

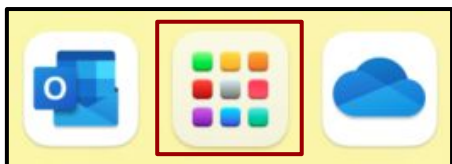
Mac: How to Take a Screenshot and Record

Introduction

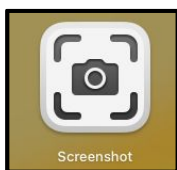
Users are able to quickly screenshot and record content that is displayed on the screen of a MacBook. This quick reference guide will outline the steps necessary to access and utilize these capabilities on a MacBook, including keyboard shortcuts.

Getting Started

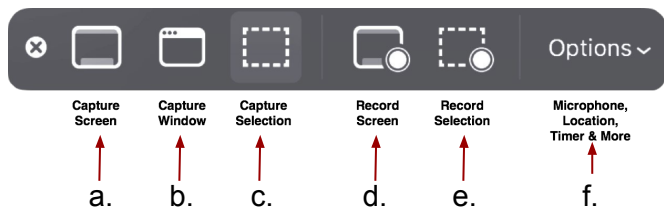
- To begin, click on the **Launchpad app** located in the Dock on the MacBook.



- Click on the **Screenshot app**.



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



There are five tools displayed:

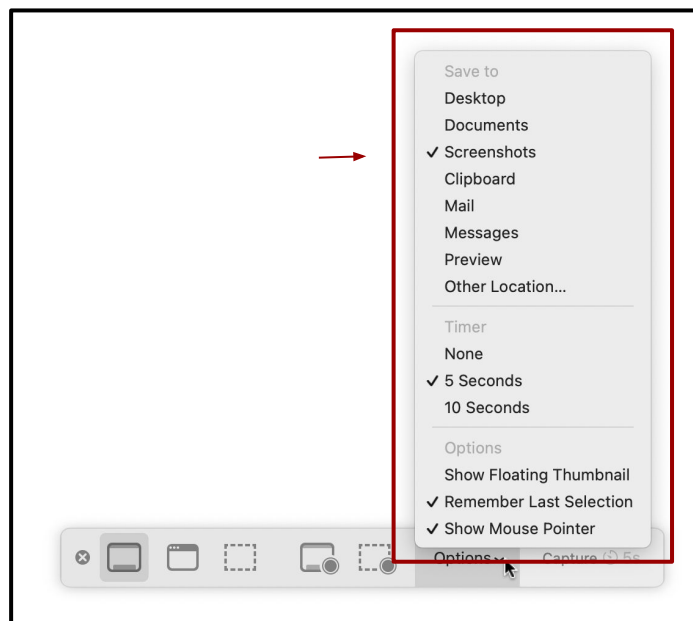
- Capture Screen
- Capture Window
- Capture Selection
- Record Screen
- Record Selection

Using the Capture tools

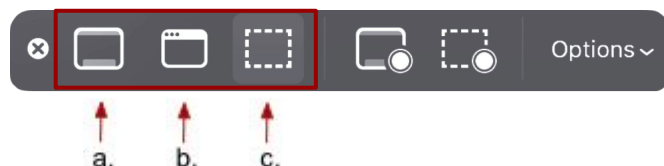
- Select the tab labeled **Options**.



- 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.



- Select **one of the three tools** displayed below.

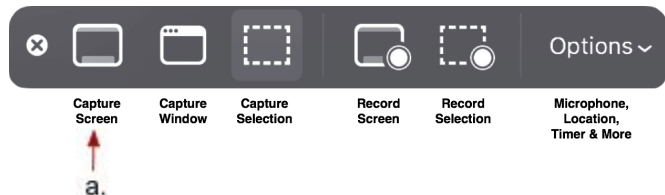


The cursor will then be replaced with a camera icon (as seen below).

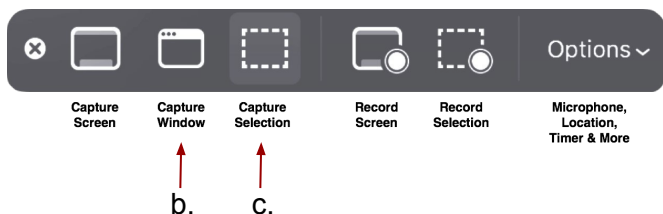


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Note: Option “a” captures the entire screen display.



Options “b” and “c” in the image below perform the same function of capturing portions of the screen display; however, the dashed line seen with option “c” indicates the user is responsible for determining the selected portion of the screen.



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



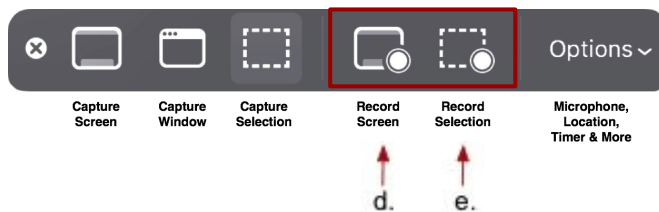
4. Click **anywhere on the screen** to save.

Using the Recording tools

1. Repeat steps 1 and 2 for “Using the Capture Tools.”

Note: The option for the recording to include audio is found within the Options tab by selecting **MacBook Air Microphone**.

2. Select **one of the two displayed recording tools**.



While options “d” and “e” perform the same function of screen recording, option “d” records the entire screen display compared to option “e”, which requires the user to determine the selected portion of the screen.

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



3. Click **anywhere on the screen** to begin recording.
4. To stop recording, click the **Stop button** (as seen below) in the menu bar.



After the recording has stopped, it will appear in the location previously selected by the user. For example: If the user selects “Save to Desktop” within the Options tab before recording, the video will automatically appear on the desktop upon completion of the recording.

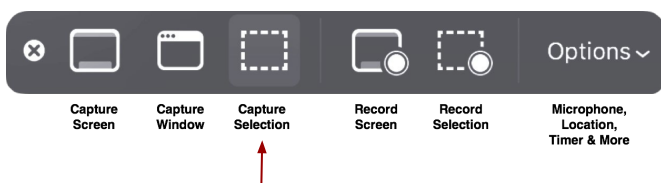
5. By clicking on the **saved recording**, it will open in the QuickTime app where users can play, edit, or share the recording.

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Keyboard Shortcuts

Method One

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



Method Two

- 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).



- Drag the crosshair to select the **area of the screen to capture.**
- To move the selection, press and hold **the Space bar** while dragging.

Method Three

- To quickly access the **Capture Screen option** on the Screenshot Toolbar, users can press three keys together: **Shift, Command, and 3.**

