Note: This discussion is based on MacOS, 10.14.3 (Mojave). Some illustrations may differ when using other versions of macOS or OS X. Illustrations are from screenshots on my iMac.

In this presentation of *A Few Mac Tips*, I'll cover **screenshots** and how they've changed in macOS 10.14 (Mojave). The material I'm covering is drawn from a recent video posting ("Mojave Screen Capture Options") on the excellent tutorial website, macmost.com. Here's the URL if you want to see the video:

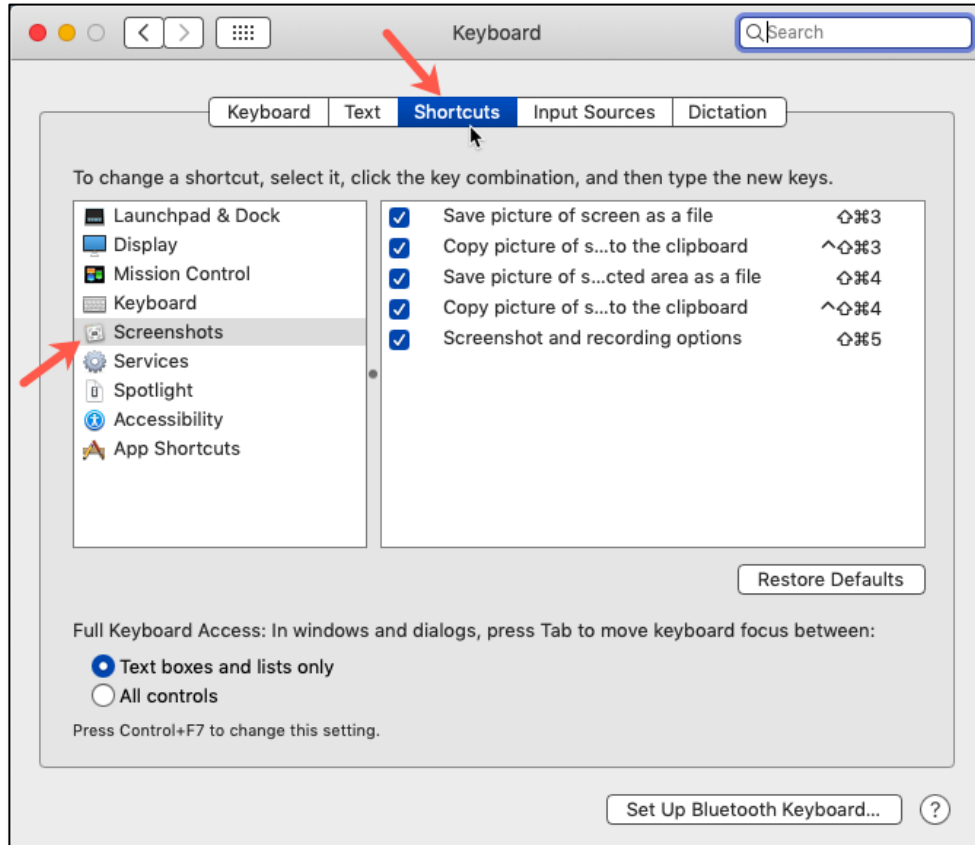https://macmost.com/mojave-screen-capture-options.html

Screenshots in Mojave

The ability to take a picture (i.e., capture) of what's showing on your Mac's display/screen, known as **screenshots**, and then, optionally, save it as a **file** has been around for decades (and hasn't changed much in all that time).

Review. Recall that there are two types of screenshots: (1) take a picture (capture) of the **entire screen** and (2) capture a **selected portion** of the screen, say the contents of a window. In macOS, screenshots are saved by default as PNG (.png) files. *(Note: You can change the default format to something else, say, JPEG, using a third-party utility like the excellent, and free, TinkerTool.* URL: https://www.bresink.com/osx/TinkerTool.html)

System Preferences (Keyboard). Each type of screenshot is triggered by a keyboard shortcut. Choose the **Keyboard System Preference** and then the **Screenshots** group:

Keyboard System Preference > Shortcuts Tab > Screenshots Group

- To take a screenshot of the **entire screen**, edge-to-edge and corner-to-corner, and save it as a file, use the keyboard shortcut: **Shift(⇧)+Command(⌘)+3**.

