RETAIN™

BY PINNACLE

Screenshot Style Guide

PEOPLE ARE OUR PURPOSE.

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QUICK REFERENCE

Scope

- The first screenshot in a series should show as much of the page as possible.
- Limit the scope of the subsequent screenshots or stand-alone screenshots to just the portion of the UI that shows the action, plus enough surrounding detail to help the user locate the item.

Steps

- If a screenshot illustrates a step in a procedure, place it directly under or to the right of the corresponding step.
- Do not rely on the screenshot to show information or values that the user must enter. Instead, always provide that information in the document text.

Borders

- Borders are #575652 2pt stroke.
- Use a “shark bite” edge along the top or bottom edge of a screenshot to indicate that there is more content not shown.
- If a screenshot appears with a key or an explanation that isn’t directly on the screenshot, put a stroke on the screenshot and not around the entire graphic.
- Screenshots with a grayed-out background on the UI should show at least 20px of the background around the main item, and then the #575652 2px stroke to indicate the screenshot edge.

Cursors and Clicks

- When demonstrating a click on an item, such as a button, dropdown menu, or collapsed menu, always show the cursor. If possible, include the cursor when you take the screenshot.
- When actions requiring two or more clicks are illustrated in a single screenshot, use numbers to label the click sequence.
- Cursors added later in Snagit should match what comes up for the user when interacting with the object, whether it’s a solid arrow, a pointer, etc.
- Cursors should be placed on the item in the bottom right quadrant of the object, without blocking any text or icons.
- Show any hover effects in the screenshots when showing a cursor over the object. Buttons that change color should be shown as the hover style; same with link hovers, etc.
- Use Mac styling for cursors.

Arrows and Boxes

- Do not add opacity overlays that do not exist in the UI.
- Only use the shapes shown in this doc.

Callouts, Highlights, and Magnification

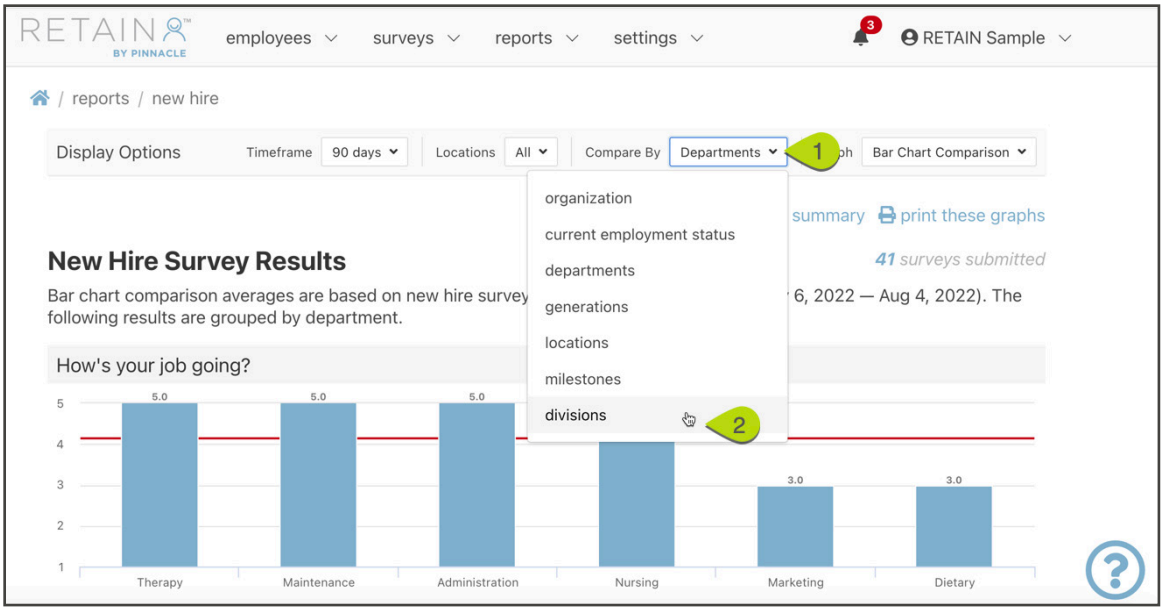
- Do not add opacity overlays that do not exist in the UI.
- Only use the shapes shown in this doc

Text

- Avoid putting text directly on screenshots. Options for text are in this doc.

SCOPE

- The first screenshot in a series should show as much of the page as possible.



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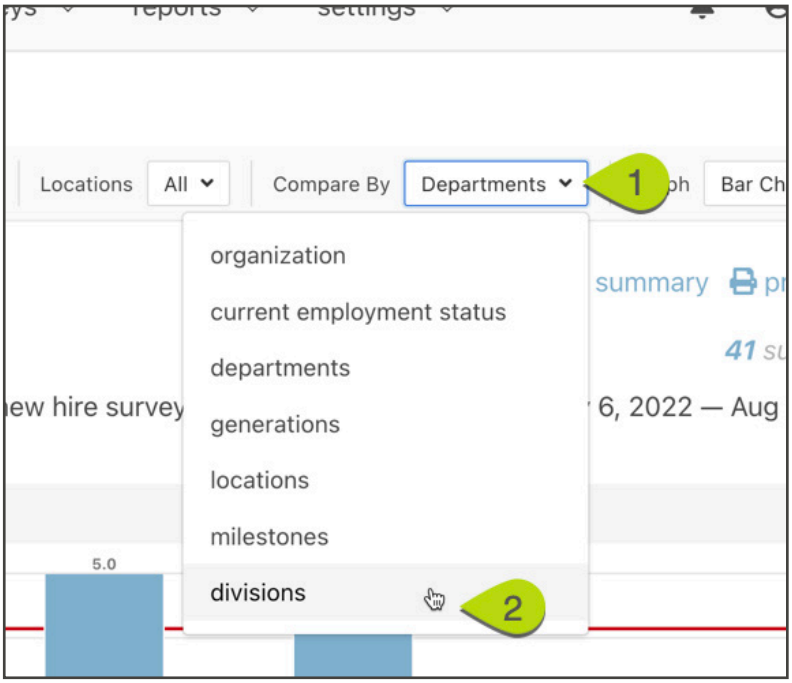
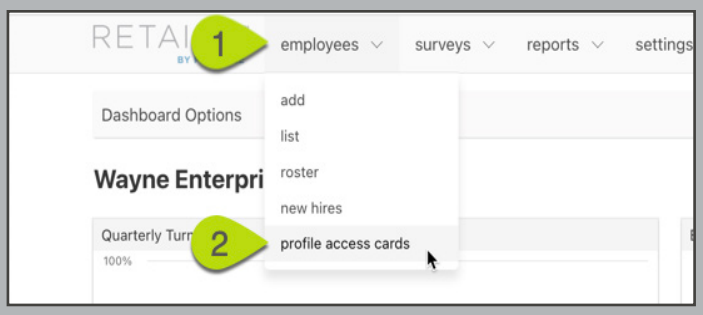


