



Manual FREE

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Unlike other applications, Snap does not immediately show a program window after launch. Instead, you can access its features by moving the mouse pointer over the bar at the top-center of your screen to expand it. Alternatively, you can also right-click the program icon in the system tray next to the clock to access most features. Depending on your Windows settings, you may have to click the arrow first to reveal the icon.

In case of display issues, please disable GPU optimization in the program settings.

The keyboard shortcut to stop scroll/interval/video captures is now Win+Esc.

1. Capture

There are three ways to activate the capture process: through the capture bar, through the program symbol in the system tray, or through [keyboard shortcuts](#).

1.1 Capture bar

Once Snap is launched, the capture bar will be automatically displayed as a marker at the top of your screen by default. Move your mouse over the marker to expand the capture bar. Move it outside the bar to hide it.

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You can also have the toolbar use a rectangular shape through the program settings.

Functions



1: Capture screen region

2: Settings

3: Open editor

4: Capture all displays as screenshot

5: Starts Live Edit

6: Exit program

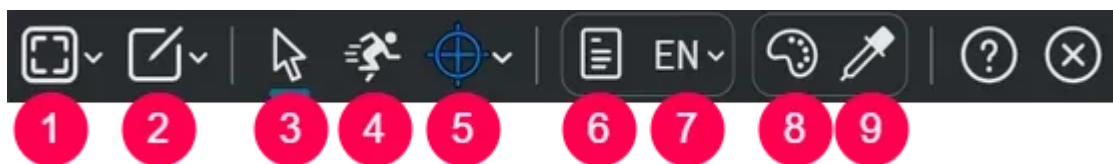
1.2 Context menu (system tray)



Once launched, you can access many capturing tools through Snap's context menu. Simply right-click the program icon in the system tray next to the clock.

The context menu also allows you to reopen the video editor, e.g., to make additional changes to existing videos. This option is only available, when the output folder you specified contains at least a single valid video file.

2. Capture screen region



1: [Create selection](#)

2: [Select target](#)

3: [Capture pointer](#)

4: [Fast screenshotting](#)

5: [Switch color scheme](#)

6: [OCR texts](#)

7: [OCR language](#)

8: [Palette](#)

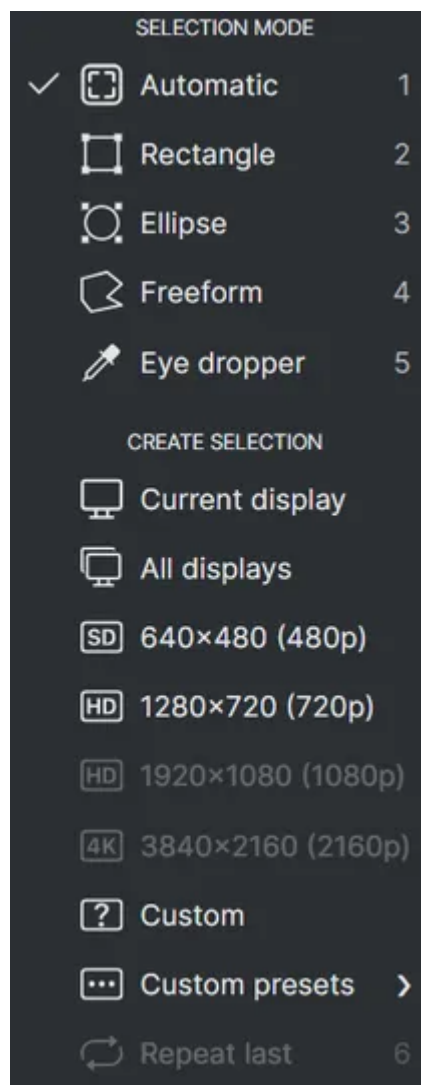
9: Switches to eyedropper mode.

The toolbar always appears at the top of the screen that currently has the mouse.

2.1 Create selection

Use the cursor keys to move the crosshair in 1-pixel increments for added precision. Click the X or hit Esc to stop capturing.

The toolbars are auto-hidden during drag operations so they don't obstruct your view. Hit Space to temporarily hide the toolbars before drag operations. They will then reappear once you release the mouse button.



2.1.1 Selection mode

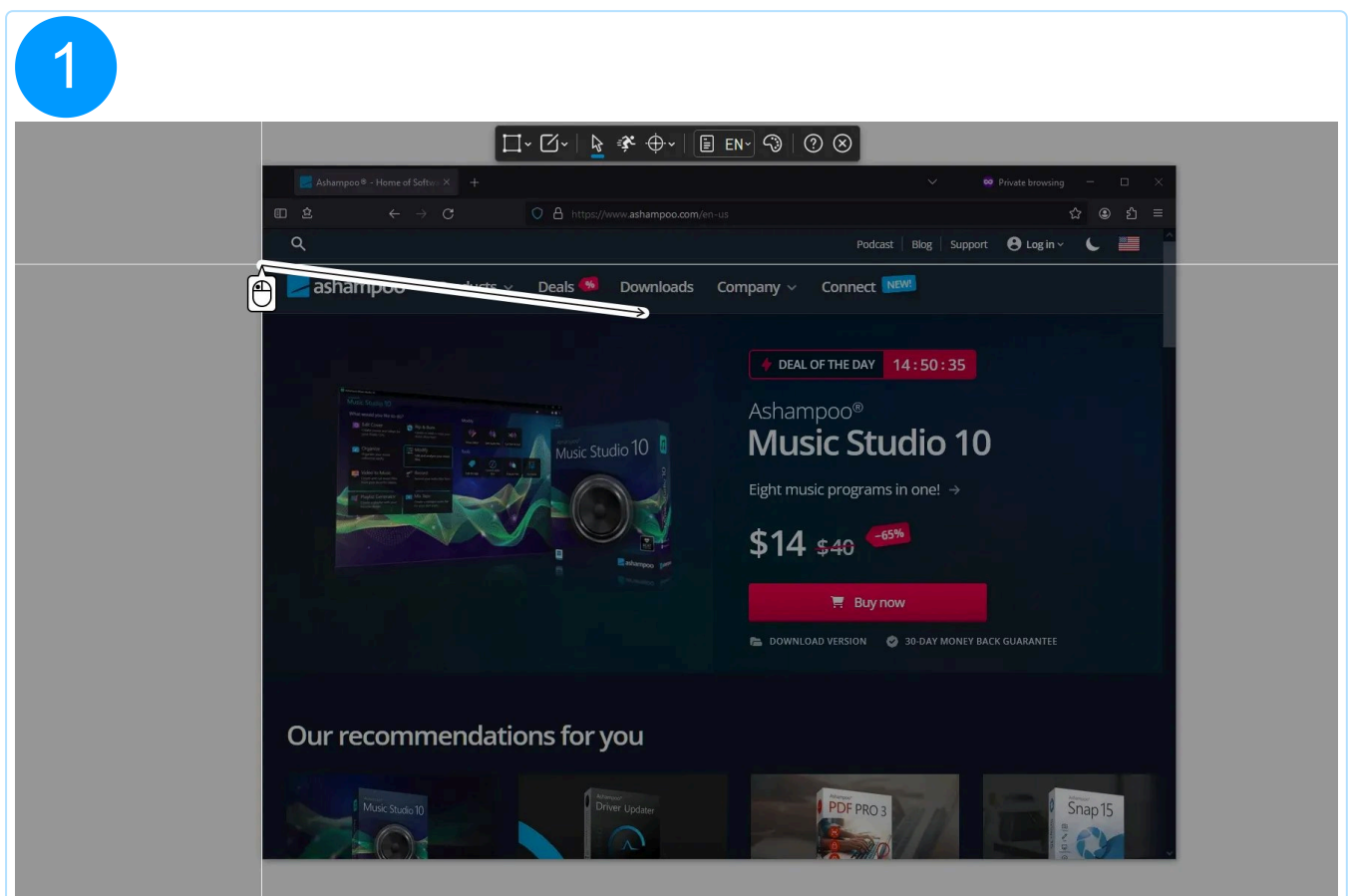
2.1.1.1 Automatic (window detection)

In this mode, the program auto-highlights windows below the mouse pointer and creates a rectangular selection on clicking.

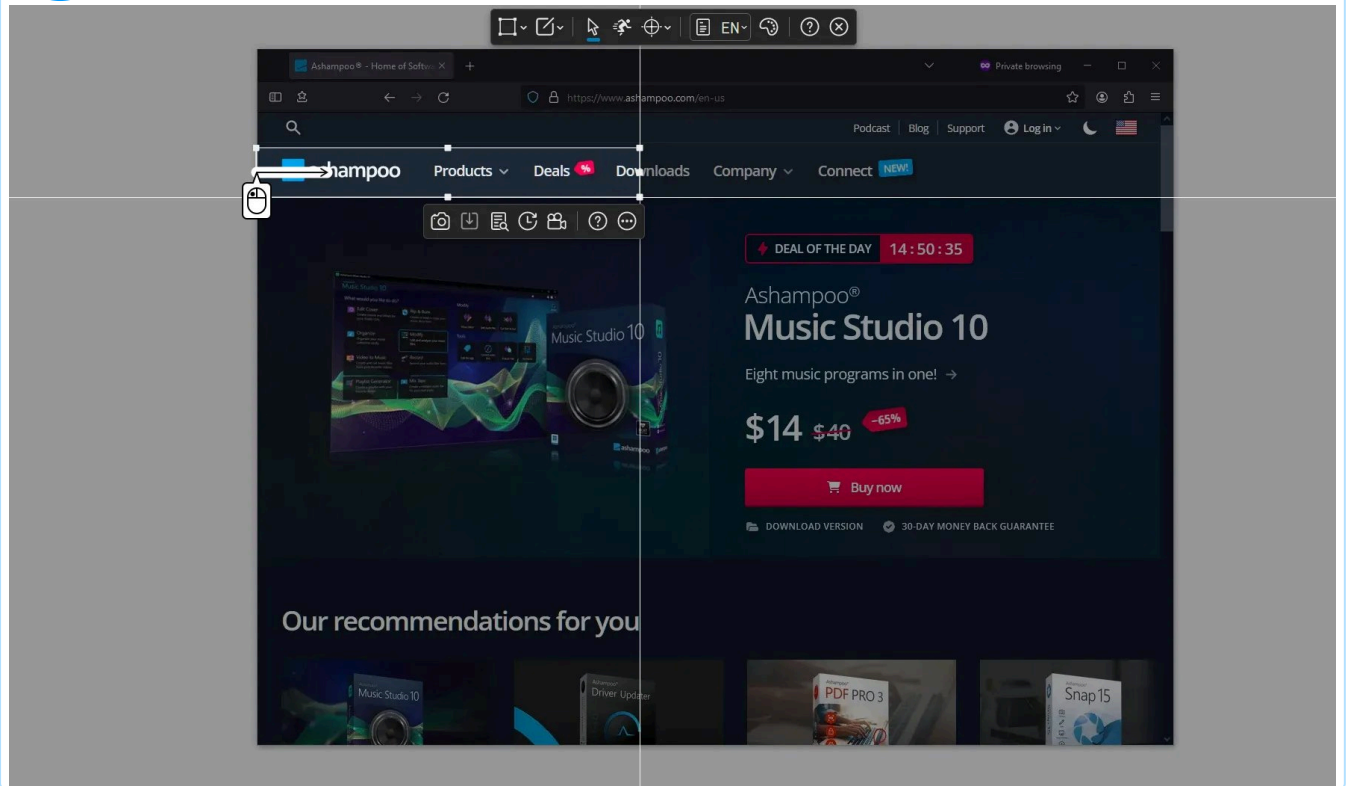
Hold down the left mouse button and drag to instantly create a rectangular selection, ignoring any detected window.

2.1.1.2 Rectangle

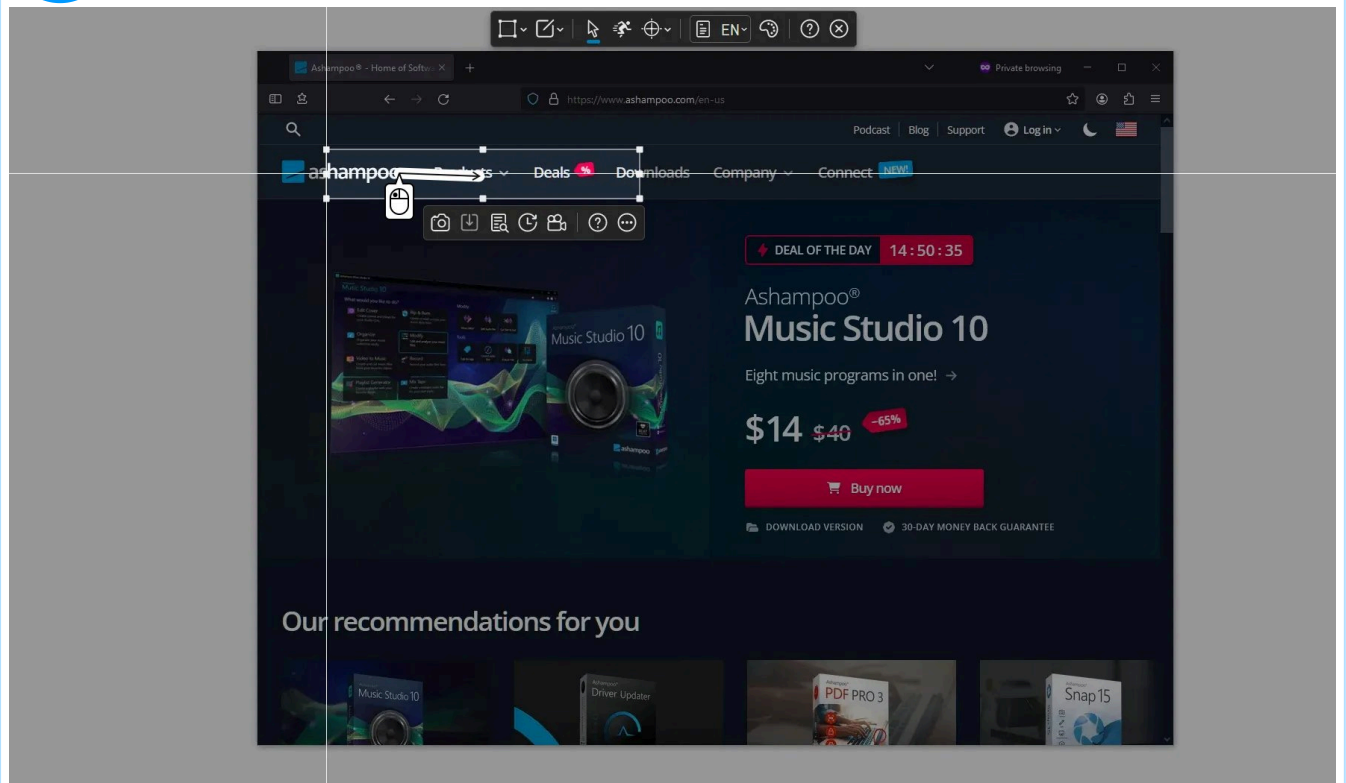
Hold down the left mouse button and drag to create a rectangular selection. Drag the edge markers to adjust its size. Drag inside the rectangle to reposition it.

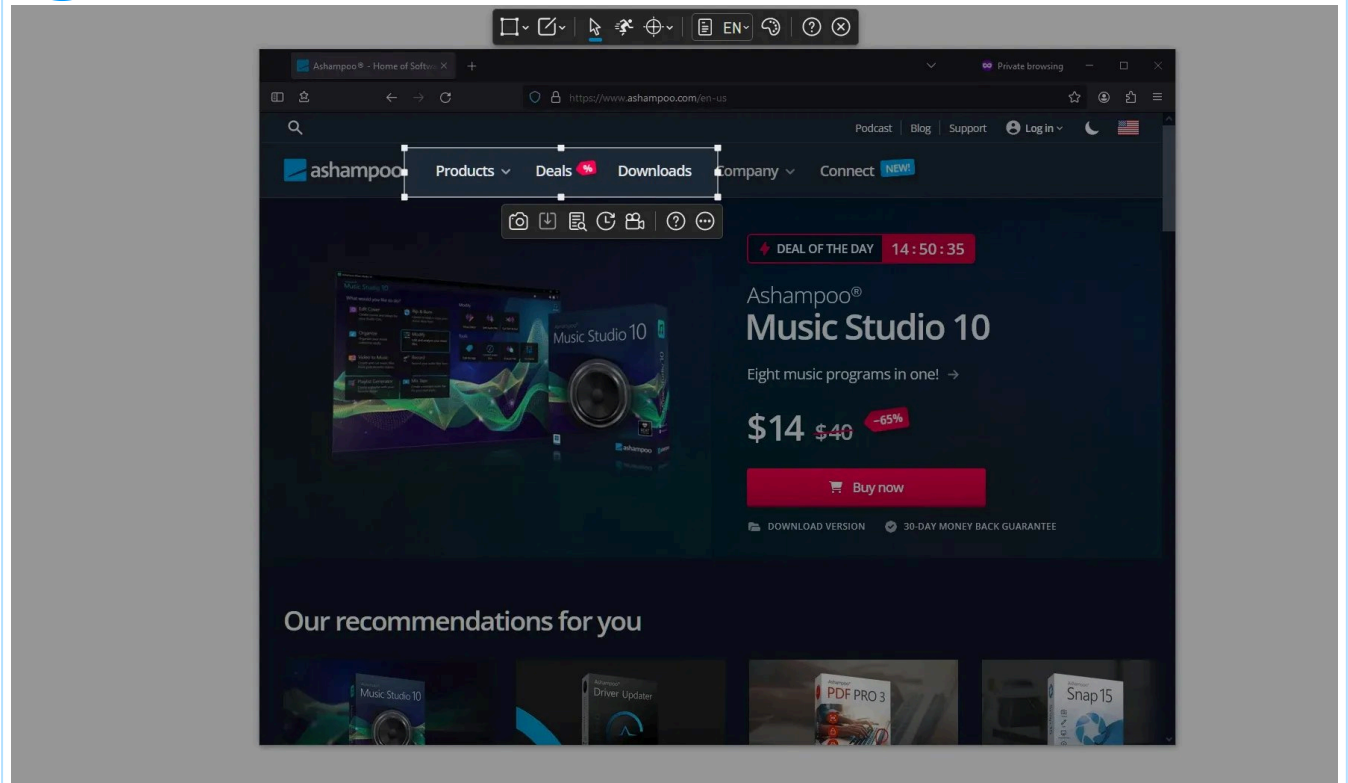


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2.1.1.3 Ellipse

Hold down the left mouse button and drag to create an elliptical selection. Drag the edge markers to adjust its size. Drag inside the ellipse to reposition it.

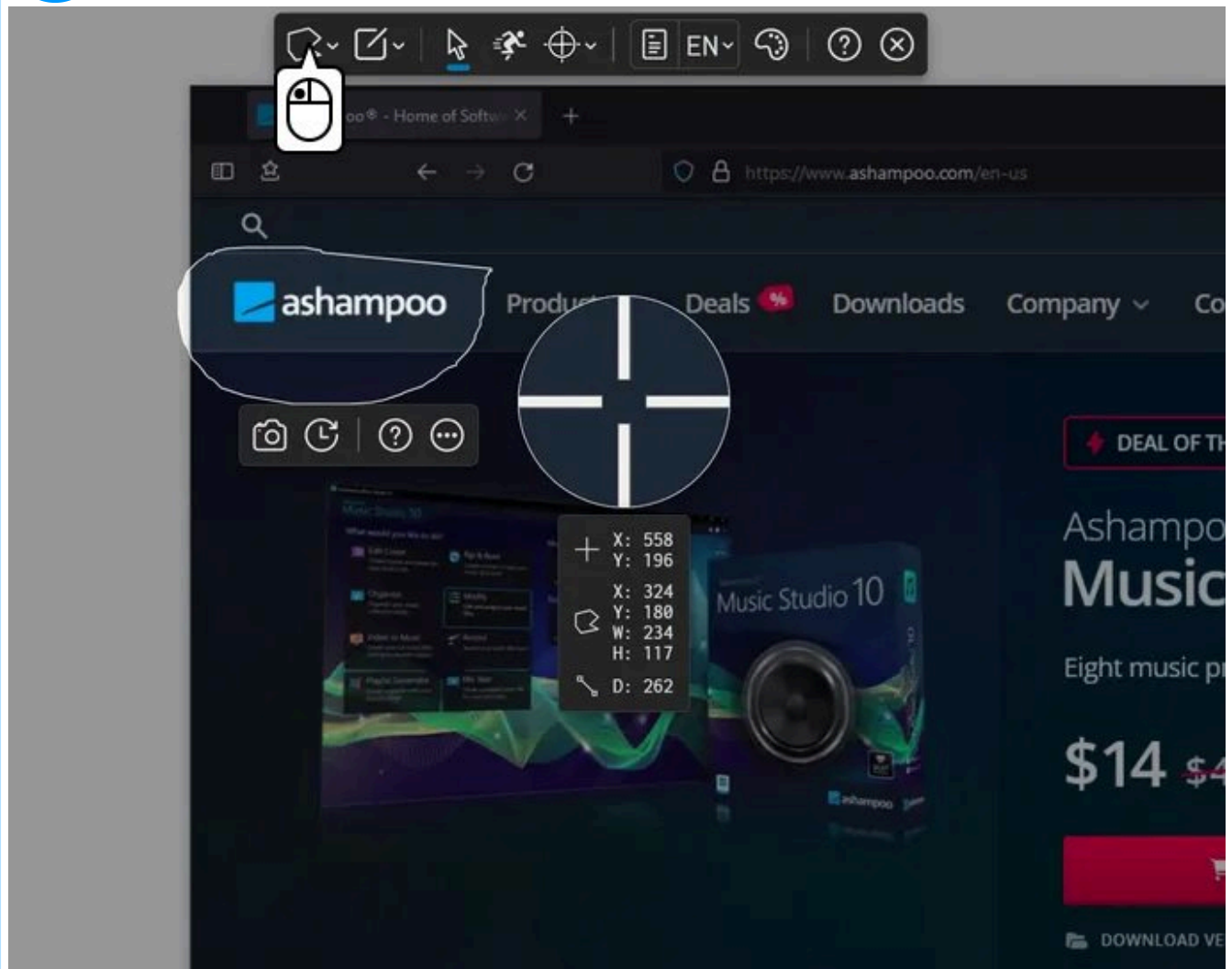
Hold down shift while dragging the edge markers to equalize the height of a rectangular/elliptical selection to its width. Hit Shift without dragging to instantly set the height of the selection to its current width.

2.1.1.4 Freeform

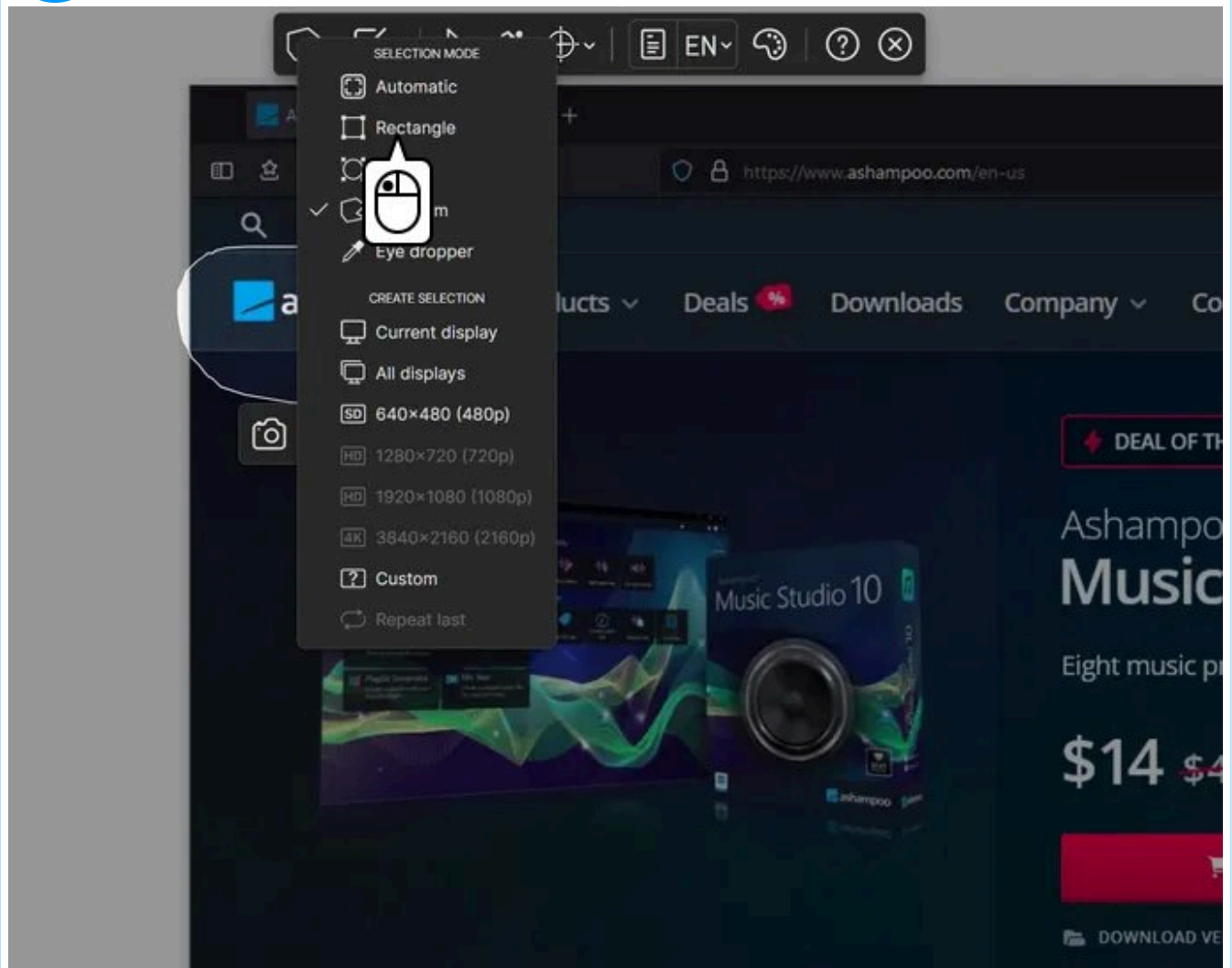
Hold down the left mouse button and drag to draw a freeform shape. The shape is always closed automatically.

If you've already created a selection, switching modes will auto-apply the position and dimensions to your new selection, whenever possible. For example, when you switch from a freeform shape to "Rectangle", the new shape will reuse the existing size and position properties.

