



LAB: Snagit for Genealogists

by Barbara Renick

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Snagit® (a \$49 screen capture program from TechSmith.com) does a lot more than just capture screens. It allows genealogists (at the push of a button or hotkey combination) to digitally record their research experience for future reference; edit and annotate what they have found or not found; archive those screen or camera or scanner captures to a file or a Web site then e-mail the library of captures to family and collaborators in a variety of formats. Some genealogists even use Snagit's extensive graphic editing features to digitally scrapbook their Family History. Download Snagit for a 30 day free trial.

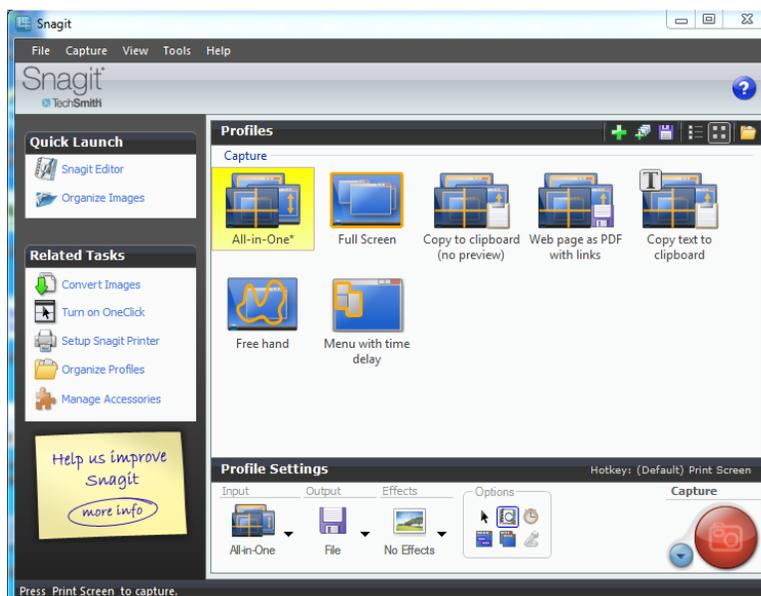
PART I: SNAGIT HELP

- A. Written and video tutorials are free at the TechSmith.com Web site but arranged in a confusing manner for beginning users: TechSmith.com Home page > Support > Tutorials > Snagit > Version 10-Win
or at: www.techsmith.com/learn/snagit
- B. In addition, a Snagit Getting Started Guide (PDF 413 KB 13 pages) and a larger Snagit Help document (PDF 6.6 MB 194 pages) are available free by going to TechSmith.com Home page > Support > Tutorials > Snagit > Version 10-Win > Documentation.

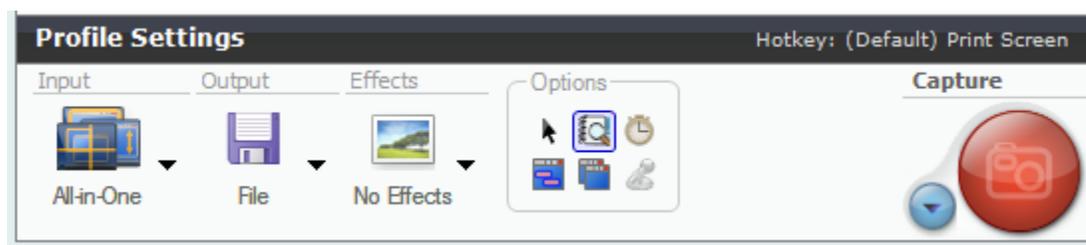
PART II: PARTS OF SNAGIT (VERSION 10 WINDOWS)

A. SNAGIT's CAPTURE SCREEN

1. The Snagit capture screen gives you options to capture content forty different ways (including images, text, videos, and Web page content)
2. Snagit does NOT interrupt your online research experience. It can be as simple as pressing the print screen key, click or click and drag your mouse on what you want to capture, and continue searching. When you are done searching you can edit, organize, print and/or save. Later, search your Snagit Library of captures, further edit, and share.