STEPS

- If a screenshot illustrates a step in a procedure, place it directly under or to the right of the corresponding step.
- Do not rely on the screenshot to show information or values that the user must enter. Instead, always provide that information in the document text.

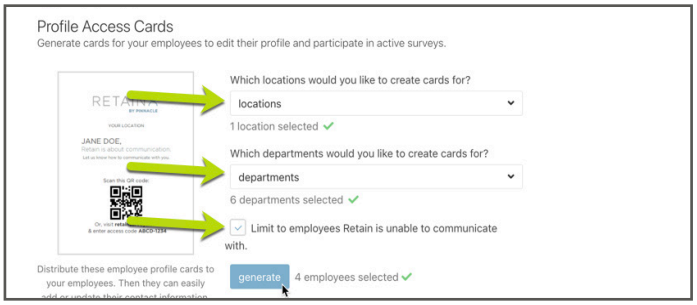
1

In the Employees menu, select Profile Access Cards.



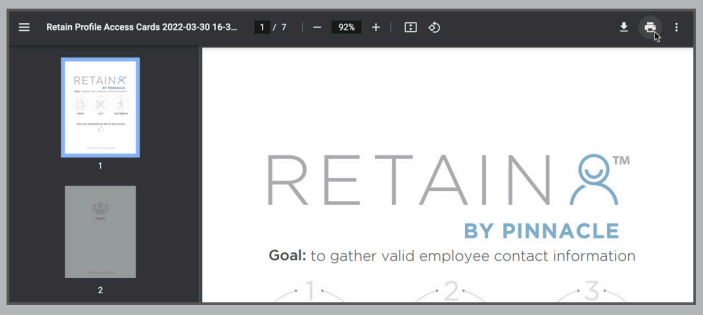
2

Choose your options to target employees that need to access their profiles.



3

PDF will open in a new tab.



4

Download PDF and print, cut, and distribute.

For numbering steps in a step by step sequence.

1 2 3 4 5 6

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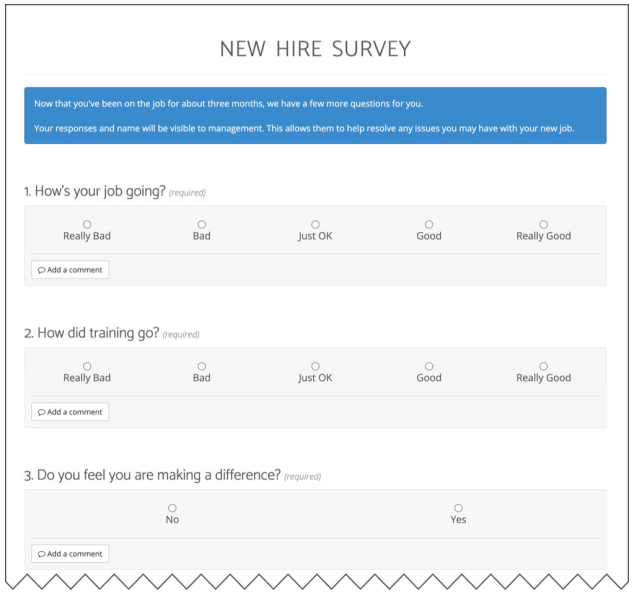
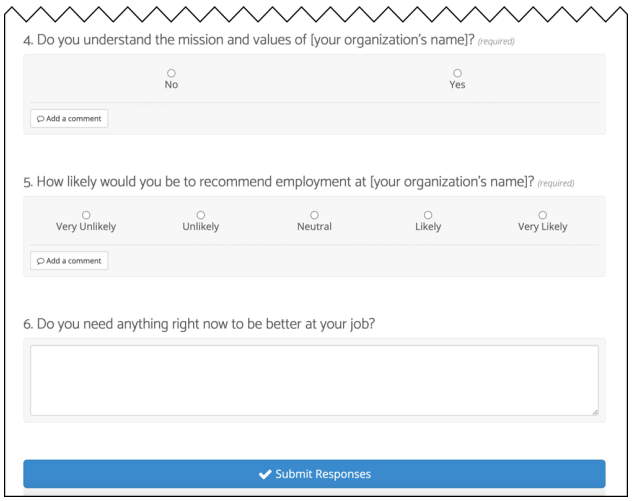
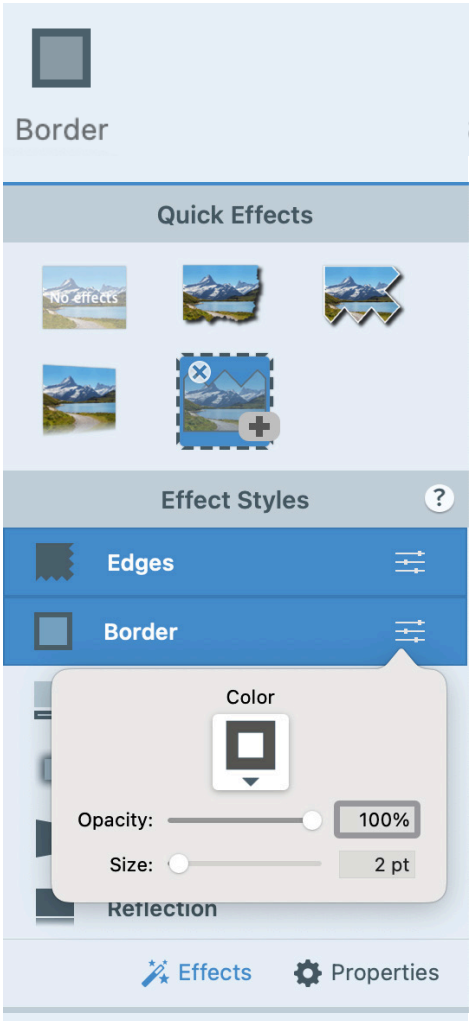
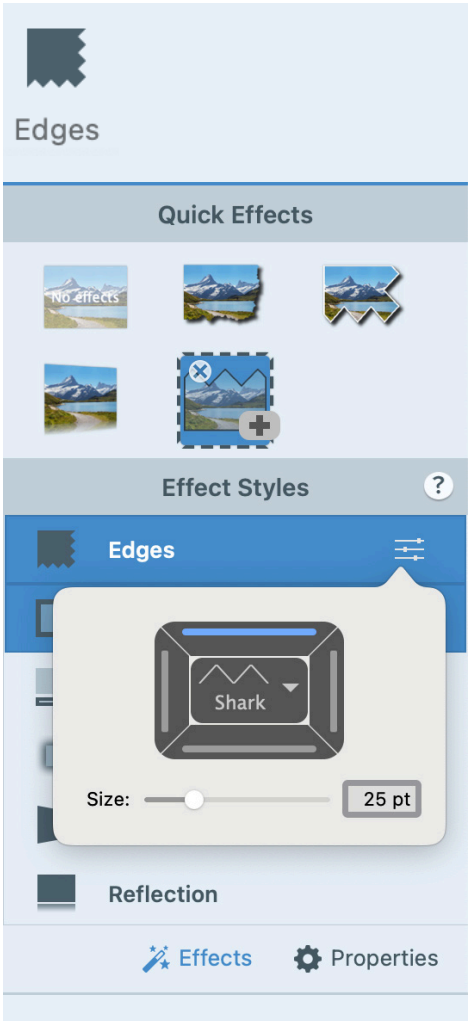




