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Introduction

SnagIt add-ins are small custom toolbars in your Microsoft® Word®, PowerPoint®, Excel®, Internet Explorer®, Windows Explorer®, and Adobe FrameMaker® applications. With just one click of the mouse, SnagIt add-ins make it extra easy to capture anything on your screen while giving you complete control over every aspect of the screen capture process – all from within your familiar desktop working environment - all with just one click of the mouse.

With the SnagIt add-ins, you can:

- Capture a region, window, object, or menu.
- Capture scrolling windows and regions.
- Save your capture to the clipboard for use in any Windows application.
- Easily integrate product screenshots into your software documentation without ever leaving the Office environment.
- Quickly insert your screenshots into Word, PowerPoint, and Excel as a linked file or from the clipboard.
- Insert your new capture into PowerPoint as a new slide or into the current layout.
- Open an existing graphic and insert it into PowerPoint as a new slide.
- Send captured images via e-mail support within Internet Explorer.
- Send your capture to the Preview Window where you can add edge effects such as a torn edge or drop shadow.

Within Word, PowerPoint, and Excel:

- Save your capture as a file and insert it into your document using the Word / PowerPoint /Excel link commands.
- Include the mouse cursor in your capture.
- Open an existing capture in Preview Window and add special edges and other effects.

Within Internet Explorer:

- Send your capture as an e-mail attachment.
- View your capture within the Preview Window and take advantage of the SnagIt advanced editing options such as flip, reverse, shear, and rotate, as well as other special effects and color adjustment options.
- Auto save your captures to save time and increase efficiency.

Within FrameMaker:

- Copy into document.
- Import by reference.
- Easily, and automatically apply the desired Graphic Scaling DPI.
- Automatically creates an anchored frame for your screen capture.

SnagIt add-ins for Word, PowerPoint, Excel, Internet Explorer, and FrameMaker are the perfect one-step, productivity add-in tools for all of your screen capture needs *while* you're working within the Microsoft Office, Internet Explorer, or Adobe environment.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

Visit TechSmith's Web site for the latest information and updates on the SnagIt add-ins.

Continue with:

Enabling & Disabling the SnagIt Add-Ins

Enabling & Disabling the SnagIt Add-Ins

Enabling the Add-Ins During the SnagIt Installation

During the normal SnagIt installation process, you will see a screen asking you if you would like to enable the SnagIt add-ins for Word, PowerPoint, Excel, IE, and FrameMaker. Make sure a checkmark is present next to the add-in(s) you wish to enable for use. All of the add-ins are enabled by default. Remove a checkmark from an option to disable the add-in for that application.

If you are not sure which options to enable, leave the default options checked since you can always enable and disable the options from within SnagIt at a later time.

If you choose to not enable any or all of the add-ins, the add-in files are still placed on your PC during the SnagIt install process. When disabled, these very small files remain inactive until they are enabled, either by selecting the add-in specific options during a subsequent SnagIt install process or through the add-in options found within SnagIt.

Note for Internet Explorer Users: After the SnagIt installation is complete, if the toolbar doesn't display within Internet Explorer or Windows Explorer, you will have to manually turn on the toolbar. To enable the SnagIt add-in toolbar, right-click on the application's main toolbar. From the popup menu, choose SnagIt. The toolbar will become enabled for use.

Minimum Requirements for Running the SnagIt Add-Ins

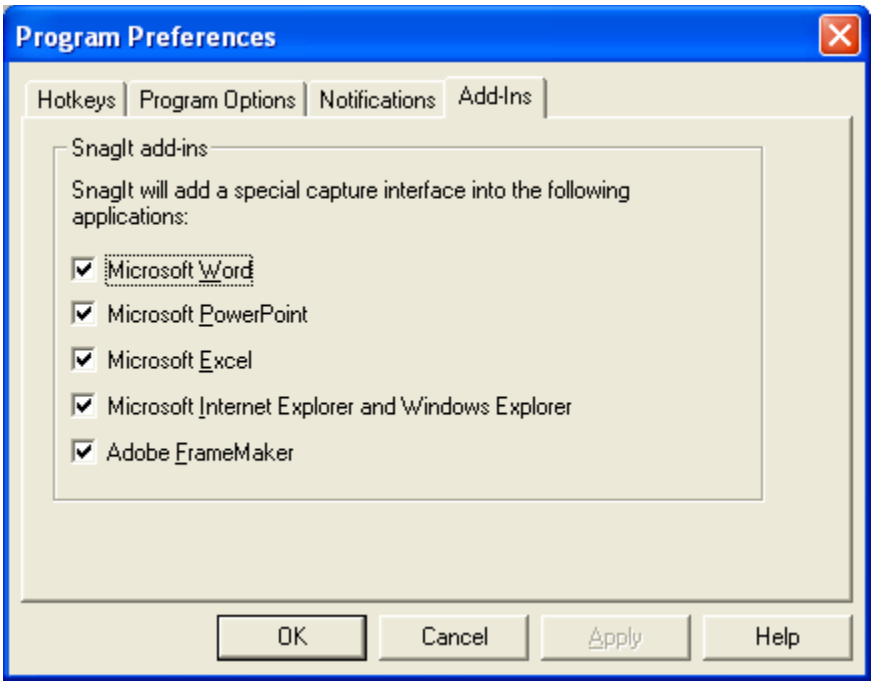
The add-in check boxes available during the SnagIt installation may be disabled if SnagIt detects that the minimum requirements to run the add-ins are not met. The minimum requirements to run the add-ins are:

- Office 2000, Office XP or later for the Word, PowerPoint, and Excel add-ins.
- IE 5 or later for the Internet Explorer/Windows Explorer add-in.
- FrameMaker 5.5 or later for the Adobe FrameMaker plug-in.

Disabling and Enabling the SnagIt Add-Ins from within SnagIt

Within SnagIt, there is an option that will allow you to disable or enable the add-ins for Word, PowerPoint, Excel, IE, and FrameMaker.

From the SnagIt menu bar, choose **Options** > **Program Preferences** > **Add-Ins** tab. The *Program Preferences* tabbed dialog box displays. Click on *Add-Ins* to bring the Add-ins tab to the front.



