@pps4Me

AÇANA
SCREEN
CAPTURE

User Guide
Release 25.0.0
Last change: June 2025

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WHAT IS

AÇANA

SCREEN

CAPTURE?

WHAT IS «AÇANA SCREEN CAPTURE» ?

With «Açana Screen Capture» you can easy create a screen capture.

Features:

• Create full-screen capture

▪ Create a capture of a single window

▪ Create screen capture with the size of a selected window

▪ Create interactive screen capture

▪ Copy screen capture to the clipboard

▪ Open screen capture in preview

▪ Send screen capture as email

▪ All screen capture files are saved in a separate folder in your pictures folder

▪ Show messages in notification center

Options

▪ Screen capture include cursor

▪ Screen capture in selected window size

▪ Sound on/off

▪ Capture window without shadow

▪ Capture window without attached window

▪ Self timer delay 3, 5, 10 and 15 seconds

 Output format

WHAT IS AÇANA SCREEN CAPTURE?

- BMP
- GIF
- JPG
- JPEG 2000
- PDF
- PNG
- PS
- TIF
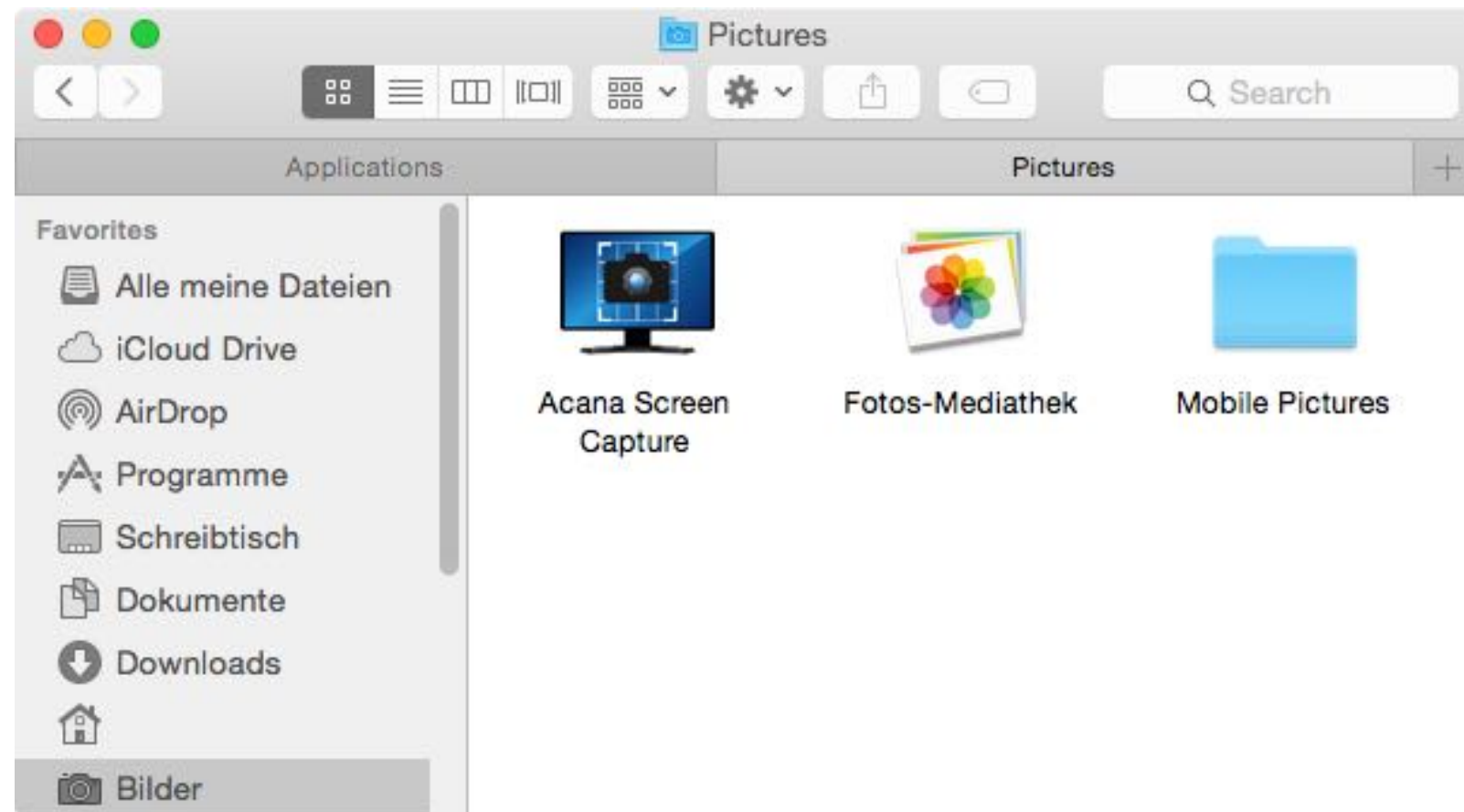
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NEW IN
THIS
RELEASE

New features:

• No registration is needed

• Minimum OS is macOS 10.14

• Support feature for DarkMode

Release 25.0.0

START
APPLICATION

After the first start of «Açana Screen Capture» a folder "Acana Screen Capture" will be created in your Pictures folder. All screen capture files will be saved in the folder.

After this, the application icon is displayed in menu bar on the top right of the main screen.

Enlarged application icon «Açana Screen Capture»

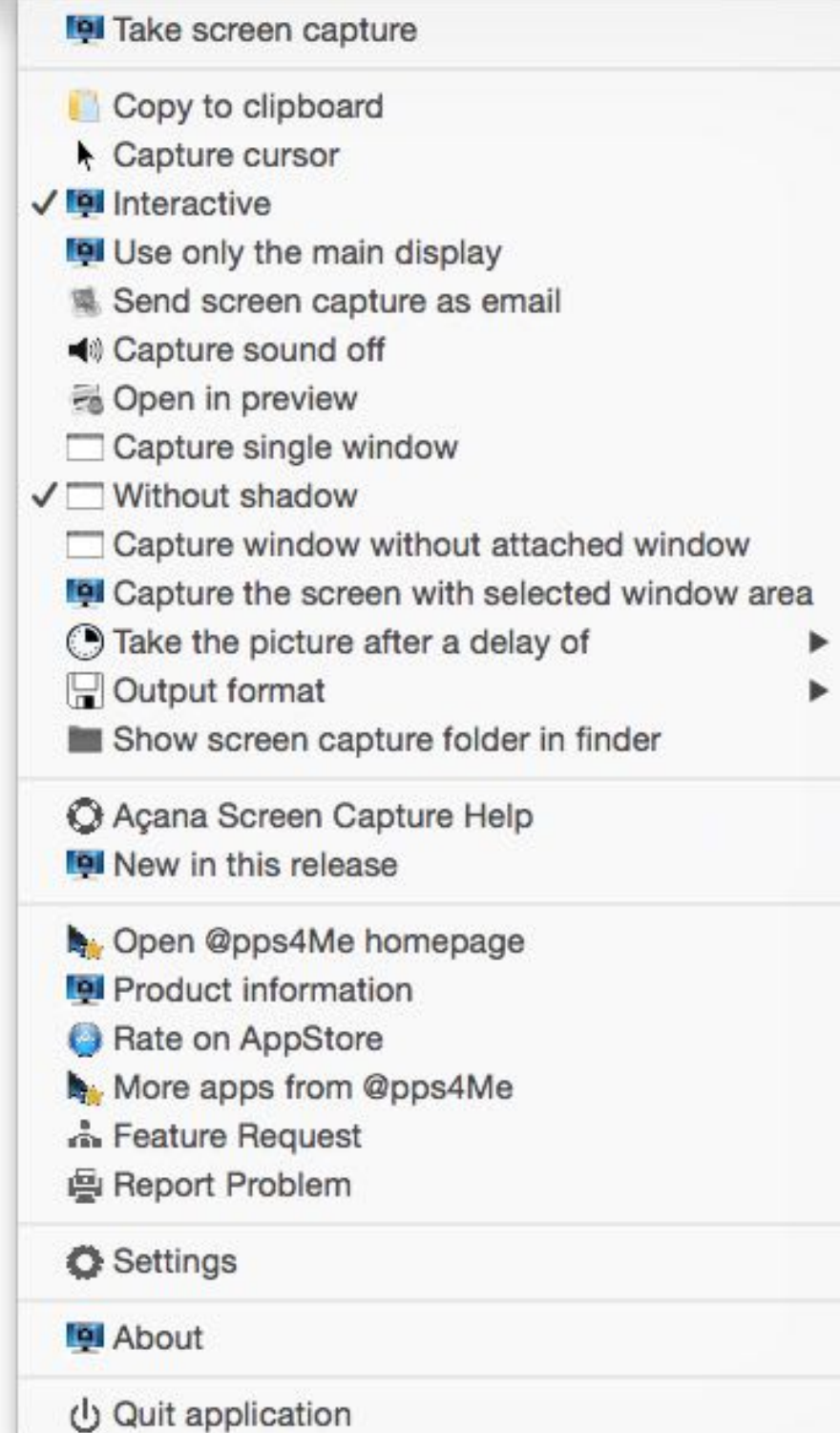Release 25.0.0

START
APPLICATION

Each of the commands are now available on the menu. Click with the left or right mouse button on the application icon.

The name of the screen capture file is "AcanaScr_YYYY-MM-DD-HHmmss". If you take a full-screen capture and you have more than one display, a screen capture for each display will be created with the extension of the display number in the file name.

