



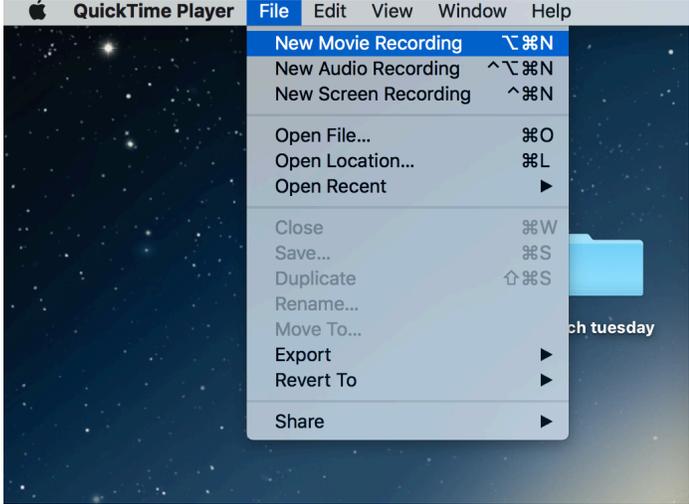
ARI Tech Tip Get That Screen Shot! (or recording...)

Sometimes when creating a digital document, you need to capture an element on the screen. It may be a logo, a header, a photo, video, or even text that you just can't find a way to copy just right. Whether on your computer or mobile device, there are quick ways to get the job done. See below to find out how to get a screenshot or recording from your device of choice.

Mobile Device

Android	
4.0 (Ice Cream Sandwich) and later	Press and hold the <i>Power</i> and <i>Volume down</i> buttons simultaneously. An on-screen animation will let you know the capture was successful. *
Most Galaxy Devices	The above works, but you can also use the hand gesture. Place your hand on the left side of the screen, side down (like you are karate chopping the screen!) Swipe your hand across the screen from left to right, and the device will respond by taking a screen shot. You may have to enable <i>Palm swipe to Capture in motions and gestures</i> within settings. Practice makes perfect.
Pre 4.0 devices	Some manufacturers have custom screen shot applications. If you can't find one try <i>Airdroid</i> which will let you take a screen shot via your computer.

*Some applications can actively prevent screenshots on Android while open. If this is the case, you will get a notification stating which app is preventing the screen from being captured.

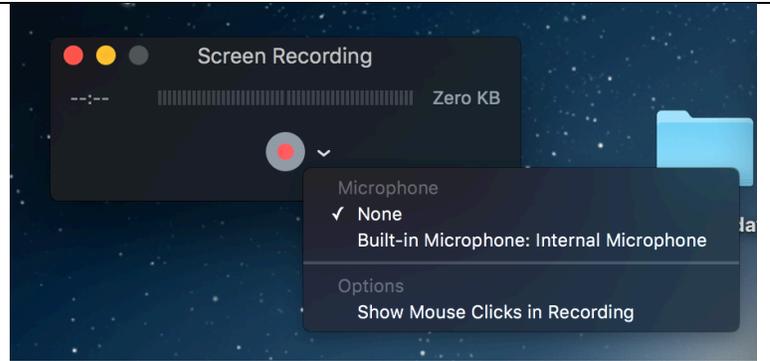
iOS	
<p>All Current Versions Screen Shot</p>	<p>Hold the <i>Sleep/Wake</i> button on the top or side of your device, then immediately press and release the <i>Home</i> button. The screen shot will be stored in the Photos app.</p>
<p>iOS 8 and OSX Yosemite 10.10 Screen Recording</p> <p><i>Did you know you can make a video of what's on your iPhone or iPad?</i></p>	<ol style="list-style-type: none"> 1. Connect your device to your mac with the Lightning cable you use to charge your device. 2. Open <i>Quicktime Player</i> and select <i>New Movie Recording</i> under the <i>File</i> menu.  <ol style="list-style-type: none"> 3. A recording window will open. Next to the Record button, click the drop down menu and select your iOS device. If you want the audio from your device recorded as well, select it as the microphone.  <ol style="list-style-type: none"> 4. Click the <i>Record</i> button. At this point all activity on your device is being recorded in Quicktime. 5. When finished, click the <i>Stop</i> button and save your recording. Hitting <i>Command-T</i> before saving lets you do a quick trim so that you only save the portion of the recording you want to keep.

Windows Surface	
Most Versions	Holding the <i>Windows</i> button while pressing the <i>Volume Down</i> button will capture the screen and save it to the <i>Pictures</i> folder under <i>Screenshots</i> .

Computer

PC	
Most Windows Versions	Press the <i>PrtScn</i> (Print Screen) key. This takes a screenshot of the entire screen and saves it to your clipboard.
	Press the <i>Windows key + PrtScn</i> to capture the entire screen and save it to your <i>Pictures library</i> under <i>Screenshots</i> .
	Holding down the <i>Alt</i> key while pressing <i>PrtScn</i> will capture the active window and save it to the clipboard.

OS X	
Most OS X Versions Screen Shot	Holding <i>Command + Shift + 3</i> will capture the entire screen and save it to the desktop as a .png file. Opening the file in preview will let you resize and save as a .jpg if necessary.
	Holding <i>Command + Shift + 4</i> will enable cross hairs which allow you to select what area of the screen you want captured. aThe capture will save to the desktop as a .png file.
	Holding <i>Command + Shift + 4</i> THEN pressing the <i>space bar</i> will change the pointer to a camera. Move the camera over a window and hit the <i>space bar</i> (or mouse button) and that window will be captured and saved to the desktop.
Screen Recording <i>Quicktime on Yosemite (10.10) or later allows you to record the screen and computer audio.</i>	<ol style="list-style-type: none"> 1. Open <i>Quicktime Player</i> and select <i>New Screen Recording</i> under the <i>File</i> menu. 2. A recording window will open. Next to the Record button, click the drop down menu and select Built-in microphone to record the Mac's audio. If you want mouse clicks to show in your recording, select Show Mouse Clicks in Recording.



3. Click the *Record* button. At this point all activity on your screen is being recorded in Quicktime.
4. When finished, click the *Stop* button and save your recording. Hitting *Command-T* before saving lets you do a quick trim so that you only save the portion of the recording you want to keep.