  Add the **Control** key to the keyboard shortcut, and the screenshot can instead be sent to the **Clipboard** for pasting somewhere:
  Control(^)+Shift(⇧)+Command(⌘)+3.

- To take a screenshot of just a **portion** of the screen and save it as a file, use the keyboard shortcut: **Shift(⇧)+Command(⌘)+4**.

  Again, as an alternative, this screenshot can instead be sent to the **clipboard** by adding the **Control** key to the keyboard shortcut:
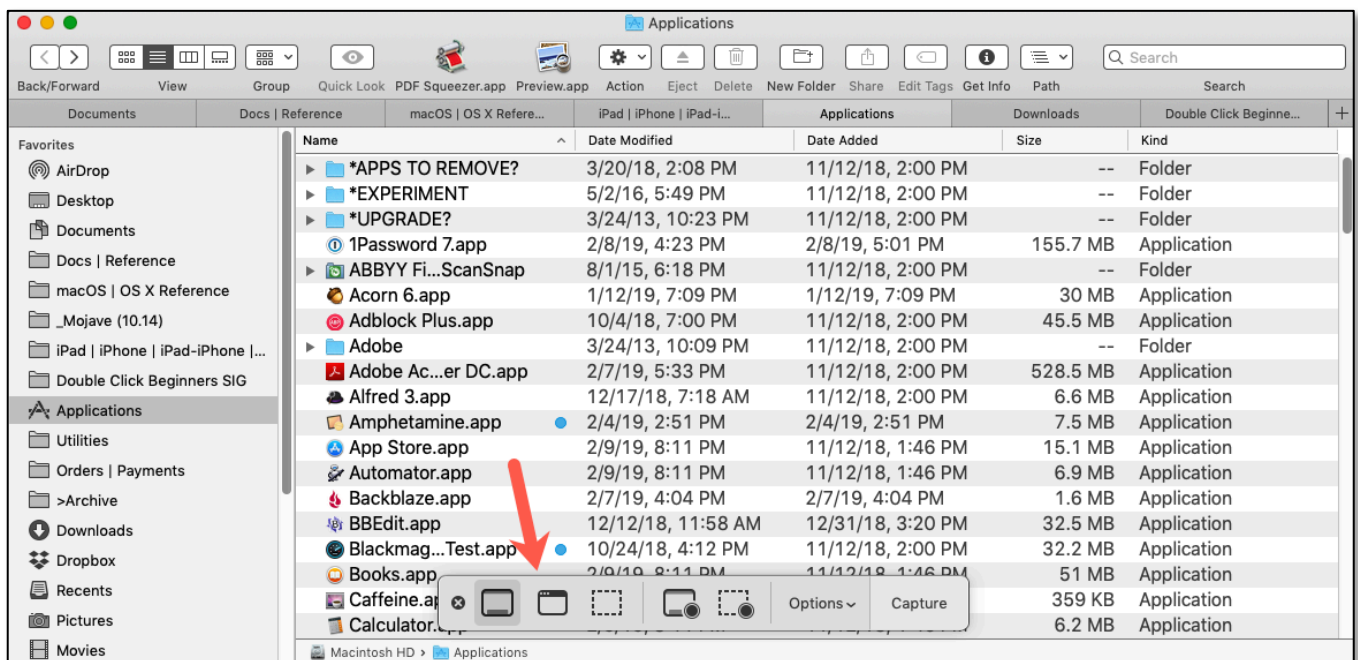 **Control(^)+Shift(⇧)+Command(⌘)+4**.

Note: All of these screenshot options are static. That is, they take a fixed picture and save it to a file or the Clipboard. Recording a video of something happening on your screen previously required the use of a separate utility such as QuickTime Player.