3. When you need to fine tune your capture settings use the **Profile Settings** frame (bottom right corner of the Snagit capture screen). It contains your default settings for Input, Output, Effects, Options, and the big red Capture button.



4. Notice the little blue change capture button with a more arrow to the bottom left of the big red Capture button. Use the blue button to change capture mode (as you do so, notice the graphic in the big red Capture button changes):
 - a. Image Capture (graphic is a camera)(capture full screen, window, or regions with or without your cursor and/or menus and/or hyperlinks included on that Web page)
 - b. Text Capture (graphic is a T for Text) (capture as plain text or in RTF formats with editing options that are allow genealogists

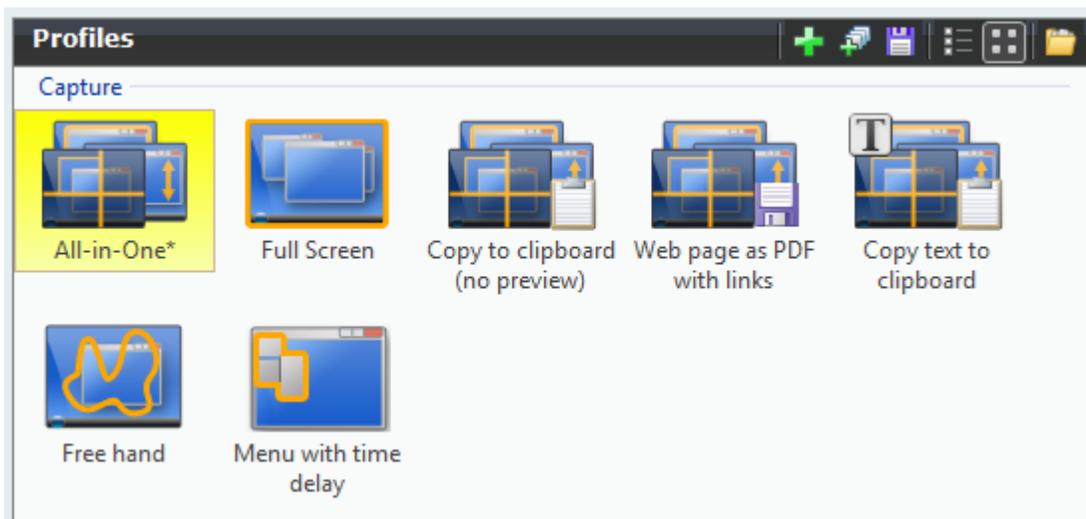
- to clearly annotate in text extractions from original documents)
- c. Video Capture (graphic is a film strip) (easy to do short videos)
 - d. Web Capture (graphic is a globe) (capture all the images on a Web page then delete the ones you do not want to keep—you can even merge two separate images to better document your research efforts or family history story)
5. When you change the capture mode (with the little blue button), notice the default Profile Settings to the left (Input, Output, Effects, and Options) also change to reflect that type of capture.
 6. Above the big red Capture button (and also in the lower right corner of the Snagit capture screen) Snagit tells you what your current hotkey is so you don't even need to have the Snagit capture screen intrude on your research experience. The default hotkey for an image capture is the Print Screen button on your keyboard.
 7. Hotkeys in Snagit are assigned to Profiles (thus the name Profile Settings for that frame of the Snagit capture screen).
 8. In the Profiles Settings frame the selected mode, input, output, effects, and options for the default Profile or the currently selected Profile are displayed.
 - a. **Input:** The All-in-One profile is the default. Click the More Arrow to the bottom right of the profile's thumbnail image to see more input selections.
 - b. **Output:** Output reflects the output settings in the selected or default Profile. You can send your capture to your computer's Clipboard, e-mail it to collaborators, forward it via FTP to a Web site, automatically save it as a file on your computer, upload it to TechSmith's Screencast.com site (for storage and sharing), send it straight to another program (for which you have a Snagit Accessory) like PowerPoint or Word, or display it in the Snagit Editor for review and editing before doing any of the above actions.
 - c. **Effects:** Snagit Profiles allow you to automatically add effects to your captures (as specified in that Profile) before sending them to the designated outputs or displaying them in the Snagit

Editor. If you don't need to do any further editing, you can skip the Snagit Editor display and go right to Output.

