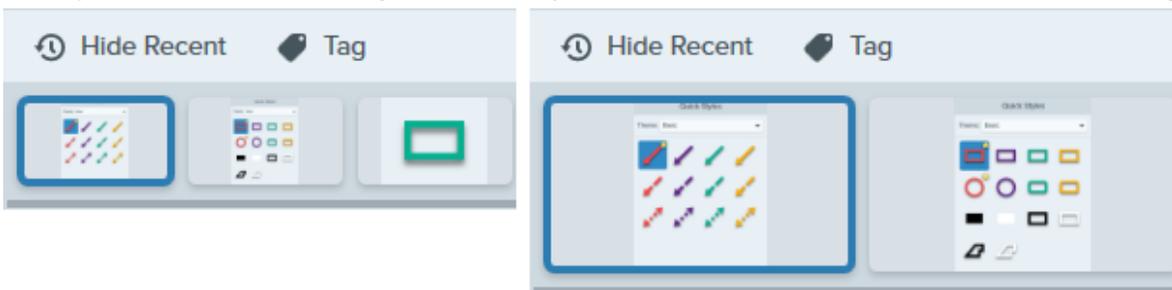
Save Quick Styles and Themes

- **Theme:** A set of custom Quick Styles in Snagit based on a preselected color palette.
- **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 [Snagit Themes](https://www.techsmith.com/blog/?post_type=tutorial&p=145471) (https://www.techsmith.com/blog/?post_type=tutorial&p=145471) and [Quickly Access Favorite Styles and Favorites](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408).

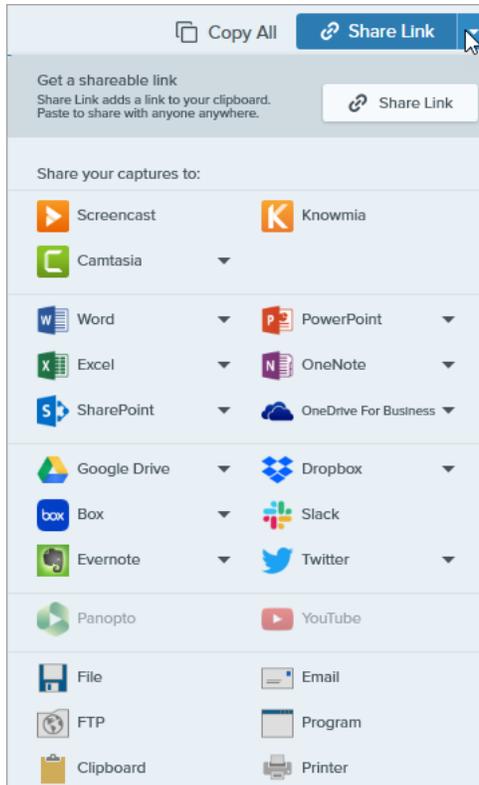
Thumbnail Size

To change the size of the thumbnails in the [Recent Captures Tray](https://www.techsmith.com/blog/?post_type=tutorial&p=145465) (https://www.techsmith.com/blog/?post_type=tutorial&p=145465), right-click the tray and select **Thumbnail Size > Small, Medium, or Large**.



Sharing

The **Share dropdown** provides several options for sharing your images or videos.



You can add additional share destinations (Windows and Mac) and third-party extensions (Mac). See [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).

Editor Toolbar

Customize the toolbar for quick access to your favorite tools, effects, and share destinations. You can add, remove, or arrange the options in the toolbar. In the Snagit Editor toolbar, select **More > Customize Toolbar option**. See [Customize the Snagit Toolbar \(https://www.techsmith.com/blog/?post_type=tutorial&p=145470\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145470).

Customize the Snagit Toolbar

Add, remove, or arrange the options in the editing toolbar for quick access to your favorite tools, effects, and share destinations.

Customize the Editing Toolbar

1. In the Snagit Editor toolbar select **More dropdown > Customize Toolbar option**.
2. To learn how to customize the items that appear in the toolbar, continue with one of the following:
 - [Move Toolbar Items](#)
 - [Add Toolbar Items](#)
 - [Add a Space to Create Groups](#)
 - [Remove Toolbar Items](#)
3. Click **Done**.

Note: When you select a tool from the More dropdown for editing, it appears in the toolbar until another tool from the More dropdown is selected. To prevent a frequently-used tool from returning to the More dropdown, move it to a desired location on the toolbar. See [Move Toolbar Items](#).

Move Toolbar Items

1. Select **More dropdown > Customize Toolbar option**.
2. Drag the option to the desired location on the toolbar.
3. Click **Done**.

Add Toolbar Items

1. Select **More dropdown > Customize Toolbar option**.
2. Drag the option from the dialog onto the desired location on the toolbar.
3. Click **Done**.

Add a Space to Create Groups

Create space between tools or sets of tools.

1. Select **More dropdown > Customize Toolbar option**.
2. Drag a spacer from the dialog to the desired location on the toolbar.
3. Click **Done**.

Remove Toolbar Items

Remove less frequently used tools to create a cleaner toolbar and to improve editing time.

1. Select **More dropdown > Customize Toolbar option**.
2. Drag the option off of the toolbar.
3. Click **Done**.

Note: You can choose to show icons with text labels or icons only in the toolbar. To change this option, right-click the toolbar and select **Icon and Text** or **Icon Only**.

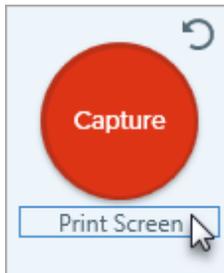
Change the Global Capture Hotkey

Start a capture anytime anywhere using the Global Capture Shortcut. Learn how to set this to the hotkey or key combination you prefer.

The global capture shortcut (**Print Screen** for Windows or **Control+Shift+C** for Mac) starts a capture based on the settings selected in the Capture window. To learn more or change these settings, see [Capture Your Screen \(https://www.techsmith.com/learn/?post_type=tutorial&p=145406\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145406).

To change the shortcut:

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.

Tip: Create a keyboard shortcut for each type of capture you commonly take.

Save your commonly used capture settings as presets and create a keyboard shortcut for each of them. See [Save Capture Settings as Presets \(https://www.techsmith.com/learn/tutorials/snagit/presets/\)](https://www.techsmith.com/learn/tutorials/snagit/presets/).

Quickly Access Favorite Styles and Tools

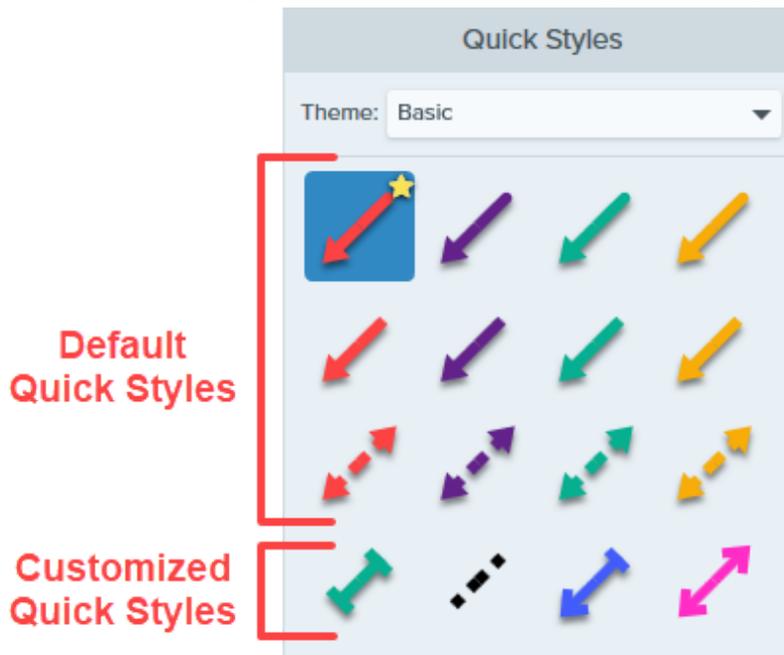
Snagit makes it easy to save your custom styles and favorite tools and effects for quick access while editing.

In this tutorial:

- [Quick Styles](#)
- [Quick Effects](#)
- [Favorites](#)

Quick Styles

Each Snagit tool has a variety of default Quick Styles to quickly and easily annotate your image captures. Create your own customized styles and save them as Quick Styles to use again.

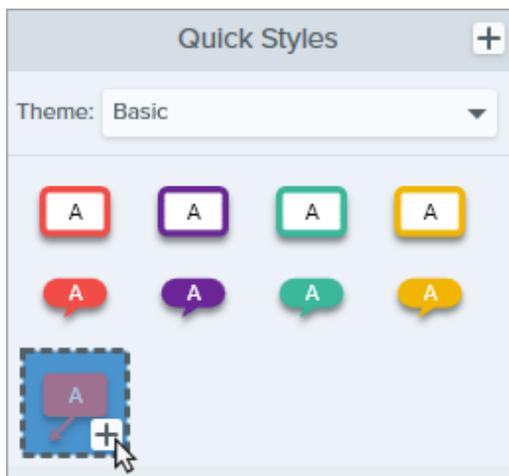


To save a Quick Style:

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



2. In the Tool Properties panel, edit the desired properties. To learn more about the properties for each tool, see [Snagit Tools tutorials \(https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/\)](https://www.techsmith.com/learn/tutorials/section/snagit/snagit-tools/).
3. As you edit the properties, a new Quick Style appears below the existing styles. Click the **+** icon to save the new Quick Style.



4. To change its location within Quick Styles, click and drag to move it to a new location.

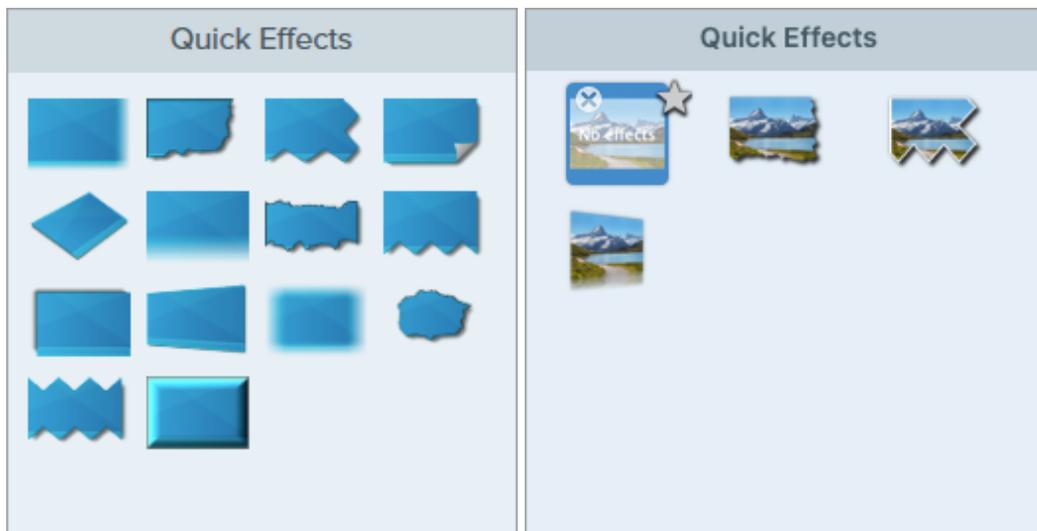
To delete a Quick Style, right-click on the style and select **Delete Quick Style**.

Tip: Share your Quick Styles.

To share your Quick Styles with others to maintain a consistent look, see [Themes](https://www.techsmith.com/blog/?post_type=tutorial&p=145471) (https://www.techsmith.com/blog/?post_type=tutorial&p=145471).

Quick Effects

Snagit includes a variety of preset Quick Effects. When you customize an effect, save it as a Quick Effect for future use.



1. In Snagit Editor, click the **Effects** button.
2. Click to select an effect and edit the settings. See [Add Effects](https://www.techsmith.com/learn/tutorials/snagit/effects/) (<https://www.techsmith.com/learn/tutorials/snagit/effects/>).
3. To save a Quick Effect, complete one of the following:
 - **Windows:** After you edit the settings, click the **Add to Quick Effects** button in the settings dropdown.
 - **Mac:** As you edit the settings, a new effect appears at the bottom of Quick Effects. Click the  icon.

Favorites

Save frequently-used [Quick Styles](#) and [Quick Effects](#) (Mac only) to Favorites. Favorites offer quick access to a wide variety of tools, styles, and effects in one location while editing.

1. Create a [Quick Style](#) or [Quick Effect](#) (Mac only).
2. Click the  **icon** on the Quick Style or Quick Effect. The icon appears yellow when a Quick Style is saved to Favorites.
3. To remove a Quick Style or Quick Effect from Favorites, click the yellow star icon on the style or effect.



Tip: Add Favorites to annotate Videos from Images.

Add Quick Styles such as arrows and shapes to your Favorites to draw on the screen while recording a video from images. See [Turn Your Screenshots into a Video \(https://www.techsmith.com/blog/?post_type=tutorial&p=145469\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145469).

Snagit Themes

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

In this tutorial:

- [Create a Theme](#)
- [Edit a Theme](#)
- [Export a Theme](#)
- [Import a Theme](#)
- [Download a Theme](#)

Create and share a theme based on a selected color palette and fonts for your project, organization, or style guide. Snagit automatically generates [Quick Styles](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408) based on the theme to help maintain a consistent style.

Create a Theme

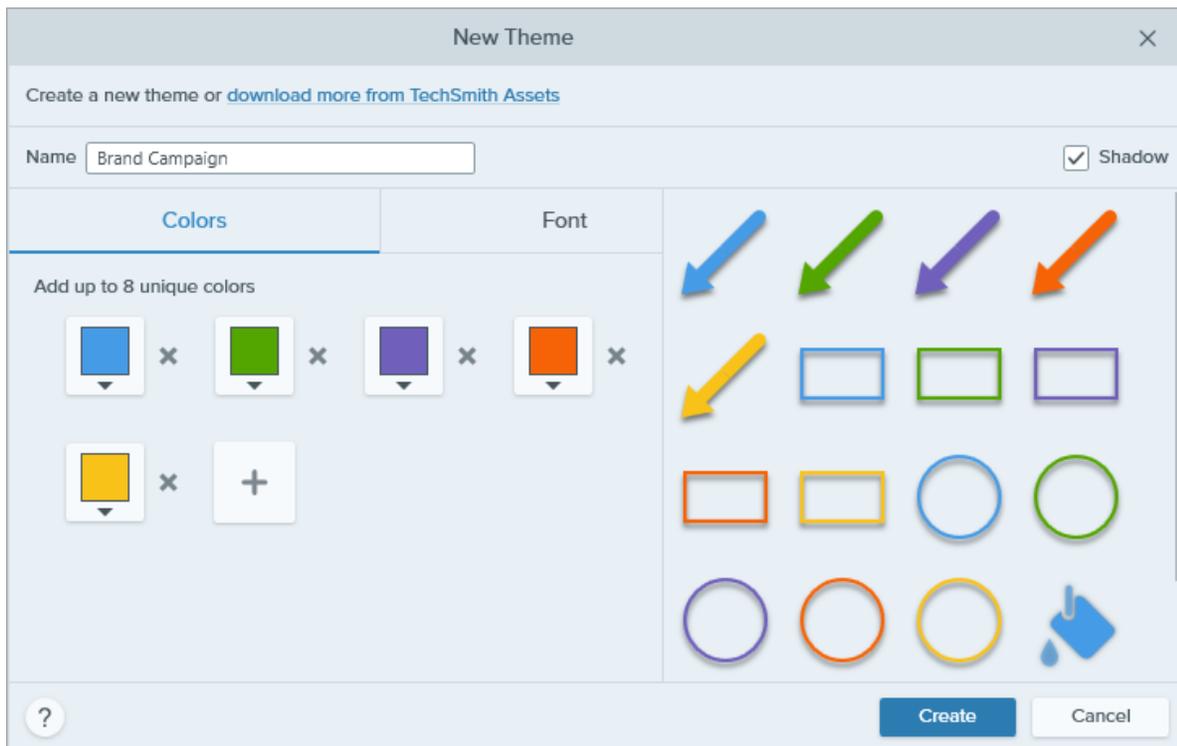
1. In Snagit Editor, click to select a tool.



