Tech Tip of the Week  
March 30th, 2020

**How to Create a Screen Capture**  
Have you ever wanted to take a picture of your screen to share with others? Find directions on how to do that with different types of devices and software.

**Windows 10**  
To take a screenshot of the entire screen press Windows + Print Screen Keys simultaneously.  
To take a screenshot of a selected area press Windows + Shift + S keys simultaneously.

Once you make it a screenshot the photo is available to paste into a Word Document or in Paint. You will also find it in your photos folder.

**Microsoft OS**  
To take a screenshot of the entire screen press Command + Shift +3 keys simultaneously.  
To take a screenshot of a selected area, press Command + Shift + 4 keys simultaneously.

The screenshot will appear on your desktop.

**iPhones and iPads**  
Press the side button and the volume up button at the same time and quickly release.  
For devices with a home button press the side button and the home button and quickly release.  
To find your image go to Photos > Albums > Screenshots

**Android**  
Hold down the power button and the volume button until a screen appears. Tap take screenshot.  
Screenshot is located with images.