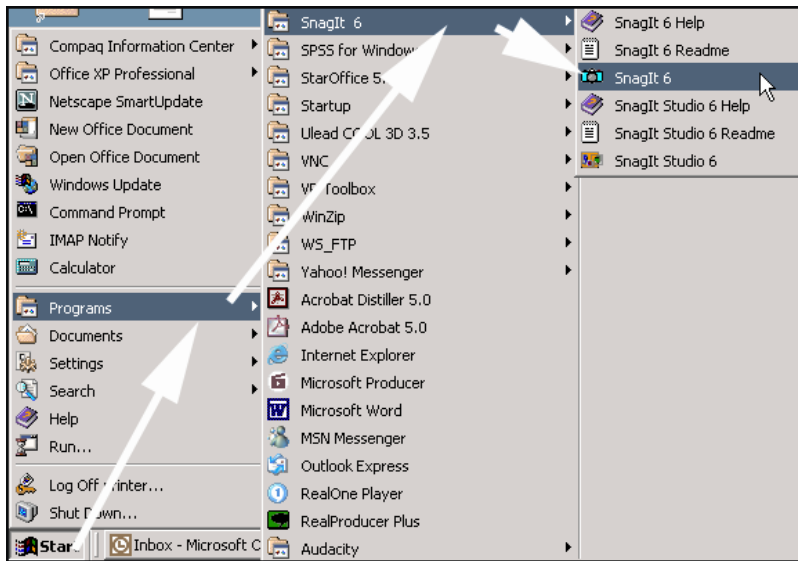


# Instructions for Using SnagIt 6

1. Click on the **SnagIt 6** shortcut that is located on the Windows desktop.



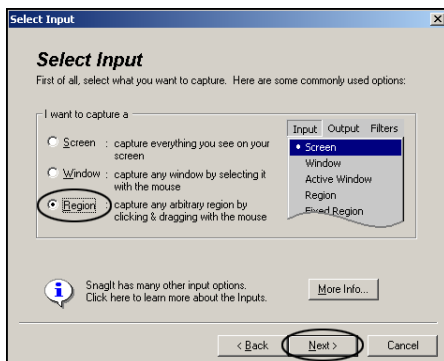
OR

Go to **START >  
 PROGRAMS >  
 SNAGIT 6 > SNAGIT  
 6.**

2. Go through the **SnagIt “Quick Start” Wizard** that opens when you start SnagIt for the first time. You can turn the wizard off after going through the process once.

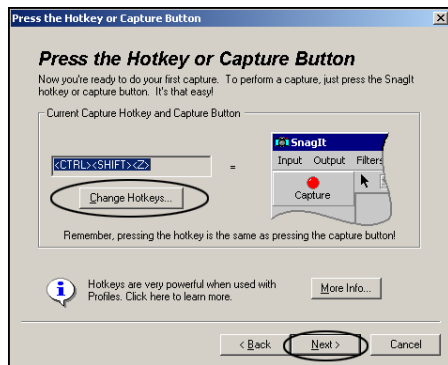
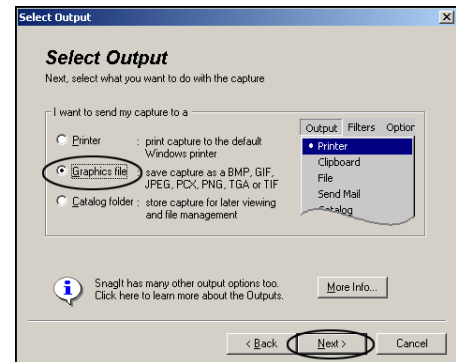


3. On the first screen click the **NEXT** button.



4. On the second screen, click the radio button marked **REGION**, and then click the **NEXT** button.

- On the third screen, click the radio button marked **GRAPHICS FILE**, and then click the **NEXT** button.

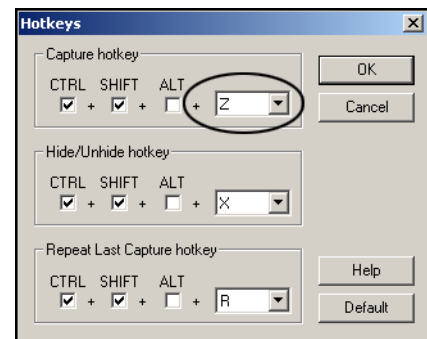


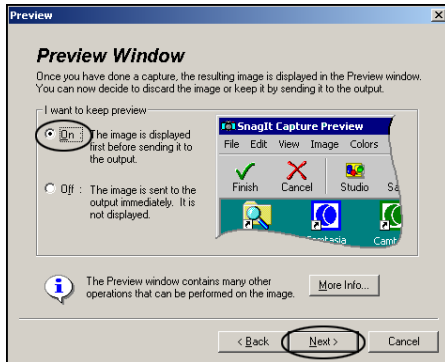
- On the fourth screen, we have chosen to change the Hotkeys from **CTRL + SHIFT + P** to **CTRL + SHIFT + Z**. When snagging regions of the screen, we are often using the right hand on the mouse while trying to snag an image with the other hand. This keystroke is much easier to accomplish with one hand than the preset keystroke.

- To do this, click on the button marked **CHANGE HOTKEYS**.

