How to Take a Screenshot for Mac OS

Methods

There are several different ways to take a screenshot. We recommend one of the following:

1. Command+Shift+3 to capture the whole screen or Command+Shift+4 to capture a partial screen.
2. Grab Utility Tool
3. Lightshot Screen Capture
4. If you use the Microsoft Office Suite (Word, Excel, PowerPoint), many of the programs have a built in screenshot tool

The following tutorial will introduce you to all of these methods.

Screenshots using Command+Shift

- There are several ways to use the built in Command+Shift+3 or 4 screenshot method on Mac.

- Apple provides an excellent tutorial on how to capture a whole or a partial screen.

- Visit https://support.apple.com/en-us/HT201361 for more information.

- By default, these screenshots save to the desktop as PNG files

- These screenshots can then be copied and pasted into any program, including Word, PowerPoint or Excel.
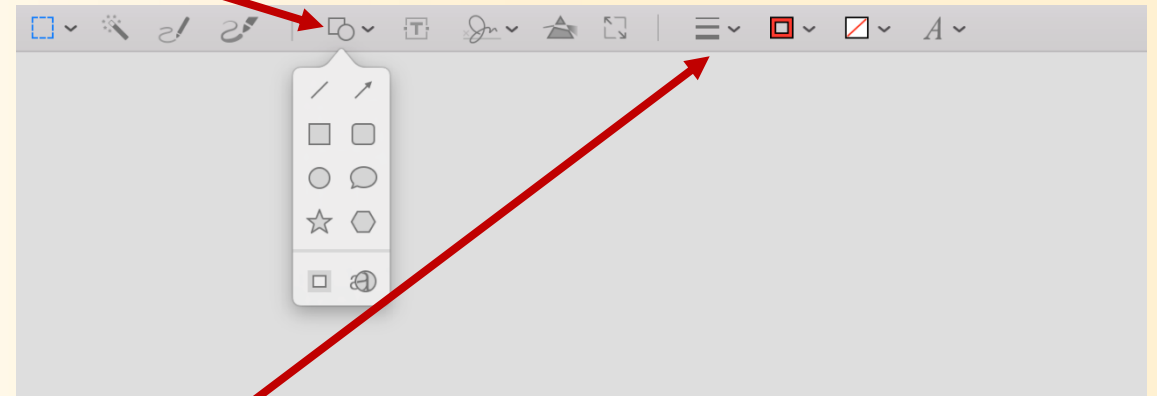
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Adding Markings to Screenshots

- Open the screenshot in Preview
- Click on the toolbox icon in the top right corner.
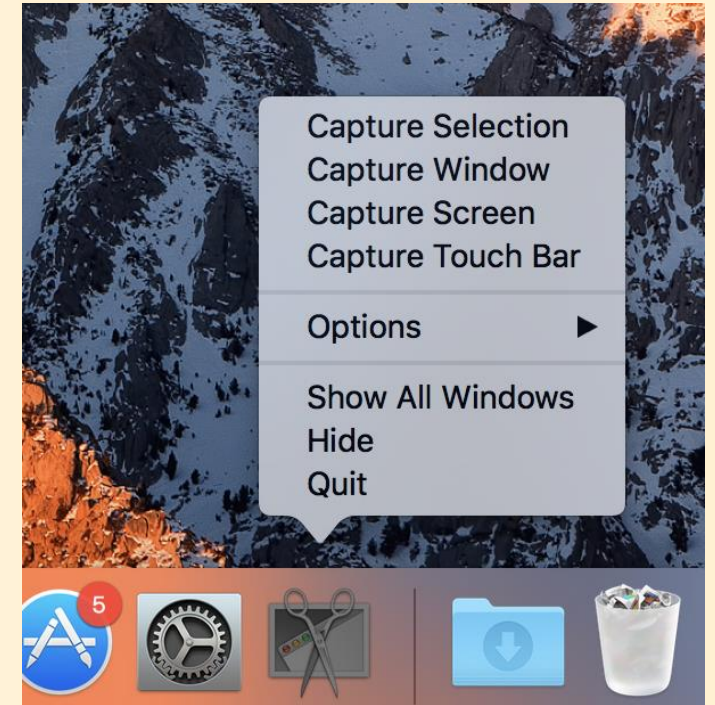
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Adding Markings to Screenshots

- The toolbox opens a tool bar

- Multiple tools are located here, including arrows and boxes that can be placed around objects.

- Click on the desired tool and draw near/around the location you would like to highlight

- The toolbar also allows you to change the color, size, and other characteristics of your marking.

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Grab Utility Tool

- Click Launchpad

- Search for Grab and click on the program.