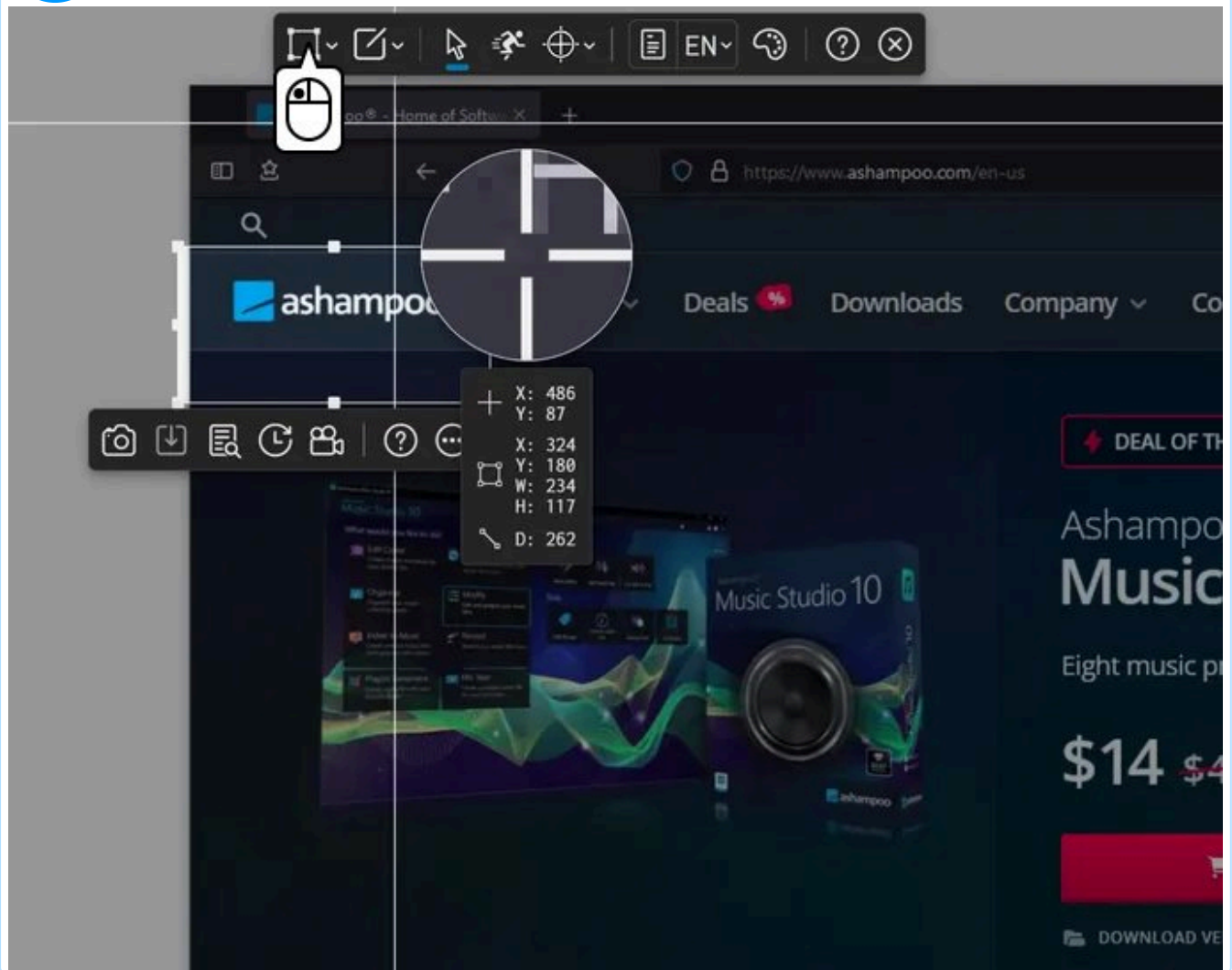
1

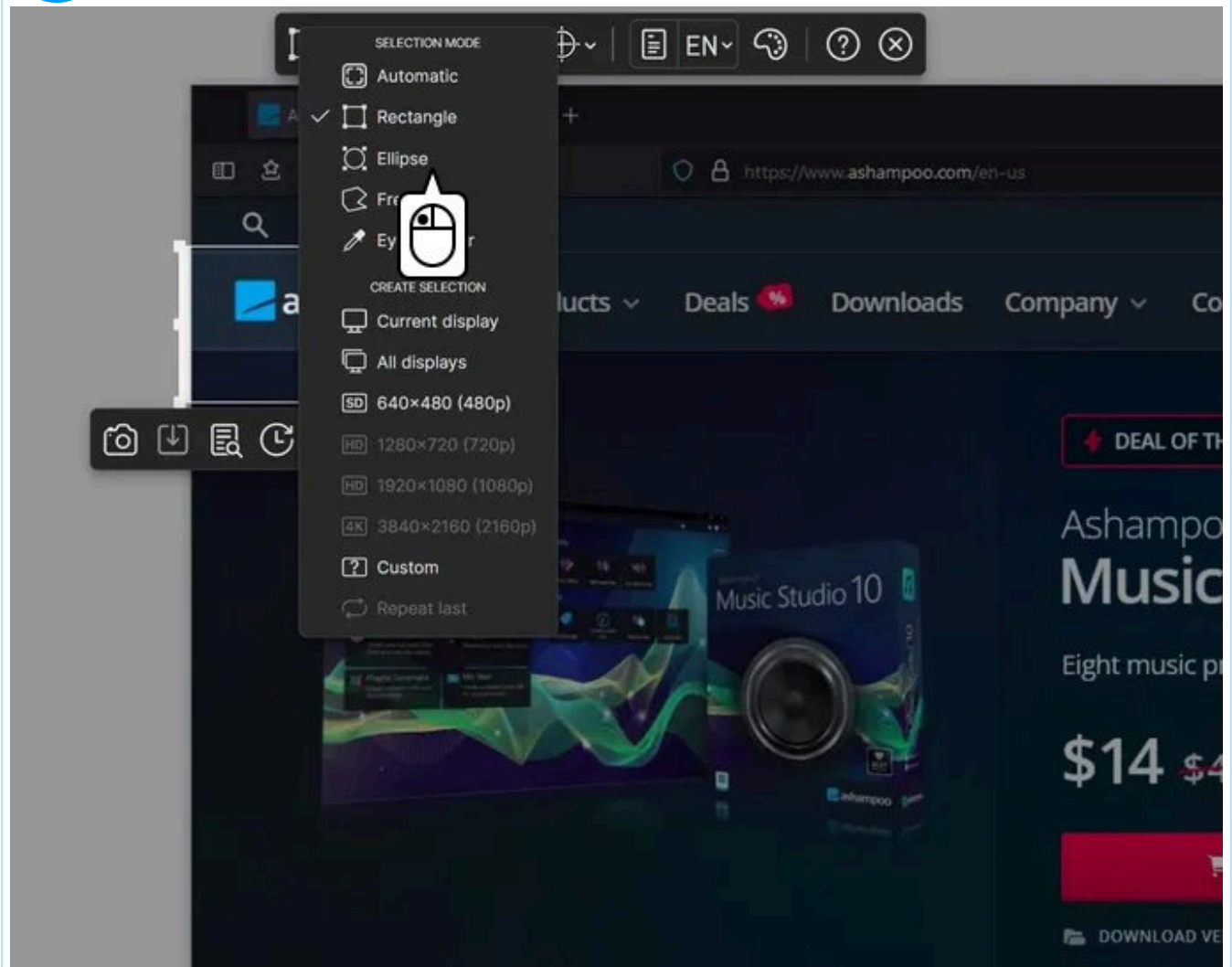


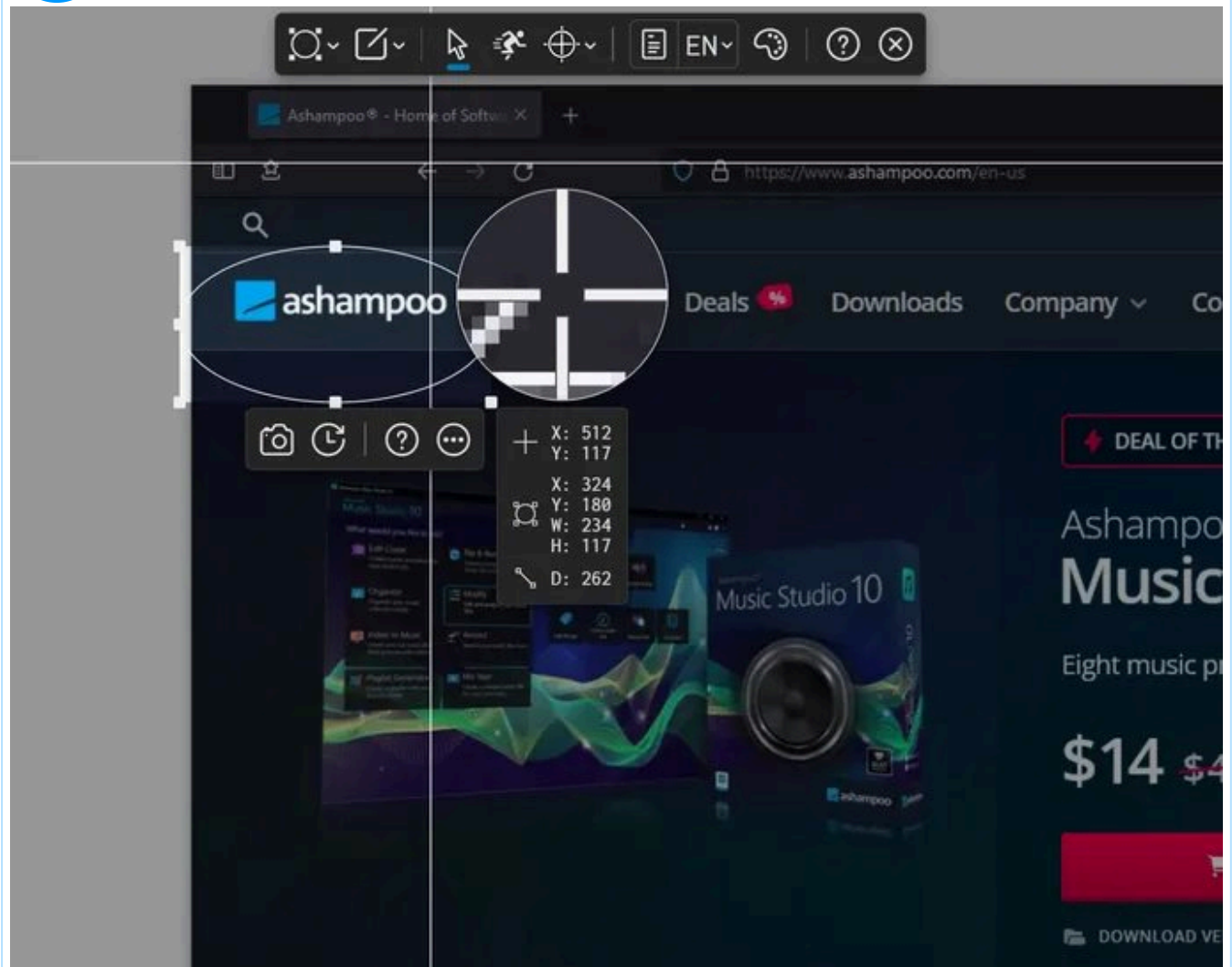
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2.1.1.5 Eye dropper (Color recognition)

Move the pointer over a pixel and left-click to extract and copy its color value to the [palette](#).

2.1.1.6 Create selection (presets)

Current display

Creates a rectangular selection around the display area that currently has the mouse pointer.

All displays

Creates a rectangular selection across all connected displays.

Custom

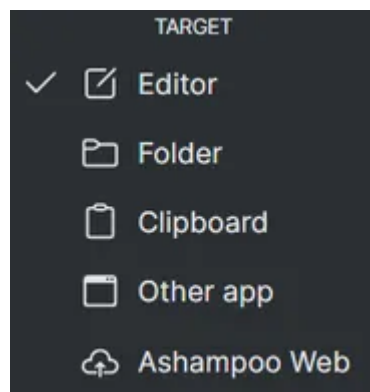
Allows you to input width/height manually to create a value-based rectangular selection. See [Custom selection](#)

Repeat last

Recreates the most recently confirmed rectangular/elliptical/freeform selection.

The label reflects the most recently confirmed selection. If you confirmed a rectangular selection at the location 100,100 with a size of 320x240, the new label will be "100,100 320x240".

2.2 Select target



Select the desired output target for your captures here.

Editor: Shots are automatically opened in Snap's built-in editor upon creation.

Folder: Shots are only stored as image files in the output folder.

Clipboard: Shots are immediately copied to the system clipboard.

Other application: Shots are sent to custom application. You can specify the application in the program settings.

Ashampoo Web: Shots are uploaded to Ashampoo Web. The affected link will open automatically in your default web browser once the upload is complete.

The icon of the button changes depending on the selected target so you can always see what will happen with your shots.

Finished video captures are always open in the built-in [video editor](#).

2.3 Capture pointer

Enable this feature to capture the mouse pointer as part of your screenshots.

The pointer is captured the moment you confirm your selection, ideally by clicking into the selection at the position you want the pointer to appear.

2.4 Fast screenshotting

If enabled, the selected area will be captured as soon as you release the mouse button without the need for manual confirmation and without the ability to readjust the position/size of the selection.

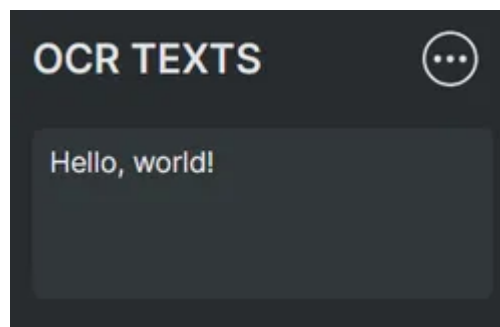
2.5 Switch color scheme

You can toggle the color of the crosshair and guidelines here to adjust their display for best readability.

You can also use the mouse wheel to switch between colors.

The selected color will initially be used for the selection rectangle and live annotations during video capturing. You can always change it there later.

2.6 OCR texts



Extracted texts are stored here. Move the pointer over an entry and use the buttons to delete or copy its content to the system clipboard. Click a text entry to edit it.

More (...)

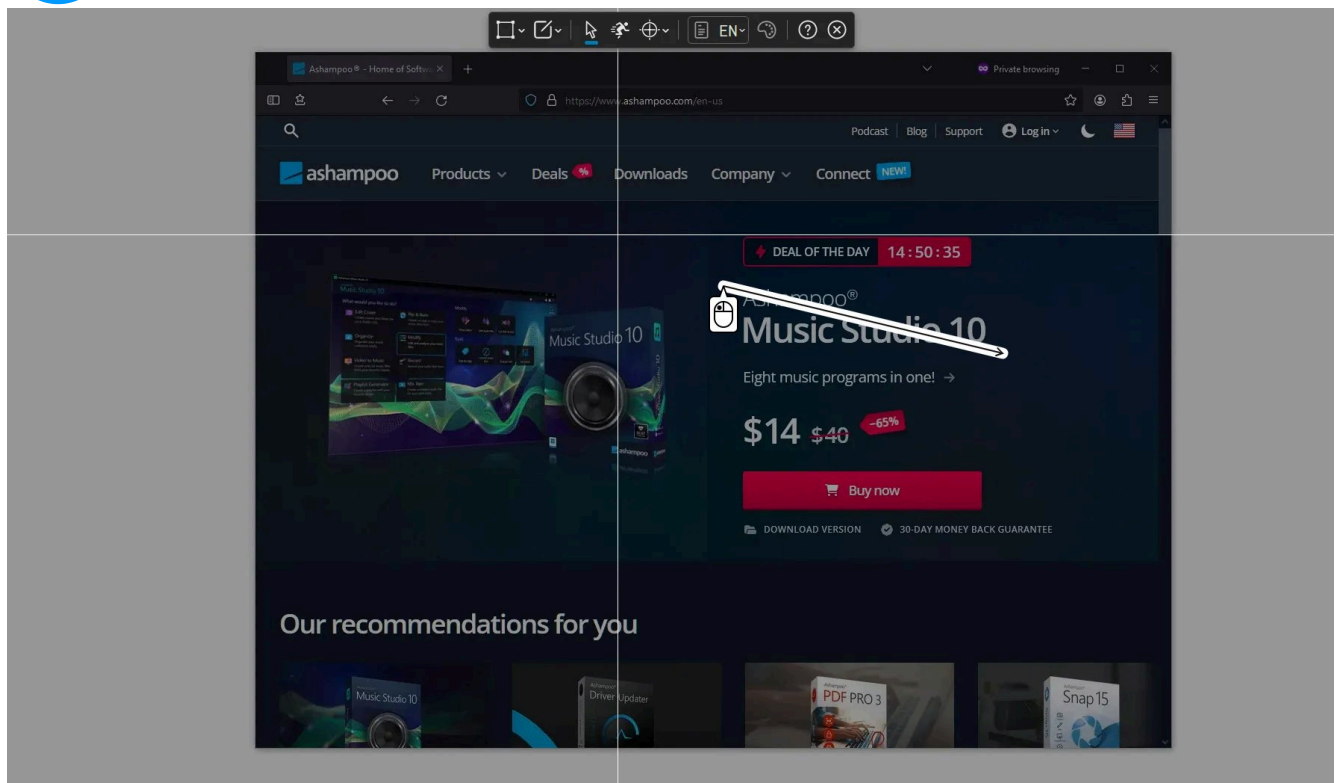
Clear

Deletes all text entries.

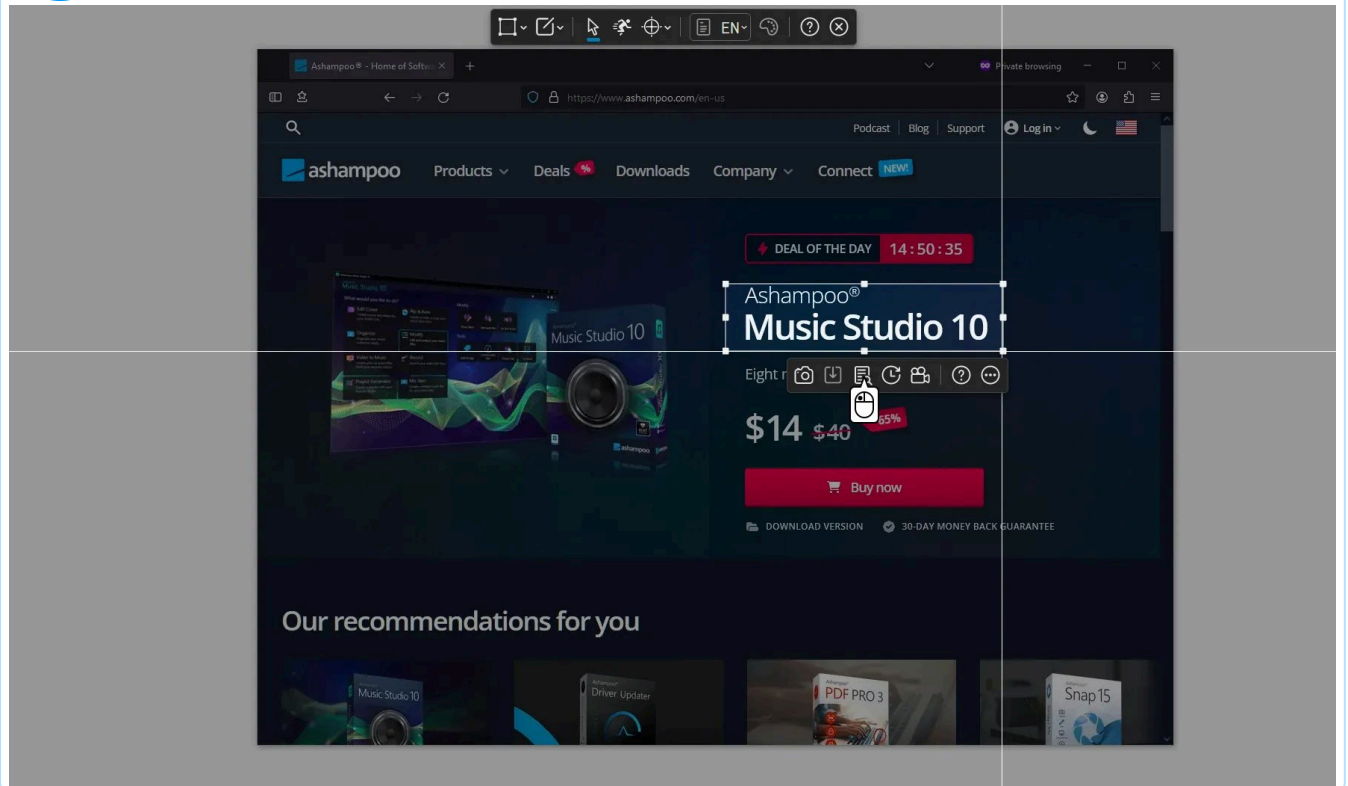
Export TXT

Exports all texts as a single text file.

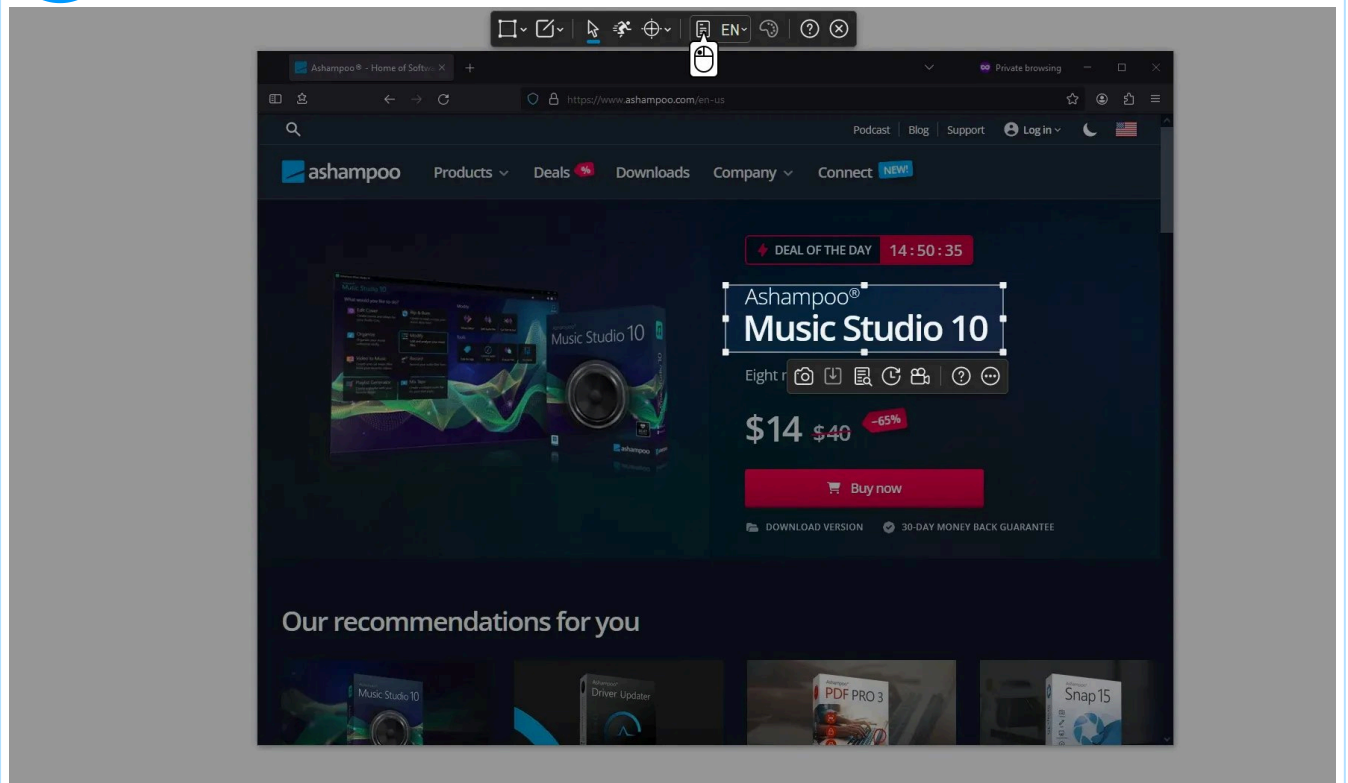
1



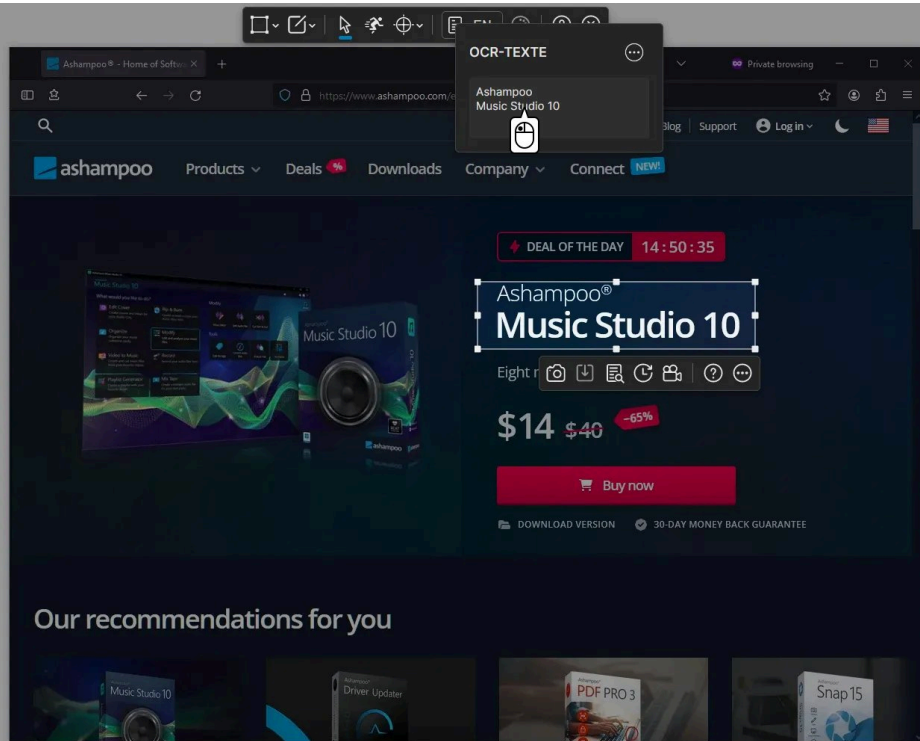
2



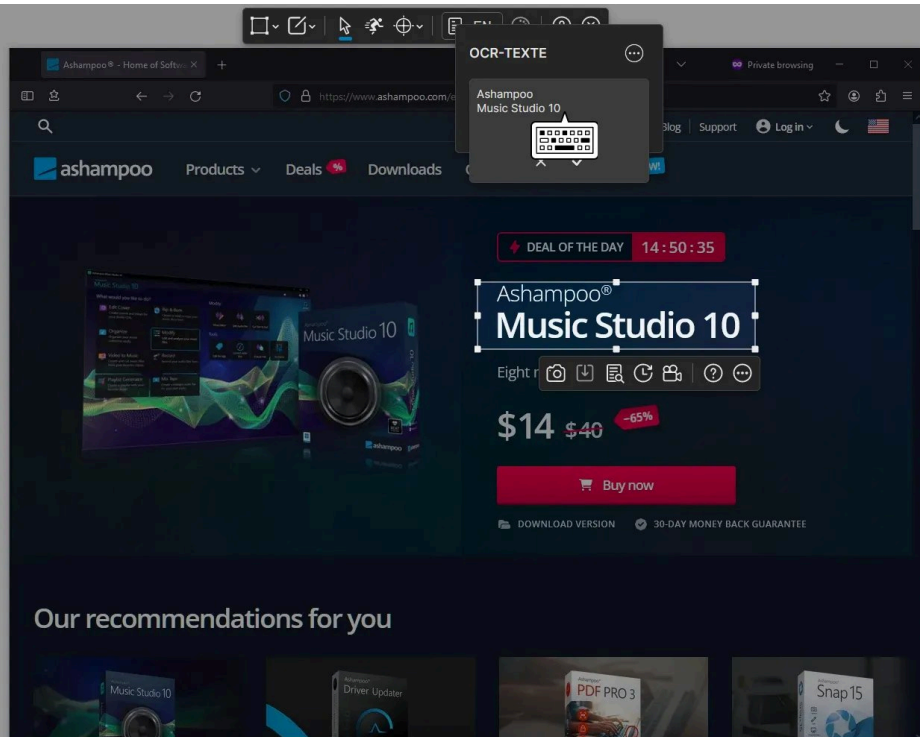
3



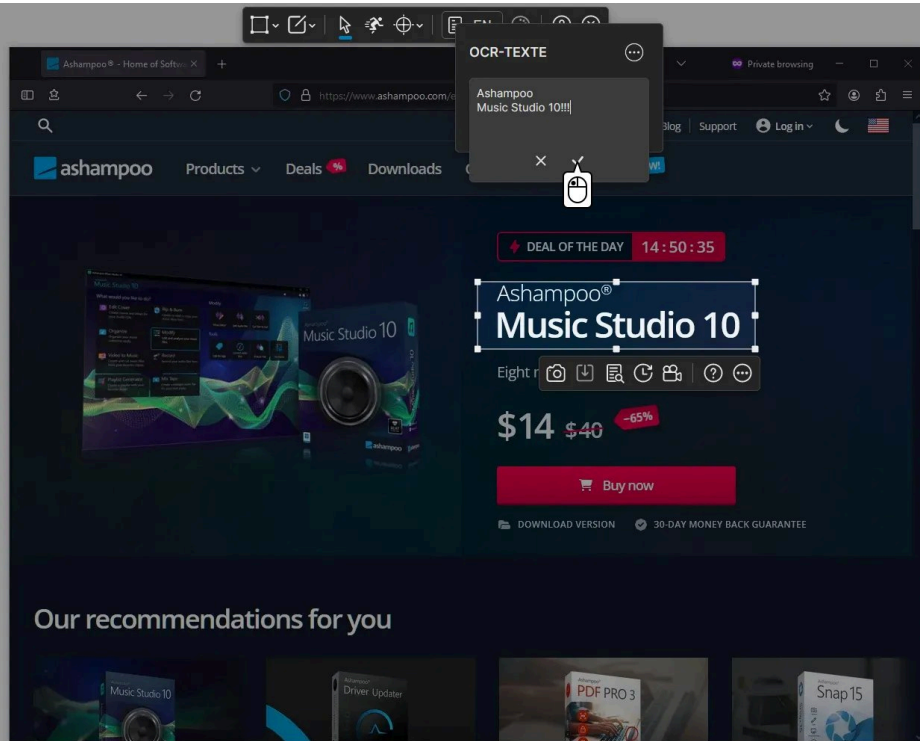
4



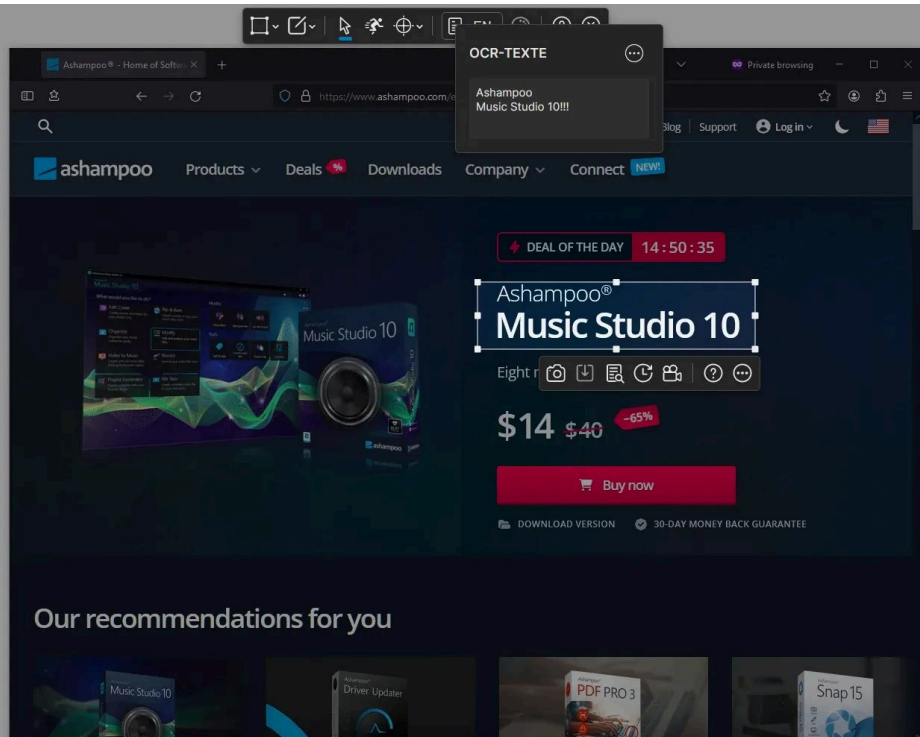
5



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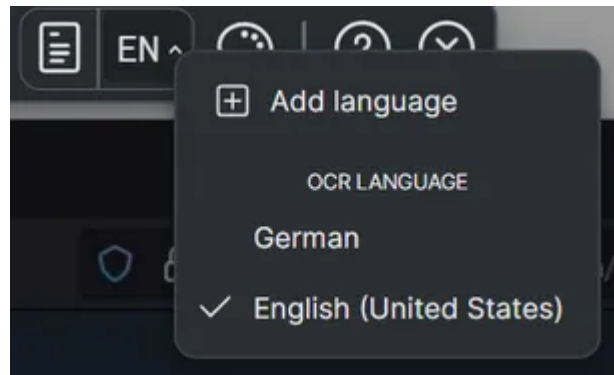


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The most recently recognized text gets always copied to the system clipboard automatically.

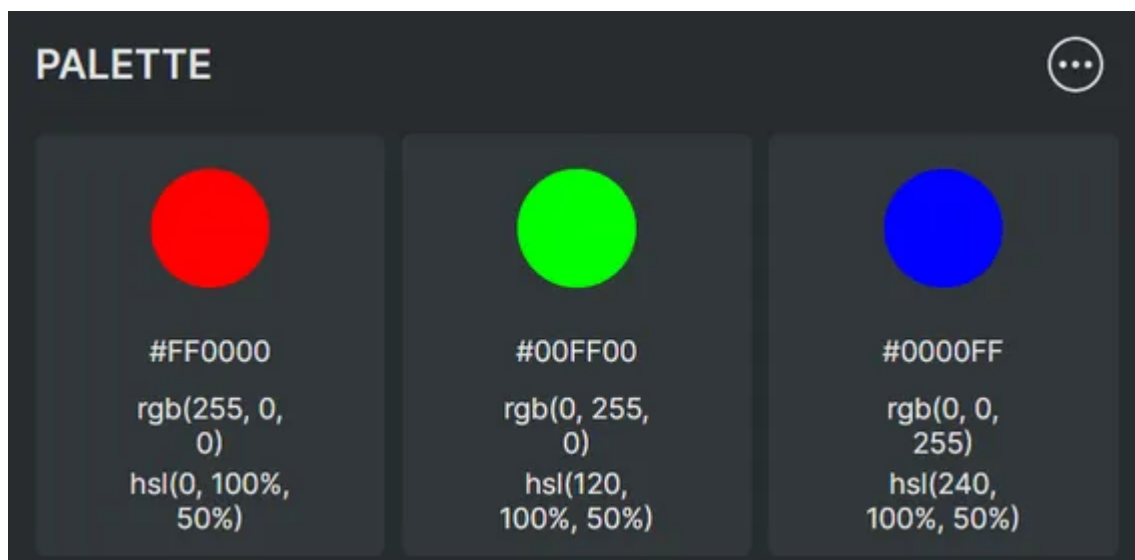
2.7 OCR language



Use this menu to quickly switch between OCR languages. Click "Add language" to add additional OCR languages.

Ashampoo Snap relies on language packs provided by your Windows installation. Adding new OCR languages therefore means installing the associated display languages through Windows' display language settings.

2.8 Palette



Colors that have been extracted using the [eye dropper tool](#) are collected here. Move the pointer over a color and use the buttons to delete or copy its value in different notations to the system clipboard.

More (...)

Clear

Deletes all color entries from the palette.

