

# Snagit

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## Capture an Image

To capture an image, press down on **Shift + Control + S**

## Image Effects

In Snagit, each image should have **Border** and **Shadow** selected so the image stands out on the documentation.

### Border and Shadow Example

REQUESTS	TASKS <sup>1</sup>	QUOTES/CONTRACTS <sup>5</sup>	APPOINTMENTS <sup>3</sup>
	May 28 2026 Complete Proposal Example Site	All That Shabu Chg Svc-Price Increase \$ 5,841.05	Mar 18 2026 8:00 am Cold Call Test
		Base Load Power Chg Svc-Price Decrease \$ 165.00	Apr 30 2026 1:00 pm Follow Up Increase Service Frequency or Bin Size - Call
		Auto Process 'All' Test A - New Business PreAuth 2 Approvals \$ 150.00	May 14 2026 1:00 pm Account Retention
		QA Scale Customer 2 A-New Business-New Owner \$ 65.00	
		Base Load Power Chg Svc-Price Decrease \$ 15.00	

### Example of Image Without

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