Cyberbullying Fact Sheet
Taking screenshots to preserve evidence of cyberbullying

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A **screenshot**, screen dump, or screen capture is an image taken by the computer to record the visible items displayed on the monitor (www.wikipedia.org). It is like a "photograph" taken of the contents of your screen, and is valuable for visually recording harassing content to document cyberbullying victimization.

PC/Windows

To take a screenshot, first have the content you wish to "photograph" or record displayed clearly on your monitor. Then, press the "PrtScn" button on your keyboard (see image below). It is generally located near the top right corner of your keyboard. The screenshot is now saved in temporary memory, but needs to be "pasted" into a document so that it can be permanently saved on your computer's hard drive.
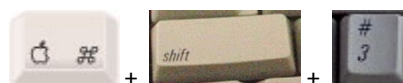

To do this, open up a new document in Microsoft Word (or equivalent). Please note that the screenshot can be inserted into any software program or file that accepts images. Then, right-click your mouse and select "Paste" from the menu that pops up. You may also hold down the "Ctrl" (Control) button on your keyboard and press the letter "v". Both will accomplish the same end - the screenshot will be pasted within the document. Then, type in any other relevant information, such as online nicknames, email addresses, date, time, and anything else you might later need to document the incident. Finally, save the document onto your computer hard drive in a location that you will remember.
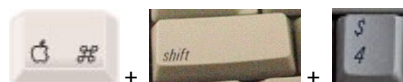
Apple

To take a screenshot using an Apple computer, you must first also make sure that the content you wish to preserve is displayed on your screen. Then, press:

Apple (Command) Key +Shift+3

This captures the entire desktop to a file on the desktop as 'picture #'. You can also be more selective with what content you "photograph" by pressing:

Apple (Command) Key +Shift+4

This allows you to use your mouse to select a specific part of your desktop for capture. When your pointer turns into a cross, hold down the mouse button 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 'Esc' to release the screen capture feature and switch back to the normal cursor arrow.

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The Cyberbullying Research Center is dedicated to providing up-to-date information about the nature, extent, causes, and consequences of cyberbullying among adolescents. For more information, visit http://www.cyberbullying.us.