Example:

AcanaScr_2015-07-30-003727_1

AcanaScr_2015-07-30-003727_2

Take screen capture

Copy to clipboard
Capture cursor
✓ Interactive
Use only the main display
Send screen capture as email
Capture sound off
Open in preview
Capture single window
✓ Without shadow
Capture window without attached window
Capture the screen with selected window area
Take the picture after a delay of ▶
Output format ▶
Show screen capture folder in finder

Açana Screen Capture Help
New in this release

Open @pps4Me homepage
Product information
Rate on AppStore
More apps from @pps4Me
Feature Request
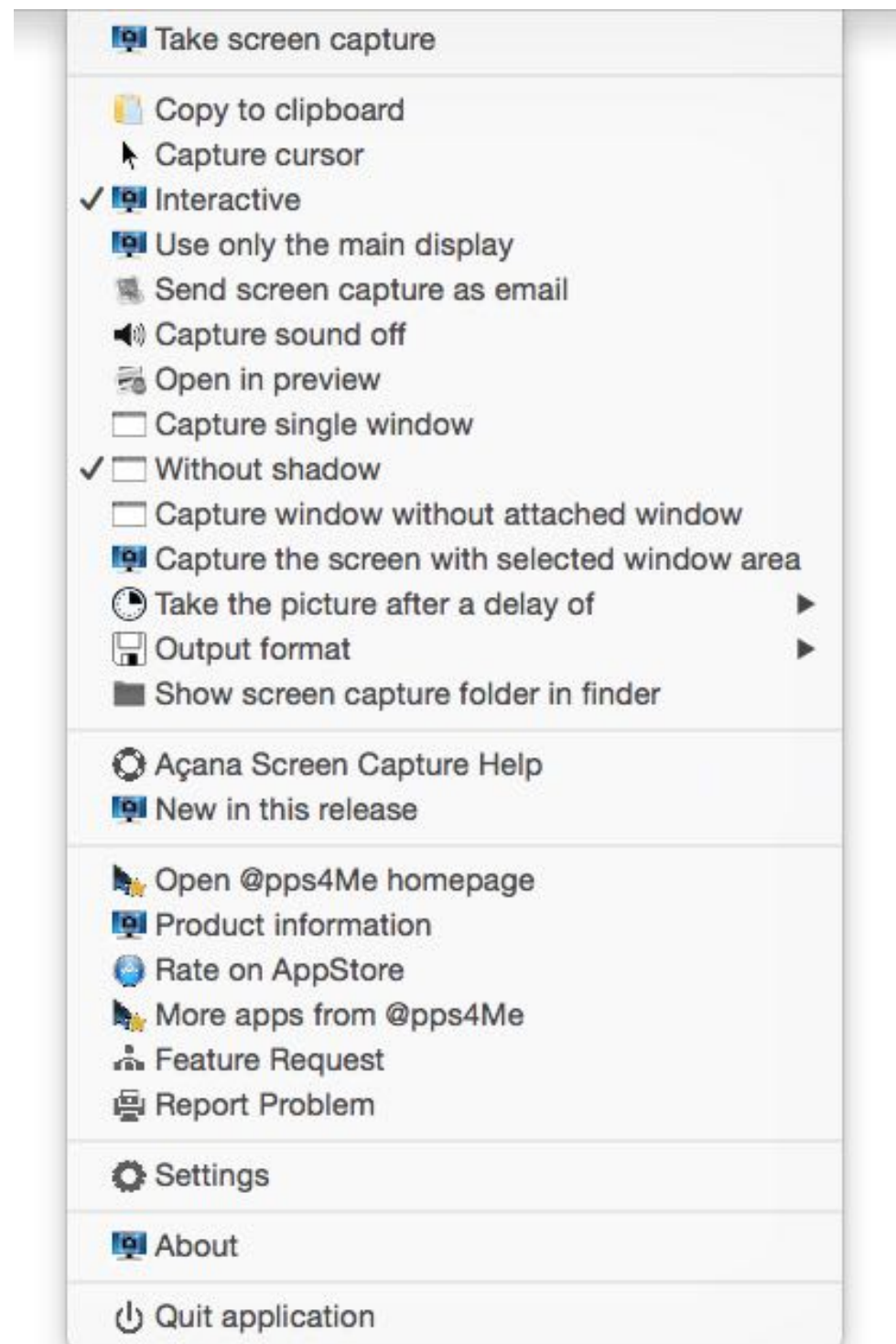Report Problem

Settings

About

Quit application

OPERATION OF ÂÇANA SCREEN CAPTURE

OPERATION OF «AÇANA SCREEN CAPTURE»

The application starts without a window and it only visible on the menu bar at the top of the main screen. The available commands can be selected with the left or right mouse button from the application menu. To take a screen capture, select "Take screen capture" from the menu. To change option, select or unselect an option.
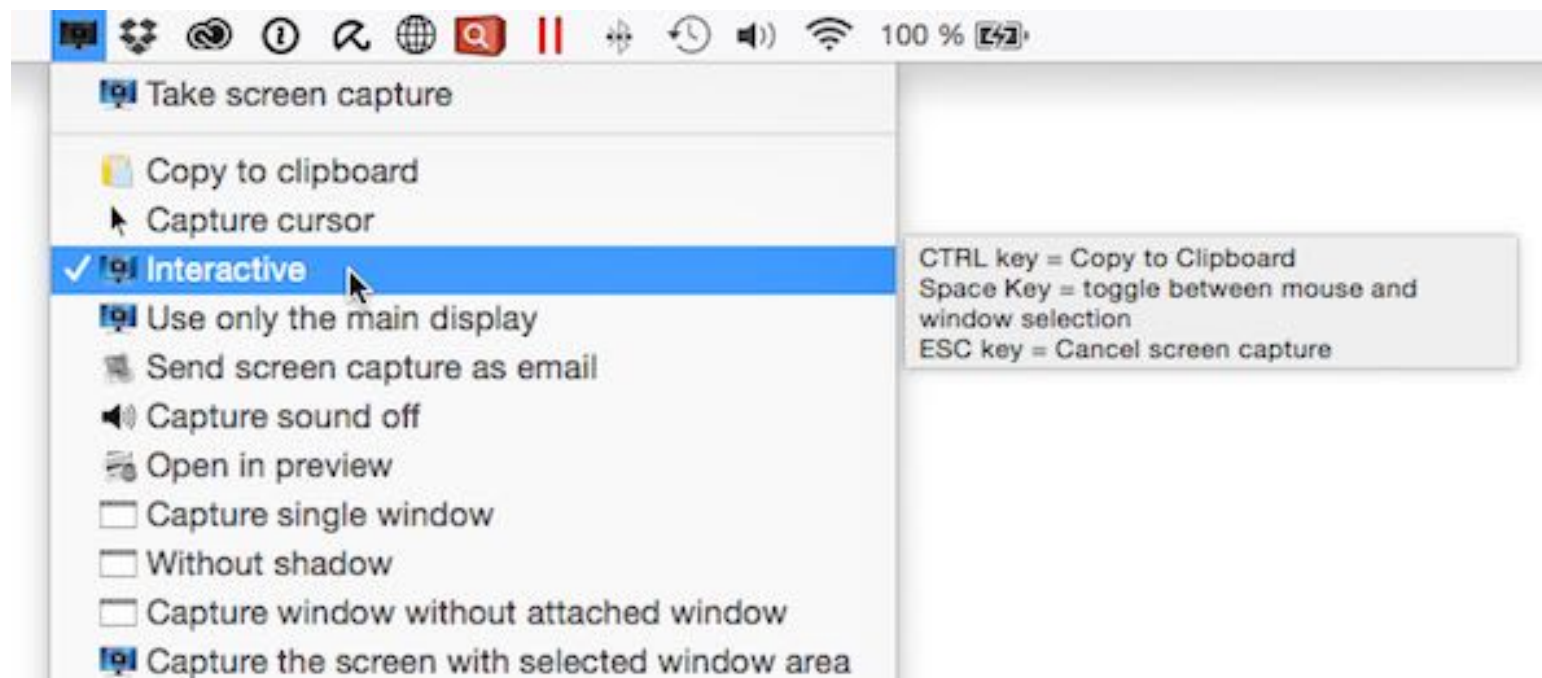
Take screen capture
📁 Copy to clipboard
➤ Capture cursor
✓ Interactive
Use only the main display
🖼 Send screen capture as email
🔊 Capture sound off
⊟ Open in preview
⬜ Capture single window
✓ ⬜ Without shadow
⬜ Capture window without attached window
Capture the screen with selected window area
🕐 Take the picture after a delay of ▶
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New in this release
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🌐 Rate on AppStore
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Feature Request
🖨 Report Problem
⚙ Settings
About
⏻ Quit application

INTERACTIVE MODE

As default mode «Açana Screen Capture» starts always in interactive mode, because then you have the most features and options to take a screen capture. In interactive mode you have theses features and options:

• Drag a rectangle with the left mouse button to take screen capture

• Swap between screen- and window capture mode with the space bar on your keyboard

• Press Ctrl key to copy the screen capture to the clipboard

• Press Esc key to cancel the screen capture.

In interactive mode you have these additional features:

• Copy screen capture to the clipboard

• Open screen capture in preview

TAKE **A**
SCREEN
CAPTURE

Is the mode interactive not activated, a full-screen capture will be created as a screen capture.

Interactive mode is deactivated

Interactive mode is activated
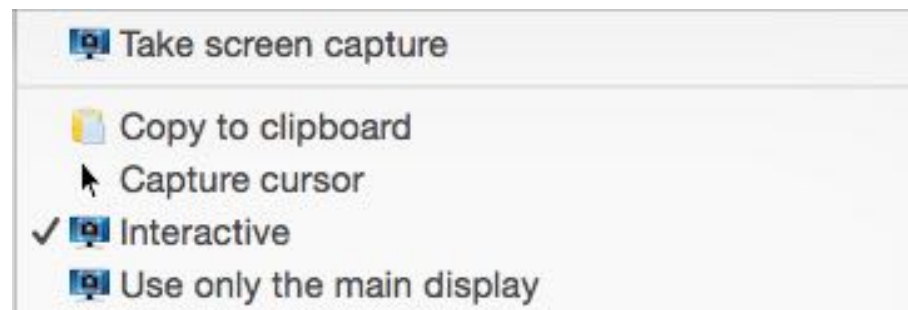
In the none interactive mode you have these additional features:

• Copy screen capture to the clipboard

• Screen capture include cursor

• Create screen capture only from the main screen

• Send screen capture as email

• Open screen capture in preview

• Create screen capture with the size of a selected window

• Create screen capture with self timer delay

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TAKE A SCREEN CAPTURE

With the feature "Capture the screen with selected window area" you can create a screen capture true all overlapping windows.
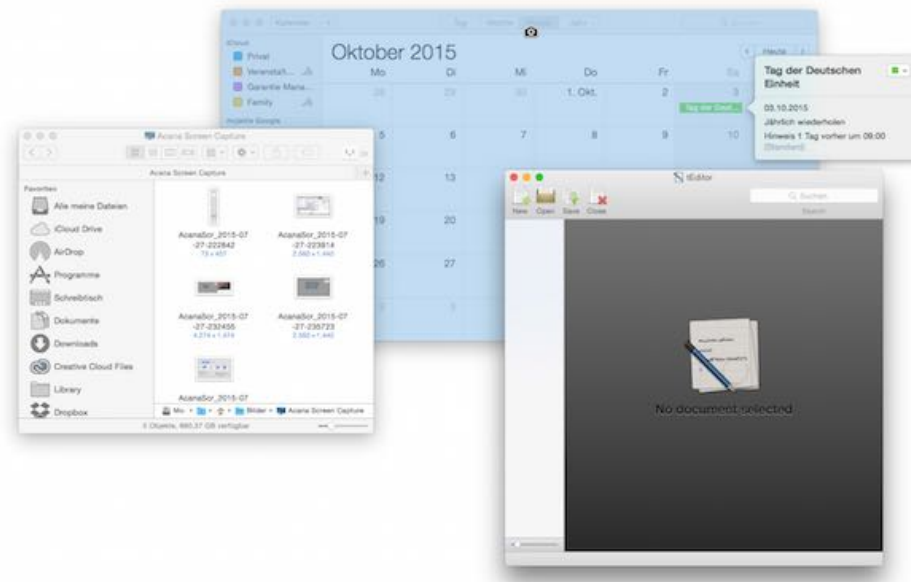
Example: Result:
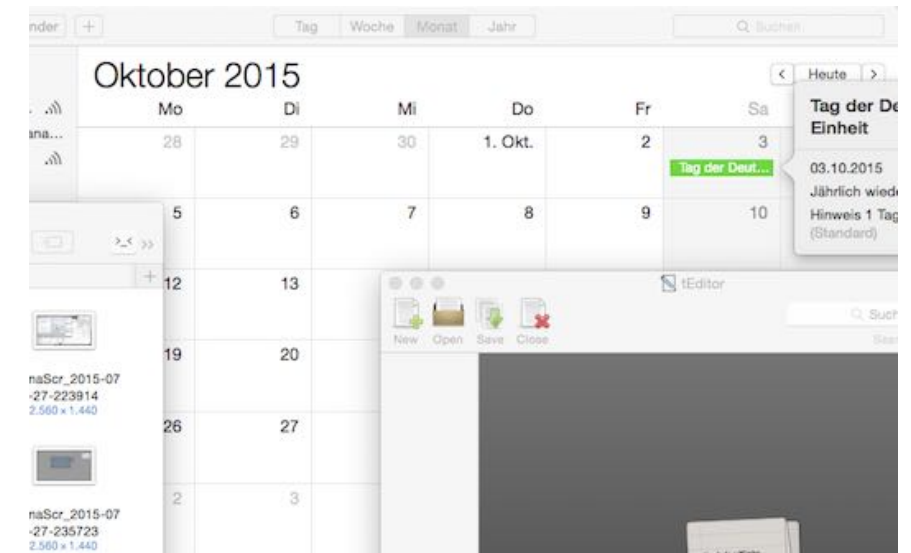
If you take a full-screen capture and you have more than one display, a screen capture for each display will be created with the extension of the display number in the file name.

Example:
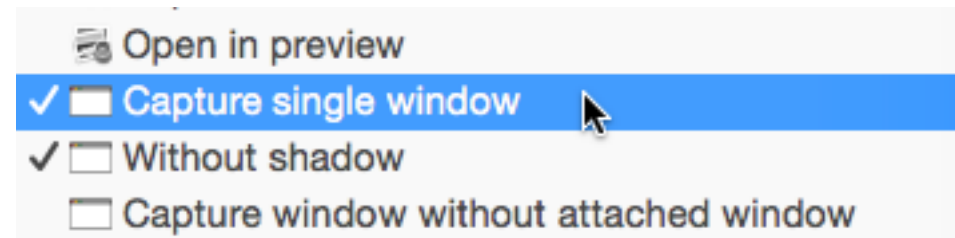
AcanaScr_2015-07-30-003727_1

AcanaScr_2015-07-30-003727_2

CAPTURE A WINDOW

To take only a single window, choose "Capture single window" and then choose "Take screen capture" from the menu.

If you move the cursor into a window, it will be light blue inked. This serves to better overview which window is selected. If the selected window are superimposed from other windows, you don't bing this window in the foreground before you take a screen capture. «Açana Screen Capture» takes the complete window include the hidden areas, if it is in window mode.
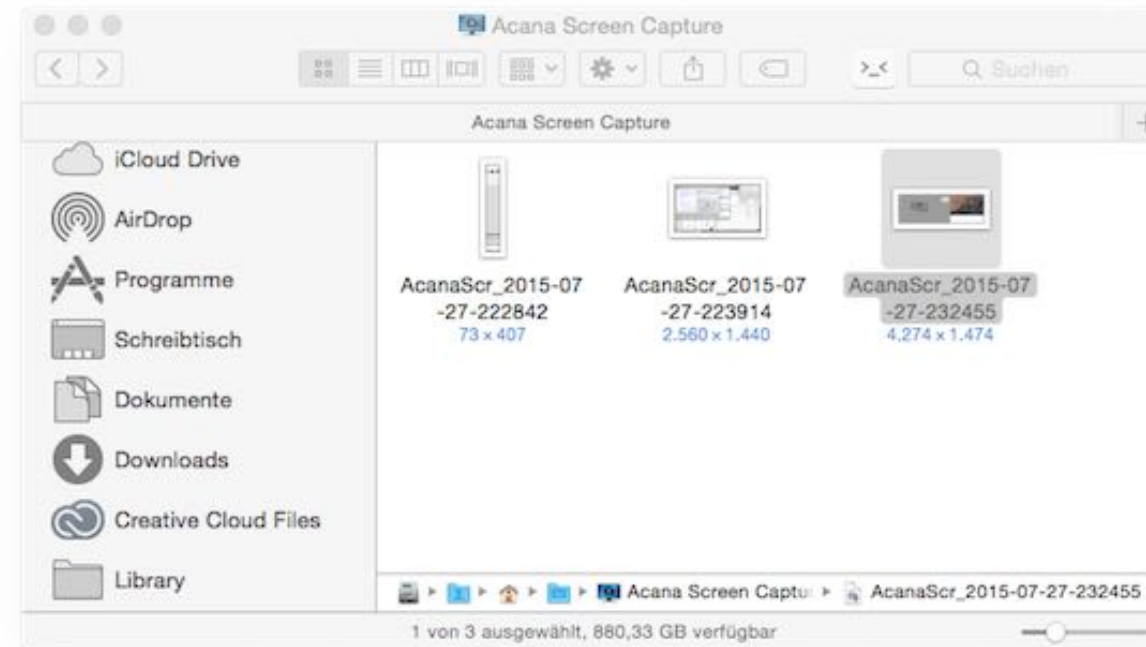
Example:
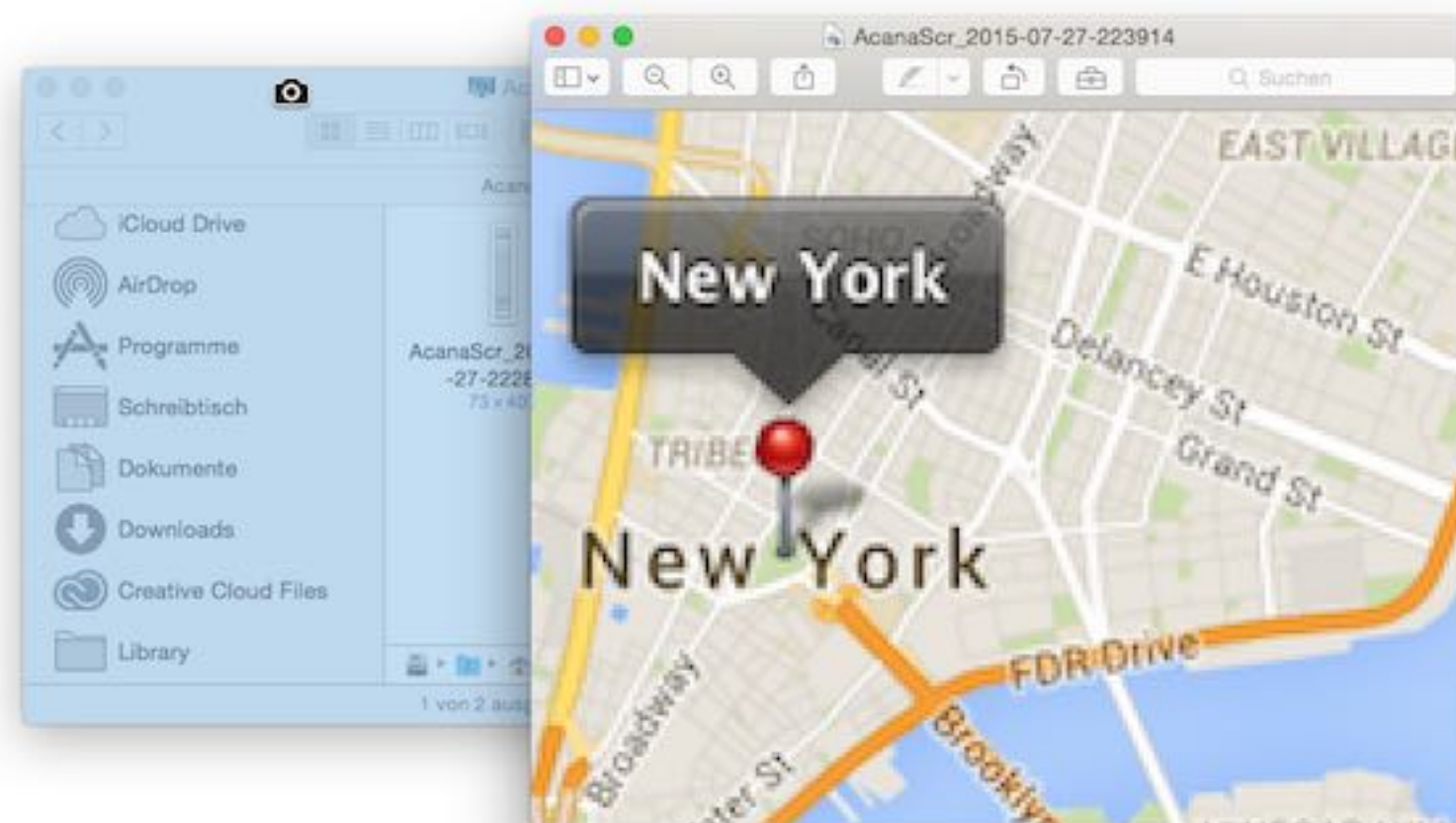
CAPTURE A WINDOW

Result:

If you take a screen capture from a single window, you can define, if it should have a shadow or not.
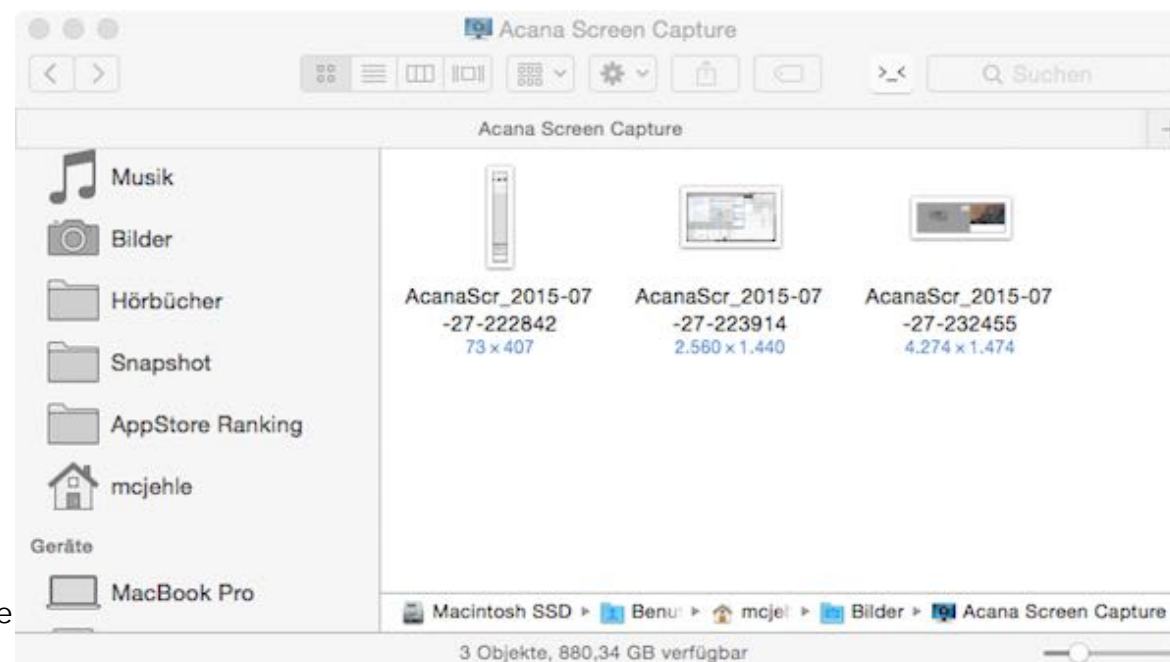
CAPTURE A WINDOW

In „Window mode" of "Açana Screen Capture" you can define, if the screen capture should include attached windows from the selected window. You can combine this feature also with the feature "Without shadow".

✓ ☐ Capture single window
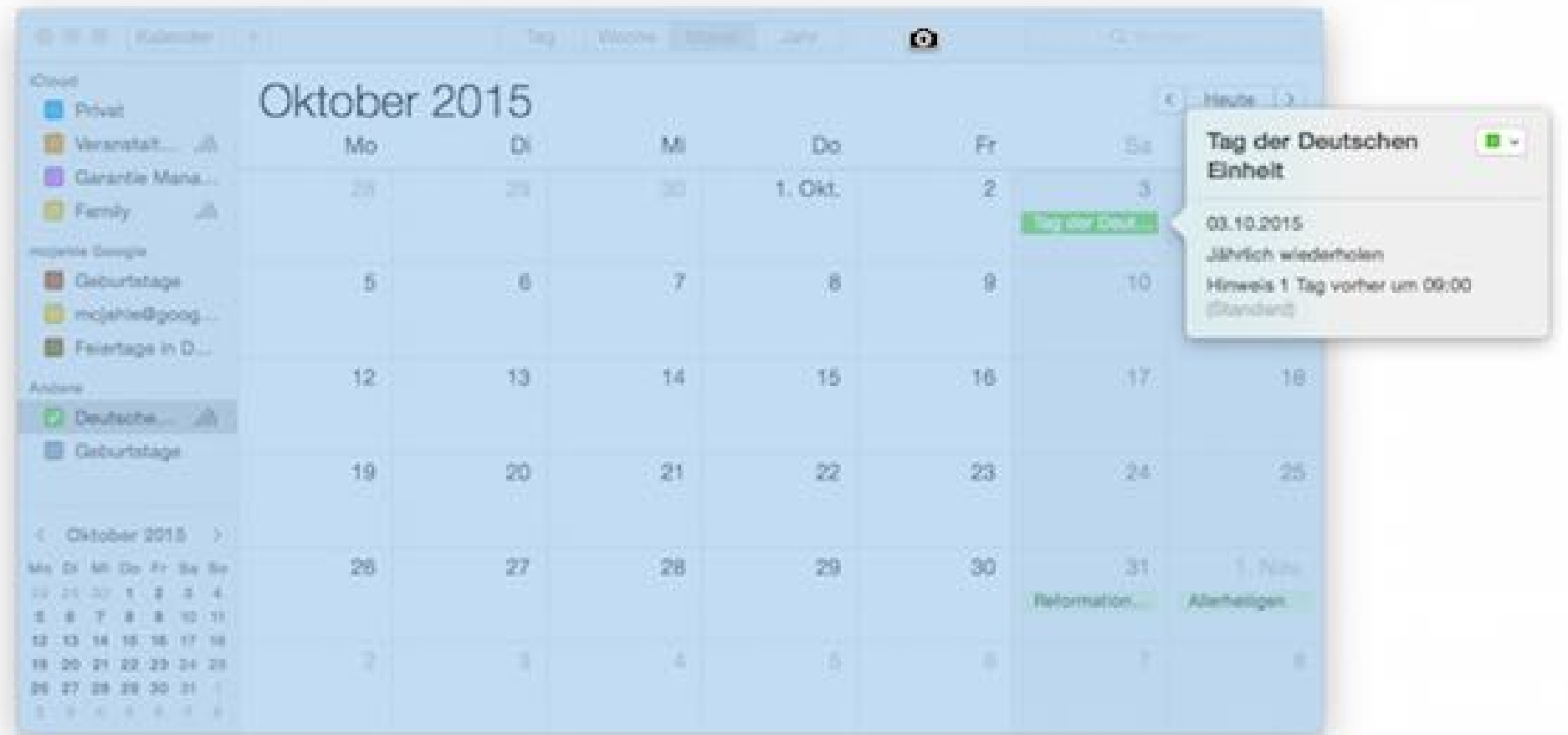✓ ☐ Without shadow
✓ ☐ Capture window without attached window

Example with attached window:

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Capture A Window

Example without attached window:

In "Window mode" the application has an additional feature. This feature can take single elements from the menu bar. This feature is also available in interactive mode if you swap to the window mode with the space bar of your keyboard. To use this feature, select "Take screen capture" from the menu.

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Capture A Window

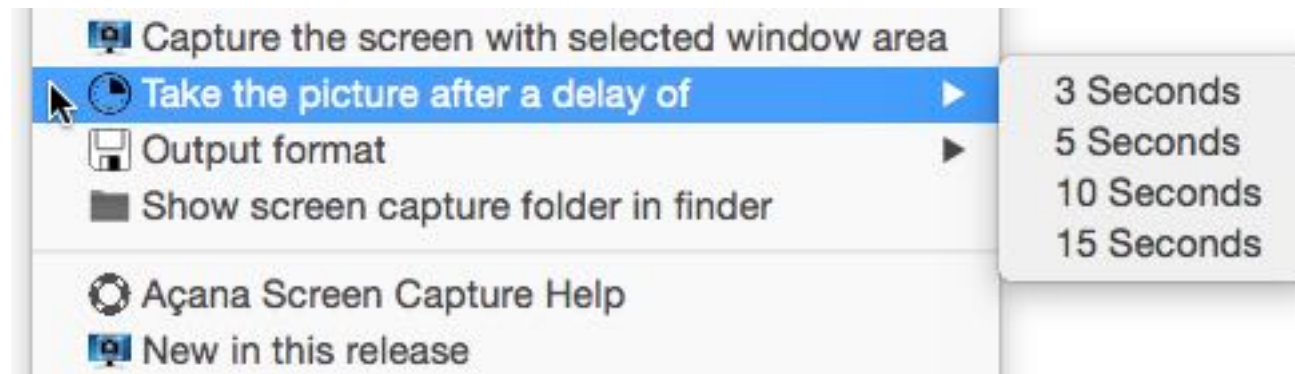Now you can move the mouse cursor to a symbol on the menu bar.

Example:

Result:

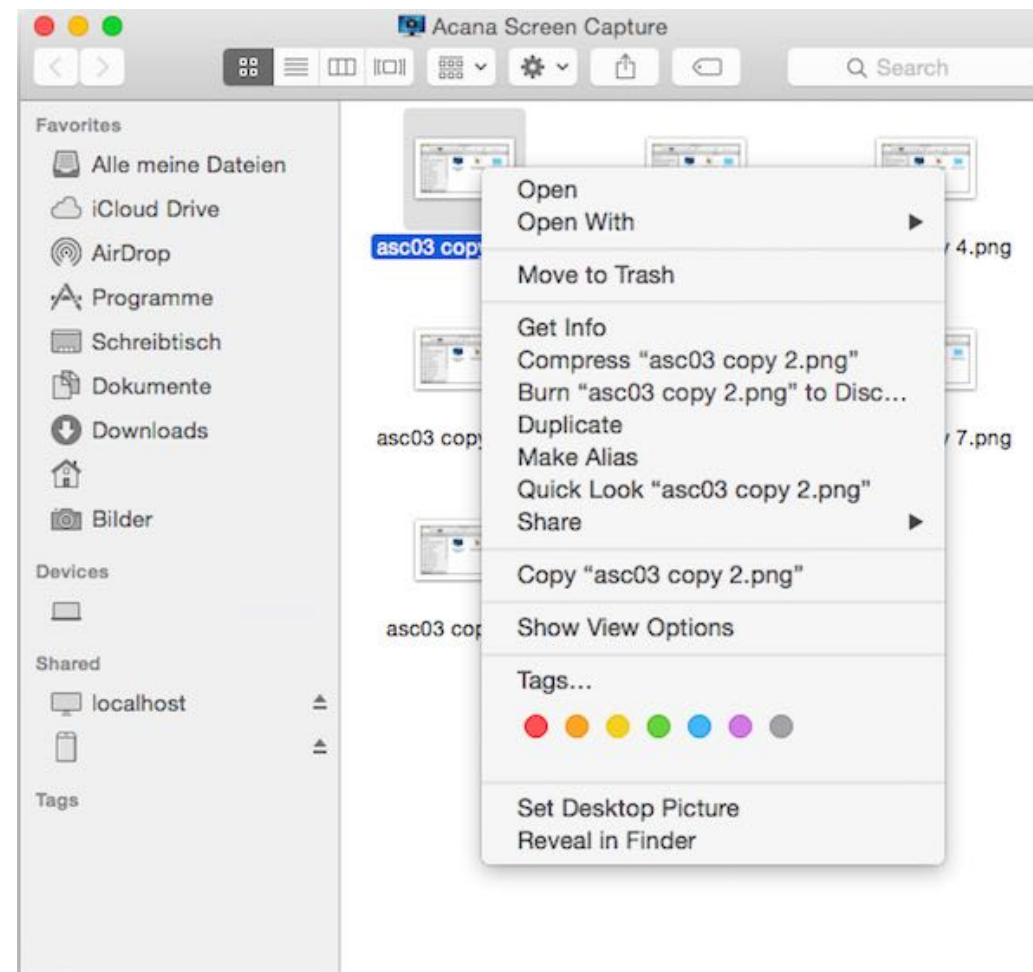Release 25.0.0

Take A
Screen
Shot
After A
Delay Of
Seconds

TAKE A SCREEN SHOT AFTER A DELAY OF SECONDS

To take a screen capture with a pop-up menu or a context menu, you can use the self-timer feature. During the delay, you can choose between 3, 5, 10 or 15 seconds.
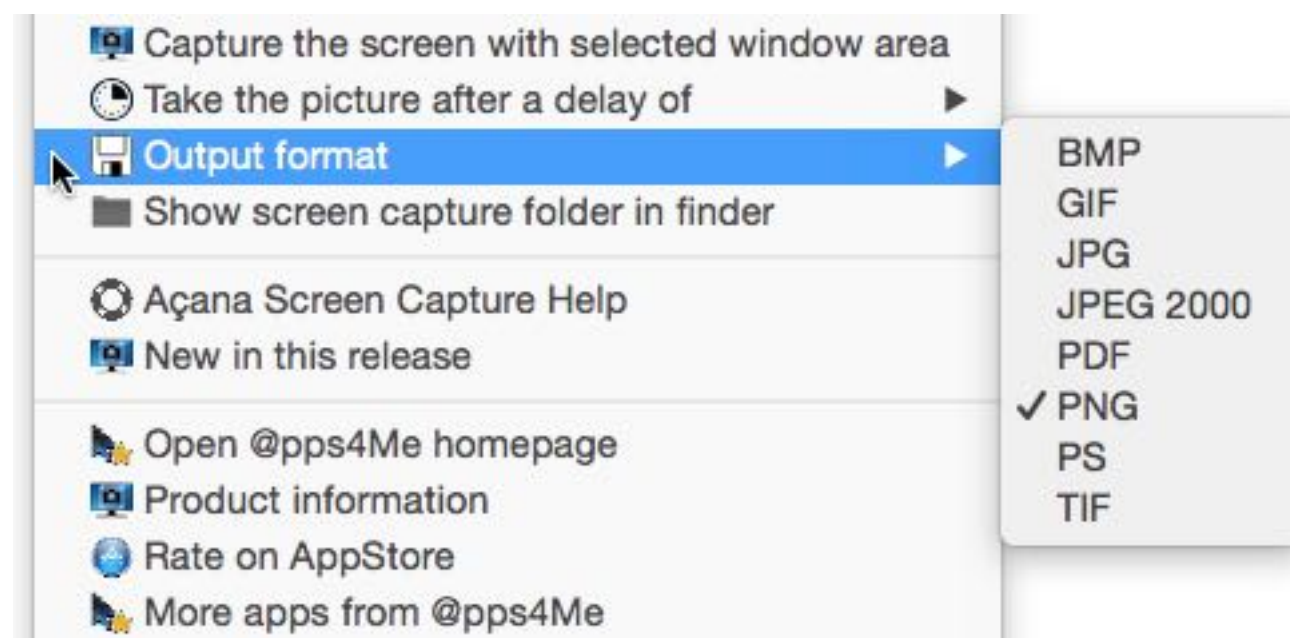

Example:

OUTPUT FORMAT

The screen capture files can be saved in these formats.

• BMP (Windows Bitmap)

• GIF (Graphics Interchange Format)

• JPG (Joint Photographic Experts Group)

• JPEG 2000 (Joint Photographic Experts Group)

• PDF (Portable Document Format)

• PS (Postscript)

• TIF (Tagged Image File Format)

As default the output format is set to PNG. You can change this interactive with the menu commands (see picture above). In the settings you can choose a different format as the default format.
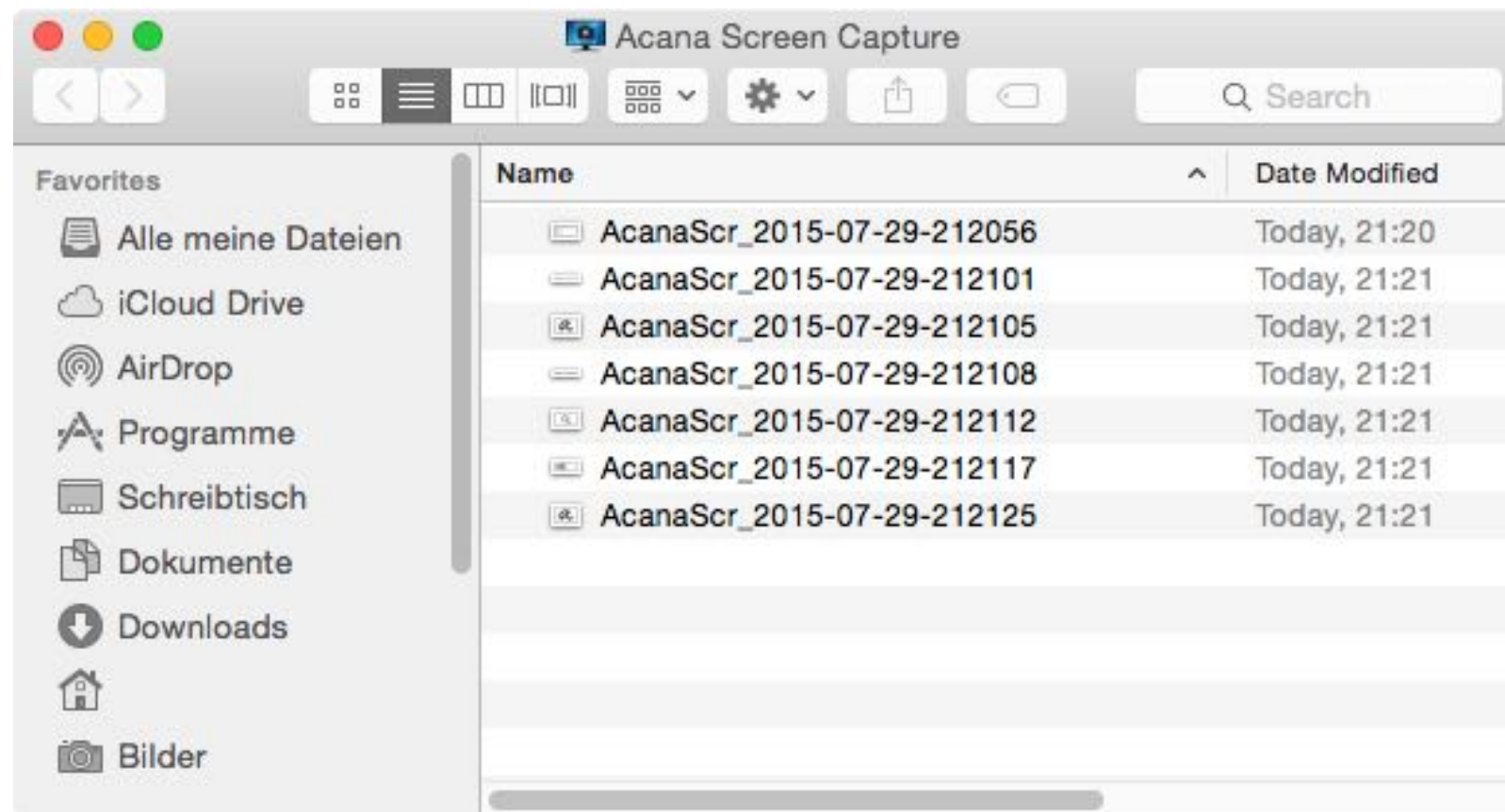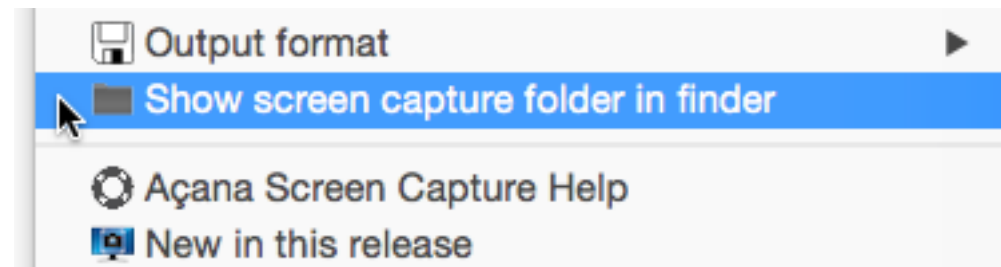
SHOW
«ACANA
SCREEN
CAPTURE»
FOLDER
IN FINDER

You can open the folder "Acana Screen Capture", directly with the menu in finder.
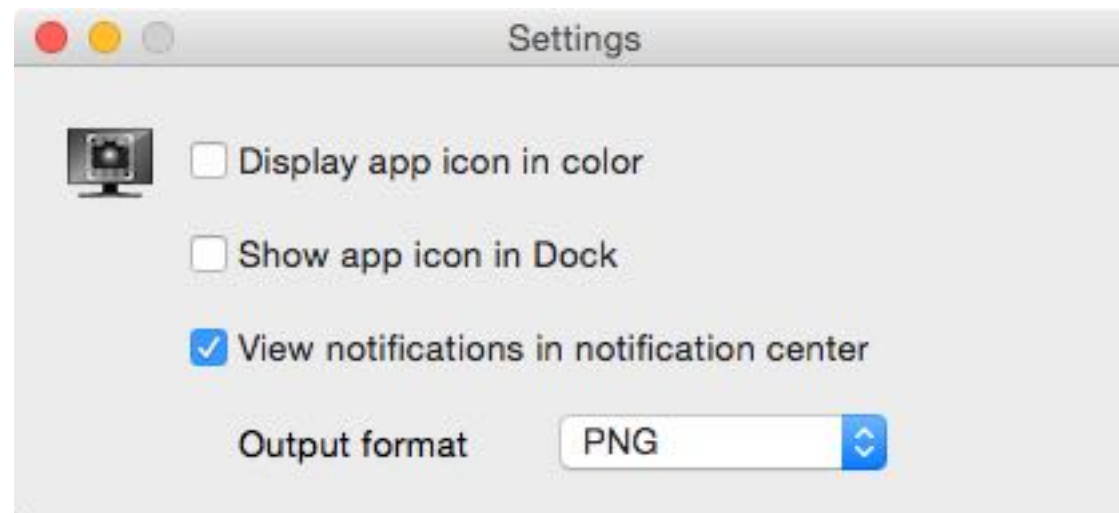
NOTIFICATION CENTER

If you have activated the option "View notification in notification center" in the <u>preferences</u>, then you get a new notification for each screen capture that you create.

