

Cyberbullying Fact Sheet

Taking screenshots and screen recordings to preserve evidence of cyberbullying



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By now, we trust you know what a screenshot is. Also known as a screen capture or screen grab, it is an image taken by a device which allows the user to record the items currently displayed on the screen. Basically, you're saving what you are seeing or viewing on your screen so that you can use it for some purpose – to remember it later, to send it to someone, to edit and post it on social media. When it comes to cyberbullying, screenshots and screen recordings are valuable to record harassing messages, hate speech, embarrassing content, threats, or anything similar – and then be able to provide it as evidence to your school, place of work, law enforcement, and/or social media companies so that they can investigate and respond appropriately.

What you may not know is that you can take a screenshot on pretty much every device. And what we want to do is show you how. It's important not only to help you in case you are victimized, but also so that you can help loved ones and those under your care save the digital evidence needed so that aggressors can be identified and sanctioned – and so that we can do our part to foster and maintain safe, healthy interactions and communities online.

WINDOWS 8.1 AND 10

To take a screenshot on a windows PC, first have the content you wish to record displayed clearly on your monitor. Then, press both the Windows Key and "PrtScn" buttons simultaneously (Win+PrtScn) (see image below). The Windows Key is usually located between the "Ctrl" key and "Alt" buttons on a keyboard. It is generally located near the top right corner of your keyboard. If done correctly, the screen will dim and the screenshot will be saved in a subfolder titled "Screenshots" which can be found in the "Pictures" subfolder of the "Documents" folder.



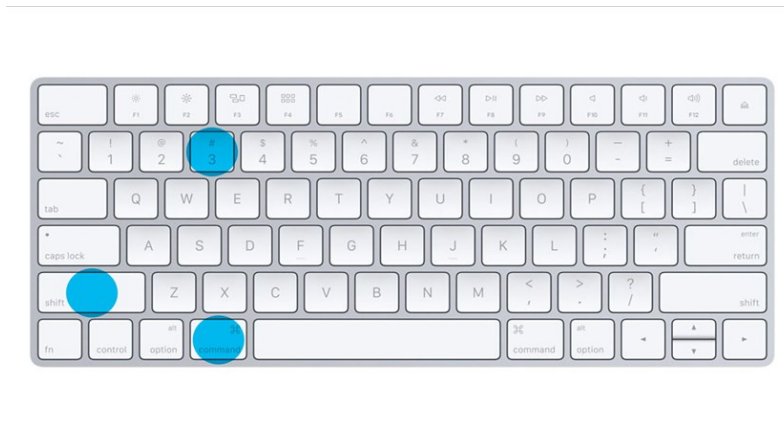
WINDOWS 7 & 8

For users running Windows 7 or Windows 8, you can simply press the “PrtScn” key (see image below). Note, though, that this does not save the image to your computer. Rather, doing this copies the screenshot to your Clipboard (the space in your computer’s memory that temporarily stores cut or copied data). From there it can be pasted into a document by clicking the “Ctrl” key and the “V” key simultaneously (Ctrl+V).



APPLE COMPUTERS

For Apple computers, there are two different ways to take a screenshot: capturing the whole screen, or only part of the screen. Before you take the screenshot, ensure that the content you wish to preserve is visible. In both instances these images will automatically save to your desktop. To take a screenshot of the entire screen press the Command key, Shift key, and the number 3 (See image below). (Command+Shift+3).



To take a screenshot of only part of the screen, press the Apple (Command) key, Shift key, and the number 4 (Command+Shift+4) (see image below). This allows you to use your mouse to select a specific part of your screen for capture. When your pointer turns into a cross, hold down the mouse button or trackpad and drag to select the part of the screen you want to capture. When you release the mouse button, a snapshot will be captured of that part of the screen. Press the screen ‘Esc’ to release the screen capture feature and switch back to the normal cursor arrow.



