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What does SnagIt do?

SnagIt provides Microsoft Windows users with an easy way to capture and print Windows screen images.

With SnagIt, you can capture an entire screen, a portion of the screen, or a single window or icon.SnagIt also accepts input from the <u>Windows clipboard</u>, or a Windows bitmap (BMP) file.

You can send the captured image to the Windows clipboard, to a file, or to a printer.

You can paste captured images into other Windows applications, such as word processors and desktop publishing programs, using the Windows clipboard. Or, you can save the image to a graphic file and later import it into your application.

SnagIt system requirements

SnagIt requires the following:

An IBM PC or compatible that meets Microsoft Windows minimum hardware requirements.

Microsoft Windows 3.x or Windows for Workgroups 3.x.

A mouse or other pointing device.

For printed output, a Windows-supported printer that can print bitmaps.

This includes most of the laser, dot matrix and ink jet printers that Windows supports.Note that plotters cannot print bitmaps, and so cannot print images captured with SnagIt.

SnagIt support

TechSmith is committed to providing a reliable, high-quality product that is easy to use.If you have a problem installing or using SnagIt, we want to know about it. Contact TechSmith in one of the following ways:

By mail:

TechSmith Corporation, Attn: SnagIt Support, 3001 Coolidge Road, Suite 400, East Lansing, Michigan 48823-6320

By phone: (517) 333-8389

By fax: (517) 333-1888

On the Internet: Send an email message to Techsmith's infoserver at info.snagit@techsmith.com or to Techsmith's support server at support.snagit@techsmith.com.

On CompuServe: Send a message to TechSmith at CompuServe address 75226,3136.

When you report a problem with SnagIt, we can help you better if you provide us with:

The product name and version number (SnagIt 2.5).

Your name, address and telephone number.

Your hardware configuration.

A description of the problem, and what you were trying to do when the problem occurred.

How to register SnagIt

Please register your copy of SnagIt if you find the program useful and decide to continue using it beyond the 30-day evaluation period.   When you register, you will get:

The latest retail version of SnagIt, with the registration reminder removed.

A printed SnagIt manual.

Notification of SnagIt version upgrades.

Support for SnagIt questions.   For information on other support options, see SnagIt support.

To register SnagIt:

Click on SnagIt 2.5 Product Order Form below.

Fill out the pertinent information.

Send a copy of the SnagIt 2.5 Product Order Form to TechSmith by emailing it to sales.snagit@techsmith.com, by FAXing it to (517) 333-1888   or by mailing it.

SnagIt 2.5 Product Order Form

Order Information

Name: _____

Title: _____

Company: _____

Address: _____

_____

Country: _____

Phone: _____

Fax: _____

E-mail address: _____

Product	Price	Quantity	Amount
SnagIt Screen Capture/Print Utility			
SnagIt 2.5 (single-user package)	$39.95	_____	_____
SnagIt 2.5 Multi-user package (10-user package)	$200.00	_____	_____
Manual Package (5 manuals per package)	$40.00	_____	_____
Upgrade to Version 2.5 *	$19.95	_____	_____
Sales Tax (6% for Michigan residents) or provide tax exempt number			_____
Shipping (ground shipping included in purchase price)			
Shipping - Overnight, or outside continental U.S.*	$12.00		_____
Shipping - 2nd day service (available only within the U.S.)	$7.00		_____
Shipping - COD (available only within the U.S.)	$5.00		_____
* Additional charge for express shipments outside continental U.S. Please e-mail or call for rates.		**TOTAL**	_____

Payment

[   ] Check or money order enclosed   (Payable to TechSmith Corporation in U.S. funds drawn on U.S. bank)

Credit Card: [   ] Visa   [   ] MasterCard   [   ] American Express

Credit Card Number: _____

Card Holder Name: _____

Expiration Date: _____

Signature: _____

About electronically distributed software

SnagIt is electronically distributed software.   Electronic distribution gives users a chance to try software before buying it.   You may use SnagIt, subject to the license agreement and warranty disclaimer listed below under Related Topics, for a 30-day trial period.   If you find SnagIt useful and wish to continue using it, you must register (see SnagIt 2.5 Product Order Form) it after this 30-day trial period.

Before using SnagIt, you should read carefully the terms and conditions discussed in the SnagIt License Agreement and SnagIt Warranty Disclaimer.   Use of this software indicates your acceptance of these terms.   If you cannot accept these terms and conditions, do not use the software.

Related Topics:

SnagIt License Agreement

SnagIt Warranty Disclaimer

SnagIt License Agreement

You are hereby licensed to use the electronically distributed version of SnagIt for a 30-day evaluation period; to make as many copies of the SnagIt package as you wish; to give copies of the original SnagIt   package to anyone; and to distribute the SnagIt package in an unmodified form by electronic means.   There is no charge for any of the above.

SnagIt Warranty Disclaimer

TechSmith Corporation makes no warranty or representation, either expressed or implied, with respect to the performance, merchantability or fitness for a particular purpose of the SnagIt package.

A note to vendors

This program and its associated files are part of an electronically distributed evaluation package that is copyrighted by TechSmith Corporation and is not in the public domain.   If this program is used longer than a 30-day evaluation period, it must be registered.   The files that comprise the SnagIt package, or the SnagIt archive file, may be freely distributed or listed by vendors as long as files in the package are kept together and are not modified. Distribution fees may be charged for this program, but should not exceed $10.

Refer to the SnagIt 2.5 Product Order Form for pricing and other specific information about registering SnagIt.

TechSmith Corporation actively supports SnagIt by providing technical support, bug fixes, and upgrade versions.

For additional information about SnagIt, please contact TechSmith Corporation. by emailing us at info.snagit@techsmith.com or by visiting our website at http://www.TechSmith.com/.

Using SnagIt

Starting SnagIt

To start SnagIt, double-click on the SnagIt icon in the Accessories group.(If you specified a group other than Accessories during SnagIt installation, look in that group for the SnagIt icon.)

Double-clicking on the SnagIt icon will execute SnagIt and bring it to the foreground in its maximized form.When SnagIt is maximized, you can change any of the setup options (input, output, format, etc.) from the SnagIt menus.

You can also invoke SnagIt (that is, instruct SnagIt to capture an image) while it is maximized, though it will usually be more convenient to minimize SnagIt before doing your screen captures.

If you selected the "Load when Windows starts" checkbox during installation, or if you put SnagIt in your Windows Startup group, SnagIt will start automatically the next time you start Windows.

SnagIt default settings

When you install SnagIt, it uses the following default options:

Input is set to "Screen".This means that SnagIt will capture the entire Windows desktop. For information about other input options, see Input options.

Output is set to "Printer". This means that SnagIt will send the captured image to the Windows default printer for printing. For information about other output options, see *Output options*Output options.

Format is set to "Color".This means that SnagIt will capture the image with the screen colors intact.(In most cases you can print images captured using this format setting, even if your printer is not a color printer.)For information about SnagIt format options, see Format options.

Scale is set to "1.00".This means that SnagIt will output the image at the same pixel size as it appears on the Windows screen.This setting may result in a smaller printed image than you want; to adjust the image size, see Scale.

You can tell which settings SnagIt is using by looking at the bottom of the SnagIt window.

SnagIt offers a number of input, output, format, and other options.For more information about SnagIt parameters, see Auto-Load option.

Invoking SnagIt

Once you have set SnagIt's parameters the way you want them, you are ready to capture screens.

The default hotkey sequence for invoking SnagIt is CTRL+SHIFT+P.When you press these keys, SnagIt will capture an image from the screen (determined by the input parameter you selected), and send that image to the output device you selected.