- A dialog box will open. In the top box labeled **CAPTURE HOTKEY**, click on the drop down arrow and scroll to change the **“P”** to a **“Z.”**

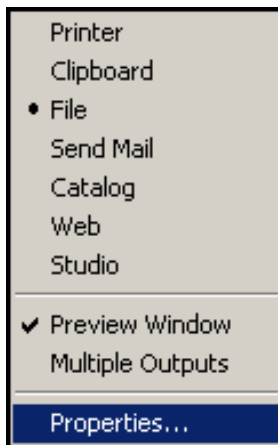
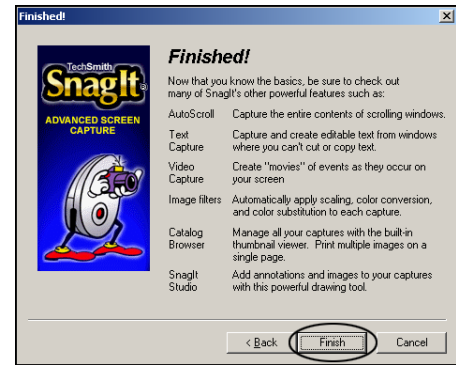
- Click the **OK** button. Then, click the **NEXT** button.





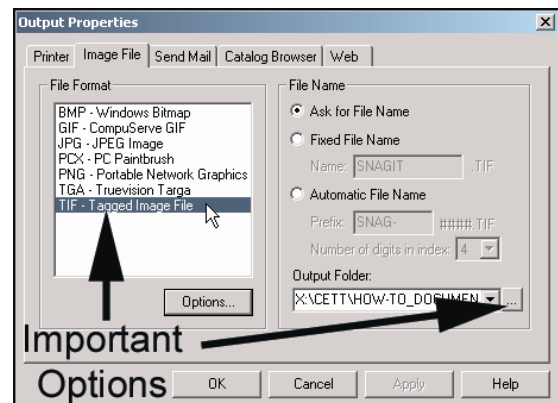
10. On the fifth screen, make sure the radio button marked **ON** is selected. Click the **NEXT** button.

11. On the final screen, click the **FINISH** button.

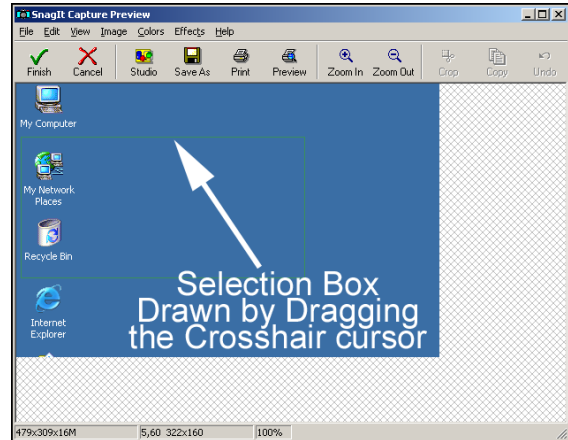


12. To choose the file format for the image you will capture, click on **OUTPUT > PROPERTIES**.

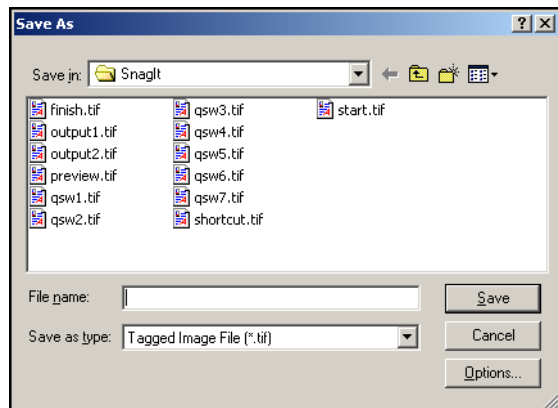
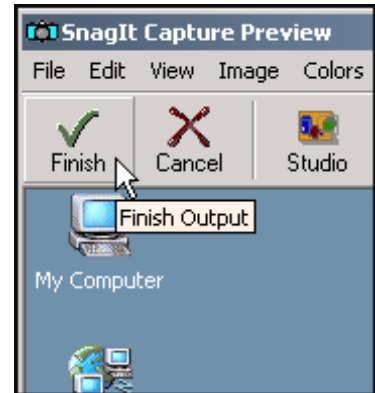
13. A window will appear from which you can select the file format for the finished image of the snagged region of the screen. Click on the **IMAGE FILE** tab and select the desired file format. You can also set your **Output Folder** for different jobs at this location. Click the **OK** button.



14. To snag a region of the screen strike the hotkey, **CTRL + SHIFT + Z**. The screen will freeze, and a **hand and cross-hairs** will appear.
15. Click and drag a box around the item you wish to save. When you release the left mouse button, a **preview window** will appear with the selected region of your screen.
16. Use the **cross-hairs** to click and drag a box around the actual area you want to save. This allows for further cropping before saving the image.



17. When you have selected the desired area, click the **FINISH** button. You will be prompted to choose a location to save the image.



18. Name the file, and click the **SAVE** button. Your image can now be inserted into another application just like any other image or picture from file.