



Atlas Inc

Snagit Tutorial

PREPARED FOR

Pubs Group

Atlas Inc.

PREPARED BY

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Introduction

Welcome to Atlas Inc! This tutorial was designed especially for new employees in the Pubs group here at Atlas Inc. If you're a beginner when it comes to using editing programs such as InDesign and Photoshop, have no fear this tutorial was created just for you! As a member of the Pubs group you will be creating and editing documents such as tutorials, standard operating procedures, and process descriptions. Here at Atlas Inc. we use a program called Snagit to aid us in creating these documents. This tutorial will teach you how to capture, edit, and store screenshots and scrolling web pages as well as how to create and edit videos using captured screenshots with Snagit.



Overview

The goal of this tutorial is for you to be able to use the basic functions of Snagit to create a variety of screenshots, edit and resize screenshots, and create and edit videos using a series of screenshot images. In order to follow this tutorial you will need either a mac or windows operating computer that can run Snagit 2021. This tutorial will take approximately 30-45 minutes to complete. Ultimately, by the end of this tutorial you should be able to complete the following tasks by memory:

- Capture a standard window screenshot
- Resize screenshots
- Crop screenshots
- Save and store screenshots and scrolling webpages
- Capture a scrolling webpage screenshot
- Create a video using a series of screenshot images
- Edit videos

If you ever forget how to do the following tasks you can always come back to this tutorial to refresh your memory.

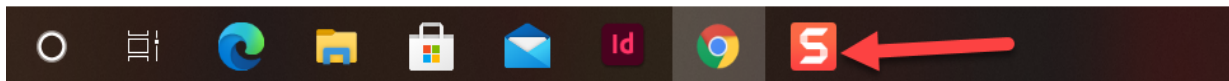


Lesson 1

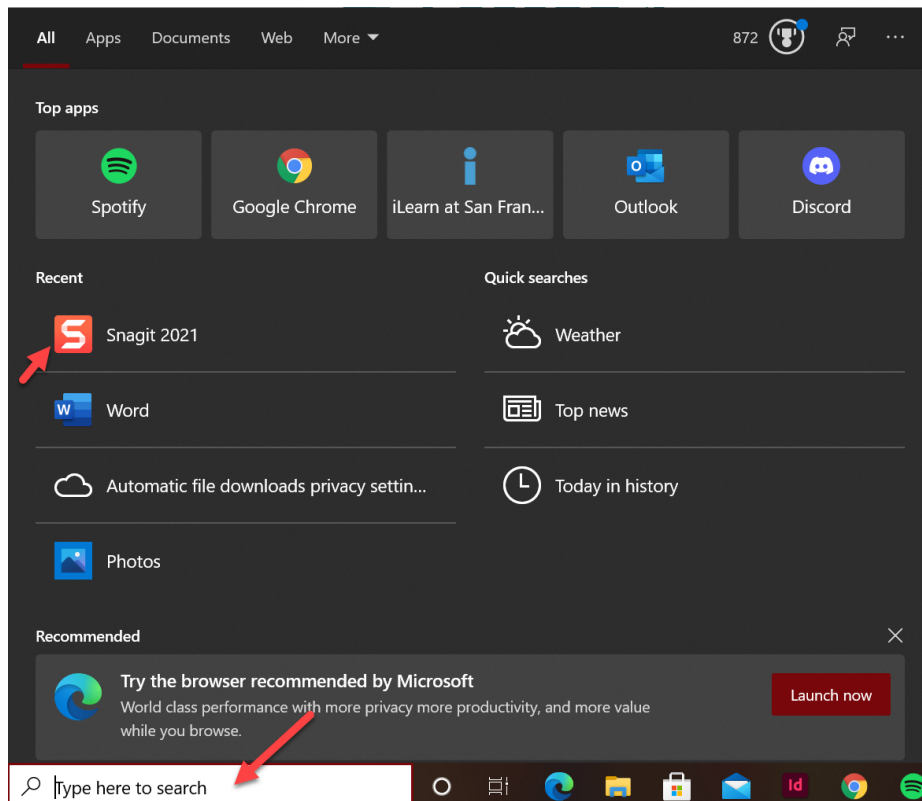
Capturing, Editing, and Storing Screenshots

1.1 Opening Snagit

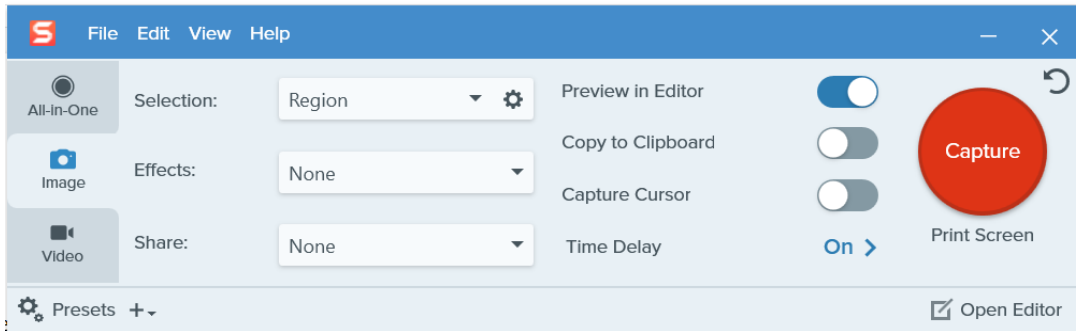
Depending on the settings on your computer, Snagit may already be open in the taskbar on your computer, you can simply click on the Snagit icon to open Snagit.



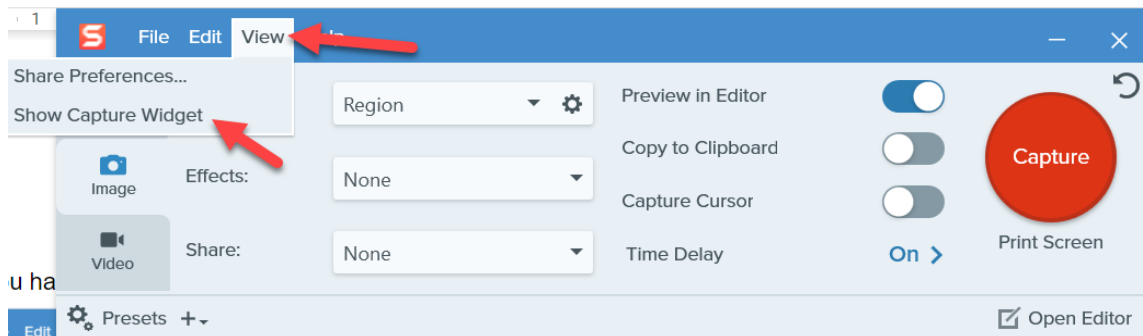
If you don't see Snagit in your taskbar you can open it manually. Type Snagit in the search on your taskbar to find Snagit. If you used Snagit or downloaded it recently the Snagit app will be in the recently used apps section in your search bar. Click on Snagit and open it.



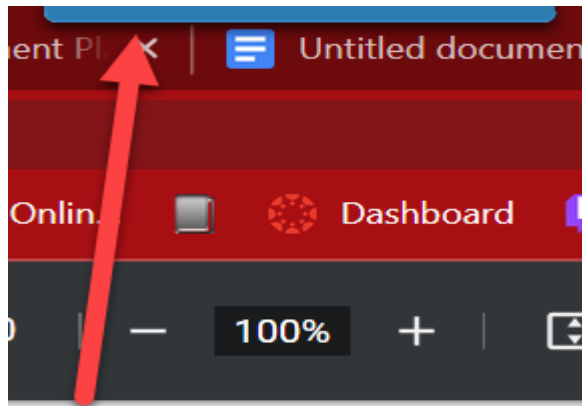
Once you have opened Snagit it will look like this:



From the Snagit window you can capture images, videos, open the editor manually, and change settings in Snagit. You can also change the view of Snagit to show a capture widget at the top of your screen to make capturing screenshots more convenient. To do this click view and then click show capture widget.



