

Screenshot Markup Tips and Tricks, Part 2 of 2

Note: This discussion is based on the latest version of macOS Sonoma, 14.1.2. 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.

In Part 1 presented at the October meeting, I discussed some basic tools to annotate screenshots by marking them up with shapes, text, etc. In this Part 2 presentation, I'll discuss some additional special tools to annotate your screenshots.

Brief Review of Part 1

Take a Screenshot. Screenshots can be marked up right away by using the macOS **Screenshot Tool**:

- Take a screenshot using the default shortcut **Shift+Command+5**, which brings up the Screenshot Tool.
- You can also use the **Screenshot app** (found in the macOS **Utilities folder**). This app also brings up the Screenshot Tool.
Note: You can cancel the screenshot by using the **esc** key.
- After taking a screenshot, a selection box with dotted lines appears on your screen that can be moved around on the screen by dragging within the box.
Note: You can also resize the selection box by dragging one of the handles on the corners or sides.
- When you trigger the screenshot, a list of screenshot features appears in a tabbed box (the **Screenshot Tool**) at the bottom of the screen.
- The first section of screenshot box has tabs to (1) capture the entire screen, (2) capture a window, or (3) capture a selected portion of the screen.
Note: The second section of the screenshot box has tabs for recording (1) the entire screen or (2) a portion of the screen. However, recording isn't being discussed in this presentation.
- The third section of the screenshot box is labeled **Options**. Click it to bring up the Options window:
 - In the first group (**Save to**), there are several location options to save the screenshot: Desktop & Documents, Documents folder, Clipboard, Mail app, Messages app, Preview app, and Other location... (to bring up a Save dialog box).
 - The second group (**Timers**) allows you to set a timer (None, 5 Seconds or 10 seconds) for the screenshot.
 - The third group (**Options**) has selections for Show Floating Thumbnail, Remember Last Location, and Show Mouse Pointer.

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

Click on the thumbnail to edit the screenshot. You only have about 5 seconds before it goes away and is saved elsewhere.

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Markup the Screenshot Before It's Saved. Four editing tools are found in the upper right corner of the screenshot:

- **Trashcan** to delete the screenshot and try again.
- **Share** button to share the screenshot without saving it.
- **Done** to save the screenshot to the location previously selected.
- **Markup Tool** button to reveal the Markup toolbar and its tools to edit/mark up your screenshot. Like those found in the Preview app, the tools include these basic tools: Drawing, Shapes, Shapes Style (Line Thickness), Border (Line) Color, Fill Color, Text, and Text Style.

Markup Using the Preview App. While editing a screenshot with the Screenshot Tool is convenient, the Preview app offers more capability (and may be more familiar). Preview also offers more tools.

To automatically use Preview after taking a screenshot, just go to the **Options** section in the Screenshot Tool, then to the **Save to** group and select **Preview**.

Four Additional Screenshot Tips

In addition to the basic markup tools, there are several more available. Here are four with special features that you may find useful.

Sketch – There are differences between **Draw** and **Sketch**. Icons for the Sketch and Draw tools look similar, but the one for Draw is slightly bolder. Also, the Sketch tool is on the left; Draw on the right.

The Draw tool lets you draw freehand whatever you want on the screenshot, such as a circle. **Sketch** will then try to interpret what you draw and make it an exact and proper shape.

- Example: Use your pointer to freehand draw a circle, and Sketch will convert it into an exact circle.



