

# SnagIt™

Version 2.6

## User's Guide

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# Overview

This chapter introduces SnagIt, outlines its system requirements and describes its on-line documentation and Help facility. It also provides you with information on how to contact us with your comments and questions.

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## **What does SnagIt do?**

SnagIt provides Microsoft Windows users with an easy way to capture, print or file Windows screen images.

With SnagIt, you can capture an entire screen, a portion of the screen or a specific window. SnagIt also accepts input from the Windows clipboard, or a Windows bitmap (BMP) file.

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

Sending the image to the Clipboard allows you to immediately paste the image into other Windows applications, such as word processors and desktop publishing programs. Placing the image in a saved file allows you to later import it into your applications. Sending the image to the printer allows you to make immediate use of the hardcopy output.

## **SnagIt system requirements**

SnagIt requires the following:

- An IBM PC or compatible that meets Microsoft Windows 3.1 or Windows for Workgroups minimum hardware requirements.
- Microsoft Windows 3.1 or Windows for Workgroups 3.11 or later.
- A mouse or other pointing device.
- For printed output, a Windows-supported printer capable of printing bitmaps.  
(This includes most laser, dot matrix and ink jet printers. Note that many plotters cannot print bitmaps, and consequently, may not be able to print images captured with SnagIt.)

## Using on-line Documentation

SnagIt has a Help system that gives you on-line access to the manual.

Selecting **Quick Help** from the **Help** menu provides an instant overview of SnagIt essentials.

For information about how to use on-line Help, choose **How to Use Help** from the **Help** menu.

Selecting **System Info** from the **Help** menu displays a dialog box that contains information about your screen mode and printer type.

Selecting **About** from the **Help** menu displays a dialog box listing the version number for this copy of SnagIt.

## **README.TXT**

Refer to the README.TXT file on the SnagIt diskette for recent information not included in this online manual.

## **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, please contact us in one of the following ways:

By mail:           TechSmith Corporation  
                      Attn.: SnagIt Support  
                      P.O. Box 4758  
                      East Lansing, MI 48826-4758

By phone:         (517) 333-2100

By fax:            (517) 333-1888

Internet:          SnagIt@techsmith.com

CompuServe:      75226,3136

If you are reporting a problem with SnagIt, please have the following information available:

- The product name and version number (SnagIt, Version 2.6).
- 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.

# Getting Started

This chapter describes how to install and use SnagIt.

[Installing SnagIt](#)

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## Installing SnagIt

The SnagIt installation program, SETUP.EXE, is a Microsoft Windows application. You must have Windows 3.1 or Windows for Workgroups 3.11 installed before you can install SnagIt.

To install SnagIt:

1. Start Windows, if you have not already done so.
2. Insert the SnagIt diskette into a floppy drive.
3. From the Program Manager menu bar, choose **File**, and select **Run** from the drop-down menu.
4. In the File Run dialog box, enter:  
a:\setup  
(If you are installing SnagIt from a diskette drive other than the a:\ drive, you will need to change the drive letter in the command line above.)

For all users:

5. Click on the **OK** button.
6. In the **Setup Options** box, do the following:
  - Enter the name of the directory where you want to install SnagIt, or accept the default Windows directory.
  - Enter the Windows group to which the SnagIt icon should be added, or accept the default Accessories group.
7. In the **Startup Options** box, do the following:
  - If you want SnagIt to load automatically when you start Windows, check the **Start SnagIt when Windows starts** box. This will add SnagIt to the Windows Startup group.
  - If you want SnagIt to start as a minimized icon, check the **Minimize SnagIt when started** box.
8. When you have finished entering the setup information, click on the **Install** button to install SnagIt.

## **Using SnagIt**

[Starting SnagIt](#)

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## **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.

If you selected the "Start SnagIt when Windows starts" checkbox during installation, or if you have manually placed the SnagIt in your Windows Startup group, SnagIt will start automatically each time you start Windows.

## SnagIt default settings

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

- **Input** is set to "Screen". SnagIt is configured to capture the entire Windows desktop.
- **Output** is set to "Printer". SnagIt is configured to send the captured image to the Windows default printer.
- **Format** is set to "Color". SnagIt will capture the image with the screen colors intact. (In most cases you can print images captured using this setting, even if your printer is not a color printer.)
- **Scale** is set to "Proportional". This means that SnagIt will proportionally scale the image to fill your current Windows default printer page.