Mojave's New Screenshot Option. With the release of macOS Mojave, we now have a new screenshot option, triggered by **Shift(⇧)+Command(⌘)+5**

This new screenshot option lets you choose between capturing the **entire screen**, **selected window**, or a **portion of the screen**—all of the features of the previous screenshot options. If these improvements weren't enough, **screen recording** (entire screen or just a selected portion) has been added (*but not covered here*).

While these combined and new features are great, they come at the need for extra steps to use them.

So, the ability to take screenshots has become more capable (or complicated, depending on your point of view). Let's see what happens:

Shift+Command+5 > Capture Ribbon Now Displayed

Capture Ribbon. The first thing that you'll notice is what I'll call the **Capture Ribbon** that shows up near the bottom of the screen. It comes with sections for **Screen Capture**, **Screen Recording**, and **Options**.

At the right end of the ribbon is a button for **Capture** or **Record** depending on which feature that you're using.
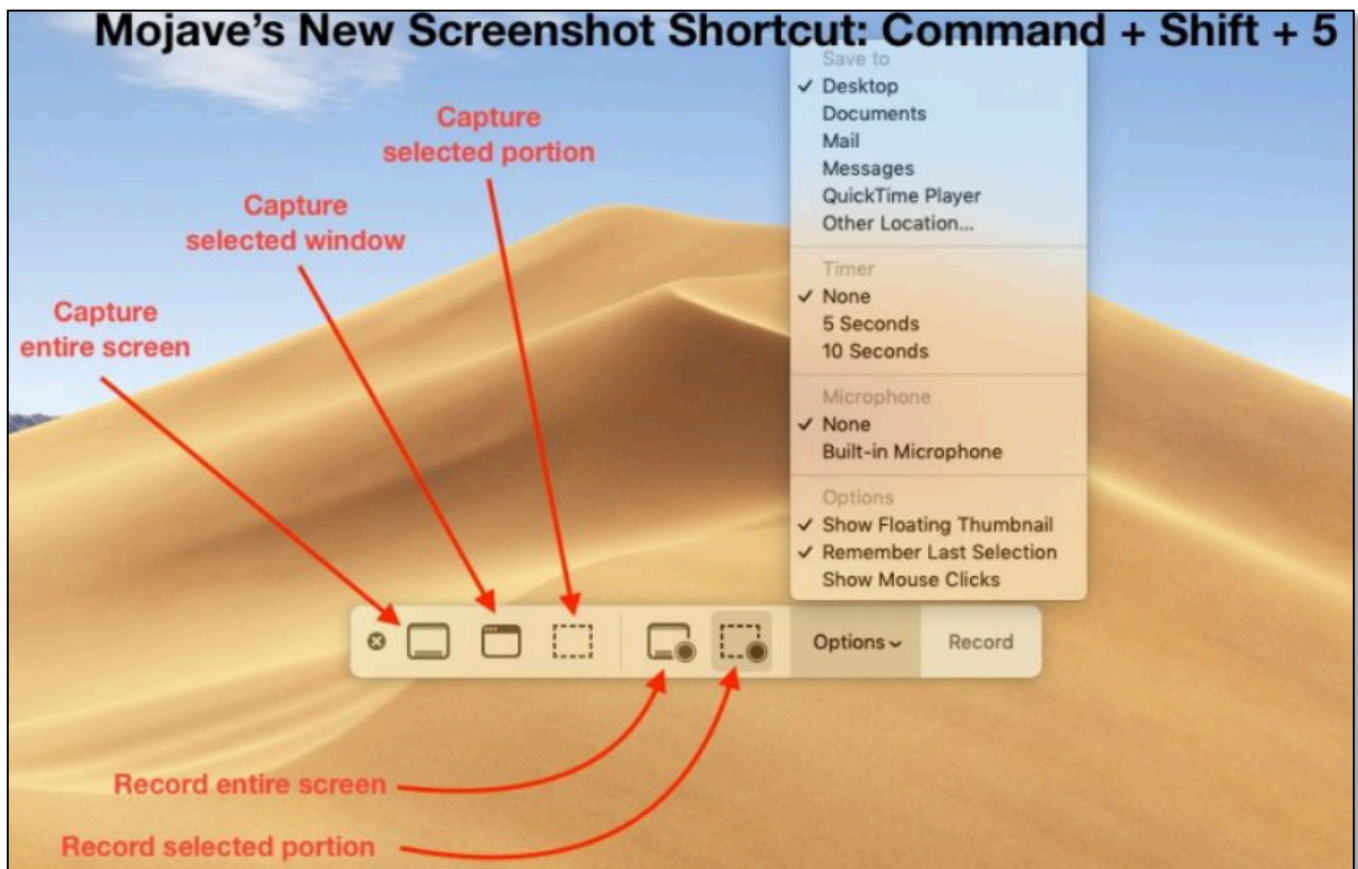
Note: This presentation will focus only on doing a capture.