- Grab will appear in the Dock at the bottom of your screen.

- Click and hold on the Grab image and a new screen pops up. Choose what you would like to take a screen capture of.

- Your screenshot will appear on your screen. Unlike the Command+Shift tool, you will have to save the image.

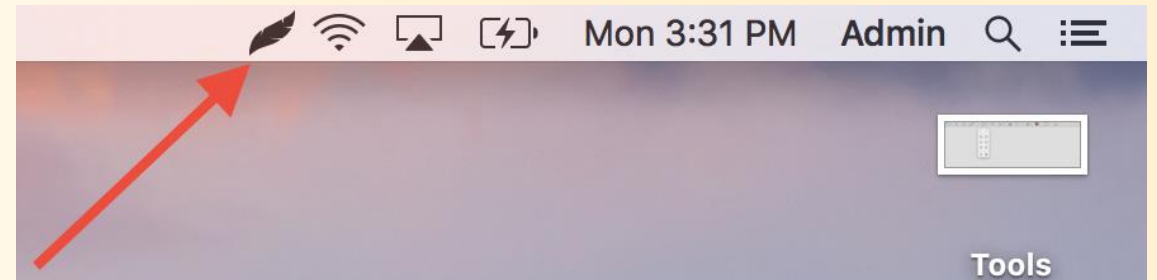WAYNE STATE
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Lightshot

- Lightshot is a free program [available for download](#) on either Windows or Mac.

- It is an excellent tool to use if you need to draw arrows or boxes around certain areas of your screenshot.

- Offers more options for editing your screenshot than most capture methods.

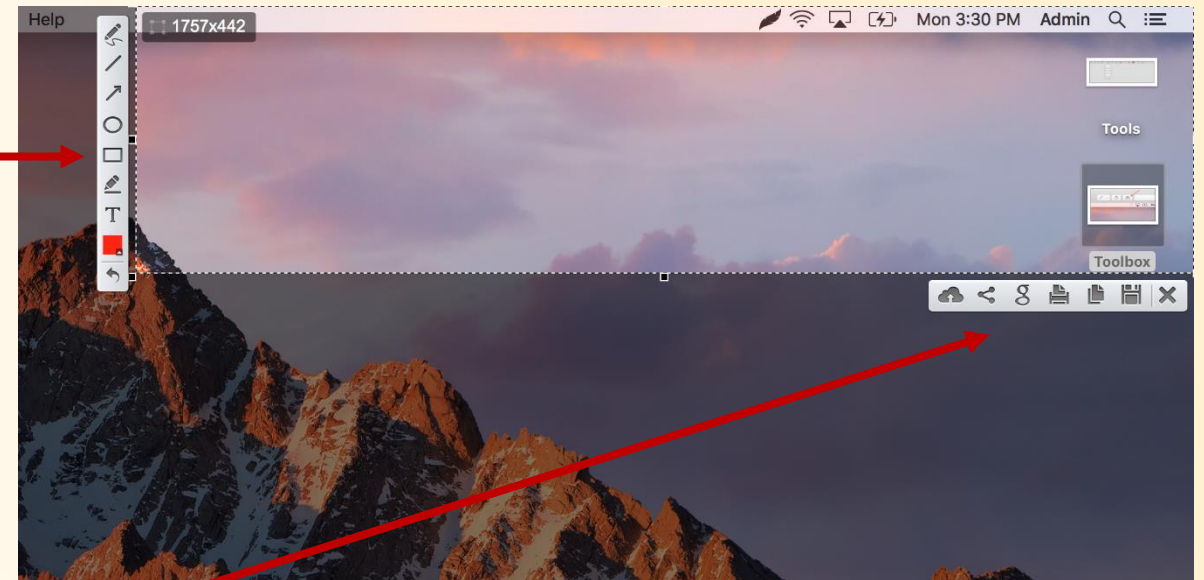WAYNE STATE
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Lightshot Continued

- After installing Lightshot from the Apple Store (it is a free app), a new feather will appear in the upper right corner of your home screen.

- When you click on this feather, you can capture a new screenshot by click and dragging your cursor.

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Lightshot Continued

- Once you have taken a screenshot, two panels will appear.

- This is your editing panel; it allows you to draw arrows, boxes, etc, directly on the screenshot.

- The other panel allows you to save, copy, or share your screenshot to OneDrive, Google Drive, and other programs.

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Insert > Screenshot

- Many Microsoft Office Programs have a screenshot tool built into the software.

- You can find it by going to the Insert Tab, and click the down arrow on the Screenshot button.

- You can take a shot of a full window, or a portion of the screen with "Screen Clipping"

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