To activate SnagIt using a different hotkey combination, see Change Hotkeys.

Using the mouse to select images

You will need to use a mouse or other pointing device with SnagIt. The left and right mouse buttons work as follows:

Left Button Use the left mouse button to select SnagIt menu options, and to select screen regions and windows to capture.

Right Button You can use the right mouse button to cancel a <u>region</u> or window selection, if you press it before you finish making the selection (that is, before you release the left mouse button).

Auto-Load option

By default, the SnagIt Setup program configures Windows to load SnagIt automatically whenever you start Windows.

The easiest way to change this configuration after installation is to re-run SnagIt Setup from the SnagIt distribution diskette.

If you have configured SnagIt to auto-load but no longer want it to do this, clear the "Load when Windows starts" box on the SnagIt Setup screen. This will remove SnagIt from the "LOAD=" line of your WIN.INI file, and SnagIt will no longer load on Windows startup.

If you do not have SnagIt configured to load automatically but you want to start loading it whenever you start Windows, check the "Load when Windows starts" box on the SnagIt Setup screen.This will add SnagIt to the "LOAD=" line in your WIN.INI file, and load SnagIt whenever you start Windows.

If you are using Windows version 3.1or Windows for Workgroups, you can automatically load SnagIt whenever you start Windows by adding the SnagIt icon to the Windows Startup group.

Keyboard commands

Invoking SnagIt

The default <u>hotkey</u> sequence for invoking SnagIt is CTRL+SHIFT+P.When you press this key combination, SnagIt will capture the part of the screen you specified as the input option, and send that image to the device you specified as the output option. To use a different hotkey combination to invoke SnagIt, see <u>Change Hotkeys</u>.

Hiding the SnagIt window

The default <u>hotkey</u> sequence for displaying or hiding the SnagIt window or icon is CTRL+SHIFT+X.When you press this key combination, the SnagIt window or icon will disappear from the Windows desktop, leaving SnagIt running.Pressing it again will restore the SnagIt window or icon to the Windows desktop. To use a different hotkey combination to control the SnagIt window or icon display, see <u>Change Hotkeys</u>.

Input options

The SnagIt input options let you define the type of image; from a part of the screen, a clipboard, or a bitmap file; that you want to capture.

Related Topics:

Screen

Entire Window

Window Client Area

Last Active Window

Region

BMP File

Clipboard

Include Cursor

Screen

Select the **Screen** option from the SnagIt **Input** menu to capture the entire Windows desktop (everything visible on the screen).

To capture an image of the Windows desktop:

1. Set the input parameter to **Screen.**
2. Press your hotkey combination.

Entire Window

Select the <u>Entire Window</u> option from the SnagIt **Input** menu to capture an entire window, including the border, title bar, menu bar, scroll bars and caption line.

To capture an image of a window:

1. Set the input parameter to **Entire Window**.

2. Press your <u>hotkey</u> combination.

3. The mouse pointer will change to a <u>finger pointer</u>.Select the desired window by positioning the finger pointer inside the window and clicking the left mouse button.

WINDOW SELECTION TIP:

To be sure that SnagIt captures the entire window, position the finger pointer in the window's title bar before you click the left mouse button to select the window.

Items within a window, such as the OK and Cancel buttons, are actually small windows.If you click on one of these items with the finger pointer, you will only capture that item instead of the entire window.

Window Client Area

Select the <u>Window Client Area</u> option from the SnagIt **Input** menu to capture the client area of a specific window.The client area is the main body of the window inside the window borders, not including the window borders, title bar, menu bar, scroll bars or caption line.

To capture an image of a window client area:

1. Set the input parameter to **Window Client Area**.

2. Press your <u>hotkey</u> combination.

3. The mouse pointer will change to a <u>finger pointer</u>. Select the desired window by positioning the finger pinter inside the window and clicking the left mouse button.

Last Active Window

Select the Last Active Window option from the SnagIt **Input** menu to capture the last active window (the window that has the focus on the Windows desktop when SnagIt is invoked).

To capture an image of the last active window:

1. Set the input parameter to **Last Active Window.**
2. Press your hotkey combination.

Region

Select the Region option from the SnagIt **Input** menu to capture a rectangular region of the screen.

To capture an image of part of the screen:

1. Set the input parameter to **Region**.

2. Press your hotkey combination.

3. The mouse pointer will change to a hand holding cross hairs.Position the cross hairs in the upper left corner of the region you want to capture.

4. Press and hold the left mouse button, while dragging the pointer to the lower right corner of the region.You will see a rectangular outline define the region SnagIt will capture.

5. When you have outlined the region you want to capture, release the mouse button.

If SnagIt's title bar is visible on the Windows desktop when you capture a region, it will display the vertical and horizontal dimensions (in pixels) of the region you have outlined.

BMP File

Select the BMP File option from the SnagIt **Input** menu to capture an image stored in a Windows bitmap file.

To capture an image of a BMP file:

1. Set the input parameter to **BMP File**.

2. Press your hotkey combination.

3. Enter the name of the file containing the image you want to capture.

4. Click on the **Open** button.

Clipboard

Select the **Clipboard** option from the SnagIt **Input** menu to capture the contents of the Windows clipboard.

To capture an image from the Clipboard:

1. Set the input parameter to clipboard.
2. Press your hotkey combination. the default hotkey sequence is CTRL+SHIFT+P.

Include Cursor

Select the **Include Cursor** option from the SnagIt **Input** menu to include your cursor pointer in the image that you want to capture. This option only operates if you have selected the **Screen** option or the **Last Active** option from the SnagIt **Input** menu.

To include the cursor pointer in your image:

1. Set the Input parameter to Include Cursor in combination with either the Screen or Last Active options.

2. Press your <u>hotkey</u> combination.   .

Output options

The SnagIt output options let you determine what SnagIt will do with the captured image -- whether the image should be sent to the printer or to the Windows clipboard, or saved to file.

Related Topics:

Printer

Clipboard

File

Printer

Select the **Printer** option from the SnagIt **Output** menu to send the captured image to the default Windows printer.

To send SnagIt output to a printer other than the Windows default, see Select Printer.

Clipboard

Select the **Clipboard** option from the SnagIt **Output** menu to send the captured image to the Windows clipboard. Once an image is in the clipboard, you can paste it into a Windows application or save it as a clipboard file (.CLP).

File

Select the **File** option from the SnagIt **Output** menu to save the captured image to a file. With this option you can set up your files in four ways:

* Specify the type of graphics file your image is saved in. Select **BMP** for **Windows Bitmap** file, **PCX** for a **PC Paintbrush** file or a **TIF** for a **Tag Image File.**

* If you want to use the **Automatic file naming** utility,. click on the option box. You can specify the first five characters of the name which you want SnagIt to use when it saves a file automatically or accept the default characters **SNAG-** . When SnagIt saves a file, it will give the file a name which starts with five characters and a number. All SnagIt files will be numbered sequentially (ie. SNAG-1, SNAG-2...)

* If you choose the Automatic filenaming utility, you may also choose the file output drive and directory from the drag down window at the bottom on the dialogue box.

1. Select the type of output file, **BMP**, **PCX**, or **TIF**.

2. Select the **Automatic File Naming** checkbox or enter a name of your choice in the **Filename** box.

3. Select **Output Directory and drive** where you want to save the file.

4. Click on the OK button.

Format options

The SnagIt format options let you choose a format for the captured image -- monochrome, color, or dithered grayscale.

Related Topics:

Monochrome

Color

Dithered Grayscale

Monochrome

Select the **Monochrome** option from the SnagIt **Format** menu to convert the captured image to monochrome (black and white).

