

How to Take a Screen Capture – Mac

There are several methods of taking a screen capture on a Mac. Below are a few methods, depending on your preferences. Once you have taken your screenshots, they are now ready to be used as needed.

Method 1 – Screenshot the Entire Screen

1. Make sure your screen displays exactly what you want to show in your screenshot image
2. Press **Command + Shift + 3**. If your sound is on, your computer should make a brief camera shutter noise
3. Find your screenshot on your desktop. It will be saved as "screenshot" labelled with the date and time. *(Earlier versions of OS X will save it as "Picture #"—for example, if it's the 5th screenshot on your desktop it will be labelled "Picture 5")*

Method 2 – Screenshot a Portion of Your Screen

1. Press **Command + Shift + 4**. Your cursor will turn into a small cross-hair
2. **Click and drag your cursor to highlight the area you'd like to take a picture of.** A greyed rectangle should appear where you drag your cursor. If you need to adjust your windows at all, press Escape to return to a regular cursor without taking a picture
3. **Let go of the mouse.** You should hear a brief camera shutter noise if your computer's sound is turned on. That signals that your screenshot has been taken
4. **Find your screenshot on your desktop.** It will be saved as a .png file named "screenshot" labelled with the date and time. *(Earlier versions of OS X will save it as "Picture #"—for example, if it's the 5th screenshot on your desktop it will be labelled as "Picture 5")*

Method 3 – Screenshot an Open Window

1. Press **Command+Shift+4 then hit the Space bar**. The cross-hair will turn into a small camera. You can press Spacebar again to switch back
2. **Move your cursor over the window you want to capture.** The camera will highlight different windows blue as it moves over them. You can use keyboard commands such as *Command+Tab* to shift through your windows while still in this mode
3. **Click on the window.** The picture of the window you selected will be saved to the desktop by default just like the other screenshot methods



Method 4 – Save a Screenshot to the Clipboard

1. Press **Command + Control + Shift + 3**. This method works exactly like the one above, except the screenshot does not immediately create a file. Instead, the image is saved to the clipboard, the same temporary storage area where your computer remembers the text that you have copied
2. **Use Command + V or Edit > Paste to paste your image.** Your screenshot image can be pasted straight into any compatible application, such as a Word document, an image editing program

Method 5 – Use the Grab Utility Tool

1. Go to **Applications > Utilities > Grab**. This opens the Grab application. You will see the menus shown in the upper left of your screen, but no windows will open
2. **Click the Capture menu and choose between the four different options:**
 - To take a picture of your entire screen, click on **Screen** (or just use the keyboard command *Apple Key + Z*). A window will pop up telling you where to click and letting you know that the window will not appear in the shot
 - To take a picture of a portion of your screen, click on **Selection**. A window will pop up instructing you to drag your mouse over the portion of your screen you'd like to capture
 - To take a picture of a specific window, select **Window**. Then, click on the window you'd like to take a picture of
3. **When the new window opens, choose Save.** You can also choose *Save As* to give it a different name and/or move it to a more appropriate location but note that it can only be saved as a .tiff file. **Note** that the file is not automatically saved