The Following messages are displayed in the notification center:

• Screen capture copied to clipboard

• Screen capture was created

• Screen capture opened in Preview

• Screen capture was attached to a new email

If the notification includes a filename, you can show it in the Finder with a click on the message.
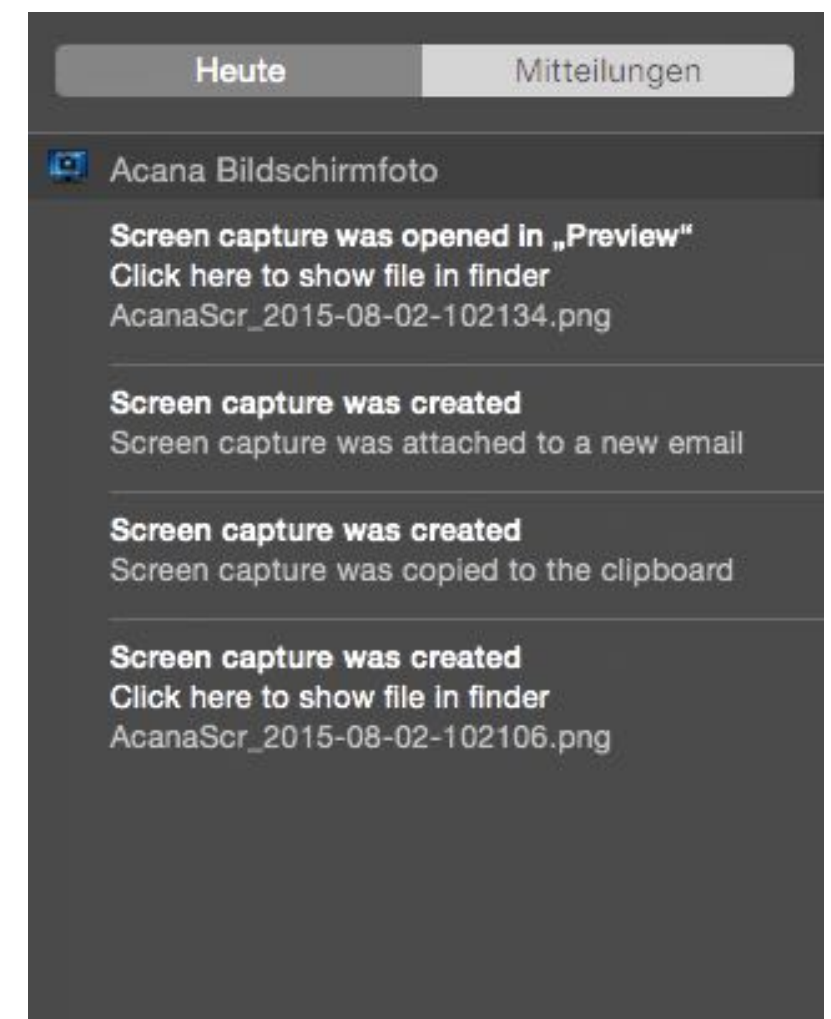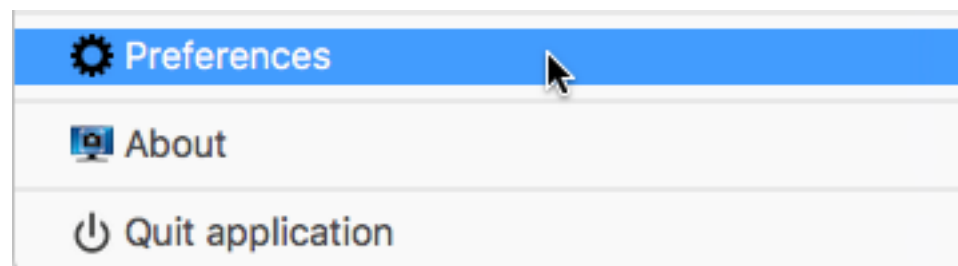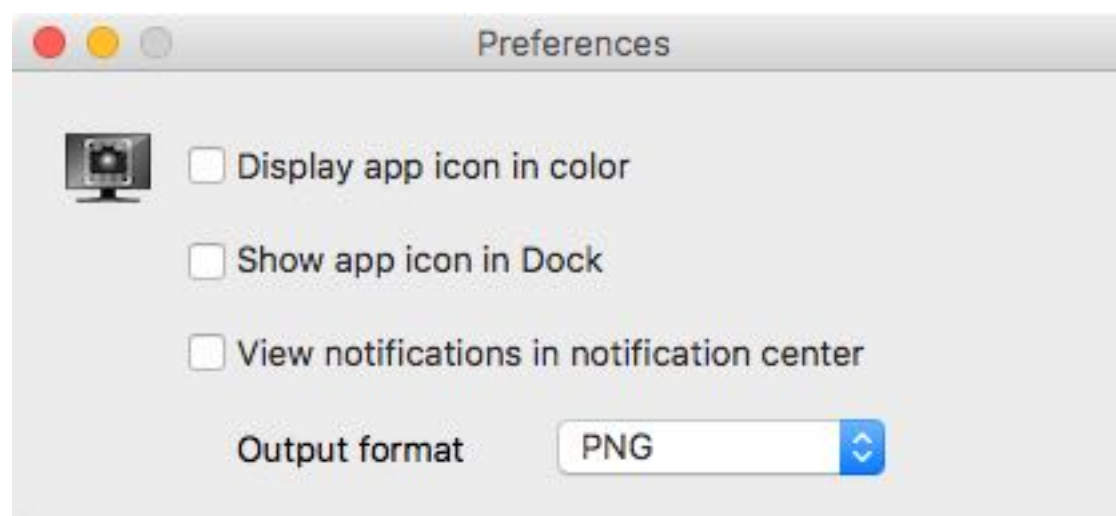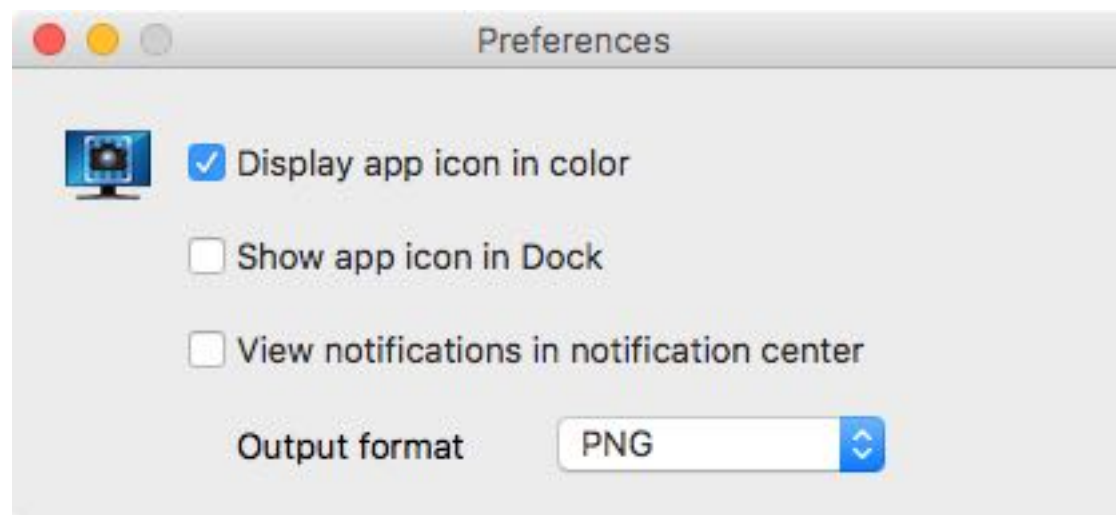
PREFERENCES

The settings can be open from the menu.

In the settings you can set these default values.

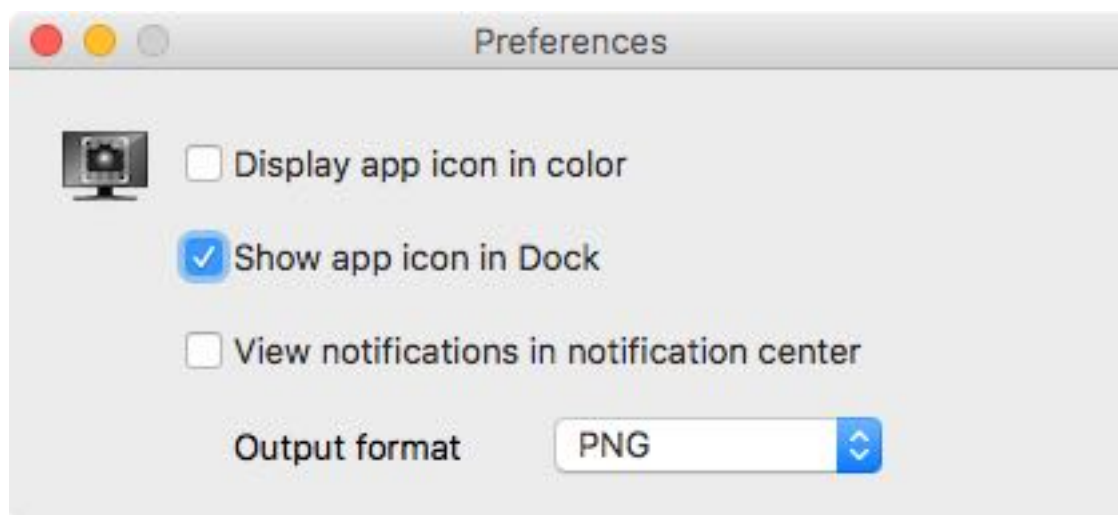Display application icon in color:

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PREFERENCES

If this option is activated, the application icon in the menu bar changed from black and white to color.

