

Screenshot Markup Tips, Part 1 of 2

Note: This discussion is based on the latest version of macOS Ventura, 13.6. Some illustrations may differ when using other versions of macOS. Most illustrations are from screenshots on my iMac or MacBook Pro. Credit for Other Images: See the credits at the end of this presentation.

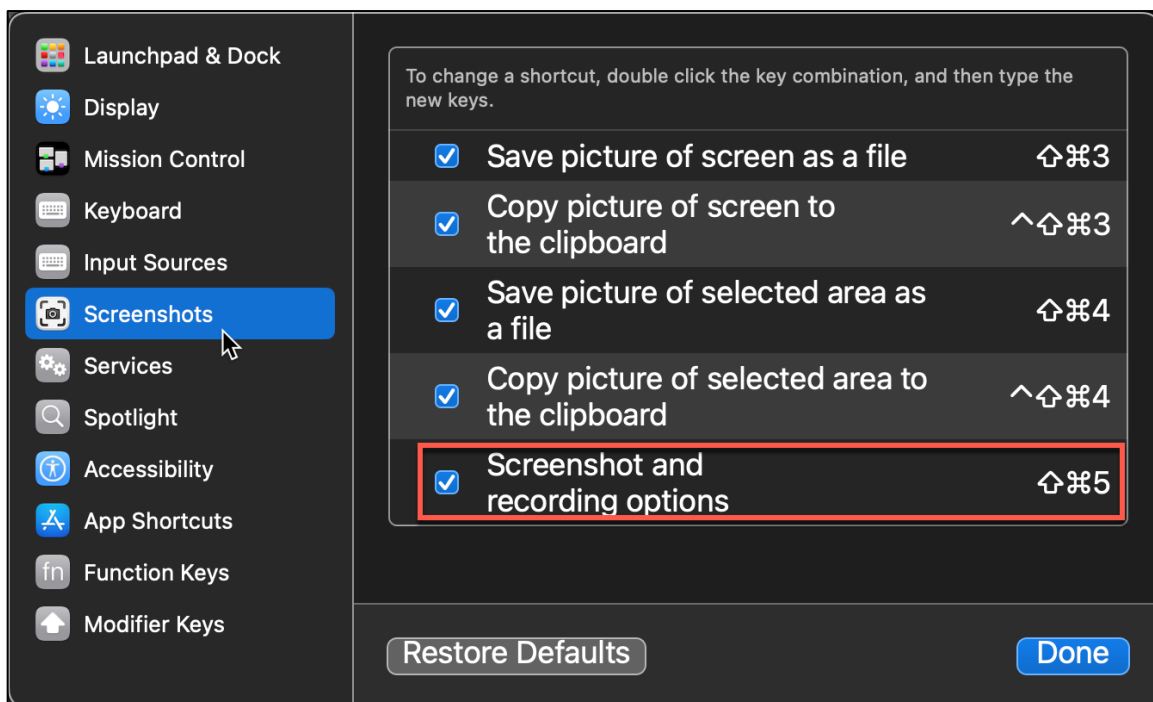
I use screenshots on occasion to save information that I've read on the web for future reference. Sometimes, I want to annotate these screenshots by marking them up with shapes, text, etc. I recently came across a post on MacMost.com (credit at the end of this presentation) with a nice discussion about marking up a screenshot and have used it for this presentation.

Screenshot Basics

Take a Screenshot. As soon as you've taken one on your Mac, a screenshot can be marked up. This is done using the macOS **Screenshot Tool**. Here are the basics.

Start by taking a screenshot using the default shortcut **Shift+Command+5**. This will bring up the Screenshot Tool. Apple introduced this keyboard shortcut to macOS several versions back. (There's also a **Screenshot app** in the macOS **Utilities folder**. Using this app also brings up the Screenshot Tool.)

Note: If this keyboard shortcut isn't working for you, check in System Settings (System Settings > Keyboard > Keyboard Shortcuts... > Screenshots):



Screenshot Keyboard Shortcut (System Settings)

When you take a screenshot, a selection box with dotted lines appears on your screen. This box can be moved around on the screen by dragging within the box. It can also be resized by dragging one of the handles on the corners or sides. As you drag a handle, the size of the box is displayed next to the handle. (See the image on the next page. You'll probably recognize it.)

