



Annotate Screenshots Mac App

#### Preview User Guide

1. [Macos Screenshot Annotation](#)
2. [Screenshot App For Mac](#)

You can use the editing tools in the Markup toolbar to mark up an image file, providing feedback or pointing out something you want to remember.

Awesome Screenshot is the highest-rated screen capture & screen recorder tool with over 2 million users! Screen sharing, fast and easy! Share screen with video and screenshot. Jul 29, 2020 Presentify Screen Annotation Mac App – Time to Take Better Control of Presentation Draw/Annotate Anywhere on the Screen During a free-flowing presentation, the thing that I always like to have is a spontaneous control over tools.



If the image is on a page in a PDF file and you want to comment on only the image, you can extract the image as a separate image file. See [Extract a PDF page as an image](#) for instructions.

If you only want to comment on part of an image that you've opened in Preview, you can select part of it, choose **Edit > Copy** to copy just that part, then choose **File > New from Clipboard** to create a new file. You can also crop the image to remove areas that you don't want.

*Note:* If you annotate an image file, you can't edit, move, or delete the annotations after you save the image. If you think you'll need to change annotations later, you can convert the image file to a PDF file, then add annotations to the PDF.

1.

2. In the Preview app on your Mac, click the Show Markup Toolbar button (if the Markup toolbar isn't showing).

3.

4. Use the tools in the toolbar to mark up the image (or use the Touch Bar).

5.

6.

7. **Tool**

8. Rectangular Selection

9. Instant Alpha

10. Sketch

11. Draw

12. Shapes

13. Text

14. Sign

15. Adjust color

16. Adjust size

17. Shape Style

18. Border Color

19. Fill Color

20. Text Style

21. Annotate , ,

22.

23. **Description**

24. Use any of the following shape tools to select an area in an image and then crop, copy, or delete:

- Rectangular Selection*
- Elliptical Selection*
- Lasso Selection*
- Smart Lasso*

25. See [Extract an image or remove a background](#).

26. Remove the background from an image.

27. Sketch a shape using a single stroke.

28. If your drawing is recognized as a standard shape, it's replaced by that shape; to use your drawing instead, choose it from the palette that's shown.

29. Draw a shape using a single stroke. Press your finger more firmly on the trackpad to draw with a heavier, darker line.

30.

31. *Note:* Unlike the Sketch tool, the Draw tool doesn't recognize standard shapes.

32. This tool appears only on computers with a Force Touch trackpad.

33. Click a shape, then drag it where you want. To resize the shape, use the blue handles. If it has green handles, use them to alter the shape.

34. You can zoom and highlight shapes using these tools:

- Loupe* : Drag the loupe to the area you want to magnify. To increase or decrease the magnification, drag the green handle; drag the blue handle to change the loupe size.
- Highlight* : Drag the highlight where you want. To resize it, use the blue handles.

35. See [Rotate and modify shapes added to a PDF](#) for more options.

36. Type your text, then drag the text box where you want.

37. If signatures are listed, click one, then drag it where you want. To resize it, use the blue handles.

38. To create a new signature:

- Using your trackpad:* Click Trackpad, click the text as prompted, sign your name on the trackpad using your finger, click any key when you're finished, then click Done. If you don't like the results, click Clear, then try again.
  - If your trackpad supports it, press your finger more firmly on the trackpad to sign with a heavier, darker line.
- Using your computer's built-in camera:* Click Camera. Hold your signature (on white paper) facing the camera so that your signature is level with the blue line in the window. When your signature appears in the window, click Done. If you don't like the results, click Clear, then try again.
- Using your iOS or iPadOS device:* Click Select Device to choose a device (if more than one is available). On your device, use your finger or Apple Pencil (on iPad) to sign your name, then click Done. If you don't like the results, click Clear, then try again.
  - Your devices must meet Continuity system requirements. See the [Apple Support article System requirements for Continuity on Mac, iPhone, iPad, iPod touch, and Apple Watch](#).

39. See [Fill out a PDF form](#).

40. Change values for an image's exposure, contrast, saturation, tint, and more.

41. To have the values automatically adjusted, click Auto Levels. To return to the original values, click Reset All.

42. Change an image's size and resolution.

43. Change the thickness and type of lines used in a shape, and add a shadow.

44. Change the color of the lines used in a shape.

45. Change the color that's used inside a shape.

46. Change the font or the font style and color.

47. Annotate the item by sketching or drawing on it using your nearby iPhone or iPad . If both devices are nearby, click , then choose a device. The tool may appear highlighted to show your device is connected. To disconnect your device without using it, click the tool again.