As you mouse over each item, a label appears to explain its function. For example, here's the label for the first icon in the Capture Ribbon:

Capture Ribbon > Capture Entire Screen

Here are the functions of the other Capture Ribbon icons:

Capture Ribbon icons
Credit: Three macOS Mojave Features You'll Love… (Dr. Mac's Rants & Raves, Episode #299/Screenshot)

Note: If you choose a capture or record option but then decide that you don't want to proceed, just click the ⊗ *at the left end of the ribbon or press the* **Escape** (**esc**) *key.*
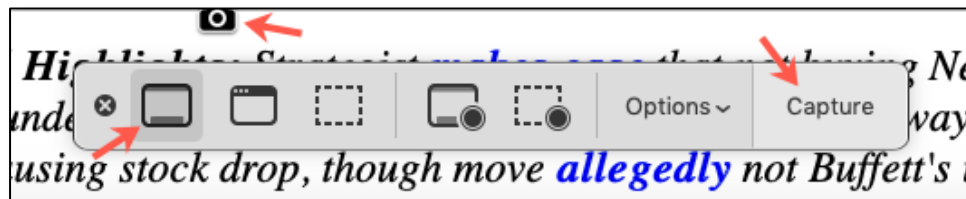
Capture Options. As we've seen, there are three capture options: **Entire Screen**, **Selected Window** and **Selected Section**. Here's how they're used (next page):

