In Mac OS X, you can use keyboard shortcuts to quickly capture screenshots in the PNG (Portable Network Graphics) image format. For timed screenshots or if you need to include a cursor, use the Apple utility Grab, located in the Applications > Utilities folder. Screenshots produced with Grab are saved as TIFF files.

Capture screenshots using keyboard shortcuts

*Note:* Screenshots are automatically saved to your desktop. To copy a screenshot to the clipboard instead, add **Control** to the keyboard shortcut.

1. Capture the entire desktop: Press Command-Shift-3

2. Capture selected areas of the desktop: Press Command-Shift-4
   Click and drag the cross-hair cursor to select the area you want to capture, then release mouse button to take the screenshot.

3. Capture a specific application window: Press Command-Shift-4, then press Space-bar. The cursor turns into a camera. Move the cursor/camera over the application window you want to capture and click the mouse button.

Capture screenshots using Grab

1. To open Grab, go to the Applications > Utilities folder.

2. To **include a cursor** in your screenshot, open Preferences in the Grab menu and select a pointer type.

3. Select Capture from the Grab menu and choose a capture mode: Selection, Window, Screen, Timed Screen. A window with capture instructions automatically appears.

Produced by Dartmouth College/Jones Media Center [http://dartmouth.edu/~library/mediactr/tutorials.html](http://dartmouth.edu/~library/mediactr/tutorials.html)
For a comprehensive list of shortcuts, go to [http://support.apple.com/kb/ht1343](http://support.apple.com/kb/ht1343)