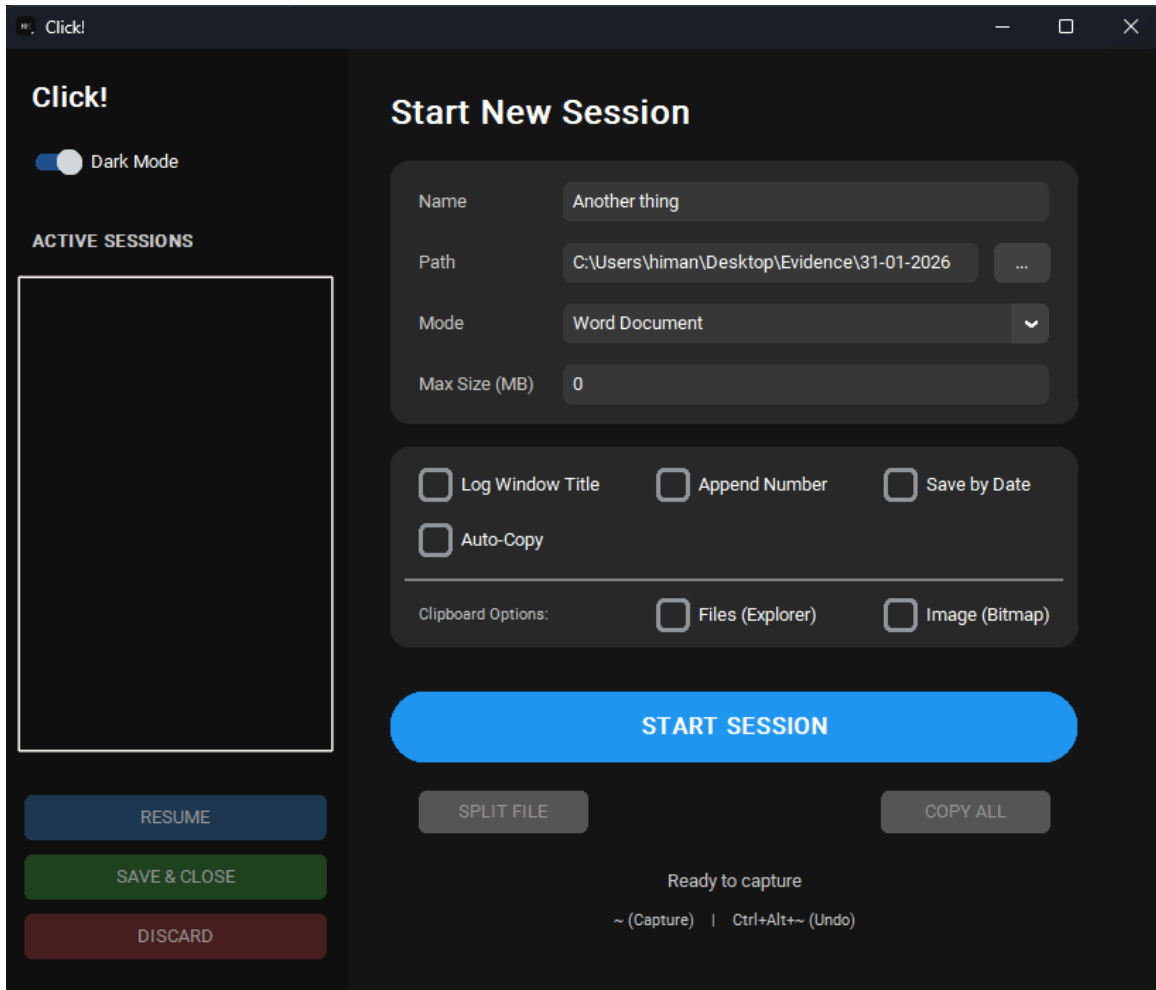


Click! - Screenshot Application



Overview

This guide explains how to use the screenshot capture application and describes all available features. The application helps you quickly capture screenshots using keyboard shortcuts and automatically organizes them into folders or Word documents.

Getting Started

To start using the application:

1. Launch the application
2. Choose where to save your screenshots (folder location)
3. Enter a filename for your screenshots

4. Select your preferred save mode (Folder or Document)
5. Configure any additional options you need
6. Click Start to begin capturing

Once started, the application runs in the background and captures screenshots whenever you press the hotkey.

Keyboard Shortcuts

The application uses simple keyboard shortcuts for quick screenshot capture:

- **~ (Tilde key)**: Press this key to instantly capture a screenshot
- **Ctrl+Alt+~**: Press this combination to undo the last screenshot

These shortcuts work from anywhere on your computer, even when the application window is minimized or hidden. You don't need to have the application focused to use them.