2. The Quick Styles panel opens.

- **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 a **Color** dropdown to select colors to use to automatically generate Quick Styles for the theme.



- Click to select a preset or color from the palette.
- Enter a HEX or RGB value into the field.

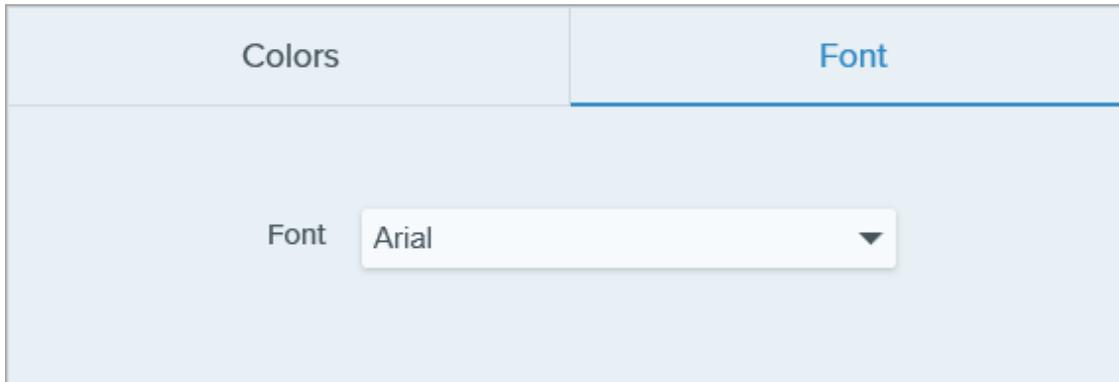
- Click the Eyedropper button and then click to select a color from anywhere on the screen.

4. Click the  to add another color. Continue until you have added the desired theme colors.

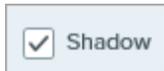
Tip: Select 4-8 colors.

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

5. Click the **Font** tab and select a desired font from the dropdown.



6. Click the checkbox to enable or disable shadows for tools.

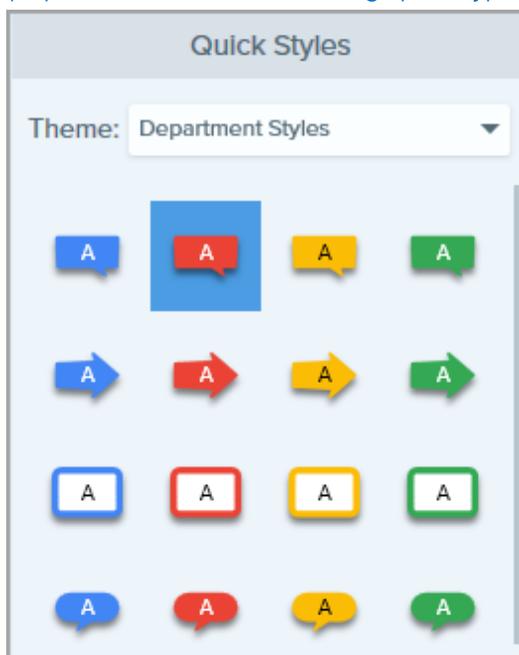


7. Enter a descriptive name in the **Theme name** field.

8. 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 [Quickly Access Favorite Styles and Tools](https://www.techsmith.com/blog/?post_type=tutorial&p=144408) (https://www.techsmith.com/blog/?post_type=tutorial&p=144408).



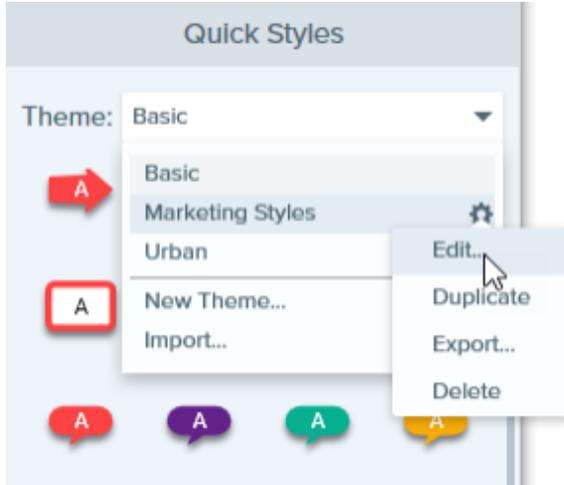
Edit a Theme

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

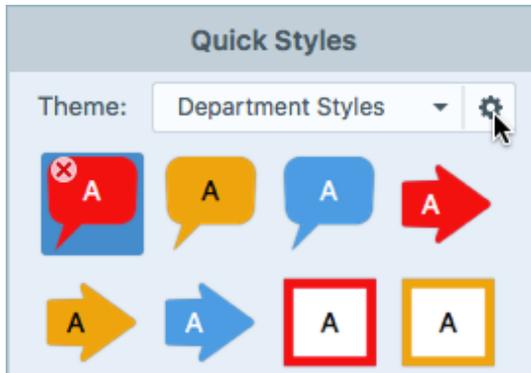


2. The Quick Styles panel opens.

- **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 [Quickly Access Favorite Styles and Tools. \(https://www.techsmith.com/blog/?post_type=tutorial&p=144408\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144408)

Export a Theme

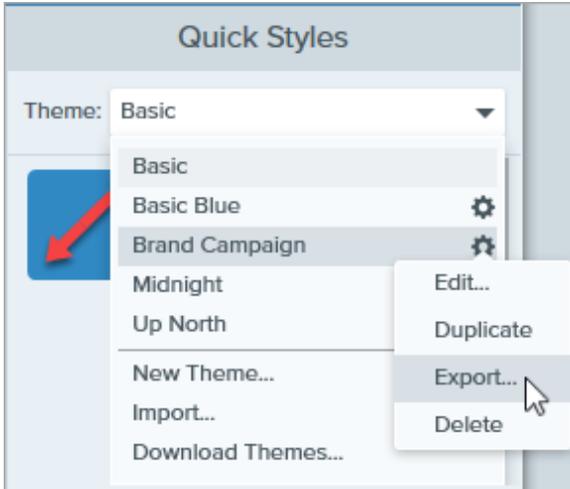
Export and share a theme to maintain consistency throughout visuals in a project, website, or throughout your organization.

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

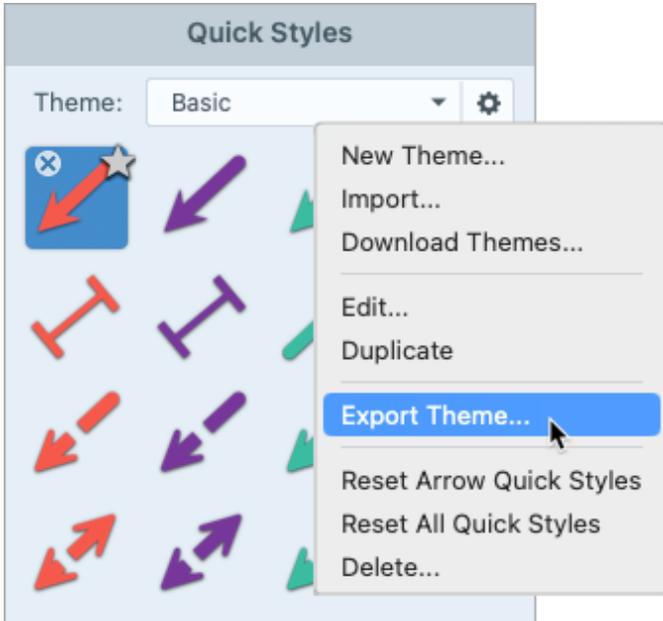


2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.

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



- o **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.

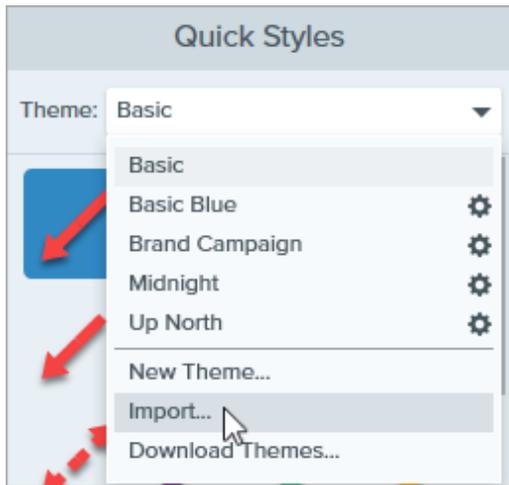
Import a Theme

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

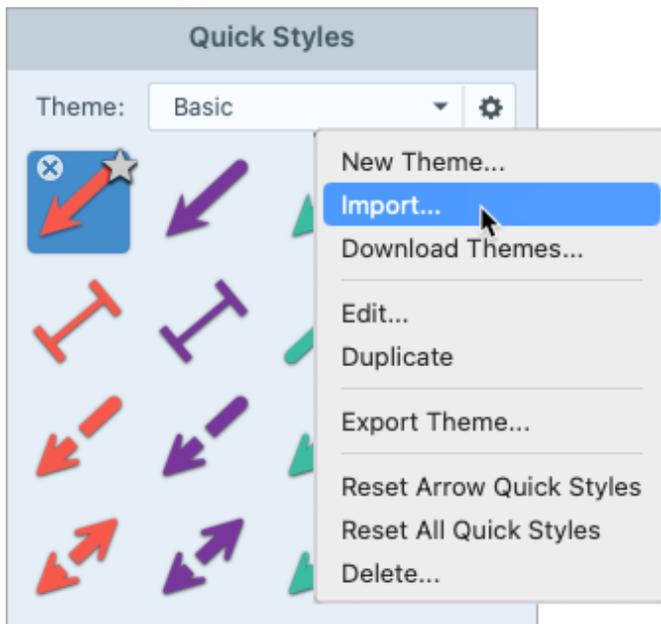


2. The properties for the selected tool appear in the Properties panel on the right-side of Snagit Editor.

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



- o **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.

Download a Theme

Pre-made themes are available for download from the [TechSmith Assets website](https://library.techsmith.com/Snagit) (<https://library.techsmith.com/Snagit>). See [Download TechSmith Assets for Snagit](https://www.techsmith.com/blog/?post_type=tutorial&p=145486) (https://www.techsmith.com/blog/?post_type=tutorial&p=145486).

Snagit Preferences

Explore Snagit settings to capture, edit, share, and save the way you want.

In this tutorial:

- [Open Snagit Preferences](#)
- [General Tab](#)
- [Capture Tab](#)
- [Hotkeys/Keyboard Tab](#)
- [Editor Tab \(Windows\)](#)
- [Share Tab](#)
- [Library Tab \(Windows\)](#)
- [Advanced Tab](#)
- [Save As Preferences \(Windows\)](#)

Open Snagit Preferences

- **Windows:**
 - **Capture Preferences:** In the Capture Window, select **File menu > Capture Preferences**.
 - **Editor Preferences:** In Snagit Editor, select **Edit menu > Editor Preferences**.
 - **Save As Preferences:** In Snagit Editor, select **Share dropdown > Preferences > Save As Preferences**.
- **Mac:**
 - In the Capture Window, select **Help and additional options**  **> More Preferences**.
 - In Snagit Editor, select **Snagit menu > Settings** (macOS 13 or later) or **Preferences** (macOS 12 or earlier).

General Tab

Note: On Windows, some option locations differ between the General tab in the Capture Preferences and Editor Preferences dialogs.

Option

Run Snagit when Windows starts (Windows)
Always keep Snagit running in the background (Mac)

Description

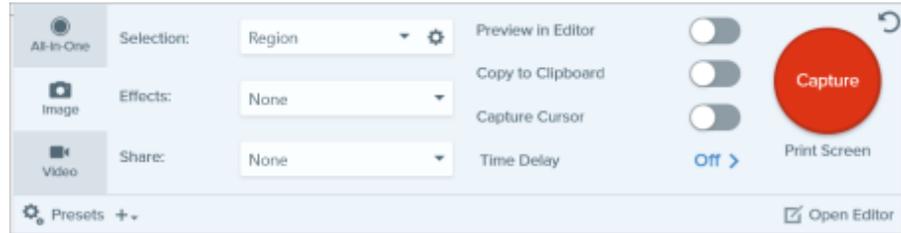
Open and run Snagit on computer startup.

Note: On Windows this option is only available in the Capture Preferences dialog.

Capture interface options (Windows)
Snagit Shows (Mac)

- **Capture Window:** Displays the full range of [capture settings](https://www.techsmith.com/blog/?post_type=tutorial&p=145406) (https://www.techsmith.com/blog/?post_type=tutorial&p=145406) as well as [customized Presets](https://www.techsmith.com/blog/) (<https://www.techsmith.com/blog/>)

[post_type=tutorial&p=145411](#)) for quick captures.

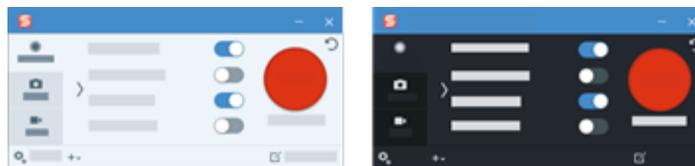


- **Capture Widget (formerly OneClick Tab):** Displays quick capture options as a tab anchored to the edge of the screen. The widget displays when you hover the cursor over the blue bar. Drag the widget to reposition along the top (Windows only) or side of the screen.

Note: On Windows you can also select the Capture Widget option in the Snagit Editor Preferences dialog. On the General tab select **Show Capture Widget**.

Snagit theme
(Windows)
Editor color theme
(Mac)

Select **Light**, **Dark**, or **System** (Mac) from the dropdown to choose the Snagit interface color theme.



Language
(Windows)

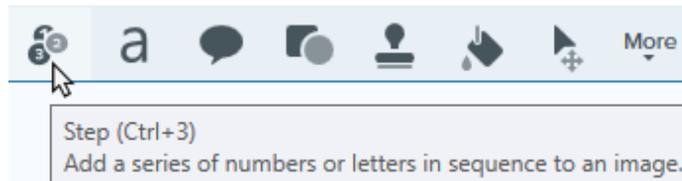
Select your preferred language for Snagit menus, options, notifications, etc. Snagit supports English, French, German, Japanese, Portuguese, and Spanish.

