

Topic: How to use SnagIT?

SNAGIT is a Screen capture program used to capture screen images for reports, project files and presentations.

Capture tab gives access to screen capture applications.



1. **Capture Profiles** in the left pane allow you to make a capture quickly. Capture profiles are made up of Capture Settings.
2. **Capture Settings** in the right pane are updated when a profile is selected in the left pane. Customize capture settings by making changes and saving the profile.
3. **Capture Button** performs the capture. You can use the default global hotkey combination, which is <Ctrl><Shift><P> or the assigned hot key from the profile.
4. **Edit Tab** gives access to companion editing applications and tools such as *SnagIt Editor*, *SnagIt Studio*, and *Batch Conversion Wizard*.

SnagIt Editor is used to edit a screen capture after it is saved to a file. Editing options include flip, mirror, shear, rotate, crop, and cut. Adjust the color depth, add text, or view

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the frames of a video capture. Add custom edge effects such as drop shadow, torn or faded edges, and enhancements such as arrows, cursors, lines, text, and much more.

SnagIt Studio includes annotation objects and shapes such as arrows, logos, callouts, text boxes, rubber stamps, captions, sticky notes and frames to your images.

Batch Conversion Wizard gives you a simple and easy way to batch convert your images file from one format (.bmp) to another (jpeg).

5. **Organize Tab** gives access to applications used to organize your captures, such as *Catalog Browser*, *Web Page Creator*, and *SnagIt Printer Capture*.

Catalog Browser allows you to locate, view, and manage captures and multimedia files (images, text, and .avi) in thumbnail view. You can select multiple files to save, convert file formats, print, and email in batches.

Web Page Creator allows you to create an HTML thumbnail sheet that links to full images.

SnagIt Printer Capture allows you to capture images to an image file instead of a printer.

SnagIt printer can be configured for desired output and filters.



6. **Capture Profile Properties** include such things as the hotkey, input, output, and filters. The capture mode is easily identified by the icon.
7. **Mode** controls the way that Snagit will capture information. This includes image, text, video, and Web captures. To change the mode, simply select the desired mode button in the *Capture Settings* pane.
8. **Input** allows you to select what you want to capture. In the *Capture Settings* pane, select desired option from the dropdown menu.
9. **Output** allows you to select what happens to the capture once it is taken. In the *Capture Settings* pane, select desired option from the dropdown menu.
10. **Filters** apply edits or special effects during the actual capture process. In the *Capture Settings* pane, select desired option from the dropdown menu.
11. **Options** are preferences that you can select that will further define how you want your capture to look or if you would like to preview your capture before it is sent to output. Options differ according to the Mode and Input selected.
12. **Save Profile** allows you to save the current settings within the *Capture Settings* pane as a new capture profile. You also have the option to overwrite an existing profile that is currently selected. New capture profiles will display within *My Captures* in the *Capture Profile* pane.

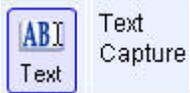
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13. **Add New Profile Wizard** allows you to create a new profile from "scratch" rather than modifying and saving an existing capture profile. The wizard walks you through choosing all capture settings. New capture profiles will display within *My Captures* in the *Capture Profile* pane.

Capture Modes available in SnagIt are:



- An image of your screen or part of your screen can be captured.



- Captures text from your screen to an editable, ASCII text format.