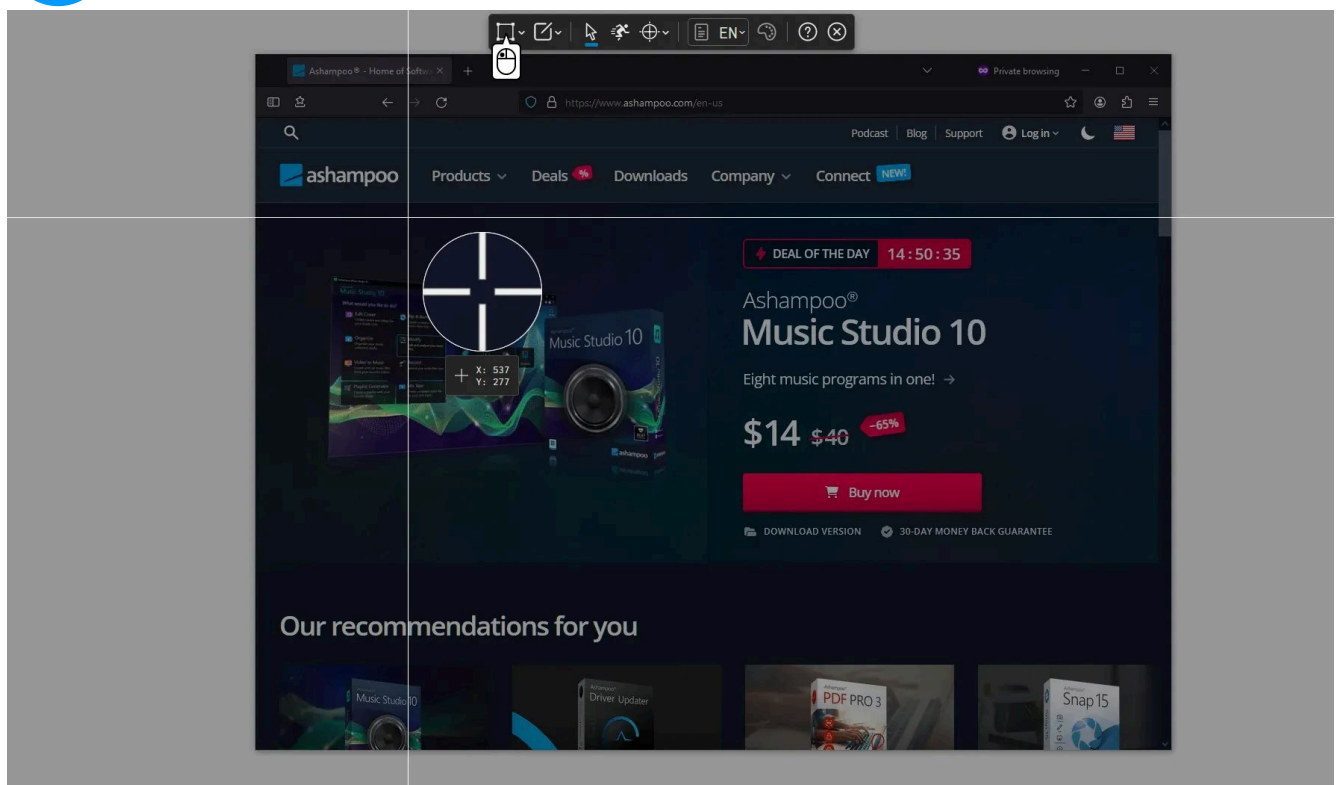
Export CSS (Photoshop)

Exports the current hex values as CSS file prepared for Photoshop. Use "Import swatches" via the "Swatches" tab in the palette tool to add the colors to your Photoshop project.

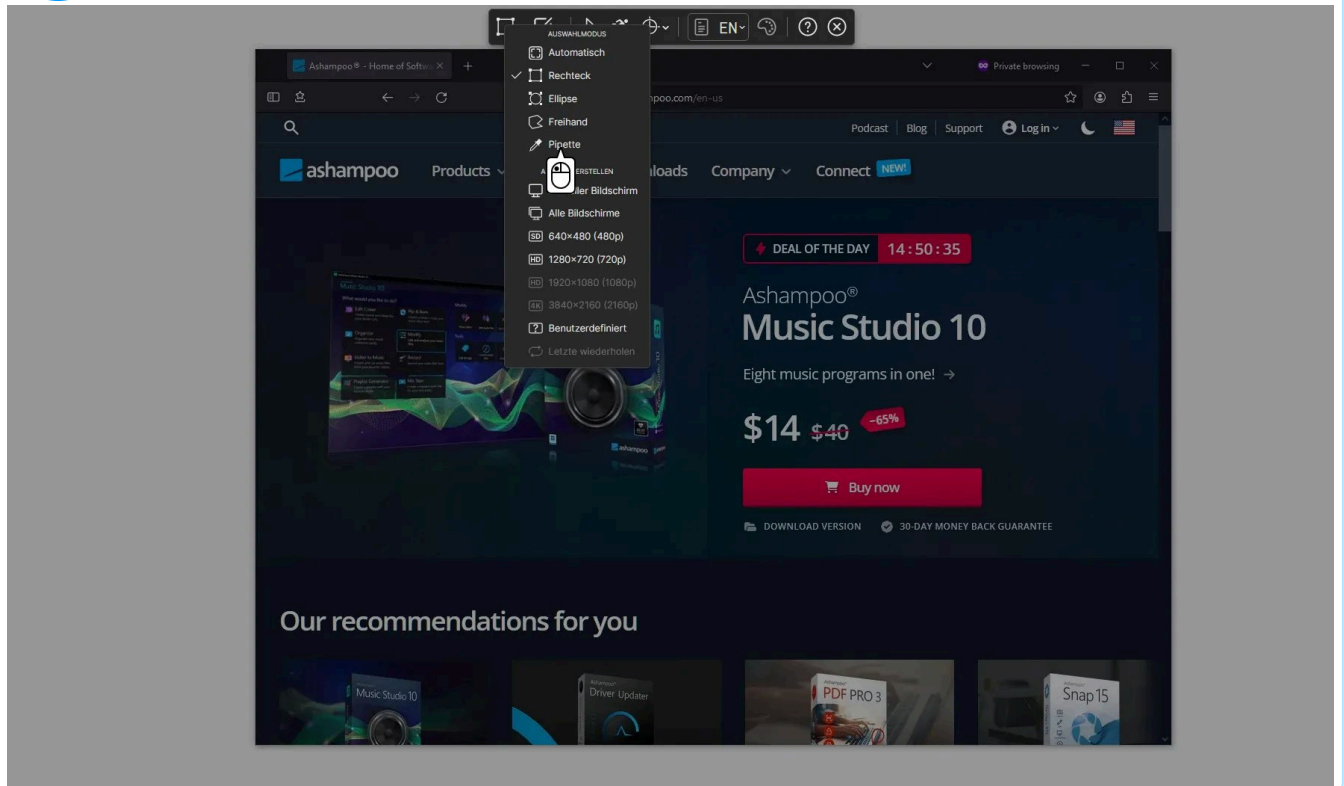
Export PNG (Affinity)

This function exports all colors as single pixels to a PNG file. Use Affinity's "Create Palette From Image" to import the colors into a project.

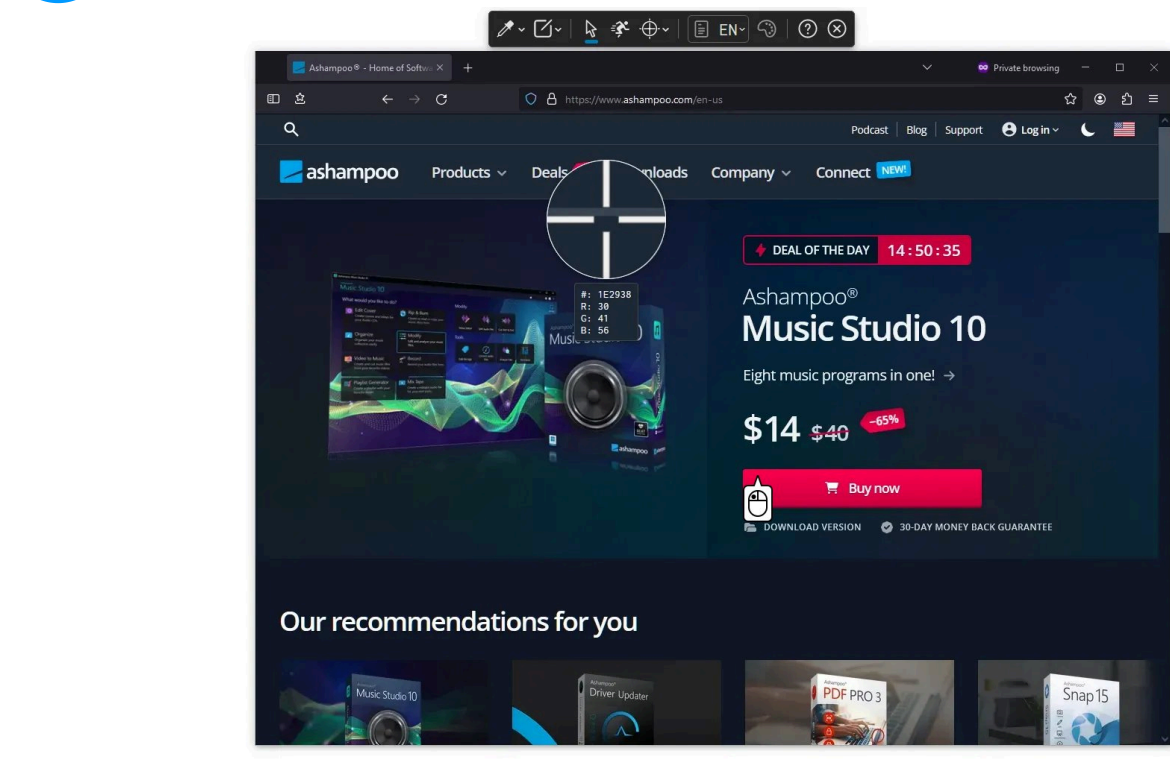
1



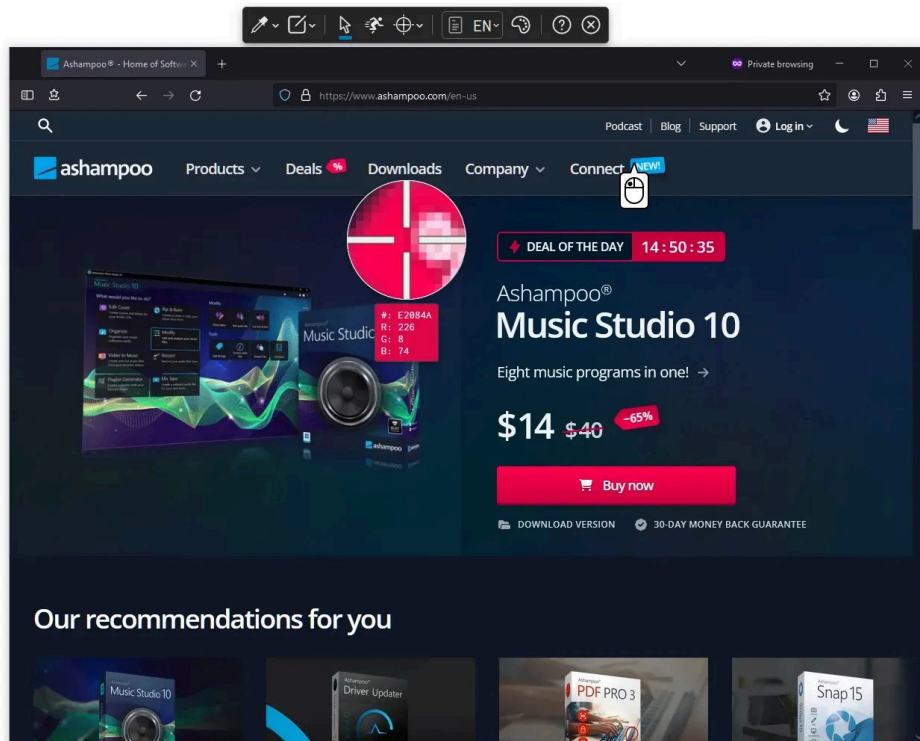
2



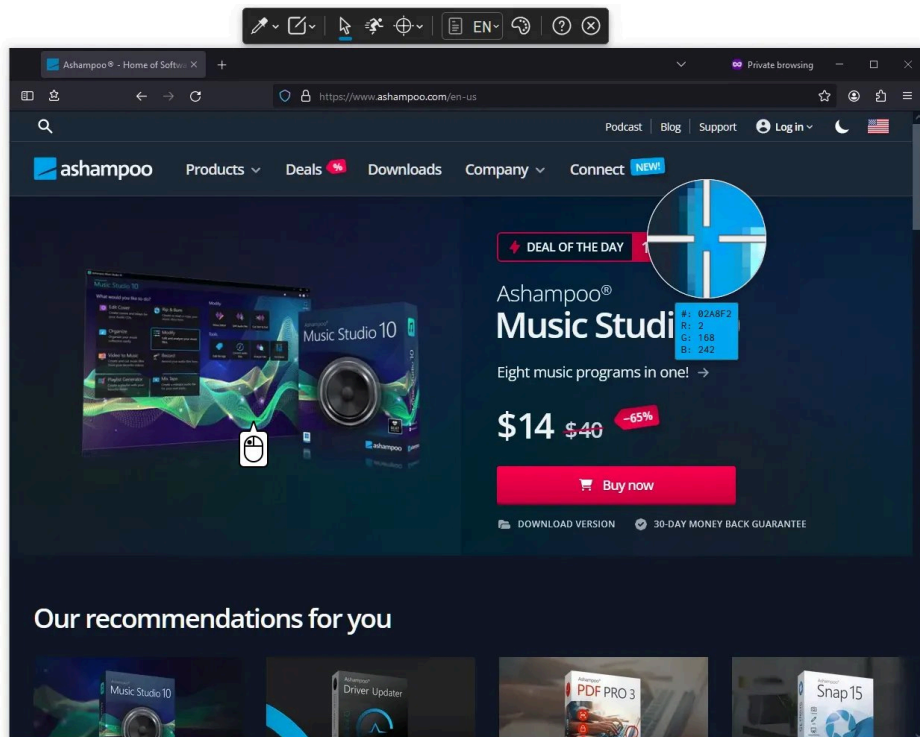
3



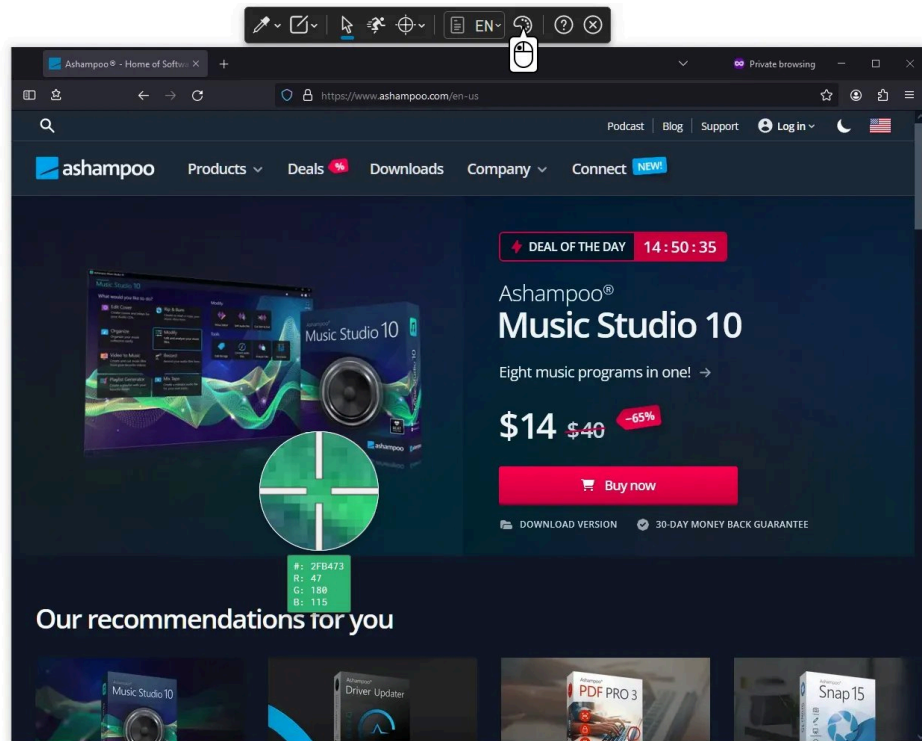
4



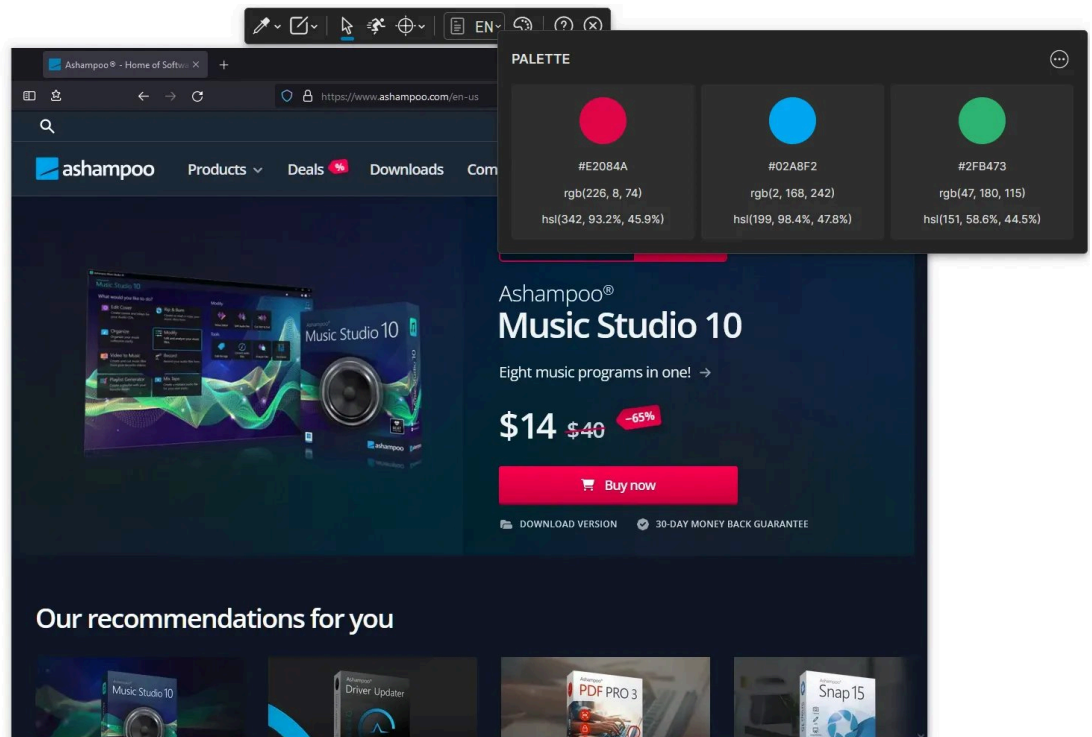
5



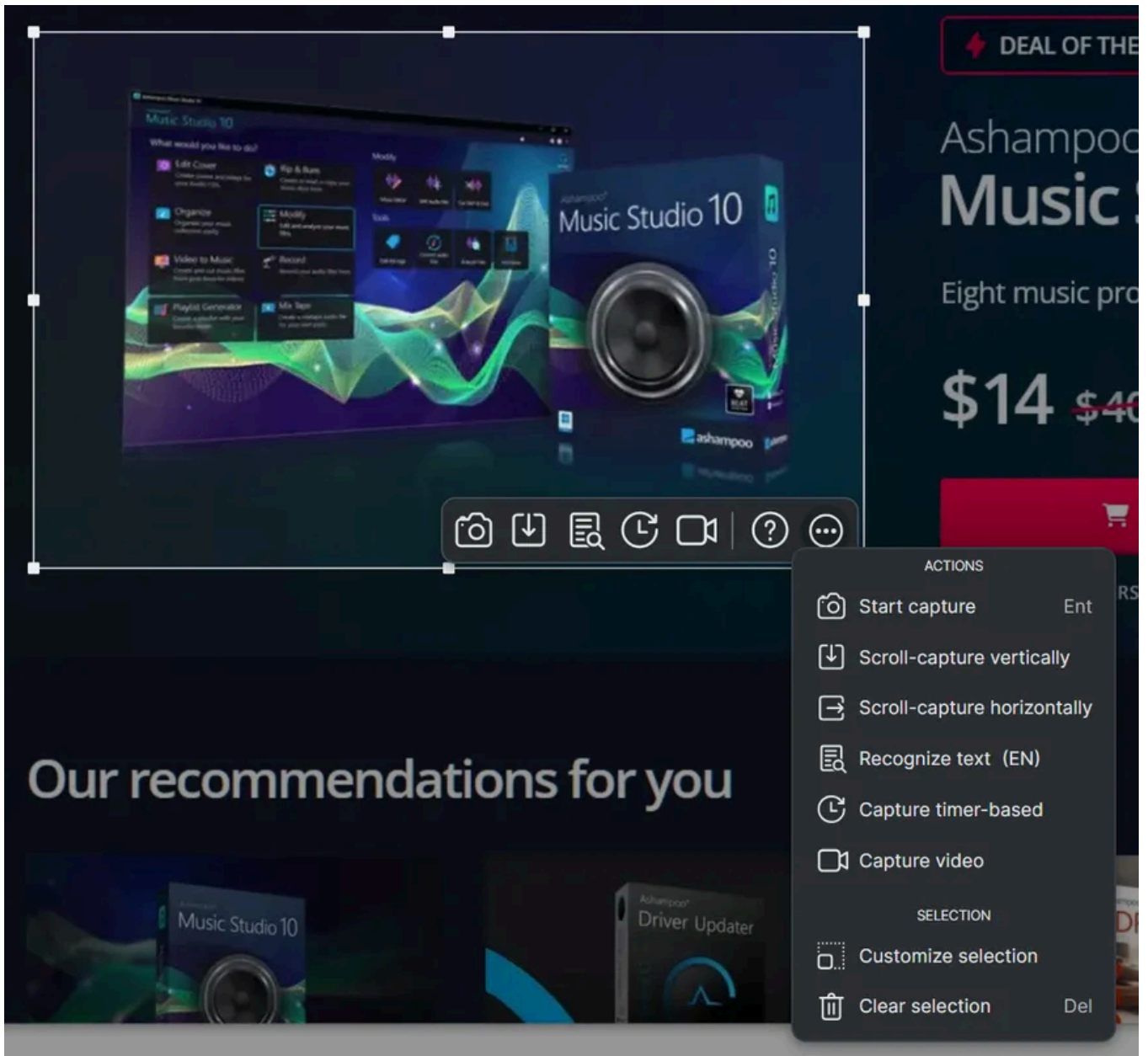
6



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2.9 Confirm selection



Use the context menu (...) to confirm your selection and apply an operation. Alternatively, right-click the selection to access the menu. The most frequently used operations are also accessible through dedicated buttons below the selection.

If all you need is a simple screenshot, you can also left-click into the selection or hit Enter to confirm it.

2.9.1 Scroll-capturing

If you use window detection, e.g., to capture a website, make sure to adjust the selection rectangle to only include the content you wish to capture. Title bars, tool bars, and scroll bars must not be included in your selection!

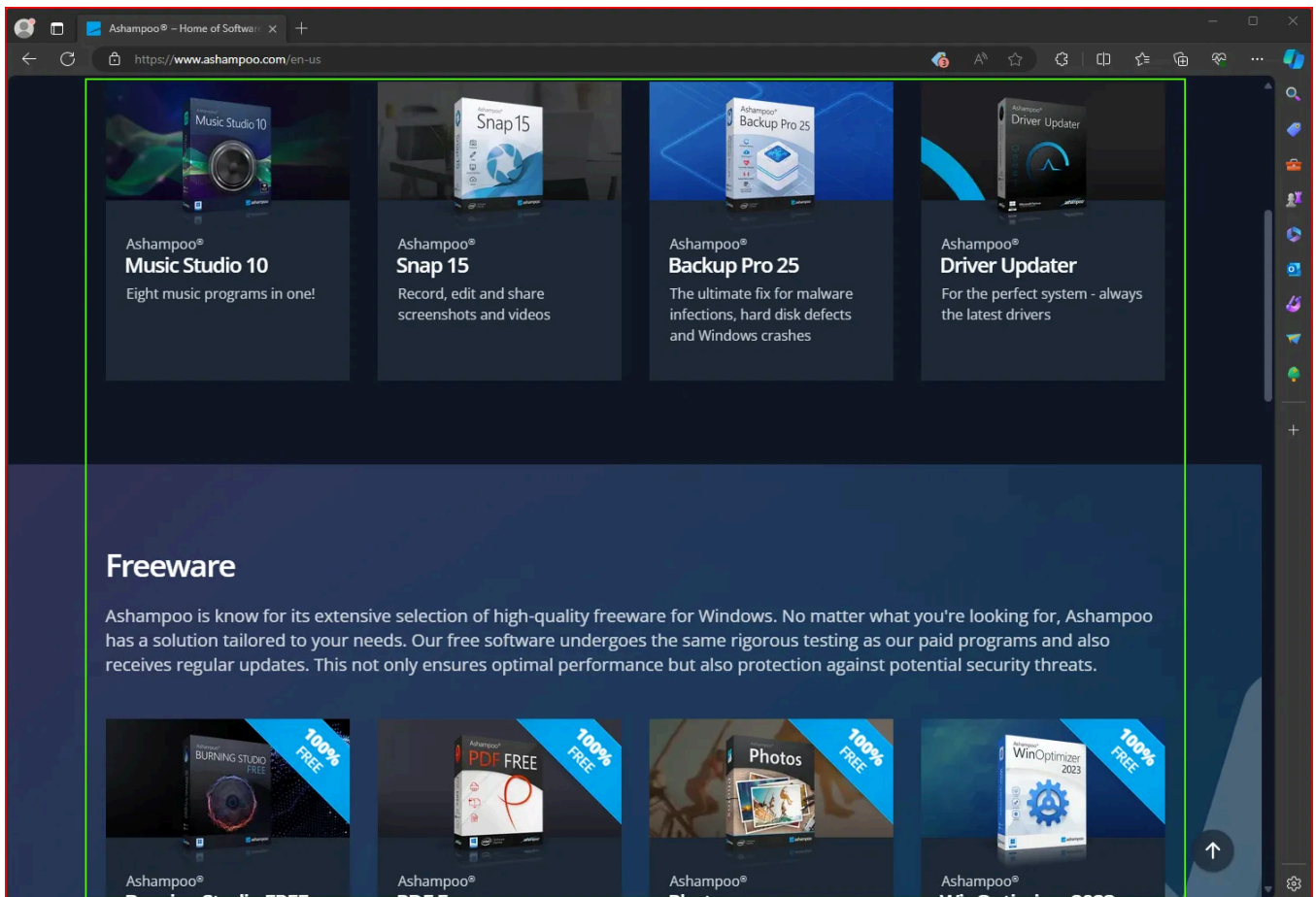
Snap can capture scrolling content vertically or horizontally. This is achieved by taking multiple screenshots between scrolling and assembling them into a coherent image at the end of the process.

During capturing, the mouse pointer will snap into a predefined location and should not be moved.

Here's a few pointers for a successful scroll capture:

- Your selection must not contain window elements, like scrollbars, because these will interfere with the assembling of the screenshots.
- Make sure your selection does not contain sticky elements. These are elements that move with the content to stay in a fixed position, like web banners.
- If you need to capture a website that dynamically fetches new content during scrolling, make sure to manually scroll the bottom of the page before you start capturing from the bottom. This will ensure the content is instantly available.

Example

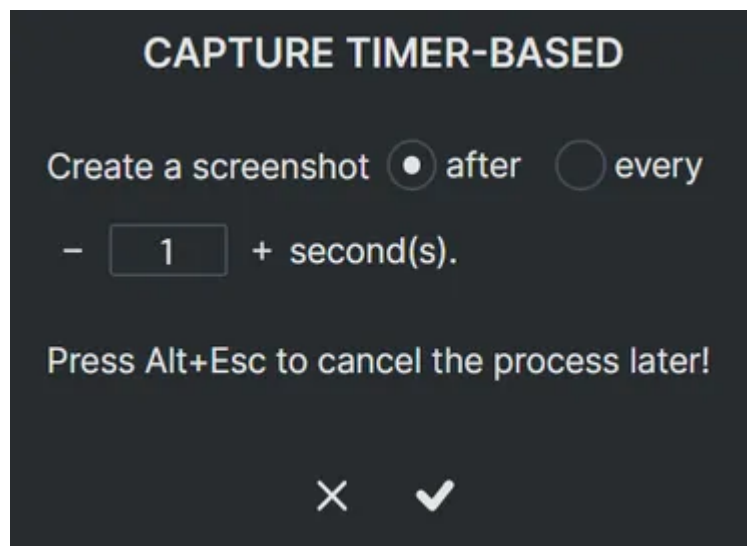


A browser window was detected and selected in the image above (red box). The selection contains multiple window elements (title bar, top/right toolbar, right scrollbar, window border). In addition, the website contains a navigation element at the bottom right that stays fixed during scrolling (white upward arrow on dark circle). For a successful scroll-capture, the selection has to be adjusted to only surround website content without window and navigation elements (green box).

Hit Alt+Esc to stop a running scroll-capture operation. The operation terminates automatically when the content stays unchanged for a predefined time.

Websites in particular can be long, and scroll-capturing can lead to massive images in these instances that push even modern PCs to their limits. The maximum supported width/height is therefore internally limited, with content that exceeds the limit being ignored in the assembled image.

2.9.2 Timer-based capturing



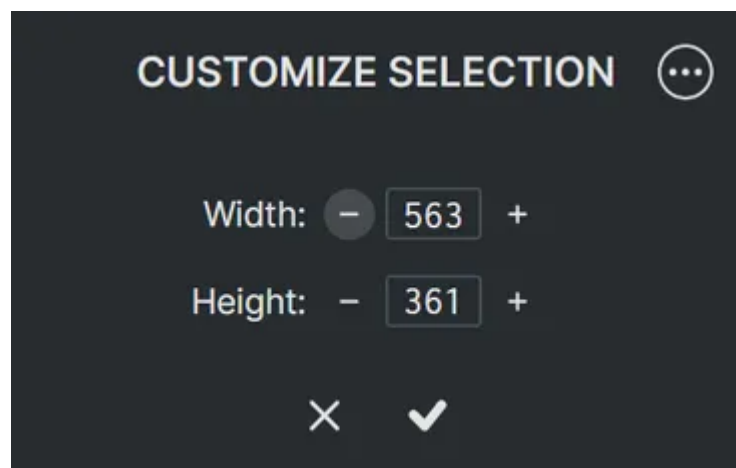
This function allows you to capture one or multiple shots after a custom time period specified in seconds. Use the buttons to adjust the time span or use your keyboard.

Hit Alt+Esc to stop a running operation.

