How To Use SnagIt

(This FAQ assumes that it is already set up on your desktop ready to use)

1. Hover over the red camera button that is on the edge of your screen. You will see the box expand for all options (Image 1).
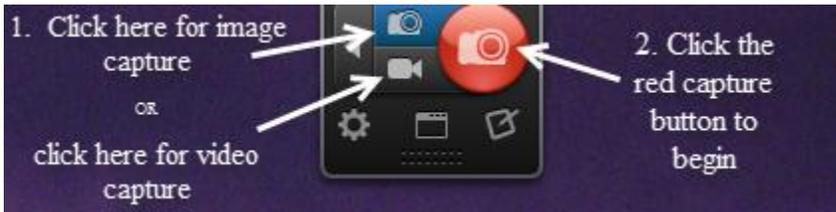
Image 1

Image 2

2. You will see an option to choose picture capture or video capture. After you have chosen one, click the red camera button to start the capture (Image 2).

3. Hover the top left hand area you want to capture. SnagIt will already try to define areas to capture. However, you can define your own. Once you have the top left hand side defined (Image 3), click and hold the left mouse button and drag the box to define the lower right hand area (Image 4).
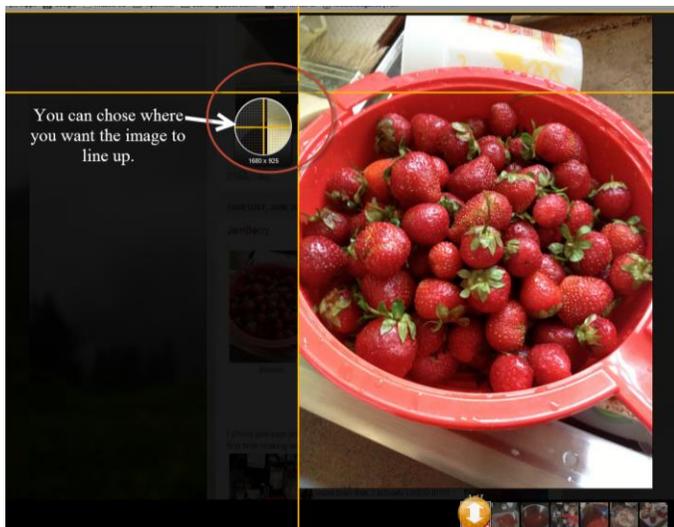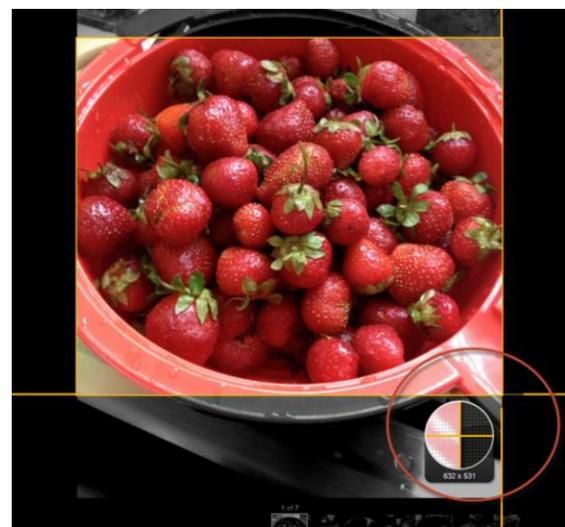

Image 3

Image 4

4. Once you are satisfied with your lower right hand area, let go of the left mouse button. The program will automatically capture the image you defined and open it in the SnagIt Editor program (Image 5).
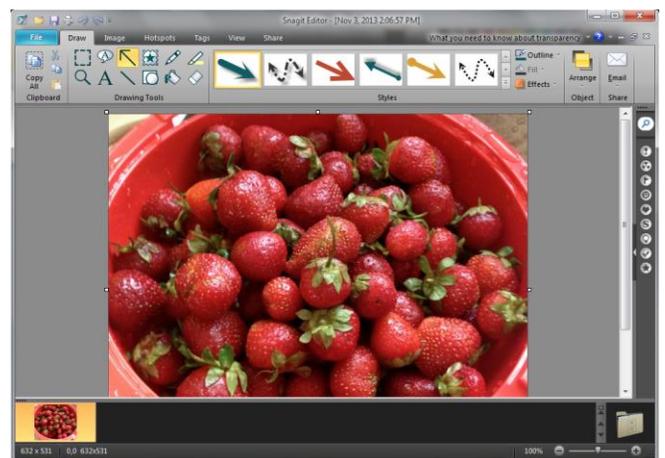

Image 5

Image 6

5. In the SnagIt Editor program, you have a number of options of editing your photo, for example by adding arrows (Image 6), adding text, and adding other graphics.
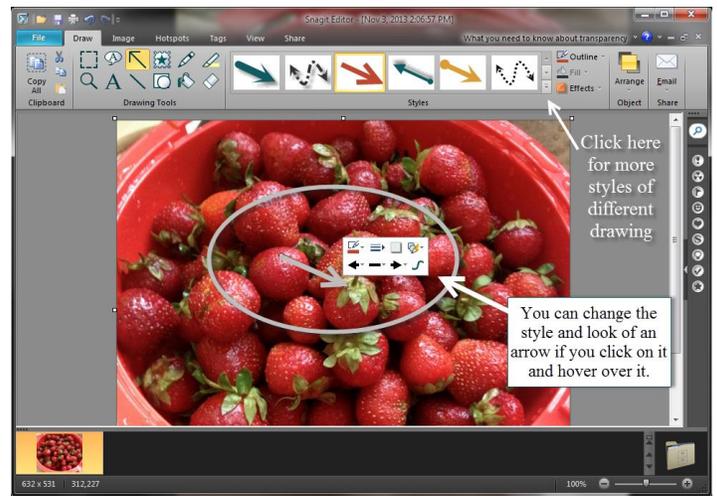

6. When you are ready to save the photo, you can go to File/Save As and define how you want it saved or you can quick save by using the save icon at the top left (Image 7).

Image 7

Other quick notes:

1. You can tell that your image is not yet saved if you see an orange graphic in the lower image tray (Image 8).

Image 8

Image 9

2. You can use the Library icon on the lower right hand side of the SnagIt Editor program (Image 9) in order to see images you have saved using Sn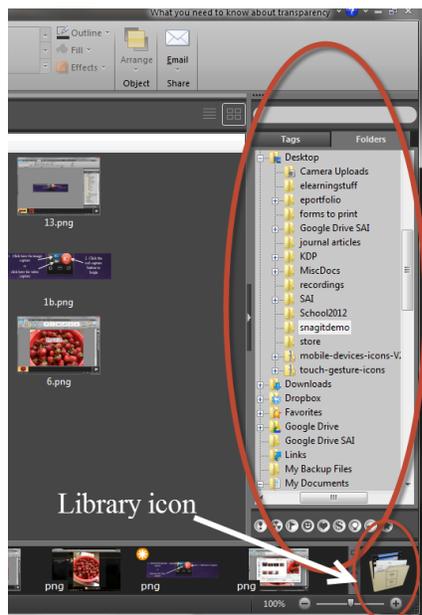agIt as well as import other images into the program.