

PRINTABLE GUIDE

How to take a screenshot on a Mac

Choose the capture you need, then use a keyboard shortcut to save it.

Mac; Screenshot app requires macOS Mojave 10.14+ | 1 min read | 4 steps

Before you start

- ☐ Open the screen or window you want to capture.
- ☐ Some apps prevent screenshots of their content.

1. Open what you want to capture

Bring the screen, app, or window you need into view. Move anything you do not want to include out of the way.

- ☐ Done this step

2. Choose a capture shortcut

For the whole screen, press Shift + Command + 3. For a selected area, press Shift + Command + 4. For one window, press Shift + Command + 4, then Space. Choose just one of these options.

- ☐ Done this step

3. Finish your capture

A full-screen capture is saved immediately. For a selected area, drag across the area and release. For a window capture, click the window you want.

Press Esc to cancel an area or window selection.

- ☐ Done this step

4. Find or edit the screenshot

Click the thumbnail in the corner to edit, or wait for the image to save to your desktop.

On macOS Mojave or later, Shift + Command + 5 opens Screenshot options. Use Options to choose a different save location or a timer for your next capture.

☐ Done this step

Try it for yourself

Try the task with something you are comfortable changing. Stop if a message asks you to erase data or spend money.

☐ I tried the task.

My notes

Where do screenshots go?

The desktop is the default. You can change this in the Screenshot app's Options.

Can I copy a screenshot instead of saving a file?

Hold Control along with the screenshot shortcut to copy the capture to the Clipboard.

Official help and the online guide

Apple screenshot instructions - <https://support.apple.com/en-ie/102646>

Read online: <https://plaintech-guides.pages.dev/guides/screenshot-mac/>