
Snap FREE: Manual

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.

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](#).

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.

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: Opens the save folder in Windows Explorer

6: Exit program

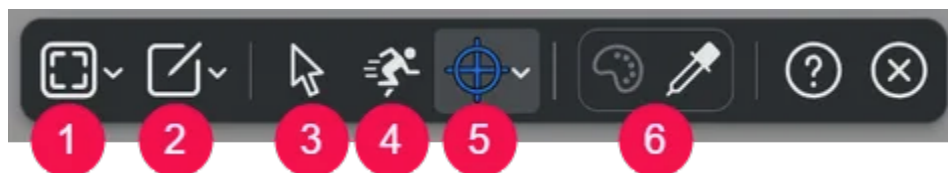
Context menu (system tray)



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.

Capture screen region



1: [Create selection](#)

2: [Select target](#)

3: [Capture pointer](#)

4: [Fast screenshotting](#)

5: [Switch color scheme](#)

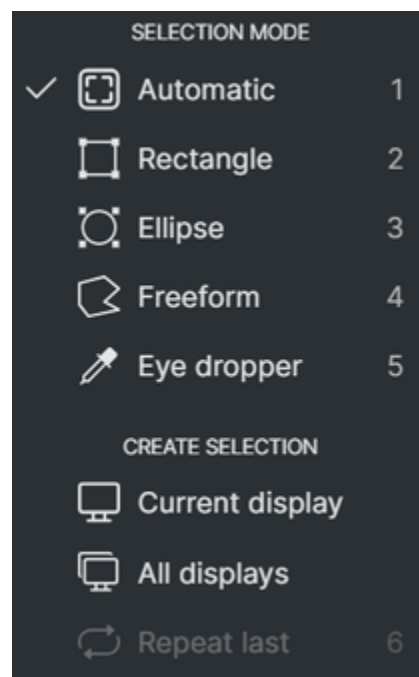
6: [Palette](#) / eyedropper mode

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

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.



Selection mode

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.

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.

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.

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.

Eye dropper (Color recognition)

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

Create selection (presets)

Current display

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

All displays

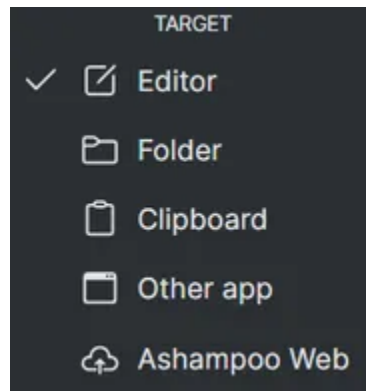
Creates a rectangular selection across all connected displays.

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".

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](#).

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.

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.

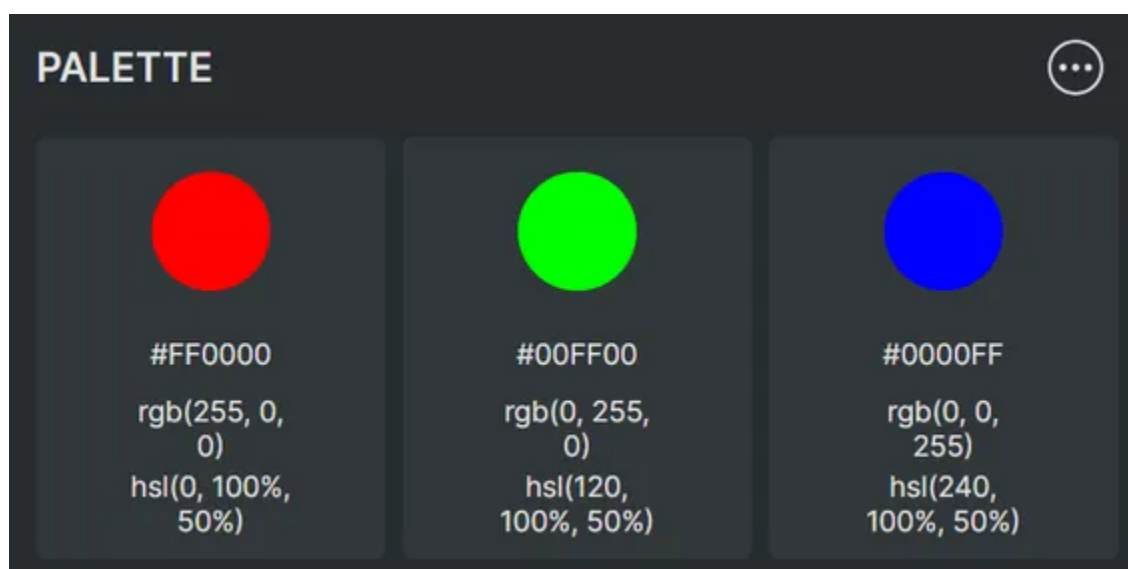
Switch color scheme

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.