Show me onboarding
(Windows)

Display pop-up windows to introduce new features or explain functionality the first time you select a feature.

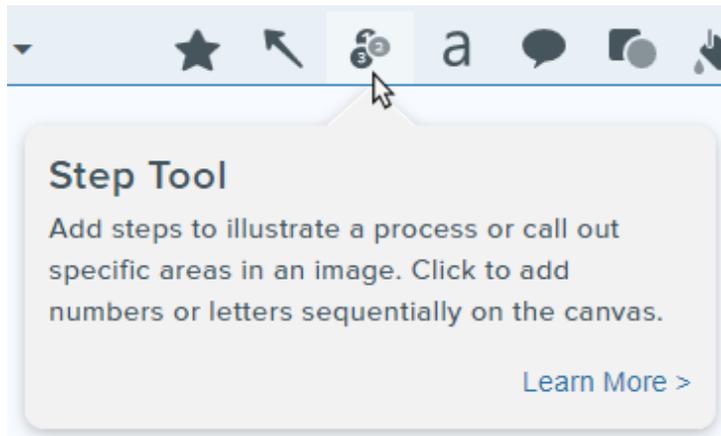
Show additional information
in tooltips

Disable this option to display minimal tooltips.

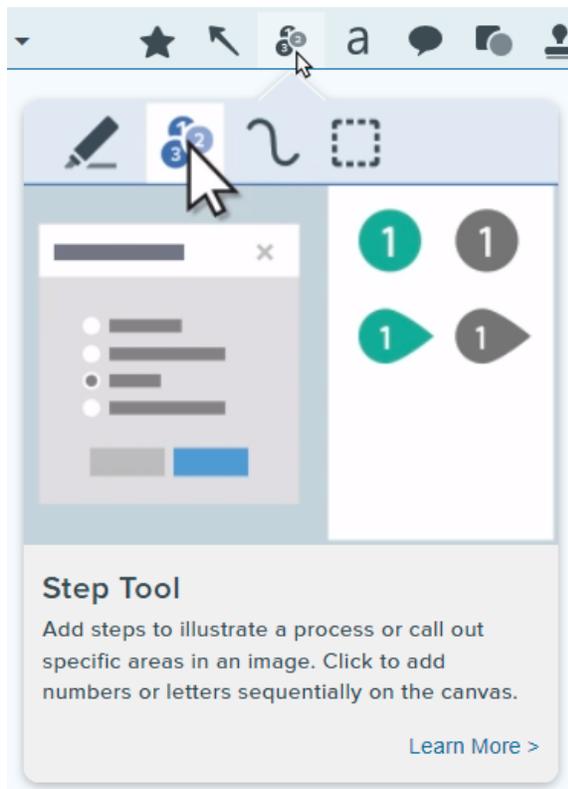


Enable this option to display enhanced tooltips and select a style:

- **Text only:** Display written descriptions of tool functionality.



- **Video + text:** Display written descriptions and short, looping animations that illustrate tool functionality.



Recent captures in tray (Mac)

Specify the number of files to show in the recent captures tray.

- Default is 25.
- Maximum is 200.

Send anonymous usage data (Windows)

Send anonymous usage information (Mac)

Send anonymous data on Snagit usage to help TechSmith improve future versions. Learn more about usage reporting on the [TechSmith website \(https://www.techsmith.com/tudi.html?utm_source=product&utm_medium=snagit&utm_campaign=sw22\)](https://www.techsmith.com/tudi.html?utm_source=product&utm_medium=snagit&utm_campaign=sw22).

Notifications

Select which notifications to receive from the following options:

- **Don't show me notifications**
 - **Only show me help notifications:** Receive tips and tricks on using Snagit features.
- Snagit 2023 Help | 269

- **Show me help and TechSmith promotions** (Windows) or **Show me all notifications from TechSmith** (Mac): Receive tips, tricks, and information for TechSmith sales, webinars, and other promotional messages.

Note: The **Send anonymous usage data/information** option must be selected to turn on notifications.

Send anonymous crash reports (Mac)

Send anonymous reports when Snagit crashes to help TechSmith identify and resolve bugs.

Automatically check for updates

Automatically check for the latest version of Snagit when connected to the Internet. On Mac, select how often Snagit checks for updates and if the updates should automatically download and install.

Reset “Don’t Ask Me” Warnings (Mac)

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

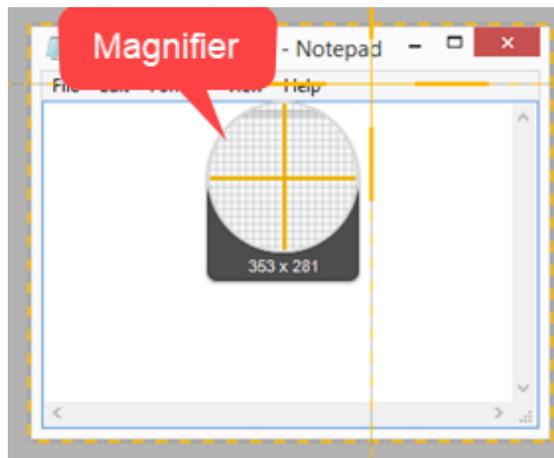
Hide Snagit during capture to avoid including Snagit in captures.

Open screenshots copied from system tools (Windows)

Open screenshots captured using system tools, such as the Snipping Tool or Snip & Sketch, in Snagit Editor.

Show magnifier (Windows)

The magnifier helps to capture pixel accuracy when selecting an area to capture.



Press **M** to hide the magnifier during capture.

Simplified crosshairs (Windows)

Display simplified crosshairs to improve capture performance.

Require Start button for scrolling capture (Windows)

For Scrolling captures (formerly Panoramic capture), enable this option to automatically start the Scrolling capture, or disable this option to require clicking the **Start** button to begin the Scrolling capture.

Automatically start video recording

Automatically start the video recording after selecting the video recording area.

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.

Minimize controls when recording fullscreen with one monitor When recording fullscreen with a single display, Snagit shows minimized **Screen Draw**, **Pause**, and **Webcam** controls. Click and drag to move the controls to a different location.

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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=144401\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144401).

Select **Keep original file** to make a copy of the original file in the Snagit Library.

Fix 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 \(https://www.techsmith.com/blog/?post_type=tutorial&p=145490\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145490).

Frame Rate (Mac) Select Low, Medium, or High frame rate for video recordings. Higher frame rates can result in larger file sizes.

Scale captures down to 1920×1080 (Windows) Downsample Retina video recordings (Mac) Scales video recordings to smaller dimensions. The dimensions can vary depending on the original recording dimensions.

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.

Combine audio tracks (Mac) Records microphone and system audio on the same track and combines left and right channels in mono. Consider deselecting this option if you intend to send your video recording to [Camtasia \(https://www.techsmith.com/video-editor.html\)](https://www.techsmith.com/video-editor.html) for editing.

System Audio (Mac) **macOS 13 or later:** Snagit uses the built-in macOS audio recording.
macOS 12 or earlier: The TechSmith Audio Capture Component allows you to record system audio (the sound from your computer speakers) during a video capture. Click **Uninstall Component** to uninstall the System Audio Plugin from your computer. To learn more, see [MacOS Permissions \(https://www.techsmith.com/blog/?post_type=tutorial&p=145490\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145490).

Note: You will not be able to record system audio for any applications that require the plugin.

Enable webcam (Windows) Select a built-in or connected camera device for recording camera video. To learn more, see [Record a Video with Snagit \(https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/\)](https://www.techsmith.com/learn/tutorials/snagit/how-to-capture-video/).

Disable hardware accelerated recording (Windows)

Select this option to record in software mode rather than hardware mode. This option is recommended if you experience problems with video recordings.

Video Quality (Windows)

Select the quality for video recordings. Higher video quality can result in larger file sizes.

Hotkeys/Keyboard Tab

You can change some of the default hotkeys. To view the list of default hotkeys, see the [Snagit Hotkeys Guide \(https://www.techsmith.com/blog/?post_type=tutorial&p=145489\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145489).

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 button for the keyboard shortcut you wish to change.
3. Complete one of the following options:
 - o Press the desired key combination on the keyboard to assign a new shortcut.
 - o Click the **red arrow icon** to cancel the change.
 - o Click the **X icon** to delete the assigned shortcut.

The new keyboard shortcut appears in the field.

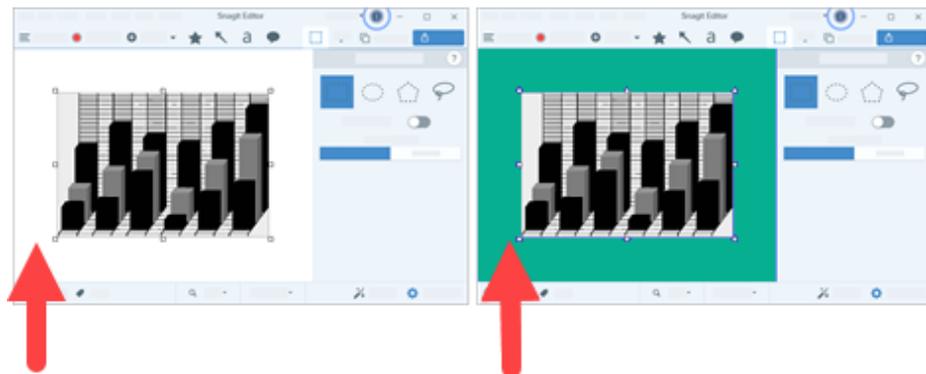
Editor Tab (Windows)

Option

Description

Editor workspace color

Select the Editor background color.



Consider changing the background color to increase the contrast between the application and the capture previewed on the canvas.

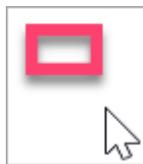
Recent files thumbnail size To change the size of the thumbnails in the [Recent Captures Tray](#) (https://www.techsmith.com/blog/?post_type=tutorial&p=145465), select **Recent files thumbnail size** > **Small, Medium, or Large** from the dropdown.

Automatically expand the canvas to fit objects (Windows) Automatically increase the size of an image when pasting or dragging objects outside of the current image.

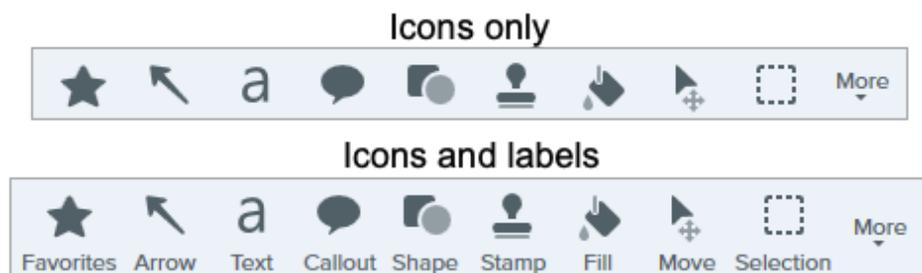
Note: On Mac this option is available in the Advanced tab.

Escape key closes Editor Set the keyboard shortcut to exit Snagit Editor to the Esc key.
This option is disabled by default. To exit Snagit, select **File** > **Exit Snagit Editor**.

Show cursor quickstyle popup Display a preview of the tool style next to the cursor on the canvas.



Show Toolbar Labels Display icons and text labels or icons only in the Snagit Editor toolbar.



Enable spell check Enable the OS spell check to identify misspelled words in callouts, text boxes, and [Grab Text](#) (<https://www.techsmith.com/learn/tutorials/snagit/edit-image-text/>) output.

Spell check language Select a spell check language from the dropdown. Snagit supports spell check for the following languages:

- English (United Kingdom)
- English (United States)
- French
- German
- Portuguese
- Spanish

Share Tab

See [Share Captures](#) (<https://www.techsmith.com/learn/tutorials/snagit/share/>) 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 (https://www.techsmith.com/blog/?post_type=tutorial&p=144401) . 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\Documents\Snagit. <ul style="list-style-type: none"> • To view the location, hover your cursor over Choose location. • To change the location, click Choose location. For more information, see Manage the Library (https://www.techsmith.com/learn/tutorials/snagit/manage-library/).
Show prompt to convert and access past captures	When you open the Library for the first time, Snagit prompts you to convert your previous captures from the SNAG file format to SNAGX. If you selected Ignore and Do Not Convert , select this option to restore the prompt in order to convert captures from previous versions of Snagit.
Import Backup	Import a .snagarchive backup file from Snagit 2021 or earlier into the Library. For more information, see Manage the Library (https://www.techsmith.com/learn/tutorials/snagit/manage-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:

- Share an image with Snagit [share destinations](https://www.techsmith.com/learn/tutorials/snagit/share/) (<https://www.techsmith.com/learn/tutorials/snagit/share/>).
- Drag images from Snagit Editor into another location.

Tip: Temporarily disable this option.

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 .snagx files in the tray to allow for future editing when saving to another file type such as .png.

Automatically expand the canvas to fit objects (Mac)

Automatically increase the size of an image when pasting or dragging objects outside of the current image.

Note: On Windows this option is available in the Editor tab.

Show quick edit toolbar on canvas (Mac)

Display a floating properties toolbar for callouts, text, shapes, and other tools.



Always use black and white menu bar icon (Mac)

The Snagit menu bar icon turns red during video recording. Select this option to keep the Snagit icon black or white when recording.



Always use these settings to create new images (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.

Library Location (Mac) (formerly Autosave Location)

Unsaved image captures are stored as .snagx files and video captures as .mp4 files in: Username/Pictures/Snagit.

Click the **Choose** button to select another location. See [Manage the Library](https://www.techsmith.com/learn/tutorials/snagit/manage-library/) (<https://www.techsmith.com/learn/tutorials/snagit/manage-library/>).

Default sharing format (Mac)

Set the default file format for when you perform any of the following actions:

- Select **File menu > Export**.
- Click the **Copy All** button.
- Click the **Share Link** dropdown and select a destination.
- Drag captures from Snagit Editor into another application or location.

Note: This preference does not affect the Save As file format. If you select **File menu > Save As**, Snagit defaults to the previously used Save As format.

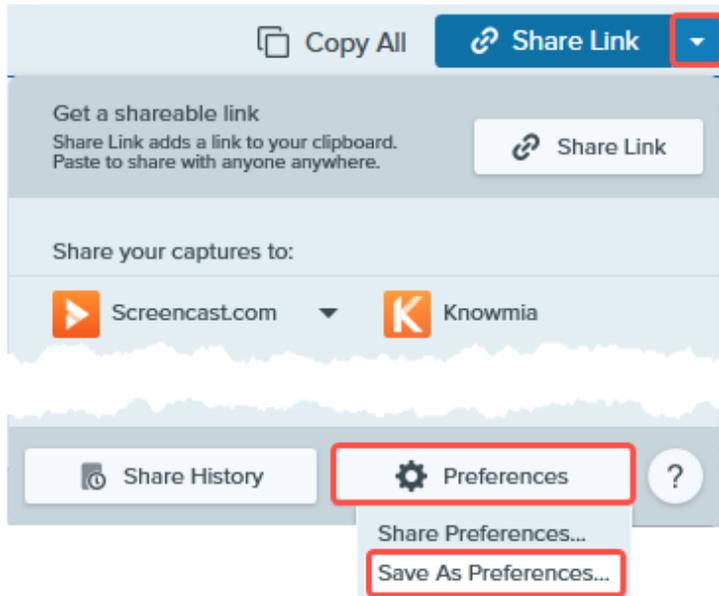
Mobile
Sharing

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.