A summary of your current settings will always be displayed as a status line in the lower section of the SnagIt Control window.

## **Invoking SnagIt with the hotkey(s)**

Once you have set SnagIt's parameters, you are ready to capture screen images.

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 designated.

## 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:

- |                     |   |
|---------------------|---|
| <b>Left Button</b>  | Use the left mouse button to select SnagIt menu options, and to select screen regions and windows to capture.               |
| <b>Right Button</b> | Use the right mouse button to cancel a region or window selection, by pressing it before you release the left mouse button. |

# SnagIt Configuration Options

This chapter describes how to configure SnagIt, including input, output, format and other options, as well as keyboard commands and command-line arguments.

[Auto-Load option](#)

[Keyboard commands](#)

[Input options](#)

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## **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 Start SnagIt when Windows starts box on the SnagIt Setup screen. This will remove SnagIt from the Windows Startup group, 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 "Start SnagIt when Windows starts" box on the SnagIt Setup screen. This will add SnagIt to the Windows Startup group.



## **Keyboard commands**

[Invoking Snagit from the keyboard](#)

[Hiding the Snagit window](#)

## **Invoking SnagIt from the keyboard**

The default hotkey 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.

## **Hiding the SnagIt window**

The default hotkey 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.

## Input options

The SnagIt Input options allow you to define the screen area to be captured. Your options include Screen, Entire Window, Window Client Area, Last Active Window, Region, BMP File and Clipboard. You also have the option of including the cursor in the captured image by selecting Include Cursor.

[Screen \(Input\)](#)

[Entire Window \(Input\)](#)

[Window Client Area \(Input\)](#)

[Last Active Window \(Input\)](#)

[Region \(Input\)](#)

[BMP File \(Input\)](#)

[Clipboard \(Input\)](#)

[Include Cursor \(Input\)](#)

## Screen (Input)

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 (Input)

Select the **Entire Window** option from the SnagIt **Input** menu to capture an entire user selected window. The captured image will include 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 hotkey combination.
3. The cursor will change to a finger pointer. 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.*

*Other 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.*

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## Window Client Area (Input)

Select the **Window Client Area** 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. It does not include 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 hotkey combination.
3. The cursor will change to a finger pointer. Select the desired window by positioning the finger pointer inside the window and clicking the left mouse button.

## **Last Active Window (Input)**

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 (Input)

Select the **Region** option from the SnagIt **Input** menu to capture a user defined 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 cursor 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. Drag the pointer diagonally, to the lower right corner of the region. You will see a rectangular outline defining 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 (Input)**

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 (Input)

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.

## **Include Cursor (Input)**

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

## Output options

The SnagIt Output options allow you designate what SnagIt will do with the captured image. The captured image can be sent to the Printer, the Windows Clipboard or saved to a File.

[Printer \(Output\)](#)

[Clipboard \(Output\)](#)

[File \(Output\)](#)

## **Printer (Output)**

Select the **Printer** option from the SnagIt **Output** menu to send the captured image to your default Windows printer. While SnagIt is printing, a status box will be displayed. To stop the printing process, select **Cancel** at any time.

## Clipboard (Output)

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 another Windows application or save it as a clipboard file (.CLP).

## File (Output)

Select the **File** option from the SnagIt **Output** menu to save the captured image to a file. With this option you can save your files in three graphic file formats.

- Specify the graphic file format type for your saved image. Select **BMP** for a **Windows Bitmap** file, **PCX** for a **PC Paintbrush** file or **TIF** for a **Tag Image File**.

