



## How to Take a Screenshot

### On a Windows PC

- Using the PrtSc (Print Screen) key — Hit the PrtSc key on your keyboard, open Microsoft Paint, and press Ctrl + V to paste it. Save the file. You can press the Windows key + PrtSc to directly save it to the Pictures -> Screenshots folder.
- Using the Snipping Tool — Press the Windows key + Shift + S or the Snipping Tool key (pictured above) if it is present on your keyboard. Choose the type of snip you want, perform the snip, and click the image in the notifications to edit and save it.

### MacOS

- Shift + Command + 3 — Take a screenshot of the full screen and save it to the desktop.
- Shift + Command + 4 + spacebar — The cursor changes to a camera icon. Click a window to save a screenshot of the active window. Hold Option while clicking to exclude the window shadow from the screenshot.
- Shift + Command + 4 — The cursor changes to a crosshair. Select the area to save a screenshot of it.
- Control + Shift + Command + 3 — Copy a full screenshot to the clipboard.
- Control + Shift + Command + 4 + spacebar — The cursor changes to a camera icon. Click a window to copy a screenshot of the active window to the clipboard. Hold Option while clicking to exclude the window shadow from the screenshot.
- Control + Shift + Command + 4 — The cursor changes to a crosshair. Select the area to copy a screenshot of it to the clipboard.

### iPhone and iPad (iOS, iPadOS)

Depending on which model of iPhone and iPad you have, you'll follow different steps to take a screenshot.

However, Apple hardware can be broken into two categories: devices without a home button and devices with a home button. Within these categories, there is no difference between iOS and iPadOS.

- Unlike the entry-level iPad, current-generation iPads do not have a Home button either. If you own an iPhone or iPad model without a Home button, press the side button and the volume up button simultaneously to take a screenshot.
- The iPhone SE and older iPhones with a home button will use this method. Press the home button and side button at the same time to take a screenshot. If your iPhone has no side button, press the top button instead.
- Once you've taken a screenshot, tap Done in the upper-left corner of your screen to save your screenshot.
- It saves screenshots to your Camera Roll in the Screenshots folder.