

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## TAKING A SCREEN SHOT ON AN iPad AND EMAILING IT

### Purpose

This handout goes over how to take a screen shot(s) on an iPad and Emailing it.

You can capture any of the screens on the iPad with this procedure.

Sample use – you are using an iPad and wish to document your student’s progress on an APP that is installed on the iPad. You can take a screen capture of the APP.

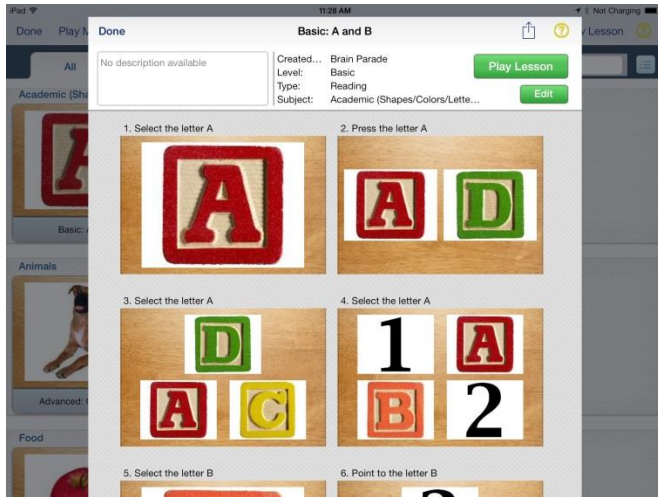


Figure 1 - Sample Screen Shot of an App

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## Screen Shot

From the iPad, go to the desired screen and press the following at the same time.

On/Off Button and Home Button



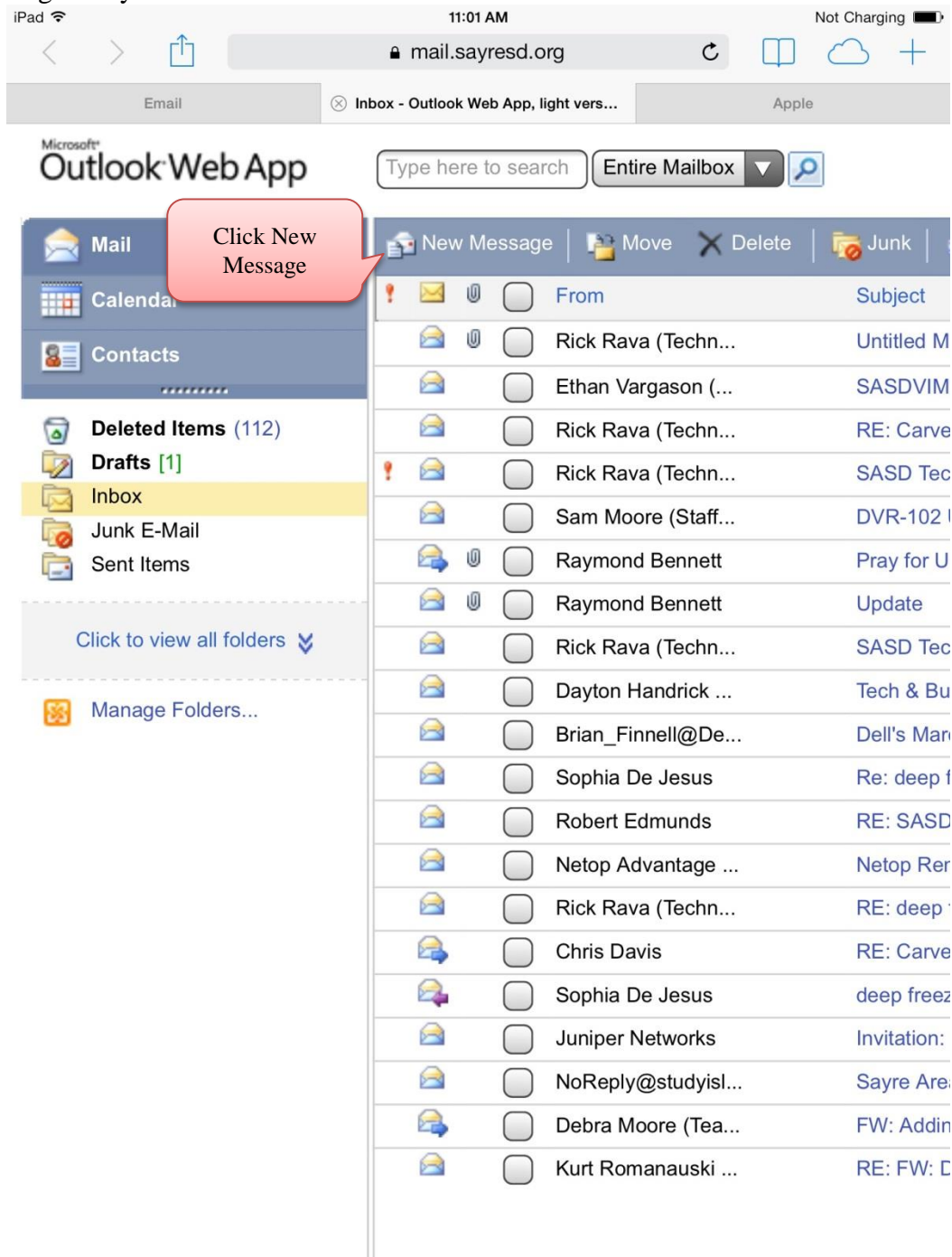
This will take a picture of the current screen

