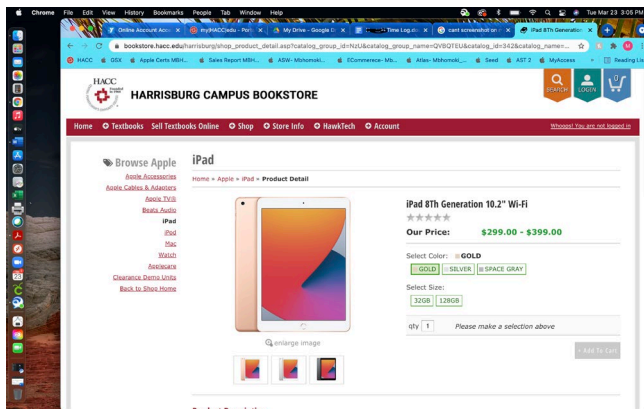# How to Screenshot on Mac, OS Devices & Windows
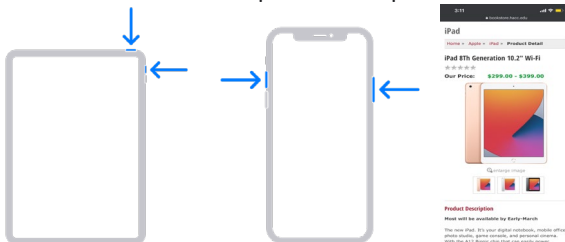
Mac

Take a screenshot on your Mac

1. To take a screenshot, press and hold these three keys together: Shift, Command, and 3.

2. If you see a thumbnail in the corner of your screen, click it to edit the screenshot. Or wait for the screenshot to save to your desktop.

3. If screenshot is not working, follow these below steps to make sure it's enabled
   - Click Apple Menu > System Preferences.
   - Click Keyboard in the System Preferences window. ...
   - Click the Shortcuts tab in the Keyboard window.
   - Click Screen Shots in the list on the left of the Shortcuts tab.
   - Check the boxes for all shortcuts you wish to re-enable.
   - Close the window.

OS- iPad- No Home Button & iPhone- No Home Button

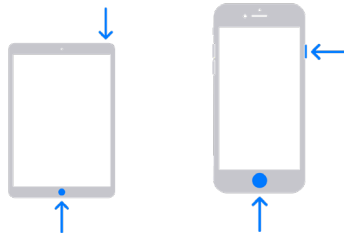Take a screenshot on your iPad or iPhone with no home button

1. Press the Side Button and the Volume Up button at the same time.

2. Quickly release both buttons.

3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

OS- iPad- With Home Button & iPhone- With Home Button
Take a screenshot on your iPad or iPhone with a home button
1. Press the Top button and the Home button at the same time.
2. Quickly release both buttons.
3. After you take a screenshot, a thumbnail temporarily appears in the lower-left corner of your screen. Tap the thumbnail to open it or swipe left to dismiss it.

Windows Device

1. To activate Snip & Sketch, use the keyboard shortcut Windows Key + Shift + S. You can also open the Snip & Sketch tool from the Start menu or by searching for it.

2. Upon pressing Windows Key + Shift + S, your screen will dim and a mini menu will appear at the top of your screen, giving you the option to take a rectangular, free-form, window, or full-screen capture.

3. After taking your screenshot, it will be saved to your clipboard and a preview notification will appear in the lower-right corner of your screen. Clicking the image will take you to the Snip & Sketch app, where you can edit the screenshot with the available drawing tools before saving or sharing it.