A blue transparent widget will be visible at the top of your screen. You can pull down this widget instead of opening the Snagit window to capture screenshots more efficiently.

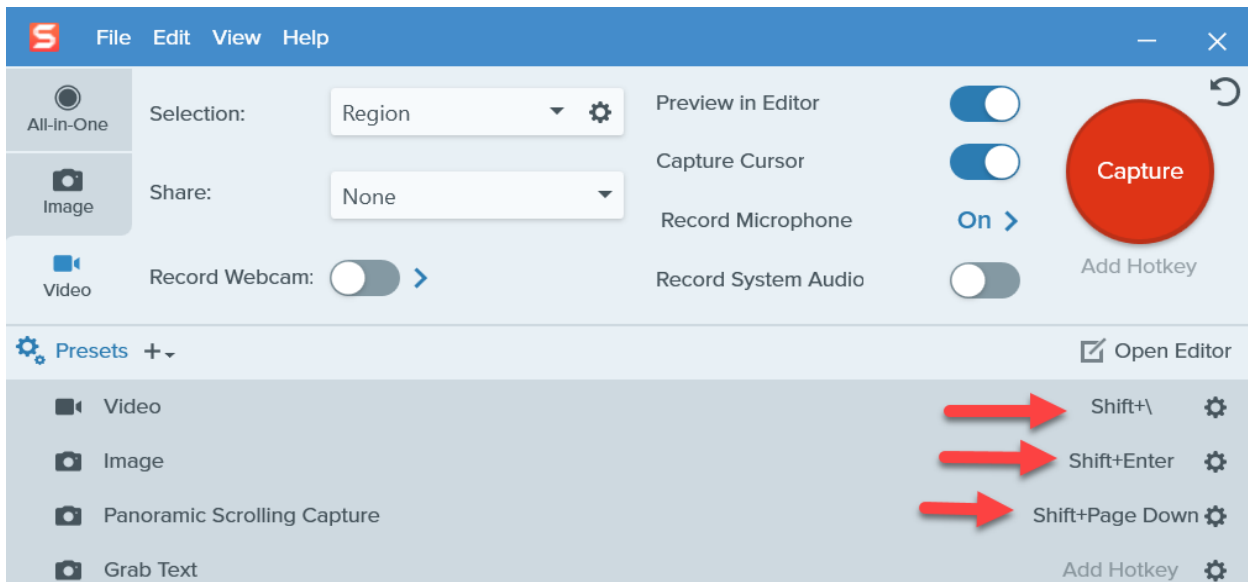


You can also set hotkeys for different functions such as screenshots, capturing a video, and scrolling webpages.

This is the preferred method for capturing screenshots, and scrolling webpages here at Atlas Inc.

You can make your hotkeys for each of these functions a combination of any two keys. For now the hotkeys for capturing standard screenshots are shift+enter, the hotkeys for capturing scrolling webpages are shift+pgdn, and the hotkeys for capturing a video are shift+\ .

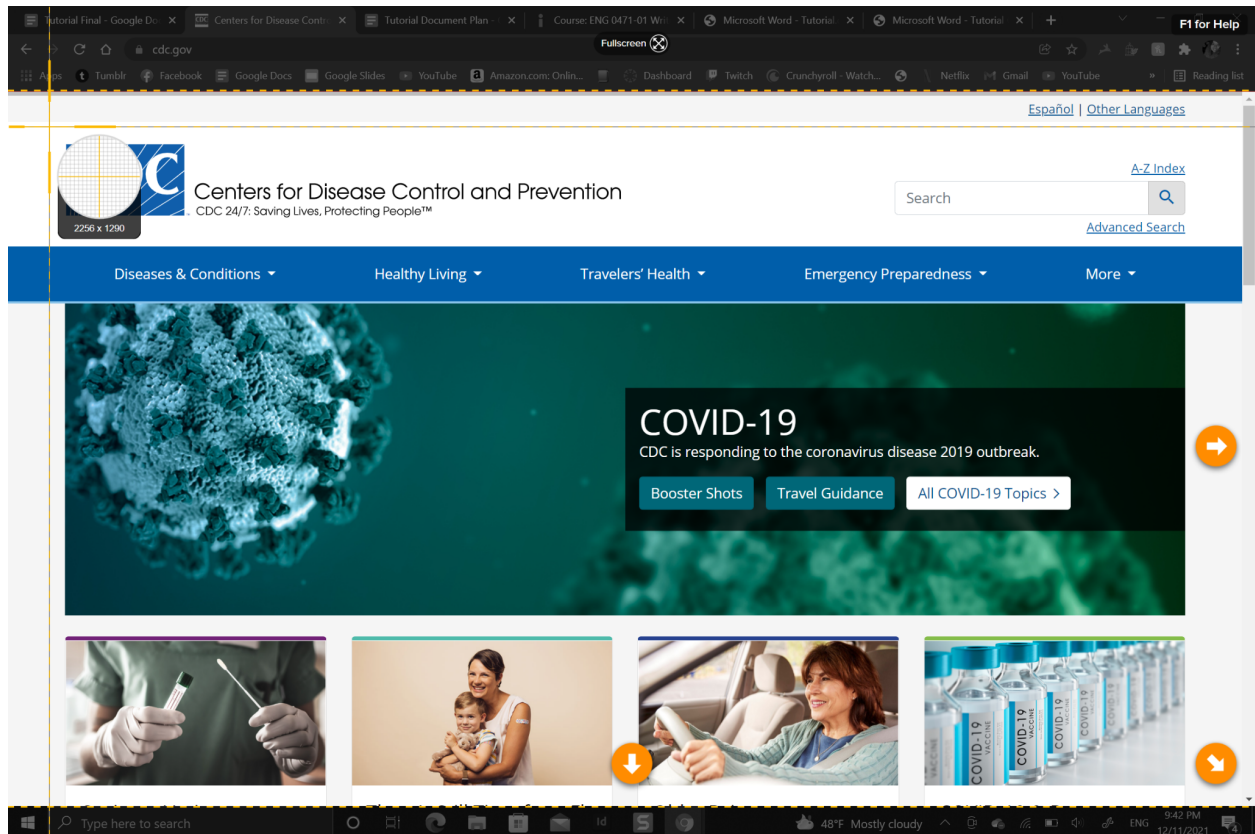
You can change these hotkeys in the bottom of the Snagit window at anytime by clicking on the current preset hotkeys and pressing on the two keys you want to be the new hotkeys where it says “add hotkey.”



1.2 Capturing Screenshots

To capture screenshots we will be using the CDC website, open [cdc.gov](https://www.cdc.gov) in your browser. We will be capturing a screenshot of the CDC homepage.

To capture a standard screenshot press shift+enter. After doing this you will see a dark yellow crosshair appear. Click from the location you want to start your capture and hold your mousepad and simply drag across your screen.



A dotted yellow border will appear around the area you are capturing. When you are done creating the area you want to capture, let go of your mouse pad.

You have captured your screenshot. It should look like this.

The screenshot shows the top portion of the CDC website. At the top left is the CDC logo with the text "Centers for Disease Control and Prevention" and the tagline "CDC 24/7: Saving Lives. Protecting People™". To the right is a search bar with a magnifying glass icon and a link to "Advanced Search". Below the search bar is a blue navigation bar with five menu items: "Diseases & Conditions", "Healthy Living", "Travelers' Health", "Emergency Preparedness", and "More".

The main content area features a large banner for COVID-19. On the left is a microscopic image of a coronavirus particle. On the right, the text reads "COVID-19" in large white letters, followed by "CDC is responding to the coronavirus disease 2019 outbreak." Below this are three buttons: "Booster Shots", "Travel Guidance", and "All COVID-19 Topics >".