With monochrome images, the intensity threshold level determines the amount of black and white that will appear in the output image. When the captured image consists of predominantly one color, or a small number of similar colors, the converted image can end up looking too dark or too light.

When you select **Monochrome** from the format menu, you will see the **Monochrome Setup** dialog box, where you can customize the intensity threshold for a particular image.

In general, you should not need to change the intensity threshold.(Click on the **OK** button to accept the default.)

However, if a captured image looks too dark or too light, try adjusting the intensity threshold for the image, according to the following guidelines:

 If the image is too dark, lower the intensity threshold percentage.

 If the image is too light, raise the intensity threshold percentage.

To revert to the default intensity threshold setting, click on the **Default** button.

Color

Select the **Color** option from the SnagIt **Format** menu to retain all of the screen color information with the captured image.

If you are sending the captured image to the Windows clipboard, a BMP file, ora color printer (using an appropriate Windows color printer driver), the image will print in color.

COLOR FORMAT TIP:

Even if you are using SnagIt to print captured images to a standard, non-color printer, you can still leave the format option set to Color. The Windows printer driver for your printer will convert the image to grayscale-type output. In fact, the printed image will probably look best if you set the format option to Color.

Unless you have a specific need to capture monochrome or dithered grayscale images, leave the format option set to Color.

Dithered Grayscale

Select the **Dithered Grayscale** option from the SnagIt **Format** menu to convert the captured image to a dithered grayscale (shades of black, white and gray).

This option is useful if your printer cannot print color images in black and white.(These printers are generally older models, and are relatively rare.)You should note, however, that converting images to dithered grayscale is a pixel-by-pixel process, and can be slow.

Other options

The SnagIt **Options** menu lists additional SnagIt features and options.

Related Topics:

Alert

Clipboard Chain

Color Boost

Scale

Save Setup

Advanced Options

Alert

Select the **Alert** option from the SnagIt **Options** menu to have SnagIt signal you with one or more beeps when it has finished input or output processing.

When you select the **Alert** option, you will see the **Completion Alert** dialog box.

In the **Completion Alert** dialog box:

1. Enter the "Input # Beeps" (the number of times SnagIt should beep when it has completed input processing).

2. Enter the "Output # Beeps" (the number of times SnagIt should beep when it has completed output processing).

3. Click on the OK button.

Clipboard Chain

Select the **Clipboard Chain** option from the SnagIt **Options** menu to have SnagIt capture the contents of the <u>Windows clipboard</u> each time you send something new to the clipboard.

The **Clipboard Chain** option on the **Options** menu is a toggle, which is either on or off.You can only select this option when:

1. The input option is **Clipboard**, and

2. The output option is **anything other than Clipboard**.

You can use the **Clipboard Chain** option to capture screens from a full-screen <u>DOS box</u>. When you are working in a full-screen DOS session, pressing the PRINT SCREEN key causes Windows to copy the screen to the clipboard. If you have selected the **Clipboard Chain** option, SnagIt automatically copies the DOS screen image to the specified output device (printer, <u>BMP file</u> ,<u>TIFF file</u>) or a <u>PCX file</u>.

For more information about capturing screens from a full-screen DOS box under Windows, see <u>Capturing full-screen DOS boxes</u>.

Color Boost

Select the **Color Boost** option from the SnagIt **Options** menu to adjust the color palette of a captured image. This option gives you custom control of the captured image's RGB (Red/Green/Blue) values. You can use it to:

Lighten or darken the captured image by altering its color palette;

Invert the colors of the captured image; or

Separate an image into its RGB components.

When you select the **Color Boost** option from the SnagIt **Options** menu, you will see the Color Boost dialog box.

You can use Color Boost to adjust the color intensities for the red, green and blue portions of each pixel.On the Color Boost dialog box, you can control the pixel color intensity in two ways:

Control color saturation by increasing or decreasing the intensity level of individual colors by a percentage of the original value.You do this by adjusting the values of the three slider bars.The value for each bar (color) ranges from -100% to 1000%.The default value is 100%, which means that SnagIt does not change the color value of the original image.

Control hue by adding or subtracting intensity levels for each color range.You do this by entering an offset amount, ranging from -255 to 255, in the Red, Green and Blue Color Enhance boxes.The default value is 0, which means that SnagIt does not change the color range of the original image.

Once you have modified the RGB values, you must check the **Use Color Boost** box if you want SnagIt to use these values when outputting the captured image.

To restore the default color values, click on the **Default** button.

Clicking on the **Inverse** button will set the RGB slider bar and Color Enhance values to values that invert the captured images. (The **Inverse** button is just a short-hand way to enter -100% for each of the RGB slider bars, and 255 for the RGB Color Enhance fields.)

To output inverse images, click on the **Inverse** button and check the **Use Color Boost** box. SnagIt will output captured images with inverted light and dark values.

INVERSE IMAGE TIP:

The **Inverse** option is particularly handy when you're trying to capture Windows DOS box screens.Often, these screens appear as light or white letters on a dark background.When you select **Inverse**, SnagIt will output the image as dark letters on a light background. See Using the inverse option with DOS box captures.

Click on the **OK** button to activate the specified Color Boost values for the current SnagIt session.If you want SnagIt to recall these values the next time you start the program, see Save Setup.

Scale

Select the **Scale** option from the SnagIt **Options** menu to apply a real scaling factor to a captured image before SnagIt outputs the image.

In the **Scale** <u>dialog box</u>, you can:

* Select **User-set Scale**, and enter the desired **scale value** either by typing in the value, or by using the spin box arrow controls to raise or lower the scale value.The minimum value, and default, is 1.00.

* Select **Auto Scale**, which will automatically scale the image to produce the largest image that will fit on the page when you output the captured image to a printer. When you choose Auto Scale, SnagIt sets the scaling for any other output option (clipboard, <u>BMP file</u>, PCX   file,   or <u>TIFF file</u>) to 1.

* Select **Proportional Scale**, which will use the screen size to scale the image you are capturing, if you want to reproduce the image on your screen to scale.

* Select or de-select the **Correct for** <u>aspect ratio</u> checkbox. When you select **Correct for aspect ratio**, SnagIt will preserve the aspect ratio of the screen image in the captured image it sends to the printer. This option only applies to printer output. **Correct for aspect ratio** is selected by default, and you should leave it selected in most cases.

The scaling factor is the number by which the size of the captured image will be multiplied, to produce the output image size.

A scaling factor of 1.00 means the output image will be the same size as the captured image, in dots per inch (<u>dpi</u>).A factor of 1.00 will usually be appropriate for captures to the <u>Windows clipboard</u> and to BMP, PCX, or TIFF files.

A scaling factor of 3.50 means the output image will be three-and-a-half times as large as the captured image, in dpi.A factor of 3.50 is a good place to start with a 300 dpi laser printer, like an HP LaserJet II or III.

A factor of 7.00 is a good place to start with a 600 dpi laser printer like an HP LaserJet 4.

SCALE OPTION TIP:

Integer values (whole numbers) scale faster than scale values with non-zero decimal places. Setting the scale value to a whole number will give you the best performance.

Unless you have a special need, you should leave the **Correct for aspect ratio** checkbox selected.When it is not selected, SnagIt will do direct one-to-one mapping of source pixels to destination pixels. On some printers, the resulting printed image will not have the same proportions as the image displayed on the screen.For example, an Epson FX-80 printer prints 120 dots per inch horizontally and 72 dpi vertically.With **Correct for aspect ratio** enabled, SnagIt will map two printer dots horizontally for each screen <u>pixel</u>, resulting in a printed image that looks much more like the original on the screen.