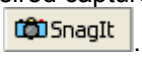
Make sure a checkmark is present next to the add-in(s) you wish to enable for use. Remove a checkmark from an option to disable the add-in for that application.

Choose **OK** to save the changes and exit this dialog box.

Choose **Cancel** to exit this dialog box without making any changes to the current add-ins settings.

Using the SnagIt Add-In for Microsoft Word

Introduction

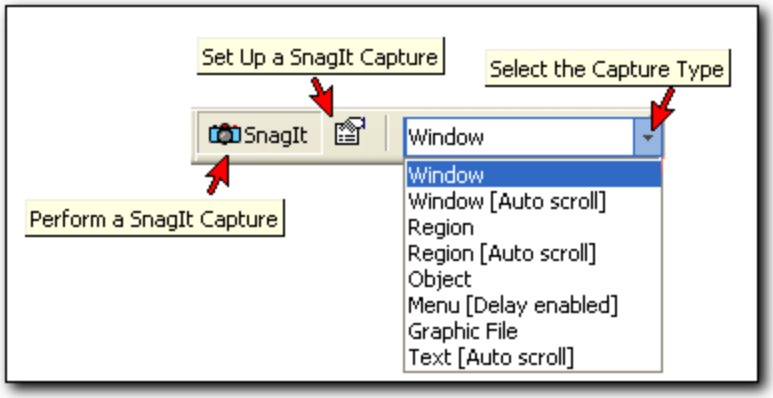
Taking a capture with the SnagIt add-in for Word is easy to do! Simply select the desired capture option from the dropdown menu on the toolbar and then and click on the **Capture** button 

. That's it - just one click and you're done.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

Getting Familiar with the SnagIt Add-In Toolbar for Microsoft Word

The following graphic gives you an overview of each of the different parts of the SnagIt add-in toolbar for Word.



Continue with:

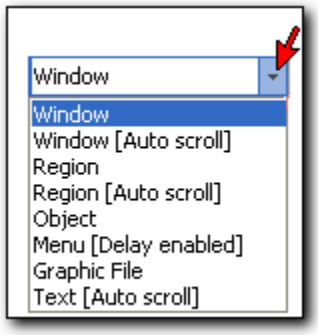
Selecting the Word Add-In Capture Options

Customizing your Microsoft Word Capture

Selecting the Word Add-In Capture Options

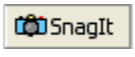
The capture options located in the dropdown menu on the SnagIt add-in toolbar define what it is that you will capture when the **Capture** button

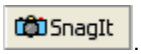
on the toolbar is clicked. Whatever capture option is displayed within the toolbar, that is the type of capture that will be taken.
To change the capture type, simply click on the down arrow and select the desired option from the dropdown menu. The option will be updated to the Capture Option field on the toolbar.



Word Capture Options Description Table

The following table describes each of the capture types and their use.

Capture Option	Description	Use
Window	Captures a specific screen, button, field toolbar, menu bar, etc.	Click the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Window(Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Window (Auto scroll) option, SnagIt will automatically begin the capture at the top of the window that you are capturing and scroll downward, even if the top of the window is not in view at the time when the capture is taken.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, if there is a scrolling region available, a page icon will display. Once the page icon displays, release the mouse cursor. The scrolling will begin. Once the end of the scrolling region is captured, the capture process will be completed.
Region	Captures an arbitrary region of the screen using a dragging crosshair.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Region (Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Region (Auto scroll) option, you will define the area to be captured by dragging and scrolling with the crosshair across the screen until the desired region is captured.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Object	Captures distinct elements on the Windows desktop such as buttons, icons, toolbars, etc.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Menu (Delay	Captures a dropdown menu.	Click on the **Capture** button  . Open the menu

enabled)	When capturing a menu, time delay is automatically turned on so as to give you enough time to set up your capture.	that you want to capture. When the time delay time is up, then the menu capture will be taken.
Graphic File	Brings up the *Open* dialog box which allows you to select and insert a graphic into your document.	Click on the **Capture** button  . The *Open* dialog box displays. Browse for and then select the image you want to insert into Word. Choose **Open** to insert the graphic. **Note**: This option is very useful when used in conjunction with the Preview Window option. Using both of these together, you can open a graphic from within Word, view it in the Preview Window, add special effects such as a dropdown shadow, save the file, and then have the new graphic inserted into your document. Overall, this is a perfect solution for putting shadows, edges, and other special effects on pre-existing graphics – all from within Word.
Text (Auto scroll)	SnagIt's Text AutoScroll feature allows text to be captured from dialog boxes, web pages, error message boxes, and much more. When working with the text capture option, you cannot save the text to a file. Instead, the text will always be pasted into your Word document.	Move to the beginning of the area you want to capture. Click on the **Capture** button . You will see a red box and if there is a scrolling region available, a page icon will display. Click down and drag the cursor. The scrolling will begin. When you would like to complete the capture, simply release the mouse button. The capture process will then be completed and the text will be pasted into your document.

Continue this topic with Customizing your Microsoft Word Capture.

Customizing your Microsoft Word Capture

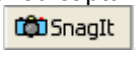
SnagIt add-in captures for Word are completely customizable using the options found in the *SnagIt Add-in Setup* dialog box. To access the *Setup* dialog box, click on the **Setup** button on the toolbar . The *Setup* dialog box displays.
To customize your capture, simply click on the desired option within the *Setup* dialog box and then choose **OK**.

Word Capture Customization Options Description Table
The following table describes each of the Word add-in customization options.