Save Modes

The application offers two ways to save your screenshots:

Folder Mode

In Folder Mode, each screenshot is saved as a separate JPEG image file in a folder:

- All screenshots go into one folder
- Each image is named sequentially (e.g., MyScreenshots_1.jpg, MyScreenshots_2.jpg)
- Perfect when you need quick access to individual images
- Easy to drag and drop images into other applications
- Ideal for creating presentations or reports where you'll insert images manually

Document Mode

In Document Mode, all screenshots are automatically organized into a Word document:

- Creates a single .docx file containing all your screenshots
- Each screenshot appears on its own section with automatic formatting
- Can optionally include the name of the window or program you captured
- Automatically numbers each screenshot for easy reference
- Creates a new document file when the current one reaches your specified size limit
- Saves immediately after each capture so you never lose work

Tip: Use Folder Mode when you need individual image files. Use Document Mode when you want a ready-made document with all your screenshots already organized.

Clipboard Features

The application can automatically copy screenshots to your clipboard:

- **Auto Copy:** Enable this to automatically copy each screenshot after capture
- **Copy as Image:** Paste the screenshot directly into any application (Word, Paint, email, etc.)
- **Copy as File:** Paste the file path to link to the saved image

When Auto Copy is enabled, you can immediately press Ctrl+V to paste your screenshot anywhere you need it.

Configuration Options

Basic Settings

- **Save Directory:** Choose where your screenshots will be saved
- **Filename:** Enter a name for your folder or document (the app adds numbers automatically)
- **Save Mode:** Choose between Folder Mode or Document Mode

Document Mode Settings

These options only apply when using Document Mode:

- **Max Size (MB):** Set a maximum file size for each document. When reached, a new document is created automatically
- **Log Window Title:** Include the name of the program or window you captured
- **Append Screenshot Number:** Add numbers (1, 2, 3...) to each screenshot in the document

Clipboard Settings

- **Auto Copy:** Automatically copy each screenshot to clipboard after capture
- **Copy as Image:** When enabled, you can paste the screenshot directly as an image
- **Copy as File:** When enabled, you can paste the file path to the screenshot

Note: You can enable both Copy as Image and Copy as File to have both options available when pasting.

Common Use Cases

Creating a Quick Reference Guide

1. Set Save Mode to Document Mode
2. Enable "Log Window Title" to capture what you're documenting
3. Enable "Append Screenshot Number" for easy reference
4. Press ~ each time you want to capture a step

5. When done, you have a complete document with numbered screenshots

Collecting Images for a Presentation

1. Set Save Mode to Folder Mode
2. Choose a descriptive filename
3. Capture all the screenshots you need using the ~ key
4. Open the folder and drag images into your presentation

Recording a Bug Report

1. Set Save Mode to Document Mode
2. Enable "Log Window Title" to show which program had the issue
3. Enable Auto Copy to quickly paste screenshots into emails or bug trackers
4. Capture each step of the bug with ~
5. The document automatically includes which program each screenshot came from

File Organization

How Files Are Named

The application automatically handles file naming to avoid conflicts:

- If you enter "MyProject" as the filename, the first session creates "MyProject"
- If "MyProject" already exists, the next session creates "MyProject_1"
- For Document Mode with size limits, files are named "MyProject_Part1", "MyProject_Part2", etc.

Where Files Are Saved

- **Folder Mode:** Creates a folder with your chosen name containing numbered JPEG files
- **Document Mode:** Creates a .docx Word document file with your chosen name

Troubleshooting

Hotkeys Not Working

If pressing ~ doesn't capture screenshots:

- Check if another application is using the same hotkey
- Try restarting the application
- Verify you have the correct keyboard layout (some international keyboards have ~ in different locations)

Document Won't Save

If you see a "File Locked" warning:

- Close the Word document if you have it open
- The application cannot save while Word has the file open
- Once you close Word, the next screenshot will save all pending changes

Undo Doesn't Work

The undo feature removes the most recent screenshot:

- Press Ctrl+Alt+~ to undo the last screenshot
- You can only undo one screenshot at a time
- In Document Mode, undo removes the screenshot from the Word file
- In Folder Mode, undo deletes the most recent image file

Tips and Best Practices

Maximizing Efficiency

- Keep the application running in the background for instant access
- Use Document Mode when creating tutorials or documentation
- Use Folder Mode when you need flexibility in organizing images later
- Enable Auto Copy when you frequently paste screenshots into other applications
- Set a reasonable Max Size (20-50 MB) to prevent documents from becoming too large

Organizing Your Work

- Create separate folders for different projects
- Use descriptive filenames that indicate the project or topic
- In Document Mode, window titles help you remember the context of each screenshot
- Review your screenshots periodically and delete unnecessary ones

Conclusion

This screenshot capture application makes it easy to quickly capture and organize screenshots for any purpose. Whether you're creating documentation, reporting bugs, building presentations, or just collecting images, the flexible save modes and automatic organization features streamline your workflow.

The simple keyboard shortcuts work from anywhere on your computer, and the automatic saving ensures you never lose your work. With options for both individual image files and organized Word documents, the application adapts to your specific needs and workflow preferences.