

# How to Take a Screenshot in Mac OS X

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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.

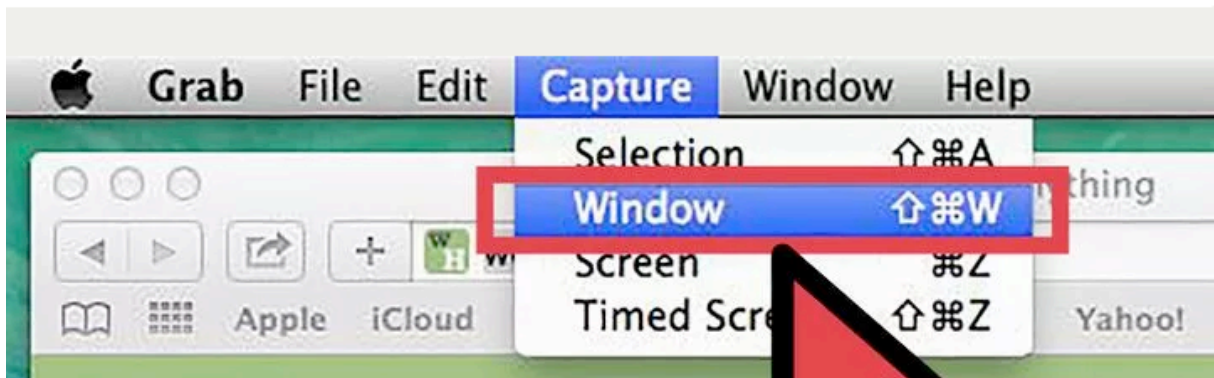
## Save a Screenshot to the Clipboard

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.

