Taking a Screenshot

A screenshot is a photo of what is on your screen. It is the fastest way to show someone what you see — including Sean, if something on your Mac looks wrong. Learn two shortcuts and you are set.

The two shortcuts you will actually use

1. Shift-Command-3 — press Shift, Command, and 3 together. It photographs the whole screen in one go.
2. Shift-Command-4 — press Shift, Command, and 4 together, then drag a box around just the part you want. Let go to take it; press Esc if you change your mind.

Just one window

Press Shift-Command-4, then tap the Space bar. The pointer turns into a little camera — now click the window you want, and it photographs just that window, nothing else. Perfect for capturing an error message without your whole desktop.

Shift-Command-5 opens the full toolbox

Press Shift-Command-5 and a little toolbar appears at the bottom: capture the whole screen, one window, or a selection — even record a short video of your screen. The Options button lets you set a timer or change where your pictures are saved.

Where your screenshots go

They land on your desktop by default. A tiny preview appears in the corner — click it to edit or write on it, drag it somewhere else to move it, or just wait a few seconds and it saves itself.

When to call Sean instead

- You took a screenshot but cannot find it.
- The screenshot shortcuts do nothing at all.
- You want to record a video of your screen and need a walkthrough.

Need a hand? Call Sean at **(813) 770-6082**.