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.

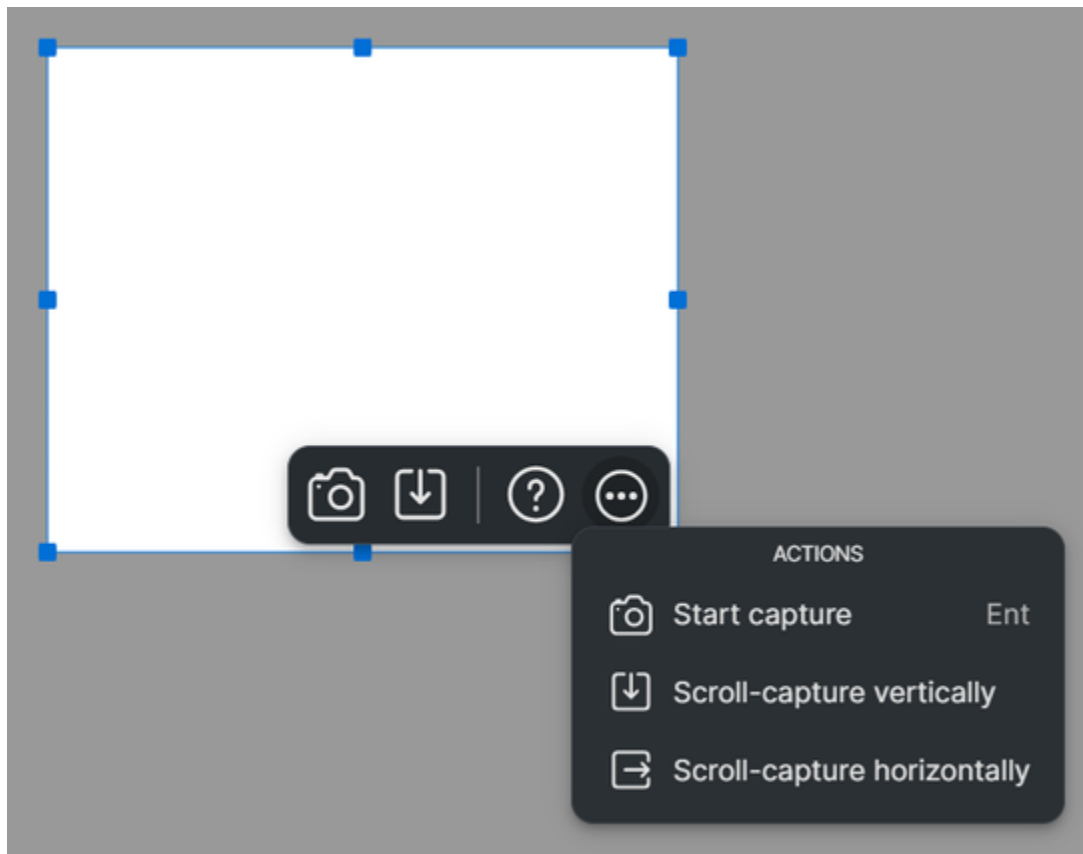
Export CSS (Photoshop)

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.

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.

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!