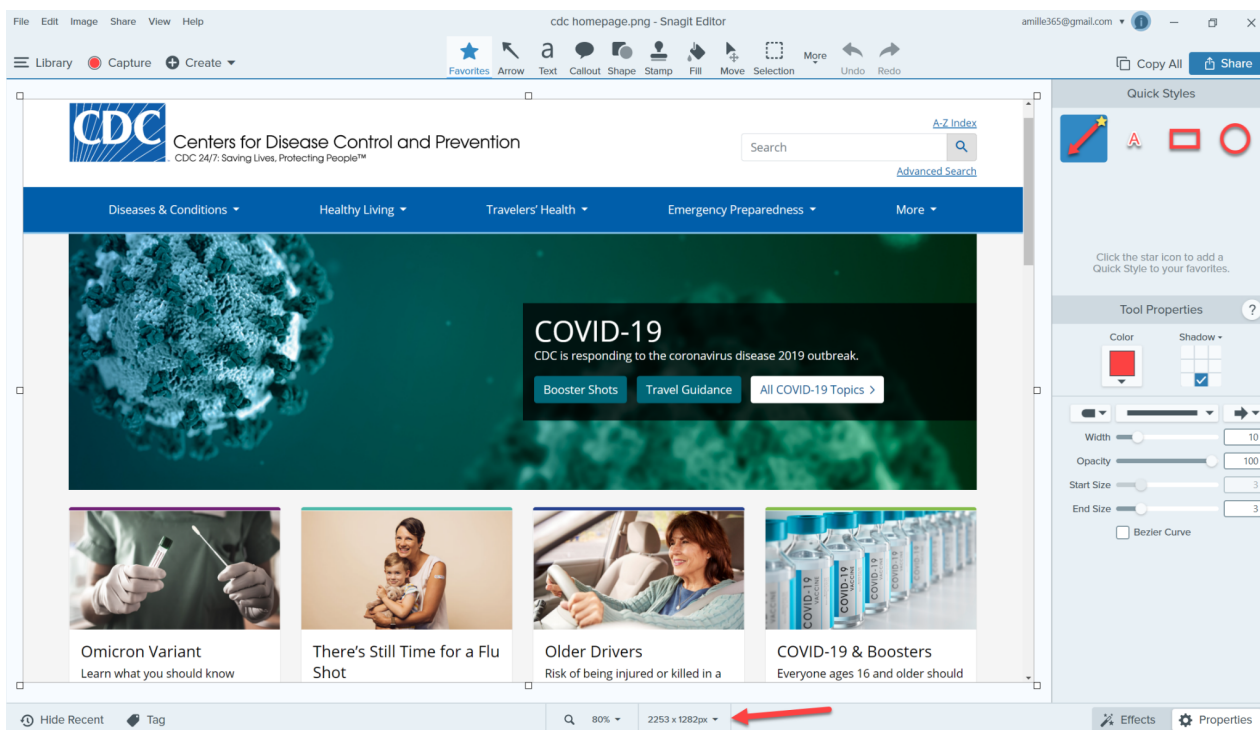
Below the banner are four topic cards, each with a small image and a title:

- Omicron Variant**: Image of a person in gloves holding a test tube. Subtext: "Learn what you should know".
- There's Still Time for a Flu Shot**: Image of a woman hugging a child. Subtext: "Shot".
- Older Drivers**: Image of a woman driving a car. Subtext: "Risk of being injured or killed in a".
- COVID-19 & Boosters**: Image of several vials of COVID-19 vaccine. Subtext: "Everyone ages 16 and older should".

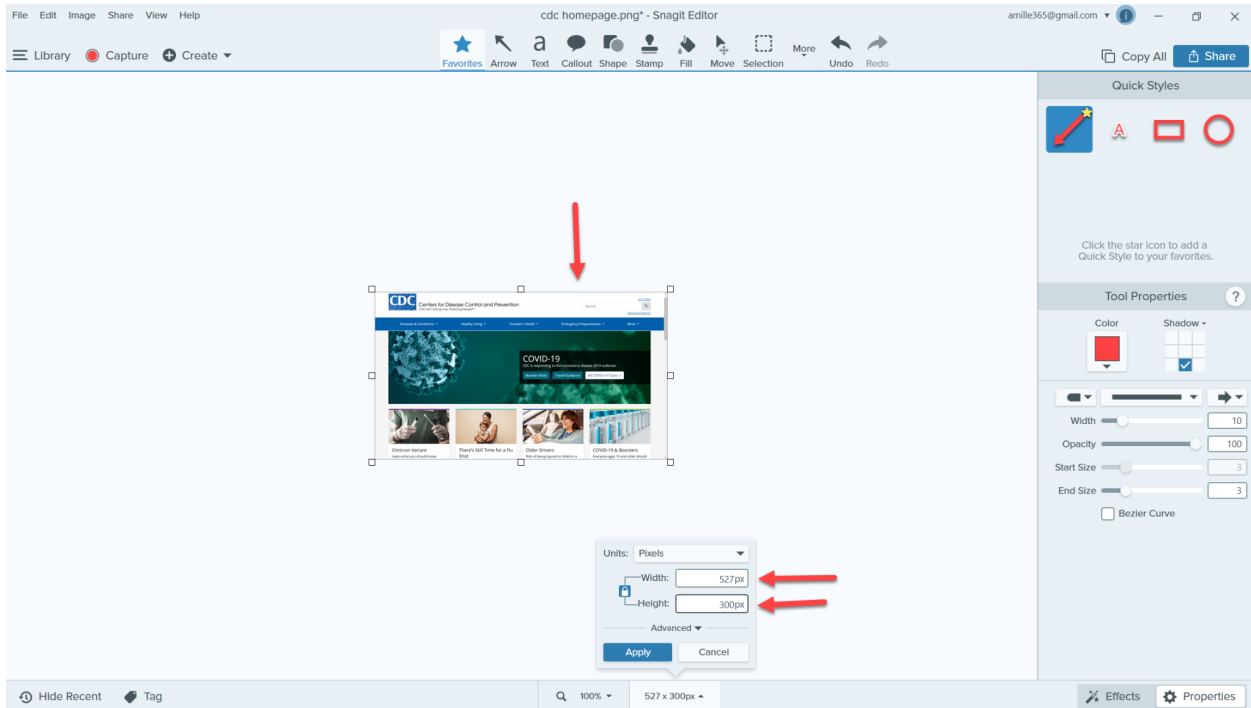
1.3 Editing Screenshots

You can edit your screenshot in a variety of ways including resizing, cropping, zooming in or out, or adding special effects such as arrows to direct viewers to certain elements of your screenshot. For now we will focus on resizing and cropping screenshots.

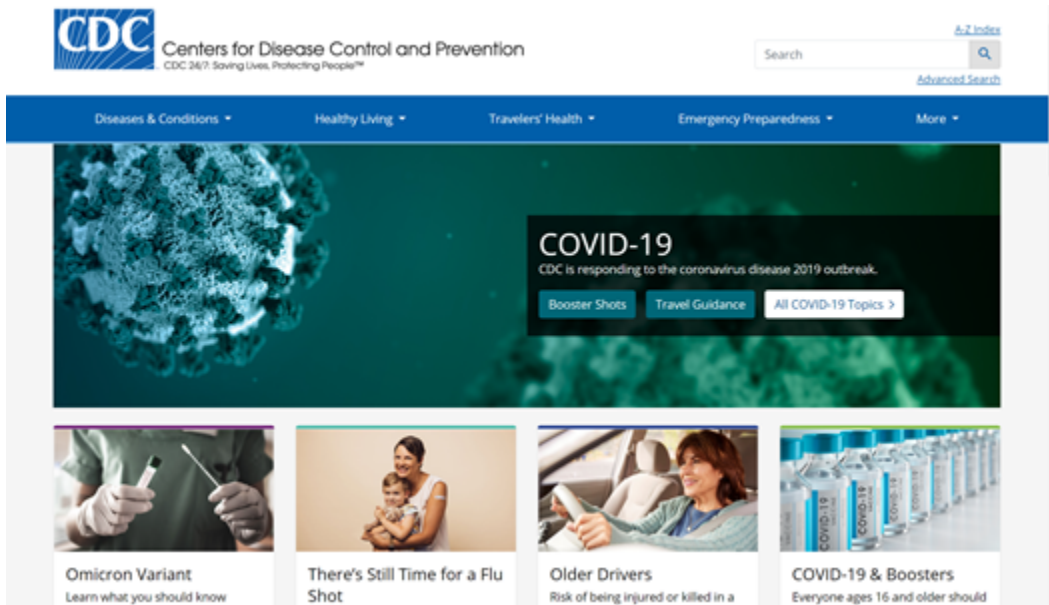
To resize a screenshot click on the box in the Snagit editor window that shows the dimensions of the screenshot.