- **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.
- **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.
- **Port (Mac):** Port number for connecting TechSmith Fuse to Snagit.

Save As Preferences (Windows)

To open Save As Preferences, select **Share dropdown > Preferences > Save As Preferences**.



Note: Save As Preferences is not available on Snagit for Mac. If you select **File menu > Save As**, Snagit defaults to the previously used Save As format.

File
Format

Set the preferred file format for when you select **File menu > Save As**:

- **Remember last used format:** Snagit defaults to the previous Save As format. The format can be changed in the Save As dialog.
- **Always use this file format:** Snagit defaults to the format of your choice.

Enable the **Show advanced types** option to select from an expanded list of file formats.

Download TechSmith Assets for Snagit

Learn how to download assets such as stamps, photos, themes, and templates for Snagit.

In this tutorial:

- [Asset Types](#)
- [Download Assets to Snagit](#)
- [Download Assets to Your Computer](#)

Enhance your Snagit image captures with assets downloaded from the [TechSmith Assets website](https://library.techsmith.com/Snagit) (<https://library.techsmith.com/Snagit>).

Asset Types

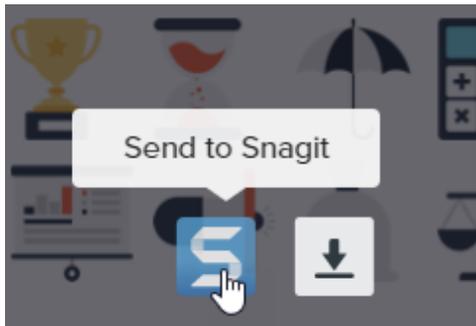
The following types of assets are available to download from <https://library.techsmith.com/Snagit> (<https://library.techsmith.com/Snagit>).

Asset Type	Description
Stamps	Artwork specifically designed to annotate images.
Photos	Royalty-free photographs to enhance your images in Snagit.
Themes	Preselected color palettes for Quick Styles in Snagit.
Templates	Pre-made layouts to create visual documentation, tutorials, and training materials. Note: Templates are only available for use in TechSmith Snagit version 2020 or later.

Download Assets to Snagit

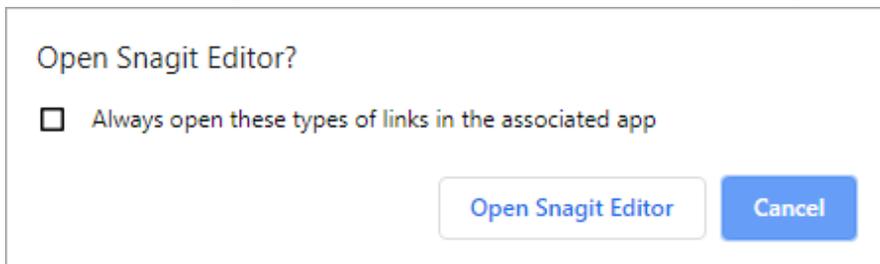
1. Select a download option in Snagit or visit the [TechSmith Assets website](https://library.techsmith.com/Snagit) (<https://library.techsmith.com/Snagit>):
 - For stamps, select **Snagit Editor > Stamp tool > Properties panel > Quick Styles > Download More button**.
 - For templates, select **Snagit Editor > File > Create Image from Template > Download More Templates link**.
2. The TechSmith Assets website opens. Sign in with your TechSmith account.
3. Select an asset type and category. Hover your cursor over an asset to preview it.

4. Click the **Send to Snagit** button to download the asset to Snagit.



Note: 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** (Windows) or **Allow** (Mac) button in the message prompt.



The asset downloads into Snagit.

- o For stamps, select **Stamp tool > Stamp dropdown** and select the stamp category. See [Stamp Tool \(https://www.techsmith.com/blog/?post_type=tutorial&p=144413\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144413).
- o For photos, the image opens in the [Recent Captures Tray \(https://www.techsmith.com/blog/?post_type=tutorial&p=145465\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145465) and is added to the [Library \(https://www.techsmith.com/blog/?post_type=tutorial&p=144401\)](https://www.techsmith.com/blog/?post_type=tutorial&p=144401).
- o For themes, the theme appears in the Quick Styles panel for annotations, arrows, text, and other tools. See [Snagit Themes \(https://www.techsmith.com/blog/?post_type=tutorial&p=145471\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145471).
- o For templates, the Create Image from Template dialog opens automatically in the Snagit Editor and includes the downloaded asset. See [Create Visual Guides with Templates \(https://www.techsmith.com/blog/?post_type=tutorial&p=145468\)](https://www.techsmith.com/blog/?post_type=tutorial&p=145468).

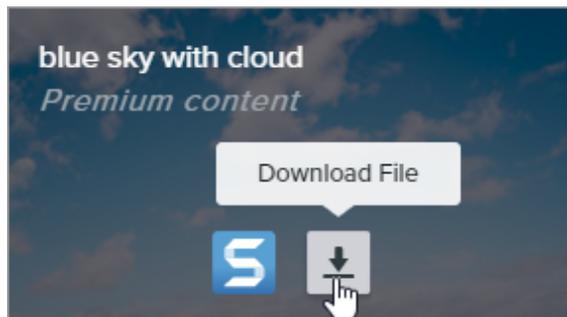
Download Assets to Your Computer

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

▼ Google Chrome

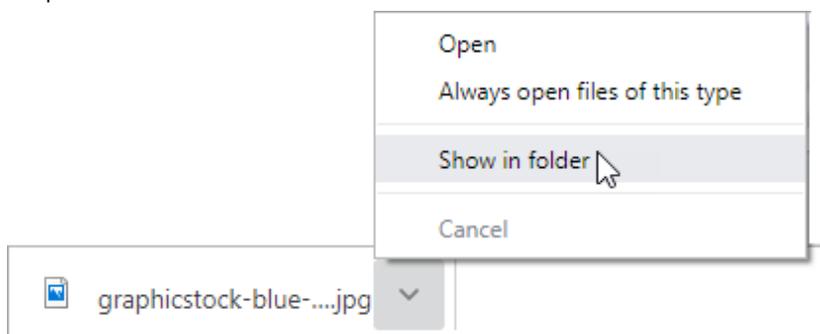
1. Go to the [TechSmith Assets website \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) and sign in with your TechSmith Account.
2. Select an asset type and category.

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



Note: First-time users must accept terms of service before the download begins.

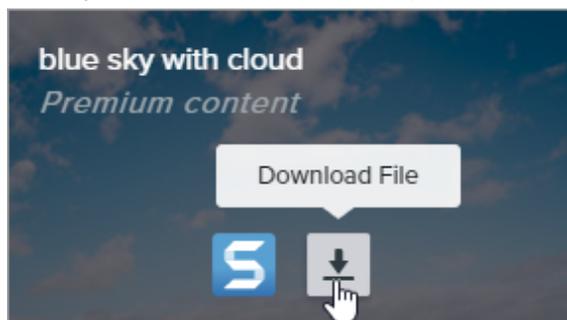
4. Google Chrome downloads the asset into your Downloads folder. At the bottom of your web browser, click the dropdown and select **Show in folder**.



- For stamps, themes, 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 \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) 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.

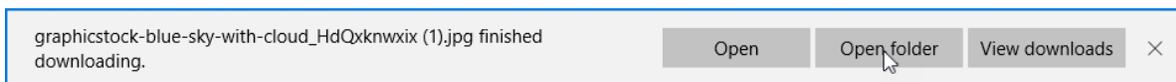


Note: First-time users must accept terms of service before the download begins.

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



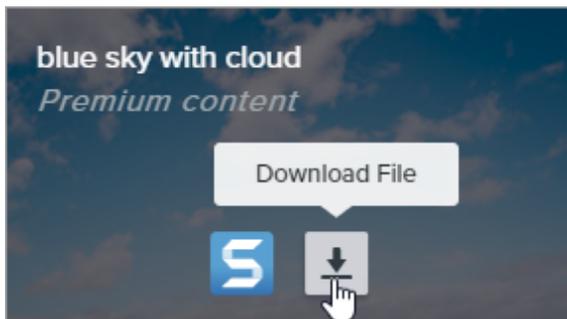
5. Microsoft Edge downloads the asset into your Downloads folder. At the bottom of your web browser, click the **Open folder** button.



- For stamps, themes, 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.

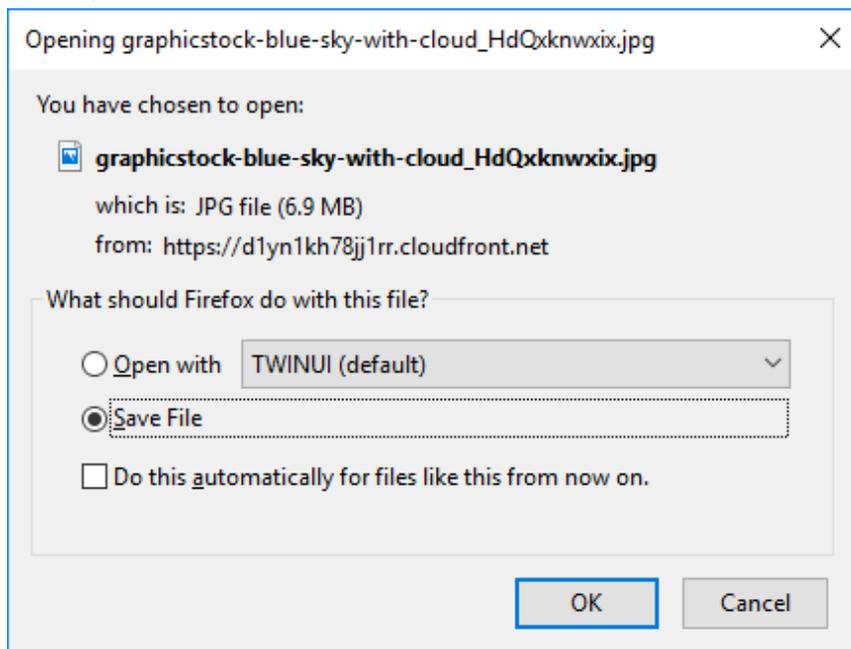
▼ Firefox

1. Go to the [TechSmith Assets website \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) 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.

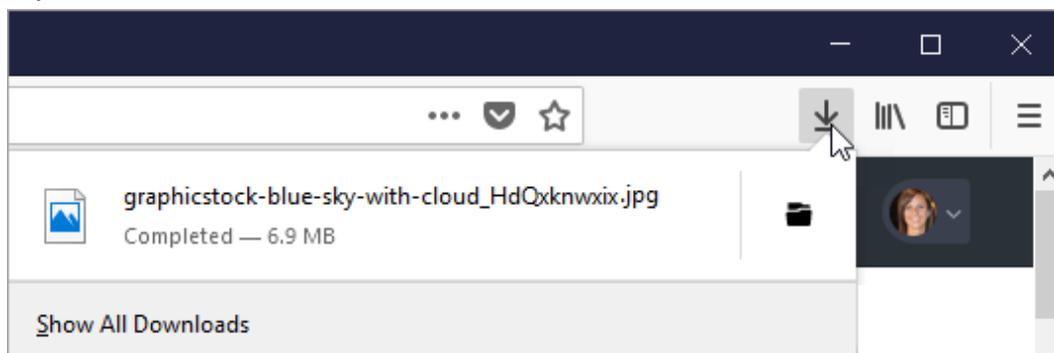


Note: First-time users must accept terms of service before the download begins.

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



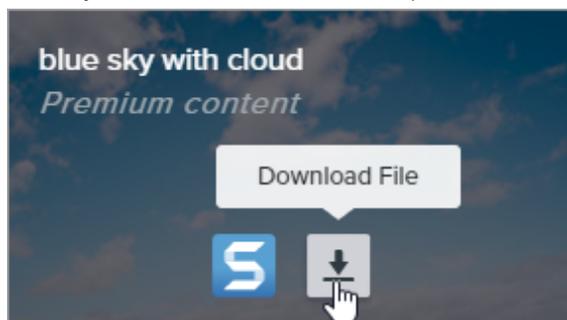
5. Firefox downloads the asset into your Downloads folder. Click the **Downloads** button in the upper-right corner of your web browser.



- For stamps, themes, 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.

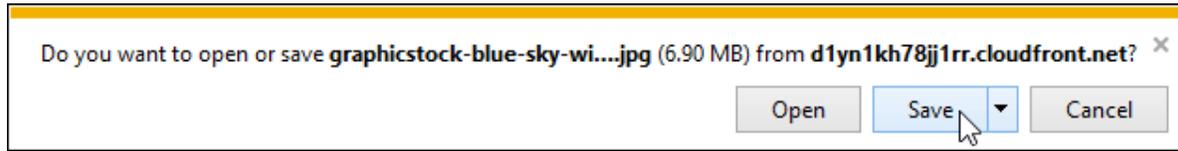
▼ Internet Explorer

1. Go to the [TechSmith Assets website \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) 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.

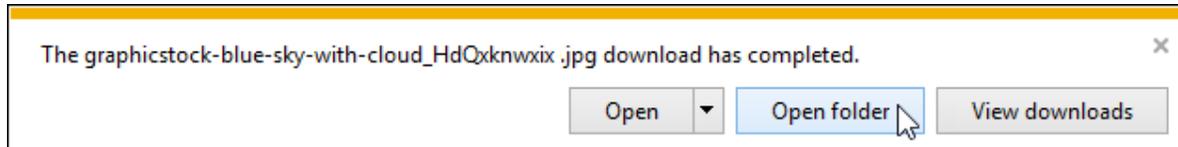


Note: First-time users must accept terms of service before the download begins.

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.



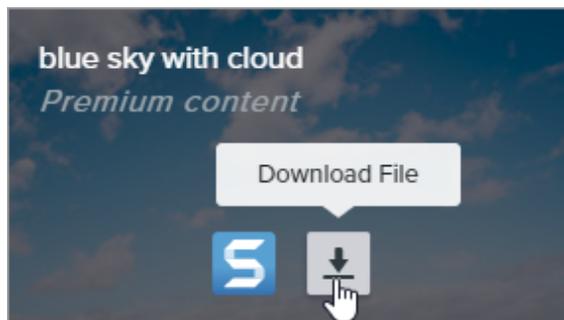
6. A security dialog appears. Click the **Allow** button.

7. To open the asset in Snagit:

- For stamps, themes, 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 \(https://library.techsmith.com/Snagit\)](https://library.techsmith.com/Snagit) 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.



Note: First-time users must accept terms of service before the download begins.

4. Safari downloads the asset into your Downloads folder.

- For stamps, themes, 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.

Share & Engage (Share Link)

Quickly get a shareable link to your content to paste anywhere. Gather feedback from your audience or start a discussion with your team.