Snagit

- Border: Snagit settings to the right. To get to this menu, select Effects and then Border, then the slider menu on the right.
- Shark bite: Snagit settings to the far right. To get to this menu, select Effects, then Edges, then the slider menu on the right.





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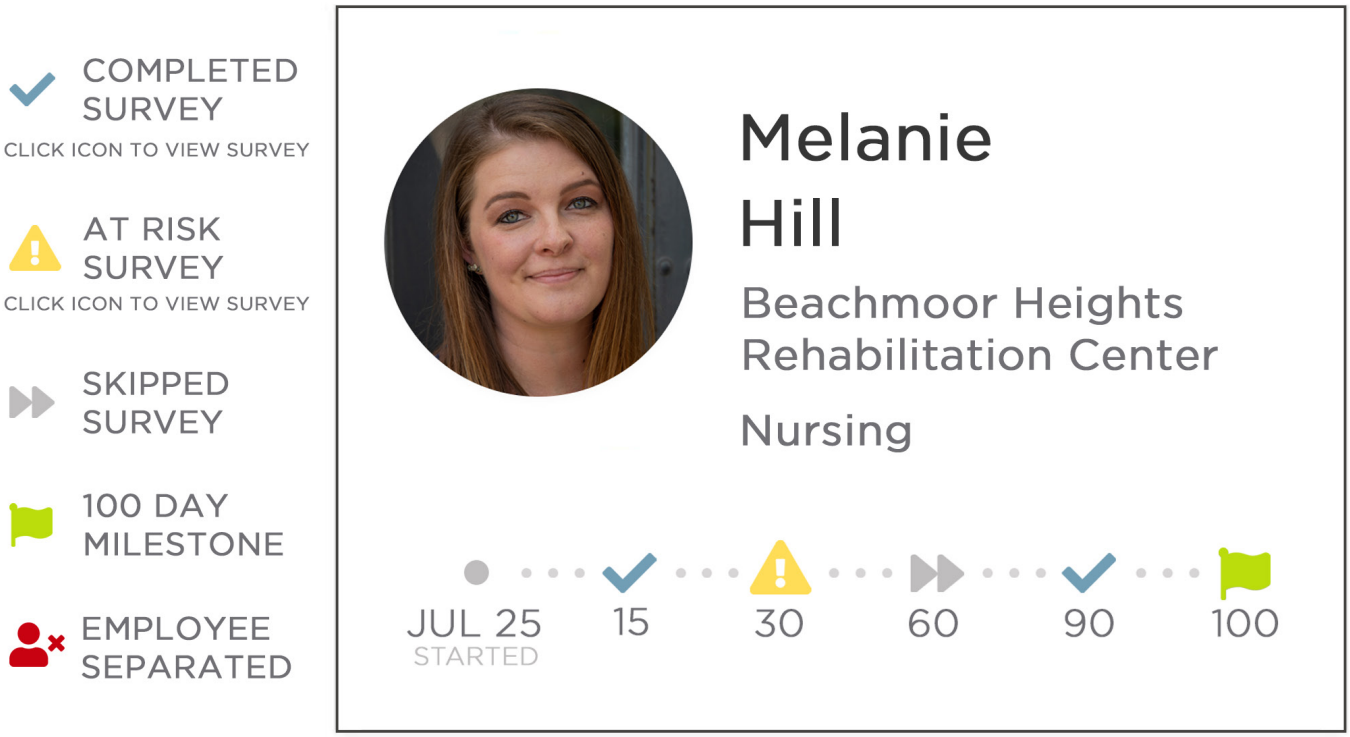