2.9.3 Capture video

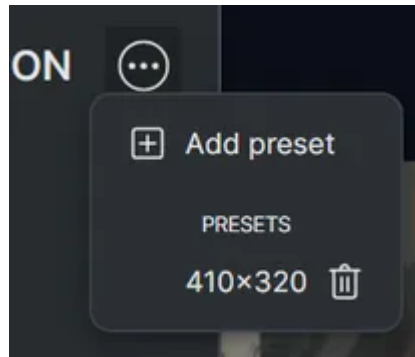
See [Capture video](#)

2.9.4 Customize selection



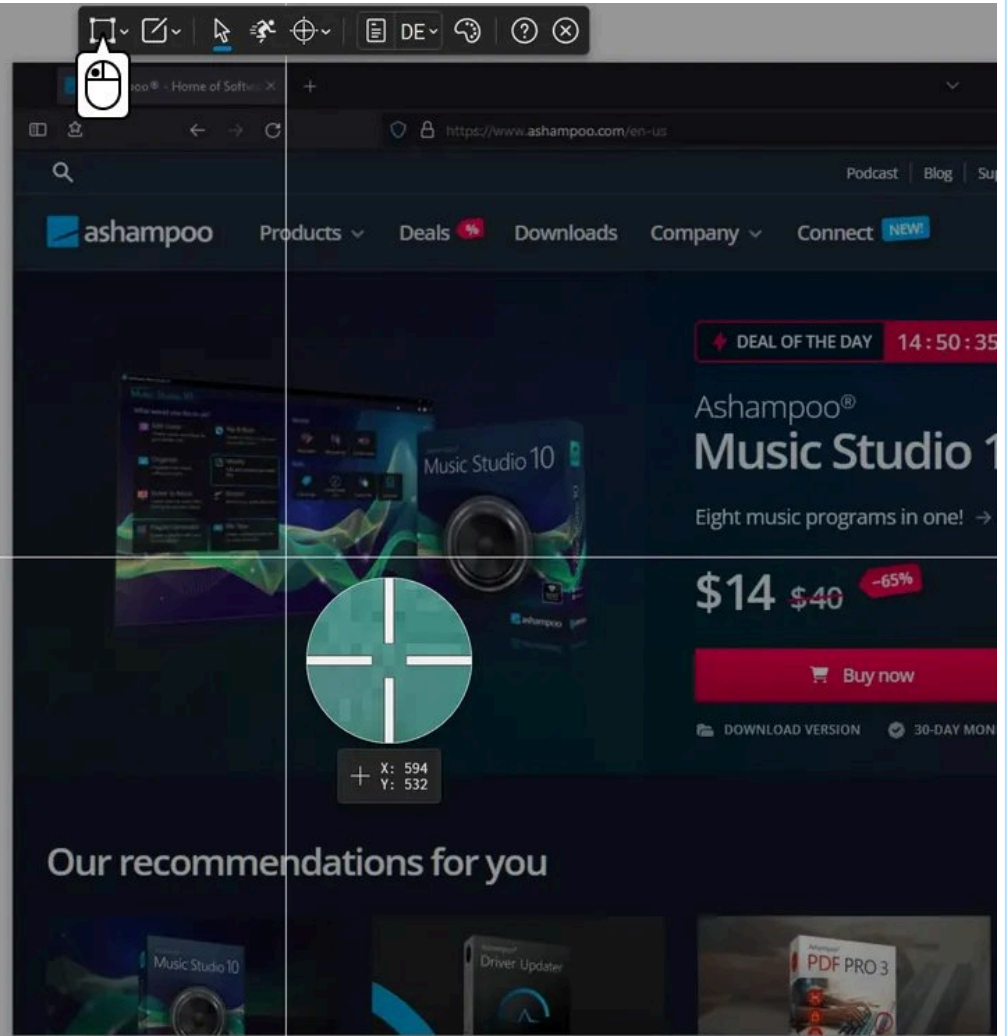
This dialog allows you to create or modify a selection based on the specified width/height. Use the buttons or your keyboard to adjust the values individually.

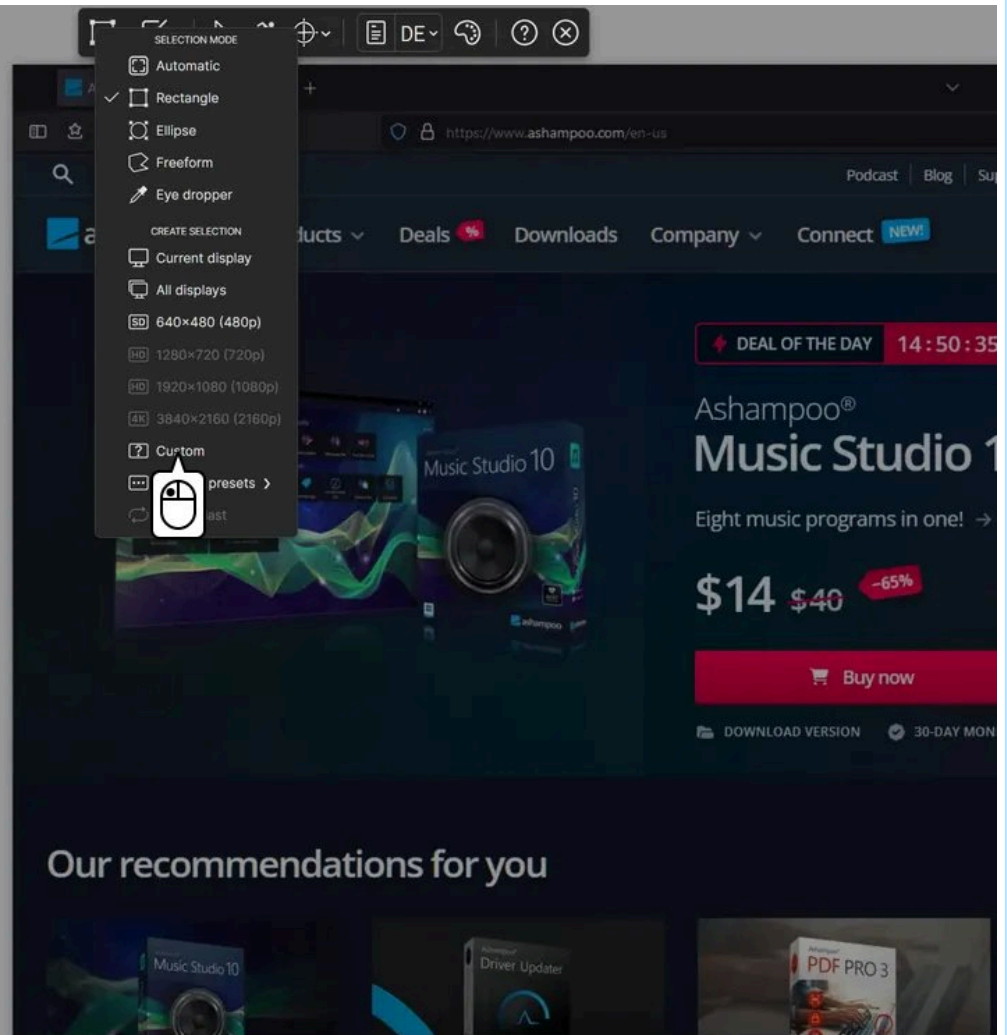
2.9.4.1 Custom presets

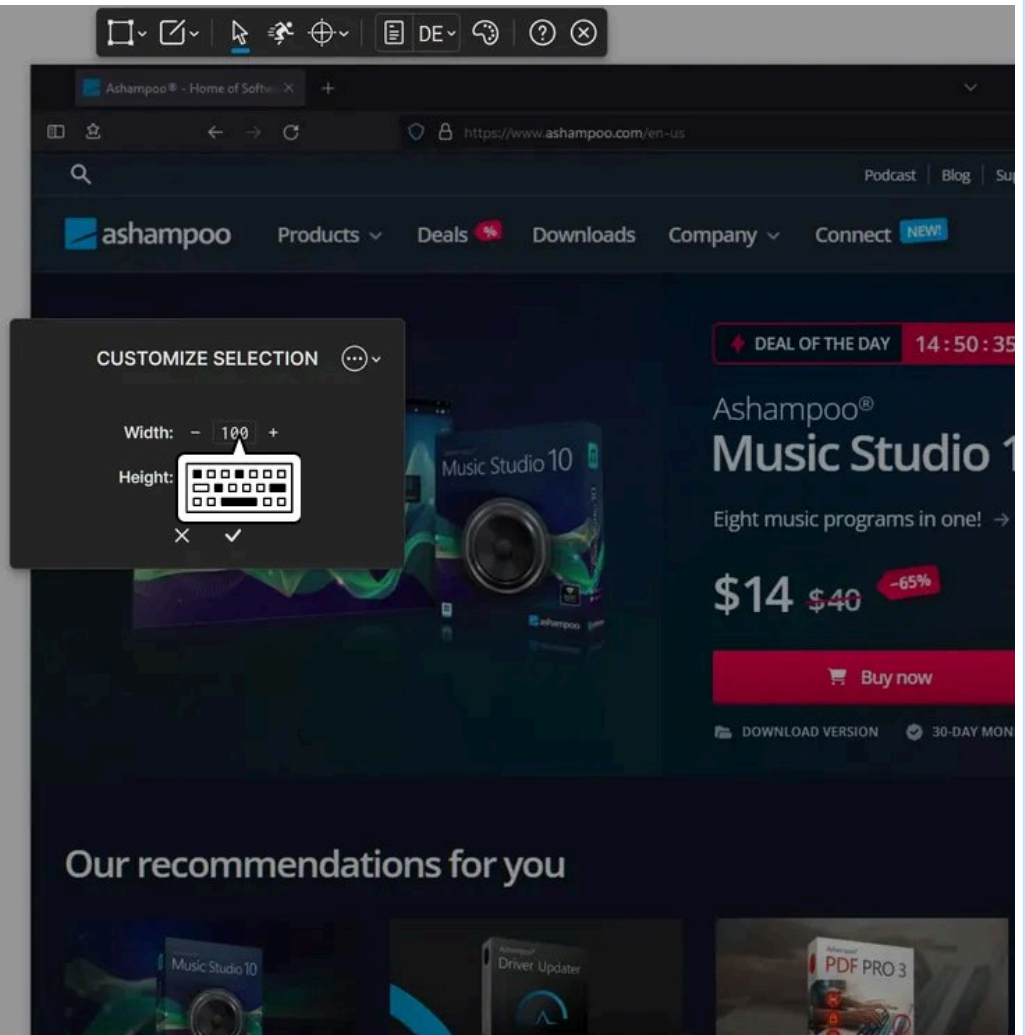


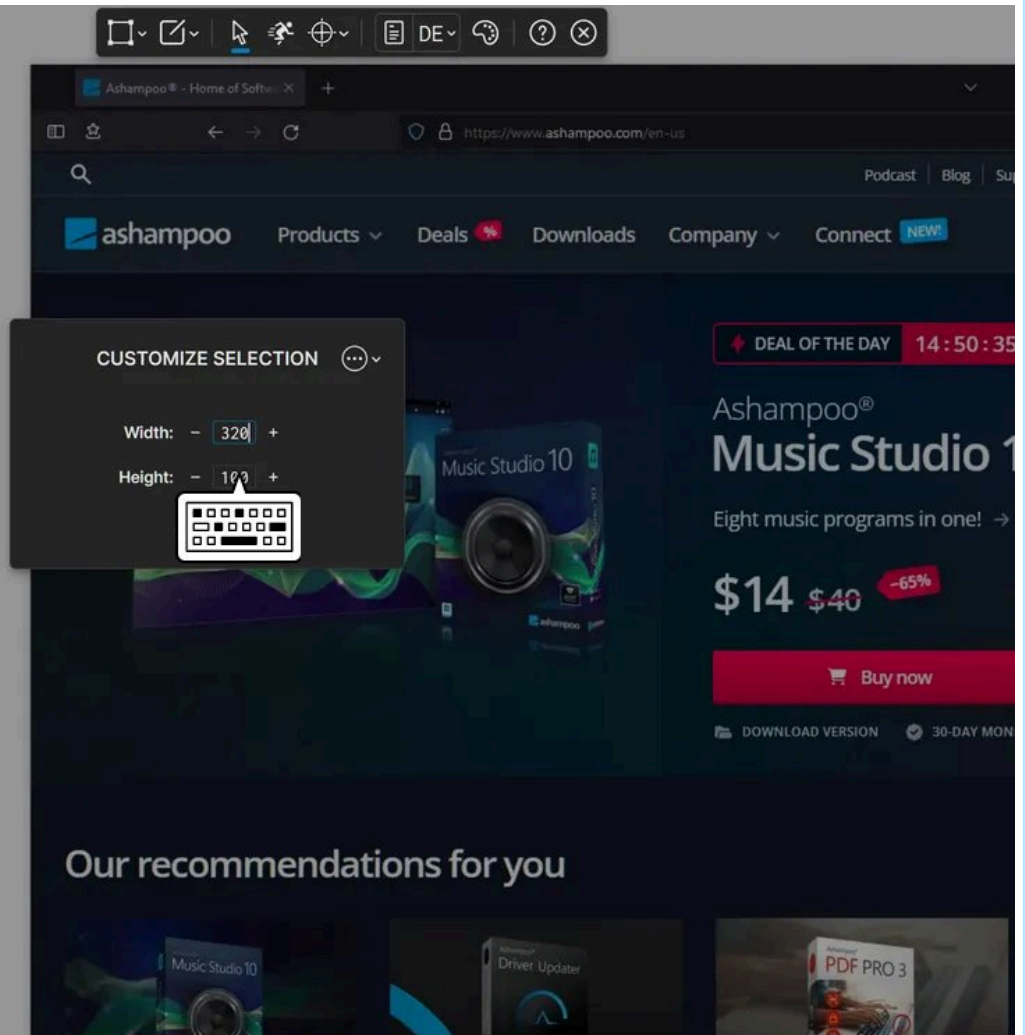
Click "Add preset" to create a preset based on the current width/height. Click an existing preset to apply its values to the current selection. Click the trashcan to delete a preset.