In this tutorial:

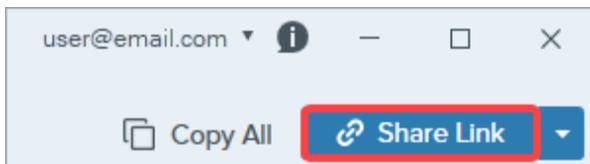
- [Share a Link with Others](#)
- [Engage Your Audience with Your Content](#)
- [What to Do If Share Link Is Disabled](#)
- [If You Don't See Share Link](#)

The **Share Link** button uploads your image or video to [Screencast \(https://www.techsmith.com/screencast.html\)](https://www.techsmith.com/screencast.html), TechSmith's online content hosting service, and copies a link to your clipboard to share with anyone anywhere.

Screencast's built-in conversations let you quickly gather feedback on your content, start a discussion, or brainstorm further with your team.

Share a Link with Others

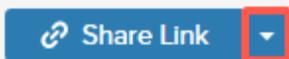
1. Click **Share Link**.



Snagit uploads the file to [Screencast \(https://app.screencast.com/\)](https://app.screencast.com/) and copies a link to your clipboard.

2. Paste (**Ctrl+V** for Windows or **Command+V** for Mac) the link into any application to share with your audience.

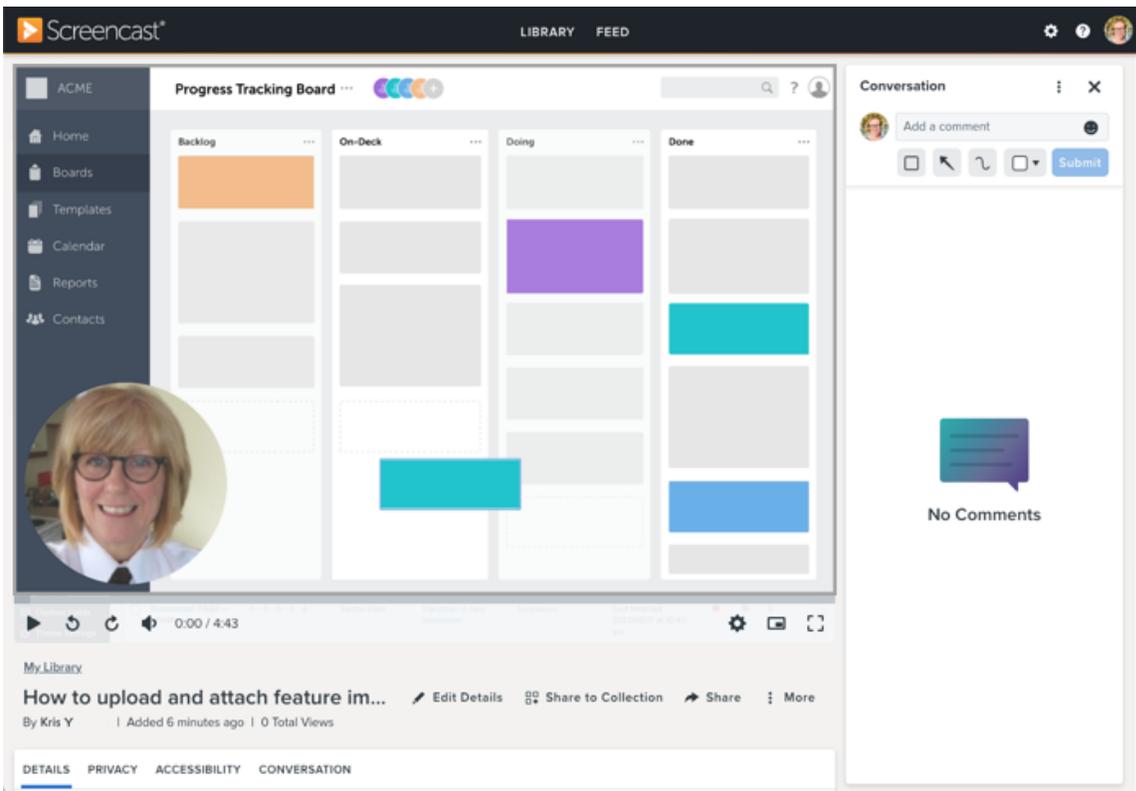
Note: Click the **Share dropdown** to share to other destinations. See [Share Captures \(https://www.techsmith.com/learn/tutorials/snagit/share/\)](https://www.techsmith.com/learn/tutorials/snagit/share/).



Engage Your Audience with Your Content

Anyone you share the link with can view your content and comment in the conversation – no account necessary.

Paste the link into a web browser to view your content on [Screencast \(https://app.screencast.com\)](https://app.screencast.com/).



Note: Although the [Screencast website \(https://app.screencast.com/\)](https://app.screencast.com/) is only available in English, it supports content, titles, descriptions, and conversations in other languages.

To learn more about how to engage your audience and manage your content in Screencast, see these and other Screencast tutorials:

- [Tips for Content Engagement \(https://www.techsmith.com/learn/?post_type=tutorial&p=219848\)](https://www.techsmith.com/learn/?post_type=tutorial&p=219848)
- [Manage Conversations \(https://www.techsmith.com/blog/?post_type=tutorial&p=219850\)](https://www.techsmith.com/blog/?post_type=tutorial&p=219850)
- [Organize & Share in Collections \(https://www.techsmith.com/blog/?post_type=tutorial&p=219847\)](https://www.techsmith.com/blog/?post_type=tutorial&p=219847)
- [Sharing & Privacy in Screencast \(https://www.techsmith.com/learn/?post_type=tutorial&p=219851\)](https://www.techsmith.com/learn/?post_type=tutorial&p=219851)

Note: Share Link uploads your content to a new version of Screencast at [app.screencast.com \(https://app.screencast.com\)](https://app.screencast.com/). If you are an existing Screencast user, you may also have content in the Screencast Classic Library at [www.screencast.com \(https://www.screencast.com/\)](https://www.screencast.com/). To learn more about your Screencast Library in each version, see [Where's My Screencast Media? \(https://www.techsmith.com/blog/tutorials/screencast/media-location/\)](https://www.techsmith.com/blog/tutorials/screencast/media-location/).

What to Do If Share Link Is Disabled

The **Share Link** button may be disabled for a variety of reasons.



Windows

- No file is selected. Select a capture in the [recent captures tray \(https://www.techsmith.com/learn/?post_type=tutorial&p=145465\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145465) or the [Snagit Library \(https://www.techsmith.com/learn/?post_type=tutorial&p=144401\)](https://www.techsmith.com/learn/?post_type=tutorial&p=144401).
- Multiple files are selected. Select one capture at a time to upload to Screencast.
- A share is currently in progress. Wait for the share to finish and try again.
- Screencast is not enabled as a share destination and you are on an outdated version of Snagit 2023. Update to the latest version to replace the disabled **Share Link** button with a functioning **Share** button. In Snagit Capture, select **Help menu > Check for updates**.

Mac

- The selected file format is not supported. Save the file to a supported format and try again:
 - **Images:** SNAGX, PNG, JPG, GIF, TIFF, BMP, and WEBP
 - **Video:** MP4, MOV
- No file is selected. Select a capture in the [recent captures tray \(https://www.techsmith.com/learn/?post_type=tutorial&p=145465\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145465) or the [Snagit Library \(https://www.techsmith.com/learn/?post_type=tutorial&p=144401\)](https://www.techsmith.com/learn/?post_type=tutorial&p=144401).
- Multiple files are selected. Select one capture at a time to upload to Screencast.
- The system administrator has disabled sharing to Screencast. Contact your system administrator.

If You Don't See Share Link

Share Link was introduced in Snagit 2023. Snagit shows a **Share** button instead of **Share Link** if:

- You are using Snagit version 2022 or older; or
- You are using Snagit version 2023 for Windows but Screencast is not enabled as a share destination. To enable Screencast, download the Screencast plugin from [Download Snagit Share Destinations \(https://support.techsmith.com/hc/en-us/articles/115002022732-Download-Snagit-Share-Destinations\)](https://support.techsmith.com/hc/en-us/articles/115002022732-Download-Snagit-Share-Destinations) or contact your system administrator.

Connect and Collaborate with Snagit + Slack

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

In this tutorial:

- [Share a Link in Slack \(Recommended\)](#)
- [Share with the Snagit Share Destination \(Alternative Method\)](#)
- [Install the Snagit App in Your Workspace](#)

Snagit + Screencast + Slack = Fewer, Better Meetings

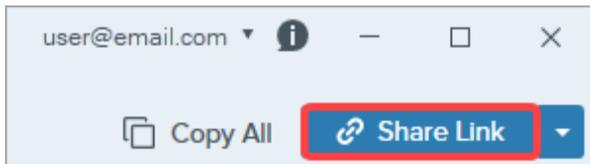
Move work forward by getting feedback and starting conversations around the images, GIFs, or videos you create in [TechSmith Snagit \(https://www.techsmith.com/snagit-workplace-communication.html\)](https://www.techsmith.com/snagit-workplace-communication.html).

Use Snagit to **capture** and **create** quick videos, marked-up screenshots, and GIFs. With Snagit 2023, it takes one click to get a shareable link for that media. Paste the link into Slack where your team can preview the media right in the channel or direct message ... and then click through to Screencast to **connect** and collaborate with your ideas by adding comments and simple markup right on top of your media.

No need for a meeting, screen share, or mile-long email or chat thread! Simply Capture. Create. Connect.

Share a Link in Slack (Recommended)

1. In Snagit Editor, click to select an image or video to share in the [Recent Captures Tray \(https://www.techsmith.com/learn/?post_type=tutorial&p=145465\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145465) or [Library \(https://www.techsmith.com/learn/?post_type=tutorial&p=144401\)](https://www.techsmith.com/learn/?post_type=tutorial&p=144401).
2. Click **Share Link**.

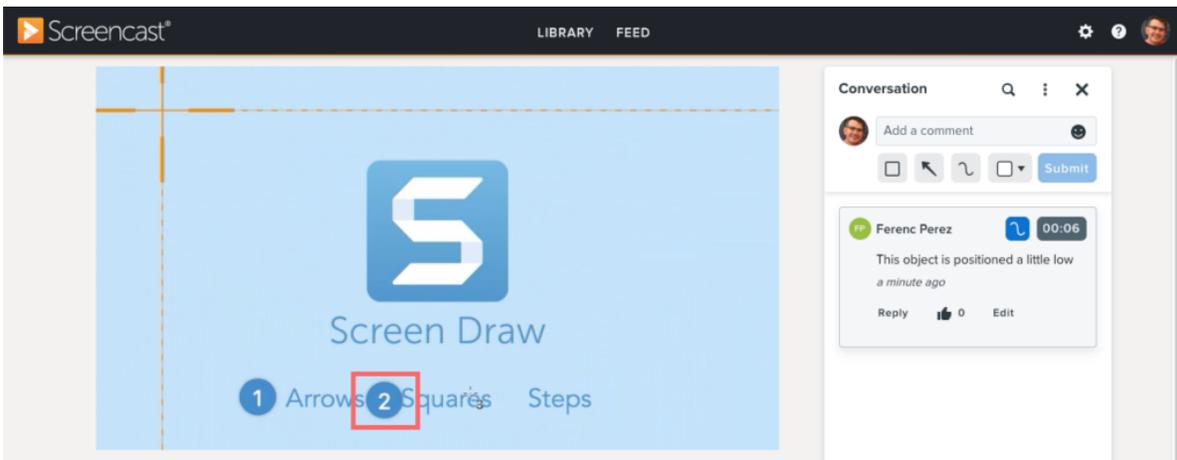


3. Snagit uploads the file to [Screencast \(https://app.screencast.com/\)](https://app.screencast.com/) and copies a link to your clipboard.
4. Paste the link into a Slack channel or DM.

People on your team can preview your image, animated GIF, or video directly in Slack.

Note: If you do not see a preview of the content in the Slack message, the Snagit app may not be installed and approved in your Slack workspace. To learn how, see [Install the Snagit App in Your Workspace](#).

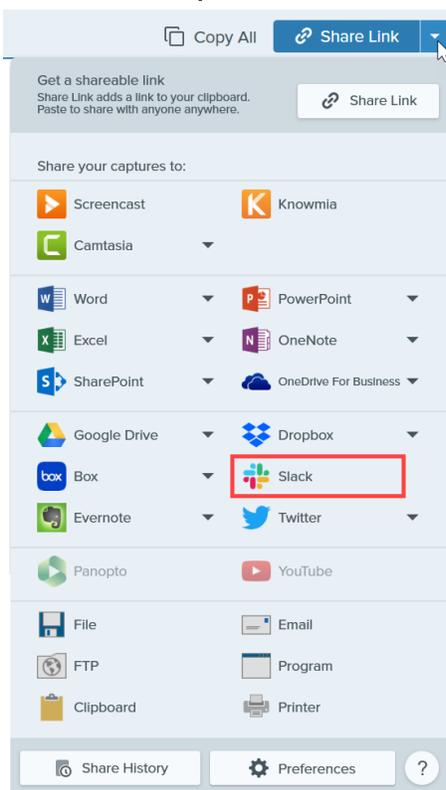
Your team can comment in the Slack thread or click the content link to provide more detailed feedback, such as timestamped comments or simple markup.



Screencast sends an email notification when someone adds a comment or reply so you can easily jump back in and keep your project moving forward.

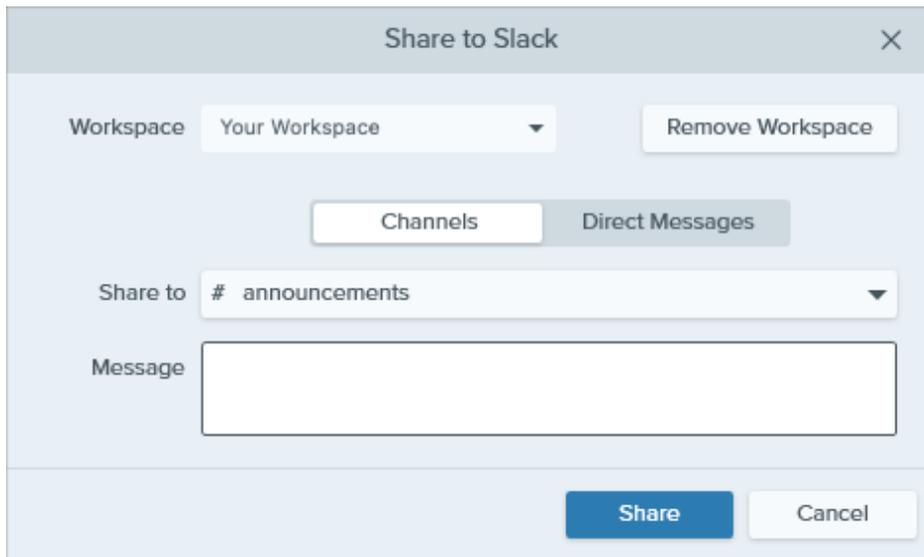
Share with the Snagit Share Destination (Alternative Method)

1. In Snagit Editor, click to select an image or video to share in the [Recent Captures Tray](https://www.techsmith.com/learn/?post_type=tutorial&p=145465) (https://www.techsmith.com/learn/?post_type=tutorial&p=145465) or [Library](https://www.techsmith.com/learn/?post_type=tutorial&p=144401) (https://www.techsmith.com/learn/?post_type=tutorial&p=144401).
2. Select **Share dropdown > Slack**.



Note: If you are not currently logged in to your TechSmith account, you will be prompted to sign in. This allows you to share to the same Slack workspaces from different instances of Snagit.

