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How to take a screenshot

Windows

Using the Snipping Tool app

Press the Start button and enter Snipping Tool in the search field. Press the New button to start snipping with the snipping bar. The snipping bar allows you to capture the following types of snips:

Rectangular snip. Drag the cursor around an object to form a rectangle.

Free-form snip. Draw a free-form shape around an object.

Full-screen snip. Capture the entire screen. Once you snip an area of your screen — the snipped image is added to your clipboard and you can paste it immediately in another app. A screen prompt will also allow you to annotate, save or share it using the Snip & Sketch app.

Using the Print Screen key

If your keyboard has a **PrtScn** key, you may be able to use that to take a screenshot of the screen.

While the **PrtScn** key already captures your full screen and sends it to your clipboard, opening the snipping bar provides you with more snipping tools you can use for precise snipping. For better control of your screen capturing options, you can opt to have your PrtScn key open the new snipping bar instead of having to type Windows logo key + Shift + S.

To turn on the new snipping feature keyboard shortcut Select Start > Settings > Ease of Access > Keyboard

Using the Windows+Shift+S shortcut

Pressing the **Windows logo key + Shift key + S key** down initiates the snipping bar at any time.

Source: [Use Snipping Tool to capture screenshots \(Microsoft\)](#)

Mac

To take a screenshot of the whole screen, press **Shift+Cmd+3**.

To take a screenshot of only part of the screen, press **Shift+Cmd+4** and select the rectangle of the screen you want to include.

To select the rectangle of the screen to include using a resizable frame, press **Shift+Cmd+5**.

Source: [Take a screenshot on Mac \(Apple\)](#)

Linux

If your keyboard has a **PrtScn** key, you may be able to use that to take a screenshot of the screen.

Otherwise, there is likely a utility included with your distro that enables taking screenshots. The specific application may vary from distro to distro. You can search your installed applications/utilities for "screenshot".

Android

Depending on your phone:

1. Press the Power and Volume down buttons at the same time.

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2. If that doesn't work, press and hold the Power button for a few seconds. Then tap Screenshot.

3. If neither of these work, go to your phone manufacturer's support site for help.

Source: [Take a screenshot on your Android device \(Google\)](#)

iOS

Face ID iPhones: Press Side + Volume Up button simultaneously.

Touch ID iPhones: Press Side/Top + Home button simultaneously.

Source: [Take a screenshot on iPhone \(Apple\)](#)

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