

***SnagIt***  
***User's Manual***

Version 2.0

*for Microsoft Windows 3.0*

TechSmith Corporation

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Table of Contents	Overview.....	1
	About this Manual.....	2
	Installation	
	Setup.....	3
	Getting Started.....	6
	Reference	
	Keyboard Operation and Mouse Controls.....	9
	Input.....	11
	Output.....	14
	Format.....	16
	Options.....	18
	Save Setup.....	21
	Dynamic Data Exchange (DDE)	
	Using DDE.....	22
	Setting SnagIt Choices.....	22
	Activating SnagIt.....	24

**Overview** SnagIt is the screen capture and print program for Microsoft Windows 3.0. With SnagIt, Windows users can capture an entire screen, a portion of the screen or a single window or icon. SnagIt sends the captured area to a printer, the Windows clipboard or a file. These images can be pasted into other Windows applications such as word processors and desktop publishing programs.

**A Solution Used Daily** SnagIt provides a simple solution to the problem of importing high quality Windows screens into documentation. SnagIt is a practical, easy-to-use addition to the programs and tools utilized daily by Windows users.

**Documentation Writers** SnagIt allows documentation writers to cut and paste Windows screens into user manuals, marketing literature, advertisements, newsletters, and other documents.

Windows Programmers With SnagIt, Windows programmers can quickly create printouts of program screens, windows, and icons for presentation and review.

Application Developers SnagIt provides screen print capabilities for other Windows programs. Programmers developing applications with Microsoft Excel macros, Gupta's SQLWindows, Asymetrix's ToolBook, and other tools, can activate SnagIt with dynamic data exchange (DDE) messages.

DOS Users SnagIt provides DOS users with print screen capability for applications running in a DOS session under Microsoft Windows.

#### About this Manual

**This manual shows you how to install and use SnagIt and is divided into three sections.**

**In the first section, *Installation*:**

- Computer system requirements are listed.
- Setup instructions describe how to install and configure SnagIt.
- Getting Started teaches you the basic operation of SnagIt.

The second section, ***Reference***:

- Describes program operation, menu selections, and options available in SnagIt.
- Keyboard operation and mouse controls.
- Input, output, format, and option menus.
- Shows how to save the SnagIt's configuration.

The third section, ***Dynamic Data Exchange*** (DDE):

- Explains how to use DDE messages.
- Contains the DDE reference that lists the DDE commands supported by SnagIt.

Appendix A of this manual lists other products available from TechSmith Corporation. This manual was created using SnagIt and Microsoft Word for Windows.

**System Requirements** To use SnagIt, you need:

- An IBM PC or 100% Compatible
- Microsoft Windows 3.0
- A mouse or other pointer device
- Any printer that supports bitmaps such as an HP LaserJet or a Postscript printer

To Setup install SnagIt:

1. Insert the SnagIt diskette in drive A: or B:.
2. Start Microsoft Windows.
3. From the Windows Program Manager, choose Run from the File menu
4. On the command line type **a:setup** or **b:setup**, as appropriate

5. Press Enter.

The following dialog box is displayed.

**The SnagIt installation dialog box**

6. Use the information and your company name in the User Information group box.

**SnagIt Installation dialog box**

7. ~~Load Information~~ If you want SnagIt to load automatically when you start Windows, click on the check box in the Load information

8. If you want to install SnagIt to the Window's default directory and the Accessories group, choose Ok.

If you wish to install SnagIt to a different directory or group than shown, enter the name of the new directory or group name and choose Ok.

Note: If you leave the group option blank, SnagIt is not installed in any group. In this instance, you can run SnagIt using the File Run command from the Windows Program Manager.

~~Getting Started~~ In this section you will learn how to use several of the basic features of SnagIt and create your first screen print.

Loading SnagIt 1.  
Start Microsoft Windows.

2. a) If you configured SnagIt to load automatically during the setup step, you will see the SnagIt icon displayed at the bottom of your screen.
- b) If you did not configure SnagIt to load automatically, load SnagIt by selecting the SnagIt icon from the group selected during Setup.
- c) Execute File Run from the Program Manager and enter the path to SnagIt and press enter.

Using SnagIt You can use SnagIt to print the entire screen, a selected region of the screen or a single window. Our Getting Started example will show you how to select the input and output choices to send a full screen to the printer.

First, restore SnagIt by selecting the SnagIt icon.

### **SnagIt Main menu**

The SnagIt window shows the menu and the current settings for the program choices.

Selecting the Input Region For our example select the **Input** menu item to view the list of SnagIt input choices and select **Screen** as the input region choice.

### **SnagIt Input menu**

Selecting the Output Choice Select the **Output** menu item to view the list of SnagIt output choices and select Printer as the output destination choice.

### **SnagIt Output menu**

Capturing the Screen To start the capture process, send the screen to the printer, press **[Ctrl][Shift]P** simultaneously.

While SnagIt is busy printing the following message box is displayed.

To cancel the printing operation, select the **Cancel** button in the message box. A message box will be displayed with the message "Output canceled by user." If the printout is canceled a portion of the image may have already been sent to the printer and will print.