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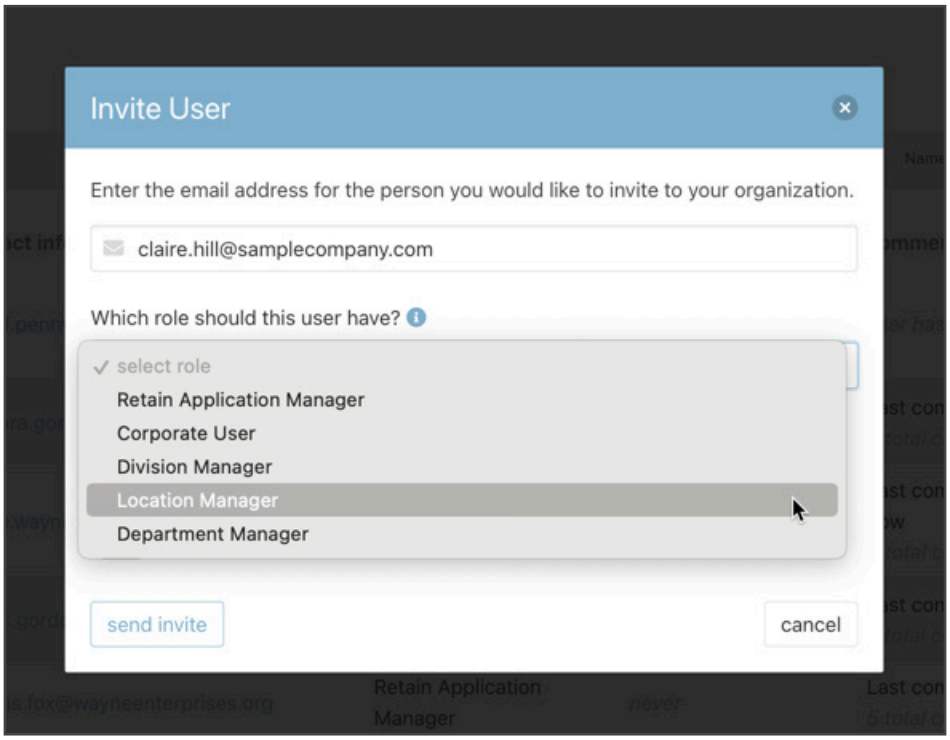

CURSORS AND CLICKS

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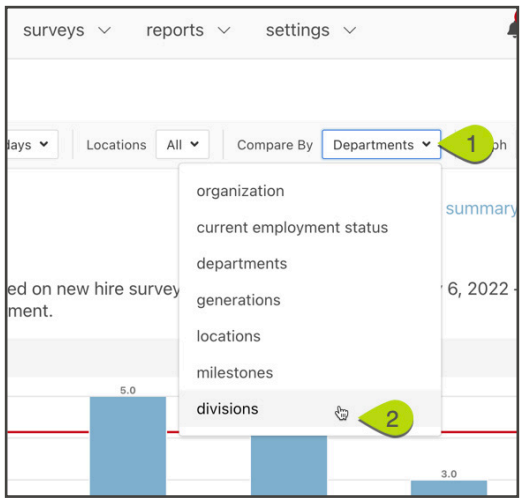

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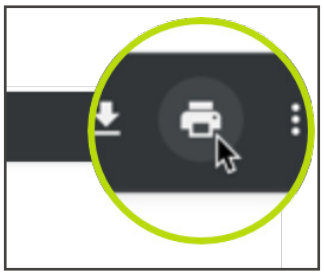

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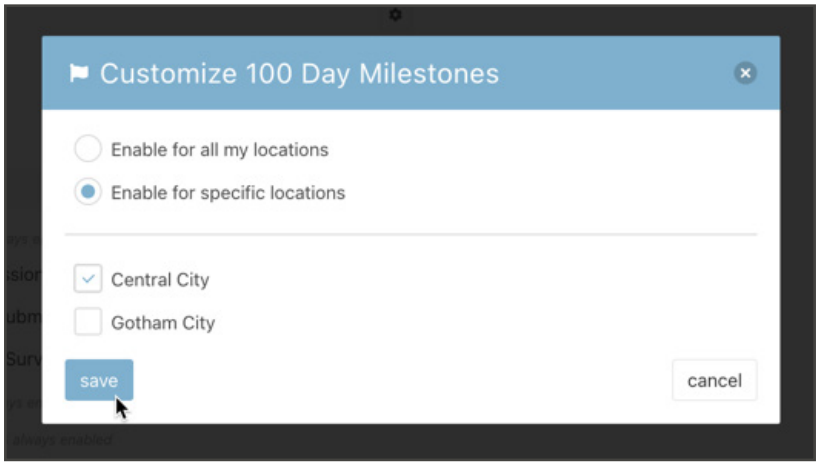
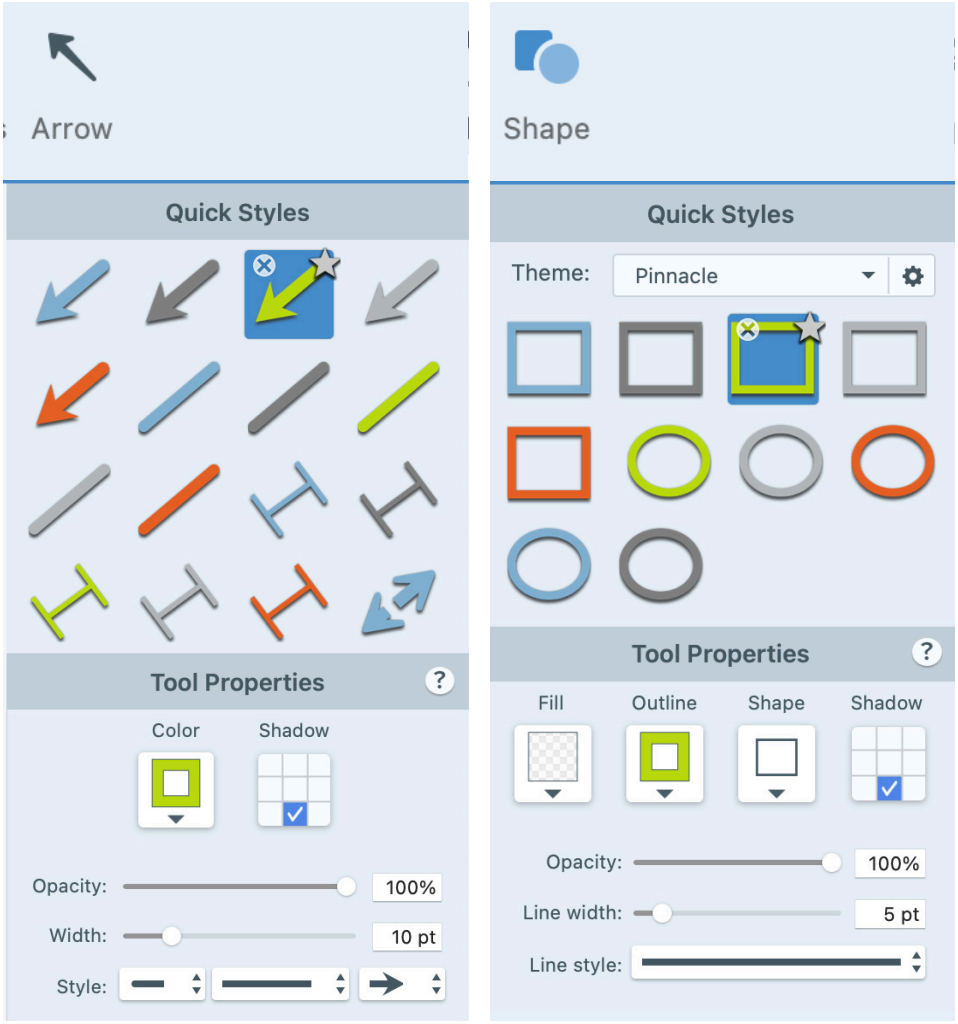