Capture Entire Screen. Click the first item in the Capture Ribbon to capture the entire screen as a picture (image) file. Notice that when the cursor/pointer is moved anywhere off the ribbon, it changes from an Arrow Icon to **Camera Icon** to remind you that you're capturing the entire screen. The cursor remains as a Camera Icon no matter where you move it on the screen (another reminder of a screen capture).
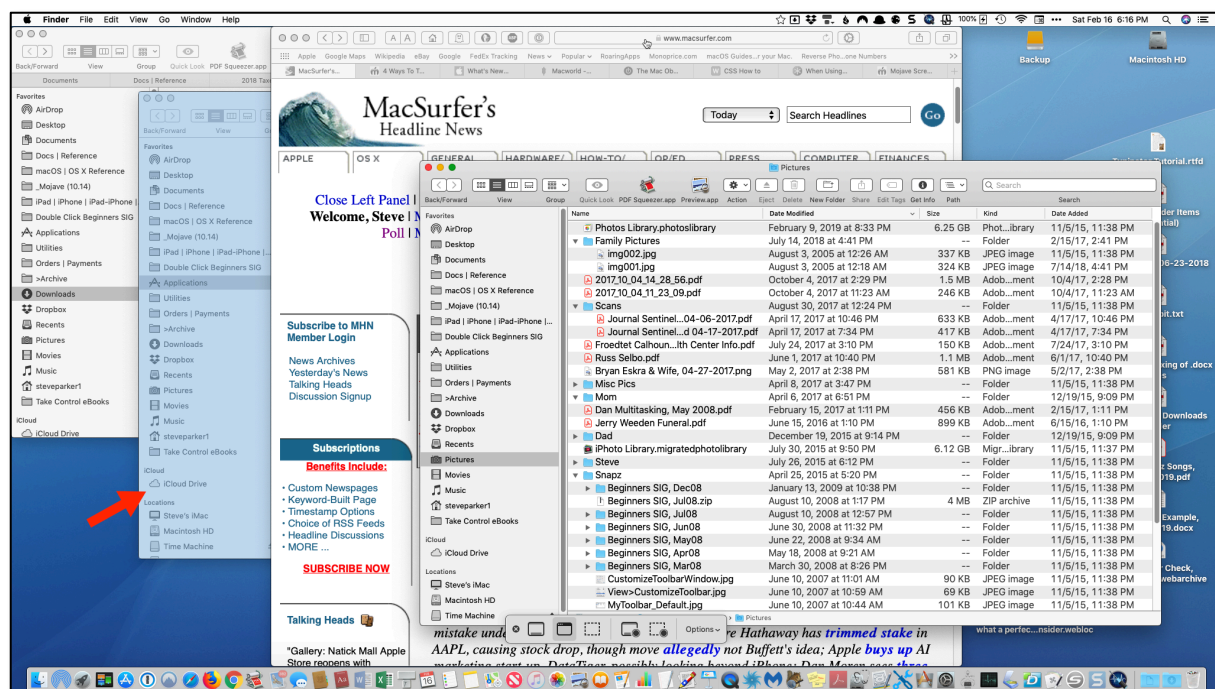
Click the mouse (Camera Icon) anywhere on the screen or click the **Capture Button** on the Ribbon to complete the capture:

Capture Ribbon > Capture Entire Screen (Note the Camera Icon)

Capture Selected Window. Click the second item in the Ribbon to capture a selected window as a file. As you move the cursor around various open windows, regardless of the owner application(s), the selected window will be highlighted. As long as *any* portion of a window is visible, it can be highlighted and then captured.
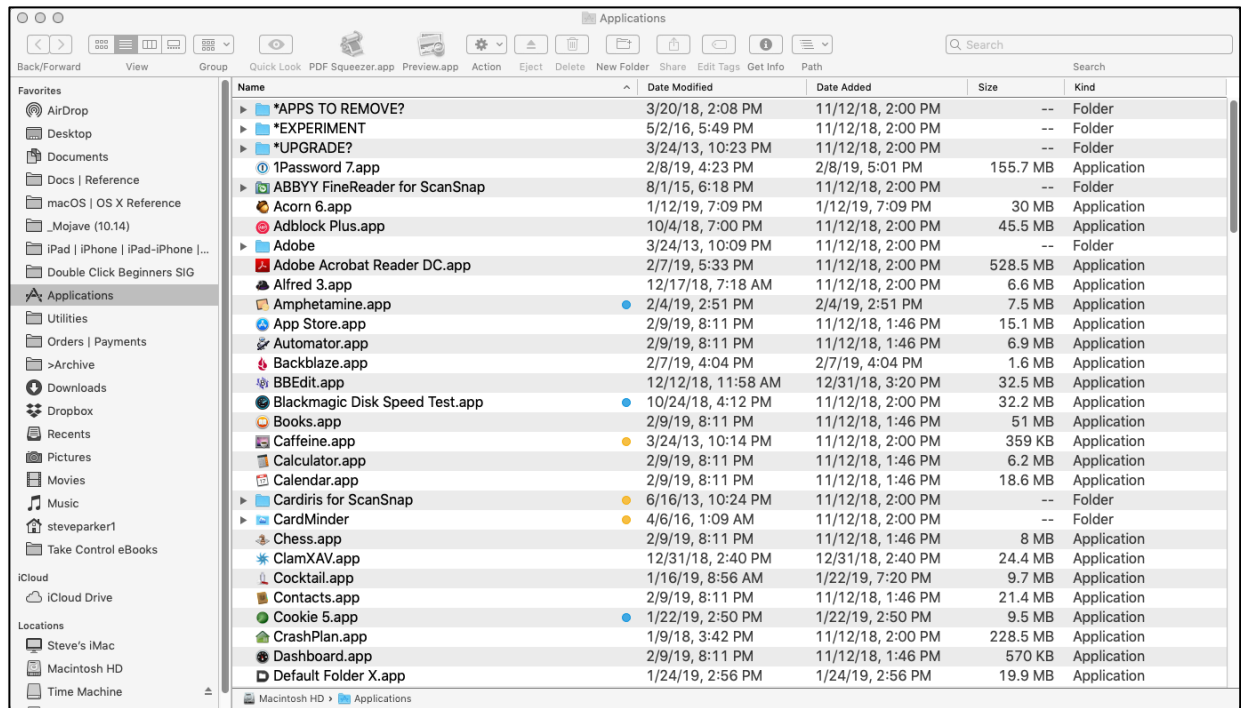
Click the mouse anywhere on the selected window to complete the capture. Below is a view of my screen before the capture. Notice that I have a Safari window and several Finder windows open, and I've selected one of the Finder windows (mostly hidden by other windows) to be captured.