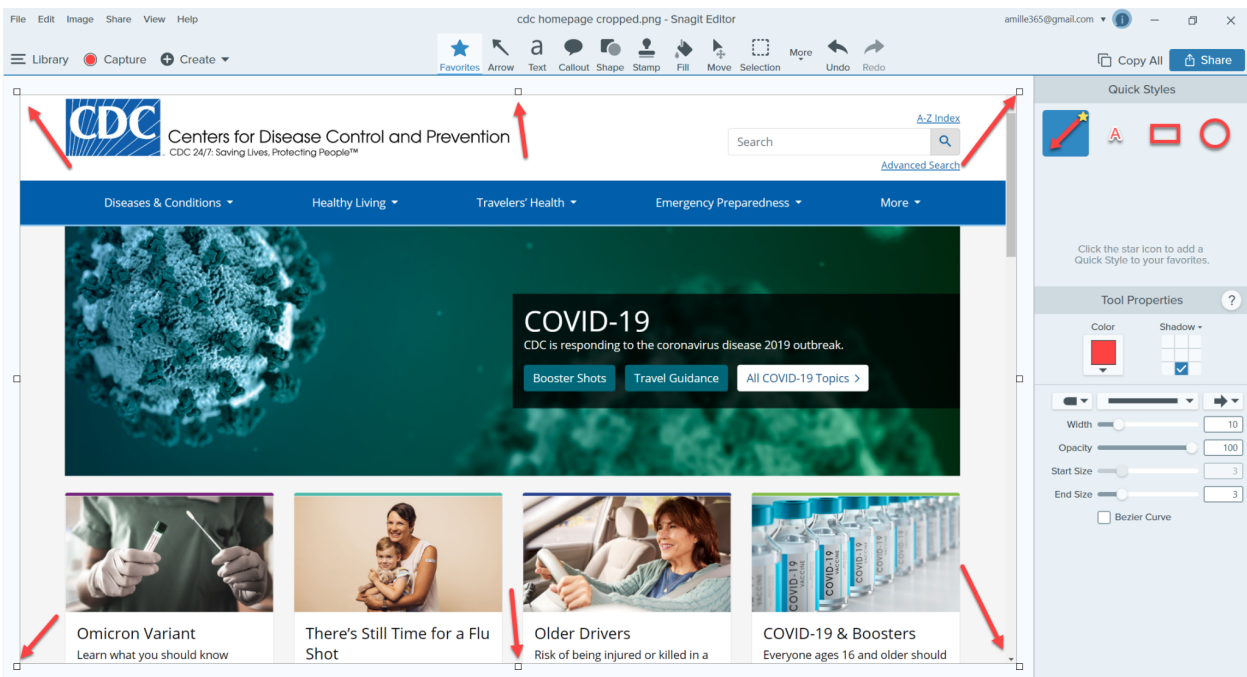
Another box will pop up where you can change the dimensions of your screenshot to resize it.



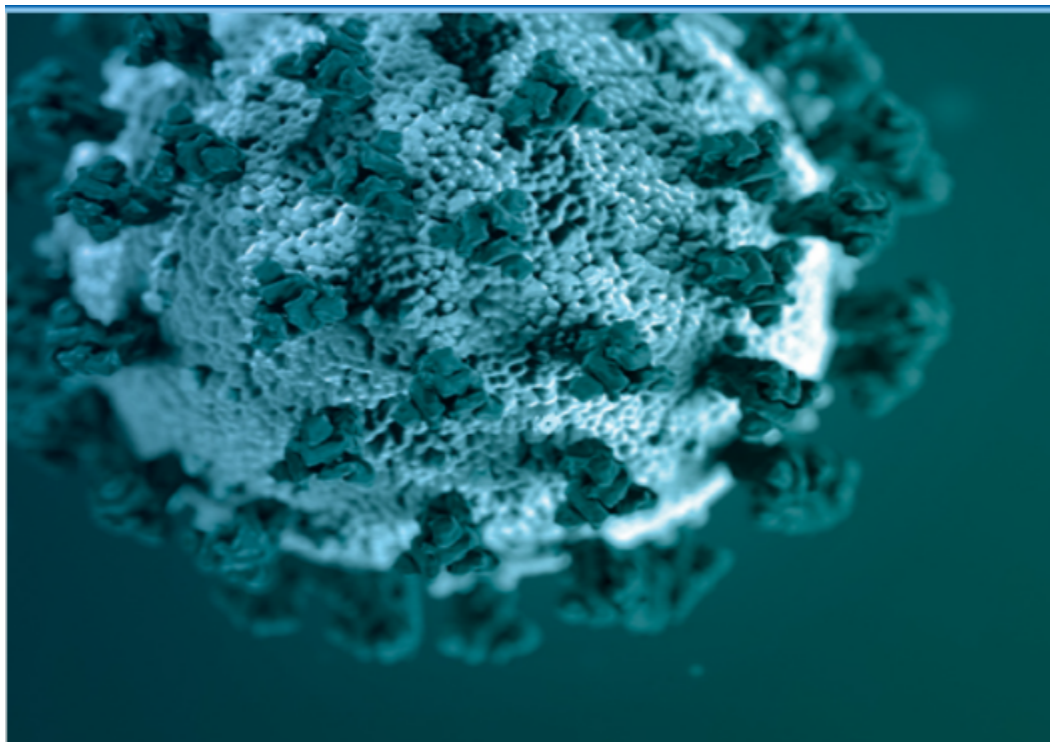
Resize the screenshot you took of the CDC homepage to 527x300. It should look like the previous screenshot you took of the CDC homepage, but slightly smaller.



To crop your screenshot all you have to do is put your cursor over one of the white circles on the edge of your screenshot and drag the screenshot inward.



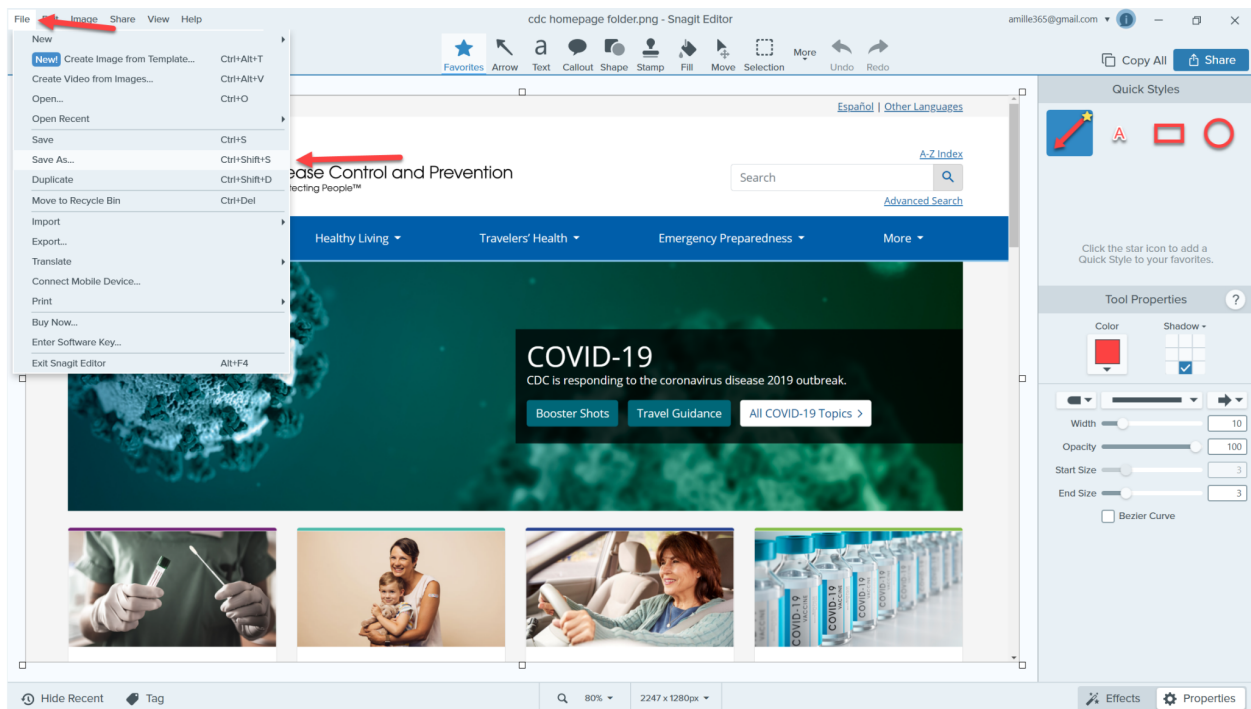
Let's crop the screenshot of the CDC homepage so that it only includes the image of the Covid-19 cell. When you are done cropping it should look like this.