- d. **Options:** Six options are listed as icons in the Options area in the Profile Settings frame. They are grayed out if not available for a specific type of capture (like Video or Web captures). Clicking on these icons temporarily adds them to the currently selected Profile until you click and turn them off again in that capturing session.
 - i. Click on the **Cursor Arrow** (top left icon in the Options box) to include your cursor in the capture.
 - ii. The Open Book with a magnifying glass is the icon for **Preview in Editor** so your captures automatically open in the Snagit Editor. To turn it off you must have something selected in Output.
 - iii. The **Clock** icon opens a dialog box that lets you adjust settings for a timed delayed capture. This is useful if you want to do a capture at the same time each day, or to apply a delay between clicking on the big Red capture button and when Snagit actually makes the capture (to allow you to open menus and display parts of the screen before the capture takes place).
 - iv. The **Keep Web Links Active** icon looks like a Web page with pink boxes around the links. This allows you to capture active hyperlinks on a Web page then edit them with the Hotspots tab in Snagit Editor.
 - v. The icon that looks like two Web pages lets you capture **Multiple Areas** of your screen. Start the capture, click and drag to define each area to be captured, then right click to end the capture session.
 - vi. The **Record Audio** icon (usually grayed out) looks like a microphone. It is available only when doing Video captures and you need a suitable audio recording device attached to your computer. Set and adjust audio options under the *Video File* tab of the *Output Properties* dialog

box (click on the More Arrow under Output to the left).

9. The Profiles frame (above the Profile Settings frame) contains thumbnails (or a list) of the seven predefined profiles that come with Snagit and any custom profiles you have created (from predefined profiles you have modified and given a new name **OR** via the Profile Creation Wizard). All-in-One is the default (it combines the three most popular captures: Region, Window, and Scrolling Window).

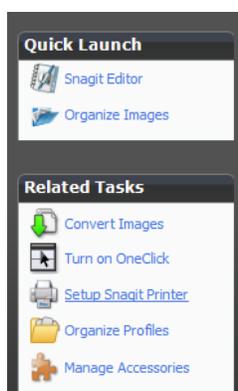


10. Notice the toolbar at the top right corner of the Profiles frame:



- a. The large green cross on the left of the toolbar allows you to save a default profile you have modified (using the Profile Settings) by giving it a **new name**.
- b. The small green cross opens the Snagit Profile Wizard to create a custom profile.
- c. The floppy disk icon allows you to save any modifications you have recently made to the currently selected profile.
CAUTION: Make certain you give it a new name so you don't lose the original settings for your original profile.

- d. The next two icons toggle the display of your profiles in the Profiles frame as a list or as thumbnails.
 - e. The folder icon (last one on the right of the toolbar) allows you to delete, export, import, or organize your profiles. You can group your profiles by function and change the order in which they display in a group in the Profiles frame.
11. You can also go to File on the menu bar at the top of the Snagit Capture screen to organize, import, or export your profiles.
12. On the left side of the Snagit Capture screen there are two areas