Option	Description
Include Cursor	Includes the mouse cursor in the capture.
Time delay before capturing	Delays the capture by the indicated number of seconds. **Note**: Menu captures will always use the time delay option. This allows the time necessary to set up the capture.
Delay (seconds)	Enter the number of seconds to delay before the capture is taken.
Clipboard	Copies the capture to the clipboard.
File	Enable this option if you would like to save your capture as a file. Once the capture is taken, you will be prompted to save your file.
Insert	Inserts the capture directly into the document at the location of the cursor. With this option, you can readily view and/or share the document without sharing any separate graphic files.
Copy into document	Inserts a copy of the capture into the document.
Link to File	Saves the capture as a file and inserts it as a link. When inserting as a link, the capture is not actually saved within the document, it is only referenced through a field code. Any changes to the graphic file will be updated to the image seen in the document. With this option, in order to view and/or share the Word document, you must also share the image files.
Copy into document & Link to File used in conjunction with each other.	Used together, these options will save a copy of the capture in the document as well as in a file. When copying into the document and linking to a file, if changes are made to the image file, the image within the document may be updated by updating all fields.
Minimize Word before capturing	Enable this option to hide Word before you take your capture.
OK	Choose **OK** to save the current configuration and to exit this dialog box.
Cancel	Choose **Cancel** to exit this dialog box without saving any changes.
Help	Choose **Help** to access the SnagIt Add-in's online help.

Using the SnagIt Add-In for Microsoft PowerPoint

Introduction

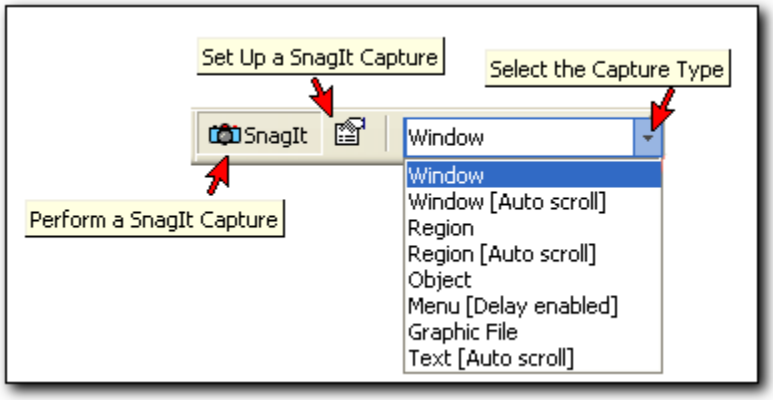
Taking a capture with the SnagIt add-in for PowerPoint is easy to do! Simply select the desired capture option from the dropdown menu on the toolbar and then and click on the **Capture** button 

. That's it - just one click and you're done.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

Getting Familiar with the SnagIt Add-In Toolbar for PowerPoint

The following graphic gives you an overview of each of the different parts of the SnagIt add-in toolbar for PowerPoint.



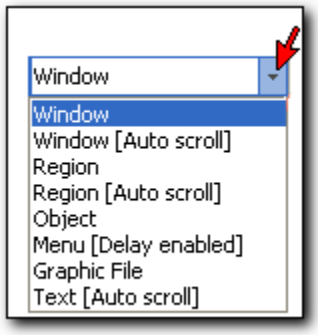
Continue with:

Selecting the PowerPoint Add-In Capture Options

Customizing your Microsoft PowerPoint Capture

Selecting the PowerPoint Add-In Capture Options

The capture options located in the dropdown menu on the SnagIt add-in toolbar define what it is that you will capture when the **Capture** button on the toolbar is clicked. Whatever capture option is displayed within the toolbar, that is the type of capture that will be taken.
To change the capture type, simply click on the down arrow and select the desired option from the dropdown menu. The option will be updated to the Capture Option field on the toolbar.



PowerPoint Capture Options Description Table

The following table describes each of the capture types and their use.

Capture Option	Description	Use
Window	Captures a specific screen, button, field toolbar, menu bar, etc.	Click the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Window(Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Window (Auto scroll) option, SnagIt will automatically begin the capture at the top of the window that you are capturing and scroll downward, even if the top of the window is not in view at the time when the capture is taken.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, if there is a scrolling region available, a page icon will display. Once the page icon displays, release the mouse cursor. The scrolling will begin. Once the end of the scrolling region is captured, the capture process will be completed.
Region	Captures an arbitrary region of the screen using a dragging crosshair.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Region (Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Region (Auto scroll) option, you will define the area to be captured by dragging and scrolling with the crosshair across the screen until the desired region is captured.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Object	Captures distinct elements on the Windows desktop such as buttons, icons, toolbars, etc.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse

		cursor.
Menu (Delay enabled)	Captures a dropdown menu. **Note**: When capturing a menu, time delay is automatically turned on so as to give you enough time to set up your capture.	Click on the **Capture** button . Open the menu that you want to capture. When the time delay time is up, then the menu capture will be taken.
Graphic File	Brings up the *Open* dialog box which allows you to select and insert a graphic into your presentation.	Click on the **Capture** button . The *Open* dialog box displays. Browse for and then select the image you want to insert into PowerPoint. Choose **Open** to insert the graphic. **Note**: This option is very useful when used in conjunction with the Enable Preview Window option. Using both of these together, you can open a graphic from within PowerPoint, view it in the Preview Window, add special effects such as a dropdown shadow, save the file, and then have the new graphic inserted into your presentation. Overall, this is a perfect solution for putting shadows, edges, and other special effects on pre-existing graphics – all from within PowerPoint. **Note:** You can also use this option in conjunction with Enable Preview Window and the Insert New Slide option. In this way, you can open a graphic from within PowerPoint, view it in the Preview Window, add special effects such as a dropdown shadow, save the file, and then have the new graphic inserted into your presentation as a new slide. Overall, this is a perfect solution for putting shadows, edges, and other special effects on pre-existing graphics and using them as new slides - all from within PowerPoint.
Text (Auto scroll)	SnagIt's Text AutoScroll feature allows text to be captured from dialog boxes, web pages, error message boxes, and much more. When working with the text capture option, you cannot save the text to a file. Instead, the text will always be pasted you're your PowerPoint presentation.	Move to the beginning of the area you want to capture. Click on the **Capture** button . You will see a red box and if there is a scrolling region available, a page icon will display. Click down and drag the cursor. The scrolling will begin. When you would like to complete the capture, simply release the mouse button. The capture process will then be completed and the text will be pasted into your presentation.

Continue this topic with Customizing your Microsoft PowerPoint Capture.

