



Snagit Overview

Snagit is the program we use to capture screen shots. Even though Snagit can record video we do not use it for video unless it is capturing a webinar or online video. *Movavi is the software used for all our screen clips on training videos. This tutorial is for Snagit 13. Most features will be similar to newer versions. See below for any updates on features for newer versions.

Snagit has very good videos to get users started quickly. Before watching our video on Snagit take 60-90 minutes to watch and test lessons in these videos. ***The videos are less than 30 minutes. However, while watching each Snagit video read the notes below and take the time to explore the items discussed about Snagit on the software directly. After completing the Snagit videos and this training video, you should have all skills needed to create the screenshots for our training videos.

Quick Tips Before Capturing Images

- Set your monitor display settings to **1920x1080**. This allows you to make items to capture full screen and then capture your whole screen.
- If not capturing a full screen set at **1920x1080**, to capture in **16:9** ration hold down on the Ctrl button while selecting the area. This will allow the image to be sized correctly without cropping.
- On your internet browser click **F11** to go full screen or return to normal. Anytime you are capturing something from a website use the fullscreen option.
- On PowerPoint, if you are using a still slide it will be saved as a PNG and placed on the video. If you want to make a clip from your PowerPoint, then use the **F5** key to change to Presentation mode for full screen and **Esc** key to return to normal. You can use the arrow keys on the keyboard to move slides when in fullscreen Presentation mode.

Quickly Capture Your Screen

<https://www.techsmith.com/tutorial-snagit-13-quickly-capture-your-screen.html>

Snagit has two windows the first with a red icon is for Capture and the blue icon is the Editor window.

On the Capture window, I suggest clicking the Image or Video depending on which style you want to capture. There are advanced settings on Image and Video tabs if specifically needed.



On the image, defaults click Preview in Editor to on. This will open your screenshots directly in the Editor software. I normally do not Copy to Clipboard or Capture the Cursor. The time delay is a good feature if you need to click on a dropdown in a program and what that captured.

If needing to capture an image smaller than your full screen here are a few options. Make a new PowerPoint slide from our Template and delete the two text boxes. This will give you a background that is themed with the rest of our videos. If you prefer a white or black background, create a square on the slide and fill with the color of choice. Then make the PowerPoint full screen and place the image in the middle of the PowerPoint to capture the screenshot or clip.

Basic Capture Editing

<https://www.techsmith.com/tutorial-snjit-13-basic-editing.html>

Our Default color setting for the callouts are Red unless it won't show up on the background then choose Purple.

Arrows: Should be 15 Thickness and rounded end unless you need a double arrow.

Text Box: Make font Arial Black. The default size of 22 is fine but adjust as needed.

Callout: I'm OK using any of the top 3 shapes. Pick the one best suited for the callout. Use Arial Black for the font and make the size correspond with the project.

Shape: When using a shape make the Thickness 6.

Stamp: Use the pointer with red circle over teardrop. There are several stamp styles and I suggest browsing: Business, Charts & Graphs, Cursors, Maps & Symbols for options.

Pen: Use the default 7 Thickness.

Line: Use the default 7 Thickness.

Highlighter: Use the default yellow.

Step: Use circles over tear drops.

Blur: The default 25 setting seems to blur nicely. If needed increase that number.

Magnify: Set power to 250% or Adjust power for a specific item. Line Width set to 6.

To change to a previous image remember to use the library at the bottom of the Editor.



Working with the Canvas

<https://www.techsmith.com/tutorial-snagit-13-working-with-the-canvas.html>

Good video to show what design options can be done in Snagit. We will mainly use Photoshop and PowerPoint to create full presentations or icons. However, this video may give you ideas on better ways to quickly adjust training screenshots in Snagit. Especially to add fast, simple highlights to screenshots without opening other programs.

Share Your Media

<https://www.techsmith.com/tutorial-snagit-13-share-your-media.html>

We will save files to Google Drive. You will need to login to Google Drive through Snagit so files can be directly saved in it. You do not need to click the share button once set up on Google Drive. You can Ctrl+S to open the save box and pick your location and filename.

We have a folder called TechSmith. Files can be saved there or better yet save them directly in the Videos & Pictures folder under the project I'm working on.

Manage Your Files

<https://www.techsmith.com/tutorial-snagit-13-manage-your-files.html>

We won't need to use the library regularly since most files are save from Snagit and then used in Premiere Pro. However, to use the library feature make sure to save the file in the folder on Google Drive it will stay, so Snagit knows where it is from the Library option.

Intro to Video

<https://www.techsmith.com/tutorial-snagit-13-intro-to-video.html>

When capturing screen clips select Video on the Capture window. On the Video defaults click Preview in Editor to on. This will open your screen clips directly in the Editor software. I normally have Capture the Cursor on. Depending on the project you may want to turn this off. We record our audio in Audition so turn off the Record Microphone. Depending on the project you may want to have the Record System Audio on or off.



The cut option in Snagit can be nice to trim parts of the clip you know won't be used in our video. Premiere Pro has plenty of options for editing clips, so this is not completely necessary step.

Panoramic Capture

<https://www.techsmith.com/tutorial-snagit-13-panoramic-capture.html>

While not used a lot for our videos, this is a great tool for capturing an Excel Spreadsheet scroll. By using this screen image, you can capture more than your screen shows on the Excel Spreadsheet. Then in Premiere the image can move across the screen making it look like a video.

Scrolling Capture

<https://www.techsmith.com/tutorial-snagit-13-scrolling-capture.html>

Not a video yet but you can see the text on how to perform.

Create an Animated GIF

<https://www.techsmith.com/tutorial-snagit-13-create-an-animated-gif.html>

I see this as being a good option to enhance Facebook and Blog postings. Here is another written tutorial Snagit has for GIF creation: <https://www.techsmith.com/tutorial-snagit-13-uses-for-animated-gif.html>