

## Harvesting Graphics via Capturing Screenshots on PC and Mac

The need to capturing screenshots is a necessary technique to enhance ones family history documents and communications with others. There are free apps already built into your Mac and PC operating systems.

**Snipping Tool** is a Microsoft Windows screenshot utility included in Windows Vista and later. It can take still screenshots of an open window, rectangular areas, a free-form area, or the entire screen. Snips can then be annotated using a mouse or a tablet, stored as an image file or an MHTML file, or e-mailed. See <https://support.microsoft.com/en-us/help/13776/windows-10-use-snipping-tool-to-capture-screenshots> for specific instructional details. Below is an outline of how it operates.

### Use Snipping Tool to capture screenshots

Applies to: Windows 10, Windows 8.1, Windows 7

Take a snapshot to copy words or images from all or part of your PC screen. Use Snipping Tool to make changes or notes, then save and share.

Windows 10 has another screenshot app you might also like to try. When you open Snipping Tool, you'll see an invitation and keyboard shortcut to Snap & Sketch. For more info on this app, see [How to take and annotate screenshots on Windows 10](#).

Capture any of the following types of snips:

Free-form snip	Draw a free-form shape around an object.
Rectangular snip	Drag the cursor around an object to form a rectangle.
Window snip	Select a window, such as a dialog box, that you want to capture.
Full-screen snip	Capture the entire screen.

When you capture a snip, it's automatically copied to the Snipping Tool window where you make changes, save, and share.

### Open Snipping Tool

For Windows 10	Select the Start button, type snipping tool in the search box on the taskbar, and then select Snipping Tool from the list of results.
For Windows 8.1 / Windows RT 8.1	Swipe in from the right edge of the screen, tap Search (or if you're using a mouse, point to the lower-right corner of the screen, move the mouse pointer up), and then select Search, type snipping tool in the search box, and then select Snipping Tool from the list of results.
For Windows 7	Select the Start button, then type snipping tool in the search box, and then select Snipping Tool from the list of results.

### Work with your screenshots

With your Snipping Tool open, select one of the following to create and work with your screenshots.

Hide all

- Capture a snip
- Capture a snip of a menu
- Annotate a snip
- Save a snip
- Remove the snip
- Share a snip
- Keyboard shortcuts to use in Snipping Tool

Press these keys	To do this
Alt + M	Choose a snipping mode.
Alt + N	Create a new snip in the same mode as the last one.
Shift + arrow keys	Move the cursor to select from different types of snips.
Alt + D	Delay capture by 1-5 seconds.
Ctrl + C	Copy the snip to clipboard.
Ctrl + S	Save the snip.

- Enlarge, retake, or crop your snip
- Print a snip
- Place tool on the toolbar
- Delay your screenshot

### Related info

For info about other Windows 10 features, see [What's new in recent Windows 10 updates](#).

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Did this solve your problem?

Yes No

## Mac Capture Tool

The Mac iOS screen capture counterpart app is equally as versatile as the Snipping Tool which can viewed at:

<https://support.apple.com/en-us/HT201361>

And perused below.

# How to take a screenshot on your Mac

You can capture the entire screen, a window, or just a selected portion of the screen.

If you've upgraded to macOS Mojave, you can use Shift-Command (⌘)-5 to take all types of screenshots, or make video recordings of your screen. Other keyboard shortcuts, such as Shift-Command-3 and Shift-Command-4, continue to work in all versions of macOS.





## Capture the entire screen

In macOS Mojave:

1. Press **Shift-Command-5** on your keyboard to see the onscreen capture controls:





2. Click **Capture Entire Screen**  in the onscreen controls. Your pointer changes to a camera .
3. Click anywhere on any screen to capture the screen of that display, or click **Capture** in the onscreen controls to capture the screen of every display.
4. A **thumbnail of the screenshot** briefly appears in the corner of your screen. You can then find the screenshot on your desktop.

In all versions of macOS:

1. Press **Shift-Command-3** to capture the screen of every display.
2. Find the screenshot on your desktop.

## Capture a window

In macOS Mojave:


1. Press **Shift-Command-5** to see the onscreen capture controls.
2. Click **Capture Selected Window**  in the onscreen controls. Your pointer changes to a camera .
3. Click a window to capture that window.  
To exclude the window's shadow from the screenshot, press and hold the Option (⌘) key while you click.
4. A **thumbnail of the screenshot** briefly appears in the corner of your screen. You can interact with the thumbnail to edit the screenshot, move it, or take other actions. Or wait for the screenshot to appear on your desktop.

In all versions of macOS:

1. Press **Shift-Command-4**.
2. Press the Space bar. The pointer changes to a camera .
3. Click a window to capture that window.  
To exclude the window's shadow from the screenshot, press and hold the Option (⌘) key while you click.
4. Find the screenshot on your desktop.

## Capture a selected portion of the screen

In macOS Mojave:

1. Press **Shift-Command-5** to see the onscreen capture controls.
2. Click **Capture Selected Portion**  in the onscreen controls.
3. Drag to select an area of the screen to capture. To move the entire selection, drag from within the selection.
4. Click **Capture** in the onscreen controls.
5. A **thumbnail of the screenshot** briefly appears in the corner of your screen. You can interact with the thumbnail to edit the screenshot, move it, or take other actions. Or wait for the screenshot to appear on your desktop.

In all versions of macOS:

1. Press **Shift-Command-4**.
2. Drag to select the area of the screen to capture. To move the entire selection, press and hold Space bar while dragging.
3. After you release your mouse or trackpad button, find the screenshot on your desktop.

## Capture a menu

If you desire more powerful apps for either PC or Mac, here are some good ones to explore: Snagit, Greenshot, Jing, Windows Calculator, Microsoft Paint, PicPick, Gyazo, ShareX, Sticky notes, Grab, Adobe Photoshop and Google Chrome.

Once you start screen capturing, you will never be without actively using its capabilities.