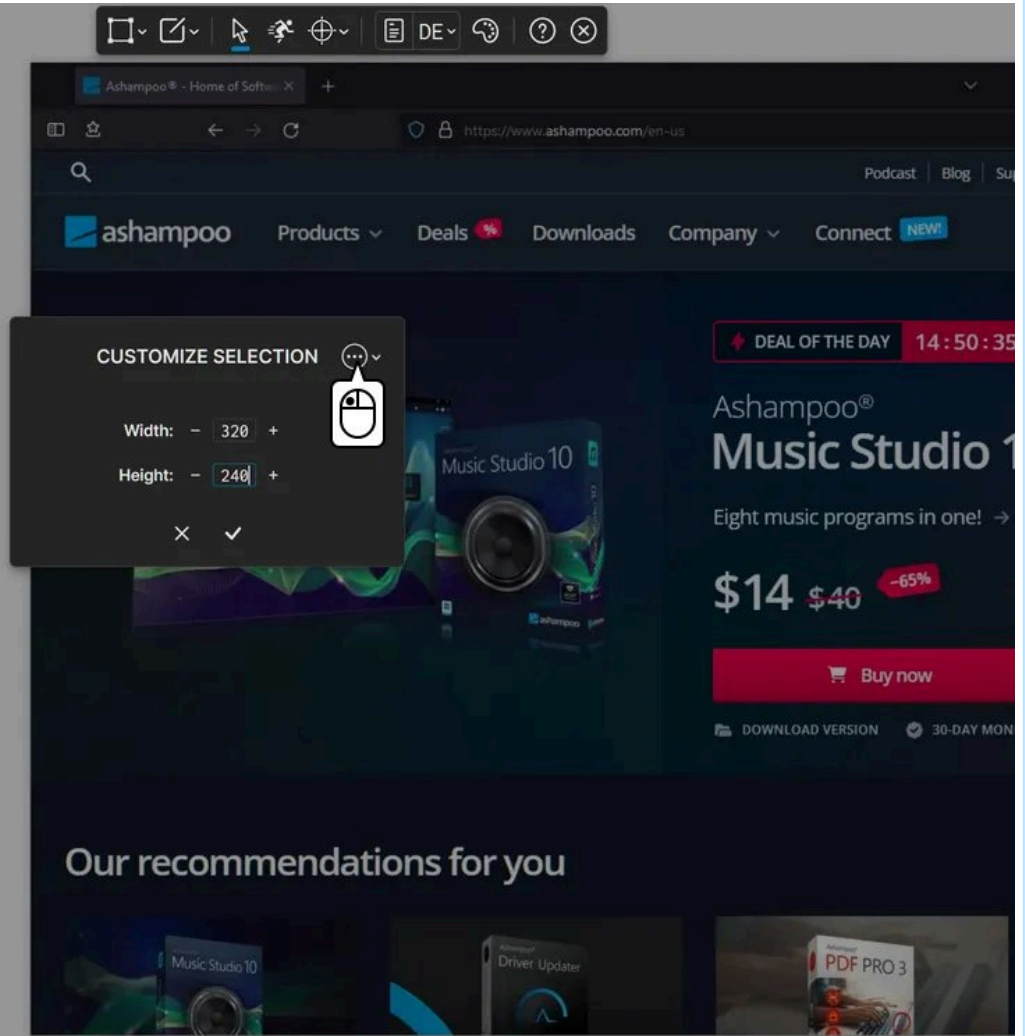
1

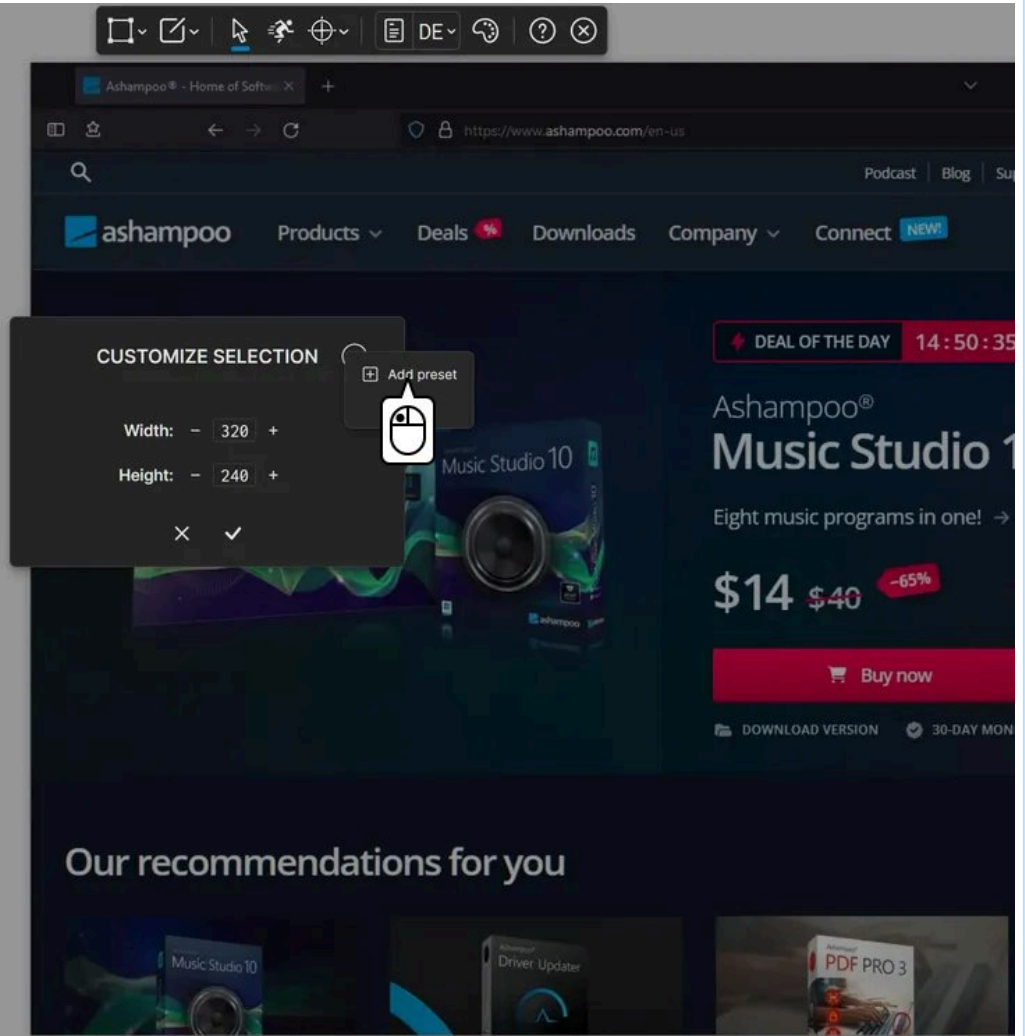


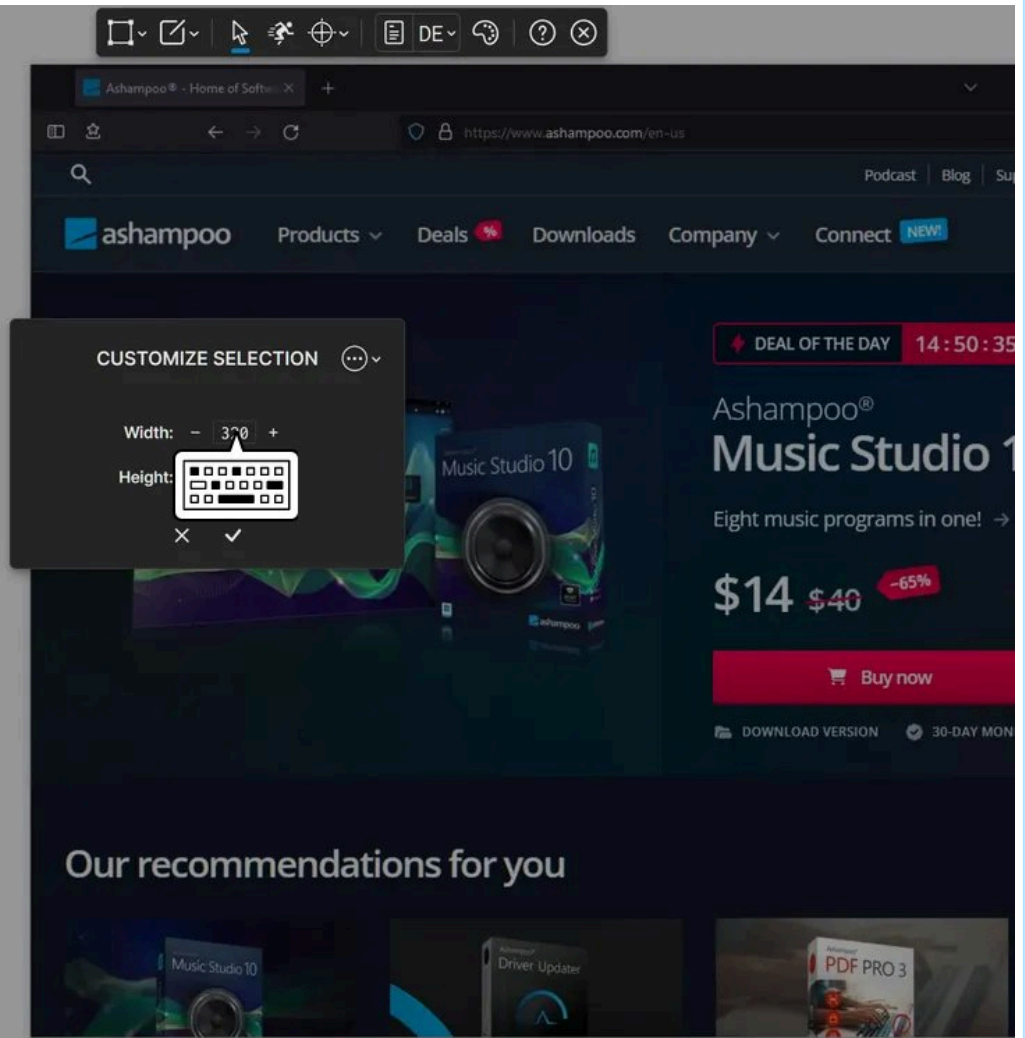


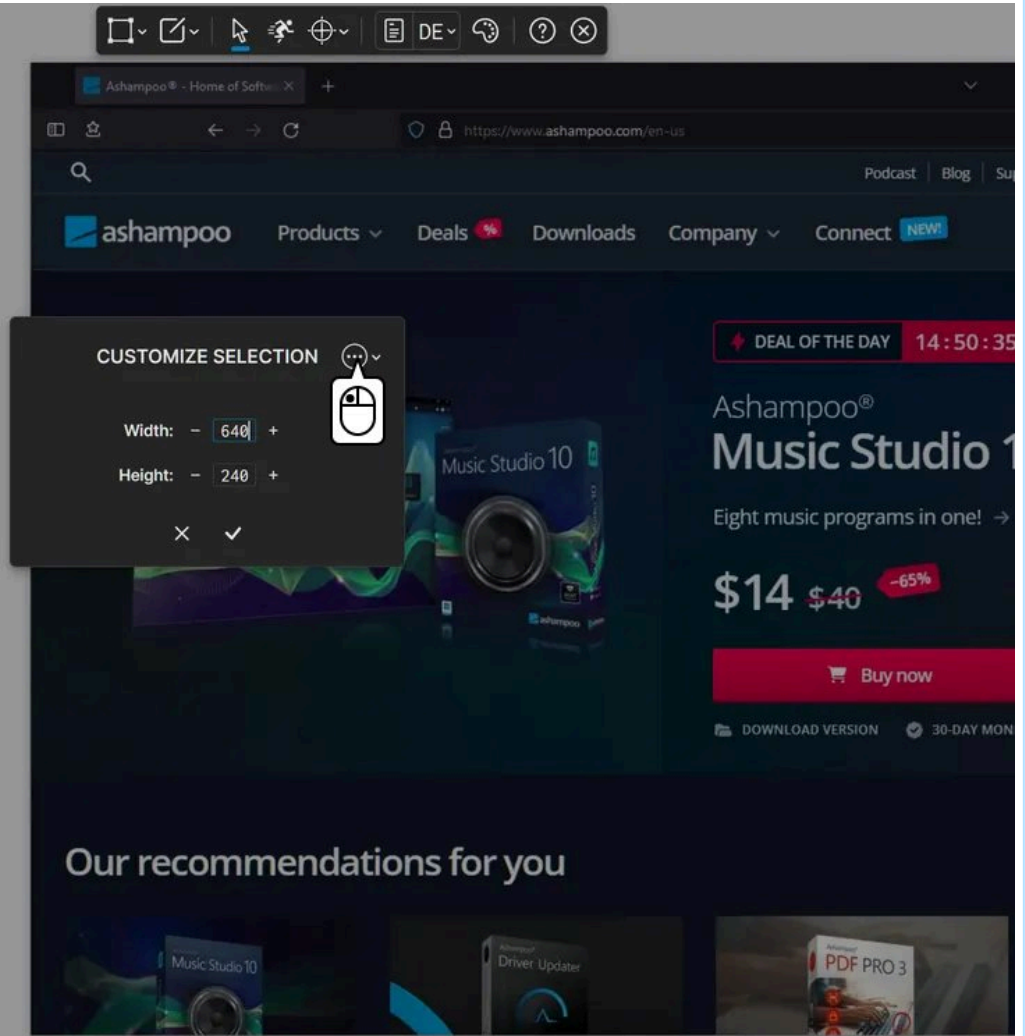


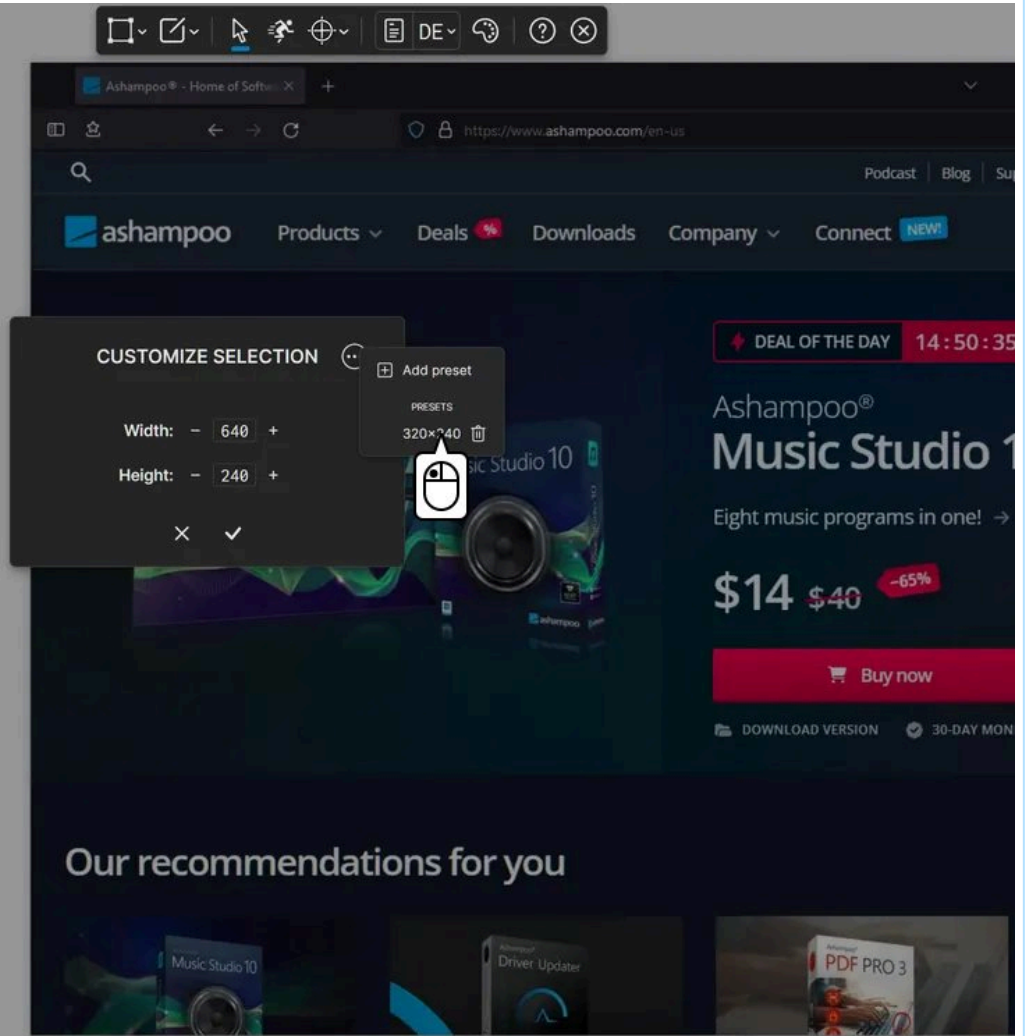


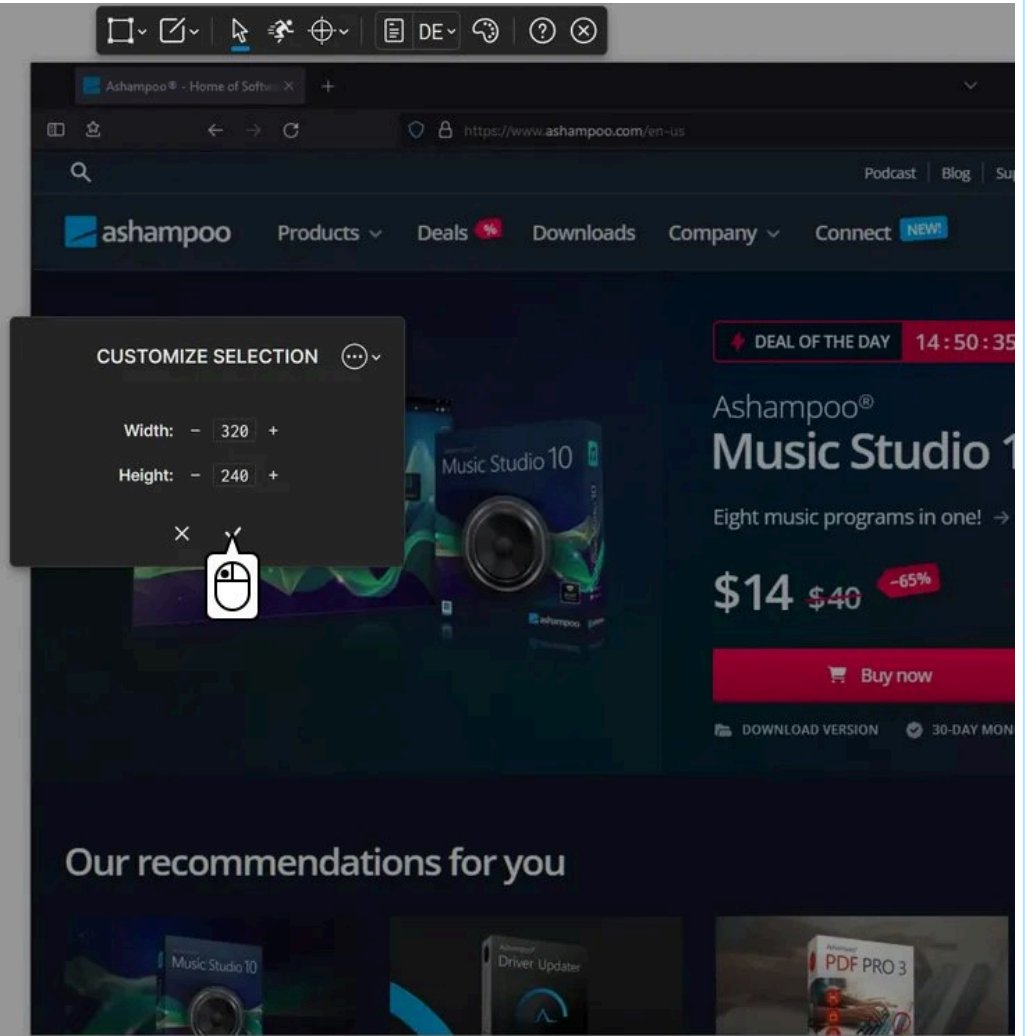


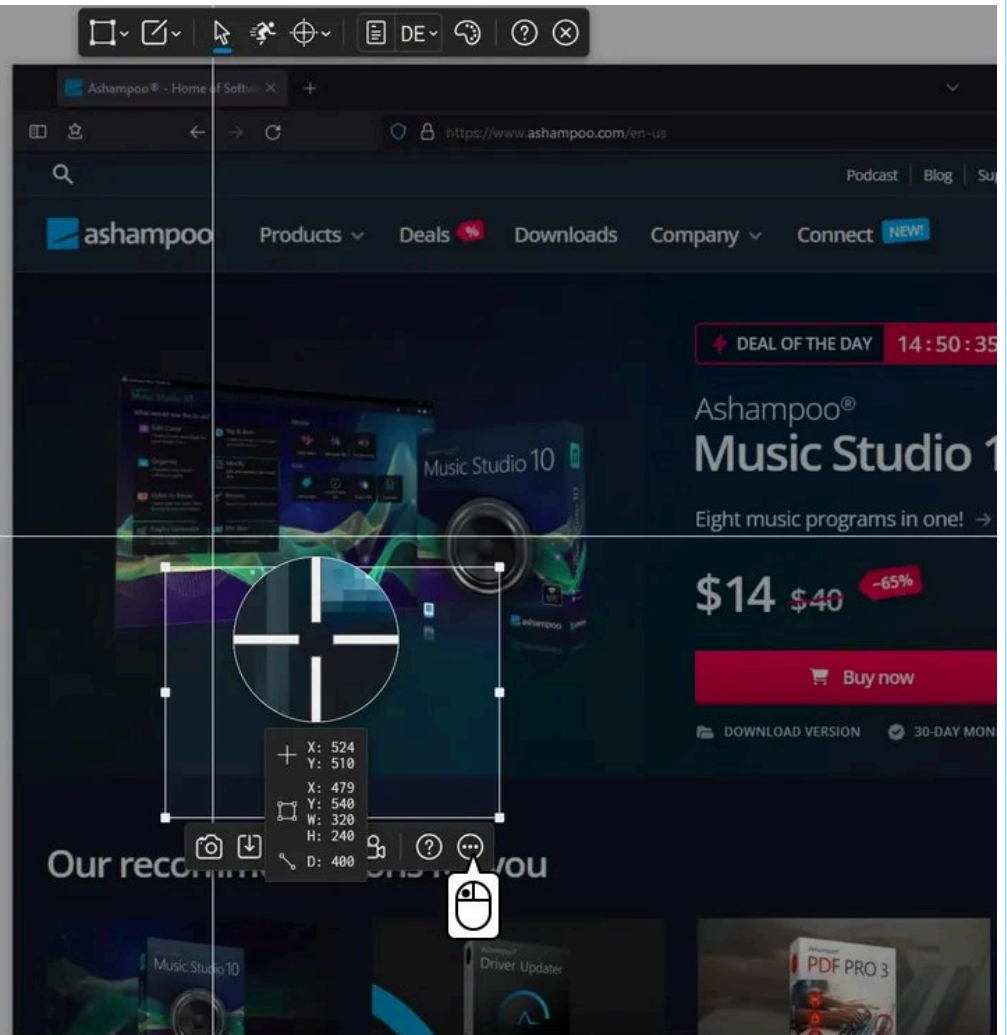


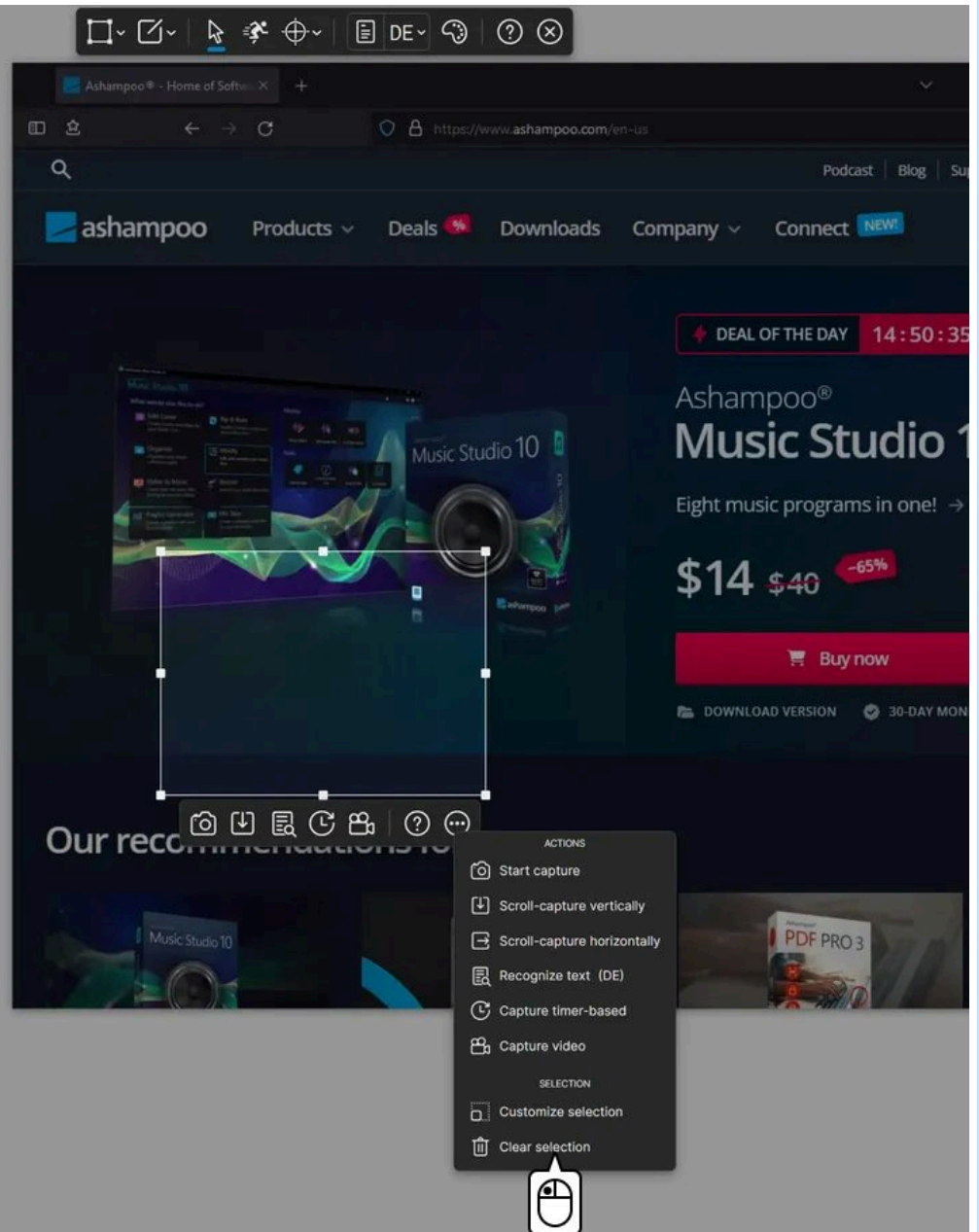


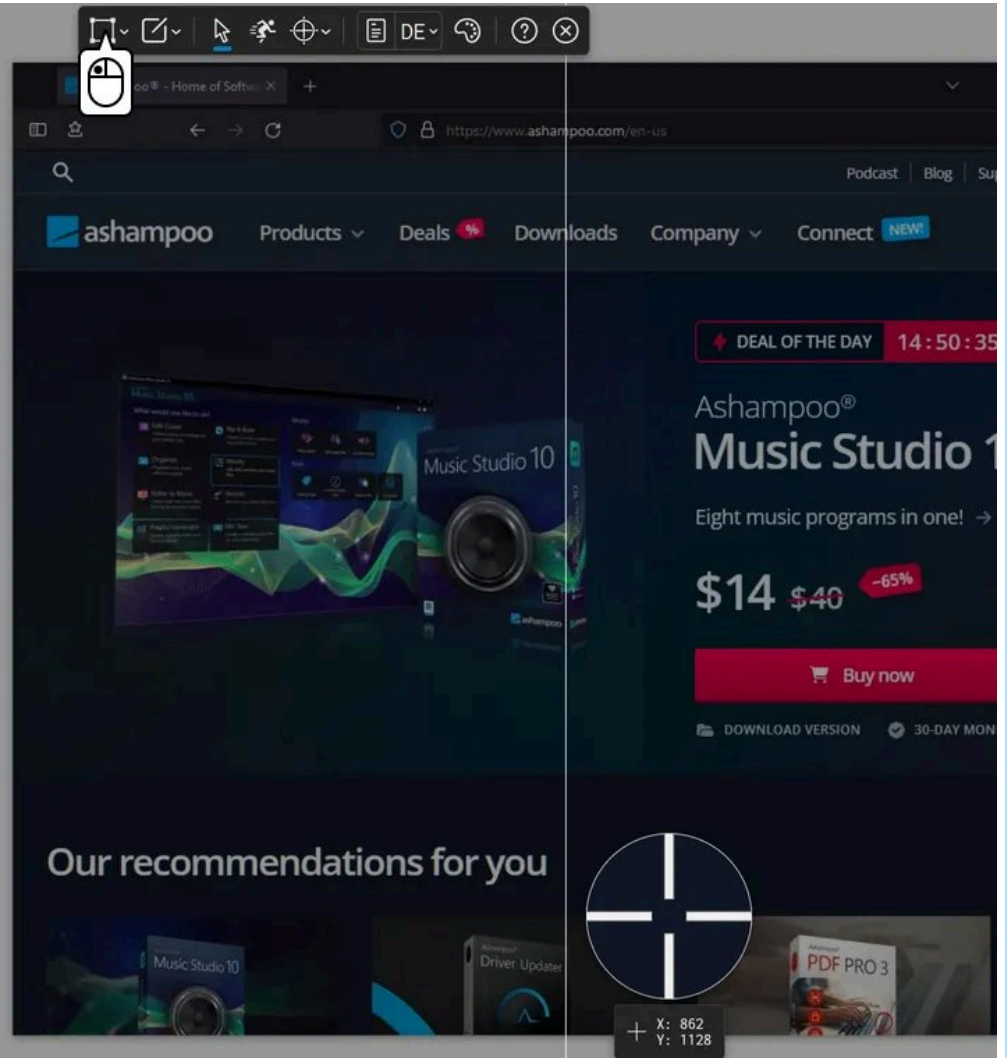


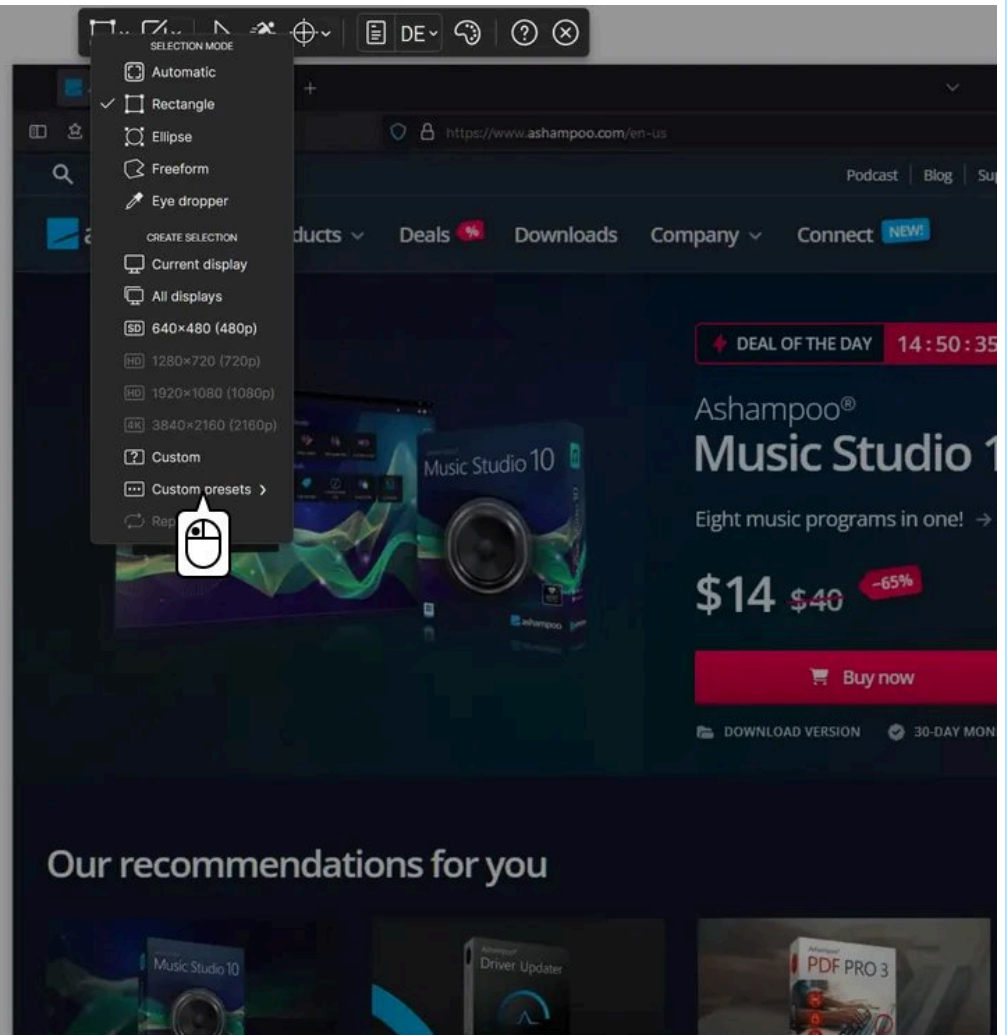


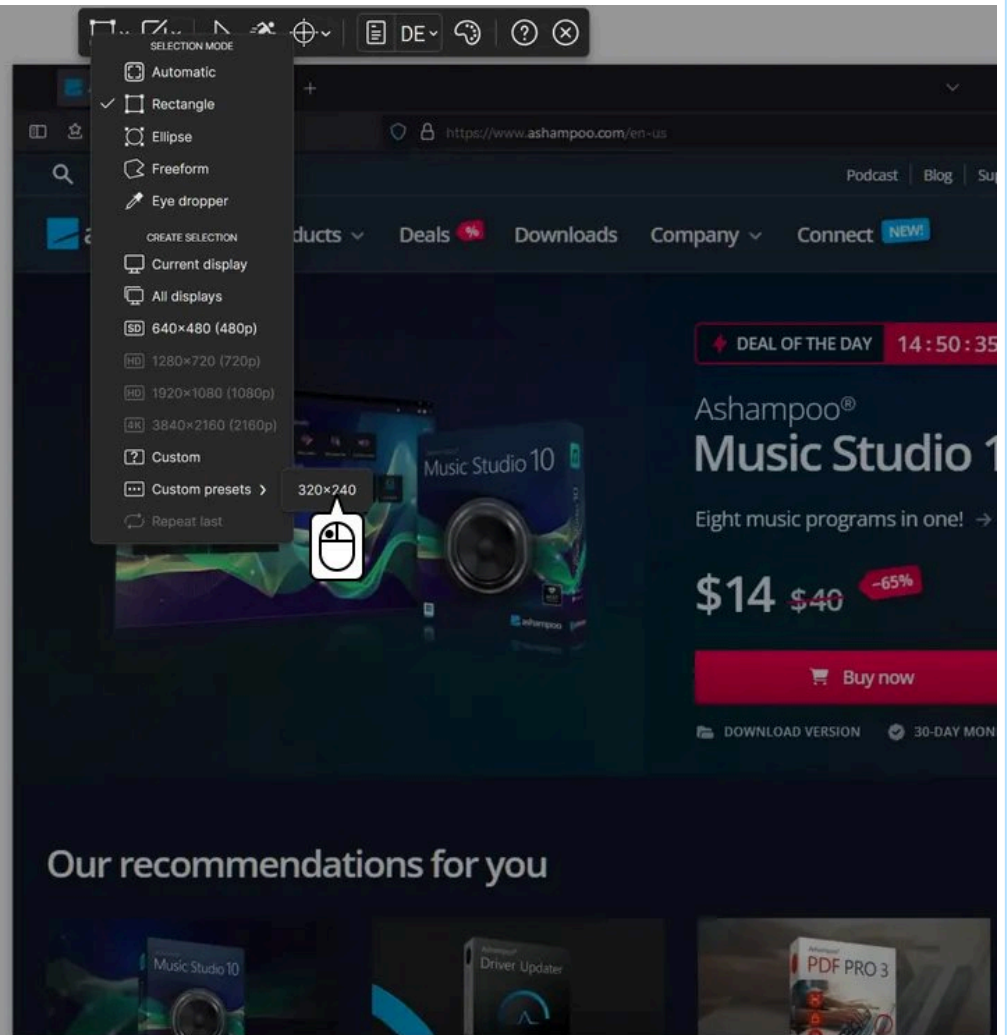


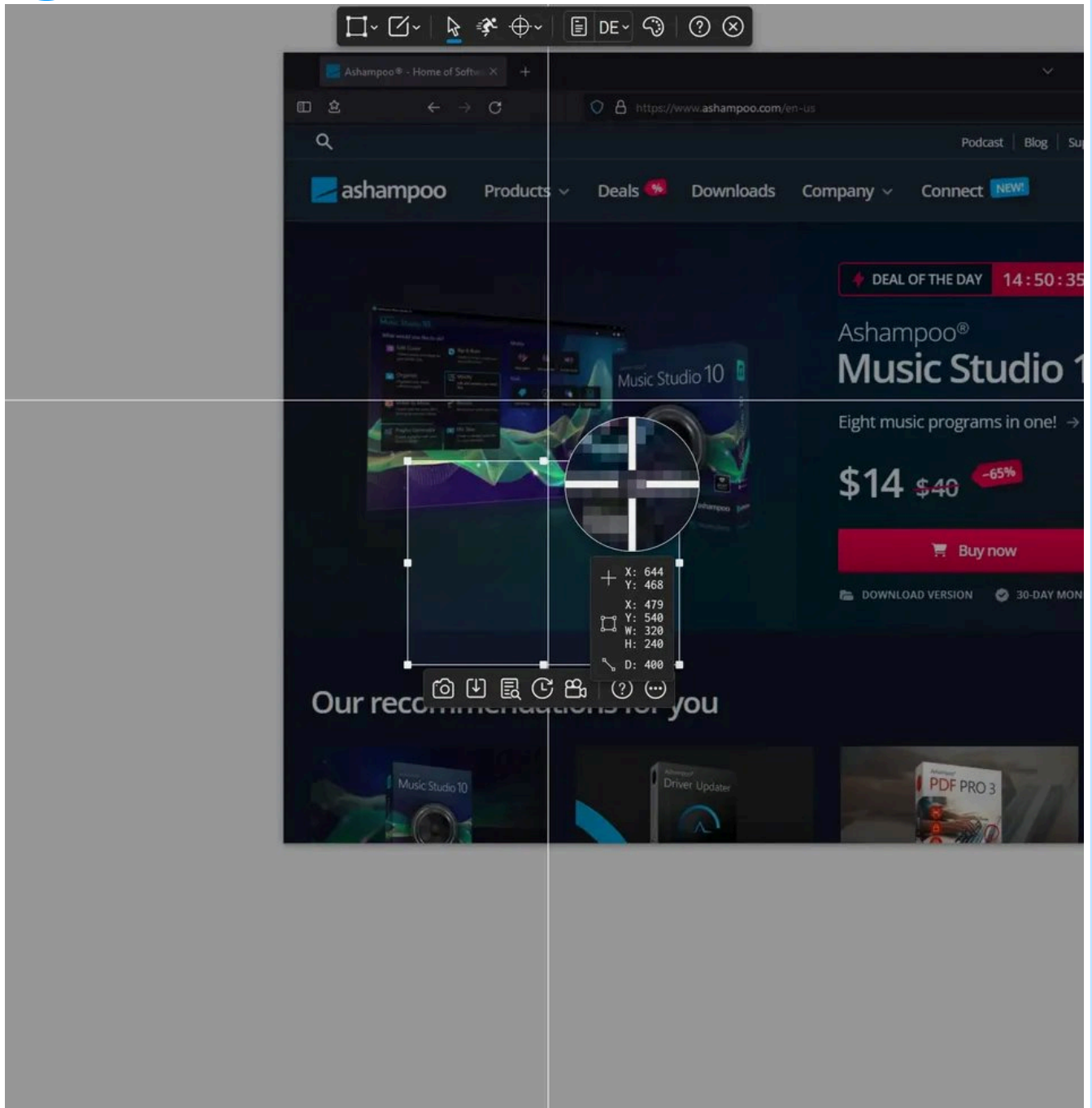








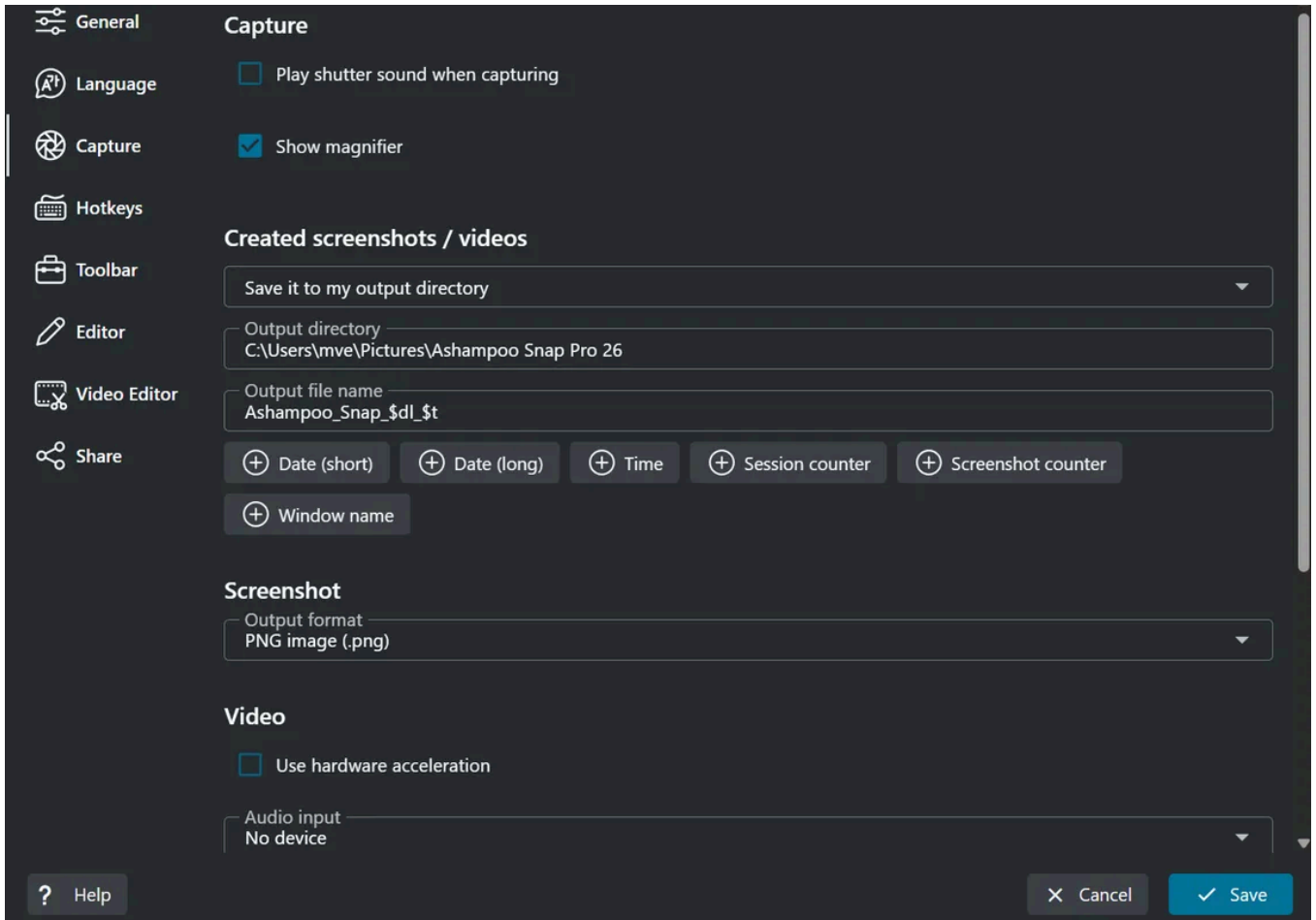




2.9.5 Clear selection

Aside from the menu item you can also hit Backspace to delete an existing selection.

3. Custom file names



You can adjust the file naming scheme that will be used for exported images/videos in the program settings. Simply place the cursor at the desired position under "Output file name" and click the below buttons to add the associated placeholders.

Example

Input

Screenshot\$sc_\$ds_\$t_\$wn

Output

Screenshot72_2022.02.03_9h26m27s_Document1 - Word.png

Supported placeholders

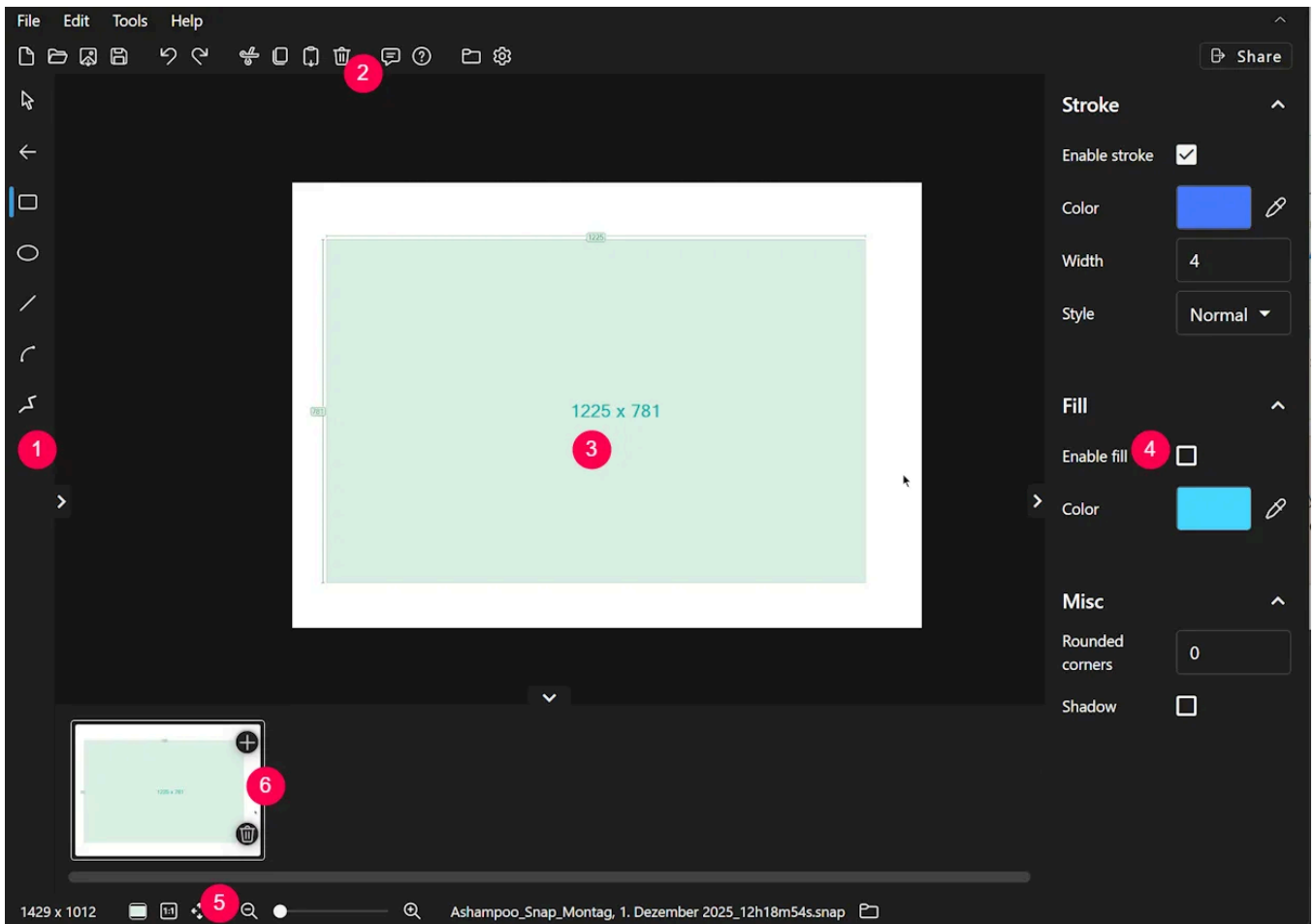
Type	Input	Output
Date (short)	\$ds	2022.02.03
Date (long)	\$dl	Thursday, February 3, 2022
Time	\$t	9h15m52s
Session counter	#	1
Screenshot counter	\$sc	1
Window name	\$wn	Document1 - Word

4. Edit image

Ashampoo Snap 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 [preview bar](#).

When you manually delete image files (e.g. MyImage.png) in your output folder, this will not affect the associated project files so the associated images will still show up in the [preview bar](#).

Only project files from the current output folder appear in the [preview bar](#). Any time you select a new output folder, only projects files inside the new folder will be visible the next time you open the editor.