*Note: The file format you choose can have a dramatic effect on the saved file size. The following are examples of one image (256 colors, 510 pixels by 270 pixels) saved in various file formats.*

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	<u>Monochrome</u>	<u>Color / Grayscale</u>
<i>BMP</i>	<i>18k</i>	<i>137k</i>
<i>PCX</i>	<i>5k</i>	<i>21k</i>
<i>TIF</i>	<i>18k</i>	<i>137k</i>

- If you would like SnagIt to automatically name and sequentially number your saved images, select the **Automatic File Naming** checkbox. Specify the first five characters of the named series you would like SnagIt to use when it saves a file automatically (the default is **SNAG-**). As long as this option remains in effect, whenever SnagIt saves a file, it will give the file a name that starts with the designated five characters and a sequential number (i.e. SNAG-1, SNAG-2...)
- Select the **File Output Drive** from the drop down window at the bottom of the dialog box.
- Select the **File Output Directory** to specify into which directory the files will be placed.
- Click on the **OK** button.



## Format options

The SnagIt Format options let you choose a color format for the captured image. Your choices are Color, Monochrome or Grayscale.

[Color](#)

[Monochrome](#)

[Grayscale](#)

*Note: The file format you choose can have a dramatic effect on the saved file size. The following are examples of one image (256 colors, 510 pixels by 270 pixels) saved in various file and color formats.*

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	<u>Monochrome</u>	<u>Color / Grayscale</u>
<i>BMP</i>	<i>18k</i>	<i>137k</i>
<i>PCX</i>	<i>5k</i>	<i>21k</i>
<i>TIF</i>	<i>18k</i>	<i>137k</i>

## 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, or a 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, black and white 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, most printed images will probably look their best if you set the format option to Color.*

*Unless you have a specific need to capture monochrome or grayscale images, we recommend leaving the format option set to Color.*

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## 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, a dialog box will appear, allowing you to 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.

## Grayscale

Select the **Grayscale** option from the Snagit **Format** menu to convert the captured image to a grayscale (black and white patterns that simulate 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 grayscale is a pixel-by-pixel process, and can be slow.

## Other options

The SnagIt **Options** menu lists additional SnagIt features and options. These include Alert, Clipboard Chain, Color Boost and Scale. You also have the option of saving these settings by selecting Save Setup. The Options menu also includes an Advanced Options section which allows you to redefine your Hotkey(s) and to select a printer other than the Windows default printer.

[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, the **Completion Alert** dialog box will be displayed.

In the 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 Windows clipboard 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. To select this option:

1. Select the Input option **Clipboard**,
2. Select any other Output option other than **Clipboard**, and
3. Select the **Clipboard Chain** option on the **Options** menu.

You can use the **Clipboard Chain** option to capture screens from a full-screen DOS box. 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, BMP file or TIFF file).

## 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 images 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.

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.

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.*

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Click on the **OK** button to activate the specified Color Boost values for the current SnagIt session.



## 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.

When you select the **Scale** option, a dialog box will be displayed.

In the **Scale** dialog box, you can:

- Select **User-set Scale**, and enter the desired **scale value** either by typing in the value, or by using the arrow controls to raise or lower the scale value. The default, is 1.00.
  - 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 (dpi). A factor of 1.00 will usually be appropriate for captures to the Windows clipboard 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.

### SCALE OPTION TIP:

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

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- 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 other than Printer (Clipboard and File) to 1.
- Select **Proportional Scale** to reproduce the image on your screen to scale. This option will use the screen size, in pixels, to scale the image you are capturing.
- Select the **Correct for aspect ratio** checkbox when you want SnagIt to 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.

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 pixel, 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 for future SnagIt sessions.

Selecting **Save Setup** will save the current values for the following settings to the Windows Registry:

- Input option (Screen, Entire Window, etc.)
- Output option (Printer, Clipboard, File, etc.)
- Format option (Color, Monochrome, or 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

**Advanced Options**, located in the Snagit **Options** menu, allows you to specify hotkey combinations other than the Snagit default setup, or to choose a printer other than the Windows default printer.

[Change Hotkeys](#)

[Select Printer](#)

## Change Hotkeys

Caution: While SnagIt allows users the flexibility to designate their own HotKey(s), you should take care to use keys and or key combinations that are not used in normal typing or by your software applications.

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Select **Change Hotkeys** from the **Advanced Options** submenu.

In the **Select activation key** box, you can define the keys you will press when you want to capture an image. Check the combination of boxes for CTRL, SHIFT, ALT and any 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.

Similarly, 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 combination of boxes for CTRL, SHIFT, ALT and any 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.