Sketch Tool



Sketch Tool > Convert to Proper Circle

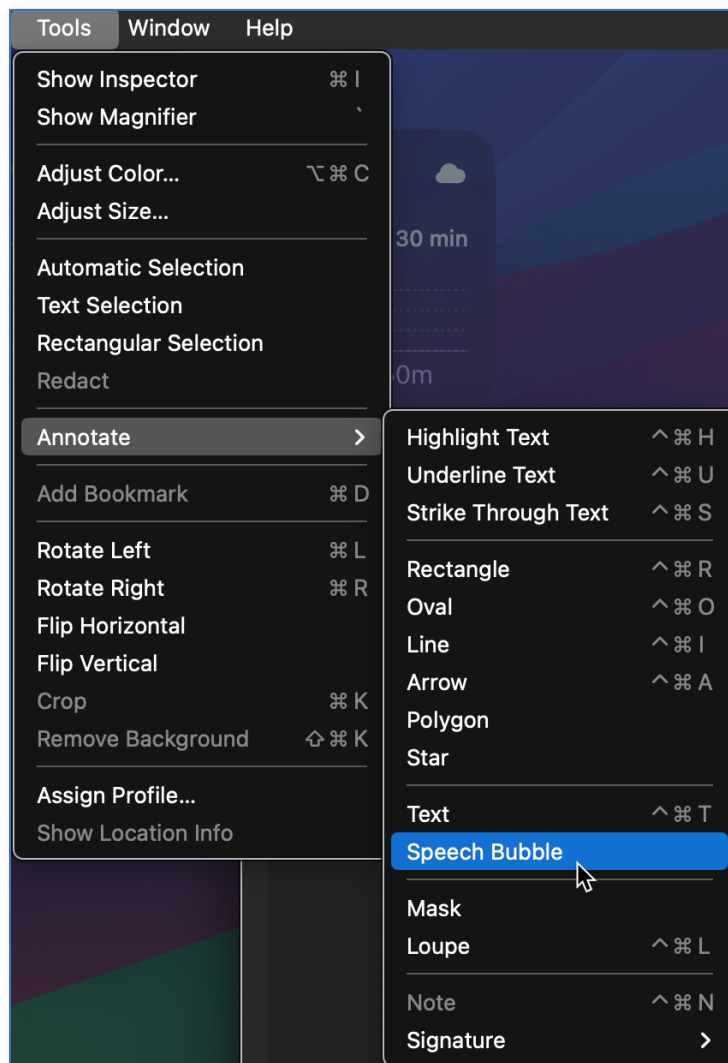
- You can also use the tool adjustment options (group of three small icons) to go back to the actual drawing (middle icon/irregular-shaped circle) or continue to use that perfect shape. Click the **X** to clear the options.

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- Sketch also works with other shapes. For example, draw a triangle, and Sketch converts it to a proper triangle. Draw a box, and Sketch converts to an exact rectangle. Ditto for a star and so on.

As you can see, the Sketch tool can be used to draw exact shapes rather than using the Shapes tool. So, you can use whichever one is more convenient.

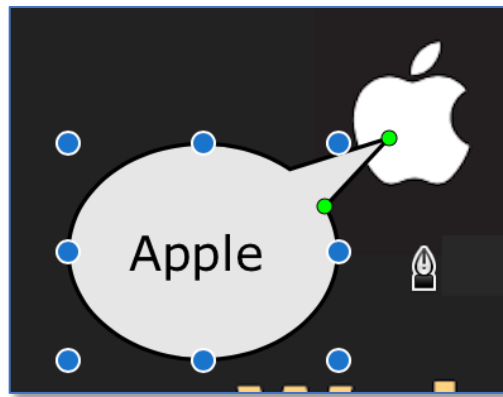
Speech Bubble – You may want to point something out in your screenshot and put a label on it. In the past, you might have drawn an arrow, then added some text for the label, and then moved both of them so they point to the item. A simpler way to accomplish this is to use a **Speech Bubble**. Bring it up from Preview's Tools menu:



Preview: Tools > Annotate > Speech Bubble

- After adding a Speech Bubble, you can move it around, resize it, and move the **green dot** on its pointer to move it to the item being labeled. Move the **green dot** at the bottom of the pointer to change its width.
- Double-click on the Speech Bubble, and then type something in it.

(See the image on the next page.)



Speech Bubble

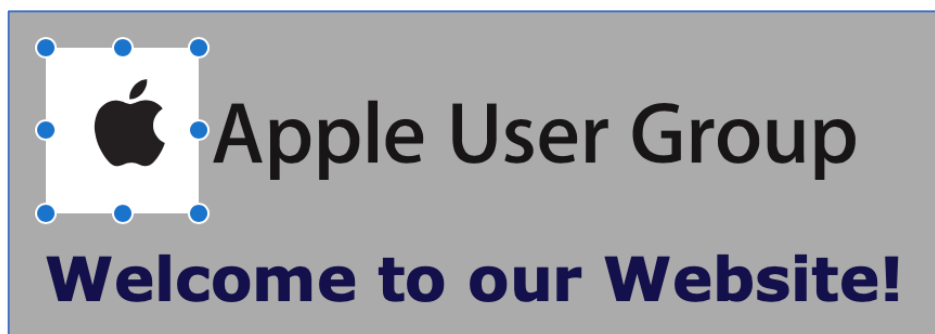
Shapes Highlight Tool – This tool will allow you to highlight just one area of your screenshot. It's located at the bottom of the Shapes tool group.



Shapes Special Tool

- Using this tool will draw a rectangle. Everything outside the rectangle has a grayed appearance while everything inside the rectangle is of regular brightness to make the selection stand out.

(See the image on the next page. For clarity in this example, I switched from my preferred Dark Mode viewing to standard/light mode.)

