

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Take a Screenshot

Taking a screenshot is one of the handiest things you can do on a computer. This guide shows how to take a screenshot on Windows 11 with Win+Shift+S, and on a Mac with Shift-Command-4: how to drag to select, add markup, and exactly where the file gets saved. Plus Print Screen, Shift-Command-3/5, and the iPhone and Android shortcuts.

Why take a screenshot?

A picture of your screen is often the fastest way to get help, or to share something.

Show us the problem

An error message or a strange screen is much easier to fix when we can see exactly what you saw.

Share what's on screen

Send a confirmation number, a map, or a message without retyping anything.

Keep a record

Save a receipt, a flight time, or a chat you might need later.

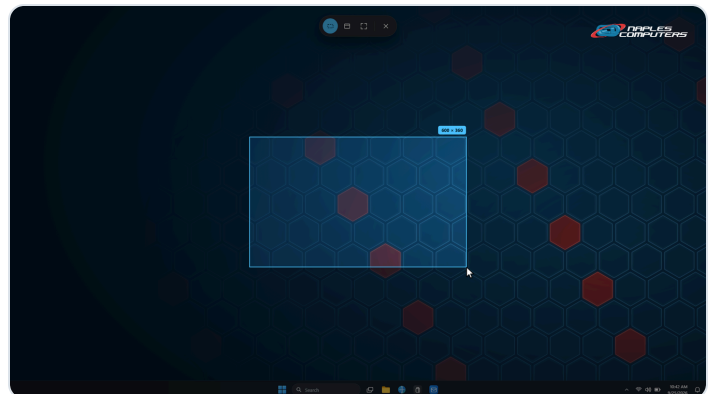
Step by step

WINDOWS 11**1****Windows 11: Press Win + Shift + S, then drag**

Press the Windows key, Shift, and S all together to open the snipping overlay.

WHAT TO DO

Drag across the part of the screen you want, then let go.



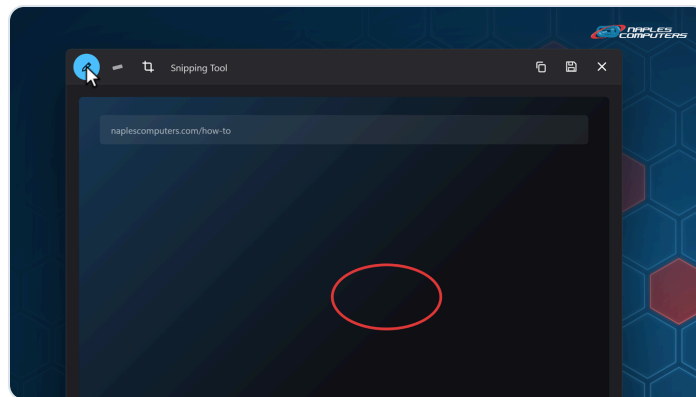
WINDOWS 11

2 Windows 11: Click the notification to add markup and save

Click the screenshot notification to open it in Snipping Tool.

WHAT TO DO

Use the Pen or Highlighter, then click Save, or Copy.



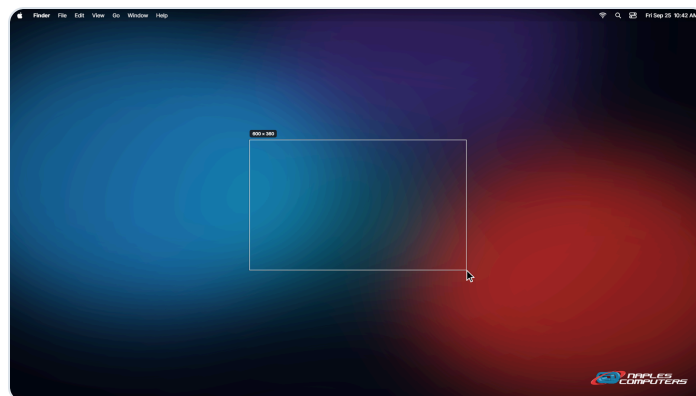
MAC

3 Mac: Press Shift-Command-4, then drag

Press Shift, Command, and 4 together. Your pointer becomes a crosshair.

WHAT TO DO

Drag across the area you want, then let go.



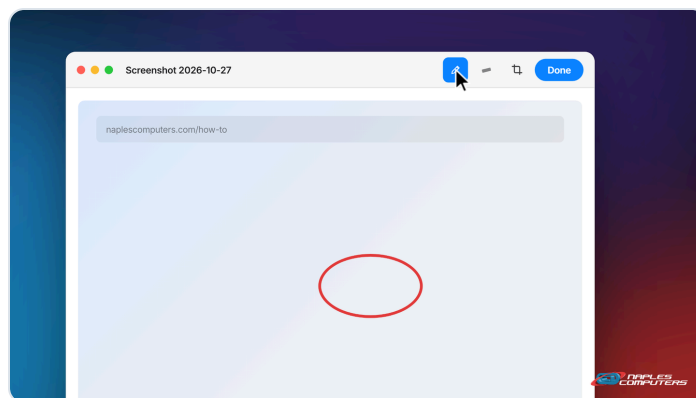
MAC

4 Mac: Click the thumbnail to mark up and save

Click the thumbnail before it fades, to open it in Markup.

WHAT TO DO

Draw on it if you like, then click Done. It's saved to your desktop.



Other ways to capture your screen

- ☐ Windows: the Print Screen key
Copies the whole screen to your clipboard. Windows key + Print Screen saves it straight to Pictures, Screenshots.
- ☐ Mac: Shift-Command-3 or 5
3 captures the whole screen; 5 opens the Screenshot app with more options. Both save to your desktop.



iPhone

Press the Side button and Volume Up together. Find it in Photos.



Android

Press Power and Volume Down together on most phones. Check Photos or your Screenshots folder.

Recap: take a screenshot



Windows: Win+Shift+S, drag, then click to mark up



Every screenshot is saved automatically



Mac: Shift-Command-4, drag, click the thumbnail



Need help? Send us the screenshot

A screenshot can capture personal information, like an account number or address on screen. Think before you share one, and never send a screenshot of a one-time code that was texted or emailed to you.



Need help getting a screenshot to us?

Call 239-513-1960

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