# Email Screen Shot

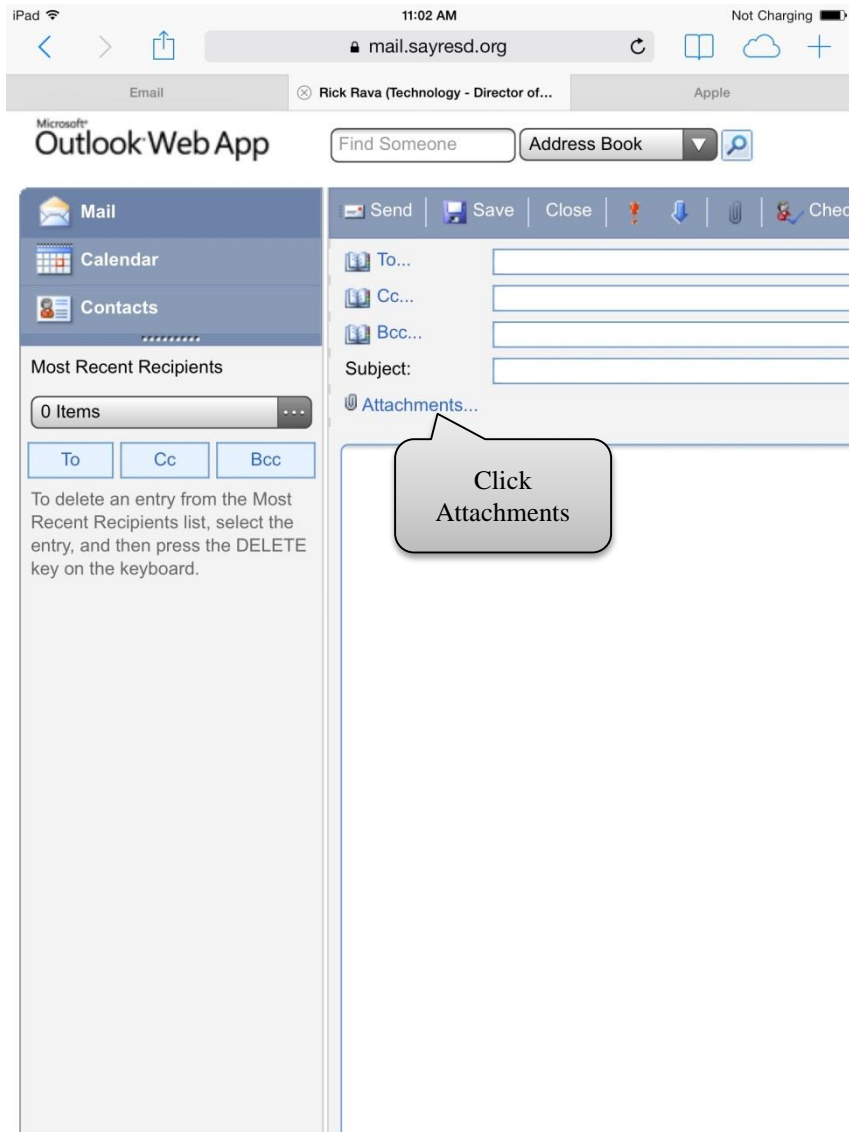
From the iPad, now open up your Safari / browser and do the following

