



# Manual

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Ashampoo Easy Video differs between project and image files. Project files contain both image and object data (arrows, shapes, ...). They are stored in a separate "projects" subfolder that lives in the output folder you selected and show up as thumbnails in the <u>preview bar</u>.



- 1. Toolbar
- 2. Workspace
- 3. Tool/Object properties
- 4. <u>Zoom bar</u>
- 5. Preview bar

Use the arrow buttons near the edge of a pane to expand/collapse it. You can also expand/collapse individual categories in the tool/object properties pane.











# Context menu

# A 27-inch WQHD display for less than \$200 that is suitable for gaming? My review of Koorui 27E1QA



to display the higher resolutions my new graphics card could display, it also couldn't handle more than 60 Hz-and had a dead pixel that had been annoying me for quite some time. So, I started looking for a value-oriented replacement and came across the **KOORUI 27-Inch QHD** gaming monitor. Wait a second, QHD resolution, 1 ms response time, and 144 Hz for under \$200? It was worth a try-and I got to explain a few technical terms along the way!

Right-click into the image to open the context menu.

#### Copy to clipboard

Copes the current image and all objects to the system clipboard.

#### Insert image from clipboard

Pastes the clipboard image into the image as an object at the current mouse position.

#### Insert object from clipboard

Pastes the most recently copied object into the image at the current mouse position.

#### Insert image from hard drive

Inserts an existing image file into the image as an object at the current mouse position.

#### Select next/previous object

This entry is available, when there's already an object selected and moves the selection to

the next/previous object.

#### With object

The functions in this submenu affect the object that belongs to the given index.

Select object Selects the current object.

#### Move object to front/back

Moves the object to the first or last position in the object hierarchy so that is either visually sits above or below all other objects.

Move object one level up/down Moves the object one level up/down in the object hierarchy.

**Copy project** Copies the object to the system clipboard.

Cut object Copies the object to the system clipboard and deletes it from the project.

**Delete object** Deletes the object from the project.

# 1 Working with objects

Left-click objects to select them. There are three types of objects:

Type 1



Objects of this type display a selection rectangle around them. Drag the  $\bigoplus$  icon to

reposition them. Drag the 💛 icon to rotate the objects freely, e.g. to display text at a 45° angle. Drag the edge markers (=) to resize the objects.

## Type 2



These objects also display a selection rectangle around them, once selected. Unlike type 1, type 2 objects can be dragged directly for repositioning but support neither resizing nor rotation.

## Type 3



Type 3 objects do not display a selection rectangle when selected but can also be dragged directly for repositioning. Drag the edge markers (=) to resize or realign them.

Hold Shift during object resizing to adjust width and height proportionally. For example, this allows you to scale down a clipart without distortions.

# 2 Toolbar

## 2.1 Select

Left-click an object to select it.

#### 2.2 Frequently used

Frequently used tools are automatically added to this category for quick access.

#### 2.3 Transformations

These functions allow you to adjust the size of the image/canvas to your needs.

2.3.1 Crop



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#### 2.3.2 Resize image









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Hold down shift during dragging to preserve the current aspect ratio.











#### 2.3.4 Combine layers

This function merges the current objects into the image, rendering them uneditable afterwards.

#### 2.3.5 Frame



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#### 2.3.6 Watermark















Enable "Use as default" in the right properties pane to add a watermark to all future shots automatically. This is especially useful in tandem with the "File name" option, that always includes the name of the image file.

## 2.4 Pencils and markers

#### 2.4.1 Highlighter / Pencil

Simply drag to highlight or draw over an area in your image.

2.4.2 Highlight area



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#### 2.5.2 Curved arrow



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## 2.6 Blur/Pixelate
Use this tool to obfuscate sensitive areas in your image. This will only affect the image and not added objects.

#### 2.6.2 Blur area

Drag to create a selection that will automatically blur/pixelate the underlying area. This will only affect the image and not added objects.

### 2.7 Documentation

### 2.7.1 Text

Left-click the workspace to add a text object. Once added, start typing to modify its text content. To edit an existing text object, select it and left-click its content.

#### 2.7.2 Note

Note objects are created and edited the same way as text objects but additionally display a background clipart, e.g. a speech bubble. You can pick the clipart from the properties pane on the right and even modify its transparency. You can also pick a new clipart for an existing note object to modify it.

#### 2.7.3 Numbering

This tools helps you visualize consecutive steps, e.g. when you're creating a tutorial. Each time you left-click the workspace, a new object will be created with its index automatically incremented sequentially. You can either use numeric (1, 2, 3, ...) or alphanumeric (A, B, C, ...) characters. See "Current number" in the properties pane on the right to adjust the initial value. This way, you can also alter the value, and the background clipart, of existing objects. The cliparts listed on the right behave like toggle buttons and allow you to enable/disable the effect completely or for individual objects.

# 2.8 Shapes

Left-click and drag to create a shape with the desired size. Use the edge markers to readjust its size. Drag the centered arrow icon, if available, to readjust the shape's position. If the icon is not available, drag the shape itself. Drag the arrow icon above the shape, if available, to rotate it.







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### 2.8.2 Multi-point line

This tool allows you to insert multiple connected lines. Click to create a start point. Afterwards, each click adds a line from the last to the current mouse position. Hit Esc to finish the drawing process.

# 2.9 Erase

The eraser replaces pixels in your original image with either transparent or colored pixels. This allows you to quickly remove unwanted elements from your image. This will only affect the image and not added objects.

#### 2.9.1 Erase / Erase area





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# 2.10 Fill area

You can fill regions in your image with a solid color or color gradient using this tool. This

will only affect the image and not added objects.







## 2.11 Clipart

Left-click a clipart in the right properties pane to add it as a centered object to your project. While you can move and resize the object, you cannot alter the clipart design of an existing object. Click "Add graphics" to add existing images to the clipart library. Click the folder button to open the location for custom cliparts in Windows Explorer, e.g. to delete custom images. You can also copy and paste images to the folder directly to add them to Snap's clipart library.

Hold down Shift during resizing to preserve the clipart's aspect ratio.

# 3 Project management

#### Save project

Applies the current changes to the project.

#### Export image

Saves the current project to a separate image file. Use "Save as" to manually adjust output location and file name and "Quick Export" to use the current output folder and projekt

name instead.

Use the "..." button to select a target application (.exe) for the "send to" feature. If no application is specified, you'll be prompted to select an application when you first use this feature.

"Ashampoo Web" allows you to upload your image to Ashampoo web space and share it with others via a simple link. Once uploaded, the link is opened in your browser and also copied to your system clipboard.

#### **Copy to clipboard** Copies the current project as an image to the system clipboard.

**Delete project(s)** Deletes the current project permanently.

# 4 Zoom bar



- 1: Resolution of the current image
- 2: Displays the current image in its original size
- 3: Zooms in/out to show all of the current image
- 4: Drag the slider for seamless zooming

# 5 Preview bar



The preview bar displays a miniature preview of your projects. A yellow marker indicates that the affected project contains unsaved changes. Click the trashcan button to permanently delete the affected project.

To delete more than one project, hold Ctrl and left-click the affected thumbnails to (de)select them. Then, click either the delete button in the toolbar or one of the delete buttons associated with a thumbnail to delete the selected projects.

To rename a project, hit F2.

## Combining projects

Use the plus symbol to combine several projects into one. This will append the selected project to the currently open project, expanding its workspace as needed. Objects contained in the added project remain fully editable.







# 6 Keyboard shortcuts



When resizing objects by dragging their edge markers, hold Shift to resize their width and height proportionally. For example, this allows you to scale down a clipart without distortions.