Customizing your Microsoft PowerPoint Capture

SnagIt add-in captures for PowerPoint are completely customizable using the options found in the *SnagIt Add-in Setup* dialog box. To access the *Setup* dialog box, click on the **Setup** button on the toolbar

. The *Setup* dialog box displays.

PowerPoint Capture Customization Options Description Table
The following table describes each of the PowerPoint add-in customization options.

Option	Description and Use
Include Cursor	Includes the mouse cursor in the capture.
Time delay before capturing	Delays the capture by the indicated number of seconds. **Note**: Menu captures are always time delayed. This allows the time necessary to set up the capture.
Delay (seconds)	Enter the number of seconds to delay before the capture is taken.
Clipboard	Copies the capture to the clipboard.
Enable Preview Window	Enable this option to display your capture in the Preview Window before you send it to its output destination. Within the Preview Window, you can add special edge effects such as a drop shadow or torn edge. You can also add other special effects or resize your graphic.
File	Enable this option if you would like to save your capture as a file. Once the capture is taken, you will be prompted to save your file.
Copy into document	Inserts a copy of the capture into the document.
Link to File	Saves the capture as a file and inserts it as a link. When inserting as a link, the capture is not actually saved within the presentation, it is only referenced through a field code. Any changes to the graphic file will be updated to the image seen in the presentation. With this option, in order to view and/or share the PowerPoint presentation, you must also share the image files.
Copy into document & Link to File used in conjunction with each other.	Used together, these options will save a copy of the capture in the presentation as well as in a file. When copying into the document and linking to a file, if changes are made to the image file, the image within the presentation may be updated by updating all fields.
Minimize PowerPoint before capturing	Enable this option to hide PowerPoint before you take your capture.
Insert as a New Slide	Will insert the capture as a new slide using the current design template.
Slide Type	Choose the type of slide you want to insert. A layout refers to the way things are arranged on a slide.
OK	Choose **OK** to save the current configuration and to exit this dialog box.
Cancel	Choose **Cancel** to exit this dialog box without saving any changes.
Help	Choose **Help** to access the SnagIt Add-in's online help.

Using the SnagIt Add-In for Microsoft Excel

Introduction

Taking a capture with the SnagIt add-in for Excel is easy to do! Simply select the desired capture option from the dropdown menu on the toolbar and then and click on the **Capture** button

. That's it - just one click and you're done.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

Getting Familiar with the SnagIt Add-In Toolbar for Excel

The following graphic gives you an overview of each of the different parts of the SnagIt add-in toolbar for Excel.

Continue with:

Selecting the Excel Add-In Capture Options

Customizing your Microsoft Excel Capture

Selecting the Excel Add-In Capture Options

The capture options located in the dropdown menu on the SnagIt add-in toolbar define what it is that you will capture when the **Capture** button on the toolbar is clicked. Whatever capture option is displayed within the toolbar, that is the type of capture that will be taken.
To change the capture type, simply click on the down arrow and select the desired option from the dropdown menu. The option will be updated to the Capture Option field on the toolbar.

Excel Capture Options Description Table

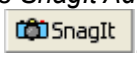
The following table describes each of the capture types and their use.

Capture Option	Description	Use
Window	Captures a specific screen, button, field toolbar, menu bar, etc.	Click the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Window(Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Window (Auto scroll) option, SnagIt will automatically begin the capture at the top of the window that you are capturing and scroll downward, even if the top of the window is not in view at the time when the capture is taken.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, if there is a scrolling region available, a page icon will display. Once the page icon displays, release the mouse cursor. The scrolling will begin. Once the end of the scrolling region is captured, the capture process will be completed.
Region	Captures an arbitrary region of the screen using a dragging crosshair.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Region (Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Region (Auto scroll) option, you will define the area to be captured by dragging and scrolling with the crosshair across the screen until the desired region is captured.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Object	Captures distinct elements on the Windows desktop such as buttons, icons, toolbars, etc.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Menu (Delay enabled)	Captures a dropdown menu. **Note**: When capturing a menu, time delay is automatically turned on so as to give you enough time to set up your capture.	Click on the **Capture** button . Open the menu that you want to capture. When the time delay time is up, then the menu capture will be taken.
Graphic File	Brings up the *Open* dialog box which allows you to select and insert a graphic	Click on the **Capture** button . The *Open* dialog box displays. Browse for and then

	into your spreadsheet.	select the image you want to insert into Excel. Choose **Open** to insert the graphic. **Note**: This option is very useful when used in conjunction with the Enable Preview Window option. Using both of these together, you can open a graphic from within Excel, view it in the Preview Window, add special effects such as a dropdown shadow, save the file, and then have the new graphic inserted into your spreadsheet. Overall, this is a perfect solution for putting shadows, edges, and other special effects on pre-existing graphics – all from within Excel.
Text (Auto scroll)	SnagIt's Text AutoScroll feature allows text to be captured from dialog boxes, web pages, error message boxes, and much more. When working with the text capture option, you cannot save the text to a file. Instead, the text will always be pasted into your Excel document using a tabular data spreadsheet format.	Move to the beginning of the area you want to capture. Click on the **Capture** button . You will see a red box and if there is a scrolling region available, a page icon will display. Click down and drag the cursor. The scrolling will begin. When you would like to complete the capture, simply release the mouse button. The capture process will then be completed and the text will be pasted into your spreadsheet.

Continue this topic with Customizing your Microsoft Excel Capture.

Customizing your Microsoft Excel Capture

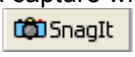
SnagIt add-in captures for Excel are completely customizable using the options found in the *SnagIt Add-in Setup* dialog box. To access the *Setup* dialog box, click on the **Setup** button on the toolbar  . The *Setup* dialog box displays.

Excel Capture Customization Options Description Table
The following table describes each of the Excel add-in customization options.

