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How to take a screenshot on your Mac

Burner EOAS - 2025-08-13 - macOS

How to take a screenshot on your Mac

You can take screenshots of your whole screen or just part of it. Screenshots are saved automatically as .png files on your desktop.

Take a screenshot of your whole screen

- 1. Press Command (第)-Shift-3.
- 2. Find the screenshot as a .png file on your desktop.



Take a screenshot of part of your screen

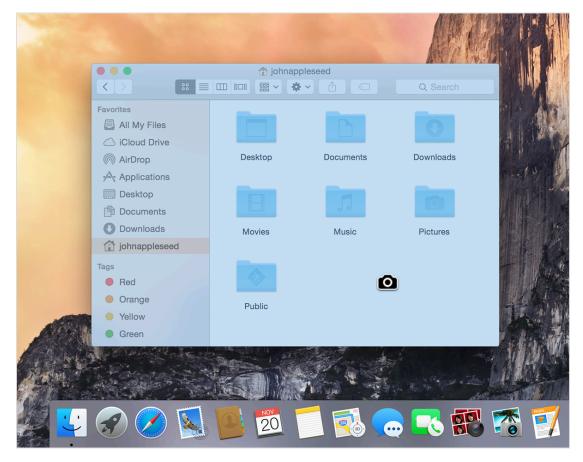
- $1. \ \ Press\ Command-Shift-4.\ The\ pointer\ changes\ to\ a\ crosshair\ pointer.$
- 2. Move the crosshair pointer to where you want to start the screenshot.
- 3. Drag to select an area. While dragging, you can hold the Shift key, Option key, or Space bar to change the way the selection moves.



- 4. When you've selected the area you want, release your mouse or trackpad button. To cancel, press the Escape (esc) key before you release the button.
- 5. Find the screenshot as a .png file on your desktop.

Take a screenshot of a window

- 1. Press Command-Shift-4. The pointer changes to a crosshair pointer.
- 2. Press the Space bar. The pointer changes to a camera pointer.
- 3. Move the camera pointer over a window to highlight it.
- 4. Click your mouse or trackpad. To cancel, press the Escape (esc) key before you click.
- 5. Find the screenshot as a .png file on your desktop.



This works with Finder windows and most application windows.

Take a screenshot of a menu

- 1. Click the menu to reveal its contents.
- 2. Press Command-Shift-4. The pointer changes to a crosshair pointer.
- 3. Drag to select the menu.
- 4. Release your mouse or trackpad button. To cancel, press the Escape (esc) key before you release the button.
- 5. Find the screenshot as a .png file on your desktop.

Take a screenshot of a menu without the title

- 1. Click the menu to reveal its contents.
- 2. Press Command-Shift-4. The pointer changes to a crosshair pointer.
- 4. Move the camera pointer over the menu to highlight it.
- 5. Click your mouse or trackpad. To cancel, press the Escape (esc) key before you click.
- 6. Find the screenshot as a .png file on your desktop.

Learn more

- Screenshots are saved as .png files on the desktop in Mac OS X v10.6 and later. They're automatically named "Screen Shot dateattime.png."
- To save your screenshot to the Clipboard instead of a file on your desktop, use Command-Shift-Control-4.
- You can open screenshots with Preview or other image-editing apps.
- Some apps, such as DVD Player, might not let you take screenshots of their windows.