

## Tech Tip of the Week

March 30<sup>th</sup>, 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.