

# Mac: How to Take a Screenshot and Record

## Introduction

Users are able to quickly screenshot and record content that is displayed on the screen of a MacBook. This quick reference guide will outline the steps necessary to access and utilize these capabilities on a MacBook, including keyboard shortcuts.

## Getting Started

1. To begin, click on the **Launchpad app** located in the Dock on the MacBook.

2. Click on the **Screenshot app**.

3. A window will appear with several options for the user to select.

There are five tools displayed:

- a. Capture Screen
- b. Capture Window
- c. Capture Selection
- d. Record Screen
- e. Record Selection

## Using the Capture tools

1. Select the tab labeled **Options**.
2. In the pop-up window, select the **desired save location** for the screenshot. A check mark will be displayed to the left of the selected save location.
3. Select **one of the three tools** displayed below.

The cursor will then be replaced with a camera icon (as seen below).



# Mac: How to Take a Screenshot and Record

## Keyboard Shortcuts

### *Method One*

1. To quickly access the **Capture Selection option** on the Screenshot Toolbar, users can press three keys together: **Shift, Command, and 5.**

### *Method Two*

1. To quickly access the **Screenshot Crosshair option**, users can press three keys together: **Shift, Command, and 4.**

The cursor will then be replaced with a crosshair icon (as seen below).

- 2.