PROTECTING COMMUNITIES

How do I take a screenshot?

NOTE: Various device types have been used to illustrate how to take a screenshot. These methods are available on the devices shown below. This document is for illustration purposes only. The methods of this process are subject to change by the manufacturer of the device and there is no guarantee that the method will remain in the same format.

Smartphones & tablets; Apple iPhone

To take a screenshot on either a **iPhone or iPad (all versions)**

1. The User must navigate to the content on the screen they wish to take a screen shot of. Once the user is viewing the correct content
2. The user must locate the HOME button and POWER button on the device. Please note that on iPhone (6, 6S) versions the POWER button is located on the right side of the phone. However on iPhone (5s, 5, 4, 3G) the POWER button is located on the top right hand side. Simultaneously, the user must press both the HOME & POWER button, the screen will flash and automatically save the image on the Photos Application. The saved images can be produced as evidence (if required), please contact the Investigating Officer for your crime or saved for your records.

iPhone 3G, 4, 5 & 5s

iPhone 6, 6s (inc Plus)

To take a screenshot on either a **Samsung Galaxy (s7, s6, s5, s4, s3) or tablet s2, Tab A, 3, 4, E**

1. The User must navigate to the content on the screen they wish to take a screen shot of. Once the user is viewing the correct content

2. The user must locate the HOME button and POWER/LOCK button on the device. The POWER button is located on the right side of the phone. Simultaneously, the user must press both the HOME & POWER button for 1-2 seconds, the screen will automatically save the image in the Gallery Application. The saved images can be produced as evidence (if required), please contact the Investigating Officer for your crime or saved for your records.

Other Smartphones/tablets

NOTE. If your smartphone or tablet is not present on this list. Please use an internet browser (ie. www.google.co.uk), to search for a how to guide. Majority of the popular manufacturers of smartphones/tablets use a similar methods as to the above, but please check complete some research first to determine the easiest method to follow for you.

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To take a screenshot on a **Computer; using a standard UK & US keyboard**

1. The User must navigate to the content on the screen they wish to take a screen shot of. Once the user is viewing the correct content
2. Find the Print Screen button on the keyboard, located on the upper right hand-side after the F12 button. Press the 'Print Screen' button, which will place the image on the computer's clipboard. Open up your word processing application such as Microsoft Word. The saved images can be produced as evidence (if required), please contact the Investigating Officer for your crime or saved for your records.

To take a screenshot using a Computer; **iMac**

1. The User must navigate to the content on the screen they wish to take a screen shot of. Once the user is viewing the correct content
2. Find the Command key often displayed as 'CMD', find the Shift key & find the number 3 key. To successfully take a screenshot using an iMac, press all three keys simultaneously. The image of the screen will automatically be saved on the desktop as a new image. The saved images can be produced as evidence (if required), please contact the Investigating Officer for your crime or saved for your records.

NOTE. If your computer is not present on this list. Please use an internet browser (ie. www.google.co.uk), to search for a how to guide. Majority of the popular manufacturers of computers use a similar method as to the above, but please check & complete some research first to determine the easiest method to follow for you.

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