

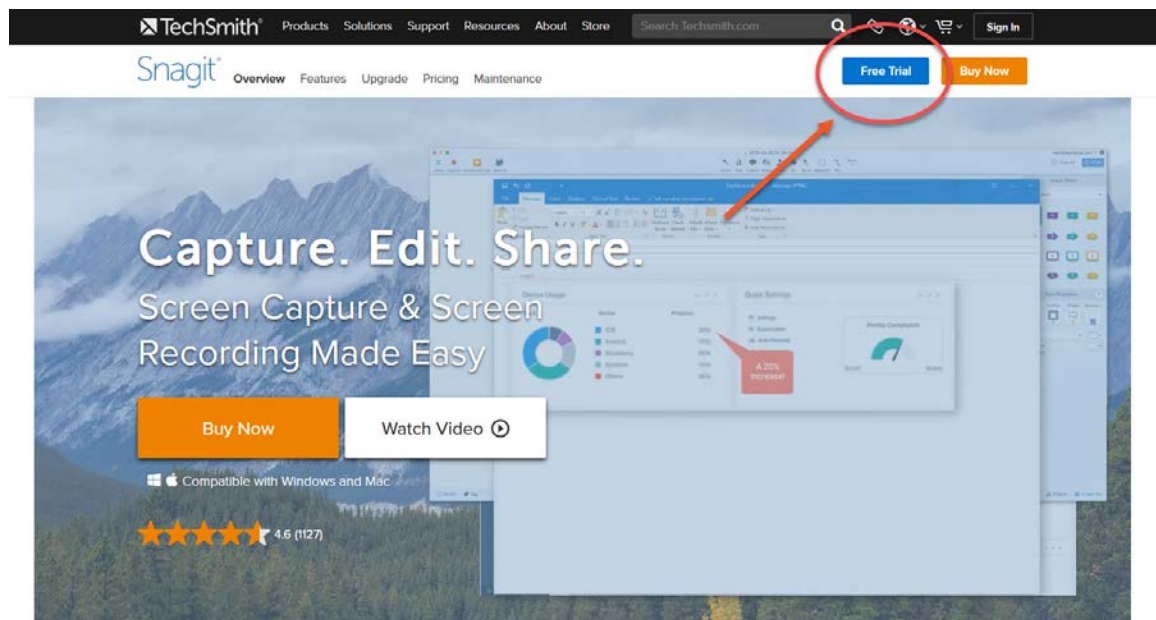
# Snagit: A Screen Capture Tool

Snagit can be used to create videos by recording your computer screen, mouse movements, and voice. This is useful for creating short talks about a piece of art or a website, to show the step-by-step process of solving an equation, to illustrate your Blackboard course (especially useful if you are teaching online), or create simple software demonstrations.

Snagit, a product of TechSmith, and can be found at <https://www.techsmith.com/snagit.html>. You can try the full version free for 30 days. The cost to own using educational pricing is \$29.95 and is found here: [http://shop.techsmith.com/store/techsm/en\\_US/buy/productID.289742700](http://shop.techsmith.com/store/techsm/en_US/buy/productID.289742700). Snagit is useful, easy to use, and, in most cases, exactly what you'll need for most screen capture needs. The video files you create can be saved to Screencast.com, or sent to YouTube, for instance, but most simply can be saved as MP4 files, which are relatively light-weight and almost universally viewable. Videos can then be uploaded to University of Hartford's media server, Ensemble, or directly to Blackboard.

## ***Download the Free Version of Snagit***

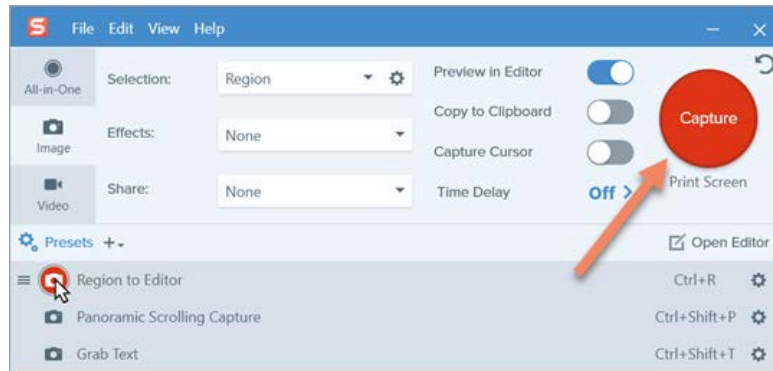
Navigate to the Snagit website (<https://www.techsmith.com/snagit.html>) and download Snagit using the link shown below. Follow prompts to download and install.