Save Setup

Select the **Save Setup** option from the SnagIt **Options** menu to save SnagIt's current configuration options. The saved options will be in effect each time you load SnagIt.

Selecting **Save Setup** will save the current values for the following settings to your WIN.INI file, under a section labeled [SnagIt]:

Input option (Screen, Entire Window, etc.)

Output option (Printer, Clipboard, File.)

Format option (Color, Monochrome, or Dithered Grayscale), including Intensity Threshold for White, if applicable

Alert settings

Clipboard chain toggle

Color boost settings

Scale settings

Hotkey settings

Selected printer

You can also save your setup by selecting the **Save Setup** option on the SnagIt control menu. To display the control menu, press ALT+SPACEBAR when SnagIt is maximized, or click on the SnagIt icon when SnagIt is minimized.

Advanced Options

Selecting **Advanced Options** from the SnagIt **Options** menu opens a secondary menu, which gives you access to dialog boxes where you can specify <u>hotkey</u> combinations other than the SnagIt default setup, or choose to send your screen captures to a printer other than the Windows default.

Related Topics:

<u>Change Hotkeys</u>
<u>Select Printer</u>

Change Hotkeys

When you select **Change Hotkeys** from the **Advanced Options** submenu, you will see the **Change** Hotkey dialog box:

In the **Select activation key** box, you can define the keys you will press when you want to capture an image.Check the boxes for CTRL, SHIFT, and ALT,in any combination, and enter the keyboard character you want to use. You can use any alphabetic character (A-Z), or a function key (F1 - F12). Enter a character by typing it in the box, or use the spin box arrow controls to select it from a list.

In the **Select hide/unhide key** box, you can define the keys you will press to hide or display SnagIt on your desktop. Check the boxes for CTRL, SHIFT, and ALT,in any combination, and enter the keyboard character you want to use. You can use any alphabetic character (A-Z), or a function key (F1 - F12). Enter a character by typing it in the box, or use the spin box arrow controls to select it from a list.

To restore the SnagIt default hotkey combinations, (CTRL+SHIFT+P to activate and CTRL+SHIFT+X to hide/display), click on the **Default** button.

Example:

If you want to use the key combination CTRL+ALT+C to capture an image, you would check the CTRL and ALT boxes under **Select activation key**, and enter the letter C.Then, to capture a screen, you would hold down the CTRL and ALT keys while you press C.

Select Printer

When you select the **Printer** output option, SnagIt sends screen capture images to the Windows default printer. To send your SnagIt screen captures to a printer other than the Windows default, choose **Select Printer** from the **Advanced Options** submenu. You will see the **Select Printer** dialog box:

In the **Set the Default Printer for SnagIt** box, click on the printer you want to use. The **Setup** button displays the Windows printer setup dialog box for the printer you have selected.

To restore the SnagIt default condition and send your screen captures to the Windows default printer, check the **Use the Windows Default Printer** box.

Command line arguments

SnagIt accepts two command line arguments:

/hide or **/h**	Hides the SnagIt window at startup.
/nokey or **/n**	Disables keyboard input to SnagIt. For use with DDE (See <u>Using SnagIt as a DDE server</u>).
/icon or **/i**	Starts SnagIt as an icon, instead of in a window.

Capturing full-screen DOS boxes

Since SnagIt is a Microsoft Windows program, it cannot capture DOS screens directly. However, Microsoft Windows can copy a <u>DOS box</u> screen image to the <u>Windows clipboard</u> when you press the PRINT SCREEN key. SnagIt uses this feature to capture the contents of full-screen DOS boxes.

To capture full-screen DOS boxes with SnagIt:

>   Set the **Input** menu option to **Clipboard**.

>   Set the **Output** menu option to anything other than Clipboard. **Printer and File** will also work fine.

>   You will probably want to select the **Clipboard Chain** option from the **Options** menu. If you choose this option, SnagIt will capture the image in the Windows clipboard each time the clipboard receives something new, and send the captured image to the specified output device.

When you have SnagIt set up correctly, follow these steps to capture full-screen DOS boxes:

1. Run your DOS application from Windows, in a full-screen DOS box.

2. When the image you want to capture is on the screen, press the PRINT SCREEN key.

3. At this point, if you selected the Clipboard Chain option, SnagIt will minimize your DOS session to an icon. If you set the SnagIt output option to Printer, you will see a message that SnagIt is printing. If you set the SnagIt output option to File, SnagIt will prompt you to enter a <u>file name</u>. When SnagIt has finished processing, double-click on the DOS icon to re-enter your DOS session.

    If you did **not** select the **Clipboard Chain** option, and you want SnagIt to capture the image you sent to the Windows clipboard when you pressed PRINT SCREEN, you must capture the image manually. Follow these steps:

    Exit or escape out of the DOS session (type "exit" at the DOS prompt to close the DOS box; press ALT+ESC to minimize your DOS session).

    Press your <u>hotkey</u> combination to capture the contents of the Windows clipboard and send the image to the specified output device.   Again, input must be **Clipboard**; output can be anything but Clipboard.

You can use this method to capture any number of full-screen DOS boxes, but you will need to re-enter your DOS session after every screen capture.

>   NOTE:
>
>   If your DOS application uses a proprietary video mode, you may not be able to use SnagIt to capture DOS screens from that application. (When a DOS application uses a proprietary video mode, Windows cannot capture the image to the clipboard, so Windows programs like SnagIt cannot access the image.)

Capturing windowed DOS boxes

You can use SnagIt to capture screens of DOS applications running in Windows DOS boxes. To capture the contents of a windowed <u>DOS box</u> with SnagIt:

1. The DOS window must be on top of the Windows desktop, but must **not** have the <u>focus</u>.

2. Set the **Input** menu option to **Screen**, <u>Entire Window</u>, <u>Window Client Area</u> or <u>Region</u>, depending on your need:

    Screen will capture everything on the Windows desktop, including the windowed DOS box.

    Entire Window will capture the DOS window, including the border, title bar, etc.

    Window Client Area will capture only the contents of the DOS window, without the border, title bar and other Windows elements. This option will give you much the same effect as capturing a full-screen DOS box.

    Region will allow you to specify a portion of the screen to capture, and may include the windowed DOS box.

    Please note that the <u>Last Active Window</u> input option won't work because the DOS window can't have the focus, and that the <u>BMP File</u> and Clipboard input options are not applicable.

1. Select any **Output** menu option.

2. Do not select the **Clipboard Chain** option; it will not work when capturing windowed DOS boxes because input is not coming from the <u>Windows clipboard</u>.

When you have SnagIt set up correctly, use the following steps to capture windowed DOS boxes:

1. Run your DOS application in a Windows DOS box.

2. Position the image you wish to capture in the DOS window.

3. Move the focus off the DOS window, but leave the DOS window visible on the desktop. To do this:

    Click once on any icon on the desktop. This will shift the focus from the DOS window to the icon, but will also open the control menu associated with the icon.

    Click once on a "blank" portion of the Windows desktop to close the icon's control menu.

1. Press your <u>hotkey</u> combination to capture the image.

Using the inverse option with DOS box captures

Because DOS screens and DOS applications often appear as white or light-colored letters on a dark background, <u>DOS box</u> screen captures may look better if you use SnagIt's inverse option.