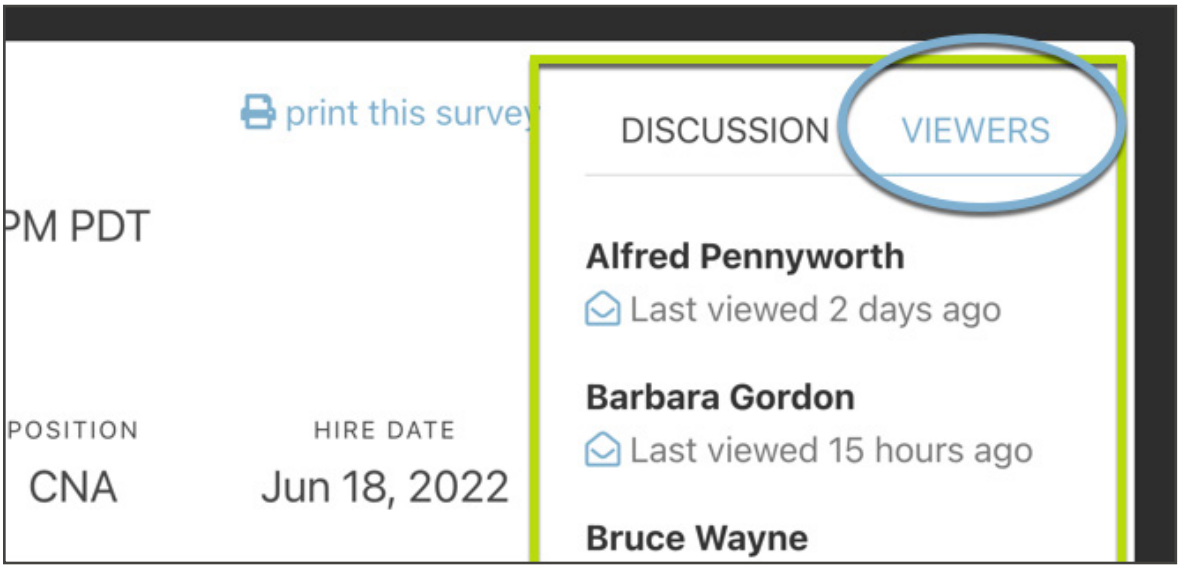
- Use Mac styling for cursors.

Pointer	Name	Purpose
	Arrow	This is the pointer shown most often. It's used to point to and select items, move scroll bars, resize windows, and more.
	Poof	Indicates that the item you're dragging will disappear when you release the button. If the item is an alias, its original is not deleted.
	Copy	Appears when you Option-click a file or folder, and indicates that dragging the item will create a copy of it at a new location instead of moving it.
	Alias	Appears when you Option-Command-click an item, and indicates that dragging the item will create an alias for the item.
	I-beam	Appears when you select and insert text.
	Crosshair	Appears when you select a rectangular area in an image.
	Pointing hand	Appears when the mouse pointer is over a link to a webpage, document, or other item.
	Open hand	Appears when the mouse pointer is over an item that you can move and adjust within specific bounds—for example, text within a spreadsheet cell or a table row in a document.
	Closed hand	Appears when you're moving and adjusting an item within specific bounds—for example, text within a spreadsheet cell or a table row in a document.
	Move left	Indicates that a sidebar, toolbar, window, or other location can be moved and resized to the left.
	Move right	Indicates that a sidebar, toolbar, window, or other location can be moved and resized to the right.
	Move left or right	Indicates that a sidebar, toolbar, window, or other location can be moved and resized to the left or right.
	Move down	Indicates that a sidebar, toolbar, window, or other location can be moved and resized down.
	Move up or down	Indicates that a sidebar, toolbar, window, or other location can be moved and resized up and down.
	Screenshot selection crosshair	Indicates that you can drag to select what you want to include in the screenshot.
	Window and menu screenshot camera	Indicates that the screenshot you take will be of an entire window or of commands on a menu.
	Not allowed	Indicates that the item you're dragging can't be placed in the current location.
	Items are loading	Appears when items are loading. You can still move the pointer elsewhere.
	Wait cursor	Appears when a delay of more than a few seconds occurs.

