How to Screenshot on Mac

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A complete step-by-step guide to taking screenshots on a Mac — from understanding screenshot basics and keyboard shortcuts to capturing, editing, annotated, organizing, and sharing screenshots on macOS.

Things you will need

- Mac computer (MacBook, iMac, or Mac mini)
- macOS (any recent version)
- Keyboard (built-in or external)
- Preview app (pre-installed on Mac)
- Finder or Spotlight search
- iCloud account (optional for cloud sync)
- Screenshot save location (Desktop or custom folder)
- Image editing software (Preview or third-party)
- Cloud storage account (optional for sharing)
- Email or messaging app (for sharing)
- Meat thermometer (for screen recording audio)
- External display (optional for full screen capture)
- Time Machine or backup drive (optional for backup)
- Screenshot file management plan
- Keyboard shortcut reference (optional)

Understanding Screenshot Basics

1. **Learn What Screenshots Are**
   Start by understanding what screenshots are and why they are useful.
2. **Understand Screenshot Types**
   Learn the different types of screenshots available on Mac.
3. **Learn About macOS Screenshot Shortcuts**
   Memorize the essential Mac screenshot keyboard shortcuts for quick captures.
4. **Set Up Screenshot Preferences**
   Set up your Mac's screenshot preferences before capturing.
5. **Take a Full Screen Screenshot**
   Take a full screen screenshot by pressing Cmd+Shift+3.

Taking and Editing Screenshots

6. **Use the Screenshot Toolbar**
   Use the screenshot toolbar for more control over your captures.
7. **Take a Window Screenshot**
   Take a screenshot of a specific window using the Space bar technique.

8. **Take a Selection Screenshot**

   Take a screenshot of a specific area of your screen using the selection method.

9. **Crop the Screenshot**

   Crop your screenshot to focus on the most important information.

10. **Open the Screenshot in Preview**

    Open your screenshot in Preview for editing and annotation.

11. **Add Annotations and Text**

    Add annotations and text to your screenshots to highlight important information.

12. **Draw and Highlight**

    Use the draw and highlight tools to emphasize key areas of your screenshot.

Advanced Techniques

13. **Export and Save**

    Export and save your edited screenshot in the desired format.

14. **Take a Timed Screenshot**

    Take a timed screenshot to capture dynamic content that requires a delay.

15. **Capture Video on Mac**

    Capture video of your screen using the screenshot toolbar's recording feature.

16. **Add Arrows and Shapes**

    Add arrows and shapes to your screenshots for clear visual communication.

17. **Find Screenshots Quickly**

    Find your screenshots quickly using Spotlight search or Finder.

18. **Use Capture Extensions**

    Use capture extensions for advanced screenshot management.

Organizing and Sharing

19. **Organize Your Screenshots**

    Organize your screenshots in folders for easy management.

20. **Share Screenshots**

    Share your screenshots easily via email, messaging, or cloud storage.

21. **Take a Screenshot of a Touch Bar**

    Take a screenshot of your MacBook Pro's Touch Bar if you have one.

22. **Use Capture Extensions for Audio**

    Use capture extensions with audio recording for screen recordings that include sound.

23. **Back Up Screenshots**

    Back up your screenshots to prevent data loss.

Tips and Maintenance

24. **Use the Capture Menu Bar**

    Use the capture menu bar icon for quick screenshot access.

25. Share via Cloud Drive

Share screenshots directly via cloud drive for instant collaboration.

26. Clean Up Old Screenshots

Clean up old screenshots regularly to free up storage space.

27. Use Keyboard Shortcuts Efficiently

Use keyboard shortcuts efficiently for maximum screenshot speed.

28. Share via Social Media

Share screenshots on social media for broader reach.

Sources

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Written as a checklist from https://www.howcompass.com/how-to/Screenshot-on-Mac. Corrections: https://www.howcompass.com/corrections