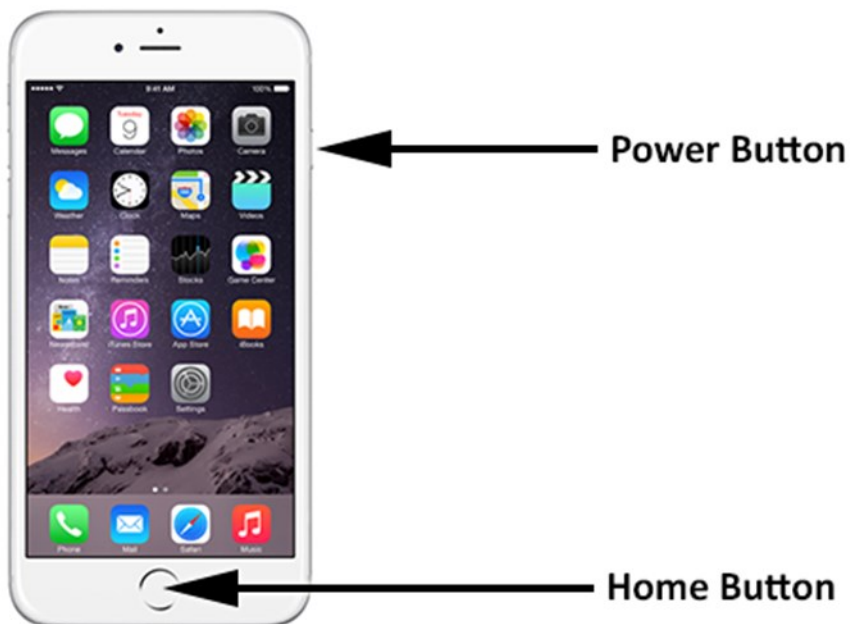
MACBOOK PRO TOUCH BAR

Recent models of the Macbook Pro (2016 and newer) come with a touch bar which is above the keyboard. This second screen can display information, which can be recorded. To take a screenshot of the contents currently visible on the Mac's touch bar, press the Command key, the Shift key, and the "6" key (Command+Shift+6) (see image below).



IOS (MODELS THAT INCLUDE A HOME BUTTON: IPHONE 8 AND EARLIER, IPAD, IPOD TOUCH)

To take a screenshot on an iOS device that has a Home Button, ensure the screen you wish to capture is visible. Then press the Home Button and the Power Button (see image below). This will take a screenshot of the desired screen, the image will then be saved to the devices "Photos" app.



IOS (IPHONE X AND NEWER)

More recent iOS devices such as the iPhone X and newer models do not have a physical Home Button. To take a screenshot on these devices, simply press the Power Button (located on the right side of the iPhone) and the Volume-Up Button at the same time (see image below). If done correctly, the screen will flash, and the screenshot will be saved to the "Photos" app.



IPAD PRO

Much like newer iPhones, iPad Pros do not have a Home Button. To take a screenshot on these devices, simply press the Power Button (located on the right side of the iPad) as well as the Volume-Up Button at the same time (see image below). If done correctly, the screen will flash, and the screenshot will be saved to the "Photos" app.



APPLE WATCH

Taking a screenshot on an Apple Watch is not enabled by default. To enable this feature:

1. One must open the Apple Watch app.
2. Navigate to the My Watch tab and press General
3. Finally, scroll down and press Enable Screenshots. (See image below).

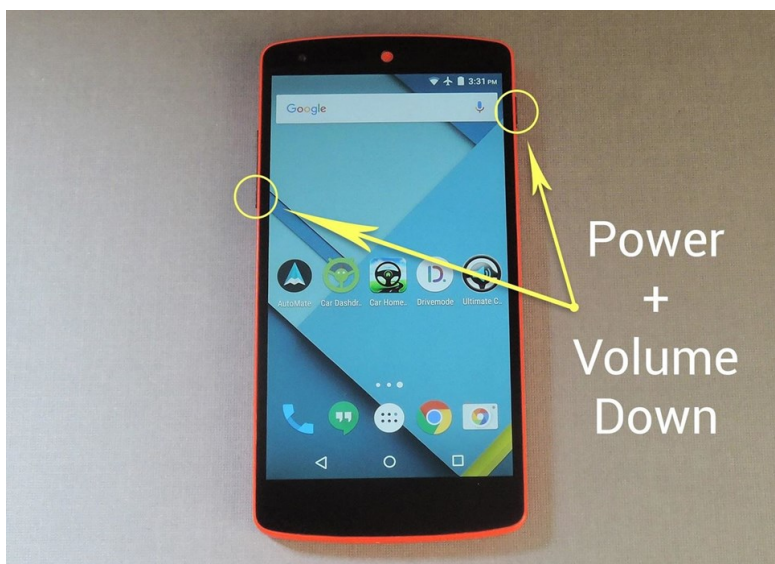


To take a screenshot on an Apple Watch, use two fingers and press the Digital Crown as well as the side button at the same time (see image below). If done correctly, the screen will flash and your screen shot will be saved to your Photos App.



ANDROID PHONES (VARIOUS MODELS)

While there are hundreds of different models of Android phones, the way to take a screenshot is universal. To take a screenshot, press the Volume-Down Button and the Power Button simultaneously. The screen will flash, and the screenshot will be saved to your photo gallery (see below). Note: Button placement varies depending the model of the phone.