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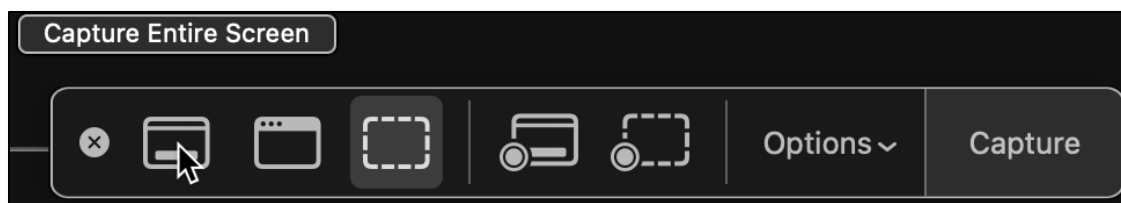


Screenshot Selection Box

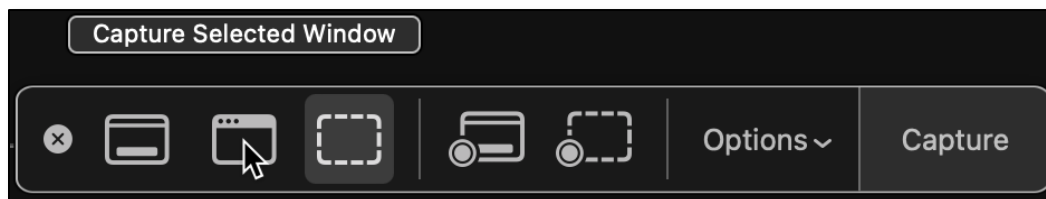
Also, a list of screenshot features appears in a box at the bottom of the screen.

If you wish, you can cancel the screenshot by using the **esc** key.

At this point, you have the option to (1) capture the entire screen, (2) capture a window, or (3) capture a selected portion of the screen. (See the images below.)



Screenshot (Capture Entire Screen)



Screenshot (Capture Selected Window)



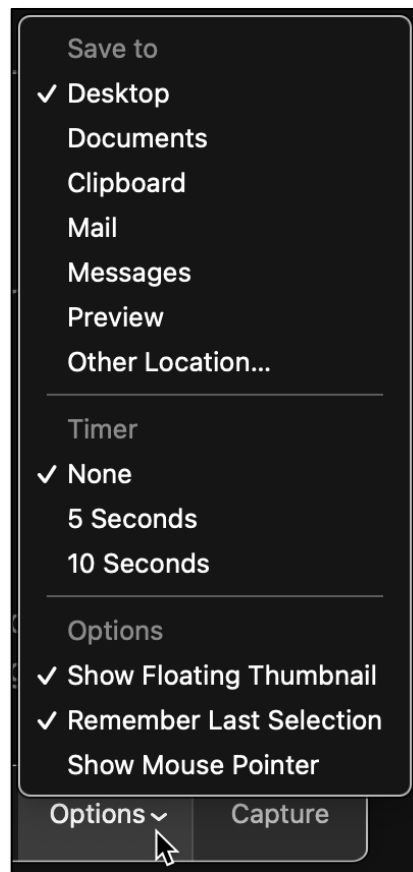
Screenshot (Capture Selected Portion)

Under **Options**, you need to select one of the options to Save the screenshot to a folder. The options include a variety of locations to save the screenshot:

- Desktop & Documents
- Documents folder
- Clipboard
- Mail app
- Messages app
- Preview app
- Other location... (brings up a Save dialog box to select the desired location)

(See the image on the next page.)

