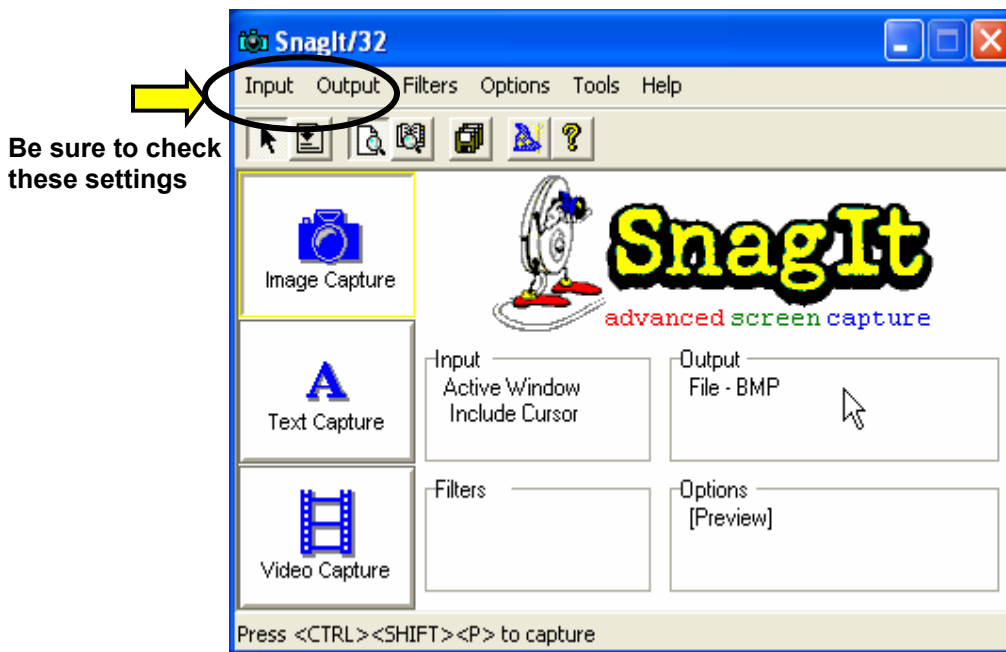


Using SnagIt for Screen Captures

SnagIt is a program for producing screen captures. This can be useful for presentations or any other kind of work in which you need to show exactly what is on your computer screen.

Getting Started

1. Open SnagIt by clicking on the camera icon on the task bar, next to the Start button.
2. Check the **Input** and **Output** settings. Typically, you will have the input as the active window and output as a file.
3. When you are ready to capture your screen, press **Ctrl-Shift-P** simultaneously.
4. The screen capture will pop up for you to preview.



Cropping and Saving Your Picture

1. Select the area that you want to keep. You can select the area by holding down the left mouse button while dragging over the area you are selecting.
2. Right-click and choose **Crop**.
3. Only the area selected will now appear in the preview window.
4. To save your screen capture, choose **File, Finish Output**, and choose where to save the file.
5. Alternatively, you can click the green arrow in the top left of the SnagIt window or choose **File** and **Print** to print the screen capture.