Option	Description and Use
Include Cursor	Includes the mouse cursor in the capture.
Time delay before capturing	Delays the capture by the indicated number of seconds. **Note**: Menu captures are always time delayed. This allows the time necessary to set up the capture.
Delay (seconds)	Enter the number of seconds to delay before the capture is taken.
Clipboard	Copies the capture to the clipboard.
File	Enable this option if you would like to save your capture as a file. Once the capture is taken, you will be prompted to save your file.
Enable Preview Window	Enable this option to display your capture in the Preview Window before you send it to its output destination. Within the Preview Window, you can add special edge effects such as a drop shadow or torn edge. You can also add other special effects or resize your graphic.
Copy into document	Inserts a copy of the capture into the document.
None	Enable this option to save the capture as a file. This option **will not** insert the capture into your spreadsheet.
Minimize Excel before capturing	Enable this option to hide Excel before you take your capture.
OK	Choose **OK** to save the current configuration and to exit this dialog box.
Cancel	Choose **Cancel** to exit this dialog box without saving any changes.
Help	Choose **Help** to access the SnagIt Add-in's online help.

Using the SnagIt Add-In for Internet Explorer

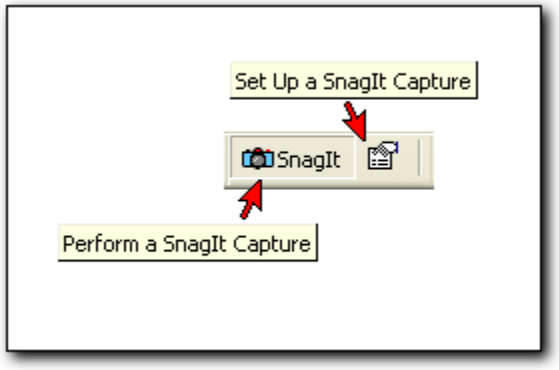
Introduction

Taking a capture with the SnagIt add-in for Internet Explorer is easy to do! Simply click on the **Capture** button  . That's it - just one click and you're done.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

Getting Familiar with the SnagIt Add-In Toolbar for Internet Explorer

The following graphic gives you an overview of each of the different parts of the SnagIt add-in toolbar for Internet Explorer.



Continue with:

Customizing your Internet Explorer Capture

Selecting the Internet Explorer Add-In Capture Options

Selecting the Internet Explorer Add-In Output Options

SnagIt Add-Ins, Internet Explorer, and the Windows Explorer

Customizing your Internet Explorer Capture

SnagIt add-in captures for Internet Explorer are completely customizable using the options found in the *SnagIt Add-in Setup* dialog box. To access the *Setup* dialog box, click on the **Setup** button on the toolbar

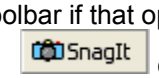
. The *Setup* dialog box displays.

Internet Explorer Capture Customization Options Description Table
The following table describes each of the Internet Explorer add-in customization options.

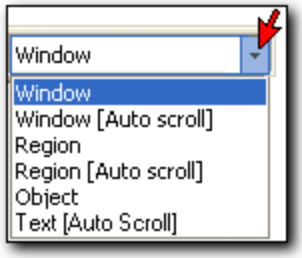
Option	Description and Use
Select a capture type	Select the type of capture you want to take. For more information on each of the capture options, see Selecting the Internet Explorer Add-In Capture Options.
Show capture type on toolbar	Enable this option if you would like the ability to choose the capture type from the toolbar. This places a dropdown menu on the toolbar.
Select output type	Select where you would like to send the image after capture. For more information on each of the output options, see Selecting the Internet Explorer Add-In Output Options.
Show output type on toolbar	Enable this option if you would like the ability to choose the output type from the toolbar. This places a dropdown menu on the toolbar.
Enable Preview Window	Enable this option to display your capture in the Preview Window before you send it to its output destination. Within the Preview Window, you can add special edge effects such as a drop shadow or torn edge. You can also add other special effects or resize your graphic.
Image File Type	Used in conjunction with the Ask for File Type output type. Select the desired image file type when saving the output to a file.
Output Folder	Used in conjunction with the Automatic File Name output type. Select the desired folder for saving the output to a file.
File Prefix	Used in conjunction with the Automatic File Name output type. Select the desired prefix, if any, when automatically saving the output to a file.
OK	Choose **OK** to save the current configuration and to exit this dialog box.
Cancel	Choose **Cancel** to exit this dialog box without saving any changes.
Help	Choose **Help** to access the SnagIt Add-in's online help.

Continue with Selecting the Internet Explorer Add-In Capture Options.

Selecting the Internet Explorer Add-In Capture Options

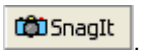
The capture options located in the *SnagIt Add-in Setup* dialog box (and in the dropdown menu in the SnagIt add-in toolbar if that option has been enabled) define what it is that you will capture when the **Capture** button 

on the toolbar is clicked.
To change the capture type, simply click on the down arrow and select the desired option from the dropdown menu. If the Capture Option field has been enabled to display on the add-in toolbar, then the selected option will be updated to that field as well.



Internet Explorer Capture Options Description Table

The following table describes each of the capture types and their use.

Capture Option	Description	Use
Window	Captures a specific screen, button, field toolbar, menu bar, etc.	Click the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Window(Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Window (Auto scroll) option, SnagIt will automatically begin the capture at the top of the window that you are capturing and scroll downward, even if the top of the window is not in view at the time when the capture is taken.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, if there is a scrolling region available, a page icon will display. Once the page icon displays, release the mouse cursor. The scrolling will begin. Once the end of the scrolling region is captured, the capture process will be completed.
Region	Captures an arbitrary region of the screen using a dragging crosshair.	Click on the **Capture** button . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Region (Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Region (Auto scroll) option, you will define the area to be captured by dragging and scrolling with the crosshair across the screen until the desired region is captured.	Click on the **Capture** button  . Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Object	Captures distinct elements on the Windows desktop such as buttons, icons, toolbars, etc.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Text (Auto scroll)	SnagIt's Text AutoScroll feature allows text	Move to the beginning of the area you want to

to be captured from dialog boxes, web pages, error message boxes, and much more.

capture. Click on the **Capture** button . You will see a red box and if there is a scrolling region available, a page icon will display. Click down and drag the cursor. The scrolling will begin. When you would like to complete the capture, simply release the mouse button.

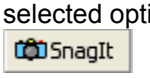
Once the capture is completed, you will be prompted to save the capture as a text file.

