

Everyday tips | Easy | 2 min read

How to take a screenshot

A screenshot is a picture of what is on your screen. It is handy for showing us a problem, saving a receipt or keeping a confirmation.

On a Windows computer

1. Press the **Windows key, Shift and S** together. The screen dims, and you can drag a box around the area you want. It is copied ready to paste into an email or document.
2. Press **PrtScn** (Print Screen) to copy the whole screen. Paste it into a document or email with Ctrl and V.
3. Press the **Windows key and PrtScn** together to save the whole screen as a file. It usually goes into **Pictures**, then **Screenshots**.

On a Mac

1. Press **Shift, Command and 3** to take the whole screen. It is saved to the desktop by default.
2. Press **Shift, Command and 4** to drag a box around part of the screen.
3. Press **Shift, Command and 5** to see more options.

On an iPhone

- With Face ID: press the side button and the volume up button together, then let go quickly.
- With a Home button: press the Home button and the side (or top) button together.
- Find the picture in the **Photos** app, in the **Screenshots** album.

On an Android phone

Press the power button and the volume down button together on most phones. Some makes use a different method, such as a swipe, so check the phone's guide if it does not work. The picture appears in your **Photos** or **Gallery** app.

Before you share

Check the screenshot does not show private details, such as passwords, bank numbers or other people's messages. Cover them up, or crop the picture.

When to get more help

Stop and ask for help if the shortcuts do nothing, you cannot find the saved picture, or the screen shows something you do not understand and you cannot capture it. A photo with another phone also works well. Tell us the device and what you tried.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.