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Screenshot Save Options

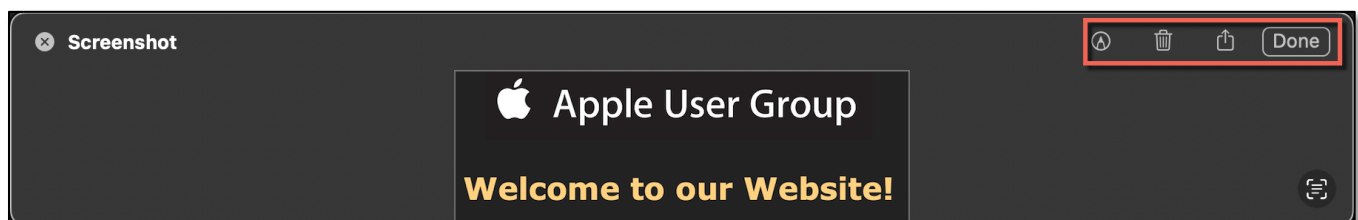
Make sure that the **Show Floating Thumbnail** option is turned **On**. With this option your screenshot, after it's captured, appears as a thumbnail at the bottom right corner of your screen.



Floating Thumbnail

Note: It's *essential* that you click on this thumbnail—you only have about 5 seconds before it goes away!

When you do this, it brings up the screenshot for you to preview it:

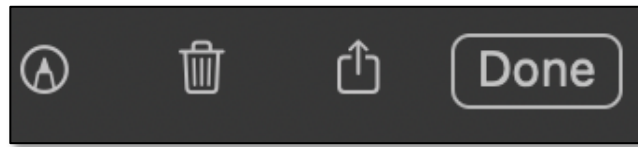


Screenshot For Editing

The screenshot will remain on the screen even if you switch away to another app.

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Edit the Screenshot. You can edit the screenshot before it's saved. Four editing tools are found in the upper right corner of the screenshot:

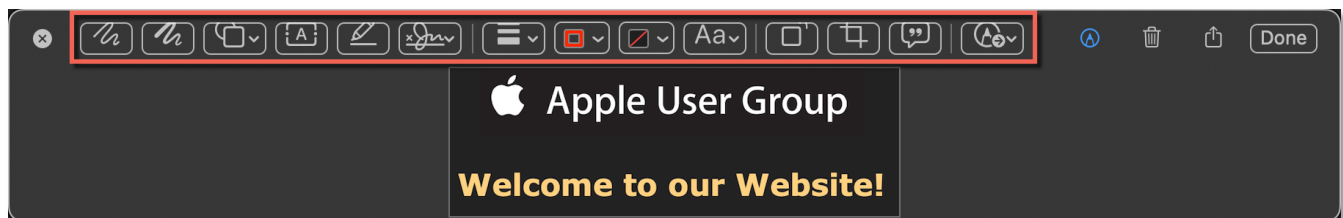


Editing Tools

- Click the **Trashcan** icon to simply **Delete** the screenshot and try again.
- Click the **Share** button to share the screenshot without saving it.
- Click **Done** to save the screenshot to the location previously selected. You can also click the **X** button found in the upper left corner of the screenshot.

Markup

Click the Markup Tool. The last editing tool in the group is the **Markup Tool**. Click it to mark up your screenshot and reveal the markup tools:



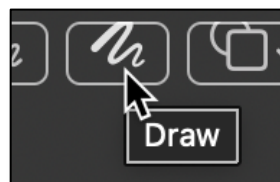
Markup Tools

You may have used markup tools before, likely in the Preview app. The basics of editing a screenshot are the same although the icon list is a little different. Click on the icon of a tool to use it. Hover over a tool for a couple of seconds to reveal a description label below.

Note: Use **Command+Z** to **Undo** anything. If you've made several markups, you can use this keyboard shortcut repeatedly to undo them in the reverse order in which they were made.

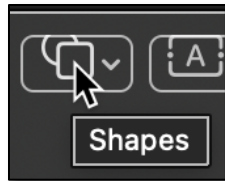
Here are the basic tools that you can use:

Drawing – Use this tool to draw freehand on the screenshot.

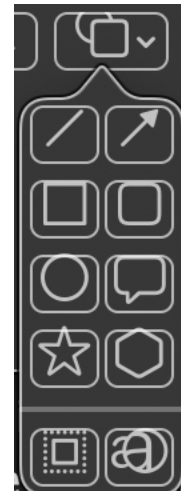


Drawing Tool

Shapes – With this tool, you can use one of the available shapes and place it on your screenshot. (See the images on the next page.)