Capture Ribbon > Capture Selected Window
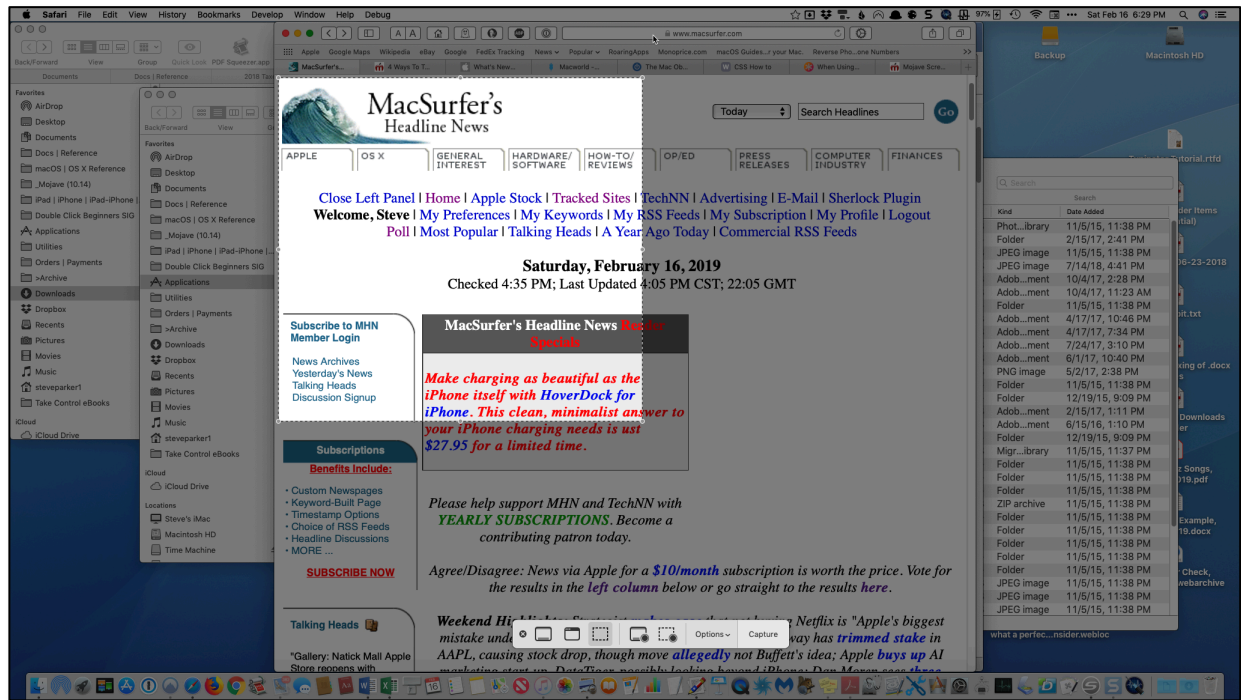**(Note the Mostly Hidden Window Being Selected)**