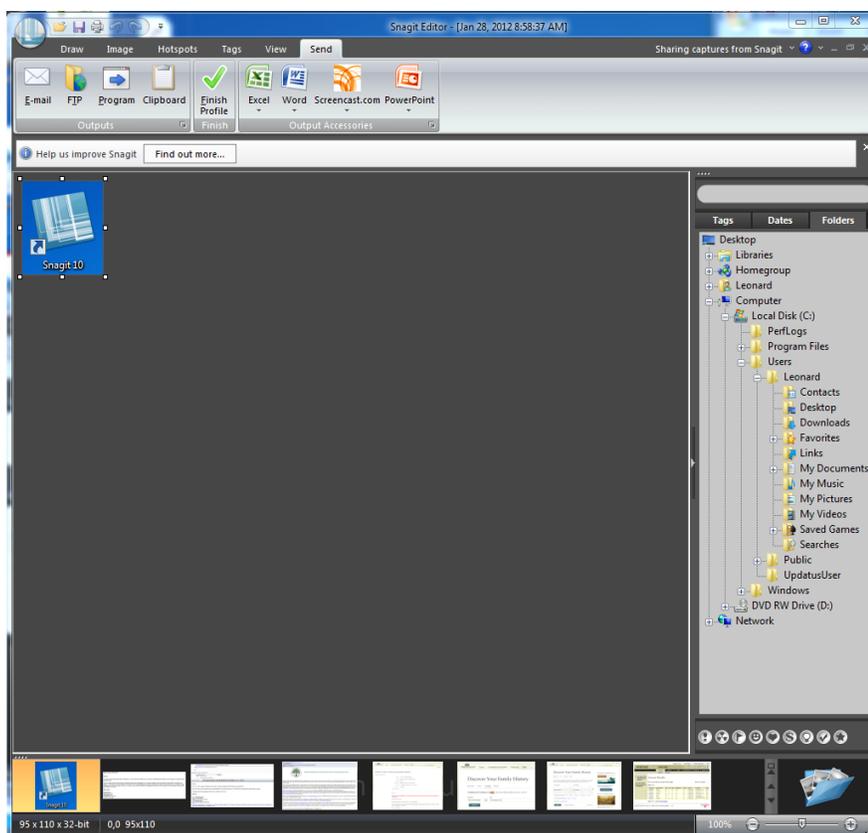
- a. **Quick Launch** allows you to open the Snagit Editor or the Snagit Library (labeled **Organize Images** in the Quick Launch area)
- b. **Related Tasks** lists five common tasks:
 - i. **Convert Images** allows you to batch convert multiple captures. Example: You have taken forty digital pictures at a family cemetery. With Convert Images you can convert them all from JPG to PNG adding a caption to each for the date the picture was taken, location, and cemetery name, and other genealogical information you want to attach to that picture.
 - ii. **Turn on OneClick** minimizes the Snagit Capture screen to just a bar at the edge of your monitor and by pressing a hotkey combination invokes the selected profile (input, output, effects, and options). This is the fastest way to

use Snagit but does not give you the flexibility available with the Snagit Capture screen.

- iii. **Setup Snagit Printer** lets you capture the print output from **any program on your computer** then edit and save it in Snagit and/or use one of the Snagit outputs.
- iv. **Organize Profiles** is an additional way to import, export, rearrange, or group your Profiles.
- v. **Manage Accessories** refers to Snagit Accessories you download from the Snagit site. They provide even more output options.

B. SNAGIT'S EDITOR SCREEN

1. The Snagit Editor allows you to add text, callouts, edges and borders, combine multiple images, and do a lot more. Some genealogists even use it to scrapbook their family history. Others use it to annotate each find whether from online or via a scanner or digital camera.



