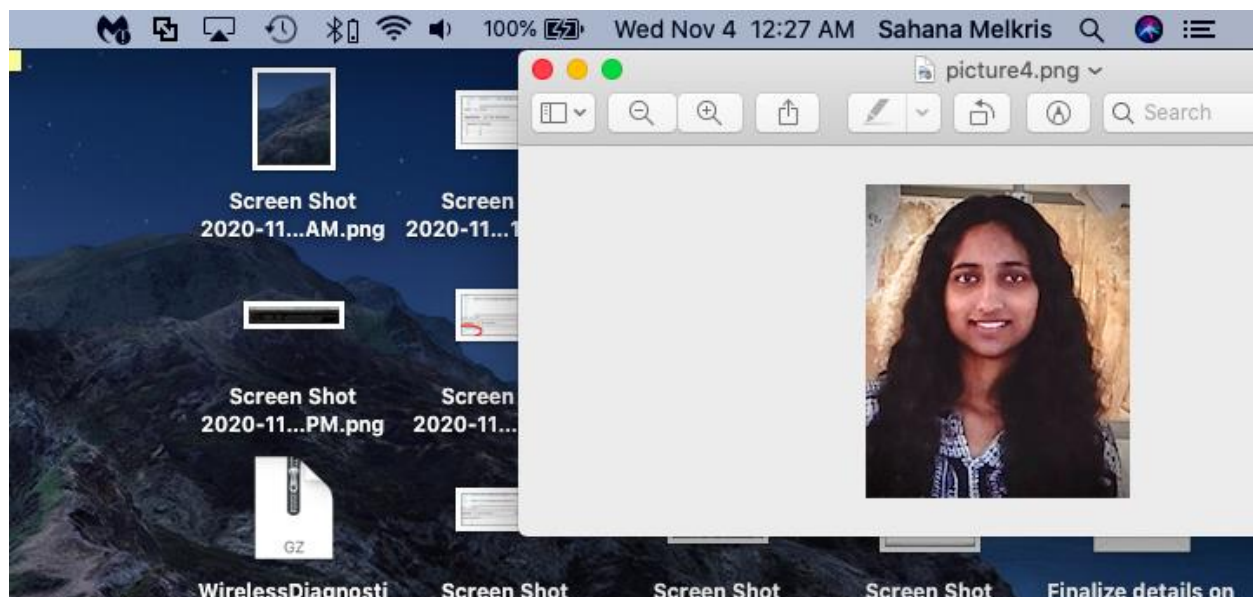


Taking partial screen captures on Mac

November 4th, 2020 by Sahana Melkris

Prepare your screen for the capture

To take partial screen captures on Mac, you will need to hold the *command+shift+4* keys together. This command allows you to capture a rectangular area of your screen. However, first arrange your screen with the items you want to screen capture. Keep only the most necessary and relevant data in the window you've chosen to capture so that you won't need to edit out as much later. Group your elements together so that you can take a smaller screen capture. Try to focus your window on only a few elements to add focus to your image. For example, in my screen capture below, I included highly informative elements grouped together in my window such as the timestamp information, my name, my face, and just enough background to show that it all belongs on a computer screen. I also kept my picture as the main focus of the screen capture. It's better to take partial screen captures for displaying smaller visual content as full screen captures generally provide too much information and require more editing.



Perform screen capture, save and edit

When you're done prepping your screen, press and hold *command+shift+4* to make a crosshair. Drag the cross hair diagonally towards the bottom right across the section of your screen you want to capture. Your screen capture will then show up as a thumbnail in the bottom right corner of your screen. Click on this thumbnail to open your screen capture. You can choose to immediately make edits using the top left toolbar, save, and or share by clicking the share icon on the top right. However, it's a good idea to save the original and edit a copy. Click *Done* on the top right to save a PNG version of your screen capture. Open your *Desktop* folder in Mac to see the file and create a copy for any edits using *right click>duplicate* on the file. Open the copy to start editing in Mac's Preview app. Click the *Show Markup Toolbar* button on the top right to open the toolbar. Select the appropriate icons in the toolbar on the top left to draw shapes, highlight, add text or crop. Press *Ctrl-S* to save your changes.