Show application icon in Dock:

Is this option activated, the application icon is available in the dock. The number in the red circle represents the count of screen capture file in the folder ~/Pictures/Acana Screen Capture.
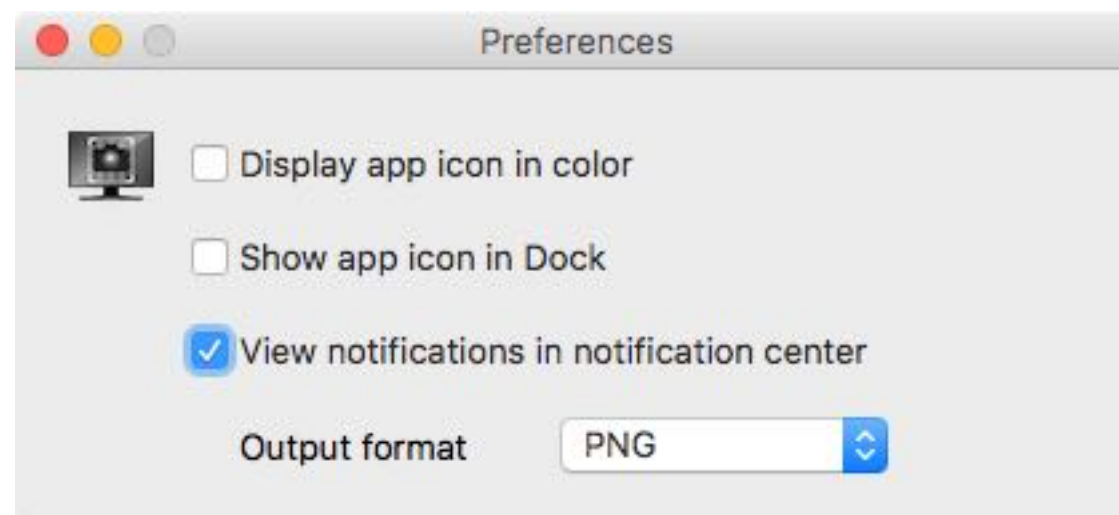
PREFERENCES

Show notifications in notification center:

«Açana Screen Capture» can show messages about the creating screen captures in the notification center, if this option is activated. You can find more information about the notification center here.

The following messages are shown in the notification center:

• Screenshot copied to clipboard

• Screenshot created

• Screenshot opened in Preview

• New e-mail with screenshot as attachment created

If a file name is displayed in the notification message, you can view the file in the Finder by clicking on the message

Output format:

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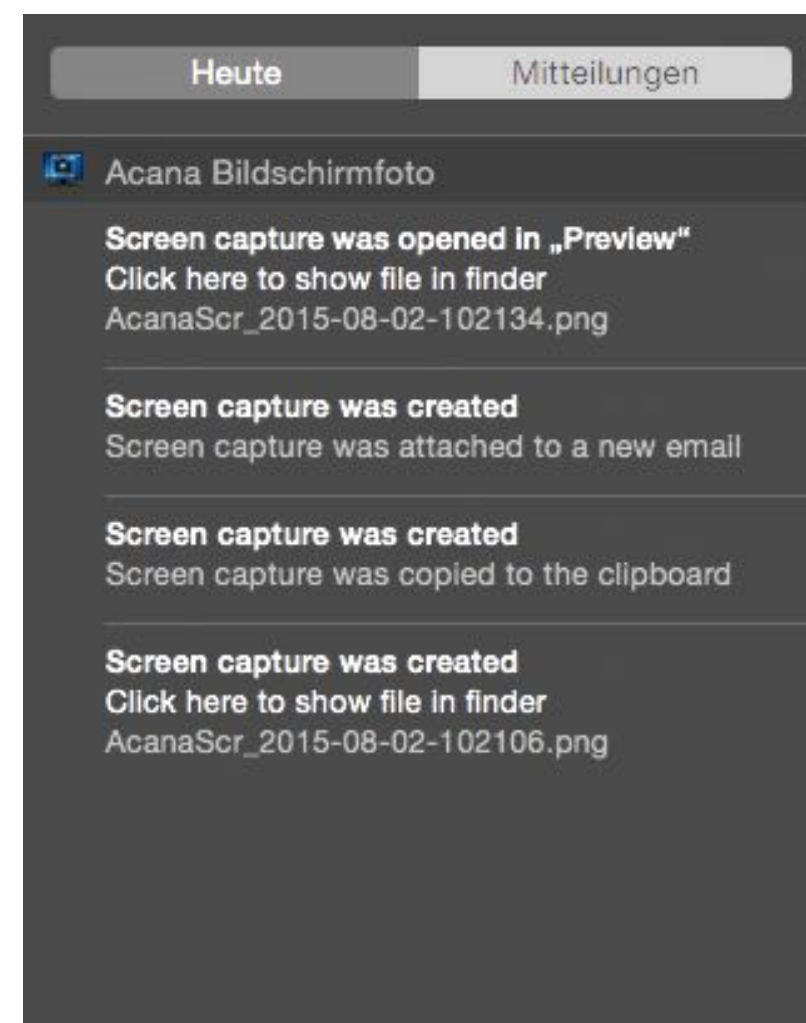
PREFERENCES

Here you can set the default output graphics file format for the screen captures.

- BMP (Windows Bitmap)

- GIF (Graphics Interchange Format)

- JPG (Joint Photographic Experts Group)

- JPEG 2000 (Joint Photographic Experts Group)

- PDF (Portable Document Format)

- PS (Postscript)

- TIF (Tagged Image File Format)
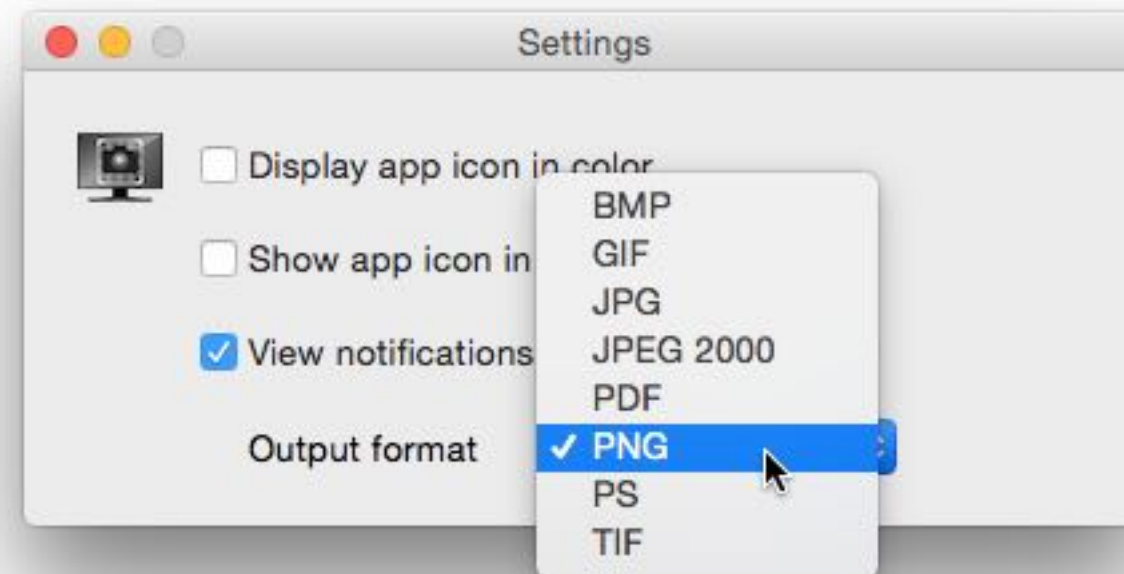
All changes in the settings will be saved automatically.

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REGISTER LICENSE

REGISTER LICENSE

You can open the License registration window from the menu.

CHECK FOR UPDATE
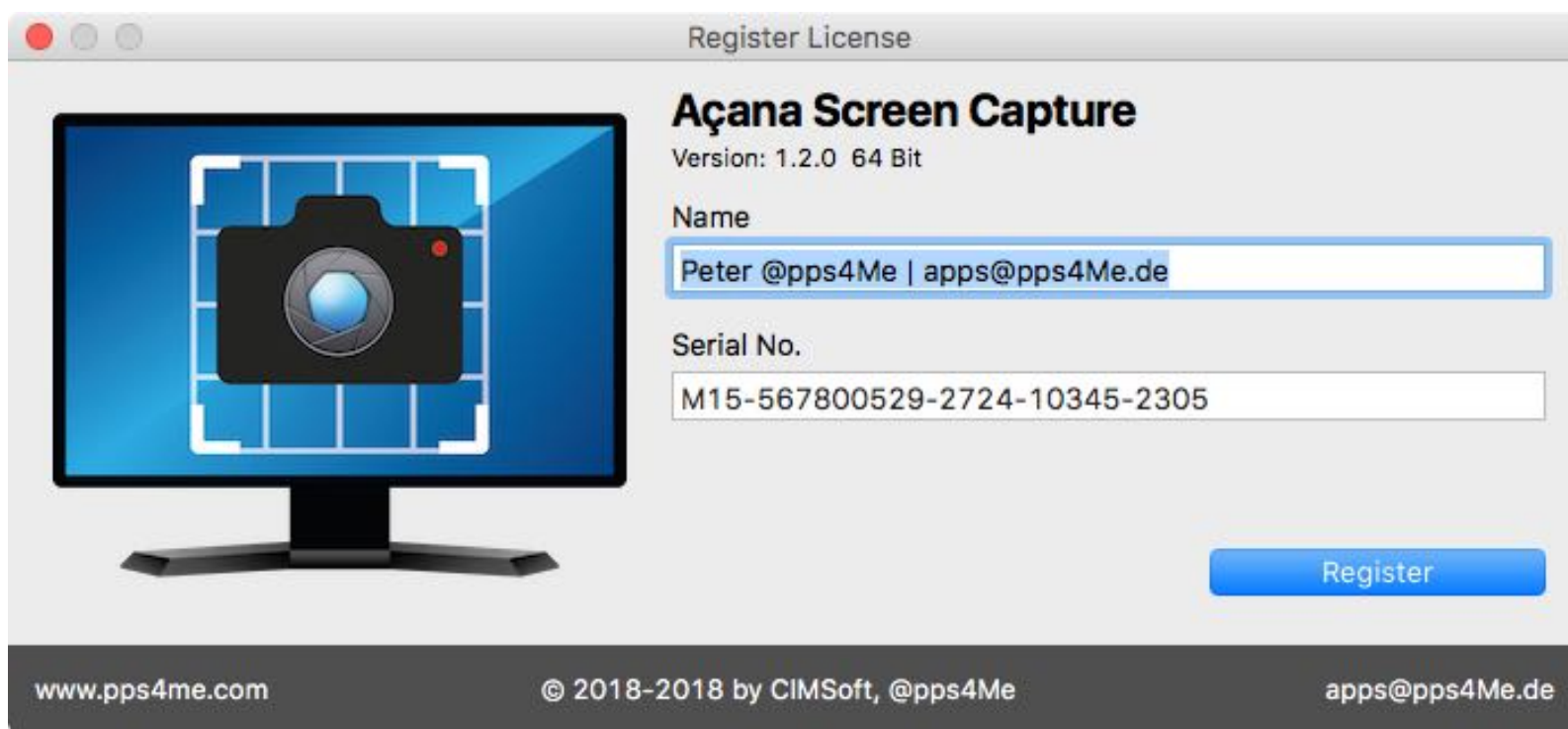
Check for an update, is always performed when starting the app. You can also manually call this from the menu.
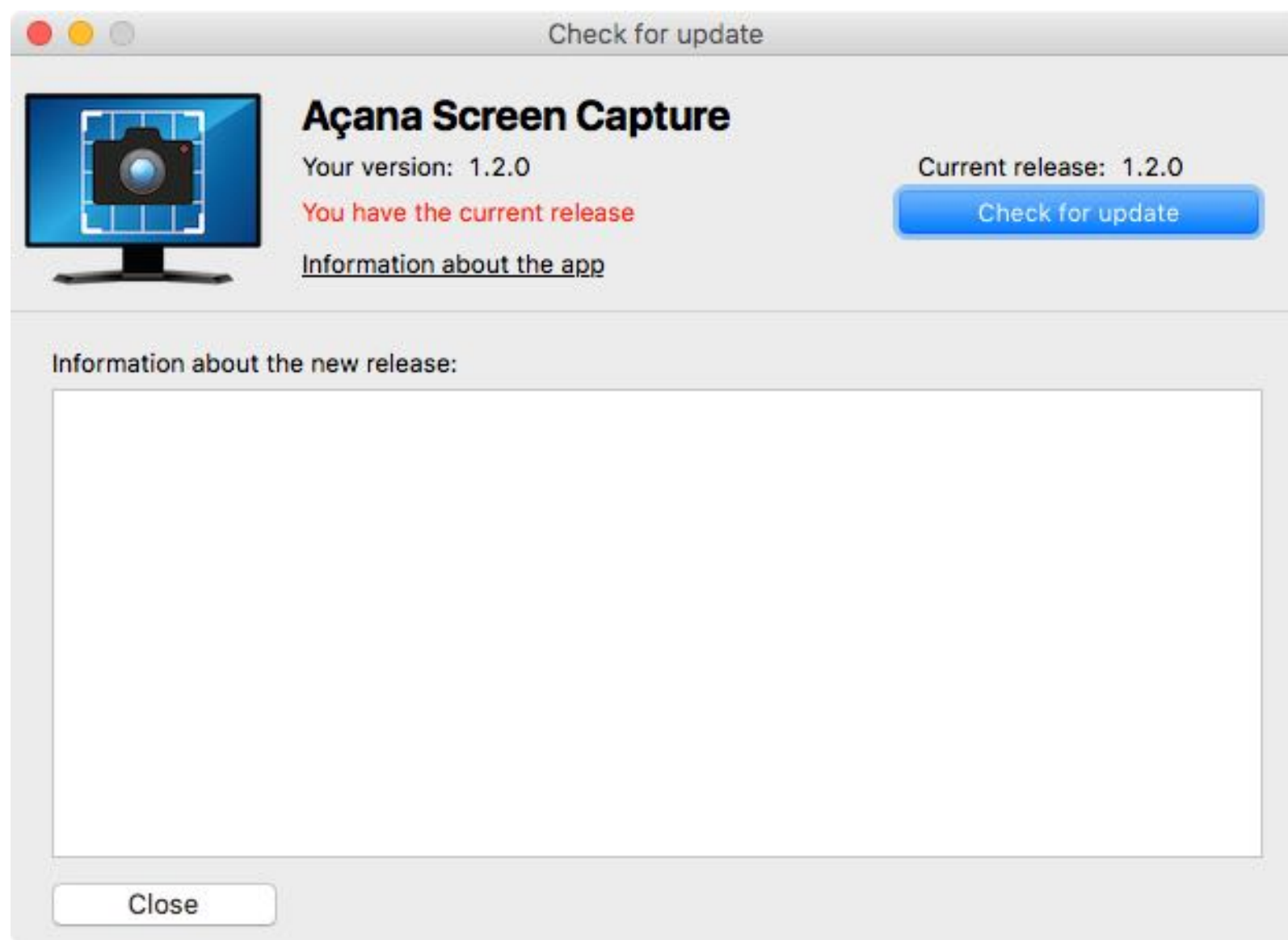
START «**A**ÇANA **S**CREEN **C**APTURE» **A**UTOMATICALLY **A**FTER **L**OGIN

