



Taking A Screenshot

Step By Step: How To Screenshot On A Variety Of Devices

Chromebook

If you're on a Chromebook...

- Hold “Ctrl” and hit the “Window Switcher Key” (which is usually above the “6” key)
- Depending on the version of Chromebook, you may then need to...
 - click the “Copy To Clipboard” text at the bottom of the screen
 - select the portion of your screen you want an image of.
- Then, paste it into a document.



OPTION
#1

Windows (Laptop or Desktop)

If you're on a Windows PC...

- It only takes one click!
- Press “Prt Sc” button, (which stands for Print Screen).
- Please Note: Depending on the keyboard/brand name you have, the location of this key may change slightly. It is most often near the top, right hand side of the keyboard.
- When you hit this key, nothing displays on the screen, but it's like you 'copied' the whole screen.
- Then, paste it into a document.



OPTION #2

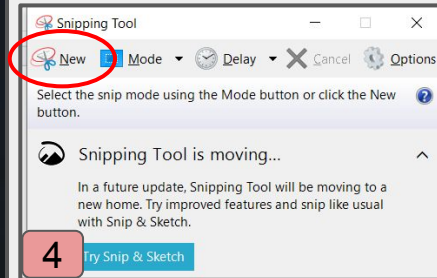
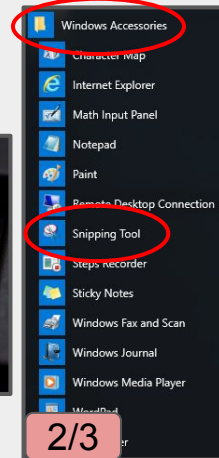
Windows (Laptop or Desktop)

If you're on a Windows computer...

- Open the Windows Menu (bottom left button, on your screen, or often, a button on your keyboard).
- Scroll down through the menu until you find a folder called “Windows Accessories”.
- Click on it.
- Scroll down within that folder until you find an app called “Snipping Tool”. Click on it.
- A dialogue box will open, and click “New”.
- Your screen will gray out. Drag your mouse to select whatever you want to screenshot.
- Select the “Copy” button after the image pops up.
- Then, paste it into a document.



<https://www.blogsdna.com/31581/windows-key-not-working.htm>



OPTION
#1

Apple / Mac (Laptop or Desktop)

If you're on an Apple computer...

- Press “Command” button, (sometimes has “cmd” on the button or an image of an apple) and hold it.
- Press “Shift” button and hold it.
- Press “3” button.
- When you hit this last key, nothing displays on the screen, but it’s automatically saved your screenshot.
- Then, access the screenshot from your desktop.



OPTION #2

Apple / Mac (Laptop or Desktop)

If you're on an Apple computer...

- Press “Command” button, (sometimes has “cmd” on the button or an image of an apple) and hold it.
- Press “Shift” button and hold it.
- Press “4” button.
- When you hit this last key, your cursor will turn to crosshairs. Drag your mouse (crosshairs) to select whatever you want to screenshot.
- Then, access the screenshot from your desktop.



Apple iPhone

If you're on an Apple iPhone...

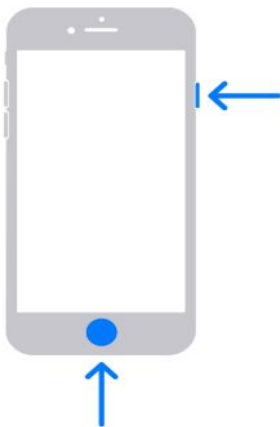
iPhone X (or later)



<https://support.apple.com/en-ca/HT200289>

Side button + volume up button, then quickly release.

iPhone 6, 7 or 8



<https://support.apple.com/en-ca/HT200289>

Side button + home button, then quickly release.

iPhone 5, SE (or earlier)



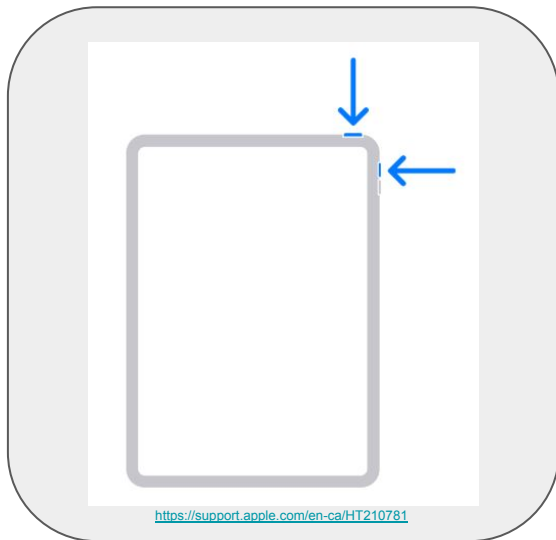
<https://support.apple.com/en-ca/HT200289>

Top button + home button, then quickly release.

Android Phone / Tablet

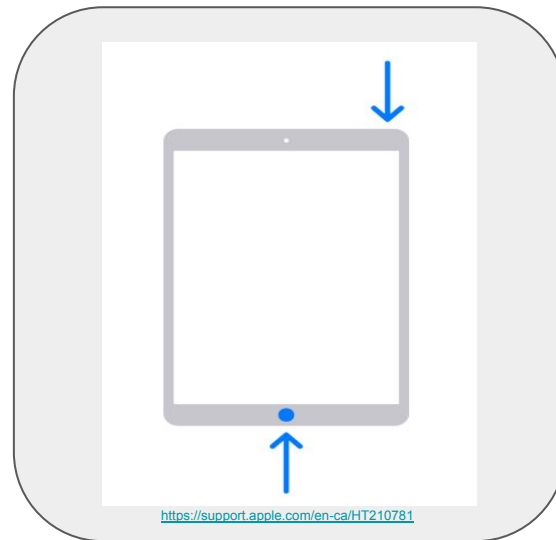
If you're on an Android Phone...

iPad with FaceID



Top button + volume up
button, then quickly release.

iPad with TouchID

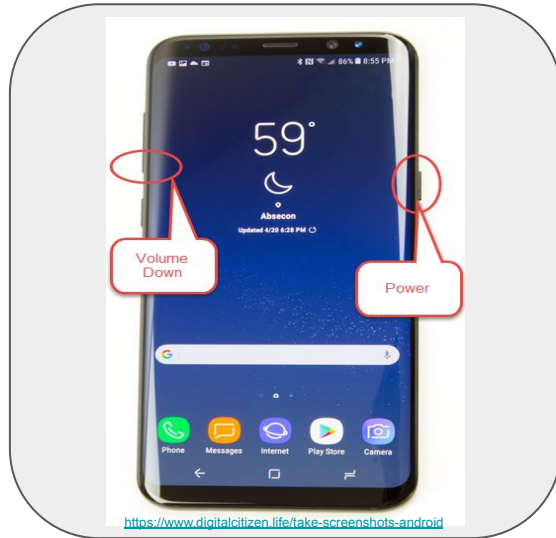


Top button + home
button, then quickly release.

Android Phone / Tablet

If you're on an Android Phone...

Most Android Devices



Power + volume down button,
hold for a couple seconds,
then release.

Other Android Devices



Check the manufacturers
website for specific
instructions.

<https://support.google.com/android/answer/3094742>