

# How to Take Screenshots

## Windows Operating System

1. **Capturing the screenshot** - Make your browser containing the my-DH issue the active window by putting focus onto it. Press Alt + Print Screen to capture a screenshot of your browser. If you're on a laptop, you may need to press Fn + Print Screen or the Windows key + Print Screen if your laptop has another feature assigned to that particular key.
2. **Pasting the screenshot into Paint** – First, click the Start button and scroll down to the “Windows Accessories” folder and click on “Paint”. Once Paint is open, click the Paste button in the upper-left corner of the program, or press Ctrl + V on the keyboard to paste your screenshot. You should see the image you captured appear in your edit windows in Paint.
3. **Saving the screenshot using Paint** - Click the Paint’s pulldown menu “File” option in the upper-left corner, followed by “Save as”. Title the new file, choose a save location, and select your desired file format from the drop-down menu.

## MacOS Operating System

1. Press Shift-Command-4.
2. Press the Space bar. The pointer changes to a camera.
3. Click your browser which contains your my-DH issue.
4. The screenshot will be placed on your desktop.

## Android mobile

1. Click your browser which contains your my-DH issue.
2. Press the Power button for a few seconds, then tap the Screenshot option. If that doesn't work, press and hold the Power and Volume down buttons at the same time for a few seconds.
3. Your phone will take a picture of the screen and save it.
4. At the top of the screen, you'll see the Screenshot capture.

## iPhone mobile

1. Click your browser which contains your my-DH issue.
2. Press the Side button and the Volume up button at the same time. Quickly release both buttons.
3. A thumbnail of your screenshot appears in the lower-left corner of your iPhone. press and hold the thumbnail to share the screenshot.
4. To find the screenshot you just took, go to Photos > Albums and tap Screenshots.