Continue with Selecting the Internet Explorer Add-In Output Options.

Selecting the Internet Explorer Add-In Output Options

The output options located in the *SnagIt Add-in Setup* dialog box (and in the dropdown menu in the SnagIt add-in toolbar if that option has been enabled) define what you will do with your capture once it is taken.

To change the capture type, simply click on the down arrow and select the desired option from the dropdown menu. If the Capture Option field has been enabled to display on the add-in toolbar, then the selected option will be updated to that field as well.



Internet Explorer Output Options Description Table

The following table describes each of the capture types and their use.

Capture Option	Description
Ask for File Name	Choose this option to save your capture as a file. With this option, you will be prompted for a file name after each capture.
	This option is used in conjunction with the **Image File Type** field in the *Setup* dialog box, allowing you to select the desired image file type when saving the output to a file.
Automatic File Name	Choose this option to automatically name and sequentially number your saved image files.
	With this option, you will not be prompted for a file name after each capture.
	This option is used in conjunction with the **Image File Type** field in the *Setup* dialog box, allowing you to select the desired image file type when saving the output to a file.
	This option is used in conjunction with the **Output Folder** field in the *Setup* dialog box, allowing you to select the desired folder for saving the output to a file.
	This option is also used in conjunction with the **File Prefix** field in the *Setup* dialog box, allowing you to select the desired prefix, if any, when automatically saving the output to a file.
Send Mail	Choose this option to send your capture as an e-mail attachment.
	This option is used in conjunction with the **Image File Type** field in the *Setup* dialog box, allowing you to select the desired image file type when sending the capture as an e-mail attachment.
Clipboard	Copies the capture to the clipboard for use in any other Windows application.

See also SnagIt Add-Ins, Internet Explorer, and the Windows Explorer.

SnagIt Add-Ins, Internet Explorer, and the Windows Explorer

When you choose to enable the SnagIt add-in for Internet Explorer, the add-in will also become available for use within your Windows Explorer. However, you will need to manually turn on the toolbar within Windows Explorer in the same way that you turned it on in the Internet Explorer.

To enable the SnagIt add-in toolbar in Windows Explorer, right-click on the Windows Explorer toolbar. From the popup menu, choose SnagIt. The toolbar will become enabled for use.

For more information on customizing the Windows Explorer capture options, see Customizing your Internet Explorer Capture.

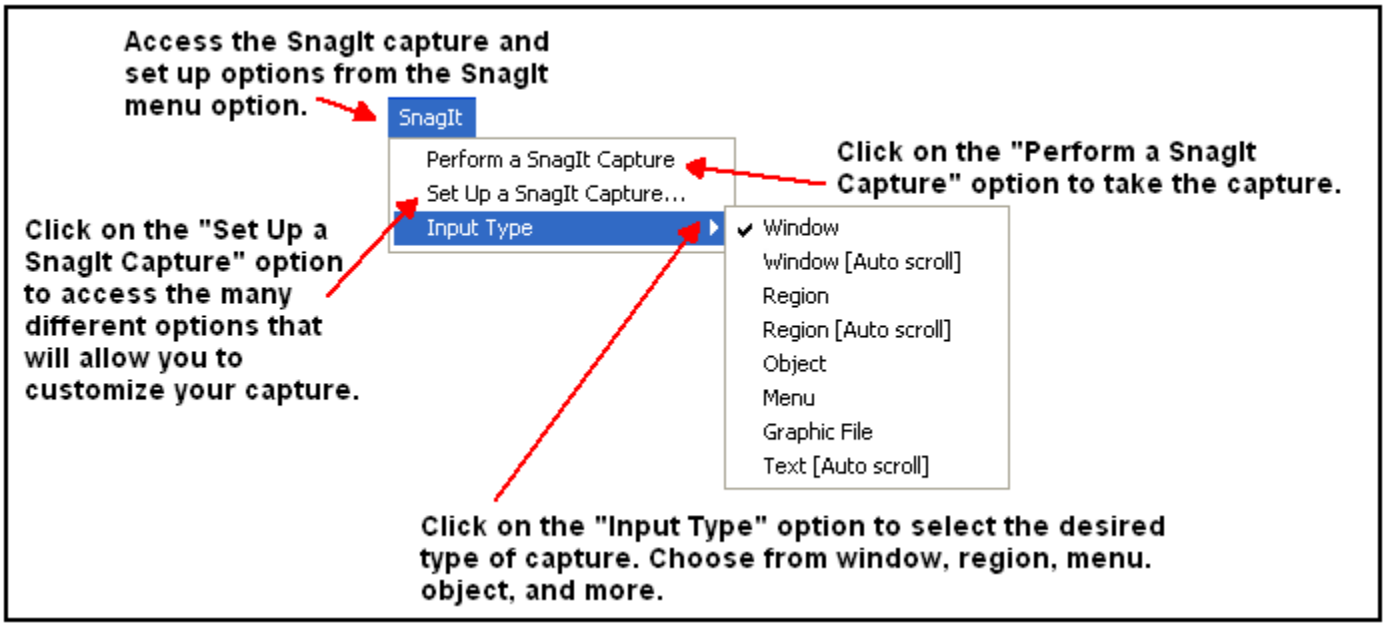
Using the SnagIt Plug-In for Adobe FrameMaker

Introduction

Taking a capture with the SnagIt plug-in for FrameMaker is easy to do! Simply select the desired capture option from the **SnagIt** > **Set Up a SnagIt Capture** menu option and then click on **SnagIt** > **Perform a SnagIt Capture**. Once you have your capture preference set up, all it takes is just one click and you're done.

Note: For information on the difference between the SnagIt Add-ins and SnagIt, see What is the Difference Between the SnagIt Add-ins and SnagIt?.

The following graphic gives you an overview of each of the different options found in the SnagIt plug-in for FrameMaker menu.