## Capture your Still Screen Shots

Following are steps for capturing an image using Snagit:

- Open the image or application you would like to capture or take a screen shot of. Snagit launches automatically on Windows startup and appears docked at the top of your screen.
- Hovering over the bar at the top of your screen. The capture window pops down (as shown below).

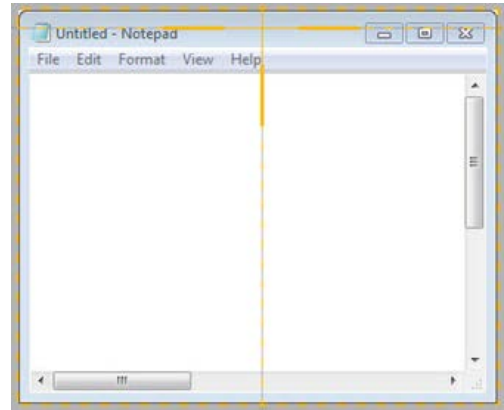


- Click the three-line bars to get the *Capture Profiles* and choose the **Image** button to capture a still image of a window or area on your screen.
- As you can see, you can set Capture Profiles if you want to take your still screen shot captures into Microsoft Word, PowerPoint or to the clipboard. If these are not set up, use the **Manage Profiles** button to set them up so you can quickly capture as you like.
- You can set your preferences to allow you to capture stills by using button combinations of your choice by going to *Preferences*, found via the cog icon on the dropdown panel and enabling hot keys.
- Choosing the **Image** button will open the Snagit Editor window where you can crop, blur, add boxes, lines, arrows, adjust the image and gives you a range of options for sharing. You can also create libraries of objects you screen shot in Snagit.
- Use the cross-hairs that appear to select an area of your screen to capture.

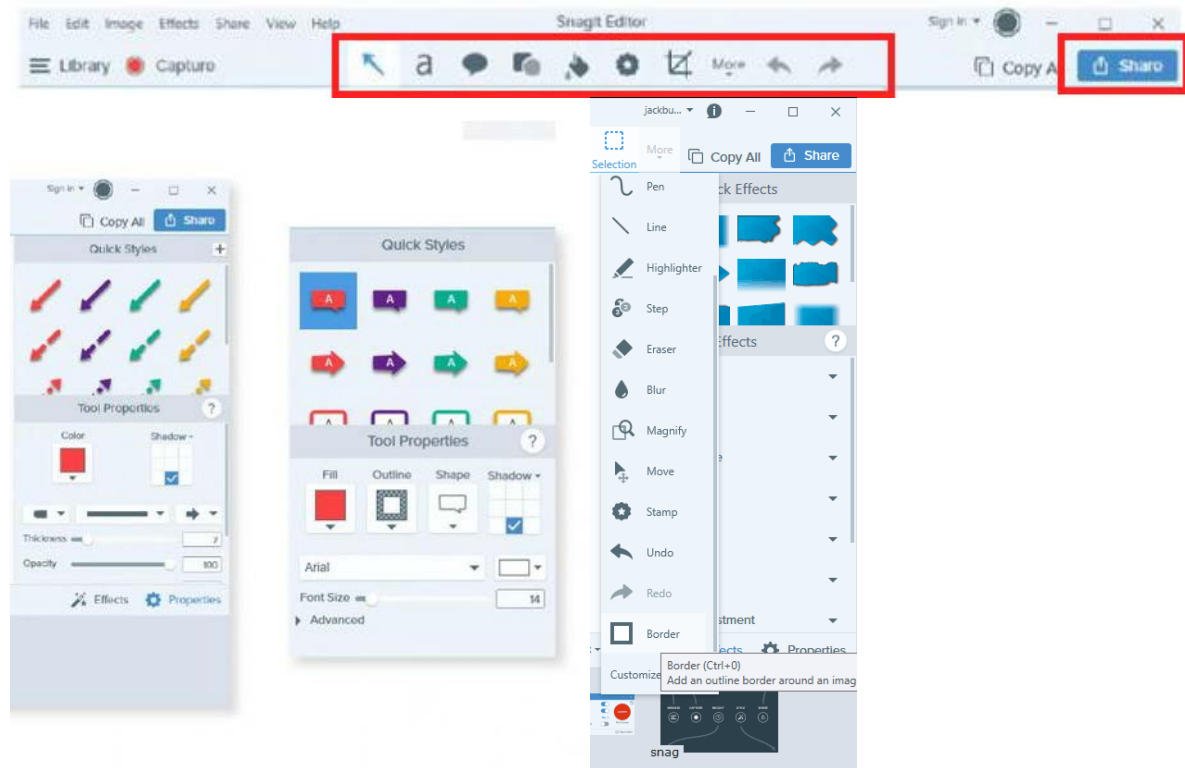


- Choose whether or not to capture **Full Screen, Window, Region or Area of the Screen or Standard Size**.