ARROWS AND BOXES

- Do not add opacity overlays that do not exist in the UI.
- Only use the shapes shown below.





CALLOUTS, HIGHLIGHTS, AND MAGNIFICATION

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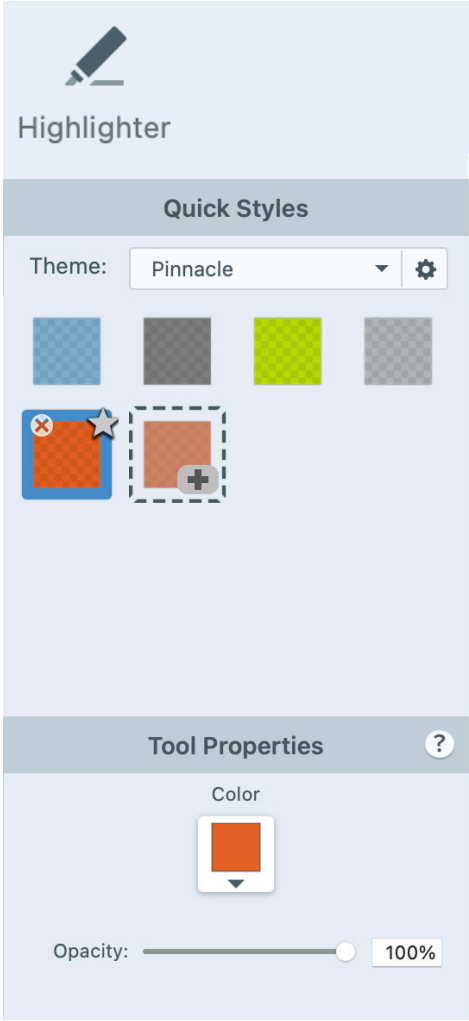