Printing a Region To illustrate a second SnagIt feature, select **Region** from the Input menu choices.

Press **[Ctrl][Shift]P** simultaneously.

The cursor will change from an arrow to cross hairs. Use the cross hairs to select a region by holding down the left mouse button and dragging the cross hairs to the lower right corner of the region you wish to capture. Release the mouse button.

The region you selected will now be output to the printer.

Complete descriptions of the menu options are available in the **Reference** section of this manual.

**Reference** This section of this manual describes the mouse buttons, keyboard commands, and the features and options of the SnagIt program.

**Mouse Buttons** A mouse is required when using SnagIt.

**Left Button** - The left mouse button is used to select SnagIt menu options and to select screen regions and windows.

**Right Button** - The right mouse button is used to cancel a region or window selection.

**Keyboard Commands** The following keyboard commands are used in the operation of SnagIt.

**[Ctrl][Shift]P** - Activates SnagIt printing.

**[Ctrl][Shift]X** - Makes the SnagIt icon or window disappear from the screen. Pressing **[Ctrl][Shift]X** a second time causes the icon or window to reappear.

**SnagIt Menu** This section describes the operation of each command on the SnagIt menu bar. The SnagIt menu bar has five choices: **Input**, **Output**, **Format**, **Options** and **Help**.

The **Input** option allows you to select the particular screen image, icon, window or bitmap file or clipboard content that you want SnagIt to capture.

The **Output** option allows you to select an output destination for images captured by SnagIt. Output options include the printer, a bitmap file, a monochrome TIFF file, or the Windows

clipboard.

The **Format** option allows you to change how the SnagIt image will appear in finished form: monochrome, color, or gray scale.

The **Options** choice allows you to select from a number of additional features offered by the SnagIt program including alert beeps, color boost, scaling, and clipboard chaining.

The **Help** option provides information about each menu selection.

**Input** The **Input** menu is used to select the screen, window, or bitmap file or Windows clipboard content that you want SnagIt to capture.

### SnagIt Input menu

Input options 1. Select **Input** on the SnagIt menu.

2. Select from the following options.

Screen Select **Screen** to capture the entire screen.

Window Client Area Select **Window Client Area** to capture only the client area of a single window. The client area is the content area inside the window borders. The client area does not include the borders, title bar, menu bar, scroll bars or the caption line.

After you press **[Ctrl][Shift]P**, select the client area you wish to capture by positioning the pointer anywhere in the client area.

Press and release the left mouse button.

Entire Window        Select **Entire Window** to capture a complete window including the borders, title bar, menu bar, scroll bars and the caption line.

After you press **[Ctrl][Shift]P**, select the window you want to print.

Press and release the left mouse button.

Window Selection    To select the window you want, not smaller windows such as buttons or icons, select the title bar. Items within a window, such as the Ok and Cancel buttons, are actually small windows. Therefore, if you select one of these items, that item will print, rather than the entire window.

Region                Select **Region** to capture a rectangular region of the screen.

After pressing **[Ctrl][Shift]P**, position the pointer to the upper left corner of the region to capture. Press and hold the left mouse button while you drag the pointer to the lower right corner of the region. A rectangle starting at the upper left corner will follow the pointer, outlining the selected region.

Release the mouse button.

Bitmap File                Select **BMP file** to capture an image stored in a bitmap file.

When you press **[Ctrl][Shift]P**, SnagIt displays a dialog box requesting the file name.

Enter the file name.

Choose Ok or press Enter.

Bitmap files are graphics files generated by some paint programs, SnagIt or other Windows programs. Bitmap files have a file extension of "BMP."

Clipboard                Select **Clipboard** to capture the contents of the Windows clipboard. Items are placed on the clipboard by using SnagIt or the cut and copy commands in other Windows programs.

**Output**                The **Output** menu is used to select the destination for the images captured by SnagIt. SnagIt supports the following destinations:

#### **SnagIt Output menu**

Printer                Choose **Printer** to send the captured image to the currently selected Windows printer.

Clipboard                Choose **Clipboard** to send the captured image to the Windows Clipboard.

Bitmap File                Choose **BMP File** to send the captured image to a bitmap file.

TIFF File                Choose **TIF Mono File** to send the captured image to a TIFF file in the Intel format.

Note: To select **TIF Mono File**, you must first select monochrome or gray scale from the Format menu.

Naming                      After you capture an image, SnagIt displays the following dialog box asking  
Destination                for a file name.  
Files

Enter a filename.

Choose Ok or press Enter.

**Format**                      SnagIt provides three different format options: Mono-chrome, Color, and  
Gray Scale. Select the format choice from the Format menu.

### **SnagIt Format menu**

The following format choices are provided.

**Monochrome**                The input image is converted to monochrome before it is sent to the output  
destination. The intensity threshold level determines the amount of black and white that will  
appear in the output image.

When you select **Monochrome**, the following dialog box for setting the Intensity Threshold is  
displayed.