1: [Toolbar](#)

2: Quick access bar

3: Workspace

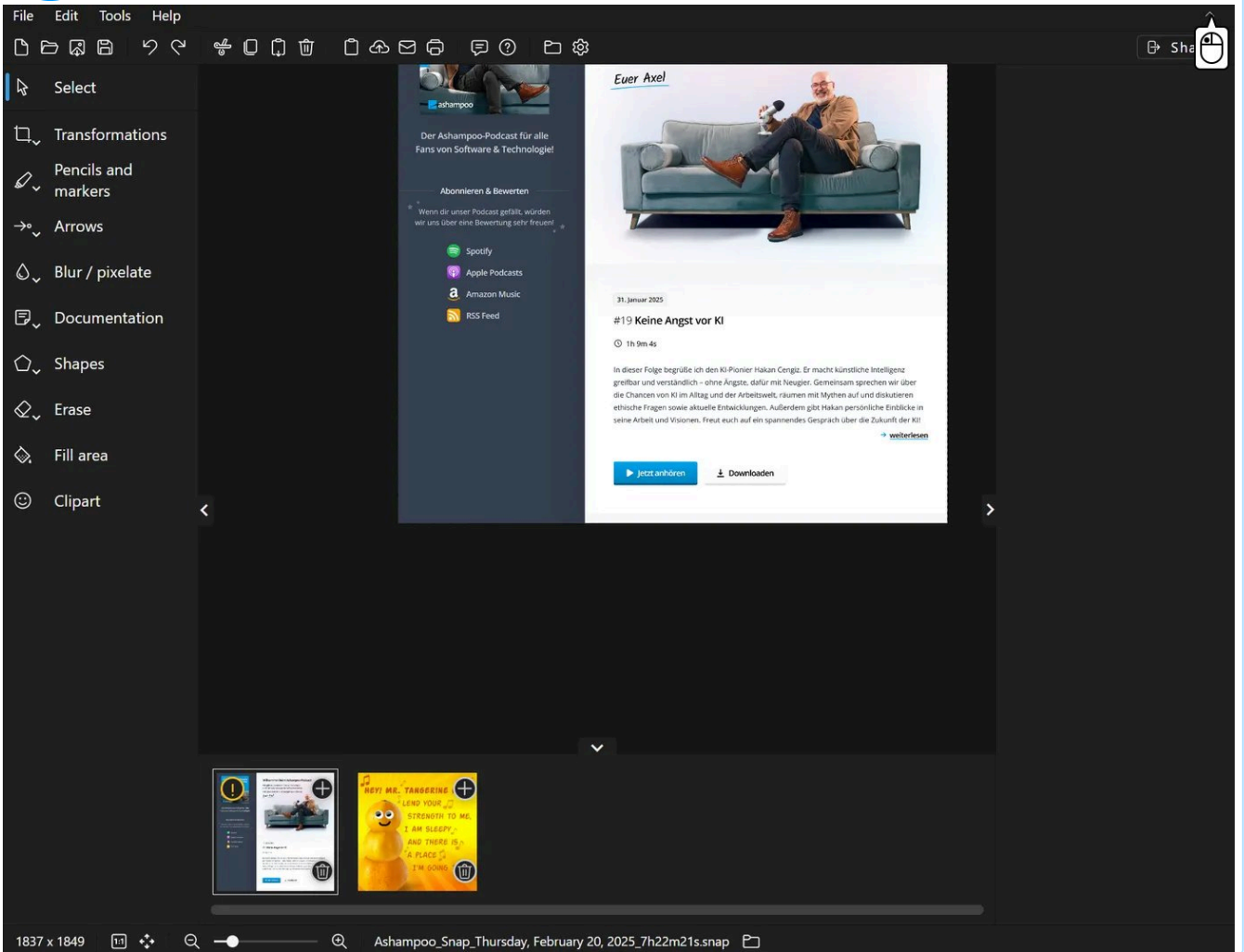
4: Tool/Object properties

5: [Status bar](#)

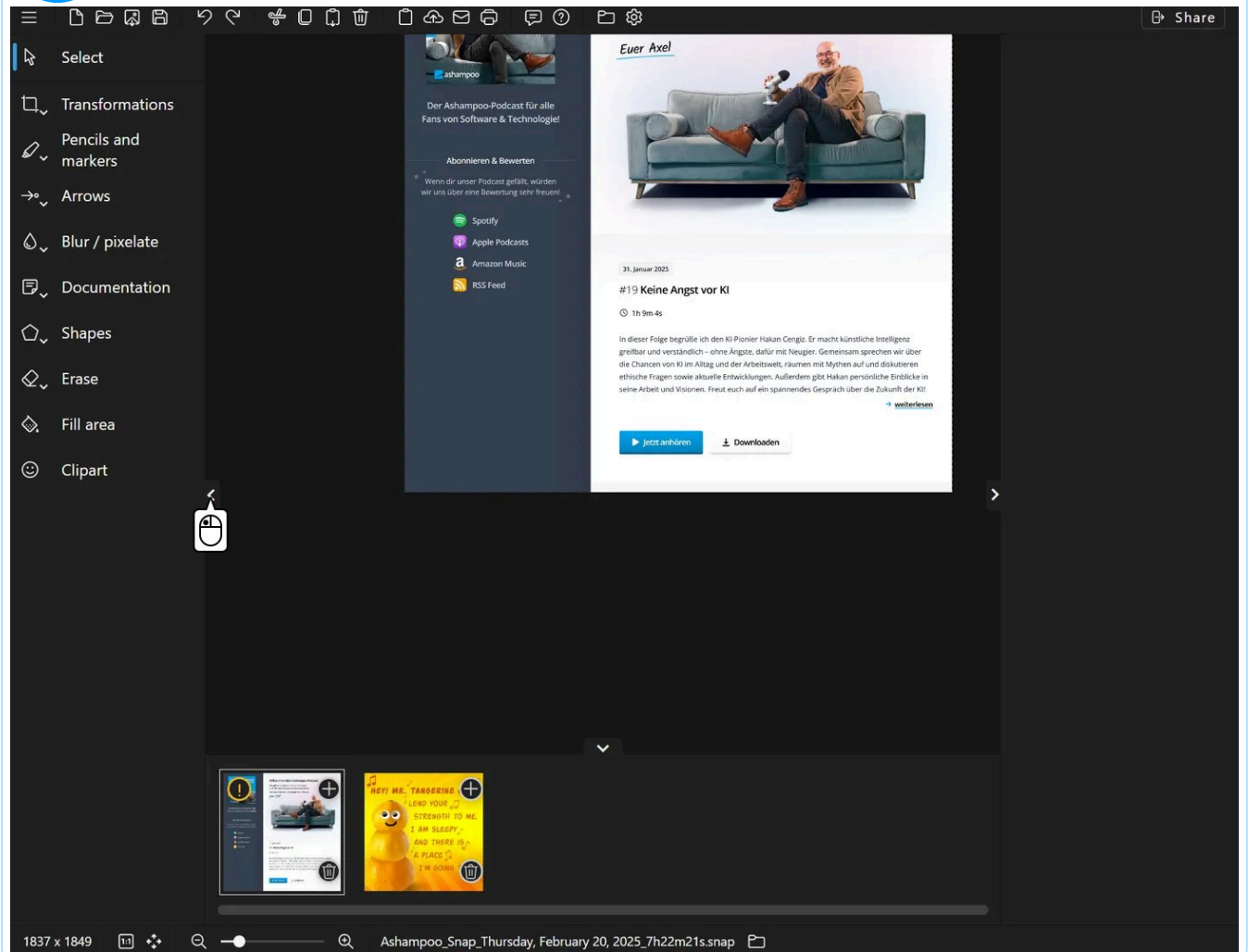
6: [Preview bar](#)

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.

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3

The screenshot shows a Snap editor interface with a dark theme. At the top, there's a toolbar with various editing tools like crop, rotate, and zoom. A 'Share' button is in the top right corner. The main content area displays a Snap for the 'ashampoo' podcast. The Snap has a header image of a man sitting on a couch, with the text 'Euer Axel' above it. Below the image, the title '#19 Keine Angst vor KI' is shown, along with the date '31. Januar 2025' and a duration of '1h 9m 4s'. The description mentions a conversation with Hakan Cengiz about AI. At the bottom of the Snap, there are two buttons: 'Jetzt anhören' (Listen now) and 'Downloaden' (Download). To the left of the main Snap, there's a sidebar with the 'ashampoo' logo, a description of the podcast, and links to subscribe on Spotify, Apple Podcasts, Amazon Music, and RSS Feed. At the bottom of the editor, there's a preview area showing two thumbnails: one for the current Snap and another for a related video titled 'HEY! MR. TANGORING'. The bottom status bar shows the dimensions '1837 x 1849', a search icon, and the filename 'Ashampoo_Snap_Thursday, February 20, 2025_7h22m21s.snap'.

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Euer Axel

31. Januar 2025

#19 Keine Angst vor KI

1h 9m 4s

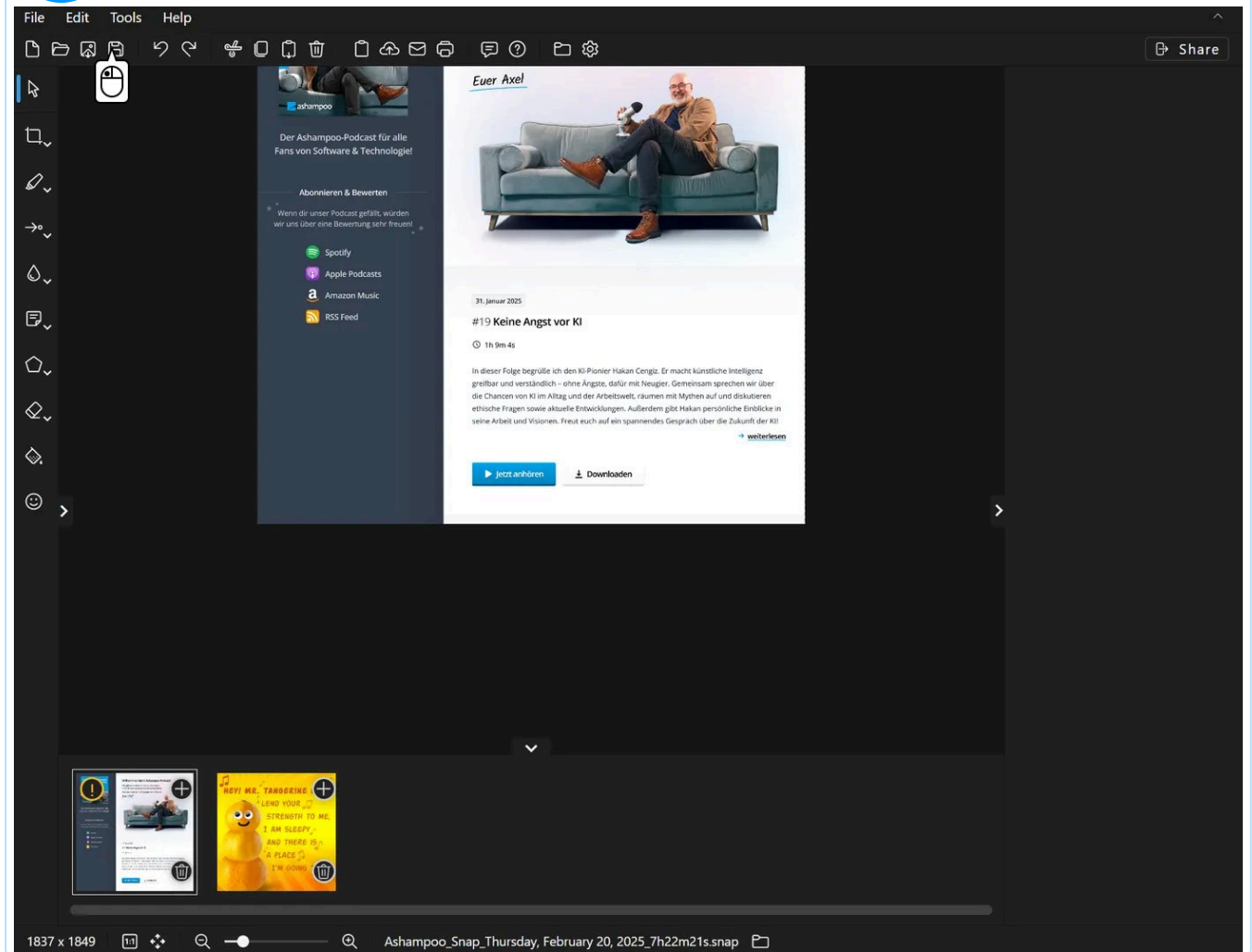
In dieser Folge begrüße ich den KI-Pionier Hakan Cengiz. Er macht künstliche Intelligenz greifbar und verständlich - ohne Ängste, dafür mit Neugier. Gemeinsam sprechen wir über die Chancen von KI im Alltag und der Arbeitswelt, räumen mit Mythen auf und diskutieren ethische Fragen sowie aktuelle Entwicklungen. Außerdem gibt Hakan persönliche Einblicke in seine Arbeit und Visionen. Freut euch auf ein spannendes Gespräch über die Zukunft der KI!

[weiterlesen](#)

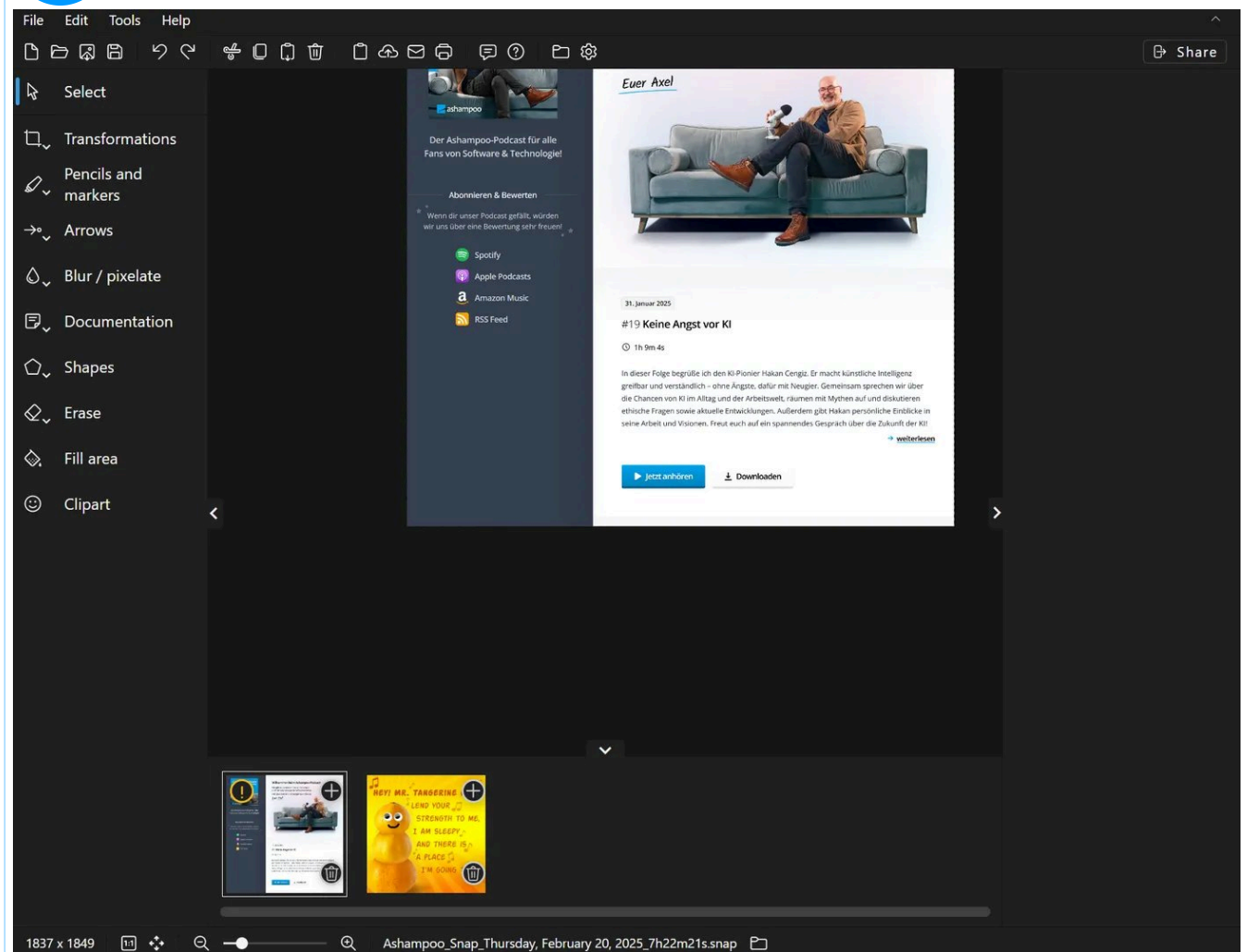
[Jetzt anhören](#) [Downloaden](#)

HEY! MR. TANGORING
LEND YOUR
STRENGTH TO ME.
I AM SLEEPY,
AND THERE IS
A PLACE
I'M GOING

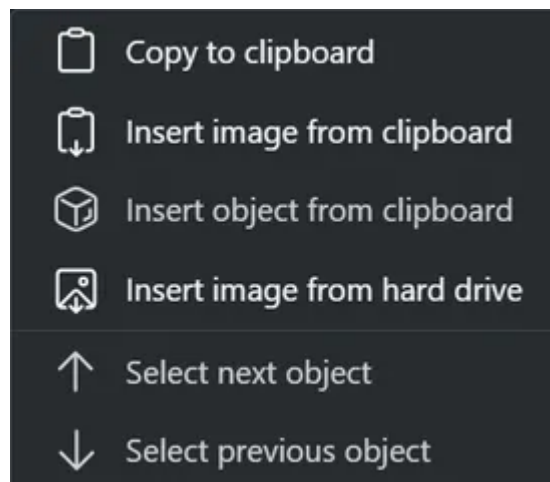
1837 x 1849 Ashampoo_Snap_Thursday, February 20, 2025_7h22m21s.snap



5



Context menu



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

Copy to clipboard

Copies the current screenshot and all objects to the system clipboard.

Insert image from clipboard

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

Insert object from clipboard

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

Insert image from hard drive

Inserts an existing image file into the screenshot 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.

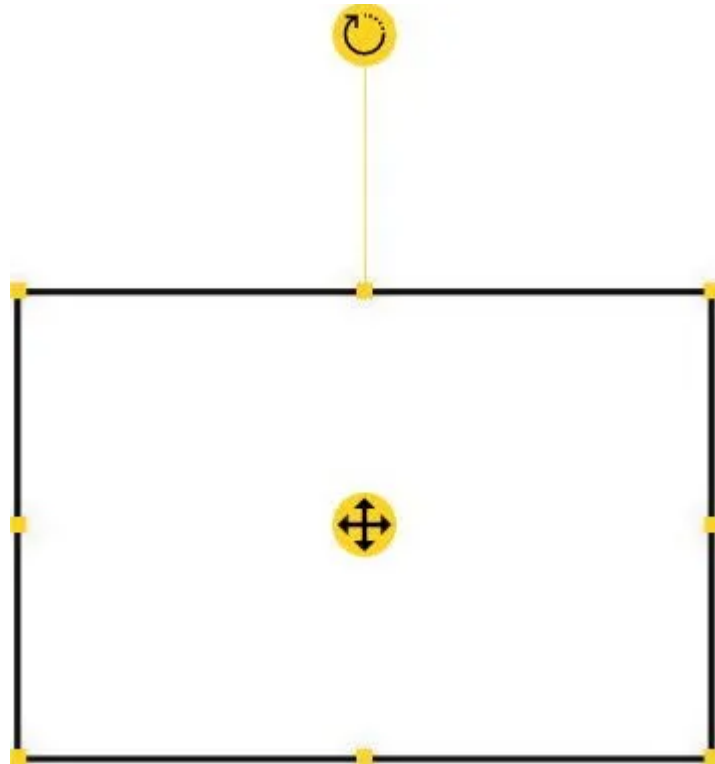
Delete object

Deletes the object from the project.

4.1 Working with objects

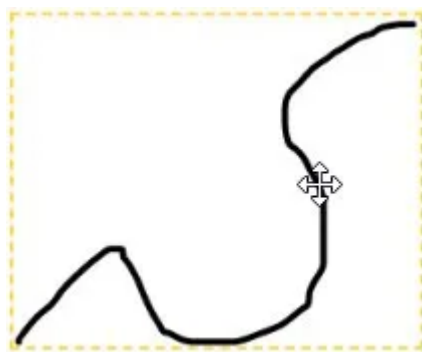
Left-click objects to select them. There are three types of objects:

Type 1



Objects of this type display a selection rectangle around them. Drag the  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.

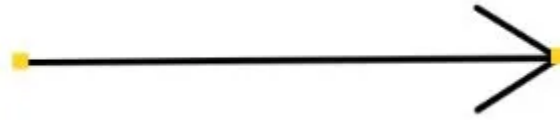
Type 2



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.

4.2 Toolbar

4.2.1 Select

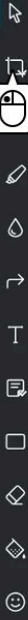
Left-click an object to select it.

4.2.2 Transformations

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

4.2.2.1 Crop / Resize Screenshot / Resize Workspace

The handling is identical between these operations but you can hold down shift while resizing a screenshot to preserve the current aspect ratio.





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39m 32s

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Export

[Save as...](#)

Quick export

JPEG PNG

PDF PSD

☒ Open output directory after exporting

Share

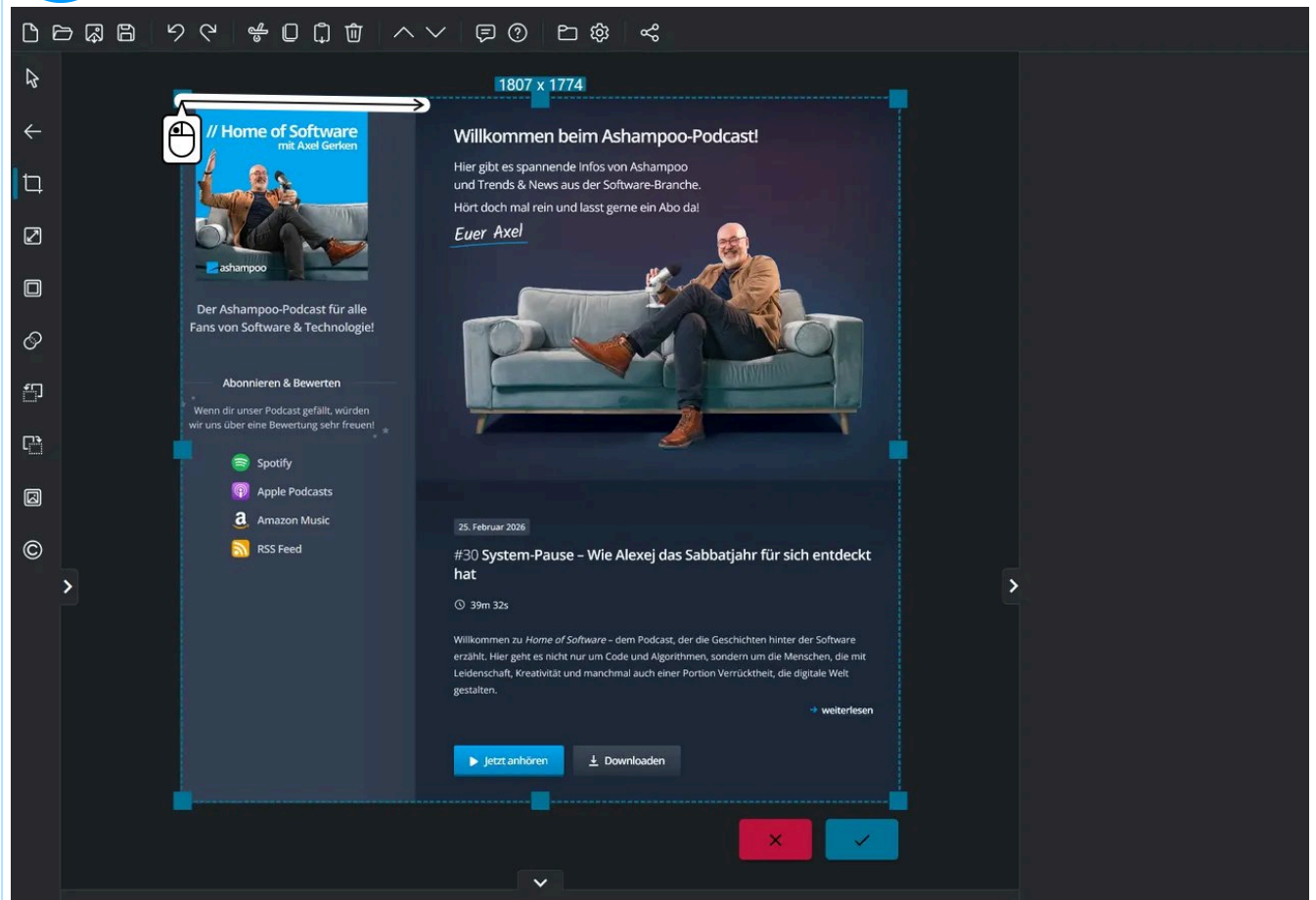
[Clipboard](#)

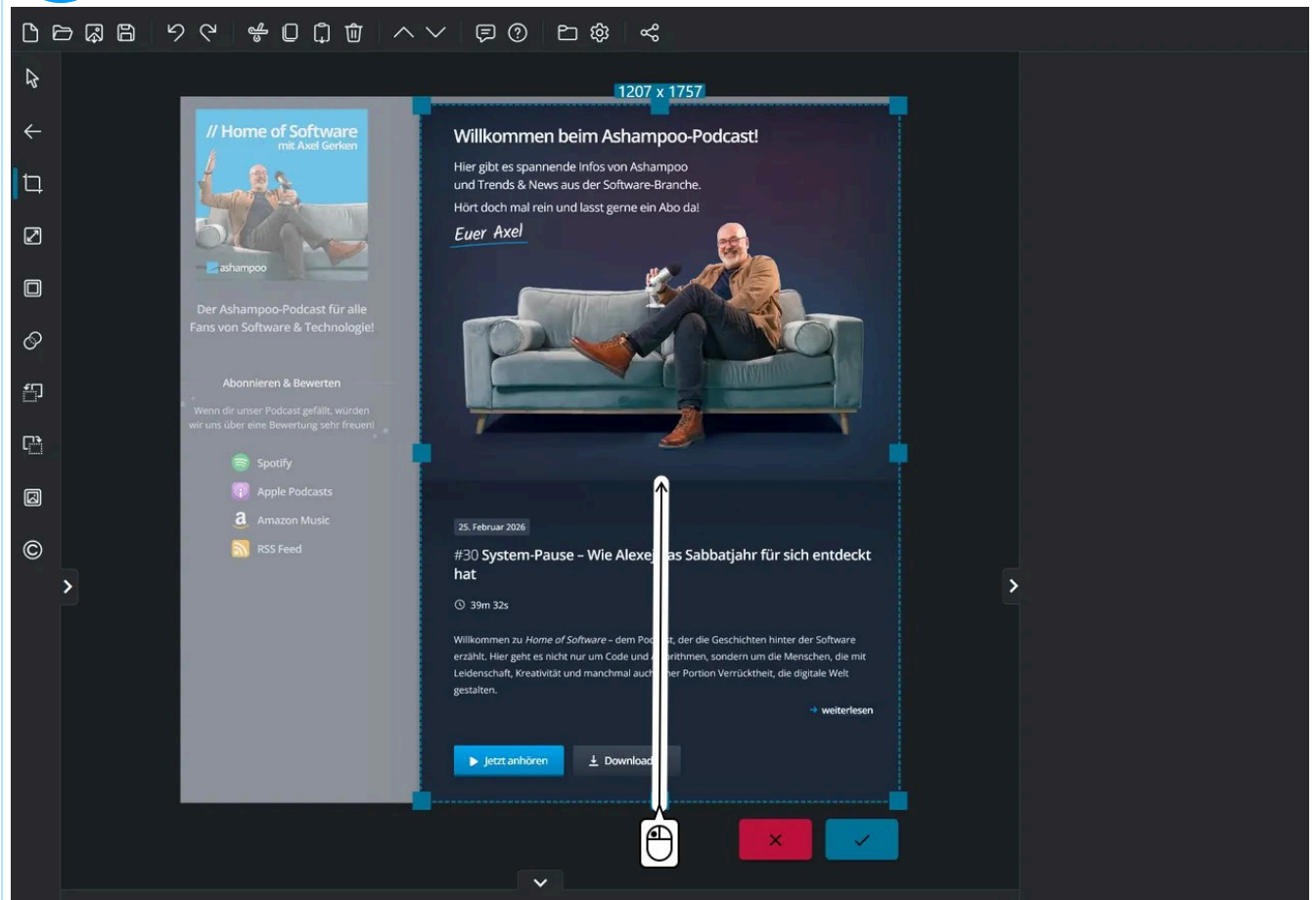
[E-Mail](#)

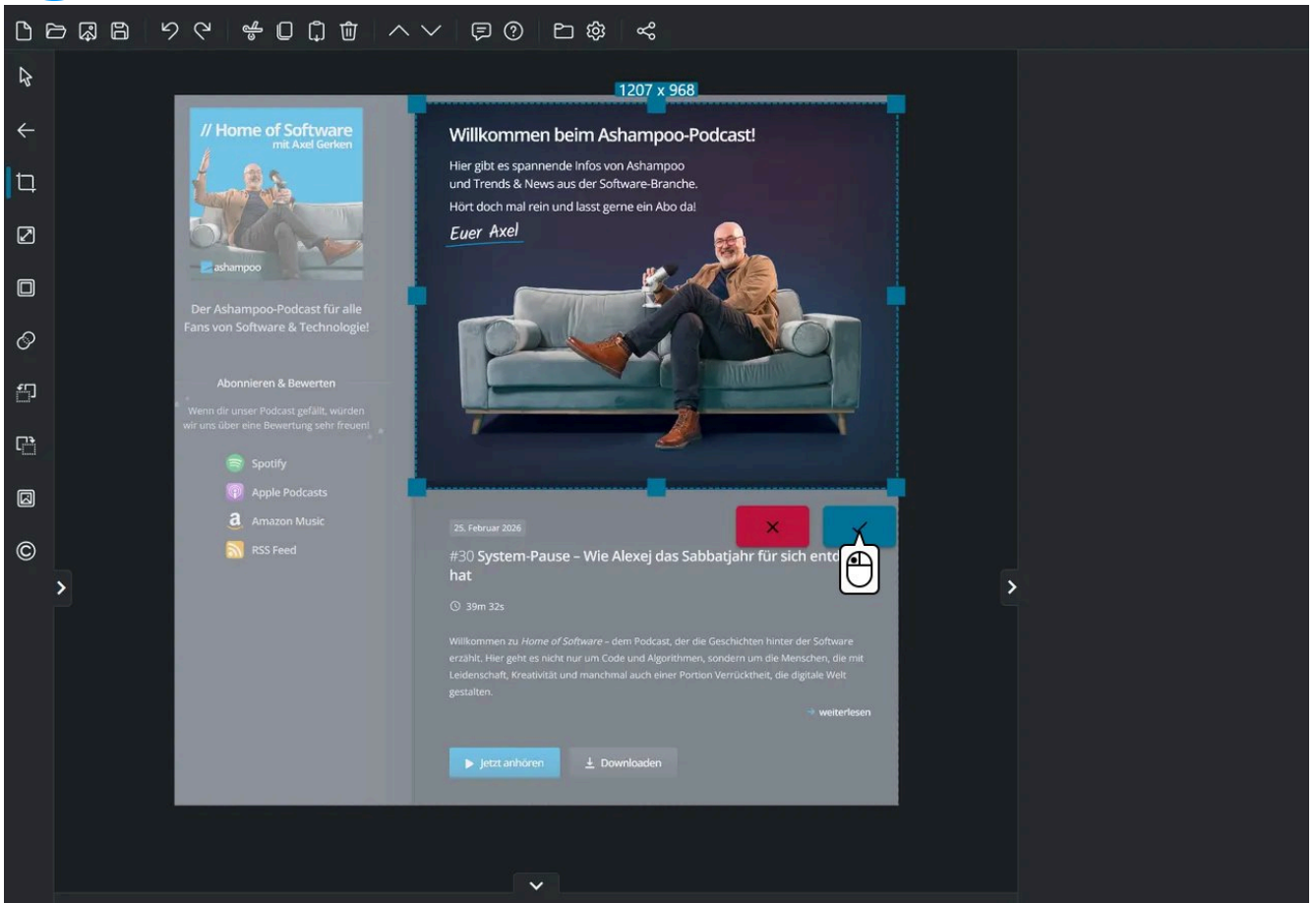
[Ashampoo Web](#)