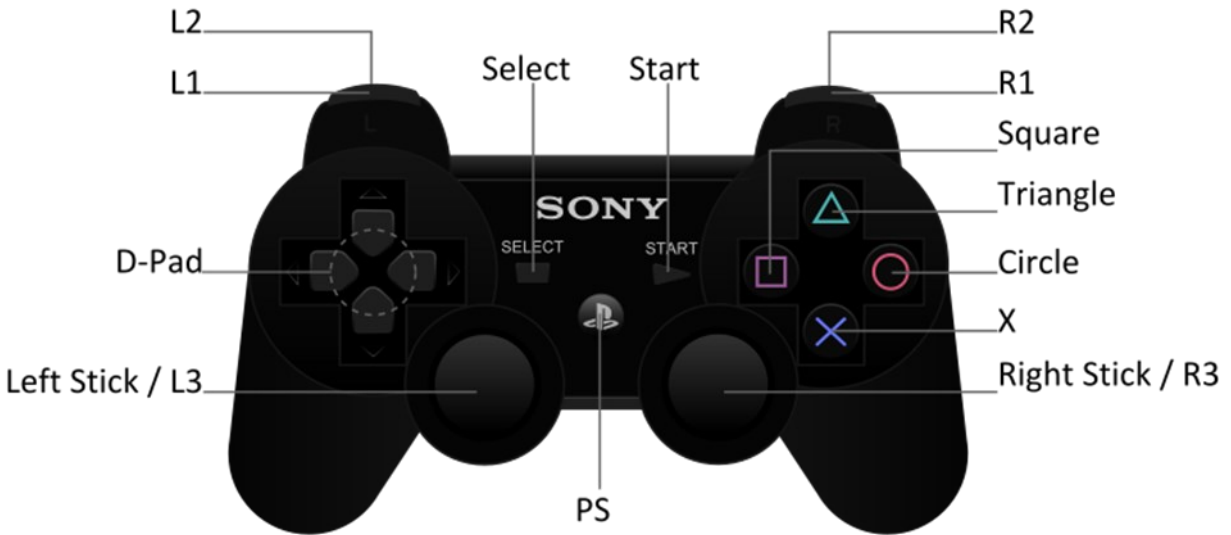
NINTENDO SWITCH

Capturing a screenshot on the Nintendo Switch is remarkably easy. Console manufacturer Nintendo has implemented a screenshot-taking button on the joy-cons (controllers). To capture a screenshot, go to the screen you wish to save and press the Capture Button on the bottom of the left controller (see image below). The image will automatically be saved to internal storage.



PS3

In order to take a screenshot on the PlayStation 3, you must first locate the screen you wish to capture and then press the Home Button (PlayStation logo) and the Start Button at the same time (see image below). This will save a screenshot to your image library. NOTE: Not all apps/games can be captured as this function may be disabled by the developer.



PS4

Unlike its predecessor, the PlayStation 4 has a single button on the controller that will automatically capture a screen when pressed. To capture a screenshot, simply press and hold the SHARE Button for one second (see image below). The image will be saved under the Captures tab for later viewing.



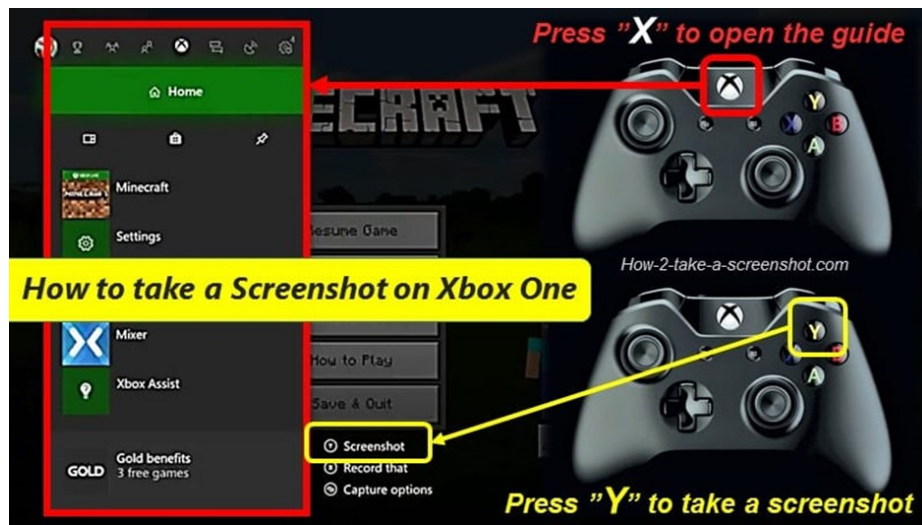
PS5

The PlayStation 5 has a different controller configuration than previous installments in the lineup. To capture a screenshot or record video, press the Create button to the left of the input pad. This button is marked with three lines above it (see image below). Pressing this button will bring up the Create menu where you can select the appropriate option. The image or recording will be saved to the Media Gallery. You can also link your Twitter, YouTube, and PlayStation Network accounts to publicly share the media from the console.