If you wish «Açana Screen Capture» should start automatically after login, you should activate the option "Show application in Dock" in the <u>preferences</u>.
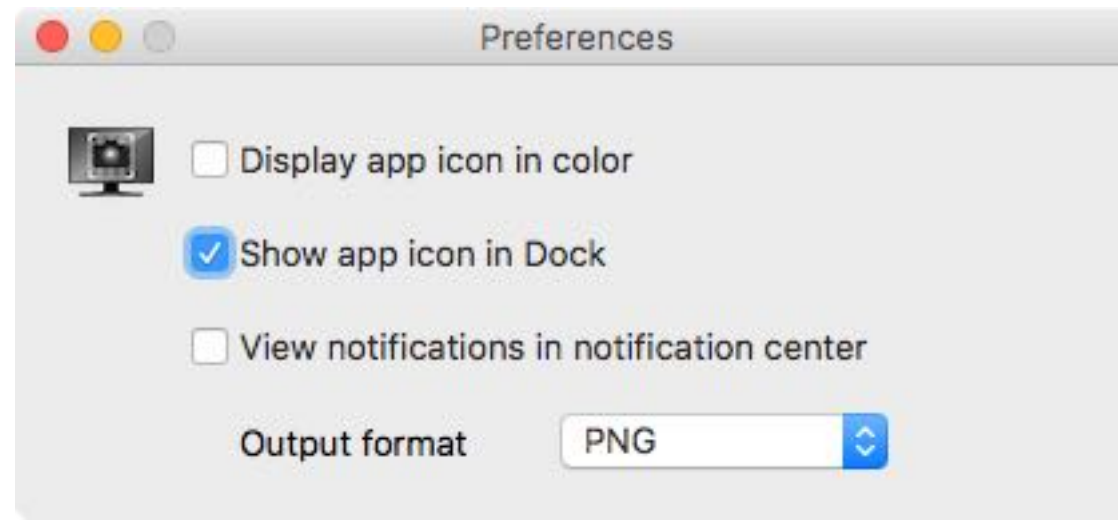
Then choose "Open at Login" from the context menu on the application icon in the dock.
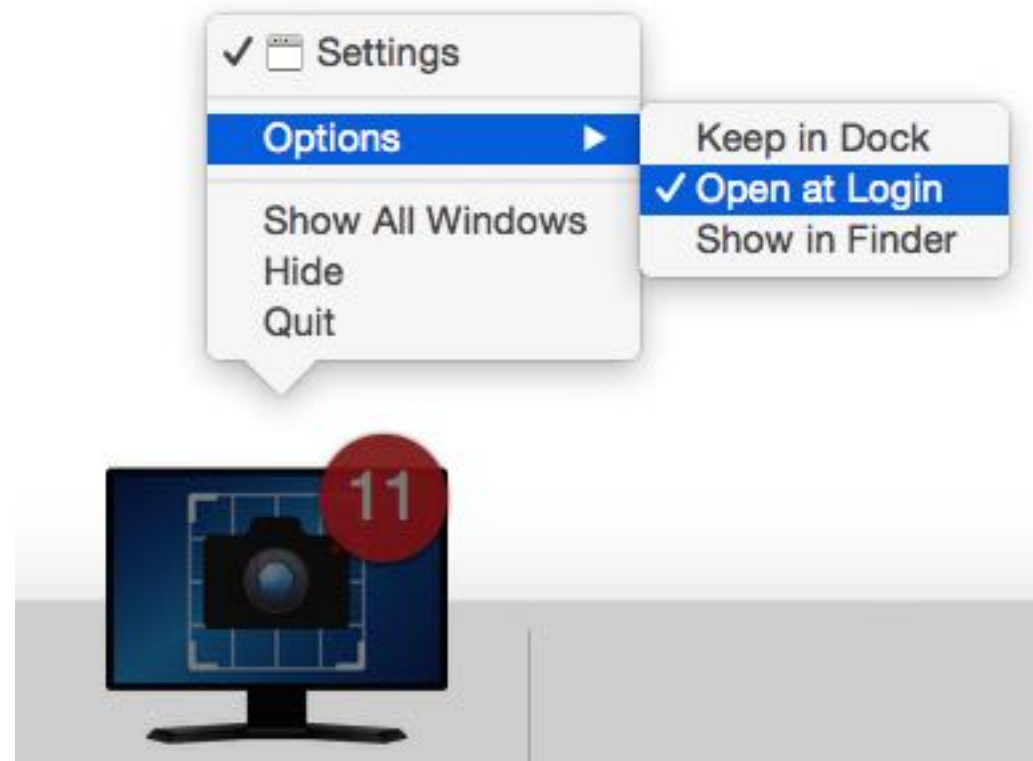
START «AÇANA SCREEN CAPTURE» AUTOMATICALLY AFTER LOGIN

Now you can deactivate the option "Show application icon in Dock".

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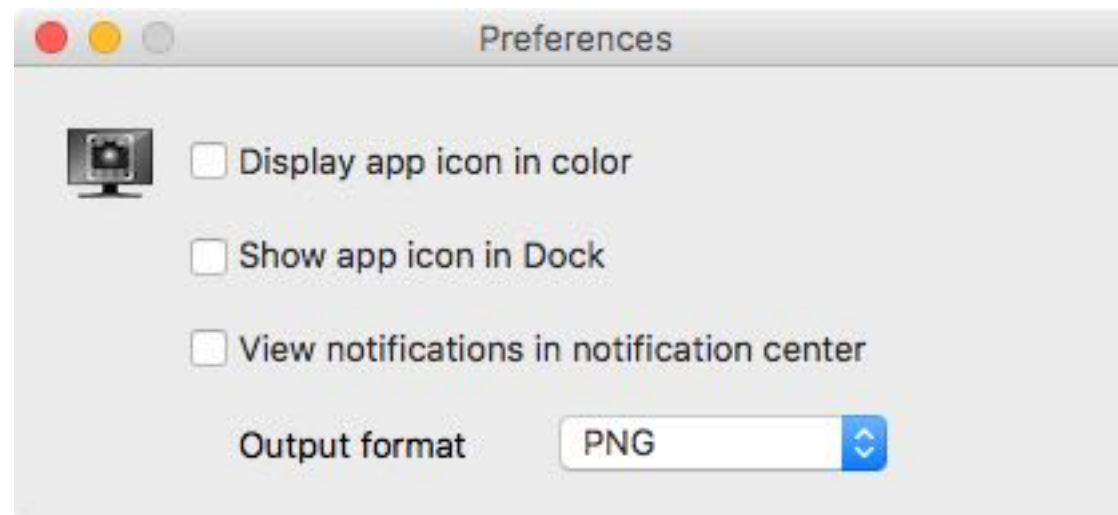1. The copyright of this help book is by CIMSoft, pps4Me, Horst Jehle, Grazer Street 17a, 70469 Stuttgart (hereinafter referred to as "author"). The Copyright refers to the graphics, the text as well as the electronic source text to graphics and all texts as a whole.

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