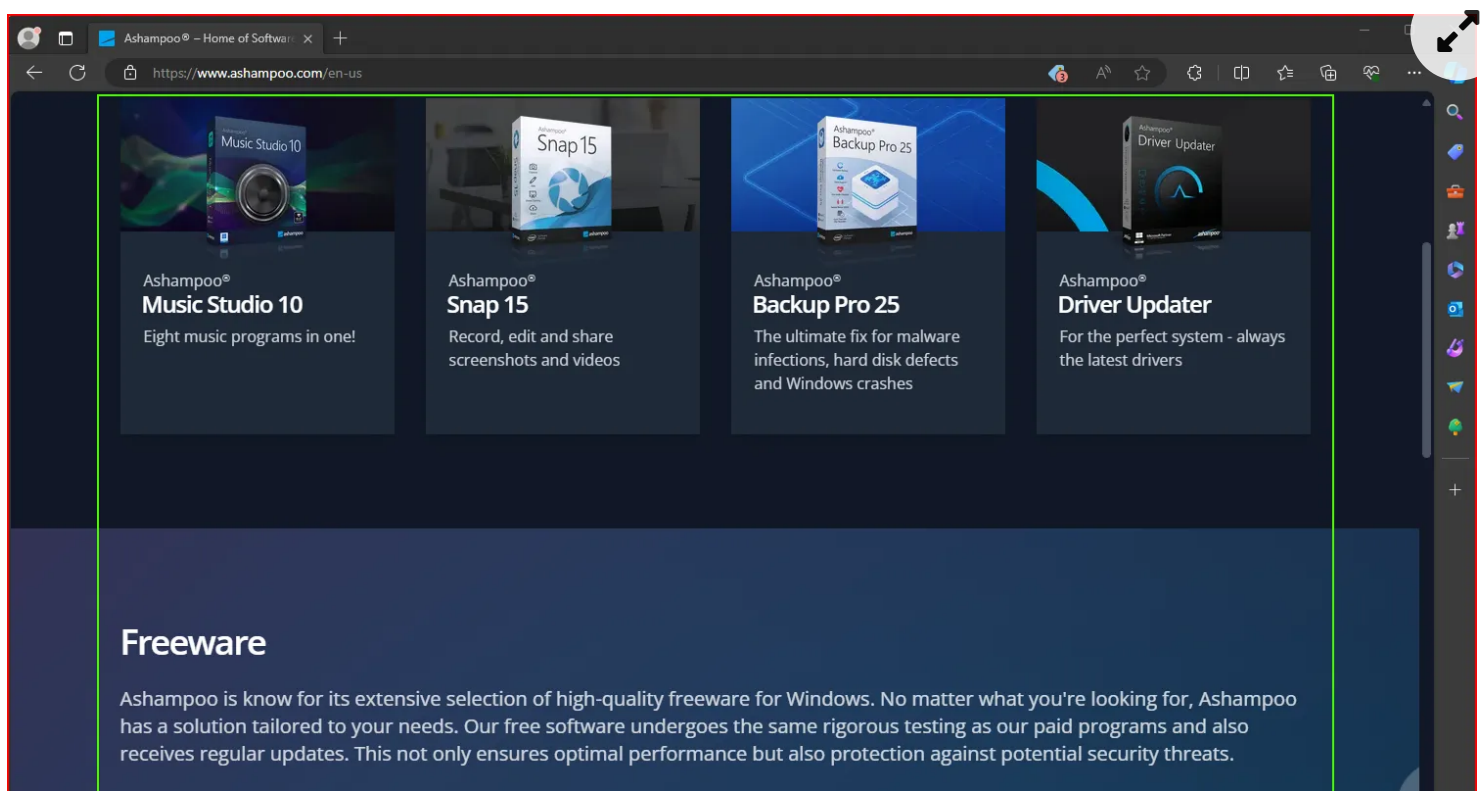
Snap can capture scrolling content vertically or horizontally. This is achieved by taking multiple screenshots between scrolling and assembling them into a coherent image at the end of the process.

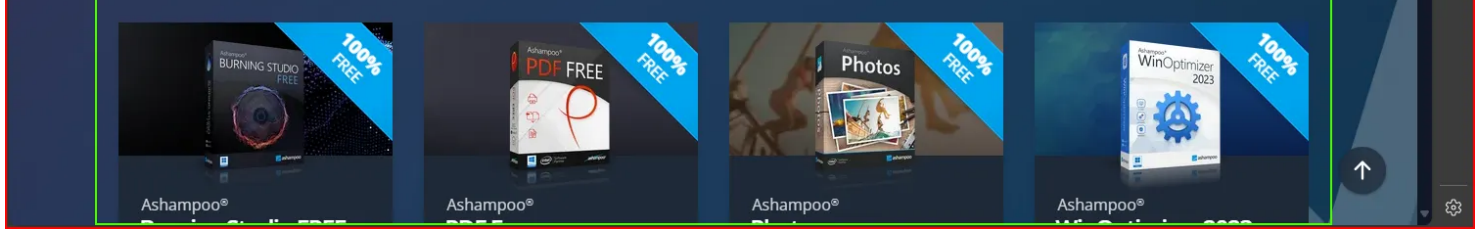
During capturing, the mouse pointer will snap into a predefined location and should not be moved.