48. Your devices must meet Continuity system requirements. See the [Apple Support article System requirements for Continuity on Mac, iPhone, iPad, iPod touch, and Apple Watch](#).

**See also** [Take a picture of your screen in Preview on Mac](#) [Resize, rotate, or flip an image in Preview on Mac](#) [See what an image looks like on another device using Preview on Mac](#) [Annotate a PDF in Preview on Mac](#)

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen. While you can already capture your screen using your keyboard's PrtScn button, you can now press **Windows logo key + Shift + S** to open the new modern snipping experience (also called the snipping bar), then drag the cursor over the area you want to capture.

Here are some common ways to take and annotate screenshots in Snip & Sketch on Windows 10.

## Take a screenshot

### Option 1: Using the Snip & Sketch app

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- Press the **Start** button and enter **Snip & Sketch** in the search field.
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- Press the **New** button to start snipping with the snipping bar.

The snipping bar allows you to capture the following types of snips:

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- **Rectangular snip.** Drag the cursor around an object to form a rectangle.
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- **Free-form snip.** Draw a free-form shape around an object.
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- **Full-screen snip.** Capture the entire screen.

Once you snip an area of your screen — the snipped image is added to your clipboard and you can paste it immediately in another app. A screen prompt will also allow you to annotate, save or share it using the Snip & Sketch app.

#### Option 2: With the Print Screen key

While the PrtScn key already captures your full screen and sends it to your clipboard, opening the snipping bar provides you with more snipping tools you can use for precise snipping. For better control of your screen capturing options, you can opt to have your PrtScn key open the new snipping bar instead of having to type **Windows logo key + Shift + S**.

To turn on the new snipping feature keyboard shortcut Select **Start > Settings > Ease of Access > Keyboard**

#### Option 3: With the Window logo key + Shift + S shortcut

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- Pressing the S key + Windows logo + Shift keys down initiates the snipping bar at any time.

#### Annotate snips with Snip & Sketch

##### Opening images for editing with Snip & Sketch

To open an image from Snip & Sketch, select **Open File** or drag and drop an image from apps like File Explorer or Photos in the Snip & Sketch window.

##### Annotating images with Snip & Sketch

Snip & Sketch provides a few tools for annotating images, namely pen, pencil and highlighter. Once you click a tool to select it, you can click it again to change its color or thickness.

The tools work better with a pen device, but they can also be used with mouse or touch if you select the Touch Writing button icon.

##### Additional tools

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- Use the Eraser tool to remove specific strokes or click it twice to get the option to erase all ink.
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- Use the ruler or protractor tools and draw straight lines or arches.
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- Press the ruler/protractor button again to hide the ruler/protractor
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- Reside or rotate the ruler/protractor by using two finger touch gestures (if the Touch Writing button is selected) or with the mouse wheel.
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- Use the crop tool to crop the annotated image.
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- To undo cropping, select the crop tool again and press Cancel to restore the image to its full original area.

##### Panning the view

Some of the images you annotate might be larger than the size of the Snip & Sketch window. You can use the scroll bars to pan the view, but you can also pan the view with touch input (if the Touch Writing button is not selected) or by dragging with your mouse button while holding the Ctrl key down.

#### Macos Screenshot Annotation

##### Zoom

Zoom in and out of screenshots to make them easier to mark up using the magnifying glass icon. You can also zoom in and out of screenshots by pressing the Ctrl key down and tapping the + or - buttons.

##### Sharing and saving snips

Snip & Sketch copies the annotated snip to your clipboard when you open it and every time you make edits. Snip & Sketch allows you to save the annotated image to a file, share it or open with another app, or print it on paper or to a pdf file.

##### Using keyboard in Snip & Sketch

While annotating is best done using a pen or mouse - Snip & Sketch provides a lot of keyboard shortcuts you can use. Access keys are activated if you press and hold the Alt key.

#### Keyboard shortcuts to use in Snip & Sketch

##### Screenshot App For Mac

Press these keys	To do this
Ctrl + N	Create a new snip
Ctrl + O	Open a file
Shift + arrow keys	Move the cursor to select a rectangular snip area
Ctrl + E	Select the eraser
Ctrl + P	Print an annotation
Ctrl + Z	Undo an annotation