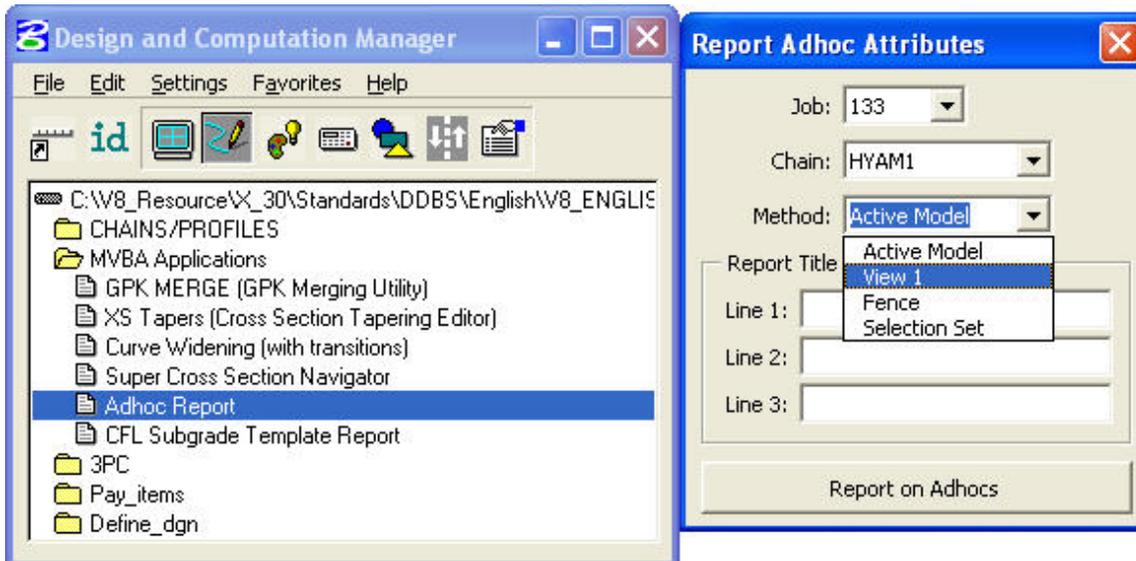


- Records any screen activity on your Windows desktop and save as an .AVI file.



- Capture all the images (*gif, jpg, png*) from a Web site by typing in the Web site address and save to any designated folder.

One of the uses for SnagIt at CFL is to capture screen output from the **ADHOC Report VBA**. Adhoc Report VBA can be invoked from the D& C Manager as shown below. Identify the adhoc to generate a report using one of the 4 methods.



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Adhoc report for one or two elements can be captured using the window mode as shown below.

Adhoc Attributes Found										
DCM Attribute	Beg Station	Beg Offset	Begin X	Begin Y	End Station	End Offset	End X	End Y	Adhoc Name	Adhoc Value
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Paved Ditch Slope	-1:6
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Asphalt Curb Height	0.15
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Asphalt Curb Base Width	0.185
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Asphalt Curb FrontTaper	0.05
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Asphalt Curb BackTaper	0
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Cut Bench Width	0
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Cut Bench Slope	1:50
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Backfill Slope	1:20
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Backfill Max Width	2
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Embankment Bench Width	0.3
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Embankment Bench Slope	1:50
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Embankment Fill Slope	-1:2
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Fix Slope on Low Side	Y
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Fix Slope on High Side	Y
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Use Min Slope Low Side	N
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Min Slope Low Side	-1:50
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	Fixed Width Paved Ditch	0
CFLPDAC	16+035.533	-3.5770	1890077.7399	642743.7149	15+970.708	-2.5430	1890130.5764	642781.2876	EOP Offset	0

Note: This Adhoc report can be saved to a .csv file, but will not maintain the format seen in the screen capture (column spacing and decimal places will vary).

If an Adhoc report is being generated for a whole project then use the **Custom scroll capture** to capture your adhoc report.

Workflow #1 - Custom Scroll Capture

Use the *Custom Scroll* option to capture any region that will scroll, defined area must contain a vertical scroll bar.

To set up the *Custom Scroll Image* capture:

1. Select an existing profile such as **a region to File**.
2. Make sure the **Image Mode** is selected.
3. Choose **Input > Scrolling > Custom Scroll**.
4. Select the **Input Properties** button. Set any desired *Input Properties* and select **Apply > OK**.
5. Select the desired output from the **Output** dropdown menu. Select **File** and **Preview Window**
6. Select the **Output Properties** button. Set any desired *Output Properties* and select **Apply > OK**.

Once the Capture Settings are defined, save profile as a new profile, assign a hotkey that is easy to use.

Profile can also be created using **Add a New Profile Wizard**

1. Select Capture or select the Hotkey to start the Image capture.
2. Identify the area to be captured, click and drag with the mouse across and down the region to be captured.
3. Use the cursor to select the vertical scroll button. The capture will begin and will continue until the entire region has scrolled.
4. Once the capture is completed, it will display within the *Preview Window*.

Note: Click with the **left** mouse button to stop the capture prematurely and **save** the capture.

Note: Click with the **right** mouse button to stop the capture and **not save** the capture.

Related links: SnagIT byTechsmith. Information contained in this handout is taken from the SnagIT help file.