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



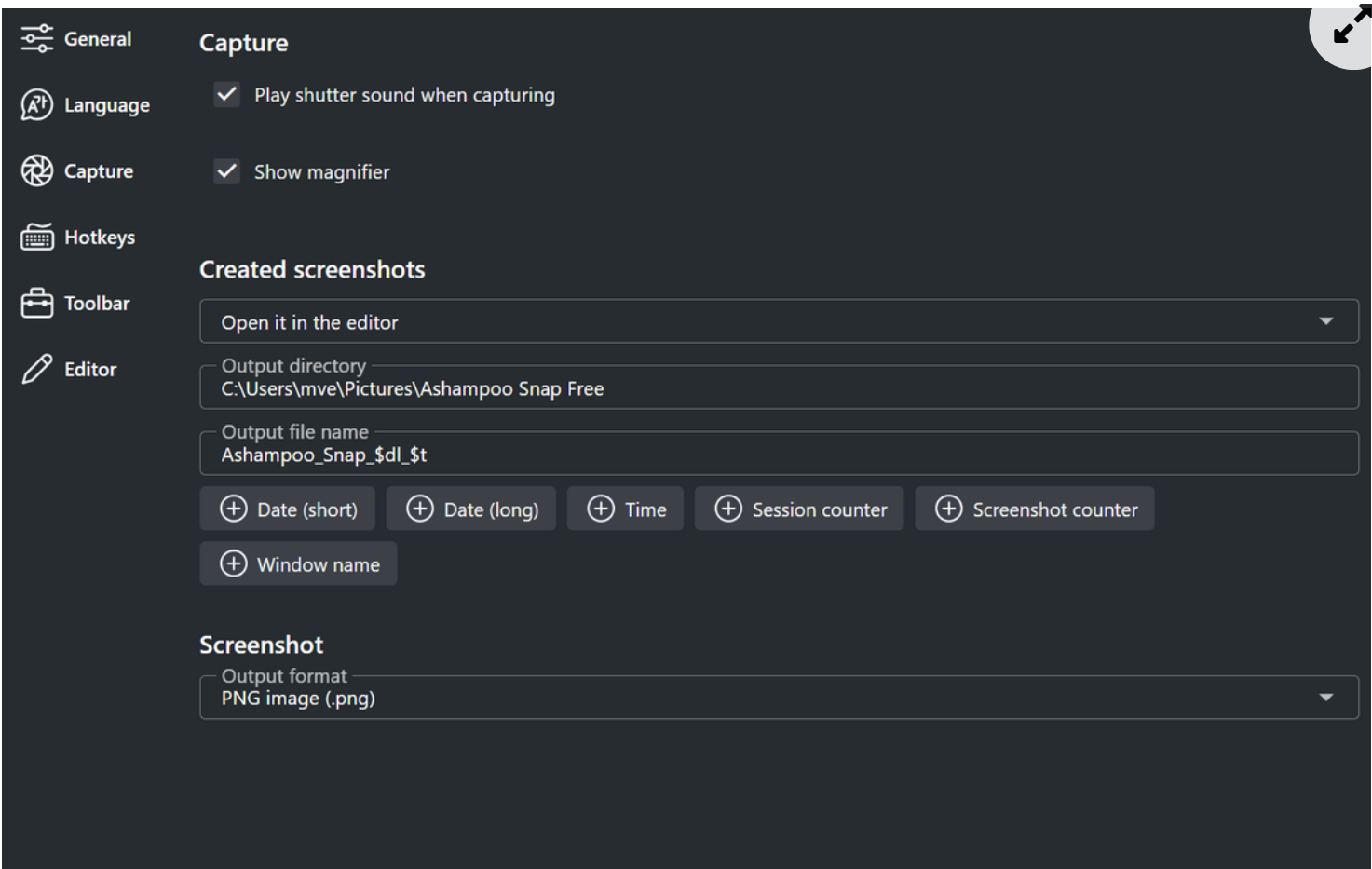


A browser window was detected and selected in the image above (red box). The selection contains multiple window elements (title bar, top/right toolbar, right scrollbar, window border). In addition, the website contains a navigation element at the bottom right that stays fixed during scrolling (white 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.