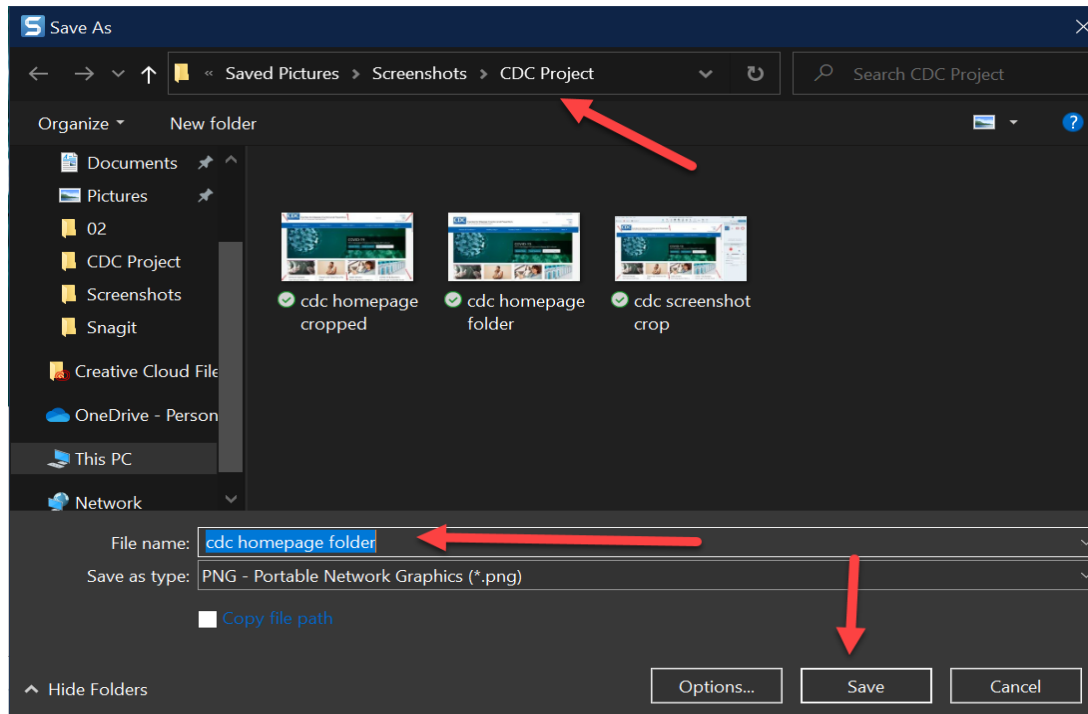
1.4 Saving and Storing Screenshots

You'll want to save and store any screenshots you take through Snagit in the appropriate folder for projects. You won't be the only one working on a project and you may need screenshots your coworker has captured or vice versa.

Saving screenshots is straightforward. Go to the top of your Snagit Editor window and click on the tab that says file, then click on save as.



Title your screenshot then save it as a screenshot within the folder “CDC Project”



Lesson 2

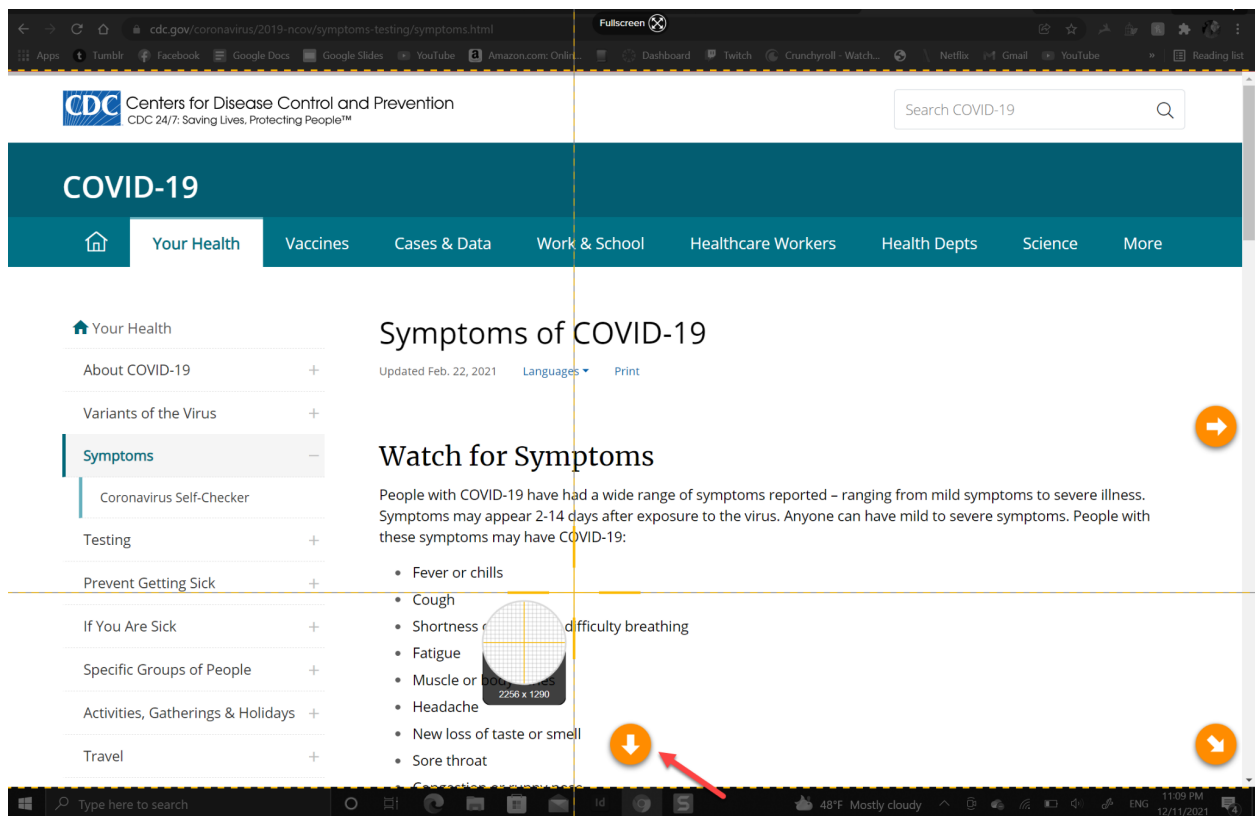
Capturing and Storing Scrolling Webpages

2.1 Capturing Scrolling Webpages

The process of capturing a scrolling webpage is similar to the process of capturing a standard screenshot. The only difference is Snagit will scroll to the bottom of the page to capture the entire window. These types of screenshots are best for capturing articles or a webpage.

Next we will be capturing a series of scrolling webpages. We will start with the Covid-19 Symptoms page on the cdc.gov website. Press the hotkey for capturing a screenshot shift+enter.

This time don't drag your cursor across the screen. Instead click on the yellow arrow at the bottom of the page to capture a scrolling webpage.



Snagit will automatically start scrolling through the webpage for you and take a scrolling webpage screenshot for you. Your scrolling webpage should look like the image below.