To activate SnagIt's inverse option, follow these steps:

1. From SnagIt's **Options** menu, select the **Color Boost** option.

2. On the Color Boost <u>dialog box</u>, click on the **Inverse** button, and select the **"Use Color Boost"** checkbox.

3. Click on the **OK** button.

Using SnagIt as a DDE server

SnagIt is a fully functional Windows Dynamic Data Exchange (DDE) server. You can use SnagIt's DDE support to incorporate SnagIt functionality into custom or commercial Windows programs that support DDE. For example, you could write a Microsoft Excel macro to print a portion of the screen using SnagIt.

DDE command reference

Following is a reference for the DDE commands that a DDE client application can use to communicate with SnagIt.

For more information about using DDE in Windows programs and macros, refer to the DDE section in the Windows Software Developer's Kit reference, *Windows Guide to Programming*. If you want to incorporate SnagIt functionality into a commercial Windows application, you can also refer to the macro language documentation for your application.

Please note that the syntax of specific DDE commands (DDE_INITIATE, DDE_EXECUTE, etc.) will vary from one application to another, depending on the implementation of DDE commands in the application's macro language. The parameters required for accessing SnagIt, however, will not vary.

Related Topics:

Initiating a DDE session with SnagIt

Setting SnagIt configuration options

Invoking SnagIt

Invoking Enhanced SnagIt

Determining SnagIt's status

Initiating a DDE session with SnagIt

To initiate a DDE session with SnagIt, you must send a DDE_INITIATE message with the **application parameter** of "SnagIt" and the **topic parameter** of "System":

[DDE_INITIATE command] SnagIt System

Setting SnagIt configuration options

You can set SnagIt configuration options; the input, output, format and other options typically set through the SnagIt menus; in one of two ways: with the DDE_EXECUTE **set** command, or with the DDE_POKE command.

Related Topics:

Setting options with DDE_EXECUTE

Examples

Setting options with DDE_POKE

Examples

Setting options with DDE_EXECUTE

The general syntax of the DDE_EXECUTE **set** command is:

[DDE_EXECUTE command] set("parameter_value")

With the DDE_EXECUTE **set** command, the parameter_value may be any one of the following:

Parameter Value	Result
input screen	Set the Input parameter to Screen.
input window	Set the Input parameter to <u>Entire Window</u>.
input client	Set the Input parameter to <u>Window Client Area</u>.
input last	Set the Input parameter to <u>Last Active Window</u>.
input <u>region</u>	Set the Input parameter to Region.
input file	Set the Input parameter to <u>BMP File</u>.
input clipboard	Set the Input parameter to Clipboard.
output printer	Set the Output parameter to Printer.
output clipboard	Set the Output parameter to Clipboard.
output file	Set the Output parameter to BMP File.
output tiff	Set the Output parameter to Mono File.
output pcx	Set the Output parameter to <u>PCX File</u>.
autoname	Set the Filename parameter to CCCCC.
snagdir	Set the File Output Directory parameter to a valid path.
format mono,nn	Set the Format parameter to Monochrome, and the Monochrome intensity threshold to the value specified as nn.
	The "mono,nn" portion of the string cannot contain spaces. If you do not specify a numeric value, SnagIt will use the current intensity threshold value as the default.
format color	Set the Format parameter to Color.
format gray	Set the Format parameter to Dithered Grayscale.
inalert n	Set the Input # Beeps for the Alert parameter to the value specified as n.
outalert n	Set the Output # Beeps for the Alert parameter to the value specified as n.
chain	Toggle the Clipboard Chain parameter.
boost red_nnn, blue_nnn,green_ nnn	Enable SnagIt's Color Boost option (equivalent to selecting the "Use Color Boost" checkbox on the Color Boost dialog), and set the RGB color saturation multipliers (the three slider bars on the Color Boost dialog) to red_nnn for red, blue_nnn for blue, and green_nnn for green.
	Separate the RGB multiplier values by commas, with no spaces before or after the commas.

boost off	Disable SnagIt's Color Boost option (equivalent to de-selecting the "Use Color Boost" checkbox on the Color Boost dialog).
add red_nnn, blue_nnn,green_nnn	Enable SnagIt's Color Boost option (equivalent to selecting the "Use Color Boost" checkbox on the Color Boost dialog), and set the RGB color hue additive values (the three Color Enhance fields on the Color Boost dialog) to red_nnn for red, blue_nnn for blue, and green_nnn for green.
	Separate the RGB additive values by commas, with no spaces before or after the commas.
scale n	Set the Scale value to n.
scale auto	Set scale option to auto scale.
scale pro	Set scale option to proportional scale.
aspect on	Maintain image aspect ratio when printing.
aspect off	Do not maintain image aspect ratio when printing.

snagkey nnnn	Set activation hotkey combination to nnnn. The high byte specifies Control keys:
	    0x01 CTRL key
	    0x02 ALT key
	    0x04 SHIFT key
	    0x08 function key, F1-F12
	Low byte specifies the key pressed:
	        0x41-0x5 specifies hotkey's ASCII value
	    0x01-0x0c specifies function key F1-F12,
	        if 0x08 bit is set in high byte

hidekey nnnn	Set hide/unhide hotkey combination to nnnn. The high byte specifies Control keys:
	    0x01 CTRL key
	    0x02 ALT key
	    0x04 SHIFT key
	    0x08 function key, F1-F12
	Low byte specifies the key pressed:
	    0x41-0x5 specifies hotkey's ASCII value
	    0x01-0x0c specifies function key F1-F12,
	        if 0x08 bit is set in high byte

options nnnn	Set options. The byte specifies Options:
	        0x01 captures mouse cursor
	        0x02 turns on automatic file naming

device [printer_name], [driver_name], [port]	Direct output to the specified printer, using specified driver and port.
window show	Displays the SnagIt window or icon.
window hide	Hides the SnagIt window or icon.

Examples

Use DDE_EXECUTE to set the input parameter to clipboard:

[DDE_EXECUTE command] set("input clipboard")

Use DDE_EXECUTE to direct SnagIt output to Microsoft Fax:

[DDE_EXECUTE command] set ("device Microsoft Fax, MSFAX, LPT1:")

Use DDE_EXECUTE to set the format parameter to Monochrome and the intensity threshold to 85 percent:

[DDE_EXECUTE command] set("format mono,85")

Use DDE_EXECUTE to enable Color Boost's color saturation multipliers and set the RGB values:

[DDE_EXECUTE command] set("boost 200,250,200")

Setting options with DDE_POKE

The general syntax of the DDE_POKE command is:

[DDE_POKE command] "parameter", "value"

With the DDE_POKE command, the parameter and value strings may be one of the following combinations:

Parameter	Values	Result
input	screen	Set the Input parameter to Screen.
	window	Set the Input parameter to Entire Window.
	client	Set the Input parameter to Window Client Area.
	last	Set the Input parameter to Last Active Window.
input	region	Set the Input parameter to Region.
	file	Set the Input parameter to BMP File.
	clipboard	Set the Input parameter to Clipboard.
output	printer	Set the Output parameter to Printer.
	clipboard	Set the Output parameter to Clipboard.
	file	Set the Output parameter to BMP File.
	tiff	Set the Output parameter to TIFF File.
	pcx	Set the Output parameter to PCX File.
autoname	ccccc	Set the Filename parameters. to ccccc i.e SCRN-
snagdir	ddddd	Set File Output Directory parameter to ddddd i.e. c:\win31\snag
format	mono,nn	Set the Format parameter to Monochrome, and the Monochrome intensity threshold to the value specified as nn.
		The "mono,nn" portion of the string cannot contain spaces. If you do not specify a numeric value, SnagIt will use the current intensity threshold value as the default.
	color	Set the Format parameter to Color.
	gray	Set the Format parameter to Dithered Grayscale.
inalert	n	Set the Input # Beeps for the Alert parameter to the value specified as n.
outalert	n	Set the Output # Beeps for the Alert parameter to the value specified as n.
chain		Toggle the Clipboard Chain parameter.
boost	red_nnn, blue_nnn, green_nnn	Enable SnagIt's Color Boost option (equivalent to selecting the "Use Color Boost" checkbox on the Color Boost dialog), and set the RGB color saturation multipliers (the three slider bars on the Color Boost dialog) to red_nnn for red, blue_nnn for blue, and green_nnn for green.
		Separate the RGB multiplier values by commas, with no spaces before or after the

