

How to take a screenshot and where they are stored

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How to take a screenshot and where they are stored

- **What we will cover**

- Windows 11 screenshot tools
- Android (all types and models) screenshot buttons & gestures
- iPhone/iPad (all types and models) screenshot buttons
- Where screenshots are saved
- Extra tools (scrolling screenshots, editing)

Windows 11

- Win + Shift + S
 - Opens Snipping Tool overlay
 - Choose rectangle, freeform, window, or full screen
 - Saved to clipboard (notification appears)
- Win + PrtSc
 - Full screen screenshot
 - Auto-saved to *Pictures* → *Screenshots*
- PrtSc (Print Screen)
 - Copies full screen to clipboard
 - Paste into Paint/Word
- Snipping Tool App
 - Search Snipping Tool in Start
 - Offers delay timer (1–5 seconds)
 - Annotate with pen/highlighter
 - Save as PNG/JPG/GIF

Android Phones and Tablets

- **Universal Android Method**

- **Power + Volume Down (press together)**

- Works on nearly all Android devices
 - Screenshot saved to Photos/Gallery → *Screenshots*

- **Android Alternatives (Brand-Specific)**

- **Samsung**

- Palm swipe gesture (Settings → Advanced features → Motions & gestures → Palm swipe to capture)

- **Google Pixel**

- Quick Tap (double-tap back of phone → Screenshot)
 - Enable in Settings → System → Gestures → Quick Tap

- **Other Androids**

- Hold Power button → tap Screenshot

- **Android: Scrolling Screenshots**

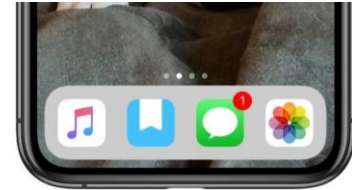
- After taking screenshot, tap Capture more (Samsung/Pixel)
 - Allows long webpage or message thread capture.

Apple iPhone and iPad (1/2)

- **iPhone/iPad Without Home Button**

- **Side button + Volume Up**

- Press and release quickly
 - Screenshot appears bottom-left
 - Saved to Photos → Screenshots



- **iPhone/iPad With Home Button**

- **Home button + Side/Top button**

- Press both together
 - Saved to Photos → Screenshots



- **Extra iPhone/iPad Methods**

- **Back Tap (iOS 14+)**

- Double-tap back of phone → Screenshot
 - Settings → Accessibility → Touch → Back Tap

- **Apple Pencil (iPad)**

- Swipe up from bottom corner with Pencil

Apple iPhone and iPad (2/2)

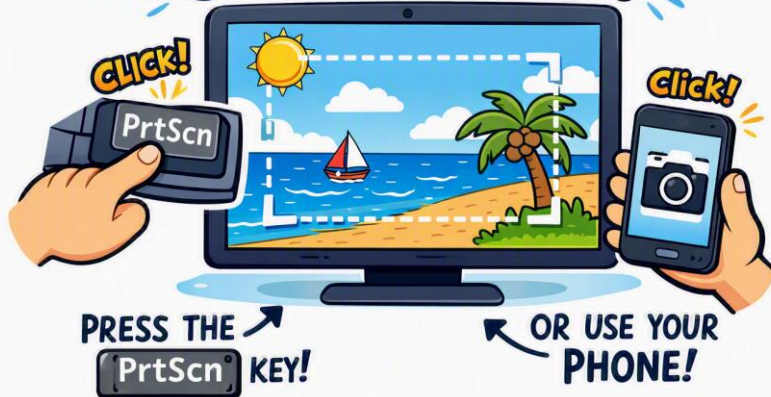
- **Safari**

- Take screenshot
- Tap **Full Page** at top
- Save as long image or PDF

Where Screenshots are saved

- **Windows 11**
 - Win + PrtSc → *Pictures* → *Screenshots*
 - Snipping Tool → choose Save location
- **Android**
 - Photos/Gallery → *Screenshots*
- **iPhone/iPad**
 - Photos → *Screenshots*

HOW TO TAKE A SCREENSHOT!



Questions?