- **Fullscreen:** Click the Fullscreen button to capture the entire screen.
- **Window:** Move the cursor over the window to record. When an orange dashed border appears around the window, click to select the highlighted area.
- **Region or Area of the Screen:** Click and drag to select the desired area on the screen.
- **Standard Size:** The video guides show standard or recommended dimensions for common video sharing destinations. As you drag the cursor near one of the standard dimensions when selecting an area, the guide dimly appears. Continue to drag the cursor until the border highlights to match the guide.



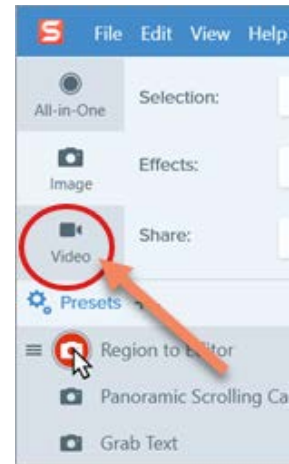
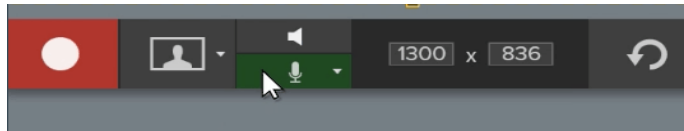
## Snagit Editor



## Snagit Video: Capture your Screen Movements along with Audio

- Open the image or application you would like to record. If you're using a digital pen, make sure that it's ready to annotate. In addition, make sure you either have a head set with a microphone plugged in or have a built-in microphone, as you would most likely find on a laptop.

- There are two ways to capture Video:
  - Click the **big red** button and then click the **Video Capture** button



- Or, from the dropdown dock, choose the **Video** button (as shown to the right) to capture video of a window or area on your screen. Use the cross-hairs that appear to select an area of your screen to capture.

- The recording countdown will begin. If you are recording a large area or the entire screen, the Snagit toolbar minimizes down into the system tray:



Action	Button	Hotkey
<b>Start the Recording</b> Click the Record button to start or resume recording.		SHIFT+F9
<b>Restart the Recording</b> Did you make a mistake and want to start over? Click the Restart button to delete the current recording and start over using the same recording settings.		
<b>Pause the Recording</b> Do you need to collect your thoughts or did an interruption occur? Click the Pause button to take a break. Click the Resume button to continue the recording.		SHIFT+F9
<b>Stop the Recording</b> Are you done recording and ready to preview your video? Click the Stop button to end the recording.		SHIFT+F10

Excerpted from: <https://www.techsmith.com/tutorial-snagit-12-taking-your-first-video-capture.html>

## ***Get Help for Snagit***

You can find a link to Snagit tutorials here: <https://www.techsmith.com/tutorial-snagit-current.html>. Click for your version (PC or Mac) to find how-to documentation, video tutorials, and 'hands-on' walkthroughs.

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## **Getting Help with Technology at the University of Hartford**

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### **Faculty Center for Learning Development (FCLD)**

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

**Phone:** (860) 768-4661      **Email:** [fclld@hartford.edu](mailto:fclld@hartford.edu)

**Website:** <http://www.hartford.edu/fclld>

### **Student Blackboard Support**

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

**Phone:** (860) 768-4636      **Email:** [bbsupport@hartford.edu](mailto:bbsupport@hartford.edu)

**FAQ/Submit a Ticket:** <http://www.hartford.edu/studentbbsupport>

### **Information Technology Services (ITS) Help Desk**

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

**Phone:** (860) 768-4357      **Email:** [helpdesk@hartford.edu](mailto:helpdesk@hartford.edu)

**Website:** <http://hartford.edu/ots>

### **Media Technology Services (MTS)**

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

**Phone:** (860) 768-4357      **Website:** <http://www.hartford.edu/mts>