		commas.
	off	Disable SnagIt's Color Boost option (equivalent to de-selecting the "Use Color Boost" checkbox on the Color Boost dialog).
add	red_nnn, blue_nnn, green_nnn	Enable SnagIt's Color Boost option (equivalent to selecting the "Use Color Boost" checkbox on the Color Boost dialog), and set the RGB color hue additive values (the three Color Enhance fields on the Color Boost dialog) to red_nnn for red, blue_nnn for blue, and green_nnn for green.
		Separate the RGB additive values by commas, with no spaces before or after the commas.
scale	n	Set the Scale value to the value specified as n.
	auto	Set scaling to auto scale.
aspect	on	Maintain image aspect ratio when printing.
	off	Do not maintain image aspect ratio when printing.
snagkey	nnnn	Set activation hotkey combination to nnnn. The high byte specifies Control keys: 0x01 CTRL key 0x02 ALT key 0x04 SHIFT key 0x08 function key, F1-F12 Low byte specifies the key pressed: 0x41-0x5 hotkey's ASCII value 0x01-0x0c function key F1-F12, if 0x08 bit is set in high byte
hidekey	nnnn	Set hide/unhide hotkey combination to nnnn. The high byte specifies Control keys: 0x01 CTRL key 0x02 ALT key 0x04 SHIFT key 0x08 function key, F1-F12 Low byte specifies the key pressed: 0x41-0x5 hotkey's ASCII value 0x01-0x0c function key F1-F12, if 0x08 bit is set in high byte
options	nnnn	Set options. The byte speficies the Option: 0x01 captures mouse cursor 0x02 turns on automatic file naming
window	show	Displays the SnagIt window or icon.
	hide	Hides the SnagIt window or icon.

Examples

Use DDE_POKE to set the input parameter to clipboard:

[DDE_POKE command] "input", "clipboard"

Use DDE_POKE to set the format parameter to Monochrome and the intensity threshold to 85

percent:

[DDE_POKE command] "format", "mono,85"

Use DDE_POKE to enable Color Boost's color saturation multipliers and set the RGB values:

[DDE_POKE command] "boost", "200 250 200"

> MICROSOFT WINDOWS SDK PROGRAMMER'S TIP:
>
> Note that the data format for DDE_POKE commands must be the valid clipboard format CF_TEXT.

Invoking SnagIt

SnagIt's capture process is invoked with the DDE_EXECUTE **snag** command.

The general syntax of the DDE_EXECUTE **snag** command is:

[DDE_EXECUTE command] snag([input_parameter]")

With the DDE_EXECUTE **snag** command, you can specify an input parameter value. If you do, this input parameter will override SnagIt's current input setting. Note that some of the input parameters available at capture time are not available as pre-set options, either via the SnagIt menus or with DDE commands.

The input_parameter used with the DDE_EXECUTE **snag** command may be any one of the following:

Input Parameter	Result
empty or null	Capture image using current input and other parameters (equivalent to pressing your hotkey sequence).
clipboard	Capture image in the Clipboard.
screen	Capture the image on the Screen.
[file_name]	Capture the image in the specified BMP File.
last	Capture the Last Active Window.
x_nnn y_nnn	Capture the Entire Window containing the point at the x and y coordinates, specified as x_nnn and y_nnn (equivalent to using the finger pointer to specify the window to capture). (Note that the x,y screen coordinate 0,0 is the point in the upper left corner of the screen, and that the x coordinate represents the point on the horizontal axis, and the y coordinate represents the point on the vertical axis. The value of the x,y screen coordinate in the bottom right corner of the screen depends on your screen resolution.)
client x_nnn y_nnn	Capture the Window Client Area containing the point at the x and y coordinates, specified as x_nnn and y_nnn.
handle [window_ handle]	Capture the Entire Window of the window specified by window_handle. (Windows establishes the window_handle. It is ascertained by a source other than SnagIt.)
client handle [window_ handle]	Capture the Window Client Area of the window specified by window_handle.
x1_nnn y1_nnn x2_nnn y2_nnn	Capture the rectangular area bounded by the first set of xy coordinates (specified as x1_nnn and y1_nnn) and the second set of xy coordinates (specified as x2_nnn and y2_nnn). The result is the same as capturing a Region with SnagIt.
exit	Terminate SnagIt.

Related Topics:

Examples

Examples

Capture an image using the current SnagIt input, output, format and other parameters:

[DDE_EXECUTE command] snag()

Capture the bitmapped image stored in the file CAR.BMP, using the current SnagIt output, format and other parameters:

[DDE_EXECUTE command] snag("c:\windows\car.bmp")

Capture the rectangular screen area bounded by the xy coordinates at 0,0 and 350,500:

[DDE_EXECUTE command] snag("0 0 350 500")

Capture the <u>window client area</u> for the window with handle "0x43B":

[DDE_EXECUTE command] snag("client handle 0x43B")

> NOTE:
>
> You can use numbers in either decimal or hexadecimal format in SnagIt DDE commands. Hex values must begin with "0x".

Invoking Enhanced SnagIt

SnagIt's capture process can be invoked and configured in a single command string.   The settings specified in an Esnag command string only apply to one capture.

The general sytax of the DDE_EXECUTE **Esnag** command is:

[DDE_EXECUTE command] Esnag ([input_parameter], [output_parameter], [format_parameter],   [scale_parameter], [options_parameter])

With the DDE_EXECUTE **Esnag** command, you can specify input, output, format,   scale and option parameters for a single capture.   All parameters will return to saved/default settings after the   capture is performed.

Input Parameter	Result
DEF	Captures the default input .
CLP	Captures the Clipboard.
SCR	Captures the Screen.
LST	Captures the Last Active Window.
BMP	Captures a BMP file, where [filename] is an existing Windows BMP file.
WIN x y	Captures the entire window containing the point **x y.**
CLI x y	Captures the Window Client Area containing the point **x y**.
WHD h	Captures the Entire Window specified by the window handle **h**.
CHD h	Captures the Window Client Area specified by the window handle **h.**
REG xl yl x2 y2	Captures the rectangular area specified by the points **x1 y1** and **x2 y2**.

Output Parameter	Result
DEF	Output to default.
PRN	Output to the Printer
CLP	Output to the Clipboard.
BMP [file_name]	Output to a Windows BMP file. (Providing [file_name] is optional.)
PCX [file_name]	Output to a PCX file. (Providing [file_name] is optional.)
TIF [filename]	Output to a TIF file. (Providing [file_name] is optional.)

Format Parameter	Result
DEF	Implements default format.
COL	Implements Color format .
MON t	Implements Monochrome format with Intensity Threshold for White specified by value t.

GRY	Implements Dithered Grayscale format.

Scale Parameter	*Result*
DEF	Implements default scale method.
VAL s	Scales up the image by the factor specified by s.
AUT	Implements Auto Scale.
PRO	Implements Proportional Scale.