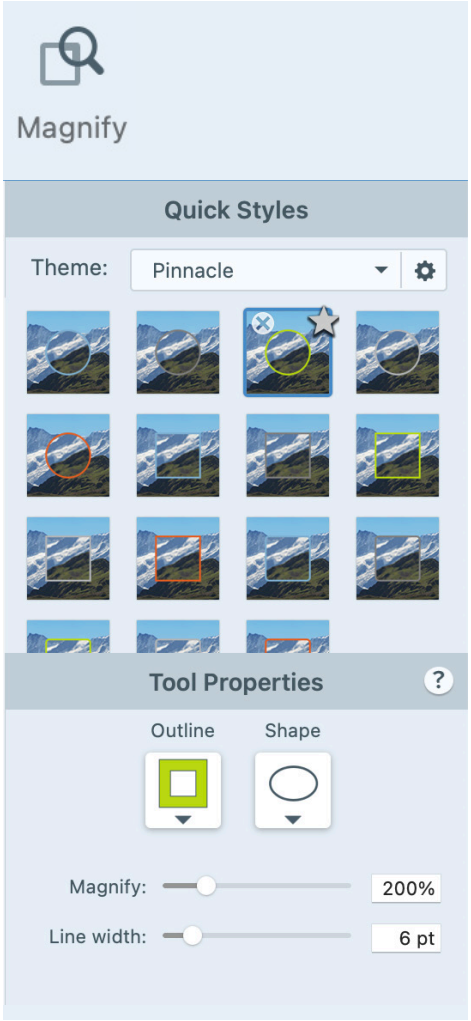

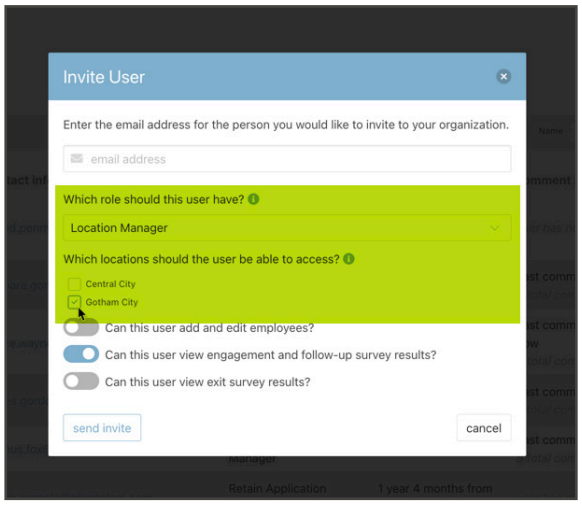

TEXT

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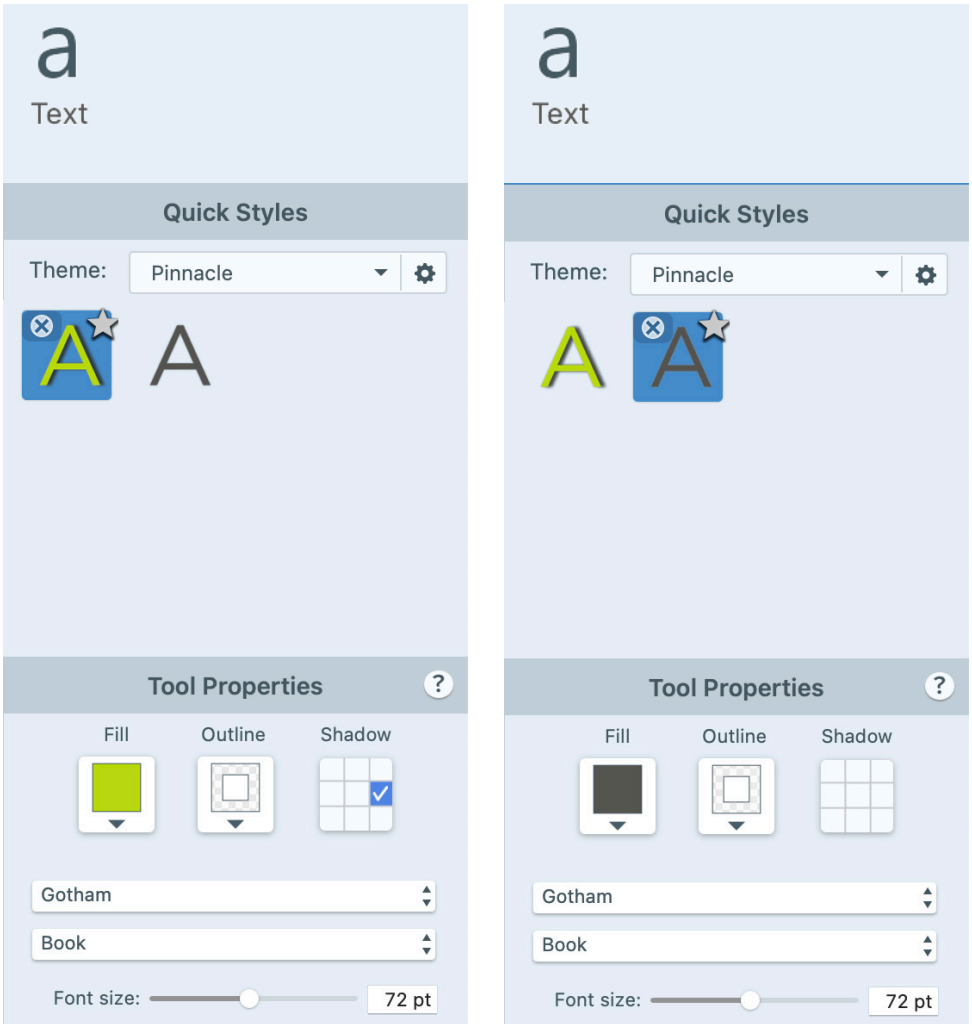
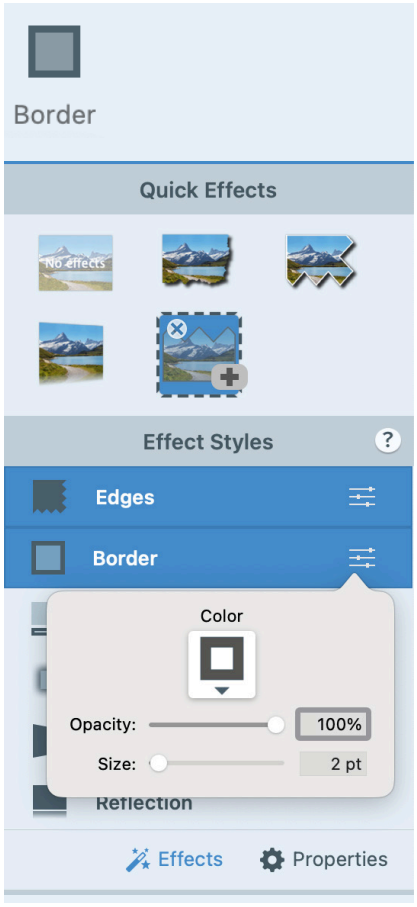
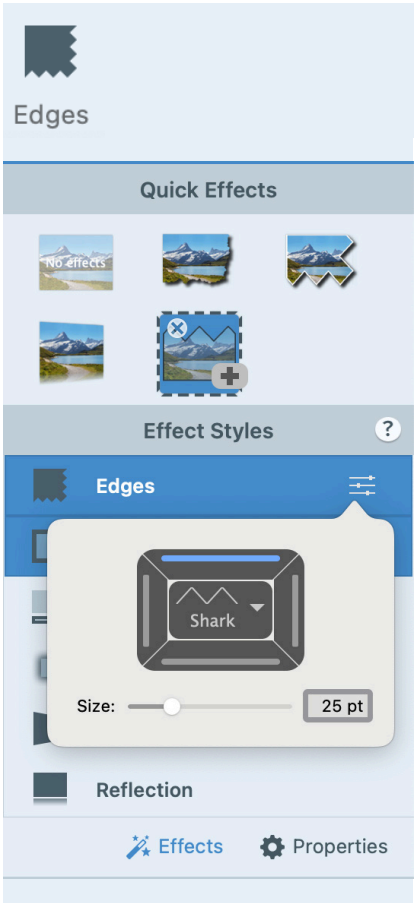
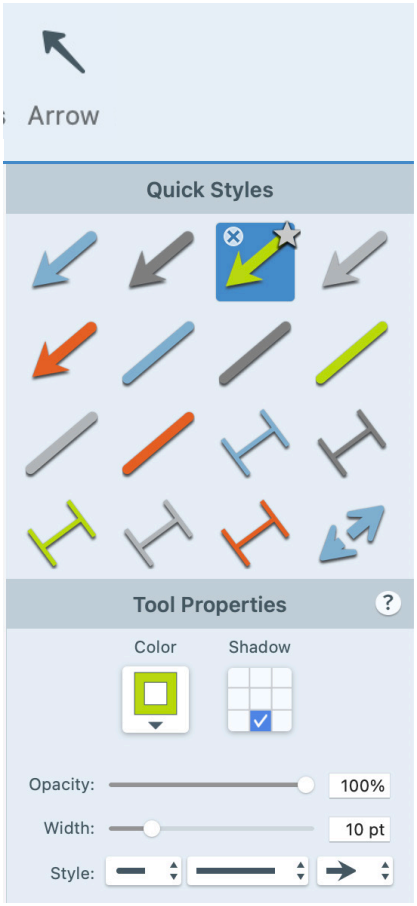
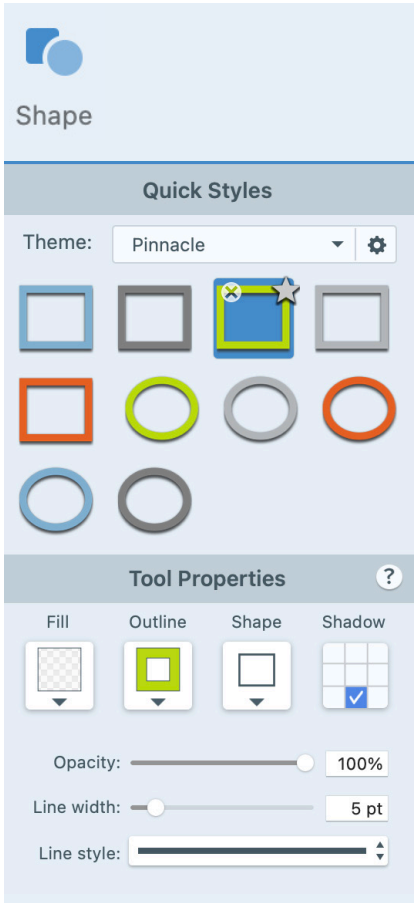