Continue with:

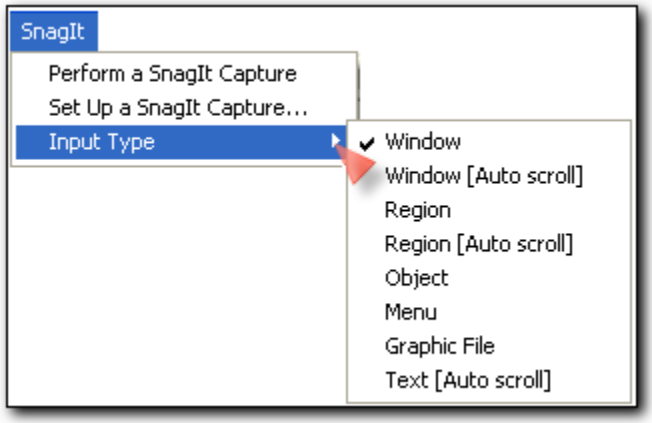
Selecting the FrameMaker Plug-In Input Type Options

Customizing your Adobe FrameMaker Capture

Selecting the FrameMaker Plug-In Input Type Options

The Input Type options located in **SnagIt** > **Input Type** define what it is that you will capture when the Perform a SnagIt Capture option is selected. Whatever capture option is enabled within the dropdown menu, that is the type of capture that will be taken.

To change the capture type, simply click on **SnagIt** > **Input Type** and select the desired option from the fly-out menu. The option will be updated with a checkmark.



FrameMaker Capture Options Description Table

The following table describes each of the capture types and their use.

Capture Option	Description	Use
Window	Captures a specific screen, button, field toolbar, menu bar, etc.	Click the **Capture** button SnagIt. Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Window(Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Window (Auto scroll) option, SnagIt will automatically begin the capture at the top of the window that you are capturing and scroll downward, even if the top of the window is not in view at the time when the capture is taken.	Click on the **Capture** button SnagIt. Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, if there is a scrolling region available, a page icon will display. Once the page icon displays, release the mouse cursor. The scrolling will begin. Once the end of the scrolling region is captured, the capture process will be completed.
Region	Captures an arbitrary region of the screen using a dragging crosshair.	Click on the **Capture** button SnagIt. Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.
Region (Auto scroll)	SnagIt's AutoScroll feature allows a large image to be included in one capture. When using the Region (Auto scroll) option, you will define the area to be captured by dragging and scrolling with the crosshair across the screen until the	Click on the **Capture** button SnagIt. Drag the crosshair across the area you desire to capture. When done, release the mouse cursor.

	desired region is captured.	
Object	Captures distinct elements on the Windows desktop such as buttons, icons, toolbars, etc.	Click on the **Capture** button . Move the red box around the screen using the mouse cursor. When the red box is around the area you wish to capture, click with the mouse cursor.
Menu (Delay enabled)	Captures a dropdown menu. **Note**: When capturing a menu, time delay is automatically turned on so as to give you enough time to set up your capture.	Click on the **Capture** button . Open the menu that you want to capture. When the time delay time is up, then the menu capture will be taken.
Graphic File	Brings up the *Open* dialog box which allows you to select and insert a graphic into your document.	Click on the **Capture** button . The *Open* dialog box displays. Browse for and then select the image you want to insert into your document. Choose **Open** to insert the graphic. **Note**: This option is very useful when used in conjunction with the Enable Preview Window option. Using both of these together, you can open a graphic from within FrameMaker, view it in the Preview Window, add special effects such as a dropdown shadow, save the file, and then have the new graphic inserted into your document. Overall, this is a perfect solution for putting shadows, edges, and other special effects on pre-existing graphics – all from within FrameMaker.
Text (Auto scroll)	SnagIt's Text AutoScroll feature allows text to be captured from dialog boxes, web pages, error message boxes, and much more. When working with the text capture option, you cannot save the text to a file. Instead, the text will always be pasted into the FrameMaker document.	Move to the beginning of the area you want to capture. Click on the **Capture** button . You will see a red box and if there is a scrolling region available, a page icon will display. Click down and drag the cursor. The scrolling will begin. When you would like to complete the capture, simply release the mouse button. The capture process will then be completed and the text will be pasted into your document.

Continue this topic with Customizing your Adobe FrameMaker Capture.

Customizing your Adobe FrameMaker Capture

SnagIt plug-in captures for FrameMaker are completely customizable using the options found in the *SnagIt Plug-in Setup for Adobe FrameMaker* dialog box. To access this dialog box, choose **SnagIt** > **Setup a SnagIt Capture** . The *Setup* dialog box displays.

FrameMaker Capture Customization Options Description Table

The following table describes each of the FrameMaker plug-in customization options.

Option	Description and Use
Include Cursor	Includes the mouse cursor in the capture.
Time delay before capturing	Delays the capture by the indicated number of seconds. **Note**: Menu captures are always time delayed. This allows the time necessary to set up the capture.
Delay (seconds)	Enter the number of seconds to delay before the capture is taken.
Clipboard	Copies the capture to the clipboard.
Insert	Inserts the capture directly into the document at the location of the cursor. With this option, you do not save the image as a separate file.
Clipboard	Copies the capture to the clipboard.
Enable Preview Window	Enable this option to display your capture in the Preview Window before you send it to its output destination. Within the Preview Window, you can add special edge effects such as a drop shadow or torn edge. You can also add other special effects or resize your graphic.
File	Enable this option if you would like to save your capture as a file. Once the capture is taken, you will be prompted to save your file.
Copy into document	Inserts a copy of the capture into the document.
Import by reference	Importing by reference keeps the graphics linked to the source file. FrameMaker stores the pathname to the source file in the document. Each time you open the document, FrameMaker locates the file on the disk and redisplays it. If the source file was revised, FrameMaker updates the document with the latest version. Importing by reference can reduce total file size because it lets you use the same material in several places without storing the contents of imported images in the FrameMaker document. When using this option, after the capture is taken, a standard *Save As* dialog box displays. Choose the path and filename for your capture. Choose **OK**. From within the *Imported Graphic Scaling* dialog box, choose the desired options and then click on **Set**. The capture will be updated to the document.
None	Enable this option to save the capture as a file. This option **will not** insert the capture into your document.
Minimize FrameMaker before capturing	Enable this option to hide FrameMaker before you take your capture.
Custom image scaling (dpi)	Available with the *Copy into document,Import by reference*, or *None* options. When using this option, after the capture is taken, the desired image scaling percentage is automatically applied to the capture.
OK	Choose **OK** to save the current configuration and to exit this dialog box.
Cancel	Choose **Cancel** to exit this dialog box without saving any changes.
Help	Choose **Help** to access the SnagIt Plug-in's online help.