Option Parameter	*Result*
DEF	Implements default options.
b	Implements options specified by b where b is a bitmask for the following options: 0x01 Include Mouse Cursor 0x02 Automatic File Naming 0x04 Correct for Aspect Ratio 0x08 Invert Image Colors

Related Topics:

Examples

Examples

Capture using <u>default settings</u> for all Esnag parameters.   The **Esnag** command, executed without specified parameters, will behave like the **snag** command executed without specified parameters.

[DDE_EXECUTE command] Esnag (DEF, DEF, DEF, DEF, DEF)

Capture   the <u>Last Active Window</u>.   Here , only the input parameter is specified; all other parameters   use default settings.   Therefore, the **Esnag** command, executed with an input parameter, behaves like the **snag** command executed with a specified parameter. (Remember, the **snag** command can only use input parameters.)

[DDE_EXECUTE command] Esnag (LST, DEF, DEF, DEF, DEF)

Capture   the   Screen to a TIF file named SCREEN1.TIF.   Now, both the input and output parameters are specified in the Esnag <u>command line</u>; all other parameters use default settings.

[DDE_EXECUTE command] Esnag (SCR, TIF SCREEN1.TIF, DEF, DEF, DEF)

Capture the Screen to a TIF <u>file name</u> SCREEN1.TIF, this time specifying the format and scale parameters.   In the **Esnag** command line, the format parameter is set to color and the scale parameter is set to Auto Scale, while the parameter for options remains set at the default.

[DDE_EXECUTE] Esnag (SCR, TIF SCREEN1.TIF, COL, AUT, DEF)

Capture the screen to a TIF file named SCREEN1.TIF , set the format to Color, set scale to Auto Scale, and enable all four options -- Include Cursor, Automatic File Naming, Correct for <u>Aspect Ratio</u> and Invert Image Colors.

 [DDE_EXECUTE] Esnag (SCR, TIF SCREEN1.TIF, COL, AUT, 15)

> Note: The Auto File Naming option is overriden by the output setting when it specifies a filename.

Capture the Entire Screen to a TIF file named SCRSHOT1.TIF , set the format to Color , set a scale factor of 1, and invert the image colors:

[DDE_EXECUTE command] Esnag (SCR, TIF SCRSHOT1.TIF, COL, VAL 1, 9)

Capture the default input to a <u>BMP file</u> , set the format to   Monochrome with an Intensity Threshold of 40   and enable the Include Cursor and Automatic File   Naming options:

[DDE_EXECUTE command] Esnag (DEF, BMP, MON 40, DEF, 3)

> Note: The maximum length of any DDE command is 120 characters..

Determining SnagIt's status

You can query SnagIt about its availability to process another command with the DDE_REQUEST **status** command. The general syntax of the DDE_REQUEST **status** command is:

[DDE_REQUEST command] status

SnagIt will return either "Ready" or "Busy":

Ready means SnagIt is available to process another command.

Busy means SnagIt is currently processing a command.

The ability to query SnagIt's status is particularly useful if more than one application is accessing SnagIt.

Installing the SnagIt Word for Windows macro

The Microsoft Word for Windows macro included on the SnagIt diskette will give you access to SnagIt from a WinWord menu. You can use this option to capture screens from other Windows applications, and insert those screen captures into your WinWord document.

This macro also illustrates how you can access SnagIt from a commercial application using DDE calls in a macro.

Related Topics:

Word for Windows 2.0
Word for Windows 6.0

Word for Windows 2.0

Follow these steps to install the SnagIt macro in Word for Windows (WinWord) 2.0:

1. Start SnagIt, and then start WinWord.

2. Insert the SnagIt distribution diskette in a floppy drive.

3. Choose **File**, **Open** from the WinWord menu. In the <u>File Name</u> field, type:

   a:\snagww.doc

   (If necessary, substitute the appropriate diskette drive letter for your system.)

   This will open the file SNAGWW.DOC in Word.

4. Select the entire document by choosing **Edit**, **Select All** from the menu. Then choose **Edit**, **Copy** from the menu to copy the document to the clipboard.

5. Choose **Tools**, **Macro** from the menu.

6. In the **Macro** <u>dialog box</u>, type "ScreenCapture" in the **Macro Name** field (with no spaces between the words), and "Activates SnagIt" in the **Description** field.

7. Press the **Edit** button to open the macro.

8. Choose **Edit**, **Paste** from the menu to paste in the body of the SnagIt macro.

9. To assign the SnagIt macro to a WinWord menu item, choose **Tools**, **Options** from the menu. This will bring up the **Options** dialog box.

   In the **Options** dialog box, do the following:

   Choose the **Menus** option from the **Category** list.

   In the **Menu** field, select "&Insert" from the list.

   In the **Macros** field, select "ScreenCapture" from the list.

   Verify that the text in the **Menu Text** field reads "&Screen Capture".

9. Press the **Add** button, and then the **Close** button.

10. Choose **File**, **Close** from the menus. Word will prompt you to confirm that you want to keep your changes. Click on the **Yes** button.

11. Choose **File**, **Save All** from the menus. Word will prompt you to confirm that you want to save the global glossary and command changes. Click on the **Yes** button.

Word for Windows 6.0

Follow these steps to install the SnagIt macro in Word for Windows (WinWord) 6.0:

1. Start SnagIt, and then start WinWord.

2. Insert the SnagIt distribution diskette in a floppy drive.

3. Choose **File**, **Open** from the WinWord menu. In the <u>File Name</u> field, type:

    a:\snagww.doc

    (If necessary, substitute the appropriate diskette drive letter for your system.)

    This will open the file SNAGWW.DOC in Word.

4. Select the entire document by choosing **Edit**, **Select All** from the menu. Then choose **Edit**, **Copy** from the menu to copy the document to the clipboard.

5. Choose **Tools**, **Macro** from the menu.

6. In the **Macro** <u>dialog box</u>, type "ScreenCapture" in the **Macro Name** field (with no spaces between the words), and "Activates SnagIt" in the **Description** field.

7. Press the **Create** button to open the macro.

8. Choose **Edit**, **Paste** from the menu to paste in the body of the SnagIt macro.

9. To assign the SnagIt macro to a WinWord menu item, choose **Tools**, **Customize** from the menu. This will bring up the **Customize** dialog box.

    In the **Customize** dialog box, do the following:

    Click on the **Menus** folder at the top of the dialog box.

    Choose "Macros**"** from the **Categories** list box.

    Select "ScreenCapture" from the **Macros** list box.

    Select "&Insert" from the **Change What Menu** drop-down list box.

    Select "(At Bottom)" from the **Position on Menu** drop-down list box.

    Verify that the text in the **Name on Menu** field reads "&Screen Capture".

9. Click on the **Add** button, and then the **Close** button.

10. Choose **File**, **Close** from the menus. Word will prompt you to confirm that you want to keep your changes. Click on the **Yes** button.

11. Choose **File**, **Save All** from the menu. When Word prompts you to confirm that you want to save the global glossary and command changes, click on the **Yes** button.

Activating SnagIt from Word for Windows

Once you have installed the SnagIt WinWord macro, follow these steps to activate SnagIt from WinWord:

1. Start SnagIt, if you have not already done so. You must start SnagIt before you can use the WinWord screen capture menu option. See <u>Starting SnagIt</u>.

2. Set up the <u>Windows application</u> that has the screen you want to capture. (For testing purposes, the Windows desktop will work fine.)

3. Return to WinWord, and position the cursor in your WinWord document at the point where you want to insert the screen capture.