2. The Snagit Editor Screen has a ribbon menu system (like that found in the Office 2007 and Office 2010 programs) with Tabs, Groups, Buttons, and More Arrows **plus** a Quick Access Toolbar (QAT) for easy access to the editing commands you use most often **plus** a Snagit Application Button for opening a menu of options to open or save files, etc. When you apply an effect from the ribbon you get a live preview of what it will look like on the capture you are editing. Double click on any tab on the ribbon to maximize or minimize the ribbon.
 - a. **Draw tab:** gives you access to the Snagit Editor's drawing and annotation tools. It contains groups labeled Clipboard, Drawing Tools, Styles, Object, and Send. Select a tool, then select a style from the style gallery that appears OR use the Outline, File, or Effects menus to design you own effects. Commonly used commands like Copy, Cut, and Paste are found under the Draw tab. This tab also contains the Finish Profile button for sending edited captures to the destination(s) defined in that Profile.
 - b. **Image tab:** contains tools that are applied to the entire image or change the way the entire image appears. It contains groups labeled Canvas, Image Style, and Modify. Tools to crop, trim, rotate, or resize the entire image are located in the Canvas group. The Image Style group contains tools to add borders, apply edge effects, and add other types of effects to a selection or the entire image. The Modify group includes tools to also modify the entire image's color, opacity, magnification, blurring, or watermarks.
 - c. **Hotspots tab:** contains tools to add hotspots (like hyperlinks and mouse-over pop-ups) to your captures. This is especially helpful if you are publishing them to the Web as your output. **HOWEVER:** Captures with hotspots added must be saved in a hotspot compatible format like SWF (Flash) and published in a format compatible with SWF files.
 - d. **Tags tab:** displays information about your capture and lets you attach keywords and flags to that capture. It contains Keywords, Flags, and Details groups. Tags and flags and keywords (you apply

via the tools under the Tags tab) make it easier to sort your captures in the Snagit Editor Library. Use Keywords for detailed tagging and searching or the colorful Flags for quicker visual tagging. Any Flags attached to captures show in the Library, Open Captures Tray, and the Search Pane. The Details Group under the Tags tab contains detailed metadata (information about when and where the capture was made). Snagit records the URL of the site where the capture is made (if done in a browser window). This metadata is used for searching and filtering your library of captures to find one specific capture.

- e. **View tab:** modifies how you view images and windows. It contains groups labeled Show/Hide, Zoom, Window, Multipage, plus a Help and Training group. Here you turn on or off gridlines or the Search Pane in the Snagit Editor. You can pan or zoom in or out on the currently displayed image. Switch, Cascade, or Arrange open windows in the Windows group.
 - f. **Send tab:** gives you various output destinations and accessories. Output accessories send your capture to a designated program (like PowerPoint) or destination (like a Web page to which you have access). Additional Output accessories can be downloaded from the TechSmith.com Web site.
3. The large working area where you edit your capture is called the **Canvas**. When you see gray cross hatching on the canvas this indicates areas that are transparent (if saved in a compatible format).
- a. When graphics like stamps, arrows, or callouts are added using the drawing tools, Snagit creates them as vector objects where they function like a sticky note that can be moved around and changed without affecting what is underneath. Saving the file in an image format (JPG for example) causes the vector objects to adhere to the image so they can no longer be changed or moved. However, saving your image as a SNAG file (proprietary to Snagit) maintains vector objects and a history of changes to the capture thus allowing for future changes to the captured image. **TIP:** Save captures in both a SNAG format (for later editing) and then the

find a particular capture you have made in the past.

C. SNAGIT's LIBRARY

1. To view the Library with all of Snagit's search, filter, and organization options, click on the folder icon to the right of the Open Captures Tray in Editor.
2. Snagit automatically adds all your captures to its Library. This could get overwhelming, but Snagit automatically applies metadata about each capture to each capture then allows you to add keywords, tags, and flags. As your number of captures grows, organize them into folders for further ease in searching and browsing. Genealogists can easily label these folders of captures by surname, location, research project title, etc.
3. Use the Search box to search for file names, keywords, or any of the metadata automatically added by Snagit at the time of capture. If the capture was done in a software program, Snagit records the name of the program in the metadata. If the capture was done from a Web site, Snagit records the Web site address (URL) and the Web site's title.
4. Some filters are applied automatically when Snagit captures an image; others you apply. Searchable filters in the Snagit Library include tags, dates, and folders.
 - a. **Tags:** Snagit automatically adds tags when you do a capture as part of the metadata for that image.
 - b. Types of Tags include **Recent Captures** (lets you filter and view captures by date taken), **Applications** (lets you filter and view captures by the software application from which they were captured), **Web sites** (lets you filter by top level domain), **Keywords** (lets you filter by keywords you entered for that image under the Tags tab in Snagit Editor) , and **Flags** (lets you filter by flags you assigned from the choices presented under the Tags tab in Snagit Editor or at the bottom of the Search Pane).
 - c. Browse your Library of captures by the day, month, or year that was automatically applied to each image's metadata when captured.
 - d. Folders are an organizational system familiar to most