COVID-19

- Home
- Your Health
- Vaccines
- Cases & Data
- Work & School
- Healthcare Workers
- Health Depts
- Science
- More

Your Health

- About COVID-19
- Variants of the Virus
- Symptoms
- Coronavirus Self-Checker
- Testing
- Prevent Getting Sick
- If You Are Sick
- Specific Groups of People
- Activities, Gatherings & Holidays
- Travel
- Archive

Get Email Updates

To receive email updates about COVID-19, enter your email address:

Email Address

[What's this?](#)

Symptoms of COVID-19

Updated Feb. 22, 2021 Languages Print

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Feeling Sick?

-
-

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

If You Are Sick

- > Check symptoms with Coronavirus Self-Checker
- > Get tested
- > What to do if you are sick
- > Isolate if you are sick
- > When to quarantine
- > How to care for someone who is sick

Difference between COVID-19 & Flu

Influenza (flu) and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2), and flu is caused by infection with [influenza viruses](#).

COVID-19 seems to spread more easily than flu and causes more serious illnesses in some people. It can also take longer before people show symptoms and people can be contagious for longer. More information about differences between flu and COVID-19 is available in the different sections below.

Because some of the symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and [testing](#) may be needed to help confirm a diagnosis.

While more is learned every day about COVID-19 and the virus that causes it, there is still a lot that is unknown. This page compares COVID-19 and flu, given the best available information to date.

Handouts & Videos

<p>Symptoms of Coronavirus (COVID-19) <small>How to recognize someone who is sick according to the Centers for Disease Control and Prevention</small></p>	<p>SYMPTOMS OF CORONAVIRUS <small>Check for</small></p>	<p>COVID-19 ASL Video Series <small>Symptoms of Coronavirus</small></p>
<p>Symptoms of COVID-19 (PDF) Patients with COVID-19 have experienced mild to severe respiratory illness.</p>	<p>Symptoms of COVID-19 (Video) Symptoms can include fever, cough and shortness of breath.</p>	<p>ASL Symptoms of Coronavirus (Video)</p>

More Information

- People at Increased Risk
- Healthcare Professionals



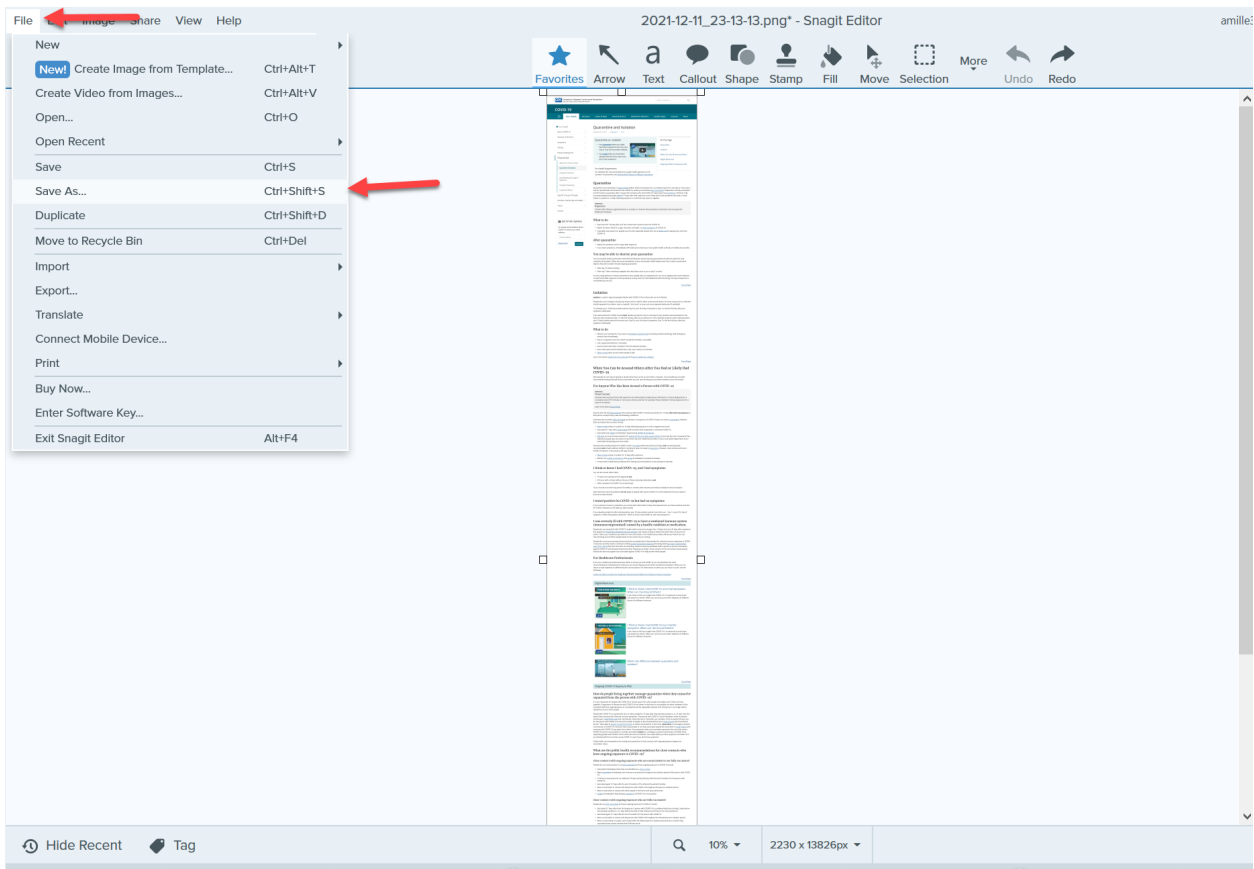
Last Updated Feb. 22, 2021
 Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases

Repeat this same process for the What to Do If You Are Sick and the Quarantine & Isolation webpages on the cdc.gov website.

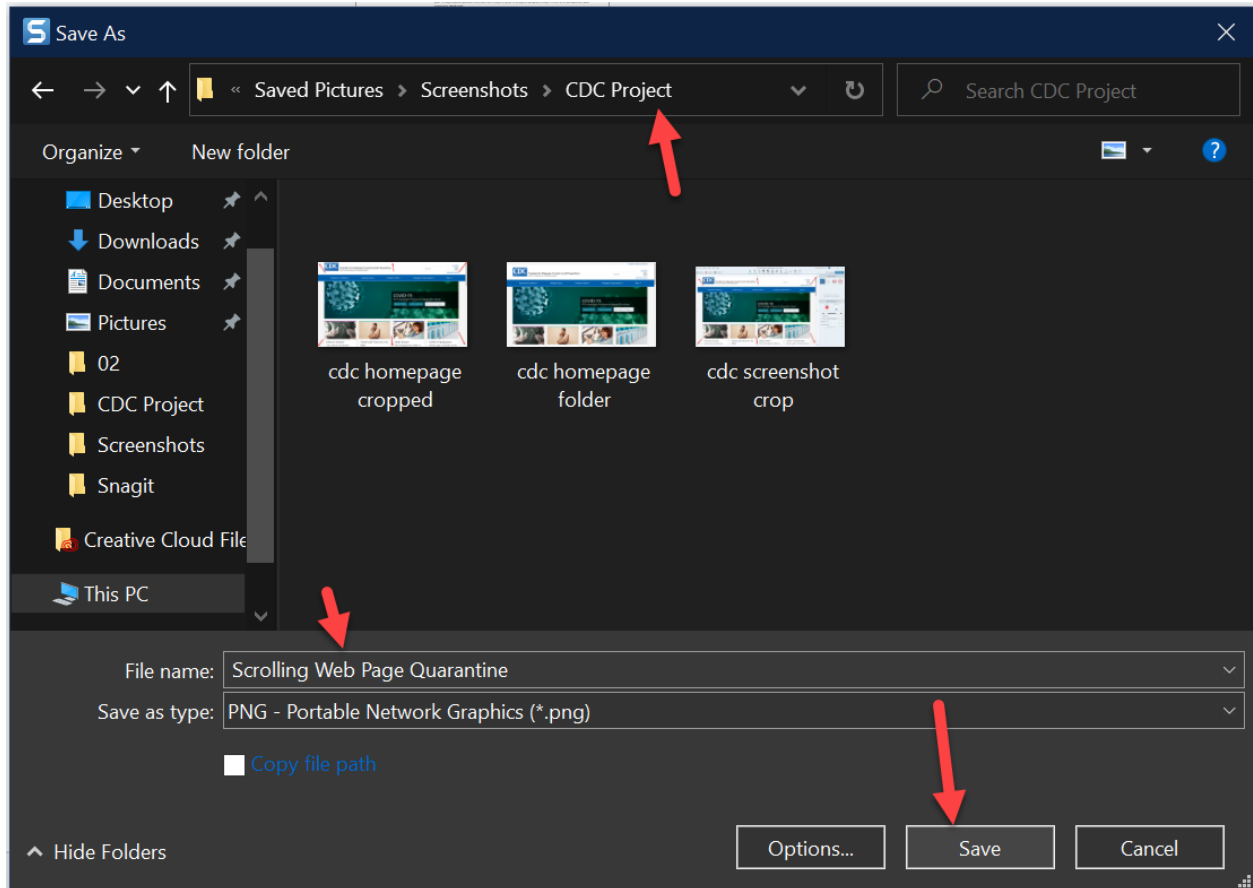
You should end up with a series of 3 scrolling webpages that look like the image above. One for the Symptoms of Covid-19 webpage, one for the What to Do If You Are Sick webpage, and one for the Quarantine & Isolation webpage.