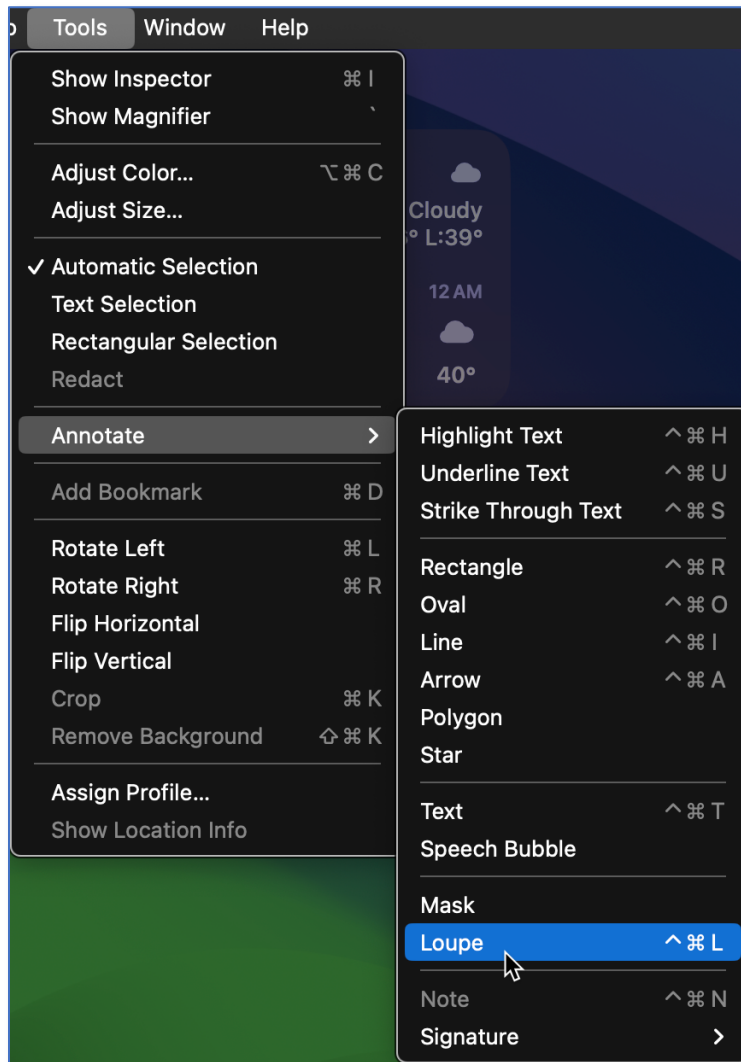


Shapes Special Tool

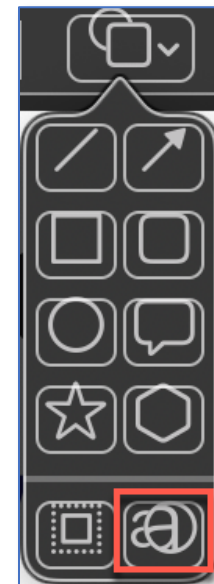
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- The rectangle can be positioned and resized as desired. It does have one unusual feature. Instead of grabbing the rectangle inside to move it, you need to "grab" outside to move it around.

Loupe - This special tool gives you a magnifying circle in order to focus on something in your screenshot. Bring it up from Preview's Tools menu or use the keyboard shortcut: **Control+Command+L**. You can also use the Loupe button located at the bottom of the Shapes tool group.



Loupe Tool



Loupe Button

Below is an example of using the Loupe Tool to magnify the Apple logo. (See the image on the next page.) Again, for clarity in this example, I switched from my preferred Dark Mode viewing to standard/light mode.



Loupe Tool Example

- You can position the Loupe circle where you want.
- Then drag the **blue dot** to make it bigger or smaller, and drag the **green dot** to adjust the magnification.

Emoji & Special Characters – We've discussed using Emojis and Special Characters before. Remember, they can be added for special emphasis, especially in any text used in marking up a screenshot.

Summary

The four Screenshot Tools presented give you special markup features to annotate your screenshots. **Sketch** allows you to draw exact/proper shapes by freehand. The **Speech Bubble** provides a quick way to put a label on something in your screenshot. The **Shapes Highlight Tool** allows you to highlight a selected area in your screenshot. Finally, the **Loupe** tool gives you a magnifying circle in order to focus on something in your screenshot.

Next Presentation

In future presentations, we'll take a look at 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=CXcqh&awt_m=JdVRV6CbQh8I.a&nlclx