

## Screen Capturing in MacOSX

All screen captures will be saved to .PNG files on your desktop. If you use the **Ctrl** key while invoking the command or clicking the mouse, the image will reside on your clipboard ready to Paste into any document you wish.

To capture the **entire screen** to a file, press **Cmd-Shift-3**

To capture the **entire screen** to the clipboard, press **Ctrl-Cmd-Shift-3**

To capture a portion of the screen (an entire window or a selection), press **Cmd-Shift-4**. Once you are in the mode, you can do the following things:

- Press the **Esc** key to cancel the capture.
- Press the **Spacebar** to toggle between **Whole Window Mode** (cursor changes to a camera) and **Selection Mode** (cursor is a cross-hair).

If you are in **Whole Window Mode** you can:

- Move the cursor around in the screen, and as you move to different windows, the window that is highlighted will be the window to be captured.
- Click the mouse to capture the selected window to a .PNG file.
- Hold the **Ctrl** key and click the mouse to capture the selected window to your clipboard so that you may Paste it into another document.

If you are in **Selection Mode** you can:

- Draw a selection rectangle around the area you wish to capture...**DO NOT** release the mouse button...
- If you release the mouse button, the selected area will be saved to a .PNG disk file.
- If you hold the **Ctrl** key while releasing the button, the selected area will be saved to your clipboard where you may Paste the image into any document.

These techniques will work for any MacOSX from version 10.2 or later.