2.2 Saving and Storing Scrolling Webpages

To save all your scrolling webpages, go to the tab that says file at the top of the Snagit Editor window. Then click on save as.



Title your scrolling webpages and store them under the “CDC Project” folder.





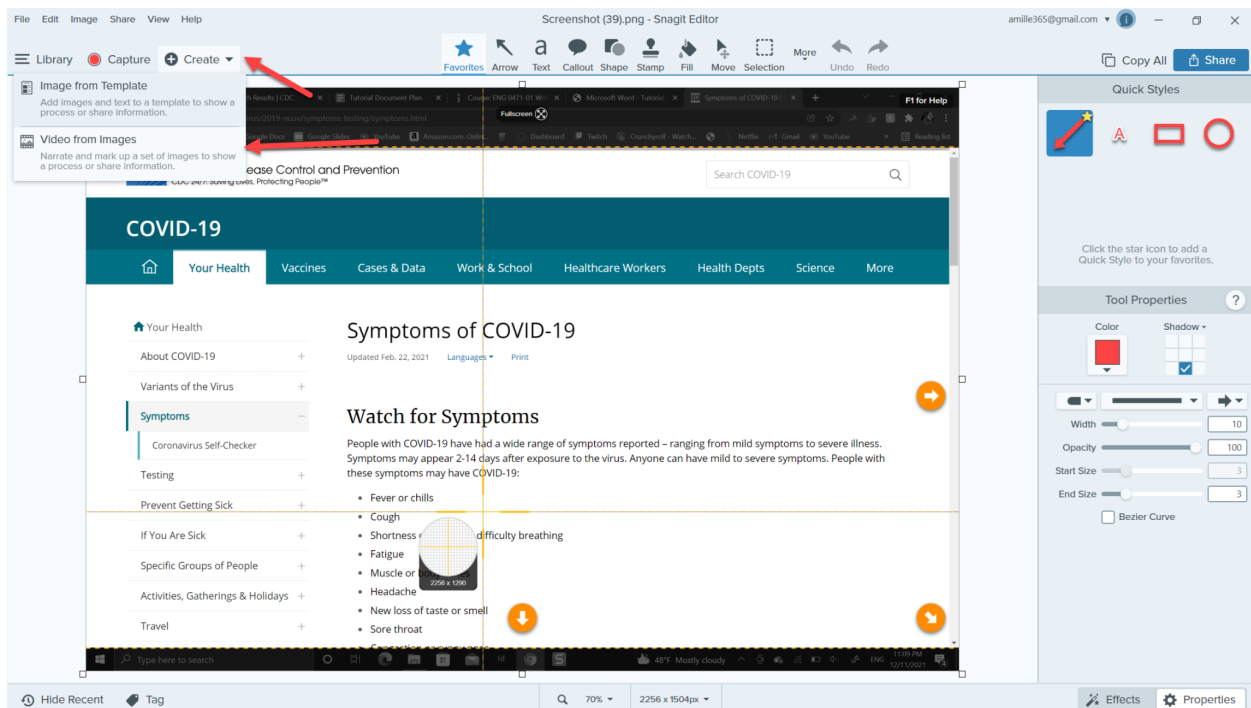
Lesson 3

Creating and Editing Videos

3.1 Creating a Video

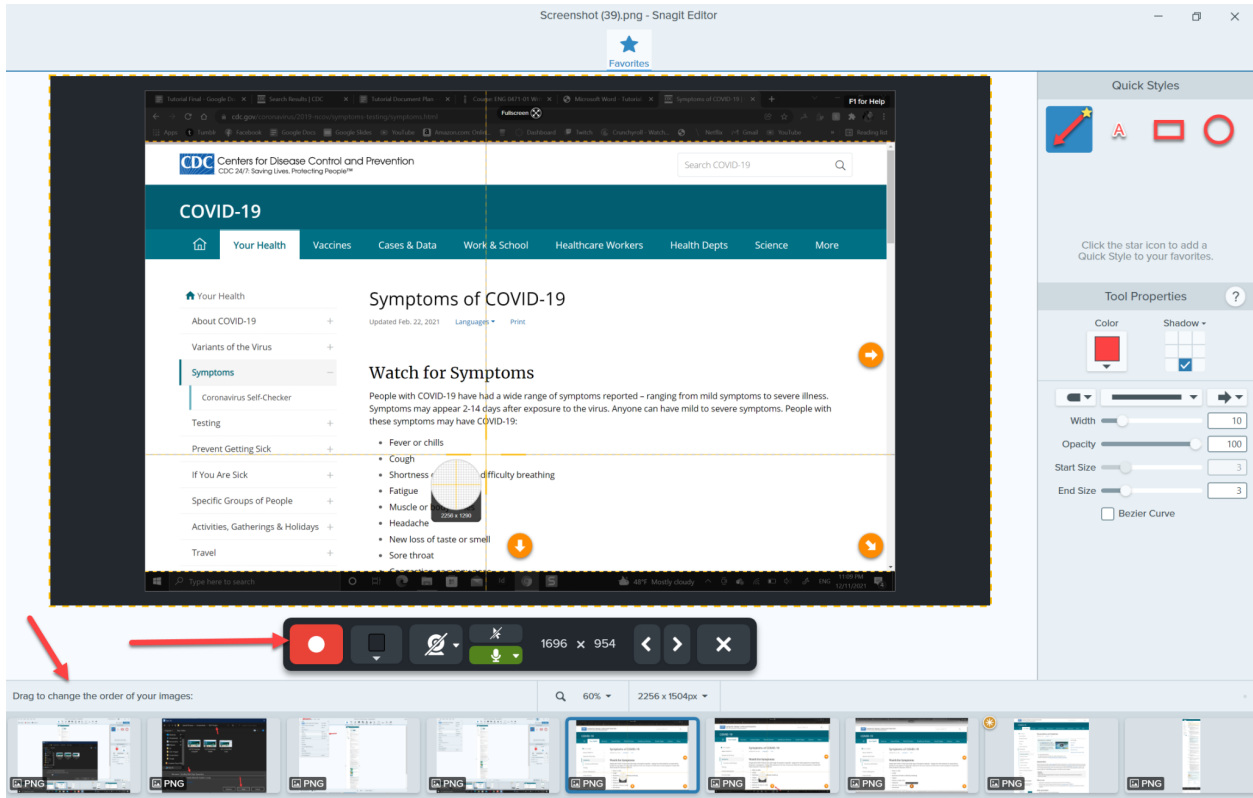
A typical and common project that you might find yourself having to do here at Atlas Inc is creating a video out of all the screenshots you have taken. Snagit makes it very easy to accomplish this.