genealogists. Snagit's Library view allows for easy drag and drop of thumbnails on the Open Capture Tray into folders you create in Library.

- e. **CAUTION:** Searching in Snagit's Library view only works with keywords and flags assigned from **within Snagit Editor**. It does **NOT** work if you move files via Windows Explorer. Therefore, always remember to move files that have keywords or flags attached from one folder to another by using the Folder tab within the Search Pane on the right sidebar in Snagit Editor. Even though this Search Pane looks a lot like Windows Explorer, it provides special functions within Snagit Editor that Windows Explorer cannot match. If you use Windows Explorer or any means other than Snagit to move files, **all keywords and flags will be permanently lost.**

D. SNAGIT'S ADDITIONAL FEATURES

1. Create capture profiles
2. Schedule screen captures with time delay
3. Visual bookmarking
4. Autostore unsaved captures
5. Import/Export profiles to use on multiple computers (or to share with other Snagit users)
6. Automatic file naming (with 19 different file name components)
7. Set individual hotkeys for each capture profile
8. One-click screen capture with Snagit OneClick
9. Two different viewing options (normal or compact)
10. Include cursor in your captures
11. Place in the toolbar of Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer or in the menu of Adobe FrameMaker
12. Change the color of the Snagit UI (black, silver, or blue)
13. Free technical support
14. Free online training and help

PART III: 40+ WAYS TO CAPTURE

A. Four Basic Types of Snagit Captures: Image, Text, Video, Web

B. Image Capture

1. All-in-one
2. Window
3. Scrolling Window
4. Region
5. Active Window
6. Full Screen (TIP: Full Screen captures both monitors if you have your computer set up with two monitors. To only capture what is on one of your two monitors, use the Region capture profile.)
7. Fixed Region
8. Object
9. Scrolling Region
10. Scrolling Active Window
11. Freehand Region
12. Ellipse
13. Rounded Rectangle
14. Triangle
15. Polygon
16. Clipboard (TIP: To capture the graphics content from the Windows Clipboard, set the mode to Image, then under Input in the Profile Settings frame click on the More Arrow and choose Advanced then

Clipboard. Snagit makes an Image Output file from what is in the Clipboard, even if the captured item is text. To capture text from the Windows Clipboard, set the Snagit capture mode to Text, go the Input > Advanced > Clipboard. Snagit then makes an ASCII text file from the capture. You can also create a **Capture Clipboard Chain** in Snagit to do a Snagit Capture every time you copy something to the Windows Clipboard.)

17. Graphic File
18. Program File
19. Full-Screen DOS
20. Direct X
21. Extended Window (a window spread over more than one monitor)
22. Scanners (Set Snagit to Image capture mode then > Input > Advanced > Scanners and Cameras. If you have more than one TWAIN compliant device connected to your computer select Input > Properties > Scanners and Cameras tab > select the correct device > click OK.)
23. Cameras
24. Web Page with Links
25. Sequential Captures

C. Text Capture

1. Window
2. Active Window
3. Region
4. Fixed Region
5. Object

6. Scrolling Window
7. Scrolling Region
8. Scrolling Active Window
9. Clipboard
10. Full-Screen DOS
11. Sequential captures
12. Rich Text Formatting

D. Video Capture

1. Entire Screen
2. Window
3. Active Window
4. Region
5. Fixed Region
6. Sequential captures

E. Web Capture [BEWARE: YOU MAY BITE OFF MORE THAN YOUR COMPUTER CAN CHEW WITH THIS TYPE OF CAPTURE!]

1. All files from a Web page or Web site [NOT the same as capturing a picture/image of a Web page—but rather capturing files from it]
[CAUTION: know how many before you select this option!]
2. Files of Web pages linked to original page
[CAUTION: know how many before you select this option!]

