

Screenshots on macOS HOWTO

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Just about every Mac user will need to take a screenshot at some point. Thankfully, macOS has a robust set of built-in features that make taking precise screenshots or screen recordings easy. Plus, there are lots of good 3rd-party screenshooting apps if you get really serious about taking a lot of high-quality screenshots — say, if you're someone who prepares presentations for a neighborhood Apple Club.

You can take pictures (called screenshots) or recordings of the screen on your Mac using Screenshot or keyboard shortcuts. Screenshot provides a panel of tools that let you easily take screenshots and screen recordings, with options to control what you capture—for example, you can set a timer delay or include the pointer or clicks.


Here's how to do it with macOS Monterey 12.0:

Take screenshots using keyboard shortcuts

You can use various keyboard shortcuts on your Mac to take pictures of the screen. The files are saved to the desktop.

Tip: To copy a screenshot so you can paste it somewhere—like in an email or to another device—press and hold the Control key while you press the other keys. For example, to copy the whole screen, press Shift-Command-Control-3.

Action	Keyboard shortcut
Capture the entire screen	Press Shift-Cmd-3
Capture a portion of the screen	Press Shift-Cmd-4, then move the mouse cursor to where you want to start the screenshot. Press the mouse button or trackpad button, then drag over the area you want to capture. Release the mouse or trackpad button to complete the screenshot.
Capture a window or the menubar	Press Shift-Command-4, then press the Space bar. Move the camera pointer over the window or the menu bar to highlight it, then click.
Capture a menu and menu items	Open the menu, press Shift-Command-4, then drag the pointer over the menu items you want to capture.
Open the Screenshot app	Press Shift-Cmd-5
Capture the Touch Bar (on Touch Bar-equipped Macs)	Press Shift-Cmd-6

You can customize these keyboard shortcuts in the Shortcuts pane of Keyboard preferences. On your Mac, click on the  menu → System Preferences → Keyboard → Shortcuts.

Screenshots are saved as .png files and screen recordings are saved as .mov files. Filenames begin with “Screen Shot” or “Screen Recording” and include the date and time.

Taking screenshots using the Screenshot app

1. On your Mac, press Shift-Command-5 (or use Launchpad) to open Screenshot and display the tools.



2. Click a tool to select what you want to capture or record. Hover your mouse pointer over the Screenshot tools display to see what each tool does.

3. From left to right, the Screenshot tools are:

1. Capture entire screen
2. Capture a window
3. Capture a portion of the screen
4. Record the entire screen
5. Record a portion of the screen

4. Click Options if you want.

- The available options vary based on whether you're taking a screenshot or a screen recording. For example, you can choose to set a timed delay or show the mouse pointer or clicks, and specify where to save the file.
- The Show Floating Thumbnail option helps you work more easily with a completed shot or recording—it floats in the bottom-right corner of the screen for a few seconds so you have time to drag it into a document, mark it up, or share it before it's saved to the location you specified.

5. Start the screenshot or screen recording.

- For the entire screen or a portion of it: Click Capture.
- For a window: Move the pointer to the window, then click the window.
- For recordings: Click Record. To stop recording, click the Stop Recording button in the menu bar.

Where to find screenshots

All your screenshots are automatically saved in the on the Desktop, unless you have chosen another destination in Options in the Screenshot app

How to edit screenshots immediately after capture, or share them

You can have your screenshots open in the Preview app immediately after capture for easy editing, or send them via Mail or Messages. Choose Options in the Screenshot app to set your preference.

To learn more:

Take screenshots on your Mac: <https://support.apple.com/en-us/HT201361>