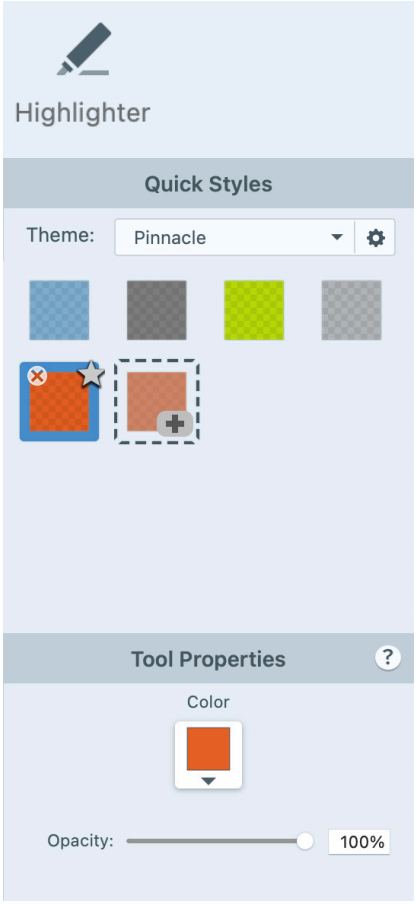
SNAGIT SETTINGS LIBRARY

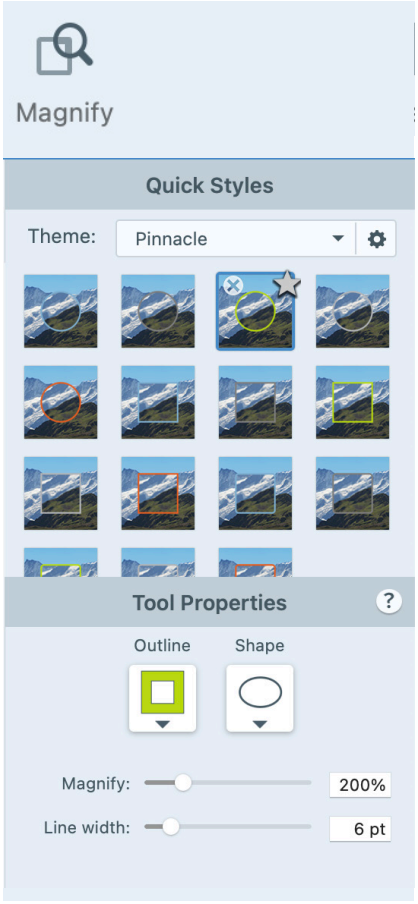


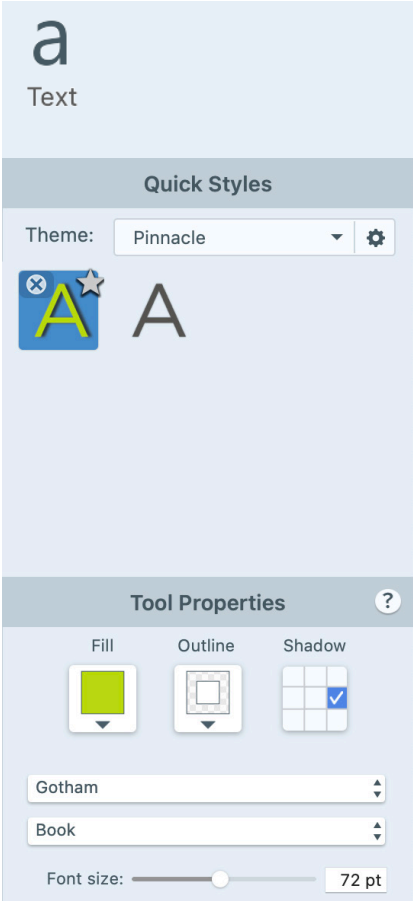







Highlighter
Quick Styles
Theme:
Pinnacle
Tool Properties
Color
Opacity:
100%


Magnify
Quick Styles
Theme:
Pinnacle
Tool Properties
Outline
Shape
Magnify:
200%
Line width:
6 pt


Text
Quick Styles
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Pinnacle
Tool Properties
Fill
Outline
Shadow
Gotham
Book
Font size:
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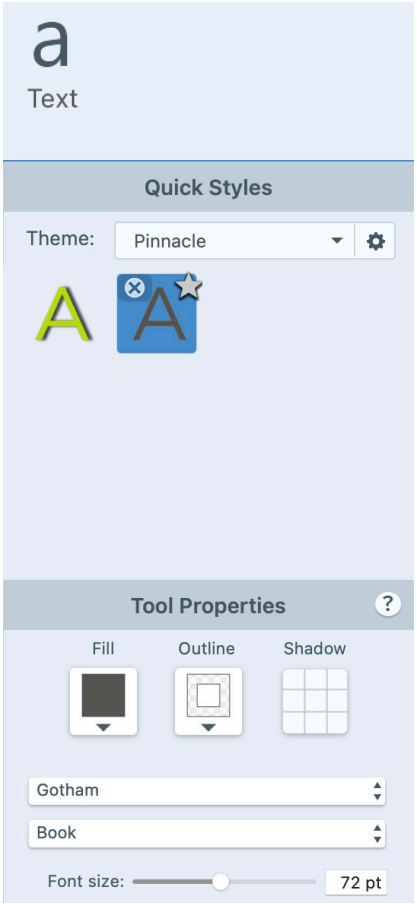
Text
Quick Styles
Theme:
Pinnacle
Tool Properties
Fill
Outline
Shadow
Gotham
Book
Font size:
72 pt