XBOX ONE

On the Xbox One, there are two ways to take a screenshot. The first being voice commands ("Xbox, record that!") or ("Hey Cortana, record that"). If you do not have voice commands enabled, no problem. To manually take a screenshot on the Xbox One, press the Xbox logo and then press the "Y" Button to capture the screen.



XBOX SERIES X/XBOX SERIES S

The most recent installments to the Xbox lineup came with a new controller layout. The Share button is now in the middle of the controller and has a small arrow pointing upward (see image below). Clicking the Share button brings up a prompt letting you know that you have saved a screenshot. Pressing and holding the Share button records 30 seconds of video by default; however, this can be changed under Settings, Preferences, Capture & Share. Pressing the Xbox button (the Xbox logo) will allow you to view it, share it with a friend, upload it to your Activity Feed, post it to Twitter, and more.



KINDLE FIRE HD 7

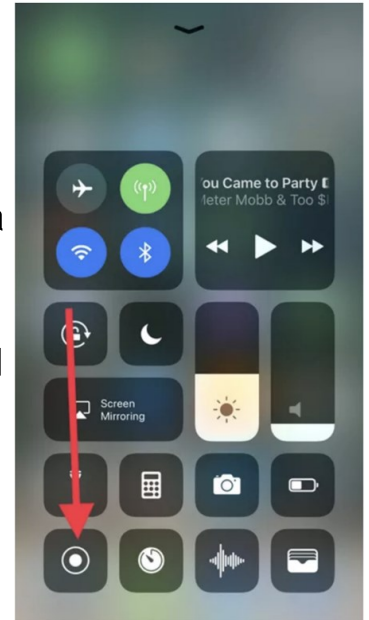
To take a screenshot on a Kindle Fire tablet, it is no different than doing so on an Android device (since it runs Android as its operating system!). All you have to do is press the Power and Volume-Down Buttons at the same time (see image below). The image will be saved to the camera roll.



Images: [HowToGeek](#), [ANDOWMAC](#), [Softonic](#), [Draalin](#), [OSXDaily](#), [MacRumors](#), [Apple](#), [iGeeksBlog](#), [Gadget Hacks](#), [All Gamers](#), [Resident Evil Fandom Wiki](#), [IGN](#), [How To Take A Screenshot](#); [Gamepur](#)

HOW TO RECORD YOUR SCREEN ON AN IPHONE, IPAD, OR IPOD TOUCH (RUNNING IOS 11 OR LATER).

Screen recording on an iPhone is different than taking a screenshot on the device. This setting is not enabled by default. To enable screen recording, go to Settings, Control Center, Customize Controls. Next, tap the green circle with a plus sign by "Screen Recording." This allows you to easily access the screen recording feature by adding it to your Control Center. To access the screen recording feature, swipe up from either the bottom (pre-iPhone X) or top (iPhone X or later) of the screen to bring up the Control Center (see image below). There will be a small grey circle. Pressing this button will begin a three second countdown until screen recording begins. Then, your entire screen will now be recorded; you can tell the screen recording is working due to a red status bar at the top of the screen. When you are ready to stop screen recording, there are two ways to do so: pressing the red status bar at the top of the screen, or opening the Control Center and pressing the red circle. The latter will open a prompt asking if you would like to end the screen recording. Pressing "Stop" will save your recording to your Camera Roll.



HOW TO SCREEN RECORD ON AN ANDROID DEVICE (VARIOUS MODELS RUNNING ANDROID 10 AND LATER)

Android devices that run Android 10 have a built-in screen recorder. This process is consistent across devices, however, a few minimal changes are present depending on the user interface of the phone. To screen record, pull down the notification shade from the top of the device to access the Quick Settings menu (see image below). Press the screen recorder icon and allow the application to record. When you are finished recording press "Stop." Your video then will be saved to your Photo Gallery. If you are using a Samsung device, you can also record audio from the speaker and microphone, as well as turn on your front-facing camera if needed. To activate this feature or adjust other settings for screen recording, go to Settings > Advanced features > Screenshots and screen recorder > Screen recorder settings.