In the **Set the Default Printer for SnagIt** box, select 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 the following command line arguments:

- /hide** or **/h** Hides the SnagIt window at startup.
- /nokey** or **/n** Disables keyboard input to SnagIt (For use with DDE applications.)
- /icon** or **/i** Starts SnagIt as a minimized icon, instead of in a window.

# Using SnagIt to Capture DOS Boxes

This chapter describes how you can use SnagIt to capture images from both full-screen and windowed DOS boxes.

[Capturing full-screen DOS boxes](#)

[Capturing windowed DOS boxes](#)

[Using the inverse option with DOS box captures](#)

## Capturing full-screen DOS boxes

Since SnagIt is a Microsoft Windows program, it cannot capture DOS screens directly. However, Microsoft Windows will copy a DOS box screen image to the Windows clipboard 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 **Printer** or **File**.
- You can also 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. SnagIt will then display status and/or input windows relevant to the output you have selected. 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 minimize your DOS session.
- Press your hotkey 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.)*

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## 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 DOS box with SnagIt:

1. The DOS window must be on top of the Windows desktop, but must **not** have the focus.
2. Set the **Input** menu option to **Screen**, **Entire Window**, **Window Client Area** or **Region**, depending on your requirements.
  - **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.

The other Input Options; Last Active Window, BMP File and Clipboard are not applicable.

3. Select any **Output** menu option.
4. Do not select the **Clipboard Chain** option; it will not work when capturing windowed DOS boxes because input is not coming from the Windows clipboard.

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.
4. Press your hotkey 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, DOS box 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 dialog box, click on the **Inverse** button, and select the **"Use Color Boost"** checkbox.
3. Click on the **OK** button.

Your captured images will now appear as dark characters on a white background.

# Adding SnagIt to Other Applications

[Using SnagIt as a DDE server](#)

[DDE command reference](#)

[Installing the SnagIt Word for Windows macro](#)

[Activating SnagIt from Word for Windows](#)

## **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.

[Initiating a DDE session with SnagIt](#)

[Setting SnagIt configuration options](#)

[Invoking SnagIt](#)

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[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

*Note: Because it creates the connection, the DDE\_INITIATE command must be the first command issued. To release system resources when the channel is no longer required, issue a DDE\_TERMINATE.*

---

## 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.

[Setting options with DDE\\_EXECUTE](#)

[Setting options with DDE\\_POKE](#)

## 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:

<b><u>Parameter Value</u></b>	<b><u>Result</u></b>
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.
aspect off	Do not maintain image aspect ratio when printing.
aspect on	Maintain image aspect ratio when printing.
autoname	Set the Filename parameter to CCCCC.
boost off	Disable SnagIt's Color Boost option (equivalent to de-selecting the "Use Color Boost" checkbox on the Color Boost dialog).
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.
chain	Toggle the Clipboard Chain parameter.
device [printer_name], [driver_name], [port]	Direct output to the specified printer, using specified driver and port.
format color	Set the Format parameter to Color.
format gray	Set the Format parameter to Grayscale.
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.
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: 0x41-0x5F hotkeys ASCII value 0x01-0x0C function key F1-F12, if 0x08 bit is set in high byte
inalert n	Set the Input # Beeps for the Alert parameter to the value specified as n.
input client	Set the Input parameter to Window Client Area.
input clipboard	Set the Input parameter to Clipboard.
input file	Set the Input parameter to BMP File.
input last	Set the Input parameter to Last Active Window.



input region	Set the Input parameter to Region.
input screen	Set the Input parameter to Screen.
input window	Set the Input parameter to Entire Window.
options nnnn	Set options. The nnnn byte specifies the following Options: 0x01 captures mouse cursor 0x02 turns on automatic file naming
outalert n	Set the Output # Beeps for the Alert parameter to the value specified as n.
output bmp	Set the Output parameter to BMP File.
output clipboard	Set the Output parameter to Clipboard.
output file	Set the Output parameter to BMP File.
output pcx	Set the Output parameter to PCX File.
output printer	Set the Output parameter to Printer.
output tiff	Set the Output parameter to TIFF Mono File.
scale auto	Set scale option to auto scale.
scale n	Set the Scale value to n.
scale pro	Set scale option to proportional scale.
snagdir	Set the File Output Directory parameter to a valid path.
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 0x10 PRINT SCREEN key Low byte specifies the key pressed: 0x00 if 0x10 bit is set in high byte 0x41-0x5 specifies hotkeys ASCII value 0x01-0x0c specifies function key F1-F12, if 0x08 bit is set in high byte
window hide	Hides the SnagIt window or icon.
window show	Displays 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:

<b><u>Parameter</u></b>	<b><u>Values</u></b>	<b><u>Result</u></b>
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.
aspect	on off	Maintain image aspect ratio when printing. Do not maintain image aspect ratio when printing.
autoname	cccc	Set the Filename parameters.
boost	red_nnn, blue_nnn, green_nnn  off	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.  Disable SnagIt's Color Boost option (equivalent to de-selecting the "Use Color Boost" checkbox on the Color Boost dialog).
chain		Toggle the Clipboard Chain parameter.
format	mono,nn  color gray	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.  Set the Format parameter to Color. Set the Format parameter to Grayscale.
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: 0x41-0x5F hotkeys ASCII value 0x01-0x0C function key F1-F12, if 0x08 bit is set in high byte
inalert	n	Set the Input # Beeps for the Alert parameter to the value specified as n.
input	screen window client last region	Set the Input parameter to Screen. Set the Input parameter to Entire Window. Set the Input parameter to Window Client Area. Set the Input parameter to Last Active Window. Set the Input parameter to Region.

	file	Set the Input parameter to BMP File.
	clipboard	Set the Input parameter to Clipboard.
options	nnnn	Set options. The nnnn byte specifies the following Options: 0x01 captures mouse cursor 0x02 turns on automatic file naming
outalert	n	Set the Output # Beeps for the Alert parameter to the value specified as n.
output	bmp	Set the Output parameter to BMP File.
	clipboard	Set the Output parameter to Clipboard.
	file	Set the Output parameter to BMP File.
	printer	Set the Output parameter to Printer.
	tiff	Set the Output parameter to TIFF Mono File.
	pcx	Set the Output parameter to PCX File.
scale	n	Set the Scale value to the value specified as n.
	auto	Set scaling to auto scale.
snagdir	dddd	Set File Output Directory parameter.
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 0x10 PRINT SCREEN key Low byte specifies the key pressed: 0x00 if 0x10 bit is set in high byte 0x41-0x5 hotkeys ASCII value 0x01-0x0c function key F1-F12, if 0x08 bit is set in high byte
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 PROGRAMMERS 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:

<b><u>Input Parameter</u></b>	<b><u>Result</u></b>
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.

## 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 window client area 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 syntax 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**

<b><u>Input Parameter</u></b>	<b><u>Result</u></b>
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 x1 y1 x2 y2	Captures the rectangular area specified by the points x1 y1 and x2 y2.

### **Output Parameter**

<b><u>Output Parameter</u></b>	<b><u>Result</u></b>
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	Output to a TIF file. (Providing [file_name] is optional.)

### **Format Parameter**

<b><u>Format Parameter</u></b>	<b><u>Result</u></b>
DEF	Implements default format.
COL	Implements Color format .
MON t	Implements Monochrome format with Intensity Threshold for White specified by value t.
GRY	Implements Grayscale format.

### **Scale Parameter**

<b><u>Scale Parameter</u></b>	<b><u>Result</u></b>
DEF	Implement s default scale method.
VAL s	Scales up the image by the factor specified by s.

AUT	Implements Auto Scale.
PRO	Implements Proportional Scale.

<b><u>Option Parameter</u></b>	<b><u>Result</u></b>
DEF	Implements default options.
b	Implements options specified by b where b is a bitmask for the following options: 0 x 01 Include Mouse Cursor 0 x 02 Automatic File Naming 0 x 04 Correct for Aspect Ratio 0 x 08 Invert Image Colors

## **Examples**

Capture using default settings 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 Last Active Window. 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 command line; all other parameters use default settings.

[DDE\_EXECUTE command] Esnag (SCR, TIF SCREEN1.TIF, DEF, DEF, DEF)

Capture the Screen to a TIF file name 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 Aspect Ratio and Invert Image Colors.

