



Procedures for taking screenshots vary among devices. If the steps below do not include your device, use the Internet to search "how to take a screenshot" and the name of your device.

Windows Laptops and Desktops

Select the graph and press Ctrl + C, or press the **Print Screen** or **PrtScn** button. Then, do **one** of the following:

1. Start the "Paint" program. Paste the image (Ctrl + V). Then, go to "Save as" and save the file as a png or jpeg. (Paint comes with Windows- there is no need to download this program.)
2. Open a new "Windows PowerPoint" project. Paste the image (Ctrl + V). Then, right click on the image and select "Save as Picture." Save the file as a png or jpeg.

Mac Laptops and Desktops

Press **command + shift + 4**. Use the cursor tool to highlight the area to be copied. The image file will automatically be saved to the desktop.

iOS Phones and Tablets

Press and hold these buttons at the same time: **home + sleep** (these are the circle button and the power button). The screen will flash white. The image will be saved in the photos app.

Android Phones and Tablets

Press and hold these buttons at the same time: **volume down + power**. The screen will flash white. The image will automatically save to the gallery or photos app.