3. In the Share to Slack dialog, select a workspace from the **Workspace** dropdown.



Note: If you are not currently signed in to a workspace on either Windows or Mac, see [Add a Workspace](#). To select other workspaces in Snagit for Mac, see [Add Additional Slack Workspaces \(Mac\)](#).

4. Click to select the **Channels** or **Direct Messages** option.

5. In the **Share to** dropdown, select the channel name or direct message recipient.

6. Enter an optional message.

7. Click the **Share** button.

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

Add a Workspace

1. In the Share to Slack dialog, click the **Add Workspace** button or select **Add new workspace** from the **Workspace** dropdown.

Share to Slack

You are not currently signed in to a workspace. [Add Workspace](#)

Channels Direct Messages

Share to

Message

Share Cancel

Share to Slack

Workspace Your workspace [Remove Workspace](#)

Your workspace

Add new workspace Direct Messages

Share to # general

Message

Share Cancel

2. A browser window opens with a sign-in dialog. Enter your Slack workspace URL and click **Continue**.

slack

Sign in to your workspace

Enter your workspace's Slack URL

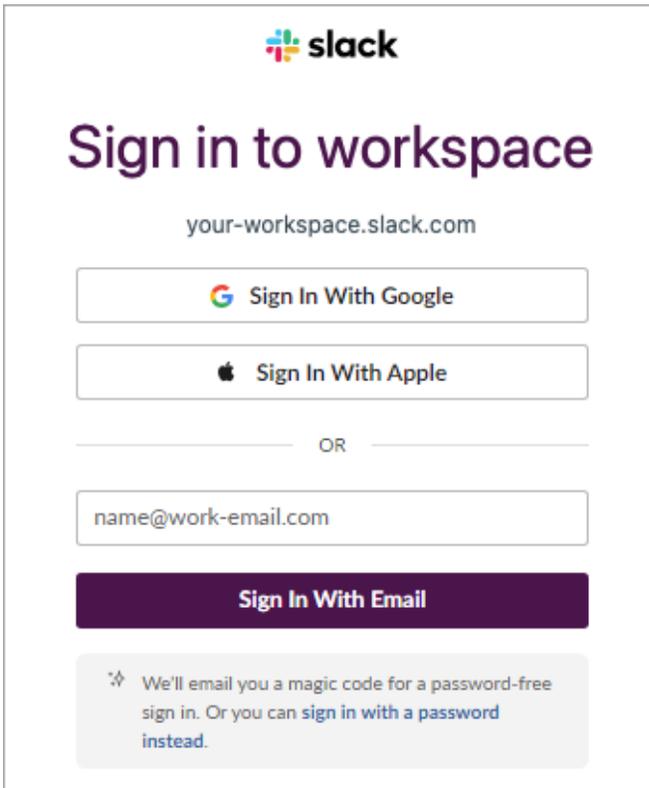
[Continue](#)

Don't know your workspace URL? [Find your workspaces](#)

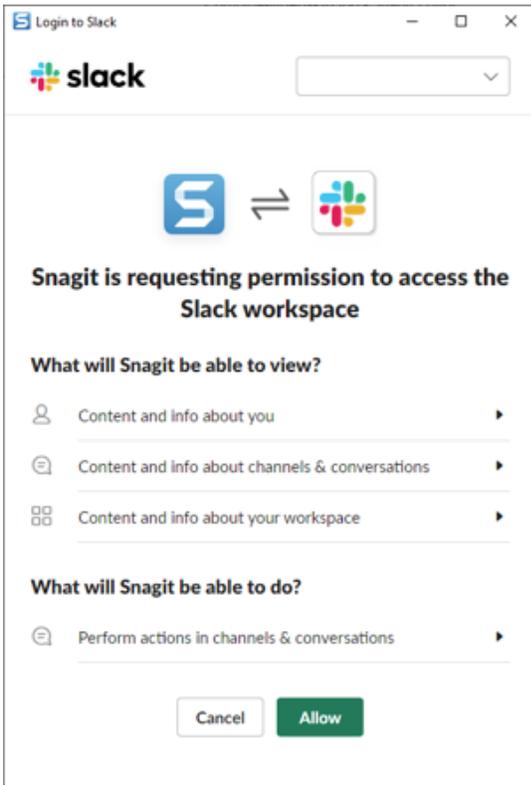
Trying to sign in to a [GovSlack Workspace?](#)

Looking to create a workspace instead? [Create a new workspace](#)

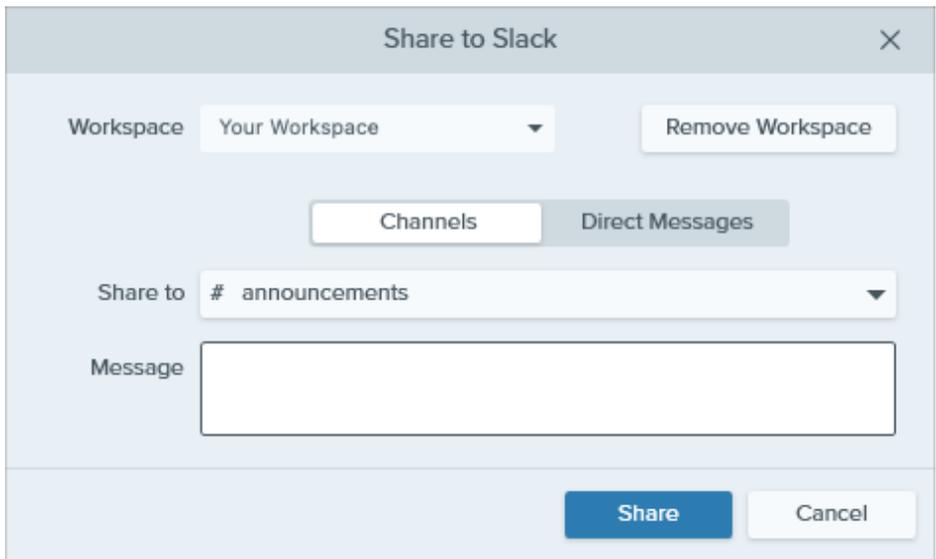
3. In the sign-in window, select an option and sign in to your Slack workspace.



4. A permissions dialog appears. Click **Allow** to allow Snagit access to your Slack workspace.



5. The Share to Slack dialog appears and shows the added workspace.



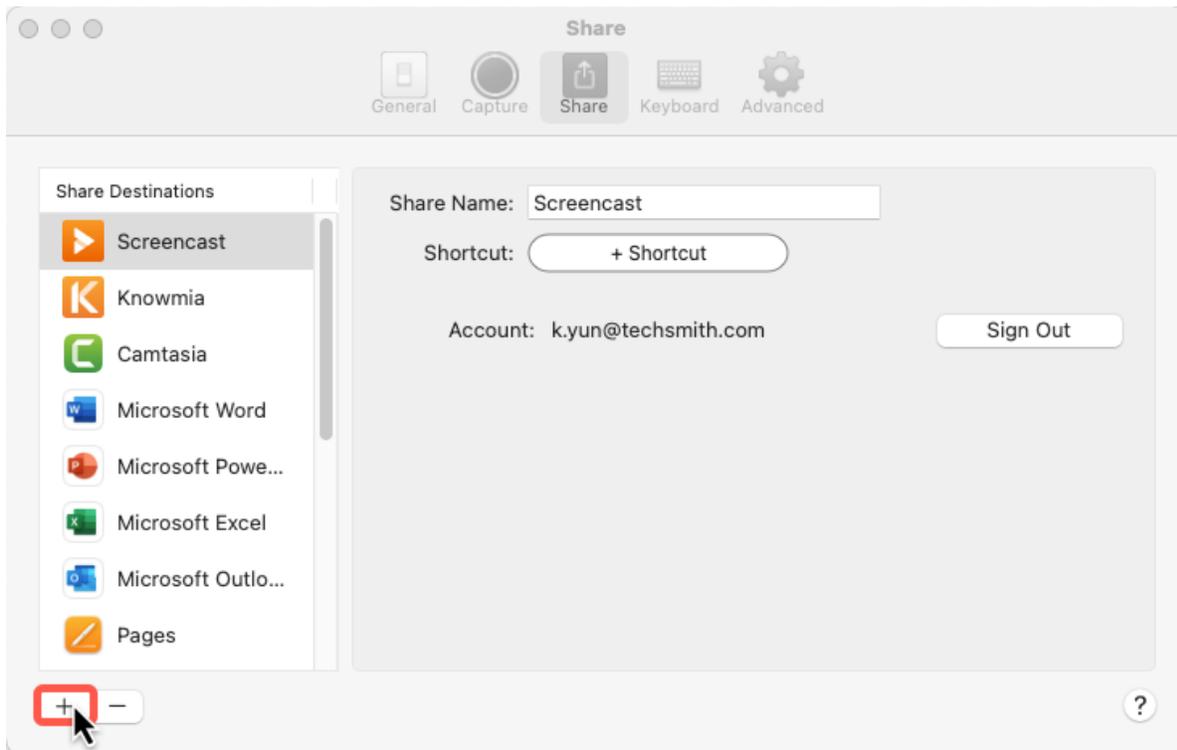
Add Additional Slack Workspaces (Mac)

To add and share to additional Slack workspaces from Snagit for Mac, add new instances of the Slack share destination.

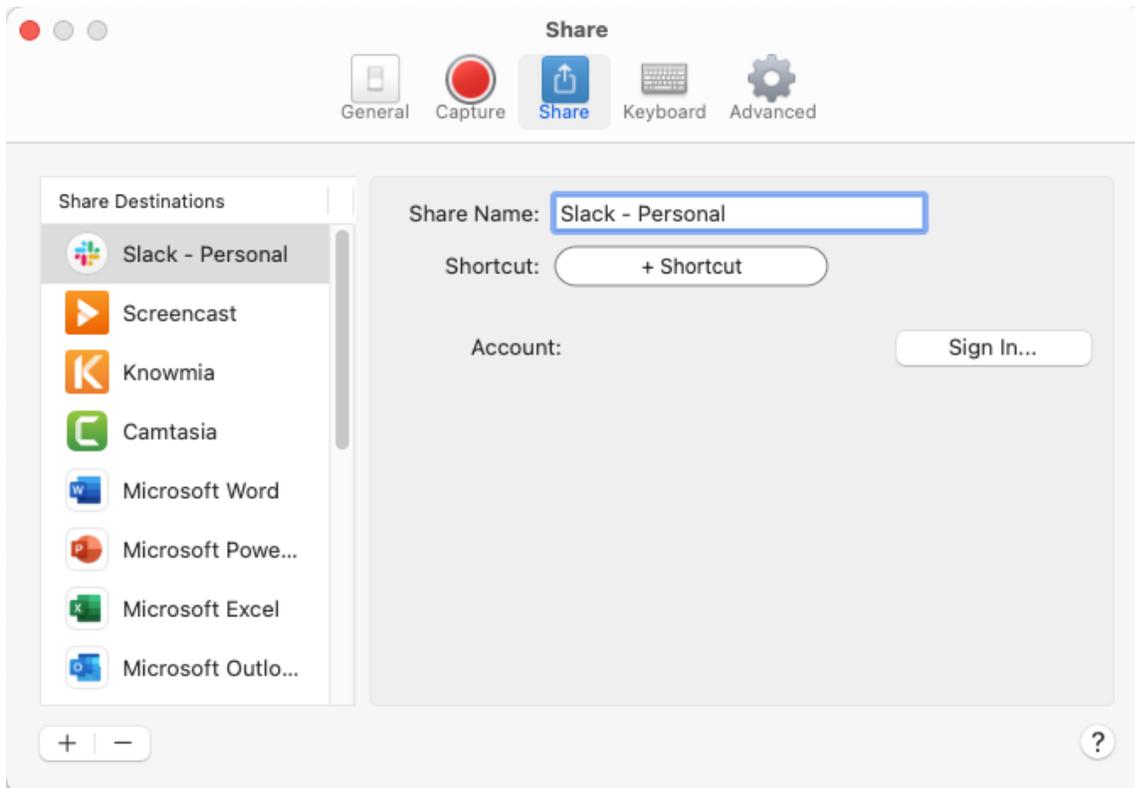
1. In Snagit Editor, select **Share dropdown > Preferences**.



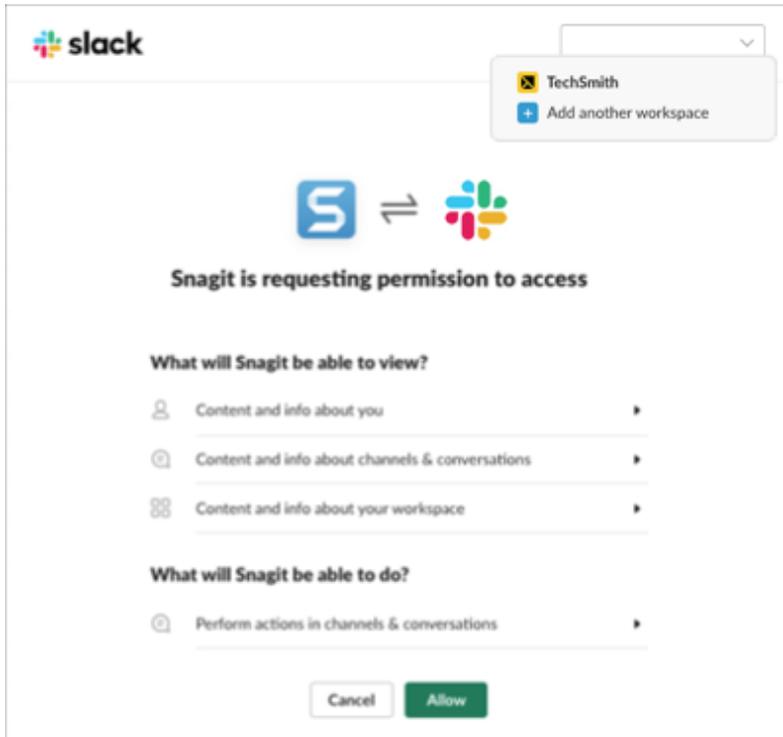
2. On the Share tab, click the + and select the **Slack** option.



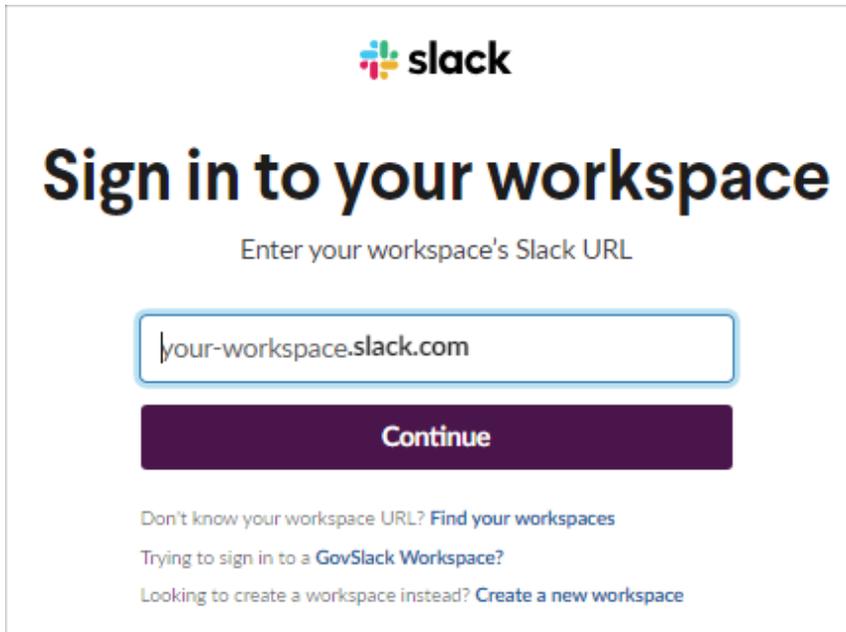
3. In the **Share Name** field, enter a name for the Slack workspace and click **Sign In**.