4. Select **Insert**, **Screen Capture** from the WinWord menus.

5. Choose the part of the screen you want SnagIt to capture. See <u>Input options</u>.

6. Click on the **OK** button. SnagIt will minimize WinWord, allow you to specify which window or <u>region</u> you want to capture (unless you specified the entire screen, in which case you won't need to select a window or region), and then capture the specified area. When SnagIt is done with the screen capture, it will maximize WinWord and insert the captured screen at the insertion point.

   Once Word has inserted the screen capture into your document, you can move, format, or delete it, as you would any other picture object in WinWord.

SnagIt messages

The messages are listed below, alphabetically, in boldface. In the table following each message, the left column contains the message number(s), and the right column contains the explanation and actions associated with the message number(s).

Note that each message may have more than one number associated with it. Be sure to note the message number when contacting SnagIt Technical Support for assistance.

Related Topics:

No default printer

Output canceled by user

Output device error

Output exceeds printer capabilities

Out of memory

Printer does not support bitmaps

Windows system error

No default printer

#9

SnagIt cannot print the captured image because you have not specified a <u>Windows default printer</u>. Select a default printer in the Windows Control Panel, under Printers. Refer to your Windows User's Guide for additional information.

Output canceled by user

#5

The user clicked on the Cancel button, so SnagIt did not output the image.

Output device error

#1, #4, #8

SnagIt cannot print the captured image. Check your printer to be sure it is on-line and operational.

#13, #14

SnagIt cannot write the specified output file. Check disk space, file permissions and attributes. If you are outputting the captured image to diskette, verify that the diskette is not write-protected, and that it is a working diskette.

Output exceeds printer capabilities

#11

The Scale factor is set to a value so large that the printer cannot fit the image on one page. Decrease the scale factor, or select a smaller screen area to print.

Out of memory

#3, #17

The scale factor for the captured image may be too large for the amount of available memory. Try reducing the scale factor.

Close any unnecessary applications that may be using up Windows resources or memory.

	Delete the contents of the clipboard.
#6, #12, #15	Windows cannot allocate the memory SnagIt needs to perform this capture. Exit and restart Windows; reboot your computer if necessary. Contact SnagIt Technical Support for assistance.

Printer does not support bitmaps

#2	SnagIt cannot print to the <u>Windows default printer</u> because that printer does not support graphics. You must use a printer that supports graphics with SnagIt.

Windows system error

#7, #10, #16, #18, #19	A basic Windows system function has failed. Exit and restart Windows; reboot if necessary.
#20, #21	Your video card driver does not support one or more Windows system functions. Obtain and install the latest driver from your video card manufacturer. Contact SnagIt Technical Support if this does not solve the problem.

TechSmith Corporation

Founded in 1987 and based in East Lansing, Michigan, TechSmith Corporation is a premier developer of client/server remote access technology allowing effective use of enterprise applications.   The mission of TechSmith is to help corporate users realize the benefits of distributed computing by allowing effective remote deployment and use of distributed data and services.   The company has more than 250 customers, many of which are Fortune 1000 organizations

TechSmith products

Enterprise Wide Foray PPP Client

Enterprise Wide Foray PPP Client is for Windows for Workgroups and Windows 3.1 users who need remote access to company resources.   Foray PPP Client is a multi-protocol PPP driver allowing remote access to the resources of the LAN using IP and IPX. These users can remotely connect to the same multi-protocol PPP communications servers as Windows NT 3.5 and Windows 95.   Unlike single protocol PPP clients, Foray PPP Client provides multi-protocol remote access.

Enterprise Wide

Our flagship product, Enterprise Wide is for organizations with remote users who need access to enterprise applications and data.   Enterprise Wide is a client/server remote access product that allows effective access to distributed data and services such as Lotus Notes over SPX.   Enterprise Wide optimizes all three components of the communciation link - the remote workstations, the remote link, and the LAN gateway to enhance reliability and performance.   Unlike casual connectivity products, Enterprise Wide is designed to specifically to enhance the deployment and utilization of client/server applications.

Enterprise Wide Foray PPP Server

The Foray PPP Server supports remote access using the IP and IPX protocol families. Remote workstations can dial in over standard telephone links using high performance modems.

Enterprise Wide for SQL Server

Enterprise Wide for SQL Server offers fast, protocol independent, secure access to SQL Server data.   Customers, agents, and other remote users can access the SQL Server without compromising the security of other LAN-based resources.   Enterprise Wide for SQL Server offers significant performance enhancements as well as enables co-existence with local LAN environments at the remote location.

Sales information

For more information about TechSmith products, contact TechSmith   by visiting our website at http://www.TechSmith.com, by emailing info.snagit@TechSmith.com or by calling us at 1-800-517-3001.

Glossary of Terms

Aspect ratio

BMP File

Command line

Default settings

Dialog box

DOS box

DPI

Entire Window

File name

Finger pointer

Focus

Hotkey

Last Active Window

PCX File

Pixel

Region

TIFF File

WIN.INI file

Window Client Area

Windows application

Windows clipboard

Windows default printer

Aspect ratio

The width to height ratio of a screen image.

BMP File

Windows bitmap files have a file extension of .BMP. Windows Paint and other graphics programs generate graphic files in this format. Most Windows word processing and desktop publishing programs easily import bitmap files into documents.

Command line

The commands you type to run an application. For Windows applications, you enter command line arguments in the Run dialog box in File Manager or Program Manager

Default settings

The input, output, format, and other option settings that SnagIt uses unless you specify otherwise.

Dialog box

A window that appears temporarily to request information. Many dialog boxes allow you to select options or specify parameters that SnagIt will use to carry out a command.

DOS box

A DOS session running from Windows. A DOS box can occupy the entire screen, or run in a smaller window on the desktop.

DPI

Dots per inch, generally referring to printer resolution.

Entire Window

A SnagIt input option that will capture an entire window, including the border, title bar, menu bar, scroll bars and caption line.

File name

A valid file name that conforms to DOS file naming conventions.

Finger pointer

A finger-shaped cursor that you use to select an <u>Entire Window</u> or <u>Window Client Area</u> to capture.

Focus

In Microsoft Windows, the window which has the focus is the one that will receive the next keyboard or mouse input. Also, the title bar of the window with the focus will typically be a different color than the title bar of other windows.

Hotkey

A key or combination of keys that you press to execute a command or action. The default hotkey sequence for invoking SnagIt is CTRL+SHIFT+P.

Last Active Window

A SnagIt input option that captures the last active window (the window that has the <u>focus</u> on the Windows desktop when SnagIt is invoked).

PCX File

A graphic file in Windows PC Paintbrush format.   Windows   PC Paintbrush files have a file extension of .PCX..

Pixel

A graphic unit that consists of a single dot on a monitor screen.

Region

A SnagIt input option that captures any rectangular region of the screen.

TIFF File

A graphic file in Tagged Image File Format. TIFF files have a file extension of .TIF. A wide variety of application programs on a number of platforms support this format.

WIN.INI file

Microsoft Windows initialization file, which sets many Windows environment parameters.

Window Client Area

A SnagIt input option that captures the client area of a specific window. The client area is the main body of the window inside the window borders, not including the window borders, title bar, menu bar, scroll bars or caption line.

Windows application

An application designed to run under Microsoft Windows, which you can only start from Windows, and can only run while Windows is running.

Windows clipboard

A location that Windows uses for temporary storage. You can use the clipboard to hold data that you want to move to a different place in a document, between documents, or between applications. An application's cut, copy, and paste commands move data into and out of the clipboard. You can use the Clipboard Viewer to view the contents of the Clipboard.

Windows default printer

The printer to which Windows applications will send your output if you choose a Print command without specifying which printer you want to use. You can select a Windows default printer from the Windows Control Panel or Print Manager.