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

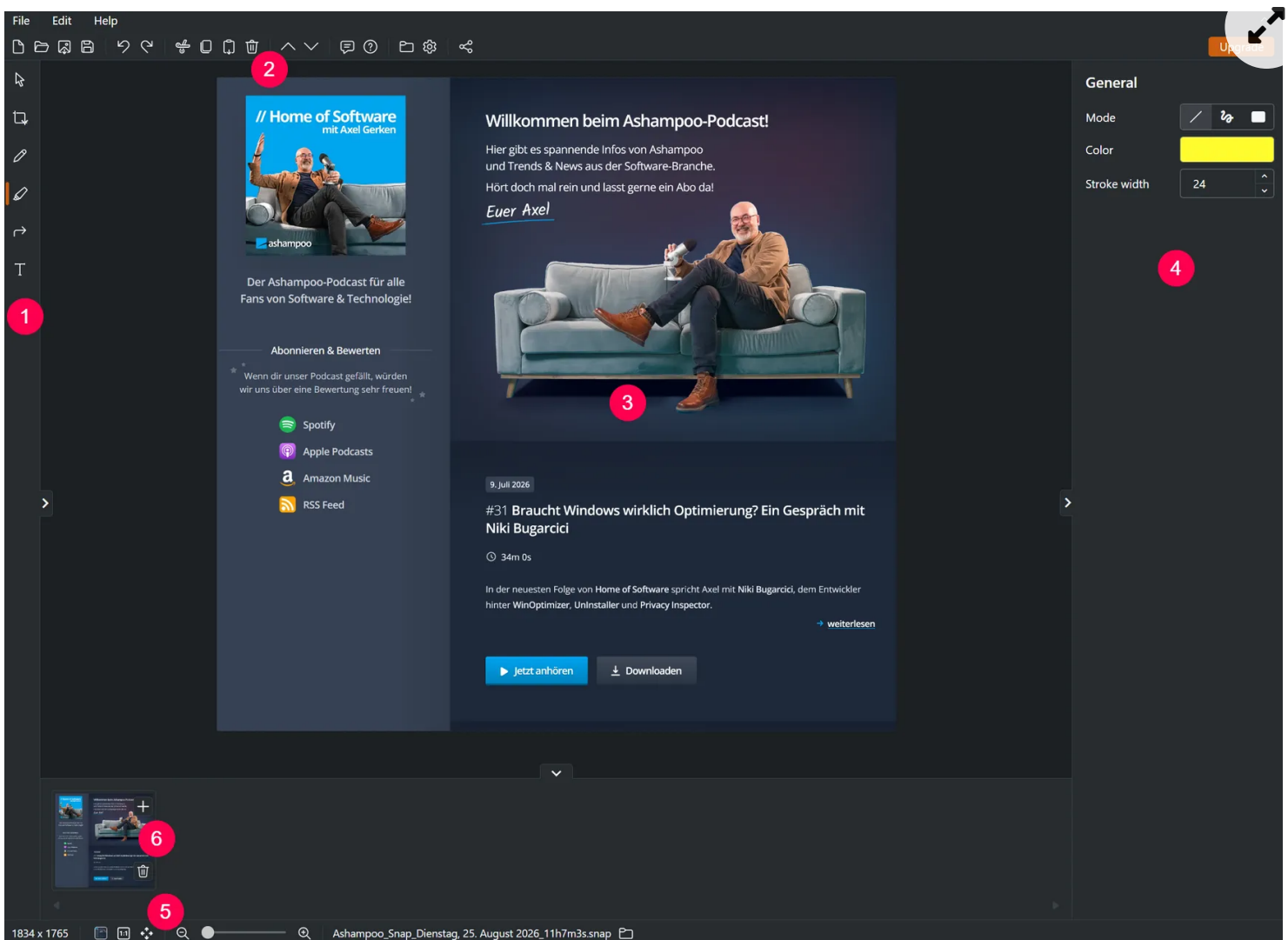
Edit image

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**

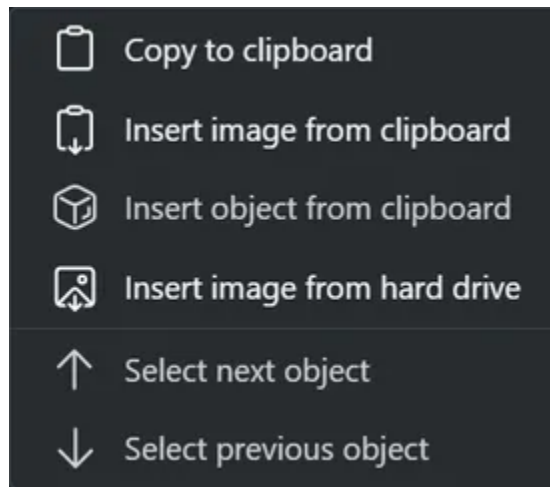
4: **Tool/Object properties**

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.

