

PRINTABLE GUIDE

Take and find a phone screenshot

A screenshot records what is visible on your screen. It can help explain a problem, but may reveal messages, account details or codes. Start with a harmless practice screen and check it before sharing.

iPhone or Android | 2 min read | 5 steps

Before you start

- ☐ An unlocked phone
- ☐ A screen with no private details
- ☐ Access to Photos or Gallery

1. Prepare a safe practice screen

Open Clock or another ordinary screen. Close private notifications. A screenshot does not automatically hide names, balances or sign-in codes; inspect the result before sharing.

- ☐ Done this step

2. Choose one capture method

iPhone with Face ID: briefly press Side and Volume Up together. iPhone with Home button: briefly press Home and Side together, or the top button on older models. Many Android phones use Power and Volume Down together; model instructions may differ.

- ☐ Done this step

3. Release the buttons promptly

Use a brief simultaneous press rather than holding the buttons. Watch for a preview or capture indication. If a power or emergency menu appears, stop and check the exact model's screenshot instructions before retrying.

☐ Done this step

4. Save and locate the image

On iPhone, follow any Done/save prompt if editing; screenshots normally appear in Photos. On Android, look in Gallery or Google Photos under Screenshots or device folders. Menu names and the preview behaviour differ between versions.

☐ Done this step

5. Inspect before sharing

Open the saved screenshot and enlarge it enough to check all visible details. Crop unnecessary areas if suitable, keeping the original private. Some secure apps block screenshots. A screenshot does not record a full video; that requires screen recording.

☐ Done this step

Try it for yourself

Capture Clock, find the saved image and check it contains no private information.

☐ I tried the task.

My notes

The buttons are difficult. Is there another way?

Many devices offer an accessibility or on-screen screenshot control. Check your model's official help instead of forcing an awkward button combination.

Official help and the online guide

Apple: take screenshots - <https://support.apple.com/guide/iphone/take-a-screenshot-iphc872c0115/ios>

Google: Android screenshots - <https://support.google.com/android/answer/9075928?hl=en>

Read online: <https://plaintechguides.com/guides/phone-screenshot-reference/>