Frequently Asked Questions

The following chapter contains frequently asked questions concerning the SnagIt add-ins.

Continue with:

What is the Difference Between the SnagIt Add-ins and SnagIt?

How do I install the SnagIt add-ins?

How do I uninstall the SnagIt add-ins?

I don't see the SnagIt add-in toolbar in Internet Explorer. Where is it?

I don't see all of the Input options on the Toolbar. Where are they?

How do I turn off or hide the SnagIt add-in toolbar?

A message in Word XP says that my SnagIt Add-in has been disabled. How do I enable it again?

Same Menu Item Appears for All Internet Explorer Tool Band Objects

What is the Difference Between the SnagIt Add-ins and SnagIt?

You can use the SnagIt add-ins to give you quick access to the most common capture features right from within Word, PowerPoint, Excel, Internet Explorer, and Adobe FrameMaker. The SnagIt add-ins allow you to quickly incorporate screenshots into your documents and presentations and to capture content right from your browser in Internet Explorer.

Use SnagIt directly to access all image and text capture options, including video and web capture, adding annotations in SnagIt Studio, viewing your captures in SnagIt Catalog Browser, and much, much more.

While SnagIt still gives you all of the great functionality that you have come to rely on, the SnagIt add-ins help you increase your productivity by allowing you to perform the most common captures right from within one application.

There are a couple of important things to remember while using the SnagIt add-ins:

- The add-ins **cannot** do everything SnagIt can do. If you want to capture video, capture shapes, create a web page, etc., you must use SnagIt.
- The add-in settings are **independent** of what the SnagIt settings are. Changing the Input / Output options or other settings in SnagIt will not change the add-in's settings.

How do I install the SnagIt add-ins?

The files for enabling or disabling the SnagIt add-ins are placed on your PC during the normal SnagIt install process. You can however, choose to enable or disable the add-in files.

Overall, these very small files remain inactive until they are enabled, either by selecting the add-in specific options during the SnagIt install process or through the add-in options found within SnagIt. For more information on this topic, see Enabling & Disabling the SnagIt Add-Ins.

If you choose to leave the SnagIt add-ins disabled, then these small files will simply continue to inactively and harmlessly reside in your SnagIt install file folder.

How do I uninstall the SnagIt add-ins?

If you want to uninstall the add-in files, simply disable the add-in files themselves. This is done through the add-in options found within SnagIt. For more information on this topic, see Enabling & Disabling the SnagIt Add-Ins.

I don't see the SnagIt add-in toolbar in Internet Explorer. Where is it?

After the SnagIt installation is complete, if the toolbar doesn't display within Internet Explorer or Windows Explorer, you will have to manually turn on the toolbar. To enable the SnagIt add-in toolbar, right-click on the application's main toolbar. From the popup menu, choose SnagIt. The toolbar will become enabled for use.

I don't see all of the Input options on the Toolbar. Where are they?

After the SnagIt installation is complete, if all of the new Input options on the toolbar do not display, then you will have to manually delete the SnagIt toolbar and allow it to update itself. This problem occurs when a new version of SnagIt is installed over an older version instead of SnagIt being removed from the system before a new install take place.

To delete the SnagIt add-in toolbar, right-click on the application's main toolbar. From the popup menu, choose Customize. From the *Customize* dialog box, highlight the **SnagIt** option. Choose **Delete**. Choose **Yes** at the confirmation screen. Close out of your application and then reopen it. The SnagIt Input options will now be updated.

How do I turn off or hide the SnagIt add-in toolbar?

You can hide the SnagIt add-in toolbar from within Microsoft Word, PowerPoint, Excel, Internet Explorer, or Windows Explorer by right-clicking on the main toolbar and selecting SnagIt.

Display the add-in toolbar once again by repeating this process.

Overall, when the toolbar is enabled, a checkmark will display next to the word SnagIt. When the add-in toolbar is hidden, no checkmark will be displayed.

It is important to note that this process only hides or displays the SnagIt add-in toolbar, it does not enable or disable the actual add-ins. For more information on enabling and disabling the add-ins, see Enabling & Disabling the SnagIt Add-Ins.

A message in Word XP says that my SnagIt Add-in has been disabled. How do I enable it again?

In order to work with the SnagIt add-ins in the Windows XP environment, you must have the add-ins option enabled within Word.

To enable add-ins in Word XP, from the menu bar, choose **Help** > **About Microsoft Word**. The *About Microsoft Word* dialog box displays. Click on the **Disabled Items** button. Choose SnagIt Add-ins from the list and choose the **Enable** button. Click on the **Close** button to close this dialog box.

Same Menu Item Appears for All Internet Explorer Tool Band Objects

Microsoft has confirmed that this is a bug in the Microsoft Internet Explorer 5 and Microsoft Internet Explorer 5.5.

This problem was corrected in Windows 2000. For more information, see:
http://support.microsoft.com/default.aspx?scid=KB;en-us;q231621

SnagIt Support

Contacting TechSmith Technical Support

If at any time you experience problems with SnagIt, we encourage you to contact TechSmith Technical Support at http://www.techsmith.com/techsupp/default.asp.

Technical support is offered free of charge.

Mailing Address

TechSmith Corporation
2405 Woodlake Drive
Okemos, MI 48864 USA

Telephone

Toll free: 800.517.3001 (USA Only)

TechSmith Support Links

Download a free evaluation copy of SnagIt at http://www.techsmith.com/products/snagit/default.asp

Search for answers to SnagIt frequently asked questions at http://www.techsmith.com/products/snagit/faqs.asp.

Contact sales at http://www.techsmith.com/contact.asp for instructions on how to upgrade the multi user copy.

Download a free evaluation copy of Camtasia Studio at http://www.techsmith.com/products/camtasia/camtasia.asp

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