PART IV: SNAGIT EDITOR FEATURES

A. Snagit Editor Graphic Features

1. Vector-based editing
2. Multi-image capabilities—create composite images
3. Drawing tools
4. Highlights
5. Frames
6. Borders
7. Drop Shadows
8. Edge effects (including torn, faded, shark tooth, saw, beveled, and wave edge)
9. Text boxes
10. Annotations
11. Stamps
12. Arrows
13. Sticky notes
14. Interactive canvas
15. Color Adjustment (hue, saturation, gamma)
16. And more

B. QUICK STYLES

1. Eliminate unwanted areas of screen captures (crop, cut, and join features)
2. Image processing (mosaic, sharpen, emboss, oilify, underlay, solarize,

edge enhance, and more)

3. Smooth scaling
4. Color resolution settings
5. Callouts
6. Add Flash hotspots with pop-ups
7. Quick Access toolbar
8. Image tray
9. Keyboard shortcuts
10. Ribbon-based menus
11. Live preview of editing features
12. Improved image transparency
13. Custom trim
14. UI Color
15. And more

C. SHARE

1. Send to Printer
2. Save to Clipboard
3. Save to File (over 23 formats—see Part V)
4. Send to E-mail
5. Send to Screencast.com (free from TechSmith) and share the Web link to that location
6. Multiple combinations of any and all of the above

7. Export to other popular programs (like POWERPOINT, WORD, etc.)

D. ORGANIZE

1. Automatic tagging
2. Custom tagging—as one image or a batch
3. Quick flags
4. Visual search pane—find by Web site, application, or date
5. Batch conversion of images
6. View thumbnails of all captures
7. Print multiple images
8. E-mail multiple images
9. Set images as wallpaper
10. Export your unsaved images, automatically

PART V: SNAGIT FILE FORMATS

A. SNAG

- a. SNAG files can NOT be viewed without Snagit (not good for sharing)
- b. However, it is the best format for archiving your captures (for saving all your current screen captures in a Snagit Library of one research session in an editable format)
- c. TIP: If in doubt, save your captures as both SNAG and another format (such as PDF, JPG, PNG, or AVI if done as a video).

B. PNG

1. Is a preferred format for sharing images in documents, presentation slides, or publishing online because PNG is a lossless compressed popular image format

viewable in most web browsers, graphics programs, and file viewers.

2. JNG's one disadvantage is that it produces files that are larger than lossy compressed JPG files.

C. JPG

- a. One of the most popular image file formats (found all over the Internet and often a default for digital cameras), but image quality degrades each time an image is saved after editing.
- b. This degradation is more rapidly apparent on screen captures of Web pages than it is on photographs.
- c. Snagit's advice: Unless you're really counting the kilobytes, PNG is almost always a better choice over JPG when it comes to screen capture images.

D. BMP

- a. Lossless format, but does not compress thus creating really big files.
- b. Unless you have a specific need for a BMP file, PNG is a better choice.

E. PDF

- a. Portable Document Format (readable by Adobe Reader) is a good choice for output in Snagit when you want to keep the hyperlinks you captured active in the file you archive or share. Open the PDF, click on a hyperlink, and go to the original Web location (if it is still there).
- b. **CAUTION:** Once saved as a PDF, the PDF file **cannot** be re-opened in Snagit Editor.

F. **SUMMARY:** For most screen captures, PNG is the recommend file type for sharing. It is the default save file type in Snagit. For archiving your captures, the proprietary SNAG file format gives you future options lacking in other supported file formats, but requires you have a compatible version of Snagit. Saving as a SNAG file provides your editing history plus allows future changes.