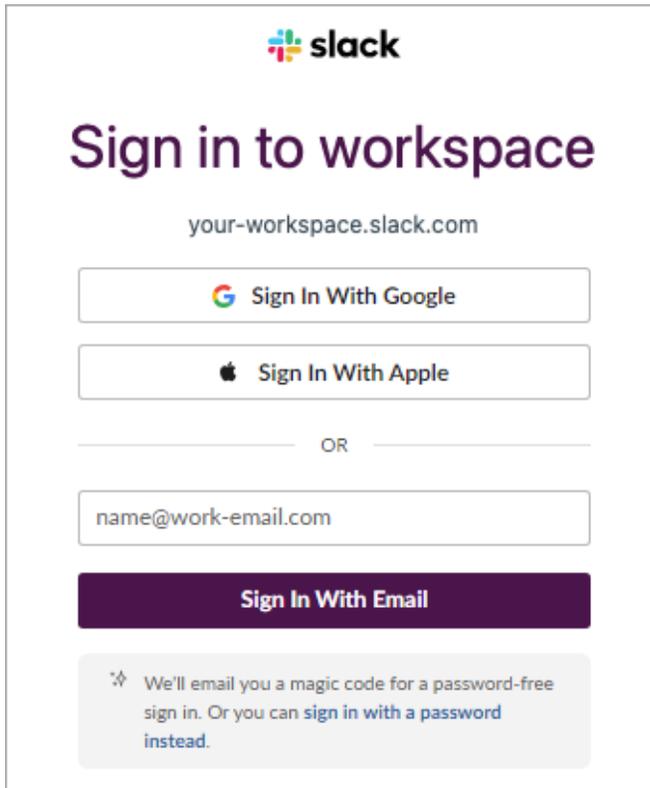
4. In the permissions dialog, select a Slack workspace from the dropdown or select **Add another workspace**.



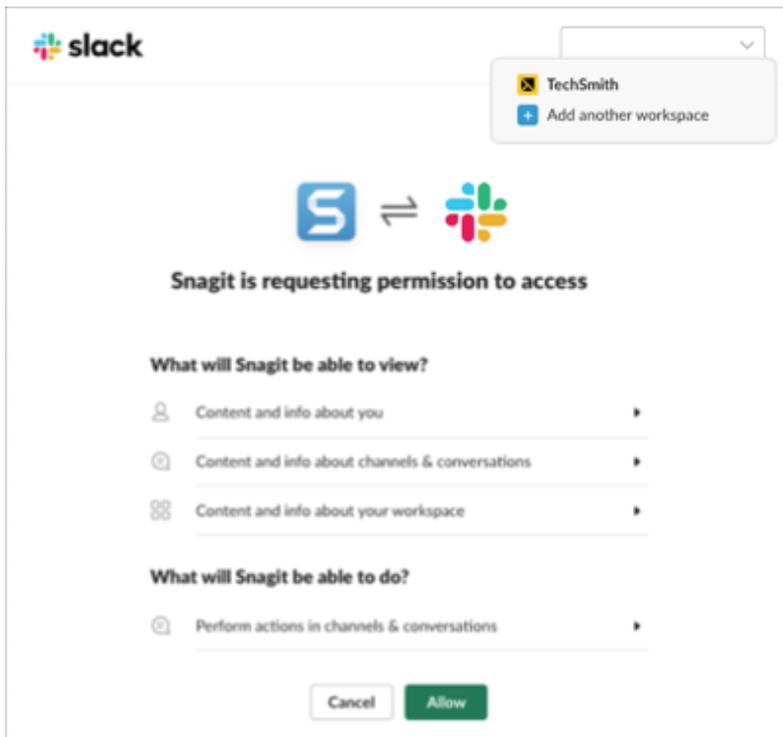
5. In the sign-in dialog, enter your Slack workspace URL and click **Continue**.



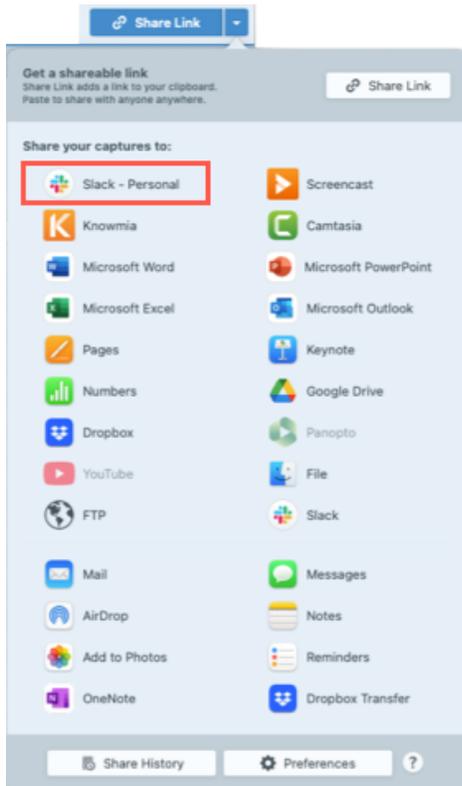
6. In the sign-in window, select a sign-in option and sign in to your Slack workspace.



7. In the permissions dialog, click **Allow** to allow Snagit to access to your Slack workspace.



8. The new Slack workspace appears in your Share dropdown.



Install the Snagit App in Your Workspace

Slack apps connect the software you use to Slack. The Snagit app allows you to preview and play Snagit content directly in the Slack message.

To view the list of apps installed to the workspace, select  **Apps** in the top left of your sidebar. If you don't see this option, click  **More** to find it.

If the Snagit app has not been previously installed, click the **Add to Slack** button below or complete the following:



1. If the Snagit app has not been previously installed, select **Apps dropdown** > **Add apps** > **App Directory** button to open the [Slack App Directory \(https://slack.com/apps\)](https://slack.com/apps) to browse for the Snagit app.
2. Click the **Add to Slack** button from the Snagit app page in the [Slack App Directory \(https://slack.com/apps\)](https://slack.com/apps).

Note: If you don't have [permission to install apps \(https://slack.com/help/articles/222386767-Manage-app-approval-for-your-workspace\)](https://slack.com/help/articles/222386767-Manage-app-approval-for-your-workspace), you may be able to [submit an app request \(https://slack.com/help/articles/202035138-Add-apps-to-your-Slack-workspace#install-apps\)](https://slack.com/help/articles/202035138-Add-apps-to-your-Slack-workspace#install-apps) instead.

3. A prompt appears. Click the **Allow** button. To learn more about the security and compliance information, see the Snagit app page.

The Slack app opens. The Snagit app appears in the list of apps installed in your workspace. To learn more about our privacy policy, see [TechSmith Privacy Policy \(https://www.techsmith.com/privacy-policy.html\)](https://www.techsmith.com/privacy-policy.html).

Snagit Hotkeys Guide

Quickly reference the shortcuts in Snagit and learn how to customize the capture shortcuts.

In this tutorial:

- [Customize Shortcuts](#)
- [Capture Shortcuts](#)
- [Snagit Editor Shortcuts](#)
- [Tools Shortcuts](#)

Customize Shortcuts

Complete the following to view the keyboard shortcuts available for customization and to make changes:

▼ Windows

1. In the Capture window, select **File menu > 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**.

Click **Restore Defaults** to reset to the default shortcuts.

▼ Mac

1. In Snagit Editor, select **Snagit menu > Settings** (macOS 13) or **Preferences** (macOS 12 or older) > **Keyboard tab**.
2. Click the button for the keyboard shortcut you wish to change.
3. Complete one of the following options:
 - Press the desired key combination on the keyboard to assign a new shortcut.
 - Click the **red arrow icon**  to cancel the change.
 - Click the **X icon**  to delete the assigned shortcut.

Shortcuts are saved automatically.

Click **Restore Shortcuts** to reset to the default shortcuts.

Tip: Change the Capture Hotkey in the Capture Window.

In the Capture window, click the **shortcut field** under the Capture button and press the desired key combination on the keyboard. To learn more, see [Change the Global Capture Hotkey](https://www.techsmith.com/learn/?post_type=tutorial&p=146430) (https://www.techsmith.com/learn/?post_type=tutorial&p=146430).

Capture Shortcuts

Note: Snagit shortcuts are tested on a QWERTY keyboard. Some shortcuts may not work with the keyboard you use. To configure your own shortcuts for your keyboard, see [Customize Shortcuts](#).

Option	Windows	Mac
Selected Capture Mode/Global Capture	Print Screen	Control+Shift+C
All-in-One Capture	–	Control+Shift+O From the All-in-One toolbar: <ul style="list-style-type: none"> • Image capture: I • Video capture: V • Scrolling capture: S
Image Capture	–	Control+Shift+S
Mission Control Capture (Mac)	–	Control+Shift+M
Expose (Window) Capture (Mac)	–	Control+Shift+W
Menu Capture	–	Control+Shift+E
Repeat Last Capture	To set a 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
Enter/Exit Draw Mode	Ctrl+Shift+D	Control+Shift+D
Select Arrow Screen Draw Tool	A	A
Select Square Screen Draw Tool	S	S

Option	Windows	Mac
Select Step Screen Draw Tool, Restart Step Numbering	1	1
Magnifier	M	M
Cancel Capture	Esc	Esc
Show/Hide Capture Help	F1	H
Capture Fullscreen	–	F
Capture Multiple Regions	–	Hold the Command key
End Multiple Image Capture	Right-click screen	–
Automatic Scrolling Capture	When Scrolling Arrows are present: <ul style="list-style-type: none"> • Horizontally: H • Vertically: V • Diagonally: B 	When Scrolling Arrows are present: <ul style="list-style-type: none"> • Horizontally: R • Vertically: D • Diagonally: 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 the Ctrl+Shift key to lock the selection to a 4:3 aspect ratio.	–
Take a Capture	Enter	–
Start a Region Selection	Shift+Enter	–

Tip: Create Other Keyboard Shortcuts with Presets.

Create a keyboard shortcut for each of the different captures you commonly take. See [Save Capture Settings as Presets \(https://www.techsmith.com/learn/?post_type=tutorial&p=145411\)](https://www.techsmith.com/learn/?post_type=tutorial&p=145411).

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+T	Option+Shift+T
Apply Template / Combine in Template	Ctrl+Alt+C	Option+Shift+C
Open	Ctrl+O	Command+O
Close Snagit	Alt+F4	Command+W
Close Capture	Ctrl+F4 Ctrl+W	Shift+Command+W
Close All	–	Option+Command+W
Save	Ctrl+S	Command+S
Save As	Ctrl+Shift+S	Shift+Command+S
Save As Stamp	–	Control+Option+Command+S
Save All	–	Option+Command+S
Print	Ctrl+P	Command+P
Undo	Ctrl+Z	Command+Z
Redo	Ctrl+Y	Shift+Command+Z
Cut	Ctrl+X	Command+X
Copy	Ctrl+C	Command+C
Copy All	Ctrl+Shift+C	Option+Command+C
Paste	Ctrl+V	Command+V

Option	Windows	Mac
Duplicate	Ctrl+D 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
Create Video from Images	Ctrl+Alt+V	Option+V
Next Image (Video from Images)	Right Arrow	Right Arrow
Previous Image (Video from Images)	Left Arrow	Left Arrow
Draw a Perfect Square or Circle 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
Trim	–	Shift+Command+X
Flatten	Ctrl+T	Shift+Command+T
Flatten All	Ctrl+Shift+T	Control+Shift+T
Actual Size	Ctrl+0	Command+0

Option	Windows	Mac
Zoom to Fit	–	Command+Shift+0
Zoom In	Ctrl+Plus Sign	Command+Plus Sign Option+scroll down
Zoom Out	Ctrl+Minus Sign	Command+Minus Sign Option+scroll up
Resize an Image	–	Shift+Command+R
Rotate an Image	–	Command+R
Share Link	Ctrl+Shift+L	Option+Command+L
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.



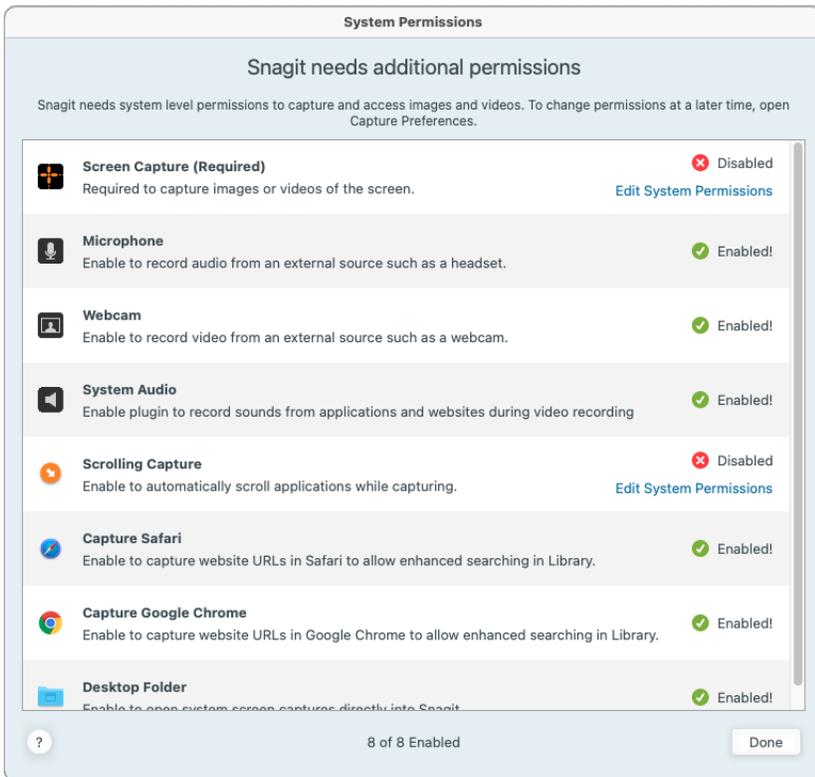
Option	Mac Shortcuts
Favorites	Control+R
Arrow and Line	Control+A
Text	Control+T
Callout	Control+D
Shape	Control+U

Option	Mac Shortcuts
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

MacOS Permissions

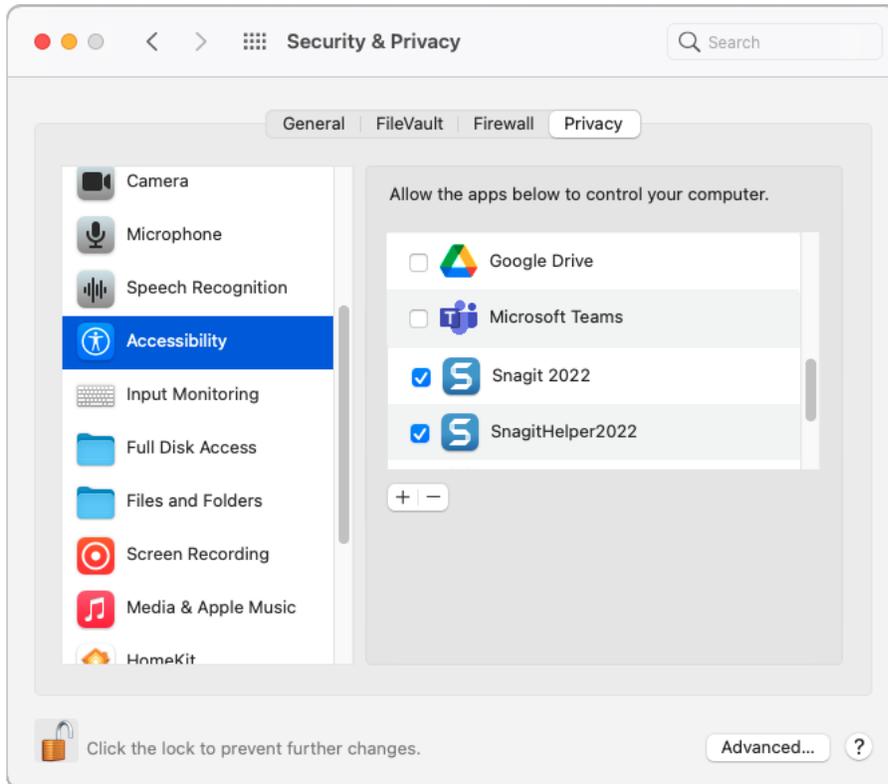
Enable permissions in the Mac operating system (macOS) to allow Snagit to capture, edit, and share images and video.