### **Intensity Threshold dialog box**

When Microsoft Windows converts a color image to monochrome, it converts the background color to white. All other colors are converted to black. As a result, too much of the image is now black. To prevent this, SnagIt uses an intensity threshold to control the ratio of black and white resulting from the conversion process.

SnagIt looks at the intensity level of each pixel and converts higher intensities (lighter colors) to white and lower intensities (darker colors) to black. This conversion process usually results in a more even balance of black and white in the output image. The amount of black and white is controlled by adjusting the Intensity Threshold value.

**Color** All color information for the selected image is sent to the output device

**Gray Scale** Gray scaling is an alternative to monochrome conversion. When **Gray Scale** is selected, colors are represented by shades of gray.

SnagIt can represent colors with 256 levels of gray. The shades of gray are determined by the intensity level of the colors.

**Caution:** Gray scaling is a pixel by pixel process and can be very slow. You may want to experiment with gray scaling by printing a small region of the screen before printing the whole screen. You may also want to enable the **Alert** feature under the **Options** menu to let you know when the gray scaling process is completed.

**Options** The **Options** menu provides additional features for SnagIt users: **Alert**, **Clipboard Chain**, **Color Boost**, and **Scale**.

#### SnagIt Options menu

**Alert** Set the **Alert** option to have SnagIt signal you with a beep(s) when it has completed processing. There is an alert option for both input and output processing. The values entered for these fields determine the number of beeps. This feature is particularly useful when using the **Gray Scale** option.

#### Alert dialog box

**Clipboard Chain** Setting the **Clipboard Chain** option causes SnagIt to print each time new information is sent to the clipboard.

Clipboard chaining is useful for printing a screen from a DOS session. When you press the **[Print Scrn]** key in a

DOS box, Windows copies the screen to the clipboard. If you have selected the clipboard chain option, SnagIt automatically copies the image to the printer for you.

**Note:** To select **Clipboard Chain**, the input device must be set to **Clipboard**, and output device must be set to **Printer**.

**Color Boost**                    **Color Boost** is used to adjust the color intensities for red, green, and blue portions of each pixel. This option may be used for color separation, brightening, or darkening the output image. When **Color Boost** is selected, a dialog box is displayed for color boost values.

### **Color Boost dialog box**

You may control the intensity for each pixel in two ways.

1. Increase or decrease intensity levels of each color by a percentage (saturation) by using the slider bar.
2. Add or subtract intensity levels (hue) for each color range by entering a value from -255 to 255.

The default value for each additive range is zero and the percentage bar is 100%.

To activate color boost, click on the "Use Color Boost?" check box.

Color boost is used to change the intensity of the colors. Increasing the boost value lightens the output. SnagIt performs color boost before gray scaling or monochrome conversion. Therefore you can use color boost to lighten or darken the output with those options as well.

**Scale** The **Scale** option allows you to enter an integer scaling factor that is applied to the input image. With a scaling factor of 2 the output image will be double the size of the input image in dots. With a 300 dpi laser printer, a scale of three (3) is a good place to start.

### Scale dialog box

**Save Setup** SnagIt can save all of the currently selected options from each SnagIt menu. The **Save Setup** option is located under the **System Menu**.

### SnagIt System menu

You can access the **System Menu** by pressing *[Alt][Space]* or by selecting the **Close Box** (minus sign) in the upper left corner of the SnagIt window.

Save the current configuration by choosing **Save Setup** from the **System Menu**.

When you save the setup, SnagIt writes all of the current settings to your WIN.INI file. SnagIt then uses the saved setup each time it is loaded until you save different settings.

**Dynamic Data Exchange**

Dynamic Data  
Exchange Use

**SnagIt supports Windows Dynamic Data Exchange (DDE). You can invoke SnagIt from other Windows programs by sending SnagIt DDE Messages. For instance, you can write an Excel macro that will print a portion of the screen using SnagIt. For more information concerning please see the DDE section in the Software Developer's Kit reference book "Windows Guide to Programming."**

Initiating a DDE  
Session

To initiate a DDE session with SnagIt, send a DDE\_INITIATE message with the application parameter of "SnagIt" and the topic parameter of "System".

Setting SnagIt  
Options

SnagIt's **Set** command configures SnagIt's operation in the same fashion as though choices were being selected from the menus.

**Usage:**

**Example:** Set the **Input** menu choice to **Region**.

The parameter **string** must be one of the following strings:

input screen

input client

input window

input region

input file

input clipboard

scale *n*

output printer

output file

output clipboard

chain *b*

boost *red, green, blue*

boost off

add *red, green, blue*

add off

inalert *n* (option alert input = value)

outalert *n*

window hide

window show



Activating SnagIt      SnagIt's capture process is started by sending a DDE\_EXECUTE command with **Snag** message:

**Usage:**

**Example:** Snag the client window, handle 0x43B, to the selected destination

The *string* parameter must be one of the following:

*empty or null*  
clipboard  
screen  
*filename*  
*x y*  
client *x y*  
handle *h*  
client handle *h*  
*tx ty bx by*

Note: All numbers may be decimal or hexadecimal. Hex values must start with "0x."