Shapes Tool



Shapes Options

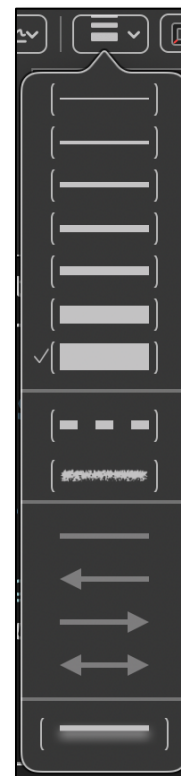
For example, if you choose to draw a circle, then you can drag it to position the circle on your screenshot. You can also resize it by dragging one of the handles on the circle outline.

Another popular shape that you can draw is an arrow. Once you draw an arrow, you can point it toward where you want.

Shapes Style (Line Thickness) – Use this tool to change the thickness of a shape or drawing:



**Shapes Style
(Line Thickness) Tool**



**Shapes Style
(Line Thickness) Options**

A variety of line thicknesses are available and also three line styles (standard, dashed, and "crusty").

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Border (Line) Color – This tool will change the color of a shape or drawing. It changes only the color of the border line, not the internal fill of the shape. Internal shape fill is done using the next tool. Note: The icon changes to show the last used color.



Border (Line) Color Tool

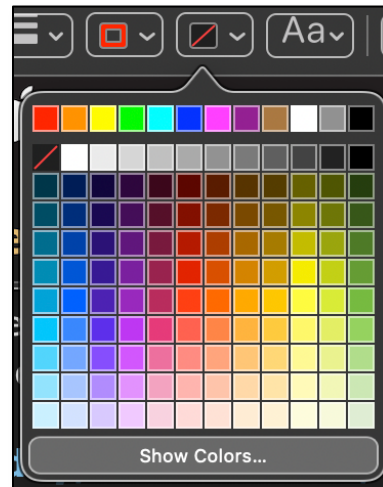


Border Color Options

Fill Color – Use this tool to fill a shape with a certain color. Selecting this tool will bring up a pallet of colors from which to choose fill color. As you can see, the Fill Color Options are the same as those for Border Color. Note: As with the Border Color, the icon changes to show the last used color.



Fill Color Tool



Fill Color Options

Text – Use this tool to type some text onto your screenshot. After you click the Text Tool, a small box with the word "text" will appear in your screenshot. When you type something, it will replace the word "text." You can reposition the text box containing your text by dragging it. Resize it by dragging the text box handles. To change the text size and style, use the Text Style tool.



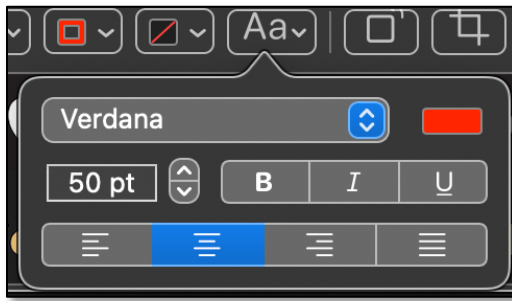
Text Tool

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Text Style – With this tool, you can change the size and style of the text that you created with the Text Tool.



Text Style Tool



Text Style Tool Options

Those are the basics. In December—November is our "Show and Tell" meeting—we'll look at some additional Screenshot tips.

Summary

Screenshots can be a handy way to save information that you've read on the web for future reference. Before saving a screenshot, you can annotate it by marking it up with shapes, text, etc. In this discussion, we reviewed how to take a screenshot and then the basics of marking it up by adding a drawing, shape(s), changing line thickness and color, adding a shape fill and color, and adding text.

Next Presentation

In future presentations, we'll take a look another macOS feature or utility.

Have a favorite Mac Tip or utility? 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

Credit:

10 Screenshot Markup Tips and Tricks

https://macmost.com/10-screenshot-markup-tips-and-tricks-2.html?awt_a=2P.a&awt_l=CXcq&awt_m=JdVRV6CbQh8I.a&nclx