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 it 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.

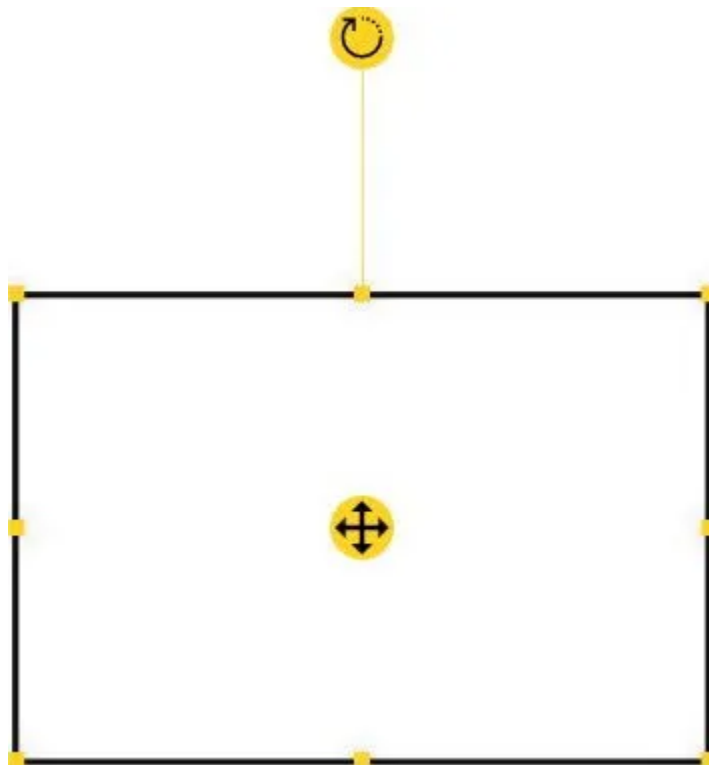
Delete object

Deletes the object from the project.

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

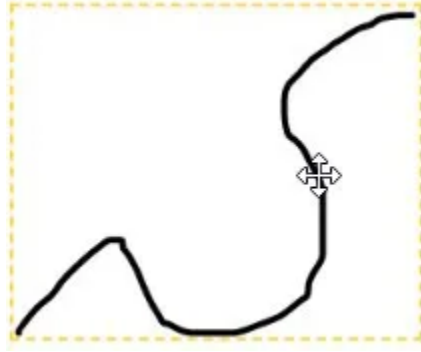


icon to reposition them. Drag the



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



Toolbar

Select

Left-click an object to select it.

Transformations

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

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.

Combine layers

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

Frame

With this function, you can add a colored frame to your image, optionally with rounded corners. The transparency of the frame can be freely adjusted. This allows you, for example, to create a rounded-corner effect using a fully transparent frame.

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.