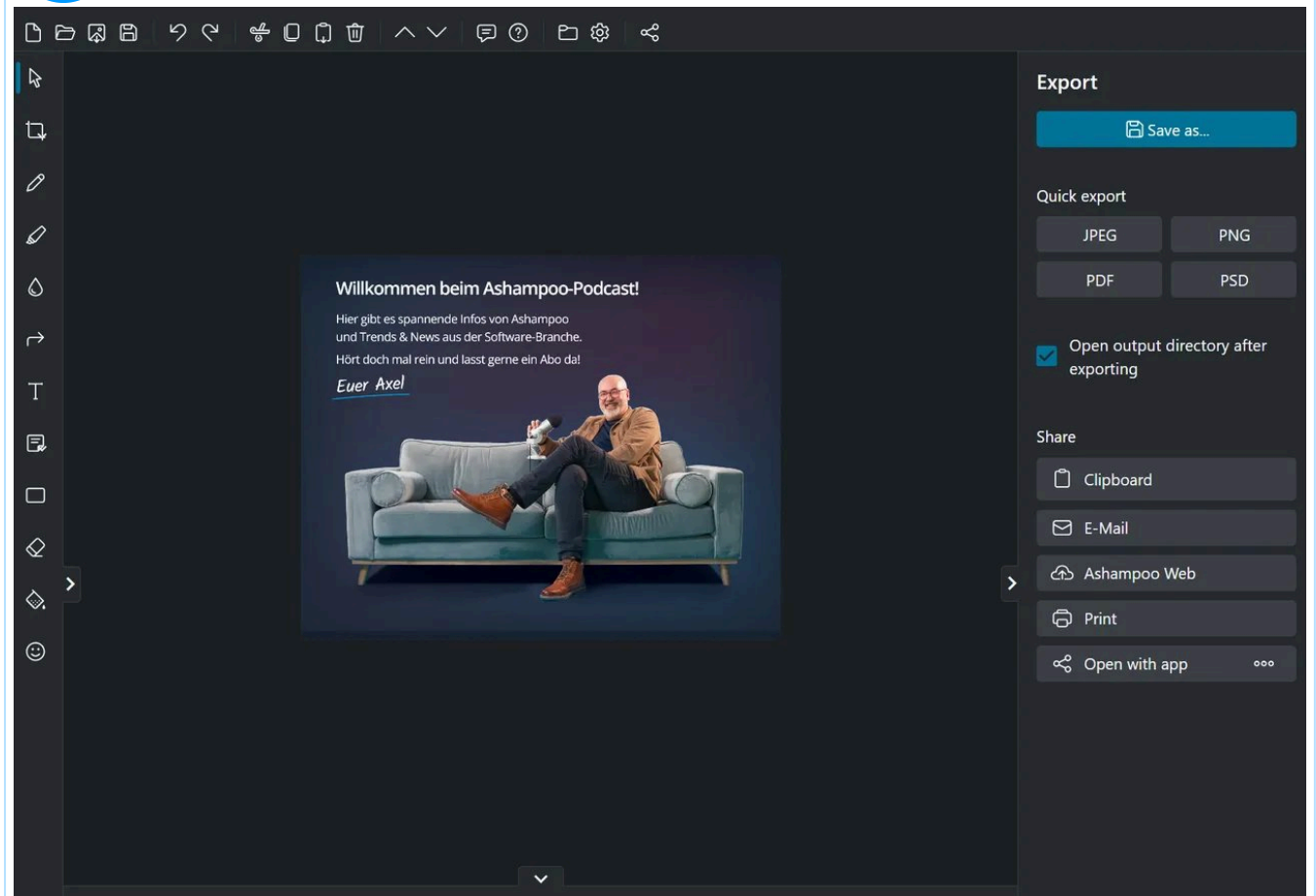
[Print](#)

[Open with app](#) [...](#)









4.2.2.2 Combine layers

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

4.2.2.3 Frame







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Export

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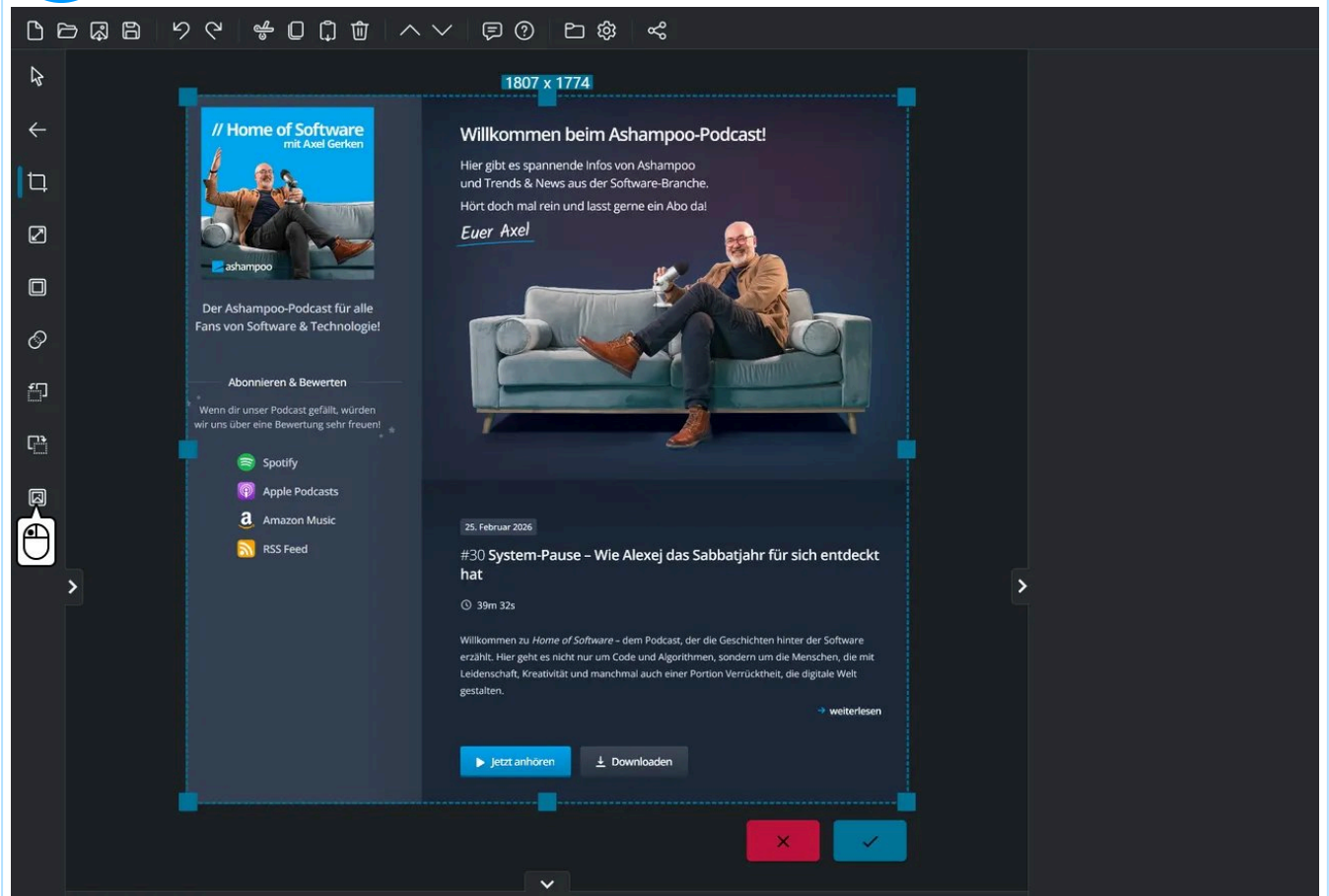
Quick export

JPEG PNG PDF PSD

☒ Open output directory after exporting

Share

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General

Enable outline ☐

Fill color

Width

1

Rounded corners







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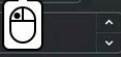
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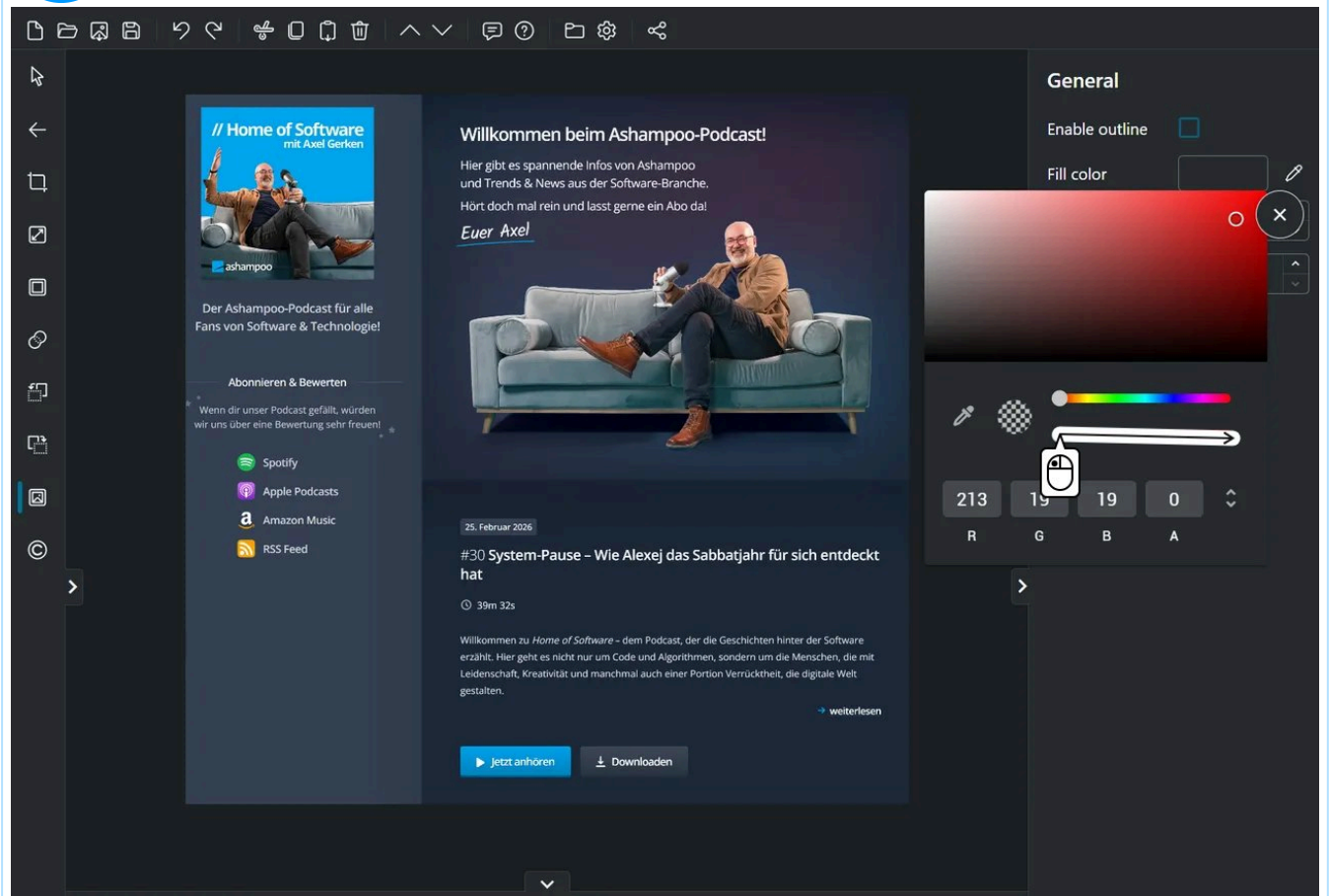
General

Enable outline ☐

Fill color 

Width 

Rounded corners



General

Enable outline ☐

Fill color

213 19 19 1

R G B A

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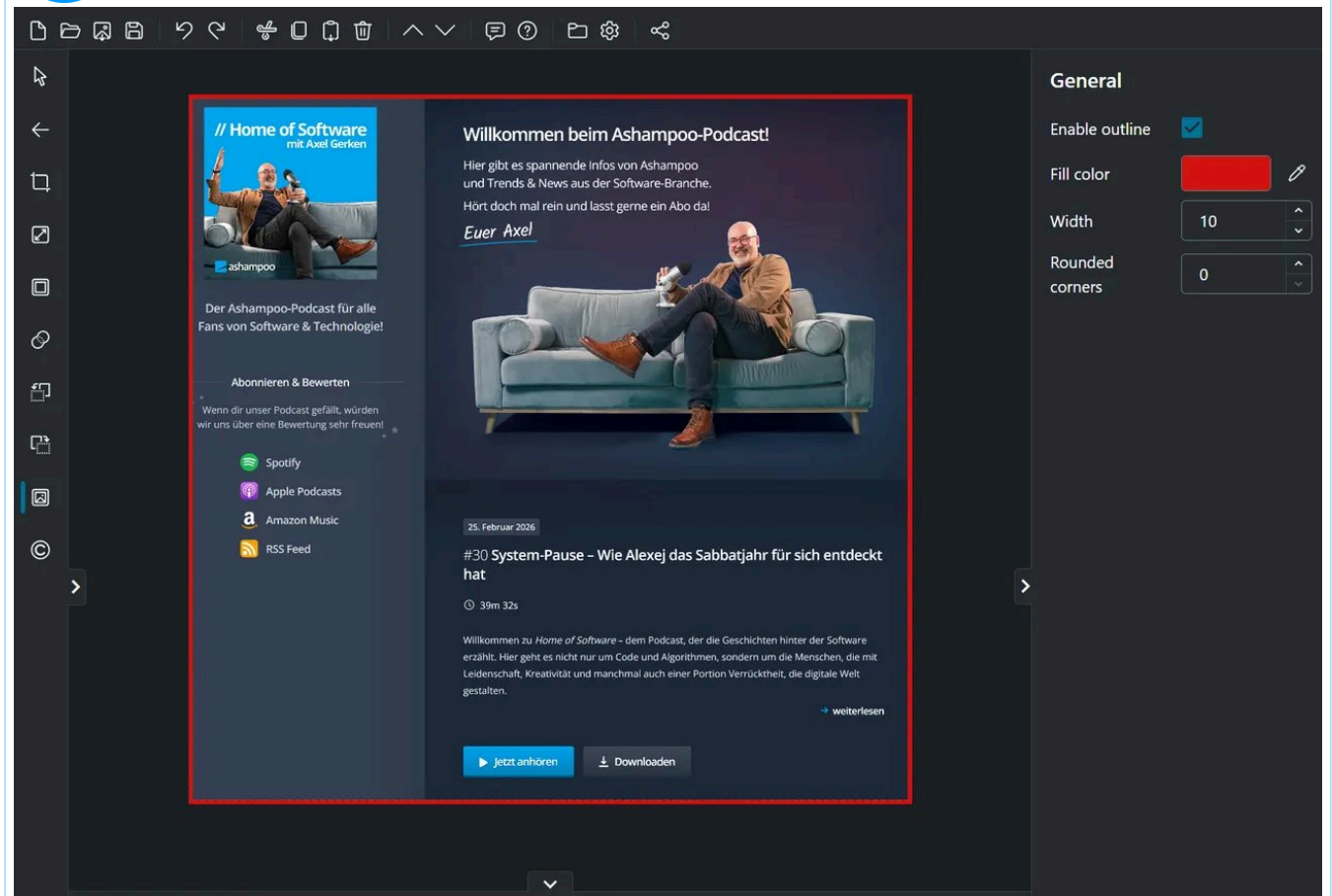
General

Enable outline 

Fill color 

Width

Rounded corners



4.2.2.4 Watermark







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Quick export

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[PDF](#) [PSD](#)

☒ Open output directory after exporting

Share

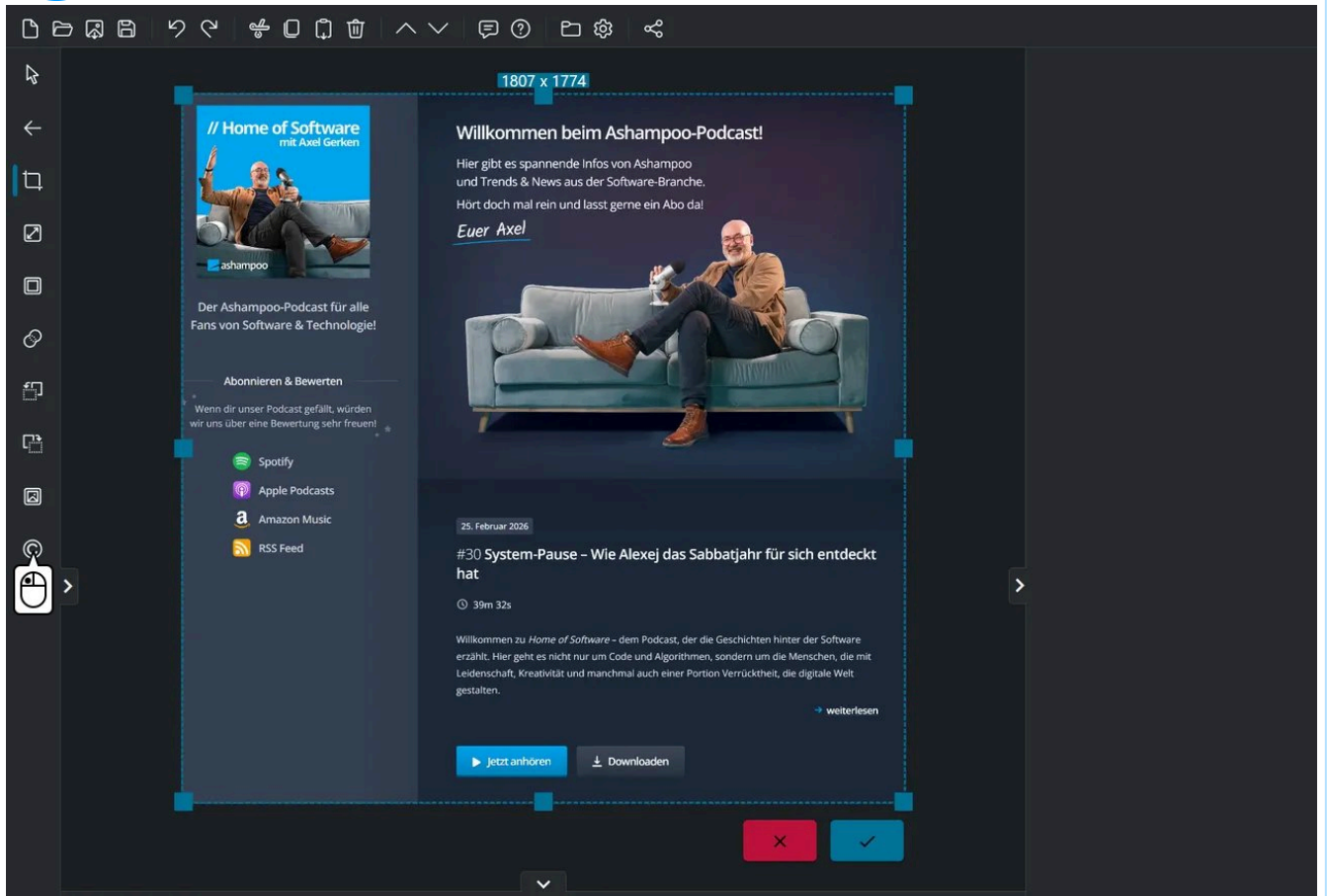
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General

File name 

Date (short) 

Use as default ☐

Text

Position   

Font

Font size

Alignment   

Font style

Text color 

Advanced

Enable outline ☐

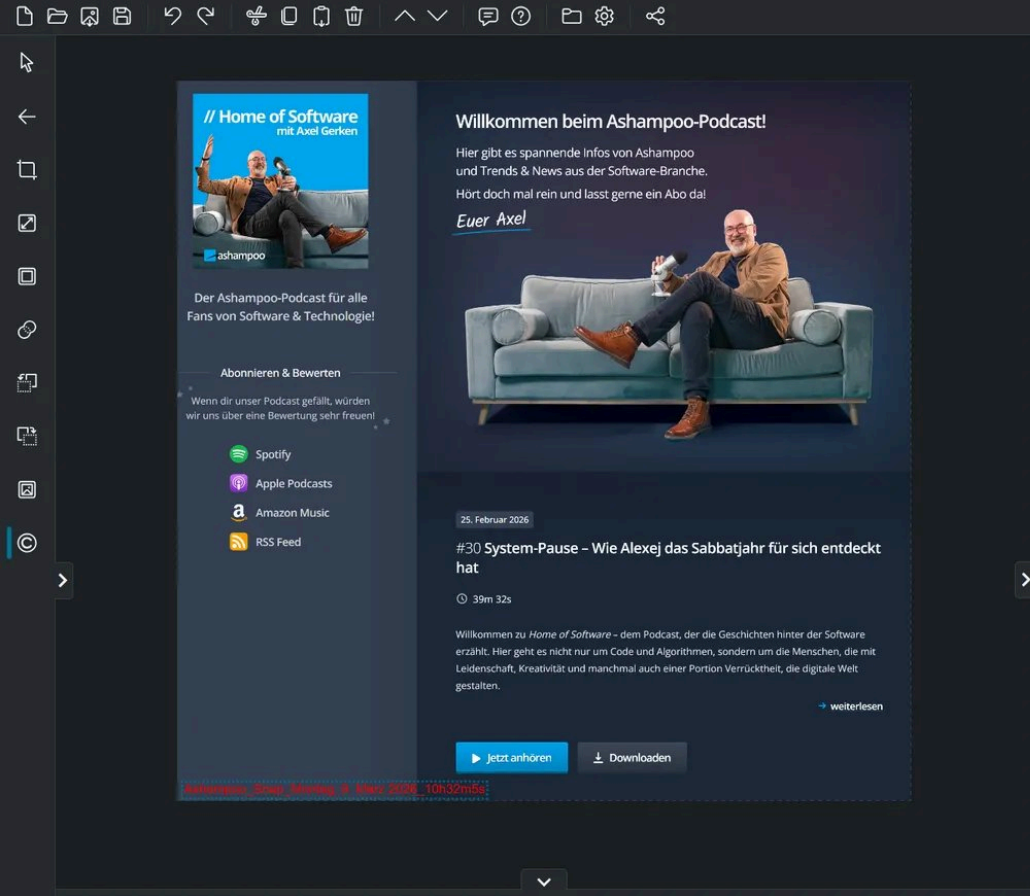
Width

Outline color 

Enable gradient ☐

Gradient color 

Shadow ☐



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Ashampoo - Shop, February 26, 2024, 10h32m5s

General

File name ☒

Date (short) ☐

Use as default ☐

Text

Position

Font

Font size

Alignment

Font style

Text color

Advanced

Enable outline ☐

Width

Outline color

Enable gradient ☐

Gradient color

Shadow ☐



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General

File name ☒

Date (short) ☐

Use as default ☐

Text

Position

Font

Font size

Alignment

Font style

Text color

Advanced

Enable outline ☐

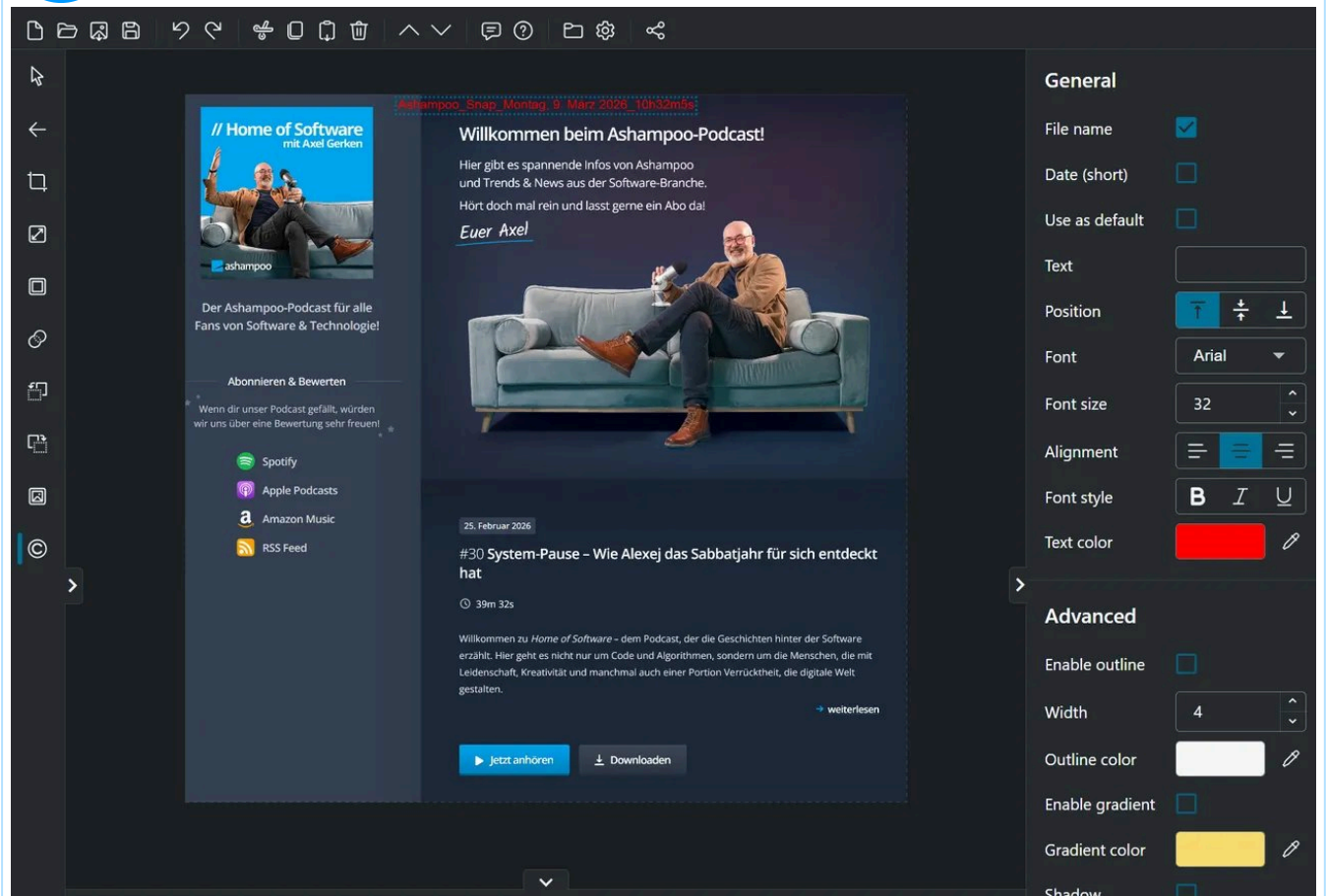
Width

Outline color

Enable gradient ☐

Gradient color

Shadow ☐



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.

