

# How to Take a Screenshot in Mac OS X

[Five Methods: Screenshot a Portion of Your Screen](#) [Screenshot the Entire Screen](#)

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To take a screenshot in Mac OS X, you can press **Command + Shift + 4** and drag a box around the screen portion you wish to capture, or press **Command + Shift + 3** to capture an image of your entire screen.

## [Screenshot an Open Window](#)

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 to the rectangle.

**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.

**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.

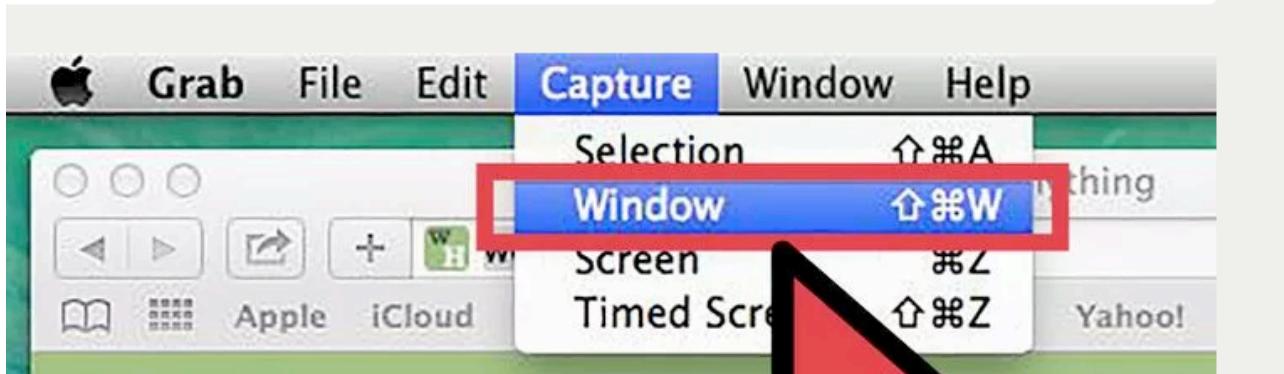
## [Save a Screenshot to the Clipboard](#)

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.

- You can also take a portion screenshot with this method using **Command + Control + Shift + 4** and dragging your rectangle over the appropriate part of your screen, exactly as the portion screenshot method.

## 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.



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.