Go to [www.sayresd.org](http://www.sayresd.org) – then click on the email quick link

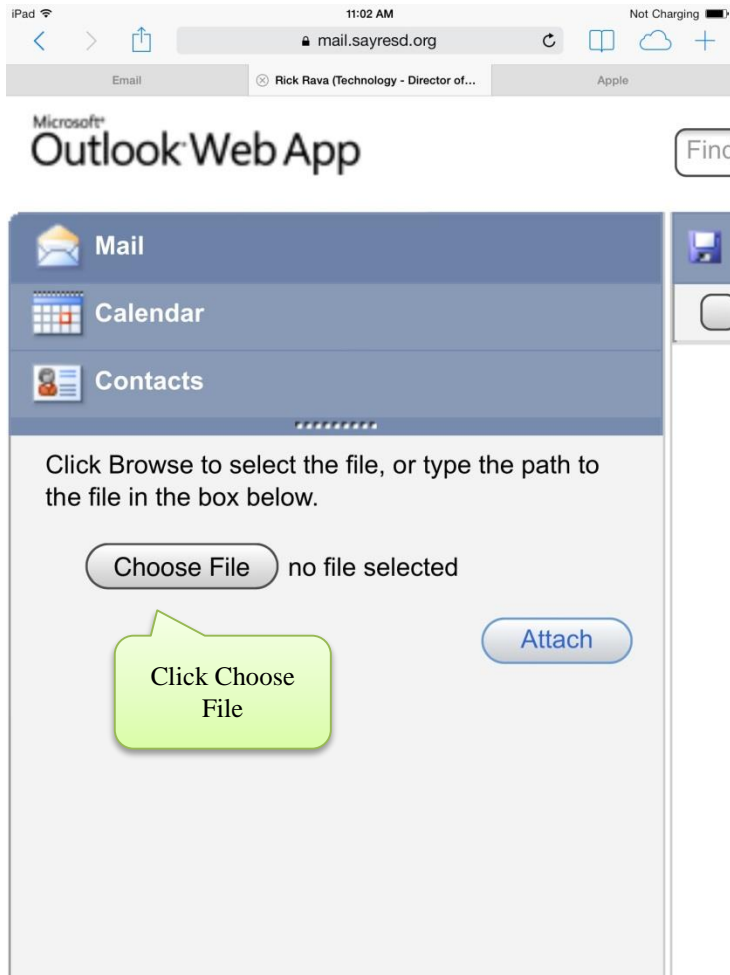