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



1. Click **Edit System Permissions** to enable each permission.

2. In the Security & Privacy dialog, select **Snagit** and **SnagitHelp** checkboxes for your current version.



Note: You will be prompted to Quit & Reopen Snagit for some permission changes to take effect.

3. Click the red dot to close the Security & Privacy dialog, and click **Done** to close the System Permissions dialog.

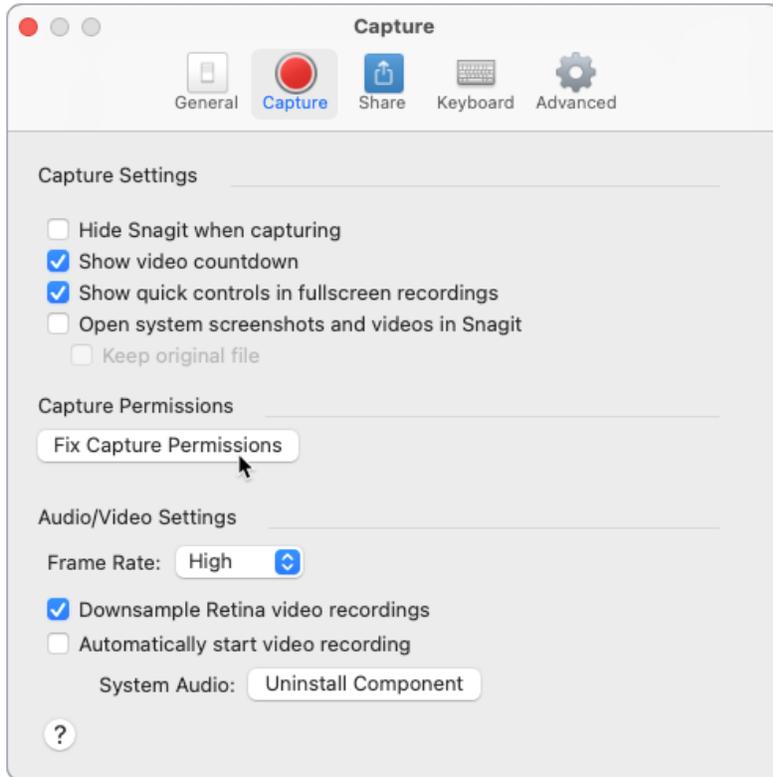


Manually Edit Permissions

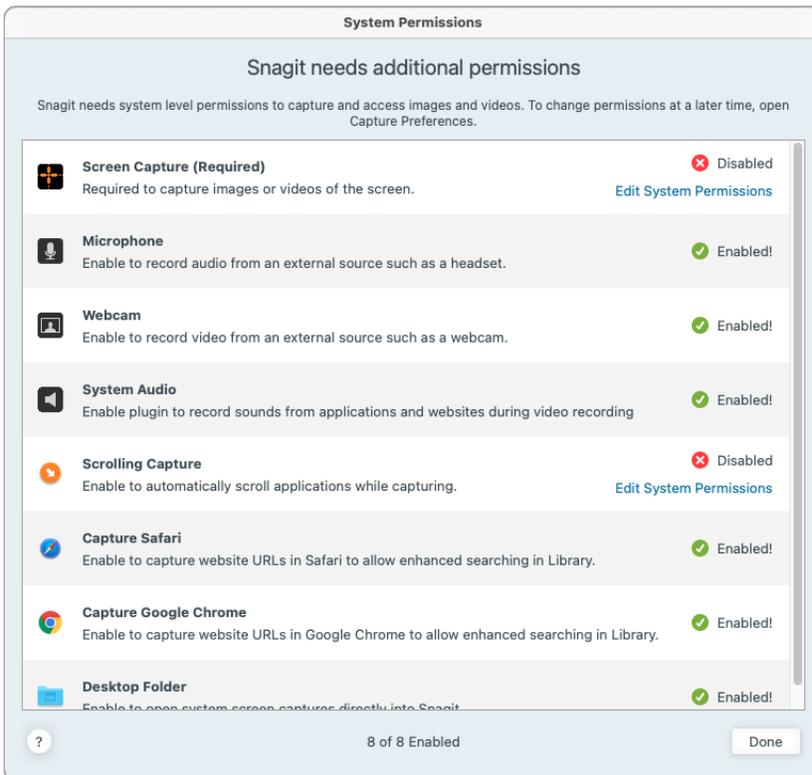
Complete the following to view and edit all permissions together, rather than individually each time Snagit prompts you.

1. Select **Snagit menu > Preferences > Capture tab**.

2. Click the **Fix Capture Permissions** button.

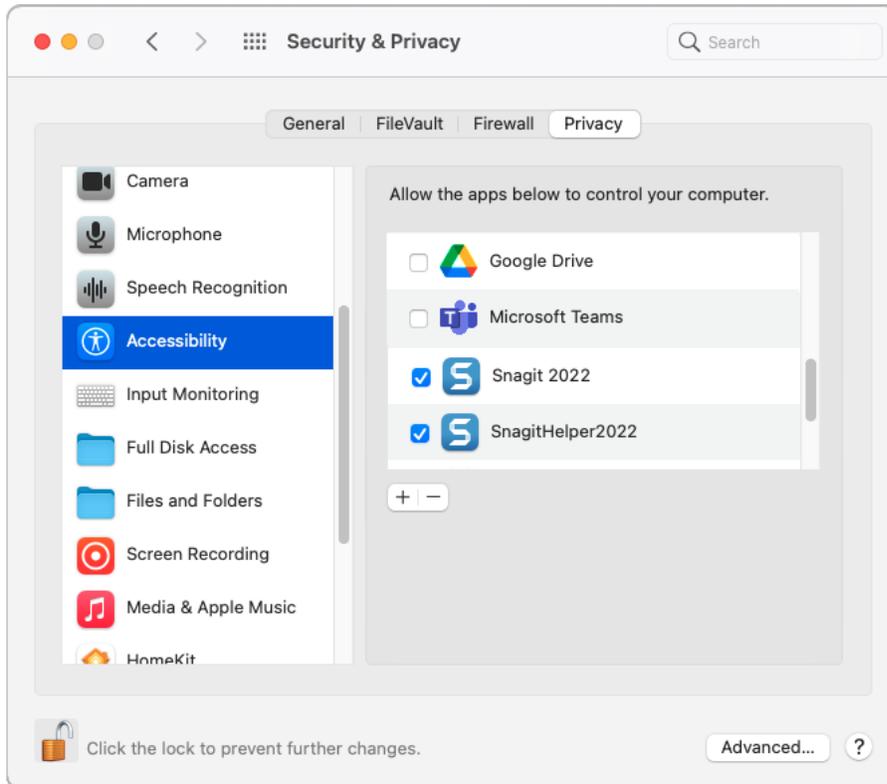


3. Click **Edit System Permissions** to enable each permission.



Note: Some permissions for apps such as Safari will not show as “Enabled” if that app is not currently open. Close the System Permissions dialog, open the app, and reopen the System Permissions dialog.

4. In the Security & Privacy dialog, select **Snagit** and **SnagitHelper** checkboxes for your current version.



Note: You will be prompted to Quit & Reopen Snagit for some permission changes to take effect.

5. Click the red dot to close the Security & Privacy dialog, and click **Done** to close the System Permissions dialog.



Enable System Audio

macOS 12 (Monterey) and Earlier

Snagit on macOS 12 (Monterey) and earlier requires a System Audio plugin.

1. Select **Snagit menu > Preferences > Capture tab > Fix Capture Permissions button** to open the System Permissions dialog.
2. Click **Enable** for System Audio.

3. Click **Install** in the new dialog to install the System Audio Plugin.



4. Click **Done** to close the System Permissions dialog.

Note: If you experience errors or issues enabling system audio, see [MacOS and the System Audio Capture Component \(https://support.techsmith.com/hc/en-us/articles/360051987832\)](https://support.techsmith.com/hc/en-us/articles/360051987832).

macOS 13 (Ventura)

Snagit does not require you to enable System Audio or install a System Audio plugin. Instead it uses the system audio component built in to macOS 13. When you enable the Screen Recording permission, system audio is included.

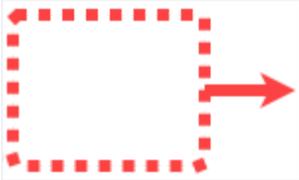
Snagit File Format Compatibility

Learn which options and tool properties have limited compatibility on older versions or across platforms.

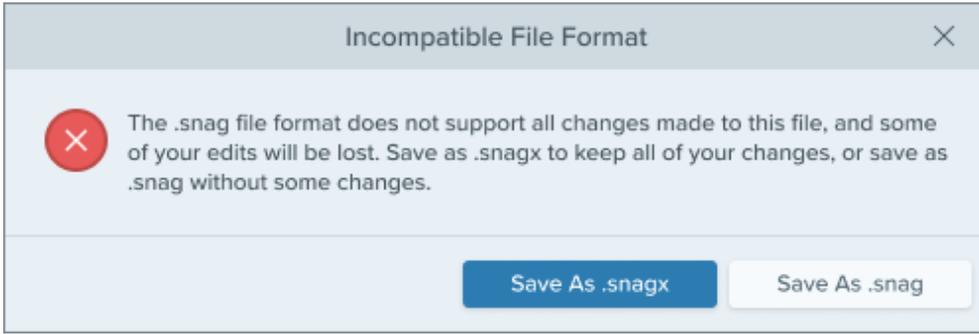
Save as SNAG

The SNAG file format (used in older versions of Snagit Windows) does not support some new options available in Snagit 2022 or later. To maintain these options in your file, save to the SNAGX file format.

The following table illustrates images saved as SNAGX versus SNAG:

Tool Property	Saved as SNAGX (New file format)	Saved as SNAG (For older versions of Snagit Windows)
Arrow and Line Tools “T” end styles		
Callout Tool Multiple tails		
Callout Tool Cloud shape tail		
Callout Tool Dotted and dashed line styles		
Callout and Text Tools Reduced text padding		
Step Tool Transparent fill		

A dialog displays when you select **File > Save As > SNAG** for a file that includes any of these properties.



- Select **Save As .snagx** to preserve the properties.
- Select **Save As .snag** to save without these properties.

Cross-Platform Compatibility

Windows to Mac

Some tool properties in Snagit Windows are not fully supported in Snagit Mac. Files that include these options may not appear the same when opened in Snagit Mac.

The following table illustrates images created in Snagit Windows and then opened in Snagit Mac:

Tool Property	Windows	Mac
Arrow Tool Some end styles		
Arrow Tool Curves appear the same on Mac. Edit with Windows-style (“Bezier”) curve handles rather than Mac-style curve handles. (See Arrow Tool (https://www.techsmith.com/learn/?post_type=tutorial&p=144409) to learn how to edit curves on each platform.)		
Callout Tool Shapes with rounded corners		
Callout Tool Shapes with curved tails and adjustable tail widths		

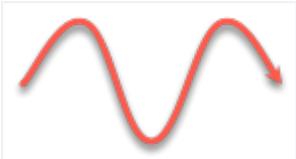
Tool Property	Windows	Mac
Pen Tool Pen shape other than a circle		
Callout and Text Tools Text padding		

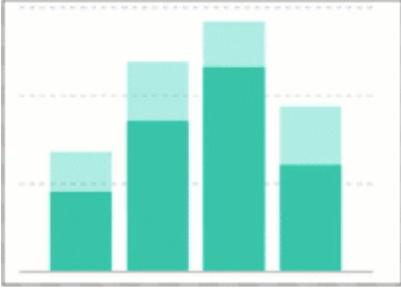
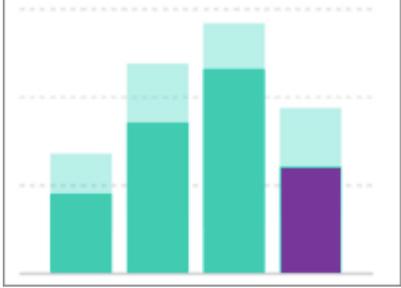
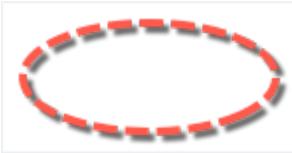
Note: Snagit Mac does not display these properties the same as Snagit Windows, but it preserves the properties in the file. Properties display as expected when the file is reopened in Snagit Windows.

Mac to Windows

Some options in Snagit Mac are not supported in Snagit Windows. They may not display the same and may be lost if you open the file in Snagit Windows.

The following table illustrates images created in Snagit Mac and then opened in Snagit Windows:

Option or Tool Property	Mac	Windows
Effects Border, shadow, edge, and other effects		
Object Locking Objects locked on Mac are editable on Windows		
Arrow Tool Curves appear the same on Windows. Edit with Mac-style curve handles rather than Windows-style ("Bezier") curve handles. (See Arrow Tool https://www.techsmith.com/learn/?)		

Option or Tool Property	Mac	Windows
post_type=tutorial&p=144409) to learn how to edit curves on each platform.)		
Fill Tool Global Fill		
Callout Tool Tail on explosion shape		
Shape Tool Dashed and dotted line styles		

IMPORTANT

Unsupported properties will be lost if you open the file in Snagit Windows.

A dialog displays if you open a file that includes unsupported features.



- Select **Open File** and risk losing unsupported features.
- Select **Cancel** to preserve the file for further editing in Snagit Mac.