[DDE\_EXECUTE] Esnag (SCR, TIF SCREEN1.TIF, COL, AUT, 15)

---

*Note: The Auto File Naming option is overridden 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 BMP file , 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 80 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 MSWord menu. You can use this option to capture screens from other Windows applications, and insert those screen captures into your MSWord document.

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

[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 2.0:

1. Start SnagIt, and then start MSWord.
2. Insert the SnagIt distribution diskette in the floppy drive.
3. Choose **File, Open** from the MSWord menu. In the **File Name** 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** dialog box, 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 MSWord 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".
  - 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 (MSWord) 6.0:

1. Start SnagIt, and then start MSWord.
2. Insert the SnagIt distribution diskette in a floppy drive.
3. Choose **File, Open** from the MSWord menu. In the **File Name** field, type:  
a:\snagww.doc  
(Where a:\ is 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** dialog box, 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 MSWord 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".
10. Click on the **Add** button, and then the **Close** button.
11. Choose **File, Close** from the menus. Word will prompt you to confirm that you want to keep your changes. Click on the **Yes** button.
12. 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 MSWord macro, follow these steps to activate SnagIt from MSWord:

1. Start SnagIt, if you have not already done so. You must start SnagIt before you can use the MSWord screen capture menu option.
2. Set up the Windows application that has the screen you want to capture. (For testing purposes, the Windows desktop will work fine.)
3. Return to MSWord, and position the cursor in your MSWord document at the point where you want to insert the screen capture.
4. Select **Insert, Screen Capture** from the MSWord menus. The resulting dialog box will allow you to select the area to be captured.
5. Choose the part of the screen you want SnagIt to capture.
6. Click on the **OK** button. SnagIt will minimize MSWord, allow you to specify which window or region 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 MSWord 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 graphic object in MSWord.

# SnagIt Message Reference

This chapter provides a reference for 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.

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 Windows default printer. 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 Windows default printer 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.

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## **TechSmith Corporation**

TechSmith Corporation is a technology leader in remote networking solutions. Since 1987 our mission has been to help users maximize the benefits of distributed computing by allowing effective remote deployment and use of distributed data and services. TechSmith has designed its family of products to meet the unique requirements of organizations needing to support not only their employees, but their customers, vendors, and business partners as well. The company has more than 1000 customers, many of which are Fortune 100 organizations.

TechSmith is committed to providing reliable, high-quality products that are easy to use. If you have a product suggestion or would like more information regarding SnagIt, please contact us in one of the following ways:

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By phone:	(517) 333-2100
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CompuServe:	75226,3136

## **Other TechSmith products**

### **Enterprise Wide Foray PPP Server**

Enterprise Wide Foray PPP Server is a cost efficient communications software solution for accessing corporate network resources. The Foray PPP Server brings the corporate Internet connection, as well as TCP/IP and IPX network services, to the remote user.

Supporting individuals dialing in with Windows 95, Windows NT, WinSock PPP packages, and PPP clients, Foray can provide a centralized remote-access service point. Network administrators can save time and money while providing multiple users with a secure LAN and Internet link.

An evaluation version is available at <http://www.TechSmith.com>.

Send email requests for additional information to [Foray@TechSmith.com](mailto:Foray@TechSmith.com).

### **SnagIt/32 (32-bit version)**

SnagIt/32 is the screen capture, print, file and mail program for Microsoft Windows 95 and Windows NT. Users can capture an entire screen, a portion of the screen or a single window. SnagIt sends the captured area to the clipboard, printer, a mail note or a file for later use in other applications, such as word processors. SnagIt is a fully functional Windows DDE server so it may be incorporated into custom or commercial applications for printing .

An evaluation version is available at <http://www.TechSmith.com>.

Send email requests for additional information to [Snagit@TechSmith.com](mailto:Snagit@TechSmith.com).

**Sales information**

For more information about TechSmith products, contact TechSmith Sales at (800) 517-3001.



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**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, typically used to reference printer resolution or clarity. Higher DPI printers are capable of producing sharper images.



**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 Entire Window or Window Client Area 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 focus 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. Snagit can create only monochrome TIFF files.

**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. It does not include 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.

# Acknowledgments

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