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Taking a screenshot

Some classwork may require you to take a screenshot of your work or achievement for submission to Google Classroom. Depending on what system you are using the following may be helpful:

Windows:

1. Search for a program called "Snipping Tool".
 Make sure the window showing what you want to capture is open.
 Select "New".
 Click and drag the mouse selecting the area you wish to capture.
 When done, click "Copy" and finally paste into the destination file.

2. Press the "Print Screen" button on the keyboard.
 Paste into the destination file.
 Note: This will capture the full screen, not just the desired selection of it.

Mac:

1. On the keyboard press Command+Shift+3.
 This captures the full screen, and saves it to the desktop.

2. On the keyboard press Command+Shift+4.
 This will allow you to select a specific area to capture, and saves it to the desktop.

3. On the keyboard press Command+Shift+5.
 This will bring up a dock with various options for capturing all or part of your screen.
 All captures are saved to the desktop.

iPhone/iPad/Android:

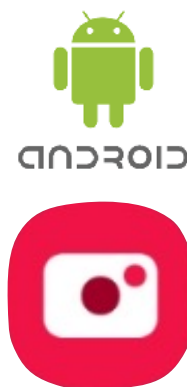
Different iPhone models have different methods of capturing the screen.
 See [here for iPhones](#) or [here for iPads](#) for your model.

For Android devices see [here for Android Help](#).

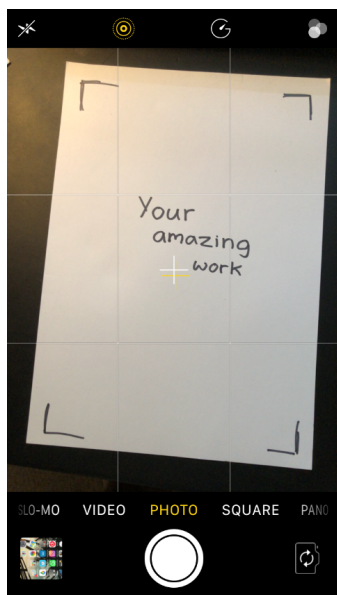
Emailing photos

Some subjects may prefer you to email photos of the work you have created at home. If you have a smartphone you can do this straight from your phone, here's how:

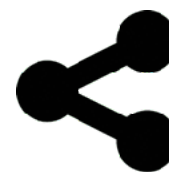
Open the camera app on your phone



Take the best photo you can of your work



View the photo and press the share button



Choose to send the photo by email



Enter your teacher's email address into the email application you choose.
 EG. a.teacher@hydecc.tameside.sch.uk
 If asked what size photo to send, choose "Large".
 Finally, send your email