

How to capture a screen (to save evidence)

Windows computers

To take a screen shot and save it as a picture

1. Click the window you want to capture. Press Alt+Print Screen by holding down the Alt key and then pressing the Print Screen key. The Print Screen key is near the upper-right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)
 - o You can take a screen shot of your entire desktop rather than just a single window by pressing the Print Screen key without holding down the Alt key.
2. Click Start, click Accessories, and then click Paint.
3. In the Paint window, click Edit, and then click Paste.
4. When the image appears in the Paint window, click File, and then click Save As.
5. In the Save As dialog box, in the File name box, type a name for the screen shot, and then click Save.

You can now print or email the saved screen shot just like you would any other picture.

Apple computers

Shortcuts for taking pictures of the screen

Pictures of the screen (screenshots) are saved as files on the desktop, but if you prefer to put a screenshot in the Clipboard, hold down the Control key while you press the other keys. You can then paste the picture into a document.

Action	Shortcut
Take a picture of	Command (⌘)-Shift-3

the whole
screen

Take a
picture of
part of the
screen

Command (⌘)-Shift-4, and then drag the crosshair pointer to select the area. Continue to press the mouse button, release the keys, and then press Shift, Option, or the Space bar while you drag to resize the selection area. When you are ready to take a picture, release the mouse button.

To cancel, press Escape before you release the mouse button.

From an iOS device (iPhone, iPad or iPod touch)

How to take a screenshot with the iPhone

While this might be second nature to some, Apple doesn't tell you how to take a screenshot out of the box, and so not everyone may yet know that they can capture their iPhone - or iPad or iPod touch - screen contents with just the touch of a button -- well, two buttons actually.

To take a screenshot with your iPhone or iPod Touch, just press the Home and Sleep buttons at the same time. If you nail the timing, the screen will flash and you'll hear the same camera shutter sound that the Camera app makes.

To access your screenshots go to Photos and open the Camera Roll.

How to Take a Screenshot on Android

Taking a screenshot of your Android phone's screen can be a bit confusing, since the process isn't the same on every device. Here are the different ways to take a screenshot on Android.

If You're Running Ice Cream Sandwich (4.0) and Above

If you have a shiny new phone with Ice Cream Sandwich or above, screenshots are built right into your phone! Just press the Volume Down and Power buttons at the same time, hold them for a second, and your phone will take a screenshot. It'll show up in your Gallery app for you to share with whomever you wish!

If You're Running Android 2.3 and Below

Unfortunately, Android 2.3 and below doesn't have screenshotting built-in. However, *some* devices (like many Samsung phones) do have these features, but it varies from phone to phone. For example, on many Samsung phones, you can press the Home and Power buttons at the same time to take a screenshot. Google around to see if your own phone has a built-in shortcut.

If your phone doesn't have a shortcut built-in, you'll need to use an app like **No Root Screenshot It**. You'll need to install it on your phone and install its free companion app on your computer, which will enable screenshots. You'll have to plug your phone back into your computer every time you reboot it, but you'll be able to take screenshots directly from your phone which is great.