Open Snagit Editor and go to “create” then click on “video from images”



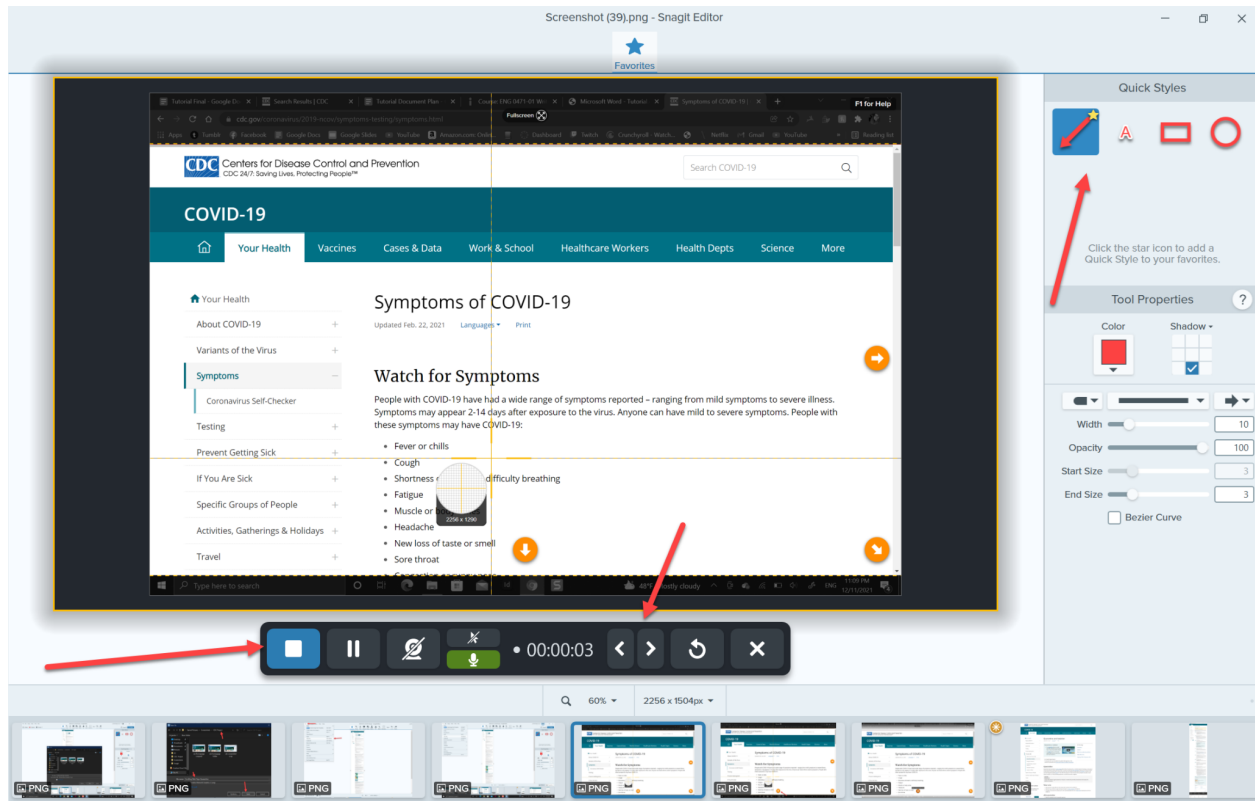
Once you click on create video from images a dark grey toolbar will pop up in which you can hit the red record button to start recording a video.

All of the screenshots you have taken should already be stored at the bottom of the Snagit Editor window. You can rearrange the order of these images by clicking on them and dragging them to their designated position.



Once you are ready to start your video hit the red button and your video will start recording.

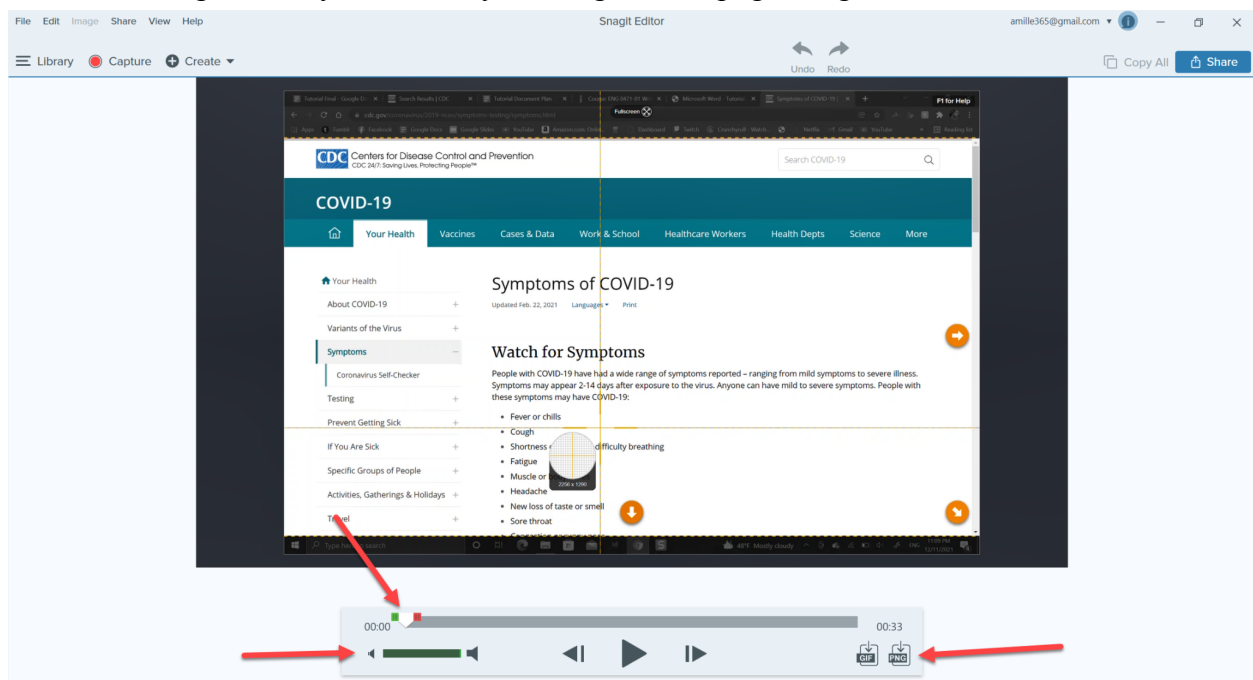
You can scroll through different images by clicking on the forward and back arrows on the toolbar. You can also point things out to your viewers by adding markers such as arrows, circles, and boxes. When you are done recording hit the blue stop button.



3.2 Editing Videos

When you hit stop recording your video will automatically pop up in the editing window.

You will see a light grey toolbar underneath your video. You can trim your video by dragging the slider at the top of the toolbar. You can also adjust the volume of your voice, and create screenshots or gifs from your video by clicking on the “png” or “gif” icons.



Once you are done editing your video you can save and store it by going to file and then save as.



Review

Lets review the things that we have learned in each lesson.

Lesson 1

- **Opening Snagit**
- **Features of Snagit**
- **Creating hotkeys**
- **How to capture a standard screenshot**
- **How to crop and resize screenshots**
- **How to save and store screenshots**

Lesson 2

- **How to capture a series of scrolling webpages**
- **How to save and store scrolling webpages**

Lesson 3

- **How to create a video from screenshots**
- **Where to find previously taken screenshots in the Snagit Editor window**
- **How to rearrange the order of screenshots**
- **How to use the toolbar while recording a video**
- **How to markup videos while recording**
- **How to use the editing toolbar to edit videos**
- **How to save and store videos**

Congratulations! You have now finished completing the Snagit Tutorial for Atlas Inc. We hope that this tutorial has helped you to get comfortable with using Snagit. You are now ready to create presentations and projects by using Snagit.