Log in to your email



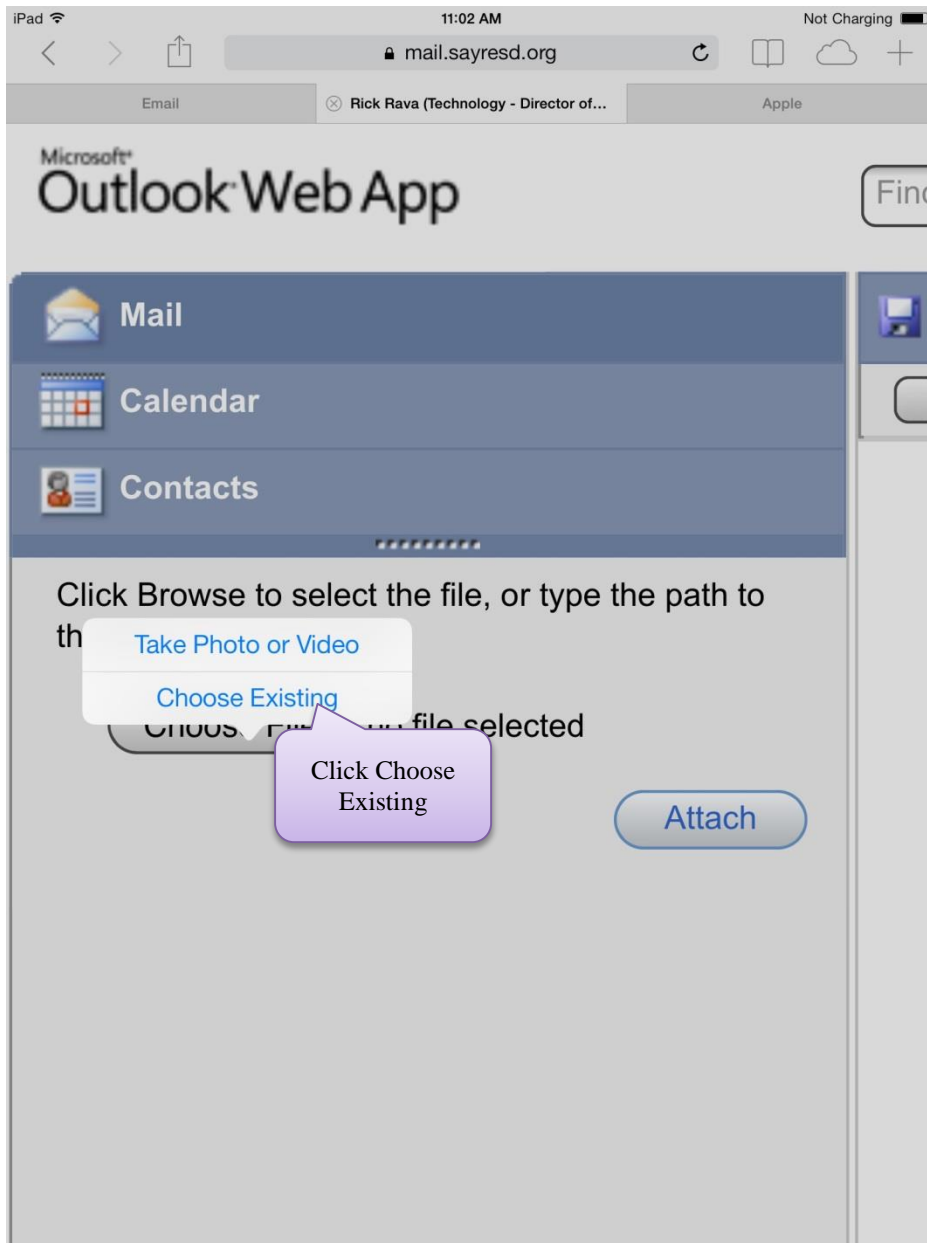
Create a new email - click on New Message