Still, the mostly hidden Finder window was captured in its entirety:

Mostly Hidden Finder Window Captured in its Entirety

Capture Selected Portion. Click the third item in the Capture Ribbon to capture a selected portion of the screen as a picture (image) file. A highlighted dashed outline box appears on the screen:

Capture Ribbon > Capture Selected Portion (Note the Selection Rectangle)

Click the **Capture Button** in the ribbon to complete the capture.

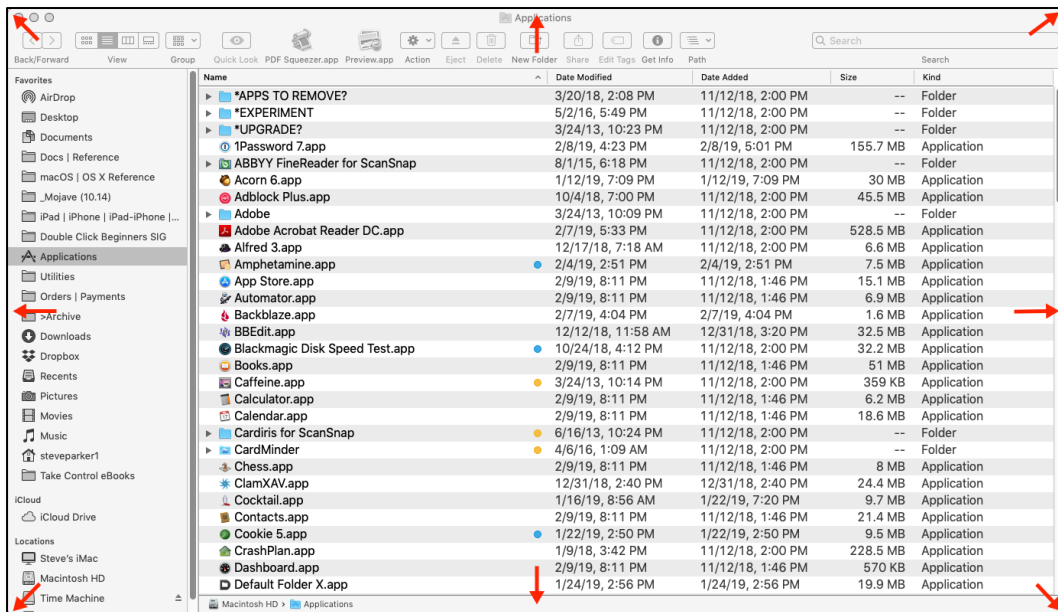Here's a screenshot of the captured selection:

Captured Selection

Selection Rectangle. When capturing a selected portion of the screen, you can change its shape and location of the selection rectangle in several ways:

- Place the cursor on one of the "drag markers" (found at each corner and middle of each side of the dashed outline box) and drag to the desired position.

Drag Markers

- Hold down the **Option** key to also move the opposite side of the box in the same amount when using a **side drag marker**.

- Hold down the **Option** key to change the size of the box in all directions when using a **corner drag marker**.

- Place the cursor within the box and then **drag to reposition** the box on the screen.

Note: Before macOS Mojave, a screen area selection didn't start as a highlighted rectangle. Instead, the cursor changed to a crosshair (+) that you dragged to define the selection rectangle. This is still the case if you use the Shift+Command+4 keyboard shortcut. However, the shape of the selection rectangle can't be adjusted like it can if you start with Shift+Command+5.

When you're satisfied with your selection, click the **Capture Button** on the ribbon to complete the capture.

Options. The **Option**s section of the Capture Ribbon is where you customize how screen capture and recording work (where capture and recording files are saved, a timer to delay when a screenshot is taken, and other options).

