

Screenshot Checklist

iPhone

- Find the screen you want to capture
- Press the side button and volume up button at the same time
- Release both buttons quickly
- Look for the thumbnail in the bottom left corner
- Tap the thumbnail to edit or swipe it away to save

For older iPhones with a home button

- Press the side button and home button at the same time

Android Phone

- Navigate to the screen you want to capture
- Press the power button and volume down button at the same time
- Hold for a second, then release
- Look for the notification that your screenshot was saved
- Tap the notification to view or edit your screenshot

iPad

- Find the screen you want to capture
- With home button: Press the top button and home button at the same time
- Without home button: Press the top button and either volume button at the same time
- Tap the thumbnail to edit or swipe it away to save

Android Tablet

- Navigate to the screen you want to save
- Press the power button and volume down button simultaneously
- Hold briefly, then release
- Look for the confirmation that your screenshot was taken

Windows Computer

Option 1: Using Print Screen

- Find the "PrtScn" or "Print Screen" key on your keyboard
- Press this key to capture the entire screen
- Open a program like Paint or Word
- Press Ctrl+V to paste your screenshot
- Save the file

Option 2: Using Snipping Tool

- Type "Snipping Tool" in the search bar next to the Start button
- Click on the Snipping Tool app when it appears
- Click "New" and select the area you want to capture
- Save your screenshot when prompted

Mac Computer

- For entire screen: Press Command+Shift+3
- For portion of screen: Press Command+Shift+4, then drag to select area
- Find your screenshot on your desktop

Finding Your Screenshots

On Mobile Devices

- iPhone/iPad: Open the "Photos" app and look for the "Screenshots" album
- Android: Open the "Gallery" or "Photos" app and look for the "Screenshots" folder

On Computers

- Windows: Look in "Pictures" > "Screenshots" folder
- Mac: Find them on your desktop or in the "Pictures" folder

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