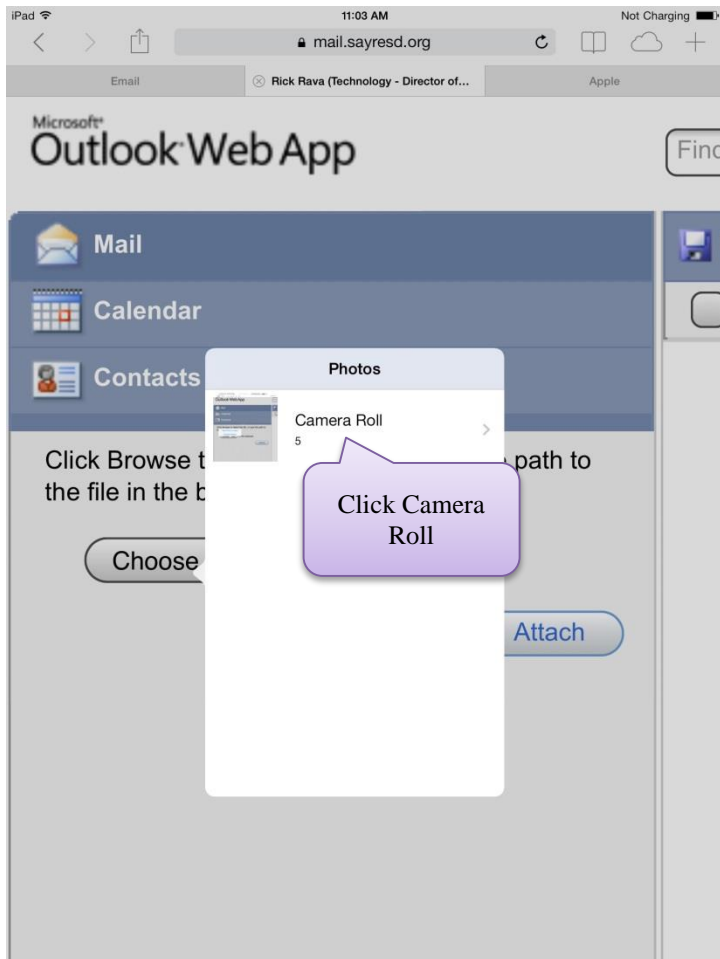
Click on Attachments icon



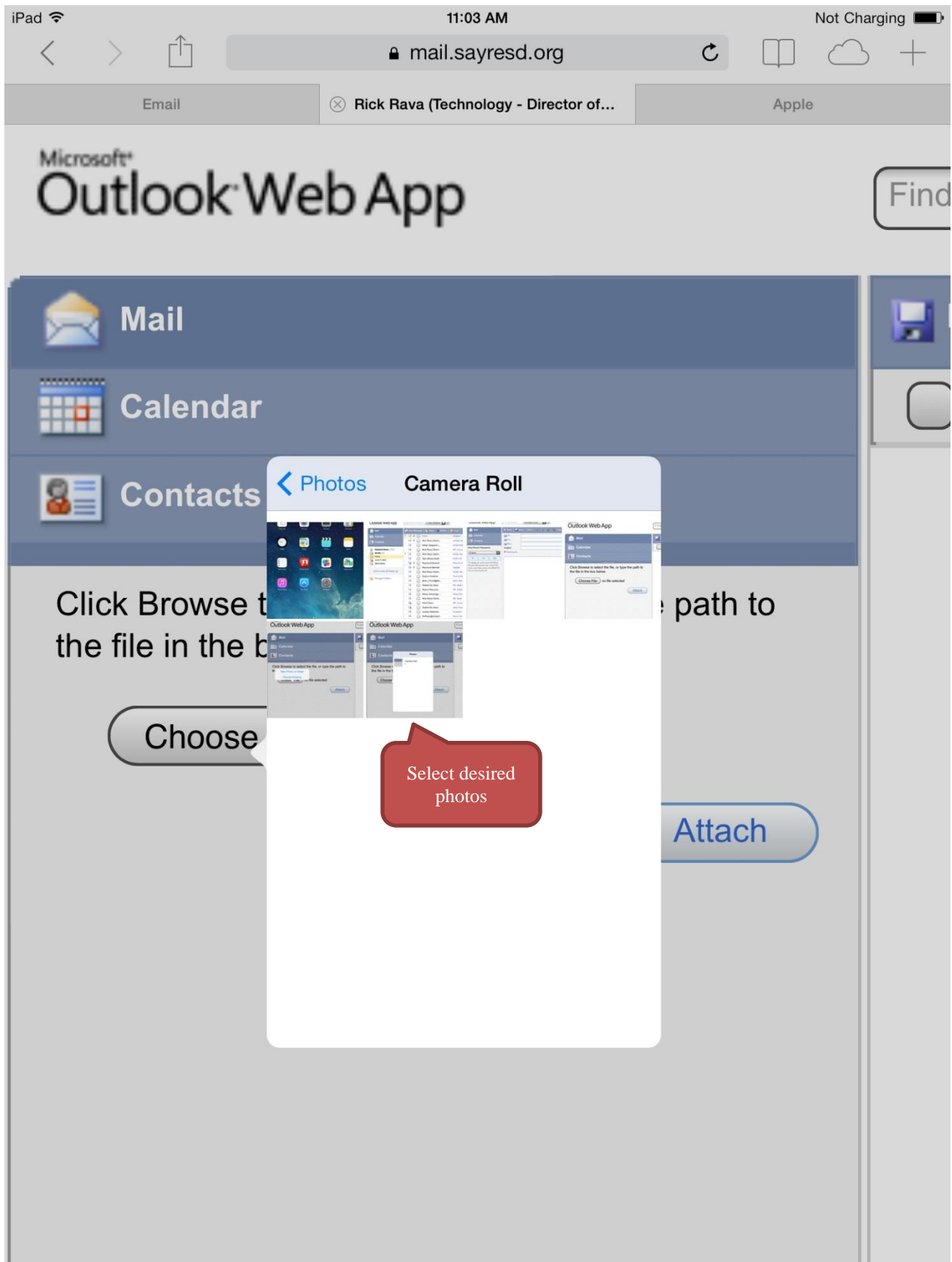
Click on Choose File



Click on Choose Existing



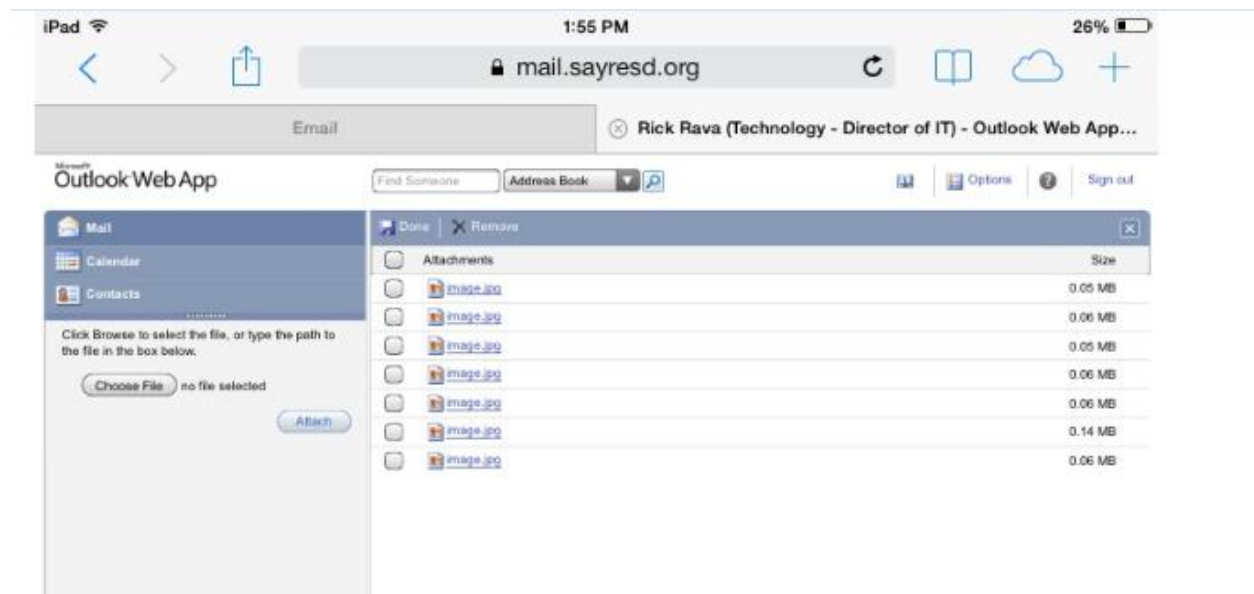
Click on Camera Roll



Navigate through the Photos and select the desired image (s)



You can select **one image at a time** – then **attach**



Click on Done when you have all screen captures attached

Then send your email