Pencils and markers

Pencil

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

Highlighter

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

Arrows

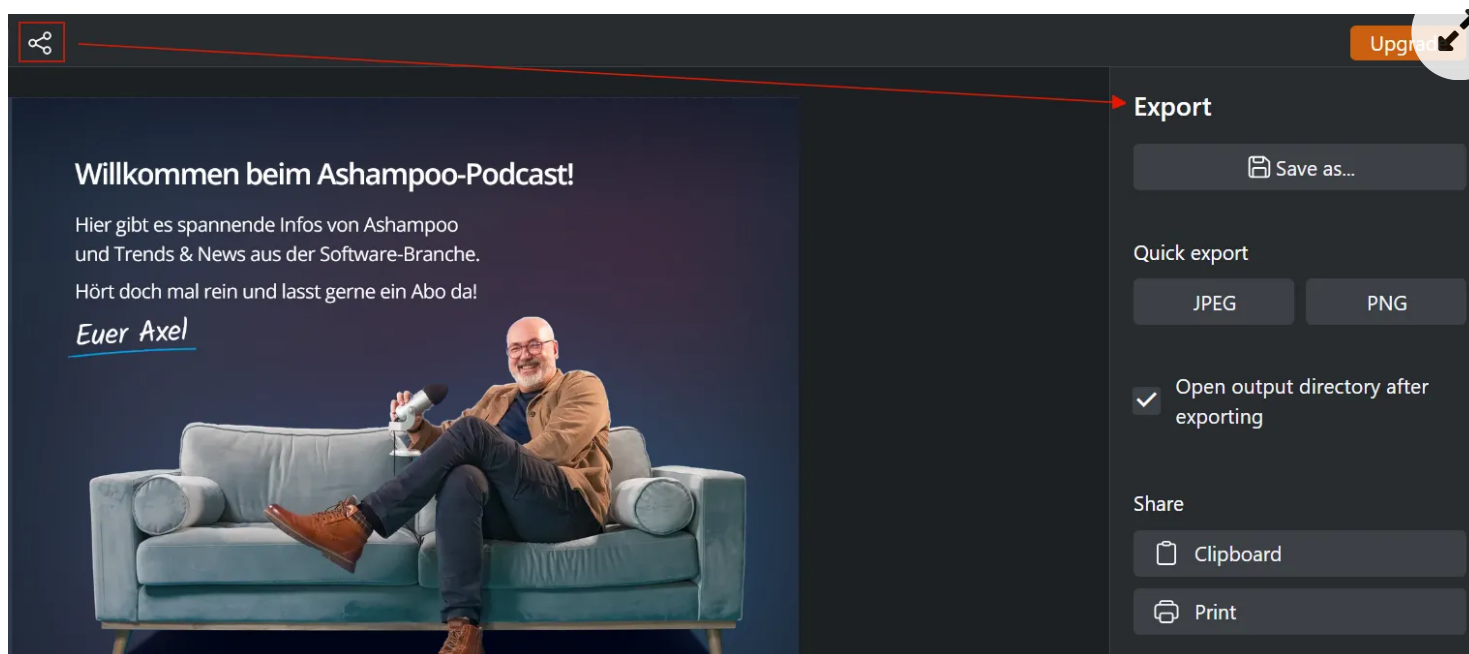
Click with the left mouse button on the starting position and drag the mouse to the end position to create the arrow. In the tool properties, you can switch between straight and curved arrows under "Type." Drag the square edge markers to adjust the start/end position of the arrow. For curved arrows, 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.

Text

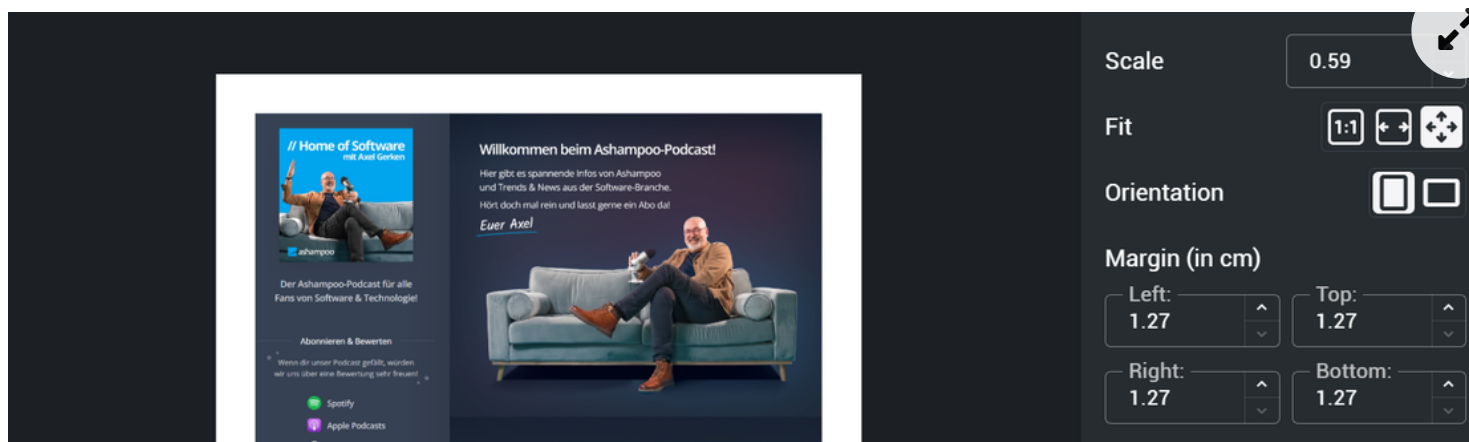
Left-click the workspace to add a text object. Once added, start typing to modify its text content.
To edit an existing text object, select it and left-click its content.