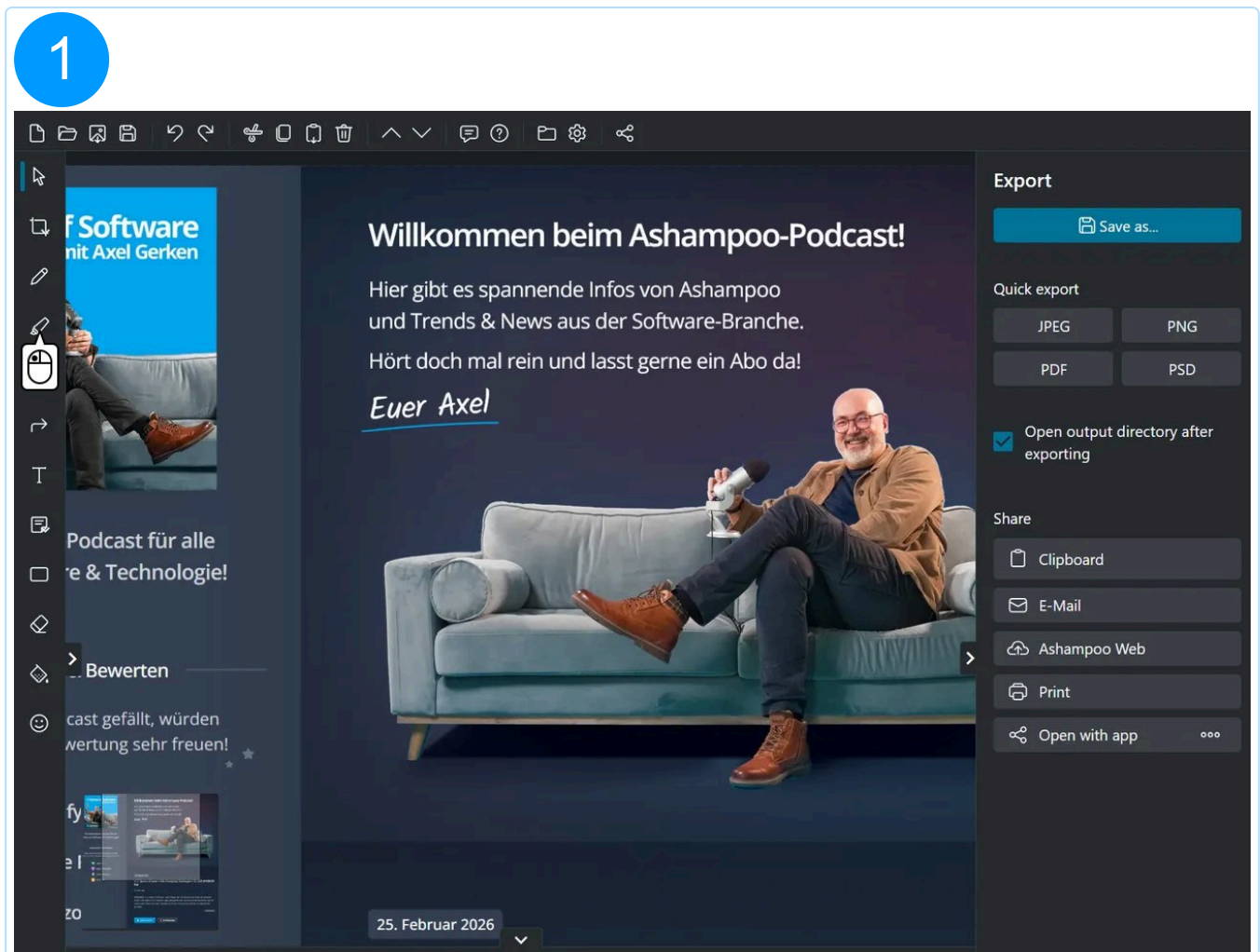
4.2.3 Pencils and markers

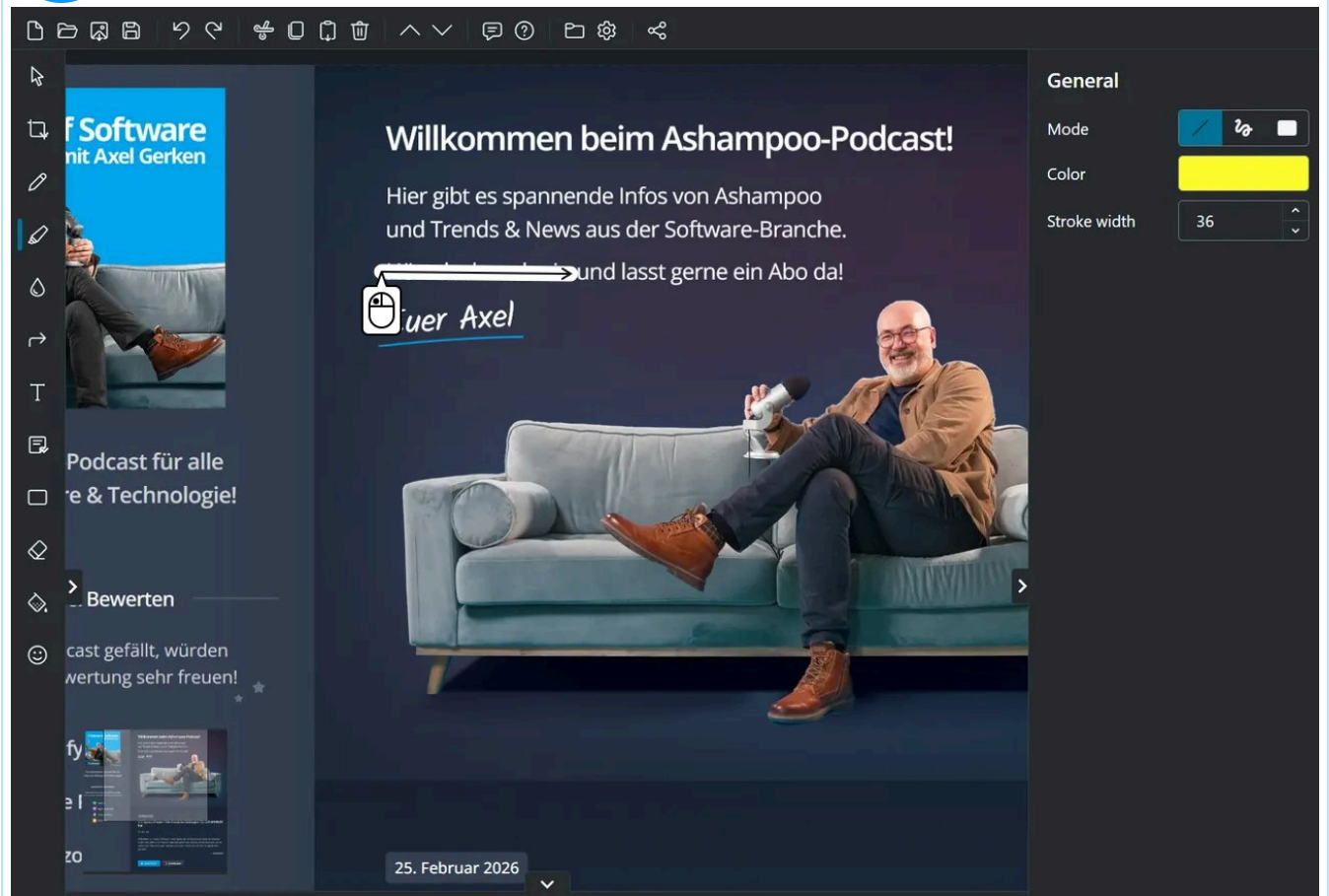
4.2.3.1 Pencil

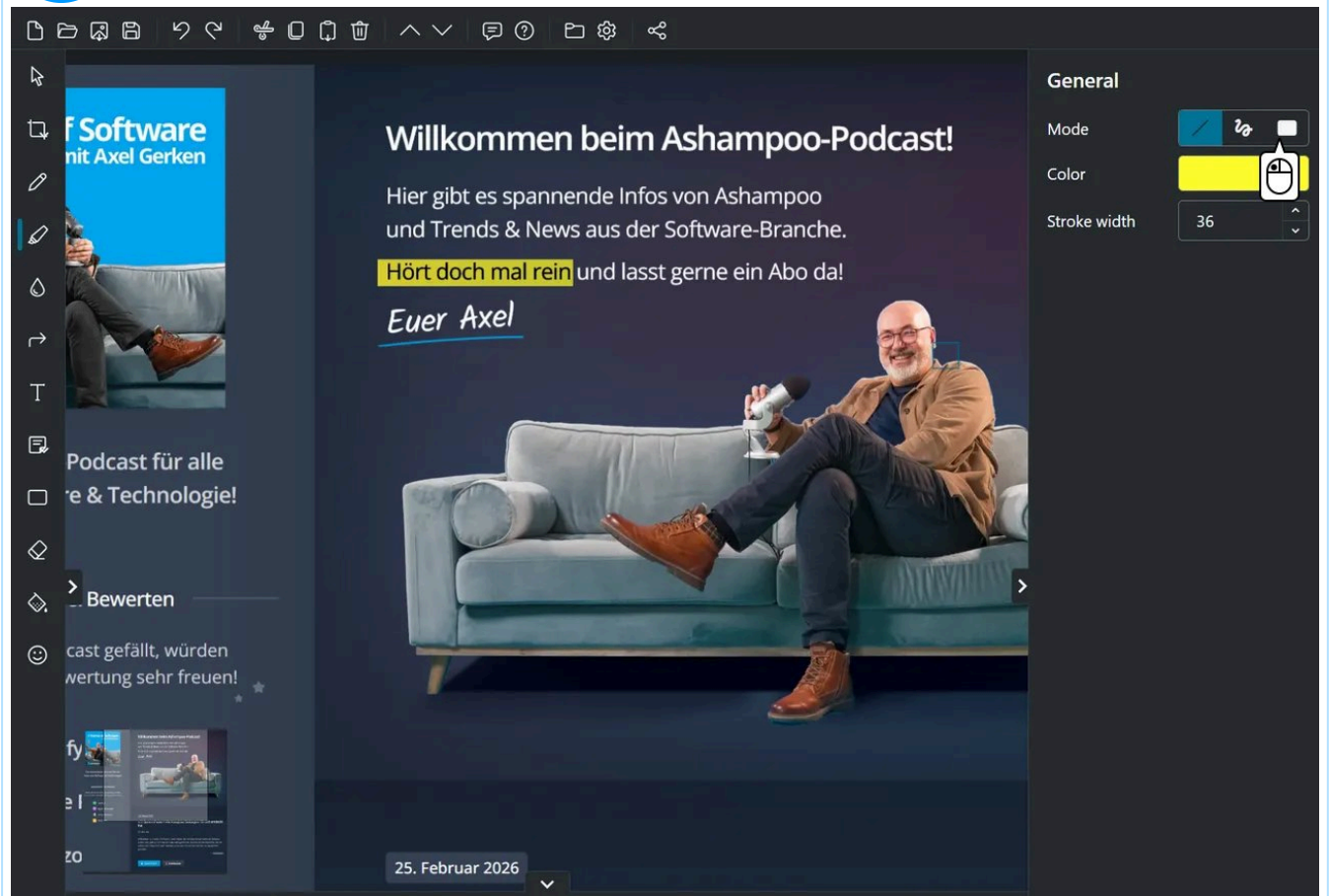
Simply drag to highlight or draw over an area in your image.

4.2.3.2 Highlighter

Use the highlighter to highlight image portions with lines/rectangles or freehand shapes. Toggle "Enable highlight mode" to invert your selection.







The screenshot shows a presentation application interface. The main slide is titled "Willkommen beim Ashampoo Podcast!" and features a man (Axel Gerken) sitting on a blue sofa, holding a microphone. The text on the slide reads: "Hier gibt es spannende Infos von Ashampoo und Trends & News aus der Software-Branche. Hört doch mal rein und lasst gerne ein Abo da! Euer Axel". A white arrow points to the title. The left sidebar contains navigation icons and a list of items: "f Software mit Axel Gerken", "Podcast für alle", "e & Technologie!", "Bewerten", and "cast gefällt, würden wertung sehr freuen!". The right-hand panel has two sections: "General" with "Mode" (set to "28") and "Color" (set to yellow), and "Advanced" with "Enable highlight mode" (unchecked) and "Highlight color" (set to green). The date "25. Februar 2026" is displayed at the bottom of the slide.

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25. Februar 2026

General

Mode: 28

Color: Yellow

Advanced

Enable highlight mode: ☐

Highlight color: Green

f Software
mit Axel Gerken

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Podcast für alle
e & Technologie!

Bewerten

cast gefällt, würden
wertung sehr freuen!

fy

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20

25. Februar 2026

General

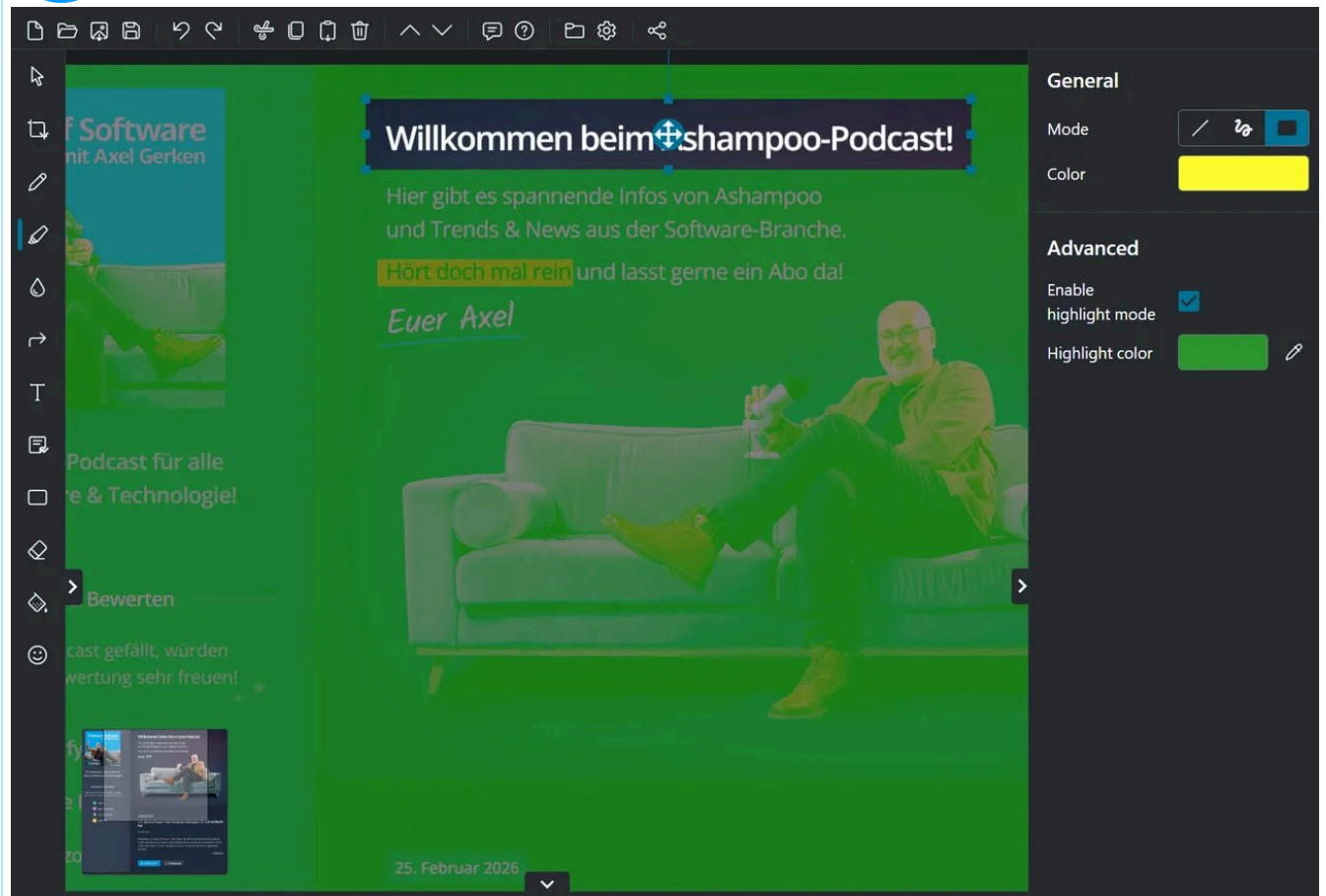
Mode

Color

Advanced

Enable highlight mode

Highlight color



4.2.4 Arrows

Click with the left mouse button on the starting position and drag the mouse to the end position to create the arrow. In the tool properties, you can switch between straight and curved arrows under "Type." Drag the square edge markers to adjust the start/end position of the arrow. For curved arrows, drag the additional markers to adjust the curvature. Enable the "Growing" option to automatically resize the arrowhead based on the arrow's length.

Set "Arrowhead position" to "None" to draw (curved) lines.

4.2.4.1 Text

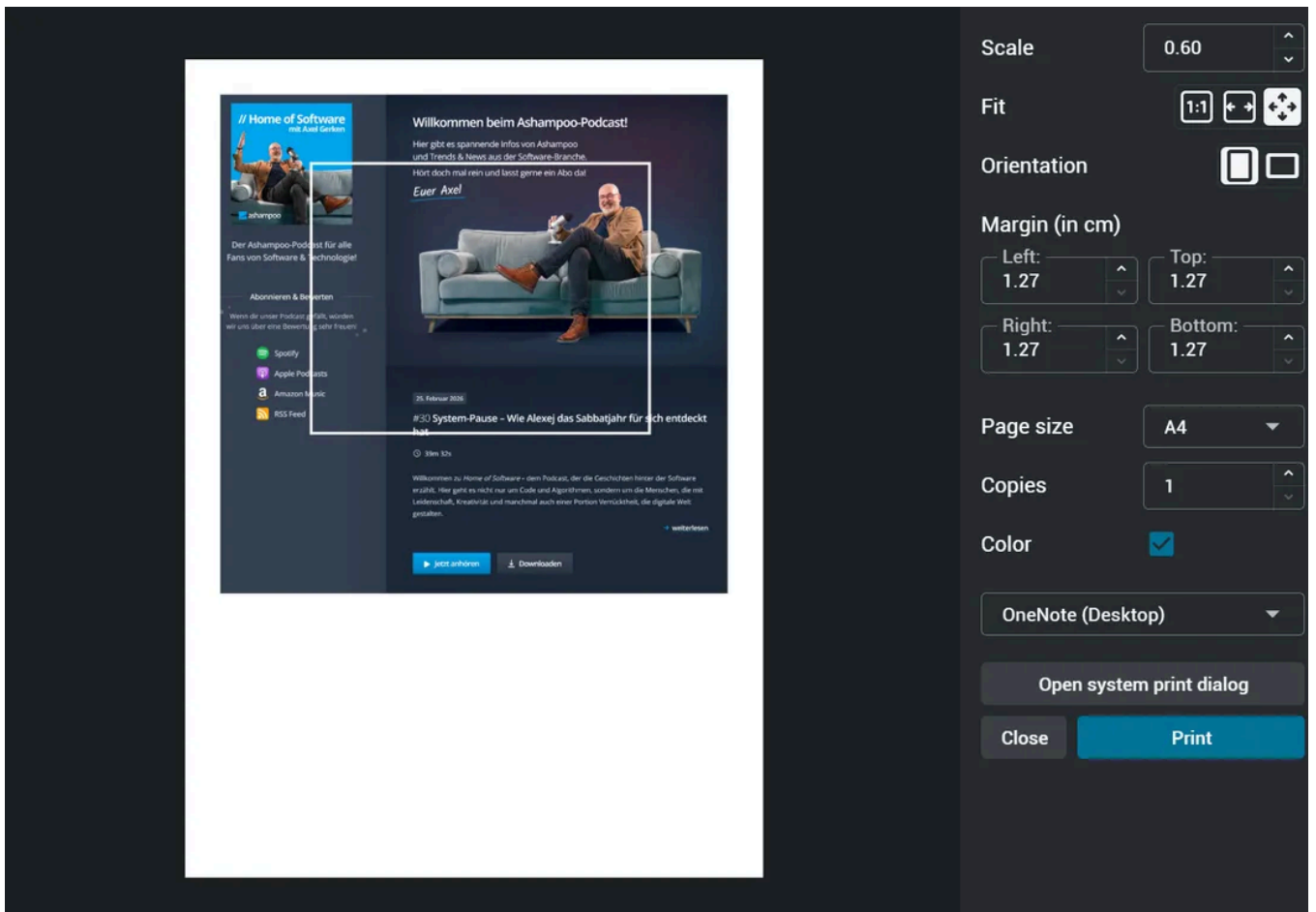
Left-click the workspace to add a text object. Once added, start typing to modify its text content. To edit an existing text object, select it and left-click its content.

4.3 Share / Export



Use these features to share your image with others. Use the "... " button next to "Open with app" 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.

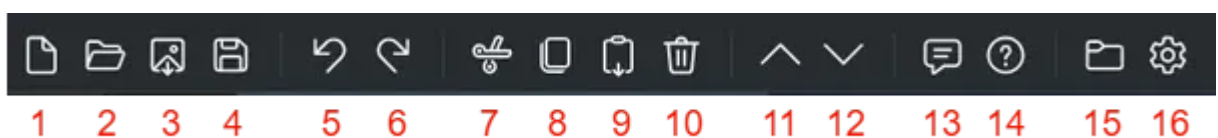
4.3.1 Print



Use this dialog to print your current image and to individually customize settings such as scale and margins.

If you prefer the system-default dialog, click "Open System Print Dialog". Your current settings will be ineffective in this case.

4.4 Quick access bar



Use the quick access bar to swiftly access frequently used functions.

- 1: New project
- 2: Open project
- 3: Import image
- 4: Save project

- 5: Undo
- 6: Redo
- 7: Cut object
- 8: Copy object
- 9: Paste object
- 10: Delete object
- 11: Move object up by one in object hierarchy
- 12: Move object down by one in object hierarchy
- 13: Provide feedback
- 14: Open help
- 15: Open current output folder in Windows Explorer
- 16: Export project

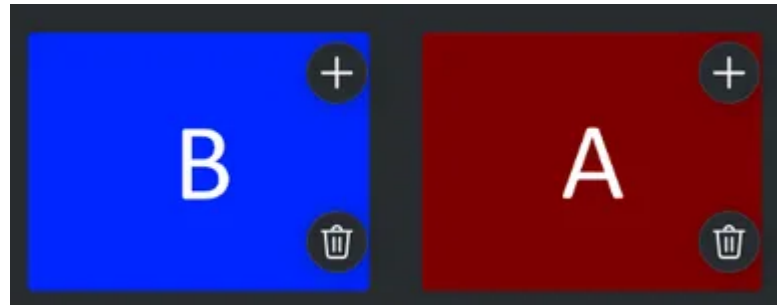
4.5 Status bar



- 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: Opens the folder that contains the image in Windows Explorer

You can also hold down Ctrl and use the mouse wheel to zoom into/out of the current mouse position within the canvas.

4.6 Preview bar



The preview bar displays a miniature preview of your projects. An exclamation mark indicates that the affected project contains unsaved changes. Click the trashcan button to delete the affected project.

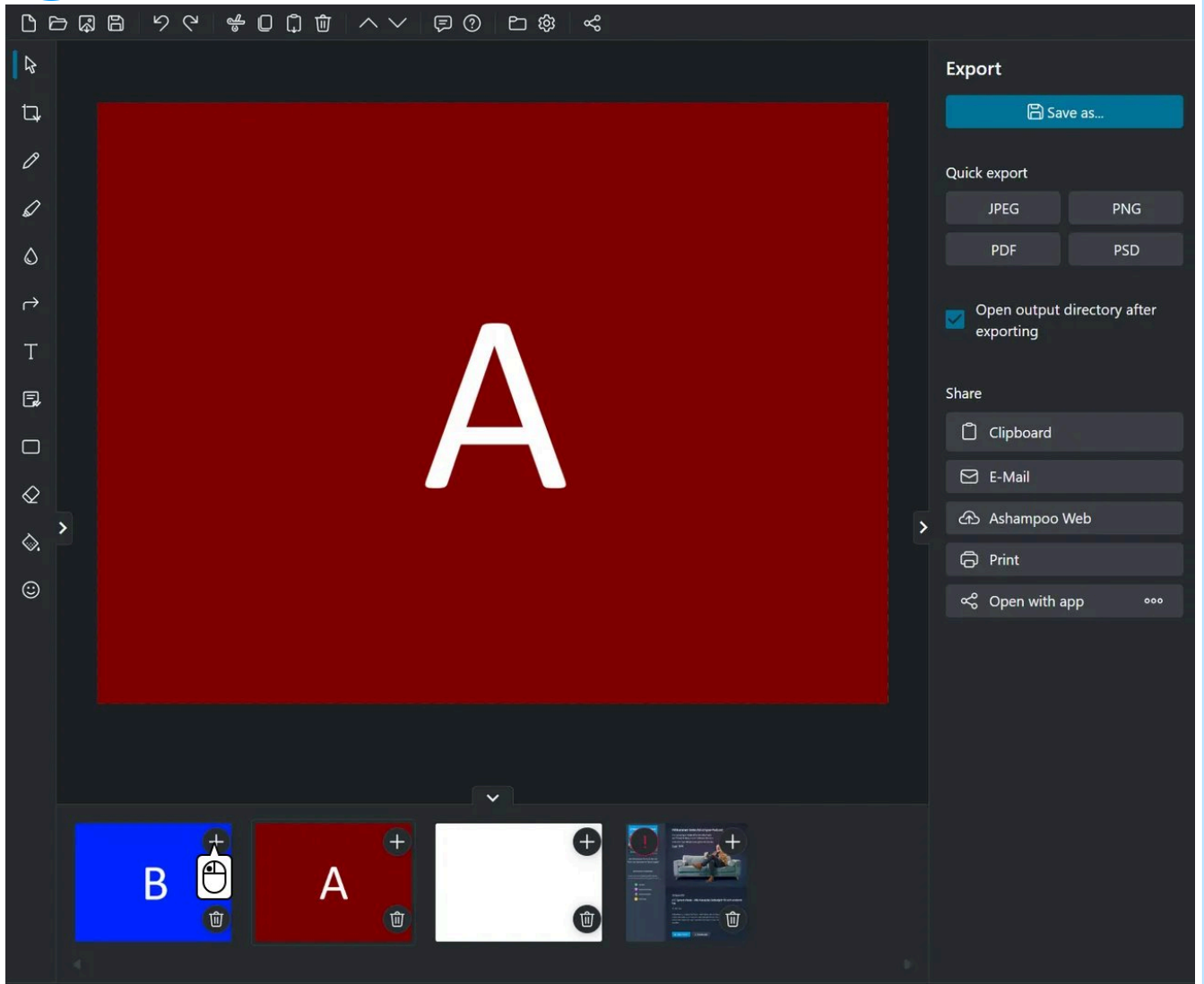
To delete more than one project, hold Ctrl and left-click the affected thumbnails to (de)select them. Then, click either the delete button in the toolbar or one of the delete buttons associated with a selected thumbnail to delete the selected projects.

To rename a project, hit F2.

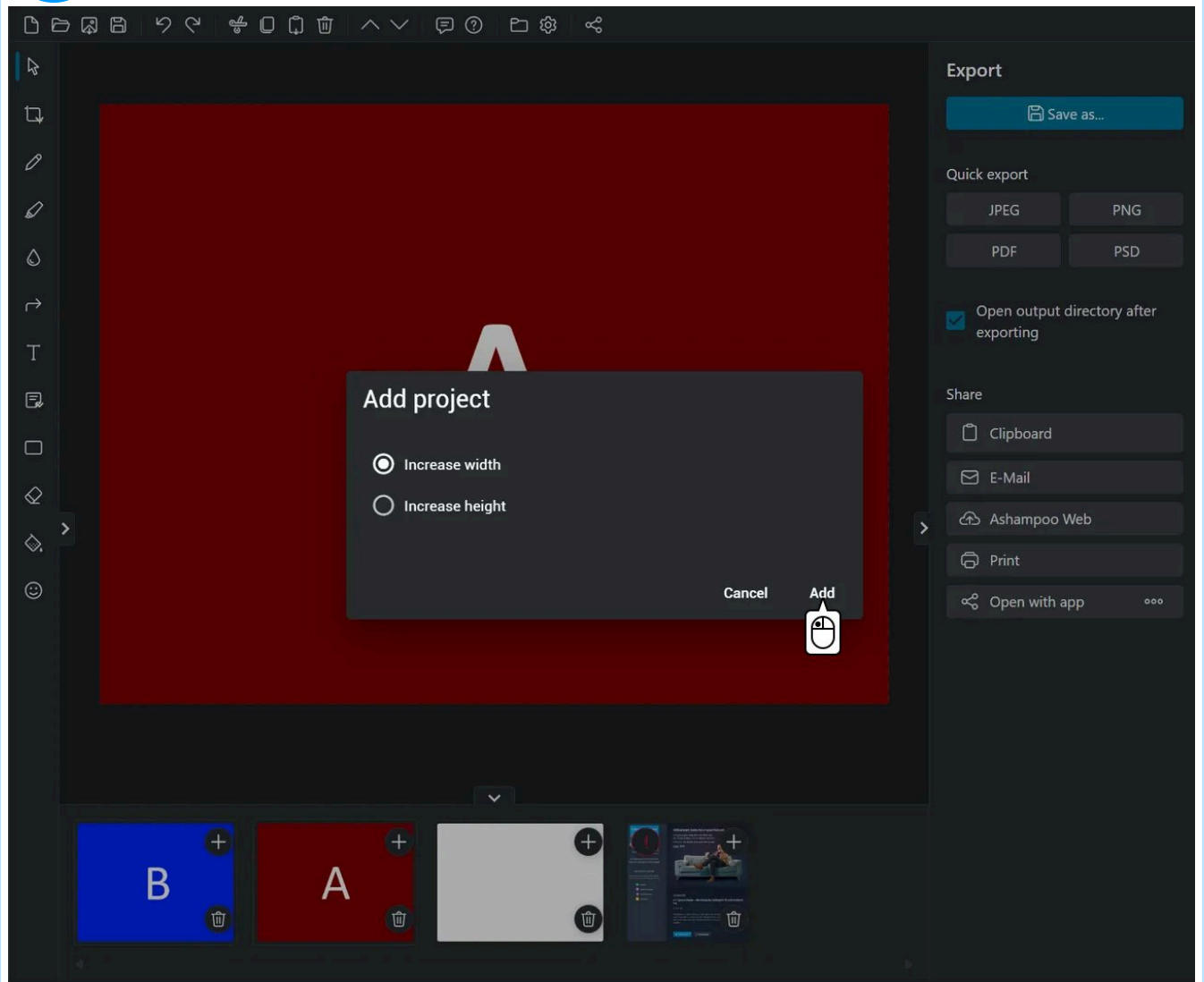
Combining projects

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.

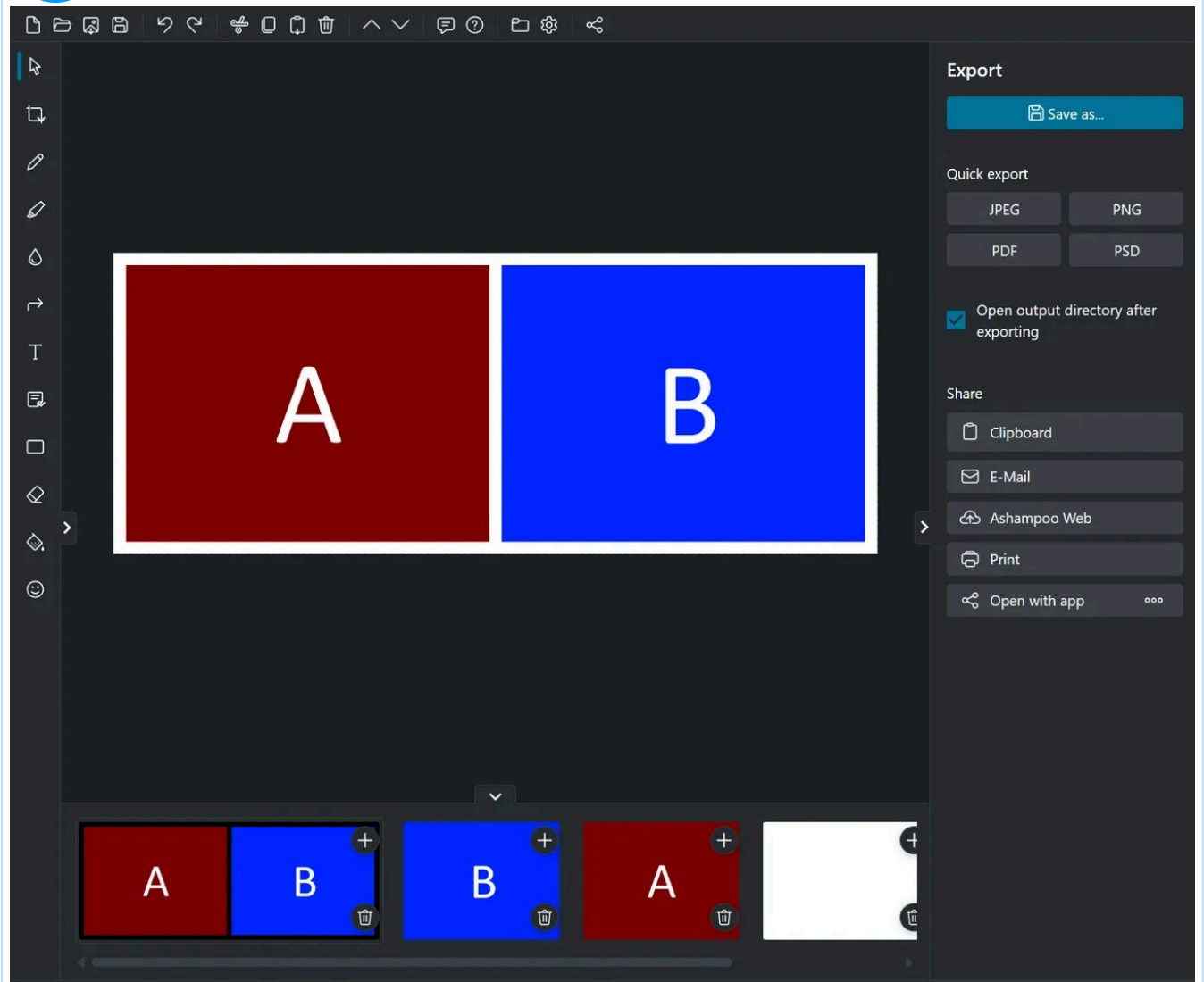
1



2



3



5. Keyboard shortcuts

Apart from the capture bar and the context menu, you may also use various keyboard shortcuts to access different capturing tools, some of which you can customize in the program settings.

Capture

You can customize these shortcuts in the program settings.

Capture

Alt + Ctrl + S

Capture rectangular selection

Alt + Ctrl + N

Capture fixed-size region

Ctrl + Win + Shift + F

Capture everything

Ctrl + Win + Shift + A

Capture current screen

Ctrl + Win + Shift + S

Capture active window

Ctrl + Win + Shift + W

Repeat last screenshot

Ctrl + Win + Shift + R

Open image editor

Ctrl + Win + Shift + E

Capture: Screenshot

Selection: Automatic

1

Selection: Rectangle

2

Selection: Ellipse

3

Selection: Freeform

4

Selection: Eye dropper	5
Selection: Repeat last	6
Confirm selection	Ent
Clear selection	Del
Cancel	Esc
Move cursor	↑ ↓ ← →
Cancel scroll/interval capture	Win + Esc

Image editor

Deselect tool	V
Hand tool (move workspace)	Space + Drag with mouse
Undo	Ctrl + Z
Redo	Ctrl + Shift + Z
Cut (object)	Ctrl + X
Copy (object)	Ctrl + C
Paste (object)	Ctrl + V

Delete object

Del

Open/Load

Ctrl + **Shift** + **O**

Close

Alt + **F4**

Save

Ctrl + **S**

Export

Ctrl + **Shift** + **S**

Copy image to clipboard

Ctrl + **Shift** + **C**

Zoom in

Ctrl + **Plus** or **Ctrl** + **Mouse wheel**

Zoom out

Ctrl + **Minus** or **Ctrl** + **Mouse wheel**

Clear selection/Cancel

Esc

Rename project

F2

Hold down Shift while dragging edge markers, to modify the width and height of objects proportionally. For example, this allows you to scale down a clipart while maintaining its aspect ratio.