Take a Screenshot

Purpose:
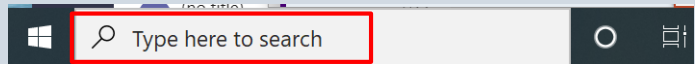This job aid will help you take a screenshot on your Windows 10 computer

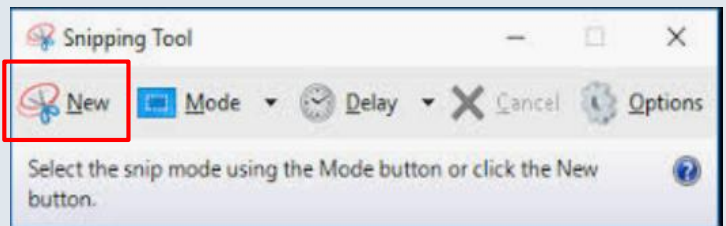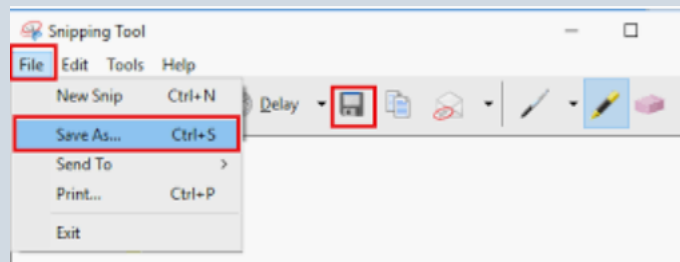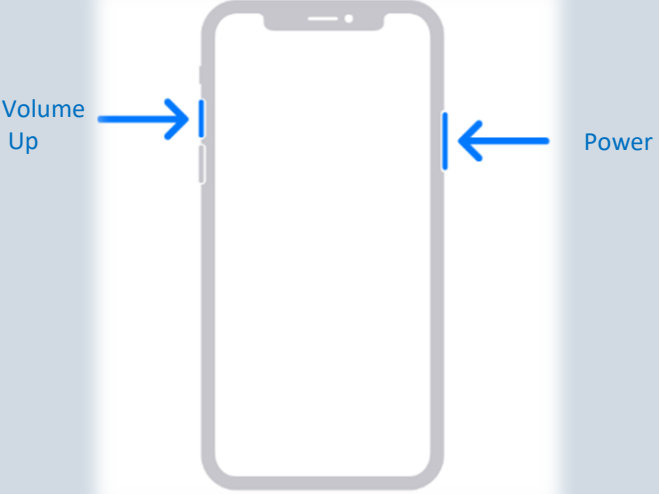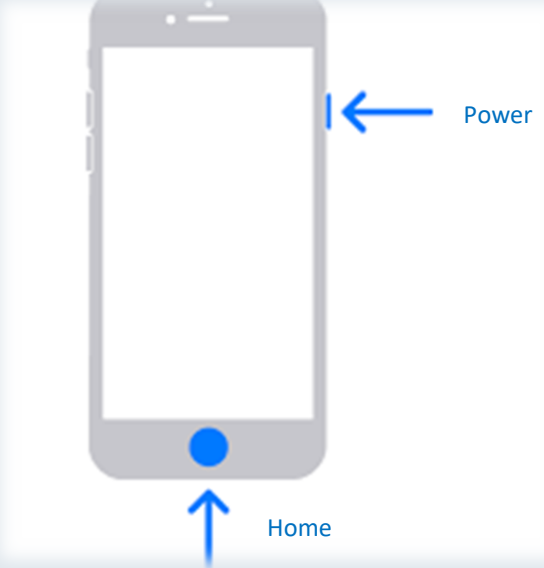| Steps	Screenshots
To take a screenshot on your Windows computer, type "Snipping Tool" into your Search bar, in the bottom left hand corner of your screen. This is an image of the icon you should see.	
Once you open the Snipping Tool application you can take a screenshot by pressing New. Once that is open your screen will be highlighted and your mouse turns into a cross. Click once to start the screenshot at one corner of what you want to capture, and drag to the opposite corner of the area to create a rectangle.	
The screenshot will pop up and you can save it to your computer by pressing File, and then Save As.	

Take a Screenshot

Purpose:
This job aid will help you take a screenshot on your smart phone

Steps	Screenshots
For iPhone 10 or 11: Once you are on the screen you want to capture, press the power button and volume up button simultaneously to take a screenshot.	Volume Up → ← Power
For iPhone 9 and below: Once you are on the screen you want to capture, press the power button and home button simultaneously to take a screenshot.	← Power Home