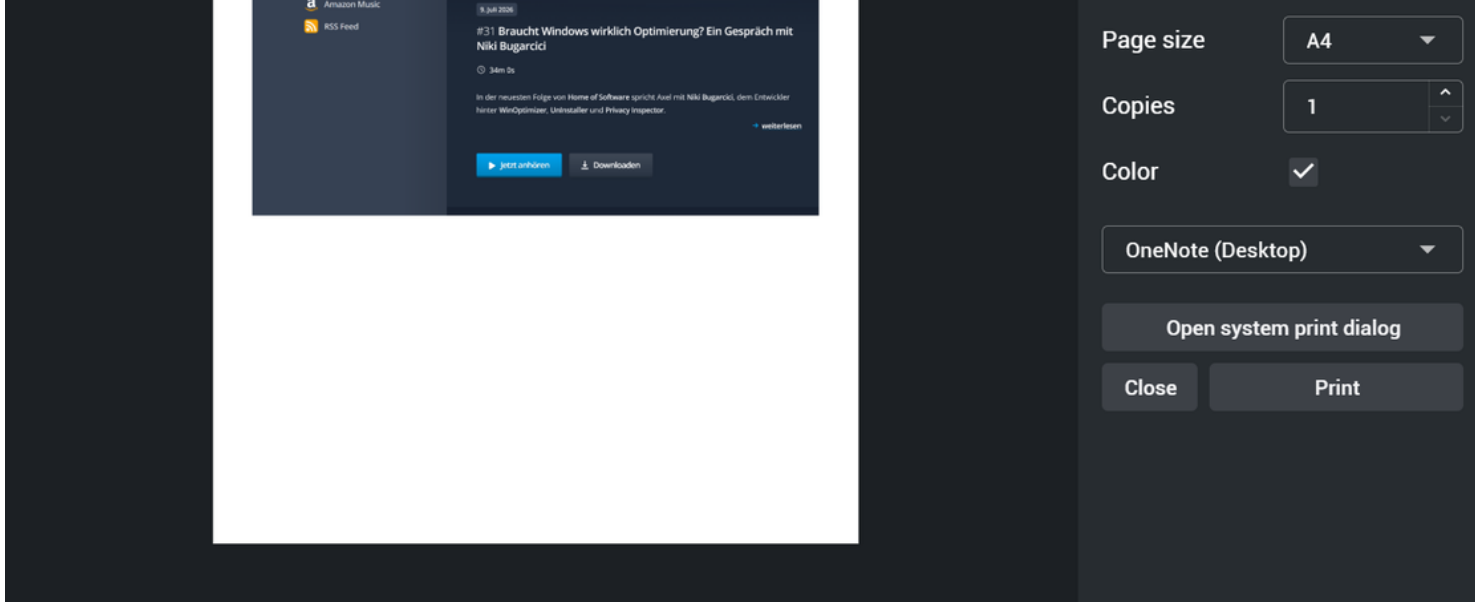
Share / Export



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.

Print

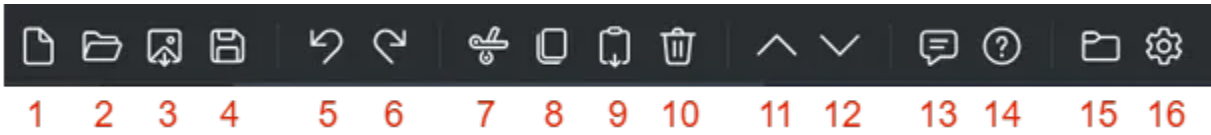




Use this dialog to print your current image and to individually customize settings such as scale and margins.

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

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

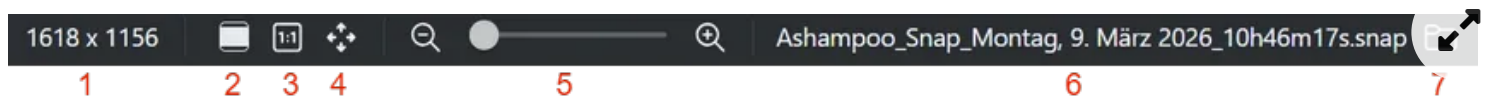
13: Provide feedback

14: Open help

15: Open current output folder in Windows Explorer

16: Export project

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.





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.

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	Arrow keys
Cancel scroll capture	Win + Esc

Image editor

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

Delete object	Del
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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 + Wheel
Zoom out	Ctrl + Minus or Ctrl + 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.

Uninstall program

1. Click the Windows logo in the start bar and select the cog wheel (Settings).
2. Click "Apps".
3. Look for "Ashampoo Snap FREE" under "Apps & Features" and left-click to select the entry.
4. Click "Uninstall" and follow the on-screen instructions to remove the program from your system.