Capture Ribbon > Options

Note: Once that you've selected the options that you want to use, they will be active even if you choose to use the previous ones for screenshots (Shift+Command+3 and Shift+Command+4).

"Save to" Location. This is where you can decide where you want to the files from screen captures and recordings to be saved. Until macOS Mojave, they were saved to the Desktop. Now you get to choose the default save location (**Desktop**, **Documents**, **Clipboard**, the **Mail app**, the **Messages app**, the **Preview app**, or **another folder/location** that you prefer).

- Choosing either of the **Mail**, **Messages** or **Preview** apps opens a **new document** in the app with the saved file included as an image (Mail and Messages) or a document ready for editing and saving (Preview).

- There are two advantages for saving to Preview:
  - You can you edit it using Preview's markup tools.
  - You must also save the file (keyboard shortcut: Command+S). This gives you the capability to *name* the file when doing a screen capture or recording.

    Before macOS Mojave and the ability to save a screenshot in Preview, you weren't offered a naming option, only a filename that was basically a time stamp.

If you choose **Desktop** or **Documents** as the default location, the result is the same as before Mojave, a **filename** based on the time stamp.

Timer. With the **Timer** option, you can now choose to delay the screenshot (**None**, **5 Seconds** or **10 Seconds**). This is useful if you want to do something on the screen—say, choose a menu item that you want to include in your screenshot—before it's taken.

Microphone. If you're doing a Screen Recording, you have two options for using a Microphone: **None** and **Built-in Microphone**.

Options/Show Floating Thumbnail. Instead of saving the file, the **Show Floating Thumbnail** option automatically puts it as a thumbnail of the screenshot at the bottom right hand corner of the screen. The thumbnail lasts about 5 seconds, time enough for you to either ignore it or make use of it.

Ignore it and it will be saved to the location that you've set as the default. So, you've got the same file saving capability as before except for the Floating Thumbnail time delay.

- *Thumbnail Editor*. However, if you decide to use the thumbnail by clicking on it, it will open up in an editor with a variety of markup tools very similar to those in Preview. (They're also the same as those found when selecting a file in the Finder while using the Show Preview option and then using its Markup option.) You can do things like highlighting, adding text, drawing lines, using the cropping tool, etc.
  - Click the **Done** button to save the edited file to the default location.
  - Click the **Share** button to open the edited file in another application, such as Preview, Notes, or Messages. Remember that Preview gives you the option to save the file with a name of your choosing.

- ▪ Click the **Trashcan** to delete what you've been editing or simply want to cancel out the screenshot. This can be handy if you're not satisfied with the screenshot and/or further editing and want to try again. This can be handy if you're trying to get the screenshot just right and want to avoid littering your Desktop with multiple screenshot attempts.

- *Turn Off the Floating Thumbnail*. If you don't want to use the Floating Thumbnail, just deselect it as an option. Then any screenshot or recording default capture save option will take place immediately. For example, the capture will immediately go to the Desktop, Preview, etc.

Options/Remember Last Location. This option allows you to choose whether to default to the selections you made the last time you used the Floating Thumbnail.

Options/Show Mouse Pointer. This option determines whether to show the mouse pointer in your screenshot.

Summary. With Mojave, you have more screenshot options than before. With all these options, however, you'll need to figure out how you want to do screenshots by setting up those options.

All you have to do is to use the keyboard shortcut Shift+Command+5 to access and set the Options. Then, if you want, you can return to using keyboard shortcuts Shift+Command+3 and/or Shift+Command+4 to do your screenshots.

Next Presentation

For the next presentation, we'll take a look a few more Mac Tips to try out.

Have a favorite Mac Tip? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

–Steve Parker

Credits:

- Mojave Screen Capture Options
  https://macmost.com/mojave-screen-capture-options.html

- Three macOS Mojave Features You'll Love…
  Dr. Mac's Rants & Raves, Episode #299 (Screenshot)
  https://www.macobserver.com/columns-opinions/dr-macs-rants-raves/three-macos-mojave-features/