

How To Take A Screenshot

No matter what device you use, it's handy to know how to grab all or part of a screen. Why would you want to make a screenshot? If you have ever had to write any kind of how-to tutorial, even a short one, you need to be able to capture parts of the screen, including menus. It's also a handy trick you can use to record an error message and impress the technician at the computer repair store.

The following links will take you to reliable information about how to do screenshots for most types of devices. If you have something not in this list, do a Google search for "How do I make a screenshot on (your device)?" It's such a standard need that I'm sure someone has written it up!

Most of these links explain how to grab the entire screen, part of the screen, and an active window. Some have specific instructions for how to capture a picture of a menu. Once you have the raw screenshot, you can crop it and add labels and arrows in a graphics application before inserting it into your tutorial.

Screenshot in Windows 7, 8, 10 <https://www.lifewire.com/take-screenshot-windows-7-8-10-4049964>

Screenshot on Mac, any version <https://support.apple.com/en-us/HT201361>

Screenshot on Chromebook <https://www.laptopmag.com/articles/how-to-take-a-screenshot-on-a-chromebook>

iPad, iPhone, iPod touch <https://support.apple.com/en-us/HT200289>

Screenshot on Android <https://lifehacker.com/5994516/how-to-take-a-screenshot-on-android>

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