Keyboard Shortcuts to Capture a Screen Shot with Mac OS X Mavericks and Yosemite

The Macintosh operating system has always made it easy to capture a screen shot. A screen shot is an image of your computer desktop or an active window. Here's a summary of all the keyboard shortcuts you can use to capture your screen in Mac OS X.

A.   Entire screen:

1. To *capture* the entire screen, press **Command-Shift-3**. The screen shot will be automatically saved as a PNG file on your desktop with the filename starting with "Picture" followed by a number, example Picture 1, Picture 2, and so on.

2. To *copy* the entire screen, press **Command-Control-Shift-3**. The screen shot will be placed on your clipboard for you to paste into another program like PowerPoint, Word, Photoshop, etc.

B.   Portion of the screen:

1. To *capture* a portion of the screen, press **Command-Shift-4**. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture. When you release the mouse button, the screen shot will be automatically saved as a PNG file on your desktop following the same naming convention as explained on the first tip above.

2. To *copy* a portion of the screen to the clipboard, press **Command-Control-Shift-4**. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture. When you release the mouse button, you can paste the

screen shot to another application.

    C.   **Specific application window:**

1. To *capture* a specific application window, press and hold **Command-Shift-4 then tap on the Spacebar.** The cursor will change to a camera, and you can move it around the screen. As you move the cursor over an application window, the window will be highlighted. The entire window does not need to be visible for you to capture it. When you have the cursor over a window you want to capture, just click the mouse button and the screen shot will be saved as a PNG file on your desktop.

2. To *copy* a specific application window, press and hold **Command-Control-Shift-4 then tap on the Spacebar.** The cursor will change to a camera, which you can move around the screen. As you move the cursor over an application window, the window will be highlighted. The entire window does not need to be visible for you to capture it. When you have the cursor over a window you want to capture, just click the mouse button and you can paste the screen shot into another application.

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